




Deltek

# Deltek Costpoint® 7.1.x

Release Notes Enhancements

July 31, 2020



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## Overview

Welcome to the Delttek Costpoint 7.1.x Release Notes. This document contains the following:

- Release Notes for maintenance releases (MRs) beginning Costpoint 7.1.2
  - Enhancements (including regulatory updates)
- Summary of major new features in Costpoint 7.1.1
  - Enhancements by domain/application
  - De-supported applications

## Costpoint 7.1.x Maintenance Release Delivery Model

Costpoint is moving away from the 7.1.1 continuous delivery model, where we release monthly system JAR updates (SysJar) and individual application updates (AppJar) that include both hot fixes and enhancements with complex file dependencies. Beginning January 2020, there will be monthly maintenance releases that will include critical hot fixes and regulatory updates packaged together as a single update.

There will be no more SysJars with multiple AppJars and complex file dependencies. Note, however, that when you install the update, you will not have the option to pick and choose individual files.

The first MR is Costpoint 7.1.2. Subsequent MRs (7.1.3, 7.1.4, 7.1.5, and so on) will be released on a monthly basis. Since updates are packaged as cumulative maintenance releases, you can choose to skip maintenance releases.

**Attention:** For more information on maintenance release packaging and release methodology, refer to [KB article #98538](#).

**Note:** Also beginning with Costpoint 7.1.2, the Release Notes for each maintenance release are delivered in a web-based format and can be accessed through this link: <https://help.delttek.com/product/Costpoint/7.1/ReleaseNotes/>.

# Pre-Installation Information for Costpoint 7.1.1

## Installation Prerequisites

The following prerequisites must be met before applying Costpoint 7.1.1:

- If upgrading, your Costpoint databases must be at version 7.0.1.
- You must have Administrative access to your Costpoint 7.1.1 Transaction, System, and Admin databases.

## System Requirements

The Costpoint 7.1.1 system uses the following components:

- Database Tier – Oracle
- Application Tier – with integrated WebLogic Server
- Browser Client – Internet Explorer, Chrome, Firefox, Safari, Edge
- Web Tier – Microsoft Internet Information Server (optional)

The following table lists the software requirements for each component tier established at the time of release:

Component	Software Requirements
Database Tier for Oracle	<p>The software requirements are as follows:</p> <ul style="list-style-type: none"> <li>▪ Oracle RDBMS 12c Release 1 (64-bit) version 12c R1 - 12.1.0.1 or higher OR 11g Release 2 (64-bit) version 11g R2 - 11.2.0.3 or higher.</li> <li>▪ <b>Please note that Oracle 10g is <u>NO LONGER</u> supported.</b></li> <li>▪ Microsoft .NET Framework 3.5 or 3.5 SP1 (3.5.1) and 2 GB free space to run the installation process.</li> </ul>
Database Tier for Microsoft SQL Server	<p>The software requirements are as follows:</p> <ul style="list-style-type: none"> <li>▪ Microsoft SQL Server 2012 (64-bit)</li> <li>▪ Minimum Database compatibility level: SQL Server 2012 (110)</li> <li>▪ Microsoft .NET Framework 3.5 or 3.5 SP1 (3.5.1) and 2 GB free space to run the installation process.</li> </ul>



If you are a Microsoft SQL Server client upgrading from Costpoint 7.0.1, please make sure to complete the steps in the collation conversion section of the upgrade install document. These steps are required prior to upgrading to Costpoint 7.1.1.

Component	Software Requirements
Application Tier	<p>The software requirements are as follows:</p> <ul style="list-style-type: none"> <li>Windows Server 2012 R2, Windows Server 2012</li> <li>WebLogic 12.1.3 – included in the installation package.</li> <li>Microsoft .NET Framework 3.5 or 3.5 SP1 (3.5.1) and 5 GB free space to run the installation process.</li> </ul> <p>The Costpoint 7.1.1 WebLogic application server should not contain any previous versions of WebLogic. If you are running Costpoint 7.0.1 the installation will automatically remove the previous version.</p>
Browser Client	<p>The software requirements are as follows:</p> <ul style="list-style-type: none"> <li>Windows 10, Windows 8, Windows 7, Windows XP Professional SP3 or Windows Vista SP2.</li> <li>Internet Explorer Version 11.0 or higher, with latest Microsoft recommended service pack.</li> <li>Internet Explorer Version 10.0 or higher, with latest Microsoft recommended service pack.</li> <li>Internet Explorer Version 9.0, with the latest Microsoft recommended service pack.</li> <li>Adobe Reader 8.0 or higher – required only for users who wish to print Costpoint 7.1.1 reports in PDF format.</li> <li>Chrome 30*.</li> <li>Firefox 24*.</li> <li>Safari 7*.</li> <li>Microsoft Edge</li> </ul> <p><b>* Indicates the latest version tested at the time of release, newer versions should work.</b></p>

Component	Software Requirements
Web Tier (optional)	<p>The software requirements are as follows:</p> <ul style="list-style-type: none"> <li>Windows Server 2012 R2, Windows Server 2012</li> <li>Microsoft Internet Information Server (IIS) 7.1.1, with latest Microsoft recommended service pack – the IIS component is optional. You will install the Oracle WebLogic Server application server software as part of the installation process. The WebLogic Server software includes an integrated Web server component that you may use with Costpoint 7.1.1. Though the use of the IIS component is optional, Delttek strongly recommends installing it in your production environment. In addition to acting as the proxy, the IIS server is also used for load balancing the cluster nodes.</li> <li>Microsoft .NET Framework 3.5 or 3.5 SP1 (3.5.1) and 2 GB free space to run the installation process.</li> </ul>

**Note:** For the Costpoint 7.1.1 system to function properly, the system clocks on your WebLogic application server and the database server that hosts your Costpoint 7.1.1 databases must be synchronized with each other. Failure to synchronize your system clocks may result in login and other system problems.

A hardware recommendations document should have been previously distributed to you. For future releases of Costpoint 7.1.1, hardware recommendations will be supplied via a Customer Care **Knowledge Base** article.

For the most current hardware and software requirements, please refer to the Knowledge Base article containing the Compatibility Matrix:

- [KB Article 38499](#)

## Database Changes

Changes to the Costpoint database were made in this release and details are included in the *DelttekCostpoint711DatabaseChanges.pdf*. See the Costpoint 7.1.1 documentation.

## Installation Notes for Costpoint 7.1.x

The MR installer reads through all Costpoint systems selected. If a Time & Expense segment is found, it searches for the presence of a Time & Expense license for that Costpoint system. It provides a listing of all such systems found, prompting you to review the list and remove (using DBWizard, Remove License) any TE license from the Costpoint system where the connected TE segment is for a stand-alone, external connection that should not have had a Time & Expense license applied to it.

Any external Time & Expense segments found where a Time & Expense license is not present, or where the Time & Expense segment is for a Time & Expense 901 system, the MR Time & Expense patches, SPs, or Data Dictionary files will not be applied.

If all systems listed are properly licensed for Time & Expense and you do want the MR applied to them, please proceed. If you are unsure, please contact Deltek Technical Support.

## For Additional Information

### Customer Care Connect Site

The Deltek Customer Care Connect site is a support Web site for Deltek customers who purchase an Ongoing Support Plan (OSP).

The following are some of the many options that the Customer Care Connect site provides:

- Search for product documentation, such as release notes, install guides, technical information, online help topics, and white papers
- Ask questions, exchange ideas, and share knowledge with other Deltek customers through the Deltek Connect Customer Forums
- Access Cloud specific documents and forums
- Download the latest versions of your Deltek products
- Search Deltek's knowledge base
- Submit a support case and check on its progress
- Transfer requested files to a Customer Care analyst
- Subscribe to Deltek communications about your products and services
- Receive alerts of new Deltek releases and hot fixes
- Use Quick Chat to submit a question to a Customer Care analyst online



For more information regarding Deltek Customer Care Connect, refer to the online help available from the Web site.

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### Access Customer Care Connect

To access the Customer Care Connect site, complete the following steps:

1. Go to <http://support.deltek.com>.
2. Enter your Customer Care Connect **Username** and Password.
3. Click Log In.



If you forget your username or password, you can click the **Account Assistance** button on the login screen for help.

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## Documentation

### New Release Notes Format

Release notes are available from a web-based landing page and the Costpoint Information Center. We will also make a PDF for maintenance releases available for three months, as we transition to the new format. Click the following link to access the landing page: [Costpoint 7.1 Release Notes Landing Page](#).



We want the release notes to be as easy to use as possible. To this end, we will continue to analyze and improve upon the format. Format improvements are already planned for release soon. We welcome your feedback! Please send any feedback to [DeltekDocumentationFeedback@deltek.com](mailto:DeltekDocumentationFeedback@deltek.com).

## Costpoint Information Center

The Costpoint Information Center (CIC) brings together all release documents in one spot, making it easier for you to find the information you need. No login is required so you can access it at any time.

Access the CIC here: [Costpoint Information Center \(CIC\)](#).

The Costpoint Cloud version is available here: [Costpoint Cloud Information Center \(CCIC\)](#).

## Getting Started Guide

This guide contains updated information about the Costpoint interface and application functions, with tips for navigating through Costpoint. To access the Getting Started Guide, click **Help** from the **Help** menu. Scroll to the top of the navigation pane on the left side and click **Getting Started**. This information is also accessible from the DeltekCostpoint711GettingStartedGuide.pdf.

## Online Help

Online help contains information for all Costpoint screens. Additionally, the new 7.1.1 features have been documented in the online help. Click **Shift+F1** or **HELP » Help** to display the appropriate help topic.

### Online Help Improvements

These help improvements apply to help topics for screens in the following areas:

- Accounting
- Contracts
- Projects
- Admin
- Reports & Analytics
- Time & Expense

### Web Browser

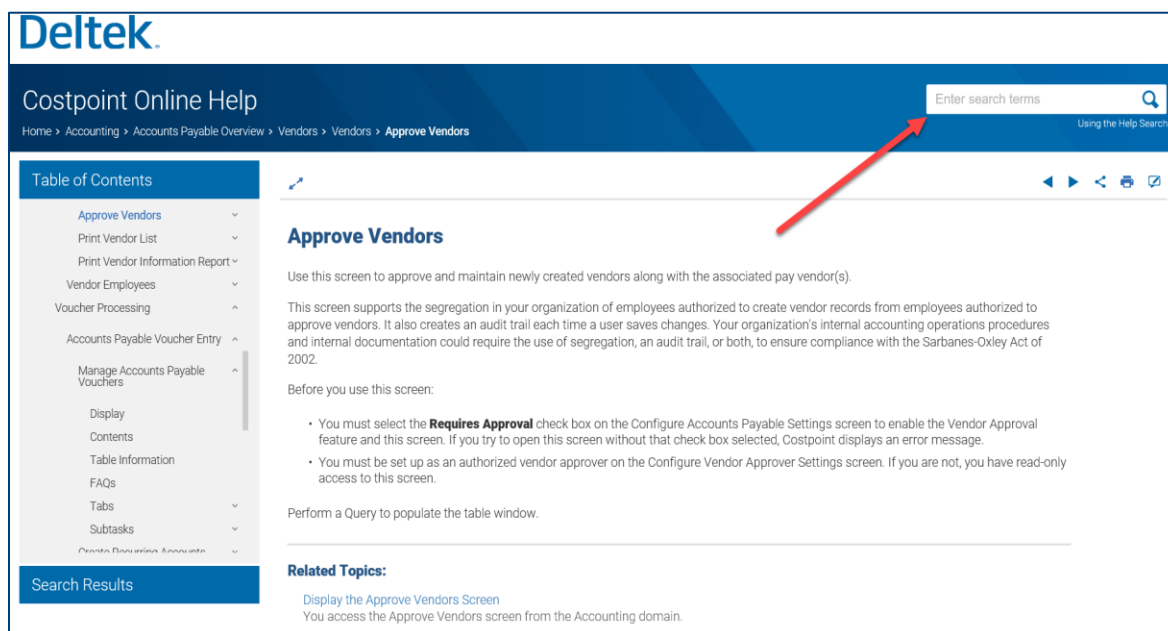
The online help now works with Microsoft Internet Explorer 11.

### Online Help Search

The search functionality in the online help has been improved. You can now search for complete phrases in topics and use an AND word search.

To access the search field in help: On any Costpoint screen within the areas mentioned above, select **Help** from the Help menu or press **SHIFT + F1**.

The search field is in the upper right corner of the help screen.



You can also click the word **Deltak** in the upper left corner of the help screen to open the help home page, which also has a search field.

### Searching for Phrases in Topics

Enter phrases in quotation marks in the help search field to return a list of only the topics that contain the complete phrase.

#### Example:

What you want to search for	Entry in the help search field
All topics that mention the Vendor Information report	"vendor information report"

### Searching for Multiple Words in Topics (AND Search)

To search for topics that include all the words that you enter in the search field, enter a plus sign (+) between each word. Each topic returned includes all the words that you entered in the search field, regardless of the order of the words or whether the words are adjacent to each other in each topic.

#### Example:

What you want to search for	Entry in the help search field
All topics that contain both the words "approve" and "invoice"	approve + invoice

### Searching for Multiple Words in Topics (OR Search)

When you enter words in the help search field without quotes or plus signs, the search assumes an OR between each word. All the topics that have any or all of the words are returned in the search.

An OR search is helpful when you are looking for something, but you are not sure of the name or term used in the help.

#### Example:

What you want to search for	Entry in the help search field
All the topics that contain the word “check” or “payment” or both	check payment

## Scope of the Help Search

The search field in online help searches only the help topics. It does not search for content from the Deltek Learning Zone or the Deltek Support Center website.

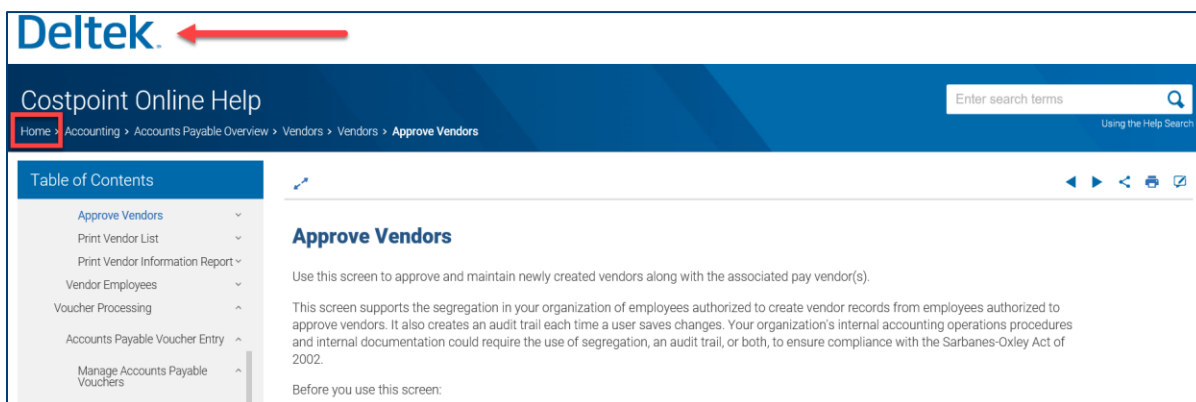
## Other Online Help Improvements

### A New Home Page

The home page now has links to the Deltek Learning Zone and the Deltek Support Center website.

### To access the home page:



- On any Costpoint screen within the areas mentioned above, select **Help** from the Help menu or press **SHIFT + F1** to open the help.
- On the help screen, do either of the following:
  - Click the word **Deltek** in the upper left corner of the screen.
  - Click **Home** in the help navigation breadcrumb path above the Table of Contents.



## An Easy Way to Send Feedback to Deltek About Any Help Topic

On any help topic, click the new **Send Feedback**  icon in the toolbar above the topic.

In the email that opens automatically, enter comments and suggestions for the specific topic and click **Send**. The **To** and **Subject** fields in the email are prefilled automatically. The body of the email prefills with the help topic name. We appreciate your constructive feedback to help us continuously improve the online help.

**Note:** The first time you click , you must select your email application in the How Do You Want to Open This dialog box. Also, select the **Always use this app** check box so that this dialog box does not display each time you click .

## Quick Reference Cards

A Quick Reference Card displays summary information about a system feature or screen. To view Quick Reference Cards, click **Help** from the **Help** menu. Scroll to the top of the navigation pane on the left side and click **Getting Started » Quick Reference Cards**. This will open a menu from which you can select a Card to view or print. Currently, four quick reference cards are available:

- **User Interface** – This card contains information about the Costpoint interface and navigation.
- **Shortcut Keys and Toolbar Icons and Buttons** – This card lists the shortcut keys and icons available in Costpoint.
- **Query and Lookup** – This card shows you how to use the Query and Lookup features.
- **Views** – This card explains the differences between Table View and Form View.

You can also obtain these Quick Reference Cards from the Deltek Software Manager.

## Menu Maps

If you are moving to Costpoint 7.1.1 from Costpoint 6.x, the Costpoint Menu Maps can help you locate your applications. To open a menu map, go to the **Help** menu and make a selection to open one of the Menu Map PDFs:

- **Menu Map – C/S to Web** – The left column of this Menu Map lists the Costpoint 6.1 Client/Server applications in menu order. Find the application you want to open. The middle column displays that application's menu path in Costpoint 6.1 Web. The right column displays that application's menu path in Costpoint 7.1.1.
- **Menu Map – Web to C/S** – The left column of this Menu Map lists the Costpoint 7.1.1 applications in menu order. Find the application you want to open. The middle column displays that application's menu path in Costpoint 6.1 Client/Server. The right column displays that application's menu path in Costpoint 6.1 Web.

## Costpoint Videos

You can now run short instructional videos from within Costpoint by clicking **Costpoint Videos** from the **Help** menu. This will open a PDF from which you can run the videos. Currently, videos are available for the following topics:

- Basic Printing
- Copying to MS Excel
- Entering Cash Receipts
- Using Lookup and Query
- Changing the Global Icons
- Printer Setup and Saved Printer Parameters
- Error Messages
- How to Run Multiple Sessions
- Manage User Interface Profiles
- Job Server

## Installation Guides

There are several guides that will help you in the installation of Costpoint 7.1.1 and they are:

- *DeltekCostpoint711BIRTInstallation.pdf*
- *DeltekCostpoint711DeployingHotFixes.pdf*
- *DeltekCostpoint711ExchangeServerConnectorInstallation.pdf*
- *DeltekCostpoint711NewInstallationForMicrosoftSQLServer.pdf*
- *DeltekCostpoint711NewInstallationForOracle.pdf*
- *DeltekCostpoint711UpgradeInstallationForMicrosoftSQLServer.pdf*
- *DeltekCostpoint711UpgradeInstallationForOracle.pdf*
- *DeltekCostpoint711UpgradeBeforeYouBegin.pdf*

## Technical Guides

Numerous technical guides are available that help you in setting up Costpoint 7.1.1. These technical guides are:

- *DeltekCostpoint711ConfigurationUtility.pdf*
- *DeltekCostpoint711ContentManagementIntegration.pdf*
- *DeltekCostpoint711DBWizardUtility.pdf*
- *DeltekCostpoint711DeploymentOptionsTechnicalOverview.pdf*
- *DeltekCostpoint711ExtensibilityDesignerCodingGuide.pdf*
- *DeltekCostpoint711ExtensibilityDesignerQuickStartGuide.pdf*
- *DeltekCostpoint711ExtensibilityDesignerReportGuide.pdf*
- *DeltekCostpoint711ExtensibilityDesignerUserGuide.pdf*
- *DeltekCostpoint711IntegrationConsole.pdf*
- *DeltekCostpoint711IntegrationOverview.pdf*
- *DeltekCostpoint711MessageBoard.pdf*
- *DeltekCostpoint711MonitoringUtility.pdf*
- *DeltekCostpoint711PerformanceOptimization.pdf*
- *DeltekCostpoint711PostInstallationHardeningGuide.pdf*
- *DeltekCostpoint711ProcessExecutionModes.pdf*
- *DeltekCostpoint711ScreenCustomizationAndBusinessLogicExtensibility.pdf*
- *DeltekCostpoint711Security.pdf*
- *DeltekCostpoint711UserMigrationUtility.pdf*

## Preprocessors

Documentation about the different preprocessor applications in Costpoint are now available which includes information about the file layout, processing details, and error/warning messages.

# Costpoint 7.1.8 Maintenance Release

Release Date: July 31, 2020

## Regulatory Enhancements

### State

#### Colorado State Filing Status

The 2020 Form W-4, Employee's Withholding Certificate, was revamped to reflect the elimination of withholding allowances under the tax code overhaul. The new form relies on dollar-amount adjustments reported by employees to calculate income tax withholding.

Revisions to the federal form created a wave of changes in states that used the federal withholding certificate for state income tax withholding purposes and states that used allowances in withholding formulas.

Colorado was among the states that did not develop state withholding certificates and continued to use federal Form W-4 for state withholding. Head of household is a newly added filing status in the federal 2020 Form W-4, and before this release, Colorado did have the Head of Household filing status in Costpoint. This release adds the Head of Household filing status for Colorado in Costpoint for any employee who selected this filing status in the 2020 Form W-4.

**Note:** Colorado has a flat income tax rate of 4.63% regardless of filing status.

Costpoint PATCH3790 adds the Head of Household filing status records for Colorado on the following screens:

- Manage State Tax Withholding Adjustments
- Manage State Standard Deductions
- Manage State Tax Tables

The patch also applies the following updates to the State Filing Status (STATE\_FILING\_STATUS) table:

- The new HEAD OF HOUSEHOLD filing status was added.
- The descriptions of MARRIED and SINGLE OR MARRIED filing statuses were updated.

#### Idaho Income Tax Withholding

The Idaho State Tax Commission released the 2020 withholding methods with the following updates to the highest tax brackets:

- For married individuals, the highest tax bracket now starts at the annual income of **\$48,320**, up from \$47,508.
- For other individuals, the highest tax bracket now starts at the annual income of **\$24,160**, up from \$23,754.

This release updates the income tax bracket thresholds on the Manage State Tax Tables screen, effective 01/01/2020, to reflect the state tax changes. In addition, the effective date of all Idaho tax tables on the following screens will be updated to 01/01/2020:

- Manage State Taxes

- Manage State Standard Deductions
- Manage State Tax Withholding Adjustments

## New Jersey SUTA Electronic Filing

New Jersey's Department of Labor and Workforce Development phased out all types of magnetic media and replaced them with the Employer Report of Wages Paid ([WR-30](#)) form. All employers must file their quarterly wage reporting information (Form WR-30) electronically either online via the New Jersey Payroll Taxes and Wage Withholding-Filing, Payment, and Reporting Service or by Secure File Transfer Protocol (SFTP).

The most recent file layout for New Jersey SUTA electronic filing added the **Record Terminus Character** field in position 160 of both M and B records. In addition to this change, amended files should also report **X** in position 159 of the M record.

The following tables show the updated file layouts for M and B Records in the fixed length file format.

### Fixed Length File Format

#### M Record

Record Location	Field Name	Field Length	Type	Description & Remarks
1	Record ID	1	A/N	Always "M"
2	FEIN	12	N	Federal Employer Identification Number
14	Filler	2	A/N	Spaces
16	Employer Name	36	A/N	From Authorization Letter
52	Street Address	35	A/N	
87	City	20	A/N	
107	State	5	A/N	
112	Zip Code	9	A/N	Left justified, followed by spaces if less than 9 numbers
121	Quarter & Year or Report	2	N	Quarter number 1,2,3,4, then last digit of filing tax year
123	Number of Employees Reported	6	N	Right justified, "0" zero fill, must equal the number of employees "B" record lists for this employer
129	Total Wages paid this Quarter	14	N	Right justified, "0" zero fill, dollars & cents no decimal
143	FEIN	9	N	Federal Employer Identification Number

Record Location	Field Name	Field Length	Type	Description & Remarks
152	Magnetic Authorization Number	4	N	From Authorization Letter
156	Filler	4	A/N	Spaces
159				If "Amended," enter "X" in position 159.
160	Record Terminus Character	1	A/N	

## B Record

Location	Field Name	Field Length	Type	Description & Remarks
1	Record ID	1	A/N	Always "B"
2	Employee SNN	9	N	9 numeric characters
11	Employee Name	30	A/N	Last Name, First Name, Middle Initial, no punctuation
41	Employee Wages Paid this Quarter	12	N	Right justified, "0" zero fill, dollars & cents no decimal
53	Employee Base Weeks	2	N	Right justified, "0" zero fill, range 00-14
55	Filler	105	A/N	Spaces
160	Record Terminus Character	1	A/N	Record Terminus Character (End of record) Content: "#"

## Texas SUTA Electronic Filing

This Costpoint release updates the ICESA file format generated for the State of Texas for compliance with state requirements. The following fields in the corresponding records will now be blank in the report:

- Record A
  - Position 220: Allocation List Indicator
  - Position 221–229: Service Agent ID
  - Position 230–242: Total Remittance Amount
- Record B
  - Position 15–22: Computer
  - Position 23–24: Internal Label



- Position 26–27: Density
- Position 28–30: Recording Code (EBCDIC or ASCII Character Set)
- Position 31–32: Number of Tracks
- Position 33–34: Blocking Factor
- Position 147–190: Organization Name
- Position 191–225: Street Address
- Position 226–245: City
- Position 246–247: State
- Position 253–257: Zip Code
- Position 258–262: Zip Code Extension
- Record T
  - Position 186–198: Allocation Amount

This regulatory update requires Costpoint PATCH3786.

### Application Updates

#### Manage SUTA Tax File Data (PRMSMM)

The screen contains the following new field:

Field	Description
<b>NAICS Code</b>	Enter the 6-digit North American Industry Classification System code that best classifies your company.

Fields and validations that are no longer applicable for Texas were also removed from the Manage SUTA Tax File Data screen.

#### Create Quarterly SUTA Tax File (PRPSMM)

The Create Quarterly SUTA Tax File screen now generates a SUTA tax file for Texas in the updated ICESA file format required by the state.

This release also applies the following changes for Texas:

- The values in the following fields were updated:
  - Record E Position 182–187 **NAICS Code** field reports the value entered in the **NAICS Code** field on the Manage SUTA Tax File Data screen.
  - Record T Position 248–250 **County Code** field now reports the value entered in the **Industry/County Code/Location Code/Branch** field on the Manage SUTA Tax File Data screen.
  - Record T Position 251–257 **Outside County Employees** now reports the value entered in the **Remitter Number/Employee Outside County** field on the Manage SUTA Tax File Data screen.
- The application no longer displays the message: "Warning: This file should be named 'TWCWAGES' before submitting to the government agency. Continue?"

- The application now provides validations on fields that are related to the Configure Company Information screen.
- The **Computer Manufacturer** field is now disabled.

#### Print Data Dictionary Report (SYRDD)

The report now provides information for the NAICS Code column on the State SUTA Reporting database table.

## Projects

### Application Optimization

The following applications have been enhanced to process more efficiently and decrease their runtime during simultaneous or batch processing. Deltek recommends that you install the Costpoint 7.1.8 MR in a test environment and test the applications before deploying the MR to production.

- Create Unbilled Analysis Report Tables (BLPUNBIL)
- Compute Burden Costs (PJPALCST)
- Load Labor Rates (PJPLDRAT)

# Costpoint 7.1.7 Maintenance Release

Release Date: June 30, 2020

## Regulatory Enhancements

### Federal

#### Revised Form 941 for Reporting COVID-19 Tax Credits

The IRS issued a draft of revised Form 941 to allow for the reporting of tax credits related to COVID-19. The qualified sick leave wages and qualified family leave wages have been added under the taxable social security wages 5a in Part 1 of the form. The credit for sick and family wages and the employee retention credit have been likewise added to the form. In compliance with the reporting requirements of Form 941, the existing Federal 941 Data section of the Quarterly Federal Payroll Tax Report in Costpoint was updated and transferred to a new report. This newly added report, Federal 941 Data and Tax Credit Report, shall also contain the information on the following three new COVID-19 tax credits:

- Credit for qualified sick leave wages
- Credit for qualified family leave wages
- Employee retention credit

### Application Updates

#### Manage Pay Type Taxability (PRMPAYTT)

The screen contains the following new field:

Field	Description
COVID-19 Tax Credit	<p>From the drop-down list, select one of following options to designate the pay type taxability :</p> <ul style="list-style-type: none"> <li>▪ <b>COVID-19 Paid Sick Leave:</b> Select this option if the pay type is used for wages paid as a result of Emergency Paid Sick Leave Act (EPSLA).</li> <li>▪ <b>COVID-19 FMLA:</b> Select this option if the pay type is used for wages paid as a result of Emergency Family and Medical Leave Expansion Act (EFMLEA).</li> </ul> <p>This field will be enabled if the <b>Employer Social Security Exempt</b> check box is selected and the <b>Employee Social Security Exempt</b> check box is cleared.</p>

#### Print Quarterly Federal Payroll Tax Report (PRRFDTAX)

The Print Quarterly Federal Payroll Tax Report screen contains the following new group boxes and fields:

- **COVID-19 Paid Sick Leave and FMLA**

This group box contains the fields where the qualified expenses allocable to qualified sick leave wages and qualified family leave wages can be specified to be included in the calculation of tax credit. Also included is a field to specify the nonrefundable credits already used against the employer social security.

Field	Description
<b>Qualified health plan expenses allocable to qualified sick leave wages</b>	If there are qualified health plan expenses allocable to qualified sick leave wages, you must enter the amount in this field to include it in the calculation of tax credit for COVID-19 Paid Sick Leave wages.
<b>Qualified health plan expenses allocable to qualified family leave wages</b>	If there are qualified health plan expenses allocable to qualified family leave wages, you must enter the amount in this field so it will be included in the calculation of tax credit for COVID-19 FMLA wages.
<b>Nonrefundable credits already used against the employer social security</b>	<p>If applicable, enter the amount from Form 941, line 11a (credit from Form 8974), plus the amount to be claimed on Form 5884-C for this quarter.</p> <p>If you are a third-party payer of sick pay that is not an agent, and you are claiming credits for amounts paid to your employees, then add the employer share of social security tax included on Form 941 line 8 in the amount of this field.</p>

#### ■ Employee Retention Credit

This group box contains the fields related to employee retention credit of CARES Act.

Field	Description
<b>Eligible for Employee Retention Credit</b>	<p>Select this check box to include employee retention credit in the calculation of the Federal 941 Data and Tax Credit Report.</p> <p>When you select this check box, the application will enable the fields used for entering the amount for qualified health plan expenses allocable to qualified wages for the employee retention credit.</p>
<b>Qualified health plan expenses</b>	If there are qualified health plan expenses allocable to qualified wages for the employee retention credit, you must enter the amount in this field to include it in the calculation of tax credit.
<b>Qualified health plan expenses for Mar 13 – 31, 2020</b>	If there are qualified health plan expenses allocable to qualified wages paid March 13, 2020 through March 31, 2020 for the employee retention credit, you must enter the amount in this field to include it in the calculation of tax credit.

Field	Description
	Enter an amount here only for the second quarter Form 941.

The Federal 941 Data section was removed from the Quarterly Federal Tax Payroll Report. The section is now a new separate report named "Federal 941 Data and Tax Credit Report", which is generated after the Quarterly Federal Tax Report.

#### Export Payroll Taxes (PRPEXTAX)

This release adds the following to the tax file generated by the Export Payroll Taxes screen:

- New fields in Employee Tax (ET) Record - Employer Social Security Tax (SSER) for the Check, QTD, and YTD amounts of COVID-19 Sick Leave Wages
- New fields in Employee Tax (ET) Record - Employer Social Security Tax (SSER) for the Check, QTD, and YTD amounts of COVID-19 Family Leave Wages
- New fields in Employee Tax (ET) Record - Employee Social Security Withholding (SSEE) for the Check, QTD, and YTD amounts of COVID-19 Sick Leave Wages limited by the social security wage base
- New fields in Employee Tax (ET) Record - Employee Social Security Withholding (SSEE) for the Check, QTD, and YTD amounts of COVID-19 Family Leave Wages limited by the social security wage base

#### Print Data Dictionary Report (SYRDD)

The report now provides information for the new COVID-19 Tax Credit (None/EPSLA/EFMLEA) (COVID\_TAX\_CREDIT) column in the Pay Type Taxability (PAY\_TYPE\_TXBL) database table.

#### Track Employer Portion of Social Security and Medicare Taxes for COVID-19 Tax Credit

The Families First Coronavirus Response Act (FFCRA) gives businesses with fewer than 500 employees (Eligible Employers) funds to provide employees with paid sick leave and family and medical leave for reasons related to COVID-19. The reasons can be either for the employee's own health needs or to care for family members.

The eligible employer is entitled to a fully refundable tax credit equal to the required paid sick leave and equal to the required paid family and medical leave (qualified family leave wages). This tax credit also includes the eligible employer's share of Medicare tax imposed on those wages and its allocable cost of maintaining health insurance coverage for the employee during the sick leave period (qualified health plan expenses), and its cost of maintaining health insurance coverage for the employee during the family leave.

**Note:** The eligible employer is not subject to the employer portion of social security tax imposed on those wages.

Currently, social security taxes can be flagged as "Exempt" on the Manage Pay Type Taxability screen, and this indicates exemption from both employee and employer portion. There is no way to indicate if a pay type is exempt from either the employer portion only or the employee portion. The same is true for Medicare taxes.

Due to the requirement in FFCRA wherein any wages paid as a result of the Emergency Paid Sick Leave Act and the Emergency Family and Medical Leave Expansion Act are not subject to the employer portion of social security taxes, the ability to track separately the employer portion of social security taxes and Medicare taxes will be added in Costpoint. Accordingly, Costpoint will now track both the employee and

employer FICA taxes amounts (taxable and exempt pay type) throughout the Payroll module. This feature is not only for tracking the FICA taxability of COVID-19 pay types, but also for other similar future requirements.

## Application Updates

### Manage Pay Type Taxability (PRMPAYTT)

The screen now provides the ability to set the taxability of the employer portion of social security and Medicare taxes. To support the new functions, this release applies the following updates to the screen:

- A new **Social Security** group box allows you to select the following FICA fields related to social security:

Field	Description
<b>Employee Social Security Exempt</b>	<p>Select this check box if the pay type is exempt from the employee portion of the social security taxes.</p> <p>When you select this check box, the screen automatically selects and disables the <b>Employer Social Security Exempt</b> check box because if the pay type is exempt from the employee portion of the social security tax, then the employer portion will always be exempt.</p> <p>When you clear this check box, the screen automatically enables the <b>Employer Social Security Exempt</b> check box because if the pay type is not exempt from the employee portion of the social security tax, then the employer portion can either be exempt or not.</p>
<b>Employer Social Security Exempt</b>	<p>Select this check box if the pay type is exempt from the employer portion of social security taxes.</p>

- A new **Medicare** group box allows you to select the following FICA fields related to Medicare:

Field	Description
<b>Employee Medicare Exempt</b>	<p>Select this check box if the pay type is exempt from the employee portion of the Medicare taxes.</p> <p>When you select this check box, the screen automatically selects the <b>Employer Medicare Exempt</b> check box because if the pay type is exempt from the employee portion of the Medicare tax, then the employer portion will always be exempt.</p> <p>When you clear this check box, the screen automatically selects the <b>Employer Medicare Exempt</b> check box because if the pay type is</p>

Field	Description
	not exempt from the employee portion of the Medicare tax, then the employer portion will always be not exempt.
<b>Employer Medicare Exempt</b>	Select this check box if the pay type is exempt from the employer portion of the Medicare taxes.  This field is not editable.

#### Export Payroll Taxes (PRPEXTAX)

This Costpoint release updates the source of the exempt pay type amount and taxable amount of the employer portion of social security and Medicare taxes in the generated tax file.

#### Compute Payroll (PRPCPR)

The Compute Payroll screen now calculates and stores the employer portion of FICA taxes.

The Social Security wage base accumulation will be done with respect to the employee Social Security taxes on compensation to an employee who received qualified leave wages.

#### Manage Payroll Records (PRMPTF)

The Manage Payroll Records screen can now recalculate, store, and display the employer portion of FICA taxes. To support the new functions, this release applies the following changes to the screen:

- Payroll Edit tab
  - The unemployment taxes fields were transferred to the new Employer Accrual tab.
  - The social security **Accrued Expense** field and the Medicare **Accrued Expense** field on this tab are no longer editable.
- Employer Accrual tab
  - This new tab allows you to access the **Unemployment Taxes** fields transferred from the Payroll Edits tab and the employer **FICA Taxes** fields.
  - The FICA Taxes group box provides the following fields:

#### Social Security

Field	Description
<b>Exempt Pay Types</b>	Enter the amount for the employer portion of social security exempt pay types.
<b>Exempt Deductions</b>	The field displays the total of the social security exempt deductions. This field is not editable.
<b>Taxable Wages</b>	Enter the amount for the employer portion of social security taxable wages.
<b>Accrued Expense</b>	This field displays the employer expense accrued for social security.

#### Medicare

Field	Description
<b>Exempt Pay Types</b>	Enter the amount for the employer portion of Medicare exempt pay types.
<b>Exempt Deductions</b>	This field displays the total of the Medicare exempt deductions. This field is not editable.
<b>Taxable Wages</b>	Enter the amount for the employer portion of Medicare taxable wages.
<b>Accrued Expense</b>	This field displays the employer expense accrued for Medicare.

### Post Payroll Journal (PRPPPCLS)

The Post Payroll Journal screen now has the ability to post the employer portion of FICA taxes. To support the new function, this release applies the following changes to the screen:

- To track the employer amounts of social security taxes, this release adds the following columns to the EMPL\_EARNINGS table:
  - SS\_ER\_EXMPT\_PT\_AMT
  - SS\_ER\_TXBL\_AMT
- To track the employer amounts of Medicare taxes, this release adds the following columns to the EMPL\_EARNINGS table:
  - MDCR\_ER\_EXMPT\_PT\_AMT
  - MDCR\_ER\_TXBL\_AMT
- When you post payroll, the application includes the following data:
  - Employer Social Security Exempt Pay Types (SS\_ER\_EXMPT\_PT\_AMT)
  - Employer Social Security Taxable Wages Employer Social Security (SS\_ER\_TXBL\_AMT)
  - Employer Medicare Exempt Pay Types (MDCR\_ER\_EXMPT\_PT\_AMT)
  - Employer Medicare Taxable Wages (MDCR\_ER\_TXBL\_AMT)

### Manage Employee Earnings History (PRMERF)

The Manage Employee Earnings History screen now displays the employer portion of exempt pay types and taxable wages of FICA taxes. To support the new functions, this release applies the following changes to the screen:

- Employee Earnings tab
  - The unemployment taxes fields were transferred to the new Employer Accrual tab.
  - The social security **Accrued Expense** field and the Medicare **Accrued Expense** field on this tab are not editable.
- Employer Accrual tab
  - This new tab allows you to access the **Unemployment Taxes** fields transferred from Payroll Edits tab and the employer **FICA Taxes** fields.
  - The **FICA Taxes** group box provides the following fields:
    - Social Security**



Field	Description
<b>Exempt Pay Types</b>	Enter the amount for the employer portion of social security exempt pay types.
<b>Exempt Deductions</b>	The field displays the total of the social security exempt deductions. This field is not editable.
<b>Taxable Wages</b>	Enter the amount for the employer portion of social security taxable wages.
<b>Accrued Expense</b>	This field displays the employer expense accrued for social security.

#### Medicare

Field	Description
<b>Exempt Pay Types</b>	Enter the amount for the employer portion of Medicare exempt pay types.
<b>Exempt Deductions</b>	This field displays the total of the Medicare exempt deductions. This field is not editable.
<b>Taxable Wages</b>	Enter the amount for the employer portion of Medicare taxable wages.
<b>Accrued Expense</b>	This field displays the employer expense accrued for Medicare.

- The YTD Taxes subtask provides new fields for year-to-date employer taxable amounts:

#### Employer Social Security

Field	Description
<b>Taxable</b>	This field displays the year-to-date employer portion of taxable social security wages.
<b>Accrued</b>	This field displays the accrued year-to-date employer portion of taxable social security wages.

#### Employer Medicare

Field	Description
<b>Taxable</b>	This field displays the year-to-date employer portion of taxable Medicare wages.

Field	Description
<b>Accrued</b>	This field displays the accrued year-to-date employer portion of taxable social security wages.

- Labels of the following existing fields in the YTD Taxes subtask were updated:
  - Employee Social Security
  - Employee Medicare

#### Print Quarterly Federal Payroll Tax Report (PRRFDTAX)

The following are updates to the Print Quarterly Federal Tax Report screen:

- The application now calculates and includes the employer portion of the social security and Medicare taxes in the Quarterly Federal Payroll Tax Report.
- The Advance EIC column will no longer be included in the report.
- This release updates the source of exempt pay type amount and taxable amount in the calculation of the social security and Medicare accrual amount.

#### Recompute Taxable Wages (PRPRCOMP)

The application now recomputes, stores, and reports the employer portion of FICA taxes.

- The application recomputes and stores the following amounts:
  - Employer Social Security Recomputed Taxable Wages
  - Employer Social Security Recomputed Exempt Pay Types
  - Social Security Accrual Wages
  - Employer Medicare Recomputed Taxable Wages
  - Employer Medicare Recomputed Exempt Pay Types
  - Medicare Accrual Wages
- The report now includes the following tax types:
  - Employer Social Security
  - Employer Medicare
- The following tax types in the report changed:
  - “Social Security” is now “Employee Social Security.”
  - “Medicare” is now “Employee Medicare.”
- To indicate recomputation of FICA accruals, this release changes the following labels on the screen:
  - The **Social Security** check box is now labeled as **Social Security Taxable and Accrual**.
  - The **Medicare** check box is now labeled as **Medicare Taxable and Accrual**.
- The application now provides a new Accrued Taxes Adjustment Report which prints after the Recompute Taxable Wages Report. This report is sorted by tax type.

### Void/Replace Posted Paychecks (PRPAVCK)

The application now updates employee payroll records with the employer portion of FICA taxes when voiding paychecks. This release applies the following changes to the Void/Replace Posted Paychecks Report:

- New employer taxable amount fields were added for both social security and Medicare.
- New employer pay type exempt amount fields were added for both social security and Medicare.
- Labels of the existing social security and Medicare fields now have “EE” at the beginning.
- The State Withholding and Local Withholding values were relocated in the report layout.

### Print Payroll Edit Report (PRRPTF)

This release adds the employer portion of FICA taxes in the reports generated by the Print Payroll Edit Report screen.

### Print Employee Earnings Report (PRRERF)

This release adds the employer portion of FICA taxes in the reports generated by the Print Employee Earnings Report screen.

### Print Data Dictionary Report (SYRDD)

The report now provides information for columns added and updated in the following database tables:

- Pay Type Taxability (PAY\_TYPE\_TXBL)
- Employee Payroll (EMPL\_PAYROLL)
- Employee Payroll Audit (EMPL\_PAYROLL\_ADT)
- Employee Earnings (EMPL\_EARNINGS)
- Employee Earnings Audit (EMPL\_E\_ADT)

## State

### 2020 Arizona SUTA Electronic Filing

Effective February 28, 2020, the Arizona Department of Economic Security department discontinued allowing quarterly SUTA wage data to be submitted on CDs or diskettes in the MMREF format.

Arizona now requires employers to file wage data in one of the following formats:

- Comma Separated Value (CSV) file upload on the Arizona Unemployment Tax and Wage System website (<https://uitws.azdes.gov/App/EmployerLogin.aspx>)
- Bulk filing process (server to server process using the XML file format)

Costpoint will support the CSV format for Arizona SUTA quarterly reporting. The Create Quarterly SUTA Tax File (PRPSMM) application was updated to generate a CSV file in the following format:

Field	Description
<b>Social Security Number</b>	<ul style="list-style-type: none"> <li>▪ Required</li> <li>▪ No spaces or special characters</li> </ul>
<b>Last Name</b>	<ul style="list-style-type: none"> <li>▪ Required</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>Up to 30 characters (letters, numbers, hyphens, apostrophes, periods, and spaces only)</li> </ul>
<b>First Name</b>	<ul style="list-style-type: none"> <li>Required</li> <li>Up to 15 characters (letters, numbers, hyphens, apostrophes, periods, and spaces only)</li> </ul>
<b>Total Wages (Current Quarter Wages)</b>	<ul style="list-style-type: none"> <li>Required</li> <li>Format is 9999.99.</li> <li>Minimum amount is 0.01.</li> <li>Maximum amount is 99999999.99.</li> </ul>
<b>Excess Wages (Current Quarter Excess Wages)</b>	<ul style="list-style-type: none"> <li>Optional</li> <li>Format is 9999.99.</li> <li>Maximum amount is 99999999.99.</li> </ul> <p><b>Excess Wages</b> is an optional field for the upload file; however, you must either include <b>Excess Wages</b> for all employees or leave them off for all employees. If you include them, you must enter an amount in the <b>Excess Wages</b> field for each employee. Enter <b>0.00</b> for employees who have not been paid Excess Wages.</p>

**Attention:** For more information, refer to the *Wage File Upload Instructions - Required Format* from the department's website: <https://des.az.gov/services/employment/unemployment-employer/wage-file-upload-instructions-required-format>.

## People

### Create Quarterly SUTA Tax File » Documentation

#### SUTA Electronic Filing File Types by State

The Costpoint Online Help now provides an updated table of the electronic file types that the Create Quarterly SUTA Tax File screen generates for each state. You can access the updated Costpoint SUTA Electronic Filing File Types topic when you open the online help from the screen. You can also access the help topic from the Table of Contents under the following location: **People » Payroll Overview » Tax Reporting » State and Local Taxes » Create Quarterly SUTA Tax File » Costpoint SUTA Electronic Filing File Types**.

## **Projects**

### Application Optimization: Compute Revenue

Compute Revenue has been enhanced to process more efficiently and decrease its runtime during simultaneous or batch processing. Deltek recommends that you install the Costpoint 7.1.7 MR in a test environment and test the application before deploying the MR to production.

# Costpoint 7.1.6 Maintenance Release

Release Date: May 29, 2020

## Regulatory Enhancements

### State

#### 2020 Pennsylvania SUTA Electronic Filing

Effective January 1, 2020, Pennsylvania requires monthly employee count fields in the Total Tax Record (Record T) for both original and amended ICESA files. To comply with state requirements, the Create Quarterly SUTA Tax File (PRPSMM) screen now provides the following information in Record T of the Pennsylvania SUTA electronic file. The employee count will be provided in the following Record T positions regardless if the Report Type in Record A position 141-153 is "Original" or "Amended."

Position	Column	Value
227–233	Month 1 Employment for Employer	The number of covered employees who worked or received pay for the pay period, including the 12 <sup>th</sup> day of the 1 <sup>st</sup> month of the reporting period.
234–240	Month 2 Employment for Employer	The number of covered employees who worked or received pay for the pay period, including the 12 <sup>th</sup> day of the 2 <sup>nd</sup> month of the reporting period.
241–247	Month 3 Employment for Employer	The number of covered employees who worked or received pay for the pay period, including the 12 <sup>th</sup> day of the 3 <sup>rd</sup> month of the reporting period.

**Attention:** For more information, refer to *File Layouts and Formats for Electronic Reporting of PA Quarterly Unemployment Compensation Wage and Tax Data*:  
[https://www.uc.pa.gov/Documents/UC\\_Forms/UC-2010.pdf](https://www.uc.pa.gov/Documents/UC_Forms/UC-2010.pdf).

## Installation

### Weblogic CPU and JDK Upgrade

The Costpoint MR 7.1.6 installer is updated to include support and compatibility for Weblogic 12.1.3 and Weblogic 12.2.1.3 Oracle Critical Patch Update (April 2020) and to include JDK 1.8.0.251. This update aims to address security vulnerabilities.

## People

### Use Range for the Reporting Date on the VETS-4212 Report

Costpoint MR 7.1.6 updates the Print VETS-4212 Report (HARV100) screen and changes the existing single date parameter on the screen into a range of dates. You will now be able to enter a pay period date

range, which represents the pay period used as the basis for filing the VETS-4212 report. Costpoint will use the pay period date range for reporting the following:

- **Number of employees:** The application will use the pay period start and end dates as the basis for the employment figure.
- **Number of new-hires for the 12-month reporting period:** The application will use the pay period end date as the end date for the twelve-month reporting period.

**Note:** The VETS-4212 Report will be based on a pay period that has an end date between July 1 and August 31. Any Federal contractor or subcontractor that has written approval from the Equal Employment Opportunity Commission to use December 31 as the ending date for the EEO-1 Report may also use that date as the ending date for the payroll period selected for the VETS-4212 Report.

The following are the updates to the Print VETS-4212 Report screen:

- The “Period End Date” label in the Selection Range group box changed to “Pay Period Date.”
- The value in the Option field for Pay Period Date changed to Range.
- The screen now requires start and end dates for the reporting period in the following fields:
  - **Pay Period Date – Start field:** Enter, or use the calendar lookup, the pay period start date to determine the number of employees.
  - **Pay Period Date – End field:** Enter, or use the calendar lookup, the pay period end date to determine the number of employees and the number of new-hires in the previous 12-month period.

## Export of Leave Data to Shop Floor Time to Include Paid Family Leave Dates for COVID-19 H.R. 6201

The recent H.R. 6201: Families First Coronavirus Response Act regulations for COVID-19 allows employees to receive paid sick leave and Paid Family Medical Leave for certain COVID-19-related situations. The regulations, however, state that employees must use the leave between 04/01/2020 and 12/31/2020.

To allow Costpoint Shop Floor Time users to comply with the regulations, Costpoint MR 7.1.6 updates the way the Export Project Manufacturing Data (LDPEXPM) process handles the export of leave data. The application will now use the start and end dates on the Paid Family Leave subtask of the Manage Employee Leave (LDMELV) screen as the basis of the leave start and end dates exported to Shop Floor Time. This update will prevent employees from charging the COVID-19-related leave outside of the dates allowed by the government regulation.

## Audit Tracking for Pay Stub and W-4 Information

Costpoint MR 7.1.6 adds the ability to track changes made to the pay stub and W-4 information in the payroll records of employees. You can access the audit trail for employee earnings and payroll on the View Employee Earnings (PRQERF) screen and the View Payroll Edit Table (PRQPTF) screen.

This release applies the following database changes in the corresponding screens for the new functionality:

### View Employee Earnings

- New columns were added for the tracking of pay stub information.

- A new EMPL\_E\_PAYSTUB\_HRLY\_RATES\_ADT child table was added to track changes to paystub hourly rate information.

#### View Payroll Edit Table

- New columns were added for the tracking of pay stub information.
- A new EMPL\_PR\_PAYSTUB\_HRLY\_RATES\_ADT child table was added to track changes to paystub hourly rate information.

## Calculate Payroll Costs for COVID-19 Payroll Protection Program

The Small Business Administration (SBA), with support from the Department of the Treasury, implemented the Paycheck Protection Program (PPP), which authorizes up to \$349 billion in forgivable loans to small businesses to pay their employees during the COVID-19 crisis. The program allows qualifying employers with up to 500 employees to apply for a forgivable loan to cover payroll costs over an eight-week period from February 15 to June 30, 2020.

**Note:** The deadline to submit the Paycheck Protection Program loan application with the required documentation to an approved lender is on **June 30, 2020**.

As part of the requirements for the loan application, employers will need to provide payroll costs to determine the average monthly payroll. This includes the following

- Employee gross pay (capped at \$100,000 on an annualized basis for each employee)
- Employer-paid benefits contributions
- Employer-paid retirement contributions
- Employer-paid state and local taxes

**Attention:** For more information, refer to the *PAYCHECK PROTECTION PROGRAM (PPP) INFORMATION SHEET*: <https://home.treasury.gov/system/files/136/PPP--Fact-Sheet.pdf>.

To aid in the application for a loan through the COVID 19 Payroll Protection Program, the Payroll Toolkit (PRPTOOLKIT) provides the functionality to calculate your company's monthly payroll costs for 12 months. The report generated by the toolkit will use 12 months of paycheck data for the selected taxable entity to determine the monthly amounts for the following:

- Gross employee earnings
- Employer paid state/local taxes
- Employer paid health and retirement contributions
- Any gross employee earnings over 100K
- Number of employees

The monthly total payroll costs will be calculated by adding the employee gross earnings, employer paid state/local taxes, and employer paid benefits. The payroll costs above 100K will be subtracted from that amount to find the total payroll costs. The yearly average will be calculated for the total payroll costs and the number of employees.

You can go to **People » Payroll » Payroll Utilities** menu in Costpoint to access the Payroll Toolkit.



**Warning:** The report includes only U.S.-based employees. The report will include all contributions unless you specifically exclude certain contribution types. The report should be by taxable entity.

## New Costpoint Online Help Format for the People Domain

The Costpoint Online Help system now displays information for the People domain in the new and improved help format which presents content in a more structured layout. The new help format always displays the table of contents to allow you to easily navigate through topics for a particular screen. This update is part of Deltek's transition to a new authoring tool for the Costpoint Online Help.

**Attention:** For more information on the Costpoint Online Help, go to:

- [https://help.deltek.com/Product/Costpoint/Documentation/Costpoint\\_Online\\_Help.html](https://help.deltek.com/Product/Costpoint/Documentation/Costpoint_Online_Help.html)
- [http://help.deltek.com/Product/Costpoint/7.1.1/GA/Dual\\_Table\\_of\\_Contents.htm](http://help.deltek.com/Product/Costpoint/7.1.1/GA/Dual_Table_of_Contents.htm)

## Projects

### Rounding Audit Column Added for Supporting Schedules of Standard Bills

The new check box, **Round Column on Supporting Schedule**, added to the Print Standard Bills screen lets you include the **Rounding Audit** column on the Labor Supporting Schedule report. This column indicates the rounding amount and where exactly (at which labor category) the rounding is placed.

This new check box is enabled only if you selected the **Supporting Schedules Only** or **Bills and Supporting Schedules** option in the **Select Printing** group box. When you select this check box, the **Rounding Audit** column displays on Labor Supporting Schedule, while the **Cumulative Hours** and **Cumulative Amount** columns are hidden.

The new column is applicable if the supporting schedules you are printing include amounts. If the **Hours Only** check box is selected on the Manage Supporting Schedule Formats screen, the **Rounding Audit** column does not display in the Schedule report even if the option to display it is selected.

This enhancement applies to both posted and unposted bills.

# Costpoint 7.1.5 Maintenance Release

Release Date: April 27, 2020

## Regulatory

### Federal

#### Use Paid Family Leave Record to Track COVID-19 National Paid Sick Leave

Prior to maintenance release (MR) 7.1.5, Deltak provided changes in Costpoint that allowed you to apply the dollar limits set by the *Emergency Paid Sick Leave Act and Emergency Family and Medical Leave Expansion Act* sections of the Families First Coronavirus Response Act (H.R.6201) legislation. This enhancement was made available through the following releases:

- Costpoint MR 7.1.4
- Costpoint 7.1.1 Defect 1272327 Hot Fix Release

In MR 7.1.5, Costpoint adds the optional ability to specify a Paid Family Leave record as one that is used for National Paid Sick Leave tracking.

**Attention:** To set up Paid Family Leave in Costpoint for the Families First Coronavirus Response Act, refer to KB Article #100864.

### Manage Employee Leave

Costpoint PATCH3774 adds **NATIONAL PAID SICK LEAVE COVID19** to the Paid Family Leave system table (S\_PAID\_FAM\_LV). This will allow you to select **NATIONAL PAID SICK LEAVE COVID19** in the **City/State** field on the Paid Family Leave subtask of the Manage Employee Leave screen when you assign the **Paid Family Leave** leave type and leave code to the employee.

**Note:** The City/State field is information-only and is not required for the processing of COVID-19 National Paid Sick Leave.

This enhancement requires Costpoint System JAR 028.

### State

#### Virgin Islands Tax Withholding Updates

The sources of the Virgin Islands taxing authority include the Internal Revenue Code of 1986 (the IRC) and the Naval Service Appropriations Act of 1922, which established the principle that the IRC applies in the Virgin Islands under a “mirror system” whereby the “Virgin Islands” is substituted for the “United States” wherever necessary to give the IRC the proper effect in the Virgin Islands, and vice versa. Specifically, the Naval Service Appropriations Act provided in pertinent part that “the income tax laws in force in the United States of America and those which may hereafter be enacted shall be held to be likewise in force in the Virgin Islands of the United States, except that proceeds of such taxes shall be paid into the treasuries of said islands.” Consequently, the income tax provisions of the IRC, the Treasury Regulations promulgated thereunder, and Revenue Rulings and Revenue Procedures issued by the Internal Revenue Service (the IRS) are generally applicable in the Virgin Islands with certain limitations.

To allow employers to comply with U.S. regulations, this Costpoint update provides enhancements for the proper computation of the tax withholding for employees with Virgin Islands as the withholding state.

### State Withholding Filing Statuses Updates

The enhancements for the Virgin Islands require PATCH3772, which adds six new filing statuses to the State Withholding Filing Statuses (STATE\_FILING\_STATUS) table. The patch also updates descriptions of the existing filing statuses for the Virgin Islands.

The following tables list the updated and new filing statuses for the Virgin Islands in the State Withholding Filing Statuses database table:

#### Filing Statuses with Updated Descriptions/Names

State Code (STATE_CD)	State Filing Status Code (S_STATE_FIL_STAT_CD)	State Filing Status Name (S_ST_FIL_STAT_NAME)
VI	HEAD OF HOUSEHOLD	Head of Household with W4 for 2019 or earlier
VI	MARRIED	Married with W4 for 2019 or earlier
VI	SINGLE	Single with W4 for 2019 or earlier

#### New Filing Statuses

State Code (STATE_CD)	State Filing Status Code (S_STATE_FIL_STAT_CD)	State Filing Status Name (S_ST_FIL_STAT_NAME)
VI	MARRIED 2020 W4 STEP 2	Married with W4 for 2020 or later, Step 2 Checked
VI	SINGLE 2020 W4 STEP 2	Single with W4 for 2020 or later, Step 2 Checked
VI	HEAD OF HOUSEHOLD W4 STEP 2	Head of Household 2020 W4 or later, Step 2 Checked
VI	MARRIED 2020 W4	Married with 2020 W4 or later, Step 2 Unchecked
VI	SINGLE 2020 W4	Single with W4 for 2020 or later, Step 2 Unchecked
VI	HEAD OF HOUSEHOLD 2020 W4	Head of Household with 2020 W4, Step2 Unchecked

### Manage State Tax Withholding Adjustments (PRMSTAC)

PATCH3772 adds records on the Manage State Tax Withholding Adjustments screen effective 01/01/2020 for the new Virgin Islands filing statuses. The patch will set the base amount to the fixed exemption amount of the filing statuses.

### Manage State Tax Tables (PRMSTT)

PATCH3772 adds new records on the Manage State Tax Tables screen effective 01/01/2020 for the new Virgin Islands filing statuses.

### Federal Withholding (ESMFEDWH)

A new **Used for Virgin Islands** check box on the Federal Withholding (2020 W-4) tab indicates if the employee's home withholding state (EMPL\_TAX.WH\_STATE\_CD) is the Virgin Islands (VI). This new field is not editable. If the employee's home withholding state is the Virgin Islands, the screen enables the following fields for the calculation of withholding tax:

- Number of other dependents
- Other Tax Credit Amount
- Other income (not from jobs)
- Deductions
- Extra Withholding

The rest of the fields on the Federal Withholding (2020 W-4) tab will be disabled for the Virgin Islands.

### Configure State Tax Settings (AOMESSST)

If you enter the **Virgin Islands** in the **State** field, the screen disables and clears the following check boxes in the **Equal to Federal** group box:

- Exemptions
- Filing Status

### Compute Payroll (PRPCPR)

The Compute Payroll application features special programming for the proper calculation of the Virgin Islands tax withholding.

### Manage Payroll Records (PRMPTF)

The Manage Payroll Records application features special programming for the proper calculation of the Virgin Islands tax withholding.

### Life Events/New Hires (ESMLIFEEVENT)

#### Federal Withholding Tab

A new **Used for Virgin Islands** check box on the Federal Withholding (2020 W-4) tab indicates if the employee's home withholding state (EMPL\_TAX.WH\_STATE\_CD) is the Virgin Islands (VI). This new field is not editable. If the employee's home withholding state is the Virgin Islands, the screen enables the following fields for the calculation of withholding tax:

- Number of other dependents
- Other Tax Credit Amount
- Other income (not from jobs)
- Deductions
- Extra Withholding

The rest of the fields on the Federal Withholding (2020 W-4) tab will be disabled for the Virgin Islands.

### State Withholding Tab

If the employee's withholding state is the Virgin Islands, the application implements the following:

- The Equal to Federal functionality from the Configure State Tax Settings screen will not be applicable for the Virgin Islands.
- If the employee's VI Withholding State - Filing Status is not **SINGLE, MARRIED, or HEAD OF HOUSEHOLD**, the screen displays the following message: "Your federal filing status will be set to Exempt and you must set up other dependents, other tax credit amount, other income, and extra withholding in the Federal Withholding screen, if applicable. Would you like to continue?" When you click **OK**, Costpoint applies the following:
  - Select and disable the **Used for Virgin Islands** check box on the Federal Withholding screen/tab.
  - Set Federal Withholding-Filing Status to **Exempt**.
  - Set the values in following columns on the Employee Tax (EMPL\_TAX) table to zero:
    - FED\_DEP\_NO
    - FED\_EXMPT\_NO
    - FED\_OVRIDE\_AMT
    - FED\_OVRIDE\_PCT
    - FED\_ADDTL\_AMT
  - Set the values in following columns on the Employee Tax (EMPL\_TAX) table to **N**:
    - FED\_STEP2\_W4\_FL
    - SS\_TXBL\_FL
    - MEDICR\_TXBL\_FL
    - FUTA\_TXBL\_FL
  - Set the value in the FED\_W4\_NO column on the Employee Tax (EMPL\_TAX) table to **2020**.
- If the employee's VI Withholding State - Filing Status is **SINGLE, MARRIED, or HEAD OF HOUSEHOLD**, the screen displays the following message: "Your federal filing status will be set to Exempt. Would you like to continue?" When you click **OK**, Costpoint applies the following:
  - Select and disable the **Used for Virgin Islands** check box on the Federal Withholding screen/tab.
  - Set Federal Withholding-Filing Status to **Exempt**.
  - Disable all Federal Withholding fields.
  - Set values in the following columns on the Employee Tax (EMPL\_TAX) table to zero:
    - FED\_DEP\_NO
    - FED\_EXMPT\_NO
    - FED\_DED\_AMT
    - FED\_OTHER\_INC\_AMT
    - ST\_DEPEND\_NO (This state field is intentional.)

- FED\_OTHER\_DEP\_NO
- FED\_OTHER\_CREDITS\_AMT
- FED\_ADDTL\_AMT
- FED\_OVRIDE\_AMT
- FED\_OVRIDE\_PCT
- Set the values in the following fields on the Employee Tax (EMPL\_TAX) table to **N**:
  - FED\_STEP2\_W4\_FL
  - SS\_TXBL\_FL
  - MEDICR\_TXBL\_FL
  - FUTA\_TXBL\_FL
  - DSLE\_ESS\_W4\_FL
- Set the value in the FED\_W4\_NO on the Employee Tax (EMPL\_TAX) table to **2019**.
- Disable the **Total Dependents** field (EMPL\_TAX.ST\_DEPEND\_NO) in State Withholding and do not display any validation related to this field.

### State Withholding (ESMSTATEWH)

If the employee's withholding state is the Virgin Islands, the application implements the following:

- The Equal to Federal functionality from the Configure State Tax Settings screen will not be applicable for Virgin Islands.
- If the employee's VI Withholding State – Filing Status is not **SINGLE**, **MARRIED**, or **HEAD OF HOUSEHOLD**, the screen displays the following message: “Your federal filing status will be set to Exempt and you must set up other dependents, other tax credit amount, other income, and extra withholding in the Federal Withholding screen, if applicable. Would you like to continue?” When you click **OK**, Costpoint applies the following:
  - Select and disable the **Used for Virgin Islands** check box on the Federal Withholding screen/tab.
  - Set Federal Withholding-Filing Status to **Exempt**.
  - Disable all Federal Withholding fields, except the following:
    - Number of other dependents
    - Other Tax Credit Amount
    - Other income (not from jobs)
    - Deductions
    - Extra Withholding
  - Set the values in following columns on the Employee Tax (EMPL\_TAX) table to zero:
    - FED\_DEP\_NO
    - FED\_EXMPT\_NO
    - FED\_OVRIDE\_AMT
    - FED\_OVRIDE\_PCT
    - FED\_ADDTL\_AMT

- Set the values in the following columns on the Employee Tax (EMPL\_TAX) table to **N**:
  - FED\_STEP2\_W4\_FL
  - SS\_TXBL\_FL
  - MEDICR\_TXBL\_FL
  - FUTA\_TXBL\_FL
- Set the value in the FED\_W4\_NO column to **2020**.
- If the employee's VI Withholding State – Filing Status is **SINGLE, MARRIED, or HEAD OF HOUSEHOLD**, the screen displays the following message: “Your federal filing status will be set to Exempt. Would you like to continue?” When you click **OK**, Costpoint applies the following:
  - Select and disable the **Used for Virgin Islands** check box on the Federal Withholding screen/tab.
  - Set Federal Withholding-Filing Status to **Exempt**.
  - Disable all Federal Withholding fields.
  - Set values in the following columns on the Employee Tax (EMPL\_TAX) table to zero:
    - FED\_DEP\_NO
    - FED\_EXMPT\_NO
    - FED\_DED\_AMT
    - FED\_OTHER\_INC\_AMT
    - ST\_DEPEND\_NO (This state field is intentional)
    - FED\_OTHER\_DEP\_NO
    - FED\_OTHER\_CREDITS\_AMT
    - FED\_ADDTL\_AMT
    - FED\_OVRIDE\_AMT
    - FED\_OVRIDE\_PCT
  - Set the values in the following fields on the Employee Tax (EMPL\_TAX) table to **N**:
    - FED\_STEP2\_W4\_FL
    - SS\_TXBL\_FL
    - MEDICR\_TXBL\_FL
    - FUTA\_TXBL\_FL
    - DSLE\_ESS\_W4\_FL
  - Set the value in the FED\_W4\_NO on the Employee Tax (EMPL\_TAX) table to **2019**.
  - Disable the **Total Dependents** field (EMPL\_TAX.ST\_DEPEND\_NO) in State Withholding and do not display any validation related to this field.

#### Manage Employee Taxes (PRMETAX)

If the employee's withholding state is the Virgin Islands (VI), the application implements the following:

**For Employees that do not have a VI Withholding State - Filing Status of SINGLE, MARRIED, or HEAD OF HOUSEHOLD**

- The **Federal Filing Status** field value changes to **Exempt**.
- The screen enables the following fields in the **Federal** group box. The screen displays messages which inform you that you must enter values in these fields if applicable.
  - Other Dependents
  - Other Tax Credit Amount
  - Other Income
  - Deductions
  - Disable ESS W-4
- The screen disables the following fields in the **Federal** group box and sets the appropriate value/setting:
  - **Filing Status:** Exempt
  - **Exemptions:** 0
  - **Override Amount:** 0.00
  - **Override Percent:** 0.00%
  - **Dependents (Qualifying Children under 17):** 0
  - **Additional Amount:** 0.00
  - **Step 2 of W-4:** cleared
  - **Form W-4 Version:** 2020
  - **Subject to Social Security:** cleared
  - **Subject to Medicare:** cleared
  - **Subject to FUTA:** cleared

#### For Employees that have a VI Withholding State - Filing Status of SINGLE, MARRIED, or HEAD OF HOUSEHOLD

- The **Federal Filing Status** field value changes to **Exempt**.
- The screen disables the **Dependents** field in the **Withholding State** group box and sets a value of **0** in the field.
- The screen disables the following fields in the **Federal** group box and sets the appropriate value/setting:
  - **Other Dependents:** 0.00
  - **Other Tax Credit Amount:** 0.00
  - **Other Income:** 0.00
  - **Deductions:** 0.00
  - **Disable ESS W-4:** cleared
  - **Filing Status:** Exempt
  - **Exemptions:** 0
  - **Override Amount:** 0.00
  - **Override Percent:** 0.00%
  - **Dependents (Qualifying Children under 17):** 0



- **Additional Amount:** 0.00
- **Step 2 of W-4:** cleared
- **Form W-4 Version:** 2019
- **Subject to Social Security:** cleared
- **Subject to Medicare:** cleared
- **Subject to FUTA:** cleared

### Manage Employee Information (LDMEINFO)

If the employee's withholding state is the Virgin Islands, the application implements the following on the Taxes subtask:

#### **For Employees that do not have a VI Withholding State - Filing Status of SINGLE, MARRIED, or HEAD OF HOUSEHOLD**

- The **Federal Filing Status** field value changes to **Exempt**.
- The screen enables the following fields in the **Federal** group box. The screen displays messages which inform you that you must enter values in these fields if applicable.
  - Other Dependents
  - Other Tax Credit Amount
  - Other Income
  - Deductions
  - Disable ESS W-4
- The screen disables the following fields in the **Federal** group box and sets the appropriate value/setting:
  - **Filing Status:** Exempt
  - **Exemptions:** 0
  - **Override Amount:** 0.00
  - **Override Percent:** 0.00%
  - **Dependents (Qualifying Children under 17):** 0
  - **Additional Amount:** 0.00
  - **Step 2 of W-4:** cleared
  - **Form W-4 Version:** 2020
  - **Subject to Social Security:** cleared
  - **Subject to Medicare:** cleared
  - **Subject to FUTA:** cleared

#### **For Employees that have a VI Withholding State - Filing Status of SINGLE, MARRIED, or HEAD OF HOUSEHOLD**

- The **Federal Filing Status** field value changes to **Exempt**.
- The screen disables the **Dependents** field in the **Withholding State** group box and sets a value of **0** in the field.

- The screen disables the following fields in the **Federal** group box and sets the appropriate value/setting:
  - **Other Dependents:** 0.00
  - **Other Tax Credit Amount:** 0.00
  - **Other Income:** 0.00
  - **Deductions:** 0.00
  - **Disable ESS W-4:** cleared
  - **Filing Status:** Exempt
  - **Exemptions:** 0
  - **Override Amount:** 0.00
  - **Override Percent:** 0.00%
  - **Dependents (Qualifying Children under 17):** 0
  - **Additional Amount:** 0.00
  - **Step 2 of W-4:** cleared
  - **Form W-4 Version:** 2019
  - **Subject to Social Security:** cleared
  - **Subject to Medicare:** cleared
  - **Subject to FUTA:** cleared

## Costpoint 7.1.4 Maintenance Release

Release Date: March 30, 2020

### People

#### Paystub Hourly Rate Consolidation on Z-Fold Paychecks and Payment Advices

Last January 2020, the Costpoint 7.1.2 maintenance release provided the ability to consolidate hourly rates in the paystub generated from the Print Paychecks screen and Print Payment Advices screen. This option combines the hourly rates and hours from multiple pay types and then presents them as one line in the hourly rates section of the paystub. Costpoint 7.1.4 updates this functionality for **Z-Fold** type paychecks and payment advices.

If you select to print **Z-Fold** type paycheck or payment advice types, the Print Paychecks screen and Print Payment Advices screen will no longer print a combined line when the number of earnings, deduction, and/or hourly rate detail rows exceed the available space on the paystub. In this scenario, the applications will provide an option to continue the printing of paystub information on multiple pieces of Z-Fold form.

The paystub now also provides a new field that displays Rate Type/Pay Frequency/Pay Period Salary Amount.

# Costpoint 7.1.3 Maintenance Release

Release Date: March 2, 2020

## Regulatory

### Federal

Federal Poverty Level 2020

The Federal Poverty Level for 2020 is **\$12,760.00**.

Nonresident Alien Amount 2020

The Internal Revenue Service (IRS) released the final 2020 Federal Income Tax Withholding Instructions and set the 2020 Nonresident Alien Amount to **\$12,400**.

**Attention:** For more information, refer to <https://www.irs.gov/pub/irs-pdf/p15t.pdf>.

**Warning:** As a result of the new IRS Form W-4, the method of determining the Nonresident Alien Additional Amount was updated. According to the IRS, if the check date is 01/01/2020 or later, but the employee's W-4 is from 2019 or earlier, the Nonresident Alien Additional Amount must be **\$8,100.00**. If the employee has completed a 2020 IRS Form W-4, the Nonresident Alien Additional Amount will be **\$12,400.00**.

The Compute Payroll process in Costpoint will use the applicable Nonresident Alien Additional Amount based on the employee's tax setup and Form W-4 version. Refer to the following scenarios for more details:

- If the employee's **Nonresident Alien** check box is not selected on the Manage Employee Taxes screen, then the Nonresident Alien Additional Amount will be **0.00**.
- If the employee's **Nonresident Alien** check box is selected with a Form W-4 Version equal to **2019** in the Manage Employee Taxes screen and the check date is **01/01/2020** or later, the Nonresident Alien Additional Amount will be **\$8,100.00**.
- If the employee's **Nonresident Alien** check box is selected with a Form W-4 Version that is not **2019** on the Manage Employee Taxes screen, the Nonresident Alien Additional Amount will be **\$12,400.00**.

### State

Arkansas Tax Withholding

The following are tax updates for Arkansas effective March 1, 2020:

- The state tax tables were updated.
- The threshold for adjusting the net taxable income at the \$50 range (midrange of \$100) increased from \$50,000 to **\$87,001**.

- The tax rates used in the formula decreased and now ranges from **0 to 6.6%**, down from 0.9 to 6.9%.

### Maryland Tax Withholding 2020

The minimum standard deduction value used in the percentage method increases from \$1,500 to **\$1,550**. The maximum increases from \$2,250 to **\$2,300**.

**Attention:** For more information, refer to the Employer Withholding Guide: [https://www.marylandtaxes.gov/forms/current\\_forms/Withholding\\_Guide.pdf](https://www.marylandtaxes.gov/forms/current_forms/Withholding_Guide.pdf).

### North Dakota Tax Withholding for 2020 Form W-4

The State of North Dakota changed the income tax withholding methods and tables for 2020 to conform to the redesigned Federal Form W-4. The following are 2020 updates for North Dakota:

- An additional tax table was added for Head of Household filing status for Forms W-4 for 2020 and after.
- A new withholding method was added for Forms W-4 for 2020 and after.
- The amount of one withholding allowance increases from \$4,200 to **\$4,300**.

To support the North Dakota update, Costpoint will use two withholding methods which depend on whether the employee's Form W-4 version is 2020 or if it is 2019 or earlier.

**Attention:** For more information, refer to the 2020 North Dakota Income Tax Withholding, Rates and Instructions for Wages Paid in 2020: <https://www.nd.gov/tax/data/upfiles/media/rates-and-instructions.pdf?20191209214910>.

This enhancement adds three new filing statuses and updates existing filing statuses on the State Withholding Filing Status (STATE\_FILING\_STATUS) database table. The following list identifies the new and updated filing statuses.

- **New Filing Statuses:**
  - MARRIED WITH 2020 W4
  - SINGLE WITH 2020 W4
  - HEAD OF HOUSEHOLD
- **Updated Filing Statuses:**
  - MARRIED (Married with W-4 before 2020)
  - SINGLE OR MARRIED (Single with W-4 before 2020)

### Application Updates for North Dakota

This Costpoint release updates the following applications to support the tax withholding of North Dakota for 2020:

- **Manage Employee Taxes (PRMETAX)/Manage Employee Information (LDMEINFO)**  
The Manage Employee Taxes screen and the Taxes subtask on the Manage Employee Information screen can now automatically set the withholding state filing status of North Dakota based on the employee's Federal Form W-4 version.

Depending on the Form W-4 Version (EMPL\_TAX.fed\_w4\_no), the State Filing Status field lookup function will display the following filing statuses for North Dakota:

Form W-4 Version	Filing Statuses
2019	<ul style="list-style-type: none"> <li>MARRIED</li> <li>SINGLE OR MARRIED</li> <li>EXEMPT</li> </ul>
2020	<ul style="list-style-type: none"> <li>MARRIED WITH 2020 W4</li> <li>SINGLE WITH 2020 W4</li> <li>HEAD OF HOUSEHOLD</li> <li>EXEMPT</li> </ul>

#### ■ Configure State Tax Settings (AOMESSST)

The lookup function of the Filing Status field now displays the following filing statuses for North Dakota:

- MARRIED WITH 2020 W4
- SINGLE WITH 2020 W4
- HEAD OF HOUSEHOLD

#### ■ Federal Withholding (ESMFEDWH)

The application automatically converts the employee's North Dakota withholding state filing status to the corresponding 2020 filing status when the employee fills out and saves the 2020 W-4.

#### ■ Life Events/New Hires (ESMLIFEEVENT)

The **Filing Status** field lookup function on the State Withholding tab will display the updated filing statuses for North Dakota based on the filing status records added in the Filing Status (ESS\_STATE\_TAX\_LN) table on the Configure State Tax Settings screen and the **Form W-4 Version** value (EMPL\_TAX.fed\_w4\_no) on the Manage Employee Taxes screen. The lookup displays the following filing statuses for the corresponding Form W-4 version:

Form W-4 Version	Filing Statuses
2019	<ul style="list-style-type: none"> <li>MARRIED</li> <li>SINGLE OR MARRIED</li> <li>EXEMPT</li> </ul>
2020	<ul style="list-style-type: none"> <li>MARRIED WITH 2020 W4</li> <li>SINGLE WITH 2020 W4</li> <li>HEAD OF HOUSEHOLD</li> <li>EXEMPT</li> </ul>

On the Federal Withholding tab, the application automatically converts the employee's North Dakota withholding state filing status to the corresponding 2020 filing status when the employee fills out and saves the 2020 W-4.

- **Manage State Standard Deductions (PRMSSD)**

The application provides tables for the following three new filing statuses:

- MARRIED WITH 2020 W4
- SINGLE WITH 2020 W4
- HEAD OF HOUSEHOLD

- **Manage State Tax Tables (PRMSTT)**

The tables for the following filing statuses were updated or added:

- MARRIED
- SINGLE OR MARRIED
- MARRIED WITH 2020 W4
- SINGLE WITH 2020 W4
- HEAD OF HOUSEHOLD

- **Manage State Tax Withholding Adjustments (PRMSTAC)**

Filing Status	Amount per Credit/Exemption
MARRIED	\$4,300
SINGLE OR MARRIED	\$4,300
MARRIED WITH 2020 W4	\$0
SINGLE WITH 2020 W4	\$0
HEAD OF HOUSEHOLD	\$0

- **State Withholding (ESMSTATEWH)**

The **Filing Status** field lookup function will display the updated filing statuses for North Dakota based on the filing status records added in the Filing Status (ESS\_STATE\_TAX\_LN) table on the Configure State Tax Settings screen and the **Form W-4 Version** value (EMPL\_TAX.fed\_w4\_no) on the Manage Employee Taxes screen. The lookup displays the following filing statuses for the corresponding Form W-4 version:

Form W-4 Version	Filing Statuses
<b>2019</b>	<ul style="list-style-type: none"> <li>▪ MARRIED</li> <li>▪ SINGLE OR MARRIED</li> <li>▪ EXEMPT</li> </ul>
<b>2020</b>	<ul style="list-style-type: none"> <li>▪ MARRIED WITH 2020 W4</li> <li>▪ SINGLE WITH 2020 W4</li> <li>▪ HEAD OF HOUSEHOLD</li> <li>▪ EXEMPT</li> </ul>

## Virgin Islands Tax Withholding 2020

The following are the tax updates for Virgin Islands effective January 1, 2020:

- The unemployment limit for 2020 is **\$28,900.00**.
- The exemption amount increases from \$4,200 to **\$4,300**.
- The state tax tables were updated with the Federal Standard Withholding Rate Schedules using the existing Married, Single, and Head of Household filing statuses.



# Costpoint 7.1.2 Maintenance Release

Release Date: February 7, 2020

## Regulatory

### State

#### 2020 January Tax Table Updates

This Costpoint release includes tax table updates for several states effective January 1, 2020.

##### Minnesota

- The amount of one withholding allowance increases from \$4,250 to **\$4,300**.
- The withholding tables for Single and Married were updated.

**Attention:** For more information, refer to the Minnesota Income Tax Withholding, Instruction Booklet and Tax Tables: [https://www.revenue.state.mn.us/sites/default/files/2019-12/wh\\_inst\\_20\\_0.pdf](https://www.revenue.state.mn.us/sites/default/files/2019-12/wh_inst_20_0.pdf).

##### Mississippi

The annual withholding table was updated.

**Attention:** For more information, refer to the Computer Payroll Accounting - For Periods In 2020: <https://www.dor.ms.gov/Documents/Computer%20Payroll%20Flowchart.pdf>.

##### Rhode Island

- The annual withholding table was updated.
- The threshold for 0.00 allowance amount increases from \$227,050.00 to \$231,500.00.

**Attention:** For more information, refer to the Rhode Island Employer's Income Tax Withholding Tables: <http://www.tax.ri.gov/forms/2020/Withholding/2020%20Withholding%20Tax%20Booklet.pdf>.

## IMPORTANT NOTES

Versions 7.0.1 and 7.1.1 - Calendar Year End 2019: Please be aware that you must have the following System JARs loaded before loading the Calendar Year End 2019 release.

#### Calendar Year End 2019 System JAR Requirements

- Costpoint 7.0.1: System JAR 054 (released June 2018)
- Costpoint 7.1.1: System JAR 034 (released October 2017)

**Note:** System JAR 049 for Costpoint 7.0.1 and System JAR 028 for Costpoint 7.1.1 introduced a much-needed change to the State Filing Statuses in Costpoint. Rather than using filing statuses that only applied to Costpoint (Both, Miscellaneous 1, Miscellaneous 2, and so on) and had to be manually mapped to each state's actual filing statuses, Costpoint 7.0.1 and 7.1.1 were updated to use each state's actual filing status(es). Any tax updates starting in January 2019 only support the new state filing statuses that were introduced in System JAR 049 for 7.0.1 and System JAR 028 for 7.1.1 (both released in April 2017).

In order to update the old state filing statuses to the new state filing statuses, you must run the Update State Filing Statuses utility which you can access by going to **People » Payroll » Payroll Utilities** menu. You must run this utility before you can load any tax table updates that were released by Deltek starting in January 2019.

## Framework

### DBWIZARD Changes for Maintenance Release

#### Overview

To support the new Costpoint Maintenance Releases (MRs), changes were made to the DBWizard and View Help About application.

#### Costpoint DB Wizard

The Deploy Hotfix option is removed.

#### View Help About (SYMABOUT)

- The **System Hot Fix File** field is replaced with the **Monthly Release** field that displays the most recent MR version installed.
- The **Product Version(s)** field is replaced with the **Emergency Release** field that displays the most recent emergency release version installed.
- The **Product Common Version(s)** field is replaced with the **Regulatory Release** field that displays the most recent regulatory release version installed.
- The **Hot Fix File** column is removed from the **Open Applications** subtask.
- The **Budgeting & Planning DB Patches**, **Time & Expense DB Patches**, **Features**, **Deployed Libraries**, and **Linked Libraries** subtasks are removed from the application.

## People

### Generate Costpoint Users from the Manage Employee Information Screen

Costpoint currently provides the ability to create Costpoint User IDs from the Manage Employee Information screen. This allows you to provide access to Deltek Employee Self Service version 9 or Deltek Time and Expense users from this screen. You can enable this functionality by selecting the Auto-create User Accounts check box on the Configure System Settings screen. To further enhance

Costpoint's existing automatic user account creation functionality, this release adds a new toolkit in the Employee Utilities and applies changes to multiple applications in the People and Admin domains.

**Warning:** You should run the new **Identify and Flag Deltek Time & Expense Users** toolkit before running the **Export Data to Deltek Time and Expense** application if:

- Your company uses Deltek Time and Expense, and
- Costpoint is set up to automatically generate a user ID when a new employee is entered. This functionality is enabled when the **Auto-Create User Accounts** check box is selected on the **Configure System Settings** screen.

This toolkit is located in **People » Employee » Employee Utilities » Employee Toolkits**.

## Manage Employee Information (LDMEINFO)

This release applies the following changes to the Manage Employee Information screen:

- The **User Data** tab was removed and the following fields were moved to the **Employee Info** tab:
  - Login ID
  - ESS User
- The **Authentication Method** drop-down list was removed. New complexity was implemented regarding the authentication method which made it illogical to set the value from the Manage Employee Information screen. The **Authentication Method** value from the **Configure System Settings** screen will be assigned to any new user generated from the Manage Employee Information screen and the value can be updated on the Manage Users screen, if necessary.
- A new **User ID** field is available on the **Employee Info** tab. If the **Auto-create User Accounts** check box is selected on the **Configure System Settings** screen and the employee is not yet linked to a user ID on the Manage Users screen, you may use this field to specify the ID to be used in the automatic creation of Costpoint user record for the employee.
- The **Login ID** field is now available on the **Employee Info** tab. The screen now only displays this field if the Employee ID is not yet linked to a Costpoint User.
- A new **Deltek Time & Expense User** check box is available on the **Employee Info** tab. Select this check box to grant Deltek Time and Expense access to the specified user ID. When you save the employee record, the Costpoint user's **Use as Login ID for Deltek Time & Expense** check box will be selected. If an employee is linked to more than one Costpoint user, only one of those users can be flagged as a Deltek Time & Expense user. The screen only displays this check box if the Employee ID is not yet linked to a Costpoint User.
- Costpoint no longer stores the Login ID (USER\_LOGIN\_ID) and the ESS User flag value (ESS\_USER\_FL) in the Employee (EMPL) table. The link between the Costpoint User and the Employee is now only stored in the Manage Users table.

## Manage Users (SYMUSR)

A new **Use as Login ID for Deltek Time & Expense** check box allows you to indicate that the user ID should also be used as the Deltek Time & Expense Login ID for the specified employee. When you run the **Export Data to Deltek Time and Expense** process, the user ID will be assigned as the Deltek Time & Expense Login ID. If the employee is linked to more than one user ID, only one of those users can be flagged as the login ID for Deltek Time & Expense.

If you are licensed for Deltek Time and/or Deltek Expense, this check box will automatically become selected when you enter an Employee ID. However, you may clear the check box if you prefer not to use the user ID as the Deltek Time & Expense login ID for the employee.

This field is enabled if the **Employee ID** field is populated with a valid value and you have a license for Deltek Time and/or Deltek Expense.

### Employee Toolkit (EMPTOOLKIT)

This screen provides the ability to run the Identify and Flag Deltek Time & Expense Users toolkit. You should run this toolkit before running the Export Data to Deltek Time and Expense application if:

- Your company uses Deltek Time and Expense, and
- Costpoint is set up to automatically generate a user ID when a new employee is entered.

This process selects the **Use as Login ID for Deltek Time & Expense** check box on the Manage Users screen for any existing user ID that is currently linked to an employee in the Employee (EMPL) table. If you opt not to run the toolkit, and the employee's Costpoint user ID is not flagged as a Time and Expense user on the Costpoint Manage Users screen, the Export Data to Deltek Time and Expense application will continue to populate the Time and Expense **Login ID** field with the user ID found in the EMPL table. However, it is important to run this toolkit to avoid confusion.

This check box will not be available if one or more of the following conditions are true:

- You already successfully ran this toolkit.
- Your company does not have a license for Deltek Time or Deltek Expense.
- Your company does not automatically generate users when new employees are created. (The **Auto-Create User Accounts** check box is not selected on the Configure System Settings screen.)

### Export Data to Deltek Time and Expense (LDPDTC)

The screen will display a warning message if you need to run the Identify and Flag Deltek Time & Expense Users toolkit from the Employee Toolkit screen. This occurs if you have not run the toolkit.

This enhancement also updates the logic for populating the **Login ID** field in the EMPL (Employee) file generated by this application.

### Configure System Settings (SYMSETNG)

Costpoint will no longer allow users to specify login rules from the Manage Employee Information screen. You can now only set up the login rules from the Configure System Settings screen. As part of this change, the existing **Allow Employee Override** check box was removed from the Configure System Settings screen.

## Paystub Enhancements

This Costpoint release provides updates for the paystub generated from the Print Paychecks screen and Print Payment Advices screen. The following enhancements are included in this release:

- **Consolidation of Hourly Rates on the Paystub:** Deltek Time & Expense and Costpoint users need to reverse, replace, and manually recast their timesheets before applying weighted averages which results in a lot of timesheet lines. Since the space on the paystub is limited, Costpoint now allows you to consolidate the hourly rates that are presented on the paystub.

- **State Required Data on the Paystub:** Virginia Code § 40.1-29 was amended to require employers to provide employees with a written statement, by paystub or online accounting, showing the following:
  - The name and address of the employer;
  - The number of hours worked during the pay period;
  - The rate of pay;
  - The gross wages earned by the employee during the pay period; and
  - The amount and purpose of any deductions

In compliance with the requirements of the State of Virginia, and other several states, Costpoint provides options to include specific data on the paystubs.

### Manage Pay Types (LDMPAYTP)

The Manage Pay Types screen now allows you to link pay types for pay stub consolidation under a parent pay type. If you establish a parent/child link on this screen, when you print a paycheck or payment advice in Costpoint, the child pay type earnings and hours will “roll-up” to the parent pay type. This allows for less pay types to print on the pay stub. If you assign child pay types to a parent pay type, all earnings and hours from the child pay types will be reported under the parent pay type only.

**Warning:** The pay types will only be linked on the pay stubs generated by the Costpoint Print Paychecks screen and the Print Payment Advices screen. This link will not consolidate timesheet data or the pay type earnings history in Manage Employee Earnings History.

This release includes the following updates:

- A new **Paystub Description** field allows you to enter a description for the pay type. The application will use the value on the paystub to describe the parent pay type. If you opt not to enter a value, the **Pay Type Description** value will be used on the pay stub.
- A new **Link Pay Types for Paystub Consolidation** subtask allows you to link child pay types for pay stub consolidation under the parent pay type. A pay type cannot be linked as a child pay type to more than one parent pay type. Also, a parent pay type cannot be specified as a child pay type to another pay type.

### Manage State Taxes (PRMSTI)

This release applies the following changes to the Manage State Taxes screen:

- In compliance with current Virginia state law, a new Include Salary for Exempt Employees check box is available on the screen. Select this check box if the State requires the salary on the paystub for FLSA- exempt employees.
- The labels of the following check boxes changed:
  - **Include Hourly Rates for Non-Exempt Employees:** This check box was previously labeled as **Include Pay Rates on Checks and Advice**.
  - **Include Rate Type for Non-Exempt Employees:** This check box was previously labeled as **Include Employee Rate Type**.
- In Form view, the labels of the following fields in the Payroll Tax Interface group box changed:
  - **Withholding Code:** This field was previously labeled as **Withholding Tax Service Code**.
  - **SUTA Code:** This field was previously labeled as **SUTA Tax Service Code**.

## Print Paychecks (PRPPCHK)/Print Payment Advices (PRPPPAF)

Paystub hourly rates are always consolidated for distinct Pay Type/Hourly Rate combinations. If the **Pay Cycle's Print Pay Types by Week for Fair Pay and Paycheck Transparency Compliance** check box is selected on the Configure Paycheck Settings screen, paystub hourly rates also consolidated based on the work week.

If the paycheck has a SUTA State that uses the **Include Hourly Rates for Non-Exempt Employees** check box on the Manage State Taxes screen, Costpoint prints hourly rates on the paystub. This is in accordance with some U.S. state laws (for example, California). In some cases, you may want to consolidate the hourly rates and hours from multiple pay types and present it as one hourly rate on the paystub or consolidate the hourly rates from recasted timesheet lines into the original timesheet lines.

This release applies the following changes to the Print Paychecks screen and Print Payment Advices screen:

- A new **Paystub Hourly Rate Consolidation Method** group box provides you with the following options for consolidation:
  - **Consolidate linked pay types:** Select this option to combine the hourly rates and hours from multiple pay types and present them as one line in the hourly rates section of the paystub. You can use the Link Pay Types for Paystub Consolidation subtask on the Manage Pay Types screen to link "child" pay types to the pay type on the main screen. When paychecks or payment advices are printed, the child pay types will be rolled into the parent pay type so that the hourly rate information is presented as one line in the paystub. For example, if timesheet lines consist of the following pay types:

Pay Type	Pay Type Desc	Entered Hours	Charge Hours	Amount
Amount	Shift6OT	3.00	3.00	60.00
O6S (Shift 6 Overtime Shift Premium "Child" Pay Type)	Shift6Prem	3.00	0.00	9.00

When you select the **Consolidate linked pay types** option, the paystub Hourly Rates row would be:

Earnings	Hours	Rate	Add'l Amt	Amount
Shift6OT	3.00	23.00	0.00	69.00

This option will also take timesheet lines generated by Costpoint's Recast Overtime Premium to Timesheet Lines utility and consolidate them with the original overtime timesheet line. For example, if timesheet lines consist of the following pay types:

Pay Type	Entered Hours	Hourly Rate	Amount
OT (Overtime)	10.00	20.0000	300.00
OT (Overtime – back out premium)	-10.00	20.0000	-100.00

Pay Type	Entered Hours	Hourly Rate	Amount
OTP (OT Premium Recast)	10.00	20.0000	100.00

When you select the **Consolidate linked pay types** option, the paystub Hourly Rates row would be:

Earnings	Hours	Rate	Add'l Amt	Amount
Overtime	10.00	30.00	0.00	300.00

- **Do not consolidate:** Select this option to consolidate paystub hourly rates for only distinct pay type/hourly rate combinations.
- If hourly rate detail is printed on the paystub, it will also be stored in the new Paystub Hourly Rate Detail subtask table on the Manage Payroll Records screen. The hourly rates will be stored as they are shown on the paystub. If the hourly rates were consolidated, the hourly rates will be stored with the consolidated pay types, hourly rates, and amounts. Upon posting payroll, the Paystub Hourly Rate Detail information will be transferred to Employee Earnings History so that a record of the hourly rate information can be retained.
- If the check/advice includes earnings from a C, D, or N timesheet, the employee's SUTA State is California, and the pay cycle's **Print Pay Types by Week for Fair Pay and Paycheck Transparency Compliance** check box is selected on the Configure Direct Deposit Settings screen or Configure Paycheck Settings screen, the Earnings Week will be based on the timesheet Correcting Reference Date. As a result, correcting timesheet data for California employees will reflect the date of the original timesheet.
- The following paystub information will be stored in the Manage Payroll Records table when a paycheck/advice is printed:
  - **Name:** The name used on the paycheck/advice
  - **Employee Type:** The Employee Type (Regular/Part-Time/Temporary) assigned to the employee on the Manage Employee Salary Information screen as of the open pay period end date
  - **Rate Type:** The Rate Type (Hourly/Salaried) assigned to the employee on the Manage Employee Salary Information screen as of the open pay period end date
  - **FLSA Classification:** The FLSA Classification (Exempt/Non-Exempt) assigned to the employee on the Manage Employee Salary Information screen as of the open pay period end date
  - **Pay Frequency:** The pay frequency (weekly/bi-weekly/semi-monthly/monthly) assigned to the employee's Pay Cycle on the Manage Pay Periods screen
  - **Pay Period Salary (Exempt Employees):** The Salary Amount assigned to the employee on the Manage Employee Salary Information screen as of the open pay period end date
  - **Employee Mailing Address:** The employee address used on the paycheck/advice
- If you are using the **Pre-Printed** or **Blank Stock** check/advice type, the paystub includes a new Amount column in the Hourly Rates section.
- If the SUTA State's **Include Salary Amount for Exempt Employees** check box is selected on the Manage State Taxes screen (STATE\_TAX\_INFO.paystub\_include\_salary\_fl is Y), the application then includes the employee's Salary Amount on the paystub. It will be listed below the



State Withholding table on blank-stock and pre-printed check types and in the heading section of the paystub for Z-fold check types.

## Manage Payroll Records (PRMPTF)

This release applies the following changes to the Manage Payroll Records screen:

- A new Paystub Information tab displays information that was included on the paystub or which was in effect when it was printed. This new tab includes the following fields:
  - **Name:** This field displays the name that was used on the employee's paycheck or advice. Changing the employee's name after the paycheck/advice has been printed will not update this value. The field is only populated when the paycheck/advice is printed. Upon posting payroll, this value will be stored in the Manage Employee Earnings History table.
  - **Social Security Number:** This field displays the Social Security Number assigned to the employee when the check/advice was printed. Changing the employee's Social Security Number after the paycheck/advice has been printed will not update this value. The field is only populated when the paycheck/advice is printed. Upon posting payroll, this value will be stored in the Manage Employee Earnings History table.
  - **Rate Type:** This field displays the rate type (Hourly/Salaried) assigned to the employee when the check/advice was printed. Changing the employee's rate type after the paycheck/advice has been printed will not update this value. The field is only populated when the paycheck/advice is printed. Upon posting payroll, this value will be stored in the Manage Employee Earnings History table.
  - **FLSA Classification:** This field displays the FLSA Classification (Exempt/Non-Exempt) assigned to the employee when the check/advice was printed. Changing the employee's FLSA Classification after the paycheck/advice has been printed will not update this value. The field is only populated when the paycheck/advice is printed. Upon posting payroll, this value will be stored in the Manage Employee Earnings History table.
  - **Pay Frequency:** This field displays the pay frequency (weekly/bi-weekly/semi-monthly/monthly) assigned to the employee's pay cycle.
  - **Pay Period Salary (Exempt Employees):** If the employee's FLSA Classification is **Exempt**, this field displays the salary amount assigned to the employee when the check/advice was printed. Changing the employee's salary amount after the paycheck/advice has been printed will not update this value. The field is only populated when the paycheck/advice is printed. Upon posting payroll, this value will be stored in the Manage Employee Earnings History table.
  - **Employee Mailing Address:** This field displays the mailing address assigned to the employee when the check/advice was printed. Changing the employee's Mailing Address after the paycheck/advice has been printed will not update this value. The field is only populated when the paycheck/advice is printed. Upon posting payroll, this value will be stored in the Manage Employee Earnings History table.
- A new Paystub Hourly Rate Detail subtask displays any hourly rate information that was included on the paystub. This new subtask includes the following fields:
  - **Pay Type Description:** This field displays the pay type description that was assigned to the pay type when the paycheck/advice was printed. The Print Paychecks screen and Print Payment Advices screen uses the pay type's new **Short Description** if it is populated. Otherwise, the pay type's **Description** is used. Changing the pay type's **Description** or **Short Description** after the paycheck/advice has been printed will not update this value. The field is only populated when the paycheck/advice is printed. Upon posting payroll, this value



will be stored in the Paystub Hourly Rate Detail subtask on the Manage Employee Earnings History screen.

- **Earnings Week:** The application populates this field if the pay cycle's **Print Pay Types by Week for Fair Pay and Paycheck Transparency Compliance** check box was selected on the Configure Paycheck Settings screen or Configure Direct Deposit Settings screen when the check/advice was printed. Note that hourly rates based on a C, D, or N type timesheet will be linked to the original timesheet date if the employee's SUTA State is **CA** (California).
- **Hours:** This field displays the number of hours charged against the specified pay type. If the paystub hourly rates were consolidated, this could be the sum of hours from multiple pay types.
- **Hourly Rate:** This field displays the amount paid per hour worked against the specified pay type.
- **Additional Amount:** If the record type is R, W, V, or B and the pay type's **Additional Calculations Based on an Amount** is set to **Add Pay Type Amount to Timesheet Line**, this field is populated with that additional amount. This is reported separately from the Hourly Rate since it is a fixed amount that was added after the hours were multiplied by the hourly rate. This field will be populated with **0.00** if there is no additional amount.
- **Amount:** This field displays the amount charged against the specified pay type. If the paystub hourly rates were consolidated, this could be the sum of amounts from multiple pay types.

### Post Payroll Journal (PRPPPCLS)

This release applies the following changes to the Post Payroll Journal screen:

- The contents of the Manage Payroll Records Paystub Information tab will be posted to the Manage Employee Earnings Paystub Information tab.
- The contents of the Manage Payroll Records Paystub Hourly Rate Detail subtask will be posted to the Manage Employee Earnings Paystub Hourly Rate Detail subtask.

### Manage Employee Earnings History (PRMERF)

This release applies the following changes to the Manage Payroll Records screen:

- A new Paystub Information tab displays information that was included on the paystub or that was in effect when it was printed. This new tab includes the following fields:
  - **Name:** This field displays the employee's name that was used on the paycheck or advice. This field will not display subsequent changes to the employee's name on the Manage Employee Information screen.
  - **Social Security Number:** This field displays the Social Security Number assigned to the employee when the check/advice was printed. This field will not reflect Subsequent changes to the employee's Social Security Number on the Manage Employee Information screen.
  - **Rate Type:** This field displays the Rate Type (Hourly/Salaried) assigned to the employee when the check/advice was printed. Subsequent changes to the employee's Rate Type on the Manage Employee Salary Information screen will not be reflected here.
  - **FLSA Classification:** This field displays the FLSA Classification (Exempt/Non-Exempt) assigned to the employee when the check/advice was printed. Subsequent changes to the employee's FLSA Classification on the Manage Employee Salary Information screen will not be reflected here.

- **Pay Frequency:** This field displays the pay frequency (weekly/bi-weekly/semi-monthly/monthly) assigned to the employee's pay cycle.
- **Pay Period Salary (Exempt Employees):** If the employee's FLSA Classification is **Exempt**, this field displays the Salary Amount assigned to the employee when the check/advice was printed. This field will not reflect subsequent changes to the employee's salary amount on the Manage Employee Salary Information screen.
- **Employee Mailing Address:** This field displays the mailing address assigned to the employee when the check/advice was printed. This field will not reflect subsequent changes to the employee's mailing address on the Manage Employee Information screen.
- A new Paystub Hourly Rate Detail subtask displays any hourly rate information that was included on the paystub. This new subtask includes the following fields:
  - **Pay Type Description:** This field displays the pay type description that was assigned to the pay type when the paycheck/advice was printed. The Print Paychecks screen and Print Payment Advices screen use the pay type's new **Short Description** if it is populated. Otherwise, the pay type's **Description** is used. Changing the pay type's **Description** or **Short Description** after the paycheck/advice has been printed will not update this value. The field is only populated when the paycheck/advice is printed. Upon posting payroll, this value will be stored in the Paystub Hourly Rate Detail subtask on the Manage Employee Earnings History screen.
  - **Earnings Week:** The application populates this field if the pay cycle's **Print Pay Types by Week for Fair Pay and Paycheck Transparency Compliance** check box was selected on the Configure Paycheck Settings screen or Configure Direct Deposit Settings screen when the check/advice was printed. Note that hourly rates based on a C, D, or N type timesheet will be linked to the original timesheet date if the employee's SUTA State is **CA** (California).
  - **Hours:** This field displays the number of hours charged against the specified pay type. If the paystub hourly rates were consolidated, this could be the sum of hours from multiple pay types.
  - **Hourly Rate:** This field displays the amount paid per hour worked against the specified pay type.
  - **Additional Amount:** If the record type is R, W, V, or B and the pay type's **Additional Calculations Based on an Amount** is set to **Add pay type amount to timesheet line**, this field is populated with that additional amount. This is reported separately from the Hourly Rate since it is fixed amount that was added after the hours were multiplied by the hourly rate. This field will be populated with **0.00** if there is no additional amount.
  - **Amount:** This field displays the amount charged against the specified pay type. If the paystub hourly rates were consolidated, this could be the sum of amounts from multiple pay types.

## Void/Replace Posted Paychecks (PRPAVCK)

This release applies the following changes to the Void/Replace Posted Paychecks screen:

- The Paystub Information tab data from the voided Manage Employee Earnings record will be carried over to the V records and, if applicable, the W record.
- The Paystub Hourly Rate Detail subtask information from the voided Manage Employee Earnings record will be carried over to the V records and, if applicable, the W record.

## Payroll Checks (ESMPAYCHECKS)

This release applies the following changes to the Payroll Checks screen in Costpoint Employee Self Service:

- New fields display information that was included on the paystub or that was in effect when it was printed. This update includes the following fields:
  - **Name:** If available, this displays the value from the **Name** field on the Paystub Information tab of the Manage Employee Earnings History record. Otherwise, this field will be populated with the employee's **Display Name** from the Manage Employee Information screen.
  - **Rate Type:** If available, this displays the value from the **Rate Type** field on the Paystub Information tab of the Manage Employee Earnings History record. Otherwise, this field will be populated with the employee's **Rate Type** from the Manage Employee Salary Information screen.
  - **FLSA Classification:** If available, this displays the value from the **FLSA Classification** field on the Paystub Information tab of the Manage Employee Earnings History record. Otherwise, this field will be populated with the employee's **FLSA** status from the Manage Employee Salary Information screen.
  - **Pay Frequency:** This field displays the pay frequency (weekly/bi-weekly/semi-monthly/monthly) assigned to the employee's Pay Cycle.
  - **Pay Period Salary (Exempt Employees):** If the employee's FLSA Classification is **Exempt** and a Salary Amount was stored on the Paystub Information tab of the Manage Employee Earnings History record, this field displays that amount. Otherwise, this field will be populated with the employee's Salary Amount from the Manage Employee Salary Information screen.
  - **Employee Mailing Address:** If available, this displays the Mailing Address on the Paystub Information tab of the Manage Employee Earnings History record. Otherwise, this field will be populated with the employee's **Mailing Address** from the Manage Employee Information screen.

**Note:** The Paystub Information tab on the Manage Employee Earnings History screen will only be populated for checks/advices printed after implementation of this feature.

- A new State Withholding table displays the state withholding details for the check/advice.
- On the Hourly Rates subtask, if the hourly rates were stored in the Manage Employee Earnings History record, those rates will be displayed. Otherwise, the application will calculate the hourly rates.

**Note:** The hourly rates on the Manage Employee Earnings History screen will only be populated for checks/advices printed after implementation of this feature.

# Major New Features and Enhancements in Costpoint 7.1.1

This section includes summaries of all the new features included in the Costpoint 7.1.1 release.

## New Costpoint 7.1.1 User Interface

Costpoint 7.1.1 has a new modern and intuitive user interface (UI) with many enhancements.

The screenshot displays the Deltek Costpoint 7.1.1 User Interface. The top navigation bar includes options like FILE, LINE, OPTIONS, PROCESS, and HELP. Below this, there's a breadcrumb trail: Admin > System Administration > System Administration Controls > Configure User Preferences. The main content area is divided into several sections:

- Identification:** Fields for User ID (CPSUPERUSER) and User Name (Asaka, Leslie S C.P.A.).
- User Information:**
  - Default Information:** Reporting Company (SuperTech, Inc. Testing the Maximum Co.), Default Company (Company 1), Default Application, and Application Name.
  - Default Report Delivery Options:** Checkboxes for System Printer, Print to File, Local Printer, Download, Email, and Archive.
  - Phone:** Fields for Phone (PHONENUMBER12345678901234), Extension (711042), and Locale (en\_GBP, English (Great Britain)).
  - Password Information:** Fields for Old Password, New Password, and Verification.
  - Delegate Approvals:** Fields for User ID, Start Time, and End Time.
  - Other Options:** Checkboxes for Enable AutoComplete, Notify When Batch Job Is Completed, and a Preferred Notification Method (UI).
- My Menu Application List:** A table listing various applications and their details.
- My Menu:** A table listing menu items and their details.

At the bottom, there are links for Change Default Period, UI Profiles, and Message Board Subscriptions. A dropdown menu for Auto Positioning in Classic UI is set to Yes.

Application	Name	Domain	Module	Module Name
AOMADP25	Manage ADP 2.5 Mapping Values	People	LD	Labor
AOMADPMP	Manage ADP Mapping Values	People	LD	Labor
AOMAEIEM	Manage Interface Elements	Admin	SY	System Administration
AOMAEIEM	Manage Element Value Mappings	Admin	SY	System Administration
AOMAIICS	Manage Interface Configuration and Sched	Admin	SY	System Administration
AOMCBET	Manage Cobra Budget Element Templates	Admin	SY	System Administration

Sequence	Line Type	My Menu Title	Application	Application Name
5	Application	Import Inventory Transactions	AOPINTRN	Import Inventory Transactions
10	Application	Cash Accounts	APMCASH	Manage Cash Accounts
15	Application	Import Inventory Transactions	AOPINTRN	Import Inventory Transactions
20	Application	Enter/Manage Interface Configuration and Sched	AOMAIICS	Manage Interface Configuration and Sched
25	Application	Print ACCOUNTSS Receivable Aging Report	ARRAGED	Print Accounts Receivable Aging Report
30	Application	Manage Accounts Payable Vouchers	APMVCHR	Manage Accounts Payable Vouchers

## Changes to the Desktop

### Improved User Interface and Navigation

The new UI streamlines navigation and provides an improved user experience. Some of the updates include:

- A new Login screen with the option to use the new UI or the classic view.
- A responsive layout and optimized screen size.
- Modernized menus, toolbars, and icons.
- Redesigned lookup, query, messages, and dialog windows.

For more information:

- View a [Walkthrough of Costpoint's new UI](#).
- Learn how to navigate the new UI in the [Costpoint Navigation](#) video.
- Refer to the [Getting Started Guide](#) for detailed descriptions of updated icons, dialogs, menus, and toolbars.
- Refer to the [Deltek Costpoint 7.1.1 New UI FAQs](#) for common questions about the new UI.
- Read [Knowledgebase article #94430](#) to learn about the upcoming updates for Time and Expense 10.

## Major New Features and Enhancements in Costpoint 7.1.1

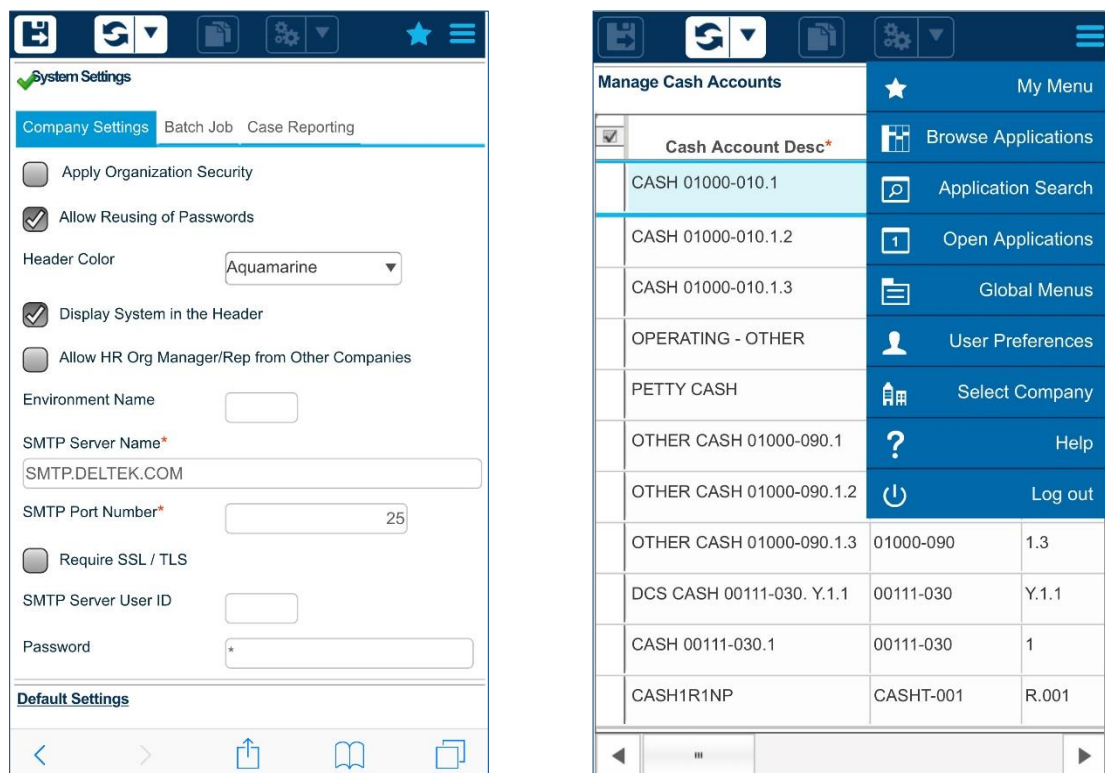
The quick reference cards or QRCs found in the online help have also been updated to align with the new user interface.

- [Query and Lookup QRC](#)
- [Setting Up Printers QRC](#)
- [Shortcut Keys, Toolbar Icons, and Buttons QRC](#)
- [Views QRC](#)

The [User Interface click-thru](#) is also available to give you more information about the new Costpoint user interface.

## Changes to the Mobile View

The new UI is also available in the Costpoint mobile view.



## System Requirements

This enhancement requires the following:

- cp711\_sys\_043.zip

## Online Help

There are now two ways to access the Costpoint online help - local or via the new hosted help.

With this release of Costpoint, hosted online help is now available. Hosted help is accessed through the Web, not locally. Users do need Internet access to use the help this way. The benefit of hosted help is that Deltek updates this help periodically. Regardless of whether you use hosted or local help, the process is the same—when you click **Shift+F1** or **HELP » Help**, the appropriate help topic displays.

**To ensure that you always have the most current version of the help, Deltek strongly recommends using hosted help. Otherwise, you will only receive help updates if you download them from the Deltek Software Manager (DSM) as they become available.**

Go to the Help tab in the Configuration Utility and select the **Use Hosted Online Help** option to use hosted help.

If your company has licenses to Costpoint, Deltek Time & Expense, and Deltek Budgeting & Planning, you will see the Help pages for these Deltek products. The online help for these products are merged into one table of contents (TOC). Training videos are also provided online and are found under the **Training Resources** folder in the TOC.

As part of Deltek's continuing effort to improve the usability of the Costpoint online help, it is being rewritten using the latest DITA-based documentation tools.

Because of the massive amount of work to rewrite the entire online Help system, portions of the rewritten help will be released as they are completed. All existing help information are still available during this transition phase to DITA.

If you use Internet Explorer and the online help does not display correctly, you need to turn off the Compatibility View for the browser. Click **Tools » Compatibility View settings**, and clear the **Display intranet sites in Compatibility View** check box. And then, refresh the browser. Make sure you remove deltek.com (if listed) from the websites you have added to the Compatibility View list.

## Help Installer

An installer is now available that will update your local Costpoint help to the latest changes made. You can download the installer from the Deltek Software Manager (DSM).

**Note:** Please note that after the initial release of the Costpoint 7.1.1 help installer, we updated the numbering to reflect the corresponding SYSTEM JAR release. The numbering has switched from 001 (DeltekCostpoint711HelpFileUpdateInstaller001) for the initial release to 018 (DeltekCostpoint711HelpFilesUpdate018) to coincide with the SYSTEM JAR 018 release. Any help updates delivered in between SYSTEM JAR releases will be given a sub-release number.

For example:

- DeltekCostpoint711HelpFilesUpdate018.1
- DeltekCostpoint711HelpFilesUpdate018.2

We believe this will make it easier for you to reconcile help updates with releases.

## Menu Maps and Costpoint Videos

You can now access the Costpoint menu maps and videos within the Costpoint online help under the Training Resources section.

## French and Spanish Translation

There is now an option to view the field labels on the Costpoint screens in French or Spanish. The online help and status text were not translated.

## Support for Windows 10 and Microsoft Edge

Costpoint 7.1.1 now supports Windows® 10 and Microsoft Edge.

**Note:** Microsoft Edge is the default web browser for Windows 10. If you use Costpoint 7.1.1 in Windows 10 and load the local help, the help topics may not display correctly and some links may not work.

As a workaround, use hosted help. To configure Costpoint to use hosted help by default, select **Use Hosted Online Help** on the Logging tab in the Configuration Utility.

**Attention:** See the Compatibility Matrix which is available in the Customer Care Connect site for a complete list of currently supported tools.

**KB Title:** Deltek Product Support Compatibility Matrix

**Knowledge Base Link:** [https://deltek.custhelp.com/app/answers/detail/a\\_id/38499](https://deltek.custhelp.com/app/answers/detail/a_id/38499)

## Support for Special Characters

Special characters are now supported in Costpoint 7.1.1 installers.

### Requirements

This enhancement requires the following:

- DeltekCostpoint711WebTier\_Build05.exe
- DeltekCostpoint711ApplicationTier\_Build05.exe
- DeltekCostpoint711DatabaseTier\_Build05.exe

## Easier Access to the Release Notes

A link to the release notes webpage is now available on the Help drop-down menu within Costpoint. You can also see a link to the said page within the online help system.

The webpage contains links to several documents such as monthly release notes, monthly database changes, technical guides, and others.

## Support for the New Revenue Standard – Phase 1

The new revenue standard (ASC 606 – Revenue From Contracts With Customers) was issued in May 2014 and was originally effective for annual reporting periods beginning after December 15, 2016. However, its effective date was deferred for one year, which is now December 15, 2017 for public companies and December 15, 2018 for private companies. Early adoption is permitted only as of annual reporting periods beginning after December 15, 2016.

This new revenue standard may require companies to make changes to how they recognize revenue and the level at which some project information is tracked. The changes may include, but are not limited to, the timing of revenue recognition, level of project at which revenue is computed, revenue formula and revenue calculation values, modifications, and ceilings.

Companies can select from the following transition approaches when adopting the new revenue standard:

- **Full Retrospective Adoption** — This requires three years of financial statement comparison (that is, two prior years) for all contracts represented in periods of reporting (contracts that are still ongoing as of adoption date).



- **Modified Retrospective Application** — This requires companies to recognize the cumulative effect of applying the new standard as an adjustment to the opening balance of retained earnings at the date of the initial application for contracts that are still ongoing as of adoption date.

For both options, companies must be able to calculate revenue for both the old revenue standard and the new revenue standard for the same two-year “look back” period.

To help companies track dual revenue requirements, new Costpoint applications are being created and several existing screens are being updated to allow users to set up alternate project and revenue information for the same project. These enhancements will be released in multiple phases.

In this Phase I release, the following applications are created/updated.

## Configure General Ledger Settings (GLMSETNG)

This screen now has options where you can designate a particular database as the production system versus alternate databases when performing dual computations on dual databases for the “New Revenue Standard” transition period. The options are used in the Projects domain for the alternate project revenue profiles. Do not select the Alternate Revenue Calculations option unless the database is a copy, to be used only for the ASC 606 transition period.

The options are the following:

- **Production** — This is the default database option when you install the application. This is the correct setting for any “live” or regular test database.
- **Alternate Revenue Calculations** — When you select this option, you cannot change it back to Production. This is the correct setting for a database that will only be used for revenue calculations using the Project Alternate Revenue Profiles.

## Manage Revenue Evaluation Status Codes (PJMEVSTAT)

Use this new application to set up revenue evaluation status codes. This screen displays two pre-defined statuses (Not Started and Complete) by default. You cannot delete these statuses but you can create additional statuses as needed. Codes entered on this screen are available for selection on the Manage Revenue Evaluation Info and Disclosures screen.

To access this screen, go to **Projects » Project Setup » Revenue » Revenue Evaluation and Disclosures » Manage Revenue Evaluation Status Codes**.

## Manage Performance Evaluation Obligation Type Codes (PJMPERFOB)

Use this new application to establish performance obligation type codes. Performance obligations are requirements stated in the contract that you need to complete for the customer in order to satisfy the contract. You can use this screen to set up codes that best describe the type of performance obligations specified on the contract.

Codes entered on this screen are available for selection on the Manage Revenue Evaluation Info and Disclosures screen.

To access this screen, go to **Projects » Project Setup » Revenue » Revenue Evaluation and Disclosures » Manage Performance Evaluation Obligation Type Codes**.

## Manage Revenue Evaluation Info and Disclosures (PJMEVDISC)

Use this new screen to store information on revenue evaluation and disclosures for a project. This application allows you to track the progress of your contract evaluation for a particular project and also to



document your decisions and disclosures related to how revenue is calculated when there are changes to the revenue recognition method as a result of the new revenue standard, ASC-606.

To access this screen, go to **Projects » Project Setup » Revenue » Revenue Evaluation and Disclosures » Manage Revenue Evaluation Info and Disclosures**.

## Configure Project Settings (PJMSETNG)

A new check box, Track Revenue Setup Information on Compute Revenue, has been added to this screen to allow you to track revenue setup information in the Compute Revenue application. When you select this check box, audit table information will be stored each time Compute Revenue is run.

Costpoint populates the log tables when Compute Revenue is run, capturing the revenue setup data that was used to compute revenue, by project, fiscal year, period, and subperiod. If this check box is selected and you run Compute Revenue again for the same project ID, fiscal year, period, and subperiod, the data in the audit tables will be replaced with the values for the most recent run of Compute Revenue.

## Patch and Application JAR Requirements

The following table lists the Costpoint applications affected by this enhancement. It includes the required JAR version for each application.

Domain	Module	Application Name	Application ID	Application JAR
Accounting	GL	Configure General Ledger Settings	GLMSETNG	cp711_glmsetng_003.jar
Projects	PJ	Manage Revenue Evaluation Status Codes	PJMEVSTAT	cp711_pjmevstat_001.jar
Projects	PJ	Manage Performance Evaluation Obligation Type Codes	PJMPERFOB	cp711_pjmperfob_001.jar
Projects	PJ	Manage Revenue Evaluation Info and Disclosures	PJMEVDISC	cp711_pjmevdisc_001.jar
Projects	PJ	Configure Project Settings	PJMSETNG	cp711_pjmsetng_002.jar

Additionally, the following system JAR file and patches are required for this update:

- cp711\_sys\_017.jar

- PATCH2897
- PATCH2901
- PATCH7090

## Compute Revenue (PJPCOMPR)

This application now captures audit log data from various revenue setup tables and populates the new audit tables with values from the setup tables for each project, fiscal year, period, subperiod, and other applicable fields. This application writes records for any revenue level of a project that is computed. Records may be written at a higher level of the project if any applicable ceilings or overrides are set up at a higher level (for example, burden overrides), or at a lower level of the project if any direct cost ceilings, hours ceilings, or total ceilings are set up at a lower level.

The following table lists the revenue setup tables from which Compute Revenue captures audit log data, and the new audit tables where new record values are stored. The new audit tables will usually have the same format and field names as the source setup tables, with the addition of the **Fiscal Year**, **Period**, and **Subperiod** fields, although there are a couple of audit tables in which the source table data is summarized.

Revenue Setup Table	New Audit Table
PROJ	PROJ_ADT
PROJ_MOD	PROJ_MOD_ADT
PROJ_REV_SETUP	PROJ_REV_SETUP_ADT
REV_ADJ_HIST	REV_ADJ_HIST_ADT
OVERRIDE_FEE_ON_DIR	OVERRIDE_FEE_DIR_ADT
OVERRIDE_MLT_ON_DIR	OVERRIDE_MLT_DIR_ADT
OVERRIDE_FEE_ON_BURD	OVERRIDE_FEE_BURD_ADT
PROJ_VOLUME_DISC	PROJ_VOL_DISC_ADT
PROJ_ACCT_DISC	PROJ_ACCT_DISC_ADT
CEIL_DIR_CST	CEIL_DIR_CST_ADT
CEIL_BURD_CST	CEIL_BURD_CST_ADT
CEIL_DIR_HRS	CEIL_DIR_HRS_ADT
EMPL_CEIL	EMPL_CEIL_ADT
VEND_CEIL	VEND_CEIL_ADT

This enhancement requires cp711\_pjpcompr\_006.jar and PATCH2866.

## Support for the New Revenue Standard – Phase II

The new revenue standard (ASC 606) – Revenue From Contracts With Customers) was issued in May 2014 and was originally effective for annual reporting periods beginning after December 15, 2016. However, its effective date was deferred for one year, which is now December 15, 2017 for public companies and December 15, 2018 for private companies. Early adoption is permitted only as of annual reporting periods beginning after December 15, 2016.

This new revenue standard may require companies to make changes to how they recognize revenue and the level at which some project information is tracked. The changes may include, but are not limited to, the timing of revenue recognition, level of project at which revenue is computed, revenue formula and revenue calculation values, modifications, and ceilings.

Companies can select from the following transition approaches when adopting the new revenue standard:

- **Full Retrospective Adoption** — This requires three years of financial statement comparison (that is, two prior years) for all contracts represented in periods of reporting (contracts that are still ongoing as of adoption date).
- **Modified Retrospective Application** — This requires companies to recognize the cumulative effect of applying the new standard as an adjustment to the opening balance of retained earnings at the date of the initial application for contracts that are still ongoing as of adoption date.

For both options, companies must be able to calculate revenue for both the old revenue standard and the new revenue standard for the same two-year “look back” period.

To help companies track dual revenue requirements, new Costpoint applications are being created and several existing screens are being updated to allow users to set up alternate project and revenue information for the same project. These enhancements will be released in multiple phases.

In this Phase II release, the following applications are created.

### Manage Alternate Project Revenue Profiles (PJMALTPJ)

Use this new application to override different revenue parameters for an existing project to be used in an alternate database. Revenue parameters that you can edit include revenue formula and calculation values, modifications, and ceilings. You should only use this screen for projects that need changes due to the new revenue standard, ASC 606. You must enter only values that are different from the production values.

You cannot add a new project using this screen; project must already exist in the production database before you can access them here. You will also not be able to mark any existing project for deletion.

This screen has two tabs, Basic Info and Total Ceilings, which allow you to override the projection values of the basic information and ceiling codes for the funded and contract values of the project. In addition, it has the following subtasks:

- **Modifications** — Use this subtask to override the production values of the modifications for the signed and funded values of the project.
- **Revenue Info** — Use this subtask to override the production values of the project's revenue information, including the revenue formula, discount method, and revenue posting method.
- **Dir Cost Ceil** — Use this subtask to override the production values of the direct cost ceilings for the project and to specify to which the direct cost ceiling amount override should apply.
- **Dir Hrs Ceil** — Use this subtask to override the production values of the direct hours ceilings for the project and to specify to which the direct hours ceiling override should apply.

- **Empl Hrs Ceil** — Use this subtask to override the production values of the employee hours ceilings for the project and to specify to which/whom the employee hours ceilings override should apply.
- **Vend Hrs Ceil** — Use this subtask to override the production values of the vendor hours ceilings for the project and to specify to which/whom the vendor hours ceiling override should apply.

To access this screen, go to **Projects » Project Setup » Revenue » Alternate Project Revenue Profiles » Manage Alternate Project Revenue Profiles**.

## Manage Alternate Revenue Profile Prior Year History (PJMALTPY)

Use this new application to override prior year cost and revenue information for an existing project/organization combination to be used in an alternate database. You can also use this screen to enter new prior year information for a given project/organization combination. The data you enter on this screen is used to correctly calculate or recalculate ceiling amounts and to print prior-year history and cumulative information on reports. You can mark existing records for deletion and add new records on this screen. Override values will be used only in the alternate database and will not replace the values in the production database. Removal and addition of records will also occur only in the alternate database.

You should only use this screen for projects that need changes due to the new revenue standards, ASC 606. You cannot edit the production fields on this screen. You can modify the alternate profile fields, but these are not required. You should enter values in the alternate profile fields only when they are different from the production values and for new records.

This application has the Prior Year Pool Amounts subtask. Use this subtask to override the production values of the indirect burden pool amounts for the account selected on the main screen.

To access this screen, go to **Projects » Project Setup » Revenue » Alternate Project Revenue Profiles » Manage Alternate Revenue Profile Prior Year History**.

## Patch Application JAR Requirements

The following table lists the Costpoint applications affected by this enhancement. It includes the required JAR version for each application.

Domain	Module	Application Name	Application ID	Application JAR
Projects	PJ	Manage Alternate Project Revenue Profiles	PJMALTPJ	cp711_ pjmaltpj_001.jar
Projects	PJ	Manage Alternate Revenue Profile Prior Year History	PJMALTPY	cp711_ pjmaltpy_001.jar

Additionally, the following patches are required for this update:

- PATCH2908
- PATCH2951
- PATCH7092

## Configure Project Settings (PJMSETNG)

A new checkbox, Allow Use of Previously-Stored Revenue Calculation Values for Compute Revenue, has been added to this screen in preparation for an upcoming change to the Compute Revenue application.

This check box determines whether the check box to use previously stored revenue values that will be added to Compute Revenue will be visible or not.

Although this check box is already available in Configure Project Settings, it has no impact yet on the current functionality of the Compute Revenue application. A future version of Compute Revenue will be required for this flag to have an effect.

PATCH3067 is required for this enhancement.

## Manage Revenue Information (PJMREV)

This application has been updated as part of the New Revenue Standard enhancement. Now, deleting records on this screen will have a cascade delete effect on any related records in the alternate project revenue profile and on the revenue calculation value history for the fiscal year specified on this screen.

### System JAR and Patch Requirements

This enhancement requires the following:

- cp711\_pjmrev\_001.jar
- PATCH2822
- PATCH2866
- cp711\_sys\_022.zip

## Support for the New Revenue Standard – Phase III

The new revenue standard (ASC 606 – Revenue From Contracts With Customers) was issued in May 2014 and was originally effective for annual reporting periods beginning after December 15, 2016. However, its effective date was deferred for one year, which is now December 15, 2017 for public companies and December 15, 2018 for private companies. Early adoption is permitted only as of annual reporting periods beginning after December 15, 2016.

This new revenue standard may require companies to make changes to how they recognize revenue and the level at which some project information is tracked. The changes may include, but are not limited to, the timing of revenue recognition, level of project at which revenue is computed, revenue formula and revenue calculation values, modifications, and ceilings.

Companies can select from the following transition approaches when adopting the new revenue standard:

- **Full Retrospective Adoption** — This requires three years of financial statement comparison (that is, two prior years) for all contracts represented in periods of reporting (contracts that are still ongoing as of adoption date).
- **Modified Retrospective Application** — This requires companies to recognize the cumulative effect of applying the new standard as an adjustment to the opening balance of retained earnings at the date of the initial application for contracts that are still ongoing as of adoption date.

For both options, companies must be able to calculate revenue for both the old revenue standard and the new revenue standard for the same two-year “look back” period.

To help companies track dual revenue requirements, new Costpoint applications are being created and several existing screens are being updated to allow users to set up alternate project and revenue information for the same project. These enhancements will be released in multiple phases.

In this Phase III release, two new applications are created and several others have been modified.

## Process Only Projects with Alternate Revenue Profiles

Costpoint now has the ability to compute revenue and costs, create/update report tables, and print reports only for projects that have alternate revenue profiles (that is, the project, its parent project, or any of its children is in the ALT\_PROJ table). A new check box, Only Projects with Alternate Revenue Profiles, has been added to the following screens to allow you to process only project with alternate revenue profiles. This check box is visible only when the **Alternate Revenue Calculations** database option is selected on the Corporate Settings subtask of the Configure General Ledger Settings screen.

- Compute Burden Costs (PJPALCST)
- Compute Revenue (PJPCOMPR)
- Update Project Status Report Table (PJPUPPSR)
- Create Project Report Tables (PJPCRRPT)
- Print Project Labor Summary Report (PJRLABSM)
- Print Project Non-Labor Detail Report (PJRNLD)
- Print Project Status Report (PJRPROJ)
- Print Revenue Summary Report (PJRREV)
- Print Revenue Worksheet (PJRRE VW)
- Print T&M Analysis Report (PJRTMA)

## Manage Project Revenue Calculation Value History (PJMALTHS)

Use this new application to manage and edit project revenue setup values and ceiling information in audit tables. When you change history values on this screen, Costpoint updates the audit tables generated by the Compute Revenue process (if the **Track Revenue Setup Information on Compute Revenue** check box is selected on the Configure Project Settings screen) for a given project, fiscal year, period, and/or subperiod combination. If that check box is not selected and you manually add records on this screen, Costpoint inserts those records into the audit tables with the information you entered.

You can also use this application to review project revenue calculation value history for a specified project, fiscal year, period, and/or subperiod. You can add new records to this screen or delete existing records.

To access this screen, go to **Projects » Project Setup » Revenue » Alternate Project Revenue Profiles » Manage Project Revenue Calculation Value History**.

## Activate Alternate Project Revenue Profiles (PJPALTP)

Use this new application to update project setup tables with information from the alternate project revenue profiles established on the Manage Alternate Project Revenue Profiles and/or Manage Alternate Revenue Profile Prior Year History screens. You can access this screen only in the alternate database (that is, the **Alternate Revenue Calculations** option is selected on the Corporate Settings subtask of the Configure General Ledger Settings screen). Once you have selected this option and saved it, you will not be able to access and modify the alternate project revenue profiles.

To access this screen, go to **Projects » Project Setup » Revenue » Alternate Project Revenue Profiles » Activate Alternate Project Revenue Profiles**.

## Patch and Application JAR Requirements

Domain	Module	Application Name	Application ID	Application JAR
Projects	CR	Compute Burden Costs	PJPALCST	cp711_pjpalcst_004.jar
Projects	CR	Compute Revenue	PJPCOMPR	cp711_pjpcompr_010.jar
Projects	PI	Update Project Status Report Tables	PJPUPPSR	cp711_pjpuppsr_005.jar
Projects	PI	Create Project Report Tables	PJPCRRPT	cp711_pjpcrrpt_003.jar
Projects	PI	Print Project Labor Summary Report	PJRLABSM	cp711_pjrlabsm_003.jar
Projects	PI	Print Project Non-Labor Detail Report	PJRNLD	cp711_pjrnld_002.jar
Projects	PI	Print Project Status Report	PJRPROJ	cp711_pjrproj_006.jar
Projects	PI	Print Revenue Summary Report	PJRREV	cp711_pjrrev_002.jar
Projects	PI	Print Revenue Worksheet	PJRREVV	cp711_pjrrevw_005.jar
Projects	PI	Print T&M Analysis	PJRTMA	cp711_pjrtma_002.jar
Projects	PJ	Manage Project Revenue Calculation Value History	PJMALTHS	cp711_pjmalths_001.jar
Projects	PJ	Activate Alternate Project Revenue Profiles	PJPALTP	cp711_pjpalt_001.jar

Additionally, the following patches are required for this update:

- PATCH2987
- PATCH3021

- PATCH3074
- PATCH7104

## Subcontractor Management

Deltek releases the Subcontractor Management feature, which integrates Deltek Costpoint 7.1.1 with Deltek Time & Expense 10, to allow companies to better manage subcontractor agreements. With this feature, prime contractors have the ability to search and source subcontractor resources (vendor employees) with the correct skills, training, and security requirements.

**Note:** For more information on the affected Costpoint applications, see the *Deltek Costpoint 7.1.1 Release Notes: Subcontractor Management* document.

The second phase for the Subcontractor Management Feature was released in September 2016.

A separate release notes was created that list the additional enhancements made to Costpoint and Time & Expense.

**Warning: Deployment Requirement:** Because the Subcontractor Management feature utilizes a direct integration between Costpoint and Time & Expense, to use the Subcontractor Management functionality, you must use a shared Costpoint 7.1.1 and Time & Expense 10 deployment model (for example, your Costpoint database and Time & Expense database must be part of a single system).

For more information on the affected Costpoint and Time & Expense applications, see the *Deltek Costpoint 7.1.1 Release Notes: Subcontractor Management – Phase 2 Enhancements* document.

## Increased Password Hashing

Costpoint has been updated to replace SHA-1 (Secure Hash Algorithm-1) with SHA-2 (Secure Hash Algorithm-2) for hashing passwords stored in the Costpoint database to meet the Federal Information Security Management Act security requirements.

This enhancement requires FW 012 installer and cp711\_sys\_012.jar.

**Warning:** It is imperative that you deploy both the framework update and system jar. You must deploy the framework update on each WebLogic server node as it installs security provider which is local to each WebLogic instance.

Once this update is deployed, all users on first login will receive a message that their password has expired and will be required to change their password.

## Enforce Salary Caps at the Timesheet Level for Contracts Subject to Hourly Caps

Costpoint now provides the ability to enforce salary caps on a project basis. You can leverage this functionality if you have contracts with agencies and organizations that require salary caps on highly-paid employees and subcontractors. This feature includes the following:

- Ability to define salary caps with effective dates



- Ability to exclude types of pay and allowances
- Support for 6-day pay
- Automatic reclassification of overages to a user-selected unallowable account.

To accommodate this enhancement, this release includes updates to screens in both the Costpoint People and Project domains.

## People Domain

This section includes summaries of changes made in relation with the Salary Caps feature within the Costpoint People domain.

### Apply Timesheet Adjustments in Batch Mode (LDPAUTO)

- The application now determines the default auto-adjust rate.
- The new **Apply Salary Caps** option in the **Process Type** group box allows you to run the salary cap process for the selected timesheets.
- When valid, the application populates the new timesheet header flags (**Auto-Adjust** and **Salary Cap**)
- When valid, the application populates the new timesheet line data fields (**Salary Cap Code**, **Salary Cap Reference Key**, **Fringe Reference Key** and **Recast Reference Key**).
- When valid, the application updates the TS\_LN\_MO and TS\_LN\_SO tables.
- Validations when opening the application were removed.
- The screen now includes new fields, **Timesheet Date**, **Fiscal Year**, **Period**, and **Subperiod**, for creating Salary Cap timesheets.
- The group box label on the screen was updated to **Timesheet Adjustment Options**. This was previously labeled as “Auto Adjust Options for Regular Type Timesheets.”
- The field name was updated to **Override Auto-Adjust %**. This was previously labeled as “Auto-Adjust %.”
- The application process includes the new timesheet type, **SC-Salary Cap**.
- When the **Apply Salary Caps** option is selected and salary caps are applied to a timesheet, a new **SC-Salary Capped** timesheet will be created. The **SC-Salary Cap** timesheet will include a line that decreases the original project amount and a line that reclassifies the overage amount to the user-selected unallowable account.

### Apply Weighted Average Rates to Timesheets (LDPCOST)

- The application populates the new timesheet line flag, **Weighted Average**.
- The application process includes the new timesheet type, **RV-Reversing**.
- The application excludes any salary capped timesheets or **SC-Salary Cap** type timesheets.

### Create Auto-Pay Timesheets (LDPDUMTS)

- The application now determines the default auto-adjust rate.
- The application populates the new timesheet header flag, **Auto-Adjust**, which indicates when a timesheet has been auto-adjusted.
- The application no longer requires auto-adjust % value

### Create Retroactive Timesheet Adjustments (LDPRETRO)

- The application now determines the default auto-adjust rate.
- The application populates the new field information on the TS\_LN\_HS\_RETRO table
- The application populates the new fields (Auto-Adjust flag, Weighted Average flag, Salary Cap flag, Salary Cap Code, Salary Cap Reference key, Fringe Reference key and Recast Reference key)
- The application process excludes the new timesheet type, **SC-Salary Cap**.

### Create Reversing Timesheets (LDPREVTS)

- The application now populates the new timesheet header flags (Reversed Timesheet, Auto-Adjust, Salary Cap, Weighted Average, and Timesheet Reference Line Number)
- The application now populates the new timesheet data fields (Salary Cap Code, Salary Cap Reference Key, Fringe Reference Key, and Recast Reference Key)
- The application now populates the **Reference Code** field for new timesheets.
- The application excludes any timesheets that have been previously reversed and any timesheets with a type of **SC-Salary Cap**.

### Delete Timesheet Payroll Computed Flags (PRPCLRTS)

- The application process includes the new timesheet types, **RV-Reversing** and **SC-Salary Cap**.

### Enter Timesheets (LDMTIME)

- The application now determines the default auto-adjust rate.
- The new **Auto-Adjusted** check box on timesheet header indicates when a timesheet has been auto-adjusted.
- The new **Salary Capped** check box on the timesheet header indicates when a timesheet has been salary capped.
- The new **Reversed Timesheet** check box on the Timesheet Header tab, indicates when a timesheet was reversed.
- The new **Reference Code** field on the Timesheet Header tab indicates the original timesheet type of timesheet line.
- The new **Weighted Ave Applied** check box on the Timesheet Header tab indicates when a timesheet had weighted averages applied.
- The timesheet line table contains the following new fields which are not visible on the screen: **Salary Cap Reference Key**, **Fringe Reference Key** and **Recast Reference Key** to the timesheet line table.
- The new **Salary Cap Code** field on the timesheet line indicates how salary cap was applied if the line was salary capped.
- When generating a fringe line, the application populates the new timesheet line field, **Fringe Reference Key**.
- Two new timesheet types, **RV-Reversing** and **SC-Salary Cap**, were added. They will be displayed in the drop-down list but users will not be able to add them in this application.
- Users will be allowed to delete **RV** and **SC** timesheets but flags on the original timesheets will be changed back

### Export Timesheets to ADP (AOPADPTS)

- The export process includes the new timesheet type, **RV-Reversing**.

### Export Timesheets to Ceridian (AOPCDCTS)

- The export process includes the new timesheet type, **RV-Reversing**.
- The application includes the new timesheet type, **SC-Salary Capped**, when you select the **Include Correcting Timesheets** check box.

### Export Timesheets to Paychex (AOPPCXTS)

- The export process include the new timesheet type, **RV-Reversing**.
- The application includes the new timesheet type, **SC-Salary Capped**, when you select the **Include Correcting Timesheets** check box.

### Import Timesheets (AOPUTLTS)

- The application now determines the default auto-adjust rate.
- The application populates the new timesheet header flags, **Reversed Timesheet**, **Auto-Adjust**, **Salary Cap**, and **Weighted Average** with an **N** value.

### Import Timesheets from Deltek Time and Expense (LDPUPET)

- The application now determines the default auto-adjust % value.
- The application populates the new timesheet header flags, **Reversed Timesheet**, **Auto-Adjust**, **Salary Cap**, and **Weighted Average**, with an **N** value.

### Manage Correcting Timesheets (LDMCTIME)

- The application now determines the default auto-adjust rate.
- The application populates the new timesheet header flags (**Reversed Timesheet**, **Auto-Adjust**, **Salary Cap**, and **Weighted Average**)
- The application populates the new timesheet line data fields, (Salary Cap Code, Salary Cap Reference Key, Fringe Reference Key, and 'Recast Reference Key)
- The new **Reference Code** field was added to the Timesheet Header tab. This field indicates the original timesheet type of timesheet line.

### Manage Pay Types (LDMPAYTP)

- The new **6 day pay** check box allows you to designate a specific pay type as the one to be used for the salary cap's sixth day.
- The new **Exclude from Salary Caps** check box allows you to exclude a pay type from salary cap calculation.

### Manage Timesheet Periods (LDMTSPD)

- The **Auto-Adjust %** field is now visible on the Timesheet Period Details subtask. Enter the auto-adjust rate for the selected timesheet period. Auto-adjust percentages can vary due to the number of days in a timesheet period.
- When you add new periods by clicking **Add Periods**, the application will assign **Default Auto-Adjust %** field value in each period.

### Post Timesheets (LDPLDJ)

- The application process now includes the new timesheet types, **RV-Reversing** and **SC-Salary Capped**.
- If applicable, the process includes the new fields.

### Recast Overtime Premium to Timesheet Lines (LDPROTP)

- The application populates the **Recast TS Line Reference Key** field.
- The application excludes any salary capped timesheets or **SC-Salary Cap** type timesheets.
- You must run this application before applying salary caps in **Apply Timesheet Adjustments in Batch Mode** screen.

### View Timesheet History Inquiry (LDQTHF)

The application displays the timesheet header flags, Reversed Timesheet, Auto-Adjust, Salary Cap, Weighted Average, and Reference Code.

## Projects Domain

This section includes summaries of changes made in relation with the Salary Caps feature within the Costpoint Projects domain.

### Assign Account Function Codes (PJPA AFC)

This application has been modified to recognize the new function codes (**SALCAP-LABOR** and **SALCAP-NONLABOR**) added to support this feature. No new account function number (ACCT\_FUNC\_NO) is created for use in the PROJ\_SUM table; **SALCAP-LABOR** and **SALCAP-NONLABOR** use existing account function numbers **11** and **12**, respectively.

### Compute Burden Costs (PJPALCST)

This application has been updated to recognize the new function codes (**SALCAP-LABOR** and **SALCAP-NONLABOR**) added to support this feature.

### Import Project Master Data (PJPPREP)

This application now allows import of the new fields (**Apply Salary Cap**, **Allow Edit**, and **Salary Cap Code**) added to Manage Project User Flow. The following rules are applied upon import based on the settings within the top-level project:

- If the top-level project has **Apply Salary Cap = Y** and **Allow Edit = Y** or **N**, Costpoint copies the values to all lower levels along with the **Salary Cap Code**.
- If the top-level project has **Apply Salary Cap = N** and **Allow Edit = N**, Costpoint copies the values to all lower levels.
- If adding a lower-level project where the top-level project exists, Costpoint uses the values from the top-level project.

**Note:** This application uses values from the input file, but validates the lower-level values with top-level values. The three new fields are optional in the input file (that is, the input file is still valid even if one or more of the three new columns are not in the file).

The following conditions result in error/warning messages in the import report:

- The top-level project or child project has **Apply Salary Cap = Y** and no **Salary Cap Code** is specified in the input file.
- The top-level project or child project has **Apply Salary Cap = N** and a **Salary Cap Code** is specified in the input file.
- The top-level project or child project has **Apply Salary Cap = Y** and **Allow Edit = N**, a **Salary Cap Code** is specified, and the values on a lower level are different in the input file.
- The top-level project or child project has **Apply Salary Cap = Y** and **Allow Edit = Y**, a **Salary Cap Code** is specified, and the **Salary Cap Code** on a lower level is different in the input file.
- The top-level project or child project has **Apply Salary Cap = N** and **Allow Edit = N**, and the values (including the **Salary Cap Code**) on a lower level are different in the input file.

### Mass Add Project Master Data (PJPMADD)

This application has been updated to copy the values of the new fields (**Apply Salary Cap**, **Allow Edit**, and **Salary Cap Code**) added to Manage Project User Flow when users mass add or update multiple projects. It follows the following logic:

- If the top-level source project has **Apply Salary Cap = Y** and **Allow Edit = Y** or **N**, Costpoint copies the values to the top-level destination project and all lower levels along with the **Salary Cap Code**.
- If the top-level source project has **Apply Salary Cap = N** and **Allow Edit = N**, Costpoint copies the values to the top-level destination project and all lower levels.
- If adding lower-level projects where the top-level destination project exists, Costpoint uses the values from the top-level destination project rather than the source project.

### Manage Project Account Groups (PJMACGRP)

The **Account Functions** table window on this screen now includes the new function codes **SALCAP-LABOR** and **SALCAP-NONLABOR**. You can use these function codes to identify the accounts that will hold unallowable labor/non-labor costs for projects where salary caps are enforced. The accounts that are assigned a function code of **SALCAP-LABOR** or **SALCAP-NONLABOR** collect labor/non-labor costs that exceed the salary cap amount from labor/non-labor accounts linked to the salary cap accounts through the new **Salary Cap Account Mapping** field added to the **Selected Project Accounts** table window.

### Manage Project User Flow (PJMBASIC)

The following fields are now available on this screen:

- **Apply Salary Cap** — Select this check box to apply a salary cap for a project. You can select this check box only at the top-level project. You can modify it at lower-level projects only if you selected the Allow Edit check box at the higher level.
- **Salary Cap Code** — Use this field to specify the salary cap code for a project. You can enter a code in this field only at the top-level project if you selected the Apply Salary Cap check box. At lower-level projects, the salary cap code displays but is not editable if the Apply Salary Cap check box is selected, and is blank and disabled if the Apply Salary Cap check box is not selected.

### Manage Salary Cap Code (PJMSALCD)

Use this new application to enter and maintain salary cap codes. If you have contracts with government agencies that require salary caps on highly paid employees or subcontractors (for example, the United

States Agency for International Development and the National Institutes of Health), you can use this screen to set up the salary cap codes that will apply to these contracts for a given period.

On this screen, you can do the following:

- Specify if the salary code will be available for selection in Manage Project User Flow.
- Allow employees who charge against the project with a salary cap and have a 6-day pay type to be eligible to receive an extra day of pay that is not subject to the salary cap.
- Specify the effectivity dates and salary cap amount for the salary cap code.

To access this screen, go to **Projects » Project Setup » Project Setup Controls » Manage Salary Cap Code**.

## System JAR and Patch Requirements

These enhancements require the following:

- Costpoint 7.1.1 System JAR 023
- Costpoint 7.1.1 PATCH3110
- Costpoint 7.1.1 PATCH3012
- Costpoint 7.1.1 PATCH3068
- Costpoint 7.1.1 PATCH3075
- Costpoint 7.1.1 PATCH5067
- Costpoint 7.1.1 PATCH7103

## Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update.

Domain	Module	Application ID	Application Name	Application JAR
PE	LD	AOPADPTS	Export Timesheets to ADP	cp711_aopadpts_004.jar
PE	LD	AOPCDCTS	Export Timesheets to Ceridian	cp711_aopcdcts_003.jar
PE	LD	AOPPCXTS	Export Timesheets to Paychex	cp711_aopppcxts_003.jar
PE	LD	LDMCTIME	Manage Correcting Timesheets	cp711_ldmctime_009.jar
PE	LD	LDMTIME	Enter Timesheets	cp711_ldmtime_010.jar
PE	LD	LDMPAYTP	Manage Pay Types	cp711_ldmpaytp_002.jar
PE	LD	LDMTSPD	Manage Timesheet Periods	cp711_ldmtspd_001.jar

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Domain	Module	Application ID	Application Name	Application JAR
PE	LD	LDPAUTO	Apply Timesheet Adjustments in Batch Mode	cp711_ldpauto_009.jar
PE	LD	LDPCOST	Apply Weighted Average Rates to Timesheets	cp711_ldpcost_002.jar
PE	LD	LDPDUMTS	Create Auto-Pay Timesheets	cp711_ldpdumts_005.jar
PE	LD	LDPLDJ	Post Timesheets	cp711_ldpldj_008.jar
PE	LD	LDPREVTS	Create Reversing Timesheets	cp711_ldprevts_002.jar
PE	LD	LDPRETRO	Create Retroactive Timesheet Adjustments	cp711_ldpretro_013.jar
PE	LD	LDPROTP	Recast Overtime Premium to Timesheet Lines	cp711_ldprotp_004.jar
PE	LD	LDQTHF	View Timesheet History Inquiry	cp711_ldqthf_003.jar
PE	PR	PRPCLRTS	Delete Timesheet Payroll Computed Flags	cp711_prpclrts_002.jar
PJ	CR	PJPAAFC	Assign Account Function Codes	cp711_pjpaaafc_006.jar
PJ	CR	PJPALCST	Compute Burden Costs	cp711_pjpalcst_005.jar
PJ	PJ	PJMACGRP	Manage Project Account Groups	cp711_pjmacgrp_001.jar
PJ	PJ	PJMBASIC	Manage Project User Flow	cp711_pjmbasic_016.jar
PJ	PJ	PJMSALCD	Manage Salary Cap Code	cp711_pjmsalcd_001.jar
PJ	PJ	PJPMADD	Mass Add Project Master Data	cp711_pjmsalcd_004.jar
PJ	PJ	PJPPREP	Import Project Master Data	cp711_pjpprep_012.jar

## Amount Field Length Increased from 14, 2 to 17, 2

The length of all amount fields (fields which reflect money) was increased to support 15 digits before the decimal point (the previous limit was 12). The number of digits supported after the decimal point has not changed and varies depending on the nature of the field. As a result of this enhancement, Costpoint now has better support for currencies where the exchange rate is very large (for example, CFA Franc BEAC or XAF), which may drive numbers in functional currency exceeding the previous limit of 12 digits before the decimal point.

Same as before, Costpoint's ability to print very large number may vary from report to report and also depends on the font and paper size selected.

### System JAR and Patch Requirements

This enhancement requires cp711\_sys\_021.jar and the following patches:

- PATCH2984
- PATCH2988
- PATCH3019
- PATCH3020
- PATCH3026
- PATCH3029
- PATCH3038
- PATCH3040
- PATCH3048
- PATCH3049

### Application JAR Requirements

There are several application JAR requirements for this enhancement. To see the complete list, please refer to the *DeltekCostpoint711ReleaseNotesIncreasedAmountFieldLength.pdf*.

## Increased the size of Unit Price/Cost (25,10) and Unit Quantity (22,8) fields

The size of the **Unit Price/Cost** field was increased from 14,4 to 25,10 and the **Unit Quantity** field was increased from 14,4 to 22,8. This enhancement was made to accommodate large conversion rates in order to avoid inaccurate conversion of unit prices and quantities.

Please note that in spite of the system supporting up to 25 (or 22, for quantity) digits before the decimal point (or other decimal separator) and up to 10 (or 8, for quantity) digits after the decimal point, any given price or quantity cannot have more than 17 significant digits overall. For example, **1234567890123.123** and **12.123456789** are both valid values as they have 17 or fewer total digits, but **1234567890.123456789** is not a valid value as it has more than 17 significant digits.

While the enhancement was made to capture the most accurate price and quantity possible, the entered value may be slightly adjusted by the system if you enter a number with more than 15 significant digits. For example, **12345.678901234567** may be saved by Costpoint as **12345.678901234566**. Even with any slight adjustments, this still provides considerably more accuracy in price and quantity fields than did the previous (14,4) format.



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On screen and on the printed reports, Costpoint will display as many significant digits as it can. However, if a quantity has no significant digits to either the right or left of the decimal, "0" will be displayed on the appropriate position to indicate that there are no further digits to be shown. The list of quantities under this enhancement will be similar to the following:

- 21,123.0
- 0.123459
- 0.123456768901234

All quantities will be right- or left-aligned in the column. Unit prices will be treated similarly, except that if there are no significant digits to the right of the decimal, the unit price fields may display more than one zero, based on the normal format of the currency in which the unit price is denominated. For example, if a unit price is USD \$12, it should display as 12.00, since the standard for USD currency is to show two decimal places.

**Warning:** This enhancement affects several database tables. As such, it is imperative that you make a backup of your Database (Microsoft SQL Server or Oracle) before you install the system jar, required system patches, and the application jars.

## System JAR Requirement

The enhancements in this release require cp711\_sys\_011.jar.

## Patch Requirements

The enhancements in this Costpoint 7.1.1 release require the following:

- PATCH2683
- PATCH2710
- PATCH2718
- PATCH2719
- PATCH2740
- PATCH2785

## Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application JAR
MM	AO-BM	AOPBOM	Bills of Material Preprocessor	cp711_aopbom_002.jar
MM	AO-IN	AOPEPIA	Download Inventory Abbreviations	cp711_aopepia_001.jar
MM	AO-IN	AOPINTRN	Inventory Transaction Preprocessor	cp711_aopintrn_002.jar

Domain	Module	Application ID	Application Name	Application JAR
MM	AO-OE	AOPSOPP	Sales Order Preprocessor	cp711_aopsopp_003.jar
MM	AO-PC	AOPCPIMO	Upload MO Status Updates	cp711_aopcpimo_001.jar
MM	AO-PC	AOPCPMO	Download Manufacturing Orders	cp711_aopcpmo_001.jar
MM	AO-PD	AOPEPITM	Download Items and Line Charge Types	cp711_aopepitm_001.jar
MM	AO-PD	AOPITEM	Item Preprocessor	cp711_aopitem_005.jar
MM	AO-PO	AOPPOVCH	PO Vouchers Preprocessor	cp711_aoppovch_005.jar
MM	AO-PO	AOPSCST	Subcontract PO Status Update Preprocessor	cp711_aopscst_001.jar
MM	AO-PO	AOPUTLPO	PO Preprocessor	cp711_aoputlpo_005.jar
MM	AO-PP	AOPEPRQE	Download Requisition Information	cp711_aopeprqe_001.jar
MM	AO-PP	AOPQTV	Vendor Quote Preprocessor	cp711_aopqtv_003.jar
MM	AO-PP	AOPRQPP	Purchase Requisition Preprocessor	cp711_aoprqpp_004.jar
MM	AO-RC	AOPEPRC	Download PO Receipt Information	cp711_aopeprc_001.jar
MM	AO-RC	AOPRCPRE	PO Receipts Preprocessor	cp711_aoprcpre_003.jar
MM	BM	BMMERELS	Release Multiple Engineering BOMs	cp711_bmmerels_002.jar
MM	BM	BMMMRELS	Release Multiple Manufacturing BOMs	cp711_bmmmrels_002.jar
MM	BM	BMPCOPY	Copy Bills of Material	cp711_bmpcopy_002.jar
MM	BM	BMPCOST	Print Costed BOM Report	cp711_bmpcost_003.jar

Domain	Module	Application ID	Application Name	Application JAR
MM	BM	BMPMCC	Perform Mass Component Change	cp711_bmpmcc_002.jar
MM	BM	BMQSMLB	BOM Inquiry	cp711_bmqsmllb_004.jar
MM	BM	BMQWU	Where-Used Inquiry	cp711_bmqwu_001.jar
MM	BM	BMRCOMP	Print Compare Summarized BOM Report	cp711_bmrcomp_002.jar
MM	BM	BMRSLMLB	Print Indented BOM Report	cp711_bmrslmlb_005.jar
MM	BM	BMRSUMBM	Print Summarized BOM Report	cp711_bmrsumbm_003.jar
MM	BM	BMRWU	Print Where-Used Report	cp711_bmrwu_003.jar
MM	EC	ECMAMAIN	Update Approved Engineering Change Notices	cp711_ecmamain_001.jar
MM	EC	ECMAPPR	Approve Engineering Change Notices	cp711_ecmappr_001.jar
MM	EC	ECMECN	Maintain ECNs	cp711_ecmecn_001.jar
MM	EC	ECPINECN	Implement ECN Changes	cp711_ecpinecn_006.jar
MM	EC	ECQECNST	ECN Status Inquiry	cp711_ecqecnst_002.jar
MM	EC	ECRIMPCT	Print ECN Impact Report	cp711_ecrimpct_004.jar
MM	EC	ECRTRVLR	Print ECN Traveler	cp711_ectrvlr_002.jar
MM	IN	INMCSADJ	Enter Cost Adjustments	cp711_inmcsadj_002.jar
MM	IN	INMLOXFR	Enter Location Transfers	cp711_inmloxfr_003.jar
MM	IN	INMPAISS	Enter Issues	cp711_inmpaiss_007.jar
MM	IN	INMPAXFR	Enter Inventory Transfers	cp711_inmpaxfr_005.jar

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Domain	Module	Application ID	Application Name	Application JAR
MM	IN	INMPCACT	Enter Actual Counts	cp711_inmpcact_002.jar
MM	IN	INMPCLST	Maintain Physical Count List	cp711_inmpclst_002.jar
MM	IN	INMPORSV	Enter PO/Req Inventory Reservations	cp711_inmporsv_003.jar
MM	IN	INMPROJ	Inventory Projects	cp711_inmproj_001.jar
MM	IN	INMQTADJ	Enter Quantity Adjustments	cp711_inmqtadj_002.jar
MM	IN	INMSCADJ	Enter Scrap Adjustments	cp711_inmscadj_002.jar
MM	IN	INMSET	Inventory Settings	cp711_inmset_001.jar
MM	IN	INMSLSET	Serial/Lot Settings	cp711_inmslset_002.jar
MM	IN	INMSRLT	Serial/Lot Maintenance	cp711_inmsrlt_004.jar
MM	IN	INPALLOC	Create Inventory Allocations	cp711_inpalloc_002.jar
MM	IN	INPEDJNL	Post Inventory Journal	cp711_inpedjnl_002.jar
MM	IN	INPFY	Close Inventory Fiscal Year	cp711_inpfy_001.jar
MM	IN	INPMSXFR	Perform Mass Inventory Transfers	cp711_inpmsxfr_004.jar
MM	IN	INPPCABC	Perform ABC Analysis	cp711_inppcabc_001.jar
MM	IN	INPPCDSC	Print Discrepancy Report and Create Adjustments	cp711_inppcdsc_003.jar
MM	IN	INPRECON	Reconcile Transactions	cp711_inprecon_002.jar
MM	IN	INPREORD	Print Inventory Reorder Report	cp711_inpreord_007.jar

Domain	Module	Application ID	Application Name	Application JAR
MM	IN	INQHSTPR	Inventory Transaction History Inquiry	cp711_inqhstpr_002.jar
MM	IN	INQPINV	Part Inventory Inquiry	cp711_inqpinv_007.jar
MM	IN	INQSRLT	Serial/Lot Inquiry	cp711_inqsrlt_001.jar
MM	IN	INRHSTPA	Print Inventory Transaction History Report	cp711_inrhstpa_001.jar
MM	IN	INRISTS	Print Stock Status Report	cp711_inrists_001.jar
MM	IN	INRRESV	Print Reservation Pick Lists	cp711_inresv_003.jar
MM	IN	INRSHFLF	Print Shelf Life Report	cp711_inrshflf_001.jar
MM	IN	INPPHYS	Create Physical Counts	cp711_inpphys_001.jar
MM	IN	INRPHYS	Print Physical Count Sheets	cp711_inrphys_001.jar
MM	ME	MEMPBOM	Maintain Proposal BOM	cp711_mempbom_003.jar
MM	ME	MEMPROP	Maintain Proposal Master	cp711_memprop_001.jar
MM	ME	MEMPRPLI	Maintain PBOM Cost Estimates - Indented	cp711_memprpli_002.jar
MM	ME	MEMPRPLS	Maintain PBOM Cost Estimates - Summarized	cp711_memprpls_002.jar
MM	ME	MEMRFQS	Select RFQs from Proposals	cp711_memrfqs_001.jar
MM	ME	MEPCPIC	Compute Proposal Item Costs	cp711_mepcpic_002.jar
MM	ME	MEPGRFQ	Create RFQs for Proposals	cp711_mepgrfq_001.jar

Domain	Module	Application ID	Application Name	Application JAR
MM	ME	MEPMCC	Perform PBOM Mass Component Change	cp711_mepmcc_001.jar
MM	ME	MEPPBOM	Copy Proposal BOM	cp711_meppbom_002.jar
MM	ME	MEQPWU	Proposal BOM Where-Used Inquiry	cp711_meqpwu_001.jar
MM	ME	MERPEXC	Print PBOM Exception Report	cp711_merpexc_001.jar
MM	ME	MERPICH	Print Proposal Item Cost History Report	cp711_merpich_001.jar
MM	MR	MRMACTM	Maintain MRP Action Messages	cp711_mrmactm_003.jar
MM	MR	MRMDTPT	Detailed Part Schedule	cp711_mrmdtpt_004.jar
MM	MR	MRMIAPEG	Manage Inventory Abbreviation Peggings	cp711_mrmiapeg_002.jar
MM	MR	MRPFPO	Firm Planned Orders	cp711_mrpfpo_003.jar
MM	MR	MRPLLC	Update Low-Level Codes	cp711_mrpllc_003.jar
MM	MR	MRPMRP	Update Material Requirements Plan	cp711_mrpmrp_011.jar
MM	MR	MRPTOOL5	Create Reservations for Pending Sales Orders	cp711_mrptool5_001.jar
MM	MR	MRPTOOL6	Create MRP Detail Report Table	cp711_mrptool6_001.jar
MM	MR	MRQSPA	Summary Part Availability Inquiry	cp711_mrqsqa_001.jar
MM	MR	MRRACTM	Print MRP Action Message Report	cp711_mrractm_001.jar
MM	MR	MRRBMAM	Print BOM MRP Action Message Report	cp711_mrrbmam_002.jar

Domain	Module	Application ID	Application Name	Application JAR
MM	MR	MRRDTPT	Print Detailed Part Availability Report	cp711_mrrdtp_001.jar
MM	MR	MRRSPA	Print Summary Part Availability Report	cp711_mrrspa_001.jar
MM	MS	MSMACTM	Edit MPS Action Messages	cp711_msmactm_003.jar
MM	MS	MSMMPS	Edit Master Production Schedule	cp711_msmmps_004.jar
MM	MS	MSMPLRT	Maintain Planning Routings	cp711_msmplrt_001.jar
MM	MS	MSPCPY	Copy Master Production Schedules	cp711_mspcpy_001.jar
MM	MS	MSPFPO	Firm Planned Orders	cp711_mspfo_003.jar
MM	MS	MSPMPS	Generate Master Production Schedules	cp711_mspmpps_002.jar
MM	MS	MSPPLRT	Calculate Planning Routings	cp711_mspplrt_001.jar
MM	MS	MSPRCAP	Generate Rough-Cut Capacity Plan	cp711_msprcap_001.jar
MM	MS	MSQRCAP	Rough-Cut Capacity Plan Inquiry	cp711_msqrcap_001.jar
MM	MS	MSRACTM	Print MPS Action Message Report	cp711_msractm_001.jar
MM	MS	MSRBCKLG	Print Production Backlog Report	cp711_msrbacklg_001.jar
MM	MS	MSRMSS	Print Master Production Schedule Report	cp711_msrms_001.jar
MM	OE	OEMAPPSO	Approve Sales Orders	cp711_oemappso_003.jar
MM	OE	OEMISSU1	Enter Sales Order Inventory Issues	cp711_oemissu1_001.jar

Domain	Module	Application ID	Application Name	Application JAR
MM	OE	OEMISSU2	Enter Sales Order Non-Inventory Issues	cp711_oemissu2_001.jar
MM	OE	OEMNTSO1	Manage Sales Orders	cp711_oemntso1_001.jar
MM	OE	OEMNTSO2	Manage Sales Orders Supervisor Screen	cp711_oemntso2_001.jar
MM	OE	OEMRFU	Ready for Use/Acceptance	cp711_oemrfu_001.jar
MM	OE	OEMSHIP	Enter Shipping Transactions	cp711_oemship_002.jar
MM	OE	OEMSOU DI	Sales Order User-Defined Info	cp711_oemsoudi_001.jar
MM	OE	OEPEDIIN	Create EDI Invoice File	cp711_oepediin_001.jar
MM	OE	OEPGRQ	Create Requisitions from Sales Orders	cp711_oepgrq_003.jar
MM	OE	OEPINVC	Create Invoices	cp711_oepinvc_004.jar
MM	OE	OEPPOST	Post Sales Order Journal	cp711_oeppost_001.jar
MM	OE	OEP RFID	Create RFID Print File	cp711_oep RFID_002.jar
MM	OE	OEQSALES	Sales Analysis Inquiry	cp711_oeqsales_002.jar
MM	OE	OEQSTAT	Sales Order Status Inquiry	cp711_oeqstat_002.jar
MM	OE	OER250I	Print DD250 Invoices	cp711_oer250i_002.jar
MM	OE	OER250PS	Print DD250 Packing Slips	cp711_oer250ps_002.jar
MM	OE	OERACKN	Print Sales Order Acknowledgments	cp711_oerackn_003.jar
MM	OE	OERBLOG	Print Sales Order Backlog Report	cp711_oerblog_001.jar



Domain	Module	Application ID	Application Name	Application JAR
MM	OE	OERINVC	Print Invoices	cp711_oerinvc_004.jar
MM	OE	OERPCKSL	Print Packing Slips	cp711_oerpcksl_004.jar
MM	OE	OERPICK	Print Sales Order Pick Lists	cp711_oerpick_002.jar
MM	OE	OERSHLAB	Print Shipping Labels	cp711_oershlab_002.jar
MM	PC	PCMMCOST	Modify MO Costs	cp711_pcmmcost_001.jar
MM	PC	PCMMEXPD	Expedite Manufacturing Orders	cp711_pcmmexpd_002.jar
MM	PC	PCMMOISS	Enter Manufacturing Order Issues	cp711_pcmmoiss_008.jar
MM	PC	PCMMOLAB	Modify MO Labor Costs	cp711_pcmmolab_002.jar
MM	PC	PCMMOMNT	Enter Manufacturing Orders	cp711_pcmmomnt_009.jar
MM	PC	PCMRELMO	Relieve Manufacturing Orders	cp711_pcmrelmo_008.jar
MM	PC	PCMSCRQ	Create MO Subcontractor Requisitions	cp711_pcmscrq_005.jar
MM	PC	PCMSET	Production Control Settings	cp711_pcmset_004.jar
MM	PC	PCPMRR	Process Material Requirements	cp711_pcpmrr_004.jar
MM	PC	PCPTOOL	Miscellaneous Toolkits	cp711_pcptool_001.jar
MM	PC	PCPWIPV	Create MO WIP Variance Journal Entry	cp711_pcpwipv_001.jar
MM	PC	PCQMOST	Manufacturing Order Status Inquiry	cp711_pcqmost_002.jar
MM	PC	PCRMOCST	Print MO Cost Report	cp711_pcrmocst_003.jar

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Domain	Module	Application ID	Application Name	Application JAR
MM	PC	PCRMDC	Print Manufacturing Order Documentation	cp711_pcrmodc_003.jar
MM	PC	PCRSHT	Print Component Shortage Report	cp711_pcrshrt_002.jar
MM	PD	PDMPART	Maintain Parts	cp711_pdmpart_008.jar
MM	PD	PDMPOPT	Set Up Product Options	cp711_pdmpopt_001.jar
MM	PD	PDMPPCAT	Set Up Product Price Catalogs	cp711_pdmppcat_001.jar
MM	PD	PDMPRCAT	Set Up Price Catalogs	cp711_pdmprcat_001.jar
MM	PD	PDMPRJCS	Maintain Project Item Cost	cp711_pdmprjcs_002.jar
MM	PD	PDMPRJPD	Part Project Data	cp711_pdmprjpd_004.jar
MM	PD	PDMPRPT	Maintain Provisional Parts	cp711_pdmprpt_004.jar
MM	PD	PDPCONV	Convert Provisional Part To Standard Part	cp711_pdpconv_003.jar
MM	PD	PDQINQ	Item Inquiry	cp711_pdqinq_002.jar
MM	PD	PDQMFR	Alternate Part Inquiry	cp711_pdqmfr_001.jar
MM	PD	PDRCAT	Print Item Catalog	cp711_pdrcat_001.jar
MM	PD	PDRCOST	Print Item Cost Info	cp711_pdrcost_001.jar
MM	PD	PDRMCAT	Print Manufacturer Catalog	cp711_pdrmcacat_001.jar
MM	PD	PDRPML	Print Master File Listing	cp711_pdrpml_001.jar
MM	PD	PDRPPRJ	Print Part Project Info	cp711_pdrpprj_001.jar
MM	PO	POMAPSET	PO Voucher Settings	cp711_pomapset_001.jar
MM	PO	POMEXPD	Expedite Purchase Orders	cp711_pomexpd_002.jar

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Domain	Module	Application ID	Application Name	Application JAR
MM	PO	POMMAIN	Enter POs	cp711_pommain_012.jar
MM	PO	POMPOVCH	Manage Purchase Order Vouchers	cp711_pompovch_011.jar
MM	PO	POMRELS	Create Blanket Releases	cp711_pomrels_004.jar
MM	PO	POMSTAT	Open Pending POs	cp711_pomstat_003.jar
MM	PO	POPARCH	Archive Purchase Orders	cp711_poparch_003.jar
MM	PO	POPCOMM	Compute and Print Commitments	cp711_popcomm_003.jar
MM	PO	POPDISCR	Recompute and Print Discrepancies	cp711_popdiscr_002.jar
MM	PO	POPDM	Create Debit Memos	cp711_popdm_003.jar
MM	PO	POPPOVCH	Create PO Vouchers from Pos/Receipts	cp711_poppovch_003.jar
MM	PO	POPRECON	Reconcile Purchase Orders	cp711_poprecon_006.jar
MM	PO	POQCHNG	PO Change Order Inquiry	cp711_poqchng_001.jar
MM	PO	POQITEM	Item Purchasing Information Inquiry	cp711_poqitem_002.jar
MM	PO	POQSTAT	PO Status Inquiry	cp711_poqstat_003.jar
MM	PO	PORACTV	Print PO Activity Report	cp711_poractiv_003.jar
MM	PO	PORDM	Print Debit Memos	cp711_pordm_002.jar
MM	PO	POREXP	Print PO Expediting Report	cp711_porexpd_002.jar
MM	PO	PORPCO	Print Purchase Change Orders	cp711_porpc_004.jar
MM	PO	PORPPO	Print POs	cp711_porppo_010.jar
MM	PO	PORREG	Print PO Register	cp711_porreg_003.jar

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Domain	Module	Application ID	Application Name	Application JAR
MM	PO	POPSCVCH	Create Subcontract Purchase Order Vouchers	cp711_popscvch_004.jar
MM	PP	PPMBUYAL	Assign Requisition Lines to Buyers	cp711_ppmbuyal_002.jar
MM	PP	PPMBUYAS	Assign Requisitions to Buyers	cp711_ppmbuyas_003.jar
MM	PP	PPMQREQ	Manage Simple Purchase Requisitions	cp711_ppmqreq_004.jar
MM	PP	PPMQTI	Enter Quotes by Item	cp711_ppmqti_002.jar
MM	PP	PPMQTV	Enter Quotes by Vendor	cp711_ppmqtv_003.jar
MM	PP	PPMRFQI	Enter RFQs by Item	cp711_ppmrfqi_002.jar
MM	PP	PPMRFQV	Enter RFQs by Vendor	cp711_ppmrfqv_002.jar
MM	PP	PPMRQAPL	Approve Purchase Requisition Lines	cp711_ppmrqapl_005.jar
MM	PP	PPMRQAPP	Requisition Approval Processes	cp711_ppmrqapp_001.jar
MM	PP	PPMRQAPX	Approve Purchase Requisitions	cp711_ppmrqapx_006.jar
MM	PP	PPMRQLN	Requisition Processing by Line	cp711_ppmrqln_008.jar
MM	PP	PPMRQSET	Requisition Settings	cp711_ppmrqset_001.jar
MM	PP	PPPGPO	Create Purchase Orders	cp711_pppgpo_007.jar
MM	PP	PPPVNDP	Calculate Vendor Performance	cp711_pppvndp_002.jar
MM	PP	PPQRQSTS	Requisition Status Inquiry	cp711_ppqrqsts_002.jar
MM	PP	PPQVNDP	Vendor Performance Inquiry	cp711_ppqvndp_003.jar

Domain	Module	Application ID	Application Name	Application JAR
MM	PP	PPQVQT	Vendor Quote Inquiry	cp711_ppqvqt_001.jar
MM	PP	PPRAPPR	Print Requisition Approval Status Report	cp711_pprapppr_001.jar
MM	PP	PPRCOMT	Print Requisition Commitments Detail	cp711_pprcomt_001.jar
MM	PP	PPRPRRFQ	Print RFQs	cp711_pprprrfq_003.jar
MM	PP	PPRPRRQ	Print Requisitions	cp711_pprprrq_001.jar
MM	RC	RCMINSP	Enter QC Inspections	cp711_rcminsp_008.jar
MM	RC	RCMMSRC	Receive Miscellaneous	cp711_rcmmsrc_003.jar
MM	RC	RCMPORC	Receive Purchase Order	cp711_rcmporc_008.jar
MM	RC	RCMTRN	Enter Vendor Returns	cp711_rcmrtn_006.jar
MM	RC	RCRLOG	Print Receiving Log	cp711_rcrlog_002.jar
MM	RC	RCRPINSP	Print Pending Inspections Report	cp711_rcrpinsp_001.jar
MM	RC	RCRTRVLR	Print Receipt Traveler	cp711_rcrtrvlr_005.jar
MM	RU	RUMKEYR	Manage Key Resources	cp711_rumkeyr_001.jar
MM	RU	RUMLABOP	Maintain Labor Operations	cp711_rumlabop_001.jar
MM	RU	RUMROUT	Manage Routings	cp711_rumrout_002.jar
MM	RU	RUMRROUT	Release Routings	cp711_rumrrout_002.jar
MM	RU	RUMSUBOP	Manage Subcontractor Operations	cp711_rumsubop_002.jar
MM	RU	RUMWCM	Maintain Work Centers	cp711_rumwcm_002.jar
MM	RU	RUQROUT	Routing Inquiry	cp711_ruqrout_003.jar

Domain	Module	Application ID	Application Name	Application JAR
MM	RU	RURROUT	Print Routings	cp711_rurROUT_001.jar
AC	GL	GLRPSTSM	Print Journal Entry Posting Summary Report	cp711_glrpstsm_002.jar
AC	GL	GLPTUPD	Update Tax Report Tables	cp711_glptupd_002.jar
AC	GL	GLMTAXA	View Tax Reporting Status by Tax ACCOUNT	cp711_glmtaxa_001.jar
AC	GL	GLRPJDET	Print PROJECT Ledger Detail Report	cp711_glrpjdet_004.jar
AC	GL	GLQAACTI	View ACCOUNT Activity	cp711_glqaacti_001.jar
AC	AP	APMVCHR	Manage Accounts Payable Vouchers	cp711_apmvchr_011.jar
AC	AP	APRVCHR	Print Voucher Edit Report	cp711_aprvchr_003.jar
AC	AP	APMVCHRA	Approve Vouchers	cp711_apmvchra_004.jar
AC	AP	APPPOSTV	Post Vouchers	cp711_apppostv_004.jar
AC	AP	APMOPEN	Edit Voucher Payment Status	cp711_apmopen_003.jar
AC	AP	APPPSTCD	Post Cash Disbursements	cp711_apppstcd_003.jar
AC	AP	APRCASH	Print Cash Requirements Report	cp711_aprcash_002.jar
AC	AP	APQCKHST	View Check History Inquiry	cp711_apqckhst_004.jar
AC	AP	APQVENDH	View VENDOR History Inquiry	cp711_apqvendh_005.jar
AC	AP	APQVCHRH	View Voucher History Inquiry	cp711_apqvchrh_004.jar
AC	AP	APMVENDH	Manage VENDOR History	cp711_apmvendh_005.jar

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Domain	Module	Application ID	Application Name	Application JAR
AC	AP	APPPURVR	Purge Vouchers	cp711_apppurvr_003.jar
AC	FA	FAMASSET	Manage Asset Master Information	cp711_famasset_003.jar
AC	FA	FAMSCOST	Manage Asset Cost Information	cp711_famscost_001.jar
AC	FA	FAMSGLBK	Manage Asset General Ledger Book Information	cp711_famsglbk_001.jar
AC	FA	FARADTL	Print Asset Master Detail Report	cp711_faradtl_001.jar
AC	FA	FAPATRNS	Create Autocreation Transactions	cp711_fapatrns_002.jar
AC	FA	FAMACTED	Manage Autocreation Transactions	cp711_famacted_002.jar
AC	FA	FARACTED	Print Autocreation Transactions Edit Report	cp711_faracted_002.jar
AC	FA	FAPACAST	Create Asset Master Records	cp711_fapacast_001.jar
AC	FA	FAPPDE	Compute Projected Depreciation	cp711_fappde_003.jar
AC	FA	FARPDE	Print Projected Depreciation Report	cp711_farpde_002.jar
AC	FA	FAMPAP	Manage Projected Asset Purchases	cp711_fampap_002.jar
AC	FA	FARPPUR	Print Projected Asset Purchases Report	cp711_farppur_003.jar
AC	FA	FAMGCTU	Manage Template User-Defined Global Changes	cp711_famgctu_001.jar
AC	FA	FAMGCA	Manage Asset Master Global Changes	cp711_famgca_002.jar

## Major New Features and Enhancements in Costpoint 7.1.1

Domain	Module	Application ID	Application Name	Application JAR
AC	FA	FAMGCU	Manage Asset Master User-Defined Global Changes	cp711_famgcu_002.jar
AC	FA	FAPPREP	Import Asset Records	cp711_fapprep_001.jar
AC	FA	FAPAEXP	Export Asset Records	cp711_fapaexp_001.jar
AC	FA	FAPDISP	Import Asset Disposals	cp711_fapdisp_001.jar
AC	FA	FAPDEXP	Export Asset Disposals	cp711_fapdexp_001.jar
PJ	PJ	PJMBASIC	Manage Project User Flow	cp711_pjmbasic_008.jar
PJ	PJ	PJMBUDCO	Manage Change Orders	cp711_pjmbudco_003.jar
PJ	PJ	PJRSETUP	Print Project Setup Report	cp711_pjrsetup_001.jar
PJ	PJ	PJMPYCST	Manage Prior Year Cost and Revenue	cp711_pjmpycst_002.jar
PJ	PJ	PJMPYUNT	Manage Prior Year Unit Revenue	cp711_pjumpyunt_003.jar
PJ	PJ	PJPPREP	Import Project Master Data	cp711_pjpprep_007.jar
PJ	PJ	PJPPUR	Purge Project and Billing Information	cp711_pjppur_001.jar
PJ	BP	BPMPBETC	Manage Project Budgets and ETC	cp711_bpmpbetc_006.jar
PJ	BP	BPRPJEV	Print Earned Value Report	cp711_bprpjev_002.jar
PJ	BP	BPRPJETC	Print Estimate To Complete Report	cp711_bprpjetc_002.jar
PJ	BP	BPRPJSUB	Print Project Budget Detail Report	cp711_bprpjsub_002.jar
PJ	BP	BPRPJBUD	Print Project Budget Summary Report	cp711_bprpbud_002.jar



Domain	Module	Application ID	Application Name	Application JAR
PJ	BD	PJMUNBDP	Manage Project Unit Budgets By Period	cp711_pjmunbdp_001.jar
PJ	CR	PJMPOOL	Manage Cost Pools	cp711_pjmpool_001.jar
PJ	CR	PJRSCTR	Print Service Center Setup Report	cp711_pjrsctr_001.jar
PJ	CR	PJPCOMPP	Compute/Print Pool Rates	cp711_pjpcompp_001.jar
PJ	CR	PJPABJP	Import Allocation Basis Journals	cp711_pjpabjp_002.jar
PJ	CR	PJMALJNL	Manage Allocation Journals	cp711_pjmaljnl_003.jar
PJ	CR	PJRALJNL	Print Allocation Journal Edit Report	cp711_pjraljnl_002.jar
PJ	CR	PJRSVCST	Print Service Center Cost Allocation Report	cp711_pjrsvcst_001.jar
PJ	CR	PJPPREV	Reverse Posted Pool and Revenue Journals	cp711_pjpprev_001.jar
PJ	CR	PJPMJALC	Create Multi-Job Allocation Entries	cp711_pjpmjalc_001.jar
PJ	CR	PJPCOGS	Create Cost of Goods Sold Entries	cp711_pjpcogs_001.jar
PJ	CR	PJPALCST	Compute Burden Costs	cp711_pjpalcst_003.jar
PJ	CR	AOPCBLAB	Compute Cobra Burden Costs	cp711_aopcblab_004.jar
PJ	CR	PJPLDRAT	Load Labor Rates	cp711_pjpldrat_001.jar
PJ	CR	PJPCOMPR	Compute Revenue	cp711_pjpcompr_004.jar
PJ	CR	PJPUPHTH	Update Project Transfer History Tables	cp711_pjpuptht_001.jar

Domain	Module	Application ID	Application Name	Application JAR
PJ	CR	PJPGOAL	Compute Billing Value of Cost Incurred	cp711_pjpgoal_002.jar
PJ	CR	PJPPURGE	Purge Allocation Basis Journal History	cp711_pjppurge_001.jar
PJ	CR	PJPA AFC	Assign Account Function Codes	cp711_pjpaafc_004.jar
PJ	CR	PJPCKUN	Check for Unposted Journals	cp711_pjpckun_001.jar
PJ	CR	PJP SGOAL	Summarize Project Goal Detail	cp711_pjpsgoal_001.jar
PJ	CR	PJPPLSUM	Summarize Project Ledger	cp711_pjpplsum_002.jar
PJ	CR	PJPAPPIC	Apply Indirect Costs to Summarized Project Ledger	cp711_pjpappic_001.jar
PJ	CR	PJPUPPY	Update Prior Year History	cp711_pjpuppy_001.jar
PJ	CR	PJPMJAS	Import Multi-Job Allocation Percentage Basis	cp711_pjpmjas_001.jar
PJ	PI	PJPUPPSR	Update Project Status Report Tables	cp711_pjpuppsr_004.jar
PJ	PI	PJPCRRPT	Create Project Report Tables	cp711_pjpcrrpt_001.jar
PJ	PI	PJRPROJ	Print Project Status Report	cp711_pjrproj_004.jar
PJ	PI	PJRRE VW	Print Revenue Worksheet	cp711_pjrrevw_003.jar
PJ	PI	PJQPROJ	View Project Activity	cp711_pjqproj_002.jar
PJ	PI	PJQPROJP	View Project Activity by Level	cp711_pjqprojp_001.jar
PJ	PI	PJQPROJL	View Project Ledger Activity	cp711_pjqprojl_001.jar

Domain	Module	Application ID	Application Name	Application JAR
PJ	BL	BLMUSAGE	Manage Unit Usage	cp711_blmusage_003.jar
PJ	BL	BLPUPUU	Import Units Usage Files	cp711_blpupuu_003.jar
PJ	BL	BLRUEDIT	Print Usage Edit Report	cp711_blruedit_001.jar
PJ	BL	BLPUSAGE	Post Unit Usage	cp711_blpusage_003.jar
PJ	BL	BLMUHIST	Manage Units Usage History	cp711_blmuhist_001.jar
PJ	BL	BLRUHIST	Print Units Usage History Report	cp711_blruhist_001.jar
PJ	BL	BLMOPEN	Manage Open Billing Detail	cp711_blmopen_006.jar
PJ	BL	BLPAOBD	Adjust Open Billing Detail Records	cp711_blpaobd_003.jar
PJ	BL	BLPLMTRN	Load Multicurrency Transaction Amounts	cp711_blplmtrn_001.jar
PJ	BL	BLPCASHB	Update Cash Basis Information	cp711_blpcashb_001.jar
PJ	BL	BLPGBILL	Calculate Standard Bills	cp711_blpgbill_004.jar
PJ	BL	BLMGBILL	Manage Standard Bills	cp711_blmgbill_005.jar
PJ	BL	BLRMBIL	Print Standard Bills	cp711_blrmbil_008.jar
PJ	BL	BLRIRBIL	Print Indirect Rate Retroactive Billing Schedule	cp711_blrirbil_001.jar
PJ	BL	BLPWAWF	Create WAWF Billing Files	cp711_blpwawf_002.jar
PJ	BL	BLPGEN	Post Standard Bills	cp711_blpgen_004.jar
PJ	BL	BLPREVB	Reverse Previous Bills	cp711_blprevb_002.jar

Domain	Module	Application ID	Application Name	Application JAR
PJ	BL	BLPRBIL	Calculate Retroactive Bills	cp711_blprbil_001.jar
PJ	BL	BLPSUBPP	Update Subcontractor Progress Payments	cp711_blpsubpp_001.jar
PJ	BL	BLPPROGP	Calculate Progress Payment Bills	cp711_blpprogp_002.jar
PJ	BL	BLMPROGP	Manage Progress Payment Bills	cp711_blmprogp_004.jar
PJ	BL	BLPPRO	Post Progress Payment Bills	cp711_blppro_003.jar
PJ	BL	BLMPJPRD	Manage Project Product Bills	cp711_blmpjprd_005.jar
PJ	BL	BLRPJPRD	Print Project Product Bills	cp711_blrpjprd_003.jar
PJ	BL	BLPPROJB	Post Project Product Bills	cp711_blpprojb_002.jar
PJ	BL	BLMCPBIL	Manage Customer Product Bills	cp711_blmcpbil_007.jar
PJ	BL	BLRCPROD	Print Customer Product Bills	cp711_blrcprod_002.jar
PJ	BL	BLPCUSPD	Post Customer Product Bills	cp711_blpcuspd_001.jar
PJ	BL	BLPEDI	Create EDI Files	cp711_blpedi_002.jar
PJ	BL	BLMBHIST	Manage Billing History	cp711_blmbhist_003.jar
PJ	BL	BLMCLOSE	Manage Closed Billing Detail	cp711_blmclose_003.jar
PJ	BL	BLROBD	Print Open Billing Detail Report	cp711_blobd_001.jar
PJ	BL	BLQSTDHS	View Standard Billing History	cp711_blqstdhs_002.jar

Domain	Module	Application ID	Application Name	Application JAR
PJ	BL	BLPUPCUR	Update Billing Currency Amounts	cp711_blpupcur_001.jar
PJ	BL	BLPUPTAX	Update Billing Tables for Cumulative Tax	cp711_blpuptax_001.jar
PJ	BL	BLPUPPLC	Update Billing Tables Bill Labor Category Description	cp711_blpupplc_001.jar
PJ	IW	IWPALLOC	Create IWO Allocations	cp711_iwpalloc_003.jar
PJ	IW	IWPPOST	Post IWO Journal	cp711_iwppost_004.jar

## Costpoint Integration with Deltek Customer Care

Costpoint administrators can now submit support issues to Deltek Customer Care within Costpoint.

### Support Issues (SYMCASE)

Use the new Support Issues screen in **Administration » System Administration » System Administration Utilities** to report Costpoint issues to Deltek Customer Care or view existing support cases. Support cases displayed on this screen are created via the System Menu, System Error screen, or directly using this Support Issues screen.

### Configure System Settings (SYMSETNG)

The **Case Reporting** group box is now available on the Configure System Settings screen where Costpoint administrators can set if case reporting is enabled from the System Error dialog box or the Help menu. You can also set the default file location for attachments in support issues in this group box.

### File Upload Manager

Use the File Upload Manager to add attachments to a particular support issue. Enter the ID of the support case in the **Support Issue ID** field to associate an uploaded attachment to that support case.

The following system jar and database patches are required for this feature:

- cp711\_sys\_009.zip
- cp711\_patch2692\_001.zip
- cp711\_Patch5046\_001.zip

The cp711\_patch2692\_001.zip includes the following application jars:

- cp711\_symcase\_004.jar
- cp711\_symsetng\_003.jar

## Costpoint 7.1.1 HRsmart Integration

Costpoint 7.1.1 HRsmart Integration is a bi-directional integration that results in the ability to create employee data in Costpoint for new hires recently on-boarded within HRsmart Applicant Tracking. The integration can perform the import/export process through the Transfer HRsmart Data screen in the Employee domain. The Integration can be executed on demand or you can schedule to run the process at a certain time.

From Costpoint to HRsmart, the following data is included in integration:

Costpoint	HRsmart	Notes
Employees	Users	Provides HRsmart user records for existing employees in Costpoint. This will grant all users access to the HRsmart suite of products.
Detail Job Titles	Job Profiles	Provides HRsmart with skeleton Job Profiles. Note that Detail Job Titles is only available for integration if Costpoint HR is licensed.
Organizations	Org Levels	Provides HRsmart with both Costpoint Company and Organization structure.
Job Templates	CP Job Templates	Job Templates is an optional feature that provides preset defaults of Costpoint data. New hires can be associated to a Job Template in HRsmart. The integration will receive the new hire data along with the associated Job Template and utilize the Job Template to drive the defaulting of numerous CP fields not collected in HRsmart.



Based on integration options, the integration can be used to provide data initialization from Costpoint to HRsmart or a synchronization based on what has changed in Costpoint since last time it was executed.

From HRsmart to Costpoint, the integration currently only supports creation of new hires in Costpoint. Future capability for rehires, transfers, off boarding, and promotions\merit increases is planned.

This enhancement affects the following applications:

- Configure Personnel Settings (HPMSET)
- Manage Job Templates (HPMREQR)
- Manage Employee Information (LDMEINFO)
- View Employee Information (PRQEINFO)
- Transfer HR Smart Data (EMPHRSDAT)
- Transfer SilkRoad Data (LDPSRDAT)

## Transfer HRsmart Data – Email and Login ID Update

The Costpoint – HRsmart Talent Management Integration now includes updated email address and login ID logic to support employees without work email addresses. This enhancement applies the updated logic in the following HRsmart destination fields:

**user\_email** — Use work email (EMPL.email\_ID). If the employee has no work email, then the integration will populate this field with the employee's home email (EMPL.home\_email), if available.

**user\_login** — Use work email (EMPL.email\_ID). If the employees has no work email, then the integration will populate this field with the employee's home email (EMPL.home\_email\_id), if available.

### Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application JAR
PE	EM	EMPHRSDAT	Transfer HRsmart Data	cp711_emphrsdat_003.jar

## Allow Wage Determination with Multicurrency Labor

Costpoint was enhanced to allow Multicurrency Labor users to apply wage determination to timesheets. This functionality is limited to timesheets with US Dollar (**USD**) as transaction currency. The following are the updates in Costpoint:

- **Configure Labor Settings (LDMLABOR)**
  - You can now select the **Enable Multicurrency Functionality** and **Enable Wage Determination** check boxes at the same time.
  - The **Enable Multi-Currency Functionality** check box label was changed to "Enable Multicurrency Functionality."
- **Manage Timesheets (LDMTIME), Manage Correcting Timesheets (LDMCTIME), Import Timesheets (AOPUTLTS), Import Timesheets from Deltek Time & Expense (LDPUPET), Create Auto-Pay Timesheets (LDPDUMTS), Create Retroactive Timesheet Adjustments (LDPRETRO)**
  - Updated the existing Wage Determination functionality so that if both the **Enable Multicurrency Functionality** check box and the **Enable Wage Determination** check box are selected in the Configure Labor Settings screen for the Login Company, wage determination will be applied to the timesheet line if the following conditions are met:
    - The timesheet's **Transaction Currency** is **USD**; and
    - Wage Determination applies to the timesheet line.
  - Updated the existing Wage Determination functionality so that if the **Enable Multicurrency Functionality** check box is selected in the Configure Labor Settings screen for the Login Company, a Wage Determination Fringe Line can only be generated if the timesheet's Transaction Currency is **USD**.

### Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Application Name	Application JAR
PE	Configure Labor Settings (LDMLABOR)	cp711_Idmlabor_001.jar
PE	Manage Timesheets (LDMTIME)	cp711_Idmtime_005.jar
PE	Manage Correcting Timesheets (LDMCTIME)	Not applicable
PE	Import Timesheets (AOPUTLTS)	Not applicable
PE	Import Timesheets from Deltek Time & Expense (LDPUPET)	Not applicable
PE	Create Auto-Pay Timesheets (LDPDUMTS)	cp711_Idpdumts_002.jar
PE	Create Retroactive Timesheet Adjustments (LDPRETRO)	cp711_Idpretro_005.jar

## Government Furnished Material or Government Furnished Equipment (GFM/GFE) Purchase Orders

Government furnished property is property that is furnished to a contractor for performance of a Government (DOD) contract. There are two types of government furnished property:

- Government Furnished Equipment (GFE) – Equipment, special tooling, or special test equipment that is provided to a contractor for use on a Government contract; and
- Government Furnished Material (GFM) – Parts furnished by the government to the contractor to support inventory or manufacturing requirements of a contract.

The GFM/GFE Purchase Order feature allows contractors to track when materials or equipment furnished by the government are due to be delivered.

The Material Requirements Planning module can generate purchase requisitions for processing these items into purchase orders if the demand for GFM parts exists in the Inventory module. These purchase requisitions are tagged as GFM/GFE purchase requests. This type of purchase does not have any financial impact in the Accounts Payable module.

During the receiving process, items for fixed asset tracking will create the Asset ID for tracking GFE orders. Using the GFM inventory abbreviations, parts being procured for stock can go through standard receiving and inspection processes to acknowledge receipt and acceptance for parts for use within the inventory.

The following Costpoint 7.1.1 screens are affected by this update, and there is an updated required application jar version for each.

Domain	Module	Application Name	Application ID	Application Jar
MM	PO	Manage Buyers	POMBUY	cp711_pombuy_001.jar
MM	PO	Manage Purchase Orders	POMMAIN	cp711_pommain_010.jar



Domain	Module	Application Name	Application ID	Application Jar
MM	PO	Expedite Purchase Orders	POMEXPD	cp711_pomexpd_001.jar
MM	PO	Print Purchase Orders	PORPPO	cp711_porppo_007.jar
MM	PO	View Purchase Order Status	POQSTAT	cp711_poqstat_002.jar
MM	PO	Print Purchase Order Expediting Report	POREXPD	cp711_porexpd_001.jar
MM	PO	Print Purchase Order Register Report	PORREG	cp711_porreg_001.jar
MM	PO	Print Purchase Order Activity Report	PORACTV	cp711_poractiv_003.jar
MM	PO	Print PO Change Orders	PORPCO	cp711_porpc_003.jar
MM	PO	Create Purchase Order Change Orders	POMCHNG	cp711_pomchng_002.jar
MM	PO	Approve Pending Purchase Orders	POMSTAT	cp711_pomstat_002.jar
MM	PO	Import Purchase Orders	AOPUTLPO	cp711_aoputlpo_003.jar
MM	PO	Manage Purchase Order Expediting Notes	POMEXPN	cp711_pomexpn_001.jar
MM	PO	View Item Purchasing Information	POQITEM	cp711_poqitem_001.jar
MM	IN	Manage PO/Req Inventory Reservations	INMPORSV	cp711_inmporsv_002.jar
MM	IN	Enter Issues to Project/Account/Org or PO	INMPAISS	cp711_inmpaiss_005.jar
MM	IN	Print Inventory Reorder Report	INPREORD	cp711_inpreord_006.jar
MM	RC	Manage Purchase Order Receipts	RCMPORC	cp711_rcmporc_006.jar
MM	RC	Manage Quality Control Inspections	RCMINSP	cp711_rcminsp_006.jar
MM	RC	Manage Vendor Returns	RCMRTRN	cp711_rcmrtrn_004.jar

Domain	Module	Application Name	Application ID	Application Jar
MM	PP	Manage Purchase Requisitions	PPMNTRQ1	cp711_ppmntrq1_001.jar
MM	PP	Assign Purchase Requisitions to Buyers	PPMBUYAS	cp711_ppmbuyas_002.jar
MM	PP	Assign Purchase Requisition Lines to Buyers	PPMBUYAL	cp711_ppmbuyal_001.jar
MM	PP	Apply PO Info to Purchase Requisitions	PPMNTRQ2	cp711_ppmntrq2_001.jar
MM	PP	Apply PO Info to Purchase Requisitions by Line	PPMRQLN	cp711_ppmrqln_006.jar
MM	PP	Create Purchase Orders	PPPGPO	cp711_pppgpo_006.jar
MM	PP	Import Purchase Requisitions	AOPRQPP	cp711_aoprqpp_003.jar
MM	PP	Configure Purchase Requisition Settings	PPMRQSET	cp711_ppmrqset_001.jar
MM	PP	Compute Vendor Performance	PPPVNDP	cp711_pppvndp_001.jar
MM	MR	Manage MRP Action Messages	MRMACTM	cp711_mrmactm_001.jar
MM	MR	Manage Detailed Part Schedule	MRMDTPT	cp711_mrmdtpt_003.jar
MM	MR	Firm MRP Planned Orders	MRPFPO	cp711_mrpfpo_002.jar
MM	PC	Compute Material Requirements	PCPMRR	cp711_pcpmrr_003.jar
MM	PC	Create MO Subcontractor Requisitions	PCMSCRQ	cp711_pcmscrq_004.jar
MM	OE	Create Purchase Requisitions from Sales Orders	OEPGRQ	cp711_oepgrq_002.jar
MM	MS	Manage Master Production Schedules	MSMMPS	cp711_msmmps_003.jar
MM	MS	Manage MPS Action Messages	MSMACTM	cp711_msmactm_002.jar

Domain	Module	Application Name	Application ID	Application Jar
SC	SY	Set Up Company	SYPCOMP	cp711_sypcomp_003.jar
AC	AP	Manage Purchase Order Vouchers	POMPOVCH	cp711_pompovch_007.jar
AC	AP	Recompute and Print Discrepancies	POPDISCR	cp711_popdiscr_001.jar
AC	AP	Import Purchase Order Vouchers	AOPPOVCH	cp711_aoppovch_004.jar
AC	AP	Import Purchase Order Receipts	AOPRCPRE	cp711_aoprcpre_002.jar

Additionally, the following Costpoint 7.1.1 Patch and system jar file are required for this update:

- Cp711\_sys\_008.jar
- PATCH2604
- PATCH2609
- PATCH2613
- PATCH2614
- PATCH2620
- PATCH2637

## Inter-Company Work Orders

Two features were added in relation to Inter-Company Work Orders. It is now possible to automatically generate Accounts Payable Vouchers when Inter-Company Work Order invoices are created for internal transfers. In addition, an enhancement was made that lets you create net-zero cash receipts when Inter-Company Work Order invoices are reversed.

### Create IWO Allocations (IWPALLOC)

This application has been modified to facilitate the creation of A/P Vouchers for inter-company work orders. The following new database fields were added to store values.

- **IWO\_ALLOC\_HDR.RCV\_ENTRY\_FL** — This field is set to **Y** to signify that the entry was made for the receiving company.
- **IWO\_ALLOC\_TRN.IWO\_PROJ\_ID** — This field stores the originating IWO Project ID used for inter-company work orders. If this field is blank, A/P Vouchers will not be created.

### Configure Accounts Payable Vouchers Settings (APMSETVR)

A new check box has been added on screen that allows you to set the automatic creation of Accounts Payable vouchers for Intercompany Work Order invoices. You can also set the Entry User ID that will be assigned to A/P vouchers that are created.

The **Allow Automatic Creation of A/P Vouchers from Intercompany Work Orders** check box and the **Entry User ID for Vouchers Created** field were added on screen.

## Manage IWO Projects (IWMPROJ)

A new group box, **Create A/P Vouchers from IWO**, has been added that enables you to create an A/P Voucher in the receiving company for a posted Inter-company Work Order. The new group box has the following fields and check box:

- **Create A/P Voucher when IWO is posted** — Select this check box to create A/P vouchers.
- **Vendor** — Enter the vendor name in this field.
- **Address Code** — Enter the address code for the pay vendor.
- **A/P** — Enter the accounts payable description in this field.
- **Cash** — Enter the cash account description in this field.

## Post IWO Journal (IWPPPOST)

This application has been modified to process the actual creation of the A/P Vouchers when an Inter-company Work Order has been posted for a project. It will only generate the A/P Voucher if the following is selected on the Configure Accounts Payable Voucher Settings screen:

- **Allow automatic Creation of A/P Vouchers from Intercompany Work Orders** check box

You can view the posted vouchers on A/P Vouchers screens such as the Manage Accounts Payable Voucher (APMVCHR).

## Configure Billing Settings (BLMSETNG)

This application was modified to enable the creation of net-zero cash receipts when reversing previous bills. The **Allow Cash Receipt Creation in Reverse Previous Bills** check box was added on screen.

The value in this check box is not copied when you set up a new company through the Set Up Company application. Newly set up companies will have a default value of **N** or have this check box clear or unselected.

## Reverse Previous Bills (BLPREVB)

This application has been modified to enable the creation of net-zero cash receipt for an invoice. The **Create Net-Zero Cash Receipt for old and new invoices** check box was added on screen:

The net-zero cash receipt will have the full amount of the original invoice, regardless of whether or not another cash receipt has already been applied to that invoice.

You can create net-zero cash receipts for any standard bill that has been reversed except for those with other types such as Progress Payment (1443), Customer or Project Product Bills, Milestone/Percent Complete Bills, or Manual Bills.

## Post Standard Bills (BLPGEN)

This application has been modified to perform the actual creation of net-zero cash receipts for reversed previous bills. There will be two lines that will be created for a cash receipt which will be for the new or reversal invoice (debit), and another for the original invoice (credit).

You can view the created net-zero cash receipts on the Manage Cash Receipts (ARMCR) screen where:

- The **Deposit No.** field for generated cash receipts will display **REVERSE BILL**.
- There will be two lines for the generated cash receipt which will be (1) for the original invoice and (2) the reversal invoice.
- The **Transaction Description** column for these lines will display **REVERSE BILL**.

## Bill Inter-Company Work Orders in Any Currency

The Inter-Company Work Orders (IWOs) module is an add-on module in Costpoint. IWOs are used between subsidiaries or related companies to invoice when one subsidiary or company does work for another. This process allows companies to record and track inter-company receivables and payables among related parties.

Multinational companies often have a contract that is in one currency, but workers from another country work on that project. The company who holds the contract does not want to take the currency risk associated with these transactions. To mitigate that risk, that company may want the workers from the other company to bill in the currency of the contract, which may not match the contract-owning company's functional currency.

Previously, IWOs were limited to the functional currency of the receiving company. Now, Costpoint provides companies the ability to bill IWOs in any currency, regardless of the functional currency of the sending or receiving companies. In addition, users now have the ability to clone IWOs.

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required jar version for each application, if applicable.

Domain	Application	Application Jar
AC	Manage Transfer Locations (COMLOC)	Not applicable
PJ	Configure Transfer Locations (IWMLOC)	Not applicable
PJ	Manage IWO Projects (IWMPROJ)	cp711_iwmproj_001.jar
PJ	Create IWO Allocations (IWPALLOC)	cp711_iwpalloc_001.jar
PJ	Manage IWO Allocations (IWMALLOC)	cp711_iwmalloc_001.jar
PJ	Post IWO Journal (IWPPPOST)	cp711_iwppost_002.jar
PJ	Export IWO Allocations (IWPEXPRT)	cp711_iwpexpirt_001.jar
PJ	Import IWO Allocations (IWPIMPRT)	cp711_iwpimpirt_001.jar
PJ	Validate IWO Suspense Transactions (IWMSUSP)	cp711_iwmsusp_001.jar
PJ	Validate IWO Allocations (IWPUPLD)	cp711_iwpupld_001.jar

Additionally, the following Costpoint 7.1.1 jar file and patches are required for this update:

- cp711\_sys\_008.jar
- PATCH2633 — Applicable to all applications updated
- PATCH2639 — Applicable to Create IWO Allocations (IWPALLOC) only

- PATCH2642 — Applicable to Post IWO Journal (IWPPPOST) only
- PATCH2647 — Applicable to Import IWO Allocations (IWPIMPRT) only
- PATCH2648 — Applicable to Validate IWO Allocations (IWPUPLD) only

## Part Data Security Enhancements

The features in this release relating to Parts Security are intended to assist your company in its ITAR compliance. However, it is each company's responsibility to confirm it is meeting its obligation with respect to ITAR or other applicable requirements; Deltek does not warrant that use of this functionality will result in compliance.

### Materials Domain Enhancements

Under United States government defense regulations, activities relating to the production, export, and import of defense-related articles, services, and materials (collectively referred to as "items") are tightly controlled under the International Traffic in Arms Regulations (ITAR) if those items fall within the United States Munitions List (USML) issued by the U.S. Department of State.

The Department of State Directorate of Defense Trade Controls (DDTC) interprets and enforces ITAR. Its goal is to safeguard U.S. national security and further U.S. foreign policy objectives.

ITAR bylaws state that information relating to items on the USML may only be shared with U.S. Persons, except where exemptions have been obtained from the U.S. Department of State (DOS). The DOS defines a U.S. Person as a lawful permanent resident of the United States, such as a citizen or a Permanent Resident Card holder of the United States. A U.S. Organization can face heavy fines if they have provided foreign (non-U.S.) Persons access to ITAR-protected defense items without authorization.

It is now possible to apply security restrictions in Costpoint so that any Part Data subject to ITAR Security Controls will not be visible, editable, or available to non-U.S. Persons. This applies to all Costpoint activities pertaining to requisitions, reports, and routings.

#### Manage United States Munitions List (PDMUSML)

The newly-created application is used to set the USML category for the Part, as designated by US Department of State.

The USML is a list of articles, services, and related technical data that are designated as defense-related or inherently military in character by the United States federal government. Export and import of defense-related articles and services on the USML are tightly regulated by the DDTC.

The **USML Category** and **Description** fields on this screen are used to set the items that are subject to Part Data Security into one of the following categories:

- **Category I** – Firearms, Close Assault Weapons and Combat Shotguns
- **Category II** – Guns and Armament
- **Category III** – Ammunition/Ordnance
- **Category IV** – Launch Vehicles, Guided Missiles, Ballistic Missiles, Rockets, Torpedoes, Bombs and Mines
- **Category V** – Explosives and Energetic Materials, Propellants, Incendiary Agents and Their Constituents
- **Category VI** – Vessels of War and Special Naval Equipment
- **Category VII** – Tanks and Military Vehicles

- **Category VIII** – Aircraft and Associated Equipment
- **Category IX** – Military Training Equipment and Training
- **Category X** – Protective Personnel Equipment and Shelters
- **Category XI** – Military Electronics
- **Category XII** – Fire Control, Range Finder, Optical And Guidance And Control Equipment
- **Category XIII** – Auxiliary Military Equipment
- **Category XIV** – Toxicological Agents, Including Chemical Agents, Biological Agents, and Associated Equipment
- **Category XV** – Spacecraft Systems and Associated Equipment
- **Category XVI** – Nuclear Weapons, Design and Testing Related Items
- **Category XVII** – Classified Articles, Technical Data And Defense Services Not Otherwise Enumerated
- **Category XVIII** – Directed Energy Weapons
- **Category XIX** – Reserved
- **Category XX** – Submersible Vessels, Oceanographic and Associated Equipment
- **Category XXI** – Miscellaneous Articles

This screen includes a USML Sub-Category subtask used to set the items that are subject to Part Data Security into one further sub-categories.

### Manage Export Control Classification Numbers (PDMECCN)

This newly-created application is used to enter Export Control Classification information, as designated by the Commerce Control List (CCL). The **ECCN** and **Description** fields have been created to store the values.

An Export Control Classification Number (ECCN) is a five character alpha-numeric designation used on the CCL to identify articles, technology, and software (collectively referred to as "items") for export control purposes. An ECCN categorizes items based on the nature of the product. For example, the type of commodity, software, or technology and its respective technical parameters.

All ECCNs are listed in the CCL, which is divided into ten broad categories. Each category is further subdivided into five product groups. In Costpoint, the ECCN and Description fields on this screen are used to set ECCN information. The first character of the ECCN identifies the broader category to which it belongs and the second character identifies the product group.

### Manage Security User-Defined Labels (PDMSCUDL)

This newly-created application is used to set up and define labels for the following types of user-defined data that can be added to Part Data Security screens:

- Security Group User-Defined Fields
- Part Export Control User-Defined Fields
- License/Agreement User-Defined Fields

You can customize the labels as required. To set date fields, select the **Date Field** check box next to the UDF text box. Costpoint validates any changes to date flags and checks for any existing data. You will not be allowed modify the flag unless existing records for that user-defined field is deleted.

## Manage License/Agreement Types (PDMLATYP)

This newly-created application is used to enter information regarding the type of Part Data Security license or agreement as designated by the U.S. Department of State. The **License/Agreement Type** and **Description** fields have been created to store the values.

As “agreement” is defined by the Department of State as an approval that is issued by the Defense Trade Controls Licensing (DTCL) for the following defense-related exports:

- Export of defense-related articles and services by a U.S. person to a foreign person;
- Manufacture of defense articles abroad;
- Establishment of a distribution point abroad for defense articles of U.S. origin for subsequent distribution to foreign persons.

The export or temporary import of defense articles, such as technical data or hardware, may be addressed in the scope of an agreement as well. However, the provision of a defense service, transfer of manufacturing know-how or production rights, or establishment of a distribution point abroad is what distinguishes an “Agreement” from other forms of authorizations issued by DTCL.

## Manage Licenses/Agreements Screen (PDMLICAGR)

This newly-created application is used to enter information regarding the license or agreement as designated by the U.S. Department of State. The **License/Agreement ID** and **Description** fields have been created to store the values.

Under the conditions set by the International Traffic in Arms Regulations (ITAR), a U.S. person who wishes to provide a defense service to a foreign person, manufacture defense articles abroad, or establish a distribution point abroad for defense articles of U.S. origin for subsequent distribution to foreign persons must first obtain permission from the U.S. Department of State before the activity can take place.

Activities that frequently require such agreements are as follows:

- Supporting direct commercial sales to foreign parties
- Providing overseas maintenance or training support
- Technical studies, evaluations, demonstrations, or consultations with foreign parties
- Release of manufacturing data or rights
- Efforts to import technology from abroad
- Supporting a foreign military sales case (beyond scope of LOA)
- Supporting U.S. government-sponsored foreign contracts

This screen has two tabs:

- **Basic Information** — Use this tab to enter the basic information for the license or agreement.
- **User-Defined Info** — Use this tab to enter user-defined information for the license or agreement.

This screen has three subtasks:

- **Details** – Use this subtask to enter detailed information for the part, goods, services that your company is licensed to export.
- **Projects** – Use this subtask to enter the project information for the part, goods, services that your company is licensed to export.
- **Countries** – Use this subtask to enter the country of destination for the part, goods, services that your company is licensed to export.



## Manage Security Groups (PDMSCGRP)

This newly-created application is used to create and the manage the groups that are authorized to access parts that are subject to the International Traffic in Arms Regulations (ITAR) or Export Administration Regulations (EAR). This screen displays any User Defined fields that are defined on the Manage Security User-Defined Labels (PDMSCUDL) application.

You can link parts, users and projects to security groups, which will then be used to control access to part data. Also, you won't be able to enter any data on this screen if the Use Part Data Security Controls is not selected on the Configure Product Definition Settings (PDMITMRU) application.

This screen has three subtasks:

- **Users** – Use this subtask to manage the users in the security group. Use the Citizen subtask on this screen to display the citizenship details of the selected employee, as specified on the Manage Employee Information (LDMEINFO) application. Only users who that have been entered in this subtask will be able to enter, edit, and view parts that are subject to Part Data Security. This applies to all Costpoint activities pertaining to requisitions, reports, and routing.
- **Parts** – Use this subtask to manage the parts that are associated with the security group.
- **Projects** – Use this subtask to manage the projects that are associated with the security group.

## Configure Product Definition Settings (PDMITMRU)

A new **Part Data Security Controls** check box has been added to this screen, which indicates that the part is subject to data security restrictions, as defined in the International Traffic in Arms Regulations (ITAR) or the Export Administration Regulations (EAR).

Selecting this check box enables the **Part Security** field in a number of Costpoint Materials domain applications. The field indicates whether the part being accessed is subject to part data security restrictions and whether the user has the necessary authorization to access information for that part. If enabled, this field displays one of the following values on the affected screens:

- **Unrestricted** — The part is not subject to data security restrictions.
- **Restricted** — The part is subject to data security restrictions and you are authorized to access detailed part information.
- **\*\*\*UNAUTHORIZED\*\*\*** — The part is subject to data security restrictions and you are not authorized to access or view part information. This value is displayed in red background color.

The new **Part Security** field has been added to the following screens in the Product Definition module:

- Manage Parts – Main Application (PDMPART)
- Manage Parts – Substitute Project Parts Subtask (PDMPART)
- Assign Vendor to Items (PDMVEND)
- Manage Alternate Parts (PDMALT)
- Manage Part Project Data (PDMPRJPD)
- Manage Item Costs (PDMCOST)
- Manage Project Item Costs (PDMPRJCS)
- Release Documents Parts Subtask (BMMRDOC)
- Manage Item Billings (PDMIBILL)
- Manage Product Price Catalogs (PDMPPCAT)
- Manage Product Options (PDMPOPT)

- View Items (PDQINQ)
- View Alternate Parts (PDQMFR)
- Manage Licenses/Agreements (PDMLICAGR)

The new **Part Security** field has been added to the following screens in the Bills of Material module:

- Manage Manufacturing Bills of Material – Main Application (BMMMBOM1)
- Manage Manufacturing Bills of Material – Component Text Subtask (BMMMBOM1)
- Release Manufacturing Bills of Materials (BMMMBOM2 )
- Release Multiple Manufacturing Bills of Material – Main Application (BMMBRELS )
- Release Multiple Manufacturing Bills of Material – Components Subtask (BMMBRELS )
- Manage Engineering Bills of Materials (BMMEBOM1)
- Release Engineering Bills of Materials (BMMEBOM2 )
- Release Multiple Engineering Bills of Material (BMMERELS )
- Print Summarized Bills of Material Report (BMRSUMBM)
- View Bills of Material (BMQSMLB)
- View Where-Used BOM (BMQWU)
- Apply Mass Component Changes to Bills of Material (BMPMCC)

The new **Part Security** field has been added to the following screens in the Routings module:

- View Routings (RUQROUT)
- Manage Routings (RUMROUT)
- Release Routings (RUMRROUT)

The new **Part Security** field has been added to the following screens in the Engineering Change Notices module:

- Manage Engineering Change Notices – Main Application (ECMECN)
- Manage Engineering Change Notices – MBOM Components Subtask (ECMECN)
- Manage Engineering Change Notices – EBOM Components Subtask (ECMECN)
- Manage Engineering Change Notices – MBOM Orig Assy Subtask (ECMECN)
- Manage Engineering Change Notices – MBOM Change Assy Subtask (ECMECN)
- Manage Engineering Change Notices – EBOM Orig Assy Subtask (ECMECN)
- Manage Engineering Change Notices – EBOM Change Assy Subtask (ECMECN)
- Manage Engineering Change Notices – EBOM Copy Assemblies Subtask (ECMECN)
- Manage Engineering Change Notices – Routings Subtask (ECMECN)
- Manage Engineering Change Notices – Copy Routings Subtask (ECMECN)
- Manage Engineering Change Notices – Part Documents Subtask (ECMECN)
- Manage Engineering Change Notices – Copy Part Documents Subtask (ECMECN)
- Approve Engineering Change Notices – Main Application (ECMAPPR)
- Approve Engineering Change Notices – MBOM Components Subtask (ECMAPPR)

- Approve Engineering Change Notices – EBOM Components Subtask (ECMAPPR)
- Approve Engineering Change Notices – MBOM Orig Assy Subtask (ECMAPPR)
- Approve Engineering Change Notices – MBOM Change Assy Subtask (ECMAPPR)
- Approve Engineering Change Notices – EBOM Orig Assy Subtask (ECMAPPR)
- Approve Engineering Change Notices – EBOM Change Assy Subtask (ECMAPPR)
- Approve Engineering Change Notices – EBOM Copy Assemblies Subtask (ECMAPPR)
- Approve Engineering Change Notices – Routings Subtask (ECMAPPR)
- Approve Engineering Change Notices – Copy Routings Subtask (ECMAPPR)
- Approve Engineering Change Notices – Part Documents Subtask (ECMAPPR)
- Approve Engineering Change Notices – Copy Part Documents Subtask (ECMAPPR)
- Update Approved Engineering Change Notices – Main Application (ECMAMAIN)
- Update Approved Engineering Change Notices – MBOM Components Subtask (ECMAMAIN)
- Update Approved Engineering Change Notices – EBOM Components Subtask (ECMAMAIN)
- Update Approved Engineering Change Notices – MBOM Orig Assy Subtask (ECMAMAIN)
- Update Approved Engineering Change Notices – MBOM Change Assy Subtask (ECMAMAIN)
- Update Approved Engineering Change Notices – EBOM Orig Assy Subtask (ECMAMAIN)
- Update Approved Engineering Change Notices – EBOM Change Assy Subtask (ECMAMAIN)
- Update Approved Engineering Change Notices – Copy Assemblies Subtask (ECMAMAIN)
- Update Approved Engineering Change Notices – Routings Subtask (ECMAMAIN)
- Update Approved Engineering Change Notices – Copy Routings Subtask (ECMAMAIN)
- Update Approved Engineering Change Notices – Part Documents Subtask (ECMAMAIN)
- Update Approved Engineering Change Notices – Copy Part Documents Subtask (ECMAMAIN)
- View Engineering Change Notice Status – Parts Subtask (ECQECNST)
- View Engineering Change Notice Status – MBOM Orig Assy Subtask (ECQECNST)
- View Engineering Change Notice Status – EBOM Orig Assy Subtask (ECQECNST)
- View Engineering Change Notice Status – MBOM Chng Assy Subtask (ECQECNST)
- View Engineering Change Notice Status – EBOM Chng Assy Subtask (ECQECNST)

The new **Part Security** field has been added to the following screens in the Procurement Planning module:

- Manage Simple Purchase Requisitions – Requested Items Subtask (PPMQREQ)
- Manage Purchase Requisitions (PPMNTRQ1)
- Approve Purchase Requisitions (PPMRQAPX)
- Approve Purchase Requisition Lines (PPMRQAPL)
- Assign Purchase Requisitions to Buyers (PPMBUYAS)
- Assign Purchase Requisition Lines to Buyers (PPMBUYAL)
- Apply PO Info to Purchase Requisitions (PPMNTRQ2)

- Apply PO Info to Purchase Requisitions by Line (PPMRQLN)
- Manage Request for Quotes By Item (PPMRFQI)
- Manage Request for Quotes by Vendor (PPMRFQV)
- Manage Vendor Quotes By Item (PPMQTI)
- Manage Vendor Quotes by Vendor (PPMQTV)
- View Vendor Performance (PPQVNDP)
- View Purchase Requisition Status – Main Application (PPQRQSTS)
- View Purchase Requisition Status – Requisition Lines Subtask (PPQRQSTS)

The new **Part Security** field has been added to the following screens in the Purchasing module:

- Manage Purchase Orders (POMMAIN)
- Approve Pending Purchase Orders (POMSTAT)
- Create Blanket Purchase Order Releases (POMRELS)
- Expedite Purchase Orders (POMEXPD)
- View Item Purchasing Information – Main Application (POQITEM)
- View Item Purchasing Information – Quotes Subtask (POQITEM)
- View Item Purchasing Information – RFQs Subtask (POQITEM)
- View Item Purchasing Information – Requisitions Subtask (POQITEM)
- View Item Purchasing Information – PO History Subtask (POQITEM)
- View Item Purchasing Information – Assigned Vendors Subtask (POQITEM)
- View Purchase Order Status – Purchase Order Lines Subtask (POQSTAT)
- View Purchase Order Change Orders – Current CO Line Subtask (POQCHNG)
- View Purchase Order Change Orders – Old CO Line Subtask (POQCHNG)



The new field was also added to the following Purchasing-related screens on the Accounting domain:

- Manage Purchase Order Vouchers (POMPOVCH)
  - Create Debit Memos (POPDM)
- 

The new **Part Security** field has been added to the following screens in the Receiving module:

- Manage Purchase Order Receipts (RCMPORC)
- Manage Quality Control Inspections (RCMINSP)
- Manage Vendor Returns (RCMRTRN)
- Enter Miscellaneous Inventory Receipts (RCMMSRC)

The new **Part Security** field has been added to the following screen in the Inventory module:

- View Part Inventory (INQPINV)

The new **Part Security** field has been added to the following screens in the Production Control module:

- Compute Material Requirements – End Parts Subtask (PCPMRR)
- Manage Manufacturing Orders – Details Subtask (PCMMOMNT)

- Manage Manufacturing Orders – Requirements Subtask (PCMMOMNT)
- Manage Manufacturing Orders – Substitute Parts Subtask (PCMMOMNT)
- Manage Manufacturing Orders – Subcontract Requisitions Subtask (PCMMOMNT)
- Expedite Manufacturing Orders – Main Application (PCMMEXPD)
- Expedite Manufacturing Orders – Requirements Subtask (PCMMEXPD)
- Enter Manufacturing Order Issues (PCMMOISS)
- Enter Manufacturing Order Reliefs – MO Details Subtask (PCMRELMO)
- Create MO Subcontractor Requisitions (PCMSCRQ)
- Manage MO Operation Completions (PCMCOMP)
- Manage MO Quality Control Inspection Results (PCMINSP)
- View Manufacturing Order Status (PCQMOST)
- Update Manufacturing Order Costs (PCMMCOST)

The new **Part Security** field has been added to the following screens in the Sales Order module:

- Manage Sales Orders – Main Application (OEMNTSO1)
- Manage Sales Orders – Components Subtask (OEMNTSO1)
- Manage Sales Orders Supervisor Screen – Main Application (OEMNTSO2)
- Manage Sales Orders Supervisor Screen – Components Subtask (OEMNTSO2)
- Approve Sales Orders – Main Application (OEMAPPSO)
- Approve Sales Orders – Components Subtask (OEMAPPSO)
- Approve Sales Orders – Substitute Parts Subtask (OEMAPPSO)
- Approve Sales Orders – Forecasts Subtask (OEMAPPSO)
- Manage Sales Order Inventory Issues (OEMISSU1)
- Manage Sales Order Non-Inventory Issues (OEMISSU2)
- Manage Shipping Transactions (OEMSHIP)
- Manage Invoices (OEMINVC1)
- Select Invoices Ready for Use/Acceptance (OEMRFU)
- Manage Invoice Supervisor Screen (OEMINVC2)
- View Sales Analysis Information (OEQSALES)
- View Sales Order Status Information (OEQSTAT)

The new **Part Security** field has been added to the following screens in the Master Production Scheduling module:

- Manage Master Production Schedules (MSMMPS)
- Manage Master Production Schedule Action Messages (MSMACTM)

## Accounting Domain Enhancements

### Manage Purchase Order Vouchers (POMPOVCH)

A new **Part Security** field has also been added. This field is visible only if the **Use Part Data Security Controls** check box is selected on the Configure Product Definition Settings screen, which indicates that the item is subject to data security restrictions, as defined in the International Traffic in Arms Regulations (ITAR) or the Export Administration Regulations (EAR).

If enabled, this field displays one of the following values to indicate whether the item you are accessing is subject to part data security restrictions and whether you have the necessary authorization to access information for that item:

- **Unrestricted**— The item is not subject to data security restrictions.
- **Restricted**— The item is subject to data security restrictions and you are authorized to access detailed part information.
- **\*\*\*UNAUTHORIZED\*\*\***— The item art is subject to data security restrictions and you are not authorized to access or view part information. This value is displayed in red background color.

### Create Debit Memos (POPDM)

A new **Part Security** field has also been added. This field is visible only if the **Use Part Data Security Controls** check box is selected on the Configure Product Definition Settings screen, which indicates that the item is subject to data security restrictions, as defined in the International Traffic in Arms Regulations (ITAR) or the Export Administration Regulations (EAR).

If enabled, this field displays one of the following values to indicate whether the item you are accessing is subject to part data security restrictions and whether you have the necessary authorization to access information for that item:

- **Unrestricted**— The item is not subject to data security restrictions.
- **Restricted**— The item is subject to data security restrictions and you are authorized to access detailed part information.
- **\*\*\*UNAUTHORIZED\*\*\***— The item art is subject to data security restrictions and you are not authorized to access or view part information. This value is displayed in red background color.

## People Domain Enhancements

Costpoint People screens were enhanced for compliance with International Traffic in Arms Regulations (ITAR). This affects companies that assign personnel to projects utilizing articles (physical and abstract technology) that are subject to ITAR.

The following Costpoint People screens have been updated.

### Manage Citizen Status Codes (EMMCITZN)

A new screen, Manage Citizen Status Codes, was added in Costpoint. Use this screen to establish and maintain Citizen Status Codes that can be linked to an Employee and Country in the Country Status subtask in the Manage Employee Information screen. You may link the Status Code to a specific Country which will allow the status to only be used with the specified or leave the Country field blank, which will allow the Citizen Status Code to be used with any Country. Citizen Status Codes are company specific.

This screen is located in **People » Employee » Employee Controls**.

This screen includes the following fields:

- **Citizen Status** — Use this field to identify and establish the affiliation with which an employee can have with a country. Citizen Status codes and their descriptions must be established in this screen before they can be assigned to an Employee and Country in the Country Status subtask in the Manage Employee Information screen.
- **Citizen Status Description** — Use this field to enter up to 120 characters to describe the Citizen Status Code.
- **Country** — If you would like the specified Citizen Status Code to be used for only one Country, enter, or use Lookup to select, the appropriate Country code. The value must exist in the Manage Country table. If you would like the Citizen Status Code to be used with multiple countries, then leave this field blank.
- **Country Name** — This field will display the name of the specified Country.

Changes to this screen update the CITIZEN\_STATUS table.

### Manage Employee U.S. and ITAR Data (EMMUSITAR)

A new screen, Manage Employee U.S. and ITAR Data, was added in Costpoint. Use this screen to maintain the International Traffic in Arms Regulations (ITAR) status and information of employees.

This screen is located in **People » Employee » Employee Basic Information**.

This screen includes the following fields:

- **Employee** — Enter, or use Lookup to select, the ID of the employee for which U.S. and ITAR data will be entered. The employee must exist in the employee (EMPL) table and be assigned to the Login Company in order to be specified here.
- **Employee Name** — This field displays the name of the specified employee.
- **Contractor** — This disabled check box indicates whether or not the employee is flagged as a Contractor in the Manage Employee Information screen.
- **U.S. Person Status** — Select the option which describes the employee's U.S. person status. This information is required if the employee is authorized for ITAR and the **Use ITAR/Security Controls** check box is selected on the Login Company's Configure Product Definition Settings screen.

Selecting a U.S. Person Status of **Not a U.S. Person** will cause the ITAR-Not Authorized button to be automatically selected in the ITAR group box in this tab. You will not be able to select **U.S. Person Authorized for ITAR** or **Foreign Person with U.S. Department of State Authorization/Special Exemption** if the employee is **Not a U.S. Person**.

If the **Use ITAR/Security Controls** check box is selected in the Login Company's Configure Product Definition Settings screen, selecting a U.S. Person Status of **U.S. Citizen, Lawful Permanent Resident as defined by 8 U.S.C.1101(a)(20), Alien lawfully admitted for temporary residence under section 1160(a) or 1255a(a)(1), Alien admitted as a refugee under section 1157, or Alien granted asylum under section 1158** will cause the ITAR Status options in this tab to be enabled and you must specify whether or not the U.S. Person is authorized for ITAR.

- U.S. Person Status options are:
- None (Stored as NULL value)
- U.S. Citizen (Stored as '1')
- Lawful Permanent Resident as defined by 8 U.S.C.1101(a)(20) (Stored as '2')
- Alien lawfully admitted for temporary residence under section 1160(a) or 1255a(a)(1) (Stored as '3')



- Alien admitted as a refugee under section 1157 (Stored as '4')
- Alien granted asylum under section 1158 (Stored as '5')
- Not a U.S. Person (Stored as '6')
- **Green Card - Surname** — Enter the employee's Surname as provided on his/her green card. If you select one of the following **U.S. Person Status** values, the employee's **Last Name** will default into this field, but you may edit it if necessary:
  - Lawful Permanent Resident as defined by 8 U.S.C.1101(a)(20)
  - Alien lawfully admitted for temporary residence under section 1160(a) or 1255a(a)(1)
  - Alien admitted as a refugee under section 1157
  - Alien granted asylum under section 1158
- **Green Card – Given Name** — Enter the employee's Given Name as provided on his/her green card. If you select one of the following **U.S. Person Status** values, the employee's **First Name** will default into this field, but you may edit it if necessary:
  - Lawful Permanent Resident as defined by 8 U.S.C.1101(a)(20)
  - Alien lawfully admitted for temporary residence under section 1160(a) or 1255a(a)(1)
  - Alien admitted as a refugee under section 1157
  - Alien granted asylum under section 1158
- **Green Card – USCIS Number** — Enter the employee's USCIS Number as provided on his/her green card. The steps to becoming a Green Card holder (permanent resident) vary by category and depend on whether you currently live inside or outside the United States. This field is required if the Use ITAR/Security Controls check box is selected on the Login Company's Configure Product Definition Settings screen and the **U.S. Person Status** is one of the following:
  - Lawful Permanent Resident as defined by 8 U.S.C.1101(a)(20)
  - Alien lawfully admitted for temporary residence under section 1160(a) or 1255a(a)(1)
  - Alien admitted as a refugee under section 1157
  - Alien granted asylum under section 1158

This is also known as an Alien Registration Number or Alien Number.
- **Green Card – Category** — Enter, or use Lookup to select, the employee's Category as provided on his/her green card. This field is required if the **Use ITAR/Security Controls** check box is selected on the Login Company's Configure Product Definition Settings screen and the **U.S. Person Status** is one of the following:
  - Lawful Permanent Resident as defined by 8 U.S.C.1101(a)(20)
  - Alien lawfully admitted for temporary residence under section 1160(a) or 1255a(a)(1)
  - Alien admitted as a refugee under section 1157
  - Alien granted asylum under section 1158

Green Card Categories must be established on the Manage Visa Types screen before they can be assigned here.
- **Green Card – Resident Date** — If applicable, enter, or use Date Lookup to select, the date on which the employee became a permanent resident (as specified on the employee's green card). This field is required if the **Use ITAR/Security Controls** check box is selected in the Login



Company's Configure Product Definition Settings screen and the **U.S. Person Status** is one of the following:

- Lawful Permanent Resident as defined by 8 U.S.C.1101(a)(20)
- Alien lawfully admitted for temporary residence under section 1160(a) or 1255a(a)(1)
- Alien admitted as a refugee under section 1157
- Alien granted asylum under section 1158
- **Green Card – Expiration Date** — If applicable, enter, or click Date Lookup to select, the date on which the employee's green card expires as specified on the employee's green card (this is not an expiration of the employee's permanent residence). This field is required if the **Use ITAR/Security Controls** check box is selected in the Login Company's Configure Product Definition Settings screen and the **U.S. Person Status** is one of the following:
  - Lawful Permanent Resident as defined by 8 U.S.C.1101(a)(20)
  - Alien lawfully admitted for temporary residence under section 1160(a) or 1255a(a)(1)
  - Alien admitted as a refugee under section 1157
  - Alien granted asylum under section 1158
- **Green Card – Document Number** — Enter the employee's Document Number (also known as "Card Number") as provided on the back of his/her green card. The Document Number is a 13 alphanumeric character value (3 alpha characters followed by 10 numeric digits). No special characters can be entered into this field. The document number is exactly 13 alphanumeric characters (letters and numbers). You must enter three letters followed by 10 numeric characters. You may not enter any special characters.

This field is required if the **Use ITAR/Security Controls** check box is selected in the Login Company's Configure Product Definition Settings screen and the **U.S. Person Status** is one of the following:

- Lawful Permanent Resident as defined by 8 U.S.C.1101(a)(20)
- Alien lawfully admitted for temporary residence under section 1160(a) or 1255a(a)(1)
- Alien admitted as a refugee under section 1157
- Alien granted asylum under section 1158
- **Green Card – Verifying Employee** — If applicable, enter, or use Lookup to select, the ID of the employee that verified the employee's green card. This employee must exist in the Employee table.
- **Green Card – Date Verified** — If applicable, enter, or use Date Lookup to select, the date on which the Verifying Employee verified the employee's green card.
- **ITAR Group Box**— This group box can be used to specify whether or not the employee is authorized for ITAR. This information is required if the **Use ITAR/Security Controls** check box is selected in the Login Company's Configure Product Definition Settings screen and you would like the employee to be assigned to an ITAR security group. An employee is eligible for a Security Group only under the following conditions:
  - He/She has an **ITAR Status** of **U.S. Person Authorized for ITAR OR Foreign Person with U.S. Dept of State Authorization/Special Exemption**.
  - He/she has an employee **Status** of **Active** or **Family Medical Leave**.

When an employee is terminated and that employee is assigned to an ITAR/Security Group, you will need to set the employee's **ITAR/Security Group Status** to **Inactive** on the Manage Security Groups screen.

- **ITAR - ITAR Status Options** — Select the ITAR status which applies to the employee. These buttons will only be enabled if the employee's **U.S. Person Status** is one of the following as only an employee defined as a U.S. Person can be authorized for ITAR:

- U.S. Citizen
- Lawful Permanent Resident as defined by 8 U.S.C.1101(a)(20)
- Alien lawfully admitted for temporary residence under section 1160(a) or 1255a(a)(1)
- Alien admitted as a refugee under section 1157
- Alien granted asylum under section 1158

Selecting an **ITAR Status** of either **U.S. Person Authorized for ITAR** or **Foreign Person with U.S. Dept of State Authorization/Special Exemption** will allow you to assign the employee to a Security Group in the Manage Security Groups screen. If the employee is authorized for a limited amount of time, you will need to enter the ITAR Start Date and ITAR End Date in this screen.

If the employee has a **U.S. Person Status** of **Not a U.S. Person** upon saving the record, the **Not Authorized** option will be automatically selected and you will not be able to select **U.S. Person Authorized for ITAR** or **Foreign Person with U.S. Department of State Authorization/Special Exemption**.

ITAR Status options are:

- U.S. Person Authorized for ITAR (Stored as **U**)
- Foreign Person with U.S. Dept of State Authorization/Special Exemption (Stored as **F**)
- Not Authorized (Stored as **N**)
- Not Applicable (Stored as **NA**)
- **ITAR – Denied** — Select this check box if the employee is not authorized for ITAR due to the fact that he/she is on the denied persons list. This check box is enabled if the **ITAR Status** is **Not Authorized**.

The U.S. Bureau of Industry and Security (U.S. Department of Commerce) defines a Denied Person as, "A list of individuals and entities that have been denied export privileges. Any dealings with a party on this list that would violate the terms of its denial order are prohibited."

- **ITAR – Start Date** — If applicable, enter, or use Date Lookup to select, the date on which the employee became authorized for ITAR. This field would normally be used when the employee is a foreign person (Non-U.S. Person), but has Department of State authorization or special exemption. If the employee has been a U.S. Person since birth, you may either leave this field blank or enter his/her birth date. If an **ITAR Start Date** is assigned to the employee, his/her **Security Group Activation Date** and **Security Group Deactivation Date** cannot be less than this date.
- **ITAR – End Date** — If applicable, enter, or use Date Lookup to select, the date on which the employee's ITAR authorization ends. This field would normally be used when the employee is a foreign person (Non-U.S. Person), but has Department of State authorization or special exemption. If there is no foreseen end to the employee's authorization, leave this field blank. If an **ITAR End Date** is assigned to the employee, his/her **Security Group Deactivation Date** and **Security Group Activation Date** cannot be greater than this date.

- **ITAR – Notes** — Enter notes that provide any pertinent information regarding the ITAR authorization or denial.
- **ITAR – Verifying Employee** — If applicable, enter, or use Lookup to select, the ID of the employee that verified the employee's ITAR Status. This employee must exist in the Employee table.
- **ITAR – Date Verified** — If applicable, enter, or use Date Lookup to select, the date on which the Verifying Employee verified the employee's ITAR Status.

Changes to the Manage Employee U.S. and ITAR Data screen affect the EMPL\_US\_ITAR table.

### Manage Employee Information (LDMEINFO)

The following are enhancements to the Manage Employee Information screen for the ITAR update:

- A new subtask, Country Status, was added. Use this subtask to list the countries with which the employee has an affiliation you would like to track. Before setting up data in this subtask, the appropriate country codes must exist in the Manage Countries table and the types of country affiliations must exist in the Manage Citizen Status Codes screen.

The data entered in this subtask can be used to help determine ITAR eligibility.

This screen includes the following fields:

- **Country** — Enter, or use Lookup to select, the Country in which the employee has an affiliation. The value must exist in the Manage Country table.
- **Country Name** — This non-editable field will display the name of the country.
- **NATO** — This display-only check box indicates whether or not the Country is a NATO country. This is set in the Manage Countries screen.
- **EU** — This display-only check box indicates whether or not the Country part of the European Union. European Union countries are specified in the Manage European Union Countries screen.
- **Citizen Status** — Enter, or use Lookup to select, the affiliation with which the employee has with the specified country. Citizen Status codes and their descriptions must be established in the Manage Citizen Status Codes screen before they can be used here.
- **Citizen Status Description** — This field displays the description for the specified Citizen Status Code.
- **Effective Date** — If applicable, enter, or use Date Lookup to select, the date on which the employee's Citizen Status became effective with the Country. This field is optional.
- **End Date** — If applicable, enter, or use Date Lookup to select, the date on which the employee's Citizen Status ended for the specified Country. This field is optional.
- **National Identification Number** — If applicable, enter the employee's National Identification Number as assigned by the specified Country. This field is used for information purposes only.
- **Passport Number** — If applicable, enter the number of the employee's passport for the country.
- **Passport Issue Date** — If applicable, enter, or use Date Lookup to select, the date on which the employee's passport was issued.
- **Passport Expiration Date** — If applicable, enter, or use Date Lookup to select, the date on which the employee's passport expires or expired.

- **Notes** — Enter notes pertaining to the employee's affiliation with the Country.
- A **Birth Location** group box with the following fields was added to the HR tab:
  - City
  - State/Province
  - Country

### View Employee Information (PRQEINFO)

The following are enhancements to the Manage Employee Information screen for the ITAR update:

- A new subtask, Country Status, was added. Use this screen to view the countries with which the employee had an affiliation as of the Modified Date above.
- A **Birth Location** group box with the following fields was added to the HR tab:
  - City
  - State/Province
  - Country

### Manage Employee Import User-Defined Format (AOMSUEBP)

The ability to build record 1 with the following birth location fields was added to the Manage Employee Import User-Defined Format screen:

- City of Birth
- State/Province of Birth
- Country of Birth

### Import Employee Data (AOPUTLEL)

The ability to build record 1 with the following birth location fields was added to the Import Employee Data screen:

- City of Birth
- State/Province of Birth
- Country of Birth



To know more about the file layout updates for Import Employee Data (AOPUTLEL), see the [Appendix section](#).

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## Administration Domain Enhancements

### Manage Countries (SYMCNTRY)

A **NATO** check box was added to the Manage Countries screen. This check box indicates whether or not the Country is member of the North Atlantic Treaty Organization (NATO). This check box is used as information only. The NATO flag value will display when a Country is assigned to an employee in the Manage Employee Information screen.

## Multicurrency Leave Enhancement

This section includes summaries of the enhancements related with the Multicurrency Leave functionality.

### Multicurrency Leave Reconciliation – Calculate Gains/Losses When Employee Currency Changes

The Multicurrency Leave functionality in Costpoint now supports the ability to calculate currency gains and losses when the employee's currency changes. As part of this feature, this release includes the following updates to the Reconcile Leave Balances (LDPLVREC): The application now correctly handles employee currency transfers.

The application now determines gains/losses as a result of exchange rate fluctuations

Gains/losses will be posted to the general ledger as well as the View Leave History (EMPL\_LV\_HIST) table to allow for tracking.

Liability changes due to currency transfers and hourly rate changes will be posted to general ledger and View Leave History (EMPL\_LV\_HIST) table.



This Multicurrency Leave Reconciliation enhancement involves updates to multiple applications which are released in different dates. This feature will be functional when enhancements to all affected applications are available.

#### Patch Requirements

These enhancements require Costpoint 7.1.1 PATCH2703 and PATCH2780.

#### Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application JAR
PE	LV	LDPLVREC	Reconcile Leave Balances	cp711_ldplvrec_005.jar

### Multicurrency Leave Reconciliation – Average Functional Rate Enhancement on Post Timesheets Screen

The Multicurrency Leave functionality in Costpoint now supports the ability to calculate currency gains and losses when the employee's currency changes. As part of this feature, this release includes the following updates to the Post Timesheets screen:

- The application now uses a more accurate method of determining gains and losses which is being implemented on Reconcile Leave Balances screen.
- The process now posts gains and losses as separate rows to the View Leave History (EMPL\_LV\_HIST) table to allow for better tracking
- The process now populates the new **Average Functional Rate** column on the Manage Beginning Balances (EMPL\_LV\_BAL) table

- The process now populates the new **Average Functional Rate** column on the View Leave History (EMPL\_LV\_HIST) table



This Multicurrency Leave Reconciliation enhancement involves updates to multiple applications which are released in different dates. This feature will be functional when enhancements to all affected applications are available.

## Patch Requirements

These enhancements require the Costpoint 7.1.1 PATCH2703 and PATCH2780.

## Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application JAR
PE	LD	LDPLDJ	Post Timesheets	cp711_ldpldj_003.jar

## Multicurrency Leave Reconciliation – Average Functional Rate Enhancement

The Multicurrency Leave functionality in Costpoint now supports the ability to calculate currency gains and losses when the employee's currency changes. As part of this feature, this release includes the following updates to the corresponding screens:

- **Post Leave (LDPLHF)**  
The Post Leave screen now populates the new **Average Functional Rate** column in the Manage Beginning Balances (EMPL\_LV\_BAL) table and in the View Leave History (EMPL\_LV\_HIST) table.
- **Close Leave Year (LDPLYCLS)**  
The Close Leave Year screen now populates the **Average Functional Rate** column in the Manage Beginning Balances (EMPL\_LV\_BAL) table.
- **True-Up Leave History Table (LDPLVTRU)**  
The True-Up Leave History Table now populates the new **Average Functional Rate** column in the Manage Beginning Balances (EMPL\_LV\_BAL) table and in the View Leave History (EMPL\_LV\_HIST) table
- **View Leave History (LDQLHF)**  
The new **Average Functional Rate** column is now available in the View Leave History (EMPL\_LV\_HIST) table.



This Multicurrency Leave Reconciliation enhancement involves updates to multiple applications which are released in different dates. This feature will be functional when enhancements to all affected applications are available.

## System JAR and Patch Requirements

These enhancements require the following Costpoint 7.1.1 releases:

- Costpoint 7.1.1 SYSTEM JAR 012
- PATCH2703
- PATCH2780

### Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application JAR
PE	LV	LDPLHF	Post Leave	cp711_ldplhf_003.jar
PE	LV	LDPLYCLS	Close Leave Year	cp711_ldplycls_006.jar
PE	LV	LDPLVTRU	True-Up Leave History Table	cp711_ldplvtru_003.jar
PE	LV	LDQLHF	View Leave History	cp711_ldqlhf_002.jar

## Multicurrency Leave Reconciliation – Manage Leave Beginning Balances

The Multicurrency Leave functionality in Costpoint is currently being enhanced to support the ability to calculate currency gains and losses when the employee's currency changes. As part of this feature, this release includes the following updates to the Manage Leave Beginning Balances screen:

- The application now uses **Average Functional Rate** instead of **Average Exchange Rate** for calculations.
- A new **Average Functional Rate** column is now available on the Employee Leave Balance (EMPL\_LV\_BAL) table.



This Multicurrency Leave Reconciliation enhancement involves updates to multiple applications that will be released in the future date. This feature will be functional when enhancements to all affected applications are available.

### Patch Requirements

The enhancements in this release require Costpoint 7.1.1 PATCH2773.

### Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application JAR
PE	EM	LDMLBB	Manage Leave Beginning Balances	cp711_ldmlbb_002.jar

## Multicurrency Leave Reconciliation – Manage Leave Beginning Balances

The Multicurrency Leave functionality in Costpoint is currently being enhanced to support the ability to calculate currency gains and losses when the employee's currency changes. As part of this feature, this release include the following updates to the Manage Leave Beginning Balances screen:

- The application now uses **Average Functional Rate** instead of **Average Exchange Rate** for calculations.
- A new Average Functional Rate column is now available on the Employee Leave Balance (EMPL\_LV\_BAL) table.)



This Multicurrency Leave Reconciliation enhancement involves updates to multiple applications that will be released in the future date. This feature will be functional when enhancements to all affected applications are available.

### Patch Requirements

The enhancements in this release require Costpoint 7.1.1 PATCH2773

### Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application JAR
PE	EM	LDMLBB	Manage Leave Beginning Balances	cp711_ldmlbb_002.jar

## Configure Labor Settings (LDMLABOR)

The **Enable Multi-Currency Functionality** check box has been added on the Timesheet Options tab of the Configure Labor Settings (LDMLABOR) application. When this check box is selected, leave reconciliation will be processed by employee which will be set on the Configure Leave Settings (LDMLEAVE) screen.

## Configure Leave Settings (LDMLEAVE)

An enhancement was made to this application to accommodate the following:

- An employee may have different transaction currencies assigned to him at the beginning and end of a leave cycle period. In leave computation, you now have the option specify whether to use either the transaction currency at the beginning or at the end of the leave period cycle.
- A block grant can now be accrued monthly and you have the option to do so at the beginning or end of month.
- Options for the leave reconciliation method have been added which lets you choose either by employee or account.



## Set Up Company (SYPCOMP)

The logic of this application has also been modified to accommodate the multicurrency leave feature added on the Configure Leave Settings (LDMLEAVE) screen.

When a new leave settings record is created:

- the **LV\_SETTINGS.trn\_crncy\_dt\_mthd** column will be populated with **F**
- the **LV\_SETTINGS.mnth\_grant\_dt\_mthd** column will be populated with **F**
- the **LV\_SETTINGS.reconcile\_mthd** column will be populated with **A**

## Manage Leave Beginning Balances (LDMLBB)

This application is used to establish an employee's beginning leave balance and to update it if necessary. With multicurrency leave, this application has been modified with the following:

- The **Transaction Amount** editable field has been added to capture the beginning balance transaction currency amount for the Employee/Leave Type/Leave Year combination.
- The **Deferred Transaction Amount** editable field has been added that can be used to enter beginning balance transaction currency deferred amount for the Employee/Leave Type/Leave Year combination.
- The **Lost Transaction Amount** editable field has been added which can be used to enter the beginning balance transaction currency lost amount.
- A group box was added to specify a leave type/leave code combination to which the leave balances should be transferred and the end date of the leave period to which the transfer should occur.
- The **Calc Func Amt** button has been added which can be used to recalculate the functional amounts.
- A subtask has been added that will show the exchange rate information that is applied to the beginning balances.

## Manage Employee Leave (LDMELV)

Transaction amounts are not displayed in the LDMELV application. When multicurrency is used, the Tracked By method should be in "Hours". In addition, the logic for this application has been updated to conform to the selection made on the Configure Leave Settings (LDMLEAVE) screen.

## Manage Employee Salary Information (LDMEHIS) & Manage Employee Information Salary subtask (LDMEINFO)

The logic of these applications was modified to check the currency that can be used for the leave types assigned to an employee.

## True-Up Leave History Table to Last Reconciliation (LDPLVTRU)

This new application will help you reconcile leave balances by employee. This one-time use utility ensures that the Employee Leave History table reflects the actual liability as of the Leave Period End Date specified on screen. Deltek recommends that you reconcile leave balances in the same manner as

you have always done so directly before running this utility. In this way, you can be sure you are starting off with the correct general ledger balances.

This utility will adjust the functional and transactional amounts in the Employee Leave History table so that the employee's overall leave balance liability will reflect his/her current hourly rate.



This utility can only be used if the Reconciliation Method selected in the Configure Leave Settings (LDMLEAVE) application is **By Employee**.

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## Reconcile Leave Balances (LDPLVREC)

This application has been modified that will allow the transfer of leave balances if the currency and/or leave posting information changes. This includes the ability to store posting information such as account, organization, and project in the EMPL\_LV\_HIST table. This helps to correctly reconcile leave balances if an employee's currency changes.

Also, the error report has been modified so that it will tell you if there is no exchange rate for the Transaction Currency/Functional Currency/Rate Group/Rate Date combination.

## Manage Leave Periods (LDMLVPD)

Aside from hours of leave, this application has been modified to allow you to accrue days of leave. The functionality to accrue hours of leave will not change, but now you have the ability to convert the number of hours into days when leave information is exported to Deltek Time & Expense. To know how many hours there is to a day of leave, a field was added to capture this value in the Manage Leave Periods (LDMLVPD) application.

## Manage Leave Types (LDMLVTP)

This application has been modified so you can specify whether a Leave Type is limited to once currency, a list of currencies, or if no limitation exists. If the **Edit Method** is **One Currency**, You can also specify the Transaction Currency to which the Leave type is limited to. Also, a subtask was added so you can specify the transaction currencies that are allowed for a Leave Type.

## Manage Leave Codes (LDMLVTAB)

This application has been modified so that leaves can be accrued on a monthly basis. Leave accrual can take place either at the beginning or end of month which will be based on the selection made in the **Monthly Block-Grant Option - Accrual Date Basis** found in the Configure Leave Settings (LDMLEAVE) application. The employee will accrue the rate specified in the **Accrual Rate** column of the Leave Table Details in the LDMLVTAB screen.

## Compute Leave (LDPCLHF)

This application has been modified to populate the fields which pertain to multicurrency such as:

- the Transaction Currency for the employee
- the Transaction Amount
- the Rate Group

- the Exchange Rate data

The computation of the Accrual Amount (Functional Amount) will be based on the values in the fields above.

Also, the ability to compute a monthly block grant leave accrual was added to the Compute Leave application.

## Manage Leave Edit Table (LDMLEEDIT)

The Manage Leave Edit Table application has been modified so that it can populate the fields that pertain to multicurrency. This includes:

- the Transaction Currency for the employee
- the Transaction Amount
- the Rate Group
- the Exchange Rate data

The computation of the Accrual Amount (Functional Amount) will be based on the values in the fields above.

An employee's Transaction Currency may change if he or she moves from one country to another which results to a change in the posting information and Transaction Currency. To address this, the application has been modified so you can transfer the leave liability from the old posting information and transaction currency to the new posting information and transaction currency. To do it correctly, posting information must be tracked. To do this, the following fields have been added to the Manage Leave Edit table:

- Posting accounts
- Projects
- Organizations

## Print Leave Edit Report (LDRLEEDIT)

The Print Leave Edit Report application has been modified so that report data can be sorted by Transaction Currency. If you are licensed for Multicurrency and the Multicurrency functionality is enabled in the Configure Labor Settings, the report will include multicurrency information. When it comes to Labor Suppression, the Transaction Amount is treated the same way as the existing Labor Cost.

## Post Leave Accruals (LDPLHF)

The Post Leave Accruals application has been modified so that you can post leave for a specific Transaction Currency. Also, if you are licensed for Multicurrency, and if the Multicurrency functionality is enabled in the Configure Labor Settings application, the report will include multicurrency information.

## View Employee Leave History (LDQLHF)

The View Employee Leave History screen has been modified and all fields are for display only.

- The **Transaction Currency** field has been added
- The label of the group box **Leave** was changed to **Leave Type and Hours Calculation Basis**.
- The data field label **Year** was changed to **Leave Year**.
- The title of the **Hours and Dollars** group box has been changed to **Hours and Amount**.

- New fields were added:
  - Accrued Transaction Amount
  - Deferred Transaction Amount
  - Lost Transaction Amount
- Group box title was changed from **Description** to **Notes**.
- Field label was changed from **Transaction Description** to **Notes**.
- Added data fields **Transferred From** and **Transferred To** in the **Notes** group box.
- Added a group box entitled **Exchange Rates**.

The following fields are hidden if you are not licensed for Multicurrency or if multicurrency is not set in the Configure Labor Settings screen:

- Rate Group
- Transaction Currency
- Rate Date
- Accrued Transaction Amount
- Deferred Transaction Amount
- Lost Transaction Amount

## Manage Timesheets (LDMTIME) / Manage Correcting Timesheets (LDMCTIME) / Import Timesheets (AOPUTLTS) / Import Timesheets from Deltek T&E (LDPUPET)

The validations for these applications have been modified in relation with the Account. The Account is the link in determining whether the timesheet line hours are used leave. Since Accounts may be linked to a Leave Type/Currency combination in the LV\_TYPE\_CUR table, the validations based on the Account were updated.

## Print Employee Leave Report (LDRELV)

This report only includes Leave Types tracked by hours.

## Print Leave Accrual Report (LDRLVR)

The Transaction Amount column was added to the report, but will only be printed if you are licensed for Multicurrency and that it is enabled.

## Close Leave Year (LDPLYCLS)

The Close Leave Year screen and validations were modified for multicurrency leave functionality.

## Create Leave Payout Timesheets (LDPLPTS)

The Create Leave Payout Timesheets screen and the report have been modified to correspond to the multicurrency leave functionality.

## Print Employee Leave Statements (LDRSTAT)

The Print Employee Leave Statements screen has been modified with the addition of the check box, **Report Leave to Employees in Days**.

## Export Data to Deltek Time & Expense (LDPDTC)

The logic for this application has been modified when leave is exported to Deltek Time & Expense.

If the **Report Leave to Employees in Days** check box is selected for the employee's Leave Cycle on the Manage Leave Periods screen and the leave type is tracked by hours, the Employee/Leave Type combination's hours will be divided by the Leave Cycle's **Hours in Leave Day**. The result will be rounded off to two decimal places. The resulting number will be used to populate the Employee Leave file.

## Post Labor (LDPLDJ)

The logic for this application has been modified such that when used leave is posted to GL\_DETL, GL\_POST\_SUM, EMPL\_LV\_HIST, and EMPL\_LV\_BAL, the multicurrency information should be posted as well.

# Local Tax Ceiling Support

## Manage Local Taxes (PRMLTI)

New fields were added to the screen to allow you to control the frequency of the local tax and to specify the annual ceiling limit:

- **One Time Annually** — Use this field to define the frequency of the local tax as of the effective date. Select this check box if the local tax should be withheld once annually. If this check box is not selected, the local tax calculation occurs every pay period.
- **Annual Ceiling Limit** — Use this field to specify the local tax's annual ceiling limit as of the effective date. When calculating the local tax, the withholding for the payroll year must not exceed the amount in this field.

## Manage Payroll Records (PRMPTF)

The calculation of local taxes was updated to determine whether it is a one-time-per-year tax and, if so, shall only calculate the tax if the full amount has not been taken yet during the calendar year. If flagged as a local tax to be taken each pay period, the local tax shall be calculated every pay period.

The ceiling limit assigned to the local tax as of the payroll date shall be applied to the local tax withholding.

## Compute Payroll (PRPCPR)

The calculation of local taxes was updated to determine whether it is a one-time-per-year tax and, if so, shall only calculate the tax if the full amount has not been taken yet during the calendar year. If flagged as a local tax to be taken each pay period, the local tax shall be calculated every pay period.

The ceiling limit assigned to the local tax as of the payroll date shall be applied to the local tax withholding.

## 401K Safe Harbor

### Manage Deductions

A new check box, **Base on Additional Deductions**, is now available on the Manage Deductions screen. This new check box allows you to include additional deductions in the contribution calculation. You can specify deductions in the Additional Deductions for Contribution Calculation subtask.

#### Additional Deductions for Contribution Calculation Subtask

Use this new subtask on the Manage Deductions screen to create a list of additional deductions that you want to include in the contribution calculation. You must select the **Base on Additional Deductions** check box on the main screen to use the list on this subtask.

## Multicurrency Employee

### Configure Labor Settings (LDMLABOR)

A new checkbox, **Enable Multi-Currency Functionality**, is now available on the Configure Labor Settings screen. You can use this check box to indicate whether multicurrency can be used in the Labor and Leave modules.

#### Multi-currency Accrued Salary Account Override Subtask

This new subtask on the Configure Labor Settings screen allows you to assign an override Accrued Salaries Account to your supported Transaction Currencies.

### Set Up Company (SYPCOMP)

The Set Up Company screen has been updated to populate the LAB\_SETTINGS.multicurrency\_fl column with **N** when a new Labor Settings record is created.

### Manage Employee Salary Information (LDMEHIS)

The ability to assign a currency to an employee and specify a rate group was added. The screen contains the following changes:

- The **HR Info** tab was renamed to **HR Information**.
- The **Ref No/Comments** tab was renamed to **Comments**.
- The **Home Org** field was renamed to **Home Organization**.
- The **FLSA Exempt** check box was changed to **FLSA Classification**. Options are **Exempt** and **Non-Exempt**.
- New fields, **Currency** and **Rate Group**, were added. These fields are available if the **Enable Multi-Currency Functionality** check box was selected in Configure Labor Settings screen.

### Manage Employee Information (LDMEINFO)

The ability to assign a currency to an employee and specify a rate group was added. The screen contains the following changes:

- The **HR Info** tab was renamed to **HR Information**.

- The **Ref No/Comments** tab was renamed to **Comments**.
- The **Home Org** field was renamed to **Home Organization**.
- The **FLSA Exempt** check box was changed to **FLSA Classification**. Options are **Exempt** and **Non-Exempt**.
- New fields, **Currency** and **Rate Group**, were added. These fields are available if the **Enable Multi-Currency Functionality** check box was selected in Configure Labor Settings screen.

## View Salary Information and History (LDQEHIS)

The following updates were made on the View Salary Information and History screen:

- The **Reference 1**, **Reference 2**, **Time Collection Timesheet Schedule**, and **Overtime State** fields were moved to the **Salary Information** tab
- The **HR Info** tab was renamed to **HR Information**.
- The **Ref No/Comments** tab was renamed to **Comments**.
- The **Home Org** field was renamed to **Home Organization**.
- The **HR Organization** field was renamed to **HR Organization**.
- New fields, **Currency** and **Rate Group**, were added. These fields are available if the **Enable Multi-Currency Functionality** check box was selected in Configure Labor Settings screen.

## Manage Employee Import User-Defined Format (AOMSUEBP)

The Manage Employee Import User-Defined Format screen was enhanced to allow you to perform the following:

- Build Record **4** with Project Manufacturing interface fields.
- Build Record **5** with the employee's Currency and Rate Group

## Import Employee Data (AOPUTLEL)

The Import Employee Data screen was enhanced to allow you to perform the following:

- Import Record **4** with Project Manufacturing interface fields.
- Import Record **5** with the employee's Currency and Rate Group

In addition to this, the following updates were made on the screen:

- The **Options** group box was renamed to **File Information and Options**.
- The **Comma-Separated** option was renamed to **Comma-Separated (CSV)**.
- The **Truncated Values** drop-down list was renamed to **Truncation Method**.
- The **Indicator to Use When Clearing Fields** group box was replaced with **Deletion Indicator** options.
- The **Rate Type** drop-down list was renamed to **Rate Provided in File**.
- The **Use Standard Hours** check box was renamed to **Use Standard Hours to calculate the Annual Rate**.
- The **Timesheet GLC** field was renamed to **Timesheet Default GLC**.
- The **FLSA Status** drop-down list was renamed to **FLSA Classification**.

- The **Hourly/Salaried** drop-down list was renamed to **Rate Type**.

A new field, **Plant**, was added.

## Multicurrency Labor

### Manage Pay Types (LDMPAYTP)

The screen now contains a link to the new Transaction Currency Overrides subtask where override factors and override Additional Calculation methods can be specified based on transaction currency.

#### Transaction Currency Overrides subtask

This new subtask allows you to assign an override Factor rate and an adjustment Amount to transaction currencies.

### Manage Timesheets (LDMTIME)

The following were added to the Manage Timesheets screen:

- **Exchange Rates** subtask — Use this subtask to add, edit, and/or view exchange rate information.
- **Trans Amount** field — Enter the labor cost for the transaction currency in which the hours were worked. You can use this field if have a license for Costpoint Multicurrency (MU) and Multicurrency Functionality is enabled in the Configure Labor Settings screen.
- **Calc Func Amt** button — Click this to apply the criteria specified in the Exchange Rates subtask.

### Import Timesheets From Deltek Time And Expense (LDPUPET)

The following updates were made to the Import Timesheets from Deltek Time and Expense screen:

- The ability to populate Multicurrency fields was added to the screen. This includes the **Transaction Currency** for the timesheet, **Transaction Amount**, **Rate Group**, and **Exchange Rate**. The screen also calculates the Labor Amount (Functional Amount) based on the all of those values. One Transaction Currency will be applied to a single timesheet.
- The **Fiscal Year**, **Period** and **Subperiod** fields were removed from the Selection Ranges group box.
- Standard validations around multicurrency were added.

### Import Timesheets (AOPUTLTS)

The following updates were made to the Import Timesheets from Deltek Time and Expense screen:

- The ability to populate Multicurrency fields was added to the screen. This includes the **Transaction Currency** for the timesheet, **Transaction Amount**, **Rate Group**, and **Exchange Rate**. The screen also calculates the Labor Amount (Functional Amount) based on the all of those values. One Transaction Currency will be applied to a single timesheet.
- The **Fiscal Year**, **Period** and **Subperiod** fields were removed from the Selection Ranges group box.
- Standard validations around multicurrency were added.



## Manage Correcting Timesheets (LDMCTIME)

The ability to populate Multicurrency fields was added to Manage Correcting Timesheets screen. This includes the **Transaction Currency** for the timesheet, **Transaction Amount**, **Rate Group**, and **Exchange Rate**. The screen also calculates the Labor Amount (Functional Amount) based on the all of those values.

## Create Auto-Pay Timesheets (LDPDUMTS)

With Multicurrency Labor, Costpoint now has the ability to generate auto-pay timesheets for all or one specific transaction currency. If you process for only one Transaction Currency, the application will create auto-pay timesheets for employees that use the specified Transaction Currency and meet the other selection criteria.

The ability to populate Multicurrency fields was added to Create Auto-Pay Timesheets screen. This includes the **Transaction Currency** for the timesheet, **Transaction Amount**, **Rate Group**, and **Exchange Rate**. The screen also calculates the Labor Amount (Functional Amount) based on the all of those values.

## Create Reversing Timesheets (LDPREVTs)

With Multicurrency Labor, Costpoint now has the ability to generate reversing timesheets for all or one specific transaction currency. If you process for only one Transaction Currency, the application will create reversing timesheets for employees that use the specified Transaction Currency and meet the other selection criteria.

The ability to populate Multicurrency fields was added to Create Reversing Timesheets screen. This includes the **Transaction Currency** for the timesheet, **Transaction Amount**, **Rate Group**, and **Exchange Rate**. The screen also calculates the Labor Amount (Functional Amount) based on the all of those values.

## Create Retroactive Timesheet Adjustments (LDPRETRO)

With Multicurrency Labor, Costpoint now has the ability to generate retroactive timesheets for all or one specific transaction currency. If you process for only one Transaction Currency, the application will create retroactive timesheets for employees that use the specified Transaction Currency and meet the other selection criteria.

The ability to populate Multicurrency fields was added to Create Retroactive Timesheets screen. This includes the **Transaction Currency** for the timesheet, **Transaction Amount**, **Rate Group**, and **Exchange Rate**. The screen also calculates the Labor Amount (Functional Amount) based on the all of those values.

## Apply Weighted Average Rates to Timesheets (LDPCOST)

With Multicurrency Labor, Costpoint now has the ability to calculate the weighted average rate for all or one specific transaction currency. If you process for only one Transaction Currency, the application will calculate the weighted average rates for employees that use the specified Transaction Currency and meet the other selection criteria.

The ability to populate Multicurrency fields was added to Apply Weighted Average Rates to Timesheets screen. This includes the **Transaction Currency** for the timesheet, **Transaction Amount**, **Rate Group**, and **Exchange Rate**. The screen also calculates the Labor Amount (Functional Amount) based on the all of those values.

## Apply Timesheet Adjustments in Batch Mode (LDPAUTO)

With Multicurrency Labor, Costpoint now has the ability to perform timesheet adjustments for all or one specific transaction currency. If you process for only one Transaction Currency, the application will adjust timesheets that are linked to the specified Transaction Currency and meet the other selection criteria.

The ability to populate Multicurrency fields was added to Apply Timesheet Adjustments in Batch Mode screen. This includes the **Transaction Currency** for the timesheet, **Transaction Amount**, **Rate Group**, and **Exchange Rate**. The screen also calculates the Labor Amount (Functional Amount) based on the all of those values.

When fringe is generated, if an Override Hourly Fringe Amount is assigned to the timesheet's Transaction Currency, that override rate is used calculate the Fringe Transaction Amount. Also, if an Override Account is assigned to the timesheet's Transaction Currency, that account is used to build the wage determination fringe timesheet line.

When Multi-Currency Labor is not enabled, the Standard Variance is the difference between total labor cost at the standard rate and the employee's salary amount. When Multi-Currency Labor is enabled, the Standard Variance is the difference between total transaction amount at the standard rate and the employee's salary amount.

## Recast Overtime Premium to Timesheet Lines (LDPROTP)

With Multicurrency Labor, Costpoint now has the ability to perform timesheet adjustments for all or one specific transaction currency. If you process for only one Transaction Currency, the application will adjust timesheets that are linked to the specified Transaction Currency and meet the other selection criteria.

The ability to populate Multicurrency fields was added to Recast Overtime Premium to Timesheet Lines screen. This includes the **Transaction Currency** for the timesheet, **Transaction Amount**, **Rate Group**, and **Exchange Rate**. The screen also calculates the Labor Amount (Functional Amount) based on the all of those values.

When Multi-Currency Labor is not enabled, the Standard Variance is the difference between total labor cost at the standard rate and the employee's salary amount. When Multi-Currency Labor is enabled, the Standard Variance is the difference between total transaction amount at the standard rate and the employee's salary amount.

## Allocate Compensated Overtime Across Timesheet Lines (LDPALLOC)

With Multicurrency Labor, Costpoint now has the ability allocate compensated overtime for all or one specific transaction currency. If you process for only one Transaction Currency, the application will adjust timesheets that are linked to the specified Transaction Currency and meet the other selection criteria.

The ability to populate Multicurrency fields was added to Recast Overtime Premium to Timesheet Lines screen. This includes the **Transaction Currency** for the timesheet, **Transaction Amount**, **Rate Group**, and **Exchange Rate**. The screen also calculates the Labor Amount (Functional Amount) based on the all of those values.

## Print Timesheet Information Report by Employee (LDRTEDIT)

Multicurrency options for timesheet reporting were added to the Print Timesheet Information Report by Employee screen. For this enhancement, the following changes were added:

- A **Transaction Currency Option** drop-down list and a **Start** field was added Selection Ranges group box
- A **Tran Cur & Amt** was added to the last column of the report

## Print Timesheet Information Report by Account (LDRAEDIT)

Multicurrency options for timesheet reporting were added to the Print Timesheet Information Report by Account screen. For this enhancement, the following changes were added:

- Transaction Currency fields (**Option** drop-down list and a **Start** field) were added to the Selection Ranges group box.
- A **Tran Cur & Amt** was added to the last column of the report.

## Post Timesheets (LDPLDJ)

The following updates were added to the Post Timesheets screen processing:

- Post multi-currency timesheet information to the appropriate tables
  - Post the Transaction Currency Code and Transaction Currency Amount to the General Ledger Detail table.
  - Continue to post the Labor Cost/Functional Currency Amount to the existing ACT\_AMT column in the Labor History (LAB\_HS) table.
  - Post the multi-currency timesheet data to the Timesheet History tables.
- Update the labor posting reports to include applicable multi-currency information.
- If the Login Company has an Accrued Salaries Account Override Account for the Transaction Currency Code that's linked to the labor cost, post the labor cost to that override account. Otherwise (if an Accrued Salaries Account Override Account does not exist for the Transaction Currency Code that's linked to the labor cost), then use the Timesheet Posting Accrued Salaries Account from the Login Company's Configure Labor Settings.
- Post used leave to EMPL\_LV\_HIST and EMPL\_LV\_ACCRL tables

## View Employee Labor Inquiry (LDQLABOR)

The **Dollars** field on the View Employee Labor Inquiry screen was renamed to **Amount**.

## View Timesheet History Inquiry (LDQTHF)

The following changes were made on the View Timesheet History Inquiry screen:

- A **Trans Currency** field was added to the timesheet header section
- A **Trans Amount** field was added to the timesheet line section.
- The **Labor Cost** field was renamed to **Labor Cost/Func Amount**
- A new Exchange Rates subtask was added. You can access this subtask if you select the **Enable Multi-Currency Functionality** check box on the Configure Labor Settings screen.

## Print Timesheet History Report (LDRTHFR)

The following changes were made on the Print Timesheet History Report screen:

- Transaction Currency fields (**Option** drop-down list and a **Start** field) were added to the Selection Ranges group box of the Print Timesheet History Report.
- The Report has been updated to include multicurrency information

## Payroll Tax Interface Features

This section includes summaries of the changes in Costpoint 7.1.1 screens that were made for the Payroll Tax Interface. These changes that are described in this section were included in a previous release.

### Create W-2 Table (PRPCW2)

The following changes have been applied to the Create W-2 Table screen:

- W-2s will now be keyed on a combination of Payroll Year / Employee / Taxable Entity / Tax Service Group ID. All tax amounts will now need to be based on this new combination.
- In case there are EMPL\_EARNINGS records without a Tax Service Group ID, error messages will be included on error report.
- Employee Medicare Withholding reported on the W-2 is comprised of both the employee's base Medicare Withholding and the Additional Medicare Withholding. When Costpoint generates W-2s, Box 5 of the W-2 will be populated with the sum of the base Medicare and the additional Medicare for the Payroll Year / Employee / Taxable Entity / Tax Service Group ID.

### Manage W-2s (PRMW2)

The following changes have been applied to the Manage W-2s screen:

- W-2s will now be keyed on a combination of Payroll Year / Employee / Taxable Entity / Tax Service Group ID.
- A new field, **Tax Service Group ID**, has been added. This field allows you to specify the Tax Service Group ID to which the employee is assigned. You can use this field to group the employee for tax reporting purposes.
- The screen layout has been updated to look similar to the W-2 Form. Tabs on the screen have been removed.

### Print W-2s (PRRW2)

The Print W-2 File screen was updated to allow you to generate W-2s keyed on the Tax Service Group ID.

If you select the **Enable Payroll Tax Interface** check box in the Configure Payroll Tax Export Settings screen, this application cannot be used.

### Create Federal W-2 File (PRPW2F)

The Create Federal W-2 File screen was updated to allow you to generate W-2s keyed on the Tax Service Group ID.

If you select the **Enable Payroll Tax Interface** check box in the Configure Payroll Tax Export Settings screen, this application cannot be used.

### Create State W-2 File (PRPW2S)

The Create State W-2 File was updated to allow you to generate W-2s keyed on the Tax Service Group ID.

If you select the **Enable Payroll Tax Interface** check box in the Configure Payroll Tax Export Settings screen, this application cannot be used.

## Print W-2 Summary Report (PRRW2R)

The Print W-2 Summary Report screen was updated to allow you to create a summary report by using a Tax Service Group ID.

**Tax Service Group ID** and **Taxable Entity ID** were also added to the report header.

## Export Payroll Taxes (PRPEXTAX)

The following changes were applied to the Export Payroll Taxes screen.

- A new option added to the File Type options:
  - **W-2** — Select this option to create the W-2 tax file. Any data provided in the Manage W-2s table will be exported along with calculated annual amounts from the Manage Employee Earnings History table
- The **Report and Output File** group box was renamed to **Output File**.
- The **Test file** check box is now in the **Output File** group box.

## File Layout Changes

The following list includes the changes to the export file that you can generate on the Export Payroll Taxes screen:

- The **W-2 Box 12** and **W-2 Box 14** records were added.
- The **W-2 Dependent Care Benefits (W-2 Box 10) (#68)** and **W-2 Box 11 Amount (Nonqualified Plans) (#69)** fields were added to all tax records.
- The **Statutory Employee (W-2 Box 13) (#50)** and **Third Party Sick Pay (W-2 Box 13) (#51)** were added to the Group Employee Record.



For more information, please refer to the Appendix: Export Payroll Taxes File Layout section.

## Manage Pay Types (LDMPAYTP)

A new check box was added to the Manage Pay Types screen:

- **Federal-non-taxable sick pay wages** — Select this check box if the wages that are associated with this pay type represent federal-non-taxable sick pay wages.

The names of existing fields in Manage Pay Types screen were changed:

Old Field Name	New Field Name
<b>Add Pay Type Amount to Timesheet Line</b> option	<b>Add pay type amount to timesheet line</b> option
<b>Multiply Hours times Pay Type Amount</b> option	<b>Multiply hours times pay type amount</b> option
<b>Multiply Hours times Pay Type Amount times Factor</b> option	<b>Multiply hours times pay type amount times factor</b> option

Old Field Name	New Field Name
<b>Cost Only</b> check box	<b>Cost-only</b> check box
<b>Benefit Reimbursement</b> check box	<b>Benefit reimbursement</b> check box
<b>Reimbursement – Exclude from Gross Earnings</b> check box	<b>Reimbursement-Exclude from gross earnings</b> check box
<b>Leave Without Pay (LWOP)</b> check box	<b>Leave without pay (LWOP)</b> check box
<b>Leave Without Pay (LWOP)-Negative</b> check box	<b>Leave without pay (LWOP)-Negative</b> check box
<b>Pay Type to Use</b> field	<b>Recast Pay Type</b> field
<b>Eligible</b> check box	<b>Eligible for overtime premium recasting</b> check box
<b>Calculate Overtime Premium on this Pay Type</b> check box	<b>Calculate overtime premium on this Pay Type</b> check box
<b>Allocate Overtime Premium to this Pay Type</b> check box	<b>Allocate overtime premium to this Pay Type</b> check box
<b>Include</b> option	<b>Include this Pay Type in determining the weighted average</b> option
<b>Recalculate</b> option	<b>Recalculate this Pay Type</b> option
<b>Don't Include</b> option	<b>Not applicable (do not include or recalculate)</b> option


## Manage Deductions (PRMDED)


The following changes have been applied to the Manage Deductions screen:

- The **CTS Information** group box was renamed to **Payroll Tax Interface**.
- A new field was added to the **Payroll Tax Interface** group box:
  - **Tax Service Code** — Enter the tax code which identifies the deduction in your payroll tax service system. This value is included when export the deduction amount to the Payroll Tax Service provider. You must enter a value in this field if you use the deduction to track a state or local tax.

## Manage Employee Earnings History (PRMERF)

New fields were added to the Manage Employee Earnings History screen:

- **Tax Service Group ID** — Enter, or click  to select, the Tax Service Group ID to which the employee is assigned as of the check date. Use this field to group the employee for tax reporting

purposes. When you use , the results depend on the **Tax Service Grouping Method** that is set on the Configure Payroll Tax Export Settings screen.

- A hidden field to store a flag which indicates whether or not the record was included in the periodic tax export (TAX\_EXPORT\_FL)
- A hidden field to store a flag which indicates whether or not the referenced record was included in the periodic tax export (REF\_TAX\_EXPORT\_FL)
- **Medicare Additional Wages** — Enter the Medicare taxable amount which exceeds the IRS threshold for additional Medicare taxation.
- **Medicare Additional Withholding** — Enter the additional calculated Medicare tax withholding amount.
- **FUTA Exempt Pay Types** — Enter the total of all earnings amounts that are linked to pay types which are exempt from FUTA Taxable Wages. The taxability of pay types is determined on the Manage Pay Type Taxability screen. The pay types processed are detailed on the Pay Types subtask.
- **FUTA Exempt Deductions** — Enter the total of all deduction amounts that are exempt from FUTA Taxable Wages. The taxability of deductions is determined on the Manage Deductions screen. The deductions processed are detailed on the Deductions subtask.
- **FUTA Subject Wages** — This field displays wages that are subject to FUTA. This is not necessarily the FUTA taxable wages since the U.S. federal government imposes a limit on the amount of wages which can be FUTA taxable. This field is calculated by subtracting the FUTA Exempt Pay Types amount and the FUTA Exempt Deductions amount from the Gross Amount.
- **FUTA Excess Wages** — This field displays the portion of wages that are subject to FUTA, but are in excess of the FUTA Wage Limit. This field is calculated by subtracting the FUTA Wage Limit from the FUTA Subject Wages.
- **FUTA Rate** — This field displays the FUTA Employer Rate on the Manage Federal Taxes screen of the payroll year that equals the payroll year on the check date.
- **SUTA Exempt Pay Types** — Enter the total of all earnings amounts that are linked to pay types which are exempt from SUTA Taxable Wages. The taxability of pay types is determined on the Manage Pay Type Taxability screen. The pay types processed are detailed on the Pay Types subtask.
- **SUTA Exempt Deductions** — Enter the total of all deduction amounts that are exempt from SUTA taxable wages. The taxability of deductions is determined on the Manage Deductions screen. The deductions processed are detailed on the Deductions subtask of this screen.
- **SUTA Subject Wages** — This field displays wages which are subject to SUTA. This is not necessarily the SUTA taxable wages since the U.S. federal government imposes a limit on the amount of wages which can be SUTA taxable. This field is calculated by subtracting the SUTA Exempt Pay Types amount and the SUTA Exempt Deductions amount from the Gross Amount.
- **SUTA Excess Wages** — This field displays the portion of wages which are subject to SUTA, but are in excess of the SUTA Wage Limit. This field is calculated by subtracting the SUTA Wage Limit from the SUTA Subject Wages.

The following changes were applied to existing fields on the Manage Employee Earnings History screen:

- The **Disbursement Code** field was renamed to **Disbursement Type**.
- The **Reference No** field was renamed to **Reference Number**.



- The subtask links were reordered in the following sequence: State Pay Types, Pay Types, State Taxes, Local Taxes, Deductions, Contributions, Worker's Comp, Taxes Withholding Project Distribution, YTD Taxes, Timesheets, Direct Deposit Information, Fringe Detail.

The following fields were removed from the Manage Employee Earnings History screen:

- **FUTA Exempt Wages** field
- **SUTA Exempt Wages** field

The Recalculate feature was updated to recalculate and/or populate the following:

- Medicare Additional Wages
- FUTA Exempt Pay Types
- FUTA Exempt Deductions
- FUTA Subject Wages
- FUTA Excess Wages
- SUTA Exempt Pay Types
- SUTA Exempt Deductions
- SUTA Subject Wages
- SUTA Excess Wages
- FUTA Rate
- Local Exempt Pay Type Amount
- Local Exempt Deduction Amount

The following values are stored when you use Recalculate:

- Social Security Number
- Federal Filing Status
- Federal Exemptions
- Federal Override Amount
- Federal Override Percent
- Federal Additional Amount
- Subject to Soc Sec (Y/N)
- Subject to Medicare (Y/N)
- Subject to FUTA (Y/N)
- Subject to SUTA (Y/N)
- State Filing Status for each State Tax computed
- State Exemptions for each State Tax computed
- State Dependents for each State Tax computed
- State Credits for each State Tax computed
- State Override Amount for each State Tax computed
- State Override Percent for each State Tax computed



- State Additional Amount for each State Tax computed
- Exempt from NE Minimum W/H Rule (Y/N)
- Veteran Exemption (Y/N)
- State Special Deduction (Y/N)
- Local Filing Status for each Local Tax computed
- Local Exemptions for each Local Tax computed
- Local Dependents for each Local Tax computed
- Local Credits for each Local Tax computed
- Local Override Amount for each Local Tax computed
- Local Additional Amount for each Local Tax computed

### Local Taxes Subtask

The following fields were added to the Local Taxes subtask of the Manage Employee Earnings screen:

- **Exempt Pay Types** — This field displays the amount for exempt local pay types.
- **Exempt Deductions** — This field displays the amount for local exempt deductions.

### Direct Deposit Information Subtask


The **Direct Deposit Info** subtask of the Manage Employee Earnings screen was renamed to **Direct Deposit Information**.

### Tax Withholding Project Distribution Subtask

The **Taxes Withheld Project Distribution** subtask of the Manage Employee Earnings screen was renamed to **Tax Withholding Project Distribution**.

## Manage Employee Taxes (PRMETAX)


A new field was added to the Taxes tab of the Manage Employee Taxes screen:

- **Tax Service Group ID** — Enter, or click  to select, the Tax Service Group ID to which the employee is assigned. Use this field to group the employee for tax reporting purposes. This field is enabled if you select **Tax Service Group ID** as the **Tax Service Grouping Method** on the Configure Payroll Tax Interface Setting screen.

If you change the value in this field and you need to apply the change to past paychecks, use the Recompute Taxable Wages screen to update the Tax Service Group ID that was assigned to past paychecks.

## Manage Employee Information (LDMEINFO)

A new field was added to the Taxes subtask of the Manage Employee Information screen:

- **Tax Service Group ID** — Enter, or click  to select, the Tax Service Group ID to which the employee is assigned. Use this field to group the employee for tax reporting purposes. This field is enabled if you select **Tax Service Group ID** as the **Tax Service Grouping Method** on the Configure Payroll Tax Interface Setting screen.

If you change the value in this field and you need to apply the change to past paychecks, use the Recompute Taxable Wages screen to update the Tax Service Group ID that was assigned to past paychecks.


## Manage Federal Taxes (PRMFTI)

New fields were added to the Manage Federal Taxes screen:

- **Medicare Additional Tax Threshold** — Enter the threshold amount that was defined by the U.S. government at which additional Medicare tax shall be withheld from the employee.
- **Medicare Additional Tax Rate** — Enter the additional Medicare rate to be applied when wages exceed the U.S. government -defined threshold.

### FUTA Credit Reduction States Subtask

A new field was added to the FUTA Credit Reduction States subtask of the Manage Federal Taxes screen:

- **Tax Service Code** — Enter, or click  to select, the tax code that identifies the FUTA Credit Reduction in your payroll tax service system. This field is enabled and required if you select the Require Tax Codes check box on the Configure Payroll Tax Export Settings screen.



## Manage Local Taxes (PRMLTI)

The following changes were applied to the Manage Local Taxes screen:

- The **CTS Information** group box was renamed to **Payroll Tax Interface**.
- A new field was added to Payroll Tax Interface group box:
  - **Tax Service Code** — Enter the tax code which identifies the local tax in your payroll tax service system. This value is included when you export the locality's tax amounts to the Payroll Tax Service provider.

## Manage Payroll Records (PRMPTF)

New fields were added to the Manage Payroll Records screen:

- **Tax Service Group ID** — Enter, or click  to select, the Tax Service Group ID to which the employee is assigned as of the check date. Use this field to group the employee for tax reporting purposes. When you use , the results depend on the **Tax Service Grouping Method** that is set on the Configure Payroll Tax Export Settings screen.
- A hidden field to store a flag which indicates whether or not the record was included in the periodic tax export (TAX\_EXPORT\_FL)
- **Medicare Additional Wages** — Enter the Medicare taxable amount which exceeds the IRS threshold for additional Medicare taxation.
- **Medicare Additional Withholding** — Enter the additional calculated Medicare tax withholding amount.
- **FUTA Exempt Pay Types** — Enter the total of all earnings amounts that are linked to pay types which are exempt from FUTA Taxable Wages. The taxability of pay types is determined on the Manage Pay Type Taxability screen. The pay types processed are detailed on the Pay Types subtask.

- **FUTA Exempt Deductions** — Enter the total of all deduction amounts that are exempt from FUTA Taxable Wages. The taxability of deductions is determined on the Manage Deductions screen. The deductions processed are detailed on the Deductions subtask.
- **FUTA Subject Wages** — This field displays wages that are subject to FUTA. This is not necessarily the FUTA taxable wages since the U.S. federal government imposes a limit on the amount of wages which can be FUTA taxable. This field is calculated by subtracting the FUTA Exempt Pay Types amount and the FUTA Exempt Deductions amount from the Gross Amount.
- **FUTA Excess Wages** — This field displays the portion of wages that are subject to FUTA, but are in excess of the FUTA Wage Limit. This field is calculated by subtracting the FUTA Wage Limit from the FUTA Subject Wages.
- **FUTA Rate** — This field displays the **FUTA Employer Rate** on the Manage Federal Taxes screen of the payroll year that equals the payroll year on the check date.
- **SUTA Exempt Pay Types** — Enter the total of all earnings amounts that are linked to pay types which are exempt from SUTA Taxable Wages. The taxability of pay types is determined on the Manage Pay Type Taxability screen. The pay types processed are detailed on the Pay Types subtask.
- **SUTA Exempt Deductions** — Enter the total of all deduction amounts that are exempt from SUTA taxable wages. The taxability of deductions is determined on the Manage Deductions screen. The deductions processed are detailed on the Deductions subtask of this screen.
- **SUTA Subject Wages** — This field displays wages which are subject to SUTA. This is not necessarily the SUTA taxable wages since the U.S. federal government imposes a limit on the amount of wages which can be SUTA taxable. This field is calculated by subtracting the SUTA Exempt Pay Types amount and the SUTA Exempt Deductions amount from the Gross Amount.
- **SUTA Excess Wages** — This field displays the portion of wages which are subject to SUTA, but are in excess of the SUTA Wage Limit. This field is calculated by subtracting the SUTA Wage Limit from the SUTA Subject Wages.
- Add hidden field to store a flag which indicates whether or not the referenced record was included in the Periodic tax export (REF\_TAX\_EXPORT\_FL)

The following changes were applied to existing fields on the Manage Payroll Records screen:

- The **Type** field was renamed to **Record Type**.
- The **Disbursement Code** field was renamed to **Disbursement Type**.
- The **Reference No** field was renamed to **Reference Number**.

The following fields were removed from the Manage Payroll Records screen:

- **FUTA Exempt Wages** field
- **SUTA Exempt Wages** field

The Recalculate feature was updated to recalculate and/or populate the following:

- Medicare Additional Wages
- Medicare Additional Withholding
- FUTA Exempt Pay Types
- FUTA Exempt Deductions
- FUTA Subject Wages
- FUTA Excess Wages

- SUTA Exempt Pay Types
- SUTA Exempt Deductions
- SUTA Subject Wages
- SUTA Excess Wages
- FUTA Rate
- Local Exempt Pay Type Amount
- Local Exempt Deduction Amount

The following values are stored when you use recalculate:

- Social Security Number
- Federal Filing Status
- Federal Exemptions
- Federal Override Amount
- Federal Override Percent
- Federal Additional Amount
- Subject to Soc Sec (Y/N)
- Subject to Medicare (Y/N)
- Subject to FUTA (Y/N)
- Subject to SUTA (Y/N)
- State Filing Status for each State Tax computed
- State Exemptions for each State Tax computed
- State Dependents for each State Tax computed
- State Credits for each State Tax computed
- State Override Amount for each State Tax computed
- State Override Percent for each State Tax computed
- State Additional Amount for each State Tax computed
- Exempt from NE Minimum W/H Rule (Y/N)
- Veteran Exemption (Y/N)
- State Special Deduction (Y/N)
- Local Filing Status for each Local Tax computed
- Local Exemptions for each Local Tax computed
- Local Dependents for each Local Tax computed
- Local Credits for each Local Tax computed
- Local Override Amount for each Local Tax computed
- Local Additional Amount for each Local Tax computed

## Local Taxes Subtask

The following fields were added to the Local Taxes subtask of the Manage Payroll Records screen:

- **Exempt Pay Types** — Enter the amount for exempt local pay types.
- **Exempt Deductions** — Enter amount for local exempt deductions

## Direct Deposit Information Subtask

The **Direct Deposit Info** subtask of the Manage Payroll Records screen was renamed to **Direct Deposit Information**.

## Tax Withholding Project Distribution Subtask

The **Taxes Withheld Project Distribution** subtask of the Manage Payroll Records screen was renamed to **Tax Withholding Project Distribution**.

## Manage State Taxes (PRMSTI)

The Manage State Taxes screen has a new **Payroll Tax Interface** group box with the following fields:

- **Withholding Tax Service Code** — Enter the tax code which identifies the state withholding tax in your payroll tax service system. If you enter a value in this field, it will be included when you export the state's withholding amounts to the payroll tax service provider.
- **SUTA Tax Service Code** — Enter the tax code which identifies the SUTA tax in your payroll tax service system. If you enter a value in this field, it will be included when you export SUTA tax amounts to the payroll tax service provider

The following changes were made to the Manage State Taxes screen:

- The **Posting Accounts** group box label was removed.
- The **Payroll Options** group box label was removed.
- The **Nebraska** group box was label removed.
- The **Include Pay Rates on Checks and Advices** check box was renamed to **Include pay rates on checks and advices**.
- The **Override Low Withholding** checkbox was renamed to **Override low withholding (Nebraska)**.

## Configure Payroll Tax Export Settings (PRMEXTAX)

A new screen, Configure Payroll Tax Export Settings, was added to Costpoint. Use this application to establish rules that you use when generating and setting up data for the payroll tax interface. Establish the settings on this screen before you generate a tax file on the Export Payroll Taxes screen.

## Void/Replace Posted Checks (PRPAVCK)

The following updates were added to the Void/Replace Posted Checks screen:

- The screen displays a warning message and informs you to contact your tax service provider when you void check from a prior quarter.
- A flag has been added to indicate if the original check date was exported to the tax service provider in a prior quarter.

## Compute Payroll (PRPCPR)

When you compute payroll, the screen calculates new tax values:

- Medicare Additional Wages
- Medicare Additional Withholding

When you compute payroll, the screen stores calculated tax values:

- FUTA Exempt Pay Types
- FUTA Exempt Deductions
- FUTA Rate
- SUTA Exempt Pay Types
- SUTA Exempt Deductions
- Local Exempt Pay Type Amount
- Local Exempt Deduction Amount

When you compute payroll, Costpoint stores the following employee values:

- Tax Service Group ID
- Social Security Number
- Federal Filing Status
- Federal Exemptions
- Federal Override Amount
- Federal Override Percent
- Federal Additional Amount
- Subject to Soc Sec (Y/N)
- Subject to Medicare (Y/N)
- Subject to FUTA (Y/N)
- Subject to SUTA (Y/N)
- State Filing Status for each State Tax computed
- State Exemptions for each State Tax computed
- State Dependents for each State Tax computed
- State Credits for each State Tax computed
- State Override Amount for each State Tax computed
- State Override Percent for each State Tax computed
- State Additional Amount for each State Tax computed
- Exempt from NE Minimum W/H Rule (Y/N)
- Veteran Exemption (Y/N)
- State Special Deduction (Y/N)
- Local Filing Status for each Local Tax computed

- Local Exemptions for each Local Tax computed
- Local Dependents for each Local Tax computed
- Local Credits for each Local Tax computed
- Local Override Amount for each Local Tax computed
- Local Additional Amount for each Local Tax computed

## Export Payroll Taxes (PRPEXTAX)

A new screen, Export Payroll Taxes, has been added to Costpoint. Use this screen to create a tax file that includes federal, state, and local tax data on a periodic, quarterly, and annual basis. You can use this screen after you establish the settings on the Configure Payroll Tax Export Settings screen.



Please refer to the Appendix: Export Payroll Taxes File Layout section in this document for more information on the sequence of the fields in the tax file.

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## Post Payroll Journal (PRPPPCLS)

The following updates were added to the Post Payroll Journal screen:

- The Gross to Net by Employee Report now reports the Medicare Additional Amount.
- The Check Register Report now reports the Medicare Additional Amount.
- The advance earned income credit (AEIC) was removed from the reporting.

## Recompute Taxable Wages (PRPRCOMP)

A new field was added to the Recompute Taxable Wages screen:

- **Update the Tax Service Group ID** — Select this check box to update the Tax Service Group ID in the selected Employee Earnings records. Tax Service Group IDs will be assigned based on the Tax Service Group ID assigned to the employee on the Manage Employee Taxes screen.

## View Employee Earnings (PRQERF)

New fields were added to the View Employee Earnings screen:

- **Tax Service Group ID** — This field displays Tax Service Group ID to which the employee is assigned as of the check date. This field is used to group the employee for tax reporting purposes.
- **Medicare Additional Wages** — This field displays the Medicare taxable amount which exceeds the IRS threshold for additional Medicare taxation.
- **Medicare Additional Withholding** — This field displays the additional calculated Medicare tax withholding amount.
- **FUTA Exempt Pay Types** — This field displays the total of all earnings amounts that are linked to pay types which are exempt from FUTA Taxable Wages. The taxability of pay types is determined on the Manage Pay Type Taxability screen. The pay types processed are detailed on the Pay Types subtask.
- **FUTA Exempt Deductions** — This field displays the total of all deduction amounts that are exempt from FUTA Taxable Wages. The taxability of deductions is determined on the Manage Deductions screen. The deductions processed are detailed on the Deductions subtask.

- **FUTA Rate** — This field displays the FUTA Employer Rate on the Manage Federal Taxes screen of the payroll year that equals the payroll year on the check date.
- **SUTA Exempt Pay Types** — This field displays the total of all earnings amounts that are linked to pay types which are exempt from SUTA Taxable Wages. The taxability of pay types is determined on the Manage Pay Type Taxability screen. The pay types processed are detailed on the Pay Types subtask.
- **SUTA Exempt Deductions** — This field displays the total of all deduction amounts that are exempt from SUTA taxable wages. The taxability of deductions is determined on the Manage Deductions screen. The deductions processed are detailed on the Deductions subtask of this screen.
- A hidden field to store a flag which indicates whether or not the record was included in the periodic tax export (TAX\_EXPORT\_FL)
- A hidden field to store a flag which indicates whether or not the referenced record was included in the periodic tax export (REF\_TAX\_EXPORT\_FL)

The following changes were applied to existing fields on the View Employee Earnings screen:

- The **Disbursement Code** field was renamed to **Disbursement Type**.
- The subtask links were reordered in the following sequence: State Pay Types, Pay Types, State Taxes, Local Taxes, Deductions, Contributions, Worker's Comp.

### Local Taxes Subtask

The following fields were added to the Local Taxes subtask of the View Employee Earnings screen:

- **Exempt Pay Types** — This field displays the amount for exempt local pay types.
- **Exempt Deductions** — This field displays the amount for local exempt deductions.

## View Payroll Edit Table (PRQPTF)

New fields were added to the View Payroll Edit Table screen:

- **Tax Service Group ID** — This field displays the Tax Service Group ID to which the employee is assigned as of the check date. This field is used to group the employee for tax reporting purposes.
- **Medicare Additional Wages** — This field displays the Medicare taxable amount which exceeds the IRS threshold for additional Medicare taxation.
- **Medicare Additional Withholding** — This field displays the additional calculated Medicare tax withholding amount.
- **FUTA Exempt Pay Types** — This field displays the total of all earnings amounts that are linked to pay types which are exempt from FUTA Taxable Wages. The taxability of pay types is determined on the Manage Pay Type Taxability screen. The pay types processed are detailed on the Pay Types subtask.
- **FUTA Exempt Deductions** — This field displays the total of all deduction amounts that are exempt from FUTA Taxable Wages. The taxability of deductions is determined on the Manage Deductions screen. The deductions processed are detailed on the Deductions subtask.
- **FUTA Subject Wages** — This field displays wages that are subject to FUTA. This is not necessarily the FUTA taxable wages since the U.S. federal government imposes a limit on the amount of wages which can be FUTA taxable. This field is calculated by subtracting the FUTA Exempt Pay Types amount and the FUTA Exempt Deductions amount from the Gross Amount.



- **FUTA Excess Wages** — This field displays the portion of wages that are subject to FUTA, but are in excess of the FUTA Wage Limit. This field is calculated by subtracting the FUTA Wage Limit from the FUTA Subject Wages.
- **FUTA Rate** — This field displays the **FUTA Employer Rate** on the Manage Federal Taxes screen of the payroll year that equals the payroll year on the check date.
- **SUTA Exempt Pay Types** — This field displays the total of all earnings amounts that are linked to pay types which are exempt from SUTA Taxable Wages. The taxability of pay types is determined on the Manage Pay Type Taxability screen. The pay types processed are detailed on the Pay Types subtask.
- **SUTA Exempt Deductions** — This field displays the total of all deduction amounts that are exempt from SUTA taxable wages. The taxability of deductions is determined on the Manage Deductions screen. The deductions processed are detailed on the Deductions subtask of this screen.
- A hidden field to store a flag which indicates whether or not the record was included in the periodic tax export (TAX\_EXPORT\_FL)
- Add hidden field to store a flag which indicates whether or not the referenced record was included in the Periodic tax export (REF\_TAX\_EXPORT\_FL)

The following changes were applied to existing fields on the View Payroll Edit Table screen:

- The **Type** field was renamed to **Record Type**.
- The **Disbursement Code** field was renamed to **Disbursement Type**.

## Local Taxes

The following fields were added to the Local Taxes subtask of the View Payroll Edit Table screen:

- **Exempt Pay Types** — This field displays the amount for exempt local pay types.
- **Exempt Deductions** — This field displays the amount for local exempt deductions

## Set Up Company (SYPCOMP)

The application has been updated to add a new row to the table PRTAXSVC\_SET when a new company is added.

## Create Accounts Payable Vouchers (PRPAPVCH)

The application has been updated to add the **Medicare Withholding** and **Additional Medicare Withholding** amounts when a voucher is created to pay the government.

## Print Payroll Edit Report (PRRPTF)

You can now generate a Check Summary report on the Print Payroll Edit Report screen. A new drop-down list was added to the screen for this enhancement:

- **Report Format** — From the drop-down list, select the report format to be printed. Two report formats are available, **Check Summary** and **Check Detail**.

## Print Employee Earnings Report (PRRERF)

The Employee Summary Report, Check Summary Report, and Check Detail Report were updated to display Medicare Additional Amounts.

## Print Quarterly Federal Payroll Tax Report (PRRFDTAX)

The FICA summary section on the report was updated to display separately the calculated amount for the Medicare Employee Withholding - Additional Medicare Amount (effective year 2013).

## Print Soc Sec and Med Reconciliation Rpt (PRRFICA)

The following changes have been applied to the Print Soc Sec and Med Reconciliation Rpt screen:

- A new group **Options** group box was added to allow you to specify the report that you want to print. This group box includes the following:
  - **Medicare** — Select this check box for Medicare reporting.
  - **Social Security** — Select this check box for Social Security reporting.
- The **Sort by** group box label has been changed to **Report Options**.
- The **Change Date** label was changed to **Check Dates**.
- The Medicare information and Social Security information was separated into two reports.

## View Employee Taxes (PRQETAX)

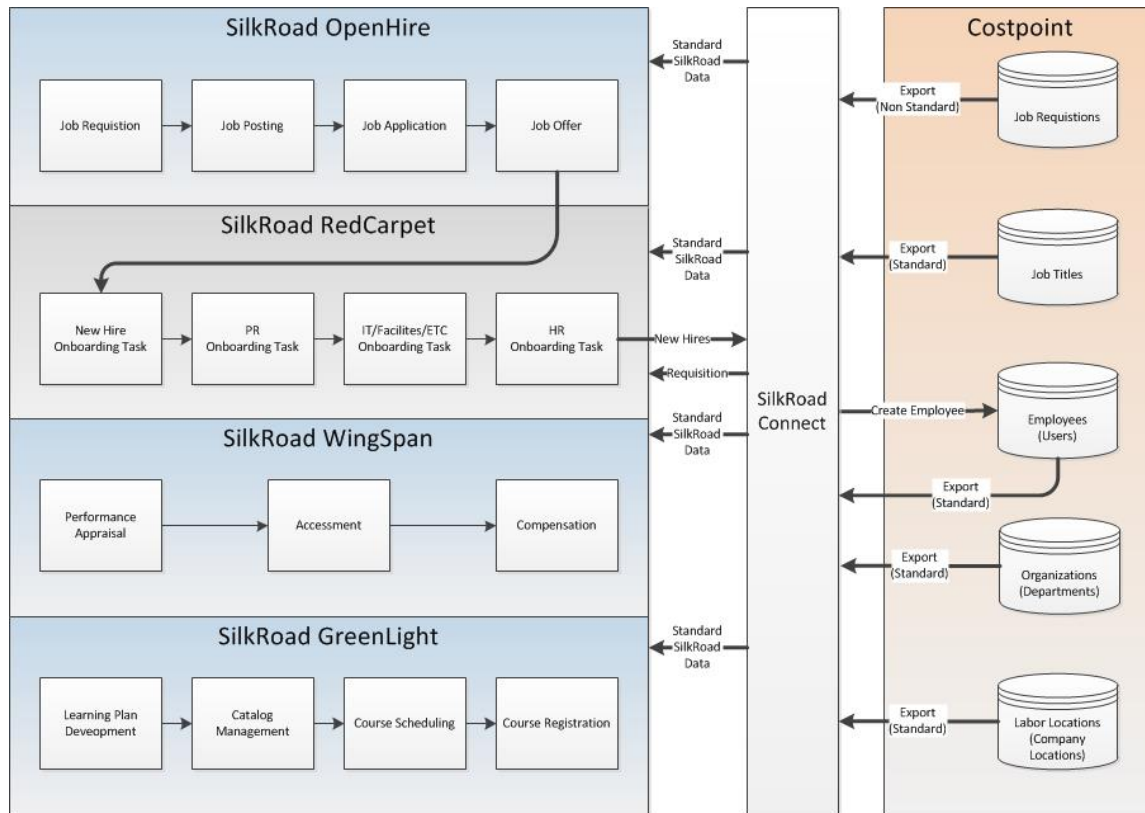
A new field was added on the View Employee Taxes screen:

- **Tax Service Group ID** — This field displays the Tax Service Group ID to which the employee is assigned. This field is used to group the employee for tax reporting purposes.

## Costpoint – SilkRoad Integration

This section includes summaries of the new features included for this release.

### Costpoint - SilkRoad Integration Overview



Costpoint - SilkRoad Integration allows you to import SilkRoad new hire employee-related information into Costpoint. Costpoint - SilkRoad integration also allows you to export Costpoint employees, position requisitions, detail job titles, organizations/HR organizations, and labor locations to SilkRoad.



The integration process does not support Transfers (internal applicants) or Rehires of previous employees if the same ID was used.

You can perform the import/export process through the Transfer Silk Road Data screen in the Employee domain.

You can run the Costpoint - SilkRoad Integration manually or by scheduling the integration process. The integration uses SilkRoad Connect, a cloud-based integration tool from SilkRoad, which runs on a scheduled basis.

### Costpoint to SilkRoad Integration Details

When the integration runs, the standard information that Costpoint exports to SilkRoad includes the following:

- Employee Information (Users)

- Labor Locations (Company Locations)
- Job Titles (Jobs)
- Organization/HR Organization (Departments)
- Job Requisitions (Position Template)

The SilkRoad Connect tool shares the information from Costpoint to SilkRoad products:

- OpenHire
- RedCarpet
- WingSpan
- GreenLight

## SilkRoad to Costpoint Integration Details

The integration imports SilkRoad new hire information that is created during the Onboarding process in RedCarpet. A Human Resources (HR) Coordinator will use the out-of-box Onboarding template in SilkRoad to create a new hire record and enter Costpoint employee ID and associate requisition ID. After the creation of record, the transfer of the new information will be initiated based on Red Carpet workflow event. When you import the SilkRoad new hire information to Costpoint, the process creates employee records based on SilkRoad data and the data from Costpoint job requisition.



For more information, please refer to the following topics in the Costpoint Online Help:

- [Costpoint - SilkRoad Integration Processing](#)
  - [Costpoint - SilkRoad Integration Connection Settings](#)
  - [Scheduling an Integration Process](#)
- 

## Costpoint – SilkRoad Integration Implementation

To allow the transfer of information between the Costpoint and SilkRoad systems, you will need to complete the following steps:

1. Install the Costpoint - SilkRoad Integration package.
2. Configure the Web Service Integration in the Costpoint Configuration Utility.



For more information, refer to the “Costpoint – SilkRoad Integration Connection Settings” topic in the Costpoint online help.

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3. Create/update the company locations on the Manage Labor Location/Locals screen in Costpoint. On the Manage Labor Location/Locals screen, you will need to:
  - Enter/manage the same labor locations in both SilkRoad and Costpoint.
  - Enter the Labor Location address information and classification
  - Select whether or not the Labor Location is active in SilkRoad
4. Enter the appropriate settings on the Configure Personnel Settings screen in Costpoint. For example, if you do not use the approval process in Costpoint, select the **Auto-Approve Position Requisition** option and enter the **Default Requisition Approver** information.

5. Enter open job requisitions on the Manage Position Requisition Requests screen in Costpoint. You can also set the timesheet default and Project Manufacturing integration details on this screen.
6. Enter the following Visa type codes on the Manage Visa Types screen in Costpoint to match the Visa types in SilkRoad:

Visa Type Code	Visa Type Description
EB-1	Student (academic or language training program)
EB-2	Spouse or child of alien classified F-1
EB-3	Principal resident representative of recognized foreign member government that is a member of an international organization, his staff, and members of immediate family
EB-4	Other representative of recognized foreign member government that is a member of an international organization, and members of immediate family
EB-5	Representative of foreign government not recognized by the United States and not a member of an international organization, and members of immediate family
H-1B	Specialty Occupations, DOD workers, fashion models
H-1C	Registered Nurse Working in a Health Professional Shortage Area
H-2A	Temporary agricultural workers
H-2B	Temporary worker: skilled and unskilled
H-3	Trainee
H-4	Spouse or child of alien classified H-1, H-2, or H-3
INV	
L-1A	Intra-company transferee (Executive, managerial)
L-1B	Intra-company transferee (Specialized knowledge)
L-2	Spouse or minor child of alien classified L-1
O-1	Aliens with extraordinary ability in sciences, arts, education, business, or athletics
O-2	Accompanying alien to O-1
O-3	Spouse or child of O-1 or O-2

Visa Type Code	Visa Type Description
SK-1	Victims of a Severe Form of Trafficking in Persons
SK-2	Victim of a severe form of trafficking in persons
SK-3	Spouse of a victim of a severe form of trafficking in persons
SK-4	Child of victim of a severe form of trafficking in persons

7. If necessary, update the Visa Type codes currently assigned to employees on the HR Data tab of the Manage Employee Information screen in Costpoint.
8. Ensure that you are using the correct Marital Status codes on the HR Data tab in the Manage Employee Information screen.
  - **M** — Married
  - **S** — Single
  - **D** — Divorced
  - **E** — Separated
  - **W** — Widowed
  - **U** — Unknown
9. Verify the ISO-2 and ISO-3 codes are entered for each country in the Manage Countries screen.
10. Configure export to SilkRoad process on the Transfer Silk Road Data screen in Costpoint.
11. Configure Process Server for export to SilkRoad. (Optional)
12. Configure Process Server for import from SilkRoad. (Optional)



For more information on the Costpoint – SilkRoad Integration, please refer to the following topics in the Costpoint online help:

- [Costpoint –SilkRoad Integration Connection Settings](#)
- [Costpoint – SilkRoad Integration Processing](#)
- [Scheduling an Integration Process](#)

## Import SilkRoad New Hire Information

A new screen, Transfer Silk Road Data, has been created to allow you to import SilkRoad new hire employee-related information into Costpoint. After you import SilkRoad information to Costpoint, the employee-related data will default in the Manage Employee Information screen when you create a new employee.

## Export Costpoint Data to SilkRoad

Costpoint - SilkRoad integration also allows you to export Costpoint employees, position requisitions, detail job titles, organizations/HR organizations, and labor locations to SilkRoad. You can use this option when you have new position requisitions and/or when you add detail job titles, organizations, and labor locations in Costpoint. Use the Transfer Silk Road Data screen to export the new information to SilkRoad.

## Add External Detail Job Description and Export to SilkRoad

Costpoint was updated to support External Detail Job Title descriptions with 128 characters.

This update includes the following changes to Costpoint:

- The Manage Detail Job Titles screen now contains the following new fields:
  - External Job Title** — Enter an external job title of up to 128 characters that will be used in SilkRoad.
  - Export to SilkRoad** — Select this check box to include the Detail Job Title Code in the export to SilkRoad.
- The Transfer SilkRoad Data screen was updated to include either the **External Job Title** or the **Detail Job Title Description** field in the export of Job data. If the **External Job Title** field is blank, the application will use the **Detail Job Title Description** in the ExternalJobTitle column.
- The Manage Position Requisition Requests screen displays a warning when you save a pending or approved Position Requisition with a Detail Job Title code that is not flagged for export to SilkRoad.
- The Approve Position Requisition screen displays an error when you try to save a pending Position Requisition with a Detail Job Title code that is not flagged for export to SilkRoad.

## Interim and Final Rates

This section summarizes the changes made in relation with the Interim and Final Rates feature.

### Manage Accounting Periods (GLMPD)

An **Adjustment Period** check box and with the following options were added to the Manage Accounting Periods screen:

- **Interim** — this type is used for an adjustment period added for an interim rate.
- **Final** — this type is used for an adjustment period added for a final rate.
- **N/A** — this type is used for regular non-adjustment periods.

With this enhancement, you can add an adjustment period.

### Manage Subperiods (GLMSUBPD)

Similar with the Manage Accounting Periods application, the **Adjustment Period** check box has also been added to the Manage Subperiods screen along with the **Interim**, **Final**, and **N/A** options. A subperiod is automatically added by Costpoint when an adjustment period is created. Only one subperiod can exist per adjustment period. You cannot edit the **Adjustment Period** check box on the Manage Subperiods screen, but can do so on the Manage Accounting Periods screen. For Adjustment Subperiods, the value selected for the **Adjustment Rate Type**, as well as the Entry/Edit status of journals, is also editable only on the Manage Periods screen.

### Manage Journal Entries (GLMJE)

The lookups on the Manage Journal Entries screen were modified so that the adjustment periods are visible and can be selected. You can enter adjusting and reversing journal entries in the adjustment period in order to enter any audit adjustments.

## Import Journal Entries (AOPUTLJE)

The lookups on the Import Journal Entries were modified to include adjustment periods. Adjustment journal entries can be entered for adjustment periods.

## Adjustment Periods in Lookups

The lookups in the following applications were modified to include adjustment periods and subperiods:

- Print Journal Entry Edit Report (GLRJE)
- Reverse Posted Journal Entry (GLPREVJE)
- Print General Ledger Posting Summary Report (GLRGLSUM)
- Print Trial Balance Report (GLRTBAL)
- Print Project Trial Balance Report (GLRPTBAL)
- Post Journal Entries (GLPJE)

## Copy Project History Setup Tables

Database change scripts were made to create history tables for the Interim and Final Rates feature. Users can copy project setup data to these history tables.

## Manage Cost Pools (PJMPPOOL)

The **Accounting Period** field on the Pool Rates subtask was modified to include adjustment periods in the pool rate table to allow you to compute interim or final rates for each period and to have the option to manually enter rates.

## Manage Allocation Journals (PJMALJNL)

This application has been updated to allow you to enter adjustment periods in the **Fiscal Year**, **Period**, and **Subperiod** fields. The lookup for the **Account**, **Organization**, and **Project** fields was modified such that for adjustment periods, records that are not marked as active or do not allow charging are also shown. Validations were also modified in relation with the adjustment periods.

## Import Allocation Basis Journals (PJPABJP)

The Import Allocation Basis Journals screen has been updated to allow you to enter adjustment periods in the **Fiscal Year**, **Period**, and **Subperiod** fields. For adjustment periods, this application now processes transactions for projects, accounts, and organizations that are not active or do not allow charging. Validations were also modified in relation with the adjustment periods.

## Compute/Print Pool Rates (PJPCOMPP)

These are the updates for this application:

- Users can now enter adjustment periods on the main screen and on the Purge Old SIE subtask.
- For cost pools that are automatic service centers and have a basis type of either dollars or hours, the application now uses the HS\_PROJ table to validate if the account used is included in the project account group if there exists a record in HS\_PROJ for the project for the fiscal year being processed. Otherwise, it uses the PROJ table.



## Post Pool Journals (PJPOSTP)

This application has been modified to allow you to post pool journals in adjustment periods. You can now enter adjustment periods in the **Fiscal Year**, **Period**, **Subp**, and **Ending Date** fields. Validations were also modified in relation with the adjustment periods.

The logic of the posting was updated to check the history tables (HS\_PROJ and HS\_PROJ\_BILL\_INFO) first for the fiscal year being processed, and to use the regular tables (PROJ\_EDIT and PROJ\_BILL\_INFO) if no data exists in history tables.

## Print Allocation Journal Edit Report (PJRALJNL)

This screen has been updated to include adjustment periods in allocation journal edit reports. Validations were also modified in relation with adjustment periods.

## Print Service Center Cost Allocation Report (PJRSVCST)

This screen has been updated to include adjustment periods in service center cost allocation reports. Validations were also modified in relation with adjustment periods.

## Update General Ledger Beginning Balances (GLPUPBB)

As part of the new feature to support interim/final rate adjustments in a prior year, the Update General Ledger Beginning Balances application was modified to have the ability to include (or exclude) adjustment periods in the General Ledger beginning balances. You can do this through the new **Include Adjustment Periods** check box added on screen.

## Configure General Ledger Settings (GLMSETNG)

The GLMSETNG application was modified to have the option to include or exclude adjustment periods when updating the G/L beginning balance for the subsequent year. The said option controls the default for enabling or disabling the **Include Adjustment Periods** check box on the Update General Ledger Beginning Balances (GLPUPBB).

## Set Up Company (SYPCOMP)

This application was modified to copy the values of the two new columns (INCL\_ADJ\_PD\_FL, ALLOW\_EDIT\_ADJ\_FL) in the GL\_CONFIG and CONS\_SETTINGS table when a company is set up. For a new company added to the system, this application populates the new fields (AL\_COMBO\_BILL\_FL, CURR\_FY\_RETRO\_LBL, CURR\_FY\_LOC\_CD, PRIOR\_FY\_RETRO\_LBL, and PRIOR\_FY\_LOC\_CD) in the BILL\_SETTINGS table.

This application has been modified to copy the information entered in the following new options on the Configure Project Settings screen:

- **Allow Revenue Posting in Adjustment Periods** check box
- **Allow Adjustment Period Revenue Computation & Posting in Subsequent Fiscal Years** check box
- **Update Prior Year History Defaults** group box
  - **Cost Only, No Revenue** option
  - **Both Cost and Revenue** option
  - **No Adjustment Period Data** option

- **Allow this default to be changed in Update process** check box

## Manage Project Account Groups (PJMACGRP)

A new function code, **PY REV**, was added to the Function Code table window to allow you to link a prior year revenue function code to an account where prior year revenue has been re-classed to the current period. This function code can be assigned to only one account in the project account group.

Warning messages related to the new function code were added to the Manage Project Account Groups screen for the following actions:

- You attempt to clear the **Active** check box for an account with a function code of **PY REV**.
- You select an **Account/PY REV** combination and try to select the same, or another, account using **PY REV**.
- You delete an **Account/PY REV** combination in the Selected Project Accounts table window and try to select the same, or another, account using **PY REV**.
- You select an **Account/PY REV** combination where the **Account** is already linked to another function code.
- You attempt to delete a row in the Selected Project Accounts table window.

## Assign Account Function Codes (PJPA AFC)

This application was modified to check the Project Account Group (ACCT\_GRP\_SETUP) table for accounts that are assigned to the function codes (S\_ACCT\_FUNC\_DC), and validate that the PROJ\_SUM and PSR\_PY\_SUM tables contain the correct ACCT\_FUNC\_NO's. If an account in either PROJ\_SUM or PSR\_PY\_SUM has an S\_ACCT\_FUNC\_DC = 'PY REV' in the ACCT\_GRP\_SETUP table, Costpoint inserts a '15' in PROJ\_SUM.ACCT\_FUNC\_NO and PSR\_PY\_SUM.ACCT\_FUNC\_NO.

## Create General Ledger Reports (GLPCRRPT)

Enhancements were made so that the effects of the interim and final rates on financial statements can be seen. One of them is the inclusion of adjustment periods in the Accounting Period lookup in the Create General Ledger Report application. Also, FS\_SUM amounts in the adjustment periods are now included when the GL comparative columns table (RPT\_FS\_COMPARE) is generated.

## Create Preliminary Cash Flow Statements (GLPCFLOW)

Adjustment periods have been included in the Accounting Period lookup in the Create Preliminary Cash Flow Statements application. Also, the amounts in FS\_SUM, GL\_POST\_SUM, and GL\_DETL in adjustment periods are now included when the cash flow table (FS\_LN\_CFLOW\_ADJ) is generated.

## Print Financial Statements (GLRFS)

Adjustment periods have been included in the Accounting Period lookup in the Print Financial Statements application. This enables you to include FS\_SUM amounts in the adjustment periods to be reflected in the financial statements.

## Print Financial Statement Detail (GLRFSD)

Adjustment periods have been included in the Accounting Period lookup. This makes it possible to include amounts posted in adjustment periods to be shown in the financial statement detail report.

## Rebuild Global Settings (SYPSTNG)

This **Consolidations** check box was added on screen and two new columns (INCL\_ADJ\_PD\_FL, ALLOW\_EDIT\_ADJ\_FL) were added to the CONS\_SETTINGS table.

## Configure Consolidation Settings (COMSETNG)

The following check boxes were added in this application for adjustment periods:

- **Include adjustment periods** — Select this check box to include amounts for adjustment periods when updating Consolidation Beginning Balance for subsequent year.
- **Allow this default to be changed in the Update process** — Select this check box when you want to change the default for the Adjustment Period flag (Yes or No) in the Update Consolidation Beginning Balances process. When this is selected, the **Include Adjustment Periods** check box on the Update Consolidation Beginning Balances screen is enabled.

## Update Consolidation Beginning Balances (COPUPBB)

The **Include Adjustment Periods** check box was added on this screen to include amounts in adjustment periods when you update beginning balances.

## Consolidations

These following applications were modified to allow the selection and processing of adjustment periods.

- Create Consolidation Entries (COPENTRY)
- Manage Consolidation Transfer History (COMXFRHS)
- Create Project Summary Balances (COPEXPPJ)
- Copy Imported Consolidation Data to Permanent Tables (COPUPLD)
- Create Elimination Entries (COPELIM)

## Link Consolidation Locations (COMLNKLC)

This application was modified to allow the selection of adjustment periods in the Consolidation Percentage subtask.

## Update Project Status Report Tables (PJPUPPSR)

This application has been updated to include adjustment periods in project status reports such that users can determine the effects of interim/final rates (cost, revenue, and profitability) on projects. Users can now enter adjustment periods in the **Fiscal Year**, **Period**, **Subpd**, and **Ending Date** fields.

A new column, Prior Year Revenue Source Fiscal Year Code (PY\_REV\_FY\_CD), was added to the PSR\_FINAL\_DATA table. This is the source of the new row, Prior Year Revenue Recognized, printed on project status reports.

## Print Project Status Report (PJRPROJ)

Project status reports (PSRs) now include adjustment periods. The following lines were added to PSRs, and are shown only if the **Revenue Information** check box is selected on the Print Project Status Report screen:

- **Prior Year Revenue Recognized** — This shows the prior year revenue for the fiscal year. Two or more of these lines are printed when multiple fiscal years are included in the report.
- **Profit, \$: (Incl PY Rev)** — This amount is derived by subtracting Total Expense from Total Revenue. This line is printed only when there is a Prior Year Revenue Recognized line above it.

## Create Project Report Tables (PJPCRRPT)

A new group box, **Revenue Worksheet Report Options**, was added to the Create Project Report Tables screen. It contains the **Include Adjustment Periods for ITD Calculations of Loaded Labor Rate Amounts** check box, which allows you to include labor history hours from adjustment periods when calculating inception-to-date (ITD) revenue for projects that use the Loaded Labor Rate billing formula. This check box is enabled only if you select the **Revenue Worksheet** check box on this screen. It is selected by default if the **Allow Adjustment Period Revenue Computation & Posting in Subsequent Fiscal Years** check box is not selected on the Configure Project Settings screen.

This enhancement affects only the calculation of ITD allowable hours (ITD\_ALLOW\_HRS) and the revenue amount, and not ITD actual hours (ITD\_HRS), which always include adjustment period hours.

## Print Project Labor Summary Report (PJRLABSM)

The Print Project Labor Summary Report screen has been modified to allow you to enter adjustment periods in the **Fiscal Year**, **Period**, **Subpd**, and **Ending Date** fields. In addition, the application now checks history tables first for any project setup values before looking into regular project tables if no records are found in history tables for the project or fiscal year being processed.

## Print Revenue Summary Report (PJRREV)

The following column options were added to the **As Column 2 – As Column 8** drop-down lists. These new options are populated by the Create Project Report Tables application.

- Actual Period Prior Year Revenue Recognized
- Actual Period Profit w/Awd Fee w/PY Rev
- Actual Period Profit w/Prior Year Revenue
- Actual Period Profit w/Prior Yr Rev % of Costs
- Actual Period Profit w/Prior Yr Rev % of Revenue
- Actual Period Profit w/Prior Yr Rev Variance
- Actual Period Revenue w/Award Fee w/Prior Yr Rev
- Actual Period Revenue w/Prior Year Rev
- Actual Period Revenue w/Prior Yr Rev Variance
- Actual Subperiod Prior Year Revenue Recognized
- Actual Subperiod Profit w/Awd Fee w/PY Rev
- Actual Subperiod Profit w/PY Rev % of Costs
- Actual Subperiod Profit w/PY Rev % of Revenue
- Actual Subperiod Profit w/PY Rev Variance
- Actual Subperiod Profit w/PY Revenue
- Actual Subperiod Revenue w/AWD Fee w/PY Rev

- Actual Subperiod Revenue w/PY Rev Variance
- Actual Subperiod Revenue w/Prior Yr Rev
- Actual YTD Prior Year Revenue Recognized
- Actual YTD Profit w/Awd Fee w/PY Rev
- Actual YTD Revenue w/Awd Fee w/Prior Yr Rev
- Actual Year To Date Profit w/PY Rev % of Revenue
- Actual Year To Date Profit w/PY Rev Variance
- Actual Year To Date Revenue w/PY Rev Variance
- Actual Yr To Date Profit w/PY Rev % of Costs
- Actual Yr To Date Profit w/Prior Year Revenue
- Actual Yr To Date Revenue w/Prior Yr Revenue
- Target Period Prior Year Revenue Recognized
- Target Period Profit w/PY Rev % of Costs
- Target Period Profit w/PY Rev % of Revenue
- Target Period Profit w/PY Rev Variance
- Target Period Profit w/Prior Year Revenue
- Target Period Profit with Awd Fee w/Prior Yr Rev
- Target Period Revenue w/Awd Fee w/Prior Yr Rev
- Target Period Revenue w/PY Rev Variance
- Target Period Revenue w/Prior Year Revenue
- Target Subperiod Prior Year Revenue Recognized
- Target Subperiod Profit w/Awd Fee w/PY Rev
- Target Subperiod Profit w/PY Rev % of Costs
- Target Subperiod Profit w/PY Rev % of Revenue
- Target Subperiod Profit w/PY Rev Variance
- Target Subperiod Profit w/PY Revenue
- Target Subperiod Revenue w/Awd Fee w/Prior Yr Rev
- Target Subperiod Revenue w/PY Rev Variance
- Target Subperiod Revenue w/Prior Yr Revenue
- Target YTD Prior Year Revenue Recognized
- Target YTD Profit with Awd Fee w/Prior Yr Rev
- Target YTD Revenue w/Awd Fee w/Prior Yr Rev
- Target Year To Date Profit w/PY Rev % of Costs
- Target Year To Date Profit w/PY Rev % of Revenue
- Target Year To Date Profit w/PY Rev Variance
- Target Year To Date Profit w/PY Revenue

- Target Year To Date Revenue w/PY Rev Variance
- Target Year To Date Revenue w/Prior Year Revenue

Several column options were renamed:

Old Column Option Name	New Column Option Name
Actual Period Revenue	Actual Period Revenue (w/o Prior Year Revenue)
Actual Period Revenue Variance	Actual Period Revenue Variance (w/o PY Revenue)
Actual Subperiod Revenue	Actual Subperiod Revenue (w/o PY Revenue)
Actual Subperiod Revenue Variance	Actual Subperiod Revenue Variance (w/o PY Rev)
Actual Year To Date Revenue Variance	Actual Year To Date Revenue Variance (w/o PY Rev)
Actual Yr To Date Revenue	Actual Yr To Date Revenue (w/o PY Rev)
Target Period Revenue	Target Period Revenue (w/o Prior Year Revenue)
Target Period Revenue Variance	Target Period Revenue Variance (w/o PY Revenue)
Target Subperiod Revenue	Target Subperiod Revenue (w/o PY Revenue)
Target Subperiod Revenue Variance	Target Subperiod Revenue Variance (w/o PY Rev)
Target Year To Date Revenue	Target Year To Date Revenue (w/o PY Rev)
Target Year To Date Revenue Variance	Target Year To Date Revenue Variance (w/o PY Rev)

## Print Revenue Worksheet (PJRREVW)

The following are the changes made to the Revenue Worksheet:

- The **Less Hours/Cost Over Ceiling** column label was renamed to **Less Hrs/Cost Over Ceiling or Adjustmt Pd Allowable Hours** to accommodate the new option in calculating ITD revenue. This new label applies only if the **ITD** option is selected on the Print Revenue Worksheet screen and INCL\_ADJPDS\_ITD\_FL = N.
- The **Retroactive Revenue** row label was renamed to **Retroactive Revenue (Current Year)**.
- The **Prior Year Revenue Recognized** row was added, which shows the prior year revenue for the fiscal year. This amount is included in the calculation of **Subtotal Revenue** and **Total Revenue**.

## Print T&M Analysis Report (PJRTMA)

The Print T&M Analysis Report screen has been modified to allow you to enter adjustment periods in the **Fiscal Year**, **Period**, **Subpd**, and **Ending Date** fields. In addition, the application now checks history tables first for any project setup values before looking into regular project tables if no records are found in history tables for the project or fiscal year being processed.

## Compute Burden Costs (PJPALCST)

Compute Burden Costs has been modified to allow you to enter adjustment periods in the **Fiscal Year**, **Period**, **Subpd**, and **Ending Date** fields. The lookup for the **Projects** field was modified such that for adjustment periods, records that do not allow charging are also shown.

The application now uses the HS\_PROJ table in processing if there exists a record in HS\_PROJ for the project for the fiscal year being processed. Otherwise, it uses the PROJ or PROJ\_EDIT table.

## Compute Revenue (PJPCOMPR)

This application has been modified to allow you to include revenue from adjustment periods in revenue calculation. You can now enter adjustment periods in the **Fiscal Year**, **Period**, and **Subpd** fields.

Compute Revenue now also gives you an option to include prior year amounts from adjustment periods not previously recognized. A new group box, **Prior Year Revenue**, was added with the following fields:

- **Include Adjustment Period Revenue from Prior Fiscal Years** — Select this check box to include adjustment period revenue from prior fiscal years in the revenue calculation. This check box is enabled only if the **Allow Adjustment Period Revenue Computation & Posting in Subsequent Fiscal Years** check box is selected on the Configure Project Settings screen. When you select this check box, the **Fiscal Year** field and **Multiple Fiscal Years** check box become enabled.
- **Fiscal Year** — Use this field to enter a single prior fiscal year.
- **Multiple Fiscal Years** — Select this check box to include multiple prior fiscal years in the revenue calculation, and then go to the new subtask, Prior Revenue Fiscal Years, to specify the fiscal years.
- **Rate Type** — Use this drop-down list to select the rate type you would like to use for calculating revenue. Valid options are **Actual** and **Target** rates.

The logic of the computation was updated such that the application checks history tables first for any project setup values before looking into regular project tables if no records are found in history tables for the project or fiscal year being processed. The new history tables taken into consideration include the following:

- HS\_PROJ
- HS\_PROJ\_MOD
- HS\_CEIL\_DIR\_COST
- HS\_CEIL\_DIR\_HRS
- HS\_EMPL\_CEIL
- HS\_VEND\_CEIL
- HS\_OVERRIDE\_FEE\_ON\_DIR
- HS\_OVERRIDE\_MLT\_ON\_DIR



- HS\_PROJ\_REV\_SETUP
- HS\_PROJ\_BILL\_INFO

## Post Revenue (PJPOSTR)

This application has been updated to allow you to post revenue in adjustment periods. You can now enter adjustment periods in the **Fiscal Year**, **Period**, **Subpd**, and **Ending Date** fields, but only if the **Allow Revenue Posting in Adjustment Periods** check box is selected on the Configure Project Settings screen. Otherwise, Costpoint displays an error message.

Post Revenue now also allows you to post prior year revenue in the current regular accounting period. The logic was modified such that during posting, the application trues up the prior year revenue to the G/L PY REV account/org/project on a fiscal-year-to-date basis. It sums all SUB\_TOT\_TGT\_AMT/SUB\_TOT\_ACT\_AMT amounts (where ACCT\_FUNC\_NO = 15) by project/org from the PROJ\_SUM table for all periods/subperiods up to and including the current posting period/subperiod for the current fiscal year. It then compares that total to what has already been posted to the PY REV account/org/project in the current fiscal year, and posts the difference.

## Manage Multi-Job Allocation Cost History (PJMMJCHS)

Manage Multi-Job Allocation Cost History has been updated to allow you to enter adjustment periods in the **Fiscal Year** and **Period** fields. For adjustment periods, this application now also allows projects that are inactive or do not allow charging.

## Manage Multi-Job Allocation Labor History (PJMMJLHS)

Manage Multi-Job Allocation Labor History has been updated to allow you to enter adjustment periods in the **Fiscal Year** and **Period** fields. For adjustment periods, this application now also allows projects that are inactive or do not allow charging.

## Create Multi-Job Allocation Entries (PJPMJALC)

This application has been modified to allow you to use adjustment periods for multi-job allocation entries.

## Period and Subperiod Lookups

The lookups in the applications were modified to filter adjustment periods and subperiods when selecting values in the **Period** and **Subperiod** fields. Some applications such as the Manage Accounts Payable Vouchers (APMVCHR) will not allow the use of adjustment periods, while others like the Manage Journal Entries (GLMJE) will show adjustment periods.

## Period and Subperiod End Dates

The validation for period and subperiod end dates was modified to pick up the correct end date.

## Update Beginning Bank Statement Balances (GLPTOOL1)

This application was modified to exclude adjustment periods. The lookups for the fiscal year, period, and subperiod will not include adjustments periods. When you enter the last regular or non-adjustment period and there are succeeding adjustment periods for that year, the application defaults to the first period in the next fiscal year.



## Exchange Rates by Period

Costpoint has been modified to enable the use of exchange rates by period when you enter journal entries within an adjustment period. In this way, the correct exchange rate can be used without having to set up daily exchange rates.

## Manage Fixed Assets Accounting Periods (FAMSFYPD)

This application has been modified to prevent the creation of fixed assets accounting periods that have already been set up as adjustment periods.

## Update FA FY/Pd Information from GL FY/Pd Information (FAPFYPD)

This application has been modified to exclude all adjustment periods when copying fiscal year and accounting period data that are existing in the General Ledger.

## Manage PY Non-Project Comparative Balances (GLMBEGFY)

This application has been modified to prevent the use of adjustment periods when entering non-project period balances for prior fiscal years.

## Manage Prior Year Project Comparative Balances (GLMPJBFY)

This application has been modified so that adjustment periods cannot be used when entering project period balances for prior fiscal years.

## Manage Project User Flow (PJMBASIC)

An enhancement was made to disable the entry of an adjustment period as the effective period on the Organization History subtask of Manage Project User Flow. If you manually enter an adjustment period in the **Effective Fiscal Year**, **Effective Period**, and **Effective Subperiod** fields, an error message will appear.

## Process Organization Changes (PJPCHORG)

This application has also been modified to prevent the entry of an adjustment period as the effective period. An error message will appear if you attempt to manually enter an adjustment period in the **Fiscal Year**, **Period**, and **Subpd** fields.

## Create Cost of Goods Sold Entries (PJPCOGS)

The Create Cost of Goods Sold Entries screen has been updated to allow you to enter adjustment periods in the **Fiscal Year**, **Period**, **Subpd**, and **Ending Date** fields. It now uses the HS\_PROJ table if there exists a record in that table for the fiscal year being processed.

The logic has also been modified to include current year revenue within the selected fiscal year, including revenue within the adjustment periods, when the application is processed in a fiscal year that contains adjustment periods. Prior year revenue (ACCT\_FUNC\_NO = 15) is excluded from the calculation when the calculation method is **Percent of Current Year Revenue**.

## Create Cost Transfer Journal Entries (PJPCSTR)

This application has been updated to allow you to create cost transfer journal entries for adjustment periods. The **Fiscal Year**, **Period**, and **Subpd** fields now include adjustment periods.

System logic has also been modified to accommodate adjustment periods. If there are existing records in history tables HS\_PROJ\_REV\_SETUP and HS\_PROJ, Costpoint uses the information on these tables in the logic; otherwise, Costpoint uses the regular tables PROJ and PROJ\_REV\_SETUP.

## Manage Project Labor History (PJMPYLAB)

This application has been updated to allow you to enter adjustment periods in the **Fiscal Year**, **Period**, and **Subperiod** fields.

## Rebuild Labor History (PJPUPLAB)

The following are the enhancements for Rebuild Labor History:

- The application has been updated to include adjustment periods in the **Fiscal Year/Period** and **Subperiod** fields. Validations for these fields were modified in relation with the adjustment periods.
- Rebuild Labor History now uses the HS\_PROJ table if there exists a record in HS\_PROJ for the project for the fiscal year being processed, and that the project allows charging.
- The logic was updated such that when the voucher's EFFECT\_BILL\_DT field is null, the application retrieves the adjustment period end date and updates the records with it.

## Update Prior Year History (PJPUPPY)

The **Adjustment Period Data to Include** group box was added to give you options on whether to include the adjustment period data when you run the Update Prior Year History application. The default for this group box is set on the Configure Project Settings screen, and can be changed only if the **Allow this default to be changed in Update process** check box is selected on that screen. The options are:

- **Cost Only, No Revenue** — Select this to sum all costs based on targeted or actual costs from all periods in the fiscal year (including adjustment periods) and sum revenue based on regular periods only (excluding adjustment periods).
- **Both Cost and Revenue** — Select this to sum all costs and revenue based on targeted or actual costs from all periods in the fiscal year, including adjustment periods.
- **No Adjustment Period Data** — Select this to sum all costs and revenue based on targeted or actual costs from only the regular periods in the fiscal year that is, excluding any adjustment period.

The **Retention of Project Setup Data** group box was added with the following check boxes:

- **Copy Project Setup Data to History Tables** — Select this to copy project setup data to history tables for the fiscal year selected.
- **Overwrite Existing Records** — Select this to overwrite existing project setup data history records for the fiscal year selected.

In addition, the Update Prior Year History now populates the new history table HS\_PROJ\_REV\_PROJ.

## View Project Ledger Activity (PJQPROJL)

This application has been updated to allow you to enter adjustment periods in the **Fiscal Year**, **Period**, and **Subperiod** fields.

## Reverse Posted Pool and Revenue Journals (PJPPREV)

The Reverse Posted Pool and Revenue Journals application has been modified to allow you to enter adjustment periods in the **Fiscal Year**, **Period**, **Subpd**, and **Ending Date** fields. For adjustment periods, this application now also allows projects, organizations, and accounts that are inactive or do not allow charging.

## Redistribute Revenue (PJPBREAL)

These are the updates for the Redistribute Revenue application:

- Users can now enter adjustment periods in the **Fiscal Year**, **Period**, **Subperiod**, and **End Date** fields.
- The lookup for the **Project Start** and **End** fields and the validation for **Project = One** were modified to check the HS\_PROJ\_REV\_SETUP table first if there exists a record in this table for the fiscal year being processed. Otherwise, they use the PROJ\_REV\_SETUP table.
- The application now uses history tables HS\_PROJ\_REV\_SETUP, HS\_PROJ, and HS\_PROJ\_REV\_PROJ in processing if there exists a record in these tables for the fiscal year being processed. Otherwise, it uses the regular tables.
- Prior year revenue adjustments (ACCT\_FUNC\_NO = 15) are excluded from redistribution calculations.

## Redistribute Revenue by Project (PJPREALL)

These are the updates made for the Redistribute Revenue by Project application:

- Users can now enter adjustment periods in the **Fiscal Year**, **Period**, **Subpd**, and **Ending Date** fields.
- The lookup for the **Project Start** field and the validation for **Project = One** were modified to check the HS\_PROJ table first if there exists a record in this table for the fiscal year being processed. Otherwise, they use the PROJ or PROJ\_EDIT table.
- A line validation was added to check for a valid project ID when **Project = One**.
- Prior year revenue adjustments (ACCT\_FUNC\_NO = 15) are excluded from redistribution calculations.

## Load Labor Rates (PJPLDRAT)

This application has been updated to allow you to load labor rates in the adjustment period, which will enable you to compute revenue for time and materials contracts on any labor transactions or labor rate changes within the adjustment period. You can now enter adjustment periods in the **Fiscal Year**, **Period**, **Subpd**, and **Ending Date** fields.

## Manage Closed Billing Detail (BLMCLOSE)

This application has been modified to allow you to check system-generated consolidated standard/retroactive bills (that is, COMBO\_RETRO\_RT\_FL = 'Y' in the BILL\_EDIT\_DETL table). However, you cannot make changes to those bills on this screen.

When you create new records in Manage Closed Billing Detail, the application populates the new columns in the BILLING\_DETL\_HIST table with BILL\_FM\_RETRO\_NO = 1, BILL\_FM\_RETRO\_LBL = "", and COMBO\_RETRO\_RT\_FL = 'N'.

## Manage Standard Bills (BLMGBILL)

Two new fields were added to this screen:

- **Invoice Type** — This displays the bill's invoice type, which can be any of the following:
  - **ST** — Nonconsolidated standard bill
  - **RT** — Nonconsolidated retroactive bill
  - **CR** — Consolidated standard/retroactive bill
  - **VS** — Reversing standard bill
  - **VR** — Reversing retroactive bill
  - **VC** — Reversing consolidated standard/retroactive bill
- **Retro Line Description** — If you selected the **Allow Consolidated Standard/Retroactive Bills** check box on the Configure Billing Settings screen, this field displays the label you specified on the **Labels for Print Standard Bills** group box for the bill. Otherwise, this column is blank.

A new information message was also added to Manage Standard Bills to warn users that for retroactive bill lines, changes to the pool number, amount to bill, and/or pool rate may cause discrepancies in data or grouping of data in Indirect Rate Changes Retroactive Billing Schedule.

## Configure Billing Settings (BLMSETNG)

A new group box, **Consolidated Standard/Retro Billing Options**, was added to the Configure Billing Settings application. It contains the following:

- **Allow Consolidated Standard/Retroactive Bills** — Select this check box to allow consolidated standard and retroactive bills. If you do not select this check box, then the new options to calculate retroactive bills with the standard bills will not be enabled and will not show on the Calculate Standard Bills screen.
- **Labels for Print Standard Bills** — Use this group box to specify the labels for retroactive and current bills that will print on the invoice. This group box is enabled only if you select the **Allow Consolidated Standard/Retroactive Bills** check box. You indicate the labels that will print on the invoice in the **Text for Current FY True-Up** and **Text for Prior FY True-Up** fields. To select the position of the fiscal year code relative to the text you specified in these fields, use the **Position of Fiscal Year Code** drop-down list. The valid options are **First** and **Last**.

## Calculate Standard Bills (BLPGBILL)

This application has been updated to enable calculation of retroactive bills and have them combined with standard bills. A new group box, **Consolidated Standard/Retro Billing Options**, was added to the screen with the following group boxes:

- **Select Retroactive Bill Calculation Type** — The default selection is **None**. Select the **Indirect costs** option to calculate retroactive bills that apply provisional indirect cost rates to direct cost amounts.
- **Indirect Costs Retroactive Billing Options** — This group box is enabled only if you select the **Indirect costs** option. The options under this group box include:
  - **Include Current Fiscal Year** — Select this check box to include bills from the current fiscal year in the billing calculations. The **Fiscal Year** field defaults to the fiscal year entered in the **Fiscal Year** field in the **Accounting Period** group box. You specify the period to use for rates in the **Period For Rates** field.
  - **Include One Prior Fiscal Year** — Select this check box to include bills from a prior fiscal year in the billing calculations, and then enter the fiscal year and period for rates in fields adjacent to this check box.
  - **Include Multiple Prior Fiscal Years (see 'Retro Billing Indirect Costs Fiscal Years' subtask)** — Select this check box to include bills from multiple prior fiscal years in the billing calculations. You specify the fiscal years to include in the new subtask, Retro Billing Indirect Costs Fiscal Years.



When the **Current Period Rates** option is selected on the Corporate Settings subtask of Configure Project Settings, additional two fields are shown in the **Indirect Costs Retroactive Billing Options** group box and on the Retro Billing Indirect Costs Fiscal Years subtask. These are the **Period From** and **Period To** fields, where you specify the starting and ending fiscal year periods to be included in the billing calculations.

## Post Standard Bills (BLPGEN)

This application has been modified to update the new columns (BILL\_FM\_RETRO\_NO, BILL\_FM\_RETRO\_LBL, and COMBO\_RETRO\_RT\_FL) in the BILLING\_DETL\_HIST table when the user posts bills.

## Reverse Previous Bills (BLPREVB)

This screen now populates the new columns (BILL\_FM\_RETRO\_NO, BILL\_FM\_RETRO\_LBL, and COMBO\_RETRO\_RT\_FL) in the BILL\_EDIT\_DETL table when the user reverses previous bills.

## Update Billing Currency Amounts (BLPUPCUR)

This application now updates the new column, S\_BILL\_TYPE, in the BILL\_INV\_HDR\_HS table. It also populates the new columns in the BILLING\_DETL\_HIST table, namely, BILL\_FM\_RETRO\_NO, BILL\_FM\_RETRO\_LBL, COMBO\_RETRO\_RT\_FL, and POOL\_BASE\_AMT.

## Print Standard Bills (BLRMBIL)

When you calculate indirect rate costs for consolidated standard and retroactive bills, the current and retroactive amounts are now included when printing invoices through the Print Standard Bills screen. The labels for the current standard bill and the retroactive bill rows follow the labels entered in the **Labels for Print Standard Bills** group box on the Configure Billing Settings screen. If you change these labels, you must recalculate the bill to reflect the new labels on the invoice.

## Print Indirect Rate Retroactive Billing Schedule (BLRIRBIL)

A new application has been made to print a schedule of the billing amounts by fiscal year, for the retroactive portion of the Consolidated bill. Retroactive billing occurs when there is change to the final billing indirect amounts and/or fee amounts as a result of the indirect rate changes.

## Update Project Transfer History Tables (PJPUPHT)

This screen now updates the new column, S\_BILL\_TYPE, in the BILL\_INVC\_HDR\_HS table. It also populates the new columns in the BILLING\_DETL\_HIST table, namely, BILL\_FM\_RETRO\_NO, BILL\_FM\_RETRO\_LBL, COMBO\_RETRO\_RT\_FL, and POOL\_BASE\_AMT.

## Calculate Retroactive Bills (BLPRBIL)

The Calculate Retroactive Bills screen has been modified to compute retroactive bills when the project's billing currency is not the same as the functional currency. The application now also updates BILL\_EDIT\_INVC\_HDR.S\_BILL\_TYPE with a value of "RT" for a regular retroactive bill.

## Manage Modifications (PJMMOD)

This application has been modified to prevent the entry of adjustment periods as the award fee period on the Award Fee subtask. An error message will display if the adjustment period is entered.

## Manage Revenue Information (PJMREV)

This application has been modified too to avoid the entry of adjustment periods as the award fee period on the Award Fee subtask, or assign them as the period for recording revenue adjustment amount on the Revenue Adjustments subtask. An error message will appear if an adjustment period is entered on these subtasks.

## Configure Project Settings (PJMSETNG)

New check boxes were added to allow you to control revenue posting in adjustment period:

- **Allow Revenue Posting in Adjustment Periods** — Select this to allow revenue posting in adjustment periods. If you do not select this check box, you will not be able to post revenue in adjustment periods, but the journal will still be printed.
- **Allow Adjustment Period Revenue Computation & Posting in Subsequent Fiscal Years** — Select this to allow computation and posting of prior year adjustment period revenue in a subsequent fiscal year.

A new group box, **Update Prior Year History Defaults**, was also added to give you options on whether to include the adjustment period data when you run the Update Prior Year History application. The options are:

- **Cost Only, No Revenue** option — Select this to sum all costs based on targeted or actual costs from all periods in the fiscal year (including adjustment periods) and sum revenue based on regular periods only (excluding adjustment periods).
- **Both Cost and Revenue** option — Select this to sum all costs and revenue based on targeted or actual costs from all periods in the fiscal year, including adjustment periods.
- **No Adjustment Period Data** option — Select this to sum all costs and revenue based on targeted or actual costs from only the regular periods in the fiscal year, that is, excluding any adjustment period.

- **Allow this default to be changed in Update process** check box — Select this to allow the default value to be overridden on the Update Prior Year History screen.

## Edit Unbilled Reason Codes (BLMEUBRC)

This application has been modified to include the prior year recognized amount in the **Total** and **Running Total** fields, for both **Actual** and **Target** amounts. In addition, the table window on the screen now displays information on the new unbilled reason code, **PYREV**, if selected for the project.

## Manage Unbilled Reason Codes (BLMUBRC)

A new unbilled reason code, **PYREV**, was added to the Manage Unbilled Reason Codes screen. Costpoint assigns this reason code to an unbilled amount if a prior year revenue from adjustment periods has been used on the project.

## Create Unbilled Analysis Report Tables (BLPUNBIL)

This application has been updated to include adjustment periods and prior year revenue amounts in unbilled analysis report tables. The following changes have been made to Create Unbilled Analysis Report Tables:

- The **Ending Subperiod** fields (**Fiscal Year**, **Period**, and **Subperiod**) were modified to allow entry of adjustment periods.
- The application now uses information from the history tables (HS\_PROJ and HS\_PROJ\_BILL\_INFO) for the project and fiscal year being processed. If these tables are not populated, the application uses the regular tables (PROJ, PROJ\_EDIT, and PROJ\_BILL\_INFO).
- A new column, ITD\_PY\_REV\_REC\_AMT, was added to the Report Project Unbilled Receivables (RPT\_PROJ\_UNBILLED) table for the prior year revenue recognized amount. Its corresponding value is equal to the sum of PROJ\_SUM amounts (where ACCT\_FUNC\_NO = 15) for a given year and PSR\_PY\_SUM amounts (where ACCT\_FUNC\_NO = 15) for the previous years.
- The records for the new unbilled reason code, **PYREV**, are now included when populating the Print Unbilled Analysis Report (RPT\_UNBILLED\_RSN) table.

## Print Unbilled Analysis Report (BLRUNBIL)

The Print Unbilled Analysis Report application has been modified to include adjustment periods and prior year revenue amounts in unbilled analysis reports. Here are the enhancements made to this application:

- The **Accounting Period** fields (**Fiscal Year**, **Period**, **Subpd**, and **Ending Date**) were updated to allow entry of adjustment periods.
- The application now checks history tables first before looking into regular tables if no records are found in history tables for the project or fiscal year being processed.
- The Unbilled Reason Code Report now displays records for the new reason code, **PYREV**.
- A new column, **ITD Revenue**, was added to the Unbilled Receivables Analysis Summary Report. It includes prior year revenue recognized amounts.
- The Unbilled Receivables Report Analysis Detail Report was modified to include a new column, **Prior Year Revenue From Adj Pd**, which displays prior year revenue recognized amounts. In addition, the calculation of **Miscellaneous** column amounts was changed to also subtract amounts under **Prior Year Revenue From Adj Pd**.



## Print YTD Comparative Financial Statements (GLRFSYTD)

This is a new application which can be used to generate Year-To-Date (YTD) comparative balance sheet or income statement for a particular fiscal year.

The report allows you to compare YTD values for two different periods (regular accounting period or an adjustment period) in the same fiscal year with a Net Difference column.

The Net Difference formula is:

**Net Difference = Second Accounting Period value - First Accounting Period value**

## Costpoint to Cobra Integration

### Cobra Web Service

The latest Costpoint to Cobra Integration allows you to run the integration using Web services included in the Cobra installation. Previously, the integration was only possible through the use of CostpointCobra.exe API. After you install the required hot fixes and complete the setup for this feature, you can enable the use the Cobra Web Service on extractions that you create on the Manage Cobra Extraction Parameters screen in Costpoint.

Please refer to the *Deltek Costpoint to Cobra Integration 2.0 Technical Guide* for more information on enabling this feature.

## Integration Using Capture Management Web Services

### Transfer GovWin Capture Management Data

New with this release, you can now leverage existing Capture Management web services to transfer information from Costpoint to GovWin Capture Management. You must have at least Costpoint 7.0.1 and GovWin Capture Management version 7.3 to use this method.

This method of integration will enable you to export data using the new Transfer GovWin Capture Management Data screen in Costpoint. It requires no hardware or software to deploy and support for integration between Costpoint and Capture Management. It eliminates the need for a direct database connection between Costpoint and Capture Management and provides you with the ability to schedule exports from Costpoint to Capture Management as desired.

## Expanded Key Fields in Project Master from 20 Characters to 30

The applications listed below were updated to allow the **Prime Contract No**, **Subcontractor No**, and **Purchase Order No** fields to have values of thirty (30) characters in length. If your organization does not use these fields or utilize values longer than previously allowed 20 characters, no action is needed on your side other than to ensure that your employees continue to enter less than 20 characters in the said fields.

The enhancement was made in compliance with the requirement of the Defense Contract Management Agency (DCMA) that government contracting financial systems should support larger contract and purchase order numbers.

The following Costpoint 7.1.1 screens are affected by this update. The list includes the required jar version for each application.



## Major New Features and Enhancements in Costpoint 7.1.1

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- Approve Projects (PJMQPJAP) - cp711\_pjmqpjap\_001.jar
- Approve Purchase Requisition Lines (PPMRQAPL) - cp711\_ppmrqapl\_002.jar
- Approve Sales Orders (OEMAPPSO) - cp711\_oemappso\_001.jar
- Calculate Progress Payment Bills (BLPPROGP) - cp711\_blpprogp\_002.jar
- Calculate Standard Bills (BLPGBILL) - cp711\_blpgbill\_001.jar
- Compute Billing Value of Cost Incurred (PJPGOAL) - cp711\_pjpgoal\_002.jar
- Copy Imported Consolidation Data to Permanent Tables (COPUPLD) - cp711\_copupld\_001.jar
- Create CSSR Report Tables (PJPCSSR) - cp711\_pjpcssr\_001.jar
- Create EDI Files (BLPEDI) - cp711\_blpedi\_001.jar
- Create EDI Invoice File (OEPEDIIN) - cp711\_oepediin\_001.jar
- Create NASA 533 Report Tables (PJP533PR) - cp711\_pjp533pr\_003.jar
- Create Project Summary Balances (COPEXPPJ) - cp711\_copexppj\_001.jar
- Create Projects (PJMQUWS) - cp711\_pjmqwbs\_001.jar
- Create RFID Print File (OEPRFID) - cp711\_oeprfid\_001.jar
- Create WAWF Billing Files (BLPWAWF) - cp711\_blpwawf\_001.jar
- Create WAWF Files (OEPWAWF) - cp711\_oepwawf\_001.jar
- Export Project Manufacturing Data (LDPEXPM) - cp711\_ldpexpm\_002.jar.
- Import Consolidation Data (COPIMPRT) - cp711\_copimprt\_002.jar
- Import Manual Bills (BLPUMB) - cp711\_blpumb\_001.jar
- Import Project Master Data (PJPPREP) - cp711\_pjpprep\_003.jar
- Import Project Master Data (PJPQPREP) - cp711\_pjpqprep\_001.jar
- Import Sales Order (AOPSOPP) - cp711\_aopsopp\_001.jar
- Manage Change Orders (PJMBUDCO) - cp711\_pjmbudco\_001.jar
- Manage Closed Progress Billing Detail (BLMPCLOS) - cp711\_blmpclos\_001.jar
- Manage Customer Product Bills (BLMCPBIL) - cp711\_blmcpbil\_001.jar
- Manage Manual Bills (BLMMNBIL) - cp711\_blmmnbil\_001.jar
- Manage Milestone Percent Complete Bills (BLMMPCB) - cp711\_blmmpcb\_002.jar
- Manage NASA 533 Project Information (PJM533PJ) - cp711\_pjm533pj\_001.jar
- Manage Progress Payment Bills (BLMPROGP) - cp711\_blmprogp\_003.jar
- Manage Project Master Data (PJMQPROJ) - cp711\_pjmqproj\_001.jar
- Manage Project Product Bills (BLMPJPRD) - cp711\_blmpjprd\_001.jar
- Manage Project Templates (PJMQTPLT) - cp711\_pjmqtplt\_001.jar
- Manage Project User Flow (PJMBASIC) - cp711\_pjmbasic\_003.jar
- Manage Quality Control Inspections (RCMINSP) - cp711\_rcminsp\_003.jar
- Manage Standard Bills (BLMGBILL) - cp711\_blmgbill\_002.jar
- Mass Add Project Master Data (PJPMADD) - cp711\_pjpmadd\_001.jar

- Post Customer Product Bills (BLPCUSPD) - cp711\_blpcuspd\_001.jar
- Post Manual Bills (BLPMANB) - cp711\_blpmanb\_001.jar
- Post Milestone Percent Complete Bills (BLPMPCB) - cp711\_blpmpcb\_004.jar
- Post Progress Payment Bills (BLPPRO) - cp711\_blppro\_001.jar
- Post Project Product Bills (BLPPROJB) - cp711\_blpprojb\_001.jar
- Post Standard Bills (BLPGEN) - cp711\_blpgen\_001.jar
- Print ACRN Billing Edit Report (BLRACRN) - cp711\_blracrn\_001.jar
- Print Cost Schedule Status Report (PJRCSSR) - cp711\_pjrcssr\_001.jar
- Print Customer Product Bills (BLRCPROD) - cp711\_blrcprod\_001.jar
- Print DD250 Invoices (OER250I) - cp711\_oer250i\_001.jar
- Print DD250 Packing Slips (OER250PS) - cp711\_oer250ps\_001.jar
- Print Earned Value Report (BPRPJEV) - cp711\_bprpjev\_001.jar
- Print Estimate To Complete Report (BPRPJETC) - cp711\_bprpjetc\_001.jar
- Print Form 1034 (BLR1034) - cp711\_blr1034\_002.jar
- Print Invoices (OERINVC) - cp711\_oerinvc\_002.jar
- Print Labor Estimate To Complete Report (BPRLBETC) - cp711\_bprlbetc\_001.jar
- Print Milestone Percent Complete Bills (BLRMPCB) - cp711\_blrmpcb\_001.jar
- Print NASA 533 Report (PJR533RP) - cp711\_pjr533rp\_001.jar
- Print Packing Slips (OERPCKSL) - cp711\_oerpcksl\_002.jar
- Print Project Non-Labor Detail Report (PJRNLD) - cp711\_pjrnld\_001.jar
- Print Progress Payment Bills (BLRPBIL) - cp711\_blrpbil\_002.jar
- Print Project Budget Detail Report (BPRPJSUB) - cp711\_bprpjsub\_001.jar
- Print Project Budget Summary Report (BPRPJBUD) - cp711\_bprpjbud\_001.jar
- Print Project Labor Summary Report (PJRLABSM) - cp711\_pjrlabsm\_001.jar
- Print Project Master Report (PJR BASIC) - cp711\_pjrbasic\_001.jar
- Print Project Product Bills (BLRPJPRD) - cp711\_blrpjprd\_001.jar
- Print Project Setup Report (PJRSETUP) - cp711\_pjrsetup\_001.jar
- Print Project Status Report (PJRPROJ) - cp711\_pjrproj\_002.jar
- Print Purchase Order Change Orders (PORPCO) - cp711\_porpco\_002.jar
- Print Purchase Orders (PORPPO) - cp711\_porppo\_005.jar
- Print Purchase Order Activity Report (PORACTV) - cp711\_poractiv\_002.jar
- Print Receipt Traveler (RCRTRVLR) - cp711\_rcrtrvrlr\_002.jar
- Print Sales Order Acknowledgements (OERACKN) - cp711\_oerackn\_002.jar
- Purge Report Table Data (SYPPURGR) - cp711\_syppurgr\_002.jar
- Reverse Previous Bills (BLPREVB) - cp711\_blprevb\_001.jar
- Update Billing Currency Amounts (BLPUPCUR) - cp711\_blpupcur\_001.jar

- Update Project Status Report Tables (PJPUPPSR) - cp711\_pjpuppsr\_001.jar
- Update Project Transfer History Tables (PJPUPHT) - cp711\_pjpupht\_001.jar
- Update Subcontract Purchase Order Status (POMSCST) - cp711\_pomscst\_001.jar
- Update Tax Report Tables (GLPTUPD) - cp711\_glptupd\_001.jar
- View Engineering Change Notice Status (ECQECNST) - cp711\_ecqecnst\_001.jar
- View Standard Billing History (BLQSTDHS) - cp711\_blqstdhs\_001.jar

Additionally, the following Costpoint 7.1.1 Patches and jar file are required for this update:

- cp711\_sys\_005.jar
- PATCH2577
- PATCH2599

PATCH2599 is only used in Print NASA 533 Report (PJR533RP) and Create NASA 533 Report Tables (PJP533PR) applications.

## Revenue Standard Enhancement Patch

PATCH2822 is released in preparation for the future revenue standard enhancements.

In September, 2016, PATCH2949 was also released in preparation for the future release of this feature.

## Ability to Compute Revenue by Company

Costpoint now has the ability compute revenue on a company by company basis. A new journal code, **SJR**, has been added to the Period and Subperiod Journal Status tables. This new code is maintained by company, allowing each company to set the journal code's status to **Not Available** for a particular fiscal year/period/subperiod combination, even if the journal code's status is Open in other companies and the period/subperiod is **Open** in Company 1.

An existing check box (**Restrict Revenue for Closed and N/A Periods**) in Configure Project Settings already allows companies to disable Compute Revenue for closed or not available periods. However, Company 1 always controls whether or not the period/subperiod is open. With the addition of the new journal code, other companies can now turn off Compute Revenue and related applications in their own company for a certain period/subperiod.

The new journal code **SJR** (Compute Sales Jnl (Revenue)) is now available in the Entry Edit Status table window on the following screens. Companies can set this journal code to Open or Not Available for a specific period or subperiod.

- Manage Accounting Periods (GLMPD)
- Manage Subperiods (GLMSUBPD)

When this journal code's status is **Open** for a period/subperiod, companies can run the following applications for that period/subperiod. If the status is **Not Available**, these applications cannot be run for that period/subperiod.

- Compute Revenue (PJPCOMPR)
- Redistribute Revenue (PJPBREAL)
- Redistribute Revenue by Project (PJPREALL)

## Requirements

The following table lists the Costpoint applications affected by this enhancement. It includes the application version required for this update.

Domain	Module	Application Name	Application ID	File
Accounting	GL	Manage Accounting Periods	GLMPD	cp711_glmpd_002.zip
Accounting	GL	Manage Subperiods	GLMSUBPD	cp711_glmsubpd_002.zip
Projects	CR	Compute Revenue	PJPCOMPR	cp711_pjpcompr_012.zip
Projects	CR	Redistribute Revenue	PJPBREAL	cp711_pjpbreal_006.zip
Projects	CR	Redistribute Revenue by Project	PJPREALL	cp711_pjpreall_003.zip

Additionally, PATCH3146 is required for this enhancement.

## Delivery Schedule Feature

Delivery Schedule provides the ability to users to split the purchase order (PO) line ordered quantities to multiple delivery dates.

This feature affects Administration, Accounting, People, Projects, and Materials domain.

In the Administration domain, the application logic of the Set Up Company screen has been modified to enable it to create new record in the PMFG\_SETTINGS table when creating a new company by copying from an existing company where company ID = entered value.

In the Accounting domain, a new check box, **Delivery Schedule Exists**, has been added to the Manage Purchase Order Vouchers screen to indicate that there are multiple delivery schedules that exist for the purchase order (PO) line. In addition, a new subtask, Delivery Schedule, has also been added to let you view or enter the multiple delivery schedule of a purchase order line.

In the People domain, an application logic has been modified to export single/multiple due date information in purchase order (PO) and receipts exports depending upon the Manufacturing Execution System (MES) version specified in the Item Settings (Corporate).

In the Projects domain, the application logic of the Compute/Print Purchasing Commitments screen has been modified to enable it to look into the new tables when calculating for the requisition Open and Pending Amounts.

In the Materials domain, affected modules are Receiving, Procurement Planning, and Material Requirements Planning. Changes in these modules include a new check box, **Delivery Schedule Exists** that has been added to several screens to indicate that there are multiple delivery schedules that exist for the purchase order or requisition line. In addition, a new subtask, Delivery Schedule, has also been added to several screens to let you view or enter the multiple delivery schedule of a purchase order or requisition line.

## Patch and System JAR Requirements

These enhancements require the following:

- Costpoint 7.1.1 System JAR 028 (cp711\_sys\_028.zip)
- PATCH2905
- PATCH2959
- PATCH3047
- PATCH3073
- PATCH3080
- PATCH3132
- PATCH3155
- PATCH3172
- PATCH3178
- PATCH5082
- PATCH7120

## Application Jar Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application Name	Application ID	Application File
Administration	SY	Set Up Company	SYPCOMP	cp711_sypcomp_012.zip
Accounting	AP	Manage Purchase Order Vouchers	POMPOVCH	cp711_pompovch_026.zip
People	LD	Export Project Manufacturing Data	LDPEXPM	cp711_pompovch_026.zip
Projects	PI	Compute/Print Purchasing Commitments	POPCOMM	cp711_popcomm_007.zip
Materials	PO	Approve Pending Purchase Orders	POMSTAT	cp711_pomstat_008.zip
Materials	PO	Manage Purchase Orders	POMMAIN	cp711_pommain_029.zip
Materials	PO	Expedite Purchase Orders	POMEXPD	cp711_pomexpd_009.zip
Materials	PO	Create Blanket Releases	POMRELS	cp711_pomrels_016.zip

## Major New Features and Enhancements in Costpoint 7.1.1

Domain	Module	Application Name	Application ID	Application File
Materials	PO	Create PO Change Orders	POMCHNG	cp711_pomchng_010.zip
Materials	PO	Archive Purchase Orders	POPARCH	cp711_poparch_008.zip
Materials	PO	Print Purchase Orders	PORPPO	cp711_porppo_017.zip
Materials	PO	Print Purchase Change Orders	PORPCO	cp711_porpc_009.zip
Materials	PO	PO Status Inquiry	POQSTAT	cp711_poqstat_012.zip
Materials	PO	Print PO Expediting Report	POREXP	cp711_porexpd_005.zip
Materials	PO	Item Purchasing Information Inquiry	POQITEM	cp711_poqitem_007.zip
Materials	PO	PO Change Order Inquiry	POQCHNG	cp711_poqchng_005.zip
Materials	PO	Change Purchase Order Type	POPTYPE	cp711_poptype_002.zip
Materials	PP	Apply PO Info to Purchase Requisitions By Line	PPMRQLN	cp711_ppmrqln_017.zip
Materials	PP	Approve Purchase Requisitions	PPMRQAPX	cp711_ppmrqapx_014.zip
Materials	PP	Approve Purchase Requisition Lines	PPMRQAPL	cp711_ppmrqapl_010.zip
Materials	PP	Assign Requisition to Buyers	PPMBUYAS	cp711_ppmbuyas_008.zip
Materials	PP	Assign Requisition Lines to Buyers	PPMBUYAL	cp711_ppmbuyal_007.zip
Materials	PP	Create Purchase Orders	PPPGPO	cp711_pppgpo_016.zip
Materials	PP	Calculate Vendor Performance	PPPVNDP	cp711_pppvndp_006.zip
Materials	PP	Configure Purchase Requisition Settings	PPMRQSET	cp711_ppmrqset_003.zip
Materials	PP	Requisition Status Inquiry	PPQRQSTS	cp711_ppqrqsts_009.zip

## Major New Features and Enhancements in Costpoint 7.1.1

Domain	Module	Application Name	Application ID	Application File
Materials	PP	View Vendor Performance	PPQVNDP	cp711_ppqvndp_005.zip
Materials	RC	Manage Purchase Order Receipts	RCMPORC	cp711_rcmporc_017.zip
Materials	RC	Manage Quality Control Inspections	RCMINSP	cp711_rcminsp_017.zip
Materials	IN	View Part Inventory	INQPINV	cp711_inqpinv_014.zip
Materials	MR	Update Material Requirements Plan	MRPMRP	cp711_mrpmrp_028.zip
Materials	MR	Manage Detail Part Schedule	MRMDTPT	cp711_mrmtdpt_013.zip
Materials	MS	Manage Production Schedule	MSPMPS	cp711_mspmps_012.zip
Materials	MR	Manage MRP Action Messages	MRMACTM	cp711_mrmactm_009.zip
Materials	MR	View Summary Part Availability	MRQSPA	cp711_mrqsqa_004.zip
Materials	MS	Manage Master Production Schedule Action Messages	MSMACTM	cp711_msmactm_007.zip
Materials	MS	Manage Master Production Schedules	MSMMPS	cp711_msmmps_008.zip
Materials	PC	Configure Project Manufacturing Settings	PCMPMFG	cp711_pcmpmfg_001.zip
Materials	PC	Create MO Subcontractor Requisitions	PCMSCRQ	cp711_pcmscrq_009.zip
Materials	PC	View Manufacturing Order Status	PCQMOST	cp711_pcqmost_007.zip
Materials	PO	Import Purchase Orders	AOPUTLPO	cp711_aoputlpo_017.zip
Materials	PP	Import Purchase Requisition	AOPRQPP	cp711_aoprqpp_012.zip
Materials	RC	Import Purchase Order Receipts	AOPRCPRE	cp711_aoprcpre_005.zip

## Administration Domain

This section includes summaries of changes made in relation with the Delivery Schedule feature within the Costpoint Administration domain.

View Help About (SYMABOUT)

The Delivery Schedule feature has been registered on this screen.

Set Up Company (SYPCOMP)

New logic has been added to this application to create new record in the PMFG\_SETTINGS table when creating a new company by copying from an existing company where company ID = entered value.

## Accounting Domain

This section includes summaries of changes made in relation with the Delivery Schedule feature within the Costpoint Accounting domain.

Manage Purchase Order Vouchers (POMPOVCH)

A new check box, **Delivery Schedule Exists**, has been added to the PO Line Details tab. If selected, this check box indicates that there are multiple delivery schedules that exist for the PO line. This check box is cleared and disabled for new lines.

In addition, a new subtask, Delivery Schedule, has been added to the screen to view the multiple delivery schedule of a purchase requisition line.

## People Domain

This section includes summaries of changes made in relation with the Delivery Schedule feature within the Costpoint People domain.

Export Project Manufacturing Data (LDPEXPM)

New logic has been added to this application to initially load the value of the export options from the new Configure Project Manufacturing Settings (PCMPMFG) screen (**Materials » Production Control » Production Control Controls » Configure Project Manufacturing Settings**).

In addition, the screen now sends single/multiple due date information in purchase order (PO) and receipts exports depending on the Manufacturing Execution System (MES) version specified on the PCMPMFG screen. If MES version = 1.0, Costpoint sends single due date information to MES. If MES version = 2.0, Costpoint sends multiple delivery schedule information to MES.

## Projects Domain

This section includes summaries of changes made in relation with the Delivery Schedule feature within the Costpoint Projects domain.

Compute/Print Purchasing Commitments (POPCOMM)

New logic has been added to this application to look into the new tables RQ\_HDR\_PO and RQ\_HDR\_PO\_DTL when calculating for the requisition Open and Pending Amounts.



## Materials Domain

This section includes summaries of changes made in relation with the Delivery Schedule feature within the Costpoint Materials domain.

### Approve Pending Purchase Orders (POMSTAT)

The following are the changes to this screen:

- A new check box, **Delivery Schedule Exists**, has been added to the screen. If selected, this check box indicates that there are multiple delivery schedules that exist for the PO line.
- A new subtask, Delivery Schedule, has been added to the screen. Use this subtask to view the multiple delivery schedule of a purchase order (PO) line.

### Create Blanket Releases (POMRELS)

The following are the changes to this screen:

- A new check box, Delivery Schedule Exists, has been added to the screen. If selected, this check box indicates that there are multiple delivery schedules that exist for the PO line.
- A new subtask, Delivery Schedule, has been added to the screen. Use this subtask to view and enter the multiple delivery schedule of a purchase order (PO) line.
- The PO type label, **Subcontract PO**, has been changed to **Subcontract Retainage PO**.
- New logic has been added to this application so that the quantity in the PO line is equal to the sum of ordered quantity on the Delivery Schedule subtask.

### Expedite Purchase Orders (POMEXPD)

The following are the changes to this screen:

- A new check box, Delivery Schedule Exists, has been added to the screen. If selected, this check box indicates that there are multiple delivery schedules that exist for the PO line.
- A new subtask, Delivery Schedule, has been added to the screen. Use this subtask to view and enter the multiple delivery schedule of a purchase order (PO) line.
- The PO type label, **Subcontract PO**, has been changed to **Subcontract Retainage PO**.
- New logic has been added to this application so that the quantity in the PO line is equal to the sum of ordered quantity on the Delivery Schedule subtask.

### Create PO Change Orders (POMCHNG)

New logic has been added to this application to include the PO line's delivery schedule when creating PO change orders.

### Archive Purchase Orders (POPARCH)

The application now automatically includes the delivery schedule when archiving the purchase orders.

### Print Purchase Orders (PORPPO)

New logic has been added to this application to suppress the values in the due date and desired date if there are multiple due dates. In addition, the delivery schedule displays before the serial/lot information and retrieves details from the PO\_LN\_DEL\_SCH table.

### Print Purchase Change Orders (PORPCO)

New logic has been added to this application to suppress the values in the due date and desired date if there are multiple due dates. In addition, the delivery schedule displays before the serial/lot information and retrieves details from the PO\_LN\_DEL\_SCH table.

### Print PO Expediting Report (POREXPD)

New logic has been added to this application to suppress the values in the due date and desired date if there are multiple due dates. In addition, the delivery schedule displays before the serial/lot information and retrieves details from the PO\_LN\_DEL\_SCH table.

### PO Status Inquiry (POQSTAT)

On the Purchase Order Lines subtask, a new check box, **Delivery Schedule Exists**, has been added to the screen. If selected, this check box indicates that there are multiple delivery schedules that exist for the PO line. In addition, a new subtask, Delivery Schedule, has been added to the screen. Use this subtask to view the multiple delivery schedule of a purchase order (PO) line.

### Item Purchasing Information Inquiry (POQITEM)

The following are the changes to this screen:

- A new check box, **Delivery Schedule Exists**, has been added to the screen. If selected, this check box indicates that there are multiple delivery schedules that exist for the PO line.
- A new subtask, Delivery Schedule, has been added to the screen. Use this subtask to view the multiple delivery schedule of a purchase order (PO) line.

### Manage Purchase Orders (POMMAIN)

The following are the changes to this screen:

- A new check box, Delivery Schedule Exists, has been added to the screen. If selected, this check box indicates that there are multiple delivery schedules that exist for the PO line.
- A new subtask, Delivery Schedule, has been added to the screen. Use this subtask to view and enter the multiple delivery schedule of a purchase order (PO) line.
- The PO type label, **Subcontract PO**, has been changed to **Subcontract Retainage PO**.
- New logic has been added to this application so that the quantity in the PO line is equal to the sum of ordered quantity on the Delivery Schedule subtask.

### PO Change Order Inquiry (POQCHNG)

On the Current CO Line and Old CO Line subtasks, a new check box, **Delivery Schedule Exists**, has been added to the screen. If selected, this check box indicates that there are multiple delivery schedules that exist for the PO line.

In addition, a new subtask, Delivery Schedule, has been added to the screen. Use this subtask to view the multiple delivery schedule of a purchase order (PO) line.

### Change Purchase Order Type (POPTYPE)

New logic has been added to this application to look into the new tables RQ\_HDR\_PO and RQ\_HDR\_PO\_DTL and to also update the PO type for the purchase orders generated from purchase requisitions.

## Manage Purchase Requisitions (PPMNTRQ1)

The following are the changes to this screen:

- A new check box, **Delivery Schedule Exists**, has been added to the screen. If selected, this check box indicates that there are multiple delivery schedules that exist for the requisition line.
- A new check box, **Combine into Delivery Schedule**, has been added to the screen. If selected, this check box indicates that the requisitions are to be combined in a delivery schedule.
- A new subtask, Delivery Schedule, has been added to the screen. Use this subtask to view and enter the multiple delivery schedule of a purchase requisition line.

## Apply PO Info to Purchase Requisitions (PPMNTRQ2)

The following are the changes to this screen:

- A new check box, **Delivery Schedule Exists**, has been added to the screen. If selected, this check box indicates that there are multiple delivery schedules that exist for the requisition line.
- A new check box, **Combine into Delivery Schedule**, has been added to the screen. If selected, this check box indicates that the requisition lines are to be combined in a delivery schedule.
- A new subtask, Assign PO-Combined (in the Requisition header section), has been added to the screen to display requisition lines that are combined together in a delivery schedule and are processed into a purchase order. This new subtask is used when multiple delivery schedule is used, otherwise, use the Assign PO subtask. This subtask has the following subtasks:
  - Link SCI/SAP Security Codes – Use this subtask to view the security codes of the requisition.
  - Resources – Use this subtask to display details regarding the resources of the subcontractor.
  - Serial/Lot – Use this subtask to enter and assign new serial and lot numbers to inventory parts that require serial and/or lot tracking
  - Exchange Rates – Use this subtask to review the transaction currency exchange rate for the requisition transaction if it occurs in a non-functional currency.
  - PO Details – Use this subtask to display the list of requisition lines that are combined for the assigned PO.
  - Delivery Schedule – Use this subtask to display the delivery schedule for the assigned PO line.
    - Delivery Schedule Details – Use this subtask to display the delivery schedule details.
- A new subtask, Delivery Schedule (in the Requisition Lines section), has been added to the screen. Use this subtask to view and enter the multiple delivery schedule of a purchase requisition line.

## Apply PO Info to Purchase Requisitions by Line (PPMRQLN)

The following are the changes to this screen:

- A new group box, **Assign PO Defaults**, has been added to the screen. Use this group box to establish the default PO and vendor settings for each line on the requisition lines table window.
- A new check box, **Delivery Schedule Exists**, has been added to the screen. If selected, this check box indicates that there are multiple delivery schedules that exist for the requisition line.
- A new check box, **Combine into Delivery Schedule**, has been added to the screen. If selected, this check box indicates that the requisitions lines from different requisitions are to be combined in a delivery schedule. In addition, the **Line** field has been renamed to **Req Line**.

- A new subtask, **Delivery Schedule** (in the Requisition Lines section), has been added to the screen. Use this subtask to view and enter the multiple delivery schedule of a purchase requisition line.
- A new subtask, **Assign PO-Combined** (in the Requisition header section), has been added to the screen to display requisition lines that are combined together in a delivery schedule and are processed into a purchase order. This new subtask is used when multiple delivery schedule is used, otherwise, use the **Assign PO** subtask. This subtask has the following subtasks:
  - **Link SCI/SAP Security Codes** – Use this subtask to view the security codes of the requisition.
  - **Resources** – Use this subtask to display details regarding the resources of the subcontractor.
  - **Serial/Lot** – Use this subtask to enter and assign new serial and lot numbers to inventory parts that require serial and/or lot tracking
  - **Exchange Rates** – Use this subtask to review the transaction currency exchange rate for the requisition transaction if it occurs in a non-functional currency.
  - **PO Details** – Use this subtask to display the list of requisition lines that are combined for the assigned PO.
  - **Delivery Schedule** – Use this subtask to display the delivery schedule for the assigned PO line.
    - **Delivery Schedule Details** – Use this subtask to display the delivery schedule details.

#### Approve Purchase Requisitions Line (PPMRQAPL)

A new check box, **Delivery Schedule Exists**, has been added to the screen. If selected, this check box indicates that there are multiple delivery schedules that exist for the requisition line.

In addition, a new subtask, **Delivery Schedule**, has been added to the screen. Use this subtask to view the multiple delivery schedule of a purchase requisition line.

#### Approve Purchase Requisitions Line (PPMRQAPX)

A new check box, **Delivery Schedule Exists**, has been added to the screen. If selected, this check box indicates that there are multiple delivery schedules that exist for the requisition line.

In addition, a new subtask, **Delivery Schedule**, has been added to the screen. Use this subtask to view the multiple delivery schedule of a purchase requisition line.

#### Assign Requisitions to Buyers (PPMBUYAS)

On the **Assign Lines** subtask, a new check box, **Delivery Schedule Exists**, has been added to the screen. If selected, this check box indicates that there are multiple delivery schedules that exist for the requisition line. In addition, a new subtask, **Delivery Schedule**, has been added to the screen. Use this subtask to view and enter the multiple delivery schedule of a purchase requisition.

#### Assign Requisition Line to Buyers (PPMBUYAL)

A new check box, **Delivery Schedule Exists**, has been added to the screen. If selected, this check box indicates that there are multiple delivery schedules that exist for the requisition line. In addition, a new subtask, **Delivery Schedule**, has been added to the screen. Use this subtask to view and enter the multiple delivery schedule of a purchase requisition.

### Create Purchase Orders (PPPGPO)

New logic has been added to this application to carry over the delivery schedule of the requisition lines assigned to PO (from RQ\_LN\_DEL\_SCH\_PO, RQ\_HDR\_DEL\_SCH and RQ\_PO\_DEL\_SCH tables) to the created purchase orders (to PO\_LN\_DEL\_SCH table).

### Calculate Vendor Performance (PPVNDP)

New logic has been added to this application to look into the PO\_LN\_DEL\_SCH and RECPT\_LN\_DEL\_SCH tables if records exists.

### Print Purchase Requisitions (PPRPRRQ)

The application now prints the delivery schedule after the requisition line details and retrieves details (if available) from the RQ\_LN\_DEL\_SCH table.

### Configure Purchase Requisition Settings (PPMRQSET)

Database change has been implemented in the application to include RQ\_SETTINGS.COMBINE\_DUE\_DT column as part of the Delivery Schedule feature.

### View Purchase Requisitions (PPQRQSTS)

On the Req Lines subtask, a new check box, **Delivery Schedule Exists**, has been added to the screen. If selected, this check box indicates that there are multiple delivery schedules that exist for the requisition line. In addition, a new subtask, Delivery Schedule, has been added to the screen. Use this subtask to view and enter the multiple delivery schedule of a purchase requisition.

### View Vendor Performance (PPQVNDP)

On the PO Receipts subtask, a new check box, **Delivery Schedule Exists**, has been added to the screen. If selected, this check box indicates that there are multiple delivery schedules that exist for the requisition line. In addition, a new subtask, Delivery Schedule, has been added to the screen. Use this subtask to view the multiple delivery schedule of a purchase order (PO).

### Manage Purchase Order Receipts (RCMPORC)

A new check box, **Delivery Schedule Exists**, has been added to the screen. If selected, this check box indicates that there are multiple delivery schedules that exist for the purchase line being received. In addition, a new subtask, Delivery Schedule, has been added to the screen. This subtask displays the receipt details made against the delivery schedule.

### Manage Quality Control Inspections (RCMINSP)

A new check box, **Delivery Schedule Exists**, has been added to the screen. If selected, this check box indicates that there are multiple delivery schedules that exist for the purchase line being received. In addition, a new subtask, Delivery Schedule, has been added to the screen. This subtask displays the receipt details made against the delivery schedule.

### View Part Inventory (INQPINV)

The following are the changes to this screen:

- On the Inv POs subtask, a new check box, **Delivery Schedule Exists**, has been added to the screen. If selected, this check box indicates that there are multiple delivery schedules that exist

for the requisition line. In addition, a new subtask, Delivery Schedule, has been added to the screen. Use this subtask to view the multiple delivery schedule of a purchase order (PO).

- On the Requisitions subtask, a new check box, **Delivery Schedule Exists**, has been added to the screen. If selected, this check box indicates that there are multiple delivery schedules that exist for the requisition line. In addition, a new subtask, Delivery Schedule, has been added to the screen. Use this subtask to view the multiple delivery schedule of a purchase order (PO).

### Update Materials Requirements Plan (MRPMPRP)

New logic has been added to this application to look into the RQ\_LN\_DEL\_SCH and PO\_LN\_DEL\_SCH tables to see if records exist for the requisition and purchase order due dates and to calculate suggested due dates. Costpoint uses the dates in the RQ\_LN and PO\_LN tables, if there are no records in the following tables:

- RQ\_LN\_DEL\_SCH\_PO
- RQ\_HDR\_PO
- RQ\_HDR\_PO\_DTL
- RQ\_HDR\_DEL\_SCH
- RQ\_PO\_DTL
- RQ\_PO\_DEL\_SCH
- PO\_LN\_DEL\_SCH

In addition, the system creates an action message for each existing schedule line.

### Manage Detailed Part Schedule (MRMDTPT)

The following are the changes to this screen:

- On the Purchase Order Supply subtask (for PO with delivery schedule), a new check box, **Delivery Schedule Exists**, has been added to the screen. If selected, this check box indicates that there are multiple delivery schedules that exist for the requisition line. In addition, a new subtask, Delivery Schedule, has been added to the screen. Use this subtask to view and enter the multiple delivery schedule of a purchase order (PO) line.

The **Line** field has been renamed to **PO Line**. PO line delivery schedule is retrieved from the PO\_LN\_DEL\_SCH table, if record exists.

- On the Requisitions Supply subtask (for requisitions with delivery schedule), a new check box, **Delivery Schedule Exists**, has been added to the screen. If selected, this check box indicates that there are multiple delivery schedules that exist for the requisition line. In addition, a new subtask, Delivery Schedule, has been added to the screen. Use this subtask to view and enter the multiple delivery schedule of a purchase requisition line.

The **Line** field has been renamed to **Req Line**. Requisition line delivery schedule is retrieved from the following tables (if record exists):

- RQ\_LN\_DEL\_SCH\_PO
- RQ\_HDR\_PO
- RQ\_HDR\_PO\_DTL
- RQ\_HDR\_DEL\_SCH
- RQ\_PO\_DTL
- RQ\_PO\_DEL\_SCH

## Manage MRP Action Messages (MRMACTM)

The following are the changes to this screen:

- On the PO subtask:
  - New logic has been added to this application to remove the validation where due date cannot be earlier than the desired date.
  - PO line dates are now based on and calculated from PO\_LN\_DEL\_SCH table. If there are no records in the PO\_LN\_DEL\_SCH tables, then the system uses the dates in the RQ\_LN and PO\_LN tables.
  - If you update the order quantity of the delivery schedule, then Costpoint automatically updates the PO\_LN. ORD\_QTY (where  $(PO\_LN.ORD\_QTY = \sum PO\_LN\_DEL\_SCH.ORD\_QTY)$ ).
- On the Requisition subtask:
  - New logic has been added to this application to disable the **Target Place** and the **Suggested Target Place** fields on the **Dates** group box if the requisition line is calculated based on the delivery schedule from the following tables:
    - RQ\_LN\_DEL\_SCH\_PO
    - RQ\_HDR\_PO
    - RQ\_HDR\_PO\_DTL
    - RQ\_HDR\_DEL\_SCH
    - RQ\_PO\_DTL
    - RQ\_PO\_DEL\_SCH

## View Summary Part Availability (MRQSPA)

New logic has been added to this application to display details calculated based on the following tables:

- RQ\_LN\_DEL\_SCH\_PO
- RQ\_HDR\_PO
- RQ\_HDR\_PO\_DTL
- RQ\_HDR\_DEL\_SCH
- RQ\_PO\_DTL
- RQ\_PO\_DEL\_SCH
- PO\_LN\_DEL\_SCH

The system also uses the dates in the RQ\_LN and PO\_LN tables and creates an action message for each existing schedule line.

## Manage MPS Action Message (MSMACTM)

The following are the changes to this screen:

- On the PO subtask (for PO with delivery schedule):
  - New logic has been added to this application so that the default order quantity is equal to the schedule order quantity.



- New logic has been added to this application to remove the validation where due date cannot be earlier than the desired date.
- PO line dates are now based on and calculated from PO\_LN\_DEL\_SCH table, if records exist, otherwise current logic applies. If users update the order quantity of the delivery schedule, then automatically update the PO\_LN.ORD\_QTY ( $PO\_LN.ORD\_QTY = \sum PO\_LN\_DEL\_SCH. ORD\_QTY$ ).
- On the Requisition subtask (for requisitions with delivery schedule):
  - New logic has been added to this application so that the default order quantity is equal to the schedule order quantity.
  - If delivery schedule exists, requisition line dates are now based on and calculated from the following tables:
    - RQ\_LN\_DEL\_SCH\_PO
    - RQ\_HDR\_PO
    - RQ\_HDR\_PO\_DTL
    - RQ\_HDR\_DEL\_SCH
    - RQ\_PO\_DTL
    - RQ\_PO\_DEL\_SCH
  - New logic has been added to this application to disable the **Target Place** and the **Suggested Target Place** fields on the **Dates** group box if the requisition line is calculated based on the delivery schedule (from RQ\_LN\_DEL\_SCH\_PO, RQ\_HDR\_PO, RQ\_HDR\_PO\_DTL, RQ\_HDR\_DEL\_SCH, RQ\_PO\_DTL, and RQ\_PO\_DEL\_SCH tables).

### Manage Master Production Schedules (MSMMPS)

New logic has been added to this application so that the status and planned release dates are disabled if the requisition/purchase order supply record is based on and calculated from the delivery schedule.

The following are the other changes to this screen:

- On the Purchase Order Supply subtask (for PO with delivery schedule):
  - New logic has been added to this application so that the default order quantity is equal to the schedule order quantity.
  - New logic has been added to this application to remove the validation where due date cannot be earlier than the desired date.
  - PO line dates are now based on and calculated from PO\_LN\_DEL\_SCH table, if records exist, otherwise current logic applies. If users update the order quantity of the delivery schedule, then automatically update the PO\_LN.ORD\_QTY ( $PO\_LN.ORD\_QTY = \sum PO\_LN\_DEL\_SCH. ORD\_QTY$ ).
- On the Requisition subtask (for requisitions with delivery schedule):
  - New logic has been added to this application so that the default order quantity is equal to the schedule order quantity.
  - Requisition line dates are now based on and calculated from the following tables, if delivery schedule exists:
    - RQ\_LN\_DEL\_SCH\_PO
    - RQ\_HDR\_PO



- RQ\_HDR\_PO\_DTL
- RQ\_HDR\_DEL\_SCH
- RQ\_PO\_DTL
- RQ\_PO\_DEL\_SCH
- New logic has been added to this application to disable the **Target Place** and the **Suggested Target Place** fields on the **Dates** group box if the requisition line is calculated based on the delivery schedule (from RQ\_LN\_DEL\_SCH\_PO, RQ\_HDR\_PO, RQ\_HDR\_PO\_DTL, RQ\_HDR\_DEL\_SCH, RQ\_PO\_DTL, and RQ\_PO\_DEL\_SCH tables).

### Update Master Production Schedules (MSPMPS)

The following are the changes to this screen:

- New logic has been added to this application to look into the PO\_LN\_DEL\_SCH table, if records exist for the purchase order due dates, and use it to calculate the suggested quantities and due dates. If there are no records in the PO\_LN\_DEL\_SCH table, then use the dates in the PO\_LN table.
- New logic has been added to this application to enable requisition supply to look if there are existing delivery schedules in any of the following tables:
  - RQ\_LN\_DEL\_SCH\_PO
  - RQ\_HDR\_PO
  - RQ\_HDR\_PO\_DTL
  - RQ\_HDR\_DEL\_SCH
  - RQ\_PO\_DTL
  - RQ\_PO\_DEL\_SCH

The information from RQ\_PO\_DEL\_SCH is used to calculate the suggested quantity and dates. If there are no existing records, Costpoint uses the values from the RQ\_LN\_PO table.

In addition, the system creates an action message for each existing schedule line and populates value for the SCHED\_RECPT.SCH\_LN\_KEY (similar logic with RECPT\_LN.SCH\_LN\_KEY).

### Import Purchase Orders (AOPUTLPO)

New logic has been added to this application to add new record type for the PO line delivery schedule.

### Configure Project Manufacturing Settings (PCMPMFG)

Use this new screen (**Materials » Production Control » Production Control Controls » Configure Project Manufacturing Settings**) to indicate the version of Manufacturing Execution System (MES) that the client has, along with other default options for the Export Project Manufacturing Data application (LDPEXPM).

This change enables the handling of multiple due date rows (delivery schedule) for the same PO line in MES 1.0. Depending on the version specified, Costpoint is able to export the data needed. If the MES version is 1.0, Costpoint sends single due date information to MES. If the MES version is 2.0, Costpoint sends multiple delivery schedule information to MES.

### Import Purchase Requisitions (AOPRQPP)

New logic has been added to this application to add new record for the requisition line delivery schedule.

### Import Purchase Order Receipts (AOPRCPRE)

New logic has been added to this application to support multiple delivery schedule for purchase order lines.

## Reporting Controls for Costpoint Team Management

As part of the future release of the Costpoint Team Management module (Manager Self Service), this enhancement adds new options on the Configure Personal Settings screen for allowing managers to view personnel-related information of either their direct reports only; or both their direct and indirect reports on Costpoint Team Management screens. Full functionality of this enhancement will be available with the release Costpoint Team Management module and its applications.

This release includes enhancements to the following Costpoint screens:

### Configure Personnel Settings (HPMSET)

New Team Management options allow you to select if managers will have the ability to view the records of only their direct reports or both their direct and indirect reports on Costpoint Team Management screens.

### Setup Company (SYPCOMP)

A new field, **Team Management view reports method** (S\_TM\_MTHD\_CD), was added to the Personal Admin Settings (H\_PER\_ADM\_SETTINGS) table. The field stores the **Team Management** option selected on the Configure Personnel Settings screen.

### Patches and System JAR requirements

These enhancements require the following Costpoint 7.1.1 releases:

- System JAR 029 (cp711\_sys\_029.zip)
- PATCH3176

### Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application File
People	Personnel	HPMSET	Configure Personnel Settings	cp711_hpmset_002.zip
Administration	System Administration	SYPCOMP	Set Up Company	cp711_sypcomp_013.zip

Domain	Module	Application ID	Application Name	Application File
Materials	PO	Import Purchase Orders	AOPUTLPO	cp711_aoputlpo_018.zip

## Sales Group Abbreviation Cost of Goods Sold Account Split

### Overview

Sales Group Abbreviation (SGA) Cost of Goods Sold Account Split provides the ability for users to break the clearing and cost of goods sold general ledger (GL) entries by materials, labor, subcontract, miscellaneous, and overhead cost elements.

This feature gives users a complete breakdown of costs from manufacturing to finished goods to cost of goods sold providing better project visibility. It also allows users to match project budgets to actual costs with more granularity and accuracy.

This enhancement affects the Administration and Materials domains.

In the Administration domain, logic of Set Up Company (SYPCOMP) screen has been updated to look into the new check box, **Post Cost of Sales by Cost Element**, added on the Configure Sales Order Entry Settings (OEMSET) screen for the Sales Group Abbreviation Cost of Goods Sold Account Split enhancement.

In the Materials domain, affected modules are Sales Order and Inventory. Changes in these modules include a new option to allow users to charge to specific accounts and organization IDs by cost element for the sales group abbreviations and a new tab, Acct/Org by Cost Element, to display acct/org by element linked to the sales group abbreviation used.

This enhancement is only applicable to sales group abbreviation for sales orders.

### Patch and System JAR Requirements

These enhancements require the following:

- Costpoint 7.1.1 System JAR 030 (cp711\_sys\_030.zip)
- PATCH3161
- PATCH3187
- PATCH3210
- PATCH3198

### Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application Name	Application ID	Application File
Materials	OE	Configure Sales Order Entry Settings	OEMSET	cp711_oemset_006.zip
Materials	PD	Manage Sales Group Abbreviations	PDMSALES	cp711_pdmsales_005.zip
Materials	OE	Approve Sales Orders	OEMAPPSO	cp711_oemappso_008.zip
Materials	OE	Manage Shipping Transactions	OEMSHIP	cp711_oemship_011.zip
Materials	OE	Create Invoices	OEPINVC	cp711_oepinv_010.zip
Materials	OE	Post Sales Order Journal	OEPPOST	cp711_oeppost_005.zip
Materials	OE	View Sales Order Status Information	OEQSTAT	cp711_oeqsat_008.zip
Materials	OE	View Sales Analysis Information	OEQSALES	cp711_oeqsales_007.zip
Materials	IN	Post Inventory Journal	INPEDJNL	cp711_inpedjnl_005.zip

## Administration Domain

This section includes summaries of changes made in relation with the Sales Group Abbreviation Cost of Goods Sold Account Split feature within the Costpoint Administration domain.

### [View Help About \(SYMABOUT\)](#)

The Sales Group Abbreviation Cost of Goods Sold Account Split feature has been registered on this screen.

### [Set Up Company \(SYPCOMP\)](#)

Set Up Company (SYPCOMP) screen has been updated to copy the value of the new check box, **Post Cost of Sales by Cost Element**, added to the Configure Sales Order Entry Settings (OEMSET) screen when creating a new company by copying an existing company.

## Materials Domain

This section includes summaries of changes made in relation with the Sales Group Abbreviation Cost of Goods Sold Account Split feature within the Costpoint Materials domain.

### Configure Sales Order Entry Settings (OEMSET)

A new check box, **Post Cost of Sales by Cost Element**, has been added to the screen to allow users to charge to specific accounts and organization IDs by cost element for Cost of Sales Account and Clearing Account transaction types. This feature is only available for users with license to use Production Control module in Costpoint.

### Manage Sales Group Abbreviations (PDMSALES)

A new check box, **Post Cost of Sales by Cost Element**, has been added to the screen to allow users to charge to specific accounts and organization IDs by cost element for **Cost of Sales Account** and **Clearing Account** transaction types. This check box is available and enabled if the **Sales Order** check box is selected.

If enabled, it takes its default value from the Configure Sales Order Entry Settings (OEMSET) screen, but you can change the value from PDMSALES screen. If disabled, the check box is cleared.

In addition, two new tabs, **Basic PAO Info** and **Acct/Org by Cost Element**, have been added to the screen. The **Basic PAO Info** tab displays the project, account, and organization information while the **Acct/Org by Cost Element** is only editable for the **Cost of Sales Account** and **Clearing Account** transaction types only.

This feature is only available for users with license to use Production Control module in Costpoint.

### Manage Sales Orders (OEMNTSO1)

On the Accounts subtask, a new tab, **Acct/Org by Cost Element**, has been added to the screen to display account and organization cost element information.

### Manage Sales Orders Supervisor Screen (OEMNTSO2)

On the Accounts subtask, a new tab, **Acct/Org by Cost Element**, has been added to the screen to display account and organization cost element information.

### Approve Sales Orders (OEMAPPSO)

On the Accounts subtask, a new tab, **Acct/Org by Cost Element**, has been added to the screen to display account and organization cost element information.

### Manage Sales Order Inventory Issues (OEMISSUI)

A new tab, **Cost Elements**, has been added to the screen to display cost of a resource or input consumed by an activity.

### Manage Shipping Transactions (OEMSHIP)

A new tab, **Cost Elements**, has been added to the screen to display cost of a resource or input consumed by an activity.

### Manage Invoices (OEMINVC1)

On the Accounts subtask, a new tab, **Acct/Org by Cost Element**, has been added to the screen to display account and organization cost element information. In addition, on the Issue Detail subtask, a new

tab, **Cost Elements**, has been added to the screen to display cost of a resource or input consumed by an activity.

### Manage Invoices Supervisor Screen (OEMINVC2)

On the Accounts subtask, a new tab, **Acct/Org by Cost Element**, has been added to the screen to display account and organization cost element information. In addition, on the Issue Detail subtask, a new tab, **Cost Elements**, has been added to the screen to display cost of a resource or input consumed by an activity.

### Create Invoices (OEPINVC)

When you create an invoice and the **Post Cost of Sales by Cost Element** check box on the Manage Sales Group Abbreviations (PDMSALES) screen is selected for the sales group abbreviation used in the sales order, Costpoint uses the account/organization details on the **Acct/Org by Cost Element** tab of PDMSALES when validating the project/account/organization (PAO).

### Post Sales Order Journal (OEPPOST)

When you post an invoice and the **Post Cost of Sales by Cost Element** check box on the Manage Sales Group Abbreviations (PDMSALES) screen is selected for the sales group abbreviation used in the sales order, Costpoint uses the account/organization details on the **Acct/Org by Cost Element** tab of PDMSALES when validating the project/account/organization (PAO).

### View Sales Order Status Information (OEQSTAT)

On the Accounts subtask, a new tab, **Acct/Org by Cost Element**, has been added to the screen to display account and organization cost element information. In addition, on the Sales Order Lines subtask, a new tab, **Cost Elements**, has been added to the screen to display cost of a resource or input consumed by an activity.

### View Sales Analysis Information (OEQSALES)

The following are the changes to this screen:

- On the Sales Order Lines > Accounts subtask, a new tab, **Acct/Org by Cost Element**, has been added to the screen to display account and organization cost element information.
- On the Sales Order Lines > Sales History > Invoice Detail > Issues subtask, a new tab, **Cost Elements**, has been added to the screen to display cost of a resource or input consumed by an activity.
- On the Sales Order Lines > Sales History > Issues subtask, a new tab, **Cost Elements**, has been added to the screen to display cost of a resource or input consumed by an activity.

### Post Inventory Journal (INPEDJNL)

When you post an invoice and the **Post Cost of Sales by Cost Element** check box on the Manage Sales Group Abbreviations (PDMSALES) screen is selected for the sales group abbreviation used in the sales order, Costpoint uses the account/organization details on the **Acct/Org by Cost Element** tab of PDMSALES when validating the project/account/organization (PAO).

## Approval Workflow Enhancements

Several enhancements have been made to the Approval Workflow (WFA) screens and processes, and a new screen and new subtasks have been created to help you better manage your approval workflows.

The enhancements include, but are not limited, to the following:

- You can now have multiple approval workflow models for a specific application screen. In addition, you can incorporate multiple application screens into a single workflow model.
- You can manage your approval workflow revisions through the **New Revision** button added to the Approval Workflow Models screen for approval workflow models with pending or completed cases.
- An import/export functionality has been added to allow you to import workflow models to an XML definition file and import data from it.
- Approval by clicking an email link without logging in to Costpoint is now available. More details about these enhancements are included in the following sections.



For additional information on how to configure, design, and run approval workflows, see the [Deltak Costpoint 7.1.1 Approval Workflows: WFA document](#) or the [Costpoint online help](#).

## Approval Workflow Email Messages (WFMAEMAIL)

Use this new screen to define a text template for your approval workflow email notifications. When you open this screen, a read-only message template displays. You can use this default as a template for all your workflows or define your custom templates and assign them to your workflows. To define your own template, you can click **New** or **Copy** on the application toolbar and enter/edit values in the screen fields.

To access this screen, go to **Administration » Workflow » Approval Workflow (NEW) » Approval Workflow Email Messages**.

## Approval Workflow Models (WFMAPPRL)

New subtasks and fields have been added to this screen. Some subtasks and fields have been moved to other parts of the screen, and a few fields have been renamed.

### Header Section

These are the new UI items added to this section:

- **Revision** — This field displays the revision number of the workflow model.
- **New Revision** — This button is visible and enabled only if there are pending or completed cases for the workflow. Click this button to create a new revision of the workflow model.
- **Test Mode** — Select this check box to set the workflow model in test mode and run test cases. Only inactive workflow models can be set in test mode.
- **Activate/Deactivate** — Click the **Activate/Deactivate** button to activate/deactivate the workflow.
- **Company** — If you have multiple companies, enter the specific company that can use the workflow model. If you leave this field blank, the workflow model will be applicable to all companies.
- **Email Text** — Enter the email text template you want to use for your approval workflow email notifications
- **Pending or Completed Cases** — This field displays the number of pending or completed cases of the workflow model using a specific instance and revision of the workflow model.
- **Pending or Completed Test Cases** — This field displays the number of pending or completed test cases of the workflow model using a specific instance and revision of the workflow model.

The following, on the other hand, have been removed from the header section:

- **Object of Approval group box**
- **Application** — This field is now on the Application Screens subtask.
- **Result Set (Screen)** — This field is now on the Application Screens subtask.

## Relocated Subtasks

The following subtasks have been removed from the main screen and are now under the new Application Screens subtask:

- **Approval Screen Fields** — In addition to being part of the Application Screens subtask, these changes have been made to this subtask:
  - These are the new fields available:
    - **Entity Key Field Name** — Enter the entity key field name you want to map to the approval screen field.



Since the mapping helps retrieve values for the entity fields from the actual screen fields when the approval starts, it is very important that you map all **Key** fields to entity fields.

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- **Screen Name** — Enter the name of the screen that contains the screen field that is the object of approval.
- **Result Set (Screen) Id** — Enter the result set ID. If the screen is not the topmost result set of the application, you can still include key fields from the parent result set.
- The functionality of the **Load All Screen Fields** button has been modified. When you click this button, Costpoint automatically populates the Approval Screen Fields subtask with all fields defined for the application screen. The loaded values, including those for **Screen Name** and **Result (Screen) Id**, cannot be modified. Only the **Entity Key Field Name** field is editable, and values that can be entered or selected in the lookup for this field must be first set up on the Approval Entity Fields subtask.
- **Field** is now labeled as **Field Id**.
- The **Column** and **Table** fields have been removed.
- **Conditions** — In addition to being part of the Application Screens subtask, the following changes have been made to this subtask:
  - The **Entity Field** field has been added. Use this field to enter the entity field to which you want to apply a condition.
  - The **Screen Field Name** and **Field ID** fields have been removed

## New Subtasks

These are the new subtasks available on the Approval Workflow Models screen:

- **Approval Entity Fields** — Use this subtask to define entity fields, which are the actual object of approval in the workflow model.
- **Application Screens** — This subtask allows for multiple screens to be associated with the workflow. It contains the Approval Screen Fields and Conditions subtasks, which were previously subtasks of the main screen. Use this subtask to define the application screens associated with the approval workflow model.



- **View Approval Cases** — Use this subtask to view all completed or pending cases (instances) of the approval workflow model.
- **Import/Export** — Use this subtask to export approval workflow models to an XML definition file or import data from it.

### Modified Subtasks

These are the updates on the Conditions and Updates subtasks of the Edit Node and Edit Activity subtasks:

- A new field, **Entity Field**, has been added.
- The **Screen Field Name** and **Field ID** fields have been removed.

On the Edit Activity subtask, the following modifications have been made:

- **Activity** has been renamed to **Activity Name**.
- A new group box, **Application Screen**, has been added. This group box has the **Screen Name** field, which displays, by default, the screen name entered and is designated as the start screen on the Application Screens subtask. If you have associated multiple application screens to the workflow model, you can use this field to select the specific screen you want to associate with the activity.

## My Approval Tasks (WFATODO)

A new field, **Entity Field Name**, has been added to the Approval Fields table window. This field displays the entity field name associated with the task/step selected on the main screen. In the same table window, the **Key** field has been removed.

## Approval by Email (New Functionality)

You can now approve workflow activities through email using any device capable of receiving email messages and has Internet browsing enabled.

The notification message contains two links:

- **Click here to approve** — When you click this link, a default browser displays and the request to approve the activity is initiated without logging in to Costpoint. If the approval is successful, the following message displays: "Workflow Activity has been approved." If the approval request is invalid, the activity has already been approved, or something went wrong, the following message displays: "Approve Workflow Activity failed."
- **Click here to open record in Costpoint** — When you click this link, Costpoint opens to the specific application screen and record that is the subject of the approval activity, if single sign-on has been set up for your access. If single sign-on is not enabled, you will be prompted to login.

## System JAR Requirement

These enhancements require Costpoint 7.1.1 System JAR 031 (cp711\_sys\_031.zip).

## Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application.

Domain	Module	Application Name	Application ID	Application File
Administration	WF	Approval Workflow Email Messages	WFMAEMAIL	cp711_wfmaemail_001.zip
Administration	WF	Approval Workflow Models	WFMAPPRL	cp711_wfmapprl_004.zip
Reports & Analytics	DB	My Approval Tasks	WFATODO	cp711_wfatodo_002.zip

## Patches for the Contract Management Feature

The following patches have been released for Contract Management feature:

PATCH3177	PATCH3223	PATCH3265
PATCH3197	PATCH3234	PATCH3269
PATCH3201	PATCH3236	PATCH3274
PATCH3205	PATCH3237	PATCH3286
PATCH3206	PATCH3244	PATCH3290
PATCH3209	PATCH3245	PATCH3291
PATCH3215	PATCH3260	PATCH3297
PATCH3220	PATCH3263	PATCH5074
PATCH3222	PATCH3264	PATCH5085

## Regulatory Enhancements

### 2019 Calendar Year End (CYE) Regulatory Updates: Part 3

#### Overview

The Deltek Costpoint Regulatory Release Notes for Quarter 4 2019 provide information for calendar year end (CYE). This release is Part 3 of 3 for the 2019 CYE regulatory releases.

#### IMPORTANT NOTES

#### Versions 7.0.1 and 7.1.1 - Calendar Year End 2019

You must have the following System JARs loaded before loading this Calendar Year End 2019 release.

- Costpoint 7.0.1: System JAR 054 (released June 2018)
- Costpoint 7.1.1: System JAR 034 (released October 2017)

**Note: System JAR 049 for Costpoint 7.0.1 and System JAR 028 for Costpoint 7.1.1** introduced a much needed change to the State Filing Statuses in Costpoint. Rather than using filing statuses that only applied to Costpoint (Both, Miscellaneous 1, Miscellaneous 2, etc.) and had to be manually mapped to each state's actual filing statuses, Costpoint 7.0.1 and 7.1.1 were updated to use each state's actual filing status(es). Any tax updates starting in January 2019 only support the new state filing statuses that were introduced in System JAR 049 for 7.0.1 and System JAR 028 for 7.1.1 (both released in April 2017).

In order to update the old state filing statuses to the new state filing statuses, you must run the Update State Filing Statuses utility which you can access by going to **People » Payroll » Payroll Utilities** menu. You must run this utility before you can load any tax table updates that were released by Deltek starting in January 2019.

## Installation Prerequisites

Ensure the following are installed and operational:

- Costpoint Version 7.1.1
- Costpoint 7.1.1 System JAR 034
- PATCH3737
- PATCH3746
- PATCH3748
- PATCH3750
- PATCH3752

## Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
People	Payroll	PRMSSD	Manage State Standard Deductions	cp711_prmssd_006.zip
People	Payroll	PRPSMM	Create Quarterly SUTA Tax File	cp711_prpsmm_032.zip
People	Payroll	PRPW2S	Create State W-2 File	cp711_prpw2s_018.zip

**Warning:** This release is Part 3 of the Costpoint 7.1.1 CYE 2019 Regulatory Updates. The following releases, Part 1 and 2 of the CYE 2019 Regulatory update, were made available for download in DSM starting December 2019:

- Costpoint 7.1.1 CYE 2019 Regulatory Updates (Part 1)
- Costpoint 7.1.1 CYE 2019 Regulatory Updates (Part 2 of 3)

To apply all the CYE updates in your Costpoint system, you will need to install all three parts.

## Updates and Enhancements

This section includes:

- State updates
- State tax changes

### State Updates

#### Massachusetts W-2 Electronic Filing

In compliance with the 2019 W-2 electronic filing requirements of the Commonwealth of Massachusetts, the Create State W-2 File application now includes the federal amounts and paid family leave contribution amount in RS record positions 338 - 381. Following are the details:

#### RS Record

- **Positions 338 - 348:** FICA Medicare Tax
- **Positions 349 - 359:** Federal Mass Retirement
- **Positions 360 - 370:** Federal Mass Wages
- **Positions 371 - 381:** MAPFML

**Note:** RS Positions 338 - 370 are set to blank.

#### RA Record

The RA record now follows the Standard EFW2 RA record format.

#### North Carolina SUTA Electronic Filing

The RE record of the EFW2 file format was updated to include FEIN in positions 8-16. To comply with North Carolina's SUTA electronic filing requirement, the Create Quarterly SUTA file application now includes FEIN in the generated SUTA file.

#### Pennsylvania SUTA Electronic Filing

Effective January 1, 2020, the file upload file naming of ICESA (.ICS) format for the Original Wage Reporting has been changed. To comply with Pennsylvania's SUTA electronic filing requirement, all related validations in Costpoint for file naming was updated. If payroll year is 2020, the Create Quarterly SUTA Tax File screen will use the latest file name format.

### State Tax Updates

The following are state tax changes effective January 1, 2020:

#### Alaska

The SUTA Limit of 2020 is **\$41,500**.

#### Colorado

The deduction amount is set to **4,000** for the Single filing status and **8,000** for the Married filing status.

**Note:** Costpoint uses the *Colorado Income Tax Withholding Worksheet for Employers* for both of the following:

- Any employee who has completed a 2020 IRS Form W-4
- Any employee employed prior to January 1, 2020, who completed a 2019 or prior IRS Form W-4, and for whom the employer previously withheld Colorado income taxes

#### Hawaii

The SUTA Limit of 2020 is **\$48,100**.

#### Idaho

The SUTA Limit of 2020 is **\$41,600**.

#### Illinois

- The SUTA Limit of 2020 is **\$12,740**.
- The personal exemption amount is set to **\$2,325**.

#### Maine

- The state standard deductions for Single and Married filing statuses were updated.
- The personal exemption amount is set to **\$4,300**.
- The state tax tables for Single and Married filing statuses were updated.

#### Maryland

The supplemental tax rates and tax tables of the 8 local tax areas were updated. These updates are based on the corresponding Maryland local tax table for each county's new tax rate.

County	New Tax Rate	Supplemental Tax Rate and Tax Tables Based On
<b>Anne Arundel County</b>	2.81%	2.85% Percent Local Income Tax Table
<b>Baltimore County</b>	3.2%	3.20% Percent Local Income Tax Table
<b>Dorchester County</b>	3.2%	3.20% Percent Local Income Tax Table
<b>Kent County</b>	3.2%	3.20% Percent Local Income Tax Table
<b>St. Mary's County</b>	3.17%	3.20% Percent Local Income Tax Table
<b>Washington County</b>	3.2%	3.20% Percent Local Income Tax Table
<b>Worcester County</b>	2.25%	2.25% Percent Local Income Tax Table
<b>Nonresidents</b>	2.25%	2.25% Percent Local Income Tax Table

#### Massachusetts

- The supplemental tax rate is set to **5%**.
- The credit amount is set to **\$110**.
- The withholding rate is set to **5%**.

## Major New Features and Enhancements in Costpoint 7.1.1

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### Michigan

The personal exemption allowance amount is set to **\$4,750**.

### Minnesota

The SUTA Limit of 2020 is **\$35,000**.

### New Mexico

- Personal exemption allowances are set to **0.00**.
- The state tax tables were updated.

### New York

The Single and Married tax tables were updated.

### North Carolina

The state standard deduction amount increases for 2020. The state standard deduction amount was updated for all filing statuses.

### North Dakota

The SUTA Limit of 2020 is **\$37,900**.

### Oregon

- The standard deduction amounts were updated.
- The Federal withholding credit limit and withholding tables were updated.
- The state tax tables were updated.
- The credit amount is set to **\$210**.
- The supplemental rate is **8%**.

### Rhode Island

The SUTA Limit of 2020 is **\$24,000**.

### South Carolina

- The personal exemption allowance amount is set to **\$2,590**.
- The maximum deduction amount is set to **\$3,820**.
- The state tax tables were updated.

### Utah

The SUTA Limit of 2020 is **\$36,600**.

### Vermont

- The amount per credit/exemption for personal exemptions is **4,350**.
- The state tax tables were updated.

## 2020 Form W-4 in Employee Self Service

For consistency with the final 2020 Federal Form W-4, this Costpoint release updates the UI and Form W-4 information in the following Employee Self Service screens:

- Federal Withholding (ESMFEDWH)
- Life Events/New Hires (ESMLIFEEVENTS)

## Application Updates

### Federal Withholding (ESMFEDWH)

The wordings on the screen were updated to match the final Form W-4 as closely as possible.

Tab labels and corresponding references were updated as follows:

- The label of the “Additional WH/Deduction Worksheet (2020 W-4)” tab changed to “Multiple Jobs/Deductions Worksheet (2020 W-4).”
- The references in the W-4 information, screen messages and documentation were updated as follows:
  - “Additional WH/Deduction Worksheet” changed to “Multiple Jobs/Deductions Worksheet.”
  - “Additional Withholding Worksheet” changed to “Multiple Jobs Worksheet.”
  - “Deduction Worksheet” changed to “Deductions Worksheet.”

### Life Events/New Hires (ESMLIFEEVENT)

The wordings on the screen were updated to match the final Form W-4 as closely as possible.

Tab labels and corresponding references were updated as follows:

- The label of the “Additional Withholding Worksheet” tab under Federal Withholding changed to “Multiple Jobs.”
- The label of the “Deduction Worksheet” tab under Federal Withholding changed to “Deductions Worksheet.”
- The references in the W-4 information, screen messages and documentation were updated as follows:
  - “Additional Withholding Worksheet” changed to “Multiple Jobs Worksheet.”
  - “Deduction Worksheet” changed to “Deductions Worksheet.”

## Known Issues

This section includes summaries of the issues that exist in this Costpoint release.

### Display Issues in the Life Events/New Hires (ESMLIFEVENT) Screen

The following issues occur on the Life Events/New Hires screen:

- When you use a 1920 x 1080 screen resolution and 150% text size setting, the application does not display the Federal Withholding tab.
- The "Number of qualifying children under age 17" label overlaps its data entry field when you use 1920 x 1080 screen resolution and a 125% text size setting.

## System Requirements

This enhancement requires Costpoint 7.1.1 Common Lib – BENEFITLIB (cp711\_cmplib\_BENEFITSLIB\_014.zip).

## Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
People	Employee Self Service	ESMFEDWH	Federal Withholding	cp711_esmfedwh_010.zip

## Massachusetts Paid Family and Medical Leave Reporting

As stated by the Massachusetts Department of Family and Medical Leave, “Beginning Oct. 1, 2019, most Massachusetts employers will be required to make payroll withholdings on behalf of their workforce in compliance with the Paid Family and Medical Leave law. These withholdings are based on contribution rates set by the Department of Family and Medical Leave to fund the administration of benefits.”

The State of Massachusetts Paid Family and Medical Leave program allows the following:

- Up to 12 weeks to care for a family member
- Up to 20 week for an employee’s own illness
- Up to 26 weeks to address needs related to a family members impending military deployment

The tax that pays for the program begins 2019 and the leave will be available beginning 2021. The program’s benefits are to be calculated as a percentage of the employee’s wage, up to a maximum of 64 percent of the state’s average weekly wage.

Following the end of each calendar quarter, every employer and covered business entity and any self-employed individual who has elected coverage shall file an employment and wage detail report and payment for their contribution through the MassTaxConnect system on or before the quarterly filing deadline established by the Massachusetts Department of Revenue.

To allow employers to comply with the state requirements, this release adds an application that generates a file for reporting Paid Family and Medical Leave. You can find this new screen in **People » Leave » Leave Reporting » Create Quarterly Family and Medical Leave File**. Other related screens are also updated for storing Paid Family and Medical Leave data.

**Warning:** Before using the new application, you need to set up the Massachusetts State Family and Medical Leave deduction code and assign it to eligible employees. You must ensure to set up only one deduction with a deduction type of **MAPFML**; otherwise, Costpoint may not report the taxable wages correctly.

Please refer to the online help of the Create Quarterly Family and Medical Leave File screen for details on how to set up your data before generating the report.

## Application Updates

### Create Quarterly Family and Medical Leave File (LDPPFML)

Use the Create Quarterly Family and Medical Leave File screen to generate a file for reporting Paid Family and Medical Leave to the Massachusetts Department of Revenue.

### Manage Deductions (PRMDED)

A new Paid FML tab on the Manage Deductions screen provides fields for entering Paid Family and Medical Leave data for Massachusetts. To track Massachusetts paid family and medical leave, you must set up a deduction with a deduction type of **MAPFML** on this screen.



## Print Data Dictionary Report (SYRDD)

The Print Data Dictionary Report now provides information for the following new fields on the Deduction Code Corporate (DED\_CD\_CORP) table which were added for storing Paid Family and Medical Leave data:

- Massachusetts PFML Account ID (MA\_ACCT\_ID)
- Massachusetts Medical Leave Contribution % (MA\_ML\_CNTRB\_PCT)
- Massachusetts Employee Medical Leave Share % (MA\_ML\_EMPL\_PCT)
- Massachusetts Family Leave Contribution % (MA\_FL\_CNTRB\_PCT)
- Massachusetts Employee Family Leave Share % (MA\_FL\_EMPL\_PCT)

## System Requirements

This enhancement requires the following Costpoint 7.1.1 releases:

- Costpoint 7.1.1 System JAR 059
- PATCH3714
- PATCH3730

## Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
People	Leave	LDPPFML	Create Quarterly Family and Medical Leave File	cp711_ldppfml_001.zip
People	Payroll	PRMDED	Manage Deductions	cp711_prmded_005.zip

## 2019 Calendar Year End (CYE) Regulatory Updates: Part 2

### Overview

The Deltek Costpoint Regulatory Release Notes for Quarter 4 2019 provide information for calendar year end (CYE). This release is Part 2 of 3 for the 2019 CYE regulatory releases.

### IMPORTANT NOTES

#### Versions 7.0.1 and 7.1.1 - Calendar Year End 2019

You must have the following System JARs loaded before loading this Calendar Year End 2019 release:

- Costpoint 7.0.1: System JAR 054 (released June 2018)
- Costpoint 7.1.1: System JAR 034 (released October 2017)

**Note: System JAR 049 for Costpoint 7.0.1 and System JAR 028 for Costpoint 7.1.1** introduced a much needed change to the State Filing Statuses in Costpoint. Rather than using filing statuses that only applied to Costpoint (Both, Miscellaneous 1, Miscellaneous 2, etc.) and had to be manually mapped to each state's actual filing statuses, Costpoint 7.0.1 and 7.1.1 were updated to use each state's actual filing status(es). Any tax updates starting in January 2019 only support the new state filing statuses that were introduced in System JAR 049 for 7.0.1 and System JAR 028 for 7.1.1 (both released in April 2017).

In order to update the old state filing statuses to the new state filing statuses, you must run the Update State Filing Statuses utility which you can access by going to **People » Payroll » Payroll Utilities** menu. You must run this utility before you can load any tax table updates that were released by Deltek starting in January 2019.

## Installation Prerequisites

Ensure the following are installed and operational:

- Costpoint Version 7.1.1
- Costpoint 7.1.1 System JAR 034
- PATCH3734

**Warning:** This release is Part 2 of the Costpoint 7.1.1 CYE 2019 Regulatory Updates. The first part of the CYE 2019 Regulatory update was made available for download starting December 6, 2019 with the release name, Costpoint 7.1.1 CYE 2019 Regulatory Updates (Part 1). To apply all the CYE updates in your Costpoint system, you will need to install all parts.

## State Tax Updates

The following are state tax changes effective January 1, 2020:

### California

- The annual standard deduction increases from \$4,401 to **\$4,537**.
- The value of a state annual allowance increases from \$129.80 to **\$134.20**.
- The low income exemption table was updated for all filing statuses.
- The withholding tax rate table was updated for all filing statuses.

### Oregon

The SUTA limit for 2020 is **\$42,100**.

### North Carolina

The SUTA limit for 2020 is **\$25,200**.

### Ohio

The SUTA limit for 2020 is **\$9,000**.

## 2019 Calendar Year End (CYE) and Affordable Care Act (ACA) Updates: Part 1

### Overview

The Deltek Costpoint Regulatory Release Notes for Quarter 4 2019 provide information for calendar year end (CYE). This release is Part 1 of 3 for the 2019 CYE regulatory releases.

### IMPORTANT NOTES

#### Versions 7.0.1 and 7.1.1 - Calendar Year End 2019

You must have the following System JARs loaded before loading this Calendar Year End 2019 release:

- Costpoint 7.0.1: System JAR 054 (released June 2018)
- Costpoint 7.1.1: System JAR 034 (released October 2017)

**Note: System JAR 049 for Costpoint 7.0.1 and System JAR 028 for Costpoint 7.1.1** introduced a much needed change to the State Filing Statuses in Costpoint. Rather than using filing statuses that only applied to Costpoint (Both, Miscellaneous 1, Miscellaneous 2, etc.) and had to be manually mapped to each state's actual filing statuses, Costpoint 7.0.1 and 7.1.1 were updated to use each state's actual filing status(es). Any tax updates starting in January 2019 only support the new state filing statuses that were introduced in System JAR 049 for 7.0.1 and System JAR 028 for 7.1.1 (both released in April 2017).

In order to update the old state filing statuses to the new state filing statuses, you must run the Update State Filing Statuses utility which you can access by going to **People » Payroll » Payroll Utilities** menu. You must run this utility before you can load any tax table updates that were released by Deltek starting in January 2019.

### Installation Prerequisites

Ensure the following are installed and operational:

- Costpoint Version 7.1.1
- Costpoint 7.1.1 System JAR 034
- PATCH3706
- PATCH3712
- PATCH3716
- PATCH3719
- PATCH3722
- PATCH3724
- PATCH3726

### Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
Accounting	Accounts Payable	APR1099	Print/Create 1099s and Magnetic Media	cp711_apr1099_003.zip
People	Benefits	HBP1094C	Create 1094-C and 1095-C Electronic File	cp711_hbp1094c_013.zip
People	Employee Self Service	ESMELECW2	W-2's	cp711_esmelecw2_010.zip
People	Payroll	PRMDED	Manage Deductions	cp711_prmded_004.zip
People	Payroll	PRMLTI	Manage Local Taxes	cp711_prmlti_010.zip
People	Payroll	PRMW2	Manage W-2s	cp711_prmw2_006.zip
People	Payroll	PRPCW2	Create W-2 Table	cp711_prpcw2_006.zip
People	Payroll	PRPEXTAX	Export Payroll Taxes	cp711_prpextax_011.zip
People	Payroll	PRPW2S	Create State W-2 File	cp711_prpw2s_017.zip
People	Payroll	PRRW2R	Print W-2 Summary Report	cp711_prrw2r_005.zip
People	Payroll	PRRW2	Print W-2s	cp711_prrw2_006.zip

## Updates and Enhancements

This section includes:

- Federal updates
- State updates

### Federal Updates

#### Federal Tax Updates

The following are updates to federal taxes:

- **Social Security Limit:** \$137,700
- **401(k) Deferral Limit:** \$19,500
- **401(k) Wage Limit:** \$285,000
- **Safe Harbor Affordability Rate:** 0.0978
- **2019 FUTA Credit Reduction:** US Virgin Islands 2.7%

#### Affordable Care Act 2019

For the tax year 2019, the Software ID and the namespaces of the Manifest and Data XML files have changed. This release updates Costpoint to allow for the creation of XML files that will be valid for 2020 processing year submissions.

### Separate 1099 Reporting for Non-Employee Compensation

In 2019, the 1099 reporting has been changed with Form 1220 Sec 7 of the IRS.gov 1099 instructions. The accounts payable clerk creating and submitting 1099's and the mag media must separate non-employee compensation (NONEMP) 1099's from all other 1099 types for mailing and submission.

To support the new instruction, the Print/Create 1099s and Magnetic Media screen provides a new **1099 Types to Include** group box with following two separate options for printing a 1099/creating a magnetic media file:

- **Non-Employee Compensation** — Select this option to include only non-employee compensation types in the printed 1099/magnetic media file.
- **All Other Types** — Select this option to include only other 1099 types and exclude non-employee compensation in the printed 1099/magnetic media file.

This update applies to calendar year 2019 and later. The new options will not be available for calendar years prior to 2019.

### USERRA Make-Up Amounts for 2018

The lookup results of Box 12 - **Code** field on the Manage W-2s (PRMW2) screen now include codes for the USERRA make-up amounts for the 2018 tax year.

### State Updates

#### Massachusetts Paid Family and Medical Leave

The State of Massachusetts requires employers include paid family leave contribution amounts in Box 14 of the W-2. If applicable, employers must report the Massachusetts Paid Family and Medical Leave deductions in Box 14 of the W-2 using the code **MA PFML**.

To allow employers to comply with the state requirements, this release allows you to use the new **Box 14 Description** field in the Federal tab of the Manage Deductions screen to populate the W-2 Box 14 descriptions. Prior to this enhancement, up to three Box 14 rows could be specified. With this release, you may now specify up to five Box 14 rows.

**Warning:** The Massachusetts Paid Family and Medical Leave amounts are not automatically included in Box 14 of the W-2. In order to populate this information on the W-2, perform the following steps:

1. In the Manage Deductions (PRMDED) screen, retrieve the deduction code you use for Massachusetts Paid Family and Medical Leave.
2. On Federal tab, select the line from the **W2 Box 14 Usage** drop-down list that will be used to report the Massachusetts Paid Family and Medical Leave amounts.
3. Assign a value of **MA PFML** in the **Box 14 Description** field.

The following screens in Costpoint contain the corresponding updates related to this enhancement:

- **Create W-2 Table (PRPCW2)**  
The group box label changed from "Box 14 Descriptions" to "Box 14 Description Overrides." Use this group box to override Box 14 descriptions assigned on the Manage Deductions screen or the Manage Local Taxes screen. The lines in this group box increase from three to five.
- **Manage Deductions (PRMDED)**  
A new **Box 14 Description** data field allows you to enter a description for the selected line number in the **W-2 Box 14 Usage** field.

- Manage Local Taxes (PRMLTI)

A new **Box 14 Description** data field allows you to enter a description for the selected line number in the **W-2 Box 14 Usage** field.

- Print Data Dictionary Report (SYRDD)

The report now provides information for the **Box 14 Description** (BOX14\_DESC) columns in the following database tables:

- Deduction Code Corporate (DED\_CD\_CORP)
- Locality (LOCALITY)

### Oregon W-2 Transit Tax

The State of Oregon requires employers to report statewide transit tax withheld on Forms W-2 starting with tax year 2019. The rule (150-316-0359) requires statewide transit tax withheld to be reported in Box 14 of Form W-2, Wage and Tax Statement, using the code **ORSTT W/H**.

To support employers with many employees in the State of Oregon, this release improves the existing Box 14 functionality in Costpoint so employers can also designate and report local tax in Box 14. The entries in Box 14 also increases and now accepts up to five lines which you can use for reporting deductions and local taxes.

**Warning:** The Oregon transit tax needs to be set up. It is not automatically printed if an employee has Oregon transit tax. To set up the tax, perform the following steps:

- In the Manage Local Taxes (PRMLTI) screen, go to the W-2Reporting subtask and select a line in the **W2 Box 14 Usage** drop-down list for the Oregon transit tax.
- Assign a value of **ORSTT W/H** for the selected Box 14 line using one of the following methods:

**Method 1:** In Manage Local Taxes screen, enter **ORSTT W/H** in the **Description** field on the W-2 Reporting subtask.

**Method 2:** When creating W-2 table in Create W-2 Table (PRPCW2) screen, enter **ORSTT W/H** in the appropriate description line in the **Box 14 Description Overrides** group box. This method overrides all descriptions entered in the Manage Local Taxes screen and Manage Deductions screen for the Box 14 line.

The following screens in Costpoint contain the corresponding updates related to this enhancement:

- Manage Deductions (PRMDED)
  - The **W2 Box 14 Usage** now provides **Line 4** and **Line 5** options.
  - A **Box 14 Description** field allows you to enter a definition for the selected line number in **W-2 Box 14 Usage** field. This field will be disabled if the deduction type is **UIHCWD**.
  - The application provides a validation to **W2 Box 14 Usage** if selected line number has been assigned to a local tax.
- Manage Local Taxes (PRMLTI)
  - A new **Box 14** group box provides the following:
    - A **W-2 Box 14 Usage** drop-down list allows you to select a line in the Box 14 of the W-2 and assign it for applicable local tax amounts.
    - A **Box 14 Description** field allows you to enter a definition for the selected line number in **W-2 Box 14 Usage** field.

- A new W-2 reporting subtask now contains the following group boxes:
  - Box 14
  - New York W-2 Reporting
  - Ohio Tax Collection Agency
  - Pennsylvania W-2 Reporting
- The application provides validation message if you did not assign a **Box 14** line assigned and the **State** is **OR** and **Tax Type** is **Transit Tax**.
- The **W2 Box 14 Usage** field provides a validation message if you assigned a deduction to a line number.
- Create W-2 Table (PRPCW2)
  - The application now allows reporting of local tax amounts in Box 14.
  - The **Box 14 Descriptions** group box expands to five lines. The report includes the new line 4 and Line 5.
  - The Box 14 code fields can now accommodate up to 9 characters.
  - Box 14 Line 4 and Line 5 are now included New Jersey's Box 14 calculation.
- Manage W-2 (PRMW2)
  - A new subtask now displays Box 14 information.
  - The lines for Box 14 increases to five.
  - The screen can now display local tax amounts in Box 14.
- Print W-2s (PRRW2)
  - The application now allows printing of Box 14 Line 4 and Line 5 (overflow box 14 entries) on the second page of the W-2 form.
- Export Payroll Taxes (PRPEXTAX)
  - The application includes the new Line 4 and Line 5 in the selection of the Box 14 Record.
- Print W-2 Summary Report (PRRW2R)
  - The report now includes Box 14 Line 4 and Line 5 information.
- W-2s (ESMELECW2)
  - The screen and the report now displays Box 14 Line 4 and Line 5 information in the **14 Other** section.
- Print Data Dictionary Report (SYRDD)
 

The report now provides information for the following database columns:

  - Box 14 Line 4 Code (FED\_W2\_FILE.box\_14\_ln4\_cd)
  - Box 14 Line 4 Amount (FED\_W2\_FILE.box\_14\_ln4\_amt)
  - Box 14 Line 5 Code (FED\_W2\_FILE.box\_14\_ln5\_cd)
  - Box 14 Line 5 Amount (FED\_W2\_FILE.box\_14\_ln5\_amt)
  - W2 Box 14 Usage (LOCALITY.w2\_box14\_ln)

## Pennsylvania W2 with Philadelphia Local Tax Details

Employers with more than 250 employees in Philadelphia are required to submit W-2 files electronically. Prior to this update, Pennsylvania's W-2 file did not include local tax data. In order to address the W-2 reporting requirement for Philadelphia locality, this release adds an option in Costpoint to generate a W-2 file that is compliant with Philadelphia's W-2 electronic filing requirements.

The following screens in Costpoint contain the corresponding updates related to this enhancement:

- **Manage Local Taxes (PRMLTI)**  
A new **Pennsylvania W-2 Reporting** group box is available in the W-2 Reporting subtask. Use this group box to indicate if the locality is used to track Philadelphia.
- **Create State W-2 File (PRMW2S)**
  - A new **PA Local Tax Data** field allows you to select the reporting option for Pennsylvania.
  - A new **State Control Number** field allows you to enter the State Control Number. For example, the 7-digit Philadelphia Business Tax Account Number.
  - The application reports Philadelphia city tax data in PA's W-2 file if you select the **Philadelphia** option in the **PA Local Tax Data** field.

## State Tax Updates

The following are state tax changes effective January 1, 2020:

### Arkansas

The SUTA limit for 2020 is **\$7,000**.

### Colorado

The SUTA limit for 2020 is **\$13,600**.

### Iowa

- The annual tax bracket thresholds were adjusted.
- The standard deduction increases from \$1,690 to **\$1,880** a year for employees who claim one or zero allowances; and from \$4,160 to **\$4,630** a year for employees who claim more than one allowance.
- The SUTA limit for 2020 is **\$31,600**.

### Kentucky

- The SUTA limit for 2020 is \$10,800.
- The standard deduction amount increases to from 2,590 to **\$2,650**.

### Missouri

The SUTA limit for 2020 is **\$11,500**.

### Montana

The SUTA limit for 2020 is **\$34,100**.

### Nevada

The SUTA limit for 2020 is **\$32,500**.



## Major New Features and Enhancements in Costpoint 7.1.1

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### New Jersey

The SUTA limit for 2020 is **\$35,300**.

### New Mexico

The SUTA limit for 2020 is **\$25,800**.

### New York

The SUTA limit for 2020 is **\$11,600**.

### Ohio

The withholding tax formula has been updated for 2020.

### Oklahoma

The SUTA limit for 2020 is **\$18,700**.

### Vermont

The SUTA limit for 2020 is **\$16,100**.

### Washington

The SUTA limit for 2020 is **\$52,700**.

### Wyoming

The SUTA limit for 2020 is **\$26,400**.

## 2020 Federal Tax Table and Form W-4 Updates

### Overview

The Deltek Costpoint Regulatory Release Notes provide information on the updates to the Federal Tax Tables and Form W-4 for 2020.

### IMPORTANT NOTES

#### Versions 7.0.1 and 7.1.1 - Calendar Year End 2019

You must have the following System JARs loaded before loading this Calendar Year End 2019 release:

- Costpoint 7.0.1: System JAR 054 (released June 2018)
- Costpoint 7.1.1: System JAR 034 (released October 2017)

**Note: System JAR 049 for Costpoint 7.0.1 and System JAR 028 for Costpoint 7.1.1** introduced a much needed change to the State Filing Statuses in Costpoint. Rather than using filing statuses that only applied to Costpoint (Both, Miscellaneous 1, Miscellaneous 2, etc.) and had to be manually mapped to each state's actual filing statuses, Costpoint 7.0.1 and 7.1.1 were updated to use each state's actual filing status(es). Any tax updates starting in January 2019 only support the new state filing statuses that were introduced in System JAR 049 for 7.0.1 and System JAR 028 for 7.1.1 (both released in April 2017).

In order to update the old state filing statuses to the new state filing statuses, you must run the Update State Filing Statuses utility which you can access by going to **People » Payroll » Payroll Utilities** menu. You must run this utility before you can load any tax table updates that were released by Deltek starting in January 2019.

## Installation Prerequisites

Ensure the following are installed and operational:

- Costpoint Version 7.1.1
- Costpoint 7.1.1 System JAR 047
- PATCH3739
- PATCH3742

## Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
People	Payroll	PRMFTI	Manage Federal Taxes	cp711_prmfti_005.zip

## Updates and Enhancements

This section includes:

- Federal Tax Table updates
- Form W-4 updates

### Federal Tax Tables

The Manage Federal Tax Tables (PRMFTT) screen contains six new tables effective 01/01/2020 for the following filing statuses:

- Single (Step 2 of W-4 is unchecked)
- Married (Step 2 of W-4 is unchecked)
- Head of Household (Step 2 of W-4 is unchecked)
- Single (Step 2 of W-4 is checked)
- Married (Step 2 of W-4 is checked)
- Head of Household (Step 2 of W-4 is checked)

### Form W-4 Updates

This Costpoint release updates the Manage Federal Taxes (PRMFTI) to support the following Form W-4 updates for 2020:

- The value of a withholding allowance, which is included in withholding calculations for the revised Form W-4 increases to **\$4,300** for 2020.

The increased allowance amount is applicable in withholding calculations for the 2020 Form W-4, Employee's Withholding Certificate and with Forms W-4 issued before 2020.

The \$4,300 withholding allowance amount is included in withholding methods for use with the 2020 Form W-4. Instead of allowance amounts based on the number of personal exemptions claimed by an employee, a fixed amount equivalent to zero, two, or three allowances is exempt from wages.

- The following are the 2020 fixed exemption amounts, also known as a default allowance amounts, for the corresponding employees:

Employees who check the box in Step 2c	\$0
Employees who do not check the box in Step 2c and file as Single or Head of Household	\$8,600
Employees who do not check the box in Step 2c and are married filing jointly	\$12,900

- The following are the data changes in the final Form W-4:

Dependent Credit Amounts – Qualifying Children under 17	\$2,000.00
Dependent Credit Amounts – Other Dependents	\$500.00
W-4 Deductions Worksheet - Married	\$24,800.00
W-4 Deductions Worksheet - Single	\$12,400.00
W-4 Deductions Worksheet– Head of Household	\$18,650.00

Additionally, this release also applies the following changes to the Manage Federal Taxes screen:

- The **Step 2 of W-4** field label to "Step 2 of W-4 is Checked."
- In Form view, the labels of the following group boxes changed:
  - The **Adjusting Amount Multipliers** group box is now labeled as "Fixed Number of Exemptions."
  - The **Deduction** group box is now labeled as "W-4 Deductions Worksheet."

## 2020 Federal Tax Withholding Form W-4

The 2020 Form W-4 has been redesigned by the IRS to reduce the form's complexity and to increase transparency and accuracy in the withholding system. Employees filling out the 2020 Form W-4 (Employee's Withholding Certificate) will no longer be able to claim withholding allowances. Instead, employees need to provide whole dollar amounts to employers for more accurate withholding during the year.

Beginning in 2020, the following must use the redesigned form:

- All new employees.
- Employees hired prior to 2020 who want to adjust withholding from their pay dated January 1, 2020, or later.

To comply with the redesigned Form W-4 and to be able to calculate the federal withholding tax correctly for pay date starting January 1, 2020, this release updates the Federal Withholding form in Costpoint and adds new fields to multiple applications.

This release also updates the federal income tax withholding calculation to match the changes in the new form. The new computation calculates the tax withholding correctly regardless of whether the employee provided a Form W-4 in an earlier year or will provide a new Form W-4 in 2020.

**Warning:** The 2020 federal tax table data will be released separately by Q4 2019. If your company needs to test the 2020 Form W-4 enhancement before the release of the 2020 federal tax table data, you must manually enter the applicable tax information on the Manage Federal Taxes screen and the Manage Federal Tax Tables screen.

## Frequently Asked Questions

### How will this work in the Costpoint Payroll system? Will you have two sets of tax tables?

The Manage Federal Tax Tables screen will provide six tax tables effective 01/01/2020 which consist of the following:

- Three tables containing the standard withholding rate schedules. There is one table for each filing status (Married, Single, and Head of Household) where Step 2 of Form W-4 is unchecked.
- Three tables containing the non-standard withholding rate schedules. There is one table for each filing status (Married, Single, and Head of Household) where Step 2 of Form W-4 is checked.

### How will the system distinguish if the employee filled out a new Form W-4 or still has the old form active?

If the **Form W-4 Version** is **2019** on the Manage Employee Taxes screen, it means the most recent W-4 form submitted by the employee is 2019 or its earlier versions.

If the **Form W-4 Version** is **2020** on the Manage Employee Taxes screen, it means the employee has submitted the 2020 W-4 form or its succeeding versions.

### Will taxes be calculated the same as they are today for those people who do not have the new 2020 Form W-4?

Taxes will be calculated the same as they are in tax year 2019 if the **Form W-4 Version** is **2019** in Manage Employee Taxes (PRMETAX).

## Application Updates

### Compute Payroll (PRPCPR)

The federal withholding tax calculation for regular paychecks was updated. The Compute Payroll process will apply the following:

- If Form W-4 is from before 2020, the tax withholding calculation works for any number of withholding allowances claimed.
- If Form W-4 is from 2020 or later and check date is after 2019, the tax withholding calculation will use the following:
  - Employee provided amounts to increase or reduce taxes, and
  - Employee provided amounts to increase or decrease the amount of wage income subject to income tax withholding.

### Configure State Tax Settings (AOMESSST)

The Configure State Tax Settings screen provides the following updated error/validation message for the Equal to Federal – **Filing Status** check box: “The only valid filing statuses are single, married, or head of household if “Equal to Federal Filing Status” check box is selected.”

### Federal Withholding (ESMFEDWH)

The following are updates to the Federal Withholding screen:

- To comply with the redesigned Form W-4, the screen provides the following new tabs for entering 2020 information:
  - Federal Withholding (2020 W-4)
  - Additional WH/Deduction Worksheet (2020 W-4)
- You can access the existing tabs in the new 2019 W-4 subtask. The labels for the existing 2019 tabs changed as follows:
  - The “Federal Withholding” tab label changed to “Federal Withholding (2019 W-4)”
  - The “Allowances Worksheet” tab label changed to “Allowances Worksheet (2019 W-4).”

### Life Events/New Hires (ESMLIFEEVENT)

The following are updates to the Federal Withholding tab on the Life Events/New Hires screen:

- To comply with the redesigned Form W-4, the screen provides the following new tabs for entering 2020 information:
  - Federal Withholding (2020 W-4) and
  - Additional Withholding
  - Deduction Worksheet

### Manage Federal Tax Tables (PRMFETT)

The following are the updates to the Manage Federal Tax Tables screen:

- A new **Head of Household** option is available in the **Filing Status** field.
- A new **Step 2 of W-4** check box allows you to indicate if the rates in the Federal Tax Table will be used when the employee selects the **Step 2 of W-4** check box on the Manage State Taxes screen.

### Manage Federal Taxes (PRMFTI)

The following are the updates to the Manage Federal Taxes screen:

- The new **Adjusting Amount Multipliers** group box provides fields for entering the multiplier for the applicable tax table that will be used in the calculation of federal withholding tax. The amounts in this group box come from IRS Publication 15-T. This group box contains the following fields:
  - Step 2 of W-4
  - Married
  - Single
  - Head of Household
- The new **Dependent Credit Amounts** group box provides fields for entering credit amount for employee’s dependents. The amounts in this group box come from Step 3 of 2020 Form W-4. This group box contains the following fields:
  - Qualifying Children under 17
  - Other Dependents

- The new **Deductions** group box provides fields for entering the deduction amount for each filing status. The values come from the Deductions Worksheet of the 2020 Form W-4. This group box contains the following fields:
  - Married
  - Single
  - Head of Household

### Manage Employee Earnings History (PRMERF)

The following are the updates to the Manage Federal Taxes screen:

- The Employee Tax Setup tab contains the following new fields/check box/drop-down list:
  - Dependents (Qualifying Children under 17)
  - Other Dependents
  - Other Tax Credit Amount
  - Other Income
  - Deductions
  - Step 2 of W-4
  - Form W-4 Version
- A new Paystub Information tab was added but will not be populated at this time. The following fields in this tab are reserved for future use:
  - Name (employee's name used on the paycheck/advice) (PAYSTUB\_NAME)
  - Employee Type (S\_EMPL\_TYPE\_CD)
  - Rate Type (Hourly or Salaried) (S\_HRLY\_SAL\_CD)
  - FLSA Classification (EXMPT\_FL)
  - Pay Frequency (S\_PR\_FREQ\_CD)
  - Pay Period Salary Amount (Exempt Employees) (SAL\_AMT)
  - Line 1 (LN\_1\_ADR)
  - Line 2 (LN\_2\_ADR)
  - Line 3 (LN\_3\_ADR)
  - City (CITY\_NAME)
  - State/Province (MAIL\_STATE\_DC)
  - Postal Code (POSTAL\_CD)
- A new Paystub Hourly Rate Detail subtask was added but will not be populated at this time. The following fields in this subtask are reserved for future use:
  - Employee ID (EMPL\_ID)
  - Paycheck Type (S\_PAYCHK\_TYPE)
  - Synthetic key to provide key uniqueness (HRLY\_RATE\_KEY)
  - Pay Type (PAY\_TYPE)
  - Pay Type Description (PAYSTUB\_SHORT\_DESCRIPTION)

- Earnings Week (PAYSTUB\_WEEK)
- Hours (PAYSTUB\_HOURS)
- Hourly Amount (PAYSTUB\_HRLY\_AMT)
- Paystub Additional Amount (PAYSTUB\_ADD\_AMT)
- Paystub amount (PAYSTUB\_AMOUNT)

### Manage Employee Information (LDMEINFO)

The following are the updates to the Taxes subtask of the Manage Employee Information screen:

- A new **Head of Household** option is available in the **Filing Status** field.
- The **Federal** group box contains the following new fields/check box/drop-down list:
  - Dependents (Qualifying Children under 17)
  - Other Dependents
  - Other Tax Credit Amount
  - Other Income
  - Deductions
  - Step 2 of W-4
  - Form W-4 Version

### Manage Employee Taxes (PRMETAX)

The following are the updates to the Manage Employee Taxes screen:

- A new **Head of Household** option is available in the **Filing Status** field.
- The **Federal** group box contains the following new fields/check box/drop-down list:
  - Dependents (Qualifying Children under 17)
  - Other Dependents
  - Other Tax Credit Amount
  - Other Income
  - Deductions
  - Step 2 of W-4
  - Form W-4 Version

### Manage Payroll Records (PRMPTF)

The following are updates to the Manage Payroll Records screen:

- The federal withholding tax calculation for regular paychecks was updated.
- The Employee Tax Setup tab contains the following new fields/check box/drop-down list:
  - Dependents (Qualifying Children under 17)
  - Other Dependents
  - Other Tax Credit Amount

- Other Income
- Deductions
- Step 2 of W-4
- Form W-4 Version
- A new Paystub Information tab was added but will not be populated at this time. The following fields in this tab are reserved for future use:
  - Name (employee's name used on the paycheck/advice) (PAYSTUB\_NAME)
  - Employee Type (S\_EMPL\_TYPE\_CD)
  - Rate Type (S\_HRLY\_SAL\_CD)
  - FLSA Classification (EXMPT\_FL)
  - Pay Frequency (S\_PR\_FREQ\_CD)
  - Pay Period Salary Amount (Exempt Employees) (SAL\_AMT)
  - Line 1 (LN\_1\_ADR)
  - Line 2 (LN\_2\_ADR)
  - Line 3 (LN\_3\_ADR)
  - City (CITY\_NAME)
  - State/Province (MAIL\_STATE\_DC)
  - Postal Code (POSTAL\_CD)
- A new Paystub Hourly Rate Detail subtask was added but will not be populated at this time. The following fields in this subtask are reserved for future use:
  - Employee ID (EMPL\_ID)
  - Paycheck Type (S\_PAYCHK\_TYPE)
  - Synthetic key to provide key uniqueness (HRLY\_RATE\_KEY)
  - Pay Type (PAY\_TYPE)
  - Pay Type Description (PAYSTUB\_SHORT\_DESCRIPTION)
  - Earnings Week (PAYSTUB\_WEEK)
  - Hours (PAYSTUB\_HOURS)
  - Hourly Amount (PAYSTUB\_HRLY\_AMT)
  - Additional Amount (PAYSTUB\_ADD\_AMT)
  - Amount (PAYSTUB\_AMOUNT)

#### Print Data Dictionary Report (SYRDD)

The Print Data Dictionary Report provides information for the new columns in the following database tables:

- Federal Tax Info (FED\_TAX\_INFO)
- Federal Taxability (FED\_TAX\_TBL)
- Employee Tax (EMPL\_TAX)



- Employee Tax Audit (EMPL\_TAX\_ADT)
- Employee Payroll (EMPL\_PAYROLL)
- Employee Payroll Audit (EMPL\_PAYROLL\_ADT)
- Employee Earnings (EMPL\_EARNINGS)
- Employee Earnings Audit (EMPL\_E\_ADT)
- Federal Tax Override (S\_FED\_TAX\_OVRD)

#### Print Quarterly Federal Tax Report (PRRFDTAX)

The application is fully compatible with the enhancements for the 2020 Form W-4.

#### Print Soc Sec and Medicare Reconciliation Report (PRRFICA)

The application is fully compatible with the enhancements for the 2020 Form W-4.

#### Post Payroll Journal (PRPPCLS)

The Post Payroll Journal screen now includes the following new columns from the Employee Payroll (EMPL\_PAYROLL) and Employee Earnings (EMPL\_EARNINGS) database tables when posting payroll:

- Dependents (Qualifying Children under 17) (FED\_DEP\_NO)
- Other Dependents (FED\_OTHER\_DEP\_NO)
- Other Tax Credit Amount (FED\_OTHER\_CREDITS\_AMT)
- Other Income (FED\_OTHER\_INC\_AMT)
- Deductions (FED\_DED\_AMT)
- Step 2 of W-4 (FED\_STEP2\_W4\_FL)
- Form W-4 Version (FED\_W4\_NO)
- Paystub Name (employee's name used on the paycheck/advice) (PAYSTUB\_NAME)
- Employee Type (S\_EMPL\_TYPE\_CD)
- Rate Type (Hourly or Salaried) (S\_HRLY\_SAL\_CD)
- FLSA Classification (EXMPT\_FL)
- Pay Frequency (S\_PR\_FREQ\_CD)
- Pay Period Salary Amount (Exempt Employees) (SAL\_AMT)
- Paystub Employee Mailing Address Line 1 (LN\_1\_ADR)
- Paystub Employee Mailing Address Line 2 (LN\_2\_ADR)
- Paystub Employee Mailing Address Line 3 (LN\_3\_ADR)
- Paystub Employee Mailing City Name (CITY\_NAME)
- Paystub Employee Mailing State/Province (MAIL\_STATE\_DC)
- Paystub Employee Mailing Postal Code (POSTAL\_CD)
- Hourly Rates Consolidated Flag (CONSOLIDATED\_FL)

The Post Payroll Journal application will not post the following new columns from the Employee Payroll (EMPL\_PR\_PAYSTUB\_HRLY\_RATES) to the Employee Earnings (EMPL\_E\_PAYSTUB\_HRLY\_RATES) database table when posting payroll:

- Employee ID (EMPL\_ID)
- Paycheck Type (S\_PAYCHK\_TYPE)
- Synthetic key to provide key uniqueness (HRLY\_RATE\_KEY)
- Pay Type (PAY\_TYPE)
- Pay Type description (PAYSTUB\_SHORT\_DESCRIPTION)
- Earnings week (PAYSTUB\_WEEK)
- Paystub hours (PAYSTUB\_HOURS)
- Hourly amount for the paystub line (PAYSTUB\_HRLY\_AMT)
- Paystub additional amount (PAYSTUB\_ADD\_AMT)
- Paystub amount (PAYSTUB\_AMOUNT)

### Recompute Taxable Wages (PRPRCOMP)

The work tables for the Recompute Taxable Wages screen now include the following columns:

- Dependents (Qualifying Children under 17 (FED\_DEP\_NO)
- Other Dependents (FED\_OTHER\_DEP\_NO)
- Other Tax Credit Amount (FED\_OTHER\_CREDITS\_AMT)
- Other Income (FED\_OTHER\_INC\_AMT)
- Deductions (FED\_DED\_AMT)
- Step 2 of W-4 (FED\_STEP2\_W4\_FL)
- Form W-4 Version (FED\_W4\_NO)

### View Employee Taxes (PRQETAX)

The following are updates to the View Employee Taxes screen:

- A new **Head of Household** option is available in the **Filing Status** field.
- The **Federal** group box contains the following new fields/check box:
  - Dependents (Qualifying Children under 17)
  - Other Dependents
  - Other Tax Credit Amount
  - Other Income
  - Deductions
  - Step 2 of W-4
  - Form W-4 Version

### Void/Replace Posted Paychecks (PRPAVCK)

The Void Replace Posted Paychecks process now populates the following columns on the Manage Payroll Records screen for replacement checks (V and W records):

- Dependents (Qualifying Children under 17) (FED\_DEP\_NO)
- Other Dependents (FED\_OTHER\_DEP\_NO)

## Major New Features and Enhancements in Costpoint 7.1.1

- Other Tax Credit Amount (FED\_OTHER\_CREDITS\_AMT)
- Other Income (FED\_OTHER\_INC\_AMT)
- Deductions (FED\_DED\_AMT)
- Step 2 of W-4 (FED\_STEP2\_W4\_FL)
- Form W-4 Version (FED\_W4\_NO)

## System Requirements

This enhancement requires the following Costpoint 7.1.1 releases:

- PATCH3695
- PATCH3720
- Common lib – CPCPR (cp711\_cmnlb\_CPCPR\_015.zip)
- Common lib – BENEFITSLIB (cp711\_cmnlb\_BENEFITSLIB\_013.zip)
- Common lib – LDMEINFOLIB (cp711\_cmnlb\_LDMEINFOLIB\_015.zip)

## Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
People	Employee	LDMEINFO	Manage Employee Information	cp711_ldmeinfo_028.zip
People	Employee Self Service	AOMESSST	Configure State Tax Settings	cp711_aomessst_007.zip
People	Employee Self Service	ESMFEDWH	Federal Withholding	cp711_esmfedwh_009.zip
People	Employee Self Service	ESMLIFEEVENT	Life Events/New Hires	cp711_esmlifeevent_022.zip
People	Payroll	PRMERF	Manage Employee Earnings History	cp711_prmerf_020.zip
People	Payroll	PRMFTI	Manage Federal Taxes	cp711_prmfti_004.zip
People	Payroll	PRMFTT	Manage Federal Tax Tables	cp711_prmftt_003.zip
People	Payroll	PRMPTF	Manage Payroll Records	cp711_prmptf_021.zip
People	Payroll	PRPAVCK	Void/Replace Posted Paychecks	cp711_prpavck_005.zip

Domain	Module	Application ID	Application Name	Application File
People	Payroll	PRPCPR	Compute Payroll	cp711_prpcpr_029.zip
People	Payroll	PRPPPCLS	Post Payroll Journal	cp711_prppcls_007.zip
People	Payroll	PRPRCOMP	Recompute Taxable Wages	cp711_prprcomp_008.zip
People	Payroll	PRQETAX	View Employee Taxes	cp711_prqetax_006.zip
People	Payroll	PRRFD TAX	Print Quarterly Federal Tax Report	cp711_prbfdtax_011.zip
People	Payroll	PRRFICA	Print Soc Sec and Medicare Reconciliation Report	cp711_prrfica_011.zip

## Virginia Tax Withholding

The State of Virginia updated the income tax withholding formula for 2019. The standard deduction increases from \$3,000 to **\$4,500**. Costpoint will use the new standard deduction amount in Payroll applications.

To support the state tax update, this Costpoint release adds new tax table records for Virginia, effective January 1, 2019, in the following applications:

- Manage State Standard Deductions (PRMSSD)
- Manage State Tax Tables (PRMSTT)
- Manage State Tax Withholding Adjustments (PRMSTAC)
- Manage State Taxes (PRMSTI)

### Attention:

For more information, refer to the following references on the Virginia Tax website:

- <https://www.tax.virginia.gov/sites/default/files/vatax-pdf/employer-withholding-tables.pdf>
- <https://www.tax.virginia.gov/sites/default/files/vatax-pdf/employer-withholding-instructions.pdf>

## System Requirements

This enhancement requires the Costpoint 7.1.1 PATCH3708.

## IMPORTANT NOTES

### Versions 7.0.1 and 7.1.1

You must have the following System JARs loaded before loading this tax table update:

## Major New Features and Enhancements in Costpoint 7.1.1

- Costpoint 7.0.1: System JAR 054 (released June 2018)
- Costpoint 7.1.1: System JAR 028 (released April 2017)

### Notes:

- **System JAR 028 for Costpoint 7.1.1** introduced programming changes to limit the need for regulatory changes to be released via System JAR. The coding changes allowed us to disassociate payroll computation coding changes from future 7.1.1 System JAR releases. So, after System JAR 028, changes to Costpoint version 7.1.1's Compute Payroll application will not require deployment via System JAR as they did in the past. This not only allows us to deploy Costpoint 7.1.1 regulatory updates and fixes more quickly, but it has also helped us keep the System JAR requirements for Calendar Year End releases as minimal as possible.
- **System JAR 054 for Costpoint 7.0.1** introduced an update to the Colorado state tax withholding tables. In response to the federal tax code overhaul (Pub. L. 115-97), the Colorado Department of Revenue announced an update to their Allowance table on April 2, 2018 (effective April 1, 2018). This required an update to Costpoint Compute Payroll, which can only be released through a System JAR in Costpoint version 7.0.1.
- **System JAR 049 for Costpoint 7.0.1 and System JAR 028 for Costpoint 7.1.1** introduced a much needed change to the State Filing Statuses in Costpoint. Rather than using filing statuses that only applied to Costpoint (Both, Miscellaneous 1, Miscellaneous 2, etc.) and had to be manually mapped to each state's actual filing statuses, Costpoint 7.0.1 and 7.1.1 have been updated to use each state's actual filing status(es). Though the new filing statuses were introduced in April 2017, Deltek will continue to support tax table updates based on the original state filing statuses through **02/28/2019**. In order to load any tax table updates released by Deltek in March 2019 or later, you must update to the new filing statuses by running the Update State Filing Statuses toolkit in the **People » Payroll » Payroll Utilities** menu. Any tax updates released in March 2019 or later will only support the new state filing statuses that were introduced in System JAR 049 for 7.0.1 and System JAR 028 for 7.1.1 (both released in April 2017).

**Warning:** In order to update the old state filing statuses to the new state filing statuses, you must run the Update State Filing Statuses utility which you can access by going to **People » Payroll » Payroll Utilities** menu. You must run this utility before you can load any tax table updates released by Deltek starting in March 2019. All tax table updates released by Deltek starting in March 2019 will only provide updates for the new state filing statuses.

**Warning:** Unless specifically noted in the release notes, this state tax update and any future federal and state tax table changes will require the following:

- System JAR 054 for Costpoint version 7.0.1
- System JAR 028 for Costpoint version 7.1.1

## Minnesota Tax Withholding

Minnesota's withholding tax tables for 2019 have been updated for the second time due to the Minnesota tax law that was enacted on May 30, 2019. In relation to this change, Costpoint will use the new tax tables in payroll. This release updates the records effective January 1, 2019 for Minnesota on the Manage State Tax Tables screen.

**Attention:** For more information, refer to the *2019 Minnesota Withholding Tax Tables*: [https://www.revenue.state.mn.us/sites/default/files/2019-09/wh\\_tables\\_19\\_0.pdf](https://www.revenue.state.mn.us/sites/default/files/2019-09/wh_tables_19_0.pdf).

## System Requirements

This enhancement requires the Costpoint 7.1.1 PATCH3704.

## IMPORTANT NOTES

### Versions 7.0.1 and 7.1.1

You must have the following System JARs loaded before loading this tax table update:

- Costpoint 7.0.1: System JAR 054 (released June 2018)
- Costpoint 7.1.1: System JAR 028 (released April 2017)

#### Notes:

- **System JAR 028 for Costpoint 7.1.1** introduced programming changes to limit the need for regulatory changes to be released via System JAR. The coding changes allowed us to disassociate payroll computation coding changes from future 7.1.1 System JAR releases. So, after System JAR 028, changes to Costpoint version 7.1.1's Compute Payroll application will not require deployment via System JAR as they did in the past. This not only allows us to deploy Costpoint 7.1.1 regulatory updates and fixes more quickly, but it has also helped us keep the System JAR requirements for Calendar Year End releases as minimal as possible.
- **System JAR 054 for Costpoint 7.0.1** introduced an update to the Colorado state tax withholding tables. In response to the federal tax code overhaul (Pub. L. 115-97), the Colorado Department of Revenue announced an update to their Allowance table on April 2, 2018 (effective April 1, 2018). This required an update to Costpoint Compute Payroll, which can only be released through a System JAR in Costpoint version 7.0.1.
- **System JAR 049 for Costpoint 7.0.1 and System JAR 028 for Costpoint 7.1.1** introduced a much needed change to the State Filing Statuses in Costpoint. Rather than using filing statuses that only applied to Costpoint (Both, Miscellaneous 1, Miscellaneous 2, etc.) and had to be manually mapped to each state's actual filing statuses, Costpoint 7.0.1 and 7.1.1 have been updated to use each state's actual filing status(es). Though the new filing statuses were introduced in April 2017, Deltek will continue to support tax table updates based on the original state filing statuses through **02/28/2019**. In order to load any tax table updates released by Deltek in March 2019 or later, you must update to the new filing statuses by running the Update State Filing Statuses toolkit in the **People » Payroll » Payroll Utilities** menu. Any tax updates released in March 2019 or later will only support the new state filing statuses that were introduced in System JAR 049 for 7.0.1 and System JAR 028 for 7.1.1 (both released in April 2017).

**Warning:** In order to update the old state filing statuses to the new state filing statuses, you must run the Update State Filing Statuses utility which you can access by going to **People » Payroll » Payroll Utilities** menu. You must run this utility before you can load any tax table updates released by Deltek starting in March 2019. All tax table updates released by Deltek starting in March 2019 will only provide updates for the new state filing statuses.

**Warning:** Unless specifically noted in the release notes, this state tax update and any future federal and state tax table changes will require the following:

- System JAR 054 for Costpoint version 7.0.1
- System JAR 028 for Costpoint version 7.1.1

## EEO-1 Report with Pay Data

The U.S. Equal Employment Opportunity Commission (EEOC) requires private employers including federal contractors and subcontractors with 100 or more employees to submit the EEO-1 report with summary pay data. The pay data reports are due on September 30, 2019.

Federal contractors and subcontractors with 50-99 employees will not be required to submit summary pay data but will continue to report demographic data (sex and race or ethnicity) on the EEO-1 report.

Federal contractors and subcontractors with 49 or fewer employees, and companies without federal contracts with 99 or fewer employees, will not be required to complete the EEO-1 report.

For compliance with the updated EEOC requirements, the Print EEO-1 Report (HAREEO1) screen provides a new option that allows federal contractors and subcontractors with 100 or more employees to generate an EEO-1 report with summary pay data. This new option adds to the screen's existing functionality which allows federal contractors and subcontractors with 50 - 99 employees to report demographic data only.

### Application Updates

#### Print EEO-1 Report (HAREEO1)

The screen provides the following new Report Type options:

- **Component 1 Data** — Select this option to print an EEO-1 report that includes demographic data only. This option applies to federal contractors and subcontractors with 50-99 employees which are companies that are required to submit the EEO-1 report but do not need to submit summary pay data.
- **Component 2 Pay Data** — Select this option to print an EEO-1 report that includes demographic and summary pay data. This option applies to private employers including federal contractors and subcontractors with 100 or more employees.

The screen now uses **Range** as the **Effective Date** option in the **Selection Ranges** group box. Use the corresponding **Start** and **End** date fields to specify a pay period date range for the EEO-1 Report. This update is in accordance with the EEO-1 requirements for both Component 1 and Component 2 data which states that "employment data must include all full-time and part-time employees who were employed during the payroll period selected by the employer between October 1 and December 31."

#### Manage Pay Types (LDMPAYTP)

The Equal Employment Opportunity Commission (EEOC) Component 2 instructions adopt the Fair Labor Standards Act (FLSA) definition of hours worked. Therefore, the hours worked data that employers will report for the EEO-1 Component 2 will be based on the same hours worked that employers record for FLSA purposes. FLSA hours worked generally do not include paid leave such as sick leave, vacation leave, or paid holidays.

To allow you to exclude applicable pay types from the number of hours worked calculation, the Manage Pay Types screen provides a new **Exclude from Number of Hours Worked** check box.

### Print Data Dictionary Report (SYRDD)

The Print Data Dictionary Report screen now provides information for the **Exclude from Number of Hours Worked** (HRS\_WORKED\_EXCLUDE\_FL) column on the Pay Type (PAY\_TYPE) table.

### System Requirements

The enhancements in this release require Costpoint 7.1.1 PATCH3691.

### Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
People	Payroll	HAREEO1	Print EEO-1 Report	cp711_hareeo1_003.zip
People	Labor	LDMPAYTP	Manage Pay Types	cp711_ldmpaytp_004.zip

## 2019 Hawaii SUTA Electronic Filing Update

The state of Hawaii launched the New Employer Web Application which employers can use for the following purposes:

- Accessing UI (unemployment insurance) account information such as tax rates and reporting history
- Reporting quarterly wage data and make contribution payments
- Requesting for direct deposit of refunds
- Completing online forms and more

The New Employer Web Application replaces the Hawaii Unemployment Insurance (HUI) Express - Quarterly Wage Reporting System (QWRS) which will be phased out. In line with this change, the Contribution Record Layout using fixed-length format for HUI Express online filing will no longer be valid and the New Employer Web Application will require a CSV file format.

To support the state requirements, the Create Quarterly SUTA Tax File (PRPSMM) application now has the ability to generate a CSV data file format that is valid for Hawaii's New Employer Web Application.

**Attention:** For more information, see the following references from the State of Hawaii website:

- <https://labor.hawaii.gov/ui/main/new-employer-website/>
- <https://labor.hawaii.gov/ui/files/2019/02/REVISED-ISP-.pdf>

### Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.



Domain	Module	Application ID	Application Name	Application File
People	Payroll	PRPSMM	Create Quarterly SUTA Tax File	cp711_prpsmm_030.zip

## Q2 2019 SUTA Electronic Filing Update

This Costpoint release provides updates to support the 2019 SUTA tax file specifications of the states of Louisiana and Maryland.

To comply with latest state requirements, the following Costpoint screens were updated in this release:

- Create Quarterly SUTA Tax File (PRPSMM)
- Manage SUTA Tax File Data (PRMSMM)
- Manage Employee Taxes (PRMETAX)

### SUTA Tax Electronic Filing Updates

#### Louisiana

The Louisiana Workforce Commission provided the latest specification for SUTA filing which states that the SOC Code/Job Title field (RS Record; Positions 367-446) is now optional. This field was previously required.

To support the state requirements, this release applies the following updates:

- **Create Quarterly SUTA Tax File** — A new **Include SOC Code / Job Title** check box provides you with the option to include or not include the SOC code/job title value in the report. The screen only enables the check box when you create a tax file for Louisiana.
- **Manage Employee Taxes** — The label for the **Occupational/SOC Code** field now displays "Louisiana."

**Attention:** For more information, please refer to the [Instructions For.TXT Fixed File SSA Upload Quarterly Wage & Tax Reporting: http://www.laworks.net/Downloads/UI/WageUploadInstructions.pdf](http://www.laworks.net/Downloads/UI/WageUploadInstructions.pdf)

#### Maryland

Maryland's EFW2 wage and contribution format was updated for the Reemployment Beacon system. The format changes include the following:

- The state now requires RA, RV, RS, and RF records. Previously, only the RS Record was required.
- The **State Code** was removed in the RS record.
- The RS record contains new fields which include the following:
  - Adjustment Code
  - Adjustment Reason
  - Suffix

## Major New Features and Enhancements in Costpoint 7.1.1

- Out of State Quarterly Unemployment Insurance Total Taxable Wages
- 12th Month 1
- 12th Month 2
- 12th Month 3
- Owner/ Officer Relationship
- Number of Hours Worked
- The format of fields changed in RS record.

To support Maryland's EFW2 format, this release applies the following updates:

- **Create Quarterly SUTA Tax File** — If you enter MD as the State, the screen enables the Employee Count group box fields.
- **Manage Employee Taxes** — The label for the Owner check box now displays "Maryland."
- **Manage SUTA Tax File Data** — If you enter MD in the SUTA State field, the screen enables the following fields:
  - Contact Name
  - Telephone Number
  - Ext
  - E-mail
  - Employee Count Method

**Attention:** For more information, please refer to the *Employer Wage File Interface File Specifications*: <http://www.dllr.maryland.gov/uim/employer/uimempfileformat.pdf>.

## System Requirements

This enhancement requires Costpoint 7.1.1 Common Lib - LDMEINFOLIB (cp711\_cmnlb\_LDMEINFOLIB\_013.zip).

## Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
People	Payroll	PRMSMM	Manage SUTA Tax File Data	cp711_prmsmm_009.zip
People	Payroll	PRPSMM	Create Quarterly SUTA Tax File	cp711_prpsmm_029.zip

## Print Quarterly State Unemployment Report Based on Pay Period Dates

Prior to this release, the Print Quarterly State Unemployment Report (PRRSTTAX) screen only used check dates as the basis of selecting records from the Employee Earnings table for reporting SUTA wages and employee counts. The application did not include the Employee Earnings record in the employee count if the check date on the record did not fall within the date range and payroll year specified on the screen.

As a result of this limitation, even if the pay period of the Employee Earnings record fell within the specified date range on the screen, the application did not include the record when the check date was outside the specified date range.

To address this issue, the Print Quarterly State Unemployment Report screen provides a new **Use Pay Period Dates to Select Records from Employee Earnings** check box. When you select the new check box, the application will include Employee Earnings records which have pay period dates that fall within the report's date range parameter and it will not use check dates to select records. If you do opt not to select this check box, the application will select records based on check dates.

**Note:** Costpoint disables the new **Use Pay Period Dates to Select Records from Employee Earnings** check box if you select the **Use Reference Date for X, Y, Z, V, and W Records (Applies to Taxes only)** check box on the Configure Payroll Settings screen.

### Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
People	Payroll	PRRSTTAX	Print Quarterly State Unemployment Report	cp711_prrsttax_006.zip

### IMPORTANT NOTES

**Warning:** Unless specifically noted in the release notes, any future federal and state tax table changes (not just Colorado) will require the following:

System JAR 054 for Costpoint version 7.0.1

System JAR 028 for Costpoint version 7.1.1

### Versions 7.0.1 and 7.1.1 - Calendar Year End 2018

In an effort to allow adequate time to prepare for future year-end system jar requirements, please be aware that you must have the following System JARs loaded before the Calendar Year End 2018 release which is scheduled for December 2018. Appropriate action should be taken throughout the next months to plan for this System JAR requirement.

#### **Anticipated Calendar Year End 2018 System JAR Requirements**

- Costpoint 7.0.1: System JAR 054 (to be released June 2018)
- Costpoint 7.1.1: System JAR 028 (released April 2017)

#### **Notes:**

**System JAR 028 for Costpoint 7.1.1** introduced programming changes to limit the need for regulatory changes to be released via System JAR. The coding changes allowed us to disassociate payroll computation coding changes from future 7.1.1 System JAR releases. So, after System JAR 028, changes to Costpoint version 7.1.1's Compute Payroll application will not require deployment via System JAR as they did in the past. This not only allows us to deploy Costpoint 7.1.1 regulatory updates and fixes more quickly, but it has also helped us keep the System JAR requirements for Calendar Year End releases as minimal as possible.

**System JAR 054 for Costpoint 7.0.1** introduced an update to the Colorado state tax withholding tables. In response to the federal tax code overhaul (Pub. L. 115-97), the Colorado Department of Revenue announced an update to their Allowance table on April 2, 2018 (effective April 1, 2018). This required an update to Costpoint Compute Payroll, which can only be released through a System JAR in Costpoint version 7.0.1.

**System JAR 049 for Costpoint 7.0.1** and **System JAR 028 for Costpoint 7.1.1** introduced a much needed change to the State Filing Statuses in Costpoint. Rather than using filing statuses that only applied to Costpoint (Both, Miscellaneous 1, Miscellaneous 2, etc.) and had to be manually mapped to each state's actual filing statuses, Costpoint 7.0.1 and 7.1.1 have been updated to use each state's actual filing status(es). Though the new filing statuses were introduced in April 2017, Deltek will continue to support tax table updates based on the original state filing statuses for the remaining 2018 tax updates. Any tax updates for 2019 will only support the new state filing statuses that were introduced in System JAR 049 for 7.0.1 and System JAR 028 for 7.1.1 (both released in April 2017).



**Warning:** In order to update the old state filing statuses to the new state filing statuses, you must run the Update State Filing Statuses utility which you can access by going to **People » Payroll » Payroll Utilities** menu. You must run this utility before you can load any tax table updates released by Deltek starting in March 2019. All tax table updates released by Deltek starting in March 2019 will only provide updates for the new state filing statuses.

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**Warning:** Unless specifically noted in the release notes, this state tax update and any future federal and state tax table changes will require the following:

- System JAR 054 for Costpoint Version 7.0.1
  - System JAR 028 for Costpoint version 7.1.1
- 

### Version 7.1.1 – Further Reductions in the Need to Release Regulatory Updates within System JARs

We are happy to announce that we have made several programming changes within the past year to limit the need for regulatory changes to be released via System JAR. System JAR 028 for Costpoint 7.1.1 was part of that effort. The coding changes introduced in System JAR 028 for Costpoint 7.1.1 allowed us to disassociate payroll computation coding changes from future 7.1.1 System JAR releases. So, after System JAR 028, changes to Costpoint version 7.1.1's Compute Payroll application will not require deployment via System JAR as they did in the past. This means that we can deploy Costpoint 7.1.1 regulatory updates and fixes more quickly, and help us keep the System JAR requirements for Calendar Year End releases as minimal as possible.

The changes we made with the noted System JARs will greatly help with that effort to minimize the System JAR requirements for future regulatory releases.

## Q1 2019 SUTA Electronic Filing Update

This Costpoint release provides the ability to create the SUTA electronic files of the States of Indiana and Montana. This also includes updates to support the 2019 SUTA tax file specifications of multiple states.

To comply with latest state requirements, the following Costpoint screens were updated in this release:

- ☐ Create Quarterly SUTA File (PRPSMM)
- ☐ Manage Employee Taxes (PRMETAX) (Deployed separately to DSM on 3/12/2019)
- ☐ Manage SUTA Tax File Data (PRMSMM)

### SUTA Tax Electronic Filing Updates

#### Indiana

The State of Indiana now requires employers to file quarterly reports electronically. To support this requirement, this release includes the following updates:

- **Manage SUTA Tax File Data** — You can now set up the SUTA tax file data for Indiana on this screen. You must complete the setup on this screen before you can generate a SUTA file for Indiana.
- **Manage Employee Taxes** — Indiana requires each reported employee's Standard Occupation Classification Code in the SUTA electronic file. The label for the Occupational / SOC Code field on the Manage Employee Taxes has been updated to include "Indiana." Before generating the quarterly SUTA electronic file for Indiana, you must assign the appropriate Standard Occupation Classification Code to each applicable employee.
- **Create Quarterly SUTA File** — You can now create Indiana's ICESA-format SUTA file.

#### Montana

The State of Montana now requires employers to file quarterly reports electronically. To support this requirement, this release includes the following updates:

- **Manage SUTA Tax File Data** — You can now set up the SUTA tax file data for Montana on this screen. You must complete the setup on this screen before you can generate a SUTA file for Montana.
- **Create Quarterly SUTA File** — You can now create Montana's ICESA-format SUTA file. As part of the Montana requirements, the EAF Rate field on the Create Quarterly SUTA Tax File screen is now applicable for the state.

#### Oregon

The State of Oregon updated the SUTA file specifications with the following changes:

- FEIN and BIN (Business Identification Number) are now required in RE record.
- Address fields in RS record were removed.

The Create Quarterly SUTA File now supports the latest Oregon EFW2 format for SUTA electronic filing.

#### New York

Effective with the Form NYS-45, Quarterly Combined Withholding, Wage Reporting, and Unemployment Insurance Return, for the first quarter of 2019, due April 30, employers must report for each quarter each

employee's gross wages, unemployment-taxable wages, and income tax withheld. The State of New York updated the SUTA file specifications with the following changes:

- **Record '1W'** – Fields 60-73 (Federal gross wages subject to withholding during the quarter): This field was previously used to report annual gross wages subject to withholding and was only reported in the 4th quarter. New York updated their specifications to indicate that this field must be reported every quarter and populated with the total of federal gross wages or other payments subject to withholding, prior to any allocation, paid to every individual employed at any time during the calendar quarter.
- **Record '1W'** – Fields 75-88 (Total Tax Withheld during the quarter): This field was previously used to report annual state income tax withheld and was only reported in the 4th quarter. New York updated their specifications to indicate that this field must be reported every quarter and populated with the total amount of New York State, New York City, and Yonkers tax withheld for every individual employed at any time during the quarter.
- **Record '1T'** – Fields 60-73: This field was previously used to report annual gross wages subject to withholding from all 1W records in the file and was only reported in the 4th quarter. New York updated their specifications to indicate that this field must be reported every quarter and populated with the total annual gross wages subject to withholding from all 1W records in the file.
- **Record '1W'** – Fields 75-88: This field was previously used to report annual state income tax withheld from all 1W records in the file and was only reported in the 4th quarter. New York updated their specifications to indicate that this field must be reported every quarter and populated with the total tax withheld from all 1W records in the file.

## Known Issue

### No S Record in the Indiana SUTA File

**Deltek Defect Tracking Number: 1099296**

**Description:** The SUTA File for Indiana does not contain the **S** Record when the **Labor Location** field is blank in the salary details of the employee.

**Customers Impacted:** This defect affects Costpoint Payroll users who create SUTA files for the State of Indiana.

**Workaround Before Fix:** Ensure that employees with **IN** (Indiana) as the **SUTA State** have labor location values in their salary details. You can enter the employee's labor location in the Manage Employee Salary Information screen or in the Salary Details subtask of the Manage Employee Information screen.

**Additional Notes:** None.

## Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
People	Employee	PRMETAX	Manage Employee Taxes	cp711_cmnlb_LDMEIN FOLIB_012.zip <i>(Released separately to DSM on 3/12/2019)</i>

Domain	Module	Application ID	Application Name	Application File
People	Payroll	PRMSMM	Manage SUTA Tax File Data	cp711_prmsmm_008.zip
People	Payroll	PRPSMM	Create Quarterly SUTA Tax File	cp711_prpsmm_027.zip

## 2019 February Tax Table Updates

This Costpoint update includes federal and state tax updates effective January 1, 2019.

### Federal Tax

The U.S. Federal Poverty Level was set to **\$12,490** for 2019. This Costpoint release updates the Manage Federal Taxes screen to reflect the 2019 federal tax.

### State Tax Updates

Several U.S. states have released tax updates effective January 1, 2019. To support the tax updates, this Costpoint release adds applicable new records for the corresponding states to the Manage State Taxes, Manage State Tax Tables, and Manage State Tax Withholding Adjustments screens.

#### Alabama

The thresholds for determining the value of an employee's standard deduction have increased.

**Attention:** For more information, refer to the *Withholding Tax Tables and Instructions for Employers and Withholding Agents*: [https://revenue.alabama.gov/wp-content/uploads/2019/01/whbooklet\\_0119.pdf](https://revenue.alabama.gov/wp-content/uploads/2019/01/whbooklet_0119.pdf).

#### Colorado

- Tax bracket thresholds for the percentage method were increased.
- The value of an allowance increases from \$4,050 to **\$4,200** annually.

**Attention:** For more information, refer to: [https://www.colorado.gov/pacific/sites/default/files/DR%201098\\_Web.pdf](https://www.colorado.gov/pacific/sites/default/files/DR%201098_Web.pdf).

#### Maryland

The tax rate in Caroline County increases from 2.80% to **3.20%**.

**Attention:** For more information, refer to the following resources:

- *Percent Method of Withholding for 3.20 Percent Local Income Tax:*  
[https://taxes.marylandtaxes.gov/Business\\_Taxes/Business\\_Tax\\_Types/Income\\_Tax/Employer\\_Withholding/Withholding\\_Tables/pmtables/PM320.pdf](https://taxes.marylandtaxes.gov/Business_Taxes/Business_Tax_Types/Income_Tax/Employer_Withholding/Withholding_Tables/pmtables/PM320.pdf).
- *Maryland Withholding Tax Facts January 2019 - December 2019:*  
[https://taxes.marylandtaxes.gov/Resource\\_Library/Tax\\_Publications/Tax\\_Facts/Withholding\\_Tax\\_Facts/Withholding\\_Tax\\_Facts\\_2019.pdf](https://taxes.marylandtaxes.gov/Resource_Library/Tax_Publications/Tax_Facts/Withholding_Tax_Facts/Withholding_Tax_Facts_2019.pdf)

## Minnesota

The value of an allowance increases from \$4,150 to **\$4,250**.

**Attention:** For more information, refer to the *2019 Minnesota Withholding Tax Tables*:  
[https://www.revenue.state.mn.us/Forms\\_and\\_Instructions/wh\\_tables\\_19.pdf](https://www.revenue.state.mn.us/Forms_and_Instructions/wh_tables_19.pdf).

## New Jersey

The highest withholding rate, applying to incomes exceeding \$5 million a year, decreases from 15.6% to **11.8%**.

**Attention:** For more information, refer to the *New Jersey Income Tax Withholding Instructions*:  
<https://www.state.nj.us/treasury/taxation/pdf/current/njwt.pdf>.

## U.S. Virgin Islands

The unemployment-taxable wage base increases from \$24,200 to **\$26,500**.

## System Requirements

This enhancement requires the following Costpoint 7.1.1 releases:

- PATCH3616
- PATCH3620

## Known Issue

### Incorrect 2019 Hawaii SUTA Limit

The 2019 Hawaii SUTA limit in Costpoint should be **\$46,800** instead of \$46,900. This will be fixed in the next Costpoint regulatory tax update. If you would like to ensure that your data is up-to-date before you compute payroll for Hawaii employees, use the following steps:

1. Go to the Manage State Taxes (PRMSTI) screen in the People » Payroll » State Taxes menu.
2. Use the Query function to load the state tax details of HI (Hawaii).
3. In the State Tax Details record effective 01/01/2019, manually change the Unemployment Limit field value to \$46,800.
4. Save your changes.



## 2019 Hawaii and Michigan Tax Table Updates

The States of Hawaii and Michigan have released tax updates effective January 1, 2019. To support the tax updates, this Costpoint release adds applicable new records for the corresponding states to the Manage State Taxes and Manage State Tax Withholding Adjustments screens.

### State Tax Updates

#### Hawaii

The unemployment-taxable wage base for 2019 is **\$46,800**.

#### Michigan

The personal exemption increases from \$4,050 to \$4,400.

**Attention:** For more information, refer to the Enrolled Senate Bill No. 748: <http://www.legislature.mi.gov/documents/2017-2018/billenrolled/Senate/pdf/2018-SNB-0748.pdf>

### System Requirements

This enhancement requires the Costpoint 7.1.1 PATCH3631

## 2018 Calendar Year End (CYE) and Affordable Care Act (ACA) Updates

### Installation Prerequisites

Ensure the following are installed and operational:

- Costpoint Version 7.1.1
- PATCH3465
- PATCH3520
- PATCH3556
- PATCH3567
- PATCH3573

### Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
People	Benefits	HBP1094C	Create 1094-C and 1095-C Electronic File	cp711_hbp1094c_012.zip
People	Payroll	PRMW2	Manage W-2s	cp711_prmw2_005.zip
People	Payroll	PRPW2F	Create Federal W-2 File	cp711_prpw2f_006.zip

Domain	Module	Application ID	Application Name	Application File
People	Payroll	PRPW2S	Create State W-2 File	cp711_prpw2s_014.zip
People	Payroll	PRRW2	Print W-2s	cp711_prrw2_005.zip
People	Payroll	PRRW2R	Print W-2 Summary Report	cp711_prrw2r_004.zip

## Updates and Enhancements

This section includes:

- Federal updates
- State updates

## Federal Updates

### Federal Tax Updates

The following are updates to federal taxes:

- Social Security Limit: \$132,900
- 401(k) Deferral Limit: \$19,000
- 401(k) Wage Limit: \$280,000
- Safe Harbor Affordability Rate: 9.86%

### W-2 Form and USERRA Make-Up Amounts for 2017

The following new Box 12 codes have been added for 2018 W-2 filing:

- **GG** — (money field) Income from qualified equity grants under section 83(i)
- **HH** — (money field) Aggregate deferrals under section 83(i) elections as of the close of the calendar year

This release updates the following Costpoint W-2 applications to support the new Box 12 codes.

- **Create Federal W-2 File (PRPW2F)**

The application now has the ability to generate a Federal W-2 file with the new GG and HH Box 12 codes in corresponding fields of the RO and RU records. The new Box 12 codes are available in the following positions in the Federal W-2 file:

- RO (Employee Optional) Record
  - **Positions 122 - 132** — GG (money field; Income from Qualified Equity Grants Under Section 83(i))
  - **Positions 133 - 143** — HH (money field; Aggregate Deferrals Under Section 83(i) Elections as of the Close of the Calendar Year)
- RU (Total Option) Record
  - **Positions 160 - 174** — GG (money field; Income from Qualified Equity Grants Under Section 83(i))

- **Positions 175 - 189** — HH (money field; Aggregate Deferrals Under Section 83(i) Elections as of the Close of the Calendar Year)
- **Manage W-2s (PRMW2)**  
The Manage W-2s screen now allows you to enter, or select from the lookup, the new GG and HH codes in the Code field of the Box 12 subtask.  
The lookup results of Code field now include codes for the USERRA make-up amounts for the 2017 tax year.
- **Print W-2s (PRRW2)** The application now has the ability to print W-2s with the new GG and HH Box 12 codes on the 2018 W-2 form.
- **Print W-2 Summary Report (PRRW2R)**  
The application now has the ability to print a W-2 Summary Report with the new GG and HH Box 12 codes.

### Affordable Care Act (ACA) Form 1095-C

A specific format for the employee name and covered individuals name is now indicated on the 2018 Form 1095-C. The Print 1095-Cs screen now supports this update and uses the new name format when you print the 1095-C report.

The correct name format is “first name, middle initial, last name” for the following fields:

- Part 1, #1: Name of employee
- Part 3, (a): Name of covered individual(s)

### Affordable Care Act Electronic Filing (Tax Year 2018)

For the tax year 2018, the namespaces of the Manifest and Data XML files were updated by replacing “ty2017” with “ty2018”, for example, “urn:us:gov:treasury:irs:ext:aca:air:ty18”

Costpoint now supports this update and has the ability to generate XML files that will be valid for 2019 processing year submissions.

### State Updates

#### Georgia G-1003 Electronic Filing

G-1003 is the Withholding Income Statement Transmittal form and the State of Georgia requires this form to be submitted in addition to the W-2 for the W-2 filing. The G-1003 should be submitted using the same option chosen for W-2. Since Costpoint's W-2 file is applicable for the “Upload a File” method, then Costpoint users who generate W-2s for Georgia must also submit G-1003 through the “Upload a File” method. G-1003 using the “Upload a File” method must be in CSV file format, which is a different format from W-2.

Prior to this release, Costpoint did not create the G-1003 upload file. However, since the G-1003 file is also required when filing W-2s, this will now be automatically generated for Georgia through the Create State W-2 File screen.

#### Missouri W-2 Electronic Filing

Missouri's W-2 file specifications for EFW2 Format was updated for 2018. Both RE and RS records should now follow same record layout as SSA Publication No. 42-007 EFW2 Tax Year 2018. In addition to this, the RV record has been updated, and RF record is now included in the file.

The Create State W-2 File application was updated to comply with the 2018 W-2 reporting for the State of Missouri.

### Oregon W-2 Electronic Filing

Statewide transit tax is now included in the annual filing requirement of Oregon. The Create State W-2 File screen now includes this tax in the RS and RV records of the generated W-2 file for Oregon.

The state transit tax information is in the following positions of the Oregon W-2 file.

- **RS record information**
  - Positions 348-358: Taxable wages for the statewide transit tax.
  - Positions 359-369: Amount withheld for the statewide transit tax.
- **RV record information**
  - Positions 40-54: Total amount of taxable wages for the transit tax.
  - Positions 55-69: Total amount of statewide transit tax withheld.

### Pennsylvania W-2 Electronic Filing

The State of Pennsylvania's W-2 file specifications for EFW2 Format was updated for 2018. The following are the changes to the Pennsylvania W-2 file:

- RW, RO, RT, and RU records are not included.
- RV record is now required.
- Individual Taxpayer Identification Numbers (ITIN) will be accepted in the RS record for individuals who do not have a Social Security Number (SSN). However, since SSN is always available, then ITIN will never be used in the file.
- Foreign addresses are now accepted.

The Create State W-2 File screen now complies with the updated W-2 file specifications for the Pennsylvania.

**Attention:** For more information, please refer to the 2018 W-2 and 1099 Employer Withholding Reporting Instructions and Specifications Handbook:  
[https://www.revenue.pa.gov/GeneralTaxInformation/Tax%20Types%20and%20Information/EmployerWithholding/Documents/2018\\_w-2\\_and\\_1099\\_reporting\\_inst\\_and\\_specs.pdf](https://www.revenue.pa.gov/GeneralTaxInformation/Tax%20Types%20and%20Information/EmployerWithholding/Documents/2018_w-2_and_1099_reporting_inst_and_specs.pdf)

### State Tax Updates

**Note:** This Costpoint release updates Manage State Taxes screen by adding the 2019 state unemployment limit, and by setting to zero the exemption amounts for Married, Single, and Other filing statuses. The allowances have been moved to Manage State Tax Withholding Adjustments application which now contains records for Personal Exemption type for applicable states.

The following are state tax changes effective January 1, 2019:

#### California

The State of California withholding tables for Method B exact calculations were updated for 2019. To support this change, Costpoint will now use the new tax tables of California in payroll.

The following are the updates to California tax tables:

- The annual standard deduction increases from \$4,236 to **\$4,401**.
- The low income exemption table has been updated for all filing statuses.
- The withholding tax rate table has been updated for all filing statuses.
- The annual exemption allowance for one increases from \$125.40 to **\$129.80**.

#### Colorado

- The unemployment-taxable wage base increases from \$12,600 to **\$13,100**.

#### Iowa

- The annual withholding table has been updated.
- The standard deduction increases from \$1,650 to **\$1,690** a year, for employees who claim one or zero allowances, and from \$4,060 to **\$4,160** a year, for employees who claim more than one allowance.
- The unemployment-taxable wage base increases from \$29,900 to **\$30,600**.

**Note:** For more information, please refer to the *Iowa Individual Income Tax Withholding Formula*: <https://tax.iowa.gov/sites/files/idr/documents/IA%20Withholding%20Formula%20and%20Instructions%20TY2019.pdf>

#### Kentucky

The unemployment-taxable wage base increases from \$10,200 to **\$10,500**.

#### Missouri

The unemployment-taxable wage base decreases from \$12,500 to **\$12,000**.

#### Montana

- The unemployment-taxable wage base increases from \$32,000 to \$33,000.
- Married and Single exemption amounts have been set to 0.00.

#### Nevada

The unemployment-taxable wage base increases from \$30,500 to **\$31,200**.

#### North Carolina

The unemployment-taxable wage base increases from \$23,500 to **\$24,300**.

#### Oklahoma

- Married and Single exemption amounts have been set to **0.00**.
- The unemployment-taxable wage base increases from \$17,600 to **\$18,100**.

#### Vermont

- Married and Single exemption amounts have been set to **0.00**.

- The unemployment-taxable wage base decreases from \$17,600 to **\$15,600**.

### Washington

The unemployment-taxable wage base increases from \$47,300 to **\$49,800**.

### Wyoming

The unemployment-taxable wage base increases from \$24,700 to **\$25,400**.

### Known Issues

This section includes summaries of the issues that exist in this Costpoint release. These issues will be resolved in future releases.

#### Print 1095-Cs (HBR1095C)

Deltek Defect Tracking Number: 1040284

**Description:** The application truncates the employee's first and/or last name on the printed Form 1095-C if the first and/or last name exceed 10 characters.

**Customers Impacted:** This defect affects Costpoint users who print the 1095-C report for Affordable Care Act (ACA) compliance.

**Workaround Before Fix:** None.

**Additional Notes:** None.

Deltek Defect Tracking Number: 1040644

**Description:** The 1095-C report does not fit in preprinted forms if you are printing from an Edge browser.

**Customers Impacted:** This defect affects Costpoint users who print the 1095-C report from a Windows 10 Edge browser.

**Workaround Before Fix:** Print the report using Adobe Acrobat Reader DC or Google Chrome browser.

**Additional Notes:** None.

Deltek Defect Tracking Number: 1040631

**Description:** When you select portrait orientation for printing the report, the first and last name columns on the printed 1095-C does not support employees with three first names and/or three last names. The third first/last name does not display properly in the corresponding column.

**Customers Impacted:** This defect affects Costpoint users who print the 1095-C report for Affordable Care Act (ACA) compliance.

**Workaround Before Fix:** None.

**Additional Notes:** None.

## 2019 W-4 Information in Employee Self Service

To match the information from the 2019 Form W-4, this Costpoint release updates the Child Tax Credit, Credit for Other Dependents, and Other Credits information on the Allowances Worksheet of the Federal Withholding screen (ESMFEDWH) and Federal Withholding tab of the Life Events/New Hires screen (ESMLIFEEVENT).

The following are the updated sections in the Allowances Worksheet:

- 2) Child tax credit:

If your total income will be less than \$71,201 (\$103,351 if married filing jointly), enter "4" for each eligible child.

If your total income will be from \$71,201 to \$179,050 (\$103,351 to \$345,850 if married filing jointly), enter "2" for each eligible child.

If your total income will be from \$179,051 to \$200,000 (\$345,851 to \$400,000 if married filing jointly), enter "1" for each eligible child.

If your total income will be higher than \$200,000 (\$400,000 if married filing jointly), enter "0".

- 3) Credit for other dependents:

If your total income will be less than \$71,201 (\$103,351 if married filing jointly), enter "1" for each eligible dependent.

If your total income will be from \$71,201 to \$179,050 (\$103,351 to \$345,850 if married filing jointly), enter "1" for every two dependents (for example, "0" for one dependent, "1" if you have two or three dependents, and "2" if you have four dependents).

If your total income will be higher than \$179,050 (\$345,850 if married filing jointly), enter "0".

- 4) Other credits:

If you have other credits, see Worksheet 1-6 of Pub. 505 and enter the amount from that worksheet here. If you use Worksheet 1-6, enter "0".

**Attention:** For more information, please refer to the 2019 Form W-4: <https://www.irs.gov/pub/irs-pdf/fw4.pdf>.

## System Requirements

This enhancement requires Costpoint 7.1.1 Common Lib - BENEFITSLIB (cp711\_cmplib\_BENEFITSLIB\_010.zip).

## 2018 Illinois Withholding Tax

The State of Illinois withholding tables were revised to reflect a recalculated personal exemption. For 2018, the personal exemption increased from \$2,000 to **\$2,225**.

Costpoint will be using the recalculated personal exemption amount for Illinois payroll. In order to accomplish this, this Costpoint release updates the records effective January 1, 2018 for Illinois in Manage State Tax Withholding Adjustments screen.

## System Requirements

This enhancement requires Costpoint 7.1.1 PATCH3529.

## 2018 Oregon W-2 Electronic Filing

The new statewide transit tax for the State of Oregon, which took effect on July 1, 2018, must be reported in the RS and RV records of the State's W-2 file. In order to track the new tax, this release adds a new **Transit Tax** option to the **Tax Type** drop-down list on the Manage Local Taxes screen.

When you set up the statewide transit tax for Oregon (State is **Oregon** and **Tax Type** is **Transit Tax**), then the local taxable wages and local tax withheld will be reported as the state taxable wages for statewide transit tax and statewide transit tax withheld, respectively, in the following records of Oregon's W-2 file:

### RS Record

- **Positions 348-358:** Taxable wages for the statewide transit tax. Deductions that can be applied to wages for income tax withholding generally cannot be applied to wages subject to the transit tax.
- **Positions 359-369:** Amount withheld for the statewide transit tax.

### RV Record

- **Positions 40-54:** Total amount of taxable wages for the transit tax.
- **Positions 55-69:** Total amount of statewide transit tax withheld.

**Warning:** This Costpoint release only updates the Manage Local Taxes screen to allow you to track the new state transit tax. The updated Create State W-2 File screen which will include the new state transit tax in Oregon's W-2 file will be released separately.

### Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
People	Payroll	PRMLTI	Manage Local Taxes	cp711_prmlti_008.zip

## 2018 New Jersey Withholding Tax

The State of New Jersey issued updated withholding tables, effective September 1, 2018, which implements a new withholding rate of 15.6 percent for incomes of at least \$5 million regardless of the taxpayer's filing status. This release adds new records for New Jersey in the following screens so that the taxes of this State will be calculated accurately in Costpoint Payroll:

- Manage State Tax Withholding Adjustments
- Manage State Standard Deductions
- Manage State Tax Tables

### System Requirements

This enhancement requires Costpoint 7.1.1 PATCH3505.



## 2018 Maryland Withholding Tax

The State of Maryland released a revised withholding guide which reflects changes to the state's standard deduction for the 2018 tax year. Maryland's maximum standard deduction increases from \$2,000 to **\$2,250**.

Costpoint will be using the new maximum standard deduction amount for Maryland payroll. In order to accomplish this, this Costpoint release adds new records, effective July 1, 2018, for Maryland in the Manage State Standard Deductions and Manage Local Standard Deductions screens.

**Attention:** For more information, please refer to the *Maryland Employer Withholding Guide*: [http://forms.marylandtaxes.gov/current\\_forms/Withholding\\_Guide.pdf](http://forms.marylandtaxes.gov/current_forms/Withholding_Guide.pdf).

### System Requirements

This enhancement requires Costpoint 7.1.1 PATCH3518.

## 2018 New Mexico Withholding Tax

This release updates Costpoint to support the following changes to the New Mexico withholding tax:

- The State's tax brackets were updated.
- The amount per allowance increases from \$4,050 to **\$4,150**.
- When calculating New Mexico state tax withholding for an employee, if that employee claims more than three allowances on his/her W-4, only three of the allowances will be applied.

**Note:** In order to apply this change, New Mexico exemption amounts were moved from the Manage State Taxes screen to the Manage State Tax Withholding Adjustments screen where the transferred exemptions have an exemption type of **Personal Exemption Allowances** in the **Type** field.

### System Requirements

**Warning:** You must install the following before installing PATCH3486:

#### System JAR 028

**PATCH3374** — New York, Ohio and Wyoming SUTA Wage Base

**PATCH3385** — Virgin Island SUTA Wage Base/Oregon and Virgin Island State Tax

**PATCH3396** — Add State Filing Status of Exempt

**PATCH3401** — Louisiana Withholding Tax

**PATCH3459** — Utah and Idaho State Tax

**PATCH3465** — Colorado State Tax

If you attempt to install patches 3374, 3385, 3396, 3401, 3459, and 3471 after installing the May 2018 Colorado tax table update (**PATCH3465**), the state updates will **not** be properly implemented.

## 2018 Q3 July SUTA Electronic Filing Updates

This Costpoint release includes enhancements to support the 2018 SUTA electronic filing updates of Alaska and Florida.

## Major New Features and Enhancements in Costpoint 7.1.1

### Alaska

The State of Alaska updated the Occupational Coding Manual for 2018. This release updates the Costpoint database tables for Alaska Geographic Code (S\_AK\_GEO\_CD) and Alaska Occupational Code (S\_AK\_OCC\_CD) to reflect the 2018 coding changes.

This release also adds new validations on the Create Quarterly SUTA Tax File (PRPSMM) screen to ensure that there are no invalid or missing codes when you create the tax file for Alaska.

### Florida

The Florida Department of Revenue released an updated reemployment tax specification (Schema v2018 1.0) last March 2018. In order for Costpoint to be compliant with Florida's requirement, this release updates the Create Quarterly SUTA Tax File screen to use the latest XML Schema for the State of Florida.

### System Requirements

This enhancement requires Costpoint 7.1.1 PATCH3436.

### Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
People	Payroll	PRPSMM	Create Quarterly SUTA Tax File	cp711_prpsmm_022.zip

## 2018 Kentucky Withholding Tax

Kentucky's withholding tax formula was updated to reflect the recently enacted 5% flat tax rate. In relation to the change, this release updates Costpoint so that the 2018 withholding tables reflecting the 5% flat tax rate will be used in payroll. The following are updates to the existing records for Kentucky, effective January 1, 2018, on the Manage State Taxes screen and Manage State Tax Tables screen.

- The withholding formula was updated to use a 5% flat tax rate.
- The exemption credit of \$10 was removed.

**Attention:** For more information, please refer to the following link on the Kentucky Department of Revenue website:

[https://revenue.ky.gov/Forms/42A003%20\(TCF\)%202018%20Withholding%20Tax%20Formula%20\(Released%20May%202018\).pdf](https://revenue.ky.gov/Forms/42A003%20(TCF)%202018%20Withholding%20Tax%20Formula%20(Released%20May%202018).pdf)

### System Requirements

This enhancement requires Costpoint 7.1.1 PATCH3476.

**Warning:** You must install the following before installing PATCH3476:

System JAR 028

PATCH3374 — New York, Ohio and Wyoming SUTA Wage Base

PATCH3385 — Virgin Island SUTA Wage Base / Oregon and Virgin Island State Tax

PATCH3396 — Add State Filing Status of Exempt

PATCH3401 — Louisiana Withholding Tax

PATCH3459 — Utah and Idaho State Tax

PATCH3471 — Utah State Tax

PATCH3465 — Colorado State Tax

If you attempt to install patches 3374, 3385, 3396, 3401, 3459, and 3471 after installing the May 2018 Colorado tax table update (PATCH3465), the state updates will not be properly implemented.

## IMPORTANT NOTES

**Warning:** Unless specifically noted in the release notes, any future federal and state tax table changes (not just Colorado) will require the following:

System JAR 054 for Costpoint version 7.0.1

System JAR 028 for Costpoint version 7.1.1

## Versions 7.0.1 and 7.1.1 - Calendar Year End 2018

In an effort to allow adequate time to prepare for future year-end system jar requirements, please be aware that you must have the following System JARs loaded before the Calendar Year End 2018 release which is scheduled for December 2018. Appropriate action should be taken throughout the next months to plan for this System JAR requirement.

### Anticipated Calendar Year End 2018 System JAR Requirements

- Costpoint 7.0.1: System JAR 054 (to be released June 2018)
- Costpoint 7.1.1: System JAR 028 (released April 2017)

### Notes:

System JAR 054 for Costpoint 7.0.1 introduced an update to the Colorado state tax withholding tables. In response to the federal tax code overhaul (Pub. L. 115-97), the Colorado Department of Revenue announced an update to their Allowance table on April 2, 2018 (effective April 1, 2018). This required an update to Costpoint Compute Payroll, which can only be released through a System JAR in Costpoint version 7.0.1.

System JAR 049 for Costpoint 7.0.1 and System JAR 028 for Costpoint 7.1.1 introduced a much needed change to the State Filing Statuses in Costpoint. Rather than using filing statuses that only applied to Costpoint (Both, Miscellaneous 1, Miscellaneous 2, etc.) and had to be manually mapped to each state's actual filing statuses, Costpoint 7.0.1 and 7.1.1 have been updated to use each state's actual filing status(es). Though the new filing statuses were introduced in April 2017, Deltek will continue to support tax table updates based on the original state filing statuses for the remaining 2018 tax updates. Any tax updates for 2019 will only support the new state filing statuses that were introduced in System JAR 049 for 7.0.1 and System JAR 028 for 7.1.1 (both released in April 2017).

### Version 7.1.1 – Further Reductions in the Need to Release Regulatory Updates within System JARs

We are happy to announce that we have made several programming changes within the past year to limit the need for regulatory changes to be released via System JAR. System JAR 028 for Costpoint 7.1.1 was part of that effort. The coding changes introduced in System JAR 028 for Costpoint 7.1.1 allowed us to disassociate payroll computation coding changes from future 7.1.1 System JAR releases. So, after System JAR 028, changes to Costpoint version 7.1.1's Compute Payroll application will not require deployment via System JAR as they did in the past. This means that we can deploy Costpoint 7.1.1

regulatory updates and fixes more quickly, and help us keep the System JAR requirements for Calendar Year End releases as minimal as possible.

The changes we made with the noted System JARs will greatly help with that effort to minimize the System JAR requirements for future regulatory releases.

## IMPORTANT NOTES

### Versions 7.0.1 and 7.1.1 - Calendar Year End 2018

In an effort to allow adequate time to prepare for future year-end system jar requirements, please be aware that you must have the following System JARs loaded before the Calendar Year End 2018 release which is scheduled for December 2018. Appropriate action should be taken throughout the next months to plan for this System JAR requirement.

#### Anticipated Calendar Year End 2018 System JAR Requirements

- Costpoint 7.0.1: System JAR 054 (to be released June 2018)
- Costpoint 7.1.1: System JAR 028 (released April 2017)

### Version 7.1.1 – Further Reductions in the Need to Release Regulatory Updates within System JARs

We are happy to announce that we have made several programming changes within the past year to limit the need for regulatory changes to be released via System JAR. System JAR 028 for Costpoint 7.1.1 was part of that effort. The coding changes introduced in System JAR 028 for Costpoint 7.1.1 allowed us to disassociate payroll computation coding changes from future 7.1.1 System JAR releases. So, after System JAR 028, changes to Costpoint version 7.1.1's Compute Payroll application will not require deployment via System JAR as they did in the past. This means that we can deploy Costpoint 7.1.1 regulatory updates and fixes more quickly, and help us keep the System JAR requirements for Calendar Year End releases as minimal as possible.

## 2018 May Tax Table Update

This Costpoint release includes regulatory changes for May 2018.

### Idaho

Idaho's withholding tax tables were updated to reflect new tax laws. To be able to use the 2018 withholding tables in payroll, this release adds new records effective January 1, 2018 for Idaho on the Manage State Taxes screen and Manage State Tax Tables screen.

The following are tax updates to Idaho:

- Withholding tables for Single and Married have been updated.
- One withholding allowance is now **\$2,960**.
- Supplemental withholding rate decreases from 7.4 percent to **6.925 percent**.



For more information, please refer to A Guide to Idaho Income Tax Withholding:  
[https://tax.idaho.gov/pubs/EPB00006\\_04-27-2018.pdf](https://tax.idaho.gov/pubs/EPB00006_04-27-2018.pdf).

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### Utah

Utah's withholding formula was updated to account for the recent changes in the federal tax law. To be able to use the 2018 withholding formula in payroll, this release adds new records, effective May 1, 2018,

for the Utah on the Manage State Tax Withholding Adjustments screen and Manage State Tax Tables screen.

The following are the tax updates for Utah:

- Flat income tax rate decreases from 5 percent to **4.95 percent**.
- Withholding tables for Single and Married were updated.



For more information, please refer to the *Utah Withholding Tax Guide*:  
<https://tax.utah.gov/forms/pubs/pub-14.pdf>.

## HotFix Requirements

These enhancements require the following Costpoint 7.1.1 releases:

- PATCH3459
- PATCH3471

## 2018 Colorado Tax Table Update

In response to the federal tax code overhaul (Pub. L. 115-97), the Colorado Department of Revenue announced an update to their allowance table on April 2, 2018 (effective April 1, 2018). The amount per allowance will remain \$4,050.00 for each allowance up to 6 allowances, but the amount will differ for 7 or more allowances.

To be able to use the 2018 exemption amount for employees claiming more than six allowances, this Costpoint release adds a new allowance table for Colorado on the Manage State Tax Withholding Adjustments screen.

### Allowance Table (for wages paid on or after April 1, 2018)

If the number of withholding allowances is:	Total amount of withholding allowance for the payroll period (Annually)
0	\$0
1	4,050
2	8,100
3	12,150
4	16,200
5	20,250
6	24,300
7	22,950
8	21,600

If the number of withholding allowances is:	Total amount of withholding allowance for the payroll period (Annually)
9	20,250
10	18,900
Over 10	Use the amount for 10 allowances in the appropriate payroll period.



For more information please refer to the table in the Colorado Income Tax Withholding Tables for Employers guide: <https://www.colorado.gov/pacific/sites/default/files/DR1098.pdf>.

## Screen Updates

This Costpoint release applies the corresponding updates to the following screens for this enhancement:

### Compute Payroll (PRPCPR)

The application was updated to retrieve the correct personal exemption amount from Manage State Tax Withholding Adjustments application for Colorado.

### Manage Employee Earnings History (PRMERF)

A new column was added to the work tables used by the application's common code.

### Manage Payroll Records (PRMPTF)

The application was updated to retrieve the correct personal exemption amount from Manage State Tax Withholding Adjustments application for Colorado.

### Manage State Tax Withholding Adjustments (PRMSTAC)

A Number of Exemptions or Credits field allows you to enter the number of exemptions or credits if the tax allowance option in the Type field is Personal Exemption Allowances.

### Print Data Dictionary Report (SYRDD)

The application report now includes information for the Number of Exemptions or Credits (EXMPT\_OR\_CREDIT\_NO) field in the State Tax Allowances and Credits (STATE\_TAX\_ALL\_CR) table.

### Print Quarterly Federal Payroll Tax Report (PRRFDTAX)

A new column was added to the work tables used by the application's common code.

### Print Soc Sec and Medicare Reconciliation Report (PRRFICA)

A new column was added to the work tables used by the application's common code.

## Major New Features and Enhancements in Costpoint 7.1.1

### Recompute Taxable Wages (PRPRCOMP)

A new column was added to the work tables used by the application's common code.

### HotFix Requirements

These enhancements require the following Costpoint 7.1.1 releases:

- System JAR 028
- PATCH3396
- PATCH3465
- Common Lib - CPCPR (cp711\_cmplib\_CPCPR\_011.zip)



If any of the following updates apply to your company, you must install the corresponding patch before installing the May 2018 Colorado tax table update:

- PATCH3374 — New York, Ohio & Wyoming SUTA Wage Base
- PATCH3385 — Virgin Island SUTA Wage Base / Oregon & Virgin Island State Tax
- PATCH3401 — Louisiana Withholding Tax
- PATCH3459 — Utah & Idaho State Tax
- PATCH3471 — Utah State Tax

If you attempt to install these patches after installing the May 2018 Colorado tax table update, the state updates will not be properly implemented

### Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application File
People	Payroll	PRPCPR	Compute Payroll	cp711_prpcpr_023.zip
People	Payroll	PRMERF	Manage Employee Earnings History	cp711_prmerf_014.zip
People	Payroll	PRMPTF	Manage Payroll Records	cp711_prmptf_018.zip
People	Payroll	PRMSTAC	Manage State Tax Withholding Adjustments	cp711_prmstac_007.zip
People	Payroll	PRRFICA	Print Soc Sec and Medicare Reconciliation Report	cp711_prrfica_010.zip

Domain	Module	Application ID	Application Name	Application File
People	Payroll	PRPRCOMP	Recompute Taxable Wages	cp711_prprcomp_007.zip



**System JAR 054 for Costpoint 7.0.1** introduced an update to the Colorado state tax withholding tables. In response to the federal tax code overhaul (Pub. L. 115-97), the Colorado Department of Revenue announced an update to their Allowance table on April 2, 2018 (effective April 1, 2018). This required an update to Costpoint Compute Payroll, which can only be released through a System JAR in Costpoint version 7.0.1.

**System JAR 049 for Costpoint 7.0.1** and **System JAR 028 for Costpoint 7.1.1** introduced a much needed change to the State Filing Statuses in Costpoint. Rather than using filing statuses that only applied to Costpoint (Both, Miscellaneous 1, Miscellaneous 2, etc.) and had to be manually mapped to each state's actual filing statuses, Costpoint 7.0.1 and 7.1.1 have been updated to use each state's actual filing status(es). Though the new filing statuses were introduced in April 2017, Deltek will continue to support tax table updates based on the original state filing statuses for the remaining 2018 tax updates. Any tax updates for 2019 will only support the new state filing statuses that were introduced in System JAR 049 for 7.0.1 and System JAR 028 for 7.1.1 (both released in April 2017).

## Leave for a Single Leave Type

This Costpoint enhancement will allow HR Administrators to compute leave accruals for a single leave type in the Compute Leave (LDPCLHF) application. This can be useful if you need the employee to have an accrual before timesheets are entered or imported. For example, You can use this functionality if your employee has a leave type for Paid Family Leave that must be accrued before it can be charged on timesheets, but the employee also has a leave type that is based on hours worked and must be computed after timesheets are entered or imported.

### Screen Updates

The Costpoint release applies the corresponding updates to the following screens for this feature:

#### Compute Leave Accruals

The screen now allows you to compute leave accruals for all or a single leave type. To support this functionality, the following **Leave Type** fields are now available in the **Selection Range** group box:

- **Range Type** — From the drop-down list, select the range of leave types to be computed. Valid options are **All** or **One**.  
Select **One** when you have a leave type that must be computed before or after an employee's other leave types. If you select **One** as the range type, enter the leave type to be computed in the leave type **Start** field.
- **Start** — If you select **One** in the **Range Type** field, enter, or use Lookup to select, the leave type to be computed. This field is enabled only if the **Leave Type - Range Type** is **One**.



If your employee has multiple leave types and you only compute leave for one of those leave types, you will still be able to compute the other leave types in the future. However, please note that the same leave type cannot be posted to Leave History more than once for the same employee and leave period



## Application JAR Requirements

The following table shows the required application JAR version for the screen affected by this update.

Domain	Module	Application ID	Application Name	Application File
People	Leave	LDPCLHF	Compute Leave Accruals	cp711_ldpclhf_015.zip

## IMPORTANT ANNOUNCEMENTS

### Versions 7.0.1 and 7.1.1 – Calendar Year End 2018

In an effort to allow adequate time to prepare for future year-end system jar requirements, please be aware that you must have the following System JARs loaded before the Calendar Year End 2018 release which is scheduled for December 2018. ***Appropriate action should be taken throughout the next months to plan for this System JAR requirements.***

#### Anticipated Calendar Year End 2018 System Jar Requirements

- Costpoint 7.0.1: System JAR 049 (released April 2017)
- Costpoint 7.1.1: System JAR 028 (released April 2017)

Both System JARs introduced a much needed change to the State Filing Statuses in Costpoint. Rather than using filing statuses that only applied to Costpoint (Both, Miscellaneous 1, Miscellaneous 2, etc.) and had to be manually mapped to each state's actual filing statuses, Costpoint 7.0.1 and 7.1.1 have been updated to use each state's actual filing status(es). Though the new filing statuses were introduced in April 2017, Deltek will continue to support tax table updates based on the original state filing statuses for the remaining 2017 tax update and for 2018 tax updates. Any tax updates for 2019 will only support the new state filing statuses that were introduced in System JAR 049 for 7.0.1 and System JAR 028 for 7.1.1 (both released in April 2017).

### Version 7.1.1 – Further Reductions in the Need to Release Regulatory Updates within System JARs

We are happy to announce that we have made several programming changes within the past year to limit the need for regulatory changes to be released via System JAR. System JAR 028 for Costpoint 7.1.1 was part of that effort.

The coding changes introduced in System JAR 028 for Costpoint 7.1.1 allowed us to disassociate payroll computation coding changes from future 7.1.1 System JAR releases. So, after System JAR 028, changes to Costpoint version 7.1.1's Compute Payroll application will not require deployment via System JAR as they did in the past. This not only means that we can deploy Costpoint 7.1.1 regulatory updates and fixes more quickly, but it will also help us keep the System JAR requirements for Calendar Year End releases as minimal as possible.

The changes we made with the noted System JARs will greatly help with that effort to minimize the System JAR requirements for future regulatory releases.

## 2018 Federal Tax Table Updates

This Costpoint release updates the Affordable Care Act (ACA) data for payroll year 2018 and it also corrects both 2017 and 2016 data on the Manage Federal Taxes screen. This update is required in order to create an accurate ACA report.

The following are the updated 2018 Federal taxes and the correct data for 2017 and 2016:

	2018	2017	2016
<b>Federal Poverty Level</b>	<b>\$12,140</b>	\$12,060	\$11,880
<b>Safe Harbor Affordability Rate</b>	<b>9.56%</b>	9.69%	9.66%



For more information, please see the following references:

<https://aspe.hhs.gov/prior-hhs-poverty-guidelines-and-federal-register-references>

<https://www.irs.gov/pub/irs-drop/rp-17-36.pdf>

## Louisiana

The Louisiana Department of Revenue (LDR) updated the state's income tax withholding tables to account for changes in federal tax law passed by the U.S. Congress late last year. LDR issued an emergency rule to ensure that employers are withholding the correct amount of state income taxes from employee paychecks. Louisiana tax rates for all filing statuses have changed.

This Costpoint release applies updates to Manage State Tax Withholding Adjustments screen and Manage State Tax Tables screen so that taxes will be calculated accurately for Louisiana payroll

## Patch Requirements

These enhancements require Costpoint 7.1.1 PATCH3393 and PATCH3401.

## North Dakota Withholding Tax

The North Dakota percentage method withholding tables were released by the State and the following are the updates to North Dakota withholding tax:

- The annual withholding tables for Single and Married have been updated.
- The amount of one withholding allowance increases from \$4,050 to **\$4,150**.

This Costpoint release updates the Manage State Taxes screen and Manage State Tax Tables screen for the accurate calculation of taxes for this State in Payroll.

## Patch Requirements

These enhancements require Costpoint 7.1.1 PATCH3408.

## Michigan Withholding Tax

The state of Michigan restored personal exemption as it existed before the 2017 federal tax code overhaul and increased it from \$4,000 to **\$4,050**.

This Costpoint release updates the Manage State Taxes screen for the accurate calculation of taxes for this State in Payroll.

## Patch Requirements

This enhancement requires Costpoint 7.1.1 PATCH3412.

## March SUTA Electronic Filing Updates

### Missouri

Costpoint now provides the ability to report employees as officers of the corporation in the ICESA file format of Missouri's SUTA electronic filing. To accurately report officers in the SUTA tax file of Missouri, you must flag Missouri employees as an **Owner** on the Manage Employee Taxes screen. The employees will then be reported as officers when you create the Missouri SUTA tax file.

This release updates the Create Quarterly SUTA Tax File (PRPSMM) screen for Missouri SUTA Electronic Filing. When creating Missouri SUTA tax files, the application populates the **Officer Code** (S Record - Position 210) field based on the **Owner** check box on Tax Reporting Information tab of the Manage Employee Taxes screen.



The updates to Manage Employee Taxes (PRMETAX) screen for this feature will be released separately.

### Kentucky

The Create Quarterly SUTA Tax File screen now reports excess wages in the S Record of Kentucky's ICESA file format. When creating the Kentucky SUTA tax file, the application will populate position 78-91 of the S Record with the employee's excess wages for the reported quarter.

### Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application File
People	Payroll	PRPSMM	Create Quarterly SUTA Tax File	cp711_prpsmm_020.zip

## Missouri SUTA Electronic Filing

Costpoint now provides the ability to report employees as officers of the corporation in the ICESA file format of Missouri's SUTA electronic filing. To accurately report officers in the SUTA tax file of Missouri, you must flag Missouri employees as an **Owner** on the Manage Employee Taxes screen. The employees will then be reported as officers when you create the Missouri SUTA tax file.

### Manage Employee Taxes (PRMETAX)

This release includes the following updates to the Manage Employee Taxes screen:

- You can now select the **Owner** check box under the **D.C., Massachusetts, Michigan, Missouri, New Mexico, Washington** label on Tax Reporting Information tab to report employees as officers when you create SUTA tax file of Missouri.
- The **Owner** check box label now indicates the State of Missouri.



The updates to the Create Quarterly SUTA Tax File (PRPSMM) screen for this feature was released separately (Mid-March 2018).

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## HotFix Requirements

These enhancements require Costpoint 7.1.1 Common Lib - LDMEINFOLIB (cp711\_cmplib\_LDMEINFOLIB\_005.zip).

## Updated Personal Allowances Information in 2018 Form W-4

This Costpoint release updates the Personal Allowances information in the Allowances Worksheet to match the information from the 2018 Form W-4.

### New Information in Personal Allowances Worksheet

The Allowances Worksheet tab, which is used for calculating your total number of allowances in the Federal Withholding (ESMFEDWH) and Life Events/New Hires (ESMLIFEEVENT) screens, now reflects updated Personal Allowances information from the 2018 Form W-4. The following text now display in this tab:

Use this Personal Allowances Worksheet to calculate your Total number of allowances.

1.) Select the appropriate conditions

- For yourself.
- If you will file as married filing jointly.
- If you will file as head of household.
- If you are single, or married filing separately, and have only one job; or you are married filing jointly, have only one job, and your spouse doesn't work; or your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less.

2.) Child tax credit

If your total income will be less than \$69,801 (\$101,401 if married filing jointly), enter "4" for each eligible child.

If your total income will be from \$69,801 to \$175,550 (\$101,401 to \$339,000 if married filing jointly), enter "2" for each eligible child.

If your total income will be from \$175,551 to \$200,000 (\$339,001 to \$400,000 if married filing jointly), enter "1" for each eligible child.

If your total income will be higher than \$200,000 (\$400,000 if married filing jointly), enter "0".

3.) Credit for other dependents

If your total income will be less than \$69,801 (\$101,401 if married filing jointly), enter "1" for each eligible dependent.

If your total income will be from \$69,801 to \$175,550 (\$101,401 to \$339,000 if married filing jointly), enter "1" for every two dependents (for example, "0" for one dependent, "1" if you have two or three dependents, and "2" if you have four dependents).

If your total income will higher than \$175,550 (\$339,000 if married filing jointly), enter "0".

4.) Other credits

The following Costpoint screens were updated to support this enhancement:

- Federal Withholding (ESMFEDWH)
- Life Events/New Hires (ESMLIVEEVENT)

HotFix Requirements

These enhancements require the following Costpoint 7.1.1 releases:

Common Lib – BENEFITSLIB (cp711\_cmplib\_BENEFITSLIB\_007.zip)

Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application File
People	Employee Self Service	ESMFEDWH	Federal Withholding	cp711_esmfedwh_007.zip
People	Employee Self Service	ESMLIFEEVENT	Life Events/New Hires	cp711_esmlifeevent_017.zip

## New York and San Francisco Paid Family Leave

The state of New York and city of San Francisco, California both implemented forms of Paid Family Leave in which eligible employees will receive compensation from their employers for specific leave based on family care.

The New York State Paid Family Leave Program provides New Yorkers job-protected, paid leave to bond with a new child, care for a loved one with a serious health condition or to help relieve family pressures when someone is called to active military service.

The San Francisco Paid Parental Leave Ordinance (SF PPLO) requires employers who have employees working in San Francisco to provide Supplemental Compensation to employees who are receiving California Paid Family Leave (PFL) benefits to bond with a new child, so that the employees receive up to 100% of their normal weekly wages during 6 weeks of parental leave.

If either or both are applicable to your company, the enhancements in this Costpoint release will allow you to comply with the Paid Family Leave requirements



The information in this section is taken from the New York state website. For more information, please see:

- New York Paid Leave: <https://www.ny.gov/new-york-state-paid-family-leave/new-york-state-paid-family-leave-employers>.
- San Francisco Paid Parental Leave Ordinance (PPLO): <https://sfgov.org/olse/sites/default/files/FAQ%20March%202017.pdf>

## New York Paid Family Leave

Nearly all private employees in New York State will be eligible for Paid Family Leave. Insurance coverage for Paid Family Leave must be available to employees beginning January 1, 2018, and generally will be included under an employer's existing disability benefits policy.

Paid Family Leave coverage is funded by employee payroll contributions.

Public employers may opt into the program. Public employees represented by a union may be covered if Paid Family Leave is collectively bargained.

Employees are guaranteed:

- Wage replacement for 8 weeks in 2018, increasing to 12 weeks by 2021;
- Job protection upon return from Paid Family Leave; and
- Continuation of health insurance while out on Paid Family Leave.

## New York Paid Family Leave – Employee Payroll Contributions

Paid Family Leave coverage is funded by employee payroll contributions. Use the [ny.gov/pfcalculator](https://ny.gov/pfcalculator) to get an estimate of an employee's weekly deduction.

The 2018 payroll contribution is 0.126% of an employee's weekly wage and is capped at an annual maximum of \$85.56. If an employee earns less than the New York State Average Weekly Wage (\$1305.92 per week), they will have an annual contribution amount less than the cap of \$85.56, consistent with their actual weekly wages.

For example, in 2018, if an employee earns \$27,000 a year (\$519 a week), they will pay 65 cents per week.

The employee contributions that are withheld for Paid Family Leave are to be used to pay for the insurance.

## Deductions and Employee Deductions Setup for New York Paid Family Leave

Apply the following Deductions and Employee Deductions setup for New York Paid Family Leave:

1. On the Manage Deductions (PRMDDED) screen, set up a Deduction with the following settings to be used to deduct the New York Paid Family Leave employee contribution:
  - **Deduction Type** — MISC
  - **Deduction** — Select this check box.
  - **Computation Method** — FIXAMT
  - **Amount** — This value will need to be set at the employee level since it's based on a percentage of each employee's average weekly wage, which can vary by employee. However, if most of your employees have an average weekly wage that is greater than 1,305.92 and have the same pay frequency, you may want to enter this value as follows to alleviate some data entry at the employee level:
    - If the pay frequency is 'Weekly' for most employees then populate this field with 1.65 (Note that you will need to override this value for any employees that don't have an average weekly wage greater than 1,305.92 and/or have a pay frequency that is not 'Weekly')
    - If the pay frequency is 'Bi-Weekly' for most employees then populate this field with 3.30 (Note that you will need to override this value for any employees that don't have an average weekly wage greater than 1,305.92 and/or have a pay frequency that is not 'Bi- Weekly')
    - If the pay frequency is 'Semi-Monthly' for most employees then populate this field with 3.575 (Note that you will need to override this value for any employees that don't have an average weekly wage greater than 1,305.92 and/or have a pay frequency that is not 'Semi-Monthly')
    - If the pay frequency is 'Monthly' for most employees then populate this field with 7.15 (Note that you will need to override this value for any employees that don't have an average weekly wage greater than 1,305.92 and/or have a pay frequency that is not 'Monthly')
  - **Ceiling Method** — Payroll Year
  - **Ceiling Amount** — 85.80
  - **W-2 Box 14 Usage** — Set this value so the amount will be included in Box 14 of the W-2.
  - Enter other required data.



2. On the Manage Employee Deductions (PRMEDED) screen, set up an Employee Deductions record with following settings for each affected employee:
  - **Deduction** — New York Paid Family Leave Deduction
  - **Method** — FIXAMT
  - **Rate** — Use the following guidelines:
    - If the employee's Average Weekly Wage is **greater** than 1,305.92 and the employee's pay frequency is 'Weekly' then populate this field with 1.65
    - Else, if the employee's Average Weekly Wage is **greater** than 1,305.92 and the employee's pay frequency is 'Bi-Weekly' then populate this field with 3.30
    - Else, if the employee's Average Weekly Wage is **greater** than 1,305.92 and the employee's pay frequency is 'Semi-Monthly' then populate this field with 3.575
    - Else, if the employee's Average Weekly Wage is **greater** than 1,305.92 and the employee's pay frequency is 'Monthly' then populate this field with 7.15
    - Else, if the employee's Average Weekly Wage is **less** than 1,305.92 and the employee's pay frequency is 'Weekly' then populate this field with the result of this calculation:  
**Employee's Average Weekly Wage x 0.126%**
    - Else, if the employee's Average Weekly Wage is **less** than 1,305.92 and the employee's pay frequency is 'Bi-Weekly' then populate this field with the result of this calculation:  
**((Employee's Average Weekly Wage x 0.126%) x 52) / 26**
    - Else, if the employee's Average Weekly Wage is **less** than 1,305.92 and the employee's pay frequency is 'Semi-Monthly' then populate this field with the result of this calculation:  
**((Employee's Average Weekly Wage x 0.126%) x 52) / 24**
    - Else if the employee's Average Weekly Wage is **less** than 1,305.92 and the employee's pay frequency is 'Monthly' then populate this field with the result of this calculation:  
**((Employee's Average Weekly Wage x 0.126%) x 52) / 12**
  - **Limit:** 85.80
  - **Start Date:** Set, if needed
  - **End Date:** Set, if needed

## Employee and Leave Setup for New York Paid Family Leave

Apply the following Employee and Leave settings for New York Paid Family Leave:

1. Ensure the **Allow Overtime for Salaried, FLSA Exempt Employees** check box is selected in Configure Labor Settings. In order to use this functionality, you will need to use an Overtime pay type to pay salaried, exempt employees.  
  
If the check box is already selected, proceed to the next step. If the check box is not already selected, select the box, save the record, and then run the Rebuild Global Settings (SYPSTNG) application for the Labor module.
2. Set up a pay type to be used for New York Paid Family Leave with the following settings:
  - **Factor** — 1
  - **Additional Calculation Based on an Amount** group box
    - **Select the Add pay type amount to timesheet line** — Select this option.



- **Amount** — 0.00
  - Pay Type Categories group box
    - **Overtime** — Select this check box
    - **Exclude from Salary Caps** — Select this check box.
  - **Employee Eligibility** group box
    - **Exempt** — Select this check box.
    - **Non-Exempt check box** — Select this check box.
    - **Salaried check box** — Select this check box.
  - **Overtime Premium Recasting** group box
    - **Eligible for overtime premium recasting** — Clear this check box.
  - **Allocate Compensate Overtime** group box
    - **Calculate overtime premium on this pay type** — Clear this check box.
    - **Allocate overtime premium to this pay type** — Clear this check box.
  - **Weighted Averages** – Not applicable
3. Set up a leave type to be used for New York Paid Family Leave (Expense Account only) and flag as Paid Family Leave.
- **Use for Paid Family Leave** – Select this check box.
  - **Balance Ceiling Method** – No Ceiling
  - **Pay Balance Upon Termination** — Clear this check box.
  - **Leave Balance Floor** — 0.00
  - **Floor Edit Method** — Error
4. Set up a leave code to be used for New York Paid Family Leave.
- **Leave Type** — Select the leave type that you set up for New York Paid Family Leave (step #3).
  - **Include Negative Balances in Leave Year Carryover** – Clear this check box.
  - **Report Leave to Employee in Days** — Clear this check box.
  - **Basis for Leave Deferral** group box
    - **Leave Hire Date** — Select this option.
    - **Days to Defer Leave Usage** — 0
  - **Leave Modifier** — This field should be blank.
  - **Base Hours worked on Eligible Labor Locations** — Clear this check box.
  - Leave Table Details
    - **Months of Service** — 0
    - **Compute Method** — F-Block Grant on Paid Family Leave Date
    - **Unit of Hours** — 0
    - **Annual (C) Block Grant Date** — This field should be blank.
    - **One-Time (D) Block Grant Date** — This field should be blank.

- **Accrual Rate** — Populate with the average number of hours the employee worked per week during the PPL.
- 5. Assign the leave type to the employee.
- **Family Paid Leave Information** — This is required because the Compute Method is F-Block Grant on Paid Family Leave Date.
- **Paid Family Leave Date/Satisfaction of Preconditions Date** — \*Supplemental Compensation should be paid on the payday for the next full pay period following the employee's satisfaction of all preconditions.
- **EDD Maximum Benefit Amount** — The amount EDD pays to the EE. From EDD Notice of Computation.
- **EDD Weekly Benefit Amount** — The amount EDD pays to the EE. From EDD Notice of Computation.
- **EDD Daily Benefit Amount** — The amount EDD pays to the EE. From EDD Notice of Computation.
- **EDD Claim Effective Date** — From EDD Notice of Computation.
- **Employee's Normal Weekly Wage** — If greater than the CA Maximum Weekly Benefit Amount, then replace with the CA Maximum Weekly Benefit Amount.
- **Weekly Supplemental Compensation Amount** — This is equal to: Normal Weekly Wage – EDD Weekly Benefit Amount
- **Average number of hours that employee worked per week during the PPLO Lookback Period** — This will be used to determine the Hourly Supplemental Compensation.
- **Hourly Supplemental Compensation Amount** — Weekly Supplemental Compensation Amount / Average Number of Hours per Week.
- **EE's Normal Daily Wage** — This is equal to: EE's Normal Weekly Wage / Days per Week
- **Pay Period Compensation Amount** — This is equal to: (Weekly Supplemental Compensation Amount x 52) / Pay Period Frequency
- **End Date of Leave** — The last day the employee can use the paid family leave.

## San Francisco PPLO Processing

San Francisco employers will be responsible for the completing the following steps in Costpoint:

1. On the Manage Leave Types screen, set up a leave type to be used for San Francisco Employer-Funded Paid Parental Leave.  
  
Under the SF PPLO, employers are required to provide employees receiving state PFL for new child bonding with "Supplemental Compensation" equal to the difference between the employee's PFL benefit amount and the employee's normal gross weekly wages such that the employee receives up to 100% of their weekly wages, subject to a weekly maximum benefit amount, for up to 6 weeks. Select the **Use for Paid Family Leave** check box if you are not paying the employee his/her full wages for the leave.
2. On the Manage Leave Codes screen, set up a leave code to be used for San Francisco Employer-Funded Paid Parental Leave. If the specified leave type's **Use for Paid Family Leave** check box is selected in Manage Leave Types, the **Compute Method** will default to **F-Block Grant on Paid Family Leave Accrual Date** and you will not be able to use any other Compute Method.
3. Determine the employee's eligibility for coverage

4. Determine the following values in order to calculate an Hourly Supplemental Compensation Amount (This would come from the **Notice of Computation** from the State EDD):
  - EDD Maximum Benefit Amount (currently 2133.00)
  - Employee's Normal Weekly Wage (up to limit of EDD Maximum Benefit Amount)
  - EDD Weekly Benefit Amount (from EDD Notice of Computation)
  - SF PPLO Supplemental Compensation Limit (currently \$960 (45% of 2133.00))
  - Multiple Employer flag
  - Normal Weekly Wage from other Employer(s)
  - Average number of hours that employee worked per week during the PPLO Lookback Period (will be used to determine the Hourly Supplemental Compensation)
  - Weeks Covered by Year (currently 6 weeks)
5. Calculate the Hourly Supplemental Compensation Amount
 

EE Normal Gross Weekly Wage for this Employer = Determine the employee's average weekly wage

  - If weekly wages are constant then use the amount for the week immediately preceding the leave period
  - If weekly wages are not constant, they must be calculated based on the Paid Parental Leave lookback period. The lookback period is defined as "immediately preceding the start of the employee's California [Dec 2016 Rev] Paid Family Leave Period (or immediately preceding pregnancy disability leave for women transitioning directly to Paid Family Leave)." The period contains six bi-weekly or semi-monthly, or 12 weekly pay periods and is codified at 3300H.4(b)1(B).



For more information, please see: <http://sfgov.org/olse/PAID-PARENTAL-LEAVE-CALCULATIONS>.

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6. On the Manage Employee Leave screen, assign the company's San Francisco Paid Family Leave - leave type and leave code to the employee.



The Leave Hire Date must be set to the effective date of the Paid Family Leave.

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7. Compute and post leave for the employee to give the employee the block grant.
8. To charge Paid Family Leave on a timesheet, the employee must do the following:
  - Use the leave type's account (Accrual Account if the leave was accrued and posted to the GL as a liability or use the Expense Account if used Paid Family Leave is expensed)
  - Use the appropriate pay type on the timesheet so that the correct rules are applied
9. Before posting timesheets, run the Apply Timesheet Adjustments in Batch Mode (LDPAUTO) utility for Paid Family Leave so that the appropriate labor cost adjustments are made to the timesheets.

10. If you want to reverse the Paid Family Leave adjustments on timesheets that have not yet been posted or processed for leave or payroll, complete the following steps:
  - Select the **Reverse Paid Family Leave** option on the Apply Timesheet Adjustments in Batch Mode screen.
  - On the **Selection Ranges** group box, select the timesheets which need to be processed
  - Print the Apply Timesheet Adjustments in Batch Mode report
  - Process.

## Screen Updates

### Import Timesheets (AOPUTLTS)

When the application adds a timesheet line to an existing timesheet that has at least one existing Paid Family Leave timesheet line, the application will not auto-adjust the timesheet. Validations for the following were added to the application:

- To prevent entry or import of a timesheet where at least one of the timesheet lines has a timesheet line date that is not within the employee's Paid Family Leave period.
- To prevent entry or import of a timesheet where there are no timesheet line dates and the timesheet date is less than the employee's Paid Family Leave period.
- To prevent entry or import of a C-Correcting or D-Correcting timesheet where there are no timesheet line dates and the Reference Date is less than the employee's Paid Family Leave period.
- To prevent entry or import of a timesheet where there are no timesheet line dates and the timesheet date is greater than the employee's Paid Family Leave period start date and does not fall within a timesheet period that overlaps with the Paid Family Leave period.

For example, an employee has the following:

- Paid Family Leave period is 01/01/2018 to 04/13/18.
- Timesheet frequency is semi-monthly.

A timesheet is entered or imported in April 2018 with a date of 04/15/18, but no timesheet line dates to indicate what day each charge was incurred. Without timesheet line dates, Costpoint will assume the timesheet includes the entire timesheet period. Therefore, it will assume the timesheet may include hours charged between 04/01/18 and 04/13/18 (the last 13 days of the employee's Paid Family Leave period).

Therefore, any charges to Paid Family Leave within this timesheet will pass validation.

- To prevent entry or import of a C-Correcting or D-Correcting timesheet where there are no timesheet line dates and the Reference Date is greater than the employee's Paid Family Leave period start date and does not fall within a timesheet period that overlaps with the Paid Family Leave period.
- To prevent users from charging hours to an Account that's linked to a Paid Family Leave - leave type if the pay type does not have the following setup in the **Manage Pay Types** screen:
  - **Factor** — 1
  - **Additional Amount** — 0.00
  - **Overtime check box** — Unchecked
  - **Cost-only check box** — Unchecked

## Major New Features and Enhancements in Costpoint 7.1.1

- **Leave Without Pay (LWOP) check box** — Unchecked
- **Leave Without Pay (LWOP) Negative check box** — Unchecked
- **Severance check box** — Unchecked
- **Eligible for overtime premium recasting check box** — Unchecked
- **Allocate overtime premium to this Pay Type check box**: Unchecked
- **Weighted Averages option** — Not Applicable (do not include or recalculate) option

## Manage Timesheets (LDMTIME)/Manage Correcting Timesheets (LDMCTIME)

The Manage Timesheets and Manage Correcting Timesheet screens have new validations to prevent adjustments and changes on certain fields if the timesheet has been adjusted for Paid Family Leave.



If you need to adjust the labor cost on a timesheet line that charges Paid Family Leave, use Apply Timesheet Adjustments in Batch Mode to reverse the Paid Family Leave adjustments. After reversing, you may edit the timesheet.

## Major New Features and Enhancements in Costpoint 7.1.1

The applications were updated so that when adding a timesheet line to an existing timesheet and that existing timesheet has already has at least one Paid Family Leave timesheet line, the applications will not auto-adjust the timesheet.

Validations were also added to the screen for the following:

- To prevent entry or import of a timesheet where at least one of the timesheet lines has a timesheet line date that is not within the employee's Paid Family Leave period.
- To prevent entry or import of a timesheet where there are no timesheet line dates and the timesheet date is less than the employee's Paid Family Leave period.
- To prevent entry or import of a C-Correcting or D-Correcting timesheet where there are no timesheet line dates and the Reference Date is less than the employee's Paid Family Leave period.
- To prevent entry or import of a timesheet where there are no timesheet line dates and the timesheet date is greater than the employee's Paid Family Leave period start date and does not fall within a timesheet period that overlaps with the Paid Family Leave period.

For example, an employee has the following set up:

- Paid Family Leave period is 01/01/2018 to 04/13/18.
- Timesheet frequency is semi-monthly.

A timesheet is entered or imported in April 2018 with a date of 04/15/18, but no timesheet line dates to indicate what day each charge was incurred. Without timesheet line dates, Costpoint will assume the timesheet includes the entire timesheet period. Therefore, it will assume the timesheet may include hours charged between 04/01/18 and 04/13/18 (the last 13 days of the employee's Paid Family Leave period).

Therefore, any charges to Paid Family Leave within this timesheet will pass validation.

- To prevent entry or import of a C-Correcting or D-Correcting timesheet where there are no timesheet line dates and the Reference Date is greater than the employee's Paid Family Leave period start date and does not fall within a timesheet period that overlaps with the Paid Family Leave period.
- To prevent users from charging hours to an Account that's linked to a Paid Family Leave - leave type if the pay type does not have the following setup the **Manage Pay Types** screen:
  - **Factor — 1**



- **Additional Amount** — 0.00
- **Overtime check box** — Unchecked
- **Cost-only check box** — Unchecked
- **Leave Without Pay (LWOP) check box** — Unchecked
- **Leave Without Pay (LWOP) Negative check box** — Unchecked
- **Severance check box** — Unchecked
- **Eligible for overtime premium recasting check box** — Unchecked
- **Allocate overtime premium to this Pay Type check box** — Unchecked
- **Weighted Averages option** — Not Applicable (do not include or recalculate)

## Manage Employee Leave (LDMELV)

The following are updates to the Manage Employee Leave screen:

- A new **Used for Paid Family Leave** check box indicates whether the leave type selected is flagged as **Use for Paid Family Leave** on the Manage Leave Types screen.
- A new Paid Family Leave subtask allows you to enter leave charging details that will be used in Paid Family Leave processing. You must enter at least one row in this subtask if the leave type selected is flagged as **Used for Paid Family Leave**. This subtask contains the following fields:
  - **Effective Date** — This is the effective date of the employee's Paid Family Leave period.
  - **End Date** — This is the end date of the employee's Paid Family Leave period.
  - **Accrual Date** — This is the date on which the employee should receive the Paid Family Leave accrual.
  - **Jurisdiction** — This is the city or State which mandated the paid family leave.
  - **Allows Hourly Charging** — This is an information-only field.
  - **Average Weekly Wage** — This is determined by employer based on State/City rules.

- **Average Weekly Hours** — This is determined by employer based on State/City rules.
- **Average Hourly Compensation Rate** — Disabled field. This is automatically calculated by dividing the **Average Weekly Wage** by the **Average Weekly Hours**.
- **Override Accrual Rate** — The accrual rate to be used if the employer needs to override the accrual rate assigned to the leave code. This field is needed since accrual rates can vary from employee-to-employee.

### Reconcile Leave Balances (LDPLVREC)

If leave types are flagged as **Use for Paid Family Leave**, the reconciliation process will not include the corresponding employee/leave type.

### Apply Timesheet Adjustments in Batch Mode (LDPAUTO)

The **Process Type** group box includes the following options for Paid Family Leave processing:

- **Paid Family Leave** — Select this option to apply labor cost adjustments for hours charged to a **Paid Family Leave** - leave type.
- **Reverse Paid Family Leave** — Select this option to reverse Paid Family Leave adjustments on timesheets within the specified screen parameters.

### Close Leave Year (LDPLYCLS)

If you enable the Multicurrency functionality, the application will not process gains and losses for **Paid Family Leave** - leave types.

### Compute Leave (LDPCLHF)

The Compute Leave process will now apply the following when processing leave types that are flagged as **Use for Paid Family Leave** on the Manage Leave Types screen:

- If the employee's leave type is flagged as **Use for Paid Family Leave** in Manage Leave Types, the application will only select employee/leave Type for processing if:
  - The employee/leave type combination exists in the Paid Family Leave subtask of the Manage Employee Leave screen.
  - The employee's Paid Family Leave - Accrual Date is between the open leave period's start date and the open leave period's end date
- If Paid Family Leave is being processed, then the Paid Family Leave-Average Hourly Compensation Rate, instead of the employee's Hourly Amount, will be used to determine the Accrual Amount.

### Create Retroactive Timesheet Adjustments (LDPRETRO)

The Create Retroactive Timesheet Adjustments processing will not include timesheet lines with accounts that are linked to a leave type that is flagged as **Use for Paid Family Leave**.

### Import Timesheets from Deltek Time and Expense (LDPUPET)

The following are updates to the Import Timesheets from Deltek Time and Expense processing:

1. When the application adds a timesheet line to an existing timesheet that has at least one existing Paid Family Leave timesheet line, the application will not auto-adjust the timesheet.



2. The application will prevent users from importing a timesheet where at least one of the timesheet lines is charging Paid Family Leave and a Timesheet Line Date is specified, but the timesheet line date is not within the employee's Paid Family Leave period.
3. The application will prevent users from importing a timesheet where at least one of the timesheet lines is charging Paid Family Leave, there are no timesheet line dates and the timesheet date is less than the employee's Paid Family Leave period.
4. The application will prevent users from importing a C-Correcting or D-Correcting timesheet where at least one of the timesheet lines is charging Paid Family Leave, there are no timesheet line dates and the Reference Date is less than the employee's Paid Family Leave period.
5. The application will prevent users from importing a C-Correcting or D-Correcting timesheet where at least one of the timesheet lines is charging Paid Family Leave, there are no timesheet line dates and the Reference Date.
6. The application will prevent users from importing an R-Regular timesheet where at least one of the timesheet lines is charging Paid Family Leave, there are no timesheet line dates, and the timesheet date is greater than the employee's Paid Family Leave period start date and does not fall within a timesheet period that overlaps with the Paid Family Leave period.

For example, the employee has the following:

- Paid Family Leave period is 01/01/2018 to 04/13/18.
- Timesheet frequency is semi-monthly.

A timesheet is entered or imported in April 2018 with a date of 04/15/18, but no timesheet line dates to indicate what day each charge was incurred. Without timesheet line dates, Costpoint will assume the timesheet includes the entire timesheet period. Therefore, it will assume the timesheet may include hours charged between 04/01/18 and 04/13/18 (the last 13 days of the employee's Paid Family Leave period).

Therefore, any charges to Paid Family Leave within this timesheet will pass validation.

7. The application will prevent users from importing a C-Correcting or D-Correcting timesheet where at least one of the timesheet lines is charging Paid Family Leave, there are no timesheet line dates, the Reference Date is greater than the employee's Paid Family Leave period start date and does not fall within a timesheet period that overlaps with the Paid Family Leave period.
8. The application now has validations to prevent users from charging hours to an Account that's linked to a Paid Family Leave - leave type if the pay type is not set up as follows in the **Manage Pay Types** screen:

- **Factor** — 1
- **Additional Amount** — 0.00
- **Overtime check box** — Unchecked
- **Cost-only check box** — Unchecked
- **Leave Without Pay (LWOP) check box** — Unchecked
- **Leave Without Pay (LWOP) Negative check box** — Unchecked
- **Severance check box** — Unchecked
- **Eligible for overtime premium recasting check box** — Unchecked
- **Allocate overtime premium to this Pay Type check box** — Unchecked
- **Weighted Averages option** — Not Applicable (do not include or recalculate)

## Major New Features and Enhancements in Costpoint 7.1.1

### Manage Leave Codes (LDMLVTAB)

The **Compute Method** drop-down list displays a new option, **F-Block Grant on Paid Family Leave Accrual Date**, which is used specifically for only leave types that are flagged as **Use for Paid Family Leave**.

### Manage Leave Types (LDMLVTP)

- A new **Use for Paid Parental/Family Leave** check box in the **Details** group box allows you to indicate that the leave type will be used to track paid family or paid parental leave.
- A new **Paid Family Leave Pay Type** field to the **Details** group box allows you to select the pay type to be used to adjust Paid Family Leave labor cost for Salaried employees.

### Post Labor (LDPLDJ)

If you enable the Multicurrency functionality, the application will not process gains and losses for timesheet lines that have been adjusted by or generated for Paid Family Leave.

### HotFix Requirements

This enhancement requires the following Costpoint 7.1.1 releases:

- PATCH3340
- Common lib - TSIMPORT (cp711\_cmnlb\_TSIMPORT\_005.zip)
- Common lib - LDMTIMELIB (cp711\_cmnlb\_LDMTIMELIB\_005.zip)

## Application JAR Requirements

Domain	Module	Application ID	Application Name	Application File
People	Employee	LDMEINFO	Manage Employee Information	cp711_ldmeinfo_021.zip
People	Labor	LDMCTIME	Manage Correcting Timesheets	cp711_ldmctime_011.zip
People	Labor	LDMTIME	Manage Timesheets	cp711_ldmtime_017.zip
People	Labor	LDPLDJ	Post Labor	cp711_ldpldj_013.zip
People	Labor	LDPRETRO	Create Retroactive Timesheet Adjustments	cp711_ldpretro_019.zip
People	Labor	LDMELV	Manage Employee Leave	cp711_ldmelv_001.zip
People	Labor	LDMLVTAB	Manage Leave Codes	cp711_ldmlvtab_004.zip
People	Labor	LDMLVTP	Manage Leave Types	cp711_ldmlvtp_005.zip
People	Labor	LDPAUTO	Apply Timesheet Adjustments in Batch Mode	cp711_ldpauto_014.zip
People	Labor	LDPCLHF	Compute Leave	cp711_ldpclhf_013.zip
People	Labor	LDPLVREC	Reconcile Leave Balances	cp711_ldplvrec_013.zip

## Ability to Establish Limit for Year to Date (YTD) Leave Accrued Hours/Amount

Executive Order 13706 requires a parties that enter into government contracts with the Federal Government to provide covered employees with up to seven days of paid sick leave annually, including paid leave allowing for family care. To comply with the Executive Order, Costpoint now allows you to establish a limit to the hours/amount that an employee may accrue during the leave year.

The following Costpoint screen were updated to support this enhancement:

## Compute Leave Accruals (LDPCLHF)

The application can now apply period-accrual and year-accrual ceilings based on Leave Type's **Accrual Ceiling Method** (in addition to existing period-balance and year-balance ceiling).

## Manage Leave Codes (LDMLVTAB)

- The application now allows you to specify a ceiling that will limit the number of hours (or amount for leave types being tracked by amount) an employee may accrue during the leave year. Use the new **Year Accrual Ceiling** field to specify an annual accrual limit.
- The field label changed from "Leave Period Ceiling" to "Period Balance Ceiling."
- The field label changed from "Year Ceiling" to "Year Balance Ceiling."

## Manage Leave Types (LDMLVTP)

- You can now whether or not a ceiling should be applied to the number of hours (or amount for leave types being tracked by amount) accrued for a given employee during the leave year and/or a given leave period. For this purpose, the screen provides a new **Accrual Ceiling Method** drop-down list with the following options: **Period and Year**, **Year**, and **No Ceiling**.
- The group box label changed from "Leave Balance Ceilings" to "Leave Ceilings."
- The drop-down list label changed from "Ceiling Method" to "Balance Ceiling Method"
- You can now specify whether the Period and/or Anniversary Leave Year ceiling is applied before or after the period's accrual is calculated. For this purpose, the screen provides the following **Ceiling Timing** group box options: **Before Accrual**, **After Accrual**, and **Not Applicable**.
- You can now specify whether excess leave is tracked as lost leave, transferred to an Excess Leave Type, or neither. For this purpose, the following changes were applied:
- The Balance **Ceiling Method** drop-down list no longer lists the **Lost Leave Tracking** option. The screen now contains a **Track as Lost Leave** check box.
- The screen contains new **Track as Lost Leave** and **Transfer Balance in Excess of Year Ceiling** check boxes for **Excess Leave Handling**.

## Patch and System JAR Requirements

This enhancement requires Costpoint 7.1.1 PATCH3150

## Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application File
People	Leave	LDPCLHF	Compute Leave Accruals	cp711_ldpclhf_013.zip
People	Leave	LDMLVTAB	Manage Leave Codes	cp711_ldmlvtab_004.zip
People	Leave	LDMLVTP	Manage Leave Types	cp711_ldmlvtp_005.zip

## Allow HSA Account Selection in Direct Deposit

Costpoint now provides the functionality for Employee Self Service administrators to enable or disable the Health Savings Account (HSA) account selection on Direct Deposit screens. The following screens contain corresponding updates to support this enhancement:

### Direct Deposit (ESMDIRDEP)

If you select the **Allow HSA Account Selection in Direct Deposit** check box on the Manage Taxable Entity Settings screen, the **Usage** drop-down list will be enabled and employees could designate if the bank account is for either Payroll deposit or HSA deposit. If the field is not enabled, the selection will default to Payroll deposit.

### Life Events/New Hires (ESMLIFEEVENT)

If you select the **Allow HSA Account Selection in Direct Deposit** check box on the Manage Taxable Entity Settings screen, the **Usage** drop-down list on the Direct Deposit tab will be enabled and employees could designate if the bank account is for either Payroll deposit or HSA deposit. If the field is not enabled, the selection will default to Payroll deposit.

### Patch Requirements

These enhancements require the following Costpoint 7.1.1 releases:

- PATCH3382
- Common lib – BENEFITSLIB (cp711\_BENEFITSLIB\_006.zip)

### Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update.

Domain	Module	Application ID	Application Name	Application File
People	Employee Self Service	AOMESSCS	Manage Taxable Entity Settings	cp711_aomesscs_011.zip
People	Employee Self Service	ESMDIRDEP	Direct Deposit	cp711_esmdirdep_009.zip
People	Employee Self Service	ESMLIFEEVENT	Life Events/New Hires	cp711_esmlifeevent_016.zip

### Known Issues

This section includes summaries of the issues that exist in this Costpoint release. These issues will be resolved in future releases.

### Benefits Enrollment (ESMBENENROLL)

#### Delttek Defect Tracking Number: 894777

**Description:** An information message which instructs you to enter an HSA direct deposit account displays for all users when an HSA is elected. This message should display conditionally based on the new Allow HSA Account Selection in Direct Deposit check box on the Configure Taxable Entity Settings screen.

**Customers Impacted:** This defect affects Costpoint Employee Self Service users.

**Workaround Before Fix:** None.

**Additional Notes:** The following message should only display if the Allow HSA Account Selection in Direct Deposit check box is selected: "You must enter direct deposit information for the HSA Account in 'Payroll and Benefit/manage Direct Deposit' before confirming your selections."

Life Events/New Hires (ESMLIFEEVENT)

**Deltek Defect Tracking Number:** 894531

**Description:** The application does not display an error message when confirming a Life Event with no Direct Deposit record but have HSA elections.

**Customers Impacted:** This defect affects Costpoint Employee Self Service users.

**Workaround Before Fix:** None.

**Additional Notes:** The following error message should display in this scenario: "A direct deposit account with a Usage type of 'HSA' must be entered when an HSA is elected and deposited through direct deposit. The account must be active and the method must be 'Percent'."

## West Virginia W-2 Electronic Filing

West Virginia now requires RV record containing IT-103 information in its EFW2 file format for tax year 2017. This Costpoint release includes updates to the Create State W-2 File screen to allow you to comply with the latest W-2 reporting requirement of West Virginia.

Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update.

Domain	Module	Application ID	Application Name	Application File
People	Payroll	PRPW2S	Create State W-2 File	cp711_prpw2s_013.zip

## 2018 February Tax Table Updates

This Costpoint release contains enhancements to support updates to State tax tables.

Oregon

Oregon revised its withholding tax formulas effective February 1, 2018. The following are the tax updates for Oregon:

- The federal tax adjustment amount increases from \$6,550 to **\$6,650** for an employee with annual wages up to \$50,000.
- The federal tax adjustment phase out amounts changed in 2018 for an employee with annual wages of 50,000 or greater.
- The tax table changed for an employee with annual wages up to \$50,000.

## Major New Features and Enhancements in Costpoint 7.1.1

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- The tax table changed for an employee with annual wages of \$50,000 or greater.
- The allowance amount increases from \$197 to **\$201**.
- The standard deduction amount increases from \$2,175 to **\$2,215** for an employee filing “Single” with fewer than 3 allowances.
- The standard deduction amount increases from \$4,350 to **\$4,435** for an employee filing “Single” with more than 3 allowances.
- The standard deduction amount increases from \$4,350 to **\$4,435** for an employee filing “Married.”

### Virgin Islands

The following are the tax updates for Virgin Islands.

- The unemployment-taxable wage increases from \$23,500 to **\$24,200**.
- State tax tables were updated based from 2018 Federal tax tables.

### Patch Requirements

These enhancements require Costpoint 7.1.1 PATCH3385.

## 2018 January Federal Tax Table Updates

This release contains enhancements to support the updates to the Federal tax tables that are effective January 1, 2018. The following are the updates to Federal taxes:

- The supplemental wage withholding rate decreases from 25 percent to **22 percent**.
- The supplemental wage withholding rate for wages over \$1 million decreases from 39.6 percent to **37 percent**.
- The withholding adjustment for nonresident aliens increases from \$2,300 to **\$7,850**.
- The percentage method tables for income tax withholding was updated.



This federal tax table update reflects the increase in the federal standard deduction, the repeal of federal personal exemptions, and changes to the federal tax rates and brackets. This is the first of steps the IRS is taking to implement the new tax law. They are currently revising Form W-4 to reflect changes in available itemized deductions, increases in the child tax credit, the new dependent credit and repeal of dependent exemptions, but no timetable has been provided for the release of the new W-4.

Please note that the IRS is taking a multi-step approach to implementing the new tax law, but has not provided further detail of what these future changes might entail or a timeline of their announcements. Deltek will continue to monitor the IRS notifications and will provide more information when a pertinent change is announced.

For more information on this IRS new release and the Federal tax update, please refer to the following news release and notice on the IRS website:

- <https://www.irs.gov/newsroom/updated-2018-withholding-tables-now-available-taxpayers-could-see-paycheck-changes-by-february>
- <https://www.irs.gov/pub/irs-pdf/n1036.pdf>

### Patch Requirements

These enhancements require Costpoint 7.1.1 PATCH3376.

## 2018 January State Tax Table Updates

This Costpoint release contains enhancements to support the updates to State tax tables that are effective January 1, 2018. The following are the updates to State taxes:

### Mississippi

The annual withholding table for all filing statuses was updated.

For more information, please refer to the *Computer Payroll Accounting – For Periods In 2018* on the Mississippi Department of Revenue website:

<http://www.dor.ms.gov/Business/Documents/Computer%20Payroll%20Accounting%20Updated%2012-22-17.pdf>

### Missouri

The following are the tax updates for the State of Missouri:

- The standard deduction increases for all filing statuses:
- The Annual percentage table was updated.
- The supplemental wage payment flat percentage rate decreases from 6 percent to **5.9 percent**.

For more information, please refer to the *State of Missouri Employer's Tax Guide*:

[http://dor.mo.gov/forms/4282\\_2018.pdf](http://dor.mo.gov/forms/4282_2018.pdf)

### New York

The unemployment insurance taxable wage base increases from \$10,900 to **\$11,100**.

### Ohio

The unemployment insurance taxable wage base increases from \$9,000 to **\$9,500**.

### Wyoming

The unemployment insurance taxable wage base decreases from \$25,400 to **\$24,700**.

### Patch Requirements

These enhancements require Costpoint 7.1.1 PATCH3374.

## 2017 Calendar Year End (CYE) Regulatory Part 1

These Deltek Costpoint Regulatory Release Notes for Quarter 4 2017 provide information for calendar year end (CYE).



The Costpoint 7.1.1 CYE 2017 Regulatory Updates will be deployed in **two parts**. Please expect the second part of the CYE 2017 Regulatory update to be available for download on December 29, 2017.

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## Important Announcements

### Versions 7.0.1 and 7.1.1 – Calendar Year End 2018

In an effort to allow adequate time to prepare for future year-end system jar requirements, please be aware that you must have the following System JARs loaded before the Calendar Year End 2018 release which is scheduled for December 2018. ***Appropriate action should be taken throughout the next 15 months to plan for this System JAR requirement.***

#### Anticipated Calendar Year End 2018 System JAR Requirements

- Costpoint 7.0.1: System JAR 049 (released April 2017)
- Costpoint 7.1.1: System JAR 028 (released April 2017)

Both System JARs introduced a much needed change to the State Filing Statuses in Costpoint. Rather than using filing statuses that only applied to Costpoint (Both, Miscellaneous 1, Miscellaneous 2, etc.) and had to be manually mapped to each state's actual filing statuses, Costpoint 7.0.1 and 7.1.1 have been updated to use each state's actual filing status(es). Though the new filing statuses were introduced in April 2017, Deltek will continue to support tax table updates based on the original state filing statuses for the remaining 2017 tax update and for 2018 tax updates. Any tax updates for 2019 will only support the new state filing statuses that were introduced in System JAR 049 for 7.0.1 and System JAR 028 for 7.1.1 (both released in April 2017).

### Version 7.1.1 – Further Reductions in the Need to Release Regulatory Updates within System JARs

We are happy to announce that we have made several programming changes within the past year to limit the need for regulatory changes to be released via System JAR. System JAR 028 for Costpoint 7.1.1 was part of that effort.

The coding changes introduced in System JAR 028 for Costpoint 7.1.1 allowed us to disassociate payroll computation coding changes from future 7.1.1 System JAR releases. So, after System JAR 028, changes to Costpoint version 7.1.1's Compute Payroll application will not require deployment via System JAR as they did in the past. This not only means that we can deploy Costpoint 7.1.1 regulatory updates and fixes more quickly, but it will also help us keep the System JAR requirements for Calendar Year End releases as minimal as possible.

The changes we made with the noted System JARs will greatly help with that effort to minimize the System JAR requirements for future regulatory releases.

## Installation Prerequisites

Ensure the following are installed and operational:

- Costpoint Version 7.1.1
- Required Costpoint 7.1.1 System JAR:
  - **System JAR 024 (cp711\_sys\_024.zip)** — For clients **with** Puerto Rico Employees between ages 16 and 26
  - **System JAR 009 (cp711\_sys\_009.zip)** — For clients **without** Puerto Rico Employees between ages 16 and 26
- Costpoint 7.1.1 Patches:
  - PATCH3307
  - PATCH3309

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- PATCH3331
- PATCH3355

### Custom Programs



If your Costpoint system is customized, do **NOT** install this update without first contacting your Account Manager at 1.800.456.2009. Custom work must be upgraded to be compatible with each new release. Deltek does customization on a request-only basis. Depending on the scope of the upgrade and current work backlogs, modifications may not be available for 60 to 90 days. If you do not have a specific Ongoing Support Plan for your custom work, there is a charge for the upgrade programming.

### Updates and Enhancements

This section includes:

- Federal updates
- State updates

#### Federal Tax Updates

The following are updates to Federal taxes:

- Social Security Limit: \$128,400
- 401(k) Deferral Limit: \$18,500
- 401(k) Wage Limit: \$275,000
- Exemption Amount: \$4,150

For more information, please see: <https://www.irs.gov/pub/irs-drop/n-17-64.pdf>

#### Federal and State Electronic Filing (EFW2)

A new box 12 Code FF money field, **Permitted Benefits Under a Qualified Small Employer Health Reimbursement Arrangement (Code FF)**, was added to the following records:

- RW Employee Record in positions **474 - 484**
- RT Total Record in positions **400 - 414**

For more information, see: Social Security Administration Publication No. 42-007:  
<http://www.socialsecurity.gov/employer/efw/16efw2.pdf#zoom=100>.



For Tax Year 2017, **AccuWage Online** is available to test your EFW2/EFW2C wage files. **AccuWage Download** is no longer available. Log into Business Services Online (BSO) to access **AccuWage Online**.

### FUTA Credit Reduction

The following table provides the corresponding 2017 FUYA Credit Reduction percentage for each state:

State	2017 FUTA Credit Reduction
California	2.1%

State	2017 FUTA Credit Reduction
Virgin Islands	2.1%

## W2 Form and USERRA make-up amounts for 2016

A new box 12 code **FF** has been added to report the total amount of permitted benefits under a qualified small employer health reimbursement arrangement (QSEHRA). Costpoint now supports this update.

Costpoint now has the ability to report USERRA make-up amounts for 2016. On the Manage W-2s screen, the Box 12 subtask now contains the additional Lookup codes for USERRA 2016.

## State Electronic Filing

The following is a list of states using standard EFW2 format:

1. Arkansas
2. Arizona
3. Colorado
4. Connecticut
5. District of Columbia
6. Delaware
7. Georgia
8. Idaho
9. Illinois
10. Indiana
11. Kansas
12. Kentucky
13. Louisiana
14. Maryland
15. Maine
16. Massachusetts
17. Michigan
18. Minnesota
19. Missouri
20. Mississippi
21. Montana
22. North Carolina
23. North Dakota
24. Nebraska
25. New Jersey
26. New Mexico
27. Ohio
28. Oregon
29. Pennsylvania
30. Puerto Rico
31. Rhode Island

- 32. South Carolina
- 33. Utah
- 34. Virginia
- 35. Vermont
- 36. Wisconsin
- 37. West Virginia

## 2017 Calendar Year End (CYE) Regulatory Part 2

These Deltek Costpoint Regulatory Release Notes for Quarter 4 2017 provide information for calendar year end (CYE).



The Costpoint 7.1.1 CYE 2017 Regulatory Updates will be deployed in **two parts**. The first part of the CYE 2017 Regulatory update is available for download with the release name: **Costpoint 7.1.1 CYE 2017 Regulatory Updates (Part 1 of 2)**.

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### Important Announcements

#### 2017 Affordable Care Act (ACA)

The XML and form updates for 2017 ACA forms are **not** included in this release. The 2017 ACA update will be available for download in a separate release on DSM.

#### Versions 7.0.1 and 7.1.1 – Calendar Year End 2018

In an effort to allow adequate time to prepare for future year-end system jar requirements, please be aware that you must have the following System JARs loaded before the Calendar Year End 2018 release which is scheduled for December 2018. ***Appropriate action should be taken throughout the next 15 months to plan for this System JAR requirement.***

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## Major New Features and Enhancements in Costpoint 7.1.1

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  - **System JAR 009 (cp711\_sys\_009.zip)** — For clients **without** Puerto Rico Employees between ages 16 and 26
- Costpoint 7.1.1 Patches:
  - PATCH3359
  - PATCH3364

### Custom Programs



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## Updates and Enhancements

### State Updates

#### Michigan W-2 Electronic Filing

- The following fields for the city of Detroit withholding information was added to the Code RS State Record for 2017.

Location	RS Field	Specification
298 – 304	Fill with Blanks	Blanks
305 – 307	City of Detroit Code	'170'
308	Tax Type Code	'C'
309 – 319	City Taxable Wages	City of Detroit taxable wages amount
320 – 330	City Tax Withheld	City of Detroit tax withheld amount

Location	RS Field	Specification
331 – 512	Blank	Blanks

- The **City/County/School/PSD Code** field on the Manage Local Taxes screen is now available for the state of Michigan.



If you create Michigan W-2 files that include City of Detroit withholding information, you must setup the Locality on Manage Local Taxes screen where **City/County/School/PSD Code value is 170**.

- The following RS Record locations were set to blanks for 2017:
  - 5-9
  - 69-72
  - 150-247
  - 268-275

### North Carolina W-2 Electronic Filing

The eNC3 W2 Format will be used for W-2 electronic filing beginning January 1, 2018. The DP-43 format is no longer valid for submissions made on or after January 1, 2018. For compliance with this state requirement, Costpoint now follows the eNC3 W2 Format.

For more information please refer to: <https://www.dornco.com/electronic/enc3/w2.pdf>

### State Tax Updates

The following are state tax changes effective January 1, 2018:

#### Alaska

The unemployment-taxable wage base decreases from \$39,800 to **\$39,500**.

#### District of Columbia

The **One** withholding allowance increased from \$1,775 to **\$4,150**.

#### Hawaii

The unemployment-taxable wage base increases from \$44,000 to **\$45,900**.

#### Illinois

The standard exemption decreases from \$2,175 to **\$2,000**.

#### Kentucky

The standard deduction is to increases from \$2,480 to **\$2,530**.

#### New York

The annual withholding tax tables for Married and Single have been updated.

## North Dakota

The unemployment-taxable wage base increases from \$35,100 to **\$35,500**.

## Rhode Island

- The unemployment taxable wage base increases from \$22,400 to **\$23,000**.
- The annual withholding table for all filing status types was updated.
- The threshold for 0.00 allowance amount increases from \$217,350.00 to **\$221,800.00**.

## Tennessee

The unemployment-taxable wage base decreases from \$8,000 to **\$7,000**.

## Known Issues

### Application Processing Not Completed

**Description:** When you run certain Costpoint processing applications, such as the Create State W-2 File or the Close Payroll Year, the progress dialog box does not indicate that the process is complete even though it has completed. This issue has been addressed in the **Costpoint 7.1.1 System JAR 036** release.

**Customers Impacted:** This defect affects Costpoint 7.1.1 users.

**Workaround Before Fix:** Close the entire browser and log in to Costpoint again.

**Additional Notes:** Aside from the applications mentioned, this issue may occur in other process applications.

## Full 2017 Tax Table Update for All Maryland Counties

This release provides all of Maryland state tax table updates for all counties for payroll year 2017. With this update, Maryland users will be able to compute payroll for a 2017 pay period in 2018. This update affects you if you installed **Feature 613963: State Withholding Filing Status Update**.

## Patch Requirements

The enhancements in this release require Costpoint 7.1.1 PATCH3344.

## Missouri W-2 Electronic Filing

The following W-2 electronic filing updates apply to the state of Missouri:

- The RS format was updated. This record contains several fields that are now required. Date and time stamp were added to this record.
- The RV record is now required with custom format. This record contains several fields that are now required. Date and time stamp was added to this record.
- The RA, RW, and RT Records are now required.
- Submission Date is a required field.
- The Create State W-2 File screen now contains the following new fields for third party payer information of Missouri:

- Third Party Payer FEIN
- Third Party Payer Name
- Third Party Payer Amount

## State Tax Updates

The following are state tax changes effective January 1, 2018

### Arkansas

The unemployment-taxable wage base decreases from \$12,000 to **\$10,000**.

### California

- The California's 2018 withholding instructions and tables for Method B were revised.
- The standard deduction increases from \$4,129 to \$4,236. The 2018 income brackets also were revised from 2017.

### Colorado

The unemployment-taxable wage base increases from \$12,500 to **\$12,600**.

### Delaware

The unemployment-taxable wage base decreases from \$18,500 to **\$16,500**.

### Idaho

The unemployment-taxable wage base increases from \$37,800 to **\$38,200**.

### Iowa

The unemployment insurance taxable wage base increased from \$29,300 to **\$29,900**.

### Maine

- The annual personal exemption increases from \$4,050 to **\$4,150**.
- The State Standard Deduction was updated.
- The Withholding table was updated.

### Maryland

The tax rate in Cecil County increases from 2.80 percent to 3 percent.

### Minnesota

- The withholding allowance increases from \$4,050 to **\$4,150**.
- The wage bracket thresholds for single and married employees also were adjusted.

### Missouri

The unemployment-taxable wage base decreases from \$13,000 to **\$12,500**.

### Montana

The unemployment-taxable wage base increases from \$31,400 to **\$32,000**.

### Nevada

The unemployment-taxable wage base increases from \$29,500 to **\$30,500**.

### New Mexico

The unemployment-taxable wage base decreases from \$24,300 to **\$24,200**.



### North Carolina

The unemployment-taxable wage base increases from \$23,100 to **\$23,500**.

### Oklahoma

The unemployment-taxable wage base decreases from \$17,700 to **\$17,600**.

### Oregon

The unemployment-taxable wage base increases from \$38,400 to **\$39,300**.

### Pennsylvania

The unemployment-taxable wage base increases from \$9,750 to **\$10,000**.

### South Carolina

- Standard deduction maximum amount for one or more exemption increases from \$2,860 to **\$3,150**.
- Personal exemption amount for one increases from 2,370 to **\$2,440**.
- The withholding table was updated.

### Utah

The unemployment-taxable wage base increases from \$33,100 to **\$34,300**.

### Vermont

The unemployment-taxable wage base increases from \$17,300 to **\$17,600**.

### Washington

The unemployment-taxable wage base increases from \$45,000 to **\$47,300**.

## 2017 Affordable Care Act (ACA) Reporting Updates for Data and Electronic Filing

Several forms of transition relief were available to some employers under section 4980H for 2016. For calendar year 2017 reporting, section 4980H transition relief was removed and Form 1094-C was revised with the following changes:

- Line 22, box C is designated as "Reserved."
- Part III, column (e) is designated as "Reserved."
- Entry rows in Part III, column (e) are shaded.

To support ACA reporting for calendar year 2017, the following applications were updated in this Costpoint release:

### Create 1094-C and 1095-C Data (HBP109XC)

The following changes apply when creating data for calendar year 2017:

- The **Qualifying Offer Method Transition Relief** and **Section 4980H Transition Relief** check boxes of Certifications of Eligibility (Field 22) will be disabled and labeled as "Reserved."
- The application will not process the following fields:
  - Part II, Section 4980H Transition Relief
  - Part III, Section 4980H Transition Relief

## Major New Features and Enhancements in Costpoint 7.1.1

- The fields in the report that were previously for “Qualifying Offer Method Transition Relief” and “Section 4980H Transition Relief” will now display as “Reserved” with “n/a” as their corresponding values.

### Create 1094-C and 1095-C Electronic File (HBP1094C)

The application was updated to use the correct schema, business rules, and manifest schema that apply to the tax year of the electronic file that is being submitted.

### Manage 1094-C Data (HBM1094C)

The following changes apply to records with calendar year 2017:

- The **Qualifying Offer Method Transition Relief** and **Section 4980H Transition Relief** check boxes check boxes of Certifications of Eligibility (Field 22) will be disabled and labeled as “Reserved.”
- The **e) Section 4980H Transition Relief** column of the **Part III - ALE Member Information Monthly** group box will be disabled.

### Patch Requirements

This enhancement requires Costpoint 7.1.1 PATCH3338.

### Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application File
People	Benefits	HBM1094C	Manage 1094-C Data	cp711_hbm1094c_007.zip
People	Benefits	HBP109XC	Create 1094-C and 1095-C Data	cp711_hbp109xc_013.zip
People	Benefits	HBP1094C	Create 1094-C and 1095-C Electronic File	cp711_hbp1094c_011.zip

## Florida Reemployment XML Report Update

The Costpoint Software ID for Florida SUTA electronic filing was updated in this release.

### Application JAR Requirements

Domain	Module	Application ID	Application Name	Application File
People	Payroll	PRPSMM	Create Quarterly SUTA Tax File	cp711_prpsmm_018.zip

## Connecticut SUTA Electronic Filing

Costpoint now supports SUTA Electronic Filing for the state of Connecticut.

### Connecticut File Naming Convention

You must use the following guidelines for naming the SUTA electronic file for the state of Connecticut:

- If you are submitting a test file, then start with the quarter (**1, 2, 3, or 4**) and a two-digit year (for example, **17** for 2017) followed by letter "t". Thus, a file named "**117t9999999**" will designate test file for 1st quarter 2017 for registration 99-999-99.
- If you are submitting an original file, then start with the quarter (**1, 2, 3 or 4**) and a two-digit year (for example, **17** for 2017) followed by a letter identifying this as a first, second, or third submission for that quarter (for example, an A designates a first submission) followed by the employer's registration. Thus, a file named "**117A9999999**" would designate the first submission (A) of the 1st quarter 2017 data (117) for employer 99-999-99.
- If you are submitting an amended file, then start with the quarter (**1, 2, 3, and 4**) and a two-digit year (for example, **17** for 2017). Thus, a file named "**117R9999999**" would designate first quarter 2017 correction for employer 99-999-99.

### Application Updates

The following applications were updated for this enhancement:

#### Manage SUTA Tax File Data (PRMSMM)

When you enter **CT** (Connecticut) in the **SUTA State** field, the application applies the following:

- The **Employee Count Method** field is enabled with the default value of **System**.
- The **Wage Reporting Method** field is disabled and cleared.

#### Create Quarterly SUTA Tax File (PRPSMM)

When you enter **CT** (Connecticut) in the **State** field, the application applies the following:

- The **Employee Count** group box is enabled.
- The **Payment Penalty / Remittance** field is enabled. Use this field to enter the remittance amount for Connecticut. This field was previously labeled as "PaymentPenalty."

### Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application File
People	Payroll	PRMSMM	Manage SUTA Tax File Data	cp711_prmsmm_006.zip
People	Payroll	PRPSMM	Create Quarterly SUTA Tax File	cp711_prpsmm_017.zip

## SUTA Electronic Filing

This release includes SUTA electronic filing updates for Florida and Nebraska.

### Florida

The following are updates to Florida SUTA electronic filing:

- The XML file was updated based on the RT-6 (formerly UCT-6) and RT-8A (formerly UCT-8A) format.
- You can now to generate amended reports for Florida SUTA electronic filing.



The Florida Department of Revenue will only accept amended XML returns starting **September 2017**. Prior to September 2017, only original files will be accepted.

- A new Amended Reason (Florida) drop-down list on Create Quarterly SUTA Tax File screen allows you to select a reason code if you are generating an amended file for Florida.

### Nebraska

Beginning July 1, 2017, Nebraska will only accept files with 512-byte format and the state will no longer accept the previous 80-byte format. Costpoint was updated to support the 512-byte file transfer format.

The following updates are included in the 512-byte file transfer specification which will be used beginning July 1, 2017:

- State Employer Account Number (RS 248-267) should be left aligned and filled with zeros.
- Hours Paid shall be reported in RS record, position 338-341.
- Employee Job Title shall be reported in RS record, position 342-466.

### Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application File
PE	Payroll	PRPSMM	Create Quarterly SUTA Tax File	cp711_prpsmm_014.zip

## State Tax Updates

The following are state tax updates for July 2017

### Idaho

The withholding tables for Single and Married was updated.

For more information, please refer to *A Guide to Idaho Income Tax Withholding*:

[https://tax.idaho.gov/pubs/EPB00006\\_07-03-2017.pdf](https://tax.idaho.gov/pubs/EPB00006_07-03-2017.pdf).

## Illinois

Effective July 1, 2017, the flat income tax rate increases from 3.75% to **4.95%**.

For more information, please refer to the *Illinois Withholding Tax Tables*:

<http://tax.illinois.gov/TaxForms/Withholding/IL-700-T-2017.pdf>.

## Kansas

On June 28, 2017, the Kansas State Department of Revenue issued updated income tax withholding tables that incorporate tax rate changes approved by the legislature in June.

Effective January 1, 2017, the following are updates to the Kansas Tax Withholding:

- The annual withholding tables for Single and Married was updated.
- The supplemental tax rate increases from 4.5% to **5%**.

For more information, please see the *Tables for Percentage Method of Kansas Withholding*:

<https://www.ksrevenue.org/pdf/whtables2017.pdf>.

## Patch Requirements

This release requires the following Costpoint 7.1.1 releases:

- PATCH3250
- PATCH3257

## Calendar Year End 2017

The Costpoint Calendar Year End 2017 release is currently scheduled for mid-December 2017. The *anticipated* System JAR requirements for that release are listed below. Though we do not anticipate changes at this time, the various government entities have not yet posted all of the 2017 year-end requirements. If a new regulatory requirement is announced, which changes the minimum System JAR requirement, we will let you know as soon as possible.

### Anticipated System JAR Requirements for clients with Puerto Rico Employees between ages 16 and 26

- Minimum System JAR dependency for Costpoint 7.0.1: cp701\_sys\_048.zip
- Minimum System JAR dependency for Costpoint 7.1.1: cp711\_sys\_024.zip

*These System JARs introduced an update for the Puerto Rico age exemption*

### Anticipated System JAR Requirements for clients without Puerto Rico Employees between ages 16 and 26

- Minimum System JAR dependency for Costpoint 7.0.1: cp701\_sys\_040.zip
- Minimum System JAR dependency for Costpoint 7.1.1: cp711\_sys\_009.zip

*If you do not need the functionality for the Puerto Rico age exemption, you may use these system JARs.*

Though programming changes and changes to government regulations occasionally force us to change code that requires a System JAR release, it will be our continuing goal to make System JAR dependencies for Calendar Year End as minimal as possible.

## IMPORTANT ANNOUNCEMENTS

### Versions 7.0.1 and 7.1.1 – Calendar Year End 2018

In an effort to allow adequate time to prepare for future year-end system jar requirements, please be aware that you must have the following System JARs loaded before the Calendar Year End 2018 release which is scheduled for December 2018. ***Appropriate action should be taken throughout the next 15 months to plan for this System JAR requirement.***

#### Anticipated Calendar Year End 2018 System JAR Requirements

- Costpoint 7.0.1: System JAR 049 (released April 2017)
- Costpoint 7.1.1: System JAR 028 (released April 2017)

Both System JARs introduced a much needed change to the State Filing Statuses in Costpoint. Rather than using filing statuses that only applied to Costpoint (Both, Miscellaneous 1, Miscellaneous 2, etc.) and had to be manually mapped to each state's actual filing statuses, Costpoint 7.0.1 and 7.1.1 have been updated to use each state's actual filing status(es). Though the new filing statuses were introduced in April 2017, Deltek will continue to support tax table updates based on the original state filing statuses for the remaining 2017 tax update and for 2018 tax updates. Any tax updates for 2019 will only support the new state filing statuses that were introduced in System JAR 049 for 7.0.1 and System JAR 028 for 7.1.1 (both released in April 2017).

### Version 7.1.1 – Further Reductions in the Need to Release Regulatory Updates within System JARs

We are happy to announce that we have made several programming changes within the past year to limit the need for regulatory changes to be released via System JAR. System JAR 028 for Costpoint 7.1.1 was part of that effort.

The coding changes introduced in System JAR 028 for Costpoint 7.1.1 allowed us to disassociate payroll computation coding changes from future 7.1.1 System JAR releases. So, after System JAR 028, changes to Costpoint version 7.1.1's Compute Payroll application will not require deployment via System JAR as they did in the past. This not only means that we can deploy Costpoint 7.1.1 regulatory updates and fixes more quickly, but it will also help us keep the System JAR requirements for Calendar Year End releases as minimal as possible.

The changes we made with the noted System JARs will greatly help with that effort to minimize the System JAR requirements for future regulatory releases.

## State Withholding Filing Status Update

Prior to this release, Costpoint allows you to select from a limited set of state withholding filing statuses which determines the calculation of an employee's state tax. This limit affected Maryland which allows each county within the state to withhold at a different rate. To address this issue, Maryland withholding was moved to local taxes and special programming was required in the Compute Payroll process in order for Maryland local taxes to display in the employee's state taxes. This previous system was difficult to set up for employers; and employees were not able to select their Maryland withholding status in Employee Self Service (ESS) because local taxes were not displayed.

Instead of using a limited drop-down list for state withholding filing statuses, Costpoint will now use a system table where withholding status could be set up for each state. To implement the enhancement, this Costpoint release will:

- Add a new system table for state withholding statuses (STATE\_FILING\_STATUS)
- Add new withholding status data for each state and set the initial value to **Inactive**

- Insert the old filing statuses into the new withholding status system table and set their initial value to **Active**
- Convert all existing screens/tables where a withholding status is displayed to 30 characters
- Convert existing table data containing the existing withholding status to the new withholding status
- Remove custom programing in the Compute Payroll process for Maryland
- Create new state tax information for Maryland and zero out existing local tax information for Maryland



All local Maryland tax information will be left in the employee files but local taxes will no longer be calculated on them.

You must initiate the change by running the new utility, Update State Withholding Statuses (toolkit). When you run the toolkit, the process maps the old withholding status/state combination to the new withholding status/state combination and it updates all employee tables. The state, local, and ESS tables will be updated with the new data upon conversion.



You will not be able to run the utility while there are existing payroll records.

It is recommended that you back up your data before running this toolkit. The following are the critical tables that you must back up:

- Employee Tax (EMPL\_TAX)
- Employee Multi-State Tax Information (EMPL\_TAX\_MULTI)
- Employee Earnings by State (EMPL\_EARN\_STATE)
- Local Tax History (LOCAL\_TAX\_HS)
- Local Taxability (LOCAL\_TAX\_TBL)
- Local Standard Deduction (LOC\_STD\_DED)
- ESS State Tax Settings -Child Table (ESS\_STATE\_TAX\_LN)
- State Withholding Filing Status (STATE\_FILING\_STATUS)

All previously released tax table updates must be applied before applying this patch in order to ensure that the tax tables reflect the latest changes. Please refer to the [Patches and System JAR Requirements](#) section on this document.

The following applications contains the corresponding updates for this enhancement:

#### Configure ESS State Tax Settings (AOMESSST)

- The **Filing Status** field size increases to 30 characters. This field references the new State Filing Status system table.
- The **Filing Status Description** field size increases to 50 characters.
- The application converts new records for new filing statuses.
- A new **Active** check box indicates whether the filing status is active or inactive. This field is disabled.

### Compute Payroll (PRPCPR)

- The **Filing Status** field size increased to 30 characters in all work tables for any table using S\_ST\_FIL\_STAT\_CD field.
- The application reference the new state filing status system table within the calculations if needed.
- The application code no longer contains custom code for Maryland state tax withholding calculations and other unnecessary filing status references.
- The application uses updated logic for new **Supplement Tax** type from the Manage State Tax Withholding Adjustments screen.

### Manage Employee Earnings History (PRMERF)

- The size of **Filing Status** field size on the State Taxes subtask increased to 30 characters.
- The **Filing Status** field size increased to 30 characters in all work tables for any table using S\_ST\_FIL\_STAT\_CD field.
- The application reference the new state filing status system table within the calculations if needed.
- The application code no longer contains custom code for Maryland state tax withholding calculations and other unnecessary filing status references.
- The application uses updated logic for new **Supplement Tax** type from the Manage State Tax Withholding Adjustments screen.
- The **Filing Status** field lookup function displays both active and inactive filing statuses in order to be able to enter historical data.

### Manage Employee Information (LDMEINFO)

- The **Filing Status** field size on the Tax Details and Multi-State Taxes subtask increased to 30 characters. The state filing status description field on both the Tax Details tab and Multi-State Taxes are no longer available. The Filing Status fields reference the new State Filing Status system table. The lookup function displays only the active filing statuses.
- The application uses new validations to ensure that the state filing status exists for the selected state.

### Manage Employee Taxes (PRMETAX)

- The **Filing Status** field size on the Tax Details and Multi-State Taxes subtask increased to 30 characters. The state filing status description field on both the Taxes tab and Multi-State Taxes subtask are no longer available. The Filing Status fields reference the new State Filing Status system table. The lookup function displays only the active filing statuses.
- The application uses new validations to ensure that the state filing status exists for the selected state.

### Manage Local Standard Deductions (PRMLSD)

When you run the new utility, Update State Filing Statuses, the process adds a new line for each Maryland local tax/withholding status to zero out Maryland local taxes.



### Manage Local Tax Tables (PRMLTT)

When you run the new utility, Update State Filing Statuses, the process adds a new record for each Maryland local tax/withholding status to zero out Maryland local taxes.

### Manage Local Taxes (PRMLTI)

When you run the new utility, Update State Filing Statuses, the process adds a new line in the Local Tax History (LOCAL\_TAX\_HS) table to zero out Maryland local taxes.

### Manage Payroll Records (PRMPTF)

- The size of the **Filing Status** field on the State Taxes subtask increased to 30 characters.
- The **Filing Status** field size increased to 30 characters in all work tables for any table using S\_ST\_FIL\_STAT\_CD field.
- The application reference the new state filing status system table within the calculations if needed.
- The application code no longer contains custom code for Maryland state tax withholding calculations and other unnecessary filing status references.
- The application uses updated logic for new **Supplement Tax** type from the Manage State Tax Withholding Adjustments screen.

### Manage State Standard Deductions (PRMSSD)

- The **Filing Status** field size increased to 30 characters. It now uses a lookup function instead of the previous drop-down list. The lookup function references the new State Filing Status system table.
- The application updates tables with Maryland tax information for each new filing status.
- The application creates new records for new filing status codes.

### Manage State Tax Tables (PRMSTT)

- The **Filing Status** field size increased to 30 characters. It now uses a lookup function instead of the previous drop-down list. The lookup function references the new State Filing Status system table.
- The application adds state tax information for each new filing status.

### Manage State Tax Withholding Adjustments (PRMSTAC)

- The **Filing Status** field size increased to 30 characters. It now uses a lookup function instead of the previous drop-down list. The lookup function references the new State Filing Status system table.
- The **Type** drop-down lists displays a new tax calculation type, **Supplemental Taxes**.
- A new **Wage Type** of **Bonus** is available for Maryland which has different bonus rates for each county.
- The application creates new records for the new filing status codes.

### Print Soc Sec and Medicare Reconciliation Report (PRRFICA)

The size of columns in dynamic tables increased to allow for new state filing statuses.

### Recompute Taxes (PRPRCOMP)

- The **Filing Status** field size increased to 30 characters in all work tables for any table using S\_ST\_FIL\_STAT\_CD field.
- The application reference the new state filing status system table within the calculations if needed.
- The application code no longer contains custom code for Maryland state tax withholding calculations and other unnecessary filing status references.
- The application uses updated logic for new **Supplement Tax** type from the Manage State Tax Withholding Adjustments screen.

### Update State Filing Statuses (PRPUSFS)

- The new utility, Update State Filing Statuses, allows you to change the current withholding status of employees from either **Married**, **Single**, **Both**, **Head of Household**, **Misc 1**, **Misc 2**, **Misc 3**, or **Misc 4** to a longer, more descriptive, withholding status for their state which corresponds to the original one. You can launch the utility from **People » Payroll » Payroll Utilities » Toolkits**.
- This toolkit also creates new Maryland local tax table records with 0% rates so that any employee set up with Maryland local taxes will no longer have any local tax withheld. All Maryland taxes will now be withheld at the state level.
- Running this process converts the old filing statuses to Inactive and the new filing statuses will be activated.



You must run the report before running the Update State Filing Statuses process to ensure the statuses are being mapped correctly. Once the toolkit is run, all tables that contain state withholding statuses will be updated. This includes all employee tax screens as well as any state tax setup screens. This toolkit can only be run one time. After the statuses have been updated, this toolkit will no longer be available.

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### View Employee Earnings (PRQERF)

The size of **Filing Status** field size in the **State Information** group box increased to 30 characters.

### View Employee Taxes (PRQETAX)

The **Filing Status** field size on the Tax Details and Multi-State Taxes subtask increased to 30 characters.

### View Help About (SYMABOUT)

The State Withholding Filing Status Update feature has been registered on this screen.

### View Payroll Edit Table (PRQPTF)

The size of **Filing Status** field size on the State Taxes subtask increased to 30 characters.

### Patches and System JAR requirements

These enhancements require the following Costpoint 7.1.1 releases:

- System JAR 028 (cp711\_sys\_028.zip)
- PATCH3144 (State Withholding Filing Status Update)
- PATCH3131 (January 2017 Tax Table Update)

## Major New Features and Enhancements in Costpoint 7.1.1

- PATCH3136 (February 2017 Tax Table Update)
- PATCH3140 (March 2017 Tax Table Update)
- PATCH5083 (SYMABOUT(About Costpoint))
- Common lib - CPCPR (cp711\_cmplib\_CPCPR\_001.zip)
- Common lib - LDMEINFOLIB (cp711\_cmplib\_LDMEINFOLIB\_001.zip)

## Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application File
People	Employee	AOMESSST	Configure ESS State Tax Settings	cp711_aomessst_001.zip
People	Employee	LDMEINFO	Manage Employee Information	cp711_ldmeinfo_018.zip
People	Employee	PRMETAX	Manage Employee Taxes	cp711_prmetax_008.zip
People	Payroll	PRMERF	Manage Employee Earnings History	cp711_prmerf_010.zip
People	Payroll	PRMPTF	Manage Payroll Records	cp711_prmptf_014.zip
People	Payroll	PRMSSD	Manage State Standard Deductions	cp711_prmssd_003.zip
People	Payroll	PRMSTAC	Manage State Tax Withholding Adjustments	cp711_prmstac_006.zip
People	Payroll	PRMSTT	Manage State Tax Tables	cp711_prmstt_002.zip
People	Payroll	PRPUSFS	Update State Filing Statuses	cp711_prpusfs_001.zip
People	Payroll	PRQERF	View Employee Earnings	cp711_prqerf_003.zip
People	Payroll	PRQETAX	View Employee Taxes	cp711_prqetax_004.zip
People	Payroll	PRQPTF	View Payroll Edit Table	cp711_prqptf_003.zip

## Tax Table Updates for Q2 2017

Filing status updates are now available for the 2<sup>nd</sup> quarter of 2017. See the latest *DelttekCostpointTaxTableDocument2017Q2WithFilingStatusUpdates.pdf* for details.

## Fair Pay and Paycheck Transparency Enhancements

The U.S Department of Labor issued policies for Fair Pay and Safe Workplaces which require Paycheck Transparency. The Executive Order seeks to ensure that contractors' employees are given the information they need each pay period to make sure they are getting paid what they are owed. The Executive Order requires covered contractors and subcontractors to provide wage statements to covered workers, giving them information concerning their hours worked, overtime hours, pay, and any additions to or deductions made from their pay. The Executive Order also requires covered contractors and subcontractors to provide to workers whom they treat as independent contractors a document informing them of their independent contractor status.



In order to be able to report accurate data, you must either enter weekly timesheets or add timesheet lines dates for each timesheet line.

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### Configure Direct Deposit Settings (PRMDDC)

A new **Print Pay Types by Week for Fair Pay and Paycheck Transparency Compliance** check box now allows you to display work hours of hourly workers by the weekly period in which they were earned.

### Configure Paycheck Settings (PRMCKSET)

A new **Print Pay Types by Week for Fair Pay and Paycheck Transparency Compliance** check box now allows you to enable printing hours by week on paychecks for Fair Pay and Paycheck Transparency compliance.

### Manage Timesheet Periods (LDMTSPD)

A new **Week Starts on** drop-down list now allows you to specify the start day for the week. This is used to determine the overtime hours for the week.

### Print Paychecks (PRPPCHK)

- The application can now determine which week the work hours belong to in the timesheet period.
- A new column now exists in the hourly rate section of the paycheck to display the week information for non-exempt employees.
- The application overrides the **Include Pay Rates on Checks and Advices** functionality on the Manage State Taxes if **Print Pay Types by Week for Fair Pay and Paycheck Transparency Compliance** check box is selected on the Configure Direct Deposit Settings screen or Configure Paycheck Settings screen for the selected pay cycle.

### Print Payment Advices (PRPPPAF)

- The application can now determine which week the work hours belong to in the timesheet period.
- A new column now exists in the hourly rate section of the paycheck to display the week information for non-exempt employees.
- The application overrides the **Include Pay Rates on Checks and Advices** functionality on the Manage State Taxes if **Print Pay Types by Week for Fair Pay and Paycheck Transparency Compliance** check box is selected on the Configure Direct Deposit Settings screen or Configure Paycheck Settings screen for the selected pay cycle.

## Manage Payroll Checks (ESMPAYCHECKS)

- The application can now determine which week the work hours belong to in the timesheet period.
- A new column now exists in the hourly rate section of the paycheck to display the week information for non-exempt employees.
- The application overrides the **Include Pay Rates on Checks and Advices** functionality on the Manage State Taxes if **Print Pay Types by Week for Fair Pay and Paycheck Transparency Compliance** check box is selected on the Configure Direct Deposit Settings screen or Configure Paycheck Settings screen for the employee's pay cycle.

## Patch Requirements

This enhancement requires Costpoint 7.1.1 PATCH3102 and PATCH3120.

## Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update.

Domain	Module	Application ID	Application Name	Application JAR
PE	LD	LDMTSPD	Manage Timesheet Periods	cp711_ldmtspd_002.jar
PE	PR	PRMCKSET	Configure Paycheck Settings	cp711_prmckset_002.jar
PE	PR	PRMDDC	Configure Direct Deposit Settings	cp711_prmddc_001.jar
PE	PR	PRPPCHK	Print Paychecks	cp711_prppchk_010.jar
PE	PR	PRPPPAF	Print Payment Advices	cp711_prpppaf_007.jar
PE	ES	ESMPAYCHECKS	Manage Payroll Checks	cp711_esmpaychecks_006.jar

## Additional Information on Oregon Pay Statements

Effective January 1, 2017, Oregon employers are required to add more compensation information to employee pay statements.

Oregon already requires that statements include information on hours worked, net pay, gross pay, and deductions. The new law expands the amount of required information, including the number of regular and overtime hours worked, pay rates, minimum wage allowances, payment date and the employer's business identification or registry number. The pay statement also is to include how the employee is paid (for example, hourly, salary, or by commission).

Under the law, contractors or subcontractors cannot intentionally pay wages that are less than the prevailing rate, even if employees agree to such an arrangement.

Employers would be required to keep time and pay records for terminated employees for at least 60 days. Former employees are to receive a certified copy of the records within 45 days or a request.



For more information on this law, please refer to *Senate Bill 1587*:

<https://olis.leg.state.or.us/liz/2016R1/Downloads/MeasureDocument/SB1587>.

To support this enhancement, this release includes the changes to the following Costpoint screens:

- **View Payroll Checks (ESMPAYCHECKS)**

The following information can be printed on payroll checks:

- Employee Rate Type
- Tax ID

- **Manage State Taxes (PRMSTI)**

- You must select the **Include Pay Rates on Checks and Advices** check box if the **State** is **OR** (Oregon).
- A new check box, **Include Employee Rate Type**, allows you to print the employee's rate type of **Hourly** or **Salaried**.
- A new check box, **Include Tax ID**, gives you the option to print the Tax ID on the paystub. You must select either **Federal Tax ID** or the **State Tax ID** option to specify the Tax ID that will be printed.

- **Print Payment Advices (PRPPPAF)**

The following information can be printed on payroll advices:

- Employee Rate Type
- Tax ID

- **Print Paychecks (PRPPCHK)**

The following information can be printed on payroll checks:

- Employee Rate Type
- Tax ID

## Patch Requirements

The enhancements in this release require Costpoint 7.1.1 PATCH3001

## Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application JAR
PE	ES	ESMPAYCHECKS	View Payroll Checks	cp711_esmpaychecks_005.zip

Domain	Module	Application ID	Application Name	Application JAR
PE	PR	PRMSTI	Manage Sales Taxes	cp711_prmsti_003.zip
PE	PR	PRPPCHK	Print Paychecks	cp711_prppchk_008.zip
PE	PR	PRPPPAF	Print Payment Advices	cp711_prpppaf_005.zip

## Affordable Care Act - Tracking and Reporting of Benefit Offerings and Coverage – Phase I

As part of Affordable Care Act, the Internal Revenue System (IRS) has issued reporting requirements for employers. Section 6056 requires employers with 50 or more full-time and equivalent employees, to describe the health coverage they offer by filing Form 1094-C (a transmittal) and Form 1095-C (an employee statement). Electronic filing is required for filing more than 250 returns under Section 6056 (Forms 1094-C and 1095-C) during the calendar year. The reporting requirements will apply for 2015 calendar year and reports are initially due in 2016.

Currently, Costpoint applications are being enhanced to allow employers to meet the reporting requirements of the IRS. These Costpoint updates will be released in multiple phases. In Phase I, the following Costpoint applications were updated:

- Manage Employee Salary Information (LDMEHIS)
- View Salary Information and History (PRQEHIS)
- Manage Employee Import User-Defined Format (AOMSUEBP)
- Import Employee Data (AOPUTLEL)
- Manage Federal Taxes (PRMFTI)
- Manage Benefit Years by Taxable Entity (HBMBENYR)

## Affordable Care Act - Tracking and Reporting of Benefit Offerings and Coverage – Phase II

As part of Affordable Care Act, the Internal Revenue System (IRS) has issued reporting requirements for employers. Section 6056 requires employers with 50 or more full-time and equivalent employees, to describe the health coverage they offer by filing Form 1094-C (a transmittal) and Form 1095-C (an employee statement). Electronic filing is required for filing more than 250 returns under Section 6056 (Forms 1094-C and 1095-C) during the calendar year. The reporting requirements will apply for 2015 calendar year and reports are initially due in 2016.

Currently, Costpoint applications are being enhanced to allow employers to meet the reporting requirements of the IRS. These Costpoint updates will be released in multiple phases. Phase I enhancements were released in **Costpoint 7.1.1 SYSTEM JAR 009**.

In this Phase II release, the following Costpoint applications were updated:

- Manage Pay Types (LDMPAYTP)

A new check box, **Exclude from ACA Full-Time Equivalent Analysis**, is now available on the Manage Pay Types screen. This allows you to indicate if hours associated with a pay type should be excluded when determining if a non-full-time employee's hours worked make the employee eligible for full-time equivalent status under Affordable Care Act rules. The Analyze Full-Time Equivalent Eligibility screen will use this check box to determine if the pay type's hours from the timesheet should be included when comparing the employee's hours worked to the average monthly hours threshold.

- Manage Benefit Plans (HBMBPSET)

The following changes were applied to the Manage Benefit Plans screen to support the Affordable Care Act

- Added a new check box, **Employer-Sponsored Self-Insured Health Plan**, which allows you to indicate if the benefit plan offered by the employer is self-insured. In addition, this check box also determines if Section 6055 will be accomplished in Form 1095-C.
- Added a new check box, **Provides Minimal Essential Coverage**, which allows you to indicate if the Benefit Plan/Coverage Option combination offers minimum essential coverage to the employee and, where applicable, his/her spouse and dependents. This value will be used in the Affordable Care Act reporting of form 1095-c. Please see U.S. government regulations for a definition of "minimum essential coverage".
- Added a new check box, **Provides Minimal Value**, which allows you to indicate if the Benefit Plan/Coverage Option combination provides the minimum value to the employee and, where applicable, his/her spouse and dependents. This value will be used in the Affordable Care Act reporting of form 1095-c. Please see U.S. government regulations for a definition of "minimum value".
- A new group box, **1095-C Reporting**, is now available in the Coverage Options subtask on the Manage Benefit Plans screen which contains the following two fields:
  - **Apply Override** - Select this check box if the Employee Premium Amount specified in the Amounts/Tables group box is not the amount that employee ultimately paid due to an offset done through Payroll. An example of this is the Health and Welfare fringe benefit requirement for the covered Service Contract Act (SCA) employees. If this checkbox is selected, you must enter the monthly premium amount ultimately paid by the employee in the Override Employee Amount data field.
  - **Override Employee Amount** - If the monthly Employee Amount is not the amount that employee ultimately paid due to an offset done through Payroll, then enter the monthly premium amount ultimately paid by the employee. This is the amount that will be used for Affordable Care Act 1095-C reporting. It will only be used for 1095-C reporting and will not be used to deduct the premium from the employee.
- Reformatted the screen and realigned fields to accommodate new controls.
- Changed check box label from **Dependents Required** to **Dependent(s) Eligible and Required**.
- Changed check box label from **Dependents Eligible** to **Dependent Type**.
- Manage Employee Life Events (HBMEQEV)
  - Added an **Override Coverage Start Date** field. Use this field to enter the override start date for the employee's benefit coverage. This field should only be populated if the employee's coverage start date is not equal to the life event date.
  - Added an **Override Coverage End Date** field. Use this field to enter the override end date for this employee's benefit coverage. This field should only be populated if the employee's coverage end date is not equal to the plan year end date.



- Added **Full-Time Equivalent Employee** check box. If this check box displays as selected, this indicates that the employee is not flagged as a full-time employee in the Manage Employee Salary Information screen, but due to the number of hours worked in the Measurement Period, should be considered as a full-time equivalent employee when determining benefit plan eligibility. You can either select this check box manually or it could be populated when you run the Analyze Full-Time Equivalent Eligibility utility.
- **Analyze Full-Time Equivalent Eligibility (HBPFE)**  
The Analyze Full-Time Equivalent Eligibility screen is a new utility in Costpoint that uses the employee's hours worked during the appropriate Measurement (look-back) period to determine whether the employee's hours during that time make him/her a full-time equivalent employee.
- **Manage Full-Time Equivalent Eligibility (HBMFE)**  
The new Manage Full-Time Equivalent Eligibility screen allows you to maintain and update records that were processed on the Analyze Full-Time Equivalent Eligibility screen. You could also manually enter full-time equivalent eligibility records on this screen.

### Patch Requirements

The enhancements in this release requires Costpoint 7.1.1 PATCH2714, PATCH2721, PATCH2724, PATCH2730, PATCH2733, PATCH2735, PATCH7071, and PATCH7073.

### Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Application Name	Application JAR
PE	Manage Pay Types (LDMPAYTP)	cp711_ldmpaytp_001.jar
PE	Manage Benefit Plans (HBMBPSET)	cp711_hbmbpset_002.jar
PE	Manage Employee Life Events (HBMEQEV)	cp711_hbmeqev_001.jar
PE	Analyze Full-Time Equivalent Eligibility (HBPFE)	cp711_hbpfte_001.jar
PE	Manage Full-Time Equivalent Eligibility (HBMFE)	cp711_hbmfe_001.jar

## Affordable Care Act - Tracking and Reporting of Benefit Offerings and Coverage – Phase III

As part of Affordable Care Act, the Internal Revenue System (IRS) has issued reporting requirements for employers. Section 6056 requires employers with 50 or more full-time and equivalent employees, to describe the health coverage they offer by filing Form 1094-C (a transmittal) and Form 1095-C (an employee statement). Electronic filing is required for filing more than 250 returns under Section 6056 (Forms 1094-C and 1095-C) during the calendar year. The reporting requirements will apply for 2015 calendar year and reports are initially due in 2016.

Currently, Costpoint applications are being enhanced to allow employers to meet the reporting requirements of the IRS. These Costpoint updates will be released in multiple phases. The following Affordable Care Act enhancements were previously released in the corresponding Costpoint 7.1.1 releases:

Phase	Release Name	Affected Applications
<b>Affordable Care Act Phase</b>	Costpoint 7.1.1 SYSTEM JAR 009	<ul style="list-style-type: none"> <li>Manage Employee Salary Information (LDMEHIS)</li> <li>View Salary Information and History (PRQEHIS)</li> <li>Manage Employee Import User-Defined Format (AOMSUEBP)</li> <li>Import Employee Data (AOPUTLEL)</li> <li>Manage Federal Taxes (PRMFTI)</li> <li>Manage Benefit Years by Taxable Entity (HBMBENYR)</li> </ul>
<b>Affordable Care Act Phase II</b>	Costpoint 7.1.1 PATCH7073	<ul style="list-style-type: none"> <li>Manage Pay Types (LDMPAYTP)</li> <li>Manage Benefit Plans (HBMBPSET)</li> <li>Manage Employee Life Events (HBMEQEV)</li> <li>Analyze Full-Time Equivalent Eligibility (HBPSTE)</li> <li>Manage Full-Time Equivalent Eligibility (HBMFTE)</li> </ul>

### Phase III Enhancements – HBPOPTOF and HBMOPTOF

This initial release of Affordable Care Act Phase III enhancements includes the following two new applications. The majority of the other Phase III applications will be released in November 2015 as planned.

#### Store Employee Benefit Options Offered (HBPOPTOF)

A new screen, Store Employee Benefit Options Offered, is now available in Costpoint to allow you to store all employee and dependent benefit options offered to employees within specified taxable entity and date parameters. For Affordable Care Act tracking, this application should be run on a scheduled basis using a Job Queue. The screen process stores benefit options for any employees where the effective date is within the enrollment dates of the Life Event or Open Enrollment.

#### Manage Employee Benefit Options Offered (HBMOPTOF)

A new screen, Store Employee Benefit Options Offered, is now available in Costpoint to allow you to view and maintain the benefit offers of coverage for each full-time, ongoing full-time equivalent, and initial full-time equivalent employee with an Employee Life Event. This screen stores the records created when you

## Major New Features and Enhancements in Costpoint 7.1.1

run the Store Employee Benefit Options Offered screen. The information on this screen will be used for IRS Form 1095-C reporting.



This enhancement includes new Costpoint screens. You must run **Rebuild User Menus** from the Costpoint 7.1.1 DB Wizard utility in order for new Affordable Care Act applications to be listed in the Costpoint menu. For more information on this process, please refer to the *Deltek Costpoint 7.1.1 DB Wizard Utility* guide.

### Patch Requirements

The enhancements in this release require Costpoint 7.1.1 PATCH2738.

### Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application JAR
PE	HB	HBPOPTOF	Store Employee Benefit Options Offered	cp711_hbpoptof_001.jar
PE	HB	HBMOPTOF	Manage Employee Benefit Options Offered	cp711_hbmoptof_001.jar

## Affordable Care Act - Tracking and Reporting of Benefit Offerings and Coverage – Phase III – 1094-C and 1095-C Bundle

As part of Affordable Care Act, the Internal Revenue System (IRS) has issued reporting requirements for employers. Section 6056 requires employers with 50 or more full-time and equivalent employees, to describe the health coverage they offer by filing Form 1094-C (a transmittal) and Form 1095-C (an employee statement). Electronic filing is required for filing more than 250 returns under Section 6056 (Forms 1094-C and 1095-C) during the calendar year. The reporting requirements will apply for 2015 calendar year and reports are initially due in 2016.

New Costpoint applications were added and existing applications were enhanced to allow employers to meet the reporting requirements of the IRS. These Costpoint updates are released in multiple phases. The following table provides information about the Costpoint 7.1.1 Affordable Care Act releases and the corresponding applications that are included in each release:

Phase	Release Name	Affected Applications
<b>Affordable Care Act Phase I</b>	Costpoint 7.1.1 SYSTEM JAR 009	<ul style="list-style-type: none"> <li>Manage Employee Salary Information (LDMEHIS)</li> <li>View Salary Information and History (PRQEHIS)</li> <li>Manage Employee Import User-Defined Format (AOMSUEBP)</li> <li>Import Employee Data (AOPUTLEL)</li> </ul>

Phase	Release Name	Affected Applications
		<ul style="list-style-type: none"> <li>Manage Federal Taxes (PRMFTI)</li> <li>Manage Benefit Years by Taxable Entity (HBMBENYR)</li> </ul>
<b>Affordable Care Act Phase II</b>	Costpoint 7.1.1 PATCH7073	<ul style="list-style-type: none"> <li>Manage Pay Types (LDMPAYTP)</li> <li>Manage Benefit Plans (HBMBPSET)</li> <li>Manage Employee Life Events (HBMEQEV)</li> <li>Analyze Full-Time Equivalent Eligibility (HBPSTE)</li> <li>Manage Full-Time Equivalent Eligibility (HBMFTE)</li> </ul>
<b>Affordable Care Act Phase III – HBPOPTOF and HBMOPTOF</b>	Costpoint 7.1.1 PATCH2760	<ul style="list-style-type: none"> <li>Store Employee Benefit Options Offered (HBPOPTOF)</li> <li>Manage Employee Benefit Options Offered (HBMOPTOF)</li> </ul>
<b>Affordable Care Act Phase III – ESS Bundle</b>	Costpoint 7.1.1 PATCH2784	<ul style="list-style-type: none"> <li>Manage Employee Benefit Elections (HBMEBELC)</li> <li>Activate Pending ESS Benefit Elections (AOPESSUE)</li> <li>Manage ESS Company Settings (AOMESSCS)</li> <li>Update Benefit Option/Election Tables (AOPESSDB)</li> </ul>

### Phase III Enhancements – 1095-C and 1094C

The Affordable Care Act Phase III enhancements are separated into multiple releases. Please refer to the preceding table for the details of each phase/enhancement. This particular release, Phase III 1094-C and 1095-C bundle, includes the following applications:

- **Create 1094-C and 1095-C Data (HBP109XC)**

This new screen allows you to generate 1094-C and 1095C records. You must to generate all the 1095-C data for each employee first before generating the 1095-C data for the company. The 1094-C report provides information on how many 1095c reports are being submitted.

- **Manage 1095-C Data (HBM1095C)**

This new screen allows you to review the 1095-C data created after you generate 1095-C records through the Create 1094-C and 1095-C Data screen. You can also enter and change 1095-C information on this screen.

Thoroughly review the data on this screen before you generate 1094-C information on the Create 1094-C and 1095-C Data screen or create the 1095-C reports on the Print 1095-Cs screen and/or Create 1095-C Electronic File screen.

- **Manage 1094-C Data (HBM1094C)**

## Major New Features and Enhancements in Costpoint 7.1.1

This new screen allows you to review the 1094C data created after you generate 1094-C records through the Create 1094-C and 1095-C Data screen. You can also enter and change 1094-C information on this screen.

Thoroughly review the data on this screen before you create the 1094-C reports on the Print 1094-Cs screen and Create 1094-C Electronic File screen.

- **Print 1094-Cs (HBR1094C)**

This new screen allows you to print 1094-C reports for taxable entities as part of the IRS reporting requirements for Applicable Large Employers (ALE).

- **Print 1095-Cs (HBR1095C)**

This new screen allows you to print 1095-Cs that will be provided to the IRS and to full-time employees which is required under the IRS Affordable Care Act.



This enhancement includes new Costpoint screens. You must run **Rebuild User Menus** from the Costpoint 7.1.1 DB Wizard utility in order for new Affordable Care Act applications to be listed in the Costpoint menu. For more information on this process, please refer to the *Deltek Costpoint 7.1.1 DB Wizard Utility* guide.

## Patch Requirements

The enhancements in this release require the following Costpoint 7.1.1 patches:

- PATCH2766
- PATCH2775
- PATCH2779
- PATCH2789
- PATCH2791
- PATCH2797
- PATCH2801

## Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application JAR
PE	HB	HBP109XC	Create 1094-C and 1095-C Data	cp711_hbp109xc_001 .jar
PE	HB	HBM1095C	Manage 1095-C Data	cp711_hbm1095c_001 .jar
PE	HB	HBM1094C	Manage 1094-C Data	cp711_hbm1094c_001.jar
PE	HB	HBR1094C	Print 1094-Cs	cp711_hbp1094c_001.jar
PE	HB	HBR1095C	Print 1095-Cs	cp711_hbp1095c_001.jar

## Affordable Care Act - Tracking and Reporting of Benefit Offerings and Coverage – Phase III – ESS Bundle

As part of Affordable Care Act, the Internal Revenue System (IRS) has issued reporting requirements for employers. Section 6056 requires employers with 50 or more full-time and equivalent employees, to describe the health coverage they offer by filing Form 1094–C (a transmittal) and Form 1095–C (an employee statement). Electronic filing is required for filing more than 250 returns under Section 6056 (Forms 1094–C and 1095–C) during the calendar year. The reporting requirements will apply for 2015 calendar year and reports are initially due in 2016.

New Costpoint applications were added and existing applications were enhanced to allow employers to meet the reporting requirements of the IRS. These Costpoint updates are released in multiple phases. The following table provides information about the Costpoint 7.1.1 Affordable Care Act releases and the corresponding applications that are included in each release:

Phase	Release Name	Affected Applications
<b>Affordable Care Act Phase I</b>	Costpoint 7.1.1 SYSTEM JAR 009	<ul style="list-style-type: none"> <li>Manage Employee Salary Information (LDMEHIS)</li> <li>View Salary Information and History (PRQEHIS)</li> <li>Manage Employee Import User-Defined Format (AOMSUEBP)</li> <li>Import Employee Data (AOPUTLEL)</li> <li>Manage Federal Taxes (PRMFTI)</li> <li>Manage Benefit Years by Taxable Entity (HBMBENYR)</li> </ul>
<b>Affordable Care Act Phase II</b>	Costpoint 7.1.1 PATCH7073	<ul style="list-style-type: none"> <li>Manage Pay Types (LDMPAYTP)</li> <li>Manage Benefit Plans (HBMBPSET)</li> <li>Manage Employee Life Events (HBMEQEV)</li> <li>Analyze Full-Time Equivalent Eligibility (HBPSTE)</li> <li>Manage Full-Time Equivalent Eligibility (HBMFTE)</li> </ul>
<b>Affordable Care Act Phase III – HBPOPTOF and HBMOPTOF</b>	Costpoint 7.1.1 PATCH2760	<ul style="list-style-type: none"> <li>Store Employee Benefit Options Offered ( HBPOPTOF)</li> <li>Manage Employee Benefit Options Offered (HBMOPTOF)</li> </ul>

Phase	Release Name	Affected Applications
<b>Affordable Care Act Phase III – 1095-C and 1094-C Bundle</b>	Costpoint 7.1.1 PATCH2801	<ul style="list-style-type: none"> <li>Create 1094-C and 1095-C Data (HBP109XC)</li> <li>Manage 1095-C Data (HBM1095C)</li> <li>Manage 1094-C Data (HBM1094C)</li> <li>Print 1095-Cs (HBR1095C)</li> <li>Print 1094-Cs (HBR1094C)</li> </ul>

### Phase III Enhancements – ESS Bundle

The Affordable Care Act Phase III enhancements are separated into multiple releases. Please refer to the preceding table for the details of each phase/enhancement. This particular release, Phase III ESS Bundle, includes the following applications:

- Manage Employee Benefit Elections (HBMEBELC)

The Manage Employee Benefit Elections screen now allows you to add benefit coverage information if you do not have a year's worth of information. This is required to complete the 1095-C reporting. Updates to the screen include the following:

- Changed existing Benefit Package label to Current Benefit Package
- Added Benefit Package field to the Benefit Elections Table
- Added Enrollment Type drop-down list to the Benefit Elections Table
- Added Life Event field to the Benefit Elections Table
- Added new Taxable Entity field to the Benefit Elections Table result set
- Reformatted screen to accommodate new data field and updated label
- Added a validation which checks that the Benefit Package in the Benefit Election Detail record is equal to the Current Benefit Package if the End Date is blank (NULL); or the End Date is not blank (NULL) and is greater than the system date

- Activate Pending ESS Benefit Elections (AOPESSUE)

The Activate Pending ESS Benefit Elections process now has the ability to gather benefit options offered.

- Manage ESS Company Settings (AOMESSCS)

A new field, Benefit Year, is now available on the screen. In this field, enter the benefit year that will be used in the Benefit Enrollment screens in ESS.

- Update Benefit Option/Election Tables (AOPESSDB)

The screen now processes employees similar to full-time employees if they are in the full-time equivalent table, flagged as **Full-Time Equivalent** with a benefit enrollment method of **OE** (Open Enrollment). These full-equivalent employees will be stored in the HB\_EMPL\_OPENENROLL table.



This enhancement includes new Costpoint screens. You must run **Rebuild User Menus** from the Costpoint 7.0.1 DB Wizard utility in order for new Affordable Care Act applications to be listed in the Costpoint menu. For more information on this process, please refer to the *Deltek Costpoint 7.0.1 DB Wizard Utility* guide.

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## Known Issues

This section contains summaries of issues that exist in the applications that are included in this release. These issues will be resolved in future releases.

- Activate Pending ESS Benefit Elections (AOPESSUE)

### **Defect 561080**

**Description:** The Employee Benefit Election Report displays a dependent benefit plan twice if the coverage is ending.

**Customers Impacted:** This defect affects Costpoint Employee Self-Service users.

**Workaround Before Fix:** None.

**Additional Notes:** None.

### **Defect 561337**

**Description:** A system error occurs if you process an employee that has multiple benefit offer records within the same benefit year.

**Customers Impacted:** This defect affects Costpoint Employee Self-Service users.

**Workaround Before Fix:** None.

**Additional Notes:** None.

### **Defect 561074**

**Description:** If the employee's new Benefit Package is not equal to his/her old Benefit Package, but the elected Benefit Plan is the same, rather than generating a new Employee Benefit Election record with the new Benefit Package, the application is extending the End Date for the old Benefit Package/Benefit Plan election.

**Customers Impacted:** This defect affects Costpoint Employee Self-Serve users.

**Workaround Before Fix:** None.

**Additional Notes:** None.

### **Defect 563479**

**Description:** Coverage options offered dates reflect the dates from the Benefit Plan setup dates, rather than the Benefit Plan Year dates. If the two are the same, then this would not be an issue for your company.

**Customers Impacted:** This defect affects Costpoint Employee Self-Serve users.

**Workaround Before Fix:** None.

**Additional Notes:** None.



#### **Defect 564131**

**Description:** When activating ESS elections and storing benefit options offered, the **Full-Time Equivalent** flags of **Open Enrollment Elections** are being set to **N** even though the employee was a full-time equivalent employee. In addition, the **Full-Time Equivalent** flags of **Elections Based on Life Events** are always set to **Y** for regular employees.

**Customers Impacted:** This defect affects Costpoint Employee-Self Service users.

**Workaround Before Fix:** None.

**Additional Notes:** None.

#### **Defect 565994**

**Description:** The Employee Benefit Election Report displays current spouse elections twice with different coverage end dates.

**Customers Impacted:** This defect affects Costpoint Employee Self-Serve users.

**Workaround Before Fix:** None.

**Additional Notes:** None

- **Manage Employee Benefit Elections (HBMEBELC)**

#### **Defect 560975**

**Description:** When manually entering Employee Benefit Election records for more than one employee, the Taxable Entity in the Benefit Elections child table defaults to the prior employee's Taxable Entity.

**Customers Impacted:** This defect affects Costpoint Employee users.

**Workaround Before Fix:** Manually correct the Taxable Entity if it is incorrect.

**Additional Notes:** None.

- **Manage ESS Life Benefit Elections (AOMESSBL)**

#### **Defect 564840**

**Description:** You cannot save record where the Coverage End Date is greater than the **Current Plan Year - Plan Year End Date** from the Manage ESS Company Settings screen. This issue occurs if the election has dependents.

**Customers Impacted:** This defect affects Costpoint Employee Self-Service users with employee elections needed to be updated or approved through this application.

**Workaround Before Fix:** Approval can be made through Approve ESS Benefit Elections By Plan.

**Additional Notes:** None.

- **Manage ESS Open Enrollment Elections (AOMESSBE)**

#### **Defect 565001**

**Description:** The application uses the incorrect benefit plan for **Spouse Life Insurance** and **Spouse AD & D Insurance** benefit plan type when the previous and default benefit package are different.

**Customers Impacted:** This defect affects Costpoint Employee Self-Serve users.

**Workaround Before Fix:** None.

**Additional Notes:** None.

#### ▪ Update Benefit Options/Elections Table (AOPESSDB)

##### Defect 557404

**Description:** Open enrollment benefit options are being generated for Full-Time Equivalent (FTE) employees with an Enrollment Method of **Life Event**. These employees should receive benefit options through the Deltek Employee Self Service Life Event benefit enrollment process and not through the open enrollment process.

**Customers Impacted:** This defect affects Costpoint Benefits and Deltek Employee Self Service users.

**Workaround Before Fix:** None.

**Additional Notes:** None.

### Patch Requirements

The enhancements in this release require the following Costpoint 7.1.1 patches:

- PATCH2672
- PATCH2749
- PATCH2751
- PATCH2772
- PATCH2784
- PATCH2815

### Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application JAR
PE	HB	HBMEBELC	Manage Employee Benefit Elections	cp711_hbmebelc_002.jar
PE	HB	AOPESSUE	Activate Pending ESS Benefit Elections	cp711_aopessue_001.jar
PE	HB	AOMESSCS	Manage ESS Company Settings	cp711_aomesscs_003.jar
PE	HB	AOPESSDB	Update Benefit Option/Election Tables	cp711_aopessdb_003.jar

## Affordable Care Act - Tracking and Reporting of Benefit Offerings and Coverage –Print Test Pattern Bundle

As part of Affordable Care Act, the Internal Revenue System (IRS) has issued reporting requirements for employers. Section 6056 requires employers with 50 or more full-time and equivalent employees, to describe the health coverage they offer by filing Form 1094-C (a transmittal) and Form 1095-C (an employee statement). Electronic filing is required for filing more than 250 returns under Section 6056 (Forms 1094-C and 1095-C) during the calendar year. The reporting requirements will apply for 2015 calendar year and reports are initially due in 2016.

New Costpoint applications were added and existing applications were enhanced to allow employers to meet the reporting requirements of the IRS. These Costpoint updates are released in multiple phases. The following table provides information about the Costpoint 7.1.1 Affordable Care Act releases and the corresponding applications that are included in each release:

Phase	Release Name	Affected Applications
<b>Affordable Care Act Phase I</b>	Costpoint 7.1.1 SYSTEM JAR 009	<ul style="list-style-type: none"> <li>Manage Employee Salary Information (LDMEHIS)</li> <li>View Salary Information and History (PRQEHIS)</li> <li>Manage Employee Import User-Defined Format (AOMSUEBP)</li> <li>Import Employee Data (AOPUTLEL)</li> <li>Manage Federal Taxes (PRMFTI)</li> <li>Manage Benefit Years by Taxable Entity (HMBBENYR)</li> </ul>
<b>Affordable Care Act Phase II</b>	Costpoint 7.1.1 PATCH7073	<ul style="list-style-type: none"> <li>Manage Pay Types (LDMPAYTP)</li> <li>Manage Benefit Plans (HBMBPSET)</li> <li>Manage Employee Life Events (HBMEQEV)</li> <li>Analyze Full-Time Equivalent Eligibility (HBPSTE)</li> <li>Manage Full-Time Equivalent Eligibility (HBMFTE)</li> </ul>
<b>Affordable Care Act Phase III – HBPOPTOF and HBMOPTOF</b>	Costpoint 7.1.1 PATCH2760	<ul style="list-style-type: none"> <li>Store Employee Benefit Options Offered (HBPOPTOF)</li> <li>Manage Employee Benefit Options Offered (HBMOPTOF)</li> </ul>
<b>Affordable Care Act Phase III – 1095-C and</b>	Costpoint 7.1.1 PATCH2801	<ul style="list-style-type: none"> <li>Create 1094-C and 1095-C Data (HBP109XC)</li> <li>Manage 1095-C Data (HBM1095C)</li> <li>Manage 1094-C Data (HBM1094C)</li> <li>Print 1095-Cs (HBR1095C)</li> </ul>

Phase	Release Name	Affected Applications
<b>1094-C Bundle</b>		<ul style="list-style-type: none"> <li>Print 1094-Cs (HBR1094C)</li> </ul>

## Phase IV Enhancements – Print Test Pattern Bundle

The Affordable Care Act Phase IV enhancements are separated into multiple releases. This particular release includes enhancements to the following applications:

- Print 1094-Cs (HBR1094C)  
A new check box, **Print Test Pattern**, is now available on Print 1094-Cs screen to allow you to print a test pattern which you can use to ensure proper alignment of the 1094-C information.
- Print 1095-Cs (HBR1095C)  
A new check box, **Print Test Pattern**, is now available on the Print 1095-Cs screen to allow you to print a test pattern which you can use to ensure proper alignment of the 1095-C information.

## Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application JAR
PE	HB	HBR1094C	Print 1094-Cs	cp711_hbr1094c_002.jar
PE	HB	HBR1095C	Print 1095-Cs	cp711_hbr1095c_002.jar

## Affordable Care Act – Create 1094-C and 1095-C Electronic File

As part of Affordable Care Act (ACA), the Internal Revenue System (IRS) has issued ACA reporting requirements for employers. Section 6056 of the Internal Revenue Code requires employers with 50 or more full-time and equivalent employees, to describe the health coverage they offer by filing Form 1094–C (a transmittal) and Form 1095–C (an employee statement). Electronic filing is required for filing more than 250 returns under Section 6056 (Forms 1094–C and 1095–C) during the calendar year. The reporting requirements will apply for 2015 calendar year and reports are initially due in 2016.

Multiple Costpoint applications were added and existing applications were enhanced to allow employers to meet the reporting requirements of the IRS. These Costpoint updates are released in multiple phases. This particular release includes the following updates:

### Create 1094-C and 1095-C Data (HBP109XC)

The application now prevents the updating of 1095-C/1094-C records that were already accepted by the IRS.

### Create 1094-C and 1095-C Electronic File (HBP1094C)

If you have 250 or more Full-Time Equivalent (FTE) employees, use this new screen to create 1094-C and 1095-C electronic files for submission to the IRS.

## Manage 1094-C Data (HBM1094C)

The following fields were added:

- **File Accepted** — This check box displays as selected when you process this record on the Create 1094-C and 1095-C Electronic File screen using the **Confirm Records as Accepted by the IRS** processing option. The record is disabled and is no longer editable if this check box is selected.
- **Record ID** — This field displays the XML record ID which is the unique identifying number that designates the 1095-C record's location in the XML file submitted to the IRS.
- **Generation ID** — This field displays the data file generation key created when an electronic file is generated for 1094-C and 1095-C transmission. This ID is used when you process the record on the Create 1094-C and 1095-C Electronic File screen using the **Confirm Records as Accepted by the IRS** processing option.

## Patch Requirements

These enhancements require Costpoint 7.1.1 PATC2821, PATCH2839, and PATCH2923.

## Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application JAR
PE	HB	HBM1094C	Manage 1094-C Data	cp711_hbm1094c_004.jar
PE	HB	HBM1095C	Manage 1095-C Data	cp711_hbm1095c_003.jar
PE	HB	HBP1094C	Create 1094-C and 1095-C Electronic File	cp711_hbp1094c_001.jar
PE	HB	HBP109XC	Create 1094-C and 1095-C Data	cp711_hbp109xc_005.jar

## Affordable Care Act – Create Correcting 1094-C and 1095-C Electronic File

As part of Affordable Care Act (ACA), the Internal Revenue System (IRS) has issued ACA reporting requirements for employers. Section 6056 of the Internal Revenue Code requires employees with 50 or more full-time and equivalent employees, to describe the health coverage they offer by filing Form 1094-C (a transmittal) and Form 1095-C (an employee statement). Electronic filing is required for filing more than 250 returns under Section 6056 (Forms 1094-C and 1095-C) during the calendar year. The reporting requirements will apply for 2015 calendar year and reports are initially due in 2016.

Multiple Costpoint applications were added and existing applications were enhanced to allow employers to meet the reporting requirements of the IRS. These ACA Costpoint updates are released in multiple phases.

This particular release includes enhancements that allow you to create electronic files for correcting an erroneous information return that was previously filed and accepted by the IRS. The Transmission Type field on the Create 1094-C and 1095-C Electronic File (HBP1094C) screen now has a Corrections option which you can select to generate correcting files.

You may need the correction process to fix errors in the following scenarios:

- The IRS reported errors on the accepted file.
- You discover errors and need to correct the data that have been IRS accepted.

## Processing Corrections

If you are creating a file for a Corrections transmission on the Create 1094-C and 1095-C Electronic File screen, you need to specify the type of ACA data that you want to correct. Use the following processing guidelines:

- For 1094-C only corrections, select **1094-C** in the **Type of Data Correction** field. The Manifest file and the data file will be generated for correction transmission of 1094-C.
- For 1095-C only corrections, select **1095-C** in the **Type of Data Correction** field. The Manifest file and the data file will be generated for correction transmission of 1095-C.
- For corrections on both 1094-C and 1095-C, complete the following steps:
  1. Generate **1094-C** correction files by selecting **1094-C** in the **Type of Data Correction** field.
  2. Generate **1095-C** correction files by selecting **1095-C** in the **Type of Data Correction** field.
  3. Perform the following two transmissions to the IRS:
    - First transmission is the 1094-C corrections files (files in Step 1). This includes the Manifest file and the data file with 1094-C data only.
    - Second transmission is the 1095-C correction files (file in Step 2). This includes the Manifest field and the data file with both 1094-C and 1095-C data.

## Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application JAR
PE	HB	HBP1094C	Create 1094-C and 1095-C Electronic File	cp711_hbp1094c_002.jar

## Affordable Care Act – IRS Mandated Updates to Forms 1094-C and 1095-C

As part of the Affordable Care Act (ACA), the Internal Revenue System (IRS) has issued ACA reporting requirements for employers. Section 6056 of the Internal Revenue Code requires employers with 50 or more full-time and equivalent employees, to describe the health coverage they offer by filing Form 1094-C (a transmittal) and Form 1095-C (an employee statement). Electronic filing is required for filing more than 250 returns under Section 6056 (Forms 1094-C and 1095-C) during the calendar year. The reporting requirements will apply for 2015 calendar year and reports are initially due 2016.

Multiple Costpoint applications were added and existing applications were enhanced to allow employers to meet the reporting requirements of the IRS. These Costpoint updates are released in multiple phases. This particular release includes the following updates:

- Activate Pending ESS Benefit Elections (AOPESSUE)
  - The application now tracks the **Spousal Condition Offer** value for the Benefit Option offered. This is needed to report codes **1J** and **1K** on Line 14 of Form 1095-C.
  - The application populates the new **Spousal Conditional Offer** column (HB\_EMPL\_BEN\_OFFER\_LN.spouse\_cond\_offer\_cd) based on the value of the same column for the Benefit Plan/Coverage Option/Coverage Offer Start Date combination.
  - The application now stores the 1095-C Reporting – **Override Employee Amount** value in the **Employee Monthly Premium** column (HB\_EMPL\_BEN\_OFFER\_LN.empl\_prem\_amt) if the **Apply Override** check box is selected. This information was required for 2015 1095-C reporting. The Override Employee Amount value was previously gathered when generating 1095-C. To support this update, the application performs the following:
    - Store the 1095-C Reporting – **Override Employee Amount** in the HB\_EMPL\_BEN\_OFFER\_LN.empl\_prem\_amt column if the HB\_EMPL\_BEN\_OFFER\_LN.ovrd\_1095\_fl column value is **Y**.
    - Populate the new HB\_EMPL\_BEN\_OFFER\_LN.ovrd\_1095\_fl column. This will be used to indicate whether or not the **Employee Monthly Premium** value was gathered from the benefit option's **Override Employee Amount**.
- Create 1094-C and 1095-C Data (HBP109XC)
  - If the reporting information is for calendar year after **2015**, the **Qualifying Offer Method Transition Relief** check box will be disabled and the same field will be labeled as **Reserved** since it is no longer applicable.
  - If you select the **Authoritative Transmittal** check box, the screen now enables all four **Certifications of Eligibility** check boxes if the calendar year is **2015 or earlier**. If the calendar year is **after 2015**, the second check box will be disabled and labeled **Reserved**.
  - The application determines offer of coverage for each employee/month combination based on the updated list and description of indicator codes for employee offer and coverage (Form 1095-C, Line 14) provided by the IRS.
  - The application determines the employee share of lowest premium (Form 1095-C, Line 15) based on the codes **1J** and **1K**.
  - The application determines the Section 4980H Safe Harbor Code for each employee/month combination (Form 1095-C, Part II, Line 16) based on the updated 4980H Safe Harbor code descriptions from the IRS.
- Manage 1094-C Data (HBM1094C)
  - If the reporting information is for a calendar year after **2015**, the **Qualifying Offer Method Transition Relief** check box will be disabled and the same field will be labeled as **Reserved** since it is no longer applicable.
  - If you select the **Authoritative Transmittal for this ALE Member** check box, the screen now enables all four **Certifications of Eligibility** check boxes if the calendar year is **2015 or earlier**. If the calendar year is after 2015, the second check box will be disabled and labeled **Reserved**.
- Manage 1095-C Data (HBM1095C)



- The label of Line 15 was changed to **15 Employee Required Contribution**. This was previously labeled as “15 Empl Share of Lowest Cost Monthly Prem.”
- The label of Line 16 was changed to **16 Section 4980H Safe Harbor & Other Relief**. This was previously labeled as “15 Applicable Section 4980H Safe Harbor.”
- Manage Benefit Options Offered (HBMOPTOF)
  - The application now tracks the **Spousal Conditional Offer** value for the Benefit Option offered. This is needed to report codes **1J** and **1K** on Line 14 of Form 1095-C.
    - A new **Spousal Conditional Offer** field on the screen displays the value from the Benefit Plan setup. This drop-down is only available if spousal coverage is offered; The Dependent Type fields should be set to **Any**, **One**, **Family**, or **Spouse**.
    - A new column (HB\_EMPL\_BEN\_OFFER\_LN.spouse\_cond\_offer\_cd) was added for storing the **Spousal Conditional Offer** value.
    - The screen will not allow you to save a record that has Dependent Type value of **Any**, **One**, **Family**, or **Spouse** with a **Spousal Conditional Offer** value or **Not Applicable**.
  - The application now stores the 1095-C Reporting – **Override Employee Amount** value in the **Employee Monthly Premium** column (HB\_EMPL\_BEN\_OFFER\_LN.empl\_prem\_amt) if the **Apply Override** check box is selected. This information is required for 2015 1095-C reporting. The Override Employee Amount value was previously gathered when generating the 1095-C.
  - A new **Override Applied to Employee Monthly Premium** check box on the screen displays the value from the Benefit Plan setup.
  - A new column (HB\_EMPL\_BEN\_OFFER\_LN.ovrd\_1095\_fl) was added for indicating whether or the not the **Employee Monthly Premium** value was gathered from the benefit option’s **Override Employee Amount**.
  - When manually entering a record on the screen, the screen displays the benefit option’s 1095-C Reporting – Override Employee Amount value if the 1095-C Reporting – **Apply Override** check box is selected.
  - The previous **Minimum Value Offered to Employee** check box is now labeled **Provides Minimal Value**. In relation to this update, the name of the ACA\_MV\_FL column in the Data Dictionary was changed from **Minimum Value Offered to Employee** to **Provide Minimum Value**.
- Manage Benefits Plan (HBMBPSET)
  - A new **Spousal Conditional Offer** drop-down list allows you to specify whether the offered spousal coverage is subject to one or more reasonable, objective conditions. This drop-down is only available if spousal coverage is offered (**Dependent Type** field is set to **Any**, **One**, **Family** or **Spouse**).
  - A Benefit Plan Setup Line (HB\_BEN\_PLAN\_LN) table now has a new column (spouse\_cond\_offer\_cd) for storing the **Spousal Conditional Offer** value.
  - The previous Minimum Value Offered to Employee check box is now labeled as **Provides Minimal Value**. In relation to this update, the name of the ACA\_MV\_FL column in the Data Dictionary was changed from **Minimum Value Offered to Employee** to **Provide Minimum Value**.
- Store Employee Benefit Options Offered (HBPOPTOF)
  - The application tracks the Spousal Conditional value for the benefit options offered for the reporting of codes **1J** and **1K** on Line 14 of Form 1095-C.



- The application populates the new **Spousal Conditional Offer** column (HB\_EMPL\_BEN\_OFFER\_LN.spouse\_cond\_offer\_cd) based on the value of the same column for the Benefit Plan/Coverage Option/Coverage Offer Start Date combination.
- The Store Employee Benefits Options Offered Report now displays in the Spousal Conditional Offer value in the updated **Dep Req/Dep Type/Spousal Cond** column. The same column was previously labeled as “Dep Req/Dep Type.”
- The application now stores 1095-C Reporting – **Override Employee Amount** in Employee Monthly Premium column (HB\_EMPL\_BEN\_OFFER\_LN.empl\_prem\_amt) if the **Apply Override** check box is selected. This information was required for 2015, 1095-C. For this update, the application performs the following:
  - Store 1095-C Reporting-Override Employee Amount in the HB\_EMPL\_BEN\_OFFER\_LN.empl\_prem\_amt column if the HB\_EMPL\_BEN\_OFFER\_LN.ovrd\_1095\_fl column is Y
  - Populate the new HB\_EMPL\_BEN\_OFFER\_LN.ovrd\_1095\_fl column. This will be used to indicate whether or not the Employee Monthly Premium was gathered from the benefit option’s **Override Employee Account**.

## Patch Requirements

These enhancements require Costpoint 7.1.1 PATCH3078 and PATCH3099.

## Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application JAR
PE	EM	AOPESSUE	Activate Pending ESS Benefit Elections	cp711_aopessue_004.jar
PE	HB	HBM1094C	Manage 1094-C Data	cp711_hbm1094c_006.jar
PE	HB	HBM1095C	Manage 1095-C Data	cp711_hbm1095c_006.jar
PE	HB	HBMBPSET	Manage Benefit Plans	cp711_hbmbpset_008.jar
PE	HB	HBMOPTOF	Manage Benefit Options Offered	cp711_hbmoptof_006.jar
PE	HB	HBP109XC	Create 1094-C and 1095-C Data	cp711_hbp109xc_008.jar
PE	HB	HBPOPTOF	Store Employee Benefit Options Offered	cp711_hbpoptof_008.jar

## Idaho (April 2013 Tax Table Update)

Idaho single and married tax tables are updated.

## Group Term Life Insurance (September 2012)

Costpoint has been updated so that an employee's excess life deduction amount is reduced by the amount the employee contributes toward the insurance.

### Deductions

The following screens and utilities are updated to comply with the enhancement to exclude employee payment from the cost of Group-Term Life Insurance:

- Manage Deductions (PRMDED)
- Manage Employee Deductions (PRMEDED)
- Update Excess Life Deductions (PRPSEXLI)

### Manage Deductions Screen

Added a new type in the Deduction Type drop-down list:

- **Employee Group-Term Life Ins** — Select this deduction type to track the amount paid toward the cost of group-term life insurance. Track either the employee's cost (deduction), the employer's cost (contribution), or both (deduction and contribution).

Added a validation to prevent the assignment of a Computation Method other than "FIXAMT" to an Employee Group-Term Life Ins deduction.

### Manage Employee Deductions

Added a validation to prevent the assignment of a Computation Method other than "FIXAMT" to an Employee Group-Term Life Ins deduction.

### Update Excess Life Deductions

This application has been updated so that the calculated excess life deduction amount is reduced by the amount the employee pays toward the cost of group-term life insurance.

## Federal Electronic File Update (Federal Mag Media) (2013 Calendar Year End)

These are the changes in federal magnetic media, effective January 1, 2014.

### Specifications for Filing Forms W-2 Electronically (EFW2)

#### Record Changes

- **Section 4.6 RE Record** — Employer Record: The following fields have been added:
  - Employer Contact Name (positions 222–248)
  - Employer Contact Phone Number (positions 249–263)
  - Employer Contact Phone Extension (positions 264–268)
  - Employer Contact Fax Number (positions 269–278)
  - Employer Contact E-Mail/Internet (positions 279–318)

## Other Changes

- **Section 4.2.2 – Examples of Incorrectly Formed E-Mail Address:** The first condition “Must not be blank” has been removed.
- **Section 4.5 RA Record – Submitter Record**
  - Positions 423–437: The wording of the **Contact Phone Number** field has been modified to allow entry of numeric values only, and an example has been provided.
  - Positions 446–485: New specifications and a rule to the first bullet (Must not be blank) have been added to the **Contact E-Mail/Internet** field. The “Note” at the bottom of the field has also been modified to clarify the importance of completing the **Contact E-Mail/Internet** field.
- **Section 4.6 RE Record – Employer Record**
  - Positions 31–39: The **Other EIN** is now applicable to all tax jurisdiction codes.
  - Positions 249–278: The wording of the **Employer Contact Phone Number**, **Employer Contact Phone Extension**, and **Employer Contact Fax Number** fields has been modified to allow entry of numeric values only, and examples have been provided.
  - Positions 279–318: The first bullet “Must not be blank” and the “Note” at the bottom of the **Employer Contact E-Mail/Internet** field have been removed.
- **Section 7.3 Data Requirements:** Data requirements for submitting files have changed. Social Security prefers delimited files. This does not apply to Electronic Data Transfer (EDT) filers.

## Minnesota (August 2013 Tax Table Update)

Minnesota added a fourth withholding amount of 9.85%, applicable to:

- Filing status of Single, with income more than \$152,200
- Filing status of Married, with income more than \$256,250

## North Dakota (August 2013 Tax Table Update)

North Dakota has updated its tax withholding, as follows:

- Income tax rates for single and married statuses are updated.
- Supplemental tax decreased from 2.82% to 2.28%.

## California (September 2013 SUTA Update)

The XML file has been updated to conform to the latest DE 9C Data Element Rules wherein the number of data elements has decreased from **75** to **31** as the optional fields have been removed.

## 1099-MISC Form (2013 Calendar Year End)

The following fields on the standard 1099-MISC form have been realigned:

- Recipient's Name
- Street Address
- City, State, and Zip

## Washington (September 2013 SUTA Update)

Costpoint 7.1 now supports SUTA Electronic Filing for Washington State.

The SUTA Electronic Filing update for Washington State is **not** supported in Costpoint versions that are lower than 7.0.1.

## FUTA Credit Reduction (2013 Calendar Year End)

The following states are FUTA credit reduction states for 2013. The corresponding 2013 FUTA Credit Reduction percentage has been also supplied for each state.

State - 2013 Credit Reduction Percentage

- Arkansas - 0.9 %
- California - 0.9 %
- Connecticut - 0.9 %
- Georgia - 0.9 %
- Kentucky - 0.9 %
- Missouri - 0.9 %
- New York - 0.9 %
- North Carolina - 0.9 %
- Ohio - 0.9 %
- Rhode Island - 0.9 %
- Wisconsin - 0.9 %
- Delaware - 0.6 %
- Indiana - 1.2%
- U.S. Virgin Islands - 1.2%

FUTA Credit Reduction amounts are reported on the Federal 940 form.

## Ohio (September 2013 Tax Table Update)

The Ohio tax table (Table V: Annual Payroll Period) for Both filing status was updated. The source for the latest annual percentage method table can be found in the following tax publication of Ohio:

[http://www.tax.ohio.gov/Portals/0/employer\\_withholding/2013-2014%20tables/WITH\\_PercentageMethod\\_FS\\_2013\\_080813.pdf](http://www.tax.ohio.gov/Portals/0/employer_withholding/2013-2014%20tables/WITH_PercentageMethod_FS_2013_080813.pdf).

## State Electronic Filing (2013 Calendar Year End)

These are the changes due to EFW2 updates:

The following fields are added to the RE Record:

- Employer Contact Name (RE Record POS 222–248)
  - Employer Contact Phone Number (RE Record POS 249–263)

- Employer Contact Phone Extension (RE Record POS 264–268)
- Employer Contact Fax Number (RE Record POS 269–278)
- Employer Contact E-Mail/Internet (RE Record POS 279–318)
- New specifications have been added to the Contact E-Mail/Internet (RA Record POS 446–485) field.
- The Other EIN (RE Record POS 31–39) is now applicable to all tax jurisdiction codes. Data requirements for submitting files have changed. Social Security prefers delimited files. This does not apply EDT filers.

The following is a list of states using standard EFW2 for RA and RE records:

- Arkansas
- Arizona
- Colorado
- Connecticut
- District of Columbia
- Delaware
- Georgia
- Idaho
- Illinois
- Indiana
- Kansas
- Kentucky
- Louisiana
- Maryland (RA only)
- Maine
- Michigan
- Minnesota
- Missouri
- Mississippi
- Montana
- North Carolina
- North Dakota
- Nebraska
- New Jersey
- New Mexico
- Ohio
- Oregon
- Pennsylvania (RA only)

- Puerto Rico
- Rhode Island
- South Carolina
- Utah
- Virginia
- Vermont
- Wisconsin
- West Virginia

## Delaware (2013 Calendar Year End)

Effective Jan. 1, 2014, the income tax rate for earnings of more than \$60,000 decreases from 6.75 percent to **6.6 percent**.

## Unemployment Taxable Wage Base (2013 Calendar Year End)

The following updates are effective January 1, 2014.

### Colorado

The SUTA Taxable Wage Base increases from \$11,300 to **\$11,700**.

### Illinois

The SUTA Taxable Wage Base increases from \$12,900 to **\$12,960**.

### Iowa

The SUTA Taxable Wage Base increases from \$26,000 to **\$26,800**.

### Montana

The SUTA Taxable Wage Base increases from \$27,900 to **\$29,000**.

### Nevada

The SUTA Taxable Wage Base increases from \$26,900 to **\$27,400**.

### New Jersey

The SUTA Taxable Wage Base increases from \$30,900 to **\$31,500**.

### New York

The SUTA Taxable Wage Base increases from \$8,500 to **\$10,300**.

### Oklahoma

The SUTA Taxable Wage Base decreases from \$20,100 to **\$18,700**.

## South Dakota

The SUTA Taxable Wage Base increases from \$13,000 to **\$14,000**.

## Washington

The SUTA Taxable Wage Base increases from \$39,800 to **\$41,300**.

## Maryland (2013 Calendar Year End)

The **Central Registration Number** required in RE Record POS 222 – 229 has been rescinded. The Social Security Administration has added five new fields in the RE Record, resulting in the overlapping of information.

## New Jersey (2013 Calendar Year End)

**Test/Production Indicator** is now reported in RS Record POS 5 – 9.

## Idaho (2013 Calendar Year End)

Effective January 1, 2014, existing split-monthly filers will change to a semimonthly filing frequency, paying income tax withholding twice a month. Existing split-monthly filers (filing cycle = B) are no longer required to include payments made from January 1, 2014 to January 15, 2014 with the RV Record. Instead, payments made from January 1, 2013 to January 15, 2013 will be reported in RV Record Positions 65-75 (the amount for this period was included in your 2012 submission).

We updated Costpoint RS Record Positions 248-267 and RV Record Positions 16-24 and 54-97 to accommodate this change.

Record/Position	CYE 2013	Current
RS 248-267	Field Title: Idaho Withholding Account Number Description: Right justify and zero fill	Field Title: State Account/Permit Number. Description: Numeric right justify and fill with blanks
RV 16-24	Field Title: Idaho Withholding Account Number	Field Title: State Account/Permit Number
RV 54-64	Field Title: Withholding Payments Made During the Year Description: Payments made from 1/1/13 - 12/31/13 (Filing cycle = M, Q, Y) Payments made from 1/16/13 – 12/31/13 (Filing cycle = B) Right justify and zero fill. Omit decimal points.	Field Title: Total withholding payments made during the year Description: Right justify and zero fill, no decimals.
RV 65-75	Field Title: Split-Monthly Withholding	Field Title: Split monthly filer (filing cycle B) 1/01/13 - 1/15/13 payments

Record/Position	CYE 2013	Current
	<b>Payments Made During the Year</b> Description: Payments made from 1/1/13 – 1/15/13 (Filing cycle = B) Right justify and zero fill. Omit decimal points.	Description: Right justify and zero fill. Leave blank if not filing cycle=B, no decimals.
RV 76-86	<b>Field Title: Total Split-Monthly Withholding Payments Made During the Year</b> Description: Payments made from 1/1/13 – 12/31/13 (Filing cycle = B) Right justify and zero fill. Omit decimal points.	<b>Field Title: Calendar year payments if filing cycle =B (1/1/12 – 12/31/12)</b> Description: Right justify and zero fill. Leave blank if not filing cycle=B, no decimals.
RV 87-97	<b>Field Title: Remaining tax due or refund</b> Description: Total of positions “43-53” minus “54-64” (Filing cycle = M, Q, Y) Total of positions “43-53” minus positions “76-86” (Filing cycle = B) Right justify and zero fill. Omit decimal points.	<b>Field Title: Remaining tax due or refund</b> Description: Total of positions 43-53 minus positions 54-64 or 43-53 minus 76-86 if filing cycle=B.

## California (2013 Calendar Year End)

- The annual standard deduction for **Single** and **Married** filing status increases from \$3,841 to **\$3,906**.
- The Personal Tax Credit Table was updated.
- The Tax calculation was updated to reflect the new income exemption amount.

## Maryland (2013 Calendar Year End)

Local income tax withholding rates for 2014 changes in Caroline, Carroll, and Charles counties. The following are the changes:

- Caroline County's rate increases from 2.63 percent to 2.73 percent.
- Carroll County's rate decreases from 3.05 percent to 3.04 percent.
- Charles County's rate increases from 2.90 percent to 3.03 percent.

Even though Carroll County's rate has decreased to 3.04, tax table bracket remains the same at **3.05**.

## Unemployment Taxable Wage Base (2013 Calendar Year End)

The following updates are effective January 1, 2014.



## Delaware

- The SUTA Taxable Wage Base increases from \$10,500 to \$18,500.

## Kentucky

- The SUTA Taxable Wage Base increases from \$9,300 to \$9,600.  
The standard deduction increases for 2014 from \$2,360 to \$2,400.

## Pennsylvania

- The SUTA Taxable Wage Base increases from \$8,500 to \$8,750.

## FUTA Credit Reduction (2013 Calendar Year End)

The following states are FUTA credit reduction states for 2013. The corresponding 2013 FUTA Credit Reduction percentage has been also supplied for each state.

### State - 2013 Credit Reduction Percentage

- Arkansas - 0.9 %
- California - 0.9 %
- Connecticut - 0.9 %
- Georgia - 0.9 %
- Kentucky - 0.9 %
- Missouri - 0.9 %
- New York - 0.9 %
- North Carolina - 0.9 %
- Ohio - 0.9 %
- Rhode Island - 0.9 %
- Wisconsin - 0.9 %
- Delaware - 0.6 %
- Indiana - 1.2%
- U.S. Virgin Islands - 1.2%

FUTA Credit Reduction amounts are reported on the Federal 940 form.

## W-2 Enhanced Functionality (2013 Calendar Year End)

Costpoint's W-2 functionality has been enhanced to sum print W-2s for unique Employee/Payroll Year/Taxable Entity combinations. This update affects the following screens:

### Create W-2 Table (PRPCW2)

- A report was added to identify employees with multiple W-2s for a unique Payroll Year and Taxable Entity (due to a change in the employee's Tax Service Group ID within the payroll year).

- The screen now displays warning message that warns users of any instances of Employees with multiple W-2s for the same Payroll Year and Taxable Entity (due to a change in the employee's Tax Service Group ID within the payroll year).

These changes do not impact clients who are not using Costpoint's Payroll Tax Interface.

### Manage W-2s (PRMW2)

The application was updated to allow Tax Interface users to manually add W-2s for a different Tax Service Group ID. The application will display errors when there is another W-2 for the same Employee/Payroll Year/Taxable Entity combination, if the following information is different:

- Box 14 Line 1 label
- Box 14 Line 2 label
- Box 14 Line 3 label
- Void flag selection
- State Notes
- Locality Notes

This change does not impact clients who are not using Costpoint's Payroll Tax Interface.

### Print W-2s (PRRW2)

The application was updated to allow Tax Interface users to print W-2s, but only using Employee ID, Payroll Year, and Taxable Entity as a key, not Tax Service Group ID. Only one W-2 will print for employees that have multiple W-2s for the same Payroll Year and Taxable Entities, but differing Tax Service Group IDs.

This change does not impact clients who are not using Costpoint's Payroll Tax Interface.

## Federal Mag Media (2013 Calendar Year End)

The validations in the Manage Tax File Data screen (PRMMAG) have been updated to comply with the changes from version 3 of 2013 EFW2 document (Social Security Administration Publication No. 42-007, EFW2 Tax Year 2013 v.3).

## W2 USERRA Updates (2013 Calendar Year End)

Costpoint has added the ability to report USERRA make-up amounts for 2012. On the Manage W-2s screen, Box 12 now contains the following additional lookup codes for USERRA 2012 make up options:

- **D 12** — USERRA 2012 make up elective deferrals to a section 401(k) cash or deferred arrangement
- **E 12** — USERRA 2012 make up elective deferrals to a section 403(b) salary reduction agreement
- **F 12** — USERRA 2012 make up elective deferrals to a section 408(k)(6) salary reduction agreement
- **G 12** — USERRA 2012 make up elective deferrals and employer contributions (including nonelective deferrals) to a section 457(b) deferred comp plan
- **H 12** — USERRA 2012 make up elective deferrals under a section 501(c)(18)(D) tax-exempt organization plan

- **S 12** — USERRA 2012 make up employee salary reduction contributions under a section 408(p) SIMPLE
- **Y 12** — USERRA 2012 make up deferrals under section 409A nonqualified deferred compensation plan
- **AA 12** — USERRA 2012 make up designated Roth contributions to a section 401(k) plan
- **BB 12** — USERRA 2012 make up designated Roth contributions under a section 403(b) salary reduction agreement
- **EE 12** — USERRA 2012 make up designated Roth contributions under a section 457(b) plan

## Federal Social Security and Pension Plan Amounts

The following are the changes to federal tax for 2014:

- Social Security Limit increased from \$113,700.00 to **\$117,000.00**.
- 401 (k) Wage Limit increased from \$255,000.00 to **\$260,000.00**.

## Rhode Island (2013 Calendar Year End)

The SUTA taxable wage base increases from \$20,200 to **\$20,600**,

## Massachusetts W-2 Electronic Filing (January 2014 W2 Update)

The Massachusetts Department of Revenue (DOR) has based this Tax Year 2013 W-2 Handbook on the Social Security Administration (SSA) Specifications for Filing Forms W-2 Electronically - EFW2 (formally MMREF).

To accommodate this change, the following fields were added to RE Record in Costpoint:

- Tax Jurisdiction Code (Position **220**)
- Third Party Sick Pay Indicator (Position **221**)
- Employer Contact Name (Positions **222-248**)
- Employer Contact Phone Number (Positions **249-263**)
- Employer Contact Phone Extension (Positions **264-268**)
- Employer Contact Fax Number (Positions **269-278**)
- Employer Contact E-Mail/Internet (Positions **279-318**)

## FUTA Credit Reduction (2013 Calendar Year End)

The following states are FUTA credit reduction states for 2013. The corresponding 2013 FUTA Credit Reduction percentage has been also supplied for each state.

State - 2013 Credit Reduction Percentage

- Arkansas - 0.9 %
- California - 0.9 %
- Connecticut - 0.9 %
- Georgia - 0.9 %
- Kentucky - 0.9 %

- Missouri - 0.9 %
- New York - 0.9 %
- North Carolina - 0.9 %
- Ohio - 0.9 %
- Rhode Island - 0.9 %
- Wisconsin - 0.9 %
- Delaware - 0.6 %
- Indiana - 1.2%
- U.S. Virgin Islands - 1.2%

FUTA Credit Reduction amounts are reported on the Federal 940 form.

## Unemployment Taxable Wage Base (2013 Calendar Year End)

The following updates are effective January 1, 2014.

### New Mexico

- The SUTA taxable wage base increases from \$22,900 to **\$23,400**.

### North Carolina

- The SUTA taxable wage base increases from \$20,900 to **\$21,400**.

### Oregon

- The SUTA taxable wage base increases from \$34,100 to **\$35,000**.

### Utah

- The SUTA taxable wage base increases from \$30,300 to **\$30,800**.

## North Carolina (2013 Calendar Year End)

Effective January 1, 2014, the income tax rate decreased to a **flat 5.8 percent**. The flat rate replaces a three-bracket structure that had rates of 6, 7, and 7.75 percent.

## Kansas (2013 Calendar Year End)

The withholding rates for employees with Married or Single filing status decreases from 3 percent to **2.7 percent** and from 4.9 percent to **4.8 percent**.

- **Filing Status:** Married

For Taxable Income Over	Base Tax	Percent of Excess
0.00	0.00	0.00%
6,000.00	0.00	2.70%
36,000.00	810.00	4.80%

- **Filing Status:** Single

For Taxable Income Over	Base Tax	Percent of Excess
0.00	0.00	0.00%
3,000.00	0.00	2.70%
18,000.00	405.00	4.80%

## Minnesota (2013 Calendar Year End)

- The withholding allowance increases from \$3,900 to **\$3,950**.
- Single and Married withholding tables were updated.

## Connecticut (2013 Calendar Year End)

The following withholding calculation method tables were updated:

- Table A – Personal Exemptions Filing Status F
- Table E – Personal Tax Credits Filing Status F

The Manage State Tax Allowances and Credits (PRMSTAC) screen was updated to accommodate this change.

## Maine (December 2013 Tax Table Update)

The 2014 withholding tables and supplement were updated:

- Withholding Table
- Withholding Allowance Amount
- Nonresident Alien Adjustment Amount

## Kentucky (December 2013 Tax Table Update)

The following are 2014 Kentucky income tax withholding updates:

- The unemployment taxable wage base increases from \$9,300 to **\$9,600**.
- The standard deduction increases from \$2,360 to **\$2,400**.
- Tax Credit is **\$10**.

## Federal Withholding Tax (December 2013 Tax Table Update)

The following are updates to federal taxes for 2014:

- The amount of one withholding allowance increases from \$3,900 to **\$3,950**.
- The Married and Single percentage method tables were updated.
- The Nonresident Alien Additional Amount increases from \$2,200 to **\$2,250**.

## New York (December 2013 Calendar Year End)

The following are the updates to income tax withholding tables for New York State and the city of Yonkers:

- The standard deduction for **Single** filing status increases from \$7,150 to **\$7,250**.
- The standard deduction for **Married** filing status increases from \$7,650 to **\$7,750**.
- The Single annual tax rate schedule table was updated.
- The Married annual tax rate schedule table was updated.

## Wyoming (December 2013 Tax Table Update)

The unemployment taxable wage base increases from \$23,800 to **\$24,500**.

## Unemployment Taxable Wage Base (December 2013 Tax Table Update)

The following updates are effective January 1, 2014:

### Alaska

- The unemployment taxable wage base increases from \$36,900 to **\$37,400**.

### Hawaii

- The unemployment taxable wage base increases from \$39,600 to **\$40,400**.

### Idaho

- The unemployment taxable wage base increases from \$34,800 to **\$35,200**.

## New Mexico (December 2013 Tax Table Update)

- The one allowance amount increases from \$3,900 to **\$3,950**.
- Tables for percentage method of withholding were updated for **Single** and **Married** filing statuses.

## North Dakota (December 2013 Tax Table Update)

The unemployment taxable wage base increases from \$31,800 to **\$33,600**.

## Rhode Island (January 2014 Tax Table Update)

The following are the updates to income tax withholding tables for Rhode Island:

- The annual tax tables for all filing status were updated.
- The threshold for **0.00** allowance increases from \$202,950.00 to **\$211,300.00**.

## Missouri (January 2014 Tax Table Update)

The standard deduction increases for all filing statuses:

- Single: **\$6,200** (from 6,100 in 2013)
- Married and Spouse Works: **\$6,200** (from 6,100 in 2013)
- Married and Spouse Does Not Work: **\$12,400** (from 12,200 in 2013)

- Head of Household: **\$9,100** (from 8,950 in 2013)

## Oklahoma (January 2014 Tax Table Update)

The Married and Single tax tables were updated.

## Massachusetts (January 2014 Tax Table Update)

The following are the updates to income tax withholding tables for Massachusetts:

- The withholding rate decreases from 5.25% to 5.20%.
- The head of household tax value amount decreases from \$126.00 to \$124.80.
- The blind tax value amount decreases from \$115.50 to \$114.40.
- The supplemental tax rate decreases from 5.25% to 5.20%.

## Vermont (January 2014 Tax Table Update)

The following are the updates to income tax withholding tables for Vermont:

- The Single and Married percentage method withholding tables were updated.
- The amount of one withholding allowance increased from \$3,900 to **\$3,950**.
- The supplemental tax is at **24.0%** of the federal withholding.

## North Dakota (January 2014 Tax Table Updates)

The following are the updates to income tax withholding tables for North Dakota:

- The Single and Married percentage method withholding tables were updated.
- The amount of one withholding allowance increases from \$3,900 to **\$3,950**.

## Oregon (January 2014 Tax Table Update)

The following are the updates to income tax withholding tables for Oregon:

- The federal tax adjustment amount increases from \$6, 250 to **\$6,350** for employees with annual wages up to **\$50,000**.
- The federal tax adjustment phase out amounts changed for employees with annual wages **\$50,000 or greater**.
- The tax table changed for employees with annual wages up to **\$50,000**.
- The tax table changed for employees with annual wages **\$50,000 or greater**.
- The allowance amount increases from \$188 to **\$191**.
- The standard deduction amount increases from \$2,080 to **\$2,115** for employees filing **Single** with less than 3 allowances.
- The standard deduction amount increases from \$4,160 to **\$4,230** for employees filing **Single** with more than 3 allowances.
- The standard deduction amount increases from \$4,160 to **\$4,230** for employees with **Married** filing status.

- Personal exemptions are eliminated for those who earn at least \$100,000 and file as **Single** or **Married** separately, and for those who file married jointly or head of household and earn at least **\$200,000**.

## Puerto Rico (January 2014 Tax Table Updates)

The following are the updates to income tax withholding tables for Puerto Rico:

- The allowance amount for the special deduction table was updated.
- The withholding table was updated.

## Michigan (January 2014 Tax Table Update)

The personal exemption amount for 2014 is \$4,000 and was released by the Department of Treasury in the Michigan Income Tax Withholding Guide.

## Illinois (January 2014 Tax Table Update)

The personal exemption amount increases from \$2,100 to **\$2,125**.

## Mississippi W-2 Electronic Filing (February 2014 W2 Update)

Updated the RS record based on the latest Mississippi RS specification.

For more information, please refer to the *Procedures and Specifications for Filing Wage and Tax Information Electronically* publication on the Mississippi Department of Revenue Web site (<http://www.dor.ms.gov/docs/WithholdingProceduresandSpecifications2013.pdf>).

## Pennsylvania (March 2014 SUTA Update)

The following field was updated for Pennsylvania SUTA Electronic Filing:

### Record S

**Employee Last Name** — Positions 11 – 30. Enter employee last name. If the name has a suffix (for example, JR, SR, II), enter a dash (no space) after the last name then the suffix.

For more information, please refer to the *File Layouts and Formats for Electronic Reporting of Pennsylvania Quarterly Unemployment Compensation Wage and Tax Data* on the Pennsylvania State Web site: <http://www.portal.state.pa.us/portal/server.pt?open=514&objID=754310&mode=2>.

## Wisconsin Tax Withholding (February 2014 Tax Table Update)

Costpoint was updated to support the following changes to Wisconsin Tax Tables effective April 1, 2014:

- Single and Married percentage method withholding tables were updated.

For more information, please refer to the Wisconsin Withholding Tax Guide on the Wisconsin Department of Revenue Web site (<http://www.revenue.wi.gov/pubs/pb166.pdf>).

## VEVRAA Final Rule Updates (March 2014)

The following screens were updated for this enhancement:

- **Manage Employee Information (LDMEINFO)** — The Other Protected Veteran check box was renamed to Active Duty Warfare or Campaign Badge Veteran (Other Protected Vet).



- **Manage Employee Import User-Defined Format (AOMSUEBP)** — Costpoint was updated to use the Active Duty Warfare or Campaign Badge Veteran (Other Protected Vet) military classification. Previously, Costpoint used Other Protected Veteran classification. The Other Protected Veteran field description was changed to Active Duty Warfare or Campaign Badge Veteran for Record 4.
- **Import Employee Data (AOPUTLEL)** — The Other Protected Veteran field description was changed to Active Duty Warfare or Campaign Badge Veteran for Code 4 - Field 15 (Input File Layout).
- **View Employee Information (PRQEINFO)** — The Other Protected Veteran field was renamed to Active Duty Warfare or Campaign Badge Veteran (Other Protected Vet).

## Modification of the “Use-or-Lose” Rule for Health FSAs (May 2014)

Effective in plan year 2014, employers that offer health flexible spending arrangements (FSA) programs will have the option of allowing participants to roll over up to \$500 of unused funds at the end of the plan year.

For more information on this modification, please refer to the following references:

<http://www.irs.gov/pub/irs-drop/n-13-71.pdf>

<http://www.treasury.gov/press-center/press-releases/Documents/103113FSA%20Fact%20Sheet.pdf>

The following screens in Costpoint were updated for this change:

- Manage Medical Care FSA Plan Year (HBMMCSET)
- Manage Employee Medical Care FSA Elections (HBMMFSA)
- Manage Medical Care FSA History (HBMEDPHS)
- Manage Medical Care Reimbursement (HBMRMEDR)
- Print Employee FSA Report (HBREFSA)

## Enhanced Tax Report and Additional Sorting Options (August 2014)

The Export Payroll Taxes screen was updated to provide additional subtotal information, sort options, and an option to include/exclude employee detail information in the report. The following are the details of the screen enhancements:

- Added a new **Report** group box with the following sorting fields. The available options in each sort field will depend on the **File Type** and other sort options selected.
  - 1st Sort field
  - 2nd Sort field
  - 3rd Sort field
- Added an **Include Employee Detail** check box in the **Report** group box. This allows you to include/exclude employee detail information in the report.
  - If the check box is **not** selected, the report only includes check date subtotals (for periodic reporting only), Tax Service Tax Code subtotals, Tax Type subtotals, and grand totals. Each separate tax amount will not be provided.
  - If the check box is selected, the report includes detail, check date subtotals (for periodic reporting only), Tax Service Tax Code subtotals, Tax Type subtotals, and grand totals.
- Added a **Payroll Year** range type field which displays **One**.

- Renamed the **Report and Output File** group box to **Output File**.
- Removed the **State Data** group box and moved its contents to the **Output File** group box.
- Updated the Export Payroll Taxes Report format to include more subtotal information.
- Reformatted existing group boxes and fields on the screen to accommodate the enhancements for this release.

## Wake Island Support (August 2014 Tax Table Update)

Costpoint was updated to support Wake Island payroll calculation.

## Kentucky SUTA Electronic Filing (June 2014 SUTA Update)

The electronic filing specification for Kentucky was updated to include the following fields in total record:

- **Surcharge Rate** – This is the rate specified in the **Surcharge Rate** field that was added to the Create Quarterly SUTA Tax File (PRPSMM) screen. This field is in the **T** record, position **145 - 148**.
- **Surcharge Due** – The total of taxable wages multiplied by the surcharge rate. This field is in the **T** record, position **149 - 159**.

For this update, a new **Surcharge Rate** field was added to the Create Quarterly SUTA Tax File screen. The value for this rate will be found on the quarterly wage and tax report or reminder notice sent in lieu of a report. Employers with taxable wages will be assessed a surcharge of 0.22% for 2014.

## Oregon SUTA Electronic Filing (September 2014 SUTA Update)

Costpoint was enhanced to support SUTA electronic filing for the state of Oregon. The Create Quarterly SUTA Tax File screen was updated for this enhancement.

## Idaho Tax Withholding (July 2014 Tax Table Update)

Idaho tax withholding tables were updated. The annual withholding allowance increased to \$3,950. Please see the following for details: [http://tax.idaho.gov/pubs/EPB00006\\_06-24-2014.pdf](http://tax.idaho.gov/pubs/EPB00006_06-24-2014.pdf).

## Ohio Tax Withholding (July 2014 TTU)

Percentage-method withholding tables, effective July 1, 2014, were released by the Department of Taxation. The table reflects a 1 percent reduction in withholding rates. See [http://www.tax.ohio.gov/Portals/0/employer\\_withholding/July%201,%202014%20Tables/WTH\\_PercentageMethod\\_062014.pdf](http://www.tax.ohio.gov/Portals/0/employer_withholding/July%201,%202014%20Tables/WTH_PercentageMethod_062014.pdf) for details.

An optional computer method was also released. See [http://www.tax.ohio.gov/Portals/0/employer\\_withholding/July%201,%202014%20Tables/WTH\\_OptionalComputerFormula\\_062014.pdf](http://www.tax.ohio.gov/Portals/0/employer_withholding/July%201,%202014%20Tables/WTH_OptionalComputerFormula_062014.pdf) for details.

## Yonkers Tax Withholding (July 2014 Tax Table Update)

Effective August 1, 2014, new income tax withholding tables for the city of Yonkers, New York must be implemented. For more information, see [http://www.tax.ny.gov/pdf/publications/withholding/nys50\\_t\\_y.pdf](http://www.tax.ny.gov/pdf/publications/withholding/nys50_t_y.pdf).

The following updates affect Costpoint users:

- Multiplier in Yonkers resident tax withholding calculation increased from 15% to **19.2%**. This update was applied to Costpoint and will take effect on August 1, 2014.
- Supplemental tax rate for Yonkers resident increased from 1.443% to **1.84704%**. Costpoint supports only up to four decimal places in the **Supplemental Tax Rate** field on the Manage Local Taxes screen. For Yonkers residents, you will need to enter either **1.8470** or **1.8471** as the supplemental tax rate. Dropping the last digit of the Yonkers supplemental tax rate will result in tax taken being short \$0.40 on a \$1,000,000 bonus. If you decide to round up the supplement tax rate to **1.8471**, tax taken will be over \$0.60 on a \$1,000,000 bonus.

## Illinois SUTA Electronic Filing (August 2014 SUTA Update)

Starting July 2014, aside from quarterly files, the state of Illinois requires eight additional electronic monthly wage report for employers with 25 or more employees. The files must be in a comma-separated (.csv) plain ASCII text format that contain employer and employee data. For more information, see [http://home.deltek.com/sites/EPMO/PP/Integration/Regulatory/PRDs%20and%20Government%20Publications/Payroll\\_SUTA%20Electronic%20Filing/Illinois/TaxNet\\_Implement\\_Illinois.pdf](http://home.deltek.com/sites/EPMO/PP/Integration/Regulatory/PRDs%20and%20Government%20Publications/Payroll_SUTA%20Electronic%20Filing/Illinois/TaxNet_Implement_Illinois.pdf). A new screen, Create Monthly SUTA Tax File, was created in Costpoint to support this update.

TaxNet recommends inclusion of Month, year, and sequence number within the file name of the monthly wage report to assist in tracking submissions. The proper file naming convention is ILUIMonthlyWageMMYYYY\_NN.csv, where:

- **MM** — 2-digit month
- **YYYY** — 4-digit year
- **NN** — 2-digit file sequence (when needed)

**Example File Name:** ILUIMonthlyWage012013\_01.csv

The file name is case insensitive.

## Georgia SUTA Electronic Filing (September 2014 SUTA Update)

The name of the **Total Gross Wages** field (Record S, Positions 69-77) on the electronic file changed to **Total Reportable Gross Wages**.

## Pennsylvania SUTA Electronic Filing (September 2014 SUTA Update)

As of June 2014, the **Employee First Name** field (Record S, Positions 31-42) must not contain any spaces. For Pennsylvania, if an employee first name has multiple segments, Costpoint will insert hyphens in Record S, Positions 31-42 in the generated file.

## Alaska SUTA Electronic Filing (June 2014 SUTA Update)

The Alaska Occupational and Geographic Codes were updated. This update affects the following Costpoint screens:

- Manage Employee Taxes (PRMETAX)
- Manage Employee Information (LDMEINFO)

## State Electronic Filing (January 2015)

### Idaho State Electronic Filing

Costpoint RS and RV Records were updated to accommodate the following changes:

- Effective January 1, 2014, existing split-monthly filers changed to a semimonthly filing frequency. All split-monthly specific fields in the RV record have been changed to filler.
- Effective December 15, 2014, online services will be hosted by our Taxpayer Access Point (TAP). Use TAP for filing electronic Form 967s, W-2s, and 1099s.
- **RV Record Changes:**

Record Position	Tax Year 2014	Tax Year 2013
RV 54-64 Withholding Payments Made During the Year	Payments made from 1/1/14 – 12/31/14  Right justify and zero fill. Omit decimal points.	Payments made from 1/1/13 – 12/31/13 (Filing cycle = M, Q, Y)  Payments made from 1/16/13 – 12/31/13 (Filing cycle = B)  Right justify and zero fill. Omit decimal points.
RV 65-86 Filler	Zero Fill	RV 65-75  Payments made from 1/1/13 – 1/15/13 (Filing cycle = B)  Right justify and zero fill. Omit decimal points.  RV 76-86  Payments made from 1/1/13 – 12/31/13 (Filing cycle = B)  Right justify and zero fill. Omit decimal points.
RV 87-97 Remaining Tax Due or Refund	Total of positions “43-53” minus “54-64”  Right justify and zero fill. Omit decimal points.	Total of positions “43-53” minus “54-64” (Filing cycle = M, Q, Y)  Total of positions “43-53” minus positions “76-86” (Filing cycle = B)  Right justify and zero fill. Omit decimal points.



Please note the following:

- Idaho follows the Social Security Administration's publication 42-007 for EFW2 layout specifications. (This includes the RS record)
- Idaho specifications are in addition to Social Security Administration publication 42-007.
- For more information, refer to [http://tax.idaho.gov/pubs/EPB00668\\_11-12-2014.pdf](http://tax.idaho.gov/pubs/EPB00668_11-12-2014.pdf)

## Maryland State Electronic Filing

Costpoint RV Record was updated to accommodate the following changes to Maryland electronic filing:

Record/Position	Tax year 2014	Tax Year 2013
RV 197-208 MW508-Employer Amount Tax Due from Line 4	Required. Subtract line 3c and 3d from line 3. If amount is zero or greater enter here otherwise, go to line 5. Right justify and zero fill.	Required. Subtract line 3a and 3b from line 3. If amount is zero or greater enter here otherwise, go to line 5. Right justify and zero fill.
RV 209-220 MW508-Employer Overpayment from Line 5	Required. If line 3 minus lines 3c & 3d is less than zero, enter the difference here as a positive number. Right justify and zero fill.	Required. If line 3 minus lines 3a & 3b is less than zero, enter the difference here as a positive number. Right justify and zero fill.
RV 331 MW508- Employer Partial File (Will you be submitting additional W-2's?)	Required: Enter "Y" for Yes, "N" for No (For Partial Filers)	Required. MD does not use this field. Fill with blanks.
RV 332 MW508- Employer Partial File (Will you be submitting additional 1099's?)	Required: Enter "Y" for Yes, "N" for No For Partial Filers)	Required. MD does not use this field. Fill with blanks.
RV 333-338 NAICS Code	Business Code. North American Industry Classification System	Required. MD does not use this field. Fill with blanks.

A new field, **NAICS Code**, was added to the Create State W-2 File screen. Use this field to manually enter the NAICS code of the employer. The value will be reported in the RV Record, position 333-338.

## Federal Withholding Taxes (January 2015 Tax Table Update)

The following are updates to Federal taxes for 2015:

- The amount of one withholding allowance increases from \$3,950 to **\$4,000**.
- The Married and Single percentage method tables have changed.

- The Nonresident Alien Adjustment amount increases from \$2,250.00 to **\$2,300.00**.

## State Tax Updates (January 2015 Tax Table Update)

The following are state tax changes effective January 1, 2015:

### Alaska

The unemployment taxable wage base increases from \$37,400 to **\$38,700**.

### Connecticut

The withholding method was released by the Department of Revenue Services. The following are the changes:

- Updated Personal Exemptions (Table A) for Filing Status F
- Updated Personal Tax Credits (Table E) for Filing Status F

For more information, refer to the Connecticut Withholding Calculation Rules:

<http://www.ct.gov/drs/lib/drs/forms/2015withholding/tpg-211.pdf>

### Colorado

The following are updates to Colorado tax withholding:

- The annual allowance amount has increased to **\$4,000**.
- Withholding tables for Single and Married were updated.

For more information, refer to: <https://www.colorado.gov/pacific/sites/default/files/DR1098.pdf>.

### Hawaii

The unemployment taxable wage base increases from \$40,400 to **\$40,900**.

### Idaho

The unemployment taxable wage base increases from \$35,200 to **\$36,000**.

### Illinois

The following are updates to Illinois Income tax withholding tables:

- Tax rate decreases from 5% to **3.75%**.
- Exemption amount increases from \$2,125 to **\$2,150**.

For more information, refer to: <http://tax.illinois.gov/taxforms/Withholding/IL-700-T.pdf>.

### Indiana

The following are updates to Indiana tax withholding:

- The state income tax withholding rate decreases from 0.34 to **0.33**.
- Tax rates also changed for Adams, Elkhart, Jennings, Knox, Marion, Parke Randolph, and Wabash counties.

For more information, refer to: <http://www.in.gov/dor/reference/files/dn01.pdf>.

## Kansas

The Married and Single percentage method tables have changed.

For more information, refer to: <https://www.kdor.org/developers/forms/non-scan/whtaxrates2015.pdf>.

## Kentucky

The unemployment taxable wage base increases from \$9,600 to **\$9,900**.

## Massachusetts

The following are updates to income tax withholding tables of the State of Massachusetts:

- The withholding rate decreases from 5.20% to **5.15%**.
- The head of household tax value amount decreases from 124.80 to **123.60**.
- The blindness tax value amount decreases from 114.40 to **113.30**.
- The supplemental tax rate decreases from 5.20% to **5.15%**.

For more information, refer to: <http://www.mass.gov/dor/docs/dor/forms/wage-rpt/pdfs/circ-m-current.pdf>.

## Minnesota

The following are updates to the income tax withholding tables of the State of Minnesota:

- The withholding allowance increases from 3,950 to **4,000**.
- The withholding tables for Single and Married have been updated.

For more information, refer to the computer withholding formula:

[http://www.revenue.state.mn.us/Forms\\_and\\_Instructions/wh\\_formula\\_15.pdf](http://www.revenue.state.mn.us/Forms_and_Instructions/wh_formula_15.pdf).

## Missouri

The standard deduction increases for all filing statuses. The following are the details of the update:

- **Single** — \$6,300 (from \$6,200 in 2014)
- **Married and Spouse Works** — \$6,300 (from \$6,200 in 2014)
- **Married and Spouse Does Not Work** — \$12,600 (from \$12,400 in 2014)
- **Head of Household** — \$9,250 (from \$9,100 in 2014)

For more information, refer to: [http://dor.mo.gov/forms/4282\\_2015.pdf](http://dor.mo.gov/forms/4282_2015.pdf).

## New Mexico

The following are updates to New Mexico tax withholding:

- The annual exemption amount increases from \$3,950 to **\$4,000**.
- The amount of one withholding allowance increases from \$3,950 to **\$4,000**.
- The annual withholding tables for **Head of Household**, **Single**, and **Married** were updated.

## New York

The following are updates to the income tax withholding tables of New York State and city of Yonkers:

- The unemployment taxable wage base increases from \$10,300 to **\$10,500**.

## Major New Features and Enhancements in Costpoint 7.1.1

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- The Single Deduction Allowance Amount increases from \$7,250 to **\$7,350**.
- The Married Deduction Allowance Amount increases from \$7,750 to **\$7,850**.
- The Married and Single annual tax rate schedule table have changed.
- Adjustment for difference between federal and New York exemption allowances increases from \$2,900 to **\$2,950**.
- The supplemental rate for Yonkers Resident decreases from 1.84704% to **1.61135%**.

For more information, please refer to the following:

- [http://www.tax.ny.gov/pdf/publications/withholding/nys50\\_t\\_nys.pdf](http://www.tax.ny.gov/pdf/publications/withholding/nys50_t_nys.pdf)
- [http://www.tax.ny.gov/pdf/publications/withholding/nys50\\_t\\_y.pdf](http://www.tax.ny.gov/pdf/publications/withholding/nys50_t_y.pdf)

### North Carolina

The following are updates to North Carolina tax withholding:

- The withholding rate decreases from 5.8 percent to **5.75 percent**. For more information, refer to [http://www.dornc.com/downloads/nc30\\_2015.pdf](http://www.dornc.com/downloads/nc30_2015.pdf).
- The unemployment taxable wage base increases from \$21,400 to **\$21,700**.

### North Dakota

The following are updates to North Dakota tax withholding:

- The annual withholding tables for **Single** and **Married** were updated.
- The amount of one withholding allowance increases from 3,950 to **4,000**.

For more information, refer to:

<http://www.nd.gov/tax/indwithhold/pubs/withholdingbooklet2015.pdf?20141219141307>.

The unemployment taxable wage base increases from \$33,600 to **\$35,600**.

### Oklahoma

The following are updates to Oklahoma tax withholding:

- The annual withholding tables for **Single** and **Married** were updated.
- The unemployment limit decreases from \$18,700 to **\$17,000**.

For more information, <http://www.tax.ok.gov/publicat/2015%20Withholding%20Tables.pdf>.

### Oregon

The following are updates to Oregon tax withholding:

- For an employee with annual wages up to \$50,000, the federal tax adjustment amount increases from \$6,350 to **\$6,450**.
- The tax table changes for an employee with annual wages up to **\$50,000**.
- The allowance amount increases from \$191 to **\$194**.
- For an employee filing **Single** with less than 3 allowances, the standard deduction amount increases from \$2,115 to **\$2,145**.
- For an employee filing **Single** with more than 3 allowances, the standard deduction amount increases from \$4,230 to **\$4,295**.



Major New Features and Enhancements in Costpoint 7.1.1

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- For an employee filing **Married**, the standard deduction amount increases from \$4,230 to **\$4,295**.



Please note that the following two special programming changes will be released with the January SYSTEM JAR 034 for Costpoint 7.0.1 and SYSTEM JAR 004 for Costpoint 7.1.1

- The federal tax adjustment phase out amounts changed for an employee with annual wages **\$50,000** or greater.
  - The tax table changed for an employee with annual wages **\$50,000** or greater.
- 

For more information, refer to:

[http://www.oregon.gov/dor/BUS/docs/withholding-tax-formulas\\_206-436\\_2015.pdf](http://www.oregon.gov/dor/BUS/docs/withholding-tax-formulas_206-436_2015.pdf).

## Pennsylvania

The unemployment taxable wage base increases from \$8,750 to be **\$9,000**.

## Rhode Island

The following are updates to Rhode Island tax withholding:

- The annual withholding table for all filing statuses was updated.
- The threshold for **0.00** allowance amount increases from \$211,300.00 to **\$214,700.00**.

For more information, refer to:

<http://www.tax.state.ri.us/forms/2015/Withholding/2015%20Withholding%20Booklet.pdf>.

## South Carolina

The taxable wage base increases from \$12,000 to **\$14,000**.

## South Dakota

The taxable wage base increases from \$14,000 to **\$15,000**.

## Utah

The unemployment taxable wage base increases from \$30,800 to **\$31,300**.

## Vermont

The annual withholding allowance increases from \$3,950 to **\$4,000**.

For more information, refer to <http://www.state.vt.us/tax/pdf.word.excel/business/2015-Withholding-Instructions-Charts-Tables.pdf>.

## Washington

The unemployment taxable wage base increases from \$41,300 to **\$42,100**.

## Wyoming

The unemployment taxable wage base increases from \$24,500 to **\$24,700**.

## Federal and State Electronic Filing (EFW2) (February 2015)

If **Location Address** (RA 274-295) is not available, it will be populated with **Delivery Address** (RA 296-317). This affects all states using the standard EFW2 RA record.

For more information, please refer to: <http://www.socialsecurity.gov/employer/efw/14efw2.pdf#zoom=100>

## District of Columbia Income Tax Withholding Allowance and Withholding Tables (February 2015 Tax Table Update)

The following are updates to District of Columbia Income Tax Withholding:

- The One withholding allowance increases from \$1,675 to **\$1,775**.
- Percentage withholding method was revised

For more information, please refer to:

[http://otr.cfo.dc.gov/sites/default/files/dc/sites/otr/publication/attachments/FR-230\\_012215\\_v4.pdf](http://otr.cfo.dc.gov/sites/default/files/dc/sites/otr/publication/attachments/FR-230_012215_v4.pdf)

## Oregon Tax Withholding (February 2015 Tax Table Update)

Special programming changes were applied to Costpoint to accommodate the following updates to Oregon tax withholding:

- The federal tax adjustment phase out amounts changed for an employee with annual wages \$50,000 or greater.
- The tax table changed for an employee with annual wages \$50,000 or greater

Please note that the following data changes are included in a separate Costpoint Regulatory January 2015 release and **not** in a SYSTEM JAR release.

- For an employee with annual wages up to \$50,000, the federal tax adjustment amount increases from \$6,350 to **\$6,450**
- The tax table changes for an employee with annual wages up to \$50,000.
- The allowance amount increases from \$191 to **\$194**.
- For an employee filing Single with less than 3 allowances, the standard deduction amount increases from \$2,115 to **\$2,145**.
- For an employee filing Single with more than 3 allowances, the standard deduction amount increases from \$4,230 to **\$4,295**.
- For an employee filing Married, the standard deduction amount increases from \$4,230 to **\$4,295**.

## Louisiana SUTA Electronic Filing (March 2015 SUTA Update)

Louisiana specifications were modified in accordance with the Social Security Administration's guidelines in an effort to minimize required data. For more information, please refer to:

<http://www.laworks.net/Downloads/UI/WageUploadInstructions.pdf>

## Federal Tax Withholding (January 2016)

The following are updates to the Federal tax withholding tables for 2016:

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Major New Features and Enhancements in Costpoint 7.1.1

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- The amount of one withholding allowance increases from \$4,000 to **\$4,050**.
- The Married and Single percentage method withholding tables have been updated.
- The Nonresident Alien Adjustment amount decreases from \$2,300.00 to **\$2,250.00**.
- The Federal Poverty Level database column will be added to the FED\_TAX\_INFO table if it doesn't already exist.
- The Safe Harbor Affordability Rate database column will be added to the FED\_TAX\_INFO table if it doesn't already exist.

## Patch Requirements

The enhancements in this release require the Costpoint 7.1.1 PATCH2843.

## State Tax Updates (January 2016)

The following are state tax updates effective January 1, 2016:

District of Columbia The annual withholding table for all filing statuses were updated.

## Massachusetts

- The withholding rate decreases from 5.15% to **5.1%**.
- The head of household tax value amount decreases from \$123.60 to **\$122.40**.
- The blindness tax value amount decreases from \$113.30 to **\$112.20**.
- The supplemental tax rate decreases from 5.15% to **5.1%**.

Maryland The tax rate decreases in Anne Arundel County from 2.56% to **2.5%**.

- The tax rate increases in Worcester County from 1.25% to **1.75%**.
- The tax rate increases for nonresidents from 1.25% to **1.75%**.

## Michigan

- The standard taxable wage base is **\$9,000**.

Missouri The Head of Household standard deduction increases from \$9,250 to **\$9,300**.

Rhode Island The annual withholding table for all filing statuses was updated.

- The threshold for 0.00 allowance amount increases from \$214,700 to **\$215,800**.

## Vermont

- The amount of one withholding allowance increases from \$4,000 to **\$4,050**.
- The percentage method withholding tables were updated.

## Patch Requirements

The enhancements in this release require the Costpoint 7.1.1 PATCH2845.

## State Tax Updates (February 2016 SUTA)

The following SUTA wage base updates are effective January 1, 2016:

### New Jersey

The unemployment-taxable wage base increases from \$32,000 to \$32,600.

### New York

The unemployment-taxable wage base increases from \$10,500 to \$10,700.

### Pennsylvania

The unemployment-taxable wage base increases from \$9,000 to **\$9,500**.

### Tennessee

The unemployment-taxable wage base decreases from \$9,000 to **\$8,000**.

### Patch Requirements

The enhancements in this release require Costpoint 7.1.1 PATCH2880.

## Puerto Rico State Tax - Youth Wage Exemption

According to Puerto Rico Act 135 – 2014, or the “Act for incentives and Financing to Young Entrepreneurs,” Puerto Rico employees between ages of 16 and 26 are exempted from state tax up to \$40,000 of gross income. For more information, please refer to the *Tax Policy Informative Bulletin No. 15-093*:

[http://www.hacienda.pr.gov/sites/default/files/bi\\_pc\\_15-03\\_ingles.pdf](http://www.hacienda.pr.gov/sites/default/files/bi_pc_15-03_ingles.pdf)

Costpoint supports this state update with the deployment of this release which includes changes to the following screens:

- **Compute Payroll**

The application now has the ability to consider youth wage exemption in its calculations.

- **Manage Payroll Records**

The application now has the ability to consider youth wage exemption in its calculations.

- **Manage State Tax Withholding Adjustments**

- A new option, Age Exemption, is now available on the Type drop-down list.
- The application includes age exemption data for Puerto Rico as of January 1, 2014.

### System JAR and Patch Requirements

These enhancements require the following:

- Costpoint 7.1.1 System JAR 024
- Costpoint 7.1.1 PATCH3082

## Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application JAR
PE	PR	PRPCPR	Compute Payroll	cp711_prpcpr_014.jar
PE	PR	PRMPTF	Manage Payroll Records	cp711_prmptf_012.jar
PE	PR	PRMSTAC	Manage State Tax Withholding Adjustments	cp711_prmstac_005.jar

## Missouri SUTA Electronic Filing (January 2017)

The new 10-digit State Unemployment Insurance Account Number now populates the following fields (ICESA Format):

- E Record, Position 173-187
- S Record, Position 147-161

Previously, the account number was 14-digit.

For more information, please refer to *Missouri's Electronic File Transfer and Magnetic Media Reporting* guide: [https://labor.mo.gov/sites/labor/files/pubs\\_forms/M-INF-368-AI.pdf](https://labor.mo.gov/sites/labor/files/pubs_forms/M-INF-368-AI.pdf).

## State Tax Table Updates (January 2017)

The following state tax changes are effective January 1, 2017.

### Maine

The Maine income tax withholding tables for 2017 include a new taxable income rate bracket of **10.15 percent** which is applicable to annual income that exceeds **\$200,000**.

### Maryland

- The tax rate in Calvert County increases from 2.80 percent to **3 percent**.
- The tax rate in Somerset County increases from 3.15 percent to **3.20 percent**.

For more information, please refer to the *Maryland Employer Withholding Guide*:

[http://forms.marylandtaxes.com/current\\_forms/Withholding\\_Guide.pdf](http://forms.marylandtaxes.com/current_forms/Withholding_Guide.pdf)

### Missouri

- Standard deduction increases for all filing statuses
- Annual percentage table was updated.

For more information, please refer to the *State Missouri Employer's Tax Guide*:

[http://dor.mo.gov/forms/4282\\_2017.pdf](http://dor.mo.gov/forms/4282_2017.pdf)

## Oregon

- The federal tax adjustment amount for an employee with annual wages up to \$50,000 increases from 6,450 to **6,550**.
- The federal tax adjustment phase out amounts for an employee with annual wages \$50,000 or greater changed in 2015.
- The tax table changed for an employee with annual wages up to \$50,000.
- The tax table changed for an employee with annual wages \$50,000 or greater.
- The allowance amount increased from \$194 to **\$197**.
- The standard deduction amount for an employee filing **Single with less than 3 allowances** increases from \$2,145 to **\$2,175**.
- The standard deduction amount for an employee filing **Single with more than 3 allowances** increases from \$4,295 to **\$4,350**.
- The standard deduction amount for an employee filing **Married** increases from \$4,295 to **\$4,350**.

## Vermont

The percentage method withholding tables were updated.

For more information, please refer to the *State of Vermont Department of Taxes 2017 Income Tax Withholding Instructions, Tables, and Charts*:

<http://tax.vermont.gov/sites/tax/files/documents/WithholdingInstructions.pdf>

## Patch Requirements

This enhancement requires Costpoint 7.1.1 PATCH3131.

## IOWA W-2 Electronic Filing (January 2017)

Starting with 2016 forms filed in 2017, Iowa employers with at least 50 employees must file a year's Forms W-2 electronically with the state by January 31, 2017. Starting with 2017 forms filed in 2018, all employers are to file Forms W-2 electronically with the state.

This Costpoint release includes updates to comply with Iowa's W-2 File Record Format requirements. The following will be applied when filing Form W-2 electronically for Iowa:

- Use the standard EFW2 format for RA, RE, RW, RT, RF records.
- Use custom format for RS and RV records.
- Each line must end with CR/LF
- File must be in ASCII format.
- Use standard EFW2 money rules.
- Numeric fields must be right-justified and zero filled.



The State of Iowa provided a naming convention for W-2 files. You must name your W-2 files according to the naming convention requirements before submitting the W-2 files. For more information please refer to *Iowa Department of Revenue Electronic Reporting of W-2, Frequently Asked Questions - Technical Requirements*.

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## Create State W-2 File

The Create State W-2 File screen now includes a new **IA Business eFile Number (BEN)** field where you can enter the Business eFile Number (BEN) assigned by Iowa Department of Revenue. This field is required for Iowa W-2 electronic filing.

## Oklahoma Electronic Filing (January 2017)

Oklahoma requires special RS and RV record formats when filing Form W-2 electronically. To comply with this requirement, Costpoint will use a custom format for RS and RV records when creating W-2 files for Oklahoma.

## 2017 Q1 February TTU and SUTA

### State Tax Table Updates

The following state tax changes are effective January 1, 2017.

#### Colorado

- One withholding allowance amount increases from \$4,000 to **\$4,050**.
- The withholding table for Married was updated.

For more information, please refer to the *Colorado Income Tax Withholding Tables for Employers*: <https://www.colorado.gov/pacific/sites/default/files/DR1098.pdf>.

#### Indiana

- The state adjusted gross income tax rate decreases to **3.23 percent** (0.0323).
- The supplemental wage withholding rate decreases to **3.23 percent** (0.0323).

For more information, please refer to the *Departmental Notice #1* issued by Indiana's Department of Revenue: <https://www.in.gov/dor/files/dn01.pdf>.

#### North Dakota

- The annual withholding tables for Single and Married were updated.
- The amount of one withholding allowance increases from \$4,000 to **\$4,050**.
- The supplemental withholding rate for 2017 is **1.84 percent**.

Please refer to *North Dakota's Rates & Instructions For Wages Paid in 2017*: <https://www.nd.gov/tax/data/upfiles/media/2017-income-tax-withholding-rates-and-instructions-booklet.pdf?20170113034802>

### SUTA Limit Updates

#### Kentucky

The state of Kentucky revises its SUTA wage base to **\$10,200** (unchanged from 2016). The increase to \$10,500 was cancelled.

## New York

The SUTA wage base increases from \$10,700 to **\$10,900**.

## Puerto Rico

The SUTA wage base increases from \$7,000 to **\$10,500**.

## Patch Requirements

These enhancements require Costpoint 7.1.1 PATCH3136 and PATCH3138.

## “WAWF” Renamed as “iRAPT”

In the WAWF 5.6 release in October 2014, the Wide Area Workflow (WAWF) name was changed to Invoicing, Receipt, Acceptance and Property Transfer (iRAPT). With this update, several application names, screen labels, reports, and error/warning messages in Costpoint 7.1.1 were changed to display “iRAPT” instead of “WAWF”.

The following applications are affected by this enhancement:

- Import Sales Orders (AOPSOPP)
- Manage Customers (ARMCUST)
- Manage Standard Bills (BLMGBILL)
- Manage Closed Progress Billing Detail (BLMPCLOS)
- Manage Project Product Bills (BLMPJPRD)
- Manage Progress Payment Bills (BLMPROGP)
- Configure Billing Settings (BLMSETNG)
- Manage Project WAWF Information (BLMWAWF)
- Configure WAWF Billing Settings (BLMWBS)
- Create WAWF Billing Files (BLPWAWF)
- View Standard Billing History (BLQSTDHS)
- Configure Sales Order Defaults (OEMDEF)
- Manage Invoices (OEMINVC1)
- Manage Invoices Supervisor Screen (OEMINVC2)
- Manage Sales Orders (OEMNTSO1)
- Manage Sales Orders Supervisor Screen (OEMNTSO2)
- Select Invoices Ready for Use/Acceptance (OEMRFU)
- Manage Shipping Transactions (OEMSHIP)
- Create WAWF Files (OEPWAWF)
- View Sales Analysis Information (OEQSALES)
- View Sales Order Status Information (OEQSTAT)
- Mass Add Project Master Data (PJPMADD)



## Application JAR Requirement

Domain	Application Name	Application JAR
MM	Import Sales Orders (AOPSOPP)	cp711_aopsopp_008.jar
MM	Configure Sales Order Defaults (OEMDEF)	cp711_oemdef_001.jar
MM	Manage Shipping Transactions (OEMSHIP)	cp711_oemship_007.jar
MM	Create iRAPT Files (OEPWAWF) formerly known as Create WAWF Files	cp711_oepwawf_002.jar
PJ	Manage Standard Bills (BLMGBILL)	cp711_blmgbill_009.jar
PJ	Manage Closed Progress Billing Detail (BLMPCLOS)	cp711_blmpclos_006.jar
PJ	Manage Project Product Bills (BLMPJPRD)	cp711_blmpjprd_009.jar
PJ	Manage Progress Payment Bills (BLMPROGP)	cp711_blmpjrogp_009.jar
PJ	Configure Billing Settings (BLMSETNG)	cp711_blmsetng_003.jar
PJ	Manage Project iRAPT Information (BLMWAWF) formerly known as Manage Project WAWF Information	cp711_blmwawf_003.jar
PJ	Configure iRAPT Billing Settings (BLMWBS) formerly known as Configure WAWF Billing Settings	cp711_blmwbs_001.jar
PJ	Create iRAPT Billing Files (BLPWAWF) formerly known as Create WAWF Billing Files	cp711_blpwawf_005.jar
PJ	View Standard Billing History (BLQSTDHS)	cp711_blqstdhs_004.jar
PJ	Mass Add Project Info (PJPMADD)	cp711_pjpmadd_004.jar

## System JAR Requirement

This enhancement requires cp711\_sys\_023.zip.

## Accounting Domain Enhancements

### Print Voucher Edit Report for Posted Vouchers

Prior to this release, the Print Voucher Edit Report application can only print voucher edit reports for unposted vouchers. This enhancement provides the ability to print voucher edit reports for either posted or unposted vouchers. This enables you to recreate a copy of a report for posted vouchers without having to create a CER report to get the necessary information.

The Print Voucher Edit Report screen provides the **Posting Status** group box which contains the **Unposted Only** and **Posted Only** options. You can use these options to specify if the report is for unposted or posted vouchers.

**Posting Sequence** is now an available option in the **Selection Ranges** group box.

If the report is for posted vouchers, the Post Sequence Number is included on the printed report.

## Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
Accounting	Accounts Payable	APRVCHR	Print Voucher Edit Report	cp711_aprvchr_008.zip

## New UI Profile ID DLTKSMB

The DLTKSMB UI profile ID hides certain subtasks and fields on screens of the Accounting domain. This is done to simplify processes and navigation for businesses that use a single currency instead of a Multicurrency license. To see the affected screens, see the New UI Profile ID in Manage User Interface Profiles (SYMPROF) section.

## New Vendor Classifications

The New Vendor Classifications is a new feature within Costpoint that includes 8(a) and AbilityOne to the list of vendor classifications on several Costpoint applications.

The 8(a) vendor classification includes vendors under the 8(a) Business Development Program business assistance for small businesses that are owned and controlled by socially and economically disadvantaged individuals (usually at least 51% ownership).

The AbilityOne vendor classification includes vendors under the AbilityOne Program. The program uses the purchasing power of the federal government to buy products and services from participating nonprofit agencies that train and employ workers with disabilities.

This feature gives you the ability to track and report on the various business classifications and manage exclusion data that may impact business.

## Patch and System JAR Requirements

These enhancements require the following:

- Costpoint 7.1.1 System JAR 052 (cp711\_sys\_052.zip)
- PATCH3637
- PATCH3642
- PATCH3645

## Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application Name	Application ID	Application File
Accounting	AP	Maintain Vendors	APMVEND	cp711_apmvend_009.zip
Accounting	AP	Approve Vendors	APMVENDA	cp711_apmvenda_002.zip
Accounting	AO	Vendor Master Preprocessor	AOPUTLVU	cp711_aoputlvu_018.zip
Administration	PO	Create Purchase Order Change Orders	POMCHNG	cp711_pomchng_017.zip
Administration	PO	Archive Purchase Orders	POPARCH	cp711_poparch_015.zip
Materials	PO	Manage Purchase Orders	POMMAIN	cp711_pommain_045.zip
Materials	PO	Create Blanket Purchase Order Releases	POMRELS	cp711_pomrels_025.zip
Materials	PO	View Purchase Order Status	POQSTAT	cp711_cmnlb_MMQSTATLIB_003.zip
Materials	PP	Create Purchase Orders	PPPGPO	cp711_pppgpo_024.zip
Materials	PO	Import Purchase Orders	AOPUTLPO	cp711_aoputlpo_029.zip
Contracts	RE	Manage Contract Management Vendor Info	CTMVEND	cp711_ctmvend_009.zip
Contracts	RE	Approve Prospective Vendors	CTMVENDA	cp711_ctmvenda_005.zip

## Accounting Domain

This section includes summaries of the changes made in relation with the New Vendor Classifications feature within the Costpoint Accounting domain.

### Vendor Master Preprocessor (AOPUTLVU)

This application has been updated to allow the user to import vendor records that include the new business classifications 8(a) Certified and AbilityOne Non-Profit Agency. The GovWin IQ Company ID and Vendor Web Site classifications are also included in the input file validations, although these are not included in the import vendor edit report.

### Approve Vendors (APMVENDA)

This application has been updated to provide a warning message when you select for approval a vendor that is on SAM.gov exclusion list. When approving a single vendor, when you select Approved (from Pending or Not Approved), a warning message regarding the exclusion will display. In case of bulk approval, if the user clicks the Approve All button and saves the record, a warning message will also display. The user can click OK and override the warning or click Cancel to make a different selection. Once approved, the vendor header will display a banner noting the basic exclusion information.

**Note:** The warning message and the relevant user steps will be fully functional when the GovWin IQ vendor interface is made available in a future release.

### Manage Vendors (APMVEND)

This application has been updated to provide the user an expanded classification list to assign/save the classification to a regular vendor. The following enhancements have been added to the Manage Vendors application:

- The Business Classifications now include new 8(a) Certified and AbilityOne Non-Profit Agency check box options, and a new NAICS group box has been added under Industry Classification.
- An Exclusion Banner message and a check box have been added to Form and Table views, respectively, to track SAM.gov exclusion information.
  - In Form view, a read-only banner displays when an active SAM.gov exclusion exists.
  - In Table view, a column for Active SAM.gov Exclusion check box has been added. This check box is selected if an active exclusion exists, in which case an Exclusion Banner field displays the information about the exclusion, including the exclusion Type, Active Date, and Termination Date.
- A Vendor Web Site field and a GovWin IQ Company ID field have been added to Form view and their respective columns have been added to the Table views.

The user can also view the classification for regular vendors from the Contract Management Vendor Info application, but the information will be read-only for regular vendors. Also, the user can view read-only classifications on the Subcontract Info tab of the Manage Subcontracts application if the vendor is selected.

**Note:** In this release, the **Active SAM.gov Exclusion** check box and the **Exclusion Banner** field in Table view are visible on the screen, but currently display no data. These fields and table will be fully functional and populated by a GovWin IQ vendor interface that will be available in a future release.

### Contracts Domain

This section includes summaries of the changes made in relation with the New Vendor Classifications feature within the Costpoint Contracts domain.

## Manage Contract Management Vendor Info (CTMVEND)

Several changes have been made on the General tab of Manage Contract Management Vendor Info:

- In the Business Classification group box, two new options are now available:
  - 8(a) Certified: Select this check box if the prospective vendor is classified as an 8(a) certified vendor.
  - AbilityOne Non-Profit Agency: Select this check box if the prospective vendor is classified as an AbilityOne nonprofit agency.

Upon approval of the prospective vendor, the values of these two check boxes will be transferred from the CT\_VEND table to the VEND table.

- A new field, GovWin IQ Company ID, has also been added to the General tab. Use this field to enter the GovWin IQ company ID associated with the prospective vendor.

This application has also been updated to alert users if the prospective vendor has an active exclusion record in SAM.gov. The exclusion data will come from GovWin IQ and, therefore, may not be a complete representation of exclusions.

- In Form view, a read-only banner displays on the screen when the prospective vendor is on the exclusion list in SAM.gov. The message also includes the type of the exclusion as well as the active and termination dates of the exclusion.
- In Table view, the following new fields display:
  - Active SAM.gov Exclusion: If selected, this check box indicates that the prospective vendor is on the exclusion list in SAM.gov.
  - Exclusion Banner: If the Active SAM.gov Exclusion check box is selected, this field displays information about the exclusion for the prospective vendor, including the exclusion type and active and termination dates.

**Note:** In this release, the **Active SAM.gov Exclusion** check box and the **Exclusion Banner** field in Table view are visible on the screen but currently display no data. The release also includes the new CT\_VEND\_EXCLS table that will populate these fields, and this is blank as well. These fields and table will be fully functional and populated by a GovWin IQ vendor interface that will be available in a future release.

## Approve Prospective Vendors (CTMVENDA)

This application has been updated to provide a warning message when you select for approval a prospective vendor that has an active exclusion record in SAM.gov. Upon changing the status of a single prospective vendor to Approved or upon saving the record after clicking the Approve All button, Costpoint displays a warning message with the following options:

- **Cancel:** Select this option to go back to the screen and select another prospective vendor to approve.
- **OK:** Select this option to approve the prospective vendor and convert it to a regular vendor. The exclusion data in the CT\_VEND table is then transferred to the VEND table for the vendor.

## Materials Domain

This section includes summaries of the changes made in relation with the New Vendor Classifications feature within the Costpoint Materials domain.

### Manage Purchase Orders (POMMAIN)

Two new vendor classifications, **8(a) Certified** and **AbilityOne Non-Profit Agency**, have been added to this screen. These new vendor classifications are non-editable on the PO line and default from Accounting/Projects screens.

### Create Blanket Purchase Order Releases (POMRELS)

Two new vendor classifications, 8(a) Certified and AbilityOne Non-Profit Agency, have been added to this screen. These new vendor classifications are non-editable, and new release PO line vendor classification defaults from the current value.

### Create Purchase Order Change Orders (POMCHNG)

This application now copies the new vendor classifications to the corresponding columns when a new change order is created.

### Archive Purchase Orders (POPARCH)

This application now copies the new vendor classifications information to the corresponding columns when archiving a purchase order (PO).

### View Purchase Order Status (POQSTAT)

This application now displays the new vendor classifications, **8(a) Certified** and **AbilityOne Non-Profit Agency**.

### Create Purchase Orders (PPPGPO)

The value of the new vendor classifications, **8(a) Certified** and **AbilityOne Non-Profit Agency**, is retrieved from the vendor master for new PO lines (new POs and existing PO/Release) and new release for an existing blanket order.

### Import Purchase Orders (AOPUTLPO)

The value of the new vendor classifications, **8(a) Certified** and **AbilityOne Non-Profit Agency**, is retrieved from the vendor master and defaults to the corresponding columns.

## AP EFT Payment Notifications

The Costpoint Accounts Payable Electronic Fund Transfer Payment Notification enhancement allows you to automatically notify vendors when payment for their invoices has been sent to the bank or has been sent directly to the vendor. This feature enables real-time reflection of payment activity within Accounts Payable in Costpoint.

This enhancement impacts the following screens:

- **Print/Void Checks (APRCK):** The **Print EFT Advices** option on the Print/Void drop-down list has been updated to **Print/Email EFT Advices**. If you selected this option and you enabled **Email EFT Advice** or **Print EFT Advice** on the Manage Vendors screen, then an email is generated to the email address saved under the vendor record, or an EFT advice is printed, as applicable. If you enabled both the **Email EFT Advice** and **Print EFT Advice** options, then the EFT advice will be sent through email and printed simultaneously.
- **Manage Vendors (APMVEND):** An **Email EFT Advice** check box has been added to both US and Non-US EFT Info under the Addresses subtask.

## Major New Features and Enhancements in Costpoint 7.1.1

- **Configure Check/EFT Email Settings (APMCKSET):** An EFT Email Settings group box has been added to include the EFT email details, including the recipient's email address, subject of the email, and header and footer texts. A default Email application provides a format for sending EFT emails.
- **Import Vendors (AOPUTLVU):** An **Email EFT** flag, with **Y** or **N** validation, has been added to the AOPUTLVU\_INP\_VENDA table.
- **Set Up Company (SYPCOMP):** If the parent company has the EFT Email Settings enabled, then the newly created company will inherit the setup.

## System Requirements

This enhancement requires the following:

- Costpoint 7.1.1 System JAR 051 (cp711\_sys\_051.zip)
- PATCH 3626
- PATCH 3624
- PATCH 3625
- PATCH 3627

## Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
Accounting	Accounts Payable	APRCK	Print/Void Checks	cp711_aprck_015.zip
Accounting	Accounts Payable	APMVEND	Manage Vendors	cp711_apmvend_008.zip
Accounting	Accounts Payable	APMCKSET	Configure Check Settings	cp711_apmckset_002.zip
Accounting	Accounts Payables	AOPUTLVU	Import Vendors	cp711_aoputlvu_017.zip
Accounting	System Administration	SYPCOMP	Set Up Company	cp711_sypcomp_025.zip

## AP1099 Social Security Suppression

The Costpoint Accounts Payable 1099 Social Security Suppression enhancement allows you to run the 1099 reports and manage 1099 information with or without the AP Tax ID (Social Security Number). This feature masks or hides Social Security Numbers in Costpoint screens and printed reports when Social Security Suppression is selected in User Security. The following screens are affected:

- Manage Vendors
- Edit 1099 Information
- Print 1099 Edit Report

- Import Vendors

The following columns are used for 1099 Tax ID. Note that Tax ID column is not for the Vendor 1099 Tax ID:

- AP\_1099\_TAX\_ID
  - Manage Vendors (APMVEND)
  - Import Vendors (AOPUTLVU)
- VEND\_1099\_TAX\_ID
  - Edit 1099 Information (APM1099)
  - Print 1099 Edit Report (APR1099E)

The Tax ID will not be suppressed on the actual printed 1099 or the Magnetic Media file. In the Import Vendors preprocessor, any line with 1099 Tax ID will be rejected with an error if the user is subject to SSN suppression for the company.

## System Requirements

This enhancement requires Costpoint 7.1.1 System JAR 050 (cp711\_sys\_050.zip).

## Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
Accounting	Accounts Payable	APM1099	Edit 1099 Information	CP711_APM1099_003
Accounting	Accounts Payable	APR1099E	Print 1099 Edit Report	CP711_APR1099E_003
Accounting	Accounts Payable	AOPUTLVU	Vendor Master Preprocessor	CP711_AOPUTLVU_016
Accounting	Accounts Payable	APMVEND	Maintain Vendors	CP711_APMVEND_007

## Support for New Leasing Standard – ASC 842

Deltek recommends using a third party solution, specializing in the handling of leases, to manage the calculation and compliance needs associated with the leases. These calculations can be imported into Costpoint using Import Journal Entry screen and posted to the general ledger. Enhancements have been made to the Costpoint Fixed Assets module to track summary information associated with the leases, which can be updated either through the Fixed Asset Import utility or manual entry. Costpoint will not do the calculations associated with finance and operation leases. Storing the lease information in Costpoint will make it easier for the finance team to see all their company assets in one location; however, the third party system will be the system of record.

ASC 842 takes effect for public companies on January 1, 2019, while it takes effect for non-public companies on January 1, 2020.



## Screen Updates

### Post Fixed Asset Journal – Remove Operating and Finance Leases (FAPFAJNL)

The Post Fixed Assets Journal disables the calculation of depreciation and disposal of assets marked as Operating or Finance leases.

### Compute Depreciation - Remove Operating and Finance Leases (FAPCDEPR)

The Compute Depreciation disables the calculation of depreciation of assets marked as Operating or Finance leases.

### Manage Asset Template Information (FAMTEMPL)

The Manage Asset Template Information screen enhancement includes updates on some label names and add options to one of the drop-down fields. The new **Capitalize** drop-down list option is not part of any calculation and will only update a field in the Manage Asset Master Information record.

The following Desc Info tab labels are now updated:

- The **Depreciation Status** group box is updated to **Depreciation/Lease Status**.
- The **Depr Status** field label is updated to **Depr/Lease Status** and **Capitalize** is added as drop-down list option.
- The **Depreciation Based On** group box is updated to **Depreciation/Lease Based On**.
- The **Depr Based On** field label is updated to **Depr/Lease Based On**.
- The **Lease Type** field is added and displays the following options: **Straight Line**, **Operating Lease**, and **Finance Lease**.
- The **Post Disp to G/L** check box is disabled and cleared for when **Depr/Lease Status** is **Capitalize**.

The **Depr Expense Acct Alloc Code** and **Accum Depr Acct Code** under Acct Info tab are now enabled but not required for Capitalize leases.

The **Auto-Calculate** check box under G/L Book Info tab is disabled and selected when **Depr/Lease Status** is **Capitalize**. Also, all fields are disabled on the G/L Book Info tab when **Depr/Lease Status** is **Capitalize**.

The **Other Books Info** subtask is disabled when **Depr/Lease Status** is **Capitalize**.

### Import Asset Records (FAPPREP)

The Import Asset Records is used to initialize new asset records and update assets with **Operating** or **Finance** lease type. The application now includes a new **Overwrite Lease Asset Information** check box under the **Options** group box to allow the import of the new fields that are added to the Manage Asset Master Information screen.

If the **Overwrite Lease Asset Information** check box is not selected, only new records will be imported and the existing record fields will not be overwritten. If the check box is selected, both new and existing records will be imported and the existing record fields will be overwritten.

All fields available for import through the Import Asset Record utility can be overwritten as long as the **Asset No** and **Item No** exist in Costpoint, and the lease type is **Finance** or **Operating**; all others will be ignored.

**Note:** The lease type cannot be overwritten from **Finance** to **Operating** or vice versa. If user wants to overwrite the lease type, the user has to do it manually through Manage Fixed Assets Information.

### Manage Asset Master Information (FAMASSET)

The Manage Asset Master Information enhancement enables the tracking of additional fields as they relate to Leases. The new **Capitalize** Depr/Lease status and the **Operating Lease** and **Finance Lease** lease type options are for information purposes only and will not involve any calculations. Users can manually enter the data or the fields will populate based on the Import Asset Records, which now allows import against existing assets to transfer field and value changes.

The following tabs and fields are now updated:

#### Desc Info tab

- The **Depreciation Status** group box is updated to **Depreciation/Lease Status**.
- **Depr Status** field label is updated to **Depr/Lease Status** and **Capitalize** is added as drop-down list option.
- The **Depreciation Based On** group box is updated to **Depreciation/Lease Based On**.
- The **Depr Based On** field label is updated to **Depr/Lease Based On**.
- The **Lease Type** field is added and displays the following options: **Straight Line**, **Operating Lease**, and **Finance Lease**.

#### GL Book Info tab

- The **G/L Book Lease Information** group box now only have the following:
  - **Capitalized Lease** check box
  - **Lease Start Date**
  - **Total Lease Value**
  - **Lease End Date**
  - **Total No Period** fields
- A **Straight Line** group box is added, with the following fields removed from G/L Book Lease Information group box:
  - Monthly Amount
  - Lease Pds Remaining.
- The **Operating and Finance** group box is now added, with the following fields:
  - **Commencement Start Date**
  - **First Payment Date**
  - **Interest Rate**
- The **Lease Liability** field is added in the **G/L Book information** group box.

These are the other application behavior when **Depr Status** is **Capitalize** and **Lease Type** are **Operating Lease** and **Finance Lease**:

- The **Post Disp to G/L** check box is disabled.
- The Other Books Info subtask is disabled.

- The **Depr Expense Acct Alloc Code** and **Accum Depr Acct Code** for Capitalize leases are enabled but not required.

### Manage Asset Master Global Changes (FAMGCA)

The Manage Asset Master Global Changes enhancement includes the following changes:

- The **Depr Status** field is now labeled as **Depr/Lease Status** and **Capitalize** is added as drop-down option.
- The **Depr Based On** column label is now updated to **Depr/Lease Based On**.
- The **Lease Type** field is added and displays the following options: **Operating Lease**, **Finance Lease**, and **Straight Line**.
- The following fields are added: **G/L Book Lease Liability**, **G/L Book Commencement Start Date**, **G/L Book First Payment Date**, and **G/L Book Interest Rate**.
- The **Post Disp to G/L** and **Update the Total Cost in All Other Books** check boxes for **Capitalize** leases are disabled.
- All fields for Other Books (Book 2 – Book 10) are disabled and cleared.
- The **Depr Expense Acct Alloc Code** and **Accum Depr Acct Code** for **Capitalize** leases are enabled but not required.

### Manage Asset General Ledger Book Information (FAMSGLBK)

The Manage Asset General Ledger Book Information enhancement includes the following changes:

- The **Depreciation Based On** group box is now updated to **Depreciation/Lease Based On** in the form view.
- The **Depr Based On** field label is now updated to **Depr/Lease Based On**.
- A new **Lease Liability** field is added under **G/L Book Information** group box.
- The new **Lease Type** field is added and displays the following options: **Operating Lease**, **Finance Lease**, and **Straight Line**.
- A new **Operating** and **Finance** group box is added, with the following new fields: **Commencement Start Date**, **First Payment Date**, and **Interest Rate**.
- On the form view, the **Lease Information** group box is now updated to **G/L Book Lease Information**, with the following new fields: **Capitalized Lease** check box, and **Lease Start Date**, **Total Lease Value**, **Lease End Date**, and **Total No Period** fields.
- Also on the form view, a **Straight Line** group box is added with the following fields: **Monthly Amount** and **Lease Pds Remaining**.

### Manage Asset Description Information (FAMSDESC)

The Manage Asset Description Information enhancement includes the following changes:

- The **Depreciation Status** group box is now updated to **Depreciation/Lease Status** in form view.
- The **Depr Status** field label is now updated to **Depr/Lease Status** and **Capitalize** is added as option.
- The **Depreciation Based On** group box is now updated to **Depreciation/Lease Based On**.
- The **Depr Based On** field label is now updated to **Depr/Lease Based On**.

- The new **Lease Type** field is added and displays the following options: **Operating Lease**, **Finance Lease**, and **Straight Line**.
- The **Post Disp to G/L** check box is disabled and cleared when **Depr/Lease Status** is **Capitalize**.

### Manage Template Global Changes (FAMGCT)

The Manage Template Global Change enhancement includes the following changes:

- The **Depr Status** field label is now updated to **Depr/Lease Status** and **Capitalize** is added as drop-down option.
- The **Depr Based On** field label is now updated to **Depr/Lease Based On**.
- The **Post Disp To G/L** check box is disabled and cleared when **Depr/Lease Status** is **Capitalize**.
- The **Depr Expense Acct Code** and **Accum Depr Acct Code** check boxes are now enabled for **Capitalize** leases but not required.
- The **G/L Book Auto Calculate** check box is disabled and cleared when **Depr/Lease Status** is **Capitalize**.
- The **Post Disp to G/L** check box is disabled and cleared when **Depr/Lease Status** is **Capitalize**.
- The B1-B10 fields is disabled when **Depr/Lease Status** is **Capitalize**.
- The **Lease Type** field is added and displays the following options: **Straight Line**, **Operating Lease**, and **Finance Lease**.

### Manage Asset Purchase Information (FAMSP0)

The **Depr Status** field label is now updated to **Depr/Lease Status** and **Capitalize** is added as drop-down option in the Manage Asset Purchase Information screen.

### Manage Asset Cost Information (FAMSCOST)

The Manage Asset Cost Information enhancement includes the following changes:

- **Depr Status** field label is now updated to **Depr/Lease Status** and **Capitalize** is added as drop-down option.
- The **Update the Total Cost in All Other Books** check box is disabled when **Depr/Lease Status** is **Capitalize**.
- The total cost amount for the other books (B2-B10) are disabled and cleared.

### Manage Asset Account Information (FAMSACCT)

The Manage Asset Account Information enhancement includes the following changes:

- The **Depr Status** field label is now updated to **Depr/Lease Status** and **Capitalize** is added as drop-down option.
- The **Post Disp To G/L** check box is disabled and cleared when **Depr/Lease Status** is **Capitalize**.
- The **Depr Expense Acct Code** and **Accum Depr Acct Code** check boxes are enabled for **Capitalize** leases but not required.

### Manage Asset Disposal Information (FAMSDISP)

The Manage Asset Disposal Information enhancement includes the following changes:

- The **Depr Status** field label is now updated to **Depr/Lease Status** and **Capitalize** is added in the options list.
- Users can perform data entry on the Manage Asset Disposal Information screen for **Capitalize** leases.

#### Manage Asset Government Information (FAMSGOVT)

The **Depr Status** field label is now updated to **Depr/Lease Status** and **Capitalize** is added as drop-down option on the Manage Asset Government Information screen.

#### Manage Single Disposal Transactions (FAMDISP)

The Manage Disposal Transaction enhancement disables the creation of disposal transaction for **Capitalize** lease. Capitalize leases are excluded from the **Asset No** and **Item No.** lookup and an error message is displayed upon saving a manually entered Capitalize Lease assets in the **Asset No** and **Item No** fields.

The **Depreciable Status** group box is now labelled as **Depr/Lease Status**. These enhancements are neither part of any calculation nor are they included in any report.

#### Patch3494 (DATA): Patch to Add New Leasing Columns in FA Tables

PATCH3494 has been released in preparation for New Leasing Standard ASC842 enhancements. The following columns were added to the Asset table:

- S\_LEASE\_TYPE\_CD
- COMM\_START\_DT
- FIRST\_PYMT\_DT
- INT\_RATE
- B1\_LEASE\_LIABL\_AMT

The S\_LEASE\_TYPE\_CD column was added to the FA\_TEMPLATE table.

#### System Requirements

This enhancement requires PATCH3494.

#### Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
Accounting	Fixed Assets	FAMASSET	Manage Asset Master Information	cp711_famasset_011.zip
Accounting	Fixed Assets	FAPPREP	Import Asset Records	cp711_fapprep_008.zip

## Major New Features and Enhancements in Costpoint 7.1.1

Domain	Module	Application ID	Application Name	Application File
Accounting	Fixed Assets	FAMTEMPL	Manage Asset Template Information	cp711_famtempl_005.zip
Accounting	Fixed Assets	FAPFAJNL	Post Fixed Assets Journal	cp711_fapfajnl_007.zip
Accounting	Fixed Assets	FAMSDESC	Manage Asset Description Information	cp711_famsdesc_002.zip
Accounting	Fixed Assets	FAMSGLBK	Manage Asset General Ledger Book Information	cp711_famsglbk_003.zip
Accounting	Fixed Assets	FAMGCT	Manage Template Global Changes	cp711_famgct_003.zip
Accounting	Fixed Assets	FAMGCA	Manage Asset Master Global Changes	cp711_famgca_007.zip
Accounting	Fixed Assets	FAMSPO	Manage Asset Purchase Information	cp711_famspo_004.zip
Accounting	Fixed Assets	FAMSCOST	Manage Asset Cost Information	cp711_famscost_003.zip
Accounting	Fixed Assets	FAMSACCT	Manage Asset Account Information	cp711_famsacct_003.zip
Accounting	Fixed Assets	FAMSDISP	Manage Asset Disposal Information	cp711_famsdisp_003.zip
Accounting	Fixed Assets	FAMSGOVT	Manage Asset Government Information	cp711_famsgovt_001.zip
Accounting	Fixed Assets	FAMDISP	Manage Disposal Transactions	cp711_famdisp_004.zip
Accounting	Accounts Payable	APMVCHR	Manage Accounts	cp711_apmvchr_027.zip

Domain	Module	Application ID	Application Name	Application File
			Payable Vouchers	
Accounting	Fixed Assets	FAMACTED	Manage Autocreation Transactions	cp711_famacted_007.zip
Accounting	Fixed Assets	FAPATRNS	Create Autocreation Transactions	cp711_fapatrns_008.zip
Accounting	Fixed Assets	FAPPDCLS	Close Fixed Assets Accounting Period	cp711_fappdcls_004.zip
Accounting	Fixed Assets	POMPOVCH	Manage Purchase Order Vouchers	cp711_pompovch_038.zip

## Ability to Create a Net Entry for Balance Sheet Revaluation

The Create Revaluation Entry process can be run more than once within the same period. In the current functionality, if the original adjusting journal entry (AJE) or balance sheet revaluation (BSR) entry has not yet been posted and the previous period's reversal entry has already been posted, Costpoint deletes the current period's unposted entry and replaces it with the new one. If the original AJE/BSR entry has been posted, Costpoint creates a new one, which doubles the amounts previously posted. If the reversal entry from the previous period has not been posted, Costpoint deletes that and creates the new entry.

With this enhancement, the process of creating the entry has been changed so that if an entry has already been posted in the current period, the new entry created by Costpoint will be a net entry that takes into account the amounts already posted in the current period, but excludes reversal entries previously posted in the current period.

Several applications have been updated to support this change.

### Configure General Ledger Settings (GLMSETNG)

A new check box, **Create Revaluation as Net**, has been added to this screen. Select this check box to create revaluation entries at net amounts. If you do not select this check box, revaluation entries will be created at year-to-date amounts.

### Create Revaluation Entry (GLPBSREV)

This application has been updated to create revaluation entries as net entries if the **Create Revaluation as Net** check box is selected on the Configure General Ledger Settings screen.

## Set Up Company (SYPCOMP)

Set Up Company has been updated to include the value of the **Create Revaluation as Net** check box when setting up a new company or copying settings from one company to another.

## Application JAR Requirement

This enhancement requires cp711\_glpbsrev\_010.zip.

## Remove Validation in Amount Fields in Rows

The Manage Non-Project Beginning Balances (GLMBEGIN) and the Manage Project Beginning Balances (GLMPJBEG) applications now allows zero values in the amount fields of the Transactional Currency Beginning Balances subtask. In this way, you can enter or update the amount fields for both transactional and functional and make them zero. This also allows you to correctly adjust the account beginning balances in transaction currency amount in cases where the transactional currency becomes zero, and the only balances are a functional balance for that currency.

In addition, you can now use USD as transactional currency when the functional currency is USD. The validation that requires a transaction currency before a functional currency row has been removed as well.

The system will still require that the Beginning Balance Amounts in the Transactional Currency Beginning Balances is the same with the amounts in the Account/Organization Details subtask.

## System Requirements

This enhancement requires cp711\_sys\_038.zip.

## Update Beginning Balances to Roll a Row for Currency Balances

The Update General Ledger Beginning Balances (GLPUPBB) application has been modified that will update beginning balances to roll a row in Currency Balances when only a row for the functional currency exists in the General Ledger.

This will allow reporting of the beginning balance in both transactional and functional currencies from a single table when the multicurrency setting is on.

## Application JAR Requirement

Domain	Module	Application ID	Application Name	Application File
Accounting	General Ledger	GLPUPBB	Update General Ledger Beginning Balances	cp711_glpupbb_006.zip



## Change in Default Account Order and New Section on Import Cash Receipts Screen

The Import Cash Receipts application has been updated so users have three default options for Cash Accounts: customer default, screen default, or accounts receivable default. This is made possible by adding a new section: **Cash Account Used When no Customer Default Exists**.

If no customer default is found, the user-provided option field **Cash Account** from the Import Cash Receipts application will be used. If no values are found for these fields, the default Cash Receipt Cash Account from the Configure Accounts Receivable Settings application will be used.

### Application JAR Requirement

Domain	Module	Application ID	Application Name	Application File
Accounting	Accounts Receivable	AOPUTLCR	Import Cash Receipts	cp711_aoputlcr_007.zip

## CAGE Code Field on the Manage Vendors Screen

A new field is now available on the Manage Vendors (APMVEND) screen where you can track the CAGE Code of your vendors.

This enhancement requires the following:

- cp711\_sys\_035.zip
- PATCH3222
- PATCH3233
- PATCH3265
- PATCH3286

### Application JAR Requirement

Domain	Module	Application ID	Application Name	Application File
Accounting	Accounts Payable	APMVEND	Manage Vendors	cp711_apmvend_006.zip

## CAGE Code Field in the Import Vendors Report

A new CAGE Code field is now available in the Import Vendors Report where you can view your vendors' CAGE Code.

This enhancement requires the following:

- cp711\_sys\_033.zip
- cp711\_sys\_032.zip
- PATCH3265
- PATCH3222

- PATCH3233
- PATCH3286

#### Application JAR Requirement

Domain	Module	Application ID	Application Name	Application File
Accounting	Accounts Payable	AOPUTLVU	Manage Vendors	cp711_aoputlvu_014.zip

## Vendor and Vendor Employee Validation in Manage Vendors

In support of the Contract Management feature, a new validation was added to the Manage Vendors (APMVEND) application.

The Vendor ID and Vendor Employee IDs in APMVEND are checked to determine if there are duplicates in the Contract Management tables.

#### Requirements

This enhancement requires:

- cp711\_sys\_035.zip
- PATCH3222
- PATCH3233
- PATCH3265
- PATCH3286

#### Application JAR Requirement

Domain	Module	Application ID	Application Name	Application File
Accounting	Accounts Payable	APMVEND	Manage Vendors	cp711_apmvend_006.zip

## Change License Restrictions for Accounts Payable Applications

In support of the Contract Management feature, some fields in the following applications are now available in the core offering of Costpoint:

- Manage Vendors (APMVEND)
- The Subcontractor Vendor Employee Approval fields in the Configure Vendor Settings (APMSETVN)
- Import Vendor Employees (APPUTLVE)
- Manage Vendor Employees (APMVEMPL)

The following fields on the Manage Vendor Employees (APMVEMPL) screen are only available when you apply the Subcontractor Management license:

## Subcontractor Manager tab

### T & E Employee ID

#### Labor Information and History subtask

- Default Pay Type
- Default Invoice Rate
- Labor Location
- Work Schedule
- Timesheet Schedule
- Timesheet Class
- Expense Class

#### Default Transactional Invoice Rates subtask

- Transactional Currency
- Default Transactional Invoice Rate

#### Work Assignments subtask

- Work Assignment
- Status
- PO
- Release
- Change Order
- Vendor
- Customer
- Currency
- Total Amount
- Total Hours

## Application JAR Requirements

The following table shows the required application JAR version for the screen affected by this update.

Domain	Module	Application ID	Application Name	Application File
AC	Accounts Payable	APMVEMPL	Manage Vendor Employees	cp711_apmvempl_003.zip
AC	Accounts Payable	APPUTLVE	Import Vendor Employees	Cp711_apputlve_009.zip

In addition, cp711\_sys\_032.zip is required for this update.

## Change License Restrictions for Applications in the Accounting Domain

In support of the Contract Management feature, some of the applications in the Accounting domain are now part of the core offering of Costpoint. These applications are:

- Manage Vendor Employee Approval Groups (APMVEGRP)
- Manage SCI/SAP Clearance Codes (APMCLRCD)
- Manage Security Clearance Settings (APMSCSET)
- Print Vendor Employee Detail Report (APRVEMPL)
- Approve Vendor Employees (APMAPRVE)

In addition, the fields used for vendor employee approval found in the Configure Accounts Payable Settings (APMSETNG) application are now available in the core functionality as well.

This enhancement expands the core functionality of Costpoint.

### Application JAR Requirements

The following table shows the required application JAR version for the screen affected by this update.

Domain	Module	Application ID	Application Name	Application File
AC	Accounts Payable	APMVEGRP	Manage Vendor Employee Approval Groups	cp711_apmvegrp_002.zip
AC	Accounts Payable	APMCLRCD	Manage SCI/SAP Clearance Codes	cp711_apmclrcd_002.zip
AC	Accounts Payable	APMSCSET	Manage Security Clearance Settings	cp711_apmscset_002.zip
AC	Accounts Payable	APRVEMPL	Print Vendor Employee Detail Report	cp711_aprvempl_003.zip
AC	Accounts Payable	APMAPRVE	Approve Vendor Employees	cp711_apmaprve_002.zip
AC	Accounts Payable	APMSETNG	Configure Accounts Payable Settings	cp711_apmsetng_006.zip

## Balance Sheet Revaluation (BSR)

The new journal code, Balance Sheet Revaluation (BSR) is now available in the Manage Accounting Periods (GLMPD) and Manage Accounting Subperiods (GLMSUBPD) applications. The BSR journal code allows you to close a Fiscal Year/Period for a standard Adjusting Journal Entry (AJE), but still perform and post revaluations.

In addition, the Create Revaluation Entry (GLPBSREV) was modified to only allow the revaluation process to take place when the BSR journal code for a specified Fiscal Year and/or Period is open

In the Post Journal Entries (GLPJE) application, you can now post an Adjusting Journal Entry for BSR when the Fiscal Year/Period/Subperiod is closed.

## Application JAR Requirements

The following table shows the required application JAR version for the screen affected by this update.

Domain	Module	Application ID	Application Name	Application File
AC	General Ledger	GLMPD	Manage Accounting Periods	cp711_glmpd_005.zip
AC	General Ledger	GLMSUBPD	Manage Accounting Subperiods	cp711_glmpsubpd_004.zip
AC	General Ledger	GLPBSREV	Create Revaluation Entry	cp711_glpbsrev_008.zip
AC	General Ledger	GLPJE	Post Journal Entries	cp711_glpje_007.zip

In addition, PATCH3258 is required for this update.

## Open All Journals in Manage Accounting Periods

A new **Open All Journals** button is now available on the Manage Accounting Periods (GLMPD) screen which you can use to change all journal codes to a status of Open. This option will only be available if the Accounting Period Status is Open. If the accounting period is an adjustment period, the corresponding subperiod will also be opened along with the following journal codes:

- **AJE** — Adjusting Journal Entries
- **BLJ** — Billing Journal
- **MJE** — Multi-Job Allocations
- **PAJ** — Pool Allocation Journal
- **REV** — Reversal Adjusting Journal Entries
- **SJ** — Sales Journal (Post Revenue)
- **SJR** — Compute Sales Journal (Revenue)

## Application JAR Requirement

Domain	Application Name	Application JAR
AC	Manage Accounting Periods (GLMPD)	cp711_glmpd_004.zip

## Open All Journals in Manage Subperiods

A new **Open All Journals** button is now available on the Manage Subperiods (GLMSUBPD) screen which you can use to change all journal codes to a status of Open. This option will only be available if the Subperiod Status is Open. If the Accounting Subperiod is an adjustment subperiod, only the following codes will be opened.

- **AJE** — Adjusting Journal Entries
- **BLJ** — Billing Journal

- **MJE** — Multi-Job Allocations
- **PAJ** — Pool Allocation Journal
- **REV** — Reversal Adjusting Journal Entries
- **SJ** — Sales Journal (Post Revenue)
- **SJR** — Compute Sales Journal (Revenue)

#### Application JAR Requirement

Domain	Application Name	Application JAR
AC	Manage Accounting Periods (GLMPD)	cp711_glmsubpd_003.zip

## New Options to Create Reversal in the Next Regular Period or Adjustment Period

The **Reverse in Adjustment Period** check box is now available where you can indicate that the reversal can be applied in an adjustment period, provided that you enter the specific adjustment period on screen.

The information about the specific period can be entered in the Reversing subtask of the Manage Journal Entries (GLMJE) application.

#### Application Jar Requirement

Domain	Application Name	Application ID	Application JAR
Accounting	Manage Journal Entries	GLMJE	cp711_glmje_015.zip

In addition, the cp711\_sys\_026.zip jar file is required for this update.

## Additional Columns on the Approve Vouchers Screen

The table window on the Approve Vouchers (APMVCHRA) screen now has **Fiscal Year**, **Period**, and **Subperiod** columns. In this way, it would be easier to determine which vouchers to approve for month end.

#### Application JAR Requirement

Domain	Application Name	Application JAR
AC	Approve Vouchers (APMVCHRA)	cp711_apmvchra_006.zip

## Printing of Accounts Payable Checks

When you print a check, the **Starting Check** field now automatically displays the last check number based on the entered cash account and organization.

When you void a check or EFT advice, the **Ending Check** field automatically displays the starting check number. This happens when you press the TAB key from the **Starting Check** field.

#### Application JAR Requirement

Domain	Application Name	Application JAR
AC	Print/Void Checks (APRCK)	cp711_aprck_009.zip

## Manage Currency ISO Codes

The Manage Currency ISO Code (MUMCRNCY) application is now available which you can use to initialize and edit ISO currency codes in Costpoint. In this application, you can tag which currencies are obsolete and enter the ones that have replaced them.

Currencies that have been tagged as obsolete can still be used in Costpoint. The obsolete tag is only an indicator and for information purposes only.

#### Patch Requirements

This enhancement requires Costpoint 7.1.1 PATCH2889 and PATCH7087.

## Control Flag for Database

Options were added on the Configure General Ledger Settings (GLMSETNG) screen where you can designate a particular database as the production system versus alternate databases in applying dual computations for the Revenue Standard feature.

PATCH2897 is required for this enhancement.

## Subcontractor Management Changes for Manage Purchase Order Vouchers (POMPOVCH)

An enhancement was made to the Manage Purchase Order Vouchers screen where fields were added and reorganized in support of the Subcontractor Management feature

## Manage Alternate Fiscal Year Mapping (GLMALTFY)

A new application called, Manage Alternate Fiscal Year Mapping has been created to store alternate fiscal years and periods that you can map to accounting fiscal years. Beginning balances for the alternate fiscal years can be entered in functional and transactional currency by account, organization, and project. The data you enter in this application is for storage purposes only and is not used in any Costpoint processing or reporting. However, the information can be used for reference in custom reporting.

## Manage Company Bank Accounts (Non-US Banks) (CMMCOBKI)

A new application called Manage Company Bank Accounts (Non-US Banks) or CMMCOBKI has been created to store information about non-US banks in Costpoint. This is useful if you like to track information about non-US banks such as the SWIFT Code, IBAN Code and Non-US Bank Account number.



You cannot create EFT files for non-US banks directly in Costpoint. Third-party tools are needed to create EFT files for non-US banks.

## Manage Intermediary Banks (CMMIB)

A new application called Manage Intermediary Banks (CMMIB) has been created to store details about intermediary banks. An intermediary bank is the one you need as a “go-between” for transferring funds from one bank to another in a different country.

## Bank Abbreviation Lookup

The **Bank Abbrv** field lookup for some applications has been modified to display both US and non-US banks. This change was applied to the following applications:

- Manage Cash Accounts (APMCASH)
- Print EFT Pre-Transfer Edit Report (APREFTPR)
- Manage Transfer Accounts (ARMTRACT)
- The Default Accts subtask in Manage Customers (ARMCUST)
- Manage Check History (APMCKHST)
- Select Vouchers for Payment (APPSELVR)
- Print Cash Requirements Report (APRCASH)
- Configure Acct Receivable Settings (ARMSETNG)
- Update Open Acct Payable Exchange Rates (APPRATE)
- Print/Void Check (APRCK)
- Manage Bank Statement Information (GLMSTMT)
- Print Bank Statement Report (GLRSTMT)
- Print Bank Reconciliation Summary Report (GLRBKSUM)
- Accept Bank Transactions (GLMACPT)
- Process Bank Transaction Acceptances (GLPBATCH)
- Create Bank Transaction History (GLPBKTRN)
- Purge Bank Transaction History (GLPBKPRG)
- Adjust Currency Balances (GLPMCBAJ)
- Update Beginning Bank Statement Balances (GLPTOOL1)
- Update Cash Accounts (GLPUACCT)
- View Bank Reconciliation Summary (GLQBKINQ)
- Print Bank Reconciliation Detail Reports (GLRBKREC)

## Create/Delete Intercompany Receivables (GLPINTER)

This application has been modified to allow companies to post intercompany receivable entries in the maximum open subperiod of the selected period where the Intercompany Receivables journal has a **Status of Open**. Prior to this feature, intercompany receivable entries always posted to Subperiod 1 of the selected period. To turn on this new feature, a new check box has been added on the Configure General Ledger Settings screen.





The Create/Delete Intercompany Receivables application will create the Intercompany Receivable entry for the entire period regardless of whether you are posting to the first or maximum subperiod.

The **Subperiod** field displays **1** when you select a **Fiscal Year** and **Period** to signify that posting will be done to the first subperiod.

However, if the **Use Maximum Open Subperiod** check box on the Configure General Ledger Settings screen is selected, and then you select a **Fiscal Year** and **Period**, this field displays the maximum subperiod that has an ICR journal status of **Open**. If there is no subperiod that has an open ICR journal status, the **Subperiod** field is blank.

## Post Intercompany Receivables (GLPPTER)

The Post Intercompany Receivables application has been modified to allow you to override the default functionality of using Subperiod 1 as the posting subperiod. The **Subperiod** and **Subperiod End Date** fields were added on screen.

## Configure General Ledger Settings (GLMSETNG)

This application has been modified to override the default functionality of using Subperiod 1 as the posting subperiod for Intercompany Receivables and to accommodate the use of maximum **Open** subperiod. A new check box **Use Maximum Open Subperiod**, was added to facilitate this. It is used to create and post ICR entries as follows:

- Validate that there is an open subperiod for the selected period and that it is open for creation of ICR entries in the Create/Delete Intercompany Receivables (GLPINTER) application; and
- Determine which subperiod to use for posting the ICR entry in the Post Intercompany Receivables (GLPPTER) application.

The GL\_CONFIG table was modified to include the new field OVRIDE\_SUBPD\_FL for the override checkbox.

## Manage Vendors (APMVEND)

A new subtask has been added to the Manage Vendors screen to store Electronic Funds Transfer (EFT) information for vendors and their banks outside the United States.



This enhancement was made to store EFT information only. Third-party tools are needed to create EFT files for non-US banks.

Also, new fields were added to the Manage Vendors application as part of the Subcontractor Management Feature. PATCH2694, PATCH 2727, and PATCH2753 are required for this update.

## Manage Company Bank Accounts (US Banks) (GLMCOBNK)

This application has been modified and the following fields were added:

- IBAN Code
- SWIFT Code
- Non-US Bank Account
- Bank Reference

- Originator ID Code

These fields were added to store additional bank information that can be used for recording deposit and payment transactions against a bank account. The information is useful for bank reconciliations.

A subtask, Approved Intermediary Banks, was also added to the Manage Company Bank Accounts (US Banks) screen. Use this subtask to link Intermediary banks to company bank accounts.

## Import Vendors (AOPUTLVU)

The Import Vendors application was modified to accommodate the following fields in the input file for vendor address record (record type 'A'):

- Intermediary Bank ID
- SWIFT Code
- Non-US EFT Active flag
- Non-US Bank ID

## Manage Bank Statement Information (GLMSTMT)

This application has been modified to accommodate bank statements for both US and non-US banks. In the **Bank Abbr** field, you can now select an abbreviation of a non-US bank. Other than a US Bank Account ID, the **Account** field can also display the following fields that correspond to the selected bank abbreviation:

- Non-US Bank Account ID
- IBAN Code
- SWIFT Code

Costpoint will search and display the values for the said fields in the same order as they are listed above.

## Print Bank Statement Report (GLRSTMT)

The Print Bank Statement Report application has been modified to accommodate both US and non-US banks.

## Import Journal Entries (AOPUTLJE)

This application has been modified:

- Allow you to have up to 99,999 rows in a single journal entry.
- Allow multiple users to run the Validate Input File process to read the input file, create temporary tables, validate records, and print the Error report.
- It is now multicurrency enabled. That means that each journal entry within the import file can have different a different transaction currency. The input file can contain the currency code, rate date and optional rate override in the **M** record which is required for multicurrency records. The rate group must be specified on the input screen for the import file. A new database table (AOPUTLJE\_INP\_MU) was added that will hold this exchange rate information for multicurrency processing.



Importing of journal entries is still a single-user function.

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## Import Cash Receipts (AOPUTLCR)

Enhancements were made to the Import Cash Receipts application as follows:

- When you match a partial invoice and you select the **Match Invoice on Non-zero Numeric Portion** check box, the application also matches the balance due.
- When you match a partial invoice and you select the **Match Invoice on Non-zero Numeric Portion** check box, the application only removes the leading variable character and leading special characters from the invoice ID.
- When you match records on the file, the application only matches records in accounts receivable where the balance is not equal to zero.
- You can now enter up to 40 characters in the **Customer Alias** field.

## Manage Cash Receipts (ARMCR)

The **Bank Account Amount** and **Bank Account Currency** fields were added on the Manage Cash Receipts screen so that you enter the exact bank account currency amount received on the cash account line. This enables you to track the actual cash account currency amount for a bank cash account transaction, when the bank account currency does not match either the functional or cash receipt transaction currency. The currency amount that you enter will flow through bank reconciliation so as to avoid discrepancies, which also helps in the correct recording of multicurrency amounts.

## Multi-user Feature in Preprocessor Applications

Several preprocessor applications were modified to allow multiple users to validate input files simultaneously during the import process. Every so often you need to go through the validation step more than once until all errors in the input files are corrected. In the past, this validation step has been a bottleneck in the overall import process because only one user could perform this step, preventing others from validating their input files. Once an input file is validated, it can be submitted to the job server where the rest of the import process does not require user interaction. You receive an e-mail notification when the process is complete.

This multi-user feature was applied to the following preprocessor applications:

- Import Journal Entries (AOPUTLJE)
- Import Accounts Payable Vouchers (AOPUTLAP)
- Import TE Expenses/Advances (AOPUTLTE)
- Import TE Expense Commitments (APPTECMT)
- Import Accounts Payable Multicurrency Vouchers (AOPUTLAM)
- Import Vendors (AOPUTLVU)

## Manage Purchase Order Vouchers (POMPOVCH)

The logic for the Manage Purchase Order Vouchers application has been modified based on the selected **Exchange Rate Source** value in the Configure Purchase Order Voucher Settings (POMAPSET) application.

When the **Exchange Rate Source** is **Purchase Order**:

- All exchange rate information from the purchase order is loaded.
- All fields in the exchange rate screen can be changed except for Transaction Currency.

- Exchange rates can be updated and the modified information saved in the corresponding **Voucher Header** fields.

When the **Exchange Rate Source** is **Invoice Date**:

- **Transaction Currency** and **Rate Group** will default from the Purchase Order
- The default **Pay Currency** is linked to the PO vendor.
- The default rate date is the Invoice Date. Automatically load exchange rates based on the **Invoice Date** and above criteria using the standard functionality.
- All fields can be changed except for **Transaction Currency**.
- Exchange rates can be updated and the modified information saved in the corresponding **Voucher Header** fields.

When the **Exchange Rate Source** is **Current Date**:

- 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. Automatically load exchange rates based on the Current Date and on the criteria mentioned above.
- All fields can be changed except for **Transaction Currency**. Standard validation is done as applicable.
- Exchange rates can be updated and the modified information saved in the corresponding **Voucher Header** fields.

In addition, the logic for manually creating PO Vouchers has been modified to include validations based on the voucher approval set on the Configure Purchase Order Voucher Settings (POMAPSET) screen. In the POMAPSET application, you can set vouchers to be automatically approved.

Also, a new column, Receipt Line has been added to display the corresponding receipt line that is associated with the PO line on the voucher line.

## Configure Purchase Order Voucher Settings (POMAPSET)

The Configure Purchase Order Voucher Settings application has been modified to allow the selection of **Source** for exchange rates. You can select one of the following:

- Purchase Order
- Invoice Date
- Current Date

This application has also been modified to allow automatic approval of vouchers even if they have not been accepted. The **Voucher Approvals Upon Receipt** check box has been added on screen.

## Create PO Vouchers from POs/Receipts (POPPOVCH)

The logic for the Create PO Vouchers from POs/Receipts application has been modified based on the selected **Exchange Rate Source** value in the Configure Purchase Order Voucher Settings (POMAPSET) application.

When the **Exchange Rate Source** is **Purchase Order**:

- All exchange rate source information loads from the purchase order.

When the **Exchange Rate Source** is **Invoice Date**:

- 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 invoice date. Exchange rates are automatically loaded based on the invoice date and on the criteria above using standard functionality.

When the **Exchange Rate Source** is **Current Date**:

- 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. The exchange rates are automatically loaded based on the current date and the above criteria using standard functionality.

The logic of this application for the approval of vouchers was modified based upon Configure Purchase Order Voucher Settings (POMAPSET) application settings. When receipts are received, you can set the Purchase Order Voucher Settings screen to automatically approve.

## Import Purchase Order Vouchers (AOPPOVCH)

The logic for the Import Purchase Order Vouchers application has been modified based on the **Exchange Rate Source** selected on the Configure Purchase Order Voucher Settings (POMAPSET) application.

When the **Exchange Rate Source** is **Purchase Order**:

- All exchange rate information comes from the Purchase Order.

When the **Exchange Rate Source** is **Invoice Date**:

- The default Transaction Currency and Rate Group come from the PO.
- The default **Pay Currency** is linked to the **PO Vendor**.
- The default Rate Date is the invoice date from the input file. Exchange rates are automatically loaded based on the invoice date and above criteria using standard functionality.

When the **Exchange Rate Source** is **Current Date**:

- The default **Transaction Currency** and **Rate Group** come from the PO.
- The default Pay Currency is linked to the PO Vendor.
- The default **Rate Date** is the current date. Exchange rates are automatically loaded based on the current date and the criteria above using standard functionality.

The logic of this application for creating PO vouchers has been modified to include validations based upon the voucher approval that is set in the Configure Purchase Order Voucher Settings (POMAPSET) application. Use the POMAPSET application to set vouchers to be automatically approved.

## View Account Activity (GLQAACTI)

A notification message was added when no records match the entered query criteria.

## Accept Bank Transactions (GLMACPT)

The **Clear Voided Checks** check box was added on this screen. When it is selected, the table window will display bank transactions history for voided checks. In this way, you can clear void checks when uploading bank statements.

## Manage Currencies (GLMCURR)

The Currency table was synced with known currencies such as the South Sudanese Pound (SSP).

## Manage Banks (Non-US) (CMMBNKNU)

The Manage Banks (Non-US) is a new application where you can set up Non-US bank information for your company or companies.

You can use the non-US bank information set up on this screen to verify non-US bank IDs when you set up bank accounts in Cash Management or set up Vendor EFT information in Accounts Payable.

The NON\_US\_BANKS table has been created to store information from this application.

## Manage Banks (US) (GLMBANK)

This GLMBANK application has been renamed as **Manage Banks (US)**.

**Multicurrency Amount Fields** The following applications have been modified to allow you to enter multicurrency amounts. New subtasks were created for:

- Manage Non-Project Beginning Balances (GLMBEGIN)
- Manage Project Beginning Balances (GLMPJBEG)

The Update General Ledger Beginning Balances (GLPUPBB) application has also been modified to allow you to roll forward GL balances for multicurrency amounts.

## Contracts Domain Enhancements

### New Vendor Classifications

See details in the Accounting Domain Enhancements section for the new vendor classification fields.

### Increase the Length of Skills Description Field

This Costpoint release increases the length of the **Skill Description** (SKILL\_DESC) field in the Costpoint Skill (SKILL) table from 30 to **255** to match the size of corresponding field in Deltek Talent Management. This change is in preparation for a future enhancement that will allow you to transfer employee skills information from Costpoint to Deltek Talent Management.

To see the details of the affected screens, please see the People section.

### Updates for the upcoming NAICS Code Enhancement

The following applications have been updated in preparation for the future release of North American Industry Classification System (NAICS) code enhancements:

- Manage Contracts (CTMCNTR)
- Manage Subcontracts (CTMSBCNTR)

This enhancement will take into account the new Federal Acquisition Regulation clause requiring companies to report the vendor's NAICS information on a purchase order for a government contract.

## Ability to Import FAR and Regulatory Clauses to Contract and Subcontract Records

The Manage Contracts and Manage Subcontracts screens have been updated to allow you to import Federal Acquisition Regulation (FAR), Defense Federal Acquisition Regulation Supplement (DFARS), and other regulatory clauses into the FAR Clauses/Provisions and Supplemental Regulations subtasks of these screens.

With this enhancement, you no longer need to look through contracts and manually find the regulatory requirements. You can now pull regulatory clauses from contracts and import them into contract and subcontract records with more ease and less errors. You will also be able to track the regulatory clauses that are linked to the contract, which will help you ensure that you are in compliance with the terms of the contract.

### Screen Updates

#### Import FAR/Supplemental Regulation Files Subtask

A new subtask, Import FAR/Supplemental Regulation Files, is now available on the Contract Info tab and Subcontract Info tab of the Manage Contracts and Manage Subcontracts screens, respectively. Use this subtask to import FAR, DFARS, and other regulatory clauses from comma-separated files into the contract or subcontract record.

You can import two types of regulatory clauses using Import FAR/Supplemental Regulation Files, each type updating one subtask:

- The **FAR Clause/Provision** type updates the FAR Clauses/Provisions subtask.
- The **Supplemental Regulation** type updates the Supplemental Regulations subtask.

You must create separate input files for the two types as they have different file layouts and update different subtasks.

**Attention:** You can download the template CSV files from the Deltek Support Center site at <https://deltek.custhelp.com>. The four template CSV files available are:

- CNTRFAR.CSV (Contract FAR)
- CNTRSREGS.CSV (Contract Supplemental Regulations)
- SUBCNTRFAR.CSV (Subcontract FAR)
- SUBCNTRSREGS.CSV (Subcontract Supplemental Regulations)

There are two ways you can upload the input files:

- You can access the input file from the network by using alternate file locations.
- You can upload the input file to the Costpoint database.

If you choose the first option, click the **File Location** field on the Import FAR/Supplemental Regulation Files subtask 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.

When you import files and errors are found, Costpoint displays the Import FAR/Supplemental Regulation Files Error Report. Review the error report and fix the errors before re-uploading the input files. When you have successfully imported the input files, Costpoint updates the FAR Clauses/Provisions and/or Supplemental Regulations subtasks. You must save the record before the updates can be reflected in the respective database tables.



**Attention:** See the online help for more information on using the Import FAR/Supplemental Regulation Files subtask of Manage Contracts and Manage Subcontracts. The following topics are included in the online help of each screen:

- Import FAR/Supplemental Regulation Files Subtask
- Step-by-Step Procedures on Importing Files
- Input File Information
- Error Messages

### Page Reference No Field

A new field, Page Reference No, has been added to the FAR Clauses/Provisions and Supplemental Regulations subtasks of Manage Contracts and Manage Subcontracts. Use this field to enter the reference number where the FAR or supplemental regulatory clause is located within the contract for a given page.

### System Requirements

This enhancement requires the following:

- cp711\_cmnlb\_CTLIB\_011.zip
- PATCH3564

### Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
Contracts	Contracts	CTMCNTR	Manage Contracts	cp711_ctmcntr_012.zip
Contracts	Contracts	CTMSBCNTR	Manage Subcontracts	cp711_ctmsbcntr_013.zip

## Opportunity Reports

Three new reporting screens are now available in the Contracts domain. These applications allow you to generate reports that display specific opportunity information. These screens are available only if you are licensed for Contract Management.

### Screen Updates

The following applications have been created for this enhancement.

#### Print Opportunity Current Pipeline Report (OPRCPL)

Use this new screen to print the Opportunity Current Pipeline Report. This report lists all your current pipeline data, which you can use to determine the opportunities your company is currently working on.

The report displays the probability of winning the opportunity, the expected total contract value, and weighted revenue for each opportunity. It also gives information on the primary customer for the



opportunity, the opportunity stage, the estimated start date of the contract associated with the opportunity, and the employee who acts as the business unit lead for the opportunity.

Different sorting selections and an option to include inactive opportunities are available on the Print Opportunity Current Pipeline Report screen.

This application pulls only opportunities in stages that have the **Include In Current Pipeline** check box selected on the Manage Opportunity Stages screen.

You can open this application through **Contracts » Opportunities » Opportunity Reports and Inquiries » Print Opportunity Current Pipeline Report**.

### Print Opportunity Days Open Report (OPROPN)

With this new screen, you can print a report that displays the number of days the opportunities were open and also lists opportunities as won or loss. You can use these data to determine how much time you are spending on opportunities and see any concerning patterns.

The Opportunity Days Open Report also displays the opportunity type, opportunity stage, and weighted revenue for each opportunity. Only opportunities in stages that have a **Win / Loss** value of **Win** or **Loss** on the Manage Opportunity Stages screen are included in the report.

You can include inactive opportunities in the report. You also have the option to sort the report by opportunity stage, weighted revenue, date opened, or days open.

To access this screen, go to **Contracts » Opportunities » Opportunity Reports and Inquiries » Print Opportunity Days Open Report**.

### Print Opportunity Win Loss Report (OPRWLS)

This new application allows you to print the Opportunity Win Loss Report, which contains a list of opportunities grouped and subtotaled by the win/loss stage. The report also includes information on the weighted revenue, the expected total contract value, and the probability of winning each opportunity. This data can help you determine if you are going after the right types of opportunities.

The report can include inactive opportunities and can be sorted by probability %, opportunity name, primary customer name, our value, or weighted revenue.

This application pulls only opportunities in stages that have a **Win / Loss** value of **Win** or **Loss** on the Manage Opportunity Stages screen.

You can access this application by clicking **Contracts » Opportunities » Opportunity Reports and Inquiries » Print Opportunity Win Loss Report**.

### Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
Contracts	Opportunities	OPRCPL	Print Opportunity Current Pipeline Report	cp711_oprcpl_001.zip
Contracts	Opportunities	OPROPN	Print Opportunity Days Open Report	cp711_opropn_001.zip

Domain	Module	Application ID	Application Name	Application File
Contracts	Opportunities	OPRWLS	Print Opportunity Win Loss Report	cp711_oprwls_001.zip

## Competitor Tracking in Contract Management

Costpoint now gives you the ability to identify competitors and track them against an opportunity. A new screen has been created and several others have been updated for this enhancement.

### Screen Updates

#### Manage Competitors (CTMCMPT)

Use this new screen to identify and maintain information for competitors against opportunities that your company wants to pursue. You can establish a unique ID for these competitors as well as identify their size, strengths, and weaknesses. You can use this information to accurately assess the types of businesses that are competing for the same work. This data can also help you on teaming decisions with other vendors and/or decisions on moving forward with the bid and proposal process.

Once you have set up competitor information on this screen, you can associated the competitor with opportunities on the Manage Opportunities screen.

To access this application, go to Contracts » Resources » Competitor Information » Manage Competitors.

#### Manage Opportunities (CTMOPP)

These are the updates to the Opportunity Teammates subtask of this screen:

- The subtask has been renamed to Opportunity Teammates/Competitors.
- The **Prime/Subcontractor** drop-down list has been renamed to **Teammate/Competitor**.
- You can now select **Competitor** from the **Teammate/Competitor** drop-down list and link a competitor to an opportunity. Changes to the following fields have been applied when **Competitor** is selected:
  - **Type** — This field displays Competitor when you enter a competitor ID in the ID field.
  - **ID** — Enter, or click lookup to select, a competitor ID. Note that only active competitors are displayed in the lookup, but you can manually enter an inactive competitor.
  - **Name** — This field displays the competitor name.
  - **Role Description** — Enter, or click lookup to select, the role that you want to assign to the competitor. Valid values are only those that exist on the Manage Contract Management Roles screen and for which the **Competitors** check box is selected.
  - The Vendor Employees subtask and the following fields are inactive for competitors:
    - **Include in Work Force**
    - **PLC**
    - **Default PLC**
    - **Address Code**
    - **Address 1**

- **Address 2**
- **City**
- **State/Province**
- **Zip/Postal Code**

### Manage Contract Management Roles (CTMROLES)

A new column, **Competitors**, has been added to this screen to allow you to identify competitor-specific roles. A new system-defined (**COMP**) role code with a corresponding **Competitor** role description has also been added. You can select the **Competitors** check box in the new column for both user- and system-defined codes.

Another update is the change of the **Teammates** label to **Subcontractors**.

### Configure Contract Management Settings (CTMSETNG)

This application has been modified to allow you to indicate whether Costpoint should automatically number the competitor ID on the Manage Competitors screen. Two new fields are added to Configure Contract Management Settings, as follows:

- **Auto-Assign Competitor IDs** — Select this check box to have Costpoint automatically assign an ID to any new competitor record.
- **Last Competitor ID** — Enter the last competitor ID used. Make sure that the value has ample numeric digits at the end. You can enter up to 15 numeric digits in this field. This field is required when you select the **Auto-Assign Competitor IDs** check box.

### Manage Contracts (CTMCNTR)

This application has been updated to accommodate the label change of **Teammates** to **Subcontractors** on the Manage Contract Management Roles screen. The **TEAMMATES\_FL** field that is used in the lookup of the **Role Description** field on the Contract Teammates and Vendor Employees subtasks has been replaced with **SUBCONTRACTOR\_FL** in the CNTR\_TEAMMATES and CNTR\_TEAMMATES\_EMPL tables.

### System Requirements

This enhancement requires the following:

- Costpoint 7.1.1 System JAR 047 (cp711\_sys\_047.zip)
- cp711\_sypcomp\_023.zip
- PATCH3467
- PATCH3491
- PATCH3552
- PATCH3561
- PATCH3568

### Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
Contracts	Contract Management Controls	CTMROLES	Manage Contract Management Roles	cp711_ctmroles_003.zip
Contracts	Contract Management Controls	CTMSETNG	Configure Contract Management Settings	cp711_ctmsetng_005.zip
Contracts	Contracts	CTMCNTR	Manage Contracts	cp711_ctmcntr_011.zip
Contracts	Opportunities	CTMOPP	Manage Opportunities	cp711_ctmopp_011.zip
Contracts	Resources	CTMCMPT	Manage Competitors	cp711_ctmcmpt_001.zip

## Allowing Contract Parent/Child Records in Opportunities and Contracts

Costpoint users may have Indefinite Delivery/Indefinite Quantity (IDIQ) and Blanket Purchase Agreement (BPA) type contracts that have parent/child relationships. To allow better tracking of these relationships, the Manage Opportunities and Manage Contracts screens have been updated so users can link parent contracts to contracts that are awarded under higher-level types of contracts.

### Screen Updates

The following applications have been modified for this enhancement.

#### Manage Opportunities (CTMOPP)

Two new fields have been added to the Contract Information group box of the General tab of this screen:

- **Prime Contract No** — Enter the prime contract number of the contract to be linked to the opportunity. This is the number on the signed contract with the customer.
- **Name** — Enter the description of the prime contract number.

The **Prime Contract No** will represent as the parent contract, and the **Task Order No** (also found in the **Contract Information** group box) will represent as the child. The values you entered in **Prime Contract No**, **Name**, and **Task Order No** will flow to the contract on the Manage Contracts screen when the contract record is linked to the opportunity, provided the opportunity is entered in the **Main Opportunity ID** field and the **Costpoint Opportunity** check box is selected in Manage Contracts.

When you run the Project Initialization subtask in Manage Opportunities, the **Prime Contract No** from the opportunity will also populate the **Prime Contract No** in Manage Project User Flow for the projects linked to the opportunity.

#### Manage Contracts (CTMCNTR)

These are the changes made on the Manage Contracts screen:

- In the Identification group box, the Prime Contract No and Name fields now pull data from the Manage Opportunities screen if the main opportunity ID linked to the contract is a Costpoint opportunity. The default values can still be edited, but the new values entered in Manage Contracts will not overwrite the values in Manage Opportunities.

The Prime Contract No will represent as the parent contract, and the Task Order No (on the General tab) will represent as the child.

- When you run the Project Initialization subtask in Manage Contracts, the Prime Contract No from the contract will also populate the Prime Contract No in Manage Project User Flow for the projects linked to the contract.
- The following changes have been made on the Additional Task Orders subtask on the General tab:
  - You can no longer add or edit task orders on this subtask. This subtask is a now read-only screen that automatically loads the task orders associated with the prime contract number linked to the contract. Note that rows with blank task orders are not displayed on the subtask.
  - The **Load Task Orders** button and the **Master Contract No** field have been removed.
  - The following fields have been added to the subtask:
    - **Contract ID** — This field displays the contract ID.
    - **Contract Status** — This field displays the contract status.
    - **Project** — This field displays the project associated with the task order linked to the contract's prime contract number.
    - **Record Status** — This field displays the task order record status.

**Warning:** The CNTR\_TASK\_ORDER table, which was used to store the data entered on the Additional Task Orders subtask, has been removed as the subtask no longer allows entry of new task orders.

Note that when you apply this enhancement, any task orders that exist in the CNTR\_TASK\_ORDER table will be lost.

## System Requirements

This enhancement requires the following:

- PATCH3493
- PATCH3538
- PATCH3545

## Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
Contracts	Opportunities	CTMOPP	Manage Opportunities	cp711_ctmopp_010.zip
Contracts	Contracts	CTMCNTR	Manage Contracts	cp711_ctmcntr_010.zip

## Labor and Non-Labor Reports in the Contracts Domain

In addition to the Project Status Report (PSR), you can now generate and view the Project Labor Summary Report and Project Non-Labor Detail Report from the Manage Opportunities, Manage Contracts, and Manage Subcontracts screens available in the Contracts domain. These reports support the PSR and can help you to determine who/what is charging costs against the project that is linked to the opportunity, contract, and/or subcontract record.

### Screen Updates

This section includes details on the application changes made for this enhancement.

#### Configure Opportunity Settings (CTMOPSET)

Updates have been made to this screen to allow users to specify the stored parameters to be used for viewing the Project Labor Summary Report and Project Non-Labor Detail Report from the Manage Opportunities screen. Changes include the following:

- The **Project Status Reports** group box has been renamed to **Report Stored Parameters** to cover all reports that can be generated from Manage Opportunities.
- The **Stored parameter for Project Status Reports** field has been renamed to **Project Status Report**.
- The new fields added to the **Report Stored Parameters** group box are:
  - **Project Labor Summary Report** — Enter, or use lookup to select, the stored report parameter ID to be used for viewing the Project Labor Summary Report for opportunities. When you select a report parameter ID, the parameter description displays in the field to the right.
  - **Project Non-Labor Detail Report** — Enter, or use lookup to select, the stored report parameter ID to be used for viewing the Project Non-Labor Detail Report for opportunities. When you select a report parameter ID, the parameter description displays in the field to the right.
- The option selected in the **FY/Period/Subperiod Selection** group box now applies not only to PSRs but also to the Project Labor Summary Report and Project Non-Labor Detail Report.
- The **Use FY/Period/Subperiod from PSR parameter** option has been renamed to **Use FY/Period/Subperiod from stored parameters**.

#### Configure Contract Management Settings (CTMSETNG)

Changes similar to the updates to Configure Opportunity Settings have been applied to this screen, as follows:

- The **Contracts/Subcontracts Project Status Reports** group box has been renamed to **Report Stored Parameters** to cover all reports that can be generated from Manage Contracts and Manage Subcontracts.
- The **Stored Parameter for Project Status Reports** field has been renamed to **Project Status Report**.
- The new fields added to the **Report Stored Parameters** group box are:
  - **Project Labor Summary Report** — Enter, or use lookup to select, the stored report parameter ID to be used for viewing the Project Labor Summary Report for contracts and subcontracts. When you select a report parameter ID, the parameter description displays in the field to the right.

- **Project Non-Labor Detail Report** — Enter, or use lookup to select, the stored report parameter ID to be used for viewing the Project Non-Labor Detail Report for contracts and subcontracts. When you select a report parameter ID, the parameter description displays in the field to the right.
- The option selected in the **FY/Period/Subperiod Selection** group box now applies not only to PSRs but also to the Project Labor Summary Report and Project Non-Labor Detail Report.
- The **Use FY/Period/Subperiod from PSR parameter** option has been renamed to **Use FY/Period/Subperiod from stored parameters**.

### Manage Opportunities (CTMOPP) and Manage Contracts (CTMCNTR)

You can now generate the Project Labor Summary Report and Project Non-Labor Detail Report from these screens.

On the Projects Linked subtask on the General tab, when you select the row for the project for which you want to view or print a report, the **Preview Menu** and **Print Menu** selections on the toolbar now include **Project Labor Summary Report** and **Project Non-Labor Detail Report**, in addition to the **Project Status Report** option. Note that you will not be able to generate these reports if no projects exist on the Projects Linked subtask or if you do not select a project row.

Similar to the Project Status Report, you cannot make changes on the actual parameters for these reports, but you can modify how you view/print the reports through the **Page Setup** and **Print Setup** settings.

**Note:** Make sure that you have specified the parameters for viewing project reports for opportunities on the Configure Opportunity Settings screen and for contracts on the Configure Contract Management Settings screen before generating project reports to avoid an error.

### Manage Subcontracts (CTMSBCNTR)

The Manage Subcontracts screen has been modified so you can view and print the Project Labor Summary Report and Project Non-Labor Detail Report for the project linked to a subcontract record. On the General tab, if a project exists in the **Subcontract Project ID** field in the **Subcontract Project Data** group box, you can use the **Preview Menu** and **Print Menu** selections on the toolbar to view/print the Project Labor Summary Report and Project Non-Labor Detail Report, in addition to the Project Status Report.

Similar to the Project Status Report, you cannot make changes on the actual parameters for these reports, but you can modify how you view/print the reports through the Page Setup and Print Setup settings.

**Note:** Make sure that you have specified the parameters for viewing project reports for subcontracts on the Configure Contract Management Settings screen before generating project reports to avoid an error.

### Print Project Labor Summary Report (PJRLABSM) and Print Project Non-Labor Detail Report (PJRNLD)

These applications have been updated to allow viewing and printing of the Project Labor Summary Report and Project Non-Labor Detail Report from the Manage Opportunities, Manage Contracts, and Manage Subcontracts screens.

## System Requirements

This enhancement requires the following:

- PATCH3466
- PATCH3511

## Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
Contracts	Contract Management Controls	CTMOPSET	Configure Opportunity Settings	cp711_ctmopset_006.zip
Contracts	Contract Management Controls	CTMSETNG	Configure Contract Management Settings	cp711_ctmsetng_003.zip
Contracts	Opportunities	CTMOPP	Manage Opportunities	cp711_ctmopp_009.zip
Contracts	Contracts	CTMCNTR	Manage Contracts	cp711_ctmcntr_009.zip
Contracts	Contracts	CTMSBCNTR	Manage Subcontracts	cp711_ctmsbcntr_010.zip
Projects	Project Inquiry and Reporting	PJRLABSM	Print Project Labor Summary Report	cp711_pjrlabsm_009.zip
Projects	Project Inquiry and Reporting	PJRNLD	Print Project Non-Labor Detail Report	cp711_pjrnld_006.zip

## Patch 3511

PATCH3511 has been released in preparation for the future enhancements for the Configure Contract Management Settings screen.

## Patch 3467

PATCH3467 has been released in preparation for the future enhancements for the Configure Opportunity Settings screen and for an upcoming new screen in the Contracts domain.



## User Options for Project Modification Effective Date: Phase II

Having accurate effective dates in project modifications is important since these dates determine which modifications will be used in determining the amount of funding or contract value to be used in enforcing revenue ceilings. With the system date as a default for effective dates of new modifications, which was the previous functionality, revenue ceilings can be released prematurely if you are entering a future project modification. Although the date that defaults can be edited, users may not notice that the date is incorrect and revenue ceilings could get released incorrectly.

To use more accurate effective dates for modifications when computing revenue, Costpoint now provides you the option to default the system date for effective dates or to leave the effective date field blank so users would be required to complete it.

### Screen Updates

Several applications have been modified for this enhancement and rolled out in two releases. In a previous release, changes to the following screens were included:

- Configure Project Settings (PJMSETNG)
- Manage Modifications (PJMMOD)
- Manage Project User Flow (PJMBASIC)
- Import Project Master Data (PJPPREP)
- Set Up Company (SYPCOMP)

In this Phase II release, other applications with the **Effective Date** field have been updated.

### Screens with the Effective Date Field

The **Effective Date** field on these screens now considers the option selected in the **Modifications Effective Date** group box in Configure Project Settings:

- Manage Contracts (CTMCNTR), on the Modifications tab
- Manage Subcontracts (CTMSBCNTR), on the Modifications tab
- Manage Alternate Project Revenue Profiles (PJMALTPJ), on the Modifications subtask
- Manage Project Revenue Calculation Value History (PJMALTHS), on the Modifications subtask

**Note:** If **Default System Date** is selected on the Configure Project Settings screen, check that the date that defaults is applicable to new project modifications to avoid revenue ceilings being released incorrectly.

If **User Must Enter Date** is selected, make sure to enter a value in Effective Date before saving the record to avoid an error.

### System Requirements

This enhancement requires the following files.

**Note:** The updates made to the applications in this release depend on the new setting added to the Configure Project Settings screen. To enable the full functionality of these updates, you must install the following files, which were made available in a previous release.

- Costpoint 7.1.1 System JAR 044 (cp711\_sys\_044.zip)
- PATCH3499

## Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
Contracts	Contracts	CTMCNTR	Manage Contracts	cp711_ctmcntr_008.zip
Contracts	Contracts	CTMSBCNTR	Manage Subcontracts	cp711_ctmsbcntr_009.zip
Projects	Project Setup	PJMALTHS	Manage Project Revenue Calculation Value History	cp711_pjmalths_003.zip
Projects	Project Setup	PJMALTPJ	Manage Alternate Project Revenue Profiles	cp711_pjmaltpj_006.zip

## Contract Management Reporting: Opportunity

Changes to the following applications have been rolled out in preparation for the future release of the new opportunity reporting screens in the Contracts domain:

- **Manage Opportunities** — A new check box, **Exclude from Reports**, has been added to this screen to allow you to indicate which opportunity records should be excluded from reports in the Contracts domain. This is important when you need to generate reports and exclude certain types of opportunities (for example, indefinite delivery/indefinite quantity and blanket purchase agreement opportunities) to avoid overstating the reports.

This application has also been modified to update the new Opportunity Audit table, OPP\_VALUE\_AUDIT, which captures data from the Manage Opportunities screen as changes are made to certain fields. The values in the audit tables will be used within trending reports within Costpoint Enterprise Reporting.

- **Manage Opportunity Stages** — The following columns are now available on this screen to help you filter and group opportunity stages for reporting purposes:
  - **Grouped Stage Name** — Enter the grouped stage name for reporting on opportunities.
  - **Include in Current Pipeline** — Select this check box to include the opportunity stage in the current pipeline.
  - **Win / Loss** — Select the option where the opportunity stage should be included in pipeline reports and analytics. Valid values are Win, Loss, and NA, with NA as the default value.

## System Requirements

This enhancement requires the following:

- PATCH3466
- PATCH3478

## Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
Contracts	Opportunities	CTMOPP	Manage Opportunities	cp711_ctmopp_009.zip
Contracts	Contract Management Controls	CTMSTAGE	Manage Opportunity Stages	cp711_ctmstage_003.zip

## FAR and DFARS Updates

Enhancements have been made to the Manage DFARS Library screen to enable you to track other supplemental regulation clauses/provisions in addition to Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS) clauses/provisions, and associate these clauses/provisions to contracts and subcontracts. Some subtasks on the Manage Contracts and Manage Subcontracts screens have also been updated with additional fields that can provide adequate information about the clauses/provisions that apply to contracts and subcontracts. This information can help you determine whether you have the correct version of the clause or provision.

### Screen Updates

#### Manage Supplemental Regulations Library (CTMDFAR)

Previously named Manage DFARS Library, this screen is now labeled as Manage Supplemental Regulations Library to cover clauses from both DFARS and other agencies.

A new column, **Agency**, is added to this screen, which you can use to enter the agency who issued the supplemental regulatory clause. The **DFARS Clause Number** column has also been renamed to **Clause Number**.

#### Manage Contracts (CTMCNTR)

The following fields are now available on the FAR Clauses/Provisions subtask:

- **Description from Contract** — Enter the FAR clause/provision description from the contract.
- **Page No** — Enter the page number where the FAR clause/provision is located within the contract.
- **Effective Date** — Enter, or use calendar to select, the effective date of the FAR clause/provision.

These are the changes to the Supplemental Regulations subtask:

- Previously labeled as DFARS Clauses, this subtask is now named Supplemental Regulations to cover clauses from both DFARS and other agencies.
- The following fields have been renamed:
  - From **Copy DFARS Clauses from** to **Copy Supplemental Regulations from**
  - From **DFARS Clauses** to **Supplemental Regulations**
  - From **DFARS Clause Number** to **Clause Number**

- The new fields on this subtask include:
  - **Agency** — Enter, or use lookup to select, the agency who issued the supplemental regulatory clause.
  - **Description from Contract** — Enter the supplemental regulatory clause description from the contract.
  - **Page No** — Enter the page number where the supplemental regulatory clause is located within the contract.
  - **Effective Date** — Enter, or use calendar to select, the effective date of the supplemental regulatory clause.

### Manage Subcontracts (CTMSBCNTR)

The following fields are now available on the FAR Clauses/Provisions subtask:

- **Send to PO** — Select this check box if the FAR clause/provision should flow to the purchase order associated with the subcontract.
- **Description from Contract** — Enter the FAR clause/provision description from the contract.
- **Page No** — Enter the page number where the FAR clause/provision is located within the contract.
- **Effective Date** — Enter, or use calendar to select, the effective date of the FAR clause/provision.

These are the changes to the Supplemental Regulations subtask:

- Previously labeled as DFARS Clauses, this subtask is now named Supplemental Regulations to cover clauses from both DFARS and other agencies.
- The following fields have been renamed:
  - From **Copy DFARS Clauses from** to **Copy Supplemental Regulations from**
  - From **DFARS Clauses** to **Supplemental Regulations**
  - From **DFARS Clause Number** to **Clause Number**
- The new fields on this subtask include:
  - **Send to PO** — Select this check box if the regulatory clause should flow to the purchase order associated with the subcontract.
  - **Agency** — Enter, or use lookup to select, the agency who issued the supplemental regulatory clause.
  - **Description from Contract** — Enter the supplemental regulatory clause description from the contract.
  - **Page No** — Enter the page number where the supplemental regulatory clause is located within the contract.
  - **Effective Date** — Enter, or use calendar to select, the effective date of the supplemental regulatory clause.

### System Requirements

This enhancement requires the following:

- PATCH3466
- PATCH3497

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- PATCH3499
- PATCH3513

### Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
Contracts	Contract Management Controls	CTMDFAR	Manage Supplemental Regulations Library	cp711_ctmdfar_003.zip
Contracts	Contract Management Controls	CTMAGENC	Manage Agencies	cp711_ctmagenc_002.zip
Contracts	Contracts	CTMCNTR	Manage Contracts	cp711_ctmcntr_008.zip
Contracts	Contracts	CTMSBCNTR	Manage Subcontracts	cp711_ctmsbcntr_009.zip

### Viewing Additional Reports in the Contracts Domain

Some changes have been made available on the following screens in preparation for future enhancements in the Contracts domain:

- Configure Opportunity Settings
  - Addition of parameter settings so that **Project Labor Summary Report** and **Project Non-Labor Detail Report** can be run from Manage Opportunities
- Manage Opportunities
  - Addition of **Project Labor Summary Report** and **Project Non-Labor Detail Report** to the **Print** and **Preview** menu selections on the Projects Linked subtask
  - Change of subtask name from Opportunity Teammates to Opportunity Teammates/Competitors
  - Change of field name from **Prime/Subcontractor** to **Teammate/Competitor**, and addition of **Competitor** to the drop-down list
- Manage Contracts
  - Addition of **Project Labor Summary Report** and **Project Non-Labor Detail Report** to the **Print** and **Preview** menu selections on the Projects Linked subtask
- Manage Subcontracts
  - Addition of Project Labor Summary Report and Project Non-Labor Detail Report to the Print and Preview menu selections on the General tab

**Note:** Although these changes are already available on the screens, they have no impact on the current functionality yet. A future version of Costpoint will be required for these fields to take effect.

## Contract Management Video and Click-Thrus

The Contract Management Overview video has been updated to reflect the new UI and the change from the Contract Management module to the new Contracts domain. See the latest video through this link: [Contract Management Overview](#).

Click-thrus have also been created to give you an overview about the main areas in the Contracts domain and assist you as you work with these areas. Use the following links to access the click-thrus:

- [Opportunities Overview Click-Thru](#)
- [Organizational Conflict of Interest Overview Click-Thru](#)
- [GovWin IQ Integration Overview Click-Thru](#)
- [Contracts Overview Click-Thru](#)
- [Subcontracts Overview Click-Thru](#)
- [Customer, Vendor, and Employee Overview Click-Thru](#)

## Contract and Subcontracts

Costpoint now provides you the ability to generate reports in the Contracts domain, which can help you determine if decisions need to be made regarding a contract or subcontract. These reports provide contract and subcontract details including but are not limited to the following:

- Total award and percent complete values
- Task orders that have been assigned to specific vehicles
- Expiration dates of non-disclosure agreements and certificate of insurance
- Contract types and end dates

You have various options for grouping and sorting the data in the reports. You can also include inactive contracts and subcontracts.

Four new applications have been created to support this enhancement, while two existing screens were recently updated. In a previous release, a new check box (**Exclude from Reports**) was added to Manage Contracts and Manage Subcontracts to allow you to exclude certain contracts and subcontracts from reports generated in the Contracts domain.

### Screen Updates

#### [Print Contract Backlog Report \(CNRBKL\)](#)

Use this new screen to print the Contract Backlog Report. This report displays the percent complete funding values and revenue for the contracts in the selected range of prime contract numbers, contract vehicles, and contract types. You can use this information in determining how much money is left on each contract and whether action needs to be taken due to contract overruns.

You can sort the data in the report by contract end date and contract vehicle as well as include inactive contracts. There is an option to select either the target or actual rate, which is used to display actual or target revenue or percent complete funding.

To access the screen, go to **Contracts » Contracts » Contract Reports and Inquiries » Print Contract Backlog Report**.

### Print Contracts by Administrator Report (CNRADM)

You can now print contract information by contract administrator through this new screen. The Contracts by Administrator Report lists all the contracts sorted by contract administrator in the selected range of contract statuses, contract types, and contract vehicles. It includes information on awarded and funded contract values, task order numbers, and risk status. You can use this report to assess the responsibilities and workload of the contract team.

The report can include inactive contracts and can be sorted by administrator ID or name.

You can access the screen by clicking **Contracts » Contracts » Contract Reports and Inquiries » Print Contracts by Administrator Report**.

### Print Contract Vehicle Report (CNRVEH)

This new screen allows you to print a list of contracts grouped by contract vehicle in the selected range of vehicle codes, contract statuses, contract types, and primary customers. The task orders assigned to contract vehicles as well as contract and funded values are also included in the report.

Data in the report is automatically sorted by vehicle code, but you have options to include additional sorting option levels by contract end date, status, and/or type. You can also include inactive contracts.

To access this application, click **Contracts » Contracts » Contract Reports and Inquiries » Print Contract Vehicle Report**.

### Print Vendor COI & NDA Expiration Report (CNREXP)

Use this new application to print a report containing expiration dates of subcontractor certificate of insurance (COI) and non-disclosure agreement (NDA) documents associated with subcontractors.

By default, the report is sorted by subcontractor/vendor ID, but you can select NDA expiration date or COI expiration date as the second sorting level.

You can access this screen through **Contracts » Contracts » Subcontract Reports and Inquiries » Print Vendor COI & NDA Expiration Report**.

### Application Jar Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
Contracts	Contracts	CNRBKL	Print Contract Backlog Report	cp711_cnrbkl_001.zip
Contracts	Contracts	CNRVEH	Print Contract Vehicle Report	cp711_cnrveh_001.zip
Contracts	Contracts	CNRADM	Print Contracts by Administrator Report	cp711_cnradm_001.zip
Contracts	Contracts	CNREXP	Print Vendor COI & NDA Expiration Report	cp711_cnrexp_001.zip

## Patch 3478

PATCH3478 has been released in preparation for the future enhancements for the Manage Opportunities screen.

## New Contracts Domain: Change to Import GovWin IQ Data

In a previous release, the Contract Management module under the Projects domain was changed to a separate Contracts domain. With this change, new modules were created and several applications within the Contract Management solution were moved to these new modules.

The Import GovWin IQ Data application was among those that were transferred to the Opportunities module. However, access to this application was retained under the Contract Management Controls module.

In this release, the access rights to this screen is now under Opportunities. Make sure that you check if your users and user groups are assigned the correct application rights through the Manage Users and Manage User Groups screens in the Admin domain.

### System Requirement

This enhancement requires PATCH3424.

### Application JAR Requirements

Domain	Module	Application ID	Application Name	Application File
Contracts	Opportunities	CTPIQDAT	Import GovWin IQ Data	cp711_ctpiqdat_003.zip

## GovWin IQ Subtask Updates

Several new fields have been added and changed on the GovWin IQ subtask of Manage Opportunities to allow you to modify entries in some of the fields and sort data based on milestone dates, GovWin IQ login ID, and employee ID. The application logic has also been updated when matching the employee ID with the employee's GovWin IQ login ID.

More details are listed below:

- GovWin IQ Key Dates subtask
  - The Comments and Responsible Party fields are now editable.
  - You can now sort data by Milestone, Date (IQ Estimate), Comments, and Responsible Party.
- GovWin IQ Added By subtask
  - A new field, **GovWin IQ ID**, has been added. For **GovWin IQ** records, this field displays the GovWin IQ login ID of the employee who marked the opportunity in GovWin IQ for import into Costpoint. For **Manual** or new records, click lookup to select the GovWin IQ login ID of the employee who also recommended the opportunity but did not tag the opportunity record in GovWin IQ. The **GovWin IQ ID** is mapped to the employee on the Product Interface tab of Manage Employee Information.
  - The **Name** field has been split to **First Name** and **Last Name** to display the employee's first and last names in separate columns. These fields are editable only for **Manual** records.



- You can now sort data by **GovWin IQ ID**, **First Name**, **Last Name**, **Employee ID**, and **Source**.
- When importing **GovWin IQ** records, the system will match the user login ID in GovWin IQ to a Costpoint employee using the following logic:
  1. Costpoint matches the GovWin IQ login ID (email address used for login) to the Costpoint field EMPL.GOVWINIQ\_LOGIN\_ID.
  2. If not found, Costpoint matches the GovWin IQ login ID to EMPL.EMAIL\_ID.
  3. If still not found, Costpoint matches the first name and last name from GovWin IQ to the EMPL.FIRST\_NAME and EMPL.LAST\_NAME fields in Costpoint.
  4. If still not found, the **Employee ID** field on the GovWin IQ Added By subtask is left blank and non-editable.

## System Requirement

This enhancement requires PATCH3434

## Application JAR Requirement

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
Contracts	Opportunities	CTMOPP	Manage Opportunities	cp711_ctmopp_077.zip

## Ability to Exclude Contracts and Subcontracts from Reports

A new check box, **Exclude from Reports**, has been added to the Manage Contracts and Manage Subcontracts screens to allow you to indicate which contract/subcontract records should be excluded from reports in the Contracts domain. This is important when you need to generate reports and exclude certain types of contracts (for example, indefinite delivery/indefinite quantity and blanket purchase agreement contracts or subcontracts) to avoid overstating the reports.

**Note:** This change has been rolled out in preparation for the future release of the new reporting screens in the Contracts domain.

## System Requirements

This enhancement requires the following:

- PATCH3453
- PATCH3456

## Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
Contracts	Contracts	CTMCNTR	Manage Contracts	cp711_ctmcntr_007.zip
Contracts	Contracts	CTMSBCNTR	Manage Subcontracts	cp711_ctmsbcntr_007.zip

## New Contracts Domain: Menu Change

The Contract Management module previously under the Projects domain is now a separate Contracts domain within Costpoint. This enhancement gives the Contract Management solution more visibility and also allows you to quickly navigate to the Contract Management solution.

New modules and application groups have been created to support this update. Eleven applications have been moved to the new Opportunities, Contracts, and Resources modules, while the rest of the screens remain in the Contract Management Controls module.

The following image displays the Contracts domain on the Navigation screen. The table that follows lists the modules, application groups, and applications available in this domain, listed in order as they display on the UI.



Module	Application Group	Application
Opportunities	Opportunities	Manage Opportunities
	Organization Conflict of Interest (OCI)	Manage Organizational Conflict of Interest (OCI)

## Major New Features and Enhancements in Costpoint 7.1.1

Module	Application Group	Application
	Opportunities Interfaces	Import GovWin IQ Data
Contracts	Contracts	Manage Contracts
	Subcontracts	Manage Subcontracts
	Subcontracts Reports and Inquiries	View Subcontract Inquiry
Resources	Customer/Vendor/Employee Information	Manage Contract Management Customer Info
		Approve Prospective Customers
		Manage Contract Management Vendor Info
		Approve Prospective Vendors
		Manage Contract Management Employee Info
Contract Management Controls	Contract Management Controls	Configure Contract Management Settings
		Manage Activity Methods
		Manage Activity Subject
		Manage Agencies
		Manage Contract Management Roles
		Manage Contract Vehicles
		Manage Document Types
		Manage NAICS Codes
	Contract/Subcontracts Controls	Manage Agreement Types
		Manage Contract Date Types
		Manage Contract Status
		Manage Contract Types
		Manage DFARS Library

## Major New Features and Enhancements in Costpoint 7.1.1

Module	Application Group	Application
		Manage FAR Library
		Manage GSA Schedule Codes
		Manage Supplier Vendor Rating Codes
		Manage Supplier Vendor Rating Descriptions
		Manage Contract User-Defined Labels
		Manage Subcontract User-Defined Labels
	OCI Controls	Manage OCI Reviewer
		Manage OCI Status
		Manage OCI User-Defined Labels
	Opportunities Controls	Configure Opportunity Settings
		Manage Opportunity Business Units
		Manage Opportunity Closed Reasons
		Manage Opportunity Company Responsibilities
		Manage Opportunity Contract Types
		Manage Opportunity Loss Reasons
		Manage Opportunity Sources
		Manage Opportunity Stages
		Manage Opportunity Types
		Manage Opportunity Win/Bid Probabilities

Module	Application Group	Application
		Manage Opportunity User-Defined Labels

## Patch and System JAR Requirements

This enhancement requires the following:

- Costpoint 7.1.1 System JAR 041 (cp711\_sys\_041.zip)
- PATCH5116
- PATCH7148

## Ability to Include DPAS Purchasing Rating on Contracts

Costpoint now allows you to include the Defense Priorities and Allocations System (DPAS) purchasing rating code assigned to a contract. The purpose of the DPAS is to assure the timely availability of industrial resources to meet current national defense and emergency preparedness program requirements and to provide an operating system to support rapid industrial response in a national emergency. Contract and subcontract administrators can use this information in determining their priority when issuing purchase orders.

Several applications in Costpoint have been updated so you can enter the DPAS number assigned to a contract and track it through to the project so that Costpoint Purchasing can pick it up and include it in the purchase order.

### Manage Contracts (CTMCNTR)

The **DPAS Purchasing Rating** field is now available on the Contract Info tab of this screen. Use this field to enter the DPAS purchasing rating code assigned to the contract.

The Project Initialization subtask on this screen has also been updated to include the new field when initializing or updating projects.

When you run Project Initialization, Costpoint updates the **DPAS Purchasing Rating** field on the following screens with the **DPAS Purchasing Rating** value from Manage Contracts for the new or updated projects:

- Manage Government Contract Information screen
- Government Contract subtask of the Manage Project User Flow screen

If the code is not provided in Manage Contracts, users can still enter the DPAS purchasing rating code in Manage Government Contract Information or Manage Project User Flow, if applicable.

### Manage Subcontracts (CTMSBCNTR)

A new field, **DPAS Purchasing Rating**, has been added to the Subcontract Info tab of this screen to display the DPAS purchasing rating code assigned to the subcontract project ID associated with the subcontract record. The value in this field is read-only and comes from the **DPAS Purchasing Rating** field in Manage Government Contract Information or Manage Project User Flow.

## Patch and Other Requirements

This enhancement requires the following:

## Major New Features and Enhancements in Costpoint 7.1.1

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- PATCH3453
- Common library - PJMASSADD (cp711\_cmnlb\_PJMASSADD\_005.zip)

### Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable:

Domain	Module	Application ID	Application Name	Application File
Contracts	Contracts	CTMCNTR	Manage Contracts	cp711_ctmcntr_006.zip
Contracts	Contracts	CTMSBCNTR	Manage Subcontracts	cp711_ctmsbcntr_006.zip

### Patch 3466

PATCH3466 has been released in preparation for the future enhancements for the Manage Opportunities, Configure Opportunity Settings, Manage Opportunity Stages, and Manage DFARS Library screens.

### Patch 3467

PATCH3467 has been released in preparation for the future enhancements for the Configure Opportunity Settings screen and for an upcoming new screen in the Contracts domain.

### Patch 3468

PATCH3468 has been released in preparation for the future enhancements for the Manage Subcontracts screen.

## New Contracts Domain: Application Changes

The Contract Management module previously under the Projects domain is now a separate Contracts domain within Costpoint. This enhancement gives the Contract Management solution more visibility and also allows you to quickly navigate to the Contract Management solution.

### Applications in the New Modules

With this enhancement, new modules and application groups have been created under the Contracts domain. The following applications, previously under the Contract Management Controls (CT) module, are now displayed in the new Opportunities (OP), Contracts (CN), and Resources (RE) modules:

- Opportunities module
  - Manage Opportunities (CTMOPP)
  - Manage Organizational Conflict of Interest (OCI) (CTMOCI)
  - Import GovWin IQ Data (CTPIQDAT)

- Contracts module
  - Manage Contracts (CTMCNTR)
  - Manage Subcontracts (CTMSBCNTR)
  - View Subcontract Inquiry (CTQSUBC)
- Resources module
  - Manage Contract Management Customer Info (CTMCUST)
  - Approve Prospective Customers (CTMCUSTA)
  - Manage Contract Management Vendor Info (CTMVEND)
  - Approve Prospective Vendors (CTMVENDA)
  - Manage Contract Management Employee Info (CTMEMPL)

The rest of the screens in the Contracts domain remain in the Contract Management Controls module.

**Note:** It is important to note that while Import GovWin IQ Data now displays in the Opportunities module, access to this application is still under the Contract Management Controls module in this release. Access to this screen will be set under Opportunities in a succeeding release.

Use the Manage Users and Manage User Groups screens in the Admin domain to review or modify user and user group access rights to the modules.

### Print Menu Report (SYRMENU)

A new check box, **Contracts**, has been added to the **Options** group box of this screen to allow you to include the Contracts domain and its modules when you print Costpoint menu information.

### Patch Requirements

This enhancement requires PATCH3424.

### Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
Contracts	Opportunities	CTMOCI	Manage Organizational Conflict of Interest (OCI)	cp711_ctmoci_005.zip
Contracts	Opportunities	CTMOPP	Manage Opportunities	cp711_ctmopp_006.zip
Contracts	Contracts	CTMCNTR	Manage Contracts	cp711_ctmcntr_006.zip
Contracts	Contracts	CTMSBCNTR	Manage Subcontracts	cp711_ctmsbcntr_006.zip

Domain	Module	Application ID	Application Name	Application File
Contracts	Contracts	CTQSUBC	View Subcontract Inquiry	cp711_ctqsubc_002.zip
Contracts	Resources	CTMCUST	Manage Contract Management Customer Info	cp711_ctmcust_005.zip
Contracts	Resources	CTMCUSTA	Approve Prospective Customers	cp711_ctmcusta_004.zip
Contracts	Resources	CTMEMPL	Manage Contract Management Employee Info	cp711_ctmempl_004.zip
Contracts	Resources	CTMVEND	Manage Contract Management Vendor Info	cp711_ctmvend_005.zip
Contracts	Resources	CTMVENDA	Approve Prospective Vendors	cp711_ctmvenda_004.zip
Admin	System Administration	SYRMENU	Print Menu Report	cp711_syrmenu_002.zip

## Projects Domain Enhancements

### Sales Tax and VAT Included in IWOs and Tax Reporting

This enhancement allows you to bill sales tax and/or value-added tax (VAT) on intercompany work orders (IWOs) and post the sales tax or VAT in the sending and receiving companies. You can also pull the IWO records into the tax tables and report these values on VAT reports and sales tax inquiries.

With this enhancement, when an IWO project is billed and has VAT and/or sales tax on the bill, the sales/VAT tax flows through the IWO process to the receiving company. It gets included in project costs and can possibly be billed to the receiving company's customer. It is reported as paid sales/VAT tax in the receiving company's tax reports.

See the "Include Sales/VAT Tax in IWO Billing and Tax Reporting" topic in the online help for more information on the data flow for setting up sales/VAT tax in IWO billing and tax reporting.



**Warning:** If you have already posted IWO bills that should have had sales/VAT tax on them and you use this function, you will have rows in the Billing Detail History table where the IWO flag is not yet marked as **Y**. If you have handled prior billings with journal entries, you will have to create an IWO allocation for all prior tax lines (only) and delete the IWO allocations that are created. This will mark the IWO flag as **Y** for these records and will prevent the system from pulling these records into future IWO allocations.

Several screens and reports in the Projects and Accounting domains have been updated for this feature.

## Application Updates

### Manage IWO Projects (IWMPROJ)

The following UI items have been added to this screen:

- **Sales/VAT Tax:** Select this check box to include sales/VAT tax on the IWO allocation.
- **Destination Sales/VAT Tax:** This line displays in the IWO Posting Accounts table window only when you select the **Sales/VAT Tax** check box and click the **Select** button.
- **Sales/VAT Tax Code:** This new field displays in the IWO Posting Accounts table window and enabled only on the **Destination Sales/VAT Tax** line. Use this field to enter or select the sales/VAT tax code for the receiving location.
- **Recovery %:** This new field displays in the IWO Posting Accounts table window and is enabled only on the **Destination Sales/VAT Tax** line. Use this field to view or enter the recovery percentage associated with the sales/VAT tax code.

The fields on the new line are populated depending on the transfer type:

- **Internal transfer:** If you are using an internal database, only the **Sales/VAT Tax Code** field is enabled. Once you entered or selected a valid code in this field, Costpoint automatically populates the **Recovery %** field as well as the recovery suspense **Account** and **Organization** fields.
- **External transfer:** If you are using an external database, both the **Sales/VAT Tax Code** and **Recovery %** fields are enabled. You can enter any value in **Recovery %**. Once you entered a value greater than **0**, the **Account** and **Organization** fields will be enabled and required. You have to manually enter the account and organization, and Costpoint will not perform validations for these fields on this screen. These will be validated during the Validate IWO Suspense Transactions process.

**Note:** The **Project** field in the IWO Posting Accounts table is disabled and does not get populated on the new line for both internal and external transfers.

### Create IWO Allocations (IWPALLOC)

There are no screen changes in this application, and only the calculation has been updated.

If you selected the **Sales/VAT Tax** check box on the Manage IWO Projects screen, Create IWO Allocations runs and creates the IWO allocation using the Billing Detail History (BILLING\_DETL\_HIST) table for tax (sales or VAT) and applies that value to the appropriate account based on the sales tax code for the sending and receiving companies for internal transfers, or to the account/organization selected for external transfers.

After you run this application, Costpoint updates the records used from BILLING\_DETL\_HIST, marking IWO\_XFR\_FL as Y so that these records will not be used in another IWO allocation.

New columns have been added to the following database tables to store sales/VAT tax information used in this application's calculation.

Table Name	Columns Added
IWO_ALLOC_HDR	<ul style="list-style-type: none"> <li>DEST_SALES_TAX_CD</li> <li>RECOV_PCT</li> <li>RECOV_SUSP_ACCT_ID</li> <li>RECOV_SUSP_ORG_ID</li> </ul>
IWO_ALLOC_TRN	<ul style="list-style-type: none"> <li>SEND_SALES_TAX_CD</li> </ul>

### Manage IWO Allocations (IWMALLOC)

Four new fields have been added to this screen to allow you to review and edit the sales/VAT tax information before posting. If values exist, these fields display the information only for the receiving location when the sending and receiving locations are different. The new fields include:

- **Destination Sales Tax Code:** Enter or select the sales/VAT tax code for the receiving location of the IWO allocation.
- **Recovery Percent:** Enter the recovery percentage associated with the sales/VAT tax code. If you enter a value greater than 0, the **Recovery Suspense Account** and **Recovery Suspense Organization** fields become required.
- **Recovery Suspense Account:** Enter or select the account that you want to use for the recoverable suspense for the sales/VAT tax code.
- **Recovery Suspense Organization:** Enter or select the organization that you want to use for the recoverable suspense for the sales/VAT tax code.

### Post IWO Journal (IWPPPOST)

This application has been updated to include sales/VAT tax information for IWO entries in the posting process. Even though the cost is allocated to the receiving company, the sales tax amounts that are posted to the sales tax accounts are based on the sales tax code in the sending company.

If an IWO project is set up to automatically allow the creation of A/P vouchers, Post IWO Journal generates those A/P vouchers. No recovery sales/VAT tax amounts are posted in the IWO Journal since the A/P vouchers already include these amounts. Automatic creation of A/P vouchers is allowed only for internal transfers.

If the automatic creation of A/P vouchers is not enabled, the IWO posting process does not create A/P vouchers and posts the recovery sales/VAT tax amounts to the General Ledger. This can happen in internal and external transfers.

The following tables have been created for sales/VAT tax reporting. Costpoint updates these tables when you run Post IWO Journal:

- IWO\_TAX\_HDR\_HS
- IWO\_TAX\_TRN\_HS

New columns have also been added to the existing database tables to store sales/VAT tax information.

Table Name	Columns Added
IWO_ALLOC_HDR_HS	<ul style="list-style-type: none"> <li>DEST_SALES_TAX_CD</li> <li>RECOV_PCT</li> <li>RECOV_SUSP_ACCT_ID</li> <li>RECOV_SUSP_ORG_ID</li> </ul>
IWO_ALLOC_TRN_HS	<ul style="list-style-type: none"> <li>SEND_SALES_TAX_CD</li> </ul>

### Export IWO Allocations (IWPEXPRT)

New columns have been added to the comma-separated value (.csv) file that this application generates. These columns correspond to the columns added to the IWO\_ALLOC\_HDR and IWO\_ALLOC\_TRN tables.

This screen is necessary only for external transfers.

### Import IWO Allocations (IWPIMPRT)

When you import the .csv file from the sending database into the receiving database, Import IWO Allocations moves the data to the suspense (SUSP) tables. New columns have been added to these tables to store sales/VAT tax information, as follows.

Table Name	Columns Added
IWO_ALLOC_HDR_SUSP	<ul style="list-style-type: none"> <li>DEST_SALES_TAX_CD</li> <li>RECOV_PCT</li> <li>RECOV_SUSP_ACCT_ID</li> <li>RECOV_SUSP_ORG_ID</li> </ul>
IWO_ALLOC_TRN_SUSP	<ul style="list-style-type: none"> <li>SEND_SALES_TAX_CD</li> </ul>

This screen is necessary only for external transfers.

### Validate IWO Allocations (IWPUPLD)

This application has been updated to take into account the new columns added to the IWO tables and include changes in sales/VAT tax information when validating IWO allocations.

You use this screen to review and validate the data against the receiving database structure. If the entry is accepted, this screen moves the entry out of the IWO\_ALLOC\_XXX\_SUSP tables into the IWO\_ALLOC\_XXX tables. If the entry is rejected, you can make corrections on the Validate IWO Suspense Transactions screen.

This screen is necessary only for external transfers.

### Validate IWO Suspense Transactions (IWMSUSP)

New fields have been added to this screen. If the entries in Validate IWO Allocations are rejected because of invalid sales/VAT tax data, you can make changes to these data in the following fields:

- **Destination Sales Tax Code:** Enter or select the sales/VAT tax code for the receiving location of the IWO allocation.

- **Recovery Percent:** Enter the recovery percentage associated with the sales/VAT tax code. If you enter a value greater than **0**, the **Recovery Suspense Account** and **Recovery Suspense Organization** fields become required.
- **Recovery Suspense Account:** Enter or select the account that you want to use for the recoverable suspense for the sales/VAT tax code.
- **Recovery Suspense Organization:** Enter or select the organization that you want to use for the recoverable suspense for the sales/VAT tax code.

If the sales tax code does not match the one in the current database, the entry will remain in suspense until corrected. In addition, if the recovery percent, account, and/or organization do not match those associated with the sales tax code in the current database, the entry will remain in suspense until corrected.

This screen is necessary only for external transfers.

#### Update Tax Report Tables (GLPTUPD)

This screen has been updated to include IWO transactions when updating tax report tables.

The **IWO** check box is added to the **Bill Type** group box. If only **IWO** is selected, the **Invoice Number**, **Invoice Date**, and **Customer** fields are disabled.

If other **Bill Types** are selected along with **IWO**, the **Invoice Number**, **Invoice Date**, and **Customer** fields are enabled and used for the other bill types, but are ignored for IWO processing.

#### View Tax Reporting Status by Tax Account (GLMTAXA)

This application has been modified to include IWO transactions when viewing the tax reporting status.

**IWO** is added to the options in the **Type** drop-down list. When **IWO** is selected, all lines displayed in the table window are IWO transactions.

#### View Tax Reporting Status by Transaction (GLMTAXT)

This screen has been updated to include IWO transactions when viewing the tax reporting status.

**IWO** is added to the options in the **Type** drop-down list. When **IWO** is selected, all lines displayed in the table window are IWO transactions.

#### Print Intra European Community Trade Statistics Report (GLRIECTS)

This application has been modified to include IWO transactions when printing Intra European Community Trade Statistics reports.

#### Print Sales/Value Added Tax Report (GLRSAVAT)

This application has been modified to include IWO transactions when printing sales or VAT reports.

#### System Requirements

This enhancement requires the following:

- IWPUPLD.MSS
- IWPUPLD.ORA
- PATCH3683

## Major New Features and Enhancements in Costpoint 7.1.1

- PATCH3699
- PATCH3711

### Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
Accounting	General Ledger	GLRIECTS	Print Intra European Community Trade Statistics Report	cp711_glriects_003.zip
Accounting	General Ledger	GLRSAVAT	Print Sales/Value Added Tax Report	cp711_glrsavat_003.zip
Accounting	General Ledger	GLPTUPD	Update Tax Report Tables	cp711_glptupd_008.zip
Accounting	General Ledger	GLMTAXA	View Tax Reporting Status by Tax Account	cp711_glmtaxa_003.zip
Accounting	General Ledger	GLMTAXT	View Tax Reporting Status by Transaction	cp711_glmtaxt_002.zip
Projects	Inter-Company Work Orders	IWPALLOC	Create IWO Allocations	cp711_iwpalloc_010.zip
Projects	Inter-Company Work Orders	IWPEXPRT	Export IWO Allocations	cp711_iwpexpirt_005.zip
Projects	Inter-Company Work Orders	IWPIMPRT	Import IWO Allocations	cp711_iwpimpirt_006.zip
Projects	Inter-Company Work Orders	IWMALLOC	Manage IWO Allocations	cp711_iwmalloc_006.zip
Projects	Inter-Company Work Orders	IWMPROJ	Manage IWO Projects	cp711_iwmproj_008.zip
Projects	Inter-Company Work Orders	IWPPOST	Post IWO Journal	cp711_iwpptest_014.zip
Projects	Inter-Company Work Orders	IWPUPLD	Validation IWO Allocations	cp711_iwpupld_005.zip
Projects	Inter-Company Work Orders	IWMSUSP	Validate IWO Suspense Transactions	cp711_iwmsusp_005.zip

## Automating Multiple Processes in the Projects Domain

Four new applications that run multiple processes are now available in the Projects domain. These applications allow you to execute several processes without having to switch screens, thus helping you streamline processing steps and accomplish tasks more efficiently.

For month-end processes, for example, you must run at least eight screens in Costpoint consecutively and without wait times in between. Previously, you had to enter data on each screen and execute them separately. With this feature, you can run an application that executes all these processes the same way that you would run each screen individually. Note, however, that Costpoint locks the processes (individual screens) while being run by the new application.

Aside from month-end processes, this feature includes new screens that run cost pool, compute revenue, and reporting processes.

The following table lists the new screens and the processes that they run. The new screen executes the processes on the last column in the order listed here.

New Screen	Menu Path	Processes/Application Run by the New Screen
Month End Processes (PJPMENDP)	Projects » Cost and Revenue Processing » Project Cost Processing » Month End Processes	<ul style="list-style-type: none"> <li>Create Pool Links (PJPCRLNK)</li> <li>Build Rate Application Table (PJPBLDRA)</li> <li>Compute/Print Pool Rates (PJPCOMPP)</li> <li>Compute Burden Costs (PJPALCST)</li> <li>Load Labor Rates (PJPLDRAT)</li> <li>Compute Revenue (PJPCOMPR)</li> <li>Update Project Status Report Tables (PJPUPPSR)</li> <li>Create Project Report Tables (PJPCRRPT)</li> </ul>
Compute Revenue Processes (PJPREVP)	Projects » Cost and Revenue Processing » Revenue Processing » Compute Revenue Processes	<ul style="list-style-type: none"> <li>Compute Burden Costs (PJPALCST)</li> <li>Load Labor Rates (PJPLDRAT)</li> <li>Compute Revenue (PJPCOMPR)</li> </ul>

New Screen	Menu Path	Processes/Application Run by the New Screen
Cost Pool Processes (PJPPOLP)	Projects » Cost and Revenue Processing » Cost Pool Processing » Cost Pool Processes	<ul style="list-style-type: none"> <li>Create Pool Links (PJPCRLNK)</li> <li>Build Rate Application Table (PJBLDRA)</li> <li>Compute/Print Pool Rates (PJPCOMPP)</li> </ul>
Reporting Processes (PJPREPTP)	Projects » Project Inquiry and Reporting » Report Processing » Reporting Processes	<ul style="list-style-type: none"> <li>Compute Burden Costs (PJALCST)</li> <li>Update Project Status Report Tables (PJPUPPSR)</li> <li>Create Project Report Tables (PJPCRRPT)</li> </ul>

The new applications provide options for you to select the accounting period (fiscal year, period, and subperiod) and projects that you want to include in the automated process. The same accounting period and project(s) you selected will be used for all screens within the automated process.

If errors are encountered in one or more screens during processing, Costpoint prints the error report(s) but does not stop the automated process and just moves to the next screen/process.

**Warning:** This feature is designed for companies that run the processes for small amounts of data.

Each of the new applications runs the processes in the same manner as if someone called them through the individual screens. If large volumes of data are used in the function, it will use all your processing resources. If large volumes are required, Deltek recommends that this function not be used but that a job in the Job Processor be set up to run during an off time.

If you have questions on whether you should use this function, contact Deltek Support Center at <https://deltek.custhelp.com>.

**Attention:** For more details on the parameters used by the new applications for each of the processes that they run, refer to the online help of the new screens.

## System Requirements

This enhancement requires Costpoint 7.1.1 System JAR 052 (cp711\_sys\_052.zip).

## Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
Projects	Cost and Revenue Processing	PJPMENDP	Month End Processes	cp711_pjpmendp_001.zip
Projects	Cost and Revenue Processing	PJPREVP	Compute Revenue Processes	cp711_pjprevp_001.zip
Projects	Cost and Revenue Processing	PJPPOOLP	Cost Pool Processes	cp711_pjppoolp_001.zip
Projects	Project Inquiry and Reporting	PJPREPTP	Reporting Processes	cp711_pjpreptp_001.zip

## New UI Profile ID DLTKSMB

The DLTKSMB UI profile ID hides certain subtasks and fields on screens of the Projects domain. This is done to simplify processes and navigation for businesses that use a single currency instead of a Multicurrency license. To see the affected screens, see the New UI Profile ID in Manage User Interface Profiles (SYMPROF) section.

## Update in Post IWO Journal to Assign Correct PLC Description in the Receiving Company

The Post IWO Journal application has been updated to assign the correct project labor category (PLC) description to the transaction in the receiving company so that the documentation on the bill is correct. This application now populates the Open Billing Detail table in the receiving company with the receiving company's description for the PLC included in the transaction.

This enhancement requires cp711\_iwppost\_012.zip.

## New Application Menu Items for Automating Multiple Processes

The Costpoint menu has been updated with new applications for an upcoming feature that will automate multiple processes. The design is meant for companies that run the processes for small amounts of data. If you have questions on whether you should use this function, contact Deltek Support Center. The new applications include:

- Compute Revenue Processes (PJPREVP)
- Cost Pool Processes (PJPPOOLP)
- Month End Processes (PJPMENDP)
- Reporting Processes (PJPREPTP)

## System Requirement

This enhancement requires the following:

- Costpoint 7.1.1 System JAR 052 (cp711\_sys\_052.zip)



## FAR and Supplemental Regulation Library Enhancements

Costpoint now provides you the ability to import Federal Acquisition Regulation (FAR) and supplemental regulation library information into the Manage FAR Library and Manage Supplemental Regulations Library screens and tables. When you win work with new customers and need to upload large amount of data into these screens, this feature will facilitate the import process of data from an input file into Costpoint.

Also part of this feature is the addition of new fields to several screens in the Contracts domain so you can track additional information for FAR and supplemental regulation clauses/provisions linked to your contracts and/or subcontracts. This includes the option to automatically flow down FAR and supplemental regulation clauses from a contract to a subcontract record.

### Screen Updates

#### Manage FAR Library (CTMFAR)

The following new fields have been added to this screen to include more details about the FAR clauses/provisions that you maintain within Costpoint:

- **Required** — Select this check box if the FAR clause/provision number should be included when loading required rows only on the Manage Contracts and Manage Subcontracts screens.
- **Included** — Use this drop-down list to indicate whether the FAR clause/provision number and/or description should be printed on a purchase order or on a Costpoint Enterprise Reporting (CER) report. Valid options are None, IBR (Included by Reference), and Full Text.



Printing of FAR clause/provision details on purchase orders will be included in a future enhancement in the Materials domain.

- **Risk Level** — Select the level of risk associated with the FAR clause/provision number. Valid options are None, High, Medium, and Low.
- **Description** — Enter the full description of the FAR clause/provision number.
- **Editable** — Select this check box to allow editing of the title and description of the FAR clause/provision number on the FAR Clauses/Provisions subtask of the Manage Contracts and Manage Subcontracts screens.
- **Effective Date** — Enter or select the effective date of the FAR clause/provision number.
- **Show in Lookup** — Keep this check box selected to display the FAR clause/provision number in the lookup of the **FAR Number** field on the FAR Clauses/Provisions subtask of the Manage Contracts and Manage Subcontracts screens. Only those numbers that are available in the lookup can be used for new records in Manage Contracts and Manage Subcontracts.
- **Notes** — Enter additional notes associated with the FAR clause/provision number.
- **Subcontract Flow-down** — Select the subcontract flow-down method for the FAR clause/provision number. Your selection determines whether the FAR clause/provision number from the contract (specified in the **Load Options** group box of the FAR Clauses/Provisions subtask of the Manage Subcontracts screen) will flow down to the subcontract record.



See the online help for more information about this field.

- **Subcontract Notes** — Enter notes about the subcontract that is already or will be associated with the FAR clause/provision. You can also add general subcontract notes for the clause.
- **Mitigation Type** — Select the mitigation type that applies to the FAR clause/provision number, which will be used for reporting purposes. Valid options are **None**, **Price**, and **Cost Impact**.
- **Mitigation Notes** — Enter notes associated with the mitigation for the FAR clause/provision number.

A new subtask, Import FAR/Supplemental Regulation Files, has also been added to this screen. Use this subtask to import FAR clauses/provisions from comma-separated files into the Manage FAR Library screen.

You must create an input file before using this subtask.



You can download the template CSV file (CTMFAR.CSV) from the Deltek Support Center site at <https://deltek.custhelp.com>.

There are two ways you can upload the input file:

- You can access the input file from the network by using alternate file locations.
- You can upload the input file to the Costpoint database.

If you choose the first option, click the File Location field on the Import FAR/Supplemental Regulation Files subtask 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.

When you import files and errors are found, Costpoint displays the Import FAR Library Error Report. Review the error report and fix the errors before re-uploading the input files. When you have successfully imported the input files, Costpoint updates the Manage FAR Library screen. You must save the record before the updates can be reflected in the respective database table.



See the online help for more information on using the Import FAR/Supplemental Regulation Files subtask of Manage FAR Library. The following topics are included in the online help of the screen:

- [Import FAR/Supplemental Regulation Files Subtask](#)
- [Step-by-Step Procedures on Importing Files](#)
- [Input File Information](#)
- [Error Messages](#)

### Manage Supplemental Regulations Library (CTMDFAR)

The following new fields have been added to this screen to include more details about the Defense Federal Acquisition Regulation Supplement (DFARS) and other supplemental regulation clauses that you maintain within Costpoint:

- **Required** — Select this check box if the clause number should be included when loading required rows only on the Manage Contracts and Manage Subcontracts screens.
- **Included** — Use this drop-down list to indicate whether the clause number and/or description should be printed on a purchase order or on a CER report. Valid options are **None**, **IBR** (Included by Reference), and **Full Text**.



Printing of supplemental regulation clause details on purchase orders will be included in a future enhancement in the Materials domain.

- **Risk Level** — Select the level of risk associated with the clause number. Valid options are **None**, **High**, **Medium**, and **Low**.
- **Description** — Enter the full description of the clause number.
- **Editable** — Select this check box to allow editing of the title and description of the clause number on the Supplemental Regulations subtask of the Manage Contracts and Manage Subcontracts screens.
- **Effective Date** — Enter or select the effective date of the clause number.
- **Show in Lookup** — Keep this check box selected to display the clause number in the lookup of the **Clause Number** field on the Supplemental Regulations subtask of the Manage Contracts and Manage Subcontracts screens. Only those numbers that are available in the lookup can be used for new records in Manage Contracts and Manage Subcontracts.
- **Notes** — Enter additional notes associated with the clause number.
- **Subcontract Flow-down** — Select the subcontract flow-down method for the clause number. Your selection determines whether the clause number from the contract (specified in the **Load Options** group box of the Supplemental Regulations subtask of the Manage Subcontracts screen) will flow down to the subcontract record.



See the online help for more information about this field.

- **Subcontract Notes** — Enter notes about the subcontract that is already or will be associated with the supplemental regulation clause. You can also add general subcontract notes for the clause.
- **Mitigation Type** — Select the mitigation type that applies to the clause number, which will be used for reporting purposes. Valid options are **None**, **Price**, and **Cost Impact**.
- **Mitigation Notes** — Enter notes associated with the mitigation for the clause number.

A new subtask, Import FAR/Supplemental Regulation Files, has also been added to this screen. Use this subtask to import supplemental regulation clauses from comma-separated files into the Manage Supplemental Regulations Library screen.

You must create an input file before using this subtask.



You can download the template CSV file (CTMDFAR.CSV) from the Deltek Support Center site at <https://deltek.custhelp.com>.

There are two ways you can upload the input file:

- You can access the input file from the network by using alternate file locations.
- You can upload the input file to the Costpoint database.

If you choose the first option, click the File Location field on the Import FAR/Supplemental Regulation Files subtask 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.

When you import files and errors are found, Costpoint displays the Import Supplemental Regulations Library Error Report. Review the error report and fix the errors before re-uploading the input files. When you have successfully imported the input files, Costpoint updates the Manage Supplemental Regulations Library screen. You must save the record before the updates can be reflected in the respective database table.



See the online help for more information on using the Import FAR/Supplemental Regulation Files subtask of Manage Supplemental Regulations Library. The following topics are included in the online help of the screen:

- [Import FAR/Supplemental Regulation Files Subtask](#)
- [Step-by-Step Procedures on Importing Files](#)
- [Input File Information](#)
- [Error Messages](#)

## Manage Contracts (CTMCNTR)

The FAR Clauses/Provisions and Supplemental Regulations subtasks of this screen have been revised to display more details about FAR and supplemental regulation clauses associated with the contract, and also to accommodate several other changes brought about by updates to the Manage FAR Library and Manage Supplemental Regulations Library screens.

### FAR Clauses/Provisions Subtask

These are the changes to this subtask:

- **Load Required Rows Only** — Previously labeled as **Load Predefined Rows**, this check box now allows you to load only FAR clauses/provisions that have the **Required** check box selected on the Manage FAR Library screen.
- **FAR Number** — This field's lookup now includes only FAR numbers that have the **Show in Lookup** check box selected on the Manage FAR Library screen.
- **Title** — You can edit this field only if the **Editable** check box is selected for the FAR clause/provision on the Manage FAR Library screen.
- **Description from Contract** — You can edit this field only if the **Editable** check box is selected for the FAR clause/provision on the Manage FAR Library screen.

New fields added to the subtask include the following:

- **Risk Level** — This field defaults to the **Risk Level** value selected for the FAR clause/provision number on the Manage FAR Library screen, but can be edited. Valid values are **None**, **High**, **Medium**, and **Low**.
- **Subcontract Flow Down** — This field defaults to the **Subcontract Flow-down** value selected for the FAR clause/provision number on the Manage FAR Library screen, but can be edited. Valid values are **None**, **Optional**, **Required**, and **Not Required**.
- **Notes** — This field defaults to the Notes entered for the FAR clause/provision number on the Manage FAR Library screen, but can be edited.

### Supplemental Regulations Subtask

These are the changes to this subtask:

- **Clause Number** — This field's lookup now includes only clause numbers that have the **Show in Lookup** check box selected on the Manage Supplemental Regulations Library screen.
- **Title** — You can edit this field only if the **Editable** check box is selected for the supplemental regulation clause on the Manage Supplemental Regulations Library screen.
- **Description from Contract** — You can edit this field only if the **Editable** check box is selected for the supplemental regulation clause number on the Manage Supplemental Regulations Library screen.

New fields added to the subtask include the following:

- **Load Required Rows Only** — This check box allows you to load only supplemental regulation clauses that have the **Required** check box selected on the Manage Supplemental Regulations Library screen.
- **Risk Level** — This field defaults to the **Risk Level** value selected for the clause number on the Manage Supplemental Regulations Library screen, but can be edited. Valid values are **None**, **High**, **Medium**, and **Low**.
- **Subcontract Flow Down** — This field defaults to the **Subcontract Flow-down** value selected for the clause number on the Manage Supplemental Regulations Library screen, but can be edited. Valid values are **None**, **Optional**, **Required**, and **Not Required**.
- **Notes** — This field defaults to the **Notes** entered for the clause number on the Manage Supplemental Regulations Library screen, but can be edited.

### Manage Subcontracts (CTMSBCNTR)

The FAR Clauses/Provisions and Supplemental Regulations subtasks of this screen have been revised to display more details about FAR and supplemental regulation clauses associated with the subcontract, and also to accommodate several other changes brought about by updates to the Manage FAR Library and Manage Supplemental Regulations Library screens.

#### FAR Clauses/Provisions Subtask

These are the changes to this subtask:

- **Autoload** — When you use the autoload function, the FAR clause/provision will automatically flow down from the selected contract ID to the subcontract record only if the FAR clause/provision's Subcontract Flow-down option is set to Optional, Required, or Not Required on the Manage FAR Library screen or on the FAR Clauses/Provisions subtask of the Manage Contracts screen. If this option is set to **None**, the FAR clause/provision will not flow down to the subcontract record even if it is associated with the selected contract record.
- **Load Required Rows Only** — Previously labeled as **Load Predefined Rows**, this check box now allows you to load only FAR clauses/provisions that have the Required check box selected on the Manage FAR Library screen.
- **Applicable to Subcontract** — If you use the autoload function, this check box's default now depends on the **Subcontract Flow-down** option selected on the Manage FAR Library screen or on the FAR Clauses/Provisions subtask of the Manage Contracts screen:

Subcontract Flow-down option	Applicable to Subcontract check box default	Can Applicable to Subcontract check box be edited?
Optional	Selected	Yes

Subcontract Flow-down option	Applicable to Subcontract check box default	Can Applicable to Subcontract check box be edited?
<b>Required</b>	Selected	No
<b>Not Required</b>	Clear	Yes



If Subcontract Flow-down is set to **None**, the FAR clause/provision does not flow down from the contract to the subcontract record.

- **FAR Number** — This field's lookup now includes only FAR numbers that have the **Show in Lookup** check box selected on the Manage FAR Library screen.
- **Title** — You can edit this field only if the **Editable** check box is selected for the FAR clause/provision on the Manage FAR Library screen.
- **Description from Contract** — You can edit this field only if the **Editable** check box is selected for the FAR clause/provision on the Manage FAR Library screen.

New fields added to the subtask include the following:

- **Included** — This field defaults to the **Included** value selected for the FAR clause/provision number on the Manage FAR Library screen, but can be edited. Valid options are **None**, **IBR** (Included by Reference), and **Full Text**.
- **Risk Level** — This field defaults to the **Risk Level** value selected for the FAR clause/provision number on the Manage FAR Library screen, but can be edited. Valid values are **None**, **High**, **Medium**, and **Low**.
- **Notes** — This field defaults to the **Notes** entered for the FAR clause/provision number on the Manage FAR Library screen, but can be edited.
- **Subcontract Notes** — Enter additional notes associated with the subcontract.

### Supplemental Regulations Subtask

These are the changes to this subtask:

- **Autoload** — When you use the autoload function, the supplemental regulation clause will automatically flow down from the selected contract ID to the subcontract record only if the supplemental regulation clause's **Subcontract Flow-down** option is set to **Optional**, **Required**, or **Not Required** on the Manage Supplemental Regulations Library screen or on the Supplemental Regulations subtask of the Manage Contracts screen. If this option is set to **None**, the supplemental regulation clause will not flow down to the subcontract record even if it is associated with the selected contract record.
- **Applicable to Subcontract** — If you use the autoload function, this check box's default now depends on the **Subcontract Flow-down** option selected on the Manage Supplemental Regulations Library screen or on the Supplemental Regulations subtask of the Manage Contracts screen:

Subcontract Flow-down option	Applicable to Subcontract check box default	Can Applicable to Subcontract check box be edited?
Optional	Selected	Yes
Required	Selected	No
Not Required	Clear	Yes



If Subcontract Flow-down is set to None, the supplemental regulation clause does not flow down from the contract to the subcontract record.

- **Clause Number** — This field's lookup now includes only clause numbers that have the **Show in Lookup** check box selected on the Manage Supplemental Regulations Library screen.
- **Title** — You can edit this field only if the **Editable** check box is selected for the supplemental regulation clause on the Manage Supplemental Regulations Library screen.
- **Description from Contract** — You can edit this field only if the **Editable** check box is selected for the supplemental regulation clause number on the Manage Supplemental Regulations Library screen.

New fields added to the subtask include the following:

- **Load Required Rows Only** — This check box allows you to load only supplemental regulation clauses that have the **Required** check box selected on the Manage Supplemental Regulations Library screen.
- **Included** — This field defaults to the **Included** value selected for the clause number on the Manage Supplemental Regulations Library screen, but can be edited. Valid options are **None**, **IBR** (Included by Reference), and **Full Text**.
- **Risk Level** — This field defaults to the **Risk Level** value selected for the clause number on the Manage Supplemental Regulations Library screen, but can be edited. Valid values are **None**, **High**, **Medium**, and **Low**.
- **Notes** — This field defaults to the **Notes** entered for the clause number on the Manage Supplemental Regulations Library screen, but can be edited.
- **Subcontract Notes** — Enter additional notes associated with the subcontract.

## System Requirements

This enhancement requires the following:

- PATCH3605
- Common library - CTLIB (cp711\_cmnlb\_CTLIB\_013.zip)

## Application Jar Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.



Domain	Module	Application ID	Application Name	Application File
Contracts	Contracts	CTMCNTR	Manage Contracts	cp711_ctmcntr_014.zip
Contracts	Contract Management Controls	CTMDFAR	Manage Supplemental Regulations Library	cp711_ctmdfar_004.zip
Contracts	Contract Management Controls	CTMFAR	Manage FAR Library	cp711_ctmfar_003.zip
Contracts	Contracts	CTMSBCNTR	Manage Subcontracts	cp711_ctmsbcntr_015.zip

## Ability to Reprint Posted Standard Bills

Costpoint now allows users to print standard bills that have been previously posted. Prior to this feature, users would need to save each posted invoice to a file in order to retrieve that invoice to reprint. The process gets even more challenging when computing and posting invoices in batches.

Now, you can select and reprint a specific standard invoice that has been previously posted. All standard printing options are available with this new functionality, including the ability to print Accounting Classification Reference Number (ACRN) invoices as well as supporting schedules. Note, however, that this applies only to standard invoices and not to other invoice types. In addition, when printing posted invoices, the **Unselected Invoices** check box in the **Include** group box will be disabled on the Print Standard Bills screen.

**Note:** This feature will only be available for any bills posted in Costpoint after this feature has been added. This is because the Post Standard Bills application was modified to post to new tables that will be used when reprinting a posted standard bill.

## Screen Updates

The following applications have been updated for this enhancement.

### Print Standard Bills (BLRMBIL)

A new **Posting Status** group box has been added to this screen, with the following options:

- **Unposted Only** — Select this option to print unposted standard bills. If selected, the application will operate as in previous functionality, pulling data from the following tables:
  - BILL\_EDIT\_DETL
  - BILL\_EDIT\_INVC\_HDR
  - BILLING\_SUM
- **Posted Only** — Select this option to reprint standard bills that have already been posted. If selected, the Unselected Invoices check box becomes cleared and disabled. In addition, the application pulls data from the new cumulative tables:



- **BILL\_EDIT\_DETL\_CUM** — This is a copy of the BILL\_EDIT\_DETL table at the time of the bill posting.
- **BILL\_EDIT\_HDR\_CUM** — This is a copy of the BILL\_EDIT\_INVC\_HDR table at the time of the bill posting.
- **PROJ\_ACRN\_DETL\_CUM** — This is a copy of the PROJ\_ACRN\_DETL table at the time of the bill posting.
- **PROJ\_BILL\_ACRN\_CUM** — This is a copy of the PROJ\_BILL\_ACRN table at the time of the bill posting.

Costpoint uses the billing format assigned to the project in determining if the current and/or cumulative columns are printed.

For both options, you can limit which bills are printed (for example, by projects, billing groups, or billing cycles) using the Selection Ranges group box. You can also select to print one or a range of invoices by entering the invoice number(s) in the Invoices Start and/or End fields.

### Post Standard Bills (BLPGEN)

This application has been modified to update the following cumulative tables when standard bills are posted:

- BILL\_EDIT\_DETL\_CUM
- BILL\_EDIT\_HDR\_CUM
- PROJ\_ACRN\_DETL\_CUM
- PROJ\_BILL\_ACRN\_CUM

Rows associated with a reversed invoice will be deleted from the same cumulative tables when the reversed invoice is posted.

### System Requirements

This enhancement requires PATCH3516.

### Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
Projects	Billing	BLRMBIL	Print Standard Bills	cp711_blrmbil_023.zip
Projects	Billing	BLPGEN	Post Standard Bills	cp711_blpgen_012.zip

## Transfer of the Contract Management Module as a New Domain

The Contract Management Module has been removed under the Projects domain and is now a new Costpoint domain.

## Include Project End Date on the Unbilled Analysis Report

Costpoint now allows you to include the project end date on the Unbilled Analysis Report (Summary Report and Detail Report) so you can compare the billed amounts with the end of the project and better determine risk situations that need to be addressed.

The Print Unbilled Analysis Report application has been updated for this enhancement. This screen now has the following new options:

- **Summary Report Column Options (Select 2 of 3)** — Use this new group box to specify the information that you want to include on the Summary Report. You can select up to two of the following three options: **Project End Date**, **Project Type**, and **Project Account Group**. Project Type and Project Account Group are selected by default, but can be modified. When you select **Project End Date**, the other two options are automatically cleared, and you can select either option.  
  
If you already selected **Project Type** in the **Select By** drop-down list, **Project Type** in this group box is automatically cleared and disabled. Similarly, if you selected **Project Account Group** in **Select By**, **Project Account Group** in this group box is automatically cleared and disabled.
- **Detail Report Column Options** — Use this new group box to specify the information that you want to include on the Detail Report. **Project Type** is selected by default, but you can change it to **Project End Date**. You can select only one option.  
  
If you already selected **Project Type** in the **Select By** drop-down list, **Project Type** in this group box is automatically cleared and disabled, and the default selection becomes **Project End Date**.

### Requirement

This enhancement requires cp711\_blrunbil\_008.zip.

## Export Project Work Force to Deltek Talent Management

You can now export project data from Costpoint to Deltek Talent Management. This enhancement reduces the need for re-entering or duplicating project information (including project ID, project description, and the associated employee work force) in Talent Management. You can use this information in Talent Management to create project employee groups and track project employee performance.



You can use the [Transfer Talent Management Data](#) screen available in the **People** domain to specify other information that you want to import from or export to Talent Management.

The following applications have been modified to support this enhancement.

### Manage Project User Flow (PJMBASIC)

In the **Charging** group box of the Basic Info tab, the following check boxes are now available:

- **Export Project Work Force to Talent** — Select this check box to flag the project for transfer to Deltek Talent Management. A process in Talent Management will pull project details, including employee work force, from Costpoint for records that have this check box selected.
- **Allow Edit** — Select this check box to enable edits of the **Export Project Work Force to Talent** check box at the project's lower-level tasks.

### Import Project Master Data (PJPPREP)

This application has been updated to incorporate the new check boxes added to the Manage Project User Flow screen. The input file layout of the PROJ.csv template includes two new columns:

- TLNT\_FL
- TLNT\_EDIT\_FL

### Mass Add Project Master Data (PJPMADD)

This screen has been updated to include the values of the new check boxes added to Manage Project User Flow when mass adding or updating projects.

### Update Prior Year History (PJPUPPY)

This screen now includes the values of the new check boxes added to the Manage Project User Flow when updating prior year history for a project if the **Copy Project Setup Data to History Tables** check box is selected on this screen.

### Compute Revenue (PJPCOMPR)

The new check boxes in Manage Project User Flow are now included in the audit history (PROJ\_ADT) table. Compute Revenue has been updated to correctly populate these fields in the table if the **Track Revenue Setup Information on Compute Revenue** check box is selected on the Configure Project Settings screen.

### System JAR and Patch Requirements

This enhancement requires the following:

- Costpoint 7.1.1 System JAR 038 (cp711\_sys\_038.zip)
- Mass Add Projects Library (cp711\_cmnlb\_PJMASSADD\_002.zip)
- PATCH3377

### Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
Projects	Cost and Revenue Processing	PJPCOMPR	Compute Revenue	cp711_pjpcompr_021.zip
Projects	Cost and Revenue Processing	PJPUPPY	Update Prior Year History	cp711_pjpuppy_007.zip
Projects	Project Setup	PJMBASIC	Manage Project User Flow	cp711_pjmbasic_024.zip
Projects	Project Setup	PJPMADD	Mass Add Project Master Data	Not applicable

Domain	Module	Application ID	Application Name	Application File
Projects	Project Setup	PJPPREP	Import Project Master Data	cp711_pjpprep_022.zip

## Post Revenue: Include Zero Revenue Amounts Default Changed

The **Include Zero Revenue Amounts** check box on this screen is now selected by default to ensure Costpoint picks up project that have year-to-date revenue amounts of zero. Previously, this check box was cleared and you had to select it to include zero revenue amounts in the posting.

The functionality remains the same. If you clear this check box, the total revenue amounts in the project ledger are zero, and the general ledger is not updated.

This enhancement requires cp711\_pjppostr\_007.zip

## GovWin IQ Integration

The Costpoint Contract Management module now allows you to import opportunity records from GovWin IQ into Costpoint. You can run this process from the new Import GovWin IQ Data screen which is located in the Contract Management Interfaces menu. This new screen also allows you to create stored parameters for running the import process at a scheduled time using the Costpoint Job Management applications.

When you run the integration, the following occurs:

- The application imports opportunities from GovWin IQ that do not yet exist in the OPP\_MASTER table for the targeted companies and selected login accounts, and then it populates specific information on the opportunity record and on the GovWin IQ subtask for the record. New records are included each time the integration runs.
- If more than one company has the same Tenant ID (GovWin Login Alias or Location Code), any record marked for download creates a new opportunity in each company with that Tenant ID. For example, when one Tenant ID is shared by three companies, then a single opportunity is marked for download in GovWin IQ, and the import process creates a separate opportunity in each of those three companies.
- After the import process runs, you will be able to view the imported opportunities on the Manage Opportunities screen with details on the GovWin IQ subtask.
- The application also updates the existing GovWin IQ subtask information for specified opportunities/companies where there is a GovWin IQ ID on the record. This includes Manual/User entered opportunity records for which a GovWin IQ ID has been manually entered.
- Running the process adds information to the log files which are used for tracking import/ export activity. These logs display on the View Interface Execution Status History screen.

## Pre-Installation Information – Minimum System Requirements

Ensure that the following are installed and operational:

- Costpoint Version 7.1.1
- Costpoint 7.1.1 PATCH3353 and PATCH3357
- Costpoint 7.1.1 System JAR 037

## Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application File
Projects	Contract Management	CTMOPP	Manage Opportunities	cp711_ctmopp_002.zip
Projects	Contract Management	CTMOPSET	Configure Opportunity Settings	cp711_ctmopset_002.zip
Projects	Contract Management	CTMSETNG	Configure Contract Management Settings	cp711_ctmsetng_002.zip
Projects	Contract Management	CTPIQDAT	Import GovWin IQ	cp711_ctpiqdat_001.zip
Administration	System Administration	SYMINTGR	Manage System Integration Accounts	cp711_symintgr_002.zip

To support GovWin IQ integration, the following changes were applied to Costpoint 7.1.1.

### Configure Contract Management Settings (CTMSETNG)

A new check box, **Allow any GovWin IQ login Account to run Import GovWin IQ Data for all login Accounts/companies**, was added to the Corporate Settings subtask of this screen. Select this check box to allow any GovWin IQ login account to run the Import GovWin IQ Data process for all login accounts/companies. Once selected, the **Current Account** and **All Accounts** options on the Import GovWin IQ Data screen are available for selection. If not selected, only **Current Account** is enabled and selected by default.

### Configure Opportunity Settings (CTMOPSET)

A new field, **GovWin IQ Login Alias (Tenant ID)**, was added to this screen. Use this field to enter the tenant ID that contains the login information that you will use for importing opportunities from GovWin IQ.

### Import GovWin IQ Data (CTPIQDAT)

The new Import GovWin IQ Data screen allows you to transfer selected opportunities from GovWin IQ and into Costpoint. From this screen, you will be able to either run the import process immediately or create stored parameters for scheduled imports. This screen is located in the Contract Management Interfaces menu (**Projects » Contract Management » Contract Management Interfaces**).

### Manage Opportunities (CTMOPP)

The new GovWin IQ subtask on this screen allows you to view detailed information about the opportunities imported from GovWin IQ or opportunities that are manually entered in Manage Opportunities and have a corresponding GovWin IQ opportunity ID. It also enables you to run the integration routine to GovWin IQ for a specific opportunity record.

## Major New Features and Enhancements in Costpoint 7.1.1

This subtask provides more subtasks where you can view opportunity milestone dates and key contacts as transferred from GovWin IQ, as well as information on employees who marked opportunities in GovWin IQ for import into Costpoint.

### Manage System Integration Accounts (SYMINTGR)

A new subtask, GovWin IQ Integration, was added to this screen to allow you to reset the user name and/or password used for the connection between Costpoint and GovWin IQ.

### GovWin IQ Integration Connection Settings

After applying the hot fixes and files for integration, new and existing users must enter the proper connection settings in the Costpoint 7.1.1 Configuration Utility to enable integration using GovWin IQ web services.



For more information on using the Costpoint Configuration Utility application, please refer to the [Deltek Costpoint 7.1.1 Configuration Utility guide](#).

**To configure the Costpoint – GovWin IQ Integration connection settings, complete the following steps:**

1. On your Costpoint application server, click **Start » All Programs » Costpoint 7.1.1 » Start Costpoint 7.1.1 Config Utility**.
2. On the Select Your Configuration Options screen, make sure the Product Application Configuration check box is selected and click **Next**. The check box is selected by default.
3. Click **System Integrations tab » GovWin IQ tab**, and enter the connection settings for the Costpoint to GovWin IQ Integration:

Option	Description
<b>Use GovWin IQ Integration</b>	Select this check box to enable integration with GovWin IQ and to enable the rest of the fields
<b>Client ID</b>	Enter the Client ID provided by GovWin IQ.
<b>Client Secret</b>	Enter the Client Secret provided by GovWin IQ.
<b>Connection Timeout (in sec)</b>	The default value is <b>60</b> seconds. This indicates the amount of time Costpoint will wait for GovWin IQ to respond during a connection.
<b>Request Timeout (sec)</b>	The default value is <b>3600</b> seconds. This indicates the amount of time Costpoint will wait for GovWin IQ to respond when transferring data.
<b>Tenants</b>	<p><b>Add:</b> Click this button and enter a Tenant ID.</p> <p><b>User:</b> Enter the GovWin IQ user associated with the selected Tenant ID.</p> <p><b>Password:</b> Enter the GovWin IQ password for the user associated with the selected Tenant ID.</p> <p><b>Test:</b> Click this button to test the connection to GovWin IQ using the User and Password associated with the selected Tenant ID.</p>

Option	Description
	<b>Delete:</b> Click this button to delete the selected Tenant ID.

- Click **Test** to check if the connection settings are correct.
- Restart all WebLogic server or run the Rebuild Global Settings screen in Costpoint to allow the changes to take effect.

## Patch 3244

PATCH3244 has been released in preparation for the future implementation of a new feature.

## Patch 5074

PATCH5074 has been released in preparation for the future implementation of a new feature.

## New Options for Printing the Project Status Report (PSR)

### Print Project Status Report (PJRPROJ)

A new option has been added to the Print Project Status Report screen to enable you to suppress the report if there is no activity in the current year and avoid having additional reports that will not help with the reconciliation back to the general ledger. An option to print the report with account numbers is now also available on this screen.

In the **Show** group box, select the new check box **Suppress If No Year-To-Date Activity** to suppress the report with no year-to-date activity. If you select this check box, no information prints on the report if one of the following conditions is met:

- In the **Column** group box, you selected **Year To Date Actual** as one of the columns to show on the report, and the amounts for each row in the column are zero.
- You did not select the **Suppress If No Current Period Activity** check box, selected **Year To Date Actual**, **Current Period Actual**, and/or **Current Subperiod Actual** as one of the columns to show on the report, and the amounts for each row in these columns are zero.

In the **Column** group box, you can now select **Account ID** from the **As Column 2** drop-down list. If you select this option, Costpoint prints the account number on the report using the same account level specified on the screen. Note, however, that some rows on the report may not display the account number even if you select **Account ID** in this column. These rows include Revenue, Cost of Money (COM), G&A Backout (for work in process (WIP) projects), and Burden (including cost of goods sold (COGS) burden for WIP projects). This is because Revenue could be posting to multiple accounts, while COM, G&A Backout, and Burden rows do not have one specific account since the PSR amounts are normally made up of amounts from many different cost accounts.

### Update Project Status Report Tables (PJPUPPSR)

This application has been updated to accurately get the accounts for Prior Year Revenue, Award Fee, COGS (for WIP Projects), and WIP Transfer (for WIP projects) rows, and populate the PSR\_FINAL\_DATA table and the PSR with the correct accounts for these rows.

### Requirements

These enhancements require cp711\_pjrproj\_010.zip and cp711\_pjpuppsr\_006.zip.



## Account Function Code Description in View Project Ledger Activity

The account function code description (**S\_ACCT\_FUNC\_DC**) has been added to the Project Ledger Inquiry table window of the View Project Ledger Activity screen. With this new field, you can determine how an account is being used for the project you are reviewing.

If the account displayed in the Project Ledger Inquiry table window and all its sub-accounts in the same project account group have the same account function code description, **S\_ACCT\_FUNC\_DC** displays that account function code description. If the account and its sub-accounts have different account function code descriptions, **S\_ACCT\_FUNC\_DC** displays Various, and the **S\_ACCT\_FUNC\_DC** field becomes visible on the Detail subtask, where you can view the specific account function code descriptions of the sub-accounts. The new field on the Detail subtask does not display if **S\_ACCT\_FUNC\_DC** on the main screen is not Various. If the account has been removed from the project account group, **S\_ACCT\_FUNC\_DC** displays Missing.

This enhancement requires cp711\_pjqprojl\_003.zip.

## Ability to Manually Mark Projects that have been Totally Billed

Costpoint now allows you to manually mark a project as “final billed” in order for you to determine when all billing tasks have been completed for that project and you no longer need to calculate or produce bills for it. The following applications have been updated for this enhancement.

### Manage Project Billing Information (BLMINFO)

A new check box, **Final Billing Completed**, has been added to the Setup Information tab of this screen. Select this check box to mark a project as “final billed.” Costpoint takes into account the value of this check box during bills processing.

### Calculate Standard Bills (BLPGBILL)

You now have the option to include or exclude projects that have been totally billed in calculating standard bills. On the Options tab of this screen, select the new check box, **Projects with “Final Billing Completed” checked**, to include projects that are marked as “final billed” (that is, the **Final Billing Completed** check box is selected on the Manage Project Billing Information screen for these projects). This check box is clear by default.

### Calculate Retroactive Bills (BLPRBIL)

You also have the option to include or exclude final billed projects in computing retroactive bills through the new check box, **Include Projects with “Final Billing Completed” checked**, added to this screen. When you select this check box, Costpoint includes in calculating retroactive bills those projects that have the **Final Billing Completed** check box selected on the Manage Project Billing Information screen. This check box is clear by default.

### Import Project Master Data (PJPPREP)

A new column, **FINAL\_BILL\_FL**, has been added to the PROJ\_BILL\_INFO.csv file to store the value of the new check box (**Final Billing Completed**) added to the Manage Project Billing Information screen. This is not required in the input file, but must be **Y** or **N** if populated.

### Mass Add Project Master Data (PJPMADD)

This application has been updated to copy the value of the **Final Billing Completed** check box when adding or updating multiple projects if **Project Billing Info** is selected in the **Include** list box.



## Patch and System Jar Requirements

These enhancements require the following:

- Costpoint 7.1.1 System JAR 027 (cp711\_sys\_027.zip)
- PATCH3169

## Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application Name	Application ID	Application File
Projects	BL	Manage Project Billing Information	BLMINFO	Not applicable
Projects	BL	Calculate Standard Bills	BLPGBILL	cp711_blpgbill_011.zip cp711_cmplib_calcbills_003.zip
Projects	BL	Calculate Retroactive Bills	BLPRBIL	cp711_blprbil_005.zip
Projects	PJ	Import Project Master Data	PJPPREP	cp711_pjpprep_015.zip
Projects	PJ	Mass Add Project Master Data	PJPMADD	cp711_pjpmadd_005.zip

## Ability to Set Up Project Modification Descriptions

Costpoint now allows you to standardize project modification descriptions for reporting purposes. One new application has been created and several others have been updated so you can set up labels that could be used to standardize the modification descriptions.

### Manage Modification Descriptions (PJMMODDC)

Use this new application to set up modification descriptions for your project modifications. Modification descriptions defined on this screen and marked as **Active** are the only ones available for entry and selection in the Description field on the Manage Modifications, Manage Project User Flow, and Manage Alternate Project Revenue Profiles screens if the **Validate Modification Descriptions** check box is selected on the Configure Project Settings screen.

You can create the same description for multiple companies as long as the **Use for All Companies** check box for that description is not selected on this screen. However, you cannot set up the same description multiple times in one company, for all companies, or in a specific company if that description already exists for all companies. Even if you enter the same description in a different case (for example, **INITIAL** and **Initial**), Costpoint considers it as a duplicate description and you will not be able to save the record.

You can access this screen through **Projects » Project Setup » Project Setup Controls » Manage Modification Descriptions**.

### Configure Project Settings (PJMSETNG)

A new check box, **Validate Modification Descriptions**, has been added to this screen. Select this check box to enforce validation of project modification descriptions for a particular company.

You can define modification descriptions on the Manage Modification Descriptions screen whether or not the **Validate Modification Descriptions** check box is selected. Once you select this check box, however, you must set up modification descriptions on the Manage Modification Descriptions screen, and only those descriptions can be used for new modifications or as replacement descriptions for existing modifications.

Manage Modifications (PJMMOD), Manage Project User Flow (PJMBASIC), and Manage Alternate Project Revenue Profiles (PJMALTPJ)

These applications have been modified to take into account the value of the **Validate Modification Descriptions** check box in Configure Project Settings. If this check box is not selected, Costpoint will not perform validation on project modification descriptions, and you can enter any description in the **Description** field on the Manage Modifications screen and on the Modifications subtask of the Manage Project User Flow and Manage Alternate Project Revenue Profiles screens.

If the **Validate Modification Descriptions** check box is selected, Costpoint will validate modification descriptions against records that are set up on the Manage Modification Descriptions screen for the user's logged-in company or any records with the **Use for All Companies** check box selected in Manage Modification Descriptions. In addition, only modification descriptions marked as **Active** in Manage Modification Descriptions will be available for entry and selection in the **Description** field in Manage Modifications, Manage Project User Flow, and Manage Alternate Project Revenue Profiles.

### Mass Add Project Master Data (PJPMADD)

When you select **Project Modifications** in the **Include** list box and if the **Validate Modification Descriptions** check box is selected on the Configure Project Settings screen, this application now validates modification descriptions of the records you are adding or updating against records on the Manage Modification Descriptions screen.

### Import Project Master Data (PJPPREP)

If the **Validate Modification Descriptions** check box is selected on the Configure Project Settings screen and you are importing data with project modifications, this application now validates modification descriptions against records on the Manage Modification Descriptions screen.

### Set Up Company (SYPCOMP)

This application has been updated to copy the value of the new check box (**Validate Modification Descriptions**) added to the Configure Project Settings screen when creating a new company by copying an existing company.

### Patch and System JAR Requirements

These enhancements require the following:

- Costpoint 7.1.1 System JAR 027 (cp711\_sys\_027.zip)
- PATCH3166

- PATCH7124

### Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application Name	Application ID	Application File
Projects	PJ	Manage Modification Descriptions	PJMMODDC	cp711_pjmmoddc_001.zip
Projects	PJ	Configure Project Settings	PJMSETNG	cp711_pjmsetng_007.zip
Projects	PJ	Manage Modifications	PJMMOD	Not applicable
Projects	PJ	Manage Project User Flow	PJMBASIC	cp711_pjmbasic_019.zip
Projects	PJ	Manage Alternate Project Revenue Profiles	PJMALTPJ	cp711_pjmaltpj_003.zip
Projects	PJ	Mass Add Project Master Data	PJPMADD	cp711_pjpmadd_005.zip
Projects	PJ	Import Project Master Data	PJPPREP	cp711_pjpprep_015.zip
Administration	SY	Set Up Company	SYPCOMP	cp711_sypcomp_012.zip

## Ability to Use Projects that are Inactive or Do Not Allow Charging in Service Centers

Costpoint now allows you to use projects that are inactive and/or do not allow charging in service centers. Note, however, that this functionality is limited to service centers that use the **Manual** calculation of base method (as set up on the Manage Cost Pools screen). The following applications have been updated for this enhancement.

### Configure Project Settings (PJMSETNG)

A new check box, **Allow Projects that are Inactive or Do Not Allow Charging in Allocation Journals**, has been added to this screen. Select this check box to allow projects that are inactive and/or do not allow charging to be used when creating or importing allocation journals for manual service centers.

## Set Up Company (SYPCOMP)

This application has been updated to copy the value of the new check box (**Allow Projects that are Inactive or Do Not Allow Charging in Allocation Journals**) added to the Configure Project Settings screen when setting up new companies.

## Other Applications

The following applications now allow you to create, update, or import allocation basis journals, units usage information, or units usage history for manual service center pools using projects that are inactive and/or do not allow charging, given the **Allow Projects that are Inactive or Do Not Allow Charging in Allocation Journals** check box is selected on the Configure Project Settings screen:

- Manage Allocation Journals (PJMALJNL)
- Import Allocation Basis Journals (PJPABJP)
- Manage Unit Usage (BLMUSAGE)
- Import Units Usage Files (BLPUPUU)
- Manage Units Usage History (BLMUHIST)

In addition, the lookup of the **Project**, **Project Name**, and **Project Abbreviation** fields in Manage Allocation Journals, Manage Unit Usage, and Manage Units Usage History has been updated to include the **Active and Allow Charging** columns.

## Patch, System JAR, and Application JAR Requirements

The following table lists the Costpoint applications affected by this enhancement. It includes the required JAR version for each application.

Domain	Module	Application Name	Application ID	Application JAR
Projects	PJ	Configure Project Settings	PJMSETNG	cp711_pjmsetng_005.jar
Projects	CR	Manage Allocation Journals	PJMALJNL	cp711_pjmaljnl_005.jar
Projects	CR	Import Allocation Basis Journals	PJPABJP	cp711_pjpabjp_004.jar
Projects	BL	Manage Unit Usage	BLMUSAGE	cp711_blmusage_005.jar
Projects	BL	Import Units Usage Files	BLPUPUU	cp711_blpupuu_006.jar
Projects	BL	Manage Units Usage History	BLMUHIST	cp711_blmuhist_004.jar
Projects	SY	Set Up Company	SYPCOMP	cp711_sypcomp_010.jar

Additionally, the following system JAR and patch are required for this update:

- cp711\_sys\_023.jar

- PATCH3083

## Ability to Enforce Salary Caps at the Timesheet Level – Patch

PATCH3012 was released as part of the implementation of the Ability to Enforce Salary Caps at the Timesheet Level enhancement.

## New Revenue Formulas Validation

Validation is added to the Import Project Master Data application to recognize the two new revenue formulas based on the funded value amount.

## Subcontractor Management Patches

An enhancement was made in preparation of the Create Subcontractor Invoices screen which is part of the Subcontractor Management feature. The update also applies to the Post Vouchers application.

PATCH2770 and PATCH7076 are required for this enhancement.

## Configure Subcontractor Management Settings Patches

A new screen, Configure Subcontractor Management Settings, was added to the Projects domain in preparation of the Subcontractor Management feature.

This update requires PATCH2728 and PATCH2762.

Other changes were also made to this screen where PATCH2831 and PATCH2847 are required.



This screen will only be available when the Subcontractor Management feature is released.

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## Print Cost Pool Rates Report (PJRPRLIS)

This screen has been updated to include adjustment periods in cost pool rates reports.

## Change Period Report Parameters (PJPPARMS)

You can now enter adjustment periods on the Change Period Report Parameters screen. When you run this application for an adjustment period, it updates the period on parameters for applications that are allowed to use adjustment periods.

## Import Manual Bills (BLPUMB)

The Import Manual Bills screen has been added to Costpoint to allow users to import manual bills from comma-separated value (CSV) files into Costpoint's Billing module. The manual bills to be uploaded must be in the company's functional currency. In addition, upload files must contain records from only one company: the company of the logged-in user who is uploading the files.

The upload can only be done within a company for that company.

## Load Multicurrency Transaction Amounts (BLPLMTRN)

As part of the enhancement of multicurrency billing, a new application called Load Multicurrency Transaction Amounts has been created to allow you to load multicurrency transaction amounts from

source tables into your Open Billing Detail file. You can use this utility for projects that have a billing currency different from the functional currency.

When you run this application, Costpoint populates the transactional currency and amount fields on the Manage Open Billing Detail screen using the transactional amount and currency from your General Ledger Detail file. Costpoint also loads data from the source tables to populate the fields on the Exchange Rates subtask of Manage Open Billing Detail.

## Adjust Open Billing Detail Records (BLPAOBD)

The Adjust Open Billing Detail Records application has been modified to not retrieve records from the OPEN\_BILLING\_DETL table where there are different functional and transactional currencies.

## Assign Account Function Codes (PJPA AFC)

This application has been updated to allow you to assign function codes to accounts for a specific project or range of projects. You can select **All**, **One**, **Range**, **From Beginning**, or **To End** in the **Option** drop-down list for the range of projects to which you want to assign the function code.

When you run this utility, Costpoint updates only the accounts that are in the project range you specified, and have the selected account group code.

## Calculate ACRN Bills (BLPACRN)

The Calculate ACRN Bills application has been modified to recognize **Earliest Expiring Funds** as a calculation method. If this method is selected, Costpoint uses the same functionality that is applied in the FIFO calculation process.

Other enhancements to this application include the ability to link changes in funding modifications to Accounting Classification Reference Numbers (ACRNs), and the ability to track changes made to ACRN lines in an ACRN Change History table.

## Calculate Retroactive Bills (BLPRBIL)

This application was updated to use the ceilings set up on the new Billing Currency Contract Values tab of the Manage Project Billing Information screen for foreign currency invoices.

## Calculate Standard Bills (BLPGBILL)

The following are the enhancements for Calculate Standard Bills:

- Transactional amounts that are recorded in billing currency may now pass through to a foreign currency invoice for standard bills. Calculate Standard Bills captures the transactional amounts entered on the Manage Open Billing Detail screen and populates the new fields in the BILL\_EDIT\_DETL table.
- The application now recognizes the billing currency contract and funded values as well as ceiling flags set on the new Billing Currency Contract Values tab of the Manage Project Billing Information screen. For foreign currency invoices, if you set ceilings on the funded amounts on the Billing Currency Contract Values tab, Costpoint uses these ceilings for billing calculations. Costpoint applies the ceiling for total, cost, and fee amounts if it finds a code of **B** in the respective ceiling fields. If you do not set ceilings on this tab, the application will use any ceilings set on the Manage Total Ceilings screen.
- Calculate Standard Bills has been updated to read the currency code specified in the new field **Currency** on the Schedule subtask of either the Manage Project Billing Information or Manage

Project User Flow screen, and to pass through the scheduled billing amount if it is in billing currency or translate the scheduled billing amount if it is not in billing currency. The application also inserts the scheduled billing amount and the currency code into the transactional currency fields in the BILL\_EDIT\_DETL table.

- This application been updated to use, and translate to billing or functional currency, the unit price and unit price currency code from the CLIN Price Schedule record when calculating units bills:
  - If the price is in billing currency, the application uses CLIN\_PRICE\_SCH. TRN\_UNIT\_PRICE\_AMT to populate BILL\_EDIT\_DETL.MU\_UNIT\_PRICE\_AMT. It then uses UNITS\_USAGE\_DT to get the exchange rate, and applies this exchange rate to get UNIT\_PRICE\_AMT in functional currency.
  - If the price is in functional currency and billing is in a different currency, the application uses CLIN\_PRICE\_SCH. UNIT\_PRICE\_AMT to populate BILL\_EDIT\_DETL. UNIT\_PRICE\_AMT, and then calculates translation to get MU\_UNIT\_PRICE\_AMT in billing currency.
  - The amounts are calculated in the currency of the pricing, and then translated to get the correct functional or billing currency amount for the units.

## Configure Billing Settings (BLMSETNG)

The Configure Billing Settings application has been modified to provide options for showing the ACRN warning messages and for tracking ACRN changes. A new group box, **ACRN Options**, is added to screen. In addition to the **Enable ACRN Billing** option, the group box contains the following new check boxes:

- **ACRN Warnings With Modifications Changes** — Select this check box to show ACRN warning messages on the Manage Modifications screen and on the Mods subtask of the Manage Project User Flow screen when you enter new funding modifications or change existing funding modifications.
- **Track ACRN Change History** — Select this check box to track the changes made to ACRN billing details.

## Import Project Master Data (PJPPREP)

The Import Project Master Data application has been updated to accommodate the new fields in various CSV input files. The following is a list of the new fields added to the input files:

- PROJ.csv
  - ACRN Warnings With Modifications Changes
  - ACRN Warnings With Modifications Changes - Allow Edit
- PROJ\_BILL\_INFO.csv
  - Value Info - Total Amount
  - Value Info - Fee Amount
  - Value Info - Cost Amount
  - Funding Info - Cost Ceil
  - Funding Info - Fee Ceil
  - Funding Info - Total Ceil
  - Funding Info - Total Amount

- Funding Info - Fee Amount
- Funding Info - Cost Amount
- Retainage - Maximum Amount (Billing Currency)
- CEIL\_DIR\_CST.csv
  - Billing Currency Ceiling Amount
- OVERRIDE\_FEE\_ON\_DIR.csv
  - Billing Currency Fee on Hours
- PROJ\_CUST\_SETUP.csv
  - Remittance Bank
  - Intermediary Bank

## Manage ACRN Bills (BLMMAB)

A number of enhancements have been made to the Manage ACRN Bills application:

- A new calculation method, **Earliest Expiring Funds**, was added and can be selected on the Manage ACRN Bills screen. You select this option to allocate ACRN amounts based on the expiration date of the funds. Costpoint uses the FIFO calculation process when this option is selected since the allocation amounts will be the same as FIFO after the sequence numbers are reordered from the earliest to the latest expiration date.
- A new group box called **ACRN Project Totals** was added. It contains the **Total Project Funding**, **Total ACRN Value**, **Current ACRN Value**, **Previous ACRN Value**, and **Remaining ACRN Value** fields. The **Current ACRN Value** field was previously the **Allocation Amount** field.
- In the Project ACRN Details table window, several column headers have been renamed:

Old Column Header Name	New Column Header Name
Line Item	<b>SLIN</b> /Line Item
ACRN Value	<b>Total</b> ACRN Value
Previous ACRN Allocation Amount	Previous ACRN Allocation <b>Value</b>
Current ACRN Allocation Amount	Current ACRN Allocation <b>Value</b>
Total ACRN Allocation Amount	Total ACRN Allocation <b>Value</b>
Remaining ACRN Value	Remaining ACRN <b>Allocation</b> Value

- New fields were added to the Project ACRN Details table window:
  - **Seq No Change** — Use this field to enter a sequence number to reorder the records in the table window. You can edit this field unless the calculation method is **Earliest Expiring Funds**.
  - **Expiration Date** — Use this field to enter an expiration date for the ACRN or Line Item. This field will resequence existing lines based on the expiration date when the record is saved if the calculation formula is **Earliest Expiring Funds**.



- **Override** — This check box is automatically selected when you make changes to a line in the table window and save the record. After the invoice is posted, this check box will be cleared.
- **User** — If you make changes to a line in the table window, this field is populated with your user ID and remains populated until the invoice is posted.
- **Change History** — If you make changes to a line in the table window, this check box is automatically selected when you save the record.



The **Override** and **Change History** check boxes and the **User** field are enabled only when the **Track ACRN Change History** option is selected on the **Configure Billing Settings** screen.

- A new subtask, ACRN Change History, was added to the Manage ACRN Bills screen. This subtask shows a historical record of the changes made to Project ACRN Details lines. It is available and automatically populated if the **Track ACRN Change History** check box is selected on the Configure Billing Settings screen.
- The Query function includes more fields from the Project ACRN Details window to allow users to quickly access specific records based on the fields in this table window. You can now use the Query function to find records by **ACRN**, **Active**, **Change History**, **Current ACRN Allocation Value**, **Expiration Date**, **Previous ACRN Allocation Value**, **Remaining ACRN Allocation Value**, **SLIN/Line Item**, **Seq No**, **Total ACRN Value**, and **User**. You can also sort records based on the same fields referenced in the Query function.

## Manage CLIN Information (PJMCLIN)

This application now allows you to bill units based on the billing currency unit price schedule for the Contract Line Item Number (CLIN), instead of translating the unit price from functional currency when calculating foreign currency invoices using standard bills.

To accommodate this change, the **Currency** field on the Manage CLIN Information screen has been modified. You can now select the billing currency in this field instead of only the functional currency, which is the field's default value.

Previously, you could select multiple CLINs for the same item, but with a different currency for each item. The current functionality is that the currency you select must be the same for all CLINs within the project; otherwise, Costpoint displays an error message.

## Manage Closed Billing Detail (BLMCLOSE)

New fields were added to the Manage Closed Billing Detail screen to allow you to view posted records or enter billed transactions in transactional currency. The **Cost** group box now contains the **Transactional** column with the following new fields:

- Currency
- Transaction Amt
- Write Off Amt
- Amt Prev Billed
- Amount Billed

For system-generated records, the **Transactional** fields cannot be edited. For user-entered records, if your company's functional currency is different from the transactional currency, you can edit the **Transactional** fields only if the **Transaction Type** is either **Cost** or **Hours**.

A new subtask, Exchange Rates, was added to the Manage Closed Billing Detail screen. You can use this subtask to add, edit, and/or view exchange rate information. You can also use this subtask to change the transactional currency code set on the Manage Closed Billing Detail screen. For system-generated records, the fields in this subtask are not editable. The fields become editable for user-entered records only and if the **Transaction Type** entered on the Manage Closed Billing Detail screen is either **Cost** or **Hours**.

The **Recalculate** button was added to the screen to recalculate the cost functional and transactional amounts when the exchange rate has changed.



The **Transactional** column fields and the **Recalculate** button are available only if the user is licensed for multicurrency.

## Manage Cost Fee Overrides (PJMCFE)

Two new fields were added to the Manage Cost Fee Overrides screen:

- **Billing Currency Fee on Hours** — Enter the fee override in this field if you are using a **Cost Incurred Plus Fee on Hours (CPFH)** billing or revenue formula. You can edit this field if the billing currency code entered on the Manage Project Billing Information screen is different from your company's functional currency, and if either **Billing** or **All** is selected for the **Apply to R/B/A** field on the Manage Cost Fee Overrides screen.
- **Billing Currency** — This field displays the code for the currency used to bill the project. Costpoint retrieves this currency code from the Manage Project Billing Information screen.

These new fields are available only if you are licensed for multicurrency.

The **Fee on Hours** field has been renamed to **Functional Currency Fee on Hours** to differentiate it from the new field **Billing Currency Fee on Hours**.

## Manage Direct Cost Ceilings (PJMCEIL)

Two new fields were added to the Manage Direct Cost Ceilings screen:

- **Billing Currency Ceiling Amount** — Use this field to enter the ceiling amount in billing currency. You can edit this field if the billing currency code entered on the Manage Project Billing Information screen is different from your company's functional currency, and if either **Billing** or **All** is selected for the **Apply to R/B/A** field on the Manage Direct Cost Ceilings screen.
- **Billing Currency** — This field displays the code for the currency used to bill the project. Costpoint retrieves this currency code from the Manage Project Billing Information screen.

These new fields are available only if you are licensed for multicurrency.

The **Ceiling Amount** field has been renamed to **Functional Currency Ceiling Amount** to differentiate it from the new field **Billing Currency Ceiling Amount**.

## Manage Modifications (PJMMOD)

A new subtask, ACRN, was added to the Manage Modifications screen. The application now allows you to directly access and use the Manage ACRN Bills screen through the new subtask link. You can access this subtask only if the **Enable ACRN Billing** check box is selected on the Configure Billing Settings screen. Use this subtask to specify the project ACRN requirement, formula, level at which the billing is calculated, and ACRN amounts.

Two warning messages were also added to the Manage Modifications application. These messages may appear when you add or edit modifications on the Manage Modifications screen, but only if the **ACRN Warnings With Modifications Changes** check box is selected on the Configure Billing Settings screen.

## Manage Open Billing Detail (BLMOPEN)

New fields were added to the Manage Open Billing Detail screen to allow transactional currency amounts to be viewed, put on hold, or written off. Users can also now enter new records in transactional currency.

The **Cost** group box now has the **Transactional** column with the following new fields:

- Currency
- Transaction Amount
- Amount on Hold
- Write-Off Amount
- Amount Prev Billed
- Amount to Bill

You have the ability to enter the transactional currency amount and code in this column if your company's functional currency is different from the transactional currency, and if the **Use Transactional Currency Billing** check box is selected on the Manage Project Billing Information screen:

- For system-generated records, the **Transactional** fields are populated by the Load Multicurrency Transaction Amounts utility and only the transactional **Amount on Hold** and **Write-Off Amount** fields are editable.
- For user-entered records, all **Transactional** fields are editable except for the **Amount to Bill**.

A new subtask, Exchange Rates, was added to the Manage Open Billing Detail screen. You can use this subtask to add, edit, and/or view exchange rate information. You can also use this subtask to change the transactional currency code set on the Manage Open Billing Detail screen. For system-generated records, the fields in this subtask are not editable and are populated by the Load Multicurrency Transaction Amounts utility.

The **Recalculate** button was added to the screen to recalculate the cost functional and transactional amounts when the exchange rate has changed.



The **Transactional** column fields and the **Recalculate** button are available only if the user is licensed for multicurrency.

The **CLIN** field on the Units tab of Manage Open Billing Detail has been updated to accept values in billing or functional currency only.

## Manage Project Billing Information (BLMINFO)

The following enhancements were made to the Manage Project Billing Information application:

- You may now use the **Use Transactional Currency Billing** check box on the Other Info tab for all relevant billing formulas. Previously, this check box was available only if the billing formula was **Loaded Labor Rate** or **Loaded Labor Rates plus Cost Incurred on Non-Labor (T&M)**.
- A new field, **Maximum Amount (Billing Currency)**, was also added. You can use this field to enter the maximum amount or ceiling, in billing currency, of the retainage that can be withheld. This field can be edited if the billing currency is not the same as the company's functional currency.

- A new tab, **Billing Currency Contract Values**, was added to the screen to store the billing currency contract and funded values, as well as ceiling flags for funded amounts. On this tab, you can add the cost of the project, the fee, and the total of the cost and fee. However, you can only place ceilings on the funded values of the project and designate whether each of the ceilings is in effect for billing or not.
- You can now set up scheduled billing amounts in billing currency for foreign currency invoices that use standard bills. A new field, **Currency**, was added to the Schedule subtask of the Manage Project Billing Information screen. Use it to indicate the currency of the scheduled amount for the invoice. When the scheduled bill amount is in billing currency, no translation is applied when the bill is computed.
- Two new fields, **Remittance Bank** and **Intermediary Bank**, were added. You can use these fields to specify the company bank account to which you remit payment, and the intermediary bank ID for the selected company bank.

## Manage Project User Flow (PJMBASIC)

The following changes have been made to the Manage Project User Flow Application:

- On the Basic Info tab, a new group box, **ACRN Options**, was added to allow users to control the ACRN warning settings for a project through the following check boxes:
  - **ACRN Warnings With Modifications Changes** — This check box defaults to the setting of the **ACRN Warnings With Modifications Changes** check box on the Configure Billing Settings screen. Leave this check box selected if you want to display ACRN warning messages when there are changes to funding modifications for the project.
  - **Allow Edit** — Select this check box to allow edits of the ACRN warning option at the project's lower-level tasks.
- A new subtask, **ACRN**, was also added to the Manage Project User Flow screen. The application now allows you to directly access and use the Manage ACRN Bills screen through the new subtask link. You can access this subtask only if the **Enable ACRN Billing** check box is selected on the Configure Billing Settings screen. Use this subtask to specify the project ACRN requirement, formula, level at which the billing is calculated, and ACRN amounts.
- Two new warning messages have been incorporated into the application. These messages may appear when you add or edit modifications on the Mods subtask of Manage Project User Flow, but only if the **ACRN Warnings With Modifications Changes** check box is selected on both the Configure Billing Settings and Manage Project User Flow screens.
- You may now use the **Use Transactional Currency Billing** check box on the Other Info tab of the Billing Details subtask for all relevant billing formulas. Previously, this check box was available only if the billing formula was **Loaded Labor Rate** or **Loaded Labor Rates plus Cost Incurred on Non-Labor (T&M)**.
- Three new fields were added to the Billing Details subtask. You use the **Maximum Amount (Billing Currency)** field to enter the maximum amount or ceiling, in billing currency, of the retainage that can be withheld. This field can be edited if the billing currency is not the same as the company's functional currency. You can use the **Remittance Bank** and **Intermediary Bank** fields to specify the company bank account to which you remit payment, and the intermediary bank ID for the selected company bank.
- Two new fields were added to the Dir Cost Ceil subtask. These new fields are available only if you are licensed for multicurrency.
  - **Billing Currency Ceiling Amount** — Use this field to enter the ceiling amount in billing currency. You can edit this field if the billing currency code entered on the Manage Project

Billing Information screen is different from your company's functional currency, and if either **Billing** or **All** is selected for the **Apply to R/B/A** field on the Dir Cost Ceil subtask.

- **Billing Currency** — This field displays the code for the currency used to bill the project. Costpoint retrieves this currency code from the Manage Project Billing Information screen.
- The **Ceiling Amount** field has been renamed to **Functional Currency Ceiling Amount** to differentiate it from the new field **Billing Currency Ceiling Amount**.
- Two new fields were added to the Cost Fee Ovrd subtask. These new fields are available only if you are licensed for multicurrency.
  - **Billing Currency Fee on Hours** — Enter the fee override in this field if you are using a **Cost Incurred Plus Fee on Hours (CPFH)** billing or revenue formula. You can edit this field if the billing currency code entered on the Manage Project Billing Information screen is different from your company's functional currency, and if either **Billing** or **All** is selected for the **Apply to R/B/A** field on the Cost Fee Ovrd subtask.
  - **Billing Currency** — This field displays the code for the currency used to bill the project. Costpoint retrieves this currency code from the Manage Project Billing Information screen.
- The **Fee on Hours** field has been renamed to **Functional Currency Fee on Hours** to differentiate it from the new field **Billing Currency Fee on Hours**.
- A new tab, Billing Currency Contract Values, was added to the Billing Details subtask to store the billing currency contract and funded values as well as ceiling flags for funded amounts. On this tab, you add the cost of the project, the fee, and the total of the cost and fee. However, you can only place ceilings on the funded values of the project and designate whether each of the ceilings is in effect for billing or not.
- You can now set up scheduled billing amounts in billing currency for foreign currency invoices that use standard bills. On the Billing Details subtask of the Manage Project User Flow screen, a new field, **Currency**, was added to the Schedule subtask. Use it to indicate the currency of the scheduled amount for the invoice. When the scheduled bill amount is in billing currency, no translation is applied when the bill is computed.

## Manage Standard Bills (BLMGBILL)

The conditions on the Manage Standard Bills application have been modified to allow transactional currency amounts to be put on hold or written off. If you are licensed for multicurrency, the following conditions apply:

- If there are no values on the **Hold Amount** and **Write Off Amount** fields, only the billing currency amounts are editable.
- If there are values on the **Hold Amount** and **Write Off Amount** fields, the billing currency is the same as the transactional currency, and the **Use Transactional Currency Billing** check box is selected on the Manage Project Billing Information screen, the billing on hold and write-off amounts are editable and are saved to MU\_TRN\_HOLD\_AMT and MU\_TRN\_WRITEOF\_AMT, respectively. Functional currency amounts, on the other hand, are non-editable.
- If there are values on the **Hold Amount** and **Write Off Amount** fields, and the billing currency is different from the transactional currency, the functional on hold and write-off amounts are editable, while billing currency amounts are disabled. This applies whether the **Use Transactional Currency Billing** check box is selected or not.

The **Amount** field on the Totals tab has also been updated such that it is not editable if the billing currency is not the same as the functional currency.

## Mass Add Project Master Data (PJPMADD)

This application has been updated to populate the following new fields in the PROJ table:

- ACRN\_SHOW\_MSG\_FL
- ACRN\_MSG\_EDIT\_FL

Mass Add Project Master Data was modified to be able to copy the billing currency values from the Billing Currency Contract Values tab of the Manage Project Billing Information of the template project to the destination project. The ceilings set up on that tab, however, are not copied and instead set to **N** for the destination project when this application is executed.

The application now also recognizes and copies the currency code specified in the new field **Currency** on the Schedule subtask of either the Manage Project Billing Information or Manage Project User Flow screen. In addition, it handles the new fields added to the Manage Project Billing Information, Manage Direct Cost Ceilings, and Manage Cost Fee Overrides screens:

- **Maximum Amount (Billing Currency)** in Manage Project Billing Information
- **Billing Currency Ceiling Amount** in Manage Direct Cost Ceilings
- **Billing Currency Fee on Hours** in Manage Cost Fee Overrides

## Post Standard Bills (BLPGEN)

Several updates have been made to the Post Standard Bills application:

- This application has been modified to accommodate the changes made to the Manage ACRN Bills screen when the record is saved. These are the actions that take place when standard bills are posted if you have selected the **Track ACRN Change History** check box on the Configure Billing Settings screen:
  - If the **Override** field has a **Y**, that value is changed to **N** during posting.
  - If there is a value in the **User** field, that value is changed to NULL.
  - If there is a value in the **Seq No Change** field, that value is changed to a space (blank).
  - If there are rows in the Change History table that have a value of **N** in the **Invoice Posted?** field, that value is changed to **Y**.
- Several fields are also added to the header record (PROJ\_BILL\_ACRN), namely, Total ACRN Value (ACRN\_FUNDED\_AMT), Previous ACRN Value (ACRN\_BILLED\_AMT), and Remaining ACRN Value (ACRN\_AVAIL\_AMT). During posting, however, only Previous ACRN Value and Remaining ACRN Value are updated.
- The application now posts the value of the new field **Currency** on the Schedule subtask of either the Manage Project Billing Information or Manage Project User Flow screen to the BILLING\_DETL\_HIST table.
- It also puts in new values of UNIT\_PRICE\_AMT and MU\_UNIT\_PRICE\_AMT into the BILLING\_DETL\_HIST table as computed by the Calculate Standard Bills application.
- The application posts new fields from the BILL\_EDIT\_DETL table to the BILLING\_DETL\_HIST table. It now also posts the new scheduled billing currency code to BILLING\_DETL\_HIST.



## Print ACRN Billing Edit Report (BLRACRN)

This application has been updated so that the ACRN Billing Edit Report prints the expiring fund date when the calculation method selected is **Earliest Expiring Funds**. The report header also reflects the field name changes in the Project ACRN Details table window, which are as follows:

Old Column Header Name	New Column Header Name
Line Item	<b>SLIN</b> /Line Item
ACRN Value	<b>Total</b> ACRN Value
Previous ACRN Allocation Amount	Previous ACRN Allocation <b>Value</b>
Current ACRN Allocation Amount	Current ACRN Allocation <b>Value</b>
Total ACRN Allocation Amount	Total ACRN Allocation <b>Value</b>
Remaining ACRN Value	Remaining ACRN <b>Allocation</b> Value

## Print Standard Bills (BLRMBIL)

The Print Standard Bills application has been updated to include billing currency contract and funded values on the invoice, if provided on the Billing Currency Contract Values tab of the Manage Project Billing Information screen.

## Reverse Previous Bills (BLPREVB)

A number of enhancements have been incorporated to the Reverse Previous Bills screen:

- A Billing User Group security was added to the application. If the **Assign Bills to User Groups** check box is selected on the Configure Billing Settings screen, you will not be able to reverse bills unless you are a member of the Billing User Group assigned to the invoice's project.
- Reverse Previous Bills has been updated to handle the new fields on the Manage Open Billing Detail screen so that transactional amounts are restored in the Open Billing Detail table when a bill is reversed. It repopulates the new fields in Open Billing Detail if the **Rebill these transactions** check box is selected when the application is run.
- The application now recognizes and uses the billing currency values for the total contract and funded values on the new Billing Currency Contract Values tab of the Manage Project Billing Information screen, if provided.

## Update Billing Currency Amounts (BLPUPCUR)

This application has been modified to be able to translate the scheduled billing amounts to the new currency specified in the new field **Currency** on the Schedule subtask of either the Manage Project Billing Information or Manage Project User Flow screen. Only posted rows that have scheduled billing amounts not in functional currency are updated during the process.

## Mass Add Project Budgets (BPPMASS)

The following changes have been made to the Mass Add Project Budgets application:

- You now have an option to select a range of template project budgets to be copied to destination project budgets. The **Option** field in **Template Project Budget** was modified to include the following choices:
  - All
  - One
  - Range
  - From Beginning
  - To End

When you select any of these options except **One**, the information you entered in the **Start** and **End** fields in **Template Project Budget** is copied into the **Start** and **End** fields in **Destination Project Budgets**.
- A new check box, **Active Budget**, was added. If you selected the **Workplan** option for the destination project budgets, select this check box to set the workplan budget to active for the range of projects you specified.
- The **Project range exceeds 100 records** check box was removed.

## New Revenue Formula: Funded Value Times Percent Complete (FVPC)

Costpoint includes a new revenue formula, Funded Value Times Percent Complete (FVPC), which allows you to compute revenue on a project based on percent complete of the funded value amount. Previously, Costpoint had a percent complete formula based only on the contract value. The new formula, however, applies only to revenue and not to standard bills.

FVPC uses the following steps to compute revenue:

1. **Calculate inception-to-date (ITD) revenue to recognize.** Costpoint multiplies the percent complete from the Manage Revenue Information screen by the total funded value from the Manage Modifications screen. This value is the total ITD revenue to recognize.
2. **Calculate previous year-to-date (YTD) revenue recognized.** Costpoint sums the revenue in the project ledger for the current fiscal year up to the subperiod being calculated.
3. **Calculate prior years' and ITD revenue previously recognized.** Costpoint sums the revenue from the prior year table for fiscal years earlier than the selected fiscal year, and adds that value to the YTD revenue previously recognized to get the ITD revenue previously recognized.
4. **Calculate revenue to recognize in the period being computed.** Costpoint then subtracts the ITD revenue amount previously recognized from the ITD revenue to recognize to get the ITD revenue not yet recognized. This amount can be positive or negative.
5. **Include ceilings.** If the ITD revenue exceeds the total project ceiling, the over-ceiling amount is recognized, and reduces revenue to the ceiling amount.

The following table lists the Costpoint 7.1.1 applications affected by this update. It includes the required jar version for each application, if applicable.

Domain	Application Name	Application ID	Application Jar
PJ	Compute Revenue	PJPCOMPR	cp711_pjpcompr_004.jar
PJ	Import Project Master Data	PJPPREP	cp711_pjpprep_006.jar



Domain	Application Name	Application ID	Application Jar
PJ	Manage Burden Cost Ceilings	PJMBCEIL	cp711_pjmbceil_002.jar
PJ	Manage Direct Cost Ceilings	PJMCEIL	cp711_pjmceil_001.jar
PJ	Manage Project Master Data from Templates	PJMQPROJ	cp711_pjmqproj_002.jar
PJ	Manage Project User Flow	PJMBASIC	Not applicable
PJ	Manage Revenue Information	PJMREV	Not applicable
PJ	Manage Revenue Formulas	PJMRAMT	Not applicable
PJ	Mass Add Project Master Data	PJPMADD	Not applicable
PJ	Print Project Master Report	PJRBASIC	Not applicable
PJ	Print Project Revenue and Billing Formulas	PJRFORM	Not applicable
PJ	Print Project Setup Report	PJRSETUP	Not applicable
PJ	Print Project Status Report	PJRPROJ	Not applicable
PJ	Print Revenue Summary Report	PJRREV	Not applicable
PJ	Print Revenue Worksheet	PJRREVV	Not applicable
PJ	Approve Projects from Templates	PJMQPJAP	Not applicable
PJ	Import Project Master Data from Templates	PJPQPREP	Not applicable

Additionally, the following Costpoint 7.1.1 system jar, patch, and stored procedures are required for this update:

- cp711\_sys\_010.jar
- PATCH2688
- PJPCOMPR.MSS and PJPCOMPR.ORA — These stored procedures are used only in Compute Revenue (PJPCOMPR)

## New Revenue Formula Based on Funded Value: FVEAC and FVETC

Compute Revenue (PJPCOMPR)

This application has been updated to recognize the following new revenue formulas when computing revenue:

- **FVEAC** — Cost Incurred using Estimate At Completion (Funded Value)
- **FVETC** — Cost Incurred using Estimate To Complete (Funded Value)

The following applications are also updated to capture the information for the new revenue formulas when generating reports:

- Print Project Status Report
- Print Revenue Summary Report
- Print Revenue Worksheet

This enhancement requires cp711\_pjpcompr\_006.jar.

## People Domain Enhancements

### Updated ESS Benefits Enrollment Video

The ESS benefits enrollment video now reflects the updated UI and navigation in Costpoint. For more information, see <https://help.deltek.com/Product/Costpoint/USS/People/BenefitsEnrollment/>.

### Deltek Talent Management Integration for Employee Skills Information

The Costpoint – Deltek Talent Management Integration now provides you with the ability to import and export employee skills information between Costpoint and Deltek Talent Management.

For this functionality, Costpoint will be the system of record for the skills database. When you run the integration, any new skills added in Costpoint will transfer to Deltek Talent Management. Employee skills will reside in the databases of both systems and you can import or export the employee skills between the systems from the Transfer Talent Management Data (EMPHRSDAT) screen in Costpoint.

**Note:** Before transferring employee skills, ensure that the skills tables have the most current data so new skills assigned to employees will be accepted.

### New UI Profile ID DLTKSMB

The DLTKSMB UI profile ID hides certain subtasks and fields on screens of the People domain. This is done to simplify processes and navigation for businesses that use a single currency instead of a Multicurrency license. To see the affected screens, see the New UI Profile ID in Manage User Interface Profiles (SYMPROF) section.

### Define the MO Charge Description for Export to Deltek Time and Expense

This Costpoint release provides the ability to include the manufacturing order (MO) built part description when you export MO information (UDT02) and charge tree files to Deltek Time and Expense. Prior to this release, Costpoint only used the build part ID for the exported MO description.

New options on the Export Data to Deltek Time and Expense (LDPDTC) screen allow you to select whether the export process uses the built part ID or build part description for the MO description. You can set this up using the following **MO Build Description** options on the Export Information tab of the screen:

- **Use Build Part ID** — Select this option to use the ID of the part being built for the MO charge description. If you select this option, the exported MO description will use the following format:  
[Build Project ID] + “-” + [Build Part ID]  
The values come from the **Build Project** field and the **Build Part** field on the Manage Manufacturing Orders screen.
- **Use Build Part Description** — Select this option to use description of the part being built for the MO charge description. If you select this option, the exported MO description will use the following format:  
[Build Project ID] + “-” + [Build Part Description]  
The application truncates the description to 120 characters. The values come from the **Build Project** field and the **Description** field (for the build part) on the Manage Manufacturing Orders screen.

### Guidelines for Charge Trees in Deltek Time and Expense

If you opt to implement the new feature which uses the build part description for the exported MO description, you must take into consideration the following guidelines and notes:

- Deltek recommends that you delete the established MO Tree in Deltek Time and Expense and perform a full import of all MO data from Costpoint to rebuild the tree for MO charges.
- Using the new description will not change existing saved data that uses the older charges in the Timesheet, Expense Authorization, and Expense Report.
- Moving forward, when you select the charge in Deltek Time and Expense, the application will use the new description.
- You must update any charge favorites that were previously set up in Deltek Time and Expense.

### Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
People	Leave	LDPDTC	Export Data to Deltek Time and Expense	cp711_ldpdtc_021.zip

## Employee Status Field in Team Management Screens

Multiple screens in the Costpoint Team Management module now provide a new Status field which displays the employee's status code (S\_EMPL\_STATUS\_CD) from the Employee (EMPL) table record. You will also be able to use the Status field when searching records using the Query and Lookup functionalities in the updated screens.

This enhancement is implemented in the following Team Management screens:

- Citizenship (HTMCITIZENSHIP)
- Employee Security (HTMGOVDOCUMENTS)
- Leave (HTMLEAVE)

- Life Events (HTMLIFEEVENTS)

### Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
People	Team Management	HTMCITIZENSHIP	Citizenship	cp711_htmcitizenship_003.zip
People	Team Management	HTMGOVDOCUMENTS	Employee Security	cp711_htmgovdocuments_003.zip
People	Team Management	HTMLEAVE	Leave	cp711_htmlleave_003.zip
People	Team Management	HTMLIFEEVENTS	Life Events	cp711_htmlifeevents_003.zip

## Costpoint Payroll Toolkit

This release adds a new menu item in Costpoint Payroll under the Payroll Utilities application group. Currently, the screen has no functionality. However, In the event of a payroll issue, this update allows Deltek to quickly deploy fixes that require payroll users to run a one-time toolkit.

### System Requirements

This enhancement requires Costpoint 7.1.1 System JAR 051 (cp711\_sys\_051.zip).

### Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
People	Leave	PRPTOOLKIT	Payroll Toolkit	cp711_prptoolkit_001.zip

## Print Quarterly State Unemployment Report Based on Pay Period Dates

Prior to this release, the Print Quarterly State Unemployment Report (PRRSTTAX) screen only used check dates as the basis of selecting records from the Employee Earnings table for reporting SUTA wages and employee counts. The application did not include the Employee Earnings record in the employee count if the check date on the record did not fall within the date range and payroll year specified on the screen.

As a result of this limitation, even if the pay period of the Employee Earnings record fell within the specified date range on the screen, the application did not include the record when the check date was outside the specified date range.

To address this issue, the Print Quarterly State Unemployment Report screen provides a new Use Pay Period Dates to Select Records from Employee Earnings check box. When you select the new check box, the application will include Employee Earnings records which have pay period dates that fall within the report's date range parameter and it will not use check dates to select records. If you do opt not to select this check box, the application will select records based on check dates.

**Note:** Costpoint disables the new **Use Pay Period Dates to Select Records from Employee Earnings** check box if you select the Use Reference Date for **X, Y, Z, V, and W Records (Applies to Taxes only)** check box on the Configure Payroll Settings screen.

## Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
People	Payroll	PRRSTTAX	Print Quarterly State Unemployment Report	cp711_prrsttax_006.zip

## Export Skills and Offboarding Data to Deltek Talent Management

This release provides multiple Costpoint - Deltek Talent Management integration enhancements which include the following:

- You now have the ability to transfer skill codes to Deltek Talent Management through the Transfer Talent Management Data (EMPHRSDAT) screen. The following check boxes in the Export group box of the screen allow you to enable this new functionality:
  - Skills — Select this check box to include skill codes in the export to Deltek Talent Management.
  - Log Skills Export Transactions — Select this check box to record skills data export transactions in the process log file.
- When you export employee information, the process now sends the following offboarding fields to Deltek Talent Management:
  - user\_rehire\_eligibility\_id
  - user\_termination\_reason
  - user\_separation\_reasons
  - user\_original\_email
  - user\_separation\_comments
  - wizard\_target\_id

## Major New Features and Enhancements in Costpoint 7.1.1

- When you import employee information, the Employee Type Code (S\_EMPL\_TYPE\_CD) field value now comes from the requisition\_job\_type column in Deltek Talent Management. Prior to this update, the application used the value from the job\_type column in Deltek Talent Management.

### System Requirements

This enhancement requires Costpoint 7.1.1 System JAR 052.

### Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
People	Employee	EMPHRSDAT	Transfer Talent Management Data	cp711_emphrsdat_018.zip

## Accrue Paid Leave During Employee's Family Medical Leave

In accordance with Family Medical Leave Act (FMLA) regulations, Costpoint now provides employers with the ability to enable the accrual of paid leave for employees with a **Family Medical Leave** status.

This enhancement allows employers to comply with section 825.209(h) of the FMLA, which states that "An employee's entitlement to benefits other than group health benefits during a period of FMLA leave (e.g., holiday pay) is to be determined by the employer's established policy for providing such benefits when the employee is on other forms of leave (paid or unpaid, as appropriate)."

### Application Updates

To support this feature, this release includes the following updates to corresponding applications:

#### Leave Types (LDMLVTP)

The screen now provides an **Accrue during Family Medical Leave** check box. When leave is computed, employees with a status of **Family Medical Leave** in the Manage Employee Information screen are automatically excluded from processing. If your company policy specifies that employees must continue to accrue this particular type of leave while an employee is on Family Medical Leave Act (FMLA) leave, select this check box to include the leave type in the Compute Leave process.

If you leave the check box unchecked and the employee has a status of **Family Medical Leave** in the Manage Employee Information screen, then the leave type will not be included in the Compute Leave processing.

**Note:** If the leave accrual is based on the number of hours worked by the employee and the employee does not work any eligible hours in the leave period, then the employee would not receive an accrual.

If your leave type is set up to apply a ceiling on the employee's anniversary date, that ceiling will be applied for an employee on FMLA leave whether or not this check box is selected. If the check box is selected, the employee's accrual will be processed and the ceiling will be applied. If this check box is not selected, the employee will not receive an accrual, but the ceiling will still be applied.

This check box is not available if the Use to track Family Medical Leave check box is selected.

### Compute Leave Accruals (LDPCLHF)

The application will now process the leave types that are set to **Accrue during Family Medical Leave** for employees with a status of **Family Medical Leave**.

### Print Data Dictionary Report (SYRDD)

The application now provides information for the new Accrue during Paid Family Leave Flag (Y/N) (ACCRUE\_DURING\_FML\_FL) column on the Leave Type (LV\_TYPE) table.

### System Requirements

This enhancement requires Costpoint 7.1.1 PATCH3647.

### Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
People	Leave	LDMLVTP	Manage Leave Types	cp711_ldmlvtp_008.zip
People	Leave	LDPCLHF	Compute Leave Accruals	cp711_ldpclhf_023.zip

## Employee Status Field in the Knowledge Screen of Team Management

A new Status field on the Knowledge (HTMKNOWLEDGE) screen of the Team Management module displays the employee's status code (S\_EMPL\_STATUS\_CD) from the Employee (EMPL) table record. You will also be able to use the new Status field when searching records using the Query and Lookup functionalities of the Knowledge screen.

This update is part of an upcoming feature for Costpoint Team Management.

### System Requirements

This enhancement requires the following Costpoint 7.1.1 releases:

- Costpoint 7.1.1 System JAR 051 (cp711\_sys\_051.zip)
- PATCH3579

### Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
People	Team Management	HTMKNOWLEDGE	Knowledge	cp711_htmknowledge_003.zip

## Increase the Length of Skills Description Field

This Costpoint release increases the length of the **Skill Description** (SKILL\_DESC) field in the Costpoint Skill (SKILL) table from 30 to **255** to match the size of corresponding field in Deltek Talent Management. This change is in preparation for a future enhancement that will allow you to transfer employee skills information from Costpoint to Deltek Talent Management.

You will now be able to enter a skills description of up to 255 characters in the Manage Skills Codes screen which is accessible in both **People » Employee » Employee Controls** and **Accounting » Accounts Payable » Vendor and Subcontractor Controls** menus. This update affects Costpoint People, Contract Management, Accounting, and Materials Management applications that reference the Costpoint Skills table.

### Application Changes

To support the enhancement, this release applies the corresponding updates in the following screens:

#### Contract Management Domain

- **Manage Contract Management Employee Info (CTMEMPL)**  
The application now displays up to **255** characters in **Skills Description** field on lookups and queries.
- **Manage Contract Management Vendor Info (CTMVEND)**  
The application now displays up to **255** characters in **Skills Description** field on lookups and queries.

#### Materials Management Domain

- **Manage Labor Classifications (RUMLABCL)**  
The application now displays up to **255** characters in **Skills Description** field on lookups and queries.
- **Manage Labor Operations (RUMLABOP)**  
The application now displays up to **255** characters in **Skills Description** field on lookups and queries.
- **Manage Work Centers (RUMWCM)**  
The application now displays up to **255** characters in **Skills Description** field on lookups and queries.
- **View Routings (RUQROUT)**  
The application now displays up to **255** characters in **Skills Description** field on lookups and queries.

### People Domain

- **Employee Personal Info (ESQEMPLPERINFO)**  
The length of the **Skill Description** field increases from 30 to **255**. The Skill Description field allows viewing of the full field.
- **Knowledge (HTMKNOWLEDGE)**  
The length of the **Skill Description** field increases from 30 to **255**. The Skill Description field allows viewing of the full field.



- **Manage Detail Position Descriptions (HPMDPOS)**

The application now displays up to **255** characters in **Skills Description** field on lookups and queries.

- **Manage Education, Skills & Training Data (HPMEDS)**

The application now displays up to 255 characters in **Skills Description** field on lookups and queries.

- **Manage Functional Position Descriptions (HPMFPOS)**

The application now displays up to 255 characters in **Skills Description** field on lookups and queries.

- **Manage Skill Codes (HPMSKILL)**

The length of the Skill Description field increases from 30 to **255**. The **Skill Description** field now allows you to edit and view the full field.

A new **Talent Management Active Flag** check box allows you to indicate if the skill code is active in Deltek Talent Management. This setting will be used when the ability to transfer of skills information to Deltek Talent Management is available.

- **Print Job Title Position Description Report (HPRPOS)**

The Skills Description field in the application's work table increased from 30 to 255. The report can now display the increased Skills Description field length to 255 characters.

## System Requirements

This enhancement requires the following Costpoint 7.1.1 releases:

- Costpoint 7.1.1 System JAR 051 (cp711\_sys\_051.zip)
- PATCH3579
- Common Lib - RUMROUTLIB (cp711\_cmnlb\_RUMROUTLIB\_004.zip)

## Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
Contracts	Resources	CTMEMPL	Manage Contract Management Employee Info	cp711_ctmempl_006.zip
Contracts	Resources	CTMVEND	Manage Contract Management Vendor Info	cp711_ctmvend_008.zip

Domain	Module	Application ID	Application Name	Application File
Materials	Routings	RUMLABCL	Manage Labor Classifications	cp711_rumlabcl_002.zip
Materials	Routings	RUMLABOP	Manage Labor Operations	cp711_rumlabop_004.zip
Materials	Bills of Material	RUMWCM	Manage Work Centers	cp711_rumwcm_008.zip
Materials	Routings	RUQROUT	View Routings	cp711_ruqrout_008.zip
People	Compensation	HPMDPOS	Manage Detail Position Descriptions	cp711_hpmdpos_004.zip
People	Compensation	HPMFPOS	Manage Functional Position Descriptions	cp711_hpmfpos_002.zip
People	Compensation	HRPPOS	Print Job Title Position Description Report	cp711_hprpos_003.zip
People	Employee	HPMEDS	Manage Education, Skills & Training Data	cp711_hpmeds_005.zip
People	Employee	HPMSKILL	Manage Skill Codes	cp711_hpmskill_002.zip
People	Employee Self Service	ESQEMPLPERINFO	Employee Personal Info	cp711_esqemplperinfo_006.zip
People	Team Management	HTMKNOWLEDGE	Knowledge	cp711_htmknowledge_003.zip

## Use Timesheet Line Date as Default Effective Bill Date on Timesheets

This Costpoint release provides a new Timesheet Line Date option which you can select as the Default Effective Bill Date Method on the Configure Labor Settings screen. When you select the Timesheet Line Date option, timesheet applications in Costpoint will apply the following:

- The applications will use the timesheet line date as the default effective bill date of timesheets that you enter or import.

## Major New Features and Enhancements in Costpoint 7.1.1

- If there is no timesheet line date, the applications will use the timesheet date as the default effective bill date value.
- If the timesheet type is either D-Correcting or C-Correcting, and the Effective Bill Date Options - Use Reference Date in Correcting Timesheets check box is selected, but there is no timesheet line date; then the applications will use the reference date as the default effective bill date.

The updated defaulting of effective bill dates will be implemented in the following Costpoint timesheet applications:

- Create Auto-Pay Timesheets (LDPDUMTS)
- Create Employee Allowance Timesheet Lines (LDPADD)
- Create Leave Payout Timesheets (LDPLPTS)
- Import Timesheets (AOPUTLTS)
- Import Timesheets from Deltek Time and Expense (LDPUPET)
- Manage Correcting Timesheets (LDMCTIME)
- Manage Timesheets (LDMTIME)

## System Requirements

This enhancement requires the following Costpoint 7.1.1 releases:

- Common lib - TSIMPORT (cp711\_cmnlb\_TSIMPORT\_006.zip)
- Common lib - LDMTIMELIB (cp711\_cmnlb\_LDMTIMELIB\_007.zip)

## Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
People	Labor	LDMCTIME	Manage Correcting Timesheets	cp711_ldmtime_019.zip
People	Labor	LDMLABOR	Configure Labor Settings	cp711_ldmlabor_010.zip
People	Labor	LDMTIME	Manage Timesheets	cp711_ldmtime_019.zip
People	Labor	LDPADD	Create Employee Allowance Timesheet Lines	cp711_ldpadd_007.zip
People	Labor	LDPDUMTS	Create Auto-Pay Timesheets	cp711_ldpdumts_009.zip
People	Labor	LDPLPTS	Create Leave Payout Timesheets	cp711_ldplpts_008.zip

## Employee Self Service Enhancements

This Costpoint release provides the following enhancements to Employee Self Service applications:

- **Limited Purpose Flexible Spending Account (FSA) Flag**

A Limited Purpose flag for flexible spending account (HSA) was added to support the current health savings account (HSA) functionality. The new flag will indicate if the employee's current medical FSA was previously flagged as limited purpose. You can select both an FSA and an HSA, only if the FSA is limited purpose. This means that it can only be used for dental and vision expenses, and not health expenses.

Prior to this release, you can flag a new FSA election as limited purpose during benefits enrollment/life events, however, it does not flow through the system. The new flag ensures that if you indicate an FSA as limited purpose, the application will store and display it properly.

- **Updated Interface on Benefits Enrollment and Life Events/New Hires Screens**

The Benefits Enrollment and Life Events/New Hires screens were updated to support framework changes for the expense processing. This includes updates to improve the application's usability.

## System Requirements

This enhancement requires the following Costpoint 7.1.1 releases:

- System JAR 041
- PATCH3445
- PATCH3469
- Common Lib - BENEFITSLIB (cp711\_cmnlib\_BENEFITSLIB\_008.zip)

## Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
People	Employee	EMMEHSA	Manage Employee HSA Elections	cp711_emmehsa_005.zip
People	Employee	HBMMFSA	Manage Employee Medical Care FSA Elections	cp711_hbmmfsa_004.zip
People	Employee Self Service	AOMESSBE	Manage ESS Open Enrollment Elections	cp711_aomessbe_009.zip
People	Employee Self Service	AOMESSBL	Manage ESS Life Event Benefit Elections	cp711_aomessbl_009.zip
People	Employee Self Service	AOMESSCS	Manage Taxable Entity Settings	cp711_aomesscs_012.zip
People	Employee Self Service	AOPESSDB	Update Benefit Option/Election Tables	cp711_aopessdb_013.zip
People	Employee Self Service	AOPESSUE	Activate Pending ESS Benefit Elections	cp711_aopessue_010.zip

Domain	Module	Application ID	Application Name	Application File
People	Employee Self Service	ESMBENENROLL	Benefits Enrollment	cp711_esmbenenroll_015.zip
People	Employee Self Service	ESMCUSTTXT	Manage Custom Text	cp711_esmcusttxt_005.zip
People	Employee Self Service	ESMLIFEEVENT	Life Events/New Hires	cp711_esmlifeevent_019.zip

## Costpoint Employee Self Service Enhancements

This Costpoint release applies the following enhancements to the Employee Self Service applications:

### Activate Pending ESS Benefit Elections (AOPESSUE)

A new flag for limited purpose FSA (LP\_FSA\_FL) was added to the Medical Care FSA Elections (HB\_MED\_FSA\_ELEC) table.

### Address/Phone (ESMADDRESSPHONE)

The subtask name changed from “Other Address” to “Add/Change Other Addresses.”

### Benefits Enrollment (ESMBENENROLL)

The following are updates to the tabs on the Benefits Enrollment screen:

#### Beneficiaries Tab

- The subtask name changed from “New Benefit Plans” to “Select New Beneficiaries for Benefit Plans.”
- The subtask name changed from “Current Benefit Plans” to “Benefit Plans - Current Beneficiaries.”
- The Note subtask was removed and the instructions for saving dependent/beneficiary information were moved to the Instructions tab.

#### Current Elections Tab

- The Current Elections subtask was removed.
- The Current Elections tab now displays the Rollover check box as the first column in the table.

#### Dependent FSA Tab

- A new check box, I do not want to enroll in a Dependent Flexible Spending Account (FSA), allows you to opt out of any deductions for a Dependent FSA. When you select this check box, the screen will populate the New Contribution amount fields with 0.00 which will eliminate the need to enter the amount manually.
- The instructions on this tab were removed.

#### Dependents and Beneficiaries Tab

- The Note subtask was removed and the information in it was transferred to the Instructions subtask.

### Medical FSA Tab

- A new check box, I do not want to enroll in a Medical Flexible Spending Account (FSA), allows you to opt out of any deductions for Medical FSA. When you select this check box, the screen will populate the New Contribution amount field with 0.00 which will eliminate the need to enter the amount manually.
- A new Limited Purpose check box under Current Contribution indicates if the currently elected medical FSA has been designated as a limited purpose FSA.
- The label of check box for indicating limited purpose FSAs changed from “Limited Purpose FSA” to “I certify that this is a limited purpose FSA and will only be used to reimburse vision and dental expenses.”
- The label changed from “Annual” to “Annual Amount.”
- The word “Amount” was added to the label of the fields for the current and new contribution amounts based on pay frequency (for example, “Monthly Amount,” “Weekly Amount”).
- The instructions on the tab were updated.

### Medical HSA Tab

- A new check box, I do not want to enroll in a Health Savings Account (HSA), allows you to opt out of any deductions for a health saving account. When you select this check box, the screen will populate the New Contribution amount fields with 0.00 which will eliminate the need to enter the amount manually.
- The label changed from “Annual” to “Annual Amount.”
- The word “Amount” was added to the label of the field for the current contribution amount based on pay frequency (for example, “Monthly Amount,” “Weekly Amount”).
- The field label changed from “Employee Yearly Contribution Limit” to “Employee.”
- The field label changed from “Employer Yearly Contribution Limit” to “Employer.”
- The screen displays a new heading, Year Contribution Limit, for the Employee and Employer fields.

### Other Benefits Tab

- The Other Benefits subtask and the instructions in it were removed.
- The subtask name changed from “Current Coverage Levels” to “Other Elections – Current Coverage Levels” which is similar to other tabs.
- The subtask name changed from “Select new Coverage Level” to “Select Plan.” This subtask also contains the following updates:
  - The Coverage Option and Weekly Premium columns were removed.
  - A new validation ensures that you can only select one coverage option per benefit plan.
  - When you select a plan, the application displays a subtask with the coverage options for that plan.
  - A new Select Coverage Level subtask displays all the coverage options for the selected benefit plan instead of requiring a lookup. You can select a coverage level/premium on this table. You can only select one option per plan. Existing coverage option validations also apply on this table. When dependents are eligible for a selected coverage option, they are displayed in the Select Dependent Coverage subtask.
  - The Select Dependents for Coverage subtask displays a label to indicate the plan and coverage option selected.

### Direct Deposit (ESMDIRDEP)

- The screen displays an updated warning message when you add a new account.
- The application now includes the functionality to require a minimum number of direct deposit accounts. The application displays the following message when you do not have the minimum number of accounts required: "You do not have (min #) account(s) which is the minimum number of accounts required by your company. Please enter them in the (pending accounts)."

### Dependents and Beneficiaries (ESMDEPBEN)

- The Note subtask was removed and the information in it was transferred to the Instructions subtask.

### Designate Beneficiaries (ESMDESBEN)

- The subtask name changed from "New Benefit Plans" to "Select New Beneficiaries for Benefit Plans."
- The subtask name changed from "Current Benefit Plans" to "Benefit Plans - Current Beneficiaries."
- The Beneficiaries subtask which contained instructions was removed.

### Federal Withholding (ESMFEDWH)

- The screen displays an informational message and disables data fields when the employee does not have a tax record. The screen no longer displays an error when the employee does not have a tax record.
- The application is now included in the life event user flow.
- The State Withholding and Federal Withholding tabs now perform the same actions when the user is exempt or does not yet have a tax record.
- The tab was updated so that applicable state withholding statuses and exemptions will sync with the state. This will occur for states that are set up in the Configure State Tax Settings screen to require the state filing status to be equal to the federal filing status (Equal to Federal - Filing Status check box is selected). Prior to this release, the application only synched with the home state.

### Life Events/New Hires (ESMLIFEEVENT)

The application populates the new field (HB\_EMPL\_CURR\_ELEC.lp\_fsa\_fl) when it recreates the table after you enter the application.

The following are updates to the tabs on the Life Events/New Hires Screen:

#### Address Tab

- The subtask name changed from "Other Address" to "Add/Change Other Addresses."

#### Beneficiaries Tab

- The subtask name changed from "New Benefit Plans" to "Select New Beneficiaries for Benefit Plans."
- The subtask name changed from "Current Benefit Plans" to "Benefit Plans - Current Beneficiaries."
- The Note subtask was removed and the instructions for saving dependent/beneficiary information was moved to the Instructions tab.

### Dependent FSA Tab

- A new check box, I do not want to enroll in a Dependent Flexible Spending Account (FSA), allows you to opt out of any deductions for a Dependent FSA. When you select this check box, the screen will populate the New Contribution amount fields with 0.00 which will eliminate the need to enter the amount manually.
- The instructions on this tab were removed.

### Dependents and Beneficiaries Tab

- The Note subtask was removed and the information was transferred to the Instructions subtask.

### Direct Deposit Tab

- The screen displays an updated warning message when you add a new account.
- The application now includes the functionality to require a minimum number of accounts. The application displays the following message when you do not have the minimum number of accounts required: "You do not have (min #) account(s) which is the minimum number of accounts required by your company. Please enter them in the (pending accounts)."

### Federal Withholding Tab

- The screen displays an informational message and disables data fields when the employee does not have a tax record. The screen no longer displays an error when the employee does not have a tax record.
- The application is now included in the life event user flow.
- The State Withholding and Federal Withholding tabs now perform the same actions when the user is exempt or does not yet have a tax record.
- The tab was updated so that applicable state withholding statuses and exemptions will sync with the state. This will occur for states that are set up in the Configure State Tax Settings screen to require the state filing status to be equal to the federal filing status (Equal to Federal - Filing Status check box is selected). Prior to this release, the application only synched with the home state.

### Medical FSA Tab

- A new check box, I do not want to enroll in a Medical Flexible Spending Account (FSA), allows you to opt out of any deductions for Medical FSA. When you select this check box, the screen will populate the New Contribution amount fields with 0.00 which will eliminate the need to enter the amount manually.
- A new Limited Purpose check box under Current Contribution indicates if the currently elected medical FSA has been designated as a limited purpose FSA.
- The label of check box for indicating limited purpose FSAs changed from "Limited Purpose FSA" to "I certify that this is a limited purpose FSA and will only be used to reimburse vision and dental expenses."
- The label changed from "Annual" to "Annual Amount."
- The word "Amount" was added to the label of the fields for the current and new contribution amounts based on pay frequency (for example, "Monthly Amount," "Weekly Amount").
- The instructions on the tab were updated.

### Medical HSA Tab

- A new check box, I do not want to enroll in a Health Savings Account (HSA), allows you to opt out of any deductions for a health saving account. When you select this check box, the screen will



populate the New Contribution amount fields with 0.00 which will eliminate the need to enter the amount manually.

- The label changed from “Annual” to “Annual Amount.”
- The word “Amount” was added to the label of the field for the current contribution amount based on pay frequency (for example, “Monthly Amount,” “Weekly Amount”)
- The field label changed from “Employee Yearly Contribution Limit” to “Employee.”
- The field label changed from “Employer Yearly Contribution Limit” to “Employer.”
- The screen displays a new heading, Year Contribution Limit, for the Employee and Employer fields.

#### Other Benefits Tab

- The Other Benefits subtask and the instructions in it were removed.
- The subtask name changed from “Current Coverage Levels” to “Other Elections – Current Coverage Levels” which is similar to other tabs.
- The subtask name changed from “Select new Coverage Level” to “Select Plan.” This subtask also contains the following updates:
- The Coverage Option and Weekly Premium columns were removed.
- A new validation ensures that you can only select one coverage option per benefit plan.
- When you select a plan, the application displays a subtask with the coverage options for that plan.
- A new Select Coverage Level subtask displays all the coverage options for the selected benefit plan instead of requiring a lookup. You can select a coverage level/premium on this table. You can only select one option per plan. Existing coverage option validations also apply on this table. When dependents are eligible for a selected coverage option, they are displayed in the Select Dependent Coverage subtask.
- The Select Dependents for Coverage subtask displays a label to indicate the plan and coverage option selected.

#### State Withholding Tab

- The screen displays an informational message and disables data fields when the employee does not have a tax record. The screen no longer displays an error when the employee does not have a tax record.
- The application is now included in the life event user flow.
- The State Withholding and Federal Withholding tabs now perform the same actions when the user is exempt or does not yet have a tax record.
- The tab was updated so that applicable state withholding statuses and exemptions will sync with the state. This will occur for states that are set up in the Configure State Tax Settings screen to require the state filing status to be equal to the federal filing status (Equal to Federal - Filing Status check box is selected). Prior to this release, the application only synched with the home state.

#### Manage Custom Text (ESMCUSTTXT)

When you select Benefit Enrollment from the Screen/Application drop-down list, you can select the new Instructions option from the Page drop-down list. When you select the Information option, the Information Text field loads the default text for this page. You also have ability to change the default Information Text value.

### Manage Employee HSA Elections (EMMEHSA)

The application performs new validations for limited purpose FSAs if the employee has an existing Medical FSA election where the dates overlap with the HSA election and the Limited Purpose check box was not selected. The application either displays an error, warning, or no message based on the selected Enrollment Rules Edit Method option on the Configure Benefit Settings screen.

### Manage Employee Medical Care FSA Elections (HBMMFSA)

The Medical FSA Election subtask contains a new Limited Purpose FSA check box which allows you to designate an FSA as limited purpose. When you select this check box, you may elect both a Medical FSA and HSA. You only submit reimbursement for vision and dental expenses if you select this check box.

### Manage ESS Life Event Benefit Elections (AOMESSBL)

The Medical FSA Election subtask contains a new Limited Purpose FSA check box which allows you to designate an FSA as limited purpose. When you select this check box, you may elect both a Medical FSA and HSA. You only submit reimbursement for vision and dental expenses if you select this check box.

### Manage ESS Open Enrollment Elections (AOMESSBE)

The Medical FSA Election subtask contains a new Limited Purpose FSA check box which allows you to designate an FSA as limited purpose. When you select this check box, you may elect both a Medical FSA and HSA. You only submit reimbursement for vision and dental expenses if you select this check box.

### Manage Taxable Entity Settings (AOMESSCS)

A new Minimum Accounts field for direct deposit allows you to have both a maximum and minimum number of bank accounts for employees in ESS Direct Deposit.

### State Withholding (ESMSTATEWH)

- The screen displays an informational message and disables data fields when the employee does not have a tax record. The screen no longer displays an error when the employee does not have a tax record.
- The application is now included in the life event user flow.
- The State Withholding and Federal Withholding tabs now perform the same actions when the user is exempt or does not yet have a tax record.
- The tab was updated so that applicable state withholding statuses and exemptions will sync with the state. This will occur for states that are set up in the Configure State Tax Settings screen to require the state filing status to be equal to the federal filing status (Equal to Federal - Filing Status check box is selected). Prior to this release, the application only synched with the home state.

### Update Benefit Option/Election Tables (AOPESSDB)

A new Limited Purpose FSA flag was added to the Employee Current Benefit Elections table (HB\_EMPL\_CURR\_ELEC).

### Known Issues

This section includes summaries of the issues that exist in this Costpoint release. These issues will be resolved in future releases.

### Deltek Defect Tracking Number: 993279

**Description:** When you save the record in either the ESS Benefits Enrollment screen or ESS Life Events/New Hires screen, the subtasks on the Other Benefits tab display in the wrong order. This issue only occurs if you have several options in the Other Benefits tab.

**Customers Impacted:** This defect affects Costpoint Employee Self Service users that offer Other Benefits to their employees.

**Workaround Before Fix:** None.

**Additional Notes:** None.

### Deltek Defect Tracking Number: 1009663; 1010510

**Description:** When your system's display settings are set to use a low screen resolution and/or a text size greater than 100%, the fields in the following tabs on the ESS Benefits Enrollment screen and ESS Life Events/New Hires screen may not display:

- Dependents and Beneficiaries
- Medical FSA
- Dependent FSA
- Medical HSA
- State Withholding (applies to Life Events/New Hires screen only)
- Federal Withholding – Allowances Worksheet (applies to Life Events/New Hires screen only)

**Customers Impacted:** This defect affects Costpoint Employee Self Service users that use a low screen resolution and/or a text size greater than 100% in their system's display settings. A smaller laptop or monitor size may also result in this issue. Note that this issue does not occur on a tablet screen.

**Workaround Before Fix:**

- For those using a higher resolution (1440x900 or higher) in their display settings  
Change text size to 100% or 125% if you're using a higher resolution. If changing the text size to 100% or 125% does not work, you may need to increase the resolution.
- For those using a lower resolution (1450x1050 or lower) in their display settings  
Change text size to 100% if you're using a lower resolution. If changing the text size to 100% does not work, you will need to increase the screen resolution.

**Additional Notes:** None.

### Deltek Defect Tracking Number: 1011512

**Description:** If the Missing Election Method is set to Extend Current Elections, the Activate Pending Benefit Elections application should verify the employee's current medical election is a high-deductible plan—if he/she elected an HSA during benefits enrollment, but skipped making a medical election.

When you run the application after benefits enrollment with the Missing Election Method set to Extend Current Elections, the error report should generate an error message if the employee:

- Has a current non-high deductible medical plan with election dates that overlap the HSA dates
- Skipped the Medical Insurance election in the ESS Benefits Enrollment or does not go through Open Enrollment
- Elected an HSA in the ESS Benefits Enrollment; or an HSA is manually added by the Administrator

In this scenario, the error report should list the medical plan with the following error message: “The medical plan cannot be extended, the employee elected an HSA. An HSA can only be elected with a high deductible medical plan.”

**Customers Impacted:** This defect affects Costpoint Employee Self Service users that offer both Medical and Medical HSA coverage to their employees and allow employees to extend current elections if a medical election is not made in the ESS Benefits Enrollment screen.

**Workaround Before Fix:** Prior to processing the employee in the Activate Pending Benefit Elections application, you could discuss the options with the employee and update his/her medical or HSA election in the Manage Open Enrollment Elections screen. If the employee wants to elect an HSA, his/her medical plan must be a high-deductible plan. If the employee does not want to elect a high-deductible medical plan, he/she may not elect an HSA.

If you find this issue after you have already processed the Activate Pending Benefit Elections application, you may update the employee’s medical election in Manage Employee Benefit Elections or the employee’s HSA election in the Manage Employee HSA Elections screen.

**Additional Notes:** None.

[Deltek Defect Tracking Number: 1013760](#)

**Description:** A system error displays in the Manage Open Enrollment Elections screen if a record is manually added in the HSA Election subtask and the employee does not also have a Medical FSA Election record.

**Customers Impacted:** This defect affects Costpoint Employee Self Service users that manually enter Medical HSA elections in the Manage Open Enrollment Elections screen.

**Workaround Before Fix:** Add the employee’s Medical HSA election in the Manage Employee HSA Elections screen.

**Additional Notes:** This issue does not occur if the Medical HSA election is processed through the ESS Benefits Enrollment screen.

[Deltek Defect Tracking Number: 1016521](#)

**Description:** The following error message displays on the Manage Open Enrollment Elections screen when the Enrollment Rules Edit Method is set to Hard Edit on the Configure Benefit Settings screen and you attempt to save a record after manually entering a Medical FSA election for an employee that does not have an HSA election: “An HSA and medical FSA can only be elected together if the FSA is limited purpose (used for vision and dental only).”

**Customers Impacted:** This defect affects Costpoint Employee Self Service users that have the Enrollment Rules Edit Method set to Hard Edit on the Configure Benefit Settings screen and manually enter a Medical FSA election into the Manage Open Enrollment Elections screen for an employee that did not elect an HSA.

**Workaround Before Fix:** After adding the Medical FSA election, add an HSA record with an amount and save the record. Next, change the HSA amount to **0.00**, change the HSA **Election Type** to **None**, and save the record. This will allow you to save the manually entered Medical FSA election for an employee that did not elect an HSA.

**Additional Notes:** See the following notes:

- This issue does not occur if the Medical HSA election is processed through the Benefits Enrollment screen.
- A warning message displays under the same conditions if the Enrollment Rules Edit Method is set to Soft Edit on the Configure Benefit Settings screen.

### Deltek Defect Tracking Number: 1007774

**Description:** A system error occurs when the employee attempts to open the Life Events/New Hires or Manage Open Enrollment Elections screen if benefit options are part of the user flow but the employee does not yet have a record set up in Manage Employee Taxes.

**Customers Impacted:** This defect affects employees that attempt to elect benefits in Life Events/New Hires or Manage Open Enrollment Elections before an employee tax record is established for that employee.

**Workaround Before Fix:** Add an employee tax record for the employee. If you do not have complete payroll information for the employee, you need to assign only the Pay Cycle to the employee in Manage Employee Taxes.

**Additional Notes:** None.

## Costpoint - Deltek Talent Management Integration Offboarding Support Phase II

In preparation for the integration of employee offboarding data between Costpoint and Deltek Talent Management, this release provides support for additional employee offboarding-related fields in Costpoint.

In phase I of this feature, an information-only date field for the employee's Last Day Worked was added to Costpoint. This specific release, phase II, adds the rest of the applicable offboarding fields that will be transferred to Deltek Talent Management.

**Note:** The functionality to transfer offboarding information from Costpoint to Deltek Talent Management will be available in a future release of the Transfer Talent Management Data screen (EMPHRSDAT).

**Warning:** The Import Employee Data preprocessor does not have the functionality to automatically populate the employee offboarding-related fields. If you use this application to import employees, you will need to manually manage the employee offboarding-related fields on the Employee History table

### Screen Updates

#### Configure Labor Settings (LDMLABOR)

The screen contains new Employment History Population Method options which you can use to set up how the Manage Employee Information screen will create records in the Employee History subtask. These methods include the following:

- **Automatic** — Select this option if the Manage Employee Information screen should automatically create a new Employment History record when you enter a date in the Termination Date field on the screen. The Current Hire Date and Termination Date field values will be used to populate the new Employment History record. Note that the Employment History record will only be saved if you click Save or Save & Continue on the Manage Employee Information screen.
- **Prompt User** — Select this option if you want users to be asked, upon entering a date in the Termination Date field on the Manage Employee Information screen, if they would like to automatically create a new Employment History record. If the user opts to automatically create the record, the Current Hire Date and Termination Date fields will be used to populate the new Employment History record. If the user does not opt to automatically create the record, the user must manually enter the Employment History record. Note that the Employment History record will only be saved if you press Save or Save & Continue on the Manage Employee Information screen.

- **Manual Entry** — Select this option if the user who enters a date in the **Termination Date** field on the Manage Employee Information screen must also manually enter an Employment History record.

### Manage Employee Information (LDMEINFO)

The Manage Employee Information screen contains the following updates for this release:

- A new Employment History subtask allows you to enter employment history and offboarding information for an employee. This subtask is for information only. You can only enter a record in this subtask when an employee's employment has been terminated. This subtask allows you to keep an employment history in the event the employee is rehired.
- The application now has the functionality to automatically populate the Employment History subtask when you enter dates in both Termination Date and Last Working Day fields. The application will also prompt you if you want to populate the Employment History subtask upon the entry of Termination Date and Last Working Day values.
- The application uses the following new database tables for the employment history information of employees:
  - Employment History Details (EMPLOYMENT\_HISTORY)
  - Employee History Audit Details (EMPLOYMENT\_HISTORY\_ADT)

### Manage Rehire Eligibility Codes (EMMREHIREELIG)

A new screen, Manage Rehire Eligibility Codes, allows you to enter and maintain rehire eligibility codes. These codes will be assigned as part of offboarding information provided in the Employment History subtask on the Manage Employee Information screen. The rehire eligibility code is required for a terminated employee if you are using Deltek Talent Management.

You must specify whether the rehire eligibility code is for an employee's eligibility for rehire, ineligibility for rehire, or conditional eligibility for rehire. You may also specify a date on which the rehire eligibility code becomes inactive. You can only assign rehire eligibility codes that are active as of the employee's termination date.

To access the Manage Rehire Eligibility Codes screen, go to the **Costpoint People » Employee » Employee Offboarding** menu.

### Manage Termination Reasons (EMMTERMRSN)

A new screen, Manage Termination Reasons, allows you to enter and maintain termination reason codes. You can use these codes when you specify a reason for an employee's termination in the Employment History subtask of the Manage Employee Information screen.

To access the Manage Termination Reasons screen, go to the **Costpoint People » Employee » Employee Offboarding** menu.

### Print Data Dictionary Report (SYRDD)

The Print Data Dictionary Report now provides information for the following new database tables:

- Rehire Eligibility Codes (REHIRE\_ELIGIBILITY)
- Termination Reasons (TERM\_REASON)
- Employment History Details (EMPLOYMENT\_HISTORY)
- Employment History Audit Details (EMPLOYMENT\_HISTORY\_ADT)

## System Requirements

This enhancement requires the following Costpoint 7.1.1 releases:

- Costpoint 7.1.1 System JAR 044
- PATCH3509
- PATCH3543

## Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
People	Employee	EMMREHIREELIG	Manage Rehire Eligibility Codes	cp711_emmrehireelig_001.zip
People	Employee	EMMTERMRSN	Manage Termination Reasons	cp711_emmtermrsn_001.zip
People	Employee	LDMEINFO	Manage Employee Information	cp711_ldmeinfo_023.zip
People	Labor	LDMLABOR	Configure Labor Settings	cp711_ldmlabor_009.zip

## Costpoint Team Management Phase III

The phase III release of Costpoint Team Management will allow managers to change the data for their employees on the Emergency Contacts screen. Other Costpoint Team Management applications will allow data changes in later releases.

If your setup in Configure Team Management Settings screen requires Human Resources (HR) approval for data changes in the Emergency Contacts screen, the changes entered by a manager on the Emergency Contact screen will create change requests. These change requests will be saved to the Team Management change request holding table (HT\_CHANGE\_REQUESTS). Otherwise, if the changes do not require HR approval, Costpoint will directly update the appropriate employee table.

There can only be one change request for an employee/key field in the holding table and the status can be changed by a HR manager. Once a change request has been approved and appropriate tables have been updated, the change request will be automatically deleted. If a manager makes a change and it has not yet been updated, it will still be available for further edits. The change request table will also save the original field data to allow comparison with the new data. If you have set up email notifications on the Configure Team Management Settings screen, Costpoint will send an email to the HR manager when a record is saved.

The updated Emergency Contacts screen will also have the following new change request fields:

- Status — This field displays the request status as Pending, Approved, or Rejected.
- Status Date — This field displays the timestamp from when the status was last changed.
- Notes — This field allows both the manager and HR manager to enter comments.



## Screen Updates

### Manage Change Requests (HTMCHANGES)

A new screen, Manage Change Requests, allows HR managers to view and approve/reject the change requests. HR managers will be able to view the new data against the original data in side by side comparisons to allow them to easily view the changes. HR managers will only be able to change the Status field and the Notes field in this application. If you enable email notifications on the Configure Team Management Settings screen, the application will send an email notification to the change request manager when a status changes.

**Note:** An HR manager must use a user ID that is associated with an employee ID in order to approve/reject the change requests.

### Emergency Contacts (HTMEMERGENCYCONTACT)

The Emergency Contacts screen includes the following updates:

- Managers can now change the data for their employees.
- If data in the change request table exists, the application displays the change request status, date, and related comments in a new Change Request Information group box.
- The Employee Status field is now available in the record header. You can also use the Employee Status field in the Find/Query functions of the screen.

### Activate Pending Change Requests (HTPCHANGES)

A new screen, Activate Pending Change Requests, allows the HR managers to update any approved changes to the appropriate employee tables. They will also be given the option to update any pending changes to the employee tables if they do not wish to go through the approval process. A report will show the potential changes to the employee tables before the actual update. A warning report will display any employee data where the employee record was changed after the change request was entered. Users are also given the option to delete any rejected change requests.

This screen can be used by an HR administrator to mass update all the approved and or pending change requests made by a manager in Costpoint Team Management.

## System Requirements

This enhancement requires the following Costpoint 7.1.1 releases.

- Costpoint 7.1.1 System JAR 044
- PATCH3524

### Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.



Domain	Module	Application ID	Application Name	Application File
People	Team Management	HTMCHANGES	Manage Change Requests	cp711_htmchanges_001.zip
People	Team Management	HTMEMERGENCYCONTACT	Emergency Contacts	cp711_htmemergencycontact_003.zip
People	Team Management	HTPCHANGES	Activate Pending Change Requests	cp711_htpchanges_001.zip

## Transfer Project Team Data to Deltek Talent Management

This Costpoint release adds the functionality to transfer Costpoint project team data to Deltek Talent Management using the Transfer Talent Management Data (EMPHRSDAT) screen. This new feature streamlines the ability of managers/project managers to conduct project team appraisals in Deltek Talent Management.

When you opt to transfer project team data, the process creates projects in Deltek Talent Management. Employees who are assigned to each project will be sent to Costpoint and associated with the Deltek Talent Management project.

### Screen Updates

To support the new feature, this Costpoint release applies the following updates to the Transfer Talent Management Data screen:

- A new **Project Teams** check box is available in the **Export** options. Select this check box to export project team data when you run the Transfer Talent Management Data process.
- A new **Log Project Team Export Transactions** check box allows you to specify if the application should record project team export transactions in the process log file. This check box is only available if you select the Project Teams check box on the Transfer Talent Management Data screen.

### Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
People	Employee	EMPHRSDAT	Transfer Talent Management Data	cp711_emphrsdat_016.zip

## Export Only Labor-Posted Timesheets to ADP

This Costpoint release provides the ability to include or not include non-labor-posted timesheet information in the exported timesheet file that you import to your ADP system. The Manage ADP 2.5 Mapping Values screen and the Export Timesheets to ADP screen were updated to support this functionality.

**Warning:** This feature does not apply to ADP version 1.

### Screen Updates

#### Export Timesheets to ADP (AOPADPTS)

When you select version **2.5+** from the **ADP Version** drop-down list, the application will use the setup of the selected map code to determine whether or not non-labor-posted timesheets should be included in the export of timesheets to ADP. You can adjust this map code setting using the new **Include Non-Labor Posted Timesheets** check box on the Manage ADP 2.5 Mapping Values screen.

#### Manage ADP 2.5 Mapping Values (AOMADP25)

A new **Include Non-Labor Posted Timesheets** check box for ADP map codes allows you to specify whether or not non-labor-posted timesheet information should be included in the exported ADP timesheet file. This setting is only applicable when running the Export Timesheet Data to ADP process for ADP version 2.5+.

### System Requirements

This enhancement requires Costpoint 7.1.1 PATCH3500.

### Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
People	Labor	AOPADPTS	Export Timesheets to ADP	cp711_aopadpts_006.zip
People	Labor	AOMADP25	Manage ADP 2.5 Mapping Values	cp711_aomadp25_002.zip

## Transfer Project Team Data to Deltek Talent Management

This Costpoint release adds the functionality to transfer Costpoint project team data to Deltek Talent Management using the Transfer Talent Management Data (EMPHRSDAT) screen. This new feature streamlines the ability of managers/project managers to conduct project team appraisals in Deltek Talent Management.

When you opt to transfer project team data, the process creates projects in Deltek Talent Management. Employees who are assigned to each project will be sent to Costpoint and associated with the Deltek Talent Management project.

## Screen Updates

To support the new feature, this Costpoint release applies the following updates to the Transfer Talent Management Data screen:

- A new **Project Teams** check box is available in the **Export** options. Select this check box to export project team data when you run the Transfer Talent Management Data process.
- A new **Log Project Team Export Transactions** check box allows you to specify if the application should record project team export transactions in the process log file. This check box is only available if you select the Project Teams check box on the Transfer Talent Management Data screen.

## Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
People	Employee	EMPHRSDAT	Transfer Talent Management Data	cp711_emphrsdat_016.zip

## Export Only Labor-Posted Timesheets to ADP

This Costpoint release provides the ability to include or not include non-labor-posted timesheet information in the exported timesheet file that you import to your ADP system. The Manage ADP 2.5 Mapping Values screen and the Export Timesheets to ADP screen were updated to support this functionality.

**Warning:** This feature does not apply to ADP version 1.

## Screen Updates

### Export Timesheets to ADP (AOPADPTS)

When you select version **2.5+** from the **ADP Version** drop-down list, the application will use the setup of the selected map code to determine whether or not non-labor-posted timesheets should be included in the export of timesheets to ADP. You can adjust this map code setting using the new **Include Non-Labor Posted Timesheets** check box on the Manage ADP 2.5 Mapping Values screen.

### Manage ADP 2.5 Mapping Values (AOMADP25)

A new **Include Non-Labor Posted Timesheets** check box for ADP map codes allows you to specify whether or not non-labor-posted timesheet information should be included in the exported ADP timesheet file. This setting is only applicable when running the Export Timesheet Data to ADP process for ADP version 2.5+.

## System Requirements

This enhancement requires Costpoint 7.1.1 PATCH3500.

## Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
People	Labor	AOPADPTS	Export Timesheets to ADP	cp711_aopadpts_006.zip
People	Labor	AOMADP25	Manage ADP 2.5 Mapping Values	cp711_aomadp25_002.zip

## Costpoint Team Management Phase II

This Costpoint Team Management module enhancement moves the Team Management setting from the Configure Personnel Settings screen to a new application, Configure Team Management Settings. The Team Management settings allow you to specify if managers will be able to view the records of direct reports only, or of both direct and indirect reports, in Team Management applications. All applications in Team Management will reference the setting in the Configure Team Management Settings screen.

**Note:** This Costpoint release only includes the functionality to specify if managers can view direct/indirect reports in Team Management applications. The additional features mentioned in the updates for Configure Team Management Settings screen will be available in the Phase III release of Team Management enhancements.

### Screen Updates

#### Address (HTMADDRESS)

The application now references the setting from the new Configure Team Management Settings screen which defines the Team Management method for displaying either only direct reports, or both direct and indirect reports.

#### Citizenship (HTMCITIZENSHIP)

The application now references the setting from the new Configure Team Management Settings screen which defines the Team Management method for displaying either only direct reports, or both direct and indirect reports.

#### Company Property (HTMPROPERTY)

The application now references the setting from the new Configure Team Management Settings screen which defines the Team Management method for displaying either only direct reports, or both direct and indirect reports.

#### Configure Team Management Settings (HTMSETTINGS)

The Configure Team Management Settings screen will allow you to set up different options in the Team Management module. You will now use this screen to specify if managers can only view data for just their direct reports or if they can view data for both direct and indirect reports.

## Change Options Subtask

**Warning:** The settings in the Change Options subtask of the Configure Team Management Settings screen are not yet available in this release (Phase II). This subtask will be fully functional in the Phase III release of Team Management enhancements.

The Configure Team Management Settings screen contains a Change Options subtask that provides the following additional options for the Company Property, Phone/Email, Emergency Contacts, and Address applications:

- **Require HR Approval for Changes** — This check box allows you to specify if HR approval is required for any change requests or changes made to an employee record by a manager (change/add/delete). If approval is required, any change requests generated from that application will be saved to a holding table instead of being inserted into the actual Employee table. If HR approval is not required, no change request will be created, the change will instead be saved directly to the appropriate Employee table.
- **Email HR Manager upon Change** — This check box allows you to generate email notifications to an HR manager if a change occurred in an application. Companies that use Costpoint Personnel module can either select to email the appropriate HR manager for the employee or use a default email address. Companies that do not use Costpoint Personnel module will only have the default option available to them.
- **HR Email Method** — This field allows you to specify how HR Administrators will be notified by email. This field is only available if you select the Email HR Manager upon Change check box.
- **Default HR Email Address** — This field allows you to specify a default email address for the HR representative. This email address will be sent an email if a manager makes a change to an employee record. This field is only available if you select Default Email in the HR Email Method drop-down list.
- **Email Manager upon Approval/Rejection** — This setting sends an email the manager who initiated the change request when the HR manager either approves or rejects the change request. Currently all email messages in the notifications (both HR manager and change request manager) are generic system messages. In the future, we may want to consider allowing users to customize those messages in the configuration application.
- **Warning:** The settings in the Change Options subtask of the Configure Team Management Settings screen are **not** yet available in this release (Phase II). This subtask will be fully functional in the Phase III release of Team Management enhancements.

## Configure Personnel Settings (HPMSET)

The Team Management setting, which allows you to specify if managers can view direct reports only, or both direct and indirect reports, is no longer available on this screen. The setting moved to the new Configure Team Management Settings screen which contains settings specifically for Team Management module.

The screen also contains the following changes:

- The Managers, Accident Claims, and Required Forms Upload group boxes were removed.
- The following options will longer be available in a group box:
  - Manager Defaulting Method
  - Accident Claim Numbering Method
  - Required Forms File Type
- The Required Forms File Type label replaces the Required Forms Update group box.

- The Training group box and Default Job Title Validation Method options were removed.
- The **By Company-Wide Organization** option label was corrected.
- The option label changed from “Claim Numbering Method” to “Accident Claim Numbering Method.”
- The check box title changed from “Require Org ID” to “Require Organization ID (Talent Management).”

#### Emergency Contacts (HTMEMERGENCYCONTACT)

The application now references the setting from the new Configure Team Management Settings screen which defines the Team Management method for displaying either only direct reports, or both direct and indirect reports.

#### Government Documents (HTMGOVDOCUMENTS)

The application now references the setting from the new Configure Team Management Settings screen which defines the Team Management method for displaying either only direct reports, or both direct and indirect reports.

#### Knowledge (HTMKNOWLEDGE)

The application now references the setting from the new Configure Team Management Settings screen which defines the Team Management method for displaying either only direct reports; or direct and indirect reports.

#### Leave (HTMLEAVE)

The application now references the setting from the new Configure Team Management Settings screen which defines the Team Management method for displaying either only direct reports, or both direct and indirect reports.

#### Life Events (HTMLIFEEVENTS)

The application now references the setting from the new Configure Team Management Settings screen which defines the Team Management method for displaying either only direct reports, or both direct and indirect reports.

#### Phone/Email (HTMPHONE)

The application now references the setting from the new Configure Team Management Settings screen which defines the Team Management method for displaying either only direct reports, or both direct and indirect reports.

#### Set Up Company (SYPCOMP)

The new field from Configure Team Management Settings screen, Team Management view reports method, was added into company defaults.

#### Team Details (HTMDETAIL)

The application now references the setting from the new Configure Team Management Settings screen which defines the Team Management method for displaying either only direct reports, or both direct and indirect reports.

### Team Information Report (HTRTEAMINFO)

The application now references the setting from the new Configure Team Management Settings screen which defines the Team Management method for displaying either only direct reports, or both direct and indirect reports.

### Total Compensation and Benefits (HTMTOTALCOMP)

The application now references the setting from the new Configure Team Management Settings screen which defines the Team Management method for displaying either only direct reports, or both direct and indirect reports.

### System Requirements

This enhancement requires the following:

- Costpoint 7.1.1 System JAR 044
- PATCH3484

### Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
People	Team Management	HTMADDRESS	Address	cp711_htmaddress_002.zip
People	Team Management	HTMCITIZENSHIP	Citizenship	cp711_htmcitizenship_002.zip
People	Team Management	HTMPROPERTY	Company Property	cp711_htmproperty_002.zip
People	Team Management	HTMSETTINGS	Configure Team Management Settings	cp711_htmsettings_001.zip
People	Team Management	HPMSET	Configure Personnel Settings	cp711_hpmset_004.zip
People	Team Management	HTMEMERGENCYCONTACT	Emergency Contacts	cp711_htmemergencycontact_002.zip
People	Team Management	HTMGOVDOCUMENTS	Government Documents	cp711_htmgovdocuments_002.zip
People	Team Management	HTMKNOWLEDGE	Knowledge	cp711_htmknowledge_002.zip

Domain	Module	Application ID	Application Name	Application File
People	Team Management	HTMLEAVE	Leave	cp711_htmleave_002.zip
People	Team Management	HTMLIFEEVENTS	Life Events	cp711_htmlifeevents_002.zip
People	Team Management	HTMPHONE	Phone/Email	cp711_htmphone_002.zip
People	Team Management	SYPCOMP	Set Up Company	cp711_sypcomp_022.zip
People	Team Management	HTMDETAIL	Team Details	cp711_htmdetail_002.zip
People	Team Management	HTMTEAMINFO	Team Information Report	cp711_htmteaminfo_002.zip
People	Team Management	HTMTOTALCOMP	Total Compensation and Benefits	cp711_htmtotalcomp_002.zip

## Use Format 3 for Employee History File Exports to Deltek Time and Expense 10+

This Costpoint release updates the Export Data to Deltek Time and Expense (LDPDTC) screen to use version 3 format when exporting Employee History information to Deltek Time & Expense version 10.x+ or greater.

Prior to this release, when exporting Employee History data, the application used the version 2 format for employee records, and the version 3 format for subcontractor records. With this enhancement, the application will use the version 3 format for both employee and subcontractor records in the Employee History file.

**Note:** Deltek Time and Expense can process an Employee History file with employee records that use the version 2 format and subcontractor records that use the version 3 format. However, if you export both employee and subcontractor records to Deltek Time and Expense, Deltek recommends that you apply this enhancement so that the same format will be used for both types of records.

When generating the Employee History file, the Export Data to Deltek Time and Expense screen performs the following if the login company uses Time & Expense 10.x+ (or greater) as the Deltek Time and Expense version in the Corporate Labor Settings subtask of the Configure Labor Settings screen:

- Populate Field 1 (Format Version) of the employee EMPL\_HISTORY records with “3”
- Populate the following fields of the employee EMPL\_HISTORY records with a NULL value:
  - Field 25 (Default UDT11)
  - Field 26 (Default UDT12)
  - Field 27 (Default UDT13)



## Major New Features and Enhancements in Costpoint 7.1.1

- Field 28 (Default UDT14)
- Field 29 (Default UDT15)

### Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
People	Payroll	LDPDTC	Export Data to Deltek and Expense	cp711_ldpdtc_019.zip

## Deltek Talent Management Integration Enhancements

This Costpoint release provides the following enhancements to Costpoint - Deltek Talent Management integration:

- Automatically assign employee IDs and accept partial employee records
- Onboarding of rehired employees
- Populate the **Last Day Worked** field based on the termination date

### Pre-Installation Information

This enhancement requires the following Costpoint 7.1.1 releases:

- System JAR 037
- PATCH3321
- PATCH3218
- PATCH3224
- PATCH3454
- PATCH3457

### Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application Files
Administration	System Administration	SYPCOMP	Set Up Company	cp711_sypcomp_021.zip
People	Employee	AOPUTLEL	Import Employee Data	cp711_aoputlel_016.zip

Domain	Module	Application ID	Application Name	Application Files
People	Employee	EMMIDDEFAULT	Manage Employee Defaulting Rules	cp711_emmiddefault_001.zip
People	Employee	EMMIDFORMAT	Manage Employee ID Formats	cp711_emmidformat_001.zip
People	Employee	EMPHRSDAT	Transfer Talent Management Data	cp711_emphrsdat_015.zip
People	Employee	EMPTMUI	Link Talent Management User IDs to Existing Employees	cp711_emptmui_001.zip
People	Employee	LDMEINFO	Manage Employee Information	cp711_ldmeinfo_022.zip
People	Labor	LDMLABOR	Configure Labor Settings	cp711_ldmlabor_008.zip
People	Payroll	PRQEINFO	View Employee Information	cp711_prqeinfo_005.zip

## Automatically Assign Employee ID and Import Partial Employee Records

This release provides the ability to auto-generate employee IDs in Costpoint. If you use Deltek Talent Management, you can now import employee records that do not have employee ID values and allow Costpoint to auto-generate the IDs. The auto-generate employee ID function is available to all Costpoint users when manually entering an employee record. Only Deltek Talent Management users may import employees without employee IDs and have them auto generated.

**Warning:** If you use Deltek Talent Management; after you download this feature from DSM, you must perform the applicable procedure in the Initialize Talent Management HUA ID-to-Costpoint Employee ID Mapping section. Otherwise, the integration process between Costpoint and Deltek Talent Management will no longer function.

## Configure Labor Settings (LDMLABOR)

- The Employee Options tab contains a new **Auto-Generate Employee IDs** check box enables the functionality to automatically generate IDs for new employees. This check box displays as selected and disabled if you select the **Auto-Generate Employee IDs for All Companies** check box on the Corporate Labor Settings subtask. This functionality is currently only available for Deltek Talent Management users.

- The Corporate Labor Settings subtask contains a new **Auto-Generate Employee IDs for All Companies** check box. Select this check box to enable Costpoint to automatically generate new employee IDs for companies within the corporation.

### Import Employee Data (AOPUTLEL)

If you select the **Auto-Generate Employee IDs** check box on the Configure Labor Settings screen, the following error message displays when you attempt to open the Import Employee Data screen: “When auto-generation of employee IDs is enabled in your company’s Configure Labor Setting screen, you may not import any new employee IDs.”

### Link Talent Management User IDs to Existing Employees (EMPTMUI)

When you run this new toolkit, it will populate the Costpoint Employee (EMPL) table with each applicable employee’s Deltek Talent Management user ID (HUA ID). It will also set the **Active HUA ID Mapping** flag which indicates whether the Costpoint Employee has an active or inactive mapping to the HUA ID.

**Attention:** The timing of this toolkit depends on whether you’re an existing Costpoint 7.1.1 user, an existing Deltek Talent Management user, an existing client for both Costpoint 7.1.1 and Deltek Talent Management, or a new user for both products.

You must run this toolkit after installing the Auto-Assign Employee IDs feature and before importing or exporting employees in the Transfer Talent Management Data screen. Running this toolkit will populate the Deltek Talent Management HUA ID (HUA\_ID) and Active HUA ID Mapping (HUA\_ACTV\_MAP\_FL) columns in the Manage Employee Information (EMPL) table.

For detailed steps on using this toolkit, please refer to the Talent Management HUA ID-to-Costpoint Employee ID Mapping Initialization Scenarios section.

### Manage Employee ID Defaulting Rules (EMMIDDEFAULT)

Use the new Manage Employee Defaulting Rules screen to enter and manage defaulting rules for your employee ID format codes.

**Note:** You can access the Manage Employee ID Defaulting Rules screen only if you select the **Auto-Generate Employee IDs** check box on the Configure Labor Settings screen. Otherwise, an error will display when you attempt to open the application.

You must establish employee ID defaulting rules in the following scenarios:

- If you selected the **Auto-Generate Employee IDs** check box on the Configure Labor Settings screen for companies, you must establish employee ID defaulting rules for each of company that has this labor setup.
- If you selected the **Auto-Generate Employee IDs for All Companies** check box on the Corporate Labor Settings subtask of the Configure Labor Settings screen, you must establish at least one defaulting rule for all companies or you can establish defaulting rules for each company.

To launch the screen, go to the **People » Employee » Employee Controls** menu.

### Manage Employee ID Formats (EMMIDFORMAT)

Use the new Manage Employee ID Formats screen you to establish the formatting of employee IDs. Costpoint will use this format when you opt to auto-generate the employee IDs.

**Note:** You can access the Manage Employee ID Formats screen only if you select the Auto-Generate Employee IDs check box on the Configure Labor Settings screen. Otherwise, an error will display when you attempt to open the application.

To launch the screen, go to the **People » Employee » Employee Controls** menu.

### Manage Employee Information (LDMEINFO)

The following are updates on the Manage Employee Information screen:

- A new **HUA ID** field allows you to enter the Talent Management user ID for the employee. The application uses this field to map Costpoint employee IDs to Deltek Talent Management user IDs when you import employee data into Costpoint.
- A new **Talent Management Active HUA ID Mapping** check box indicates whether or not the specified HUA ID is actively mapped to the Costpoint employee. If this check box displays as selected, the Transfer Talent Management Data application uses the specified HUA ID to determine whether or not the employee is a rehire.
- The application performs a validation to check the staging database tables when adding an employee.

### Print Data Dictionary Report

The Print Data Dictionary Report application now provides information for the following new columns on the Employee (EMPL) table:

- **HUA\_ACTV\_MAP\_FL** — Flag that indicates if the employee's HUA ID is active.
- **HUA ID** — HUA ID sent from Talent Management.

### Set Up Company (SYPCOMP)

When you create a new company, the application populates the EMPL\_ID\_AUTOGEN\_FL column in the LAB\_SETTINGS database based on the values of the company being copied.

### Transfer Talent Management Data (EMPHRSDAT)

- When you run the Transfer Talent Management Data process, the application generates employee IDs for imported Deltek Talent Management employee records without IDs.
- The application adds employee records to staging database tables if the Deltek Talent Management records are missing any required fields. The application will not add records to staging database tables if the employee ID is missing and auto-generation of employee IDs is not enabled.
- The application performs validations to ensure that the imported file from Deltek Talent Management contains all fields required to generate an employee ID. The application will not add records to the staging database tables if it could not generate an employee ID.
- The application removes the employee records from the staging database tables once a complete employee record is sent from Deltek Talent Management.
- The application uses the following staging database tables:
  - EMPL\_STG
  - EMPL\_PHONE\_STG
  - EMPL\_LAB\_INFO\_STG
  - DFLT\_REG\_TS\_STG
  - EMPL\_TAX\_STG

### View Employee Information (PRQEINFO)

The screen contains new a **HUA ID** field and a **Talent Management Active HUA ID** Mapping check box. These display the information from the same fields on the Manage Employee Information screen.

### Onboarding of Rehired Employees

This feature provides the ability to include rehires when importing employees that have completed the onboarding process in Deltek Talent Management. Importing of an existing Costpoint employee ID that was rehired to a different company is **not** supported at this time.

### Manage Employee Information (LDMEINFO)

The application was updated to support the processing of rehired employee records that were imported from Deltek Talent Management to Costpoint through the Transfer Talent Management Data process.

### Transfer Talent Management Data (EMPHRSDAT)

The following are the updates to the Transfer Talent Management Data screen for the onboarding of rehires:

- The application process can now identify new hires and rehires. It also determines and identifies when a new employee record needs to be generated or if an existing record will be updated.
- When exporting employees, the application will not include employee records that does not have an active mapping to a HUA ID (Talent Management User ID). An employee record does not have an active mapping if the **HUA\_ID\_ACTV\_AP\_FL** column is **N**.
- When importing rehires, if the employee record in Costpoint indicates that the employee is still employed (either the **Termination Date** field is blank or the **Termination Date** value is later than the rehire date), an error will be logged, and the rehired employee will not be imported.

### Populate the Last Day Worked Field Based on the Termination Date

When you enter a value in the **Termination Date** field on the Manage Employee Information screen, the screen displays a warning message which provides you the option to populate the **Last Day Worked** field with the date that you entered in the **Termination Date** field. If you decline the option to auto-populate the **Last Day Worked** field, you must manually enter a date in the **Last Day Worked** field before saving the record.

Existing termination records will not be affected by this update and the warning message will only display for future termination records.

## Initialize Talent Management HUA ID-to-Costpoint Employee ID Mapping

Before you use Costpoint's Auto-Assign Employee ID feature, you must run the Link Talent Management User IDs to Existing Employees (EMPTMUI) toolkit based on your current Costpoint/Deltek Talent Management setup.

You must run the Link Talent Management User IDs to Existing Employees toolkit after downloading the Auto-Assign Employee IDs feature and before importing or exporting employees in the Transfer Talent Management Data screen. Running this toolkit will populate the HUA ID and Active HUA ID Mapping columns in the Manage Employee Information table (EMPL.HUA\_ID and EMPL.HUA\_ACTV\_MAP\_FL).

## Scenarios

Refer to the following scenarios and perform the corresponding steps that apply to your company's setup:

### Scenario 1

**You currently use both products, Costpoint 7.1.1 and Deltek Talent Management, and you installed Costpoint's Auto-Assign Employee ID feature which was released in June 2018.**

Step	Product	Details
1	Deltek Talent Management	Generate the <b>export_user_id_file</b> file in Deltek Talent Management's <b>Administration » Global Settings » Integration Setup » Costpoint » Costpoint Configuration Check</b> screen. This file maps the Talent Management user IDs (HUA IDs) to the Costpoint Employee IDs.
2	Costpoint	Use the <b>export_user_id_file</b> file you just generated in Deltek Talent Management to run the <b>People » Employee » Employee Utilities » Link Talent Management User IDs to Existing Employees</b> toolkit. You must complete this step before you will be able to import new users from Deltek Talent Management.
3	Costpoint	<p>Determine if you want to allow Costpoint to auto generate employee IDs.</p> <p><b>Warning:</b> If you choose to auto-generate employee IDs, you will not be able to use Costpoint's Import Employee Data application to import employees using a data file.</p> <ul style="list-style-type: none"> <li>▪ If you would like Costpoint to auto-generate Employee IDs for new hires that come from Deltek Talent Management, proceed to Step 4.</li> <li>▪ If you do <b>not</b> want Costpoint to auto-generate Employee IDs for new hires that come from Deltek Talent Management, you have completed the required steps and are ready to start importing new hires from Deltek Talent Management.</li> </ul>
4	Costpoint	Go to <b>People » Labor » Labor Controls » Configure Labor Settings</b> screen, select the Auto-Generate Employee IDs check box, and then save the record.
5	Costpoint	Go to <b>Administration » System Administration » System Administration Utilities » Rebuild Global Settings</b> screen, select the Labor option in the Individual Settings group box, and then run the application process.

## Scenario 2

You currently use Deltek Talent Management and you purchased Costpoint version 7.1.1 after May 2018.

Step	Product	Details
1	Costpoint	<p>Go to <b>People » Labor » Labor Controls » Configure Labor Settings</b> screen, and ensure that the Auto-Generate Employee IDs check box is not selected.</p> <p><b>Note:</b> If the Auto-Generate Employee IDs check box is selected, clear the check box. After saving your changes, go to the Rebuild Global Settings screen, select the Labor option in the Individual Settings group box, and then run the application process.</p>
2	Costpoint	<p>Create employee records in Costpoint. You can create employee records by performing either of the following methods:</p> <ul style="list-style-type: none"> <li>▪ Entering employee records on <b>People » Employee » Basic Employee Information » Manage Employee Information</b> screen</li> <li>▪ Importing an employee file on <b>People » Employee » Employee Interfaces » Import Employee Data</b> screen.</li> </ul>
3	Deltek Talent Management	Manually assign the newly created Costpoint employee IDs to your existing Talent Management users.
4	Deltek Talent Management	Generate the export_user_id_file file in Deltek Talent Management's <b>Administration » Global Settings » Integration Setup » Costpoint » Costpoint Configuration Check</b> screen. This file maps the Talent Management user IDs (HUA IDs) to the Costpoint Employee IDs.
5	Costpoint	Use the <b>export_user_id_file</b> file you just generated in Deltek Talent Management to run the <b>People » Employee » Employee Utilities » Link Talent Management User IDs to Existing Employees</b> toolkit. You must complete this step before you will be able to import new users from Deltek Talent Management.
6	Costpoint	<p>Determine if you want to allow Costpoint to auto generate employee IDs.</p> <p><b>Warning:</b> If you choose to auto-generate employee IDs, you will not be able to use Costpoint's Import Employee Data application to import employees using a data file.</p> <ul style="list-style-type: none"> <li>▪ If you would like Costpoint to auto-generate Employee IDs for new hires that come from Deltek Talent Management, proceed to Step 4.</li> </ul>

Step	Product	Details
		<ul style="list-style-type: none"> <li>If you do not want Costpoint to auto-generate Employee IDs for new hires that come from Deltek Talent Management, you have completed the required steps and are ready to start importing new hires from Deltek Talent Management.</li> </ul>
7	Costpoint	Go to <b>People » Labor » Labor Controls » Configure Labor Settings</b> screen, select the Auto-Generate Employee IDs check box, and then save the record.
8	Costpoint	Go to <b>Administration » System Administration » System Administration Utilities » Rebuild Global Settings</b> , select the Labor option in the Individual Settings group box, and then run the application process.

### Scenario 3

You currently use Costpoint 7.1.1 and you purchased Deltek Talent Management after May 2018.

Step	Product	Details
1	Costpoint	<p>Go to <b>People » Employee » Employee Interface » Transfer Talent Management Data</b> screen, and run a full export of the following:</p> <ul style="list-style-type: none"> <li>Employees</li> <li>Organizations</li> <li>Job Templates</li> <li>Detail Job Titles</li> <li>Labor Locations</li> </ul> <p><b>Note:</b> You may opt to exclude employees that were terminated before a specific date.</p>
2	Deltek Talent Management	Generate the <b>export_user_id_file</b> file in Deltek Talent Management's <b>Administration » Global Settings » Integration Setup » Costpoint » Costpoint Configuration Check</b> screen. This file maps the Talent Management user IDs (HUA IDs) to the Costpoint Employee IDs.
3	Costpoint	Use the <b>export_user_id_file</b> file you just generated in Deltek Talent Management to run the Link Talent Management User IDs to Existing Employees toolkit. You must complete this step before you will be able to import new users from Deltek Talent Management.



## Major New Features and Enhancements in Costpoint 7.1.1

4	Costpoint	<p>Determine if you want to allow Costpoint to auto generate employee IDs.</p> <p><b>Warning:</b> If you choose to auto-generate employee IDs, you will not be able to use Costpoint's Import Employee Data application to import employees using a data file.</p> <ul style="list-style-type: none"> <li>If you would like Costpoint to auto-generate Employee IDs for new hires that come from Deltek Talent Management, proceed to Step 5.</li> <li>If you do not want Costpoint to auto-generate Employee IDs for new hires that come from Deltek Talent Management, you have completed the required steps and are ready to start importing new hires from Deltek Talent Management.</li> </ul>
5	Costpoint	Go to <b>People » Labor » Labor Controls » Configure Labor Settings</b> screen, select the Auto-Generate Employee IDs check box, and then save the record.
6	Costpoint	Go to <b>Administration » System Administration » System Administration Utilities » Rebuild Global Settings</b> screen, select the Labor option in the Individual Settings group box, and then run the application process.

## Scenario 4

You purchased both products, Costpoint 7.1.1 and Deltek Talent Management, after May 2018.

Step	Product	Details
1	Costpoint	<p>Create employee records in Costpoint. You can create employee records by performing either of the following methods:</p> <p>Entering employee records on <b>People » Employee » Basic Employee Information » Manage Employee Information</b> screen</p> <p>Importing an employee file on <b>People » Employee » Employee Interfaces » Import Employee Data</b> screen.</p>
2	Costpoint	<p>Go to <b>People » Employee » Employee Interface » Transfer Talent Management Data</b> screen, and run a full export of the following:</p> <ul style="list-style-type: none"> <li>Employees</li> <li>Organizations</li> <li>Job Templates</li> </ul>

## Major New Features and Enhancements in Costpoint 7.1.1

Step	Product	Details
		<ul style="list-style-type: none"> <li>Detail Job Titles</li> <li>Labor Locations</li> </ul>
3	Deltek Talent Management	Generate the <b>export_user_id_file</b> file in Deltek Talent Management's <b>Administration » Global Settings » Integration Setup » Costpoint » Costpoint Configuration Check</b> screen. This file maps the Talent Management user IDs (HUA IDs) to the Costpoint Employee IDs.
4	Costpoint	Use the <b>export_user_id_file</b> file you just generated in Deltek Talent Management to run the Link Talent Management User IDs to Existing Employees toolkit. You must complete this step before you will be able to import new users from Deltek Talent Management.
5	Costpoint	<p>Determine if you want to allow Costpoint to auto generate employee IDs.</p> <p><b>Warning:</b> If you choose to auto-generate employee IDs, you will not be able to use Costpoint's Import Employee Data application to import employees using a data file.</p> <ul style="list-style-type: none"> <li>If you would like Costpoint to auto-generate Employee IDs for new hires that come from Deltek Talent Management, proceed to Step 6.</li> <li>If you do not want Costpoint to auto-generate Employee IDs for new hires that come from Deltek Talent Management, you have completed the required steps and are ready to start importing new hires from Deltek Talent Management.</li> </ul>
6	Costpoint	Go to <b>People » Labor » Labor Controls » Configure Labor Settings</b> screen, select the Auto-Generate Employee IDs check box, and then save the record.
7	Costpoint	Go to <b>Administration » System Administration » System Administration Utilities » Rebuild Global Settings</b> screen, select the Labor option in the Individual Settings group box, and then run the application process.

## Errors

All warnings and errors are written to a log file (EMPTMUI\_yymmddhhTms.log). The log file will be saved in the location that you specified in the **File Location** field of the Link Talent Management User IDs to Existing Employees toolkit. If a location has not been specified, warnings and errors will be written to the database and you can retrieve it from the File Download (SYMDLMGR) screen.

## Known Issues

### Employees not Terminated in Costpoint were Processed as a Rehire

#### **Deltek Defect Tracking Number: 963051**

**Description:** When the **Talent Management Active HUA ID Mapping** column contains a value of No and the employee has not been terminated in Costpoint, the Transfer Talent Management Data screen still allows you to successfully import a rehired employee record into Costpoint.

Regardless of the value of **Talent Management Active HUA ID Mapping** column, the processing of rehires should not be successful if the Costpoint employee record has no termination date.

**Customers Impacted:** This defect affects Costpoint - Deltek Talent Management Integration users.

**Workaround Before Fix:** None.

**Additional Notes:** The application performs a validation only if the employee has both a termination date and an active HUA ID mapping. The HUA ID mapping must be active if there is no termination date as of the Deltek Talent Management hire date.

## Allow Updating of Organization IDs on Job Templates

This Costpoint release will allow you to modify the Organization IDs on existing job templates. In order to implement the enhancement, the Organization ID will no longer be the primary key of job templates.

## Screen Updates

The release updates the following screens for this enhancement:

### Approve Position Requisitions (HPMAREQ)

- The organization ID was removed from the primary key of job templates.
- A new Original ID field displays the original job template ID. This field will only be populated if there was previously another record in the table with the same ID.
- When you use the Query function, the Find and Query tab now allows you to search for job templates using the Original ID field.

### Configure Personnel Settings (HPMSET)

A new **Require Org ID** check box allows Deltek Talent Management users to either require or not require the Organization ID on the job templates for a company.

**Note:** This check box is enabled only when you have a Deltek Talent Management license. If you opted to clear the Require Org ID check box, and then you stopped using Deltek Talent Management, you must manually select this check box to require organization IDs on job templates.

## Manage Employee Information (LDMEINFO)

When creating employees through SilkRoad or Talent Management, and when searching for a job template, the application uses the original ID for the job template as the job template ID. If the original ID does not exist, the application uses the job template ID.

## Manage Job Templates (HPMREQR)

The following are updates to the Manage Job Templates screen:

## Major New Features and Enhancements in Costpoint 7.1.1

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- The organization ID was removed from the primary key of job templates.
- The **Organization ID** field can now be edited.
- A new **Original ID** field displays the original job template ID. This field will only be populated if there was previously another record in the table with the same ID.

The company ID is now part of the primary key of job templates. Previously, the application performs a validation to ensure that each job template ID was unique to a company ID.

### Setup Company (SYPCOMP)

When you create a new company, the application applies a default value of **Y** to new **Require Org ID** field on the Configure Personal Settings application (HP\_PER\_ADM\_SETTINGS.ORG\_REQ\_FL).

### Transfer SilkRoad Data (LDPSRDAT)

When searching for an existing job template ID (H\_POS\_RQ\_RQST.RQ\_NO), the application determines if it exists for the employee's company. If not, the application searches the **Original ID** field (H\_POS\_RQ\_RQST.ORIG\_RQ\_NO).

When transferring the job template information to SilkRoad, if data exists in the **Original ID** field, the application sends that ID number instead of the job template ID.

### Transfer Talent Management Data (EMPHRSDAT)

When searching for an existing job template ID (H\_POS\_RQ\_RQST.RQ\_NO), the application determines if it exists for the employee's company. If not, the application searches the **Original ID** field (H\_POS\_RQ\_RQST.ORIG\_RQ\_NO).

When transferring the job template information to Deltek Talent Management, if data exists in the Original ID field, the application sends that ID number instead of the job template ID.

### Known Issue

#### Newly Created Company Inherits the Auto-Approve Position Requisition Value of Login Company

##### Deltek Defect Tracking Number: 967206

**Description:** When you log in to Costpoint using a company with a default approver on the Configure Personnel Settings screen (the **Auto-Approve Position Requisitions** check box was selected and a valid **Default Requisition Approver** was specified), and then you create a new company, the created company inherits the login company's **Auto-Approve Position Requisitions** (REQ\_AUTO\_APPRVL\_FL) column value in the H\_PER\_ADM\_SETTINGS table.

**Customers Impacted:** This defect affects Costpoint Personnel users.

**Workaround Before Fix:** Set up an approver on the Manage Position Requisition Approvers screen, and then use the approver on the Configure Personnel Settings screen.

**Additional Notes:** None.

### System Requirements

This enhancement requires the following Costpoint 7.1.1 releases:

- PATCH3381
- Common Lib - LDMEINFOLIB (cp711\_cmnlb\_LDMEINFOLIB\_006.zip)

## Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
Administration	System Administration	SYPCOMP	Setup Company	cp711_sypcomp_021.zip
People	Employee	EMPHRSDAT	Transfer Talent Management Data	cp711_emphrsdat_015.zip
People	Employee	HPMREQR	Manage Job Templates	cp711_hpmreqr_012.zip
People	Employee	LDMEINFO	Manage Employee Info	cp711_ldmeinfo_022.zip
People	Employee	LDPSRDAT	Transfer SilkRoad Data	cp711_ldpsrdat_011.zip
People	Personnel	HPMAREQ	Approve Position Requisitions	cp711_hpmareq_003.zip
People	Personnel	HPMSET	Configure Personnel Settings	cp711_hpmset_003.zip

## Updated Header and Instructions on Life Events and Benefits Enrollment

The Life Events/New Hires screen and the Benefits Enrollment screen now provide more information on the screen header and in the Instructions tab. To support this enhancement, this Costpoint release applies the corresponding changes to the following applications:

### Life Events/New Hires (ESMLIFEEVENT)

- The Life Event, Life Event Date, and Status fields now display in the header across the top of the screen.
- The header displays the following additional information:
  - Employee Last Name
  - Employee First Name
  - Employee ID
- This Instructions tab now discuss the following:
  - Selection of benefits

- Negative amounts for premiums
- Saving dependent/beneficiary changes

### Benefits Enrollment (ESMBENENROLL)

- The header information now displays across the top part of the screen.
- The field label changed from “Open Enrollment Period” to “Open Enrollment Period Start and End Dates” fields. This field is now included in the header.
- The field label changed from “Effective Dates” to “Benefits Start and End Dates.” This field is now included in the header.
- The Instructions tab now discuss the following:
  - Selection of benefits
  - Rollover of benefits
  - Negative amounts for premiums
  - Saving dependent/beneficiary changes

### Application JAR Requirements

Domain	Module	Application ID	Application Name	Application File
People	Employee Self Service	ESMBENENROLL	Benefits Enrollment	cp711_esmbenenroll_014.zip
People	Employee Self Service	ESMLIFEEVENT	Life Events/New Hires	cp711_esmlifeevent_018.zip

## Import Timesheets with Transaction ID Values

The Import Timesheets screen now has the ability to import the Transaction ID (TRANS\_ID) values and populate the **Transaction ID** fields of manufacturing order timesheet lines in Costpoint. This functionality is available when importing files using comma-separated values (CSV) file format.

In line with this enhancement, the **Transaction ID** field was added to the CSV file layout for manufacturing order timesheet lines. Details are as follows:

#	Field Name	Costpoint Table	Data Type and Size	Required/Optional
36	Transaction ID	TS_LN.TRANS_ID	Numeric 8	Optional

### Patch and System JAR Requirements

This enhancement requires the following Costpoint 7.1.1 releases:

- PATCH3333
- PATCH3332
- Common lib - TSIMPORT (cp711\_cmplib\_TSIMPORT\_004.zip)

## Limited Purpose FSA (Flexible Spending Account) Setting in Employee Self Service

The Configure Self Service screen now provides you the option to display the **Limited Purpose FSA** check box on Medical FSA screens for life events and benefits enrollment. **Limited Purpose FSA** check boxes allow you to designate an FSA as limited purpose only which will only reimburse vision and dental expenses.



This enhancement is required for an upcoming Costpoint feature for supporting Evidence of Insurability (EOI). The updates in this release will only function when the rest of the enhancements for the EOI feature are released in 2018

This particular Costpoint release updates the following screens with the corresponding changes:

### Configure Self Service Settings (ESMESS)

A new check box, **Show 'Limited Purpose' checkbox**, allows you to display the check boxes for designating a limited purpose FSA on Medical FSA screens.

### Set Up Company (SYPCOMP)

The following new fields were added to tables for company defaults:

- Days that employees are considered new employees (DAYS\_NEW)
- Show 'Limited Purpose' flag in Medical FSA (SHOW\_LIMIT\_FSA\_FL)

### Patch and System JAR Requirements

This enhancement requires Costpoint 7.1.1 System JAR 036 and PATCH3335.

### Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application File
Administration	System Administration	SYPCOMP	Set Up Company	cp711_sypcomp_017.zip
People	Employee Self Service	ESMESS	Configure Self Service Settings	cp711_esmess_006.zip

## Override Tax ID in the Company Identification in ACH Bank File

This enhancement accommodates the ACH bank file issue of Companies with subsidiaries that are under one taxable entity. Companies with this setup can use this enhancement if they want to distinguish the bank files for the main company's direct deposit and each of the subsidiaries direct deposit.

For this purpose, the Create ACH Bank File screen now allows you to override the Taxable Entity's tax ID and enter a value for Company Identification. The Create ACH Bank File screen contains the following new check box and field:

- **Override Tax ID in the Company Identification Field (Record) 5** — Select this check box to substitute the Tax ID in Record 5 with the specified Company Identification.
- **Company Identification** — Enter the Company Identification for Position 41 - 50 in the Company/Batch Header Record

### Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application File
People	Payroll	PRPBANK	Create ACH Bank File	cp711_prpbank_004.zip

## New Employee Days on Configure Benefit Settings

The Configure Benefit Settings screen contains a new field that allows you to specify the number of days that employees are classified as new employees. This setting will be used for benefit election purposes.

### Patches and System JAR Requirements

This enhancement requires Costpoint 7.1.1 System JAR 035 and PATCH3238.

### Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application File
People	Benefits	HBMSET	Configure Benefit Settings	cp711_hbmset_001.zip

## Use Reference Date for Record Selection in Print Employee Earnings Report

The Print Employee Earnings Report (PRRERF) screen now supports the option to use the reference dates on checks when selecting **X**, **Y**, **Z**, **V**, and **W** type records. You can enable this option by selecting the **Use Reference Date for X, Y, Z, V and W Records (Applies to Taxes only)** check box on the Configure Payroll Settings screen.



This release is part of Feature 821489: Add Option to Use Reference Date in Payroll. You must have the feature installed and enabled before you can use the functionality included in this particular release.

### Patches and System JAR Requirements

This enhancement requires Costpoint 7.1.1 System JAR 034.

### Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application File
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Domain	Module	Application ID	Application Name	Application File
People	Payroll	PRRERF	Print Employee Earnings Report	cp711_prrerf_003.zip

## Use Reference Date for Record Selection in Payroll

Costpoint now provides the option to use the reference dates on checks when selecting **X, Y, Z, V, and W** type records in multiple payroll applications. You can select the new **Use Reference Date for X, Y, Z, V, and W Records** check box on the Configure Payroll settings screen to enable this functionality. This option applies only to taxes and does not include deduction limit calculations.

If you enable this feature, payroll applications will select records using the reference date on an employee's check. If a reference date does not exist or if you opt not to enable this feature, payroll applications will select records using the check date.

The following applications were updated to support this enhancement:

- Configure Payroll Settings (PRMPRSET)
- Compute Payroll (PRPCPR)
- Create Accounts Payable Vouchers (PRPAPVCH)
- Create EFTPS Payroll Tax Deposit File (PRPPRTD)
- Create Monthly SUTA Tax File (PRPSTF)
- Create Quarterly EFTPS FUTA Tax File (PRPFQTD)
- Create Quarterly SUTA Tax File (PRPSMM)
- Create W-2 Table (PRPCW2)
- Manage Employee Earnings History (PRMERF)
- Manage Payroll Records (PRMPTF)
- Recompute Taxable Wages (PRPRCOMP)
- Print Data Dictionary Report (SYRDD)
- Print Local Withholding Report (PRRLCWH)
- Print Quarterly Federal Tax Report (PRRFDTAX)
- Print Quarterly State Unemployment Report (PRRSTTAX)
- Print Soc Sec and Medicare Reconciliation Report (PRRFICA)
- Print State Withholding Report (PRRSTWH)
- Set Up Company (SYPCOMP)
- View Help About (SYMABOUT)

## Known Issues

This section includes summaries of the issues that exist in Deltek Costpoint and will be resolved in the future. You will notice that the descriptions of some software defects contain extra information, including ways to work around the defects. The additional information has been included in case you instituted

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some of the workarounds and can now stop using them, or you simply want more background information about the defect repairs.



This section does not contain a complete list of outstanding issues. Deltek only includes the high priority issue in Deltek Costpoint for this release. Please contact Deltek Customer Care if these known issues present a significant impact on your business.

### Create Quarterly SUTA Tax File (PRPSMM)

#### ▪ Defect 844726

**Description:** When you select the **Use Reference Date for X, Y, Z, V and W Records (Applies to Taxes only)** check box on the Configure Payroll Settings screen, the employee count should be blank for X/Y/Z/V/W records that have reference dates that are not within the date range of the report.

**Customers Impacted:** This defect affects Costpoint Payroll users.

**Workaround Before Fix:** None.

**Additional Notes:** None.

### Print Quarterly State Unemployment Report (PRRSTTAX)

#### ▪ Defect 839005

**Description:** When you select the **Use Reference Date for X, Y, Z, V and W Records (Applies to Taxes only)** check box on the Configure Payroll Settings screen, the employee count should be blank for X/Y/Z/V/W records that have reference dates that are not within the date range of the report.

**Customers Impacted:** This defect affects Costpoint Payroll users.

**Workaround Before Fix:** None.

**Additional Notes:** None.

### Patches and System JAR Requirements

These enhancements require the following Costpoint 7.1.1 releases:

- PATCH3262
- PATCH5099
- Common lib - CPCPR (cp711\_cmplib\_CPCPR\_003.zip)

### Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application File
Administration	System Administration	SYPCOMP	Set Up Company	cp711_sypcomp_015.zip
People	Payroll	PRMERF	Manage Employee	cp711_prmerf_011.zip

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Domain	Module	Application ID	Application Name	Application File
			Earnings History	
People	Payroll	PRMPRSET	Configure Payroll Settings	cp711_prmprset_001.zip
People	Payroll	PRMP TF	Manage Payroll Records	cp711_prmp tf_015.zip
People	Payroll	PRPAPVCH	Create Accounts Payable Vouchers	cp711_prpapvch_003.zip
People	Payroll	PRPCPR	Compute Payroll	cp711_prpcpr_018.zip
People	Payroll	PRPCW2	Create W-2 Table	cp711_prpcw2_003.zip
People	Payroll	PRPFQTD	Create Quarterly EFTPS FUTA Tax File	cp711_prpfqtd_001.zip
People	Payroll	PRPPRTD	Create EFTPS Payroll Tax Deposit File	cp711_prpprtd_002.zip
People	Payroll	PRPRCOMP	Recompute Taxable Wages	cp711_cmnlb_CPCPR_003.zip
People	Payroll	PRPSMM	Create Quarterly SUTA Tax File	cp711_prpsmm_016.zip
People	Payroll	PRPSTF	Create Monthly SUTA Tax File	cp711_prpstf_001.zip
People	Payroll	PRRFD TAX	Print Quarterly Federal Tax Report	cp711_prrdf tax_008.zip
People	Payroll	PRRFICA	Print Soc Sec and Medicare Reconciliation Report	cp711_prrfica_008.zip
People	Payroll	PRRLCWH	Print Local Withholding Report	cp711_prrlcwh_002.zip
People	Payroll	PRRSTTAX	Print Quarterly State	cp711_prrsttax_003.zip

Domain	Module	Application ID	Application Name	Application File
			Unemployment Report	
People	Payroll	PRRSTWH	Print State Withholding Report	cp711_prstwh_003.zip

## Add GovWin IQ Login ID on Employee Records

Costpoint now provides the ability to add GovWin IQ login IDs to Costpoint Employee records. This will allow you to link Costpoint Employees to the GovWin IQ users in Costpoint Contract Management. To implement this functionality, a new **GovWin IQ ID** field is now available on Product Interface tab of the Manage Employee Information screen which you could use to enter the employee's GovWin IQ login ID.

### Patch Requirements

These enhancement requires Costpoint 7.1.1 PATCH3279.

### Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application File
People	Employee	LDMEINFO	Manage Employee Information	cp711_ldmeinfo_020.zip
People	Payroll	PRQEINFO	View Employee Information	cp711_prqeinfo_004.zip

## Prorate Excess Life Coverage, Track Coverage Start Date, and Additional Deduction/Contribution Timing Options

This Costpoint release includes the following features:

- **Prorate Excess Life Coverage** — This feature allows the proration of the cost of insurance coverage that does not span the entire month or the entire open payroll year (based on open pay period).
- **Track Coverage Start Date** — A new **Start Coverage Date** field allows you to track the starting date of the coverage for employee deductions.
- **Additional Deduction/Contribution Timing Options** — These new options allow you to specify when benefit deduction or contribution premiums for the employees in a pay cycle will be processed by payroll. This feature requires a Costpoint Benefits license.

The following screens contain updates to support the features in this release:

### Compute Payroll (PRPCPR)

For Costpoint Benefits users, the application displays a warning message when computing payroll for an open pay period, with the following Deduction/Contribution Timing settings, that has not been processed in the Updated Employee Package Deductions screen:

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- Pay per day and prorate. Deduct before the pay period
- Pay per day and prorate. Deduct after the pay period

### Import Employee Leave and Deductions (AOPUTLDL)

The application populates the new **Coverage Start Date** field when importing EMPL\_DED records.

### Manage Employee Deductions (PRMEDED)

A new **Start Coverage Date** field allows you to enter the starting date of the coverage if it is applicable to the deduction.

### Manage Pay Periods (PRMPRPD)

- New **Update Employee Package Deductions-Deduction/Contribution Timing** options allow you to specify when the benefit deduction or contribution premiums will be process by payroll.
- A new **Employee Package Deductions Processed** check box in the Pay Cycles Schedule subtask indicates whether or not the payperiod was processed through the Update Employee Package Deductions screen.

### Update Employee Package Deductions (HBPAPDED)

When the application updates or creates employee deduction rows, it populates the new **Coverage Start Date** field based on the deduction type.

### Update Excess Life Deductions (PRPSEXLI)

The application now prorates the following:

- Imputed cost for insurance coverage which does not span the entire open Payroll Year (based on open pay period)
- Imputed cost for insurance coverage which does not span the entire month

### View Deductions (PRQEDED)

A new **Coverage Start Date** field displays the starting date of the coverage if it applicable to the deduction.

### Patches and System JAR Requirements

These enhancements require the following Costpoint 7.1.1 releases:

- Costpoint 7.1.1 PATCH3207
- common lib - LDMEINFOLIB (cp711\_cmplib\_LDMEINFOLIB\_004.zip)

### Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application File
People	Employee	AOPUTLDL	Import Employee Leave and Deductions	cp711_aoputldl_008.zip

Domain	Module	Application ID	Application Name	Application File
People	Employee	PRMEDED	Manage Employee Deductions	cp711_prmeded_001.zip
People	Payroll	HBPAPDED	Update Employee Package Deductions	cp711_hbpapped_010.zip
People	Payroll	PRMPRPD	Manage Pay Periods	cp711_prmprpd_003.zip
People	Payroll	PRQEDED	View Deductions	cp711_prqeded_002.zip
People	Payroll	PRPCPR	Compute Payroll	cp711_prpcpr_018.zip
People	Payroll	PRPSEXLI	Update Excess Life Deductions	cp711_prpsexli_002.zip

## Rename Job Group References in Costpoint People

Prior to this release, the Job Management module in the Administration domain and multiple applications in the People domain use the term “Job Group” in screen names, fields, status text messages, reports, and validations. However, the usage of “Job Group” in the Job Management module and in the People domain are not similar in definition. To avoid confusion, this enhancement renames all “Job Group” and “Job Groups” references in the People domain to “Job Category” and “Job Categories,” respectively.

The Job Group references in following screens were updated for this enhancement:

- Manage Affirmative Action Plans (HAMAPSET)
- Manage Job Categories (HAMJBGRP)
- Print Employee Roster (HAREROST)
- Print Job Category Analysis Report (HARJOBGP)
- Print New Hire Analysis Report (HARNHIRE)
- Print Personnel Action Analysis Report (HARPERS)
- Print Termination Report (HARTERM)
- Print Training Report (HARTRAIN)
- Print Availability/Utilization Report (HARUTIL)
- Approve Position Requisitions (HPMAREQ)
- Manage Job Templates (HPMREQR)
- Manage Functional Job Titles (HSMFUNC)
- Manage Employee Information (LDMEINFO)
- Manage Employee Salary Information (LDMEHIS)
- View Employee Information and History (PRQEHIS)
- Print Data Dictionary (SYRDD)

## Patch Requirements

These enhancements require the following Costpoint 7.1.1 releases:

- PATCH3272
- Common lib - LDMEINFOLIB (cp711\_cmnlbr\_LDMEINFOLIB\_004.zip)

## Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application File
People	Affirmative Action	HAMAPSET	Manage Affirmative Action Plans	cp711_hamapset_002.zip
People	Affirmative Action	HAMJBGRP	Manage Job Categories	cp711_hamjbgrp_001.zip
People	Affirmative Action	HAREROST	Print Employee Roster	cp711_harerost_002.zip
People	Affirmative Action	HARJOBGP	Print Job Category Analysis Report	cp711_harjobgp_001.zip
People	Affirmative Action	HARNHIRE	Print New Hire Analysis Report	cp711_harnhire_002.zip
People	Affirmative Action	HARPERS	Print Personnel Action Analysis Report	cp711_harpers_001.zip
People	Affirmative Action	HARTERM	Print Termination Report	cp711_harterm_002.zip
People	Affirmative Action	HARTRAIN	Print Training Report	cp711_hartrain_002.zip
People	Affirmative Action	HARUTIL	Print Availability/Utilization Report	cp711_harutil_001.zip
People	Employee	HPMREQR	Manage Job Templates	cp711_hpmreqr_011.zip
People	Compensation	HSMFUNC	Manage Functional Job Titles	cp711_hsmfunc_003.zip
People	Payroll	PRQEHIS	View Employee Information and History	cp711_prqehis_003.zip
People	Personnel	HPMAREQ	Approve Position Requisitions	cp711_hpmareq_002.zip

## Enhancements to Training Codes – Detail Job Title Links and Reorganization of Education, Skills, and Training Screens

This Costpoint release contains the following enhancements:

- Linking a Detail Job Title to a Training Code is no longer required. As a result, you do not have to set up multiple training codes for a training that relates to more than one detail job title.
- You no longer need to assign detail job titles to training codes.
- You will now be able to link multiple training codes to a single detail job title.
- When assigning training codes to employees, you will not receive an error message if the employee's detail job title is not linked to the training code.
- Existing Licenses, Skills, Training, and Security applications are now available to Costpoint users with a core license. Previously, only users with an Costpoint Human Resources (HR) license have access to these applications
- You can now assign certifications to employees.



These enhancements are required for the Costpoint Contract Management feature.

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### Education, Skills, and Training Applications

In order to make the Education, Skills, and Training applications available to Costpoint Core license users, the applications under the Costpoint Personnel module have been transferred to the Employee Controls menu in the Costpoint Employee module (**People » Employee » Employee Controls**). This includes the following screens:

- Manage Areas of Education (HPMSTUDY)  
This screen was previously named as “Manage Areas of Study Codes.”
- Manage Courses (HPMCRSE)  
This screen was previously named as “Manage Course Codes.”
- Manage Degrees (HPMDEGRE)  
This screen was previously named as “Manage Degree Codes.”
- Manage Professional Organizations (HPMPROF)  
This screen was previously named as “Manage Professional Organization Codes.”
- Manage Skill Codes (HPMSKILL)  
No other changes were applied to this screen.
- Manage Skill Levels (HPMSLVL)  
This screen was previously named as “Manage Skill Level Codes.”
- Manage Training Codes (HPMTRAIN)  
The screen longer requires a detail job title when creating a training code.  
The Detail Job Title and Functional Job Title fields were removed.



A **Detail Job Title Validation Method** field allows you to select the type of validation to be performed when assigning a training code to an employee. Valid options are No **Validation**, **Warning** and **Error**. This is available only to Costpoint HR license users.

An Eligible Detail Job Titles subtask allows you to link detail job titles to a training if the Detail Job Title Validation Method is Error or Warning. This is available only to Costpoint HR license users.

- Manage Training Locations (HPMTRNL)  
This screen was previously named as “Manage Training Location Codes.”
- Manage Training Sources (HPMTRNS)  
This screen was previously named as “Manage Training Source Codes.”
- Manage Training Program Schedules (HPMTRNPS)  
The Detail Job Title and Functional Job Title fields were removed.  
The Certificate to Receiver field is now labeled Certificate.
- Print Training Program Schedules (HPRPROG)  
This screen was previously named as “Print Training Program Schedule.”  
The report no longer displays the Functional Job Code and Detail Job Code fields.

#### Manage Education, Skills & Training Data (HPMEDS)

- The screen is now available to Costpoint Core license users. This screen was previously available to only to Costpoint HR-Personnel license users.
- The Detail Job Title field and the Career Plans subtask are available only for Costpoint HR license users.
- The Trainings subtask is now labeled as “Training.”
- A Certification Details subtask allows you to track certifications attained by employees.
- The application was transferred from Employee HR Information menu to the Basic Employee Information menu (People » Employee » Basic Employee Information).

#### Update Employee Training (HPPTRNE)

- The application was transferred from Employee HR Information menu to the Basic Employee Information menu (People » Employee » Basic Employee Information).
- The screen is now available to Costpoint Core license users. This screen was previously available to only to Costpoint HR license users.

#### Patches and System JAR Requirements

These enhancements require the following Costpoint 7.1.1 releases:

- Costpoint 7.1.1 System JAR 033
- PATCH3271

## Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application File
People	Employee	HPMCRSE	Manage Courses	cp711_hpmcrse_001.zip
People	Employee	HPMDEGRE	Manage Degress	cp711_hpmdegre_001.zip
People	Employee	HPMEDS	Manage Education, Skills & Training Data	cp711_hpmeds_004.zip
People	Employee	HPMPROF	Manage Professional Organizations	cp711_hpmprof_001.zip
People	Employee	HPMSLVL	Manage Skill Levels	cp711_hpmslvl_002.zip
People	Employee	HPMSTUDY	Manage Areas of Education	cp711_hpmstudy_001.zip
People	Employee	HPMTRAIN	Manage Training Codes	cp711_hpmtrain_002.zip
People	Employee	HPMTRNL	Manage Training Locations	cp711_hpmtrnl_001.zip
People	Employee	HPMTRNPS	Manage Training Program Schedules	cp711_hpmtrnps_001.zip
People	Employee	HPMTRNS	Manage Training Sources	cp711_hpmtrns_002.zip
People	Employee	HPPTRNE	Update Employee Training	cp711_hpptrne_002.zip
People	Employee	HPRPROG	Print Training Program Schedules	cp711_hprprog_003.zip

## Employee Self Service (ESS) Benefits Library

Common application files were moved into a separate library, ESS Benefits (BENEFITSLIB), to eliminate the need to deploy a System JAR file when installing future hotfixes and enhancements for affected applications. This library now contains common business logic that is shared by the following Costpoint Employee Self Service applications:

- Address/Phone (ESMADDRESSPHONE)
- Benefits Enrollment (ESMBENENROLL)
- Dependents/Beneficiaries (ESMDEPBEN)
- Designate Beneficiaries (ESMDESBEN)
- Direct Deposit (ESMDIRDEP)
- Emergency Contacts (ESMEMERCON)
- Federal Withholding (ESMFEDWH)
- Life Events/New Hires (ESMLIFEEVENT)
- State Withholding (ESMSTATEWH)

### Patch and System JAR Requirements

This enhancement require the following Costpoint 7.1.1 releases:

- Costpoint 7.1.1 System JAR 032 (CP711\_sys\_032.zip)
- Common lib - BENEFITSLIB (cp711\_cmplib\_BENEFITSLIB\_001.zip)

## Employee Self Service (ESS) Benefits Enrollment Enhancements

Costpoint Employee Self Service now provides user experience improvements for benefits enrollment through life events or open enrollment. With this release, the Benefits Enrollment screen and Life Events/New Hires screen will use a layout that is similar to ESS in Deltek Time and Expense. Existing tabs are now arranged vertically on the left side of the screen to allow you to quickly view corresponding benefit data. You can now use **Continue** and **Back** buttons for navigating through each tab until you complete the entire benefit enrollment process.



For more details, please refer to the *Costpoint 7.1.1 Employee Self Service Benefits Enrollment* video demonstration which you can view at: <https://help.deltek.com/Product/Costpoint/USS/People/BenefitsEnrollment>.

In addition to these enhancements, the release also includes the following changes to the tabs on the Benefits Enrollment and Life Events/New Hires screens:

### Current Elections (Benefits Enrollment Screen Only)

- The label changed from “New Plan Year” to “New <Pay Period Frequency> Premium” (for example, New Monthly Premium). This column now displays a subtotal amount. The label changed from “Current Plan Year” to “Current <Pay Period Frequency> Premium” (for example, Current Monthly Premium).
- The Query button is no longer available.

## Dependents and Beneficiaries

- Remove the links to the Beneficiary subtasks
- The Current Benefits subtask includes the following changes:
  - The subtask name changed from “Current Benefit Coverage” to “Current Benefits.”
  - The column name changed from “Module” to “Benefit Type.”
- In the Benefit Enrollment Elections/Life Event Elections subtask, the column name changed from “Module” to “Benefit Type.”

## Dental Insurance, Dependent Life, Medical Insurance, Spouse AD&D, Spouse Life Insurance, and Vision Insurance

- These tabs now have the same functionality and layout.
- A group box displays the current benefits at the top of the screen. This is labeled as: “(*Type of Insurance*) - Current Coverage Level”. For example, Vision Insurance - Current Coverage Level.
- A Select New Coverage Level subtask displays all the options for the benefit for the new plan year in a table. You can select only one option from table.
- In applicable tabs, the subtask name changed from “Dependent Information” to “Select Dependents for Coverage.” The **Covered** column in this subtask is now labeled “Select.”
- In applicable tabs, the subtask name changed from “Spouse Insurance” to “Select Spouse for Coverage.” The **Covered** column in this subtask is now labeled “Select.”

## Employee Life Insurance, Supplemental Life, Long Term Disability, Short Term Disability, AD&D, and Supplemental AD&D

- These tabs now have the same functionality and layout.
- A group box displays the current benefits at the top of the screen. This is labeled as: “(*Type of Insurance*) - Current Coverage Level”. For example, Employee Life Insurance - Current Coverage Level.
- A Select New Coverage Level subtask displays a table of all the benefit options for the new plan year. You can select only one option from table.

## Medical FSA, Dependent FSA, and Medical HSA

- The column name changed from “Current” to “Current Contribution.”
- The column name changed from “New” to “New Contribution.”

## Beneficiaries

- The tab name changed from “Designate Beneficiaries” to “Beneficiaries.”

## Summary (Benefits Enrollment Screen Only)

- A new button, **Confirm**, allows you to authorize your benefit selections. This button performs the same action as clicking the **Default Action** (gears) icon on the global toolbar.
- Elections that you did not select will have a blank **Plan** column and a **Status** column value of **Election Skipped**.

## Known Issues

This section includes summaries of the issues that exist in Deltek Costpoint and will be resolved in the future. You will notice that the descriptions of some software defects contain extra information, including ways to work around the defects. The additional information has been included in case you instituted some of the workarounds and can now stop using them, or you simply want more background information about the defect repairs.



This section does not contain a complete list of outstanding issues. Deltek only includes the high priority issue in Deltek Costpoint for this release. Please contact Deltek Customer Care if these known issues present a significant impact on your business.

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## Benefits Enrollment (ESMBENENROLL)

- **Deltek Defect Tracking Number: 848225**

**Description:** The following unexpected error displays if the user attempts to roll over their current Medical HSA election to the new plan year, and they also opt to roll over their Medical FSA: "An HSA may be elected with an FSA only if the FSA is designated as a Limited Purpose FSA."

**Customers Impacted:** This defect affects Costpoint Employee Self Service users.

**Workaround Before Fix:** None.

**Additional Notes:** None.

- **Deltek Defect Tracking Number: 852012**

**Description:** Error messages will continue to display even after the issue is rectified. These old errors will not prevent you from saving or continuing the process, but these errors also should not display after you fix the issue.

**Customers Impacted:** This defect affects Costpoint Employee Self Service users.

**Workaround Before Fix:** None.

**Additional Notes:** None.

- **Deltek Defect Tracking Number: 852715**

**Description:** On the Dependent Life Insurance tab, if the employee has existing Dependent Life coverage and has not selected new Dependent Life coverage, the Select Dependents for Coverage table is enabled. The table should remain disabled until the user selects new Dependent Life Coverage.

- **Deltek Defect Tracking Number: 852716**

**Description:** On the Spouse Life tab, if the employee has existing Spouse Life coverage and has not selected new Spouse Life coverage, the Select Dependents for Coverage table is enabled. The table should remain disabled until the user selects new Spouse Life Coverage.

**Customers Impacted:** This defect affects Costpoint Employee Self Service users.

**Workaround Before Fix:** None.

**Additional Notes:** None.

- **Deltek Defect Tracking Number: 852717**

**Description:** On Spouse AD&D Insurance tab, if the employee has existing Spouse AD&D coverage and has not selected new Spouse AD&D coverage, the Select Dependents for Coverage table is enabled. The table should remain disabled until the user selects new Spouse AD&D Coverage.

**Customers Impacted:** This defect affects Costpoint Employee Self Service users.

**Workaround Before Fix:** None.

**Additional Notes:** None.

#### Direct Deposit (ESMDIRDEP)

- **Deltek Defect Tracking Number: 852070**

**Description:** If your screen resolution is low when you open the Direct Deposit tab on the Life Events/New Hires screen, the Current Accounts table may be minimized. You will need to click on the **Restore** button to expand the Current Accounts table.

**Customers Impacted:** This defect affects Costpoint Employee Self Service users.

**Workaround Before Fix:** None.

**Additional Notes:** None.

- **Deltek Defect Tracking Number: 854131**

**Description:** The application does not allow you to delete all records in the Replacement Accounts table if there is no record in the Current Accounts table.

**Customers Impacted:** This defect affects Costpoint Employee Self Service users.

**Workaround Before Fix:** None.

**Additional Notes:** None.

#### Life Events/New Hires (ESMLIFEEVENT)

- **Deltek Defect Tracking Number: 742724**

**Description:** When the user is categorized as a Full-Time Equivalent Employee in the Manage Full-Time Equivalent Eligibility screen and a new Life Event record is generated from the ESS Life Events/New Hires screen, the **Full Time Equivalent Employee** check box for the generated record is not selected.

**Customers Impacted:** This defect affects Costpoint Employee Self Service users.

**Workaround Before Fix:** None.

**Additional Notes:** None

- **Deltek Defect Tracking Number: 788990**

**Description:** The default Benefit Package is not based on an Employee Type of **Regular**, when a life event is saved for a Part-Time or Temporary employee that:

- Has a Manage Full-Time Equivalent Eligibility record where **Full-Time Equivalent** value is **Y** and the **Coverage Offer Status** is **Approved**; and
- Is not linked to a Benefit Package in Manage Employee Benefit Elections.

Currently, the benefit package is defaulting based on the employee's **Employee Type** from the Manage Employee Salary Information screen.

- **Deltek Defect Tracking Number: 818244**

**Description:** The application allows you to select a child for coverage, even though the child's age is greater than the Benefit Plan's Dependent Maximum Age.

**Customers Impacted:** This defect affects Costpoint Employee Self Service users.

**Workaround Before Fix:** None.

**Additional Notes:** None.

- **Deltek Defect Tracking Number: 853806**

**Description:** On the Medical Insurance tab, if you have a current election for Medical HSA and you selected a new election that is a High Deductible Health Plan (High Ded Plan check box is selected), the following error message displays: "A Health Savings Account (HSA) was previously elected. Only a designated High Deductible Health Plan can be elected with an HSA." No error message should display in this scenario.

**Customers Impacted:** This defect affects Costpoint Employee Self Service users.

**Workaround Before Fix:** None.

**Additional Notes:** None.

- **Deltek Defect Tracking Number: 854133**

**Description:** On the Direct Deposit tab, the application does not allow you to delete all records in the Replacement Accounts table if there is no record in the Current Accounts table.

**Customers Impacted:** This defect affects Costpoint Employee Self Service users.

**Workaround Before Fix:** None.

**Additional Notes:** None.

#### Self Service Configuration (ESMESS)

- **Deltek Defect Tracking Number: 844957**

**Description:** The application stops responding if you attempt to open the Life Events subtask link and an existing workflow model has been set up for the application.

**Customers Impacted:** This defect affects Costpoint Employee Self Service users.

**Workaround Before Fix:** None.

**Additional Notes:** None.

#### Self Service Status (ESRSELFSESVSTAT)

- **Deltek Defect Tracking Number: 787914**

**Description:** The Self Service Status application sends a notification e-mail to an employee regarding Benefits Open Enrollment even if the Notify Employee option is set to **None** in the Workflow Options tab of the Configure Self Service Settings screen.

**Customers Impacted:** This defect affects Costpoint Employee Self Service users.

**Workaround Before Fix:** None.

**Additional Notes:** None.

- **Deltek Defect Tracking Number: 854183**

**Description:** A system error occurs when previewing the report.

**Customers Impacted:** This defect affects Costpoint Employee Self Service users.

**Workaround Before Fix:** None.

**Additional Notes:** None.

## State Withholding (ESMSTATEWH)

### ▪ Deltek Defect Tracking Number: 850886

**Description:** If the employee does not have a Federal Filing Status or does not have an Employee Tax record in Costpoint, the following error is displays: "You are currently exempt from federal taxes. In order to change your status, please see your Payroll Administrator."

This message should be an informational message, not an error message. Please note that you will be able to proceed with the life event process even if this error message displays.

**Customers Impacted:** This defect affects Costpoint Employee Self Service users.

**Workaround Before Fix:** None.

**Additional Notes:** None.

## Patches and System JAR Requirements

These enhancements require the following Costpoint releases:

- Costpoint 7.1.1 System JAR 033 (cp711\_sys\_033.zip)
- Common lib - BENEFITSLIB (cp711\_cmplib\_BENEFITSLIB\_002.zip)

## Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application File
People	Employee Self Service	ESMBENENROLL	Benefits Enrollment	cp711_esmbenenroll_009.zip
People	Employee Self Service	ESMLIFEEVENT	Life Events/New Hires	cp711_esmlifeevent_012.zip

## Identify Manufacturing Order and Sales Order Timesheet Types

This enhancement allows you to identify manufacturing order and sales order timesheet lines after posting the labor to the General Ledger. With the implementation of this update, running the Post Labor process will populate the **Transaction Description** (GL\_DETL.trn\_desc) column as follows:

- If the timesheet line type being posted is **M** (Manufacturing Order), the application populates the **Transaction Description** column with a value of **LD Posting - MO**.
- If the timesheet line type being posted is **S** (Sales Order), the application populates the **Transaction Description** column with a value of **LD Posting – SO**.

## Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update.

Domain	Module	Application ID	Application Name	Application File
People	Labor	LDPLDJ	Post Timesheets	cp711_ldpldj_012.zip



## Reorganization of Costpoint Employee Self Service (ESS) Applications

Previously, Costpoint and Deltek Time and Expense were two separate products and the Costpoint applications that were used for ESS were under the Employee Interfaces menu in the Employee module.

Since ESS is now a part of Costpoint, this release consolidates all the ESS applications into one single module. You could now locate all Costpoint ESS applications under the Employee Self Service module in the People domain. This release also updates the screen names of ESS applications for consistency with the names used in Deltek Time and Expense.

The following table lists the previous and current locations and names of the ESS applications that were updated in this release:

Application ID	Previous Location and Screen Name	Current Location and Screen Name
AOMESSAL	People » Employee » Employee Interfaces » Approve Employee Life Events	People » Employee Self Service » Benefits Activation » Approve Life Events
AOMESSAP	People » Employee » Employee Interfaces » Approve ESS Benefit Elections by Plan	People » Employee Self Service » Benefits Activation » Approve Enrollment Elections by Plan
AOMESSBE	People » Employee » Employee Interfaces » Manage ESS Open Enrollment Elections	People » Employee Self Service » Benefits Activation » Manage Life Event Elections
AOMESSBL	People » Employee » Employee Interfaces » Manage ESS Life Event Benefit Elections	People » Employee Self Service » Benefits Activation » Manage Life Event Elections
AOMESSCL	People » Employee » Employee Interfaces » Manage ESS Company Links	People » Employee Self Service » Self Service Controls » Manage Taxable Entity Links
AOMESSCS	People » Employee » Employee Interfaces » Manage ESS Company Settings	People » Employee Self Service » Self Service Controls » Manage Taxable Entity Settings
AOMESSGS	People » Employee » Employee Interfaces » Configure ESS Global Settings	People » Employee Self Service » Self Service Controls » Configure Global Settings
AOMESSLE	People » Employee » Employee Interfaces » Configure ESS Life Events	People » Employee Self Service » Self Service

Application ID	Previous Location and Screen Name	Current Location and Screen Name
		Controls » Configure Life Events
AOMESSRB	People » Employee » Employee Interfaces » Manage ESS Retirement Benefit Elections	People » Employee Self Service » Benefits Activation » Manage Retirement Elections
AOMESSST	People » Employee » Employee Interfaces » Configure ESS State Tax Settings	People » Employee Self Service » Self Service Controls » Configure State Tax Settings
AOMESSUF	People » Employee » Employee Interfaces » Manage Life Event User Flow Status	People » Employee Self Service » Benefits Activation » Manage Life Event User Flow Status
AOPESSDB	People » Employee » Employee Interfaces » Update Benefit Option/Election Tables	People » Employee Self Service » Benefits Activation » Update Benefit Option/Election Tables
AOPESSPG	People » Employee » Employee Interfaces » Purge ESS Data	People » Employee Self Service » Self Service Utilities » Purge Data
AOPESSUD	People » Employee » Employee Interfaces » Activate ESS Retirement Benefit Charges	People » Employee Interfaces » Benefits Activation » Activate Retirement Changes
AOPESSUE	People » Employee » Employee Interfaces » Activate Pending ESS Benefit Elections	People » Employee Interfaces » Benefits Activation » Activate Pending Benefit Elections
ESMADDRESSPHONE	People » Employee Self Service » Personal » Manage Address/Phone	People » Employee Self Service » Personal » Manage Address/Phone
ESMBENENROLL	People » Employee Self Service » Payroll and Benefits » Perform Benefits Enrollment	People » Employee Self Service » Payroll and Benefits » Benefits Enrollment
ESMDEPBEN	People » Employee Self Service » Payroll and Benefits » Manage Dependents/Beneficiaries	People » Employee Self Service » Payroll and Benefits » Dependent/Beneficiaries

Application ID	Previous Location and Screen Name	Current Location and Screen Name
ESMDESBEN	People » Employee Self Service » Payroll and Benefits » Designate Beneficiaries	People » Employee Self Service » Payroll and Benefits » Designate Beneficiaries
ESMDIRDEP	People » Employee Self Service » Payroll and Benefits » Manage Direct Deposit	People » Employee Self Service » Payroll and Benefits » Direct Deposit
ESMELECW2	People » Employee Self Service » Payroll and Benefits » View Electronic W-2s	People » Employee Self Service » Payroll and Benefits » W-2s
ESMERERCON	People » Employee Self Service » Personal » Manage Emergency Contacts	People » Employee Self Service » Personal » Emergency Contacts
ESMEXPCHECKS	People » Employee Self Service » Payroll and Benefits » View Expense Checks	People » Employee Self Service » Payroll and Benefits » Expense Checks
ESMFEDWH	People » Employee Self Service » Payroll and Benefits » Manage Federal Withholding	People » Employee Self Service » Payroll and Benefits » Federal Withholding
ESMLIFEVENT	People » Employee Self Service » Payroll and Benefits » Perform Life Event	People » Employee Self Service » Payroll and Benefits » Life Events/New Hires
ESMPAYCHECKS	People » Employee Self Service » Payroll and Benefits » View Payroll Checks	People » Employee Self Service » Payroll and Benefits » Payroll Checks
ESMRETBEN	People » Employee Self Service » Payroll and Benefits » Manage Retirement Benefits	People » Employee Self Service » Payroll and Benefits » Retirement Benefits
ESMSTATEWH	People » Employee Self Service » Payroll and Benefits » Manage State Withholding	People » Employee Self Service » Payroll and Benefits » State Withholding

Application ID	Previous Location and Screen Name	Current Location and Screen Name
ESPSELFSERVUTIL	People » Employee » Employee Interfaces » Delete Expired Tasks	People » Employee Self Service » Self Service Utilities » Delete Expired Tasks
ESQCOMPBEN	People » Employee Self Service » Payroll and Benefits » View Total Comp/Benefits Statement	People » Employee Self Service » Payroll and Benefits » Total Comp/Benefits Statement
ESQCOMPDIR	People » Employee Self Service » Company View Company Directory	People » Employee Self Service » Company » Company Directory
ESQCOMPLINK	People » Employee Self Service » Company » View Company Links	People » Employee Self Service » Company » Company Links
ESQEMPLPERINFO	People » Employee Self Service » Personal » View Employee Personal Info	People » Employee Self Service » Personal » Employee Personal Info
ESQLVSTAT	People » Employee Self Service » Payroll and Benefits » View Leave Status	People » Employee Self Service » Payroll and Benefits » Leave Status

## Patches and System JAR Requirements

These enhancements require Costpoint 7.1.1 System JAR 032.

## Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application File
People	Employee Self Service	AOMESSAL	Approve Life Events	cp711_aomessal_001.zip
People	Employee Self Service	AOMESSAP	Approve Open Enrollment Elections by Plan	cp711_aomessap_003.zip
People	Employee Self Service	AOMESSBE	Manage Open Enrollment Elections	cp711_aomessbe_006.zip

## Major New Features and Enhancements in Costpoint 7.1.1

Domain	Module	Application ID	Application Name	Application File
People	Employee Self Service	AOMESSBL	Manage Live Event Elections	cp711_aomessbl_006.zip
People	Employee Self Service	AOMESSCL	Manage Taxable Entity Links	cp711_aomesscl_001.zip
People	Employee Self Service	AOMESSCS	Manage Taxable Entity Settings	cp711_aomesscs_010.zip
People	Employee Self Service	AOMESSGS	Configure Global Settings	cp711_aomessgs_002.zip
People	Employee Self Service	AOMESSLE	Configure Life Events	cp711_aomessle_003.zip
People	Employee Self Service	AOMESSRB	Manage Retirement Elections	cp711_aomessrb_002.zip
People	Employee Self Service	AOMESSST	Configure State Tax Settings	cp711_aomessst_003.zip
People	Employee Self Service	AOPESSPG	Purge Data	cp711_aopesspg_001.zip
People	Employee Self Service	AOPESSUD	Activate Retirement Changes	cp711_aopessud_002.zip
People	Employee Self Service	AOPESSUE	Activate Pending Benefit Elections	cp711_aopessue_008.zip
People	Employee Self Service	ESMADDRESS PHONE	Address/Phone	cp711_esmaddressphone_004.zip
People	Employee Self Service	ESMBENENROLL	Benefits/Enrollment	cp711_esmbenenroll_008.zip

Domain	Module	Application ID	Application Name	Application File
People	Employee Self Service	ESMDEPBEN	Dependents/Beneficiaries	cp711_esmdepben_004.zip
People	Employee Self Service	ESMDIRDEP	Direct Deposit	cp711_esmdirdep_006.zip
People	Employee Self Service	ESMELECW2	W-2s	cp711_esmelecw2_005.zip
People	Employee Self Service	ESMERERCON	Emergency Contacts	cp711_esmemercon_004.zip
People	Employee Self Service	ESMEXPCHECKS	Expense Checks	cp711_esmexpchecks_006.zip
People	Employee Self Service	ESMFEDWH	Federal Withholding	cp711_esmfedwh_004.zip
People	Employee Self Service	ESMLIFEVENT	Life Events/New Hires	cp711_esmlifevent_011.zip
People	Employee Self Service	ESMPAYCHECKS	Payroll Checks	cp711_esmpaychecks_010.zip
People	Employee Self Service	ESMRETBEN	Retirement Benefits	cp711_esmretben_007.zip
People	Employee Self Service	ESMSTATEWH	State Withholding	cp711_esmstatewh_004.zip
People	Employee Self Service	ESQCOMPBEN	Total Comp/Benefits Statement	cp711_esqcompben_008.zip
People	Employee Self Service	ESQCOMPDIR	Company Directory	cp711_esqcompdir_004.zip

Domain	Module	Application ID	Application Name	Application File
People	Employee Self Service	ESQCOMPLNK	Company Links	cp711_esqcomplnk_002.zip
People	Employee Self Service	ESQEMPLPERI NFO	Employee Personal Info	cp711_esqemplperinfo_004 .zip
People	Employee Self Service	ESQLVSTAT	Leave Status	cp711_esqlvstat_006.zip

## Filter Organizations, Jobs, and Location Records for Export to Deltek Talent Management

You can now select specific organizations, jobs, and locations in Costpoint that you want to include in the export process to Deltek Talent Management. To allow this new functionality, new **Export to Deltek Talent Management** check boxes were added to Costpoint screens to indicate which organization, jobs, and location will be exported. New applications are available to mass update the values of the new check boxes in existing records.

The following screens contain enhancements for this feature:

### Manage Detail Job Titles (HSMDETL)

Use the **Export to Talent Management** check box to indicate that the job will be included in an export to Deltek Talent Management through the Transfer Talent Management Data process.

### Manage Jobs for Export (EMMJOBEXPORT)

You can now to mass update jobs for export to Deltek Talent Management. Use this new screen to select the jobs that you want to export to Deltek Talent Management. This screen updates the **Export to Deltek Talent Management** flag on the Detail Job Titles (DETL\_JOB\_TITLES) table.

### Manage Labor Locations/Locals (LDMLLOC)

Use the **Export to Talent Management** check box to indicate that the location will be included in an export to Deltek Talent Management through the Transfer Talent Management Data process.

### Manage Locations for Export (EMMLOCEXPORT)

You can now mass update locations for export to Deltek Talent Management. Use this new screen to select the locations that you want to export to Deltek Talent Management. This screen updates the **Export to Deltek Talent Management** flag on the Labor Location (LAB\_LOCATION) table.

### Manage Organization Elements (GLMORMNT)

This release includes the following enhancements on the Manage Organization Elements screen:

- A new **Export to Talent Management** check box allows you to indicate if an organization will be included for export to Deltek Talent Management when you run the Transfer Talent Management Data process.

- The existing **Time Collection Organization** check box was renamed to “Export to Time Collection.” The functionality of this check box remains the same.
- The existing **Project Manufacturing Information** group box was renamed to “Export Options.” The **Export Options** group box now contains the following check boxes:
  - Export to Shop Floor Time
  - Export to Manufacturing Execution
  - Export to Time Collection
  - Export to Talent Management

### Manage Organizations for Export (LDMTCORG)

You can now mass update organizations for export to Deltek Talent Management. Use this screen to select the organizations that you want to export to Deltek Talent Management. This screen updates the **Export to Deltek Talent Management** flag on the Organization (ORG) table.

This screen contains the following updates:

- **Export to Deltek Talent Management** — If you select this check box, the organization will be exported to Deltek Talent Management when you run the Transfer Talent Management Data application.
- **Export to Deltek Talent Management Buttons**
  - **Check** — Select the organizations that you want to export to Deltek Talent Management and then click this button to select the **Export to Deltek Talent Management** check boxes for those organizations.
  - **Uncheck** — Select the organizations that you do not want to export to Deltek Talent Management and then click this button to clear the **Export to Deltek Talent Management** check boxes for those organizations.

### Manage Organization Structures (GLMORSET)

This release includes the following enhancements on the Manage Organization Structures screen:

- A new **Export to Talent Management** check box allows you to indicate if an organization will be included for export to Deltek Talent Management when you run the Transfer Talent Management Data process.
- The existing **Time Collection Organization** check box was renamed to “Export to Time Collection.” The functionality of this check box remains the same.
- A new **Export Options** group box contains **Export to Time Collection** and **Export to Talent Management** check boxes.

### Print Data Dictionary Report (SYRDD)

The application now includes information for the following Deltek Talent Management Integration export flags:

- ORG.TM\_ORG\_FL
- DETL\_JOB\_TITLES.TM\_JOB\_FL
- LAB\_LOCATION.TM\_LOC\_FL



## Transfer Talent Management Data (EMPHRSDAT)

The application now filters organization, job, and location data based on the **Export to Delttek Talent Management** flags.

## Patches and System JAR Requirements

These enhancements require the following Costpoint 7.1.1 releases:

- System JAR 030 (cp711\_sys\_030.zip)
- PATCH3232

## Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update.

Domain	Module	Application ID	Application Name	Application File
Accounting	General Ledger	GLMORMNT	Manage Organization Elements	cp711_glmormnt_003.zip
Accounting	General Ledger	GLMORSET	Manage Organization Structures	cp711_glmorset_003.zip
People	Compensation	HSMDETL	Manage Detail Job Titles	cp711_hsmdetl_002.zip
People	Employee	EMMJOBEXPORT	Manage Jobs for Export	cp711_emmjobexport_001.zip
People	Employee	EMMLOCEXPORT	Manage Locations for Export	cp711_emmlocexport_001.zip
People	Employee	EMPHRSDAT	Transfer Talent Management Data	cp711_emphrsdat_001.zip
People	Labor	LDMLLOC	Manage Labor Locations/Locals	cp711_ldmlloc_002.zip
People	Labor	LDMTCORG	Manage Organizations for Export	cp711_ldmtcorg_002.zip

## Activate Benefit Elections by Employee Pay Cycle

You can now run the Activate Pending Benefit Elections process for specific employees or pay cycles. Prior to this enhancement, you could only run the Activate Pending Benefit Elections process by taxable entity. The Activate Pending Benefit Elections screen includes the following updates to provide this new functionality:

- New **Employee** and **Pay Cycle** fields in the **Selection Range** group box allow you to specify employees or pay cycles that you want to include in the process.

- An **Employee Non-Contiguous Range** check box allow you use the Employee Non-Contiguous subtask for entering multiple ranges of employees that are not in sequence within the database.

## Patch and System JAR Requirements

This enhancement requires Costpoint 7.1.1 System JAR 032 (CP711\_sys\_032.zip).

## Application JAR Requirements

The following table shows the required application JAR version for the screen affected by this update.

Domain	Module	Application ID	Application Name	Application File
PE	Employee Self Service	AOPESSUE	Activate Pending Benefit Elections	cp711_aopessue_008.zip

## Talent Management Integration Offboarding Support

This enhancement provides the ability to update employee data in Costpoint for employee offboarding purposes in Deltek Talent Management. For this feature, a new **Last Day Worked** field was added to the employee information in Costpoint. When you export employee data to Deltek Talent Management, the process now includes both **Termination Date** and **Last Day Worked** of terminated employees. When these dates have been transferred successfully, terminated employees/users will no longer have access to Deltek Talent Management.



In Deltek Talent Management, you can see the list of offboarded employees/users on the View Offboarded Users screen.

Deltek Talent Management displays the **Termination Date** (EMPL.term\_dt) value from Costpoint as the employee's/user's **Last Working Day** (last\_working\_date). Please note that the employee's/user's **Last Day Worked/Separation Date** (EMPL.last\_day\_dt) from Costpoint is currently not displayed in Deltek Talent Management and is only stored in Deltek Talent Management's database (user\_terminated)

The following applications contains the corresponding updates for this enhancement:

### Manage Employee Information (LDMEINFO)

A new field, **Last Day Worked**, allows you to enter the date of the last day that a terminated employee worked. This field is active only if there is a value in the **Termination Date** field.

### Transfer Talent Management Data (EMPHRSDAT)

When exporting employee information to Deltek Talent Management, the Transfer Talent Management Data process now includes the **Termination Date** and the **Last Day Worked** dates of terminated employees.

### View Employee Information (PRQEINFO)

A new field, **Last Day Worked**, displays the date of the last day that a terminated employee worked. This field retrieves the date entered in the **Last Day Worked** field on the Manage Employee Information screen.

## Patches and System JAR requirements

These enhancements require the following Costpoint 7.1.1 releases:

- PATCH3186
- Common Lib - LDMEINFOLIB (cp711\_cmplib\_LDMEINFOLIB\_002.zip)

## Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application File
People	Employee	EMPHRSDAT	Transfer Talent Management Data	cp711_emphrsdat_009.zip
People	Employee	LDMEINFO	Manage Employee Information	cp711_ldmeinfo_019.zip

## Team Management Module

The new Costpoint Team Management module allows managers to view employee information as well as compensation and benefit statements of their direct and indirect reports. With the implementation of this enhancement, Human Resources (HR) administrators and managers will be able to perform the following:

- **HR Administrator**
  - Assign a “Manager” role to multiple people at the same time.
  - Identify the fields that managers can view about their employees.
  - Assign managers access to view employee personal information.
  - Assign managers access to view employee address/phone information.
  - Assign managers access to view the payroll and benefits menu for their employees.
  - View the total compensation statement for an employee.
- **Manager**
  - View the compensation and benefits information of direct reports; and of their direct reports (if multiple levels exist under the manager).
  - View the listing of all direct reports



You must have a Costpoint Human Resources license to be able to access Costpoint Team Management

## Costpoint Team Management Screens

You can access the Costpoint Team Management module and its applications by going to **People Domain » Team Management » My Team**, and then open the applications from the following menus



Security for the Costpoint Team Management is at application level similar to other Costpoint modules. Administrators can create user groups and then restrict the modules/applications by group.

Labor suppression can be enabled to any salary information on the Team Details screen. However, Labor Suppression will not work on the Total Compensation and Benefits screen. Administrators must block users that should not see salary information from the Total Compensation and Benefits screen

## Overview

- **Team Details (HTMDETAIL)** — Managers use this screen to view employee and salary information of their direct/indirect reports. The information from this screen loads from tables used by the Manage Employee Information screen.
- **Leave (HTMLEAVE)** — Managers use this screen to view leave information of their direct/indirect reports. The information on this screen loads from the data on the Leave subtask of the Manage Employee Information screen.
- **Knowledge (HTMKNOWLEDGE)** — Managers use this screen to view the employee education, courses, skills, training, and/or professional organization information of their direct/indirect reports.
- **Company Property (HTMPROPERTY)** — Managers use this screen to view the list of company property assigned to their direct/indirect reports.
- **Security**
  - **Government Documents (HTMGOVDOCUMENTS)** — Managers use this screen to view the International Traffic in Arms Regulations (ITAR) status and information of their direct/indirect reports.
  - **Citizenship (HTMCITIZENSHIP)** — Managers use this screen to view the list of countries that their direct/indirect reports have an affiliation.
- **Contact Information**
  - **Phone/Email (HTMPHONE)** — Managers use this screen to view the phone or email contact information of their direct/indirect reports.
  - **Emergency/Contact (HTMEMERGENCYCONTACT)** — Managers use this screen to view the primary and/or secondary emergency contact information of their direct/indirect reports.
  - **Address (HTMADDRESS)** — Managers use this screen to view address information of their direct/indirect reports. The information on this screen loads from the Address Contact tab and the Additional Addresses subtask of the Manage Employee Information screen.
- **Human Resources**
  - **Life Events (HTMLIFEEVENTS)** — Managers use this screen to view the life events of their direct/indirect reports.
  - **Total Compensation and Benefits (HTMTOTALCOMP)** — Managers use this screen to view the compensation and benefits statement for their direct/indirect reports.
- **Report**
  - **Team Information Report (HTRTEAMINFO)** — Managers use this screen print a report that displays the information on the Team Details screen

## Updated Costpoint Screens

The following existing screens in Costpoint were updated for this enhancement:

- **Configure Personnel Settings (HPMSET)** — The screen contains new Costpoint Team Management options that allow managers to view the information either of only their direct reports; or both their direct and indirect reports.
- **Manage Employee Information (LDMEINFO)** — The subtask name changed from “Employee Country Status” to “Citizenship.”
- **Manage Employee Security (EMMUSITAR)** — The previous “Manage Employee U.S. and ITAR Data” screen is now the “Manage Employee Security” screen.
- **Set Up Company (SYPCOMP)** — The Company defaults include the new **Team Management view reports method** field from the Configure Personnel Settings screen.
- **View About Costpoint (SYMABOUT)** — The Features subtask now displays the installation information for the Team Management feature.

## System JAR and Patch Requirements

These enhancements require the following Costpoint 7.1.1 releases:

- System JAR 029 (cp711\_sys\_029.zip)
- PATCH3176
- PATCH5089

## Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application File
Administration	System Administration	SYPCOMP	Set Up Company	cp711_sypcomp_013.zip
People	Employee	EMMUSITAR	Manage Employee Security	cp711_emmusitar_001.zip
People	Personnel	HPMSET	Configure Personnel Settings	cp711_hpmset_002.zip
People	Team Management	HTMDETAIL	Team Details	cp711_htmdetail_001.zip
People	Team Management	HTMGOVDOCUMENTS	Government Documents	cp711_htmgovdocuments_001.zip
People	Team Management	HTMLEAVE	Leave	cp711_htmleave_001.zip
People	Team Management	HTMKNOWLEDGE	Knowledge	cp711_htmknowledge_001.zip

Domain	Module	Application ID	Application Name	Application File
People	Team Management	HTMPROPERTY	Company Property	cp711_htmproperty_001.zip
People	Team Management	HTMKNOWLEDGE	Knowledge	cp711_htmknowledge_001.zip
People	Team Management	HTMCITIZENSHIP	Citizenship	cp711_htmcitizenship_001.zip
People	Team Management	HTMPHONE	Phone/Email	cp711_htmphone_001.zip
People	Team Management	HTMEMERGENCYCONTACT	Emergency/Contact	cp711_htmemergencycontact_001.zip
People	Team Management	HTMADDRESS	Address	cp711_htmaddress_001.zip
People	Team Management	HTMLIFEEVENTS	Life Events	cp711_htmlifeevents_001.zip
People	Team Management	HTMTOTALCOMP	Total Compensation and Benefits	cp711_htmtotalcomp_001.zip
People	Team Management	HTRTEAMINFO	Team Information Report	cp711_htrteaminfo_001.zip

## Tracking Shop Floor Time Transaction ID on Timesheet Lines

The ability to accept a numeric transaction ID from Shop Floor Time (SFT) XML was previously released through a hotfix for Bug 731586. As an enhancement to the previously implemented functionality, Costpoint now provides tracking of SFT's transaction ID. Timesheet reports were also enhanced to display SFT's transaction ID.

The following applications were updated for this enhancement:

### Create Retroactive Timesheet Adjustments (LDPRETRO)

The application uses the transaction ID (TS\_LN.TRANS\_ID) to populate TS\_LN\_HS\_RETRO.TRANS\_ID field.

### Post Timesheets (LDPLDJ)

The posting process includes the timesheet line **Transaction ID** (TS\_LN.TRANS\_ID) field to ensure that the field data is transferred to the timesheet history files (TS\_LN\_HS.TRANS\_ID).

### Print Timesheet History Report (LDRTHFR)

The report displays the SFT Transaction ID value on the Line Type/Line Date/Line Source/SFT Trans ID column.

### Print Timesheet Information Report by Account (LDRAEDIT)

The report displays the SFT Transaction ID value on the **Line Type/Line Date/Line Source/Flags/SFT Trans ID** column.

### Print Timesheet Information Report by Employee (LDRTEDIT)

The report displays the SFT Transaction ID value on the **Line Type/Line Date/Line Source/SFT Trans ID** column.

### Print Data Dictionary Report (SYRDD)

The report of the following tables include the information for the **Transaction ID** field:

- Timesheet Line (TS\_LN)
- Timesheet Line History (TS\_LN\_HS)
- Retroactive Timesheet (TS\_LN\_HS\_RETRO)

### View Timesheet History Inquiry (LDQTHF)

- A **Transaction ID** field displays the Transaction ID value from the Timesheet Line History (TS\_LN\_HS) table.
- The header **Query** function allows you to search records using **Transaction ID** (Inquiry Details) in the **Query Condition**.

### Patch Requirements

These enhancements require Costpoint 7.1.1 PATCH3194.

### Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application File
People	Labor	LDPLDJ	Post Timesheets	cp711_ldpldj_010.zip
People	Labor	LDPRETRO	Create Retroactive Timesheet Adjustments	cp711_ldpretro_015.zip
People	Labor	LDQTHF	View Timesheet History Inquiry	cp711_ldqthf_004.zip
People	Labor	LDRAEDIT	Print Timesheet Information Report by Account	cp711_ldraedit_003.zip
People	Labor	LDRTEDIT	Print Timesheet Information Report by Employee	cp711_ldrtedit_005.zip
People	Labor	LDRTHFR	Print Timesheet History Report	cp711_ldrthfr_004.zip

## Labor Settings Table Update

In preparation for a future enhancement to Costpoint - Deltek Talent Management Integration, new columns were added to the Labor Settings (LAB\_SETTINGS) and Corporate Labor Settings (LAB\_SETTINGS\_CORP) tables of Costpoint.

### Patches and System JAR Requirements

These enhancements require the following Costpoint 7.1.1 releases:

- System JAR 030 (cp711\_sys\_030.zip)
- PATCH3218

## Health Savings Account Plan Support

Costpoint now supports health savings accounts (HSA) which are tax-advantaged medical savings accounts that are available to U.S. employees. The funds contributed to an HSA are not subject to federal income tax at the time of deposit.

HSAs are opened by the employees and are not maintained by the employer. The account will stay with the employee if they change jobs and can be also used for non-health related expenses after retirement. HSAs are restricted to employees who are:

- Enrolled in a high-deductible health plan (HDHP) or have no other health coverage
- Not claimed as dependents on another person's tax return
- Not enrolled in Medicare

Employees cannot elect both a flexible spending account (FSA) and an HSA unless the FSA is designated as "limited purpose" which reimburses only vision and dental expenses.

For this enhancement, the following updates were applied to corresponding Costpoint screens.

### Activate Pending Employee Bank Information (PRPSPRE)

The new Account Type field is now included in the application process and report.

### Activate Pending ESS Benefit Elections (AOPESSUE)

The application includes HSA elections when activating either Open Enrollment or Life Events.

### Configure ESS Life Events (AOMESSLE)

The new HSA module is now included in the list ESS modules.

### Create ACH Bank File (PRPBANK)

The application populates the direct deposit file with the correct HSA amount and it also ensures that the HSA amount goes to the correct account.

### Manage Benefit Plans (HBMBPSET)

A new **High Deductible Health Plan** check box allows you to indicate if the selected benefit plan is a high-deductible health plan (HDHP) which is a requirement for HSA eligibility.



### Manage Deductions (PRMDED)

A new **HSA Deduction** field allows you to enter a corresponding deduction code that will be used as a taxable deduction for the HSA employer contribution. You must set up an HSA deduction with a computation method of **ADDGRS** (Add to Gross). Payroll taxes should be exempt for Federal but taxable for the taxing state (currently, only for California) and SUTA.

### Manage Custom Text (ESMCUSTTEXT)

The **Page** drop-down list now includes Health Savings Account.

### Manage Direct Deposit (ESMDIRDEP)

A new field, **Usage**, allows you to specify if the account is for payroll deposit or HSA deposits.

### Manage Employee Bank Information (PRMEBT)

New **Account Type** drop-down lists are now available on both the Pending Bank Acct subtask and Active Bank Acct subtask. These drop-down lists allow you to specify if the account is for payroll or HSA deposits.

### Manage Employee HSA Elections (EMMEHSA)

The new Manage Employee HSA Elections screen allows you to create and maintain an employee's HSA information. This screen displays the open enrollment and life event data for HSAs added in Employee Self Service. You can manually add information on this screen and run a process to update the deduction.

Access this new screen from **People » Employee » Employee FSA/HSA Information** in the Costpoint menu.

### Manage ESS Company Settings (AOMESSCS)

The affected labels on the screen which reference "FSA" was updated to "FSA/HSA." This affects the following:

- **FSA/HSA Year** group box and its fields
- **Check date for final period of current FSA/HSA year falls within current FSA/HSA Year** check box

### Manage ESS Life Event Benefit Elections (AOMESSBL)

A new HSA Election subtask allows you to view/change the HSA elections made through ESS Life Events.

### Manage ESS Open Enrollment Elections (AOMESSBE)

A new HSA Election subtask allows you to view/change the HSA elections made through ESS Open Enrollment.

### Manage HSA Plan Year (HBMHSET)

The new Manage HSA Plan Year screen allows you to enter and maintain plan year information for HSAs. To access this screen, go to **Costpoint People » Benefits » Benefit Entry and Creation**.

## Perform Benefit Enrollment (ESMBENENROLL)

- **Medical Tab**

The Medical tab on the screen contains the following updates:

- The screen uses a new validation to ensure that the employee selects a high-deductible health plan if they have elected an HSA.
- A new check box, **High Ded Plan**, indicates if a plan is a high-deductible healthplan.

- **Medical FSA Tab**

A new check box on the Medical FSA tab, **Limited Purpose FSA**, allow you to designate the FSA as limited purpose which reimburses only vision and dental expenses. When you select this check box, you will be able to also enroll in a Health Savings Account (HSA).

- **Medical HSA Tab**

A new Medical HSA tab allows you to select an HSA option.

## Perform Life Event (ESMLIFEEVENT)

- **Medical Tab**

The Medical tab on the screen contains the following updates:

- The screen uses a new validation to ensure that the employee selects a high-deductible health plan if they have elected an HSA.
- A new check box, **High Ded Plan**, indicates if a plan is a high-deductible healthplan.

- **Medical FSA Tab**

A new check box on the Medical FSA tab, **Limited Purpose FSA**, allow you to designate the FSA as limited purpose which reimburses only vision and dental expenses. When you select this check box, you will be able to also enroll in a Health Savings Account (HSA).

- **Medical HSA Tab**

A new Medical HSA tab allows you to select an HSA option.

## Print Payment Advices (PRPPPAF)

The application now displays HSA direct deposit bank on payment advices.

## Suspend Direct Deposit ACH File Creation (PRMXBANK)

A warning displays when any employee with an active HSA contribution/deduction is in a pay cycle that is being suspended.

## Update Benefit Option/Election Tables (AOPESSDB)

- A new **HSA** check box in the **FSA Elections/Options** group box allows you to indicate if you want to populate tables with HSA information.
- The group box label was updated from "FSA Elections/Options" to "FSA and HSA Election/Options."

## Update Employee Package Deductions (HBPAPDED)

- The updated process includes the new deduction referenced in the **HSA Deduction** field for HSA's on states that tax HSA deductions.
- The labels of the following check boxes now indicate "HSA":
  - Include FSA/HSA Deductions
  - Include Final Pay Period of the FSA/HSA Year
- The application adds a warning to the error report if an employee has a deduction or contribution added with a calculation method of **HSA**, **HSAEE**, or **HSAEEN** but the same employee does not have an active bank account with a usage type of **HSA**.

## View Bank Information (PRQEBT)

New **Account Type** fields are now available on both the Pending Bank Acct subtask and Active Bank Acct subtask. These fields allow display if the account is for payroll or HSA deposits.

## View Help About (SYMABOUT)

The Features subtask now displays the installation information for the Support HSA Plans feature.

## View Total Comp/Benefits Statement (ESQCOMPBEN)

HSA amounts are now included in the Health and Welfare Benefits section of The Total Compensation Summary and the Benefit Elections table.

## Known Issues

The following are descriptions for known issues that have not been resolved in this release:

- **Manage Employee Benefit Elections (HBMEBELC)**
  - **Deltek Defect Tracking Number:** 807868
 

**Description:** When an employee has an HSA election in the Manage Employee HSA Elections screen and the same employee elected a non-HDHP benefit with a coverage option other than NO CVG, the application does not display an error. The application also allows you to save the record in this scenario.

**Customers Impacted:** This defect affects Costpoint Employee users.

**Workaround Before Fix:** None.

**Additional Notes:** If the coverage option is **NO CVG**, the application should not display an error.
- **Manage Employee HSA Elections (EMMEHSA)**
  - **Deltek Defect Tracking Number:** 815955
 

**Description:** The screen does not display error messages when you click the **Update** button in the following scenarios:

When the date is invalid

When an election type exists for the plan year

**Customers Impacted:** This defect affects Costpoint Employee users.

**Workaround Before Fix:** None.

**Additional Notes:** None.

- **Deltek Defect Tracking Number:** 816043

**Description:** The screen does not display error messages when saving a record in the following scenarios:

When the Election Amount is equal to 0

When taxes are not assigned to the employee

**Customers Impacted:** This defect affects Costpoint Employee users.

**Workaround Before Fix:** None.

**Additional Notes:** None.

- **Manage ESS Life Event Benefit Elections (AOMESSBL)**

- **Deltek Defect Tracking Number:** 814816

**Description:** The application allows you to save a record without error when the employee has a non-HDHP election on the Manage Employee Benefit Elections screen that is in effect and has no end date.

**Customers Impacted:** This defect affects Costpoint Employee Self Service users.

**Workaround Before Fix:** None.

**Additional Notes:** When the non-HDHP record on the Manage Employee Benefit Elections screen has an end date, the validation message is displayed

- **Manage ESS Open Enrollment Elections (AOMESSBE)**

- **Deltek Defect Tracking Number:** 807775

**Description:** When an HSA election is skipped in the Perform Benefit Enrollment screen because an FSA is elected or non-HDHP is elected, the following error displayed: "Attempt to set an Invalid value to combobox object: CVG\_OPT\_CD value: Skipped."

**Customers Impacted:** This defect affects Costpoint Employee Self Service users.

**Workaround Before Fix:** Elect a zero amount HSA.

**Additional Notes:** None

- **Deltek Defect Tracking Number:** 814620

**Description:** The application allows you to save a record without error when the employee has a non-HDHP election on the Manage Employee Benefit Elections screen that is in effect and has no end date.

**Customers Impacted:** This defect affects Costpoint Employee Self Service users.

**Workaround Before Fix:** None.

**Additional Notes:** When the non-HDHP record on the Manage Employee Benefit Elections screen has an end date, the validation message is displayed.

- **Deltek Defect Tracking Number:** 815070

**Description:** The application allows you to save an HSA election even if the employee has no HSA record on the HB\_EMPL\_OPENENROLL table.

**Customers Impacted:** This defect affects Costpoint Employee Self Service users.

**Workaround Before Fix:** None.

**Additional Notes:** None

- **Perform Benefit Enrollment (ESMBENENROLL)**

- **Deltek Defect Tracking Number:** 798012

**Description:** The application does not allow you to un-elect a Medical HSA if employee has previously elected a plan.

**Customers Impacted:** This defect affects Costpoint Employee Self Service users.

**Workaround Before Fix:** None.

**Additional Notes:** None.

- **Deltek Defect Tracking Number:** 807622

**Description:** For open enrollment, Medical HSA always display as Election Skipped when there is no new election (0.00 as entered value). As a result, you could not proceed with the confirmation of elections.

**Customers Impacted:** This defect affects Costpoint Employee Self Service users.

**Workaround Before Fix:** Select Type and enter 0.00 even if the employee has no current election.

**Additional Notes:** None.

- **Deltek Defect Tracking Number:** 812756

**Description:** The application inserts a skipped record when saving a Medical HSA election.

**Customers Impacted:** This defect affects Costpoint Employee Self Service users.

**Workaround Before Fix:** None.

**Additional Notes:** The employee will not be able to confirm enrollments.

- **Deltek Defect Tracking Number:** 815546

**Description:** A system error occurs when you perform the following:

1. On Medical HSA Tab, delete **0.00** in **Annual - New** field, and then press the TAB key.
2. Enter **0.00** in the **Annual - New** field again.
3. Save your changes

**Customers Impacted:** This defect affects Costpoint Employee Self Service users.

**Workaround Before Fix:** None.

**Additional Notes:** The system error indicates the following message: "Cannot insert the value NULL into column 'EFFECT\_DT', table '[database name].CPDATA.HB\_EMPL\_ESS\_ELEC'; column does not allow nulls."

- **Deltek Defect Tracking Number:** 816081

**Description:** In the Current Elections tab, the Medical HSA New Plan Year value is 0.00. Instead of this, the value should be computed similar to Medical FSA and Dependent FSA.

**Customers Impacted:** This defect affects Costpoint Employee Self Service users.

**Workaround Before Fix:** None.

**Additional Notes:** None.

- **Perform Life Event (ESMLIFEEVENT)**

- **Deltek Defect Tracking Number:** 802764

**Description:** In Life Event, Medical HSA frequency contribution computation should be similar with Medical FSA and Dependent FSA.

**Customers Impacted:** This defect affects Costpoint Employee Self Service users.

**Workaround Before Fix:** None.

**Additional Notes:** None.

- **Deltek Defect Tracking Number:** 798007

**Description:** The application does not allow you to un-elect a Medical HSA if employee has previously elected a plan.

**Customers Impacted:** This defect affects Costpoint Employee Self Service users.

**Workaround Before Fix:** None.

**Additional Notes:** None.

- **Print Payment Advices (PRPPPAF)**

- **Deltek Defect Tracking Number:** 817154

**Description:** A system error occurs when you print for an employee assigned with a deduction code that has the following settings on the Manage Deductions screen:

Deduction Type is HSAEEN.

**Contribution** check box is selected.

**Customers Impacted:** This defect affects Costpoint Payroll users.

**Workaround Before Fix:** None.

**Additional Notes:** None.

- **Update Benefit Option/Election Tables (AOPESSDB)**

- **Deltek Defect Tracking Number:** 808105

**Description:** The Current Elections Report and Current Elections table displays two HSAs for an employee.

**Customers Impacted:** This defect affects Costpoint Employee Self Service users.

**Workaround Before Fix:** None.

**Additional Notes:** None.

- **Update Employee Package Deductions (HBPAPDED)**

- **Deltek Defect Tracking Number:** 801995

**Description:** When the employee transitions from old election type to new election type, and these election types have different deduction codes, the following issues occur:

- The old election type deduction code is not ended and not zeroed out.
- The computed new election's deduction amount did not consider the amount already deducted from the old election type.

This results in both deductions being deducted when payroll is computed.

**Customers Impacted:** This defects Costpoint payroll users.

**Workaround Before Fix:** Update the records in the maintenance screens.

**Additional Notes:** None.

## Patches and System JAR requirements

These enhancements require the following Costpoint 7.1.1 releases:

- Costpoint 7.1.1 System JAR 30 (cp711\_sys\_030.zip)
- PATCH3154
- PATCH5092
- Common Lib - LDMEINFOLIB (cp711\_cmnlb\_LDMEINFOLIB\_002.zip)

## Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update

Domain	Module	Application ID	Application Name	Application File
People	Benefits	HBMBPSET	Manage Benefit Plans	cp711_hbmbpset_010.zip
People	Benefits	HBMHSET	Manage HSA Plan Year	cp711_hbmhset_001.zip
People	Employee	AOMESSBE	Manage ESS Open Enrollment Elections	cp711_aomessbe_005.zip
People	Employee	AOMESSBL	Manage ESS Life Event Benefit Elections	cp711_aomessbl_005.zip
People	Employee	AOMESSCS	Manage ESS Company Settings	cp711_aomesscs_008.zip
People	Employee	AOPESSDB	Update Benefit Option/Election Tables	cp711_aopessdb_008.zip
People	Employee	AOPESSUE	Activate Pending ESS Benefit Elections	cp711_aopessue_007.zip
People	Employee	EMMEHSA	Manage Employee HSA Elections	cp711_emmehsa_001.zip
People	Employee Self Service	ESMBENENROLL	Perform Benefit Enrollment	cp711_esmbenenroll_007.zip

Domain	Module	Application ID	Application Name	Application File
People	Employee Self Service	ESMCUSTTXT	Manage Custom Text	cp711_esmcusttxt_004.zip
People	Employee Self Service	ESMDIRDEP	Manage Direct Deposit	cp711_esmdirdep_005.zip
People	Employee Self Service	ESMLIFEEVENT	Perform Life Event	cp711_esmlifeevent_010.zip
People	Payroll	HBPAPDED	Update Employee Package Deductions	cp711_hbpapded_009.zip
People	Payroll	PRMDED	Manage Employee Deductions	cp711_prmded_002.zip
People	Payroll	PRMXBANK	Suspend Direct Deposit ACH File Creation	cp711_prmxbank_001.zip
People	Payroll	PRPBANK	Create ACH Bank File	cp711_prpbank_003.zip
People	Payroll	PRPPPAF	Print Payment Advices	cp711_prpppaf_009.zip
People	Payroll	PRPSPRE	Activate Pending Employee Bank Information	cp711_prpspre_002.zip
People	Payroll	PRQEBT	View Bank Information	cp711_prqebt_002.zip

## Reset Starting Paycheck and Payment Advice Numbers

When printing checks/payment advices for the same pay cycle one-by-one, the check/advice number was not being updated appropriately. For example, if you printed check 73 for employee XXXX, then printed a check for employee YYYY, the starting check number was not incremented. To address this issue, you now have the option to update the starting check number if necessary. For this functionality, the Print Paychecks (PRPPCHK) and the Print Payment Advices (PRPPPAF) screens now contain a new **Refresh** button that updates starting check/advice number.

### Patch Requirements

These enhancements require Costpoint 7.1.1 PATCH3174.

### Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:



Domain	Module	Application ID	Application Name	Application File
People	Payroll	PRPPCHK	Print Paychecks	cp711_prppchk_011.zip
People	Payroll	PRPPPAF	Print Payment Advices	cp711_prpppaf_008.zip

## Search and Sort Job Templates by Detail Job Title and Description

Prior to this release, the Manage Job Templates screen only allowed you to search records by the **Job Template ID** field. This release enhances the Query functionality on the screen by adding the ability to search job template records and sort results by the **Detail Job Title** and **Detail Job Title Description** fields.

### Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application File
People	Employee	HPMREQR	Manage Job Templates	cp711_hpmreqr_009.zip

## Enter Timesheets Library

Common application files were moved into a separate library, Enter Timesheets (LDMTIMELIB), to eliminate the need to deploy a System JAR file when installing future hotfixes and enhancements for affected applications. This library now contains common business logic that is shared by the following applications:

- Manage Correcting Timesheets (LDMCTIME)
- Manage Timesheets (LDMTIME)

### Patch and System JAR Requirements

This enhancement requires the following Costpoint 7.1.1 releases:

Costpoint 7.1.1 System JAR 028 (CP711\_sys\_028.zip)

Common Lib – LDMTIMELIB (cp711\_cmplib\_LDMTIMELIB\_001.zip)

## Manage Employees Library

Common application files were moved into a separate library, Manage Employees (LDMEINFOLIB), to eliminate the need to deploy a System JAR file when installing future hotfixes and enhancements for affected applications. This library now contains common business logic that is shared by the following applications:

- Manage Employee Allowances (LDMEADD)
- Manage Employee Bank Information (PRMEBT)

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- Manage Employee Contributions (PRMECNT)
- Manage Employee Deductions (PRMEDED)
- Manage Employee Information (LDMEINFO)
- Manage Employee Leave (LDMELV)
- Manage Employee Salary Information (LDMEHIS)
- Manage Employee Savings Bonds (PRMEBOND)
- Manage Employee Taxes (PRMETAX)
- Manage Job Templates (HPMREQR)
- Manage Leave Beginning Balances (LDMLBB)

### Patch and System JAR Requirements

This enhancement requires the following Costpoint 7.1.1 releases:

- Costpoint 7.1.1 System JAR 028 (CP711\_sys\_028.zip)
- Common lib – LDMEINFOLIB (cp711\_cmnlb\_LDMEINFOLIB\_001.zip)

## Compute Payroll Library

Common application files were moved into a separate library, Compute Payroll (CPCPR), to eliminate the need to deploy a System JAR file when installing future hotfixes and enhancements for affected applications. This library now contains common business logic that is shared by the following applications:

- Compute Payroll (PRPCPR)
- Manage Employee Earnings History (PRMERF)
- Manage Payroll Records (PRMPF)
- Recompute Taxable Wages (PRPRCOMP)
- Print Quarterly Federal Payroll Tax Report (PRRFDTAX)
- Print Soc Sec and Med Reconciliation Report (PRRFICA)

### Patch and System JAR Requirements

This enhancement requires the following Costpoint 7.1.1 releases:

- Costpoint 7.1.1 System JAR 028 (CP711\_sys\_028.zip)
- Common lib – CPCPR (cp711\_cmnlb\_CPCPR\_001.zip)

## Compute Payroll Deduction Calculation

A new deduction calculation method was added to the Compute Payroll process in preparation for a future enhancement release. Information regarding this new deduction calculation method will be provided in future release notes.

### Patches and System JAR Requirements

This enhancement requires Costpoint 7.1.1 System JAR 028 (cp711\_sys\_028.zip).

## Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application File
People	Payroll	PRPCPR	Compute Payroll	cp711_prpcpr_016.zip

## Employee Self Service Sync Integration

Real-time integration is now available for Costpoint and Employee Self Service which allows automatic synchronizing of data between the two systems. This feature is implemented by:

- Inserting new life events into the Life Event (LIFE\_EVENT) table when these are created in Costpoint
- Deleting new life events from the Life Event (LIFE\_EVENT) table when these are removed in Costpoint
- Inserting new employee life events into the Self Service Tasks (ESS\_TASKS) table when these are created in Costpoint
- Deleting new employee life events from the Self Service Tasks (ESS\_TASKS) table when these are removed in Costpoint
- Inserting benefit enrollments into the Self Service Tasks (ESS\_TASKS) table when an employee has benefit options and enrollment not confirmed
- Deleting expired employee life events from the Self Service Tasks (ESS\_TASKS) table when logging into Manage Employee Life Events screen.
- Deleting expired employee benefit enrollments from the Self Service Tasks (ESS\_TASKS) table when logging in to the Manage ESS Open Enrollment Elections screen and the Update Benefit Option/Election Tables screen

For this enhancement, the following Costpoint screens now include the corresponding updates:

### Analyze Full-Time Equivalent Eligibility (HBPFTTE)

The application adds a life event on the Self Service Tasks (ESS\_TASKS) table when the system automatically creates an employee life event.

### Configure ESS Life Events (AOMESSLE)

When you add or delete a life event, the application adds or deletes the life event record on the Configure Self Service Settings screen. The application inserts and deletes records when you save your changes on the screen.

### Delete Expired Tasks (ESPSELFSERVUTIL)

- The screen name changed from "Synchronize Life Events" to "Delete Expired Tasks."
- The following check boxes are no longer available since real-time integration of these items are now included in the processing of other screens:
  - Life Event Master
  - New Life Events

- Deleted Life Events  
New Benefits Enrollment

### Manage Employee Life Events (HBMEQEV)

- When you add or delete an employee life event, the application adds or deletes the life event to Self Service Tasks (ESS\_TASKS) table. The application inserts and deletes records when you save your changes on the screen
- When you open the screen, the application removes expired employee life event from Self Service Tasks (ESS\_TASKS) table.

### Manage ESS Open Enrollment Elections (AOMESSBE)

- When the employee has benefit options and an enrollment that is not confirmed, the application adds benefit enrollments to the Self Service Tasks (ESS\_TASKS) table. The application inserts records when you open the application and when you save your changes on the screen.
- When you open the screen, the application removes expired employee benefit enrollments from the Self Service Tasks (ESS\_TASKS) table.

### Manage Full-Time Equivalent Eligibility (HBMFTE)

The application adds a life event on the Self Service Tasks (ESS\_TASKS) table when the system automatically creates an employee life event.

### Update Benefit Option/Election Tables (AOPESSDB)

- When the employee has benefit options and an enrollment that is not confirmed, the application adds benefit enrollments to Self Service Tasks (ESS\_TASKS) table. The application inserts records when you run the application process.
- When you open the screen, the application removes expired employee benefit enrollments from Self Service Tasks (ESS\_TASKS) table.

### Patch Requirements

These enhancements require Costpoint 7.1.1 PATCH3129.

### Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application File
PE	ES	AOMESSBE	Manage ESS Open Enrollment Elections	cp711_aomessbe_004.zip
PE	ES	AOMESSLE	Configure ESS Life Events	cp711_aomessle_002.zip

Domain	Module	Application ID	Application Name	Application File
PE	ES	AOPESSDB	Update Benefit Option/Election Tables	cp711_aopessdb_007.zip
PE	ES	ESPSELFSERVUTIL	Delete Expired Tasks	cp711_espselfservutil_005.zip
PE	HB	HBMEQEV	Manage Employee Life Events	cp711_hbmeqev_003.zip
PE	HB	HBMFTE	Manage Full-Time Equivalent Eligibility	cp711_hbmfte_006.zip
PE	HB	HBPSTE	Analyze Full-Time Equivalent Eligibility	cp711_hbpste_012.zip

## Company Codes in Job Codes for Deltek Talent Management

The Costpoint 7.1.1 Deltek Talent Management Integration now adds company codes to job codes when you run the export process for detail job titles. The export process will transfer a job code/company ID combination to Talent Management in the following format: **<Job Code> + '\_COMPANY\_' + <Costpoint Company ID>**.

This enhancement allows you to perform the following:

- Specify multiple companies that use a specific job code
- Set a default company that will be used when exporting job codes

If you opt not to associate companies to a specific job code, or if you did not specify a default company, exporting detail job titles to Talent Management will create job code/company ID combinations for all existing Configure Labor Settings screen records.

To support the feature, this release includes the following updates to the corresponding Costpoint screens:

### Configure Labor Settings (LDMLABOR)

A new **Use this company as the default when exporting Job Codes** check box allows you to indicate if the login company ID is the default company when exporting job codes to Talent Management.

If you do not specify companies in the Talent Management Company ID's subtask on the Manage Detail Job Titles screen, when you select the new check box, only the Login company will be used to create job codes when exporting to Talent Management.

### Manage Detail Job Titles (HSMDETL)

A new Talent Management Company ID's subtask allows you to enter the company ID's for companies that use a specific job title code in Talent Management.

If you choose not to add a company ID, and you want to set a default company instead, you can set the Login company as the default on the Configure Labor Settings screen.

### Transfer Talent Management Data (EMPHRSDAT)

The application now adds the company ID's to job codes when exporting Detail Job Titles to Talent Management.

### Patch Requirements

These enhancements require Costpoint 7.1.1 PATCH3158.

### Application JAR Requirements

The following table shows the required application JAR files version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application JAR
PE	EM	EMPHRSDAT	Transfer Talent Management Data	cp711_emphrsdat_008.zip
PE	HS	HSMDETL	Manage Detail Job Titles	cp711_hsmdetl_001.zip
PE	LD	LDMLABOR	Configure Labor Settings	cp711_ldmlabor_006.zip

### [PATCH7116: Menu Update for State Filing Status Toolkit](#)

Costpoint 7.1.1 is currently being enhanced to provide the ability to select and store actual state filing statuses. A new toolkit will be included in a future release as part of this functionality. This specific release applies updates to the Costpoint menu for displaying the new toolkit when it is available and deployed in your system.

### System JAR and Patch Requirements

These enhancements require the following:

- Costpoint 7.1.1 System JAR 024
- Costpoint 7.1.1 PATCH7116

### [Import Time and Expense Timesheets Directly to Costpoint](#)

Costpoint now supports the ability to import timesheets directly from Deltek Time and Expense without the need to create an import file. The import process will be triggered from Deltek Time and Expense.

The error/confirmation file is written into the alternative location provided by the Time and Expense import with the name LDPUPET\_ddMMyyyy\_hhmmss.CFM (where “ddMMyyyy\_hhmmss” is the date and time of import process start).

## Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application JAR
PE	EM	LDPUPET	Import Timesheets from Deltek Time and Expense	cp711_ldpupet_003.zip

## Increase the Size of Hourly, Salary, and Annual Amount Fields

To accommodate large salary amounts in currencies with large exchange rates, the size of the following columns should be increased in applications on the Costpoint People domain:

- Salary Amount
- Hourly Rate
- Annual Amount
- Other Amounts
- Other Rates

The size of salary and annual amount columns increase from **(10,2)** to **(17,2)** and hourly amount columns increase from **(10,4)** to **(19,4)**.

To support this enhancement, this release includes the changes to the following Costpoint screens:

- **Import Employee Data (AOPUTLEL)**
  - Out of range validations for amount fields that are no longer applicable were removed.
  - The application now truncates amounts according to the new sizes of amount fields.
- **Import Employee Leave and Deductions (AOPUTLDL)**
  - Out of range validations for amount fields that are no longer applicable were removed.
  - The application now truncates amounts according to the new sizes of amount fields.
- **Import Timesheets (AOPUTLTS)**
  - Out of range validations for amount fields that are no longer applicable were removed.
- **Import Timesheets from Deltek Time and Expense (LDPUPET)**
  - Out of range validations for amount fields that are no longer applicable were removed.
- **Manage Employee Salary Information (LDMEHIS)**
  - The **Hourly Amount** field size increased to (19,4).
  - The **Payroll Salary Amount** field size increased to (17,2).
  - The **Annual Amount** field size increased to (17,2).
  - The **Standard Hourly Rate** field size increased to (19,4).
- **Manage Wage Determination Rates (LDMWAGEO)**

- The sizes of the **Rate per Hour** and **Amount per Hour** fields increased to (19,4).
- **Print Timesheet Information Report by Account (LDRAEDIT)**
  - Report columns expanded to accommodate larger amounts.
- **Print Timesheet Information Report by Account (LDRTEDIT)**
  - Report columns expanded to accommodate larger amounts.
- **Print Timesheet History Report (LDRTHFR)**
  - Report columns expanded to accommodate larger amounts.
- **Post Timesheets (LDPLDJ)**
  - Report columns expanded to accommodate larger amounts.

### Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application JAR
PE	EM	AOPUTLDL	Import Employee Leave and Deductions	cp711_aoputldl_005.zip
PE	EM	AOPUTLEL	Import Employee Data	cp711_aoputlel_010.zip
PE	EM	AOPUTLTS	Import Timesheets	cp711_aoputlts_007.zip
PE	EM	LDPUPET	Import Timesheets from Deltek Time and Expense	cp711_ldpupet_003.zip
PE	LD	LDMWAGEO	Manage Wage Determination Rates	cp711_ldmwageo_001.zip
PE	LD	LDPLDJ	Post Timesheets	cp711_ldpldj_007.zip
PE	LD	LDRAEDIT	Print Timesheet Information Report by Account	cp711_ldraedit_001.zip
PE	LD	LDRTEDIT	Print Timesheet Information Report by Employee	cp711_ldrtedit_003.zip
PE	LD	LDRTHFR	Print Timesheet History Report	cp711_ldrthfr_001.zip



## Labor Locations for Talent Management Integration

In preparation for the upcoming functionality that will allow you to export Costpoint labor locations to Deltek Talent Management, this release applies the following updates to affected Costpoint screens:

- **Manage Labor Locations/Locals (LDMLLOC)**
  - The updated **Active (Applies to Talent Management and SilkRoad only)** check box now allow you to mark labor locations that are active in Deltek Talent Management. This setting was previously only available to SilkRoad Integration users.
  - The screen includes new subtask, Talent Management Company ID's, where you can enter the IDs of the companies that will use a specific labor location. Use this subtask if you have multiple companies.
- **Configure Labor Settings (LDMLABOR)**

You can now select the **Use this company as the default when exporting Labor Locations** check box to signify that the company associated with this Labor Settings record is the default company to be added to Labor Locations when exporting data to Talent Management.



If there are multiple companies and a default company is not selected, a labor location will be created for each company when data is exported to Talent Management unless data exists in the Talent Management Company ID's subtask of the Manage Labor Locations/Locals screen.

- **Transfer Talent Management Data (EMPHRSDAT)**

The screen displays a disabled **Labor Locations** check box in the **Export** group box.



This feature will be included in a future Costpoint release. When this functionality is available, the **Labor Locations** check box will allow you to include Costpoint labor location data in the Transfer Talent Management Data process.

## Patch Requirement

These enhancements require Costpoint 7.1.1 PATCH2972.

## Application JAR Requirements

Domain	Module	Application ID	Application Name	Application JAR
PE	EM	EMPHRSDAT	Transfer Talent Management Data	cp711_aopessdb_006.jar
PE	LD	LDMLABOR	Configure Labor Settings	cp711_ldmlabor_004.jar
PE	LD	LDMLLOC	Manage Labor Locations/Locals	cp711_ldmlloc_001.jar

## Employee Self Service is now in Costpoint

Employee Self Service applications are now available in a new module on Costpoint version 7.1.1. This functionality is available through the following menu location: **People » Employee Self Service**.

Employee Self Service provides smart and easy-to-use solutions for your Human Resources (HR) and Payroll needs. These applications have the power and flexibility to support companies using Deltek Costpoint. A brief listing of some of the new capabilities in this module are:

- Maintenance of emergency contacts
- Handling life events
- Benefits enrollment
- Management of payroll-related data, such as withholdings, direct deposits, W-2s, and retirement benefits

## Benefits of Costpoint Employee Self Service

When you deploy the Employee Self Service module in Costpoint 7.1.1, you gain the following advantages:

- **Web services/extensibility** — Provides ability to customize and extend product functionality. It also provides ability to create custom integrations.
- **Enhanced authentication methods** — Provides enhanced Lightweight Direct Access Protocol (LDAP), single sign on (SSO), two-factor authentication (2FA), and mixed authentication capabilities.
- **Infrastructure enhancements such as WebLogic clustering support** — Provides benefits such as true failover support where user does not lose session when WebLogic node goes down.
- **Screen personalization** — Allow you to modify screens and save layout for a user or group of users
- **Table/phone support** — Provides automatic screen layout optimization when used with a table or phone.
- **Content management integration** — Provides content management integration with SharePoint and other CMIS compliant systems (same as Costpoint).
- **Lower Cost of Operation** — Provides deployment option to combine/share application and web servers for CP and ESS as single deployment
- **Common user interface** — Provides consistent user interface for all users.
- **Streamlined deployment** — Provides common process for product installation and ongoing deploying of hot fixes across Costpoint, Deltek Time & Expense, and Budgeting & Planning.
- **Standard Management and Monitoring** — Uses the same set of system management and monitoring capabilities across three products.
- **Standard Customer Care** — Uses the same process and artifacts when working with Customer Care.

## Costpoint Employee Self Service Applications

Employee Self Service applications can be classified into the following types:

- **View Maintenance Applications**
  - Configure Self Service Settings
  - Manage Address/Phone
  - Manage Emergency Contacts
  - Manage Direct Deposit

- Manage Federal Withholding
- Manage State Withholding
- Manage Retirement Benefits
- Manage Dependents and Beneficiaries
- Manage Custom Text
- Self Service Status
- **Process Application**
  - Synchronize Life Events
- **Inquiry Applications**
  - View Employee Personal Info
  - Charge Activity
  - View Payroll Checks
  - View Expense Checks
  - View Leave Status
  - View Electronic W2
  - View Total Comp/Benefits Statement
- **Transaction Applications**
  - Perform Life Event
  - Perform Benefits Enrollment

### Costpoint Employee Self Service Licensing

A new license key is required to use the new Employee Self Service module in Costpoint 7.1.1. As a module within Costpoint, Employee Self Service licensing is based on the number of employees rather than the named user. Therefore, before issuing the required Costpoint Employee Self Service license key, you will be required to sign an "Acknowledgement of Conversion" for your Employee Self Service licenses.

For a small subset of Employee Self Service clients, Deltek identified a disparity between the number of Costpoint licenses and the number of Employee Self Service licenses. If your license counts do not match, please contact your Account Manager.



For Employee Self Service customers planning to deploy the new Costpoint Employee Self Service module in Costpoint 7.1.1, please see Knowledge Base Article 87536 for information on requesting new Employee Self Service license keys.

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### System JAR Requirement

These enhancements require SYSTEM JAR 018

### Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application JAR
PE	EM	AOPESSDB	Update Benefit Option/Election Tables	cp711_aopessdb_005.jar
PE	ESS	ESMADDRESSPHONE	Manage Address/Phone	cp711_esmaddressphone_002.jar
PE	ESS	ESMBENENROLL	Perform Benefits Enrollment	cp711_esmbenenroll_002.jar
PE	ESS	ESMCUSTTXT	Manage Custom Text	cp711_esmcusttxt_001.jar
PE	ESS	ESMDEPBEN	Manage Dependents and Beneficiaries	cp711_esmdepben_002.jar
PE	ESS	ESMDESBEN	Designate Beneficiaries	cp711_esmdesben_001.jar
PE	ESS	ESMDIRDEP	Manage Direct Deposit	cp711_esmdirdep_002.jar
PE	ESS	ESMELECW2	View Electronic W2	cp711_esmelecw2_002.jar
PE	ESS	ESMEMERCON	Manage Emergency Contacts	cp711_esmemercon_002.jar
PE	ESS	ESMESS	Configure Self Service Settings	cp711_esmess_002.jar
PE	ESS	ESMEXPCHECKS	View Expense Checks	cp711_esmexpchecks_002.jar
PE	ESS	ESMFEDWH	Manage Federal Withholding	cp711_esmfedwh_002.jar
PE	ESS	ESMLIVEEVENT	Perform Life Event	cp711_esmlifeevent_002.jar
PE	ESS	ESMPAYCHECKS	View Payroll Checks	cp711_esmpaychecks_003.jar

Domain	Module	Application ID	Application Name	Application JAR
PE	ESS	ESMRETBEN	Manage Retirement Benefits	cp711_esmretben_002.jar
PE	ESS	ESMSTATEWH	Manage State Withholding	cp711_esmstatewh_002.jar
PE	ESS	ESPSELFSEVUTIL	Synchronize Life Events	cp711_espselselfservutil_002.jar
PE	ESS	ESQCOMP BEN	View Total Comp/Benefits Statement	cp711_esqcompben_002.jar
PE	ESS	ESQEMPLPERINFO	View Employee Personal Info	cp711_esqemplperinfo_002.jar cp711_esqeducskltm_001.jar
PE	ESS	ESQLVSTAT	View Leave Status	cp711_esqlvstat_002.jar
PE	ESS	ESRSELFSEVSTAT	Self Service Status	cp711_esrselfservstat_001.jar

### Manage Company Directory in Costpoint Employee Self Service

The Employee Self Service module in Costpoint now includes the Manage Company Directory. You can access this screen in the People domain (**Costpoint People » Employee Self Service » Company » Manage Company Directory**). Use this screen any time you want to look up contact information for a particular employee.

#### Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application JAR
PE	ESS	ESQCOMPDIR	Manage Company Directory	cp711_esqcompdir_001.jar

### View Company Links in Costpoint Employee Self Service

The Employee Self Service module in Costpoint now includes the View Company Links screen. You can access this screen in the People domain (**Costpoint » People » Employee Self Service » Company » View Company Links**). Use this screen any time you want to access company-related internet links that were set up by your company administrator.

## Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application JAR
PE	ES	ESQCOMPLNK	View Company Links	cp711_esqcomplnk_001.jar

## Granting and Removing Costpoint Employee Self Service (ESS) User Access

In ESS 9, users were automatically created by integration with CP and users could be granted access to self service in mass. In Costpoint ESS, this feature is not available and users need to be manually entered in the Manage Users screen if they do not already exist within a user group with ESS access.

To address this issue and to allow you to grant and remove ESS User access, this release includes the following updates to the corresponding Costpoint screens:

### Configure ESS Global Settings (AOMESSGS)

A new **Default ESS User Group** field allows you to specify the default user group for granting ESS access to employees.

### Configure System Settings (SYMSETNG)

A new Users Default group box on the Company Settings tab contains the following fields needed for the user creation functionality on the Manage Employee Information screen:

- **Auto-create User Accounts** — Select this check box to enable automatic user account creation functionality on the Manage Employee Information screen.
- **Authentication Method** — From the drop-down list, select the default authentication method when creating user accounts automatically. Valid options are:
  - Database
  - Single Sign-on
  - Active Directory
  - Single Sign-on or Active Directory
- **Allow Employee Override** — Select this check box to allow individual employee override of the Authentication Method on the Manage Employee Information screen when creating new user accounts.

### Manage Employee Information (LDMEINFO)

A new User Data tab contains fields needed for user creation functionality, and for granting or removing ESS access to employees. The following fields are available on this tab:

- **Login ID** — Enter the Login ID to be used in the automatic creation of user account for this employee. If this is blank, then the application uses the Employee ID by default.
- **Authentication Method** — From the drop-down list, select the default authentication method when creating user accounts automatically. Valid options are:

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- Database
- Single Sign-on
- Active Directory
- Single Sign-on or Active Directory
- **ESS User** - Select this check box to grant ESS user access upon saving your changes. If you clear this check box and click **Save**, the application removes ESS user access.

### System JAR and Patch Requirements

These enhancements require the following:

- Costpoint 7.1.1 System JAR 025
- Costpoint 7.1.1 PATCH3114

### Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application JAR
PE	EM	AOMESSGS	Configure ESS Global Settings	cp711_aomessgs_001.jar
PE	EM	LDMEINFO	Manage Employee Information	cp711_ldmeinfo_016.jar
PE	SY	SYMSETNG	Configure System Settings	cp711_symsetng_008.jar

### Remove the Ability to Export SSN from Costpoint 7.1.1 to Time & Expense 9.x or 10.x

The ability to export employee social security numbers of employees from Costpoint 7.1.1 to Time & Expense versions 9.x or 10.x was removed. The following are the changes to the Export Data to Deltek Time and Expense screen:

- The screen layout and functionality of the Resource Information Tab was updated so that you can only view and use the **Government ID Options** group box, and its options, if the Time & Expense version is **8.3**.
- The application was updated to populate the **Government ID** field in the Employee (EMPL) file based on the following logic:
  - If Time & Expense version is **8.3**, the application will use the option selected in the **Government ID Options** group box to populate the **Government ID** field.
  - If Time & Expense version is **10.x**, the application will populate **Government ID** field with no value (NULL).
  - If Time & Expense version is **9.x**, the application will populate **Government ID** field with employee's birth date.

### Application JAR Requirements:

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application JAR
PE	EM	AOMESSGS	Configure ESS Global Settings	cp711_aomessgs_001.jar
PE	EM	LDMEINFO	Manage Employee Information	cp711_ldmeinfo_016.jar
PE	SY	SYMSETNG	Configure System Settings	cp711_symsetng_008.jar

Domain	Module	Application ID	Application Name	Application JAR
PE	LD	LDPDTC	Export Data to Deltek Time and Expense	cp711_ldpdtc_007.jar

## Employee Self-Service Applications

Costpoint 7.1.1 is currently being enhanced to include Employee Self-Service (ESS) applications. In preparation for the complete release of this feature, Costpoint 7.1.1 SYSTEM JAR 017 includes the following applications:

- Designate Beneficiaries (ESMDESBEN)
- Emergency Contacts (ESMEMERCON)
- Maintain Address/Phone (ESMADDRESSPHONE)
- Maintain Dependents and Beneficiaries (ESMDEPBEN)
- Manage Employee Benefits Enrollment (ESMBENENROLL)
- Manage Employee Self-Service Life Event (ESMLIFEEVENT)
- Manage Direct Deposit (ESMDIRDEP)
- Manage Federal Withholding (ESMFEDWH)
- Manage Payroll Checks (ESMPAYCHECKS)
- Manage Retirement Benefits (ESMRETBEN)
- Manage State Withholding (ESMSTATEWH)
- Self Service Configuration (ESMESS)
- Self Service Sync (ESPSELFSESVUTIL)
- View Employee Personal Information (ESQEMPLPERINFO)
- View Leave Status (ESQLVSTAT)
- View Total Comp/Benefits Statement (ESQCOMPBEN)
- View Electronic W2 (ESMELECW2)
- View Expense Checks (ESMEXPCHECKS)

## Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application JAR
PE	ESS	ESMADDRESSPHONE	Maintain Address/Phone	cp711_esmaddressphone_001.jar
PE	ESS	ESMBENENROLL	Manage Employee	cp711_esmbenenroll_001.jar



Domain	Module	Application ID	Application Name	Application JAR
			Benefits Enrollment	
PE	ESS	ESMDEPBEN	Maintain Dependents and Beneficiaries	cp711_esmdepben_001.jar
PE	ESS	ESMDES BEN	Designate Beneficiaries	cp711_esmdesben_001.jar
PE	ESS	ESMDIRDEP	Manage Direct Deposit	cp711_esmdirdep_001.jar
PE	ESS	ESMELECW2	View Electronic W2	cp711_esmelecw2_001.jar
PE	ESS	ESMEMERCON	Emergency Contacts	cp711_esmemercon_001.jar
PE	ESS	ESMESS	Self Service Configuration	cp711_esmess_001.jar
PE	ESS	ESMEXPCHECKS	View Expense Checks	cp711_esmexpchecks_001.jar
PE	ESS	ESMFEDWH	Manage Federal Withholding	cp711_esmfedwh_001.jar
PE	ESS	ESMLIFEEVENT	Manage Employee Self-Service Life Event	cp711_esmlifeevent_001.jar
PE	ESS	ESMPAYCHECKS	Manage Payroll Checks	cp711_esmpaychecks_001.jar
PE	ESS	ESMRETBEN	Manage Retirement Benefits	cp711_esmretben_001.jar

Domain	Module	Application ID	Application Name	Application JAR
PE	ESS	ESMSTATEWH	Manage State Withholding	cp711_esmstatewh_001.jar
PE	ESS	ESPSELFSEVUTIL	Self Service Sync	cp711_espselselfservutil_001.jar
PE	ESS	ESQCOMP BEN	View Total Comp/Benefits Statement	cp711_esqcompben_001.jar
PE	ESS	ESQEMPLPERINFO	View Employee Personal Information	cp711_esqemplperinfo_001.jar
PE	ESS	ESQLVSTAT	View Leave Status	cp711_esqlvstat_001.jar

### PATCH2810: New Functional Role and Employee Self-Service (ESS) Configuration Tables for ESS Conversion

Costpoint 7.1.1 is currently being enhanced to include Employee Self-Service (ESS) applications. In preparation for this feature, Costpoint 7.1.1 PATCH2810 applies the following database changes:

- Create a new table to store functional roles (FUNCTIONAL\_ROLE)
- Create a new table to store ESS configuration settings (ESS\_CONFIG)
- Insert entries in the Data Dictionary tables (S\_DD\_COLUMN, S\_DD\_TABLE) for the Functional Role and ESS Configuration tables

### Allow Three-Digit Manufacturing Order (MO) Operation Step Number

To support the usage and import of three-digit MO operation step numbers from Deltek Time and Expense 9.x and 10.x, Costpoint now provides you the ability to use a file layout with a three-digit **MO Operation Step Number** (MO\_OPER\_STEP\_NO) field. You must enable this new feature if you have any three-digit MO operation step numbers.

This release includes updates to the following screens:

Import Timesheets from Deltek Time and Expense (LDPUPET)

For Deltek Time and Expense 9.x users, the application now accepts MO operation step numbers of up to three digits if the **Use File Layout with a three-digit MO Operation Step Number** check box is selected in Configure Labor Settings screen.

For Deltek Time and Expense 10.x+ users, the application will automatically accept MO operation step numbers of up to three digits.

Import Timesheets (AOPUTLTS)

The application now accepts MO operation step numbers of up to three digits.

Configure Labor Setting (LDMLABOR)

The **Deltek Time & Expense** drop-down list options now include Time & Expense 10.x+.

The screen now includes a new check box, **Use File Layout with a three-digit MO Operation Step Number**, that enables you to support importing of three-digit MO operation step numbers from Deltek Time and Expense 9.x.

If you are using Time and Expense 9.x and the **Use File Layout with a three-digit MO Operation Step Number** check box is not selected, you will only be able to import an MO Operation Step Number of up to two-digits in Costpoint.



In order to use a three-digit MO Operation Step number in Deltek Time and Expense 9.x, you must go in Deltek Time and Expense and also select the **3 Position Operation Step Number** check box on the Export Options tab of the Time Configuration screen.

Time and Expense 10.x has been updated to allow for an MO Operation Step Number of up to three digits, therefore the **Use File Layout with a three-digit MO Operation Step Number** check box will be disabled if the **Deltek Time & Expense** option is set to **Time & Expense 10.x+**.

## Patch Requirements

These enhancements require Costpoint 7.1.1 PATCH2870.

## Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application JAR
PE	LD	AOPUTLTS	Import Timesheets	cp711_aoputlts_006.jar
PE	LD	LDMLABOR	Configure Labor Settings	cp711_ldmlabor_002.jar
PE	LD	LDPUPET	Import Timesheets from Deltek Time and Expense	cp711_ldpupet_002.jar

## Update Michigan Worksite Number from Numeric to Alphanumeric

Costpoint now supports Michigan Worksite Number values which contain leading zeroes. For example, **0001**. To accommodate this value, the data type of the **Worksite Number** (EMPL\_TAX.MN\_WORKSITE\_NO) field was changed from numeric to alphanumeric. This enhancement includes updates to the following screens:

Export Payroll Taxes (PRPEXTAX) The application now includes values with leading zeroes in the Worksite Number field of the payroll tax export file.

Manage Employee Information (LDMEINFO)

The **Worksite Number** field in the Taxes subtask now accepts values with leading zeroes.

## Manage Employee Taxes (PRMETAX)

The **Worksite Number** field now accepts values with leading zeroes.

## Print Data Dictionary Report (SYRDD)

The report displays the following updates in **Worksite Number** field information:

- Changed **Name** from “Minnesota Worksite Number” to “Worksite Number”
- Changed **Type** from **NUMBER (5,0)** to **VARCHAR2(5)**

## View Employee Taxes (PRQETAX)

The **Worksite Number** field now displays values with leading zeroes.

## Patch Requirements

These enhancements require Costpoint 7.1.1 PATCH2860.

## Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application JAR
PE	EM	LDMEINFO	Manage Employee Information	cp711_ldmeinfo_009.jar
PE	EM	PRMETAX	Manage Employee Taxes	cp711_prmetax_005.jar
PE	PR	PRPEXTAX	Export Payroll Taxes	cp711_prpextax_005.jar
PE	PR	PRQETAX	View Employee Taxes	cp711_prqetax_002.jar

## Allow Human Resources (HR) Organization Managers to Cross Costpoint Companies

Costpoint now provides the ability to assign HR organizations managers and representatives that do not belong to the login company. You can enable this functionality by selecting the **Allow HR Org Manager/Rep from Other Companies** check box on the Configure System Settings screen

Multiple Costpoint applications were enhanced to support this new feature. Other applications affected by this update will be released separately. This specific release includes the following updates to Costpoint screens:

### Import Employee Data (AOPUTLEL)

The import process includes inactive HR organizations. The report also generates warning messages when the imported records included inactive HR organizations.

The import process includes managers from other companies if the functionality is enabled in the system.

### Manage Detail Position Descriptions (HPMDPOS)

The **Manager** field allows you to enter or select managers from other companies if the functionality is enabled in the system.

Manage Education, Skills & Training Data (HPMEDS)

The **Counselor** field allows you to enter or select HR representatives from other companies if the functionality is enabled in the system.

#### **Manage Employee Awards (HPMEAWD)**

The **Manager** field allows you to enter or select managers from other companies if the functionality is enabled in the system.

Manage Employee Review (HSMEMPRF)

The **Manager Signature** field allows you to enter or select managers from other companies if the functionality is enabled in the system.

Manage Job Templates (HPMREQR)

The **Manager** field allows you to enter or select managers from other companies if the functionality is enabled in the system.

The **HR Organization** field lookup results display active HR organization. You can enter inactive HR organizations and the screen will display corresponding warning messages.

Manage Managers/HR Reps by HR Organization (HPMHRORG)

The screen allows you to specify Employees as first level manager, second level manager, or HR representative regardless of company if the functionality is enabled in the system.

The screen contains an **Active** check box for indicating whether an HR organization is active or not.

Print Completed Exit Interview Form (HPREF)

The report includes managers from other companies if the functionality is enabled in the system.

Print Completed Review Forms (HSRRF)

The **Manager** field allows you to enter or select managers from other companies if the functionality is enabled in the system.

The report includes managers from other companies if the functionality is enabled in the system.

Print Employee Awards List (HPREAWD)

The report includes managers from other companies if the functionality is enabled in the system.

Print Job Title Position Description Report (HPRPOS)

The report includes managers from other companies if the functionality is enabled in the system.

Print Review Form Template (HSRRFT)

The **Manager** field allows you to enter or select managers from other companies if the functionality is enabled in the system.

The report includes managers from other companies if the functionality is enabled in the system.

Print Review Rating Statistics Report by Manager (HSRSTATM)

The **Manager** field allows you to enter or select managers from other companies if the functionality is enabled in the system.

The report includes managers from other companies if the functionality is enabled in the system.

#### Print/Send Performance Review Schedule by Manager (HSRSSCH)

The **Manager** field allows you to enter or select managers from other companies if the functionality is enabled in the system.

The report includes managers from other companies if the functionality is enabled in the system.

#### Update Employee Service Awards (HPPAWD)

The report includes managers from other companies if the functionality is enabled in the system.

#### Update Employees for Manager Change (HSPMGR)

The **Manager** field allows you to enter or select managers from other companies if the functionality is enabled in the system.

The report includes managers from other companies if the functionality is enabled in the system.

Manage Employee Information (LDMEINFO)/Manage Employee Salary Information (LDMEHIS) The **HR Organization** field lookup results now come from the records on the Manage Managers/HR Reps by HR Organization screen from all companies provided that the HR organization is active.

The **Manager** field now allows you to enter/select managers from other companies if **Allow HR Org Manager/Rep from Other Companies** check box is selected on Configure System Settings screen.

Configure System Settings (SYMSETNG) A new check box, **Allow HR Org Manager/Rep from Other Companies**, on the Company Settings tab of this screen enables you to allow entry of HR organization managers or representatives that do not belong to the login company.

#### Patch Requirements

These enhancements require the following releases:

Costpoint 7.1.1 SYSTEM JAR 015

Costpoint 7.1.1 PATCH2850

#### Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application JAR
PE	EM	AOPUTLEL	Import Employee Data	cp711_aoputlel_008.jar
PE	HS	HPMDPOS	Manage Detail Position Descriptions	cp711_hpmdpos_001.jar
PE	EM	HPMEDS	Manage Education, Skills & Training Data	cp711_hpmeds_001.jar
PE	EM	HPMEAWD	Manage Employee Awards	cp711_hpmeawd_002.jar

Domain	Module	Application ID	Application Name	Application JAR
PE	EM	HSMEMPRF	Manage Employee Review	cp711_hsmemprf_001.jar
PE	EM	HPMREQR	Manage Job Templates	cp711_hpmreqr_005.jar
PE	HP	HPMHRORG	Manage Managers/HR Reps by HR Organization	cp711_hpmhrorg_002.jar
PE	EM	HPREF	Print Completed Exit Interview Form	cp711_hpref_001.jar
PE	EM	HSRRF	Print Completed Review Forms	cp711_hsrfr_001.jar
PE	EM	HPREAWD	Print Employee Awards List	cp711_hpreawd_001.jar
PE	HS	HPRPOS	Print Job Title Position Description Report	cp711_hprpos_001.jar
PE	EM	HSRRFT	Print Review Form Template	cp711_hsrft_001.jar
PE	HS	HSRSTATM	Print Review Rating Statistics Report by Manager	cp711_hsrstatm_001.jar
PE	HS	HSRSSCH	Print/Send Performance Review Schedule by Manager	cp711_hsrssch_001.jar
PE	EM	HPPAWD	Update Employee Service Awards	cp711_hppawd_005.jar
PE	EM	HSPMGR	Update Employees for Manager Change	cp711_hspmgr_003.jar
PE	EM	LDMEINFO	Manage Employee Information	cp711_ldmeinfo_009.jar
SC	SY	SYMSETNG	Configure System Settings	cp711_symsetng_005.jar

## Export Timesheets to ADP (AOPADPTS)

This application has been modified which now allows you to include all timesheet cycles in one external paydata file that can be exported to an ADP system.

## Configure Leave Settings (LDMLEAVE)

An enhancement was made to this application to accommodate the following:

- An employee may have different transaction currencies assigned to him at the beginning and end of a leave cycle period. You now have the option specify which particular transaction currency to use in leave computation.
- A block grant can now be accrued monthly and you have the option to do so at the beginning or end of month.
- Options for the leave reconciliation method have been added which lets you choose either by employee or account.

## View Interface Execution Status History (LDQPMESH)

This screen monitors data integrations between Costpoint and other systems which include Manufacturing Execution (MES), Shop Floor Time (SFT), Silk Road, and GovWin Capture Management. The following updates were applied to this screen:

- Previously named as the **Project Manufacturing Export Status History**, the screen was renamed to **View Interface Execution Status History**.
- The screen location was transferred from the People Domain to the Administration Domain. You can access the screen in **Administration » System Administration » System Administration Reports/Inquiries » Inquiries**.



To see other enhancements that affect the People domain, please see the following sections in this document:

- [Multicurrency Leave Enhancement](#)
- [Local Tax Ceiling Support](#)
- [401K Safe Harbor](#)
- [Multicurrency Employee](#)
- [Multicurrency Labor](#)

## Removal of Ceridian Tax Services Interface

The support for the Ceridian Tax Services (CTS) interface in Costpoint was discontinued as of December 31, 2013. This update removes CTS-related screens and fields that still exist Costpoint. The following changes are included in this release:

### ▪ Costpoint Menu

The following applications were removed from the Costpoint menu (**People » Payroll » Payroll Interfaces**):

- Configure CTS Settings (AOMCSET)
- Manage CTS Tax File Data (AOMCTDAT)
- Create CTS Tax File Data (AOPCDMM)
- Manage CTS W-2 File Data (AOMCTSW2)
- Create CTS W-2 File (AOPCTSW2)



- **Manage Deductions (PRMDED)**  
The **CTS Local Code** and **CTS Supplemental Code** fields were removed from the Manage Deductions screen. CTS-related validations were also removed from this screen.
- **Manage Local Taxes (PRMLTI)**  
The **CTS Local Code** and **CTS Supplemental Code** fields were removed from the Manage Local Taxes screen. CTS-related validations were also removed from this screen.
- **Manage Federal Taxes (PRMFTI)**  
The **CTS Supplemental Code** field was removed from the FUTA Credit Reduction States subtask. CTS-related validations were also removed from this screen.
- **Print Data Dictionary Report (SYRDD)**  
The data dictionary report was updated to reflect the removal of the **CTS Local Code** and **CTS Supplemental Code** fields. This affects the following tables:
  - **DED\_CD\_CORP** — The names of CTS\_LOCAL\_CD and CTS\_SUP\_CD columns were updated.
  - **LOCALITY** — The names of CTS\_LOCAL\_CD and CTS\_SUP\_CD columns were updated.
  - **S\_CTS\_SUP\_CD** — The names of Table Description, Definition, and Life Cycle were updated.

## One-time Local Tax and Local Tax Ceilings

Costpoint was enhanced to support one-time taxes and local tax ceilings that may be mandated by U.S. local jurisdictions. The following screens were updated for this enhancement:

- Manage Local Taxes
- Compute Payroll
- Manage Payroll Records

## Accounting Defaulting Based on Labor Operation

This enhancement provides ability to default the M-Type timesheet line account based on the Labor Operation. This feature includes the following:

- The ability to assign default account values to a Labor Operation controlled at the company level.
- The ability to indicate that account defaulting for M-type timesheets lines based on the Labor Operation controlled at the company level.
- Timesheet applications that default the account for M-type timesheets were updated to default the account based on Labor Operation M-type timesheet lines if this was set up in the company's settings.
- Account defaulting based on Labor Operation looks for account default assigned to the Labor Operation/Project combination. If a default is not found, the application attempts to default the account based on the Labor Operation/Project Classification combination. If a default is not found there, then the MO's WIP Direct Labor Account will default.

The following screens were updated for this enhancement:

## Configure Labor Settings (LDMLABOR)

Added a Labor Operation Account option to the existing **Account Default Method** drop-down list on the **Manufacturing Order Timesheet Lines** group box.

## Manage Labor Operations (RUMLABOP)

- Added a **Default Account by Project Classification** group box on the main screen which contains default accounts for three project classifications (PROJ.S\_PROJ\_RPT\_DC) used in materials management, namely, **DIRECT Project**, **WORK IN PROCESS**, and **COMMON INV**. If entered, the value will default into the Account column of the Account Defaults subtask, based on the project classification of the entered project. You can override the default value at the project level in the Account Defaults subtask.
- Added a Default Account subtask which contains the following fields:
  - **Project** — This is the project associated with the default account. If the **Manufacturing Order Timesheet Lines - Account Default Method** is set to Labor Operation Account in the Configure Labor Settings screen, the default account row corresponding to the build-to inventory abbreviation project will be used for the MO timesheet.
  - **Account** — This account will default on M-type timesheet lines when the Labor Operation is used for the corresponding project.
  - **Account Name** — This field displays the account name.

Manage Timesheets (LDMTIME), Manage Correcting Timesheets (LDMCTIME), Import Timesheets from Deltek Time and Expense (LDPUPET), Import Timesheets (AOPUTLTS)

Added account defaulting logic for M-type timesheet lines. Previously, the default Account for M-Type timesheet lines comes from the MO's Direct Labor Account or the Labor module's timesheet default screens.

## Allow User-Defined Negative MO Threshold on Timesheets

When you modify the manufacturing order (MO) cost in Costpoint Labor applications, and the change results in a negative (-) MO cost amount, Costpoint will check the threshold amount entered in the **Allowable Negative MO Cost Amount** field on the Configure Production Control Settings screen before displaying errors and warnings. If negative amount is within the limit specified, a warning displays. If negative amount is outside of the limit specified, an error displays.

Validations were updated in the following Costpoint screens:

- Manage Timesheets (LDMTIME)
- Manage Correcting Timesheets (LDMCTIME)
- Import Timesheets (AOPUTLTS)
- Import Timesheets from Deltek Time and Expense (LDPUPET)
- Recast Overtime Premium to Timesheet Lines (LDPROTP)

## Import Timesheets (AOPUTLTS)

A **Sort by Employee ID in Error Report** check box was added to the Import Timesheets screen to allow you to sort the generated report by employee ID.

## Negative MO Validation

Timesheet applications were updated to provide validation messages based on the new Validation field on the Configure Production Control Setting screen. When the manufacturing order (MO) cost goes negative beyond the specified threshold amount, timesheet applications will check the type of validation selected on the Configure Production Control Settings screen to determine whether to give a hard error, warning, or no validation.

The following Costpoint 7.1.1 screens were affected by this update:

- Import Timesheets (AOPUTLTS)
- Import Timesheets from Deltek Time and Expense (LDPUPET)
- Manage Correcting Timesheets (LDMCTIME)
- Manage Timesheets (LDMTIME)
- Create Retroactive Timesheet Adjustments (LDPRETRO)
- Create Reversing Timesheets (LDPREVTs)
- Recast Overtime Premium to Timesheet Lines (LDPROTP)
- Apply Timesheet Adjustments in Batch Mode (LDPAUTO)

The following Costpoint 7.1.1 patches are included in this update:

- PATCH2571.sql
- PATCH2576.sql
- PATCH2580.sql

Additionally, this update requires PATCH2553.sql. You must apply this patch first before you can use any of the affected Costpoint screens.

## Payroll Special Programming Removal

Prior to this update, a standard formula was applied for calculating state payroll taxes of most states. However, for certain states where the standard formula cannot be applied to its withholding formula, special programming and hard-coded values were used to calculate the state's payroll taxes.

This enhancement removes hard-coded tax values and lessens the state-specific programming logic on the Compute Payroll screen. The following changes are implemented in this update:

- Transfer hard-coded values to existing applications and apply standard programming to applicable states with existing special programming.
- Modify existing special programming that cannot be replaced by standard programming by transferring all hard-coded values into existing applications.
- Expand payroll tax standard programming to accommodate other state-specific tax calculations.

Special programming of the following states will be replaced with standard calculation:

- California
- Massachusetts
- Maine
- Missouri

## Major New Features and Enhancements in Costpoint 7.1.1

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- New York (Yonkers)
- South Carolina
- Vermont

Special programming of the following states will be retained but hard-coded values will be removed:

- Connecticut
- Louisiana
- Maryland
- Nebraska
- Oregon



Arkansas, Puerto Rico, and Utah special programming will not be changed in this update

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### Manage State Taxes (PRMSTI)

The following fields were added to the Manage State Taxes screen accommodate other state tax values:

- **Nonresident Alien Additional Amount** — Enter the amount for nonresident alien adjustment for the state. This field is enabled only if the State is Maine.
- **Low W/H Rate** — Enter the rate used for low withholding tax calculation. This field is enabled only if the State is Nebraska.
- **Apply Federal Supplemental Tax Rate to Bonus Checks** — Select this check box to apply Federal supplemental tax rate to the state withholding. This check box is enabled only if the State is Vermont.
- **No Standard Deduction if Zero Exemptions** — Select this check box to exclude standard deduction in the calculation if no exemptions are claimed. This check box is enabled only if the State is South Carolina.

### Manage State Tax Withholding Adjustments (PRMSTAC)

The following are updates to the Manage State Tax Withholding Adjustments screen:

- Added the following options in the Type drop-down list:
  - Low Income Exemption
  - Recapture Amount
  - Federal W/H Credit Limits
  - Withholding Table
- Added the following fields:
  - **Wage Type** — This field displays the type of wage that will be applied to the adjustment table
  - **Exemption Threshold** — Enter minimum number of exemptions that is applicable for this adjustment. This field is enabled only if the State is Massachusetts and Type is not Low Income Exemption.
  - **Other Amount 1** — Enter the other tax adjustment amount/limit for the state.
  - **Other Amount 2** — Enter the other tax adjustment amount/limit for the state.

- **Other Rate 1** — Enter the other tax adjustment rate for this state.
- Renamed the application to Manage State Tax Withholding Adjustments (previously Manage State Tax Allowances and Credits).
- Renamed the For Annualized Wage Over field to For Annualized Wage Over/Wage Basis.

### Manage Local Taxes (PRMLTI)

The following are updates to the Manage Local Taxes screen:

- Updated the **Supplemental Tax Rate** field was updated to support up to five decimal places.
- A new field, **Tax Multiplier Rate**, was added. Enter the rate to be multiplied against calculated local withholding amount in this field. This field was added for the local tax calculation of Yonkers, New York.

### Compute Payroll (PRPCPR)/Manage Payroll Records (PRMPTF)

The calculation of State Withholding, Local Withholding, and Bonus Withholding was updated on the Compute Payroll and Manage Payroll Records screens.

### State Updates

The following are the changes applied for the states that are affected by this enhancement:

#### California

- Added 2015 tax data for Low Income Exemption on the Manage State Tax Withholding Adjustments effective January 1, 2015.
- Added tax data for Low Income Exemption on the Manage State Tax Withholding Adjustments screen for 2013 and 2014.
- Replaced special programming with standard calculation on the Compute Payroll and Manage Payroll Records screens.

#### Connecticut

- Added 2013 tax data for Recapture Amount on the Manage State Tax Withholding Adjustments screen.
- Replaced hard-coded values in Recapture Amount special programming logic on the Compute Payroll and Manage Payroll Records screens with the values from Manage State Tax Withholding Adjustments screen. Retained the special programming logic.

#### Louisiana

- Added 2013 tax data for Personal Tax Credits on the Manage State Tax Withholding Adjustments screen.
- Updated special programming logic on the Compute Payroll and Manage Payroll Records screens where hard-coded values used in the Exemption Amount calculation will be removed and referred to values from the Manage State Tax Withholding Adjustments screen.
- Retained existing special programming logic in calculating Exemption Amount (minus the hard-coded values).

### Maryland

- Added 2013 tax data for Low Income Exemption on the Manage State Tax Withholding Adjustments screen.
- Updated special programming logic on the Compute Payroll and Manage Payroll Records screens where hard-coded low income exemption limit is removed and referred to values from the Manage State Tax Withholding Adjustments screen for payroll year 2015 and later.
- Retained existing special programming logic in calculating withholding amount (State and Local).

### Massachusetts

- Added 2013 tax data for Low Income Exemption on the Manage State Tax Withholding Adjustments screen.
- Replaced special programming with standard calculation.

### Maine

- Updated 2015, 2014, 2013, 2012, and 2011 tax data for Nonresident Alien Additional Amount on the Manage State Taxes screen.
- Replaced special programming with standard calculation on the Compute Payroll and Manage Payroll Records screens.

### Missouri

- Set to 0.00 the Federal W/H Credit Limit on the Manage State Taxes screen.
- Added 2013 tax data for Fed W/H Credit Limit on the Manage State Tax Withholding Adjustments screen.
- Added 2013 tax data for Personal Exemption Allowances on the Manage State Tax Withholding Adjustments screen for Married filing status.
- Replaced special programming with standard calculation on the Compute Payroll and Manage Payroll Records screens.

### Nebraska

- Added 2015 tax data for Low W/H Rate on the Manage State Taxes screen.
- Updated the previous years' tax data for Low W/H Rate on the Manage State Taxes screen to 50%.
- Updated special programming logic on the Compute Payroll and Manage Payroll Records screens where previously hard-coded low withholding rate value is now referred to values from the Manage State Taxes screen.
- Retained existing special programming logic in calculating withholding amount (minus the hard-coded values).

### New York (Yonkers)

- Updated Tax Multiplier Rate on the Manage Local Taxes screen.
- Replace special programming with standard calculation on the Compute Payroll and Manage Payroll Records screens.

## Oregon

- Add 2015, 2014, 2013, and 2012 tax data for Federal W/H Credit Limit on the Manage State Tax Withholding Adjustments screen.
- Set to 0.00 the Federal W/H Credit Limit on the Manage State Taxes screen.
- Updated special programming logic on the Compute Payroll and Manage Payroll Records screens where hard-coded Federal W/H Credit Limit and Withholding Table were removed and referred to values from the Manage State Tax Withholding Adjustments screen.
- Retain existing special programming logic in calculating withholding amount (minus the hard-coded values).

## South Carolina

- Set No Standard Deduction if Zero Exemption to Y on the Manage State Taxes screen.
- Replaced special programming logic on the Compute Payroll and Manage Payroll Records screens with standard calculation.

## Vermont

- Set the Apply Supplemental Tax Rate to Federal W/H to Y for 2015, 2014, and 2013 records on the Manage State Taxes screen.
- Removed special programming on the Compute Payroll and Manage Payroll Records screens. Standard calculation of bonus withholding tax will be used.

## VETS-4212 Reporting

U.S. Department of Labor published a final rule which revises the VETS-100A Report and renamed it to VETS-4212 Report. The VETS-100 Report will no longer be used. This final rule is effective October 27, 2014 and will apply in 2015 reporting cycle.

The most notable change in new VETS-4212 is the requirement to report protected veteran numbers in aggregate broken down by job category only. Previously in VETS-100A and VETS-100 reports, the number of employees and new hires were reported by specific protected veteran category (for example, disabled veterans, other protected veterans, armed forces service medal veterans, and recently separated veterans).

The following changes were applied to Costpoint for this update:

- Renamed the VETS-100A Report to "VETS-4212 Report."
- Removed the VETS-100 Report.
- Updated the VETS-4212 Report to count protected veteran hiring and employment numbers in aggregate broken down by job category only. Previously, the numbers were reported by specific protected veteran category.
- Renamed the Active Duty Warfare or Campaign Badge Veteran (Other Protected Vet) fields to "Active Duty Wartime or Campaign Badge Veteran" in all affected applications.

This update affects the following Costpoint screens:

- Print VETS-4212 Report screen
- Manage Functional Job Titles screen
- Manage Employee Information screen
- Manage Employee Import User-Defined Format screen

- Import Employee Data screen
- View Employee Information screen

## Updated Numbering VETS-4212 Reporting

Costpoint was updated to be able to print the VETS-4212 report using the EEO-1 numbering system. The job categories on the VETS-4212 report were renumbered to use the numbering system on the EEO-1 Report.

### Patch Requirements

This enhancement requires Costpoint 7.1.1 PATCH2744.

### Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Application Name	Application JAR
PE	Print VETS-4212 Report (HARV100)	cp711_harv100_003.jar
PE	Manage Functional Job Titles (HSMFUNC)	cp711_hsmfunc_002.jar

## Paychex Integration

Costpoint now provides Paychex payroll system users with the capability to export Costpoint timesheet information into Paychex through Paychex Flex. The following two new applications are now available in Costpoint Labor module (**People » Labor » Paychex Interface**) to allow you this functionality.

- **Manage Paychex Mapping (AOMPYCHX)**  
Use this screen to maintain the Paychex Client ID and the mapping between Costpoint Account /Pay Type and Paychex Pay Component.
- **Export Timesheets to Paychex (AOPPCXTS)**  
Use this screen to export Costpoint Timesheet data using a CSV file format. This screen also generates an edit and error report for the export process.



### Implementing the Integration

Before running the Export Timesheets to Paychex process you will need to:

- Decide on whether or not to use the **Costpoint Employee ID** in the export file. If you do not want to use the Costpoint Employee ID, you must enter a value in the **Payroll Service ID** field on the Manage Employee Information screen. Otherwise, the export process will use the first 10 characters of the Costpoint Employee ID if the **Payroll Service ID** field is blank.
- Define the **Pay Type** and **Account** mappings on the Manage Paychex Mapping screen.

### System JAR and Patch Requirements

The enhancement requires the following to be installed in your system:



## Major New Features and Enhancements in Costpoint 7.1.1

- Costpoint 7.1.1 PATCH2662, PATCH5050, and PATCH7069
- Costpoint 7.1.1 System JAR 009

### Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Application Name	Application JAR
PE	Manage Paychex Mapping (AOMPYCHX)	cp711_aompychx_001.jar
PE	Export Timesheets to Paychex (AOPPCXTS)	cp711_aoppcxts_001.jar

## Materials Domain Enhancements

### Supplier Portal: Patch 5129

Changes were made on the View Help About (SYMABOUT) screen to include the Supplier Portal feature.

**Note:** These enhancements have no impact on current functionality. The functionalities of these updates/enhancements are not available until the full feature is released.

This update requires PATCH5129.

### Vendor Classifications

On the Print Purchase Order Activity Report screen, the Use PO Line Business Size check box now defaults to selected. If you clear the check box, Costpoint displays a warning.

In addition, if this check box is cleared, Costpoint calculates the summary amount totals based on the vendor's default business size. The calculation logic has been modified as well to use the vendor classification values from the PO line, instead of the vendor.

### System Requirements

This enhancement requires the following:

- PATCH3609
- PATCH3611
- cp711\_poractv\_011.zip

### NAICS Codes

The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. (<https://www.census.gov/eos/www/naics/>)

NAICS United States is used by U.S. statistical agencies to facilitate the collection, tabulation, presentation, and analysis of data relating to establishments in order to provide uniformity and comparability in the presentation of statistical data describing the U.S. economy.

## Major New Features and Enhancements in Costpoint 7.1.1

A new requirement (FAR clause 52.219-9) of our procurement customers is to be able to report the vendor's NAICS information on a PO for a government contract, regardless of business size. One vendor can have many NAICS codes apply to them based on their output.

To address this new US government requirement, new applications and fields have been added in the Materials domain to set up and load NAICS codes for goods and services rendered by establishments.

This will allow users to enter their own NAICS codes, and vendors will have NAICS code assigned to them.

### Patch and System JAR Requirements

These enhancements require the following:

- Costpoint 7.1.1 System JAR 053 (cp711\_sys\_053.zip)
- PATCH3629
- PATCH3632
- PATCH3637
- PATCH3640
- PATCH3641
- PATCH3643
- PATCH3646
- PATCH5131

### Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application Name	Application ID	Application File
Materials	PD	Manage NAICS Code	PDMNAICS	cp711_pdmnaics_001.zip
Materials	PD	Loads NAICS Codes	PDPNAICS	cp711_pdpnaics_001.zip
Materials	PD	Manage Parts	PDMPART	cp711_pdmpart_034.zip
Materials	PD	Manage Services	PDMSERV	cp711_pdmserv_003.zip
Materials	PD	Manage Goods	PDMGOODS	cp711_pdmgoods_003.zip
Materials	PD	Manage Provisional Parts	PDMPRPT	cp711_pdmprpt_019.zip
Materials	PD	Convert Provisional Parts to Standard Parts	PDPCONV	cp711_pdpconv_017.zip
Materials	PD	View Items	PDQINQ	cp711_pdqinq_012.zip

## Major New Features and Enhancements in Costpoint 7.1.1

Domain	Module	Application Name	Application ID	Application File
Materials	PP	Manage Purchase Requisitions	PPMNTRQ1	cp711_cmnlb_PPMENTRQ_024.zip
Materials	PP	Manage Simple Purchase Requisitions	PPMQREQ	cp711_ppmqreq_020.zip
Materials	PP	Approve Purchase Requisitions	PPMRQAPX	cp711_ppmrqapx_021.zip
Materials	PP	Approve Purchase Requisition Lines	PPMRQAPL	cp711_ppmrqapl_016.zip
Materials	PP	Apply PO Info to Purchase Requisitions	PPMNTRQ2	cp711_cmnlb_PPMENTRQ_024.zip
Materials	PP	Apply PO Info to Purchase Requisitions by Line	PPMRQLN	cp711_ppmrqln_029.zip
Materials	PP	Manage Purchase Order Header Information	PPMPOHDR	cp711_ppmpohdr_004.zip
Materials	PP	Create Purchase Orders	PPPGPO	cp711_pppgpo_024.zip
Materials	PO	Manage Purchase Orders	POMMAIN	cp711_pommain_046.zip
Materials	PO	Create Purchase Order Change Orders	POMCHNG	cp711_pomchng_017.zip
Materials	PO	Archive Purchase Orders	POPARCH	cp711_poparch_015.zip
Materials	PO	Print PO Activity Report	PORACTV	cp711_poractv_011.zip
Materials	PO	Print Purchase Orders	PORPPO	cp711_porppo_025.zip
Materials	PO	Print Purchase Order Change Orders	PORPCO	cp711_porpco_019.zip
Materials	RC	Manage Vendor Returns	RCMRTRN	cp711_rcmrtrn_019.zip
Materials	PC	Create MO Subcontractor Requisitions	PCMSCRQ	cp711_pcmscrq_019.zip cp711_cmnlb_MMPFPOLIB_012.zip

## Major New Features and Enhancements in Costpoint 7.1.1

Domain	Module	Application Name	Application ID	Application File
Materials	PC	Compute Material Requirements	PCPMRR	cp711_pcpmrr_021.zip cp711_cmnlbr_MMPFPOLIB_012.zip
Materials	OE	Create Purchase Requisitions from Sales Orders	OEPGRQ	cp711_oepgrq_014.zip cp711_cmnlbr_MMPFPOLIB_012.zip
Materials	MR	Firm MRP Planned Orders	MRPFPO	cp711_mrpfo_010.zip cp711_cmnlbr_MMPFPOLIB_012.zip
Materials	MS	Firm MPS Planned Orders	MSPFPO	cp711_mspfo_009.zip cp711_cmnlbr_MMPFPOLIB_012.zip
Materials	IN	Print Inventory Reorder Report	INPREORD	cp711_inpreord_015.zip cp711_cmnlbr_MMPFPOLIB_012.zip
Materials	BM	Manage Engineering Bills of Material	BMMEBOM1	cp711_cmnlbr_MMADDPPLIB_001.zip cp711_cmnlbr_BMMEBOM_013.zip
Materials	BM	Release Engineering Bills of Material	BMMEBOM2	cp711_cmnlbr_MMADDPPLIB_001.zip cp711_cmnlbr_BMMEBOM_013.zip
Materials	BM	Copy Bills of Material	BMPCOPY	cp711_bmpcopy_014.zip
Materials	ME	Manage Proposals	MEMPROP	cp711_cmnlbr_MMADDPPLIB_001.zip cp711_memprop_007.zip
Materials	ME	Manage Proposal Bills of Material	MEMPBOM	cp711_mempbom_011.zip cp711_cmnlbr_MMADDPPLIB_001.zip
Materials	ME	Select Request for Quotes from Proposals	MEMRFQS	cp711_memrfqs_006.zip
Materials	ME	Manage Proposal BOM Cost Estimates – Indented	MEMPRPLI	cp711_memprpli_010.zip
Materials	ME	Manage Proposal BOM Cost Estimates – Summarized	MEMPRPLS	cp711_memprpls_006.zip
Materials	EC	Apply Engineering Change Notices	ECPINECN	cp711_ecpinecn_023.zip
Materials	PD	Import Items	AOPITEM	cp711_aopitem_023.zip

Domain	Module	Application Name	Application ID	Application File
Materials	PO	Import Purchase Orders	AOPUTLPO	cp711_aoputlpo_030.zip
Materials	PP	Import Requisitions	AOPRQPP	cp711_aoprqpp_019.zip

## Administration Domain

This section includes summaries of the changes made in relation with the NAICS Code feature within the Costpoint Administration domain.

### [View Help About \(SYMABOUT\)](#)

The Features subtask of the View Help About screen now includes this feature.

## Materials Domain

This section includes summaries of the changes made in relation with the NAICS Code feature within the Costpoint Materials domain.

### [Manage NAICS Codes \(PDMNAICS\)](#)

This is a new application (**Materials » Product Definition » Product Definition Controls » Manage NAICS Codes**) for setting up industry codes according to the North American Industry Classification System (NAICS).

Use this screen to enter and maintain NAICS codes that can be assigned to goods and services. NAICS codes are government-designed codes used to classify business establishments.

If you have multiple companies, you can set up and maintain NAICS codes on this screen in any company and use them across all companies. The code, however, must be unique in a single Costpoint database.

### [Load NAICS Codes \(PDPNAICS\)](#)

This is a new application (**Materials » Product Definition » Product Definition Utilities » Load NAICS Codes**) for populating the NAICS codes for items, provisional parts, or line charge types. When you use this utility, Costpoint loads the NAICS codes individually or for a specified range.

### [Manage Commodity Codes \(PDMCOMCD\)](#)

Two new fields, **NAICS Code** and **NAICS Code Title**, have been added to the screen. Use these fields to enter a valid NAICS code and display its description for the commodity code.

### [Manage Parts \(PDMPART\)](#)

Two new fields, **NAICS Code** and **NAICS Code Title**, have been added to the screen. Use these fields to enter a valid NAICS code and display its description for the part.

### [Manage Services \(PDMSERV\)](#)

Two new fields, **NAICS Code** and **NAICS Code Title**, have been added to the screen. Use these fields to enter a valid NAICS code and display its description for the service.

### Manage Goods (PDMGOODS)

Two new fields, **NAICS Code** and **NAICS Code Title**, have been added to the screen. Use these fields to enter a valid NAICS code and display its description for the goods.

### Manage Provisional Parts (PDMPRPT)

Two new fields, **NAICS Code** and **NAICS Code Title**, have been added to the screen. Use these fields to enter a valid NAICS code and display its description for the provisional part.

### Convert Provisional Parts to Standard Parts (PDPCONV)

Two new fields, **NAICS Code** (Provisional Part Details) and **NAICS Code** (Standard Part Details), have been added to the screen. You cannot edit the NAICS code for the provisional part, but you can edit the NAICS code applied to the standard part upon conversion.

### View Items (PDQINQ)

A new field, **NAICS Code**, has been added to the screen to display a valid NAICS code for the item.

### Manage Purchase Requisitions (PPMNTRQ1)

A new field, **NAICS Code**, has been added to the screen. Use this field to enter a valid NAICS code for the item or miscellaneous charge on the requisition line.

### Manage Simple Purchase Requisitions (PPMQREQ)

When you create a new requisition line by entering either an item or a miscellaneous charge, Costpoint now loads the NAICS codes associated with the new entries.

### Approve Purchase Requisitions (PPMRQAPX)

A new field, **NAICS Code**, has been added to the screen to display a valid NAICS code for the item or miscellaneous charge on the requisition line.

### Approve Purchase Requisition Lines (PPMRQAPL)

A new field, **NAICS Code**, has been added to the screen to display a valid NAICS code for the item or miscellaneous charge on the requisition line.

### Apply PO Info to Purchase Requisitions (PPMNTRQ2)

A new field, **NAICS Code**, has been added to the screen. Use this field to enter a valid NAICS code for the item or miscellaneous charge on the requisition line.

### Apply PO Info to Purchase Requisitions by Line (PPMRQLN)

A new field, **NAICS Code**, has been added to the screen to enter/display a valid NAICS code for the requisition line. Costpoint initially loads the NAICS code previously saved on the requisition line. When you change an item or a miscellaneous type on a requisition line, you can also change the NAICS code by using the lookup function or by manually entering a new NAICS code.

### Manage PO Header Information (PPMPOHDR)

A new field, **NAICS Code**, has been added to the screen to enter/display a valid NAICS code associated with the PO vendor. Costpoint initially loads the primary and active NAICS code associated with the PO

vendor. When you change the PO vendor, you can also change the NAICS code by using the lookup function or by manually entering a new NAICS code.

### Create Purchase Orders (PPPGPO)

For an existing PO header, Costpoint loads the previously saved NAICS code for this PO. For a new PO header, Costpoint loads the primary and active NAICS code associated with the PO vendor.

### Manage Purchase Orders (POMMAIN)

Two new fields, **NAICS Code** (PO header) and **NAICS Code** (PO line), have been added to the screen. Use these fields to enter valid NAICS code associated with the PO vendor, an item, and a miscellaneous charge.

These new fields will be populated as follows:

- On the PO header, Costpoint loads the primary and active NAICS code associated with the current PO vendor. If you change the PO vendor, Costpoint reloads the primary and active NAICS code associated with the new vendor.
- On the PO line, Costpoint loads the miscellaneous charge's/item's NAICS code. If you enter an item or a miscellaneous charge on the PO line, Costpoint reloads the entered miscellaneous charge's/item's NAICS code.

These fields are editable via lookup or by manually entering the NAICS codes.

You can also populate the PO header with the NAICS codes for all PO lines by right-clicking on the PO header and selecting Load NAICS Code. The right-click action selection overwrites the pre-existing NAICS codes for the PO lines.

### Create Purchase Order Change Orders (POMCHNG)

When you create a change order, the NAICS codes for both the PO header and the PO line will be automatically copied to the change order.

### Archive Purchase Orders (POPARCH)

When you archive a purchase order, the NAICS codes for both the PO header and the PO line will be automatically copied to the archived PO.

### Print PO Activity Report (PORACTV)

You can now sort by NAICS Code. If the 1st Sort is by NAICS Code, the printed report will display the NAICS codes in ascending order. If you selected Print PO Line Details, the PO lines will be grouped according to their NAICS codes in ascending order.

### Manage Line Charge Types (POMLCHRG)

Two new fields, **NAICS Code** and **NAICS Code Title**, have been added to the screen. Use these fields to enter a valid NAICS code and display its description when you save a line charge type.

### Print Purchase Orders (PORPPO)

A new check box, **Print NAICS Code**, has been added to the screen to enable printing of the NAICS code on the PO header of the PO.

### Print Purchase Order Change Orders (PORPCO)

A new check box, **Print NAICS Code**, has been added to the screen to enable printing of the NAICS code on the PO header of the change order.

### Manage Vendor Returns (RCMRTRN)

A new field, **NAICS Code**, has been added to the screen. Use this field to enter the NAICS code for the vendor associated with the return process. You can also change the NAICS code by using the lookup function or by manually entering a new NAICS code. A manually entered active NAICS code can be:

- Primary
- Non-primary
- Unspecified

In addition, when you generate a new PO line and the PO line has an item or a miscellaneous charge, Costpoint loads the active NAICS Code associated with the item or the miscellaneous type.

### Create MO Subcontractor Requisitions (PCMSCRQ)

When you generate a requisition, Costpoint now populates the NAICS code for the generated requisition line based on the item or miscellaneous line charge type entered on the Requisition Info subtask.

### Compute Material Requirements (PCPMRR)

When you generate a requisition, Costpoint now populates the NAICS code for the generated requisition lines based on the active NAICS code associated with the requisition line part.

### Create Purchase Requisitions from Sales Orders (OEPGRQ)

When you generate a requisition, Costpoint now populates the NAICS code for the generated requisition lines based on the active NAICS code associated with the requisition line part.

### Firm MRP Planned Orders (MRPFPO)

When you generate a requisition, Costpoint now populates the NAICS code for the generated requisition lines based on the active NAICS code associated with the requisition line part.

### Firm MPS Planned Orders (MSPFPO)

When you generate a requisition, Costpoint now populates the NAICS code for the generated requisition lines based on the active NAICS code associated with the requisition line part.

### Print Inventory Reorder Report (INPREORD)

When you generate a requisition, Costpoint now populates the NAICS code for the generated requisition lines based on the active NAICS code associated with the requisition line part.

### Manage Engineering Bills of Material (BMMEBOM1)

Two new fields, **NAICS Code** and **NAICS Code Title**, have been added to the Create Provisional Part subtask of the screen. Use these fields to enter a valid NAICS code and display its description for the provisional part.



### Release Engineering Bills of Material (BMMEBOM2)

Two new fields, **NAICS Code** and **NAICS Code Title**, have been added to the Create Provisional Part subtask of the screen. Use these fields to enter a valid NAICS code and display its description for the provisional part.

### Copy Bills of Material (BMPCOPY)

When you select the **Convert Provisional Part to Standard Part** check box, the active NAICS code from the provisional part will also be copied to the standard part.

### Manage Proposals (MEMPROP)

Two new fields, **NAICS Code** and **NAICS Code Title**, have been added to the Create Provisional Part subtask of the screen. Use these fields to enter a valid NAICS code and display its description for the provisional part.

### Manage Proposal Bills of Material (MEMPBOM)

Two new fields, **NAICS Code** and **NAICS Code Title**, have been added to the Create Provisional Part subtask of the screen. Use these fields to enter a valid NAICS code and display its description for the provisional part.

### Select Requests for Quotes from Proposals (MEMRFQS)

A new field, **NAICS Code**, has been added to the screen to display the NAICS Code for the item on the proposal line on the Select Items section.

### Manage Proposal BOM Cost Estimates – Indented (MEMPRPLI)

A new field, **NAICS Code**, has been added to the screen to display the NAICS Code for the item on the proposal line.

### Manage Proposal BOM Cost Estimates – Summarized (MEMPRPLS)

A new field, **NAICS Code**, has been added to the screen to display the NAICS code for the item on the proposal line.

### Apply Engineering Change Notices (ECPINECN)

When you create a new part or revision based on an existing part/revision, and you used the copy part data function, Costpoint will also copy the NAICS code from the original part to the new part.

### Import Items (AOPITEM)

A new input field, **NAICS Code**, has been added to load the NAICS code into ITEM in the preprocessor.

### Import Purchase Orders (AOPUTLPO)

A new input field, **NAICS Code**, has been added to load the NAICS code into the PO header and PO line of the preprocessor.

### Import Requisitions (AOPRQPP)

A new input field, **NAICS Code**, has been added to load the NAICS code in the requisition line of the preprocessor.

## Load Supplier Portal Last Action (POPLDACT)

This is a new application/utility (**Materials » Purchasing » Purchasing Utilities » Load Supplier Portal Last Action**) that you can run to populate the blank Supplier Portal Last Action field of PO lines and delivery schedule lines. This action allows the PO lines and delivery schedule lines to be visible on the Supplier Portal screen.

### System Requirements

This enhancement requires the following:

- PATCH3655
- cp711\_popldact\_001.zip
- Costpoint 7.1.1 System JAR 053 (cp711\_sys\_53.zip)

## NAICS Code

Changes were made in preparation for an enhancement related to the North American Industry Classification System (NAICS) Code.

**Note:** These enhancements have no impact on current functionality. The functionalities of these updates/enhancements are not available until the full feature is released.

### System Requirements

This enhancement requires:

- PATCH3629
- PATCH3637
- PATCH3640
- PATCH3646

## New Vendor Classifications

See details in the Accounting Domain Enhancements section for the new vendor classification fields.

## MO Completion Option

There are instances that prior to you completing the manufacturing order (MO), you have other activities that you need to do and would not want the MO to be completed automatically.

This feature provides you an option to set the MO completion manually on the Configure Production Control Settings screen.

### Patch and System JAR Requirements

These enhancements require the following:

- Costpoint 7.1.1 System JAR 051 (cp711\_sys\_051.zip)
- PATCH3623

## Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application Name	Application ID	Application File
Administration	SY	Set Up Company	SYPCOMP	cp711_sycomp_025.zip
Materials	PC	Configure Production Control Settings	PCMSET	cp711_pcmset_008.zip
Materials	PC	Enter Manufacturing Order Reliefs	PCMRELMO	cp711_pcmrelmo_026.zip

## Administration Domain

This section includes summaries of the changes made in relation with the MO Completion Option feature within the Costpoint Administration domain.

### Set Up Company (SYPCOMP)

When you add a new company, the application now checks if the new **Suppress Automatic MO Completion upon Full Relief** check box, on the Configure Production Control Settings screen has been selected or not.

## Materials Domain

This section includes summaries of the changes made in relation with the MO Completion Option feature within the Costpoint Materials domain.

### Configure Production Control Settings (PCMSET)

The screen has a new check box, **Suppress Automatic MO Completion upon Full Relief**, to prevent the manufacturing order (MO) status to change to **Completed** when items/quantities have been fully relieved.

### Enter Manufacturing Order Reliefs (PCMRELMO)

This application has been changed so that for regular positive relief with a completed quantity that is greater than or equal to the build quantity; the MO status will not be set to **Completed** if you selected the new **Suppress Automatic MO Completion upon Full Relief** check box on the Configure Production Control Settings screen. In addition, the system will not delete the reservation associated with the relieved MO until you have set the status to **Closed**.

On the other hand, if the new completed quantity for a regular positive relief is greater than or equal to the build quantity, and you did not select the **Suppress Automatic MO Completion upon Full Relief** check box, the following message displays: "The MO status will be set to Completed because all units are completed." The status will then be set to **Completed**.

## Vendor Lead Time

Previously, when you selected the shop floor calendar, the Material Requirements Planning (MRP) used the Shop Floor calendar for all aspects of planning. This did not give you visibility into the vendors' calendar and did not give a clear timeline to order and due dates of buy parts.

This feature adds an option for buy parts activity to use the standard calendar for vendor lead times as opposed to using the shop floor calendar.

### Patch and System JAR Requirements

These enhancements require the following:

- Costpoint 7.1.1 System JAR 051 (cp711\_sys\_051.zip)
- PATCH3599
- cp711\_cmplib\_MRPLIB\_002.zip

### Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application Name	Application ID	Application File
Administration	SY	Set Up Company	SYPCOMP	cp711_sycomp_025.zip
Materials	PO	Configure Purchasing Settings	POMSET	cp711_pomset_008.zip
Materials	MRP	Update Material Requirements Plan	MRPMRP	cp711_mrpmrp_038.zip
Materials	PC	Compute Material Requirements	PCPMRR	cp711_pcpmrr_020.zip
Materials	MS	Update Master Production Schedules	MSPMPS	cp711_mspmmps_019.zip
Materials	MS	Manage Master Production Schedules	MSMMPS	cp711_msmmps_011.zip
Materials	OE	Create Purchase Requisitions from Sales Orders	OEGRQ	cp711_oepgrq_013.zip

### Administration Domain

This section includes summaries of the changes made in relation with the Vendor Lead Time feature within the Costpoint Administration domain.

#### Set Up Company (SYCOMP)

When you create a new company from an existing company, the new company will have the same option selected for **Purchasing Vendor Lead Time Calculation** as the existing company.

## Materials Domain

This section includes summaries of the changes made in relation with the Vendor Lead Time feature within the Costpoint Materials domain.

### Configure Purchasing Settings (POMSET)

You now have the following calendar options to select from when calculating purchasing vendor lead time:

- Standard Calendar
- Production Control Settings

Select the **Standard Calendar** if you want to use the standard calendar to calculate the purchasing vendor lead time; otherwise, select the **Production Control Settings** option if you prefer to calculate the vendor lead time as specified on the Configure Production Control Settings screen.



This new setting only applies to purchasing vendor lead times. All other purchasing related lead times (planning, buyer, receiving, and inspection) will continue to use the lead time calculation option specified on the PC Settings.

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### Update Material Requirements Plan (MRPMRP)

This application now uses the **Purchasing Vendor Lead Time Calculation** options on the Configure Purchasing Settings screen instead of the one from the Configure Production Control Settings screen for obtaining the order date and target place date of planned orders.

### Compute Material Requirements (PCPMRR)

This application now uses the **Purchasing Vendor Lead Time Calculation** options on the Configure Purchasing Settings screen instead of the one from the Configure Production Control Settings screen for obtaining the target place date populated on the requisition lines.

### Update Master Production Schedules (MSPMPS)

This application now uses the **Purchasing Vendor Lead Time Calculation** options on the Configure Purchasing Settings screen instead of the one from the Configure Production Control Settings screen for obtaining the order date and target place date as well as determining if the planned order's due date is within the MPS time fence.

### Manage Master Production Schedules (MSMMPS)

This application now uses the **Purchasing Vendor Lead Time Calculation** options on the Configure Purchasing Settings screen instead of the one from the Configure Production Control Settings screen for obtaining part lead time and determining if the planned order's due date is within the MPS time fence.

### Create Purchase Requisitions from Sales Orders (OEPGRQ)

This application now uses the calendar specified on the Configure Purchasing Settings screen instead of the PC settings. In addition, this application now uses the **Purchasing Vendor Lead Time Calculation** options on the PO settings for calculating the target place date in the requisition line (based on SO line Ship by Date).

## Increase the Length of Skills Description Field

This Costpoint release increases the length of the **Skill Description** (SKILL\_DESC) field in the Costpoint Skill (SKILL) table from 30 to **255** to match the size of corresponding field in Deltek Talent Management. This change is in preparation for a future enhancement that will allow you to transfer employee skills information from Costpoint to Deltek Talent Management.

To see the details of the affected screens, please see the People section.

## Buyer Dashboard

The Buyer Dashboard is a new feature within Costpoint Purchasing that will allow buyers to quickly access purchase orders (PO) with action changes requested by suppliers/vendors and update PO information.

### Patch and System JAR Requirements

These enhancements require the following:

- Costpoint 7.1.1 System JAR 050 (cp711\_sys\_050.zip)
- cp711\_cmnlb\_POMPOLIB\_005.zip

### Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application Name	Application ID	Application File
Materials	PO	Buyer Dashboard	PODBUYER	cp711_podbuyer_001.zip
Materials	PO	Manage Buyer Actions	POMBACT	cp711_pombact_001.zip

### Buyer Dashboard (PODBUYER)

This is a new application (**Materials » Purchasing » Dashboards/Actions » Buyer Dashboard » Parameters | Reports**) that buyers can use to view/update information relevant to their purchase orders (PO).

When you open the application, you will see the dashboard screen with information for the following five (5) dashparts:

- Pending Buyer Action (across Purchase Orders): Costpoint automatically populates this dashpart with bars that indicate the number of PO/delivery schedule lines (across multiple POs) in conditions that need buyer action. You can click the bar hyperlink to go to the Manage Buyer Actions (POMBACT) screen where the corresponding PO/PO lines are loaded. This dashpart has the following pending buyer actions:
  - Change Requests
  - Change Request Accepted
  - Change Request Rejected
  - Cancel Request

- Cancel Request Accepted
- Cancel Request Rejected
- Backorder Requests
- Substitution Requests



This dashpart is not available if you are not licensed for Supplier Portal.

- **Past Due Deliveries:** Costpoint automatically populates this dashpart with bars that indicate the number of days that the supplier is late in fulfilling the PO line order. You can click the bar hyperlink to go to the Manage Buyer Actions screen, where the corresponding PO/PO lines are loaded. By default, the ranges for this dashpart have been set to increments of 10 (for example, 10, 20, and 30, respectively, for ranges 1–3). You can set the ranges by clicking Parameters from the breadcrumb trail (**Materials » Purchasing » Dashboards/Actions » Buyer Dashboard » Parameters | Reports**) and define up to 10 ranges for this dashpart. Costpoint will only display those that have been defined, and you have the option to hide this dashpart.
- **Pending Release to Supplier (by Purchase Order):** This dashpart displays a list of POs that have at least one (1) PO line, with or without delivery schedule lines, that has not been released to the supplier. You can click the PO hyperlink to go to the Manage Buyer Actions screen, where the corresponding PO/PO lines are loaded for the selected PO.
- **Pending Buyer Action (by Purchase Order):** This dashpart displays a list of POs that have at least one (1) PO line or delivery schedule line with pending buyer action. You can click the PO hyperlink to go to the Manage Buyer Actions screen, where the corresponding PO/PO lines are loaded for the selected PO.



This dashpart is not available if you are not licensed for Supplier Portal..

- **Open Purchase Order:** This dashpart displays a list of POs that have at least one open PO line, regardless of the Last Action value. You can click the PO hyperlink to go to the Manage Buyer Actions screen, where the corresponding PO/PO lines are loaded for the selected PO.

The list of POs included in the dashparts is based on the following conditions:

- PO company matches that of the logged-in user.
- PO buyer ID matches that of the logged-in user.
- User ID of the logged-in user is validated for organization security authorization.
- PO line/delivery line action is not blank and based on current Action.
- PO line status is Open.

From the dashboard, you can click the hyperlink to go to the particular PO/line/delivery schedule line, and take the necessary action on the Manage Buyer Actions (POMBACT) screen; you can also add notes to suppliers. The actions you take and the notes you add are logged and saved as history of actions and associated notes, which you can go back to when needed.

### Manage Buyer Actions (POMBACT)

This is a new application (**Materials » Purchasing » Dashboards/Actions » Manage Buyer Actions**) that buyers are automatically taken to when they click the following buyer dashboard bars on the Buyer Dashboard screen.

- Pending Buyer Action (across Purchase Orders): If you open this screen by selecting a row from the list of POs in the Pending Buyer Action (across Purchase Order) dashpart, Costpoint loads all PO/delivery schedule lines (across multiple POs) in states that need buyer action.
- Pending Buyer Action (by Purchase Order): If you open this screen by selecting a row from the list of POs in the Pending Buyer Action (by Purchase Order) dashpart, Costpoint loads all PO lines for the selected PO with one of the following actions:
  - Change Request by Supplier
  - Change Request Accepted by Supplier
  - Change Request Rejected by Supplier
  - Cancel Request by Supplier
  - Cancel Request Accepted by Supplier
  - Cancel Request Rejected by Supplier
  - Backorder Request by Supplier
  - Substitution Request by Supplier

If the PO line has a delivery schedule, Costpoint loads multiple lines for each PO line along with quantities and due dates from the delivery schedule.

- Open Purchase Orders: If you open this screen by selecting a row from the list of POs in the Open Purchase Orders dashpart, Costpoint loads all PO lines with an open quantity and an order quantity greater than zero (0) for the selected PO, regardless of action.

If the PO line has zero order quantity, Costpoint loads the PO line with greater than zero (0) open amount.

- Pending Release to Supplier (by Purchase Orders): If you open this screen by selecting a row from the list of POs in the Pending Release to Supplier dashpart, Costpoint loads all POs with blank Last Action value. For PO lines with at least one delivery schedule row with Pending Supplier Acknowledgment (PSA) as new action, the rest of the delivery schedule lines with blank last action value will automatically change to PSA.
- Past Due Deliveries: This screen opens to the default settings discussed below. For more information on customizing the ranges, please see dashparts information as discussed in the Buyer Dashboard (Past Due Deliveries) section.
  - If you open this screen by selecting ≤ 10 bar on the dashboard, Costpoint loads all PO lines that match the company and buyer ID with that of the logged-in user that are ten (10) days or less overdue, and have an Open PO line status. PO lines with blank Action value are excluded. You can modify the number of days on this dashpart. If the PO line has a delivery schedule, Costpoint loads multiple lines for each PO line, along with quantities and due dates from the delivery schedule. Fields are non-editable except for the following conditional fields: **New Action, Proposed Order Qty, Proposed Amt, Proposed Due Date, and Notes.** Changes to any of the editable fields are automatically reflected on the Action History table upon save. In addition, if a delivery schedule exists, the New Action changes will apply to the delivery schedule line instead of the PO line. If a delivery schedule does not exist, then the **New Action** changes will apply to the PO line.
  - If you open this screen by selecting 11–20 bar on the dashboard, Costpoint loads all PO lines that match the company and buyer ID with that of the logged-in user that are 20 days or less, overdue and have an open PO line status. PO lines with blank Action value are excluded. You can modify the number of days on this dashpart. If the PO line has a delivery schedule, Costpoint loads multiple lines for each PO line, along with quantities and due dates from the delivery schedule. Fields are non-editable except for the following conditional fields: **New**



**Action, Proposed Order Qty, Proposed Amt, Proposed Due Date, and Notes.** Changes to any of the editable fields are automatically reflected on the Action History table upon save. In addition, if a delivery schedule exists, the New Action changes will apply to the delivery schedule line instead of the PO line. If a delivery schedule does not exist, then the **New Action** changes will apply to the PO line.

- If you open this screen by selecting 21-30 bar on the dashboard, Costpoint loads all PO lines that match the company and buyer ID with that of the logged-in user that are 30 days or less overdue and have an open PO line status. PO lines with blank Action value are excluded. You can modify the number of days on this dashpart. If the PO line has a delivery schedule, Costpoint loads multiple lines for each PO line, along with quantities and due dates from the delivery schedule. Fields are non-editable except for the following conditional fields: **New Action, Proposed Order Qty, Proposed Amt, Proposed Due Date, and Notes.** Changes to any of the editable fields are automatically reflected on the Action History table upon save. In addition, if a delivery schedule exists, the New Action changes will apply to the delivery schedule line instead of the PO line. If a delivery schedule does not exist, then the **New Action** changes will apply to the PO line.
- If you open this screen by selecting > 30 bar on the dashboard, Costpoint loads all PO lines that match the company and buyer ID with that of the logged-in user that are more than 30 days overdue and have an open PO line status. PO lines with blank Action value are excluded. You can modify the number of days on this dashpart. If the PO line has a delivery schedule, Costpoint loads multiple lines for each PO line, along with quantities and due dates from the delivery schedule. Fields are non-editable except for the following conditional fields: **New Action, Proposed Order Qty, Proposed Amt, Proposed Due Date, and Notes.** Changes to any of the editable fields are automatically reflected on the Action History table upon save. In addition, if a delivery schedule exists, the New Action changes will apply to the delivery schedule line instead of the PO line. If a delivery schedule does not exist, then the **New Action** changes will apply to the PO line.
- Email Alerts: When a buyer saves a new action information on the PO or delivery schedule line, the system generates an email notification to the supplier if the Supplier Portal Email Notification check box on the Manage Purchase Orders screen is selected. The sent emails will have hyperlinks to the PO, which will take them directly to the Manage Supplier Actions screen.

In addition, you can directly access the PO on the Manage Purchase Orders screen by clicking on the PO ID hyperlink from the Manage Buyer Actions screen.

The Action History subtask shows the history of any action change along with the communication notes. Costpoint displays all rows associated with the particular PO, release, and PO/delivery line regardless of the change order number. Information in this section is based on the changes made to the Action Information tab on the Manage Purchase Orders screen.

Buyers can select the following action options:

- Pending Supplier Acknowledgment: This option indicates that the PO line and all associated delivery schedule lines have been submitted to the supplier.
- Change Request by Buyer: This option indicates that there is a proposed change to the PO/delivery schedule line quantity/amount or due date.
- Change Request Accepted by Buyer: This option indicates that the buyer has accepted the change proposed by the supplier regarding the PO/delivery schedule line quantity/amount or due dates.
- Change Request Rejected by Buyer: This option indicates that the buyer has rejected the change proposed by the supplier regarding the PO/delivery schedule line quantity/amount or due dates.

- Cancel Request by Buyer: This option indicates that the buyer has requested a PO/delivery schedule line order cancellation.
- Cancel Request Accepted by Buyer: This option indicates that the buyer has accepted a PO/delivery schedule line order cancellation request made by the supplier.
- Cancel Request Rejected by Buyer: This option indicates that the buyer has rejected a PO/delivery schedule line order cancellation request made by the supplier.
- Backorder Request by Accepted by Buyer: This option indicates that the buyer has accepted the supplier's request to put the order on the PO/delivery schedule line on backorder.
- Backorder Request by Rejected by Buyer: This option indicates that the buyer has rejected the supplier's request to put the order on the PO/delivery schedule line on backorder.
- Substitution Request Accepted by Buyer: This option indicates that the buyer has accepted the supplier's request to substitute a different part other than what was on the PO line.
- Substitution Request Rejected by Buyer: This option indicates that the buyer has accepted the supplier's request to substitute a different part other than what was on the PO line.



The Change Order – Pending Supplier Acknowledgment action is not immediately available in the options. The system automatically reflects this action when the buyer implements the changes via the **Implement Action Changes** button at the PO header level, after you manually created a change order.

This action option is also automatically reflected in the system when the buyer manually creates a change order (via the Create Purchase Order Change Orders screen) and manually updates the order quantity/amount or due date on a PO line or delivery schedule. This only applies to PO lines (or delivery schedule lines) that have been modified after creating the change order.

The Updated by Buyer action is not immediately available in the options. The system automatically reflects this action when the buyer implements the changes via the **Implement Action Changes** button at the PO header level, without manually creating a change order.

This action option is also automatically reflected in the system when the buyer manually changes the order quantity, amount, or due date on a PO line or delivery schedule, without manually creating a change order

## Supplier Portal: Phase 1

The Supplier Portal is a new feature within Costpoint that will allow suppliers to quickly access purchase orders (PO) issued by buyers. This will also help companies to streamline communications between their purchasing departments and their suppliers, vendors, and subcontractors. The portal will be designed and developed in the following phases:

- Post-Award Management
- Invoice Management
- Pre-Award Management

For the first phase of the feature, suppliers and buyers can use the portal to communicate, attach documents, and enable email notifications to alert them when actions are needed to be done in the portal. The supplier portal will have dashparts that will give suppliers and buyers a view of purchase orders (PO) that require actions, as well as upcoming, late, or cancelled orders.

Costpoint customers need to have a license for the new Supplier Portal module to enable this feature. Once the feature is enabled, Costpoint prime customers need to provide their suppliers rights to access the Supplier Portal on the Manage Users (SYMUSR) screen.

## Patch and System JAR Requirements

These enhancements require the following:

- Costpoint 7.1.1 System JAR 048 (cp711\_sys\_048.zip)
- PATCH3503
- PATCH3523
- PATCH5124
- PATCH5126
- PATCH7154

## Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application Name	Application ID	Application File
Materials	SP	Supplier Portal Dashboard	SPDSP	cp711_spdsp_002.zip
Materials	SP	Manage Supplier Actions	SPMSPACT	cp711_spmspact_002.zip
Administration	SY	Setup Company	SYPCOMP	cp711_sypcomp_024.zip
Administration	SY	Manage Users	SYMUSR	cp711_symusr_017.zip
Materials	MM	Manage Purchase Orders	POMMAIN	cp711_pommain_042.zip
Materials	MM	Configure Purchasing Settings	POMSET	cp711_pomset_007.zip
Materials	MM	Manage Buyers	POMBUY	cp711_pombuy_007.zip
Materials	MM	Expedite Purchase Orders	POMEXPD	cp711_pomexpd_013.zip
Materials	MM	Create Blanket Purchase Order Releases	POMRELS	cp711_pomrels_024.zip
Materials	MM	View Purchase Orders	POQSTAT	cp711_poqstat_017.zip
Materials	MM	View Purchase Order Change Orders	POQCHNG	cp711_poqchng_009.zip
Materials	MM	Create Purchase Order Change Orders	POMCHNG	cp711_pomchng_016.zip
Materials	MM	Archive Purchase Orders	POPARCH	cp711_poparch_014.zip

## Administration Domain

This section includes summaries of the changes made in relation with the Supplier Portal Phase I feature within the Costpoint Administration domain.

### Manage Users (SYMUSR)

This application has two new fields:

- **Supplier Portal Vendor:** Use this field to indicate the supplier portal vendor ID linked to the user ID for a corresponding company.
- **Supplier Portal Vendor Name:** This field indicates the supplier portal vendor name corresponding to the vendor ID linked to the user ID for a corresponding company.

You can use these new fields to retrieve the appropriate purchase orders (PO) when loading the Supplier Portal dashboard (SPDSP) application.

These fields are visible only to users who are licensed for Supplier Portal.

### Set Up Company (SYPCOMP)

This application copies the values of the new check boxes on the Configure Purchasing Settings screen, **Email Notification** and **Allow Edit** in the **Supplier Portal** group box, from the original company when you create a new company from an existing company.

### View Help About (SYMABOUT)

The Features subtask of the View Help About (SYMABOUT) screen now includes this feature.

## Materials Domain

This section includes summaries of the changes made in relation with the Supplier Portal Phase I feature within the Costpoint Materials domain.

### Supplier Portal Dashboard (SPDSP)

This is a new application (**Materials » Supplier Portal » Dashboards/Actions » Supplier Portal Dashboard**) that suppliers can use to see a snapshot of and/or update information regarding their purchase orders (PO).

Suppliers can access the portal via the Costpoint login screen. Costpoint prime customer will provide them with login credentials such as a user ID tied to a vendor ID, which in turn, is tied to applicable POs. This screen is under the new Supplier Portal module of the Materials domain and requires a license to access it.



Supplier Portal users do not have to have Costpoint installed..

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Upon login, suppliers will see the dashboard screen with information for the following five (5) dashparts:

- **Pending Supplier Action (across Purchase Orders):** Costpoint automatically populates this dashpart with bars that indicate the number of PO lines (across multiple POs) in states that need supplier action. You can click the bar hyperlink to go to the Manage Supplier Actions (SPMSPACT) screen where the corresponding PO/PO lines are loaded. You can select whether to display or hide any of the bars on the dashpart.

- **Past Due Deliveries:** Costpoint automatically populates this dashpart with bars that indicate the number of days that the supplier is late in fulfilling the PO line order. You can click the bar hyperlink to go to the Manage Supplier Actions screen, where the corresponding PO/PO lines are loaded. By default, the ranges for this dashpart have been set to increments of 10 (for example, 10, 20, and 30, respectively, for ranges 1–3). You can set the ranges by clicking **Parameters** from the breadcrumb trail (**Materials » Supplier Portal » Dashboards/Actions » Supplier Portal Dashboard » Parameters » Reports**) and define up to 10 ranges for this dashpart. Costpoint will only display those that have been defined, and you have an option to hide this dashpart.
- **Upcoming Deliveries:** Costpoint automatically populates this dashpart with bars that indicate upcoming deliveries so that the supplier can take the necessary actions to ensure on-time delivery. You can click the bar hyperlink to go to the Manage Supplier Actions screen, where the corresponding PO/PO lines are loaded. By default, the ranges for this dashpart have been set to increments of 5, 10, and 20, respectively, for ranges 1–3. You can set the ranges by clicking **Parameters** from the breadcrumb trail (**Materials » Supplier Portal » Dashboards/Actions » Supplier Portal Dashboard » Parameters » Reports**) and define up to 10 ranges for this dashpart. Costpoint will only display those that have been defined, and you have an option to hide this dashpart.
- **Pending Supplier Action (by Purchase Order):** This dashpart displays a list of POs that have at least one (1) PO line or delivery schedule line with pending supplier action. You can click the PO hyperlink to go to the Manage Supplier Actions screen, where the corresponding PO/PO lines are loaded for the selected PO.
- **Open Purchase Order:** This dashpart displays a list of POs that have at least one open PO line, regardless of the **Last Action** value. You can click the PO hyperlink to go to the Manage Supplier Actions screen, where the corresponding PO/PO lines are loaded for the selected PO.

The list of POs included in the dashparts is based on the following query conditions:

- PO company matches that of the logged-in user.
- PO supplier ID matches that of the logged-in user.
- PO line/delivery line action is not blank and based on current Action.
- PO line status is Open.
- (New Orders) PO header Released Date ≤ Current Date.

From the dashboard, suppliers can click the hyperlink to go to the particular PO/line/delivery schedule line, and take the necessary action on the Manage Supplier Actions (SPMSPACT) screen.

Suppliers can also add notes, via this portal, to save communications with the buyer.

### Manage Supplier Actions (SPMSPACT)

This is a new application (**Materials » Supplier Portal » Dashboards/Actions » Manage Supplier Actions**) that suppliers will be automatically taken to when they click the Supplier Portal dashboard bars. This screen is under the new Supplier Portal module of the Materials domain and requires a license to access it.

- **Pending Supplier Action (across Purchase Orders)**
  - **New Orders:** If you click the **New Orders** bar on the Supplier Portal dashboard, Costpoint loads all PO lines or delivery schedule lines that meet the set query conditions. If the PO line has a delivery schedule, Costpoint loads multiple lines for each PO line, along with quantities and due dates from the delivery schedule. Fields are non-editable except for the following conditional fields: **New Action**, **Proposed Order Qty**, **Proposed Amt**, **Proposed Due Date**, and **Notes**. Changes to any of the editable fields are automatically reflected on the Action

History table upon save. In addition, if a delivery schedule exists, the **New Action** changes will apply to the delivery schedule line instead of the PO line. If a delivery schedule does not exist, then the **New Action** changes will apply to the PO line.

- **Change Requests:** If you click the **Change Requests** bar on the Supplier Portal dashboard, Costpoint loads all PO lines or delivery schedule lines that meet the set query conditions. If the PO line has a delivery schedule, Costpoint loads multiple lines for each PO line, along with quantities and due dates from the delivery schedule. Fields are non-editable except for the following conditional fields: **New Action**, **Proposed Order Qty**, **Proposed Amt**, **Proposed Due Date**, and **Notes**. Changes to any of the editable fields are automatically reflected on the Action History table upon save. In addition, if a delivery schedule exists, the **New Action** changes will apply to the delivery schedule line instead of the PO line. If delivery schedule does not exist, then the **New Action** changes will apply to the PO line.
- **Change Request Rejected:** If you click the **Change Request Rejected** bar on the Supplier Portal dashboard, Costpoint loads all PO lines or delivery schedule lines that meet the set query conditions. If the PO line has a delivery schedule, Costpoint loads multiple lines for each PO line, along with quantities and due dates from the delivery schedule. Fields are non-editable except for the following conditional fields: **New Action**, **Proposed Order Qty**, **Proposed Amt**, **Proposed Due Date**, and **Notes**. Changes to any of the editable fields are automatically reflected on the Action History table upon save. In addition, if a delivery schedule exists, the **New Action** changes will apply to the delivery schedule line instead of the PO line. If delivery schedule does not exist, then the **New Action** changes will apply to the PO line.
- **Cancel Request:** If you click the **Cancel Request** bar on the Supplier Portal dashboard, Costpoint loads all PO lines or delivery schedule lines that meet the set query conditions. If the PO line has a delivery schedule, Costpoint loads multiple lines for each PO line, along with quantities and due dates from the delivery schedule. Fields are non-editable except for the following conditional fields: **New Action**, **Proposed Order Qty**, **Proposed Amt**, **Proposed Due Date**, and **Notes**. Changes to any of the editable fields are automatically reflected on the Action History table upon save. In addition, if a delivery schedule exists, the **New Action** changes will apply to the delivery schedule line instead of the PO line. If delivery schedule does not exist, then the **New Action** changes will apply to the PO line.
- **Cancel Request Rejected:** If you click the **Cancel Request Rejected** bar on the Supplier Portal dashboard, Costpoint loads all PO lines or delivery schedule lines that meet the set query conditions. If the PO line has a delivery schedule, Costpoint loads multiple lines for each PO line, along with quantities and due dates from the delivery schedule. Fields are non-editable except for the following conditional fields: **New Action**, **Proposed Order Qty**, **Proposed Amt**, **Proposed Due Date**, and **Notes**. Changes to any of the editable fields are automatically reflected on the Action History table upon save. In addition, if a delivery schedule exists, the **New Action** changes will apply to the delivery schedule line instead of the PO line. If delivery schedule does not exist, then the **New Action** changes will apply to the PO line.
- **Backorder Request Accepted:** If you click the **Backorder Request Accepted** bar on the Supplier Portal dashboard, Costpoint loads all PO lines or delivery schedule lines that meet the set query conditions (across multiple POs). This means that the buyer has accepted the request for a PO line or delivery schedule line to be put on backorder due to fulfillment issues. This is for information purposes only.
- **Backorder Request Rejected:** If you click the **Backorder Request Rejected** bar on the Supplier Portal dashboard, Costpoint loads all PO lines or delivery schedule lines that meet the set query conditions (across multiple POs). This means that the buyer has rejected the request for a PO line or delivery schedule line to be put on backorder due to fulfillment issues. The supplier must review and either acknowledge the rejection, or take further action.



- **Substitution Request Accepted:** If you click the **Substitution Request Accepted** bar on the Supplier Portal dashboard, Costpoint loads all PO lines or delivery schedule lines that meet the set query conditions (across multiple POs). This means that the buyer has accepted the request made by the vendor to supply a different part as a replacement for the original PO line part. The supplier can then ship the part agreed.
- **Substitution Request Rejected:** If you click the **Substitution Request Rejected** bar on the Supplier Portal dashboard, Costpoint loads all PO lines or delivery schedule lines that meet the set query conditions (across multiple POs). This means that the buyer has rejected the request made by the vendor to supply a different part as a replacement for the original PO line part. The supplier must review and either acknowledge the rejection, or take further action.
- **Pending Supplier Action (by Purchase Order):** If this screen is opened by selecting a row from the list of POs in the Pending Suppliers Action (by Purchase Order) dashboard option, Costpoint loads all PO lines for the selected PO having one of the following actions:
  - Backorder Request Accepted by Buyer
  - Backorder Request Rejected by Buyer
  - Cancel Request by Buyer
  - Cancel Request Rejected by Buyer
  - Change Request by Buyer
  - Change Request Rejected by Buyer
  - Substitution Request Accepted by Buyer
  - Substitution Request Rejected by Buyer
  - Pending Supplier Acknowledgment
  - Updated by Buyer
  - Change Order – Pending Supplier Acknowledgment



The **Change Order – Pending Supplier Acknowledgment** action is not available in the drop-down list. The system automatically inserts this action when the buyer implements the changes via the **Implement Action Changes** button at the PO header level, after first manually creating a change order.

This is also automatically inserted by the system when the buyer manually creates a change order (via the Create Purchase Order Change Orders screen) and manually updates the order quantity/amount or due date on a PO line or delivery schedule. This only applies to those PO lines (or delivery schedule lines) that have been modified after creating the change order



The **Updated by Buyer** action is not available in the drop-down list. The system automatically inserts this action when the buyer implements the changes via the **Implement Action Changes** button at the PO header level, without first manually creating a change order.

This is also automatically inserted by the system when the buyer manually changes the order quantity, amount, or due date on a PO line or delivery schedule without first creating a change order.

If the PO line has a delivery schedule, Costpoint loads multiple lines for each PO line along with quantities and due dates from the delivery schedule. If a delivery schedule exists, the **New Action** changes will apply to the delivery schedule line instead of the PO line. If delivery schedule does not exist, then the **New Action** changes will apply to the PO line.

- **Past Due Deliveries:** This screen opens to the default settings discussed below. For more information on customizing the ranges, please see dashparts information as discussed on the Supplier Portal Dashboard section.
- If this screen is opened by selecting  $\leq 10$  bar on the dashboard, Costpoint loads all PO lines that match the company and supplier ID with that of the logged-in user,  $[\text{Current Date} - \text{Due Date}] \leq 10$  days, and PO line status = Open. PO lines with Action = blank are excluded. The user can modify the number of days on this dashpart. If the PO line has a delivery schedule, Costpoint loads multiple lines for each PO line, along with quantities and due dates from the delivery schedule. Fields are non-editable except for the following conditional fields: **New Action, Proposed Order Qty, Proposed Amt, Proposed Due Date, and Notes**. Changes to any of the editable fields are automatically reflected on the Action History table upon save. In addition, if a delivery schedule exists, the **New Action** changes will apply to the delivery schedule line instead of the PO line. If delivery schedule does not exist, then the **New Action** changes will apply to the PO line.
- If this screen is opened by selecting 12–20 bar on the dashboard, Costpoint loads all PO lines that match the company and supplier ID with that of the logged-in user,  $10 < [\text{Current Date} - \text{Due Date}] \leq 20$  days, and PO line status = Open. PO lines with Action = blank are excluded. The user can modify the number of days on this dashpart. If the PO line has a delivery schedule, Costpoint loads multiple lines for each PO line, along with quantities and due dates from the delivery schedule. Fields are non-editable except for the following conditional fields: **New Action, Proposed Order Qty, Proposed Amt, Proposed Due Date, and Notes**. Changes to any of the editable fields are automatically reflected on the Action History table upon save. In addition, if a delivery schedule exists, the **New Action** changes will apply to the delivery schedule line instead of the PO line. If delivery schedule does not exist, then the **New Action** changes will apply to the PO line.
- If this screen is opened by selecting  $> 20$  bar on the dashboard, Costpoint loads all PO lines that match the company and supplier ID with that of the logged-in user,  $20 < [\text{Current Date} - \text{Due Date}] \leq 30$  days, and PO line status = Open. PO lines with Action = blank are excluded. The user can modify the number of days on this dashpart. If the PO line has a delivery schedule, Costpoint loads multiple lines for each PO line, along with quantities and due dates from the delivery schedule. Fields are non-editable except for the following conditional fields: **New Action, Proposed Order Qty, Proposed Amt, Proposed Due Date, and Notes**. Changes to any of the editable fields are automatically reflected on the Action History table upon save. In addition, if a delivery schedule exists, the **New Action** changes will apply to the delivery schedule line instead of the PO line. If delivery schedule does not exist, then the **New Action** changes will apply to the PO line.
- If this screen is opened by selecting  $> 30$  bar on the dashboard, Costpoint loads all PO lines that match the company and supplier ID with that of the logged-in user,  $[\text{Current Date} - \text{Due Date}] > 30$  days, and PO line status = Open. PO lines with Action = blank are excluded. The user can modify the number of days on this dashpart. If the PO line has a delivery schedule, Costpoint loads multiple lines for each PO line, along with quantities and due dates from the delivery schedule. Fields are non-editable except for the following conditional fields: **New Action, Proposed Order Qty, Proposed Amt, Proposed Due Date, and Notes**. Changes to any of the editable fields are automatically reflected on the Action History table upon save. In addition, if a delivery schedule exists, the **New Action** changes will apply to the delivery schedule line instead of the PO line. If delivery schedule does not exist, then the **New Action** changes will apply to the PO line.
- **Upcoming Deliveries:** This screen opens to the default settings discussed below. For more information on customizing the ranges, please see dashparts information as discussed on the Supplier Portal Dashboard section.



- ≤ 5 Days: If this screen is opened by selecting ≤ 5 bar on the dashboard, Costpoint loads all PO lines that match the company and supplier ID with that of the logged-in user, [Due Date - Current Date] ≤ 5 days, and PO line status = Open. PO lines with Action = blank are excluded. The user can modify the number of days on this dashpart. If the PO line has a delivery schedule, Costpoint loads multiple lines for each PO line, along with quantities and due dates from the delivery schedule. Fields are non-editable except for the following conditional fields: **New Action**, **Proposed Order Qty**, **Proposed Amt**, **Proposed Due Date**, and **Notes**. Changes to any of the editable fields are automatically reflected on the Action History table upon save. In addition, if a delivery schedule exists, the **New Action** changes will apply to the delivery schedule line instead of the PO line. If delivery schedule does not exist, then the **New Action** changes will apply to the PO line.
- 6–10 Days: If this screen is opened by selecting 6–10 bar on the dashboard, Costpoint loads all PO lines that match the company and supplier ID with that of the logged-in user, 6 < [Due Date - Current Date] ≤ 10 days, and PO line status = Open. PO lines with Action = blank are excluded. The user can modify the number of days on this dashpart. If the PO line has a delivery schedule, Costpoint loads multiple lines for each PO line, along with quantities and due dates from the delivery schedule. Fields are non-editable except for the following conditional fields: **New Action**, **Proposed Order Qty**, **Proposed Amt**, **Proposed Due Date**, and **Notes**. Changes to any of the editable fields are automatically reflected on the Action History table upon save. In addition, if a delivery schedule exists, the **New Action** changes will apply to the delivery schedule line instead of the PO line. If delivery schedule does not exist, then the **New Action** changes will apply to the PO line.
- 11–20 Days: If this screen is opened by selecting 11–20 bar on the dashboard, Costpoint loads all PO lines that match the company and supplier ID with that of the logged-in user, 10 < [Due Date - Current Date] ≤ 20 days, and PO line status = Open. PO lines with Action = blank are excluded. The user can modify the number of days on this dashpart. If the PO line has a delivery schedule, Costpoint loads multiple lines for each PO line, along with quantities and due dates from the delivery schedule. Fields are non-editable except for the following conditional fields: **New Action**, **Proposed Order Qty**, **Proposed Amt**, **Proposed Due Date**, and **Notes**. Changes to any of the editable fields are automatically reflected on the Action History table upon save. In addition, if a delivery schedule exists, the **New Action** changes will apply to the delivery schedule line instead of the PO line. If delivery schedule does not exist, then the **New Action** changes will apply to the PO line.
- > 20 Days: If this screen is opened by selecting >20 bar on the dashboard, Costpoint loads all PO lines that match the company and supplier ID with that of the logged-in user, [Due Date - Current Date] >20 days, and PO line status = Open. PO lines with Action = blank are excluded. The user can modify the number of days on this dashpart. If the PO line has a delivery schedule, Costpoint loads multiple lines for each PO line, along with quantities and due dates from the delivery schedule. Fields are non-editable except for the following conditional fields: **New Action**, **Proposed Order Qty**, **Proposed Amt**, **Proposed Due Date**, and **Notes**. Changes to any of the editable fields are automatically reflected on the Action History table upon save. In addition, if a delivery schedule exists, the **New Action** changes will apply to the delivery schedule line instead of the PO line. If delivery schedule does not exist, then the **New Action** changes will apply to the PO line.
- Open Purchase Orders: If this screen is opened by selecting a row from the list of POs in the Open Purchase Orders dashboard option, Costpoint loads all PO lines with an open quantity and an order quantity greater than zero (0) for the selected PO, regardless of action.

If the PO line has zero order quantity, Costpoint loads the PO line with greater than zero (0) open amount.

If the PO line has a delivery schedule, Costpoint loads multiple lines for each PO line along with quantities and due dates from the delivery schedule.

If the PO line has a delivery schedule, Costpoint loads multiple lines for each PO line along with quantities and due dates from the delivery schedule. Fields are non-editable except for the following conditional fields: **New Action**, **Proposed Order Qty**, **Proposed Amt**, **Proposed Due Date**, and **Notes**. Changes to any of the editable fields are automatically reflected on the Action History table upon save. In addition, if a delivery schedule exists, the **New Action** changes will apply to the delivery schedule line instead of the PO line. If delivery schedule does not exist, then the **New Action** changes will apply to the PO line.

- **Email Alerts:** If a buyer selected the **Supplier Portal Email Notification** check box on the Manage Purchase Orders screen, Costpoint automatically generates an email notification to the buyer. Email notifications are sent to the email address associated with the PO header buyer's employee ID (this email address is the same email address saved on the Manage Employee Information screen) whenever a supplier saves a new action information on the PO line or delivery schedule line. If a supplier changed and saved multiple POs with the same buyer, PO, or delivery lines, Costpoint sends one (1) email per PO. The same is true for multiple POs with different buyers. Included in the email notification is the link to the PO that takes the buyer directly to the Manage Buyer Actions screen to automatically query the referenced PO.
- The Action History subtask shows the history of any action change along with the communication notes. Costpoint displays all rows associated with the particular PO, release, and PO/delivery line regardless of the change order number. Information in this section based on the changes made to the Action Information tab on the Manage Purchase Orders screen.

Costpoint only uploads POs with vendor IDs that match the vendor ID on the company into which the user is logged into.

The following action options are available to suppliers:

- **Acknowledged by Supplier:** This option indicates that the PO line order quantity/amount and due date are acceptable.
- **Change Request by Supplier:** This option indicates that there is a proposed change to the PO line quantity/amount or due dates.
- **Change Request Accepted by Supplier:** This option indicates that the supplier has accepted the change proposed by the buyer regarding the PO line quantity/amount or due dates.
- **Change Request Rejected by Supplier:** This option indicates that the supplier has rejected the change proposed by the buyer regarding the PO line quantity/amount or due dates.
- **Cancel Request by Supplier:** This option indicates that the supplier has requested a PO line order cancellation.
- **Cancel Request Accepted by Supplier:** This option indicates that the supplier has accepted a PO line order cancellation request made by the buyer.
- **Cancel Request Rejected by Supplier:** This option indicates that the supplier has rejected a PO line order cancellation request made by the buyer.
- **Backorder Request by Supplier:** This option indicates that the supplier has requested a backorder for a PO line order due to fulfillment issues.
- **Substitution Request by Supplier:** This option indicates that the supplier has requested permission to substitute a different part other than what was on the PO line.

### Manage Purchase Orders (POMMAIN)

The following are the changes to this screen:

- This screen now has the **Implement Action Changes** button to implement changes proposed through the supplier portal. This button is visible only to users who are licensed for Supplier Portal.
  - Clicking this button, without creating a new change order, updates all qualified PO and delivery schedule lines with the latest proposed quantity, amount, and due date. The updates are reflected in the **Action** field as **Updated by Buyer**, and the supplier can then acknowledge the updates, if necessary.
  - Depending on the company's system, if a change order is needed before implementing action changes, the buyer creates a change order on the Create Purchase Order Change Orders screen, and before clicking **Implement Action Changes** by querying the PO on the Manage Purchase Orders screen. This action updates all PO and delivery schedule lines with the latest proposed quantity, amount, and due date. The updates are reflected in the **Action** field as **Change Order – Pending Supplier Acknowledgment**, and the supplier can then acknowledge the updates.
  - The buyer can also manually make the changes to the PO or delivery schedule lines as per usual. The updates are reflected in the **Action** field as **Updated by Buyer**, and the supplier can then acknowledge the updates.
- If you create a new release order by clicking the **Create Blanket PO Release**, the Action Information tab will behave similar to the logic of dealing with a new PO.
- If the user is licensed for Supplier Portal, and the **Released to Vendor** check box is selected:
  - All PO lines and associated delivery schedule lines (if any) are accessible in the portal.
  - All PO lines that currently have blank values in the **Last Action** field are loaded with **New Action = Pending Supplier Acknowledgment**. Delivery schedules associated with the PO line and with a blank **New Action** field will also be updated with the **New Action** value.
  - Additional PO lines will have **Pending Supplier Acknowledgment** as **New Action** default.
  - Additional delivery schedule row will have **Pending Supplier Acknowledgment** as **New Action** default.
- If the user is licensed for Supplier Portal, and the **Released to Vendor** check box is not selected:
  - The **New Action** field is enabled for PO lines with associated delivery schedule rows and if the current value of the PO line **Last Action** is blank. The **New Action** field is disabled for the associated delivery schedule rows of the PO line.



The PO line **New Action** field is always enabled if there are no delivery schedule lines associated with the PO line.

- Manually releasing a PO line to the supplier by changing the **New Action** from blank to **Pending Supplier Acknowledgment**, automatically, releases as well all associated delivery schedule rows for the PO line.
- An additional PO line will have a blank **New Action** field, and the buyer has the option to release the PO line (together with any associated new delivery schedule lines with a disabled **New Action** field) to the supplier by selecting **New Action = Pending Supplier Acknowledgment**.
- An additional delivery schedule row for a previously released PO line will have **New Action = Pending Supplier Acknowledgment**. An additional delivery schedule row for an unreleased PO line will have a disabled **New Action** field.

- This screen has a new Email Address field to store the email address of the contact to whom supplier portal-related alerts will be sent.
- This screen has a new **Supplier Portal Email Notification** check box for sending email alerts to the supplier whenever there are portal information changes made by the buyer. This check box initially defaults its value from the **Supplier Portal Email Notification** check box associated with the PO header buyer. If the **Allow Edit** check box is selected on the Configure Purchasing Settings screen, then the **Supplier Portal Email Notification** check box on the PO header is editable; otherwise, **Supplier Portal Email Notification** is disabled. If the **Supplier Portal Email Notification** check box is not selected, the supplier will not receive email alerts.

This option is only available to users who are licensed for Supplier Portal.

- This screen has a new Action Information tab (PO line and Delivery Schedule subtask) with fields that can be updated by the buyer and allow faster communication with the supplier.
  - Changes made on this tab are saved in the Action History subtask and made available to suppliers in the Supplier Portal where suppliers can then take the necessary action. The last action taken and the most recent proposed changes are reflected on the PO line (PO/Rlse/PO line/delivery schedule line).

This option is only available to users who are licensed for Supplier Portal.

- On the **New Action** field drop-down list, the buyer can select standard actions to take in relation to the supplier portal. In addition, the buyer can enter proposed changes in quantity, amount, or due dates, along with notes entered.
- This screen has a new Action History subtask linked to the PO line/delivery schedule to access action history information for the PO/rlse/PO line/delivery schedule line. This option is only available to users who are licensed for Supplier Portal.

### Configure Purchasing Settings (POMSET)

This screen has a new **Supplier Portal** group box, with **Email Notification** and **Allow Edit** check boxes, which can be used to enable sending of email alerts between the supplier and the buyer whenever there are action changes related to the POs in the supplier portal. The value of the **Email Notification** check box from this screen is reflected on new buyers created on the Manage Buyers screen. The value of the **Allow Edit** check box from this screen indicates whether the supplier portal email notification is editable or non-editable on the Manage Buyers and Manage Purchase Orders screens.

These fields are visible only to users who are licensed for Supplier Portal.

### Manage Buyers (POMBUY)

This screen has a new **Supplier Portal** group box with an **Email Notification** check box. The value of this check box initially defaults to the **Email Notification** check box on the Configure Purchasing Settings screen, and this applies to new POs and buyers. If the **Allow Edit** check box is selected on the Configure Purchasing Settings screen, then the **Email Notification** check box is editable; otherwise, **Email Notification** is disabled.

This field is visible only to users who are licensed for Supplier Portal.

### Create Blanket Purchase Order Releases (POMRELS)

The child table window and the Delivery Schedule subtask now have the Action Information tab to indicate that the release line is ready for the supplier to view. The tab has two fields, **Action** and **Notes**. For a new release where the line is not yet ready for the supplier, the **Action** field defaults to blank. The buyer can later change this to **Pending Supplier Acknowledgment** when it is ready. If the buyer leaves

the **Action** field blank, this can be changed on the Manage Purchase Orders or on the Expedite Purchase Orders screen. In the **Notes** field, the buyer can enter any free-form text to communicate to the supplier.

You can review and access all changes you make on this tab through the Action History subtask on the PO line and Delivery Schedule subtask across Costpoint.

### Expedite Purchase Orders (POMEXPD)

The following are the changes to this screen:

- This screen has a new Action Information tab (PO line and Delivery Schedule subtask) with fields that can be updated by the buyer and allow faster communication with the supplier.
- Changes made on this tab are saved in the Action History subtask and made available to suppliers in the Supplier Portal where suppliers can then take the necessary action. The last action taken and the most recent proposed changes are reflected the PO line (PO/Rlse/PO line/delivery schedule line). This option is only available if you are licensed for Supplier Portal.
- On the **New Action** field drop-down list, the buyer can select standard actions to take in relation to the supplier portal. In addition, the buyer can enter proposed changes in quantity, amount, or due dates, along with notes entered.
- This screen has a new Action History subtask to allow access to the action history information for the PO/Rlse/PO line/delivery schedule line.

### Create Purchase Order Change Orders (POMCHNG)

This application now copies supplier portal-related information to the history table whenever a change order is created, and the screen option to Save Existing Change Order to History File is selected.

### View Purchase Order Status (POQSTAT)

This screen has a new Action History subtask that shows the history of any action change along with the communication notes. Costpoint displays all rows associated with the particular PO, release, and PO/delivery line regardless of the change order number. The information in this section is based on the changes made to the Action Information tab of the Manage Purchase Orders screen.

### View Purchase Order Change Orders (POQCHNG)

This screen has several new Action History subtasks that allow access to the action history information associated with the current or old change order for the PO/Rlse/PO line/delivery schedule line on the following:

- Current CO Line
- Old CO Line
- Current CO Line/Delivery Schedule
- Old CO Line/Delivery Schedule
- Compare Cos (Current CO Line)
- Compare Cos (Old CO Line)
- Compare Cos (Current CO Line/Delivery Schedule)
- Compare Cos (Old CO Line/Delivery Schedule)



The Action History subtask is visible only to users who are licensed for Supplier Portal.

### Archive Purchase Orders (POPARCH)

This screen has a new **PO Line Action History** check box to copy the action history information of the PO lines to the corresponding tables.

## Support for Supplier Portal Feature

A new patch is released to support the Supplier Portal feature in Costpoint.

### System Requirements

This enhancement requires PATCH3503.

## Control of QC Fields in Purchase Order Receipts

Currently in Costpoint, you can edit specific fields on the purchase order (PO), even after initial receipt, such as QC Inspection Required field. The initial values of these fields are not maintained on the receiving screen, which causes a discrepancy in the status if the values are changed after the fact.

The above concern, which affects audit requirements, paved the way for this enhancement. This enhancement will allow the maintenance of the value at the time of receipt and not flow down changes made at the PO line level to the PO receipt. This ensures that changes made at the PO level will only apply to future receipts to that PO line level.

### Patch and System JAR Requirements

These enhancements require the following:

- Costpoint 7.1.1 System JAR 047 (cp711\_sys\_047.zip)
- PATCH3531
- PATCH3544

### Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application Name	Application ID	Application File
Administration	SY	Set Up Company	SYPCOMP	cp711_sypcomp_023.zip
Materials	MM	Configure Purchasing Settings	POMSET	cp711_pomset_006.zip
Materials	MM	Manage Purchase Orders	POMMAIN	cp711_pommain_041.zip

Domain	Module	Application Name	Application ID	Application File
Materials	MM	Manage Purchase Order Receipts	RCMPORC	cp711_rcmporc_027.zip
Materials	MM	Manage Quality Control Inspections	RCMINSP	cp711_rcminsp_026.zip
Materials	MM	Print Receipt Traveler	RCRTRVLR	cp711_rcrtrvlr_013.zip
Materials	MM	Print Pending Inspection Report	RCRPINSP	cp711_rcrpinsp_006.zip
Materials	MM	View Purchase Order Status	POQSTAT	cp711_cmplib_MMQSTATLIB_002.zip
Materials	MM	Archive Purchase Orders	POPARCH	cp711_poparch_013.zip
Materials	MM	View Purchase Requisition Status	PPQRQSTS	cp711_ppqrqsts_013.zip
Materials	MM	Import Purchase Orders	AOPUTLPO	cp711_aoputlpo_026.zip
Materials	MM	Import Purchase Order Receipts	AOPRCPRE	cp711_aoprcpre_011.zip
Materials	MM	Export Project Manufacturing Data	LDPEXPM	cp711_ldpexpm_013.zip

## Administration Domain

This section includes summaries of the changes made in relation to the Control of Quality Control Fields in Purchase Order Receipts feature within the Costpoint Administration domain.

### Set Up Company (SYPCOMP)

Costpoint now copies the value for the new option, **Allow Changes to Quality Requirements on PO Lines with Received Quantities**, from the original company when you create a new company and you copy from an existing company.

## Materials Domain

This section includes summaries of the changes made in relation to the Control of Quality Control Fields in Purchase Order Receipts feature within the Costpoint Materials domain.



### Configure Purchasing Settings (POMSET)

Costpoint has a new check box, **Allow Changes to Quality Requirements on PO Lines with Received Quantities**, as an option to allow or disallow changes to quality-related fields on a purchase order (PO) line when there are received quantities against the PO line.

If this check box is selected, it indicates that changes are allowed to quality-related fields on a purchase order (PO) line (**QC Inspection Required**, **Source Inspection Required**, and **Certificate of Conformance Required**) even when PO receipts exist and PO line receipt quantity is greater than zero.

If this check box is cleared, it indicates that changes are not allowed to quality-related fields on a purchase order (PO) line once receipt is saved and PO line receipt quantity is greater than zero.

Any changes made to the quality-related fields apply only to subsequent new receipts. Existing receipts will retain the value that was applicable at the time of the receipt.

### Manage Purchase Orders (POMMAIN)

The following are the changes to this application:

- Costpoint now checks if the **Allow Changes to Quality Requirements on PO Lines with Received Quantities** check box is selected on the Configure Purchasing Settings (POMSET) screen. If this check box is selected, Costpoint allows changes to quality-related fields on a PO line (**QC Inspection Required**, **Source Inspection Required**, and **Certificate of Conformance Required**) even when PO receipts exist and PO line receipt quantity is greater than zero.
- Costpoint now checks if the **Allow Changes to Quality Requirements on PO Lines with Received Quantities** check box is cleared on the Configure Purchasing Settings (POMSET) screen. If this check box is cleared, Costpoint will not allow changes to quality-related fields on a purchase order (PO) line (**QC Inspection Required**, **Source Inspection Required** and **Certificate of Conformance Required**) once receipt is saved and PO line receipt quantity is greater than zero.
- Any changes made to the quality-related fields apply only to subsequent new receipts. Existing receipts will retain the value that was applicable at the time of the receipt.

### Manage Purchase Order Receipts (RCMPORC)

The following are the changes to this application:

- Costpoint now saves the values of the **QC Inspection Required**, **Source Inspection Required**, and **Certificate of Conformance Required** fields that are currently displayed from the PO line to new columns on the corresponding receipt line.  
  
Once saved in a receipt line, the values will remain the same, even if the PO line values for those fields have changed. Querying such a receipt line will display the values from the receipt line.  
  
Changes to PO line values for the above quality requirement fields will only apply to new receipt lines (not to previously saved receipt lines).
- Validation has been changed, when acceptance is done on receipt, to now look at the **QC Inspection Required** flag that is loaded on the screen (from receipt line), which may or may not match the one on the PO line.
- Costpoint now copies the current values of the **QC Inspection Required**, **Source Inspection Required**, and **Certificate of Conformance Required** fields from the PO line to all associated receipt lines.



**Note:** QC Inspection Required, Source Inspection Required, and Certificate of Conformance Required refer to PO line values that were applicable at the time of receipt. If the PO line was modified after this receipt was created, the current value on the PO line may not match that on the receipt line. The downstream applications will use the receipt line value.

### Manage Quality Control Inspections (RCMINSP)

The logic of this application has been modified to display the values of the **QC Inspection Required**, **Source Inspection Required**, and **Certificate of Conformance Required** fields that are currently saved in the corresponding receipt line (instead of the PO line).

**Note:** QC Inspection Required, Source Inspection Required, and Certificate of Conformance Required refer to PO line values that were applicable at the time of receipt. If the PO line was modified after this receipt was created, the current value on the PO line may not match that on the receipt line. The downstream applications will use the receipt line value.

### Print Receipt Traveler (RCRTRVLR)

Costpoint now prints the values of the **QC Inspection Required**, **Source Inspection Required**, and **Certificate of Conformance Required** fields that are currently saved in the corresponding receipt line (instead of the PO line).

### Print Pending Inspection Report (RCRPINSP)

Costpoint now prints the values of the **QC Inspection Required** and **Source Inspection Required** fields that are currently saved in the corresponding receipt line (instead of the PO line).

### View Purchase Order Status (POQSTAT)

Costpoint now displays the values of the **QC Inspection Required**, **Source Inspection Required**, and **Certificate of Conformance Required** fields that are currently saved in the corresponding receipt line (instead of the PO line).

### Archive Purchase Orders (POPARCH)

If Receipts is selected on the Select PO Table Types to Archive, Costpoint now copies the current values of the **QC Inspection Required**, **Source Inspection Required**, and **Certificate of Conformance Required** fields from the receipt line to the new columns of the existing history table.

### View Purchase Requisition Status (PPQRQSTS)

Costpoint now displays the values of the **QC Inspection Required**, **Source Inspection Required**, and **Certificate of Conformance Required** fields that are currently saved in the corresponding receipt line (instead of the PO line).

### Import Purchase Orders (AOPUTLPO)

The following are the changes to this application:

- Costpoint now disregards the input file values of the **QC Inspection Required**, **Source Inspection Required**, and **Certificate of Conformance Required** fields for the PO line if it meets the following conditions:
  - The data being processed is a change to an existing PO line.

- The PO line has a quantity greater than zero (0).
- The **Allow Changes to Quality Requirements on PO Lines with Received Quantities** check box is not selected on POMSET.
- Costpoint now displays the following information message when an input file value has been disregarded because the value has been provided by the user:
  - PO Settings does not allow changes to quality requirements on PO Lines with received quantities. Input file value for “QC Inspection Required” will be ignored.
  - PO Settings does not allow changes to quality requirements on PO Lines with received quantities. Input file value for “Source Inspection Required” will be ignored.
  - PO Settings does not allow changes to quality requirements on PO Lines with received quantities. Input file value for “Certificate of Conformance Required” will be ignored.

### Import Purchase Order Receipts (AOPRCPRE)

Costpoint now saves the values of the **QC Inspection Required**, **Source Inspection Required**, and **Certificate of Conformance Required** fields from the PO line to any new receipt line that is created (Record Type=RA or RL).

### Export Project Manufacturing Data (LDPEXPM)

Costpoint now exports receipt information to Manufacturing Execution System (MES) based on the receipt line QC required flag instead of the PO line flag. If you need to re-export the PO line as part of the receipt export, then Costpoint uses the QC required flag from the receipt line.

## Organization Security: System Validation for Employees without User ID

This feature is an additional enhancement to the previously released organization security feature to address situations where Costpoint clients do not have all of their employees set up as users.

For example, when a data entry clerk enters purchase requisitions for requisitioners, the requisitioners (employees) do not have user IDs associated with the employees. As a result, the logged-in user encounters errors in Costpoint because the organization security feature validates the entries against the logged-in user and the requisitioner user ID's associated organization.

To avoid encountering similar instances presented above, Costpoint has a new check box, **Apply Org Security for Employee without User ID**, added to the Configure System Settings (SYMSETNG) screen to allow validation of employee rights pertaining to organization security. The logic of the other applications/screens has also been modified to remove validation for organization security when an employee does not have a corresponding user ID stored in the system.

### Patch and System JAR Requirements

These enhancements require the following:

- Costpoint 7.1.1 System JAR 047 (cp711\_sys\_047.zip)
- PATCH3534
- cp711\_cmnlb\_OEMENTSOLIB\_012.zip
- cp711\_cmnlb\_PCMSFR\_007.zip

## Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application Name	Application ID	Application File
Administration	SY	Configure System Settings	SYMSETNG	cp711_symsetng_015.zip
Administration	SY	Set Up Company	SYPCOMP	cp711_sypcomp_023.zip
Materials	MM	Manage Simple Requisitions	PPMQREQ	cp711_ppmqreq_017.zip
Materials	MM	Apply PO Info to Purchase Requisitions by Line	PPMRQLN	cp711_ppmrqln_026.zip
Materials	MM	Manage Purchase Orders	POMMAIN	cp711_pommain_041.zip
Materials	MM	Create Purchase Blankets	POMRELS	cp711_pomrels_023.zip
Materials	MM	Receive Purchase Orders	RCMPORC	cp711_rcmporc_027.zip
Materials	MM	Manage Quality Control Inspections	RCMINSP	cp711_rcminsp_026.zip
Materials	MM	Enter Miscellaneous Inventory Receipts	RCMMSRC	cp711_rcmmsrc_014.zip
Materials	MM	Manage Vendor Returns	RCMRTRN	cp711_rcmrtrn_018.zip
Materials	MM	Update Approved Engineering Change Notices	ECMAMAIN	cp711_cmnlb_ECMMAIN_014.zip
Materials	MM	Enter Manufacturing Order Issues	PCMMOISS	cp711_pcmmoiss_025.zip
Materials	MM	Create MO Subcontractor Requisitions	PCMSCRQ	cp711_pcmscrq_018.zip
Materials	MM	Enter Manufacturing Order Reliefs	PCMRELMO	cp711_pcmrelmo_023.zip
Materials	MM	Enter Inventory Transfers	INPMSXFR	cp711_inpmsxfr_011.zip
Materials	MM	Enter Issues to Project/Account/Org or PO	INMPAISS	cp711_inmpaiss_022.zip

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Domain	Module	Application Name	Application ID	Application File
Materials	MM	Enter Cost Adjustments	INMCSADJ	cp711_inmcsadj_007.zip
Materials	MM	Enter Quantity Adjustments	INMQTADJ	cp711_inmqtadj_013.zip
Materials	MM	Enter Scrap Adjustments	INMSCADJ	cp711_inmscadj_013.zip
Materials	MM	Enter Inventory Transfers	INMPAXFR	cp711_inmpaxfr_016.zip
Materials	MM	Manage Inventory Requests	INMRQST	cp711_cmnlb_INMRQSTLIB_002.zip
Materials	MM	Enter Location Transfers	INMLOXFR	cp711_inmloxfr_011.zip
Materials	MM	Manage Sales Order Non-Inventory Issues	OEMISSU2	cp711_cmnlb_OEMISSULIB_011.zip
Materials	MM	Approve Purchase Requisitions by Line	PPMRQAPL	cp711_ppmrqapl_014.zip
Materials	MM	Approve Purchase Requisitions	PPMRQAPX	cp711_ppmrqapx_019.zip
Materials	MM	Manage Buyers	POMBUY	cp711_pombuy_006.zip
Materials	MM	Update Subcontract Retainage PO Status	POMSCST	cp711_pomscst_011.zip
Materials	MM	Manage Statement of Work	POMSOW	cp711_pomsow_004.zip
Materials	MM	Compute Material Requirements	PCPMRR	cp711_pcpmrr_018.zip
Materials	MM	Manage Manufacturing Orders	PCMMOMNT	cp711_pcmmomnt_033.zip
Materials	MM	Expedite Manufacturing Orders	PCMMEXPD	cp711_pcmmexpd_011.zip
Materials	MM	Manage PO/Req Inventory Reservations	INMPORSV	cp711_inmporsv_010.zip
Materials	MM	Approve Sales Orders	OEMAPPSO	cp711_oemappso_012.zip
Materials	MM	Manage Shipping Transactions	OEMSHIP	cp711_oemship_015.zip

Domain	Module	Application Name	Application ID	Application File
Materials	MM	Create Purchase Requisitions from Sales Orders	OEPGRQ	cp711_oepgrq_012.zip

## Administration Domain

This section includes summaries of the changes made in relation with the Employee User ID Validation feature within the Costpoint Administration domain.

### Configure System Setting (SYMSETNG)

Costpoint has a new check box, **Apply Org Security for Employees without User ID** that allows you to enable/disable the organization security validation for employees that are not associated with any user IDs. This check box defaults as selected if the **Apply Org Security** check box is also selected, otherwise this check box should remain cleared.

The state of this check box affects the organization security (user ID) validation of the following modules: Procurement Planning (PP), Engineering Change Notices (EC), Purchasing/Receiving (PO/RC), Production Control (PC), Inventory (IN), and Sales Order Entry (OE).

### Configure System Setting (SYPCOMP)

Costpoint now confirms the value of the new check box, **Apply Org Security for Employees without User ID**, on the SYMSETNG screen when adding a new company.

## Materials Domain

This section includes summaries of the changes made in relation with the Employee User ID Validation feature within the Costpoint Materials domain.

### Manage Purchase Requisitions (PPMNTRQ1)

If the **Apply Org Security for Employees without User ID** check box on the Configure System Setting (SYMSETNG) screen is not selected, and there is no user ID linked to the approver/requisitioner/buyer, Costpoint will suppress organization security validations for a requisition record (including lookup), except for validation against the logged-in user ID.

### Apply PO Info to Purchase Requisitions (PPMNTRQ2)

If the **Apply Org Security for Employees without User ID** check box on the Configure System Setting (SYMSETNG) screen is not selected, and there is no user ID linked to the approver/requisitioner/buyer, Costpoint will suppress organization security validations for a requisition record (including lookup), except for validation against the logged-in user ID.

### Manage Simple Requisition (PPMQREQ)

If the **Apply Org Security for Employees without User ID** check box on the Configure System Setting (SYMSETNG) screen is not selected, and there is no user ID linked to the approver/requisitioner/buyer, Costpoint will suppress organization security validations for a requisition record, except for validation against the logged-in user ID.

### Apply PO Info to Purchase Requisition by Line (PPMRQLN)

If the **Apply Org Security for Employees without User ID** check box on the Configure System Setting (SYMSETNG) screen is not selected, and there is no user ID linked to the buyer, Costpoint will suppress organization security validation a for a requisition record (including lookup) against the buyer and the requisitioner's organization ID.

### Manage Purchase Orders (POMMAIN)

If the **Apply Org Security for Employees without User ID** check box on the Configure System Setting (SYMSETNG) screen is not selected, and there is no user ID linked to the buyer, Costpoint will suppress organization security validations for the buyer (including lookup).

### Create Purchase Order Blankets (POMRELS)

If the **Apply Org Security for Employees without User ID** check box on the Configure System Setting (SYMSETNG) screen is not selected, and there is no user ID linked to the buyer, Costpoint will suppress organization security validations for the buyer (including lookup).

### Receive Purchase Orders (RCMPORC)

If the **Apply Org Security for Employees without User ID** check box on the Configure System Setting (SYMSETNG) screen is not selected, and there is no user ID linked to the material handler, Costpoint will suppress organization security validations for the material handler.

### Manage Quality Control Inspections (RCMINSP)

If the **Apply Org Security for Employees without User ID** check box on the Configure System Setting (SYMSETNG) screen is not selected, and there is no user ID linked to the inspector, Costpoint will suppress organization security validations for the inspector.

### Enter Miscellaneous Inventory Receipts (RCMMSRC)

If the **Apply Org Security for Employees without User ID** check box on the Configure System Setting (SYMSETNG) screen is not selected, and there is no user ID linked to the material handler, Costpoint will suppress organization security validations for the material handler.

### Manage Vendor Returns (RCMRTRN)

If the **Apply Org Security for Employees without User ID** check box on the Configure System Setting (SYMSETNG) screen is not selected, and there is no user ID linked to the buyer/employee, Costpoint will suppress organization security validations for the buyer/employee.

### Manage Engineering Change Notices (ECMECN)

If the **Apply Org Security for Employees without User ID** check box on the Configure System Setting (SYMSETNG) screen is not selected, and there is no user ID linked to the originator/approver, Costpoint will suppress organization security validations for the originator/approver.

### Approve Engineering Change Notices (ECMAPPR)

If the **Apply Org Security for Employees without User ID** check box on the Configure System Setting (SYMSETNG) screen is not selected, and there is no user ID linked to the originator/approver, Costpoint will suppress organization security validations for the originator/approver.

### Update Approved Engineering Change Notices (ECMAMAIN)

If the **Apply Org Security for Employees without User ID** check box on the Configure System Setting (SYMSETNG) screen is not selected, and there is no user ID linked to the originator/approver, Costpoint will suppress organization security validations for the originator/approver.

### Enter Manufacturing Order Issues (PCMMOISS)

If the **Apply Org Security for Employees without User ID** check box on the Configure System Setting (SYMSETNG) screen is not selected, and there is no user ID linked to the material handler, Costpoint will suppress organization security validations for the material handler.

### Create MO Subcontractor Requisitions (PCMSCRQ)

If the **Apply Org Security for Employees without User ID** check box on the Configure System Setting (SYMSETNG) screen is not selected, and there is no user ID linked to the requisitioner/buyer, Costpoint will suppress organization security validations for the requisitioner/buyer.

### Enter Manufacturing Order Reliefs (PCMRELMO)

If the **Apply Org Security for Employees without User ID** check box on the Configure System Setting (SYMSETNG) screen is not selected, and there is no user ID linked to the material handler, Costpoint will suppress organization security validations for the material handler.

### Manage MO Operation Completions (PCMCOMP)

If the **Apply Org Security for Employees without User ID** check box on the Configure System Setting (SYMSETNG) screen is not selected, and there is no user ID linked to the operator, Costpoint will suppress organization security validations for the operator.

### Manage MO Quality Control Inspection Results (PCMINSP)

If the **Apply Org Security for Employees without User ID** check box on the Configure System Setting (SYMSETNG) screen is not selected, and there is no user ID linked to the inspector, Costpoint will suppress organization security validations for the inspector.

### Enter Issues to Project/Account/Org or PO (INMPAISS)

If the **Apply Org Security for Employees without User ID** check box on the Configure System Setting (SYMSETNG) screen is not selected, and there is no user ID linked to the material handler, Costpoint will suppress organization security validations for the material handler.

### Manage Sales Order Inventory Issues (INMISSU1)

If the **Apply Org Security for Employees without User ID** check box on the Configure System Setting (SYMSETNG) screen is not selected, and there is no user ID linked to the material handler, Costpoint will suppress organization security validations for the material handler.

### Manage Sales Order Inventory Issues (OEMISSU1)

If the **Apply Org Security for Employees without User ID** check box on the Configure System Setting (SYMSETNG) screen is not selected, and there is no user ID linked to the material handler, Costpoint will suppress organization security validations for the material handler.



### Enter Cost Adjustments (INMCSADJ)

If the **Apply Org Security for Employees without User ID** check box on the Configure System Setting (SYMSETNG) screen is not selected, and there is no user ID linked to the adjuster/approver, Costpoint will suppress organization security validations for the adjuster/approver.

### Enter Quantity Adjustments (INMQTADJ)

If the **Apply Org Security for Employees without User ID** check box on the Configure System Setting (SYMSETNG) screen is not selected, and there is no user ID linked to the material handler/approver, Costpoint will suppress organization security validations for the material handler/approver.

### Enter Scrap Adjustments (INMSCADJ)

If the **Apply Org Security for Employees without User ID** check box on the Configure System Setting (SYMSETNG) screen is not selected, and there is no user ID linked to the material handler/approver, Costpoint will suppress organization security validations for the material handler/approver.

### Enter Inventory Transfers (INMPAXFR)

If the **Apply Org Security for Employees without User ID** check box on the Configure System Setting (SYMSETNG) screen is not selected, and there is no user ID linked to the material handler, Costpoint will suppress organization security validations for the material handler.

### Manage Inventory Requests (INMRQST)

If the **Apply Org Security for Employees without User ID** check box on the Configure System Setting (SYMSETNG) screen is not selected, and there is no user ID linked to the requester, Costpoint will suppress organization security validations for the requester.

### Manage Inventory Reservations (INMPARSV)

If the **Apply Org Security for Employees without User ID** check box on the Configure System Setting (SYMSETNG) screen is not selected, and there is no user ID linked to the requester, Costpoint will suppress organization security validations for the requester.

### Enter Location Transfers (INMLOXFR)

If the **Apply Org Security for Employees without User ID** check box on the Configure System Setting (SYMSETNG) screen is not selected, and there is no user ID linked to the material handler, Costpoint will suppress organization security validations for the material handler.

### Manage Sales Order Non-Inventory Issues (OEMISSU2)

If the **Apply Org Security for Employees without User ID** check box on the Configure System Setting (SYMSETNG) screen is not selected, and there is no user ID linked to the material handler, Costpoint will suppress organization security validations for the material handler.

### Approve Purchase Requisitions by Line (PPMRQAPL)

If the **Apply Org Security for Employees without User ID** check box on the Configure System Setting (SYMSETNG) screen is not selected, and there is no user ID linked to the material handler, Costpoint will suppress organization security validations for the material handler.



### Approve Purchase Requisitions (PPMRQAPX)

If the **Apply Org Security for Employees without User ID** check box on the Configure System Setting (SYMSETNG) screen is not selected, and there is no user ID linked to the material handler, Costpoint will suppress organization security validations for the material handler.

### Manage Buyers (POMBUY)

If the **Apply Org Security for Employees without User ID** check box on the Configure System Setting (SYMSETNG) screen is not selected, and there is no user ID linked to the material handler, Costpoint will suppress organization security validations for the material handler.

### Update Subcontract Retainage PO Status (POMSCST)

If the **Apply Org Security for Employees without User ID** check box on the Configure System Setting (SYMSETNG) screen is not selected, and there is no user ID linked to the material handler, Costpoint will suppress organization security validations for the material handler.

### Manage Statement of Work (POMSOW)

If the **Apply Org Security for Employees without User ID** check box on the Configure System Setting (SYMSETNG) screen is not selected, and there is no user ID linked to the material handler, Costpoint will suppress organization security validation for the material handler.

### Compute Material Requirements (PCPMRR)

If the **Apply Org Security for Employees without User ID** check box on the Configure System Setting (SYMSETNG) screen is not selected, and there is no user ID linked to the approver, requisitioner, or buyer, Costpoint will suppress organization security validation against the buyer assignment and requisitioner's home organization ID for the requisition being created.

If the buyer assignment is not manually assigned in the requisition setting and the buyer is not authorized for the requisitioner's organization, then the Buyer field is left blank.

### Manage Manufacturing Orders (PCMMOMNT)

If the **Apply Org Security for Employees without User ID** check box on the Configure System Setting (SYMSETNG) screen is not selected, and there is no user ID linked to the planner, Costpoint will suppress organization security validations for the planner.

### Expedite Manufacturing Orders (PCMMEXPD)

If the **Apply Org Security for Employees without User ID** check box on the Configure System Setting (SYMSETNG) screen is not selected, and there is no user ID linked to the planner, Costpoint will suppress organization security validations for the planner.

### Manage PO/Req Inventory Reservations (INMPORSV)

If the **Apply Org Security for Employees without User ID** check box on the Configure System Setting (SYMSETNG) screen is not selected, and there is no user ID linked to the material handler, Costpoint will suppress organization security validations for the material handler.

### Approve Sales Orders (OEMAPPSO)

If the **Apply Org Security for Employees without User ID** check box on the Configure System Setting (SYMSETNG) screen is not selected, and there is no user ID linked to the material handler, Costpoint will suppress organization security validations for the material handler.

### Manage Shipping Transactions (OEMSHIP)

If the **Apply Org Security for Employees without User ID** check box on the Configure System Setting (SYMSETNG) screen is not selected, and there is no user ID linked to the material handler, Costpoint will suppress organization security validations for the material handler.

### Create Requisitions from Sales Orders (OEPGRQ)

If the **Apply Org Security for Employees without User ID** check box on the Configure System Setting (SYMSETNG) screen is not selected, and there is no user ID linked to the buyer/requisitioner, Costpoint will suppress organization security validations against the requisitioner's organization ID.

## FAR/DFAR Clauses and Provisions Pulled into Purchase Order

This feature pulls into the purchase order (PO) the Federal Acquisition Regulation (FAR)/Defense Federal Acquisition Regulation (DFAR) clauses and provisions identified as applicable to the subcontracts. The PO is a legal document between the contractor and the government or customer and it is important to have the ability to print the FAR/DFAR and other important regulations printed on the PO. FAR/DFARS clauses are identified on the contract ID, and flow down to the subcontract ID record.

These clauses are stored on the FAR Clauses/Provisions and Supplemental Regulations subtasks of the **Contracts » Contracts » Subcontracts » Manage Subcontracts** (CTMSBCNTR) screen.

### Patch and System JAR Requirements

These enhancements require the following:

- Costpoint 7.1.1 System JAR 047 (cp711\_sys\_047.zip)
- PATCH3541

### Application JAR/Library File Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application Name	Application ID	Application File
Materials	MM	Manage Purchase Orders	POMMAIN	cp711_pommain_041.zip
Materials	MM	Print Purchase Orders	PORPPO	cp711_porppo_023.zip
Materials	MM	Print Purchase Order Change Orders	PORPCO	cp711_porpco_017.zip
Materials	MM	Create Purchase Order Change Orders	POMCHNG	cp711_pomchng_016.zip
Materials	MM	Archive Purchase Orders	POPARCH	cp711_poparch_013.zip
Materials	MM	Expedite Purchase Orders	POMEXPD	cp711_pomexpd_012.zip

Domain	Module	Application Name	Application ID	Application File
Materials	MM	Manage Purchase Order Expediting Notes	POMEXPN	cp711_pomexpn_005.zip
Materials	MM	Approve Pending Purchase Orders	POMSTAT	cp711_pomstat_012.zip
Materials	MM	Create Blanket Purchase Order Releases	POMRELS	cp711_pomrels_023.zip
Materials	MM	View Purchase Orders	POQSTAT	cp711_cmnlb_MMQSTATLIB_002.zip
Materials	MM	View Purchase Order Change Orders	POQCHNG	cp711_poqchng_009.zip
Materials	MM	View Item Purchasing Information	POQITEM	cp711_cmnlb_MMQITEMLIB_002.zip
Materials	MM	Update Subcontractor Retainage PO Status	POMSCST	cp711_pomscst_011.zip
Accounting	AP	Manage Purchase Order Vouchers	POMPOVCH	cp711_pompovch_039.zip
Materials	MM	Manage Purchase Order Receipts	RCMPORC	cp711_rcmporc_027.zip
Materials	MM	Manage Quality Control Inspections	RCMINSP	cp711_rcminsp_026.zip
Materials	MM	Import Purchase Orders	AOPUTLPO	cp711_aoputlpo_026.zip

## Administration Domain

This section includes summaries of the changes made in relation with the FAR/DFAR Clauses and Provisions Pulled into Purchase Order (PO) feature within the Costpoint Administration domain.

### [View Help About \(SYMABOUT\)](#)

The Features subtask of the View Help About (SYMABOUT) screen now includes the FAR/DFAR Clauses and Provisions Pulled into Purchase Order (PO) feature.

## Materials Domain

This section includes summaries of the changes made in relation with the FAR/DFAR Clauses and Provisions Pulled into Purchase Order (PO) feature within the Costpoint Materials domain.

### Manage Purchase Orders (POMMAIN)

On the header, this screen has a new Subcontract Information tab. Use this tab to link a purchase order (PO) to one (1) existing subcontract on the Manage Subcontracts (CTMSBCNTR) screen. Lookup for a subcontract ID displays only active subcontract IDs for the matched PO header vendor and company. This tab is available only to users who are licensed for Contract Management.

### Print Purchase Orders (PORPPO)

The following are the changes to this application:

- Costpoint now prints the associated Far Clauses/Provisions based on the following:
  - PO/release is linked to a subcontract.
  - FAR clause/provision is linked to the subcontract and specified to flow to the PO.

**Note:** The user should make sure that the **Send to PO** check box is cleared on the Manage Subcontracts screen if the supplemental regulation is no longer applicable to the PO.

- FAR clause number and title will be printed on a separate page at the end of the report.
- Costpoint now prints the supplemental regulations based on the following:
  - PO/release is linked to a subcontract.
  - Supplemental regulations are linked to the subcontract ID and specified to flow to the PO.

**Note:** The user should make sure that the **Send to PO** check box is cleared on the Manage Subcontracts screen if the supplemental regulation is no longer applicable to the PO.

- Agency, supplemental regulation clause number, and title will be printed on a separate page at the end of the report.
- FAR clauses will print first followed by supplemental regulation clauses.
- Within FAR clauses, the system sorts FAR IDs in ascending order.
- Within supplemental clauses, the system first sorts agencies in ascending order, followed by DFAR IDs.

### Print Purchase Order Change Orders (PORPCO)

The following are the changes to this application:

- Costpoint now prints the associated Far Clauses/Provisions based on the following:
  - PO/release is linked to a subcontract.
  - FAR clause/provision is linked to the subcontract and specified to flow to the PO.

**Note:** The user should make sure that the **Send to PO** check box is cleared on the Manage Subcontracts screen if the supplemental regulation is no longer applicable to the PO.

- FAR clause number and title will be printed on a separate page at the end of the report.
- Costpoint now prints the supplemental regulations based on the following:
  - PO/release is linked to a subcontract.

- Supplemental regulations is linked to the subcontract ID and specified to flow to the PO.

**Note:** The user should make sure that the **Send to PO** check box is cleared on the Manage Subcontracts screen if the supplemental regulation is no longer applicable to the PO.

- Agency, supplemental regulation clause number, and title will be printed on a separate page at the end of the report.
- FAR clauses will print first followed by supplemental regulation clauses.
- Within FAR clauses, the system sorts FAR IDs in ascending order.
- Within supplemental clauses, the system first sorts agencies in ascending order, followed by DFAR IDs.

### Create Purchase Order Change Orders (POMCHNG)

The following are the changes to this application:

- This screen has a new Subcontract field that displays the subcontract ID associated with the PO. This field displays as a hyperlink that you can use to access the subcontract record on the Manage Subcontracts screen.  
This field is visible only to users who are licensed for Contract Management.
- Costpoint now copies the subcontract ID from the PO header to the PO header change order when you create a new change order.

### Archive Purchase Orders (POPARCH)

Costpoint now suppresses archiving of a PO, if a linked subcontract exists in the PO header table. In addition, the system has a new validation where the user is alerted to its condition, but only if the **Range Option = One**.

### Expedite Purchase Orders (POMEXPD)

This screen has a new **Subcontract** field that displays the subcontract ID associated with the PO. This field displays as a hyperlink that you can use to access the subcontract record on the Manage Subcontracts screen.

This field is visible only to users who are licensed for Contract Management.

### Manage Purchase Order Expediting Notes (POMEXPN)

This screen has a new **Subcontract** field that displays the subcontract ID associated with the PO. This field displays as a hyperlink that you can use to access the subcontract record on the Manage Subcontracts screen.

This field is visible only to users who are licensed for Contract Management.

### Approve Pending Purchase Orders (POMSTAT)

This screen has a new Subcontract field that displays the subcontract ID associated with the PO. This field displays as a hyperlink that you can use to access the subcontract record on the Manage Subcontracts screen.

This field is visible only to users who are licensed for Contract Management.

### Create Blanket Purchase Order Releases (POMRELS)

This screen has a new **Subcontract** field that displays the subcontract ID associated with the PO. This field displays as a hyperlink that you can use to access the subcontract record on the Manage Subcontracts screen.

This field is visible only to users who are licensed for Contract Management.

### View Purchase Orders (POQSTAT)

This screen has a new **Subcontract** field that displays the subcontract ID associated with the PO. This field displays as a hyperlink that you can use to access the subcontract record on the Manage Subcontracts screen.

This field is visible only to users who are licensed for Contract Management.

### View Purchase Order Change Orders (POQCHNG)

This screen has a new **Subcontract** field that displays the subcontract ID associated with the PO. This field displays as a hyperlink that you can use to access the subcontract record on the Manage Subcontracts screen.

This field is visible only to users who are licensed for Contract Management.

### View Item Purchasing Information (POQITEM)

This screen has a new **Subcontract** field that displays the subcontract ID associated with the PO. This field displays as a hyperlink that you can use to access the subcontract record on the Manage Subcontracts screen.

This field is visible only to users who are licensed for Contract Management.

### Update Subcontractor Retainage PO Status (POMSCST)

This screen has a new Subcontract field that displays the subcontract ID associated with the PO. This field displays as a hyperlink that you can use to access the subcontract record on the Manage Subcontracts screen.

This field is visible only to users who are licensed for Contract Management.

### Manage Purchase Order Receipts (RCMPORC)

This screen has a new **Subcontract** field that displays the subcontract ID associated with the PO. This field displays as a hyperlink that you can use to access the subcontract record on the Manage Subcontracts screen.

This field is visible only to users who are licensed for Contract Management.

### Manage Quality Control Inspections (RCMINSP)

This screen has a new **Subcontract** field that displays the subcontract ID associated with the PO. This field displays as a hyperlink that you can use to access the subcontract record on the Manage Subcontracts screen.

This field is visible only to users who are licensed for Contract Management.

### Import Purchase Orders (AOPUTLPO)

The following are the changes to this application:

- The input file has a new optional field, Subcontract ID (Varchar (30)), which indicates the subcontract associated with the PO.
- Costpoint saves the values entered in this new field in the PO header subcontractor ID column.
- Costpoint will ignore the input file value if the user is not licensed for Contract Management.

## Projects Domain

This section includes summaries of the changes made in relation with the FAR/DFAR Clauses and Provisions Pulled into Purchase Order (PO) feature within the Costpoint Projects domain.

### Manage Subcontractor Invoices (SMMMINV)C

The Subcontractor Info tab of this screen has a new **Subcontract** field. This field displays the subcontract ID associated with the purchase order that is linked to the subcontractor invoice. It displays as a hyperlink that you can click to open the Manage Subcontracts screen, where you can view more information about the subcontract ID.

This field is visible only to users who are licensed for Contract Management.

## Accounting Domain

This section includes summaries of the changes made in relation with the FAR/DFAR Clauses and Provisions Pulled into Purchase Order (PO) feature within the Costpoint Accounting domain.

### Manage Purchase Order Vouchers (POMPOVCH)

This screen has a new **Subcontract** field that displays the subcontract ID associated with the PO. This field displays as a hyperlink that you can use to access the subcontract record on the Manage Subcontracts screen.

This field is visible only to users who are licensed for Contract Management.

## Organization Security – Validation Change for No User ID

PATCH3534 has been released to support the future Organization Security – Validation Change for No User ID feature for employees not associated with any user IDs.

## MMMMEXPDLIB Library

The MMMMEXPDLIB library contains common business logic, which is shared by the following applications:

- Expedite Manufacturing Orders (PCMMEXPD)
- Expedite Manufacturing Orders (MRMMEXPD)

## Application JAR Requirement

Domain	Application Name	Application JAR
MM	Expedite Manufacturing Order	cp711_pcmmexpd_011.zip
MM	Expedite Manufacturing Order	cp711_mrmmexpd_001.zip

## System Requirements

This enhancement requires the following:

- cp711\_cmnlb\_MMMMEXPDLIB\_001.zip
- cp711\_sys\_046.zip
- PATCH3534
- PATCH7161

## MMMMSRCLIB Library

The MMMMSRCLIB library contains common business logic, which is shared by the following applications:

- Enter Miscellaneous Inventory Receipts (RCMMSRC)
- Enter Miscellaneous Inventory Receipts (INMMSRC)

## Application JAR Requirement

Domain	Application Name	Application JAR
MM	Enter Miscellaneous Inventory Receipts	cp711_inmmsrc_001.zip
MM	Enter Miscellaneous Inventory Receipts	cp711_rcmmsrc_014.zip

## System Requirements

This enhancement requires the following:

- cp711\_cmnlb\_MMMMSRCLIB\_001.zip
- cp711\_sys\_046.zip
- PATCH3534
- PATCH7162

## PCMMOISSLIB Library

The PCMMOISSLIB library contains common business logic, which is shared by the following applications:

- Enter Manufacturing Order Issues (PCMMOISS)
- Enter Manufacturing Order Issues (INMMOISS)

## System Requirements

This enhancement requires the following:

- cp711\_cmnlb\_PCMMOISSLIB\_002.zip
- cp711\_sys\_046.zip



## MMPFPOLIB Library

The MMPFPOLIB library contains common business logic, which is shared by the following applications:

- Print Inventory Reorder Report (INPREORD)
- Firm Material Requirements Planning Planned Orders (MRPFPO)
- Firm Master Production Schedule Planned Orders (MSPFPO)
- Create Purchase Requisitions from Sales Orders (OEPGRQ)
- Create MO Subcontractor Requisitions (PCMSCRQ)
- Compute Material Requirements (PCPMRR)

### Application JAR Requirement

The following table shows the required application JAR affected by this update.

Domain	Application Name	Application JAR
MM	Create MO Subcontractor Requisitions (PCMSCRQ)	cp711_pcmscrq_018.zip

### System Requirements

This enhancement requires the following:

- cp711\_cmnlb\_ MMPFPOLIB \_009.zip
- cp711\_sys\_046.zip

## Support for Future Supplier Portal Feature

A new patch is released to support the future Supplier Portal feature in Costpoint.

### System Requirements

This enhancement requires PATCH3503.

## MMQPINVLIB Library

The MMQPINVLIB library contains common business logic, which is shared by the following applications:

- View Part Inventory (INQPINV)
- View Part Inventory (MRQPINV)
- View Part Inventory (MSQPINV)
- View Part Inventory (PCQPINV)

### System Requirements

This enhancement requires the following:

- cp711\_cmnlb\_ MMQPINVLIB \_001.zip
- cp711\_sys\_045.zip

## MMMIAPEGLIB Library

The MMMIAPEGLIB library contains common business logic, which is shared by the following applications:

- Manage Inventory Abbreviation Peggings (MRMIAPEG)
- Manage Inventory Abbreviation Peggings (PCMIAPEG)

### System Requirements

This enhancement requires the following:

- cp711\_cmnlb\_ MMMIAPEGLIB \_001.zip
- cp711\_sys\_045.zip

## MMQITEMLIB Library

The MMQITEMLIB library contains common business logic, which is shared by the following applications:

- View Purchasing Information (POQITEM)
- View Purchasing Information (MEQITEM)
- View Purchasing Information (PPQITEM)

### System Requirements

This enhancement requires the following:

- cp711\_cmnlb\_ MMQITEMLIB \_001.zip
- cp711\_sys\_045.zip

## MMQSTATLIB Library

The MMQSTATLIB library contains common business logic, which is shared by the following applications:

- View Purchase Order Status (POQSTAT)
- View Purchase Order Status (RCQSTAT)

### System Requirements

This enhancement requires the following:

- cp711\_cmnlb\_ MMQSTATLIB \_001.zip
- cp711\_sys\_045.zip

## MRPLIB Library

The MRPLIB library contains common business logic, which is shared by the following applications:

- Update Material Requirements Plan (MRPMPR)
- Update Master Production Schedules (MSPMPS)

## System Requirements

This enhancement requires the following:

- cp711\_cmnlb\_ MRPLIB \_001.zip
- cp711\_sys\_045.zip

## PDMIBILLIB Library

The PDMIBILLIB library contains common business logic, which is shared by the following applications:

- Manage Parts (PDMPART)
- Manage Goods (PDMGOODS)
- Manage Services (PDMSERV)
- Manage Item Billings (PDMIBILL)

## System Requirements

This enhancement requires the following:

- cp711\_cmnlb\_ PDMIBILLIB \_001.zip
- cp711\_sys\_045.zip

## MMMVENDLIB Library

The MMMVENDLIB library contains common business logic, which is shared by the following applications:

- Manage Parts (PDMPART)
- Manage Goods (PDMGOODS)
- Manage Services (PDMSERV)
- Assign Vendors to Items (PDMVEND)

## System Requirements

This enhancement requires the following:

- cp711\_cmnlb\_ MMMVENDLIB \_001.zip
- cp711\_sys\_045.zip

## Organizational Security – Sales Order Entry

The Organizational Security feature enhances the secure functionality of Costpoint by warranting proper user access throughout the Materials domain, specifically in the Sales Order Entry module. This feature ensures that correct user access is applied to the logged-in user ID in accessing inventory transactions by validating and filtering records/transactions as authorized for the user ID.

## Patch and System JAR Requirements

These enhancements require the following:

- Costpoint 7.1.1 System JAR 044 (cp711\_sys\_044.zip)

## Major New Features and Enhancements in Costpoint 7.1.1

- PATCH3489
- PATCH5122

### Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application Name	Application ID	Application Files
Materials	OE	Manage Sales Order Entry	OEMNTSO1	cp711_oemntso1_003.zip
Materials	OE	Manage Sales Order Supervisor Screen	OEMNTSO2	cp711_oemntso2_003.zip
Materials	OE	Approve Sales Order	OEMAPPSO	cp711_oemappso_010.zip
Materials	OE	Print Sales Order Acknowledgements	OERACKN	cp711_oerackn_006.zip
Materials	OE	Manage Sales Order User-Defined Information	OEMSOU DI	cp711_oemsoudi_003.zip
Materials	OE	Create Purchase Requisitions from Sales Orders	OEPGRQ	cp711_oeprgrq_011.zip
Materials	OE	Print Sales Order Pick List	OERPICK	cp711_oerpick_006.zip
Materials	OE	Manage Sales Order Inventory Issues	OEMISSU1	cp711_oemissu1_002.zip
Materials	OE	Manage Sales Order Non-Inventory Issues	OEMISSU2	cp711_oemissu2_002.zip
Materials	OE	Manage Shipping Transactions	OEMSHIP	cp711_oemship_014.zip
Materials	OE	Print Packing Slips	OERPCKSL	cp711_oerpcksl_007.zip
Materials	OE	Print DD250 Packing Slips	OER250PS	cp711_oer250ps_006.zip
Materials	OE	Print WA250 Packing Slips	OERW250P	cp711_oerw250p_002.zip

Domain	Module	Application Name	Application ID	Application Files
Materials	OE	Print Sales Order Approval Status Report	OERAPPR	cp711_oerappr_003.zip
Materials	OE	Print Sales Order Backlog Report	OERBLOG	cp711_oerblog_003.zip
Materials	OE	View Sales Analysis Information	OEQSALES	cp711_oeqsales_008.zip
Materials	OE	Create RFID Print File	OEPRFID	cp711_oeprfid_003.zip
Materials	OE	View Sales Order Status Information	OEQSTAT	cp711_oeqstat_009.zip
Materials	OE	Import Sales Order	AOPSOPP	cp711_aopsopp_012.zip
Materials	OE	Load Organization IDs	OEPLDORG	cp711_oepldorg_001.zip
Materials	IN	Load Organization IDs	INPLDORG	cp711_inpldorg_002.zip
Materials	IN	Create Inventory Allocations	INPALLOC	cp711_inpalloc_005.zip

## Administration Domain

This section includes summaries of the changes made in relation with the Organization Security feature within the Costpoint Administration domain.

### [View Help About \(SYMABOUT\)](#)

The Features subtask on the View Help About (SYMABOUT) screen now includes the Organization Security feature for the Sales Order Entry module.

## Materials Domain

This section includes summaries of changes made in relation with the Organization Security feature within the Costpoint Materials domain.

### [Manage Sales Orders \(OEMNTSOI\)](#)

The following are the changes to this screen:

- Find/Query — Costpoint now finds and filters existing records based on your logged-in user ID's authorization of the organization ID (new). In addition, Costpoint will not display sales orders where organization are left blank.
- Lookup

- Project — Costpoint now narrows the search and displays only projects with owning organizations authorized for the logged-in user ID.
- Organization — Costpoint now narrows the search and displays only organizations authorized for the logged-in user ID.
- Inv Abbrev — Costpoint now narrows the search and displays only inventory abbreviations (standard material) with organizations, and project (owning organization) authorized for the logged-in user ID.
- Document — Costpoint now narrows the search and displays only documents that are linked to organizations authorized for the logged-in user ID. Costpoint also displays documents that are not linked to any organization.
- A new field, **Organization**, has been to the screen. Use this field to enter an organization ID for the sales order. This field is required if the Organization Security feature is enabled.
- Costpoint now validates your selected/entered entries in several fields against your logged-in user ID's organization and project's owning organization rights.
- Approval Process (when approval process is enabled and you submit sales orders (SO) for approval) — IF you add an approval process/approval title, at least one of the users for each approval title(s) must be authorized for the organization ID.
  - If none of the users for any of the approval titles in the approval process is authorized for the organization ID (new), Costpoint displays an error message.
  - If at least one of the users for the approval titles in the approval process is authorized for the organization ID (new), Costpoint displays a warning message.

### Manage Sales Order Supervisor Screen (OEMNTSO2)

The following are the changes to this screen:

- Find/Query — Costpoint now finds and filters existing records based on your logged-in user ID's authorization for the organization ID (new). In addition, Costpoint will not display sales orders where organizations are left blank.
- Lookup
  - Project — Costpoint now narrows the search and displays only projects with owning organizations authorized for the logged-in user ID
  - Organization — Costpoint now narrows the search and displays only organizations authorized for the logged-in user ID.
  - Inv Abbrev — Costpoint now narrows the search and displays only inventory abbreviations (standard material) with organizations, and projects (owning organization) authorized for the logged-in user ID.
  - Document — Costpoint now narrows the search and displays only documents that are linked to organizations authorized for the logged-in user ID. Costpoint also displays documents that are not linked to any organization.
- A new field, **Organization**, has been added to the screen. Use this field to enter an organization ID for the sales order. This field is required if the Organization Security feature is enabled.
- Costpoint now validates your selected/entered entries in several fields against your logged-in user ID's organization and project's owning organization rights.
- Approval Process (when approval process is enabled and you submit sales orders for approval) — If you add an approval process/approval title, at least one of the users for each approval title(s) must be authorized for the organization ID.

- If none of the users for any of the approval titles in the approval process is authorized for the organization ID (new), Costpoint displays an error message.
- If at least one of the users for the approval titles in the approval process is authorized for the organization ID (new), Costpoint displays a warning message.

### Approve Sales Orders (OEMAPPSO)

The following are the changes to this screen:

- Find/Query — Costpoint now finds and filters existing records based on your logged-in user ID's authorization for the new organization ID. In addition, Costpoint will not display sales orders where organizations are left blank.
- Costpoint now validates your selected/entered entry against your logged-in user ID's organization rights.
- Approval Process (when approval process is enabled and you submit sales orders for approval) — If you add an approval process/approval title, at least one of the users for each approval title(s) must be authorized for the organization ID.
  - If none of the users for any of the approval titles in the approval process is authorized for the organization ID (new), Costpoint displays an error message.
  - If at least one of the users for the approval titles in the approval process is authorized for the organization ID (new), Costpoint displays a warning message.

### Print Sales Order Acknowledgments (OERACKN)

The following are the changes to this screen:

- Costpoint now validates your selected/entered entry against your logged-in user ID's organization rights.
- Lookup (Sales Order) — Costpoint now narrows the search and displays only sales orders linked to organizations that are authorized for the logged-in user ID. In addition, Costpoint will not display sales orders where organizations are left blank.
- When you click **Print/Preview**, Costpoint displays all records where you have full rights to the organization.
- When you select **Flag SO Acknowledgment as Printed**, Costpoint only updates record flags where you have full rights to the organization.
- Logic has been added to the application to suppress all line details in the report if your logged-in user ID does not have full rights to the sales order organization, and the following message is printed: "Sales Acknowledgment not printed. Your user ID is not authorized for the Organization on this Sales Order."

### Manage Sales Order User-Defined Information (OEMSODI)

Costpoint now finds and filters existing sales order records based on your logged-in user ID's organization rights for the new organization ID. In addition, Costpoint will not display sales orders where organizations are left blank.

### Create Purchase Requisitions from Sales Orders (OEPGRQ)

The following are the changes to this screen:

- Costpoint now validates your selected/entered entries against your logged-in user ID's organization and requisitioner's organization rights.
- Lookup (Sales Order) — Costpoint now narrows the search and displays only sales orders linked to organizations authorized for the logged-in user ID. In addition, Costpoint will not display sales orders where organizations are left blank.
- When you click **Execute**, Costpoint will only display and process records where you have full rights to the organization.
- Approval Process — If organization security is enabled in the system settings, and the screen is activated for organization security, Costpoint will not allow you to enter or select an SO if your user ID is not authorized for the requisitioner's organization linked to the SO.
  - If none of the users for any of the approval titles in the approval process is authorized for the requisitioner's organization, Costpoint generates the requisition but the approval process code is left blank, and status is set to **Pending**.
  - If at least one of the users for the approval titles in the approval process is authorized for the requisition organization, Costpoint generates requisitions with Approval and In-Approval status.
- When your logged-in user ID is not authorized for the organization linked to the SO which you created a requisition for, Costpoint prints a report with the following error message: "Requisition not created. Your user ID is not authorized for the Organization linked to this Sales Order."

### Print Sales Order Pick List (OERPICK)

The following are the changes to this screen:

- Costpoint now validates your selected/entered entry against your logged-in user ID's organization rights.
- Lookup (Sales Order) — Costpoint now narrows the search and displays only sales orders linked to organizations that are authorized for the logged-in user ID. In addition, Costpoint will not display sales orders where organizations are left blank.
- When you click Print/Preview, Costpoint displays all records where you have full rights to the organization.
- When you select the Update Sales Order Pick List printed flag, Costpoint only updates and processes records where you have full rights to the organization.
- When you click an SO and the SO selected is linked to an organization not authorized for your logged-in user ID, Costpoint displays an error message.
- Logic has been added to the application to suppress all line details in the report if your logged-in user ID does not have full rights to the organization linked to the SO, and the following message is printed: "SO information not printed. Your user ID is not authorized for the Organization on this Sales Order."

### Manage Sales Order Inventory Issues (OEMISSU1)

The following are the changes to this screen:

- Costpoint now validates your selected/entered entries against your logged-in user ID's organization and project owning organization rights.
- Lookup (Sales Order) — Costpoint now narrows the search and displays only sales orders linked to organizations authorized for the logged-in user ID. In addition, Costpoint will not display sales orders where organizations are left blank.



- A new field, Organization, has been added to the screen to display the organization ID for the sales order.
- Costpoint now saves the organization linked to the sales order in the inventory transaction table.

### Manage Sales Order Non-Inventory Issues (OEMISSU2)

The following are the changes to this screen:

- Costpoint now validates your selected/entered entries against your logged-in user ID's organization rights.
- Lookup (Sales Order) — Costpoint now narrows the search and displays only sales orders linked to organizations authorized for the logged-in user ID. In addition, Costpoint will not display sales orders where organizations are left blank.
- A new field, Organization, has been added to the screen to display the organization ID for the sales order.
- Costpoint now saves the organization linked to the sales order in the inventory transaction table.

### Manage Shipping Transactions (OEMSHIP)

The following are the changes to this screen:

- Costpoint now validates your selected/entered entries against your logged-in user ID's organization rights.
- Lookup (Sales Order) — Costpoint now narrows the search and displays only sales orders linked to organizations authorized for the logged-in user ID. In addition, Costpoint will not display sales orders where organizations are left blank.
- Find/Query — Costpoint now finds and filters existing records based on your logged-in user ID's authorization for the organization linked to the SO associated with the shipping transactions. If this organization ID in the header section is blank, Costpoint will not display the record.
- A new field, **Organization**, has been added to the screen to display the organization ID for the sales order.

### Print Packing Slips (OERPCKSL)

The following are the changes to this screen:

- Costpoint now validates your selected/entered entries against your logged-in user ID's organization rights.
- Lookup (Sales Order) — Costpoint now narrows the search and displays only sales orders linked to organizations authorized for the logged-in user ID. In addition, Costpoint will not display sales orders where organizations are left blank.
- When you click **Print/Preview**, Costpoint displays all records where you have full rights to the sales order's organization.
- When you select **Flag Packing Slip as Printed**, Costpoint only updates and processes records where you have full rights to the sales order's organization.
- Logic has been added to the application to suppress all line details in the report if your logged-in user ID does not have full rights to the organization linked to the SO, and the following message is printed: "SO information not printed. Your user ID is not authorized for the Organization linked to this sales order."

### Print DD250 Packing Slips (OER250PS)

The following are the changes to this screen:

- Lookup (Sales Order) — Costpoint now narrows the search and displays only sales orders linked to organizations that are authorized for the logged-in user ID. In addition, Costpoint will not display sales orders where organizations are left blank.
- Costpoint now validates your selected/entered entries against your logged-in user ID's organization rights.
- When you click **Print/Preview**, Costpoint displays packing slips where you have full rights to the sales orders' organization.
- When you select **Flag DD250/WA250 Packing Slips as Printed**, Costpoint only updates the flag of the packing slips where you have full rights to the sales orders' organization.
- Logic has been added to the application to suppress all line details in the report if your logged-in user ID does not have full rights to the organization associated with the SO in the packing slip, and the following message is printed: "Packing Slip information not printed. User is not authorized for the organization linked to the sales order."

### Print WA250 Packing Slips (OERW250P)

The following are the changes to this screen:

- Lookup (Sales Order) — Costpoint now narrows the search and displays only sales orders linked to organizations that are authorized for the logged-in user ID. In addition, Costpoint will not display sales orders where organizations are left blank.
- Costpoint now validates your selected/entered entries against your logged-in user ID's organization and sales order's organization rights.
- When you click **Print/Preview**, Costpoint displays packing slips where you have full rights to the sales orders' organization.
- When you select **Update DD250/WA250 Printed Flag**, Costpoint only updates the flag of the packing slips where you have full rights to the sales orders' organization.
- Logic has been added to the application to suppress all line details in the report if your logged-in user ID does not have full rights to the organization associated with the SO in the packing slip, and the following message is printed: "Packing Slip information not printed. User is not authorized for the organization linked to the sales order."

### Print Sales Order Approval Status Report (OERAPPR)

The following are the changes to this screen:

- Costpoint now validates your selected/entered entry against your logged-in user ID's organization rights for the SO.
- Lookup (Sales Order) — Costpoint now narrows the search and displays only SOs with organizations that are authorized for the logged-in user ID.
- When you click Print/Preview, Costpoint displays records where you have full rights to the SO organization. In addition, Costpoint will not display sales orders where organizations are left blank.

### Print Sales Order Backlog Report (OERBLOG)

The following are the changes to this screen:

- Costpoint now validates your selected/entered entry against your logged-in user ID's organization rights for the SO.
- Lookup (Sales Order) — Costpoint now narrows the search and displays only SOs with organizations that are authorized for the logged-in user ID.
- When you click Print/Preview, Costpoint displays records where you have full rights to the SO organization. In addition, Costpoint will not display sales orders where organizations are left blank.

#### View Sales Analysis Information (OEQSALES)

The following are the changes to this screen:

- Costpoint now validates your selected/entered entry against your logged-in user ID's organization rights for the SO.
- Lookup (Sales Order) — Costpoint now narrows the search and displays only SOs with organizations that are authorized for the logged-in user ID. In addition, Costpoint will not display sales orders where organizations are left blank.
- When you click **Execute**, Costpoint displays records where you have full rights to the SO organization. In addition, Costpoint will not display sales orders where organizations are left blank.

#### Create RFID Print File (OEPRFID)

The following are the changes to this screen:

- Costpoint now validates your selected/entered entry against your logged-in user ID's organization rights for the SO.
- Lookup (Sales Order) — Costpoint now narrows the search and displays only SOs with organizations that are authorized for the logged-in user ID. In addition, Costpoint will not display sales orders where organizations are left blank.
- When you select **Create RFID Print File**, Costpoint displays records where you have full rights to the SO organization. In addition, Costpoint will not display sales orders where organizations are left blank.

#### View Sales Order Status Information (OEQSTAT)

The following are the changes to this screen:

- Costpoint now validates your selected/entered entry against your logged-in user ID's organization rights for the SO.
- Lookup (Sales Order) — Costpoint now narrows the search and displays only SOs with organizations that are authorized for the logged-in user ID. In addition, Costpoint will not display sales orders where organizations are left blank.
- When you click Execute, Costpoint displays records where you have full rights to the SO organization. In addition, Costpoint will not display sales orders where organizations are left blank.

#### Import Sales Orders (AOPSOPP)

The logic of this application has been changed to load/populate the new Organization field on the Manage Sales Orders screen.

### Load Organization IDs (OEPLDORG)

Use this new screen (**Materials » Sales Order Entry » Sales Order Entry Utilities » Load Organization IDs**) to load or default a value to the new field, **Organization**, for sales orders.

**Note:** You must run this utility before turning on organization security for a module. If you skip this process, query results will exclude sales orders with blank organization IDs.

### Load Organization IDs (INPLDORG)

Use this new screen (**Materials » Inventory » Inventory Utilities » Load Organization IDs**) to load or default material handler's organizations for miscellaneous receipts and location transfer IDs. This utility automatically runs in the backend to populate the inventory transaction table for the other inventory transaction types such as Issue to Purchase Order (ISSUEPO), Issue to Manufacturing Order (ISSUEMO), Quantity Adjustment (ADJQTY), Cost Adjustment (ADJCST), Scrap Adjustment (ADJSCRAP), Project/Account Transfer (TRNFPAO), PO Receipt (TRNFRCPPT). It populates either the owning organization linked to the project or the material organization linked to the inventory abbreviation associated with the inventory transaction.

**Note:** You must run this utility before turning on organization security for a module. If you skip this process, query results will exclude sales orders with blank organization IDs.

### Create Inventory Allocations (INPALLOC)

The following are the changes to the lookup screen:

- Manufacturing Order — Costpoint now narrows the search and displays only manufacturing orders (MOs) where the logged-in user ID is authorized for the planner's organization ID. Costpoint will not display MOs without the planner's organization ID.
- Purchase Order — Costpoint now narrows the search and displays only POs where the logged-in user ID is authorized for the buyer's organization ID. Costpoint will not display POs without the buyer's organization ID.
- Inventory Issues — Costpoint now narrows the search and displays only inventory issue records where the logged-in user ID is authorized for the **To Organization**. Costpoint will not display records with blank **To Organization**.
- Inventory Transfer — Costpoint now narrows the search and displays only records where the logged-in user ID is authorized for the **To Organization**. Costpoint will not display records with blank **To Organization**.
- Sales Order — Costpoint now narrows the search and displays only sales orders where the logged-in user ID is authorized for the sales order organization ID. Costpoint will not display records sales order organization IDs are left blank.
- Costpoint will not create allocations to the transactions where the logged-in user is not authorized for, or where the reference organization IDs are left blank.

### View Purchase Order Status (POQSTAT)

The following are the changes to this screen:

- Find/Query — Costpoint now finds and filters existing records based on your logged-in user ID's authorization for the buyer's organization ID. In addition, Costpoint will not display records where buyer's organization IDs are left blank.
- Costpoint now validates your selected/entered entry against your logged-in user ID's rights to buyer's organization and organization linked to the requisition.

- Lookup (Purchase Order) — Costpoint now narrows the search and displays only purchase orders (PO) with buyer's organizations that are authorized for the logged-in user ID. In addition, Costpoint will not display POs where buyer's organizations are left blank.

## Rename Process Flag

The Flag DD250 Packing Slips as Printed was renamed to Flag DD250/WA250 Packing Slips as Printed.

### System Requirements

This enhancement requires the following:

- cp711\_sys\_044.zip
- cp711\_cmplib\_MMORGSECLIB\_004.zip
- PATCH3489
- PATCH5122
- PATCH7151

### Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
MM	OE	OER250PS	Print DD250 Packing Slips	cp711_oer250ps_006.zip

## MMDLVRYSCHDLIB Library

The MMDLVRYSCHDLIB library contains common business logic, which is shared by the following applications:

- Manage Purchase Requisitions (PPMNTRQ1)
- Manage Purchase Orders (POMMAIN)
- Approve Pending Purchase Orders (POMSTAT)
- Apply PO Info to Purchase Requisitions (PPMNTRQ2)
- Create Blanket Purchase Order Releases (POMRELS)
- Expedite Purchase Orders (POMEXPD)
- Apply PO Info to Purchase Requisitions by Line (PPMRQLN)
- View Purchase Order Status (POQSTAT)
- View Item Purchasing Information (POQITEM)
- View Purchase Order Change Orders (POQCHNG)
- Approve Purchase Requisitions (PPMRQAPX)

## Major New Features and Enhancements in Costpoint 7.1.1

- Manage Purchase Order Vouchers (POMPOVCH)
- Approve Purchase Requisition Lines (PPMRQAPL)
- Assign Purchase Requisition to Buyers (PPMBUYAS)
- Assign Purchase Requisition Lines to Buyers (PPMBUYAL)
- View Purchase Requisition Status (PPQRQSTS)
- View Part Inventory (INQPINV)
- Manage Detailed Part Schedule (MRMDTPT)
- View Summary Part Availability (MRQSPA)
- Manage Simple Purchase Requisitions (PPMQREQ)

### System Requirements

This enhancement requires the following:

- cp711\_cmnlb\_MMDLVRYSCHDLIB\_001.zip
- cp711\_cmnlb\_PPMENTRQ\_017.zip
- cp711\_sys\_044.zip

### Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
MM	PP	PPMRQLN	Apply PO Info to Purchase Requisitions by Line	cp711_ppmrqln_025.zip
MM	PO	POMEXPD	Expedite Purchase Orders	cp711_pomexpd_011.zip
MM	PO	POMMAIN	Manage Purchase Orders	cp711_pommain_039.zip
MM	PO	POMRELS	Create Blanket Purchase Order Releases	cp711_pomrels_022.zip

### DVGMEUSUBLIB Library

The DVGMEUSUBLIB library contains common business logic, which is shared by the following applications:

- Manage Proposal BOM Cost Estimates-Indented (MEMPRPLI)

- Manage Proposal BOM Cost Estimates-Summarized (MEMPRPLS)

### System Requirements

This enhancement requires the following:

- cp711\_cmnlb\_ DVGMEUSUBLIB \_001.zip
- cp711\_sys\_044.zip

### Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
MM	ME	Manage Proposal BOM Cost Estimates- Indented	MEMPRPLI	cp711_memprpli_007.zip
MM	ME	Manage Proposal BOM Cost Estimates- Summarized	MEMPRPLS	cp711_memprpls_004.zip

## OEQSTATLIB Library

The OEQSTATLIB library contains common business logic, which is shared by the following applications:

- Select Invoices Ready for Use/Acceptance (OEMRFU)
- View Sales Analysis Information (OEQSALES)
- View Sales Order Status Information (OEQSTAT)

### System Requirements

This enhancement requires the following:

- cp711\_cmnlb\_ OEQSTATLIB \_001.zip
- cp711\_sys\_044.zip

## PCMMOISSLIB Library

The PCMMOISSLIB library contains common business logic, which is shared by the following applications:

- Enter Manufacturing Order Issues (PCMMOISS)
- Enter Manufacturing Order Issues (INMMOISS)

## System Requirements

This enhancement requires the following:

- cp711\_cmplib\_PCMMOISSLIB\_001.zip
- cp711\_sys\_044.zip

## Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
MM	PC	PCMMOISS	Enter Manufacturing Order Issues	cp711_pcmmoiss_025.zip
MM	IN	INMMOISS	Enter Manufacturing Order Issues	cp711_inmmoiss_001.zip

## Organizational Security - Inventory

The Organizational Security feature enhances the secure functionality of Costpoint by warranting proper user access throughout the Materials domain, specifically in the Inventory module. This feature ensures that correct user access is applied to the logged-in user ID in accessing inventory transactions by validating and filtering records/transactions as authorized for the user ID.

## Patch and System JAR Requirements

These enhancements require the following:

- Costpoint 7.1.1 System JAR 043 (cp711\_sys\_043.zip)
- PATCH5110
- PATCH5121
- PATCH3390
- PATCH3397
- PATCH3405
- PATCH3483

## Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable..



## Major New Features and Enhancements in Costpoint 7.1.1

Domain	Module	Application Name	Application ID	Application Files
Materials	IN	Configure Inventory Accounts	INMACCT	cp711_inmacct_003.zip
Materials	IN	Configure Default Project Inventory Accounts	INMWACCT	cp711_inmwacct_003.zip
Materials	IN	Manage Inventory Projects	INMPROJ	cp711_inmproj_010.zip
Materials	IN	Enter Cost Adjustments	INMCSADJ	cp711_inmcsadj_006.zip
Materials	IN	Enter Inventory Transfers	INMPAXFR	cp711_inmpaxfr_015.zip
Materials	IN	Manage PO/Req Inventory Reservations	INMPORSV	cp711_inmporsv_008.zip
Materials	IN	Create Inventory Abbreviations	INPALLOC	cp711_inpalloc_004.zip
Materials	IN	Enter Issues to Project/Account/Org or PO	INMPAISS	cp711_inmpaiss_020.zip
Materials	IN	Enter Scrap Adjustments	INMSCADJ	cp711_inmscadj_012.zip cp711_cmnlbr_INMADJLIB_001
Materials	IN	Enter Quantity Adjustments	INMQTADJ	cp711_inmqtadj_012.zip cp711_cmnlbr_INMADJLIB_001
Materials	IN	Enter Location Transfers	INMLOXFR	cp711_inmloxfr_010.zip
Materials	IN	Create Mass Inventory Transfers	INPMSXFR	cp711_inpmsxfr_010.zip
Materials	IN	Manage Inventory Requests	INMRQST	cp711_inmrqst_001.zip cp711_cmnlbr_INMRQSTLIB_001
Materials	IN	Manage Inventory Reservations	INMPARSV	cp711_inmparsv_001.zip cp711_cmnlbr_INMRQSTLIB_001

Domain	Module	Application Name	Application ID	Application Files
Materials	IN	Print Purchase Price Variance Analysis Report	INRPPV	cp711_inrppv_002.zip
Materials	IN	Create Purchase Price Variance Journal Entry	INPPPV	cp711_inpppv_002.zip
Materials	IN	Print Inventory Reorder Report	INPREORD	cp711_inpreord_014.zip
Materials	IN	Print Inventory Transaction History	INRHSTPA	cp711_inrhstpa_004.zip
Materials	IN	Load Organization IDs	INPLDORG	cp711_inpldorg_001.zip
Materials	IN	View Inventory Transaction History	INQHSTPR	cp711_inqhstpr_007.zip
Materials	IN	View Part Inventory	INQPINV	cp711_inqpinv_017.zip
Materials	IN	Import Inventory Transactions	AOPINTRN	cp711_aopinrn_005.zip
Materials	RC	Enter Miscellaneous Inventory Receipts	RCMMSRC	cp711_rcmmsrc_012.zip

## Administration Domain

This section includes summaries of the changes made in relation with the Organization Security feature within the Costpoint Administration domain.

### [View Help About \(SYMABOUT\)](#)

The Features subtask on the View Help About (SYMABOUT) screen now includes the Organization Security feature for the Inventory module.

## Materials Domain

This section includes summaries of changes made in relation with the Organization Security feature within the Costpoint Materials domain.

### [Configure Inventory Accounts \(INMACCT\)](#)

Costpoint now narrows the search and displays only organizations authorized for your logged-in user ID. If you enter an organization that you do not have full rights to, Costpoint displays the following error message: Your user ID does not have access to the Organization: [Org ID].

### Configure Default Project Inventory Accounts (INMWACCT)

The following are the changes to this screen:

- Find/Query — Costpoint now finds and filters existing records based on your logged-in user ID's organization rights for the project's owning organization.
- Lookup
  - Inventory Project — Costpoint now narrows the search and displays only projects with owning organizations authorized for the logged-in user ID.
  - Project Abbrev — Costpoint now narrows the search and displays only projects with owning organizations authorized for the logged-in user ID.
  - Organization — Costpoint now narrows the search and displays only organizations authorized for the logged-in user ID.
- Data Entry — If organization security is enabled in the system settings, and the screen is activated for organization security, Costpoint will not allow you to enter or select records that your user ID does not have full rights to. Costpoint displays error messages for unauthorized entries.

### Manage Inventory Projects (INMPROJ)

The following are the changes to this screen:

- Find/Query — Costpoint now finds and filters existing records based on your logged-in user ID's organization rights for the project's owning organization.
- Lookup
  - Inventory Project — Costpoint now narrows the search and displays only projects with owning organizations authorized for the logged-in user ID.
  - Project Abbrev — Costpoint now narrows the search and displays only projects with owning organizations authorized for the logged-in user ID.
  - Organization — Costpoint now narrows the search and displays only organizations authorized for the logged-in user ID.
- A new field, **Organization**, has been added to the screen to display the owning organization of the inventory project.
- Data Entry — If organization security is enabled in the system settings, and the screen is activated for organization security, Costpoint will not allow you to enter or select records that your user ID does not have full rights to. Costpoint displays error messages for unauthorized entries.

### Enter Scrap Adjustments (INMSCADJ)

The following are the changes to this screen:

- Find/Query — Costpoint now finds and filters existing records based on your logged-in user ID's organization rights to the adjusting organization on the transaction. When your rights to the adjusting organization have been established, Costpoint displays all other information, regardless of your rights to associated projects and inventory abbreviations.
- Lookup
  - Organization — Costpoint now narrows the search and displays only organizations authorized for the logged-in user ID. In addition, Costpoint displays only organizations that the material handler and approver are authorized for when you do a lookup of material handler/approver project and organization.

- **Project** — Costpoint now narrows the search and displays only projects with owning organizations authorized for the logged-in user ID. In addition, Costpoint displays only projects that the material handler and approver are authorized for when you do a lookup of material handler/approver project and organization.
- **Inv Abbrev** — Costpoint now narrows the search and displays only inventory abbreviations with organizations and projects authorized for the logged-in user ID. In addition, Costpoint displays only inventory abbreviations that the material handler and approver are authorized for when you do a lookup of material handler/approver project and organization.
- **New records** — When you enter scrap inventory abbreviation, Costpoint defaults to the material account, material organization, and organization abbreviation in the scrap at the header level. In addition, Costpoint now saves the scrap organizations in the inventory transaction organization ID table.

### Enter Inventory Transfers (INMPAXFR)

The following are the changes to this screen:

- **Find/Query** — Costpoint now finds and filters existing records based on your logged-in user ID's organization rights for the Inventory Abbrev in the To group box of the transaction header. When your rights to the scrap inventory abbreviation's organization have been established, Costpoint displays all transaction lines, regardless of your rights to associated projects and inventory abbreviations.
- **Lookup**
  - **Inv Abbrev** — Costpoint now narrows the search and displays only inventory abbreviations with organizations and projects authorized for the logged-in user ID. In addition, Costpoint displays only inventory abbreviations with projects and organizations that the material handler is authorized for when you do a lookup of material handler/approver project and organization.
  - **Reservation** — Costpoint now narrows the search and displays only reservations with organizations from the To group box authorized for the logged-in user ID..
- A new field, **Organization**, has been added to the screen to display the default value from the inventory abbreviation code.
- **New records** — When you enter the **Inv Abbrev** in the **To** group box, Costpoint defaults to the material organization at the header level. In addition, Costpoint now saves organizations of the **To** group box in the inventory transaction table.

### Manage PO/Req Inventory Reservations (INMPORSV)

The following are the changes to this screen:

- **Find/Query** — Costpoint now finds and filters existing records based on your logged-in user ID's organization rights to the buyer's organization associated with the PO or the requisitioner's organization associated with the requisition on the reservation header. When your rights have been established, Costpoint displays all reservation lines, regardless of your rights to associated projects and inventory abbreviations.
- **Lookup**
  - **PO/Rlse** — Costpoint now narrows the search and displays only PO/Rlse records authorized for the logged-in user ID.
  - **Requisition** — Costpoint now narrows the search and displays only requisition records authorized for the logged-in user ID.

- Inv Abbrev — Costpoint now narrows the search and displays only inventory abbreviations with organizations and projects (owning organization) authorized for the logged-in user ID. In addition, Costpoint displays only inventory abbreviations with projects and organizations that the requester is authorized for when you do a lookup of the requester.
- A new field, **Organization**, has been added to the screen to display the default value from the purchase order (PO) line or requisition line.
- A new field, **Org Abbrev**, has been added to the screen to display the default value from the inventory abbreviation code.
- Data Entry — If organization security is enabled in the system settings, and the screen is activated for organization security, Costpoint will not allow you to enter or select POs or requisitions associated with the organizations that your user ID does not have full rights to. Costpoint displays error messages for unauthorized entries.

### Create Inventory Allocations (INPALLOC)

The following are the changes to the lookup screen:

- Manufacturing Order — Costpoint now narrows the search and displays only manufacturing orders (MOs) where the logged-in user ID is authorized for the planner's organization ID. Costpoint will not display MOs without the planner's organization ID.
- Purchase Order — Costpoint now narrows the search and displays only POs where the logged-in user ID is authorized for the buyer's organization ID. Costpoint will not display POs without the buyer's organization ID.
- Inventory Issues — Costpoint now narrows the search and displays only inventory issue records where the logged-in user ID is authorized for the **To Organization**. Costpoint will not display records with blank **To Organization**.
- Inventory Transfer — Costpoint now narrows the search and displays only records where the logged-in user ID is authorized for the **To Organization**. Costpoint will not display records with blank **To Organization**.
- Sales Order — Costpoint now narrows the search and displays only sales orders where the logged-in user ID is authorized for the sales order organization ID. Costpoint will not display records with blank sales order organization ID.
- Costpoint will not create allocations to the transactions where the logged-in user is not authorized for, or where the reference organization IDs are left blank.

### Enter Issues to Project/Account/Org or PO (INMPAISS)

The following are the changes to this screen:

- Find/Query — Costpoint now finds and filters existing records based on your logged-in user ID's organization rights for the **To Organization**, or the PO/RIse buyer organization in the **To** group box of the transaction header. When your rights to the header organization ID have been established, Costpoint displays all transaction lines, regardless of your rights to associated projects and organization rights associated with the From Inv Abbrev at the line level.
- Lookup
  - Organization — Costpoint now narrows the search and displays only organizations authorized for the logged-in user ID. In addition, Costpoint displays only organizations that the material handler is authorized for when you do a lookup of material handler project and organization.

- **Project** — Costpoint now narrows the search and displays only projects with owning organizations authorized for the logged-in user ID. In addition, Costpoint displays only projects that the material handler is authorized for when you do a lookup of material handler project and organization.
- **Inv Abbrev** — Costpoint now narrows the search and displays only inventory abbreviations with organizations and projects authorized for the logged-in user ID. In addition, Costpoint displays only inventory abbreviations that the material handler is authorized for when you do a lookup of material handler project and organization.
- **New records (Issue Type=Issue to Project/Account)** — When you enter **To Expense Inv Abbrev**, Costpoint defaults to the material organization and organization abbreviation at the header level. In addition, Costpoint now saves organizations of the **To** group box in the inventory transaction table.
- **New records (Issue Type=Issue to Purchase Order)** — When you enter PO/Rlse and line, Costpoint defaults to the PO line inventory abbreviation in the **To Expense Inv Abbrev** and its associated projects in the **To Project**. In addition, Costpoint now saves organizations of the **To** group box in the inventory transaction table.

### Enter Cost Adjustments (INMCSADJ)

The following are the changes to this screen:

- **Find/Query** — Costpoint now finds and filters existing records based on your logged-in user ID's organization rights for the part to adjust the inventory abbreviation's organization. When your rights to the header organization ID have been established, Costpoint displays all transaction lines, regardless of your rights to associated projects and organization rights associated with the part to adjust the inventory abbreviation's organization.
- **Lookup**
  - **Organization** — Costpoint now narrows the search and displays only organizations authorized for the logged-in user ID. In addition, Costpoint displays only organizations that the adjuster and approver is authorized for when you do a lookup of adjuster/approver project and organization.
  - **Project** — Costpoint now narrows the search and displays only projects with owning organizations authorized for the logged-in user ID. In addition, Costpoint displays only projects that the adjuster and approver is authorized for when you do a lookup of adjuster/approver project and organization.
  - **Inv Abbrev** — Costpoint now narrows the search and displays only inventory abbreviations with organizations and projects authorized for the logged-in user ID. In addition, Costpoint displays only inventory abbreviation that the adjuster and approver is authorized for when you do a lookup of adjuster/approver project and organization.
- A new field, **Organization**, has been added to the screen. Use this field to enter the organization to be charged for this adjustment.
- A new field, **Org Abbrev**, has been added to the screen. Use this field to enter the organization abbreviation ID to be charged for this adjustment.
- **New records** — When you enter a part to adjust inventory abbreviation, Costpoint defaults to the material organization and organization abbreviation at the header level. In addition, Costpoint now saves organizations of the **To** group box in the inventory transaction table.

### Enter Quantity Adjustments (INMQTADJ)

The following are the changes to this screen:

- Find/Query — Costpoint now finds and filters existing records based on your logged-in user ID's organization rights for the adjusting inventory abbreviation's organization. When your rights to the adjusting inventory abbreviation's organization have been established, Costpoint displays all transaction lines, regardless of your rights to associated projects and organizations.
- Lookup
  - Organization — Costpoint now narrows the search and displays only organizations authorized for the logged-in user ID. In addition, Costpoint displays only organizations that the material handler and approver are authorized for when you do a lookup of an organization.
  - Project — Costpoint now narrows the search and displays only projects with owning organizations authorized for the logged-in user ID. In addition, Costpoint displays only projects that the material handler and approver are authorized for when you do a lookup of a project.
  - Inv Abbrev — Costpoint now narrows the search and displays only inventory abbreviations with organizations and projects authorized for the logged-in user ID. In addition, Costpoint displays only inventory abbreviations that the material handler and approver are authorized for when you do a lookup of an inventory abbreviation.
- New records — When you enter an adjusting inventory abbreviation, Costpoint defaults to the material organization and organization abbreviation at the header level. In addition, Costpoint now saves the adjusting organization ID in the inventory transaction table.

### Enter Location Transfers (INMLOXFR)

The following are the changes to this screen:

- Find/Query — Costpoint now finds and filters existing records based on your logged-in user ID's organization rights for the material handler's organization. When your rights to the material handler's organization have been established, Costpoint displays all transaction lines, regardless of your rights to associated projects and organizations.
- Lookup — Costpoint now narrows the search and displays only inventory abbreviations with projects and organizations authorized for the logged-in user ID. In addition, Costpoint displays only projects and organizations that the material handler is authorized for when you do a lookup of an inventory abbreviation.
- New records — When you enter a material handler, Costpoint defaults to the material organization at the header level on the Employee Salary Information (LDMEHIS) screen. In addition, Costpoint now saves the material handler's organization in the inventory transaction table.

### Create Mass Inventory Transfers (INPMSXFR)

The following are the changes to this screen:

- Lookup — Costpoint now narrows the search and displays only inventory abbreviations with project owning organizations and organizations authorized for the logged-in user ID. In addition, Costpoint displays only inventory abbreviations with projects and organizations that the material handler is authorized for when you do a lookup of an inventory abbreviation.
- Costpoint now saves the material organization linked to the **To Inv Abbrev** in the inventory transaction table.

### Manage Inventory Requests (INMRQST)

The following are the changes to this screen:



- Find/Query — Costpoint now finds and filters existing records based on your logged-in user ID's organization rights for the **To Inv Abbrev** organization or **To Organization** on the request header. When your rights to the **To Inv Abbrev** organization or **To Organization** have been established, Costpoint displays all transaction lines, regardless of your rights to associated projects and organizations associated with the **From Inv Abbrev** at the line level.
- Lookup
  - Organization — Costpoint now narrows the search and displays only organizations authorized for the logged-in user ID. In addition, Costpoint displays only organizations that the requester is authorized for when you do a lookup of an organization.
  - Project — Costpoint now narrows the search and displays only projects with owning organizations authorized for the logged-in user ID. In addition, Costpoint displays only projects that the requester is authorized for when you do a lookup of a project.
  - Inv Abbrev — Costpoint now narrows the search and displays only inventory abbreviations with organizations and projects authorized for the logged-in user ID. In addition, Costpoint displays only inventory abbreviations with projects and organizations that the requester is authorized for when you do a lookup of an inventory abbreviation.
- New records — When you enter **To Inv Abbrev**, Costpoint defaults to the material account, material organization, and organization abbreviation at the header level.

### Manage Inventory Reservations (INMPARSV)

The following are the changes to this screen:

- Find/Query — Costpoint now finds and filters existing records based on your logged-in user ID's organization rights to the **To Organization** on the reservation header. When your rights to the or **To Organization** have been established, Costpoint displays all transaction lines, regardless of your rights to associated projects and organizations associated with the **From Inv Abbrev** at the line level.
- Lookup
  - Organization — Costpoint now narrows the search and displays only organizations authorized for the logged-in user ID. In addition, Costpoint displays only organizations that the requester is authorized for when you do a lookup of an organization.
  - Project — Costpoint now narrows the search and displays only projects with owning organizations authorized for the logged-in user ID. In addition, Costpoint displays only projects that the requester is authorized for when you do a lookup of a project.
  - Inv Abbrev — Costpoint now narrows the search and displays only inventory abbreviations with organizations and projects authorized for the logged-in user ID. In addition, Costpoint displays only inventory abbreviations with projects and organizations that the requester if authorized for when you do a lookup of an inventory abbreviation.
- New records — When you enter **To Inv Abbrev**, Costpoint defaults to the material account, material organization, and organization abbreviation at the header level.

### Print Purchase Price Variance Analysis Report (INRPPV)

When you select Print Options - Standard Costing, Costpoint will not print the purchase order (PO) price variance details by project/PO if logged-in user ID is not authorized for the PO buyer organization, and Costpoint will instead display the following message: PO Variance not printed - Your user ID is not authorized for the PO Buyer Org.



### Create Purchase Price Variance Journal Entry (INPPPV)

When you select Print/Preview/Create, Costpoint processes all records but detailed report will only be displayed for purchase orders (PO) with buyer organization that the logged-in user ID is authorized for.

### Print Inventory Reorder Report (INPREORD)

The following are the changes to this screen:

- Lookup — Costpoint now narrows the search and displays only projects with owning organizations authorized for the logged-in user ID.
- Report — Costpoint now validates header project against the logged-in user ID if **One** or **Range** is selected as an option, and reports are printed by project.

### Print Inventory Transaction History (INRHSTPA)

If organization security is enabled in the system settings, and the screen is activated for organization security, Costpoint will not allow you to select records that your user ID does not have full rights to. Costpoint displays an error message for unauthorized entries.

The transaction type indicated in the inventory transaction and your logged-in user ID authorization determine the records that Costpoint allows you access to.

Costpoint will allow you access to records from the inventory transaction table with the following transaction types and logged-in user ID authorization combination:

Transaction Type	User ID Authorized for
Issue to Project/Account	To Organization
Issue to Purchase Order	To Organization
Quantity Adjustment	Adjusting Org
Scrap Adjustment	Adjusting Org
Cost Adjustment	Part to Adjust Inv Abbrev's Org
Project/Account Transfer	Organization
Location Transfer	Material Handler's Org
Miscellaneous Receipt	Material Handler's Org

### Load Organization IDs (INPLDORG)

Use this new screen (**Materials » Inventory » Inventory Utilities » Load Organization IDs**) to load or default material handler's organizations for miscellaneous receipts and location transfer IDs. This utility automatically runs in the backend to populate the inventory transaction table for the other inventory transaction types such as Issue to Purchase Order (ISSUEPO), Issue to Manufacturing Order (ISSUEMO), Quantity Adjustment (ADJQTY), Cost Adjustment (ADJCST), Scrap Adjustment (ADJSCRAP), Project/Account Transfer (TRNFPAO), PO Receipt (TRNFRCP). It populates either the owning organization linked to the project or the material organization linked to the inventory abbreviation associated with the inventory transaction.

### View Inventory Transaction History (INQHSTPR)

Costpoint now narrows the search and displays only inventory transactions with organizations authorized for the logged-in user ID.

### View Part Inventory (INQPINV)

Costpoint now narrows the search and displays only projects for which you want to do an inventory with organizations authorized for the logged-in user ID. In addition, Costpoint now narrows the search and displays only projects with owning organizations authorized for the logged-in user ID.

### Import Inventory Transactions (AOPINTRN)

Costpoint now loads/populates values in the inventory transaction table.

### Enter Miscellaneous Inventory Receipts (RCMMSRC)

The following are the changes to this screen:

- A new field, **Organization**, has been added to the screen. Use this field to enter the material handler employee's organization ID.
- Data Entry — If organization security is enabled in the system settings, and the screen is activated for organization security, Costpoint will not allow you to enter or select records that your user ID does not have full rights to. Costpoint displays error messages for unauthorized entries.
- Find/Query — Costpoint now finds and filters existing records based on your logged-in user ID's organization rights.

## INMRQSTLIB Library

The INMRQSTLIB library contains common business logic, which is shared by the following applications:

- Manage Inventory Reservations (INMPARSV)
- Manage Inventory Requests (INMRQST)

### System Requirements

This enhancement requires the following:

- cp711\_cmplib\_INMRQSTLIB\_001.zip
- cp711\_sys\_043.zip

## INMADJLIB Library

The INMADJLIB library contains common business logic, which is shared by the following applications:

- Enter Quantity Adjustments (INMQTADJ)
- Enter Scrap Adjustments (INMSCADJ)

### System Requirements

This enhancement requires the following:

- cp711\_cmplib\_INMADJLIB\_001.zip
- cp711\_sys\_043.zip

## DVGMSSUBLIB Library

The DVGMSSUBLIB library contains common business logic, which is shared by the following applications:

- Manage MRP Action Messages (MRMACTM)
- Manage Mater Production Schedule Action Messages (MSMACTM)
- Manage Detailed Part Schedule (MRMDTPT)

### System Requirements

This enhancements requires cp711\_cmnlb\_DVGMSSUBLIB\_001.zip.

### Application JAR Requirements

The following table lists the Costpoint 7.1.1. screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
MM	MR	MRMACTM	Manage MRP Action Messages	cp711_mrmactm_014.zip

## Organizational Security

The Organizational Security feature enhances the secure functionality of Costpoint by warranting proper user access throughout the Materials domain. This feature ensures that correct user access is applied to the logged-in user ID in accessing records by validating and filtering records/transactions as authorized for the user ID.

### Manage Vendor Returns (RCMRTRN)

Costpoint now finds and filters existing records based on your logged-in user ID's organization rights for the original PO buyer's organization ID. This change allows you to see POs with the original PO buyer's organization ID that you are authorized for. Costpoint will not display POs without the buyer's organization ID.

### Patch and System JAR Requirements

This enhancement requires the following:

Costpoint 7.1.1 System JAR 042 (cp711\_sys\_042.zip)

- PATCH3390
- PATCH3397
- PATCH3405
- PATCH5109

### Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application Name	Application ID	Application Files
Materials	RC	Manage Vendor Returns	RCMRTRN	cp711_rcmrtrn_017.zip cp711_cmnlb_MMORGSECLIB_002.zip

## Other Screen Updates for Organizational Security

Changes were made on these screens in preparation for the future implementation of the Organization Security feature:

- Enter Issues to Project/Account/Org or PO (INMPAISS)
- Enter Quantity Adjustments (INMQTADJ)
- Enter Scrap Adjustments (INMSCADJ)
- Enter Location Transfers (INMLOXFR)
- Create Mass Inventory Transfers (INPMSXFR)
- Manage Inventory Requests (INMRQST)
- Manage Inventory Reservations (INMPARSV)
- Print Inventory Reorder Report (INPREORD)
- Print Inventory Transaction History (INRHSTPA)
- View Inventory Transaction History (INQHSTPR)
- Configure Inventory Accounts (INMACCT)
- Configure Default Project Inventory Accounts (INMWACCT)
- Manage Inventory Projects (INMPROJ)
- Enter Cost Adjustments (INMCSADJ)
- Enter Inventory Transfers (INMPAXFR)
- Manage PO/Req inventory Reservations (INMPORSV)
- Create Inventory Allocations (INPALLOC)

### System Requirements

This enhancement requires cp711\_sys\_042.zip.

## MRQSPALIB Library

The MRQSPALIB library contains common business logic, which is shared by the following applications:

- View Summary Part Availability (MRQSPA)
- Manage Detailed Part Schedule (MRMDTPT)

### System Requirements

This enhancement requires the following:

- cp711\_cmnlb\_MRQSPALIB\_001.zip

- cp711\_sys\_042.zip

### Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
MM	MR	MRQSPA	View Summary Part Availability	cp711_mrqsqa_007.zip

## POMPOLIB Library

The POMPOLIB library contains common business logic, which is shared by the following applications:

- Expedite Purchase Orders (POMEXPD)
- Manage Purchase Orders (POMMAIN)
- Create Blanket Purchase Order Releases (POMRELS)
- Update Subcontract Retainage PO Status (POMSCST)
- Approve Pending Purchase Orders (POMSTAT)
- View Purchase Order Change Orders (POQCHNG)
- View Item Purchasing Information (POQITEM)
- View Purchase Order Status (POQSTAT)
- View Purchase Requisition Status (PPQRQSTS)
- Manage Purchase Order Vouchers (POMPOVCH)
- Create Debit Memos (POPDM)
- Approve Subcontractor Invoices (SMMAINVC)
- Manage Subcontractor Invoices (SMMMINV)

### System Requirements

This enhancement requires the following:

- cp711\_cmplib\_POMPOLIB\_001.zip
- cp711\_sys\_042.zip

## BMMMDOCLIB Library

The BMMMDOCLIB library contains common business logic, which is shared by the following applications:

- Manage Documents (BMMMDOC)
- Release Documents (BMMRDOC)

### System Requirements

This enhancement requires the following:

- cp711\_cmnlb\_BMMMDOCLIB\_001.zip
- cp711\_sys\_042.zip

## MMQALLOCLIB Library

The MMQALLOCLIB library contains common business logic, which is shared by the following applications:

- View Part Inventory (INQPINV)
- View Manufacturing Order Status (PCQMOST)

### System Requirements

This enhancement requires the following:

- cp711\_cmnlb\_MMQALLOCLIB\_001.zip
- cp711\_sys\_042.zip

## DVGMRSUBLIB Library

The DVGMRSUBLIB library contains common business logic which is shared by the following applications:

- Manage MRP Action Messages (MRMACTM)
- Manage Master Production Schedule Action Messages (MSMACTM)
- Manage Detailed Part Schedule (MRMDTPT)
- Manage Master Production Schedules (MSMMPS)
- View Summary Part Availability (MRQSPA)

### Application JAR Requirement

The following table shows the required application JAR affected by this update.

Domain	Application Name	Application JAR
Materials	Manage Detailed Part Schedule (MRMDTPT)	cp711_mrmdtpt_017.zip

### System JAR Requirements

The following Costpoint 7.1.1 system jar files and patch are required for this update:

- cp711\_cmnlb\_DVGMRSUBLIB\_001.zip
- cp711\_sys\_041.zip

## Organization Security

The Organizational Security feature enhances the secure functionality of Costpoint by warranting proper user access throughout the Production Control (PC), Purchasing (PO), and Receiving (RC) modules. This feature ensures that correct user access is applied to the logged-in user ID in accessing parts, projects,

requisitions, and purchase orders by validating and filtering records/transactions as authorized for the user ID.

### Patch and System JAR Requirement

These enhancements require the following:

- Costpoint 7.1.1 System JAR 041 (cp711\_sys\_041.zip)
- PATCH3390
- PATCH3397
- PATCH3405
- PATCH3403
- PATCH3413
- PATCH5109
- PATCH5111
- PATCH5118
- PATCH5119

### Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application Name	Application ID	Application File
Materials	PC	Manage Manufacturing	PCMMOMNT	cp711_pcmmomnt_030.zip
Materials	PC	Expedite Manufacturing Orders	PCMMEXP	cp711_pcmmexpd_010.zip
Materials	PC	Enter Manufacturing Order Issues	PCMMOIS	cp711_pcmmois_023.zip
Materials	PC	Print Manufacturing Order Documentation	PCRMODC	cp711_pcrmodc_011.zip
Materials	PC	Create MO Subcontractor Requisitions	PCMSCRQ	cp711_pcmscrq_015.zip
Materials	PC	Enter Manufacturing Order Reliefs	PCMRELMO	cp711_pcmrelmo_020.zip

Domain	Module	Application Name	Application ID	Application File
Materials	PC	Manage MO Operation Completions	PCMCOMP	cp711_pcmcomp_001.zip
Materials	PC	Manage MO Quality Control Inspection Results	PCMINSP	cp711_pcminsp_001.zip
Materials	PC	Print MO WIP Variance Analysis Report	PCRWIPV	cp711_pcrwipv_003.zip
Materials	PC	Create MO WIP Variance Journal Entry	PCPWIPV	cp711_pcpwipv_007.zip
Materials	PC	Print Manufacturing Order Component Shortage Report	PCRSVRT	cp711_pcrshrt_005.zip
Materials	PC	Print Manufacturing Order Cost Report	PCRMOCST	cp711_pcrmocst_008.zip
Materials	PC	View Manufacturing Order Status	PCQMOST	cp711_pcqmost_010.zip
Materials	PC	Update Manufacturing Order Costs Labor Costs	PCMMOLAB	cp711_pcmmolab_008.zip
Materials	PC	Update Manufacturing Order Costs	PCMMCOST	cp711_pcmmcost_004.zip
Materials	PC	Load MO WIP Accounts	PCPTOOL	cp711_pcptool_003.zip
Materials	PC	Compute Material Requirements	PCPMRR	cp711_pcpmrr_015.zip
Materials	PC	Manage Planners	PCMPLNR	cp711_pcmplnr_003.zip



Domain	Module	Application Name	Application ID	Application File
Materials	PC	Load Organization IDs	PCPLDORG	cp711_pcpldorg_001.zip
Materials	PC	Manage Inventory Abbreviation Peggings	MRMIAPEG	cp711_mrmiapeg_006.zip
Materials	PO	Manage Purchase Orders	POMMAIN	cp711_pommain_037.zip
Materials	PO	Print Purchase Orders	PORPPO	cp711_porppo_021.zip
Materials	PO	Manage Buyers	POMBUY	cp711_pombuy_004.zip
Materials	PO	Update Subcontract Retainage PO Status	POMSCST	cp711_pomscst_009.zip
Materials	PO	Approve Pending Purchase Orders	POMSTAT	cp711_pomstat_011.zip
Materials	PO	Approve Pending Purchase Orders	POMRELS	cp711_pomrels_020.zip
Materials	PO	Expedite Purchase Orders	POMEXPD	cp711_pomexpd_010.zip
Materials	PO	View Purchase Order Change Orders	POQCHNG	cp711_poqchng_008.zip
Materials	PO	Archive Purchase Orders	POPARCH	cp711_poparch_011.zip
Materials	PO	Manage Purchase Orders Expediting Notes	POMEXPN	cp711_pomexpn_003.zip
Materials	PO	Print Purchase Order Expediting Report	POREXPD	cp711_porexpd_007.zip
Materials	PO	Create Purchase Order Change Orders	POMCHNG	cp711_pomchng_015.zip

## Major New Features and Enhancements in Costpoint 7.1.1

Domain	Module	Application Name	Application ID	Application File
Materials	PO	Print Purchase Order Change Orders	PORPCO	cp711_porpc0_016.zip
Materials	PO	Manage Statement of Work	POMSOW	cp711_pomsow_002.zip
Materials	PO	Change Purchase Order Type	POPTYPE	cp711_poptype_004.zip
Materials	PO	Print Purchase Order Activity Report	PORACTV	cp711_poractv_008.zip
Materials	PO	Print Purchase Order Register Report	PORREG	cp711_porreg_008.zip
Materials	PO	View Item Purchasing Information	POQITEM	cp711_poqitem_009.zip
Materials	PO	Load Organization IDs	POPLDORG	cp711_popldorg_001.zip
Materials	PP	Create Purchase Orders	PPPGPO	cp711_pppgpo_021.zip
Materials	RC	Manage Quality Control Inspections	RCMINSP	cp711_rcminsp_023.zip
Materials	RC	Print Receipt Traveler	RCRTRVLR	cp711_rcrtrvlr_010.zip
Materials	RC	Manage Purchase Order Receipts	RCMPORC	cp711_rcmporc_023.zip
Materials	RC	Print Pending Inspection Report	RCRPINSP	cp711_rcrpinsp_004.zip
Materials	RC	Print Receiving Log	RCRLOG	cp711_rcrlog_005.zip
Materials	RC	Manage Vendor Returns	RCMRTRN	cp711_rcmrtrn_017.zip

For more information about the Organization Security for the Production Control, Purchasing, and Receiving modules of the Materials domain, see the *Deltek Costpoint 7.1.1 Release Notes: Organization Security – Production Control, Purchasing, and Receiving* document.

## Load Organization IDs (PPPLDORG)

Use this new screen (**Materials » Procurement Planning » Procurement Planning Utilities » Load Organization IDs**) to load requisitioner's organization to a requisition where the field is left blank. This utility will not overwrite existing requisition organization in requisition records.



You must run this utility before turning on organization security for a module. If you skip this process, query result will exclude transactions with blank organization IDs

## Load Organization IDs (ECPLDORG)

Use this new screen (**Materials » Engineering Change Notices » ECN Utilities » Load Organization IDs**) to load originator's organization to Engineering Change Notice (ECN) where the field is left blank. This utility will not overwrite existing originator organization in ECN records.



You must run this utility before turning on organization security for a module. If you skip this process, query result will exclude transactions with blank organization IDs

## Organization Security

Changes were made to the following screens in preparation for the future implementation of the Organization Security feature:

- Update Manufacturing Order Costs (PCMMCOST)
- Print Manufacturing Order Documentation (PCRMODC)
- Create MO Subcontractor Requisitions (PCMSCRQ)
- Manage MO Operations Completions (PCMCOMP)
- Manage MO Quality Control Inspection Results (PCMINSP)
- Manage Purchase Orders (POMMAIN)
- Manage Inventory Abbreviation Peggings (MRMIAPEG)



These enhancements have no impact on current functionality. The functionalities of these updates/enhancements are not available until the full feature is released.

This feature ensures that proper user access is applied throughout all Materials applications.

Organization Security enhancement features the following:

- Validation of data entry as authorized for the logged-in user ID
- Filtering of existing records as authorized for the logged-in user ID
- Narrowing the search for records as authorized for the logged-in user ID
- Display of report information is limited to authorized data for the logged-in user ID



The update for the Manage Purchase Orders (POMMAIN) screen requires PATCH3390.

## Organization Security – Engineering Change Notices

The Organizational Security feature enhances the secure functionality of Costpoint by warranting proper user access throughout the Engineering Change Notices (ECN) module. This feature ensures that correct user access is applied to the logged-in user ID in accessing parts and projects.

### System JAR Requirements

This enhancement requires the Costpoint 7.1.1 System JAR 039 (cp711\_sys\_039.zip).

### Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
Materials	ECN	Manage Engineering Change Project Approvers	ECMPRAPP	cp711_ecmprapp_001.zip
Materials	ECN	Apply Engineering Change Notices	ECPINECN	cp711_ecpinecn_017.zip
Materials	ECN	View Engineering Change Notice Status	ECQECNST	cp711_ecqecnst_007.zip
Materials	ECN	Print Engineering Change Notice Impact Report	ECRIMPCT	cp711_ecrimpct_009.zip
Materials	ECN	Print Engineering Change Notice Travelers	ECRTRVLR	cp711_ectrvrlr_006.zip

### View Help About (SYMABOUT)

The Organization Security feature for the Engineering Change Notices (ECN) module has been registered on the View Help About (SYMABOUT) screen.

### Manage Engineering Change Project Approvers (ECMPRAPP)

The following are the changes to this screen:

## Major New Features and Enhancements in Costpoint 7.1.1

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- Find/Query (Projects) — Costpoint now finds and filters existing records based on projects with owning organizations that are authorized for the logged-in user ID.
- Lookup (EC Project Approvers)
  - Project Abbreviation — Costpoint now narrows the search and displays only project abbreviations with owning organizations that are authorized for the logged-in user ID.
  - Project — Costpoint now narrows the search and displays only projects with owning organizations that are authorized for the logged-in user ID.
- Data Entry — If you enabled organization security in the system setting, and the screen is activated for organization security, Costpoint will not allow you to enter or select a project if your user ID does not have “F”ull rights to the project’s owning organization in the user security group’s security profile.

## Manage Engineering Change Notices (ECMECN)

The following are the changes to this screen:

- Find/Query — Costpoint now finds and filters existing records based on your organization rights for the originator’s organization ID, and you can only see ECNs where you have rights to the same.
- Lookup
  - Organization — Costpoint now narrows the search and displays only organizations that are authorized for the logged-in user ID.
  - Project — Costpoint now narrows the search and displays only projects with owning organizations that are authorized for the logged-in user ID.
- Data Entry
  - If you enabled organization security in the system setting, and the screen is activated for organization security, Costpoint will not allow you to enter or select a project if your user ID does not have “F”ull rights to the originator’s org ID and the project’s owning organization in the user security group’s security profile.
  - If approval process is required — If you add an approval process/approval title, at least one of the users for each approval title(s) must be authorized for the originator’s org ID.
    - If all the users for the approval titles in the approval process are authorized for the originator’s org ID, the changes will be saved.
    - If none of the users for any of the approval titles in the approval process are authorized for the originator’s org ID, Costpoint will display an error message.
    - If at least one of the users for the approval titles in the approval process is authorized for the originator’s org ID, Costpoint will display a warning message that not all of the approvers are authorized for the originator’s org ID and changes will still be saved.

## Update Approved Engineering Change Notices (ECMAMAIN)

The following are the changes to this screen:

- Find/Query — Costpoint now finds and filters existing records based on your organization rights for the originator’s organization ID, and you can only see ECNs where you have rights to the same.
- Lookup

- Organization — Costpoint now narrows the search and displays only organizations that are authorized for the logged-in user ID.
- Project — Costpoint now narrows the search and displays only projects with owning organizations that are authorized for the logged-in user ID.
- If you enabled organization security in the system setting, and the screen is activated for organization security, Costpoint will not allow you to enter or select a project if your user ID does not have “F”ull rights to the originator’s org ID and the project’s owning organization in the user security group’s security profile.
- If approval process is required — If you add an approval process/approval title, at least one of the users for each approval title(s) must be authorized for the originator’s org ID.
  - If all the users for the approval titles in the approval process are authorized for the originator’s org ID, the changes will be saved.
  - If none of the users for any of the approval titles in the approval process are authorized for the originator’s org ID, Costpoint will display an error message.
- If at least one of the users for the approval titles in the approval process is authorized for the originator’s org ID, Costpoint will display a warning message that not all of the approvers are authorized for the originator’s org ID and changes will still be saved

### Approve Engineering Change Notices (ECMAPPR)

The following are the changes to this screen:

- Find/Query — Costpoint now finds and filters existing records based on your organization rights for the originator’s organization ID, and you can only see ECNs where you have rights to the same.
- Lookup
  - Organization — Costpoint now narrows the search and displays only organizations that are authorized for the logged-in user ID.
  - Project — Costpoint now narrows the search and displays only projects with owning organizations that are authorized for the logged-in user ID.
- Update/Edit
- If you enabled organization security in the system setting, and the screen is activated for organization security, Costpoint will not allow you to enter or select a project if your user ID does not have “F”ull rights to the originator’s org ID and the project’s owning organization in the user security group’s security profile.
- If approval process is required — If you add an approval process/approval title, at least one of the users for each approval title(s) must be authorized for the originator’s org ID.
  - If all the users for the approval titles in the approval process are authorized for the originator’s org ID, the changes will be saved.
  - If none of the users for any of the approval titles in the approval process are authorized for the originator’s org ID, Costpoint will display an error message.
- If at least one of the users for the approval titles in the approval process is authorized for the originator’s org ID, Costpoint will display a warning message that not all of the approvers are authorized for the originator’s org ID and changes will still be saved.

### Apply Engineering Change Notices (ECPINECN)

If you enabled organization security in the system setting, and the screen is activated for organization security, Costpoint will not allow you to enter an ECN, and organization with a user ID that is not authorized for the originator's organization ID. In addition, if you do not have full rights to the originator organization for a particular ECN, Costpoint will only process records where your user ID is authorized for the originator's organization ID linked to the ECN. ECNs without the originator's ID will also not be processed, and Costpoint will display a message that says you are not authorized for the originator's organization ID linked to the ECN.

### View Engineering Change Notice Status (ECQECNST)

The following are changes to this screen:

- Find/Query — Costpoint now finds, filters, and lets you view existing records based on your organization rights for the originator's organization ID. However, Costpoint displays all ECNs regardless of the impacted projects linked to the ECNs.
- Lookup
  - ECN — Costpoint now narrows the search and displays only ECNs that are linked to the originator's organization that are authorized for the logged-in user ID.
  - Organization — Costpoint now narrows the search and displays only organizations that are authorized for the logged-in user ID.

### Print Engineering Change Notice Impact Report (ECRIMPCT)

If you enabled organization security in the system setting, and the screen is activated for organization security, Costpoint will not allow you to enter an ECN where your user ID is not authorized for the originator's organization ID linked to the ECN in the user security group's security profile.

### Print Engineering Change Notice Travelers (ECRTRVLR)

If you enabled organization security in the system setting, and the screen is activated for organization security, Costpoint will not allow you to enter an ECN and organization with a user ID that is not authorized for the originator's organization ID linked to the ECN in the user security group's security profile. Costpoint will only display ECNs where you have full rights to the originator's organization ID and will not display records that do not have the originator's organization ID.

On the report, Costpoint will display a message that says you are not authorized for the originator's organization ID linked to the ECN.

## Organization Security for Procurement Planning in Help About

The Features subtask now includes the Organization Security for Procurement Planning.

This enhancement requires PATCH5114.

## Organization Security – Procurement Planning

The Organizational Security feature enhances the secure functionality of Costpoint by warranting proper user access throughout the Procurement Planning module. This feature ensures that correct organizational security is applied when a user enters an inventory abbreviation in which the linked project and/or organization are not authorized for the logged-in user/ID.

## System JAR Requirements

This enhancement requires the Costpoint 7.1.1 System JAR 038 (cp711\_sys\_038.zip)

## Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
Materials	PP	Manage Simple Purchase Requisitions	PPMQREQ	cp711_cmnlbr_PPMENRQ_013.zip cp711_ppmqreq_013.zip
Materials	PP	Manage Purchase Requisitions	PPMNTRQ1	cp711_cmnlbr_PPMENRQ_013.zip
Materials	PP	Apply PO Info to Purchase Requisitions	PPMNTRQ2	cp711_cmnlbr_PPMENRQ_013.zip
Materials	PP	Apply PO Info to Purchase Requisitions by Line	PPMRQLN	cp711_cmnlbr_PPMENRQ_013.zip cp711_ppmrqln_021.zip
Materials	PP	Approve Purchase Requisitions	PPMRQAPX	cp711_ppmrqapx_016.zip
Materials	PP	Approve Purchase Requisition Lines	PPMRQAPL	cp711_ppmrqapl_012.zip
Materials	PP	Print Purchase Requisitions	PPRPRRQ	cp711_ppprrrq_006.zip
Materials	PP	View Purchase Requisition Status	PPQRQSTS	cp711_ppqrqsts_011.zip



Domain	Module	Application ID	Application Name	Application File
Materials	PP	Assign Purchase Requisition Lines to Buyers	PPMBUYAL	cp711_ppmbuyal_008.zip
Materials	PP	Assign Purchase Requisitions to Buyers	PPMBUYAS	cp711_ppmbuyas_009.zip
Materials	PP	Print Purchase Requisition Approval Status Report	PPRAPPR	cp711_pprappr_003.zip
Materials	PP	Print Purchase Requisition Commitment Report	PPRCOMT	cp711_pprcomt_003.zip

## Manage Simple Purchase Requisitions (PPMQREQ)

The following are the changes to this screen:

- Data Entry
  - User access validation has been modified so that if you enter new data with a requisition type that is linked to projects with an owning organization and/or to organizations that are not authorized for the user ID, Costpoint displays an error message.
  - User access validation has been modified so that if you enter new data with a requisitioner's organization that is not authorized for the user ID, Costpoint displays an error message.
  - User access validation has been modified so that if you link a project (on the Charge Numbers subtask) with a Project's Owning Org (PROJ. ORG\_ID), and this is not authorized for the user ID and/or an organization, Costpoint displays an error message.
- Find/Query – Costpoint now filters records based on your organization rights for the requisitioner's organization at the header. However, Costpoint displays all requisition lines whether or not the user ID logged in has rights to projects' owning organizations and organizations at the account distribution level linked to the requisition line. You can use Extensibility to suppress the line linked to a project/organization that is not authorized for the user ID, or include the line but hide certain fields within it.
- Update
  - User access validation has been modified so that if you enter a requisitioner's organization that is not authorized for the user ID, Costpoint displays an error message.

- User access validation has been modified so that if you link a project (on the Charge Numbers subtask - Project's Owning Org (PROJ. ORG\_ID)) and/or an organization that is not authorized for the user ID, Costpoint displays an error message.
- Lookup
  - Requisition Type – Costpoint now filters and only displays requisition types that are linked to projects with owning organizations that are authorized for the logged-in user ID.
  - Organization – Costpoint now filters and only displays organizations that are authorized for the logged-in user ID.
  - Project – Costpoint now filters and only displays projects with owning organizations that are authorized for the logged-in user ID.

## Manage Purchase Requisitions (PPMNTRQ1)

The following are the changes to this screen:

- Data Entry
  - If you enabled organization security in the system setting, and the screen is activated for organization security, Costpoint will not allow you to add, change, or delete a requisition if your user ID does not have 'Full rights to the requisitioner's org ID in the user security group's security profile.  
  
On new purchase requisitions, if you enter a requisitioner's org, project (on the Accounting Defaults tab - Project's Owning Org (PROJ. ORG\_ID)), and organization (in the Accounting Defaults tab) not authorized for the user ID, Costpoint displays an error message. In addition, if you link a project (on the Accounts subtask - Project's Owning Org (PROJ. ORG\_ID)) and an organization (on the Accounts subtask) that are not authorized for the user ID, Costpoint displays an error message.
  - If approval process is required – If you add an approval process/approval title, at least one of the users for each approval title(s) must be authorized for the requisitioner's org ID.
    - If all the users for the approval titles in the approval process are authorized for the requisitioner's org ID, the changes will be saved.
    - If none of the users for any of the approval titles in the approval process are authorized for the requisitioner's org ID, Costpoint will display an error message.
    - If at least one of the users for the approval titles in the approval process is authorized for the requisitioner's org ID, Costpoint will display a warning message that not all of the approvers are authorized for the requisitioner's org ID and changes will still be saved.
  - Find/Query – Costpoint now filters records based on your organization rights for the requisitioner's organization at the header. However, Costpoint displays all requisition lines, whether or not the logged-in user ID has rights to projects' owning organizations and organizations at the account distribution level linked to the requisition line. You can use Extensibility to suppress the line linked to a project/organization that is not authorized for the user ID, or include the line but hide certain fields within it.
- Update
  - Costpoint now displays an error message if you update one of the following and your logged-in user ID is not authorized to do so:
    - Requisitioner's Org
    - Project (on the Accounting Defaults tab - Project's Owning Org)
    - Organization (on the Accounting Defaults tab)

- Project (on the Accounts subtask - Project's Owning Org)
- Organization (on the Accounts subtask)
- If you add an approval process/approval title, at least one of the users for each approval title(s) must be authorized for the requisitioner's organization ID.
- Buyer Assignment – Costpoint requires the buyer to be authorized for the requisitioner's organization ID.
- Lookup
  - Organization – Costpoint now filters and only displays organizations that are authorized for the logged-in user ID.
  - Project – Costpoint now filters and only displays projects with owning organizations that are authorized for the logged-in user ID.

### Apply PO Info to Purchase Requisitions (PPMNTRQ2)

The following are the changes to this screen:

- Data Entry
  - If you enabled organization security in the system setting, and the screen is activated for organization security, Costpoint will not allow you to add, change, or delete a requisition if your user ID does not have 'Full rights to the requisitioner's org ID in the user security group's security profile.

On new purchase requisitions, if you enter a requisitioner's org, project (on the Accounting Defaults tab - Project's Owning Org (PROJ. ORG\_ID)), and organization (in the Accounting Defaults tab) not authorized for the user ID, Costpoint displays an error message. In addition, if you link a project (on the Accounts subtask - Project's Owning Org (PROJ. ORG\_ID)) and an organization (on the Accounts subtask) that are not authorized for the user ID, Costpoint displays an error message.

  - If approval process is required – If you add an approval process/approval title, at least one of the users for each approval title(s) must be authorized for the requisitioner's org ID.
    - If all the users for the approval titles in the approval process are authorized for the requisitioner's org ID, the changes will be saved.
    - If none of the users for any of the approval titles in the approval process are authorized for the requisitioner's org ID, Costpoint will display an error message.
    - If at least one of the users for the approval titles in the approval process is authorized for the requisitioner's org ID, Costpoint will display a warning message that not all of the approvers are authorized for the requisitioner's org ID and changes will still be saved.
- Find/Query – Costpoint now filters records based on your organization rights for the requisitioner's organization at the header. However, Costpoint displays all requisition lines, whether or not the logged-in user ID has rights to projects' owning organizations and organizations at the account distribution level linked to the requisition line. You can use Extensibility to suppress the line linked to a project/organization that is not authorized for the user ID, or include the line but hide certain fields within it.
- Update
  - Costpoint now displays an error message if you update one of the following and your logged-in user ID is not authorized to do so:
    - Requisitioner's Org

- Project (on the Accounting Defaults tab - Project's Owning Org)
- Organization (on the Accounting Defaults tab)
- Project (on the Accounts subtask - Project's Owning Org)
- Organization (on the Accounts subtask)
- If you add an approval process/approval title, at least one of the users for each approval title(s) must be authorized for the requisitioner's organization ID.
- Buyer Assignment – Costpoint requires the buyer to be authorized for the requisitioner's organization ID.
- Lookup
  - Organization – Costpoint now filters and only displays organizations that are authorized for the logged-in user ID.

Project – Costpoint now filters and only displays projects with owning organizations that are authorized for the logged-in user ID.

### Apply PO Info to Purchase Requisitions by Line (PPMRQLN)

The following are the changes to this screen:

- Find/Query – Costpoint now filters records based on your organization rights for the Requisitioner's Org at the header. However, Costpoint displays all requisition lines, regardless of rights to projects and organization rights at the account distribution level. You can use Extensibility to suppress the line linked to a project/organization that is not authorized for the user ID, or include the line but hide certain fields within it.
- Update
  - Costpoint now displays an error message if you update either the project (on the Accounts subtask - Project's Owning Org) or organization (in the Accounts subtask) where the user ID is not authorized.
  - If you add an approval process/approval title, at least one of the approval title users must be authorized for the requisitioner's organization ID.
    - If all the users for the approval titles in the approval process are authorized for the requisitioner's org ID, the changes will be saved.
    - If none of the users for the approval titles in the approval process are authorized for the requisitioner's org ID, Costpoint will display an error message.
    - If at least one of the users for the approval titles in the approval process is authorized for the requisitioner's org ID, Costpoint will display a warning message that not all of the approvers are authorized for the requisitioner's org ID.
- Buyer Assignment – Costpoint requires this to be authorized for the requisitioner's organization ID.
- Lookup
  - Organization – Costpoint now filters and only displays organizations that are authorized for the user ID.
  - Project – Costpoint now filters and only displays projects with owning organizations that are authorized for the user ID.

## Approve Purchase Requisitions (PPMRQAPX)

The following are the changes to this screen:

- Find/Query – Costpoint now filters records based on your organization rights for the Requisitioner's Org at the header. However, Costpoint displays all requisition lines, regardless of rights to projects and organization rights at the account distribution level. You can use Extensibility to suppress the line linked to a project/organization that is not authorized for the user ID, or include the line but hide certain fields within it.
- Update
  - If you add an approval process/approval title, at least one of the approval title users must be authorized for the requisitioner's organization ID.
    - If all the users for the approval titles in the approval process are authorized for the requisitioner's org ID, the changes will be saved.
    - If none of the users for the approval titles in the approval process are authorized for the requisitioner's org ID, Costpoint will display an error message.
    - If at least one of the users for the approval titles in the approval process is authorized for the requisitioner's org ID, Costpoint will display a warning message that not all of the approvers are authorized for the requisitioner's org ID.

## Approve Purchase Requisition Lines (PPMRQAPL)

The following are the changes to this screen:

- Find/Query – Costpoint now filters records based on your organization rights for the project/organization at the header. However, Costpoint displays all requisition lines, regardless of rights to projects and organization rights at the account distribution level. You can use Extensibility to suppress the line linked to a project/organization that is not authorized for the user ID, or include the line but hide certain fields within it.
- Update
  - If you add an approval process/approval title, at least one of the approval title users must be authorized for the requisitioner's organization ID.
    - If all the users for the approval titles in the approval process are authorized for the requisitioner's org ID, the changes will be saved.
    - If none of the users for the approval titles in the approval process are authorized for the requisitioner's org ID, Costpoint will display an error message.
    - If at least one of the users for the approval titles in the approval process is authorized for the requisitioner's org ID, Costpoint will display a warning message that not all of the approvers are authorized for the requisitioner's org ID.

## Print Purchase Requisitions (PPRPRRQ)

The following are the changes to this screen:

- Print
  - Costpoint displays an error message if you select and print a specific requisition and you do not have full rights to the requisitioner's organization linked to it.
  - Costpoint displays an error message if you select a specific requisitioner organization that you do not have full rights to.

- Report – Costpoint also suppresses all line information for the requisition, and prints the following message on the report: “Requisition not printed. Your user ID is not authorized for the Requisitioner’s Org on this requisition.”

Costpoint will not update the Printed Flag for the requisition that has suppressed data and will consider it as not printed.

### View Purchase Requisition Status (PPQRQSTS)

Costpoint now filters records based on your organization rights for the requisitioner’s organization at the header. However, Costpoint displays all requisition lines, whether or not the logged-in user ID has rights to projects’ owning organizations and organizations at the account distribution level linked to the requisition line. You can use Extensibility to suppress the line linked to a project/organization that is not authorized for the user ID, or include the line but hide certain fields within it.

### Assign Purchase Requisition Lines to Buyers (PPMBUYAL)

Costpoint now filters records based on your organization rights for the project/organization at the header. However, Costpoint displays all requisition lines, whether or not the user logged-in ID has rights to projects’ owning orgs and organizations at the account distribution level linked to the requisition line. You can use Extensibility to suppress the line linked to a project/organization that is not authorized for the user ID, or include the line but hide certain fields within it.

Costpoint will validate and display an error message if the user ID(s) linked to the Buyer’s Employee ID is not authorized for the requisitioner’s organization at the header.

### Assign Purchase Requisitions to Buyers (PPMBUYAS)

Costpoint now filters records based on your organization rights for the project/organization at the header. However, Costpoint displays all requisition lines, whether or not the logged-in user ID has rights to projects’ owning orgs and organizations at the account distribution level linked to the requisition line. You can use Extensibility to suppress the line linked to a project/organization that is not authorized for the user ID, or include the line but hide certain fields within it.

Costpoint will validate and display an error message if the user ID(s) linked to the Buyer’s Employee ID is not authorized for the requisitioner’s organization at the header.

### Print Purchase Requisition Approval Status Report (PPRAPPR)

Costpoint displays an error message if you select and print a specific requisition and you do not have full rights to the requisition organization linked to it.

Costpoint also suppresses all line information for the requisition, and prints the following message on the report: “Requisition not printed. Your user ID is not authorized for the Requisitioner’s Org on this requisition.”

### Print Purchase Requisition Commitment (PPRCOMT)

Costpoint displays an error message if you select and print a specific requisition and you do not have full rights to the requisition organization linked to it.

Costpoint also suppresses all line information for the requisition, and prints the following message on the report: “Requisition not printed. Your user ID is not authorized for the Requisitioner’s Org on this requisition.”

The report will still include the total amounts for the report, including amounts from those requisitions that were suppressed.

## BMMMBOM Library

The BMMMBOM library contains common business logic which is shared by the following applications:

- Manage Manufacturing Bills of Material (BMMMBOM1)
- Release Manufacturing Bills of Material (BMMMBOM2)
- Manage Parts (PDMPART)

### System JAR Requirements

The following Costpoint 7.1.1 system jar files are required for this update:

- cp711\_cmplib\_BMMMBOM\_001.zip
- cp711\_sys\_034.zip

## BMMEBOM Library

The BMMEBOM library contains common business logic which is shared by the following applications:

- Manage Engineering Bills of Material (BMMEBOM1)
- Release Engineering Bills of Material (BMMEBOM2)
- Manage Parts (PDMPART)
- Manage Proposals (MEMPROP)

### System JAR Requirements

The following Costpoint 7.1.1 system jar files are required for this update:

- cp711\_cmplib\_BMMEBOM\_001.zip
- cp711\_sys\_033.zip

## RUMROUTLIB Library

The RUMROUTLIB library contains common business logic which is shared by the following applications:

- Manage Routings (RUMROUT)
- Release Routings (RUMRROUT)
- Manage Parts (PDMPART)

### System JAR Requirements

The following Costpoint 7.1.1 system jar files are required for this update:

- cp711\_cmplib\_RUMROUTLIB\_001.zip
- cp711\_sys\_033.zip

## MMPFPOLIB Library

The MMPFPOLIB library contains common business logic which is shared by the following applications:

- Print Inventory Reorder Report (INPREORD)
- Firm Material Requirements Planning Planned Orders (MRPFPO)

- Firm Master Production Schedule Planned Orders (MSPFPO)
- Create Purchase Requisitions from Sales Orders (OEPGRQ)
- Compute Material Requirements (PCPMRR)

### Application JAR Requirements

The following table shows the required application JAR affected by this update.

Domain	Application Name	Application JAR
MM	Print Inventory Reorder Report (INPREORD)	cp711_inpreord_013.zip
MM	Create Purchase Requisitions from Sales Orders (OEPGRQ)	cp711_oepgrq_010.zip
MM	Create MO Subcontractor Requisitions (PCMSCRQ)	cp711_pcmscrq_011.zip
MM	Compute Material Requirements (PCPMRR)	cp711_pcpmrr_011.zip

### System JAR Requirements

The following Costpoint 7.1.1 system jar files and patch are required for this update:

- cp711\_cmplib\_MMPFPOLIB\_001.zip
- cp711\_sys\_033.zip
- PATCH3170

## PCMSFR Library

The PCMSFR library contains common business logic which is shared by the following applications:

- Manage MO Operation Completions (PCMCOMP)
- Manage MO Quality Control Inspection Results (PCMINSP)

### System JAR Requirements

The following Costpoint 7.1.1 system jar files are required for this update:

- cp711\_cmplib\_PCMSFR\_001.zip
- cp711\_sys\_033.zip

## Extend Purchase Order (PO) Release Number

The validation logic of several Costpoint applications has been modified to allow use of up to five (5) digits of purchase order (PO) release number. This change now enables Costpoint to display up to five (5) digits of the PO release number on a number of screens as well as allow you to use and save a record with the same number of digits.

In addition, this feature allows you to import PO and PO voucher with PO release number of up to five (5) digits for delimited files.



## Major New Features and Enhancements in Costpoint 7.1.1

The expansion of allowable PO release number is up to 99999 for Oracle database users and 32767 for MSS database users.

### Patch and System JAR Requirements

These enhancements require the following:

- Costpoint 7.1.1 System JAR 033.zip (cp711\_sys\_033.zip)
- cp711\_cmnlb\_PPMENTRQ\_009.zip
- cp711\_cmnlb\_OEMENTSOLIB\_005.zip
- cp711\_cmnlb\_OEMISSULIB\_003.zip
- PATCH3288

### Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application Name	Application ID	Application File
Materials	PO	Manage Purchase Orders	POMMAIN	cp711_pommain_032.zip
Materials	PO	Create Blanket Purchase Order Releases	POMRELS	cp711_pomrels_018.zip
Materials	PO	Print Purchase Orders	PORPPO	cp711_porppo_019.zip
Materials	PO	Import Purchase Orders	AOPUTLPO	cp711_aoputlpo_020.zip
Materials	PO	Print Purchase Order Change Orders	PORPCO	cp711_porpco_012.zip
Materials	PO	Print Purchase Order Register Report	PORREG	cp711_porreg_007.zip
Materials	PO	Create Purchase Order Change Orders	POMCHNG	cp711_pomchng_013.zip
Materials	PO	Update Subcontract Retainage PO Status	POMSCST	cp711_pomscst_008.zip

## Major New Features and Enhancements in Costpoint 7.1.1

Domain	Module	Application Name	Application ID	Application File
Materials	PO	Approve Pending Purchase Orders	POMSTAT	cp711_pomstat_009.zip
Materials	EC	View Engineering Change Notice	ECQECNST	cp711_ecqecnst_006.zip
Accounting	AP	Import Purchase Order Vouchers	AOPPOVCH	cp711_aoppovch_013.zip
Accounting	AP	Manage Purchase Order Vouchers	POMPOVCH	cp711_pompovch_029.zip
Accounting	AP	Create PO Vouchers from POs/Receipts	POPPOVCH	cp711_poppovch_010.zip
Accounting	AP	Manage Vendor History	APMVENDH	cp711_apmvendh_011.zip
Accounting	AP	View Check History Inquiry	APQCKHST	cp711_apqckhst_007.zip
Accounting	FA	Import Asset Records	FAPPREP	cp711_fapprep_007.zip
Accounting	FA	Export Asset Records	FAPAEXP	cp711_fapaexp_005.zip
Accounting	FA	Manage Asset Master Information	FAMASSET	cp711_famasset_008.zip
Accounting	FA	Manage Asset Master Global Changes	FAMGCA	cp711_famgca_006.zip
Accounting	FA	Manage Asset Purchase Information	FAMSPO	cp711_famspo_003.zip
Materials	RC	Print Receiving Log	RCLOG	cp711_rclog_004.zip

## Major New Features and Enhancements in Costpoint 7.1.1

Domain	Module	Application Name	Application ID	Application File
Materials	RC	Manage Purchase Order Receipts	RCMPORC	cp711_rcmporc_019.zip
Projects	SM	Create Subcontractor Invoices	SMPINVC	cp711_smpinvc_008.zip
Projects	SM	View Work Assignment Status	SMQWA	cp711_smqwa_003.zip
Projects	SM	Print Subcontractor Invoices	SMRINVC	cp711_smrinvc_006.zip
Projects	SM	Print Work Assignment Detail	SMRWRK	cp711_smrwrk_005.zip
Projects	SM	Approve Subcontractor Invoices	SMMAINVC	cp711_smmainvc_004.zip
Materials	PP	Apply PO Info to Purchase Requisitions by Line	PPMRQLN	cp711_ppmrqln_019.zip
Materials	PP	View Vendor Performance	PPQVNDP	cp711_ppqvndp_006.zip
Materials	PC	Enter Manufacturing Order Rel	PCMRELMO	cp711_pcmrelmo_016.zip
Materials	PC	View Manufacturing Order Status	PCQMOST	cp711_pcqmost_008.zip
Materials	IN	Manage Serial/Lot Information	INMSRLT	cp711_inmsrlt_008.zip
Materials	IN	Manage PO/Req Inventory Reservations	INMPORSV	cp711_inmporsv_007.zip

## Standard Costing

This feature enables you to provide users the ability to use standard costing methods for inventory valuation. Prior to this feature, only average costing method is available in Costpoint.

Standard costing enhancement features the following:

- New secure standard costing tables for item standard cost and project item standard cost
- New application to calculate future standard costs
- New application for purchase price variance (PPV)
- Ability to calculate and post variances for PPV and manufacturing costs (materials, labor, misc 1, misc 2, subcontractor) and corresponding overheads.
- Ability to update item preprocessor for new cost tables
- Modified WIP variance process to include breakdowns for average actual and standard costing

This update requires PATCH3300 and PATCH3170.

## WA250 Output for Packing Slips

With the advent of iRAPT(Invoicing, Receipt, Acceptance, and Property Transfer) the submission of DD250s now occurs electronically, with limited exceptions. You may either use the government's web application or use an iRAPT-automation system to create and submit electronic data interchange (EDI) transactions. iRAPT is the government's web-based system for accepting, processing, and distributing the DD250.

A specialized iRAPT version of the DD250 (WA250) includes distinctive fields that simplify preparation of iRAPT receiving reports, invoices, and combos.

In view of these changes, Costpoint has been updated and new applications have been added to support the printing of WA250 form as an option for users to print the WA250 when they are unable to use the iRAPT but need to electronically submit the DD250.

These new applications, under the Sales Order Entry module, are the Print WA250 Invoices (OERW250) screen ( **Materials » Sales Order Entry » Sales Order Invoices » Print WA250 Invoices**) and the Print WA250 Packing Slips (OERW250P) screen ( **Materials » Sales Order Entry » Sales Order Shipping » Print WA250 Packing Slips**).

For this enhancement, new Costpoint screens include the corresponding functions:

### Print WA250 Packing Slips (OERW250P)

Use this new screen ( **Materials » Sales Order Entry » Sales Order Shipping » Print WA250 Packing Slips**) to print a packing slip for the WA250.

This new screen has the following subtasks:

- Catalog Non-Contiguous Ranges – Use this subtask to define non-contiguous ranges of catalogs that you want to print WA250 packing slips for.
- Customer Non-Contiguous Ranges – Use this subtask to define non-contiguous ranges of customers that you want to print WA250 packing slips from.
- Invoice Non-Contiguous Ranges – Use this subtask to define non-contiguous ranges of packing slips that you want to print.
- Project Non-Contiguous Ranges – Use this subtask to define non-contiguous ranges of projects that you want to print WA250 packing slips for.

- Sales Order Non-Contiguous Ranges – Use this subtask to define non-contiguous ranges of sales orders that you want to print packing slips for.

### Print WA250 Invoices (OERW250)

Use this new screen (**Materials » Sales Order Entry » Sales Order Invoices » Print WA250 Invoices**) to print a report for the WA250.

This new screen has the following subtasks:

- Catalog Non-Contiguous Ranges – Use this subtask to define non-contiguous ranges of catalogs that you want to print WA250 invoices for.
- Customer Non-Contiguous Ranges – Use this subtask to define non-contiguous ranges of customers that you want to print WA250 invoices from.
- Invoice Non-Contiguous Ranges – Use this subtask to define non-contiguous ranges of invoices that you want to print.
- Project Non-Contiguous Ranges – Use this subtask to define on-contiguous ranges of projects that you want to print WA250 invoices for.
- Sales Order Non-Contiguous Ranges – Use this subtask to define non-contiguous ranges of sales orders that you want to print invoices for.

### Configure Sales Order Entry Settings (OEMSET)

The following screen labels have been renamed:

- **DD250 Invoice** to **DD250/WA250 Invoice**
- **DD250 Packing Slip** to **DD250/WA250 Packing Slip**

### Configure Sales Order Print Options (OEMPOPTS)

The following screen labels have been renamed:

- **Line No on DD250** to **Line No on DD250/WA250**
- **DD250 Invoice** to **DD250/WA250 Invoice**
- **DD250 Packing Slip** to **DD250/WA250 Packing Slip**

### Manages Sales Orders (OEMNTS01)

On the Order Details tab, the following screen labels have been renamed:

- **DD250 Invoice** to **DD250/WA250 Invoice**
- **DD250 Packing Slip** to **DD250/WA250 Packing Slip**

### Manage Invoices (OEMINVC1)

On the Print Info tab, the following screen labels have been renamed:

- **Print DD250 Invoice** to **Print DD250/WA250 Invoice**
- **DD250 Invoice Printed** to **DD250/WA250 Invoice Printed**

### Manage Sales Order Catalog Defaults (OEMCATLG)

The following screen labels have been renamed:

- **DD250 Invoice to DD250/WA250 Invoice**
- **DD250 Packing Slip to DD250/WA250 Packing Slip**

#### Manage Sales Order Project Defaults (OEMPROJ)

The following screen labels have been renamed:

- **DD250 Invoice to DD250/WA250 Invoice**
- **DD250 Packing Slip to DD250/WA250 Packing Slip**

#### Manage Shipping Transactions (OEMSHIP)

On the Shipping Information tab, the following screen labels have been renamed:

- **DD250 PS Printed to DD250/WA250 PS Printed**
- **DD250 PS to DD250/WA250 PS**

#### Print DD250 Invoices (OER250I)

On the Print Options, under Actions tab, the check box has been renamed from **Execute Update DD250 Invoice Printed flag after reports are printed** to **Execute Update DD250 Invoice Printed flag after reports are printed**.

In addition, application logic has been modified so that when you run the **Update DD250/WA250 Printed flag**, the application selects the DD250/WA250 Invoice Printed check box on the Manage Invoices (OEMINVC1)/Manage Invoices Supervisor Screen (OEMINVC2).

#### Patch and System JAR Requirements

These enhancements require the following:

- Costpoint 7.1.1 System JAR 031 (cp711\_sys\_031.zip)
- Costpoint 7.1.1 System JAR 034 (cp711\_sys\_034.zip)
- Costpoint 7.1.1 System JAR 035 (cp711\_sys\_035.zip)

#### Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application Name	Application ID	Application File
Materials	SO	Print WA250 Invoices	OERW250	cp711_oerw250_001.zip

## PO Line Vendor Classification Updates

PO Line Vendor Classification Updates provides the ability for users to add vendor classifications at the purchase order (PO) line level. This feature is also part of a compliance requirement for reporting purposes on the various vendor classifications under the North American Industry Classification System (NAICS). NAICS classifies business establishments with the purpose of collecting, analyzing, and publishing statistical data related to the U.S. economy. The NAICS industry codes define establishments

based on the activities in which they are primarily engaged. Examples of classifications are business size (large, small, non-profit, and foreign/other) and vendor classifications (woman-owned, veteran- owned, and others).

Adding vendor classifications at the line level helps provide an accurate report based on vendor status at the time the new line is added.

For this enhancement, the following Costpoint screens now include the corresponding updates:

#### Manage Purchase Orders (POMMAIN)

- The application now has a new tab, Vendor Classifications, to display the purchase order (PO) line vendor classification values. In addition, the logic of the application has been changed to save and display the current values of the vendor classification when a PO line is first created.
- The **Business Size** field has been moved from the Other Info tab to the Vendor Classifications tab. For a new PO line, if the line part has a defined industry class (ITEM.IND\_CLASS\_CD), then this defaults and loads the corresponding **Business Size** field, as defined in Manage Vendor/Size by Industry Classification (VEND\_IND\_CLASS table) for PO vendor. You can manually edit the PO line **Industry Class** and **Business Size** fields. If a previously saved PO line is edited, do not change the previously saved vendor classification on the PO line unless the vendor is changed on the PO header, in which case update the PO line with classification values corresponding to the new vendor.
- When a previously saved PO line is edited, do not change previously saved vendor classification on the PO line unless you change the vendor on the PO header, in which case, update the PO line with classification values corresponding to the new vendor.
- When you add a new PO line to an existing PO, Costpoint loads the current vendor classification values to that PO line.



It is possible that classification values for the same vendor may be different between PO lines.

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- When you create a new release or subcontractor agreement release from a blanket order, Costpoint copies the values of business size from the blanket line, but loads the current vendor classification values to the new release PO line.

#### Create Blanket Purchase Order Releases (POMRELS)

- The application now has a new tab, Vendor Classifications, to display the purchase order (PO) line vendor classification values.
- When you create a new release from a blanket order, Costpoint copies the values of the business size from the blanket line, but loads the current vendor classification values to the new release PO line.

#### Create Purchase Order Change Orders (POMCHNG)

When you create a new change order, Costpoint copies the vendor classification information from PO\_LN table to corresponding columns in PO\_LN\_CHNG table.

#### Archive Purchase Order (POPARCH)

When you archive a PO line, Costpoint copies the vendor classification information from the PO\_LN table to corresponding columns in PO\_LN\_HS table.

## Print Purchase Order Activity Report (PORACTV)

- The **Use PO Line Business Size** check box now defaults to selected, and if cleared, Costpoint displays a warning message.
- The calculation always uses PO line values.

## View Purchase Order Status (POQSTAT)

The application now displays the values of the vendor classification as saved on the PO line. In addition, the Vendor Classifications fields have been changed to check boxes on the new Vendor Classifications tab, with the addition of the **Business Size** field, which has been moved from Other Info tab to the new tab.

## Create Purchase Orders (PPPGPO)

- When you create a new PO, Costpoint loads the current PO vendor classification values to the corresponding columns on the newly created PO lines, with the exception of business size. The business size value comes from the value saved on the Assign PO line subtask (Apply PO Info to Purchase Requisitions by Line) that is used for creating this PO line.
- When you create a new release against an existing Blanket PO, Costpoint loads the current vendor classification values to the new release PO line, with the exception of business size. The business size value comes from the value saved on the Assign PO line subtask (Apply PO Info to Purchase Requisitions by Line) that is used for creating this PO line.
- When you create a new PO line against an existing standard PO, Costpoint loads the current values of the PO vendor classification to corresponding columns on the newly created PO lines, with the exception of business size. The business size value comes from the value saved on the Assign PO line subtask (Apply PO Info to Purchase Requisitions by Line) that is used for creating this PO line.

## Import Purchase Orders (AOPUTLPO)

- When you create a new PO, Costpoint loads the current values of the PO vendor classification to corresponding columns on the newly created PO lines, with the exception of business size information.
- The business size value varies for non-release and release POs:
  - For non-release POs – On new line or when PO\_HDR.VEND or the PO\_LN. IND\_CLASS\_CD has changed, the system must determine the PO line business size. If the IND\_CLASS\_CD is not null, lookup VEND\_IND\_CLASS for that PO\_LN. Use PO\_HDR. VEND\_ID and PO\_LN. IND\_CLASS\_CD. If a row is found, load VEND\_IND\_CLASS .S\_CL\_SM\_BUS\_CD to PO\_LN. S\_CL\_SM\_BUS\_CD, If a row is not found or IND\_CLASS\_CD is null, load the value from the VEND table.
  - For release POs – Costpoint copies the business size from the blanket PO line.
- When you create a new release against an existing Blanket PO, Costpoint loads the current vendor classification values to the new release PO line, with the exception of business size information, which is copied from the blanket line.
- When you create a new PO line against an existing standard PO, Costpoint loads the current values of the vendor classification from the PO header to corresponding PO Vendor Classification columns on the newly created PO lines, with the exception of business size information. Business Size loads from the IND\_CLASS\_CD table. If not found there, this then loads value from VEND table.



## Major New Features and Enhancements in Costpoint 7.1.1

- When a previously saved PO line is edited, do not change previously saved vendor classification on the PO line, unless the vendor is changed on the PO header, in which case update the PO line with vendor classification values corresponding to the new vendor.

### Patch and System JAR Requirements

These enhancements require the following:

- Costpoint 7.1.1 System JAR 030 (cp711\_sys\_030.zip)
- PATCH3170
- PATCH3195
- PATCH3202

### Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application Name	Application ID	Application File
Materials	PO	Manage Purchase Orders	POMMAIN	cp711_pommain_030.zip
Materials	PO	Create Blanket Purchase Order Releases	POMRELS	cp711_pomrels_017.zip
Materials	PO	Create Purchase Order Change Orders	POMCHNG	cp711_pomchng_011.zip
Materials	PO	Archive Purchase Orders	POPARCH	cp711_poparch_009.zip
Materials	PO	Print Purchase Order Activity Report	PORACTV	cp711_poractv_006.zip
Materials	PO	View Purchase Order Status	POQSTAT	cp711_poqstat_013.zip
Materials	PP	Create Purchase Orders	PPPGPO	cp711_pppgpo_018.zip
Materials	PO	Import Purchase Orders	AOPUTLPO	cp711_aoputlpo_018.zip

### Sales Group Abbreviation Cost of Goods Sold Account Split

Changes were made to these applications in preparation for the future implementation of a new feature.



These enhancements have no impact on current functionality.

The functionalities of these updates/enhancements are not available until the full feature is released.

This feature enables you to break the clearing and cost of goods sold general ledger entries by cost element: Materials, Labor, Subcontract, Misc 1, and Misc 2. These are loaded costs including overhead.

In addition, this feature provides you with the visibility of actual costs by cost element through cost of goods sold and enables you to compare project budgets to actual costs with more granularity and accuracy.

These screens display Acct/Org by Cost Element Info:

- Manage Sales Orders (OEMNTSO1)
- Manage Sales Orders Supervisor Screen (OEMNTSO2)
- Approve Sales Orders (OEMAPPSO)
- Configure Sales Order Entry Settings (OEMSET)
- Manage Sales Group Abbreviations (PDMSALES)
- View Sales Order Status Information (OEQSTAT)
- View Sales Analysis Information (OEQSALES)

Manage Sales Group Abbreviations (PDMSALES) screen has been updated to add a new option to allow users to charge to specific accounts and organization IDs by cost element for the **Cost of Sales Account** and **Clearing Account** transaction types.

Manage Sales Order Inventory Issues (OEMISSU1) screen has a new tab, Cost Elements, to allow users to split the cost by elements.

Set Up Company (SYPCOMP) screen has been updated to copy the value of the new check box, **Post Cost of Sales by Cost Element**, added to the Configure Sales Order Entry Settings screen when creating a new company by copying an existing company.

This feature is only applicable for and an option to those who use sales group abbreviation for sales orders

PATCH3161 and PATCH3187 are required for these updates.

## OEMENTSO Library

The OEMENTSO library contains common business logic which is shared by the following applications:

- Manage Sales Orders (OEMNTSO1)
- Manage Sales Orders Supervisor Screen (OEMNTSO2)

## System Jar Requirements

The Costpoint 7.1.1 system jar file, cp711\_sys\_029.zip, is required for this update.

## OEMINVC Library

The OEMINVC library contains common business logic which is shared by the following applications:

- Manage Invoices (OEMINVC1)
- Manage Invoices Supervisor Screen (OEMINVC2)

## System Jar Requirements

The Costpoint 7.1.1 system jar file, cp711\_sys\_029.zip, is required for this update.

## OEMISSU Library

The OEMISSU library contains common business logic which is shared by the following applications:

- Manage Sales Order Inventory Issues (OEMISSU1)
- Manage Sales Order Non-Inventory Issues (OEMISSU2)

## System Jar Requirements

The Costpoint 7.1.1 system jar file, cp711\_sys\_029.zip, is required for this update.

## ECMMAIN Library

The ECMMAIN library contains common business logic which is shared by the following applications:

- Approve Engineering Change Notices (ECMAPPR)
- Manage Engineering Change Notices (ECMECN)
- Update Approved Engineering Change Notices (ECMAMAIN)

## System JAR Requirements

The following Costpoint 7.1.1 system jar files are required for this update:

- cp711\_cmnlb\_ECMMAIN\_001.zip
- cp711\_sys\_028.zip

## Sales Group Abbreviation Cost of Goods Sold Account Split

Changes were made to these applications in preparation for the future implementation of a new feature.



These enhancements have no impact on current functionality.

The functionalities of these updates/enhancements are not available until the full feature is released.

This feature enables you to break the clearing and cost of goods sold general ledger entries by cost element: Materials, Labor, Subcontract, Misc 1, and Misc 2. These are loaded costs including overhead.

In addition, this feature provides you with the visibility of actual costs by cost element through cost of goods sold and enables you to compare project budgets to actual costs with more granularity and accuracy.

These screens display Acct/Org by Cost Element Info:

- Manage Sales Orders (OEMNTSO1)
- Manage Sales Orders Supervisor Screen (OEMNTSO2)
- Approve Sales Orders (OEMAPPSO)
- Configure Sales Order Entry Settings (OEMSET)
- Manage Sales Group Abbreviations (PDMSALES)
- View Sales Order Status Information (OEQSTAT)

- View Sales Analysis Information (OEQSALES)

Manage Sales Group Abbreviations (PDMSALES) screen has been updated to add a new option to allow users to charge to specific accounts and organization IDs by cost element for the **Cost of Sales Account** and **Clearing Account** transaction types.

Manage Sales Order Inventory Issues (OEMISSU1) screen has a new tab, Cost Elements, to allow users to split the cost by elements.

Set Up Company (SYPCOMP) screen has been updated to copy the value of the new check box, **Post Cost of Sales by Cost Element**, added to the Configure Sales Order Entry Settings screen when creating a new company by copying an existing company.

PATCH3161 is required for these updates.

## MPS Forecast Allocations to Sales Orders

MPS Forecast Allocations to Sales Orders enables users to enter sales orders (SO) ahead of forecasts and have the sales orders allocated to the forecasts once entered.

This feature is primarily for users who manufacture long lead time items and receive actual demand/sales orders. In these situations, for planning demand to be accurate, previously entered sales orders need to consume the MPS forecasted quantities. This feature helps prevent over-planning and reduce manual intervention or manipulation of forecasts.

In the Materials domain, a new utility screen, Update MPS Forecast Consumption (MSPFCST), has been added to update the consumption of MPS forecast quantities by sales order line quantities. The Process of updating MPS forecast consumption finds sales order lines based on specified parameters previously determined in the utility and allocates them according to forecast. In addition, a new check box, **Allow Change of Consumed Forecast Qty on SO lines with Reservation**, has been added to allow users to edit consumed forecast quantities in the Consume Forecast subtask.

In the Administration domain, new logic has been added to copy the value of the new check box (**Allow Change of Consumed Forecast Qty on SO lines with Reservations**) on the Configure Master Production Scheduling Settings screen when creating a new company by copying an existing company.

### Patch and System JAR Requirements

These enhancements require cp711\_sys\_027.zip.

In addition, these patches are required for this release:

- PATCH3113
- PATCH5075
- PATCH7118

### Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application Name	Application ID	Application File
Administration	SY	Set Up Company	SYPCOMP	cp711_sypcomp_011.zip

Domain	Module	Application Name	Application ID	Application File
Materials	MS	Configure Master Production Scheduling Settings	MSMSET	cp711_msmet_001.zip
Materials	OE	Manage Sales Orders	OEMNTSO1	cp711_oemntso1_002.zip
Materials	OE	Manage Sales Orders Supervisor Screen	OEMNTSO1	cp711_oemntso2_002.zip
Materials	OE	Approve Sales Orders	OEMAPPSO	cp711_oemappso_006.zip
Materials	MS	Update MPS Forecast Consumption	MSPFCST	cp711_mspfcst_001.zip
Materials	OE	Import Sales Orders	AOPSOPP	cp711_aopsopp_010.zip

## Affected Applications

### Set Up Company (SYPCOMP)

New logic has been added to this application to copy the value of the new check box (**Allow Change of Consumed Forecast Qty on SO lines with Reservations**) on the Configure Master Production Scheduling Settings screen when creating a new company by copying an existing company.

### View Help About (SYMABOUT)

The MPS Forecast Allocations to Sales Orders feature has been registered on this screen.

### Configure Master Production Scheduling Settings (MSMSET)

A new check box, **Allow Change of Consumed Forecast Qty on SO Line with Reservations**, has been added to the screen to allow editing of consumed forecasts on sales order lines with reservations. If this check box is selected, you can modify previously saved forecast consumptions against an SO line. This allows you to consume forecasts that have been entered after SO lines were entered and reservations created. This also allows you to consume additional available forecasts when SO line quantity is increased after original consumptions have been saved and reservations created.

This new check box is for manual changes only. Even if manual edits are not allowed when a reservation exists (when MPS Settings – **Allow Change of Consumed Forecast Qty on SO lines with Reservations** is cleared), the Update MPS Forecast process will still update the forecasts as long as Consume Forecast = Y for the SO line.

### Update MPS Forecast Consumption (MSPFCST)

Use this new screen (**Materials » Master Production Scheduling » Master Production Schedules » Update MPS Forecast Consumption**) to update the consumption of MPS forecast quantities by sales order line quantities.

This screen finds valid sales order lines (based on screen selections) and allocates the forecast to them depending on reservation quantities and ship dates. If opted on the screen, existing consumptions can be overwritten based on the current forecast.

This process should be able to run from the process manager. Multiple users can access the screen at the same time, but only one user is allowed to run the process at a time.

This process updates forecast consumptions for a single company which matches that of the logged in user.

### Manage Sales Orders (OEMNTS01)

New logic has been added to this application to allow editing of consumed forecast quantities in the Consume Forecast subtask, if the **Allow Change of Consumed Forecast Qty on SO lines with Reservations** option is selected on the Configure Master Production Scheduling Settings screen.

### Manage Sales Orders Supervisor Screen (OEMNTS02)

New logic has been added to this application to allow editing of consumed forecast quantities in the Consume Forecast subtask, if the **Allow Change of Consumed Forecast Qty on SO lines with Reservations** option is selected on the Configure Master Production Scheduling Settings screen.

### Approve Sales Orders (OEMAPPSO)

New logic has been added to this application to allow editing of consumed forecast quantities in the Consume Forecast subtask, if the **Allow Change of Consumed Forecast Qty on SO lines with Reservations** option is selected on the Configure Master Production Scheduling Settings screen.

### Import Sales Orders (AOPSOPP)

New logic has been added to this application to allow editing of consumed forecast quantities in the Consume Forecast subtask, if the **Allow Change of Consumed Forecast Qty on SO lines with Reservations** option is selected on the Configure Master Production Scheduling Settings screen.

## Standard Text Feature

Enhancements were made for this new feature.

The following new fields and check boxes were added to several screens as part of this feature:

- Header Text subtask
- Line Text subtask
- Rev field
- Autoload Active field
- Text Active field
- Active check box
- Inactive Other Revisions check box

PATCH2916 is required for this update.



Find out more about the Standard Text feature in the *Deltek Costpoint 7.1.1 Release Notes: Standard Text Improvements* document.

## Standard Text Feature – Approve Purchase Requisitions (PPMRQAPX)

Enhancements were made for this new feature.

A new Hdr Text subtask to display header text was added to this screen.

## Inactive Codes

Enhancements were made in preparation for the Inactive Codes feature.

PATCH2906 is required for this update.



To know more about the affected applications, system and application JAR requirements for the Inactive Codes feature, see the *Deltek Costpoint 7.1.1 Release Notes: Inactivate Codes* document.

## Subcontractor Management Feature

Enhancements were made in preparation for the future implementation of the new feature.

A new drop-down list has been added to several screens as part of this new feature.



These enhancements have no impact on current functionality.

The functionalities of these updates/enhancements are not available until the full feature is released.

PATCH3016 is required for this update.

## Subcontractor Management changes to Import Purchase Requisitions

The logic of the Import Purchase Requisitions application has been modified to make it consistent with the logic of the Manage Purchase Requisitions, particularly for Statement of Work (SOW) and Resources.

PATCH2909 is required for this update.

## Configure Receiving Settings Patch

Changes were made to the Configure Receiving Settings screen in preparation for the implementation of the Subcontractor Management feature.



This feature will only be available when the Subcontractor Management feature is released.

This update requires PATCH2849.

## Subcontractor Management Changes to Approve Purchase Requisition Lines

The Approve Purchase Requisition Lines application was updated to include the Subcontractor Management feature. The following are the updates in Costpoint.

The Approve Purchase Requisition Lines screen now has the following new subtasks:

- Link SCI/SAP Security Codes (header level)
- Header SOW (header level)
- Link SCI/SAP Security Codes (line level)
- Line SOW (line level)
- Resources (line level)

The following were also added on the Approve Purchase Requisition Lines screen:

- Subcontractor Agreement check box to indicate that the requisition is for creating subcontractor agreements.
- Resource Exist flag to indicate that Resources have been specified in the Resources subtask for a line.
- New tab to display the Security Requirements of any resource that is used for a line.

### Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update.

Domain	Application Name	Application JAR
MM	Approve Purchase Requisition Lines (PPMRQAPL)	Cp711_ppmrqapl_005.jar

In addition, cp711\_sys\_002.zip system jar is required for this update.

## Subcontractor Management Changes to Purchase Requisition and Purchase Order



The following enhancements were made as part of the Subcontractor Management feature.

The functionalities of these updates/enhancements are not available until the Subcontractor Management feature is released.

The following applications were updated to include the Subcontractor Management features:

- Apply PO Info to Purchase Requisitions
- Apply PO Info to Purchase Requisitions by Line
- Approve Pending Purchase Orders
- Create Blanket Purchase Order Releases



- Manage Request for Quotes by Vendor
- Approve Purchase Requisitions
- Print Purchase Requisitions
- View Purchase Requisition Status

### Apply PO Info to Purchase Requisitions (PPMNTRQ2)

The Apply PO Info to Purchase Requisitions screen now has the following new subtasks:

- Link SCI/SAP Security Codes (header level)
- Header SOW (header level)
- Link SCI/SAP Security Codes (line level)
- Line SOW (line level)
- Resources (line level)

The **Subcontractor Agreement** check box is now on the Header tab. The screen also has a new Security Requirements tab which has the following columns/fields and check boxes:

- US Citizenship Required
- ITAR Authorization Required
- Security Clearance System ID
- Description
- Security Clearance Level
- Issuing Agency
- SCI
- SAP

### Apply PO Info to Purchase Requisitions by Line (PPMRQLN)

The Apply PO Info to Purchase Requisitions by Line screen now has the following new subtasks:

- Link SCI/SAP Security Codes
- Header SOW
- Line SOW
- Resources

The said screen now has a **Subcontractor Agreement** check box on the Requisition Header tab. It also has the new Security Requirements tab that has the following columns/fields and check boxes:

- US Citizenship Required
- ITAR Authorization Required
- Security Clearance System ID
- Description
- Security Clearance Level
- Issuing Agency

- SCI
- SAP

### Approve Pending Purchase Orders (POMSTAT)

The Approve Pending Purchase Orders screen now includes the following in the query conditions selection criteria:

- new PO type options
- Subcontract Retainage PO
- Subcontractor Agreement
- Subcontractor Agreement Blanket
- Subcontractor Agreement Release

The PO type Subcontract PO has been changed to Subcontract Retainage PO. Also, this screen has a new **Resource Exists** check box on the PO Line Information and now has the following new subtasks:

- Link SCI/SAP Security Codes (header level)
- Header SOW (header level)
- Link SCI/SAP Security Codes (line level)
- Line SOW (line level)
- Resources (line level)

The new Security Requirements tab is now on this screen with the following columns/fields and check boxes:

- US Citizenship Required
- ITAR Authorization Required
- Security Clearance System ID
- Description
- Security Clearance Level
- Issuing Agency
- SCI

### Create Blanket Purchase Order Releases (POMRELS)

The Create Blanket Purchase Order Releases screen has a new field in the header to indicate the type of blanket order that is retrieved in order to distinguish between a regular Blanket Order and a Subcontractor Agreement Blanket Order.

The Create Blanket Purchase Order Releases screen now has the following new subtasks:

- Link SCI/SAP Security Codes (header level)
- Header SOW (header level)
- Link SCI/SAP Security Codes (line level)
- Line SOW (line level)
- Resources (line level)

The new Security Requirements tab is now on this screen with the following columns/fields and check boxes:

- US Citizenship Required
- ITAR Authorization Required
- Security Clearance System ID
- Description
- Security Clearance Level
- Issuing Agency
- SCI

#### Manage Request for Quotes by Vendor (PPMRFQV)

The Manage Request for Quotes by Vendor screen has a new **Subcontractor Agreement** check box. Also, this screen now includes the new **Subcontractor Agreement** option in the query conditions selections criteria.

The following subtasks are now available on the header and line level:

- Link SCI/SAP Security Codes (header level)
- Header SOW (header level)
- Link SCI/SAP Security Codes (line level)
- Line SOW (line level)
- Resources (line level)

This screen also has the new Security Requirements tab which has the following columns/fields and check boxes:

- US Citizenship Required
- ITAR Authorization Required
- System ID
- Description
- Security Clearance Level
- Issuing Agency
- SCI
- SAP

#### Approve Purchase Requisitions (PPMRQAPX)

The Approve Purchase Requisitions screen now has a **Subcontractor Agreement** check box to indicate that the requisition lines can only be generated into a PO type Subcontractor Agreement, Subcontractor Agreement Blanket, or Subcontractor Agreement Release.

The said screen now has the **Resource Exists** check box and the following new subtasks:

- Link SCI/SAP Security Codes (header level)
- Header SOW (header level)
- Link SCI/SAP Security Codes (line level)

- Line SOW (line level)
- Resources (line level)

The new Security Requirements tab is now on this screen which has the following columns/fields and check boxes:

- US Citizenship Required
- ITAR Authorization Required
- Security Clearance System ID
- Description
- Security Clearance Level
- Issuing Agency
- SCI

#### Print Purchase Requisitions (PPRPRRQ)

The Print Purchase Requisitions screen Standard Text Placement and Header Notes Placement has a new name, Hdr Text/Doc/SOW Placement and Hdr Notes Placement, and the drop-down lists have been changed to options.

#### View Purchase Requisition Status (PPQRQSTS)

The View Purchase Requisition Status screen has a new **Subcontractor Agreement** check box in the Requisition Details to indicate that the requisition is for creating subcontractor agreements. This screen now has the following new subtasks:

- Link SCI/SAP Security Codes
- Header SOW

The said screen now has a new Security Requirements tab which has the following columns/fields and check boxes:

- US Citizenship Required
- ITAR Authorization Required
- Security Clearance System ID
- Description
- Security Clearance Level
- Issuing Agency
- SCI

#### Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update.

Domain	Application Name	Application JAR
MM	Apply PO Info to Purchase Requisitions by Line (PPMRQLN)	cp711_ppmrqln_008.jar

Domain	Application Name	Application JAR
MM	Approve Pending Purchase Orders (POMSTAT)	cp711_pomstat_002.jar
MM	Create Blanket Purchase Order Releases (POMRELS)	cp711_pomrels_003.jar
MM	Manage Request for Quotes by Vendor (PPMRFQV)	cp711_ppmrfqv_002.jar
MM	Approve Purchase Requisitions (PPMRQAPX)	cp711_ppmrqapx_006.jar
MM	View Purchase Requisition Status (PPQRSTS)	cp711_ppqrqsts_002.jar

In addition, the following Costpoint 7.1.1 patches and system jar files are required for this update:

- cp711\_sys\_008.jar
- cp711\_sys\_009.jar
- cp711\_sys\_011.jar
- cp711\_sys\_012.jar
- PATCH2632
- PATCH2653
- PATCH2656
- PATCH2653
- PATCH2669
- PATCH2673
- PATCH2694
- PATCH2712
- PATCH2753

## Field Size Enhancement

Where previously the field value had a maximum of 20 alphanumeric characters, you can now enter up to a maximum of 50 alphanumeric characters in the following fields:

- Inventory Abbreviation
- Item Number
- Part Number
- Item Revision
- Part Revision

This enhancement affects the following applications:

- Update Approved Engineering Change Notices (ECMAMAIN)
- Approve Engineering Change Notices (ECMAPPR)
- Manage Engineering Change Notices (ECMECN)

- View Engineering Change Notice Status (ECQECNST)
- Print Engineering Change Notice Impact Report (ECRIMPCT)
- Manage Alternate Parts (PDMALT)
- Manage Item Costs (PDMCOST)
- Manage Goods (PDMGOODS)
- Manage Item Billings (PDMIBILL)
- Manage Parts (PDMPART)
- Manage Product Price Catalogs (PDMPPCAT)
- Manage Price Catalogs (PDMPRCAT)
- Manage Project Item Costs (PDMPRJCS)
- Manage Part Project Data (PDMPRJPD)
- Manage Provisional Parts (PDMPRPT)
- Manage Services (PDMSERV)
- Assign Vendors to Items (PDMVEND)
- Convert Provisional Parts to Standard Parts (PDPCONV)
- View Items (PDQINQ)
- View Alternate Parts (PDQMFR)
- Print Assigned Vendor Report (PDRAVR)
- Print Item Catalog Report (PDRCAT)
- Print Item Cost Report (PDRCOST)
- Print Item Text Report (PDRITEX)
- Print Item Master Listing Report (PDRPML)
- Print Part Project Report (PDRPPRJ)
- Print Substitute Part Report (PDRPSUB)
- Assign Purchase Requisition Lines to Buyers (PPMBUYAL)
- Assign Purchase Requisitions to Buyers (PPMBUYAS)
- Manage Purchase Requisitions (PPMNTRQ1)
- Apply PO Info to Purchase Requisitions (PPMNTRQ2)
- Manage Procurement Types (PPMPRTYP)
- Manage Simple Purchase Requisitions (PPMQREQ)
- Manage Vendor Quotes By Item (PPMQTI)
- Manage Vendor Quotes By Vendor (PPMQTV)
- Manage Request for Quotes By Item (PPMRFQI)
- Manage Request for Quotes By Vendor (PPMRFQV)
- Approve Purchase Requisition Lines (PPMRQAPL)
- Approve Purchase Requisitions (PPMRQAPX)

- Apply PO Info to Purchase Requisitions by Line (PPMRQLN)
- View Purchase Requisition Status (PPQRQSTS)
- View Vendor Performance (PPQVNDP)
- View Vendor Quotes (PPQVQT)
- Print Purchase Requisition Approval Status Report (PPRAPPR)
- Manage Quality Control Inspections (RCMINSP)
- Enter Miscellaneous Inventory Receipts (RCMMSRC)
- Manage Purchase Order Receipts (RCMPORC)
- Manage Vendor Rejection Reasons (RCMREJCD)
- Manage Vendor Returns (RCMRTRN)
- Manage Routings (RUMROUT)
- Release Routings (RUMRROUT)
- View Routings (RUQROUT)
- Enter Cost Adjustments (INMCSADJ)
- Enter Location Transfers (INMLOXFR)
- Enter Issues to Project/Account/Org or PO (INMPAISS)
- Manage Inventory Reservations (INMPARSV)
- Enter Inventory Transfers (INMPAXFR)
- Manage Actual Counts (INMPCACT)
- Manage Physical Counts (INMPCLST)
- Manage PO/Req Inventory Reservations (INMPORSV)
- Manage Inventory Projects (INMPROJ)
- Enter Quantity Adjustments (INMQTADJ)
- Manage Inventory Requests (INMRQST)
- Enter Scrap Adjustments (INMSCADJ)
- Configure Inventory Settings (INMSET)
- Manage Serial/Lot Information (INMSRLT)
- Create Mass Inventory Transfers (INPMSXFR)
- Create Physical Counts (INPPHYS)
- Reconcile Inventory Balances (INPRECON)
- Print Inventory Reorder Report (INPREORD)
- Create UID Print File (INPUID)
- View Inventory Transaction History (INQHSTPR)
- View Part Inventory (INQPINV)
- View Serial/Lot Information (INQSRLT)
- Print Inventory Transaction History (INRHSTPA)

- Print Stock Status Report (INRISTS)
- Manage Proposal Bills of Material (MEMPBOM)
- Manage Proposals (MEMPROP)
- Manage Proposal BOM Cost Estimates – Indented (MEMPRPLI)
- Manage Proposal BOM Cost Estimates – Summarized (MEMPRPLS)
- Select Request for Quotes from Proposals (MEMRFQS)
- Create Request for Quotes for Proposals (MEPGRFQ)
- Apply Mass Component Changes to Proposal BOMs (MEPMCC)
- Copy Proposal Bills of Material (MEPPBOM)
- View Proposal BOM Where-Used Information (MEQPWU)
- Print Proposal Bills of Material Exception Report (MERPEXC)
- Print Proposal Item Cost History Report (MERPICH)
- Manage MRP Action Messages (MRMACTM)
- Manage Detailed Part Schedule (MRMDTPT)
- Manage Inventory Abbreviation Peggings (MRMIAPEG)
- Firm Material Requirements Planning Planned Orders (MRPFPO)
- Update Low-Level Codes (MRPLLC)
- Assign Planning Warehouses to Inventory Projects (MRPTOOL3)
- View Summary Part Availability (MRQSPA)
- Print MRP Action Message Report (MRRACTM)
- Print Bills of Material MRP Action Message Report (MRRBMAM)
- Print Detailed Part Availability Report (MRRDTPT)
- Print Summary Part Availability Report (MRRSPA)
- Enter Master Production Schedule Action Messages (MSMACTM)
- Manage Master Production Schedules (MSMMPS)
- Manage Master Production Schedules Planning Codes (MSMPLNCD)
- Manage Planning Routings (MSMPLRT)
- Configure Master Production Scheduling Settings (MSMSET)
- Copy Master Production Schedules (MSPCPY)
- Firm Master Production Schedule Planned Orders (MSPFPO)
- Update Master Production Schedules (MSPMPS)
- Create/Update Planning Routings (MSPPLRT)
- Print Master Production Schedule Action Message Report (MSRACTM)
- Print Production Backlog Report (MSRBCKLG)
- Print Master Production Schedule Report (MSRMSS)
- Export eProcurement Inventory Abbreviations (AOPEPIA)



- Export eProcurement Items and Line Charge Types (AOPEPITM)
- Print Vendor Information Reports (APRVINFO)
- Manage Engineering Bills of Material (BMMEBOM1)
- Release Engineering Bills of Material (BMMEBOM2)
- Manage End Item Configurations (BMMEICN)
- Release Multiple Engineering Bills of Material (BMMERELS)
- Manage Manufacturing Bills of Material (BMMMBOM1)
- Release Manufacturing Bills of Material (BMMMBOM2)
- Release Multiple Manufacturing Bills of Material (BMMMRELS)
- Copy Bills of Material (BMPCOPY)
- Compute Costed Bills of Material (BMPCOST)
- Apply Mass Component Changes to Bills of Material (BMPMCC)
- View Bills of Material (BMQSMLB)
- View Where-Used Bills of Material (BMQWU)
- Print Summarized Bills of Material Comparison Report (BMRCOMP)
- Print Indented Bills of Material Report (BMRSLMLB)
- Print Summarized Bills of Material Report (BMRSUMBM)
- Print Bills of Material Where-Used Report (BMRWU)
- Approve Sales Orders (OEMAPPSO)
- Manage Sales Order Catalog Defaults (OEMCATLG)
- Manage Invoices (OEMINVC1)
- Manage Invoices Supervisor Screen (OEMINVC2)
- Manage Issued By Addresses (OEMISADR)
- Manage Sales Order Inventory Issues (OEMISSU1)
- Manage Sales Order Non-Inventory Issues (OEMISSU2)
- Manage Sales Orders (OEMNTSO1)
- Manage Sales Orders Supervisor Screen (OEMNTSO2)
- Configure Sales Order Print Options (OEMPOPTS)
- Manage Sales Order Project Defaults (OEMPROJ)
- Select Invoices Ready for Use/Acceptance (OEMRFU)
- Manage Shipping Transactions (OEMSHIP)
- View Sales Analysis Information (OEQSALES)
- View Sales Order Status Information (OEQSTAT)
- Manage MO Operation Completions (PCMCOMP)
- Manage MO Quality Control Inspection Results (PCMINSP)
- Update Manufacturing Order Costs (PCMMCOST)

- Expedite Manufacturing Orders (PCMMEXPD)
- Enter Manufacturing Order Issues (PCMMOISS)
- Manage Manufacturing Orders (PCMMOMNT)
- Enter Manufacturing Order Reliefs (PCMRELMO)
- Create MO Subcontractor Requisitions (PCMSCRQ)
- Compute Material Requirements (PCPMRR)
- View Manufacturing Order Status (PCQMOST)
- Print Manufacturing Order Cost Report (PCRMOCST)
- Expedite Purchase Orders (POMEXPD)
- Manage Line Charge Types (POMLCHRG)
- Manage Purchase Orders (POMMAIN)
- Create Blanket Purchase Order Releases (POMRELS)
- Update Subcontract Purchase Order Status (POMSCST)
- Approve Pending Purchase Orders (POMSTAT)
- View Item Purchasing Information (POQITEM)
- View Purchase Order Status (POQSTAT)

## Increase in the Number of Levels of Worktables on Bills of Materials Screens

An enhancement was made that will allow up to 99 levels of worktables on the Manage Manufacturing Bills of Materials and Engineering Bills of Materials screens. The affected applications for this enhancement are:

- Copy Bills of Material (BMPCOPY)
- Compute Costed Bills of Material (BMPCOST)
- Print Summarized Bills of Material Comparison Report (BMRCOMP)
- Print Indented Bills of Material Report (BMRSLMLB)
- Print Summarized Bills of Material Report (BMRSUMBM)
- Update Approved Engineering Change Notices (ECMAMAIN)
- Approve Engineering Change Notices (ECMAPPR)
- Manage Engineering Change Notices (ECMECN)
- Manage Proposal BOM Cost Estimates - Indented (MEMPRPLI)
- Compute Proposal Item Costs (MEPCPIC)
- Copy Proposal Bills of Material (MEPPBOM)
- Manage Inventory Abbreviation Peggings (MRMIAPEG)
- Expedite Manufacturing Orders (PCMMEXPD)
- Firm Material Requirements Planning Planned Orders (MRPFPO)
- Update Material Requirements Plan (MRPMRP)

- Print Bills of Material MRP Action Message Report (MRRBMAM)
- Firm Master Production Schedule Planned Orders (MSPFPO)
- Update Master Production Schedules (MSPMPS)
- Create/Update Planning Routings (MSPPLRT)
- Manage Sales Orders (OEMNTSO1)
- Manage Sales Orders Supervisor Screen (OEMNTSO2)
- Create Purchase Requisitions from Sales Orders (OEPGRQ)
- Expedite Manufacturing Orders (PCMMEXPD)
- Manage Manufacturing Orders (PCMMOMNT)
- Compute Material Requirements (PCPMRR)
- Convert Provisional Parts to Standard Parts (PDPCONV)
- Print Bills of Material Where-Used Report (BMRWU)
- Apply Engineering Change Notices (ECPINECN)
- Print Engineering Change Notice Impact Report (ECRIMPCT)
- View Proposal BOM Where-Used Information (MEQPWU)
- Update Low-Level Codes (MRPLLC)

## Manage Standard Text (PDMTEXT)

Enhancements were made for the new Standard Text feature.

The following were added to the Manage Standard Text screen as part of this feature:

- Rev field
- Active check box
- Inactivate Other Revisions check box

## Recompute and Print Discrepancies (POPDISCR)

The logic of this application has been modified when recomputing purchase order vouchers with discrepancies. The logic now includes validations based on the voucher approval settings in the Configure Purchase Order Voucher Settings (POMAPSET) application.

## Manage Customers (ARMCUST)

The application has been modified to allow the **Customer Alias** field to have values of forty (40) characters in length.

## Manage Serial/Lot User Defined Labels (INMSLUDL)

Ten user-defined fields have been added to the Serial/Lot User Defined Labels screen. You can customize the labels as required. To set date fields, select the **Date Field** check box next to the UDF text box. Costpoint validates any changes to date flags and checks for any existing data. You will not be allowed modify the flag unless existing records for that user-defined field is deleted.

This enhancement now gives you a total fifteen user-defined fields, which are stored in the INVT\_SETTINGS table. The user-defined fields that you configure are visible on the following applications:

- Manage Serial/Lot Information (INMSRLT)
- Enter Quantity Adjustments (INMQTADJ)
- Enter Location Transfers (INMLOXFR)
- Enter Inventory Transfers (INMPAXFR)
- Enter Issues to Project/Account/Org or PO (INMPAISS)
- Enter Scrap Adjustments (INMSCADJ)
- Enter Manufacturing Order Issues (PCMOISS)
- Enter Miscellaneous Inventory Receipts (RCMMSRC)
- Manage Vendor Returns (RCMRTRN)
- Manage Physical Counts (INMPCLST)
- Manage Actual Counts (INMPCACT)
- Manage Purchase Order Receipts (RCMPORC)
- Manage Quality Control Inspections (RCMINSP)
- Manage Sales Order Inventory Issues (OEMISSU1)
- Manage Sales Order Non-Inventory Issues (OEMISSU2)
- Enter Manufacturing Order Reliefs (PCMRELMO)
- Manage Manufacturing Orders (PCMMOMNT)
- View Sales Order Status Information (OEQSTAT)
- View Serial/Lot Information (INQSRLT)
- View Inventory Transaction History (INQHSTPR)
- View Part Inventory (INQPINV)
- View Manufacturing Order Status (PCQMOST)

## Manage Serial/Lot Information (INMSRLT)

If user-defined fields have been configured on the Manage Serial/Lot User Defined Labels screen, then ten new user-defined fields – for a total of 15 – may be visible on the User-Defined Info tab of this application. In table view, the ten new user-defined fields are positioned at the end of the table.

A new Shelf Life tab has been added to specify the shelf life information for the serial/lot that is selected. A shelf life indicates when the part becomes dated and unusable. The new tab contains the following new fields:

- **Shelf Life Type** – this field indicates whether the shelf life expiration date is extendable or not.
- **Shelf Life Exp Date** – this field indicates the shelf life expiration date for the serial/lot.
- **Shelf Life Orig Exp Date** – this field indicates the original shelf life expiration date for the serial/lot.

- **Shelf Life Last Extn Date** – this field indicates the date when the serial/lot part reaches shelf life expiration. This field indicates the last date when the serial/lot part can be used, unless allowed for use beyond that date
- **Shelf Life Extn Taken** – this field indicates the number of times that the Shelf Life Expiration Date has been modified.

**Shelf Life Available for Use** – this check box indicates whether or not the serial/lot part can be used for planning purposes.

## Enter Quantity Adjustments (INMQTADJ)

A new Shelf Life tab has been added to specify the shelf life information for the serial/lot that is selected. A shelf life indicates when the part becomes dated and unusable. The new tab contains the following new fields:

- **Shelf Life Type** – this field indicates whether the shelf life expiration date is extendable or not.
- **Shelf Life Exp Date** – this field indicates the shelf life expiration date for the serial/lot.
- **Shelf Life Orig Exp Date** – this field indicates the original shelf life expiration date for the serial/lot.
- **Shelf Life Last Extn Date** – this field indicates the date when the serial/lot part reaches shelf life expiration. This field indicates the last date when the serial/lot part can be used, unless allowed for use beyond that date
- **Shelf Life Extn Taken** – this field indicates the number of times that the Shelf Life Expiration Date has been modified.
- **Shelf Life Available for Use** – this check box indicates whether or not the serial/lot part can be used for planning purposes.

If user-defined fields have been configured on the Manage Serial/Lot User Defined Labels screen, then ten new user-defined fields – for a total of 15 – may be visible on the User-Defined Info tab of this application. In table view, the ten new user-defined fields are positioned at the end of the table.

The **Rejection** check box had been removed from the Basic Info tab.

## Enter Location Transfers (INMLOXFR)

A new Shelf Life tab has been added to specify the shelf life information for the serial/lot that is selected. A shelf life indicates when the part becomes dated and unusable. The new tab contains the following new fields:

- **Shelf Life Type** – this field indicates whether the shelf life expiration date is extendable or not.
- **Shelf Life Exp Date** – this field indicates the shelf life expiration date for the serial/lot.
- **Shelf Life Orig Exp Date** – this field indicates the original shelf life expiration date for the serial/lot.
- **Shelf Life Last Extn Date** – this field indicates the date when the serial/lot part reaches shelf life expiration. This field indicates the last date when the serial/lot part can be used, unless allowed for use beyond that date
- **Shelf Life Extn Taken** – this field indicates the number of times that the Shelf Life Expiration Date has been modified.

- **Shelf Life Available for Use** – this check box indicates whether or not the serial/lot part can be used for planning purposes.

If user-defined fields have been configured on the Manage Serial/Lot User Defined Labels screen, then ten new user-defined fields – for a total of 15 – may be visible on the User-Defined Info tab of this application. In table view, the ten new user-defined fields are positioned at the end of the table.

The **Rejection** check box had been removed from the Basic Info tab.

## Enter Inventory Transfers (INMPAXFR)

A new Shelf Life tab has been added to specify the shelf life information for the serial/lot that is selected. A shelf life indicates when the part becomes dated and unusable. The new tab contains the following new fields:

- **Shelf Life Type** – this field indicates whether the shelf life expiration date is extendable or not.
- **Shelf Life Exp Date** – this field indicates the shelf life expiration date for the serial/lot.
- **Shelf Life Orig Exp Date** – this field indicates the original shelf life expiration date for the serial/lot.
- **Shelf Life Last Extn Date** – this field indicates the date when the serial/lot part reaches shelf life expiration. This field indicates the last date when the serial/lot part can be used, unless allowed for use beyond that date
- **Shelf Life Extn Taken** – this field indicates the number of times that the Shelf Life Expiration Date has been modified.
- **Shelf Life Available for Use** – this check box indicates whether or not the serial/lot part can be used for planning purposes.

If user-defined fields have been configured on the Manage Serial/Lot User Defined Labels screen, then ten new user-defined fields – for a total of 15 – may be visible on the User-Defined Info tab of this application. In table view, the ten new user-defined fields are positioned at the end of the table.

The **Rejection** check box had been removed from the Basic Info tab.

## Enter Issues to Project/Account/Org or PO (INMPAISS)

If user-defined fields have been configured on the Manage Serial/Lot User Defined Labels screen, then ten new user-defined fields – for a total of 15 – may be visible on the User-Defined Info tab of this application. In table view, the ten new user-defined fields are positioned at the end of the table.

The **Rejection** check box had been removed from the Basic Info tab.

## Enter Scrap Adjustments (INMSCADJ)

A new Shelf Life tab has been added to specify the shelf life information for the serial/lot that is selected. A shelf life indicates when the part becomes dated and unusable. The new tab contains the following new fields:

- **Shelf Life Type** – this field indicates whether the shelf life expiration date is extendable or not.
- **Shelf Life Exp Date** – this field indicates the shelf life expiration date for the serial/lot.
- **Shelf Life Orig Exp Date** – this field indicates the original shelf life expiration date for the serial/lot.

- **Shelf Life Last Extn Date** – this field indicates the date when the serial/lot part reaches shelf life expiration. This field indicates the last date when the serial/lot part can be used, unless allowed for use beyond that date
- **Shelf Life Extn Taken** – this field indicates the number of times that the Shelf Life Expiration Date has been modified.
- **Shelf Life Available for Use** – this check box indicates whether or not the serial/lot part can be used for planning purposes.

If user-defined fields have been configured on the Manage Serial/Lot User Defined Labels screen, then ten new user-defined fields – for a total of 15 – may be visible on the User-Defined Info tab of this application. In table view, the ten new user-defined fields are positioned at the end of the table.

The **Rejection** check box had been removed from the Basic Info tab.

## Enter Manufacturing Order Issues (PCMMOISS)

If user-defined fields have been configured on the Manage Serial/Lot User Defined Labels screen, then ten new user-defined fields – for a total of 15 – may be visible on the User-Defined Info tab of this application. In table view, the ten new user-defined fields are positioned at the end of the table.

The **Rejection** check box had been removed from the Basic Info tab.

This application has been modified to enable back-scheduling of bills of material (BOM) Effectivity Dates based on the lead times of the assemblies of the BOMs. However, if the part is a component of a phantom subassembly, then the system will follow existing behavior and set the same value for the **Line No** and **Find No** fields.

Costpoint Manufacturing Execution (MES) can now store parts removed from an MRO order directly to a CPwarehouse location. Changes in this application include:

- New columns have been added to MRO Disposition and MRO Additional Processing to record MES removal disposition and processing information for removed parts.
- A new web service interface has been created to allow removed part information from MES to be accepted into Costpoint as a negative issue to a manufacturing order.

## Enter Miscellaneous Inventory Receipts (RCMMSRC)

A new Shelf Life tab has been added to specify the shelf life information for the serial/lot that is selected. A shelf life indicates when the part becomes dated and unusable. The new tab contains the following new fields:

- **Shelf Life Type** – this field indicates whether the shelf life expiration date is extendable or not.
- **Shelf Life Exp Date** – this field indicates the shelf life expiration date for the serial/lot.
- **Shelf Life Orig Exp Date** – this field indicates the original shelf life expiration date for the serial/lot.
- **Shelf Life Last Extn Date** – this field indicates the date when the serial/lot part reaches shelf life expiration. This field indicates the last date when the serial/lot part can be used, unless allowed for use beyond that date
- **Shelf Life Extn Taken** – this field indicates the number of times that the Shelf Life Expiration Date has been modified.
- **Shelf Life Available for Use** – this check box indicates whether or not the serial/lot part can be used for planning purposes.



If user-defined fields have been configured on the Manage Serial/Lot User Defined Labels screen, then ten new user-defined fields – for a total of 15 – may be visible on the User-Defined Info tab of this application. In table view, the ten new user-defined fields are positioned at the end of the table.

The **Rejection** check box had been removed from the Basic Info tab.

## Manage Vendor Returns (RCMRTRN)

A new Shelf Life tab has been added to specify the shelf life information for the serial/lot that is selected. A shelf life indicates when the part becomes dated and unusable. The new tab contains the following new fields:

- **Shelf Life Type** – this field indicates whether the shelf life expiration date is extendable or not.
- **Shelf Life Exp Date** – this field indicates the shelf life expiration date for the serial/lot.
- **Shelf Life Orig Exp Date** – this field indicates the original shelf life expiration date for the serial/lot.
- **Shelf Life Last Extn Date** – this field indicates the date when the serial/lot part reaches shelf life expiration. This field indicates the last date when the serial/lot part can be used, unless allowed for use beyond that date
- **Shelf Life Extn Taken** – this field indicates the number of times that the Shelf Life Expiration Date has been modified.
- **Shelf Life Available for Use** – this check box indicates whether or not the serial/lot part can be used for planning purposes.

If user-defined fields have been configured on the Manage Serial/Lot User Defined Labels screen, then ten new user-defined fields – for a total of 15 – may be visible on the User-Defined Info tab of this application. In table view, the ten new user-defined fields are positioned at the end of the table.

The **Rejection** check box had been removed from the Basic Info tab.

## Manage Physical Counts (INMPCLST)

If user-defined fields have been configured on the Manage Serial/Lot User Defined Labels screen, then ten new user-defined fields – for a total of 15 – may be visible on the User-Defined Info tab of this application. In table view, the ten new user-defined fields are positioned at the end of the table.

## Manage Actual Counts (INMPCACT)

If user-defined fields have been configured on the Manage Serial/Lot User Defined Labels screen, then ten new user-defined fields – for a total of 15 – may be visible on the User-Defined Info tab of this application. In table view, the ten new user-defined fields are positioned at the end of the table.

## Manage Purchase Order Receipts (RCMPORC)

A new Shelf Life tab has been added to specify the shelf life information for the serial/lot that is selected. A shelf life indicates when the part becomes dated and unusable. The new tab contains the following new fields:

- **Shelf Life Type** – this field indicates whether the shelf life expiration date is extendable or not.
- **Shelf Life Exp Date** – this field indicates the shelf life expiration date for the serial/lot.
- **Shelf Life Orig Exp Date** – this field indicates the original shelf life expiration date for the serial/lot.



- **Shelf Life Last Extn Date** – this field indicates the date when the serial/lot part reaches shelf life expiration. This field indicates the last date when the serial/lot part can be used, unless allowed for use beyond that date
- **Shelf Life Extn Taken** – this field indicates the number of times that the Shelf Life Expiration Date has been modified.
- **Shelf Life Available for Use** – this check box indicates whether or not the serial/lot part can be used for planning purposes.

The following new columns have been added on the main screen:

- **Receipt Line** – this column differentiates the receipt line number from the PO line number. The value in the **Receipt Line** column is automatically assigned when you click the **Autoload** button, or when you add or copy a new line.
- **Receipt Location Quantity (PO U/M)** – this column indicates the quantity (in PO unit of measure) that is in the specified Receipt Location for the receipt line.
- **Receipt Location Quantity (Inv U/M)** – this column indicates the quantity (in inventory unit of measure) that is in the specified Receipt Location for the receipt line.

The following field was renamed:

- **Line** – renamed to **PO Line**

If user-defined fields have been configured on the Manage Serial/Lot User Defined Labels screen, then ten new user-defined fields – for a total of 15 – may be visible on the User-Defined Info tab of this application. In table view, the ten new user-defined fields are positioned at the end of the table.

The **Generate UID** button has been moved to the Basic Information tab from the User-Defined Info tab.

The **Autoload Serial/Lot** button now loads the serial/lot numbers that were pre-assigned to the PO line automatically.

## Manage Quality Control Inspections (RCMINSP)

A new Shelf Life tab has been added to specify the shelf life information for the serial/lot that is selected. A shelf life indicates when the part becomes dated and unusable. The new tab contains the following new fields:

- **Shelf Life Type** – this field indicates whether the shelf life expiration date is extendable or not.
- **Shelf Life Exp Date** – this field indicates the shelf life expiration date for the serial/lot.
- **Shelf Life Orig Exp Date** – this field indicates the original shelf life expiration date for the serial/lot.
- **Shelf Life Last Extn Date** – this field indicates the date when the serial/lot part reaches shelf life expiration. This field indicates the last date when the serial/lot part can be used, unless allowed for use beyond that date
- **Shelf Life Extn Taken** – this field indicates the number of times that the Shelf Life Expiration Date has been modified.
- **Shelf Life Available for Use** – this check box indicates whether or not the serial/lot part can be used for planning purposes.

If user-defined fields have been configured on the Manage Serial/Lot User Defined Labels screen, then ten new user-defined fields – for a total of 15 – may be visible on the User-Defined Info tab of this application. In table view, the ten new user-defined fields are positioned at the end of the table.

The **Generate UID** button has been moved to the Basic Information tab from the User-Defined Info tab.

The **Line** column has been renamed to **Receipt Line**.

System logic has been modified so that if you assign a Serial/Lot number to a new receipt line, then the Lookup now displays serial/lot numbers that were pre-assigned to the corresponding PO line.

## Manage Sales Order Inventory Issues (OEMISSU1)

A new User -Defined Info tab has been added. If user-defined fields have been configured on the Manage Serial/Lot User Defined Labels screen, then up to fifteen user-defined fields may be visible on the new tab.

A new Shelf Life tab has been added to specify the shelf life information for the serial/lot that is selected. A shelf life indicates when the part becomes dated and unusable. The new tab contains the following new fields:

- **Shelf Life Type** – this field indicates whether the shelf life expiration date is extendable or not.
- **Shelf Life Exp Date** – this field indicates the shelf life expiration date for the serial/lot.
- **Shelf Life Orig Exp Date** – this field indicates the original shelf life expiration date for the serial/lot.
- **Shelf Life Last Extn Date** – this field indicates the date when the serial/lot part reaches shelf life expiration. This field indicates the last date when the serial/lot part can be used, unless allowed for use beyond that date
- **Shelf Life Extn Taken** – this field indicates the number of times that the Shelf Life Expiration Date has been modified.
- **Shelf Life Available for Use** – this check box indicates whether or not the serial/lot part can be used for planning purposes.

## Manage Sales Order Non-Inventory Issues (OEMISSU2)

A new User -Defined Info tab has been added. If user-defined fields have been configured on the Manage Serial/Lot User Defined Labels screen, then up to fifteen user-defined fields may be visible on the new tab.

A new Shelf Life tab has been added to specify the shelf life information for the serial/lot that is selected. A shelf life indicates when the part becomes dated and unusable. The new tab contains the following new fields:

- **Shelf Life Type** – this field indicates whether the shelf life expiration date is extendable or not.
- **Shelf Life Exp Date** – this field indicates the shelf life expiration date for the serial/lot.
- **Shelf Life Orig Exp Date** – this field indicates the original shelf life expiration date for the serial/lot.
- **Shelf Life Last Extn Date** – this field indicates the date when the serial/lot part reaches shelf life expiration. This field indicates the last date when the serial/lot part can be used, unless allowed for use beyond that date
- **Shelf Life Extn Taken** – this field indicates the number of times that the Shelf Life Expiration Date has been modified.
- **Shelf Life Available for Use** – this check box indicates whether or not the serial/lot part can be used for planning purposes.

## Enter Manufacturing Order Reliefs (PCMRELMO)

A new Shelf Life tab has been added to specify the shelf life information for the serial/lot that is selected. A shelf life indicates when the part becomes dated and unusable. The new tab contains the following new fields:

- **Shelf Life Type** – this field indicates whether the shelf life expiration date is extendable or not.
- **Shelf Life Exp Date** – this field indicates the shelf life expiration date for the serial/lot.
- **Shelf Life Orig Exp Date** – this field indicates the original shelf life expiration date for the serial/lot.
- **Shelf Life Last Extn Date** – this field indicates the date when the serial/lot part reaches shelf life expiration. This field indicates the last date when the serial/lot part can be used, unless allowed for use beyond that date
- **Shelf Life Extn Taken** – this field indicates the number of times that the Shelf Life Expiration Date has been modified.
- **Shelf Life Available for Use** – this check box indicates whether or not the serial/lot part can be used for planning purposes.

On the UID tab, the following changes were made:

- The UID tab has been renamed to User-Defined Info.
- If user-defined fields have been configured on the Manage Serial/Lot User Defined Labels screen, then ten new user-defined fields – for a total of 15 – may be visible on the User-Defined Info tab. In table view, the ten new user-defined fields are positioned at the end of the table.
- The **UID Details** group box has been moved the Basic Information tab.

On the Basic Information tab, the following changes were made:

- The **Rejection** check box has been removed.
- The **UID Details** group box has been moved to the Basic Information tab from the former UID tab.
- The **Autoload Serial/Lot** button is now located at the bottom of the tab.

## Manage Manufacturing Orders (PCMMOMNT)

A new User -Defined Info tab has been added. If user-defined fields have been configured on the Manage Serial/Lot User Defined Labels screen, then up to fifteen user-defined fields may be visible on the new tab.

On the Requirements Details tab, the following new fields relating to substitute parts are displayed to reference the original demand part. These fields display only if the item is a substitute part:

- Ref Line
- Original Part
- Rev

A new error message will also be displayed if you change the Line Number, Part Number, and/or the Revision number of a manufacturing order requirement line that is referenced in a substitute row.

On the Substitute Parts subtask, logic has been updated to display the original requirements details.

A new **Notes** field has been added to Requirements subtask. The field allows you to enter up to 32,000 characters.

Also on the Requirements subtask, the **Phantom Component** field has been moved to the Components Info tab.

The application has been also modified to enable back-scheduling of bills of material (BOM) Effectivity Dates based on the lead times of the assemblies of the BOMs.

A new Inventory Allocations subtask has been added to allow you to modify hard allocated inventory quantities for the reservation line.

## View Sales Order Status Information (OEQSTAT)

A new User -Defined Info tab has been added. If user-defined fields have been configured on the Manage Serial/Lot User Defined Labels screen, then up to fifteen user-defined fields may be visible on the new tab.

A new Shelf Life tab has been added to specify the shelf life information for the serial/lot that is selected. A shelf life indicates when the part becomes dated and unusable. The new tab contains the following new fields:

- **Shelf Life Type** – this field indicates whether the shelf life expiration date is extendable or not.
- **Shelf Life Exp Date** – this field indicates the shelf life expiration date for the serial/lot.
- **Shelf Life Orig Exp Date** – this field indicates the original shelf life expiration date for the serial/lot.
- **Shelf Life Last Extn Date** – this field indicates the date when the serial/lot part reaches shelf life expiration. This field indicates the last date when the serial/lot part can be used, unless allowed for use beyond that date
- **Shelf Life Extn Taken** – this field indicates the number of times that the Shelf Life Expiration Date has been modified.
- **Shelf Life Available for Use** – this check box indicates whether or not the serial/lot part can be used for planning purposes.

## View Serial/Lot Information (INQSRLT)

A new Shelf Life tab has been added to specify the shelf life information for the serial/lot that is selected. A shelf life indicates when the part becomes dated and unusable. The new tab contains the following new fields:

- **Shelf Life Type** – this field indicates whether the shelf life expiration date is extendable or not.
- **Shelf Life Exp Date** – this field indicates the shelf life expiration date for the serial/lot.
- **Shelf Life Orig Exp Date** – this field indicates the original shelf life expiration date for the serial/lot.
- **Shelf Life Last Extn Date** – this field indicates the date when the serial/lot part reaches shelf life expiration. This field indicates the last date when the serial/lot part can be used, unless allowed for use beyond that date
- **Shelf Life Extn Taken** – this field indicates the number of times that the Shelf Life Expiration Date has been modified.
- **Shelf Life Available for Use** – this check box indicates whether or not the serial/lot part can be used for planning purposes.

If user-defined fields have been configured on the Manage Serial/Lot User Defined Labels screen, then ten new user-defined fields – for a total of 15 – may be visible on the User-Defined Info tab of this application. In table view, the ten new user-defined fields are positioned at the end of the table.

## View Inventory Transaction History (INQHSTPR)

A new Shelf Life tab has been added to specify the shelf life information for the serial/lot that is selected. A shelf life indicates when the part becomes dated and unusable. The new tab contains the following new fields:

- **Shelf Life Type** – this field indicates whether the shelf life expiration date is extendable or not.
- **Shelf Life Exp Date** – this field indicates the shelf life expiration date for the serial/lot.
- **Shelf Life Orig Exp Date** – this field indicates the original shelf life expiration date for the serial/lot.
- **Shelf Life Last Extn Date** – this field indicates the date when the serial/lot part reaches shelf life expiration. This field indicates the last date when the serial/lot part can be used, unless allowed for use beyond that date
- **Shelf Life Extn Taken** – this field indicates the number of times that the Shelf Life Expiration Date has been modified.
- **Shelf Life Available for Use** – this check box indicates whether or not the serial/lot part can be used for planning purposes.

If user-defined fields have been configured on the Manage Serial/Lot User Defined Labels screen, then ten new user-defined fields – for a total of 15 – may be visible on the User-Defined Info tab of this application. In table view, the ten new user-defined fields are positioned at the end of the table.

## View Part Inventory (INQPINV)

A new Shelf Life tab has been added to specify the shelf life information for the serial/lot that is selected. A shelf life indicates when the part becomes dated and unusable. The new tab contains the following new fields:

- **Shelf Life Type** – this field indicates whether the shelf life expiration date is extendable or not.
- **Shelf Life Exp Date** – this field indicates the shelf life expiration date for the serial/lot.
- **Shelf Life Orig Exp Date** – this field indicates the original shelf life expiration date for the serial/lot.
- **Shelf Life Last Extn Date** – this field indicates the date when the serial/lot part reaches shelf life expiration. This field indicates the last date when the serial/lot part can be used, unless allowed for use beyond that date
- **Shelf Life Extn Taken** – this field indicates the number of times that the Shelf Life Expiration Date has been modified.
- **Shelf Life Available for Use** – this check box indicates whether or not the serial/lot part can be used for planning purposes.

If user-defined fields have been configured on the Manage Serial/Lot User Defined Labels screen, then ten new user-defined fields – for a total of 15 – may be visible on the User-Defined Info tab of this application. In table view, the ten new user-defined fields are positioned at the end of the table.

On the Substitutes subtask, new logic has been added that allows you to view the Project Substitute Parts.

This application has been modified to enable back-scheduling of bills of material (BOM) Effectivity Dates based on the lead times of the assemblies of the BOMs. However, if the part is a component of a phantom subassembly, then the system will follow existing behavior and set the same value for the **Line No** and **Find No** fields.

A new Inventory Allocations subtask has been added to allow you to view hard allocated inventory quantities for the reservation line.

## View Manufacturing Order Status (PCQMOST)

The application has been modified to enable back-scheduling of bills of material (BOM) Effectivity Dates based on the lead times of the assemblies of the BOMs. However, if the part is a component of a phantom subassembly, then the system will follow existing behavior and set the same value for the Line No and Find No fields.

A new Shelf Life tab has been added to specify the shelf life information for the serial/lot that is selected. A shelf life indicates when the part becomes dated and unusable. The new tab contains the following new fields:

- **Shelf Life Type** – this field indicates whether the shelf life expiration date is extendable or not.
- **Shelf Life Exp Date** – this field indicates the shelf life expiration date for the serial/lot.
- **Shelf Life Orig Exp Date** – this field indicates the original shelf life expiration date for the serial/lot.
- **Shelf Life Last Extn Date** – this field indicates the date when the serial/lot part reaches shelf life expiration. This field indicates the last date when the serial/lot part can be used, unless allowed for use beyond that date
- **Shelf Life Extn Taken** – this field indicates the number of times that the Shelf Life Expiration Date has been modified.
- **Shelf Life Available for Use** – this check box indicates whether or not the serial/lot part can be used for planning purposes.

A new Basic Information tab has been added. A new User-Defined Information tab has also been added. If user-defined fields have been configured on the Manage Serial/Lot User Defined Labels screen, then ten new user-defined fields – for a total of 15 – may be visible on the new User-Defined Information tab. In table view, the ten new user-defined fields are positioned at the end of the table.

A new **Notes** field has been added to the Requirements subtask. The field allows you to enter up to 32,000 characters.

A new Inventory Allocations subtask has been added to allow you to view hard allocated inventory quantities for the reservation line.

## Manage Purchase Orders (POMMAIN)

A new Shelf Life tab has been added to specify the shelf life information for the serial/lot that is selected. A shelf life indicates when the part becomes dated and unusable. The new tab contains the following new fields:

- **Shelf Life Type** – this field indicates whether the shelf life expiration date is extendable or not.
- **Shelf Life Exp Date** – this field indicates the shelf life expiration date for the serial/lot.
- **Shelf Life Orig Exp Date** – this field indicates the original shelf life expiration date for the serial/lot.
- **Shelf Life Last Extn Date** – this field indicates the date when the serial/lot part reaches shelf life expiration. This field indicates the last date when the serial/lot part can be used, unless allowed for use beyond that date
- **Shelf Life Extn Taken** – this field indicates the number of times that the Shelf Life Expiration Date has been modified.

**Shelf Life Available for Use** – this check box indicates whether or not the serial/lot part can be used for planning purposes.

The **Match Type** and the **Match Option** fields are now editable on the purchase order line if the **Line Type** is set to either **S**(ervice) or **G**(oods). However, the default values for these two fields are still sourced from the Configure Purchase Order Voucher Settings screen.

New logic has been added to validate entries in the **Match Type** and **Match Option** fields. If the Match Type is **2-way**, then the Match Option must be **TOTAL**, otherwise the system will display the following error message: “The match option must be TOTAL when 2-way matching.”

Clicking the **Autoload Serial/Lot** now automatically assigns serial/lot numbers on the Serial/Lot Line.

## Import Purchase Orders (AOPUTLPO)

Match Option source is no longer set by the Import Purchase Order application; it will now come from the input file.

## Manage Parts (PDMPART)

A new Shelf-Life tab has been added to specify the shelf life information for the part that is selected. A shelf life indicates when the part becomes dated and unusable. The new tab contains the following new fields:

- **Shelf Life (Days)** — this field indicates the number of calendar days by when the serial/lot part must be used.
- **Shelf Life Type** — this field indicates whether the shelf life expiration date is extendable or not.
- **Allow Use Past Expiration Date** — this field indicates whether extendable serial/lot part can be used beyond its expiration date.
- **Limit Past Expiration Date (days)** — this field indicates the number of days past expiration that the serial/lot part can be used.
- **Evaluation Period Prior to Expiration (days)** — this field indicates the number of days prior to expiration that the serial/lot part should begin re-evaluation.
- **Number of Extensions Allowed** — this field indicates the number of times that the shelf life expiration date can be modified.

On the Substitute Parts subtask, the **Status** field replaces the **Interchangeable** check box. Only the following options are allowed for this field:

- **U** — Use up/Interchangeable
- **I** — Interchangeable
- **N** – Non-interchangeable
- **X** –Invalid Substitute

Still on the Substitute Parts subtask, the **Status** column replaces the **I/C** column on the Substitute Parts table. Only the following options are allowed for this field:

- **U** – Use up/Interchangeable
- **I** – Interchangeable
- **N** – Non-interchangeable
- **X** –Invalid Substitute



On the Planning Details subtask, a new **Planning Order** drop-down list has been added. Only the following options are allowed for this field:

- **OP** – Original Parts Across Projects
- **OS** – Original/Substitute Part in Demand Project
- **SP** – Substitute Parts Across Projects
- **SO** – Substitute/Original Part in Demand Project

This drop-down list is enabled and editable only if the **Use Part Planning Order** check box is selected on the Configure Materials Requirements Planning Settings screen, and if the **Plan Substitute Part** check box is not selected on the Configure Materials Requirements Planning Settings screen.

## Manage Part Project Data (PDMPRJPD)

The **Status** column replaces the **I/C** column on the Project Substitute Parts table. Only the following options are allowed for this field:

- **U** – Use up/Interchangeable
- **I** – Interchangeable
- **N** – Non-interchangeable
- **X** –Invalid Substitute

The **Inventory Lot Required** and the **Inventory Serial Required** fields are now visible under the substitute part information details.

## Import Items (AOPITEM)

A new input line field, **Status**, has been added to the Substitute Part line layout and the Project Substitute Part line layout. Only the following options are allowed for this field:

- **U** – Use up/Interchangeable
- **I** – Interchangeable
- **N** – Non-interchangeable
- **X** –Invalid Substitute

A new input line field, **Substitute Part Planning Order**, has been added to the Part Line Layout and the Part 2 Line Layout. Only the following options are allowed for this field:

- **OP** – Original Parts Across Projects
- **OS** – Original/Substitute Part in Demand Project
- **SP** – Substitute Parts Across Projects
- **SO** – Substitute/Original Part in Demand Project

## Configure Materials Requirements Planning Settings (MRMSET)

A new **Substitute Part Planning Options** group box has been added to the screen to allow you to plan for substitute parts. The new group box contains the following new fields:

- **Plan Substitute Part** check box – if selected, this check box enable the rest of the fields in the Substitute Part Planning Options group box.



- **Options** – this picklist determines which type of substitute parts will be used for planning. This field also defines the information that is displayed on the Substitute subtasks across Materials Domain applications. Only the following options are allowed for this field:
  - **Use Project Substitution Only** – select this to use and display only Project Substitute Parts.
  - **Use Part Substitution Only** – select this use and display only Part Substitutes.
  - **Use Project/Part Substitution** – select this to use and display both Project Substitute Parts and Part Substitutes. If there are duplicate records, then the system will use and display the Project Substitute Parts record.
- **Use Interchangeable Substitute Parts Only** – this check box is selected by default. If this option is not selected, then plan all substitute parts, except for “Invalid Substitutes” will be used. Parts are used according to the following order of priority:
  - Use-up/Interchangeable substitute parts, then
  - Interchangeable, then finally
  - NON-I/C substitute parts.
- **Use Part Planning Order** – if this option is selected, then the substitute planning order is defined at the Part level. The **Substitute Part Planning Order** picklist on the Manage Parts screen will be enabled and editable. If this option is not selected, then the planning order for substitute parts is defined in the Material Requirements Planning Settings screen, and the planning order for the substitute parts is company-wide. The **Substitute Part Planning Order** drop-box on the Manage Parts screen will be disabled and non-editable.
- **Planning Order** – this picklist is enabled if the **Use Planning Order** check box is selected. The available options are as follows:
  - **Original Part across Projects** – Parts are used according to the following order of priority:
    - Original Parts within the original demand project then from other projects (across the project’s planning group - **TR**), then
    - Substitute parts within the original demand project (**SP**), then finally
    - Substitute parts from the other projects (across the project’s planning group – **SP/TR**)
  - **Original/Substitute Part in Original Demand Project** – Parts are used according to the following order of priority:
    - Original Parts within the original demand project then substitute parts within the original demand project (**SP**), then
    - Parts from other projects (across the project’s planning group - **TR**), then finally
    - Substitute parts from the other projects (across the project’s planning group – **SP/TR**)
  - **Substitute Part across Projects** – Parts are used according to the following order of priority:
    - Available substitute parts across the original project demand (**SP**), then
    - Substitute parts from other projects (across the project’s planning group – **SP/TR**), then
    - Original part from the original demand project, then finally
    - Original part from across the project’s planning group (**TR**)
  - **Substitute/Original Part in Original Demand Project** – Parts are used according to the following order of priority:
    - Substitute Parts(**SP**) within the original demand project, then

- Original parts within the original demand project, then
- Substitute Parts(**SP**) from other projects (across the project's planning group – **SP/TR**), and finally
- Original parts from the other projects (across the project's planning group – **TR**)
- **Include** – if one of these transactions is selected, then the Material Requirements Planning process will plan substitute parts for the selected transactions
  - Manufacturing Orders
  - Sales Orders
  - Inventory Reservations
  - PO/Req Reservations

New fields are added to the **Default Values** group box:

- **Create Transfer Reservation Action Message** – if this check box is selected, then transfer reservation action messages are automatically created when users run the Update Material Requirements Plan application. This option is selected by default.
- **Project Preference** – this picklist helps the system to identify the sequence when using excess available quantities for projects within the same planning group. This option is available only if either the **Plan Substitute Part** check box and/or **Create Transfer Reservation** check box are selected. The following Project Preference options are available:
  - **Most Available Qty** – transfer from projects with the most number of excess available quantity of parts.
  - **Least Available Qty** – transfer from projects with the least number of excess available quantities of parts.

A new field is added to the Corporate Settings section:

- **Use Common Inventory** – if this check box is selected, then the system will use all parts in the common stock inventory, regardless of whether or not the parts are flagged as **Common Stock**.

New logic flow has been added that matches the available supply with the demand dates that fall within the threshold that was set up for early/late filters when you generate material requirement plans. And a new **Match Supply to Demand Dates before Rescheduling** check box has been added to this screen.

This enhancement prevents the creation of unnecessary reschedule action messages caused by demand changes. And as a result, Planners will have fewer action messages to act upon.

## Update Material Requirements Plan (MRPMPR)

Logic has been added to plan for substitute parts, based on the criteria selected in the Configure Materials Requirements Planning Settings screen.

New action messages are added for Substitute Part (SP) and Transfer Reservations (TR) transactions. If the supply requirement is not met by the original and substitute parts, then the system will generate a planned order action message for the original part. For Transfer Reservations, action messages will be created to move original and/or substitute parts from other available inventory projects based on the requirement's Project Planning Option (By Netting Group, All Inventory, Single Project or Top-Level Project).

Logic has also been added to plan for parts in the common inventory:

- For parts with more than one substitute parts, substitute parts will be referenced by Sequence (order of preference) number within the same demand project. If Parts will come from other

projects, then preference depends upon the **Project Preference** option on the Configure Materials Requirements Planning Settings screen.

- For substitute parts that exist in other projects, preference will be on the project with the most number of excess quantities that are available for use.

New logic flow has been added that matches the available supply with the demand dates that fall within the threshold that was set up for early/late filters when you generate material requirement plans. The system now checks for the following conditions:

- The Match Supply to Demand Dates before Rescheduling check box is selected on the Configure Materials Requirements Planning settings screen.
- A firm receipt matches with a requirement need date that falls within the threshold that was set up on the Configure MRP Report Print Options (MRMPOPTS) application for early/late filters for reschedule messages.

If the two conditions are met, then Costpoint will automatically tie that receipt to the requirement without rescheduling the receipt to meet another requirement at an earlier or later need date.

This enhancement prevents the creation of unnecessary reschedule action messages caused by demand changes. And as a result, Planners will have fewer action messages to act upon. .

The Update Material Requirements Planning process has been modified to include quantities in the common inventory if the **Use Common Inventory** check box is selected on the Configure Materials Requirements Planning Settings (MRMSET) screen. This allows you to use the Common Stock functionality even if the part is not defined as common stock.

## Manage MRP Action Message Report (MRMACTM)

On the Message Details tab, the **Order Reference** group box has been moved to the Other Info tab.

On the Other Info tab, the following fields have been added to reference the Original Requirement Line for the Substitute Parts:

- **Ref Line** – this field references the original requirement line number
- **Original Part** – this field references the original part requirement
- **Original Rev** – this field references the original part revision requirement
- **Original Description** – this field references the original part description

On the Substitute subtask, the following new fields have been added:

- **Inv. Abbrev** – this field displays the inventory abbreviation of the selected action message from the main CTW.
- **Netting Group** – this field displays the netting group associated with the Inventory Abbreviation or the netting group used in the selection criteria
- **Display Options** – this field is used as a filter for the data to display on the **Substitute Part Inventory** CTW.
- **Substitute Type** – this field indicates whether the substitute part is a Part Substitute or a Project Substitute Part.
- **Status** – this field indicates whether the substitute part is use-up/interchangeable, interchangeable or non-interchangeable.
- **Sequence** – this field displays the order of preference

On the Planned Order subtask, the **Message** field now also displays Substitute Parts and Transfer Reservations.

New action message types were added:

- **SP** – Substitute Part
- **TR** – Transfer Reservations

Only the **Release** and **Cancel Order** action codes can be used with the new action message types. If you select **Cancel Order**, then the action message is deleted from the list.

## Firm Materials Requirement Planning Planned Orders (MRPFPO)

A new check box, **Substitute Part**, has been added to the Generate group box. If this check box is selected, then the system will automatically update transactions and insert a substitute part requirement with reference to the original part.

## Manage Detailed Part Schedule (MRMDTPT)

On the Planned Order Supply subtask, a new field, **Message Type**, has been added to indicate what action message drives the planned order supply change.

If the selected part is a substitute part, then the original demand requirement can be seen in the Reservation Demand, Manufacturing Order Demand, and Sales Order Demand subtasks.

## Print MRP Action Message Report (MRRACTM)

You now have the option to include **Substitute Part** and **Transfer Reservation** Action Messages Types in the report.

## Print Bills of Materials MRP Action Message Report (MRRBMAM)

You now have the option to include **Substitute Part** and **Transfer Reservation** Action Messages Types in the report.

## View Summary Part Availability (MRQSPA)

This application has been modified to enable back-scheduling of bills of material (BOM) Effectivity Dates based on the lead times of the assemblies of the BOMs. However, if the part is a component of a phantom subassembly, then the system will follow existing behavior and set the same value for the Line No and Find No fields.

On the Substitute subtask, the following new fields have been added:

- **Inv. Abbrev** – this field displays the inventory abbreviation of the selected action message from the main CTW.
- **Netting Group** – this field displays the netting group associated with the Inventory Abbreviation or the netting group used in the selection criteria
- **Display Options** – this field is used as a filter for the data to display on the **Substitute Part Inventory** CTW.
- **Substitute Type** – this field indicates whether the substitute part is a Part Substitute or a Project Substitute Part.
- **Status** – this field indicates whether the substitute part is use-up/interchangeable, interchangeable or non-interchangeable.
- **Sequence** – this field displays the order of preference

## Manage Purchase Requisitions (PPMNTRQ1)

A new Substitute subtask has been added that allows you to view the substitute parts that are available for use. Information that is displayed on the subtask – whether Project Substitute Parts and/or Parts Substitute – will depend on the option you selected on the Configure Materials Requirements Planning Settings screen.

A new **Autoload Serial/Lot** button has been added to assigns serial/lot numbers automatically.

## Apply PO Info to Purchase Requisitions (PPMNTRQ2)

A new Substitute subtask has been added that allows you to view the substitute parts that are available for use. Information that is displayed on the subtask – whether Project Substitute Parts and/or Parts Substitute – will depend on the option you selected on the Configure Materials Requirements Planning Settings screen.

Logic has been modified so that the **Autoload Serial/Lot** button now automatically adds serial/lot numbers that were pre-assigned to the requisition line although you will have the option to select the serial/lot numbers to pre-assign to the corresponding PO line. The system keeps track of all remaining unassigned serial/lot rows from the pre-assigned list.

## Apply PO Info to Purchase Requisitions By Line (PPMNTRQLN)

A new Substitute subtask has been added that allows you to view the substitute parts that are available for use. Information that is displayed on the subtask – whether Project Substitute Parts and/or Parts Substitute – will depend on the option you selected on the Configure Materials Requirements Planning Settings screen.

Logic has been modified so that the **Autoload Serial/Lot** button now automatically adds serial/lot numbers that were pre-assigned to the requisition line although you will have the option to select the serial/lot numbers to pre-assign to the corresponding PO line. The system keeps track of all remaining unassigned serial/lot rows from the pre-assigned list.

## Approve Sales Order (OEMAPPSO)

A new Substitute subtask has been added that allows you to view the substitute parts that are allowed for the ordered part.

The following new fields have also been added that allow you to identify the substitute parts and their link to the original part requirement – these are read-only fields and are be populated via the Firm Material Requirements Planning Planned Orders application:

- Ref. Line
- Original Part
- Original Rev
- Original Part Description

## Manage Sales Order (OEMNTSO1)

A new Substitute subtask has been added that allows you to view the substitute parts that are allowed for the ordered part.

The following new fields have also been added that allow you to identify the substitute parts and their link to the original part requirement – these are read-only fields and are be populated via the Firm Material Requirements Planning Planned Orders application:

- Ref. Line
- Original Part
- Original Rev
- Original Part Description

A new Inventory Allocations subtask has been added to allow you to modify hard allocated inventory quantities for the reservation line.

## Manage Sales Orders Supervisor Screens (OEMNTSO2)

A new Substitute subtask has been added that allows you to view the substitute parts that are allowed for the ordered part.

The following new fields have also been added that allow you to identify the substitute parts and their link to the original part requirement – these are read-only fields and are be populated via the Firm Material Requirements Planning Planned Orders application:

- Ref. Line
- Original Part
- Original Rev
- Original Part Description

A new Inventory Allocations subtask has been added to allow you to modify hard allocated inventory quantities for the reservation line.

## Manage PO/Req Reservations (INMPORSV)

The following new fields have been added to the Line Details tab that allow you to identify the substitute parts and the their link to the original part requirement – these are read-only fields and are be populated via the Firm Material Requirements Planning Planned Orders application:

- Ref. Line
- Original Part
- Original Rev
- Original Part Description

On the Substitutes subtask, new logic has been added that allows you to view the substitute parts that are allowed for the ordered part.

A new Inventory Allocations subtask has been added to allow you to modify hard allocated inventory quantities for the reservation line.

## Manage Inventory Reservations (INMPARSV)

The following new fields have been added to the Line Details tab that allow you to identify the substitute parts and the their link to the original part requirement – these are read-only fields and are be populated via the Firm Material Requirements Planning Planned Orders application:

- Ref. Line
- Original Part
- Original Rev

- **Original Part Description**

On the Substitutes subtask, new logic has been added that allows you to view the Project Substitute Parts.

A new Inventory Allocations subtask has been added to allow you to modify hard allocated inventory quantities for the reservation line.

## Print Detailed Part Schedule Report (MRRDTPT)

Logic has been added to include Substitute Part (**SP**) and Transfer Reservations (**TR**) action messages when processing detailed part schedule reports.

## Print Receipt Traveler (RCRTRVLR)

PO Line information has been added to the report.

The **Line** column has been renamed to **Receipt Line**.

## Print Pending Inspection Report (RCRPINSP)

Receipt Line information has been added to the report.

## Print Receiving Log (RCRLOG)

Receipt Line information has been added to the report.

## View Purchase Order Status (POQSTAT)

On the Purchase Order Lines subtask, a new Serial/Lot link has been added that displays pre-assigned serial/lot numbers for the particular PO line. In addition, the column label for **Line** has been changed to **PO Line**.

On the Receipts/Status Updates subtask, a new **Receipt Line** column has been added to display the corresponding receipt line for the PO line receipt row. This should be displayed as parent info for lower-level subtasks, such as the Receipt Inspections and the Inspection Rejections subtasks.

A new Shelf Life tab has been added to specify the shelf life information for the serial/lot that is selected. A shelf life indicates when the part becomes dated and unusable. The new tab contains the following new fields:

- **Shelf Life Type** – this field indicates whether the shelf life expiration date is extendable or not.
- **Shelf Life Exp Date** – this field indicates the shelf life expiration date for the serial/lot.
- **Shelf Life Orig Exp Date** – this field indicates the original shelf life expiration date for the serial/lot.
- **Shelf Life Last Extn Date** – this field indicates the date when the serial/lot part reaches shelf life expiration. This field indicates the last date when the serial/lot part can be used, unless allowed for use beyond that date
- **Shelf Life Extn Taken** – this field indicates the number of times that the Shelf Life Expiration Date has been modified.

**Shelf Life Available for Use** – this check box indicates whether or not the serial/lot part can be used for planning purposes.



## Enter Miscellaneous Inventory Receipts (RCMMSRC)

A new Shelf Life tab has been added to specify the shelf life information for the serial/lot that is selected. A shelf life indicates when the part becomes dated and unusable. The new tab contains the following new fields:

- **Shelf Life Type** – this field indicates whether the shelf life expiration date is extendable or not.
- **Shelf Life Exp Date** – this field indicates the shelf life expiration date for the serial/lot.
- **Shelf Life Orig Exp Date** – this field indicates the original shelf life expiration date for the serial/lot.
- **Shelf Life Last Extn Date** – this field indicates the date when the serial/lot part reaches shelf life expiration. This field indicates the last date when the serial/lot part can be used, unless allowed for use beyond that date
- **Shelf Life Extn Taken** – this field indicates the number of times that the Shelf Life Expiration Date has been modified.
- **Shelf Life Available for Use** – this check box indicates whether or not the serial/lot part can be used for planning purposes.

## Print Shelf Life Report (INRSHFLF)

This is a new application that was added to the **Materials » Inventory » Reports/Inquiries** area for the purpose of generating reports that indicate the shelf life of serial/lot rows based on selected criteria.

You can filter the reports according to Planner ID, Project ID, Warehouse ID, or whether the report should include expired parts or non-expired parts.

## Print Manufacturing Order Documentation (PCRMODC)

Logic has been modified so that if **Print Pick List Serial/Lot** is selected, and if the part Shelf Life Type is set to **Extendable** or **Non-extendable**, then the report will exclude serial/lot rows that have a Shelf Life Expiration Date that is earlier than the current date. However, if the part Shelf Life Type is set to **None**, then the report will include all available rows regardless of shelf life expiration date.

If **Print Pick List Serial/Lot** is not selected, and if the part Shelf Life Type is set to **Extendable**, **Non-extendable**, or **None**, then the report will print the On-Hand Qty, as per existing logic.

Also, the report generated by the application now includes a new **Phantom Component** column.

On the MO Requirements subtask, a new the **Phantom Component** check box has been moved to the Components Info tab.

A new **Notes** field has been added to the Requirements subtask. The field allows you to enter up to 32,000 characters.

## Print Sales Order Pick Lists (OERPICK)

Logic has been modified so that if **Print Pick List Serial/Lot** is selected, and if the part Shelf Life Type is set to **Extendable** or **Non-extendable**, then the report will exclude serial/lot rows that have a Shelf Life Expiration Date that is earlier than the current date. However, if the part Shelf Life Type is set to **None**, then the report will include all available rows regardless of shelf life expiration date.

If **Print Pick List Serial/Lot** is not selected, and if the part Shelf Life Type is set to **Extendable**, **Non-extendable**, or **None**, then the report will print the On-Hand Qty, as per existing logic.



## Print Reservation Pick Lists (INRRESV)

Logic has been modified so that if **Print Pick List Serial/Lot** is selected, and if the part Shelf Life Type is set to **Extendable** or **Non-extendable**, then the report will exclude serial/lot rows that have a Shelf Life Expiration Date that is earlier than the current date. However, if the part Shelf Life Type is set to **None**, then the report will include all available rows regardless of shelf life expiration date.

If **Print Pick List Serial/Lot** is not selected, and if the part Shelf Life Type is set to **Extendable**, **Non-extendable**, or **None**, then the report will print the On-Hand Qty, as per existing logic.

## View Item Purchasing Information (POQITEM)

A new Serial/Lot subtask has been added that displays pre-assigned serial/lot numbers for the particular PO line.

On the Requisitions subtask, a new Serial/Lot link has been added that displays pre-assigned serial/lot numbers for the particular requisition line.

A new Shelf Life tab has been added to specify the shelf life information for the serial/lot that is selected. A shelf life indicates when the part becomes dated and unusable. The new tab contains the following new fields:

- **Shelf Life Type** – this field indicates whether the shelf life expiration date is extendable or not.
- **Shelf Life Exp Date** – this field indicates the shelf life expiration date for the serial/lot.
- **Shelf Life Orig Exp Date** – this field indicates the original shelf life expiration date for the serial/lot.
- **Shelf Life Last Extn Date** – this field indicates the date when the serial/lot part reaches shelf life expiration. This field indicates the last date when the serial/lot part can be used, unless allowed for use beyond that date
- **Shelf Life Extn Taken** – this field indicates the number of times that the Shelf Life Expiration Date has been modified.
- **Shelf Life Available for Use** – this check box indicates whether or not the serial/lot part can be used for planning purposes.

## View Purchase Requisition Status (PPQRQSTS)

A new Shelf Life tab has been added to specify the shelf life information for the serial/lot that is selected. A shelf life indicates when the part becomes dated and unusable. The new tab contains the following new fields:

- **Shelf Life Type** – this field indicates whether the shelf life expiration date is extendable or not.
- **Shelf Life Exp Date** – this field indicates the shelf life expiration date for the serial/lot.
- **Shelf Life Orig Exp Date** – this field indicates the original shelf life expiration date for the serial/lot.
- **Shelf Life Last Extn Date** – this field indicates the date when the serial/lot part reaches shelf life expiration. This field indicates the last date when the serial/lot part can be used, unless allowed for use beyond that date
- **Shelf Life Extn Taken** – this field indicates the number of times that the Shelf Life Expiration Date has been modified.
- **Shelf Life Available for Use** – this check box indicates whether or not the serial/lot part can be used for planning purposes.

On the Req Lines subtask, a new Serial/Lot link has been added that displays pre-assigned serial/lot numbers for the particular requisition line.

## Manage Purchase Requisitions (PPMNTRQ1)

A new Shelf Life tab has been added to specify the shelf life information for the serial/lot that is selected. A shelf life indicates when the part becomes dated and unusable. The new tab contains the following new fields:

- **Shelf Life Type** – this field indicates whether the shelf life expiration date is extendable or not.
- **Shelf Life Exp Date** – this field indicates the shelf life expiration date for the serial/lot.
- **Shelf Life Orig Exp Date** – this field indicates the original shelf life expiration date for the serial/lot.
- **Shelf Life Last Extn Date** – this field indicates the date when the serial/lot part reaches shelf life expiration. This field indicates the last date when the serial/lot part can be used, unless allowed for use beyond that date
- **Shelf Life Extn Taken** – this field indicates the number of times that the Shelf Life Expiration Date has been modified.
- **Shelf Life Available for Use** – this check box indicates whether or not the serial/lot part can be used for planning purposes.

## Apply PO Info to Purchase Requisitions (PPMNTRQ2)

A new Shelf Life tab has been added to specify the shelf life information for the serial/lot that is selected. A shelf life indicates when the part becomes dated and unusable. The new tab contains the following new fields:

- **Shelf Life Type** – this field indicates whether the shelf life expiration date is extendable or not.
- **Shelf Life Exp Date** – this field indicates the shelf life expiration date for the serial/lot.
- **Shelf Life Orig Exp Date** – this field indicates the original shelf life expiration date for the serial/lot.
- **Shelf Life Last Extn Date** – this field indicates the date when the serial/lot part reaches shelf life expiration. This field indicates the last date when the serial/lot part can be used, unless allowed for use beyond that date
- **Shelf Life Extn Taken** – this field indicates the number of times that the Shelf Life Expiration Date has been modified.
- **Shelf Life Available for Use** – this check box indicates whether or not the serial/lot part can be used for planning purposes.

## Apply PO Info to Purchase Requisitions by Line (PPMRQLN)

A new Shelf Life tab has been added to specify the shelf life information for the serial/lot that is selected. A shelf life indicates when the part becomes dated and unusable. The new tab contains the following new fields:

- **Shelf Life Type** – this field indicates whether the shelf life expiration date is extendable or not.
- **Shelf Life Exp Date** – this field indicates the shelf life expiration date for the serial/lot.
- **Shelf Life Orig Exp Date** – this field indicates the original shelf life expiration date for the serial/lot.

- **Shelf Life Last Extn Date** – this field indicates the date when the serial/lot part reaches shelf life expiration. This field indicates the last date when the serial/lot part can be used, unless allowed for use beyond that date
- **Shelf Life Extn Taken** – this field indicates the number of times that the Shelf Life Expiration Date has been modified.
- **Shelf Life Available for Use** – this check box indicates whether or not the serial/lot part can be used for planning purposes.

## Create Purchase Orders (PPPGPO)

Logic has been modified so that serial/lot numbers that are associated with purchase orders that are assigned to requisitions are now automatically linked to the generated PO line.

## Configure Inventory Settings (INMSET)

A new **Inventory Allocations** group box has been added that contains the following new fields:

- **Allow Inventory Allocations** – this field enables the functionality for inventory allocations.
- **Tracking** – this group box indicates whether allocations will be allowed for Serial, Lot, or Non-Tracked parts.
- **Reservations** – this group box allows you to add separate options for selecting the type of Reservations for allocating inventory. For example, if MO is hard allocated, but SO is not, then the SO pick list will only show inventory items that have not been allocated to MOs; and the MO pick list will show allocated inventory.

The following fields have been removed from the screen:

- **Allow Issues/Reservations Between Warehouses**
- **Allow Negative Inventory Quantities (Std Cost Only)**
- **Inventory Request Approval Required**

## Expedite Manufacturing Orders (PCMMEXPD)

A new **Notes** field has been added to the Requirements subtask. The field allows you to enter up to 32,000 characters.

This application has been modified to enable back-scheduling of bills of material (BOM) Effectivity Dates based on the lead times of the assemblies of the BOMs. However, if the part is a component of a phantom subassembly, then the system will follow existing behavior and set the same value for the **Line No** and **Find No** fields.

A new Inventory Allocations subtask has been added to allow you to modify hard allocated inventory quantities for the reservation line.

## Configure MO Documentation Print Options (PCMPRTOP)

A new **Print Requirements Line Notes** check box has been added to the **Assembly Sheet** group box of this application.

## Configure Production Control Settings (PCMSET)

This application has been modified to enable back-scheduling of bills of material (BOM) Effectivity Dates based on the lead times of the assemblies of the BOMs.

A new **Planning Effective Date for BOM** Explosion drop-box has been added. This field is applies only to application where bills of material (BOM) explosion is used to derive component requirements based on the order dates of subassemblies.

## View Engineering Change Notice Status (ECQECNST)

This application has been modified to enable back-scheduling of bills of material (BOM) Effectivity Dates based on the lead times of the assemblies of the BOMs. However, if the part is a component of a phantom subassembly, then the system will follow existing behavior and set the same value for the Line No and Find No fields.

## View Engineering Change Notice Status (ECQECNST)

This application has been modified to enable back-scheduling of bills of material (BOM) Effectivity Dates based on the lead times of the assemblies of the BOMs. However, if the part is a component of a phantom subassembly, then the system will follow existing behavior and set the same value for the Line No and Find No fields.

## Create Purchase Requisitions from Sales Orders (OEPGRQ)

This application has been modified to enable back-scheduling of bills of material (BOM) Effectivity Dates based on the lead times of the assemblies of the BOMs. The explosion process will now calculate for the need date of items in the component line based on the Sales Order Requested Date.

## Compute Materials Requirement (PCPMRR)

This application has been modified to enable back-scheduling of bills of material (BOM) Effectivity Dates based on the lead times of the assemblies of the BOMs.

If the **Use As-of Date for All** option is selected on the **Effective Date for BOM Explosion** option on the Configure Production Control Settings screen, then the system will select only requirement components within the set As-Of Date.

However, if the **Back Schedule Leadtime** option is selected on the **Effective Date for BOM Explosion** option on the Configure Production Control Settings screen, then the Need Date of the end part and each subassembly is used as the **BOM As-Of date**. The Procurement Management module will use the Order-By date calculated by the system as the **Target Place Date** on the requisition line. The requisition header's target place date is set to the earliest Target Place Date populated on the requisition lines for that requisition ID.

## Configure Serial/Lot Settings (INMSLSET)

A new drop-down list box, **Serial/Lot Assignment Point**, has been added to the Configure Serial/Lot Settings screen. You can use this field to specify whether to require serial/lot information entry when an item has been received (**Receipt**) or after it has undergone quality control inspections (**Acceptance**).

## Manage Inventory Abbreviation Peggings (MRMIAPEG)

The Manage Inventory Abbreviation Peggings application has been updated with the following enhancements.

- A new button, **Default/Copy Component Peggings**, has been added to the Manage Inventory Abbreviation Peggings screen. Click this button to automatically copy the inventory abbreviations from previously saved values for an MBOM line number.

- When adding a new inventory pegging record for an assembly part/rev and inventory abbreviation combination, the **Autoload** function now populates components based on the existing manufacturing bill of material (MBOM) for an assembly part/rev.
- The Query function now loads existing rows from MBOMs for all levels when you query a pegging for an assembly part/rev and inventory abbreviation combination.
- A functionality has been added to the **Clone Record** function for copying the inventory pegging from one assembly part/rev to another. The **Assembly Part** and **Rev** fields are now editable in order to enter the new part/rev to which the new pegging will be copied.

## Subcontractor Management Changes



The following changes were made as part of the Subcontractor Management feature.

Costpoint was enhanced to indicate that the request for quotes (RFQ) and requisition is for creating subcontractor agreements. The following are the updates in Costpoint:

### View Purchase Requisition Status (PPQRQSTS)

- The Manage Request for Quotes by Vendor screen has a new Subcontractor Agreement check box.
- The View Purchase Requisition Status screen now has the Header SOQ (Header level) subtask. This new subtask only displays the values that are saved for the requisition.

### Manage Request for Quotes by Vendor (PPMRFQV)

- The Manage Request for Quotes by Vendor screen has a new Subcontractor Agreement check box.
- The Manage Request for Quotes by Vendor screen now has the following subtasks on the header and line level:
  - Header SOW (Header level)
  - Line SOW (Line level)
  - Resources (Line level)

### Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application Name	Application ID	Application Jar
MM	PP	View Purchase Requisition Status	PPQRQSTS	cp711_ppqrqsts_002.jar
MM	PP	Manage Request for Quotes by Vendor	PPMRFQV	cp711_ppmrfqv_002.jar

Additionally, the following Costpoint 7.1.1 Patch and system jar file are required for this update:

- cp711\_sys\_011.jar
- PATCH2632
- PATCH2653
- PATCH2656
- PATCH2669
- PATCH2673
- PATCH2712

## Admin Domain Enhancements

### WebLogic 12.1.3 and 12.2.1.3 Critical Patch Update

The Costpoint 7.1.1 Framework installer is updated to include support and compatibility for WebLogic 12.1.3 and WebLogic 12.2.1.3 Oracle Critical Patch Update (October 2019). The update aims to address security vulnerabilities.

#### System Requirements

This enhancement requires the following:

- p30108725\_121300\_Generic.zip
- p30386660\_122130\_Generic.zip
- jdk1.8.0\_231.exe

### Access to Costpoint Information Center

The Costpoint Information Center link in the Costpoint Help menu is updated to bypass the Welcome screen and navigate directly to the Costpoint Information Center screen. Previously, when you clicked the Costpoint Information Center link, you had to click Product Help on the Welcome screen to access the Costpoint Information Center.

### Updated Timesheets View on Mobile Devices

The Manage Timesheets and Manage/Approve Timesheets screens within the browser-based Time and Expense 10 solution is updated to more closely resemble the user interface used in the recently released native mobile time application.

The Progressive Web Application (PWA) model used by this solution lets you disable the new user interface and return to the current screen layout, if necessary.

### New Content Management Integration with SharePoint Configuration Click Guide

Learn how to set up Costpoint and Office 365 SharePoint for Content Management Integration (CMI) in the new Content Management Integration with SharePoint Configuration click guide. The click guide also shows you how to manage content between Costpoint and SharePoint.

For more information, see

<https://help.delttek.com/product/Costpoint/USS/CMIwithAutomaticSharepointConfigurationClickGuide>.

## New Content Management Integration with Automatic SharePoint Configuration Video

Learn how to set up Costpoint and Office 365 SharePoint for Content Management Integration in the new Content Management Integration with Automatic SharePoint Configuration video. This video shows you how to use the Automatic SharePoint Configuration feature and how to manage content between Costpoint and SharePoint.

For more information, see

<https://help.deltek.com/product/Costpoint/USS/CMIwithAutomaticSharepointConfiguration>.

## Access Costpoint Login Page With QR Code

A new **Mobile QR Code** link is available on the Costpoint Login page. When you click the link, a QR code displays. The code is encoded with the address of a particular server's Costpoint Login page. When you use a mobile device's camera to scan the code, the mobile device will suggest opening the login page in a browser. When you agree to open the login page, the mobile device displays the login page with the same address as the one you scanned.

### System Requirements

This enhancement requires the following:

- cp711\_sys\_058.zip

## Default Expert Mode

An update is available to make expert (non-wizard) mode the default mode for the Manage Expense Reports and the Manage Expense Authorization applications.

After the update is deployed, a new system message that explains how to switch to the New Wizard Interface will display for 30 days in the Manage Expense Reports and the Manage Expense Authorization applications. Please be sure to update your Time and Expense applications so the Expense Wizard can install.

### System Requirements

This enhancement requires the following:

- PATCH7175
- cp711\_sys\_057.zip

## Updated Costpoint 7.1.1 Framework Installer

The Costpoint 7.1.1 Framework installer is updated to automatically uninstall all previously installed WebLogic security patches.

This enhancement requires the following:

- DeltekCostpoint711FrameworkUpdate058.exe

## WebLogic 12.1.3 and 12.2.1.3 Critical Patch Update

The Costpoint 7.1.1 Framework installer is updated to include support and compatibility for WebLogic 12.1.3 and WebLogic 12.2.1.3 Oracle Critical Patch Update (July 2019). The update aims to address security vulnerabilities.



## System Requirements

This enhancement requires the following:

- p29633448\_121300\_Generic.zip
- p29814665\_122130\_Generic.zip
- jdk1.8.0\_221.exe

## Costpoint in Azure

In Azure portal, the Costpoint application is now available in the Azure Gallery with streamlined instructions for how to add it to your organization portal. When you select Costpoint from the gallery, it enables you to properly configure SAML SSO for both IdP and SdP single sign-on scenarios even with Free/Basic Azure subscriptions. While the previous instructions for registering Costpoint in Azure portal still works, Delttek recommends using this new option going forward.

## Disable Auto-Positioning Mode on the New User Interface

To easily view and compare data across subtasks, you now have the option to enable and disable auto-positioning on the new user interface. This option is enabled, by default. To disable the auto-position mode so that you can resize and move the application subtasks on screen, click the User Preferences icon on the toolbar and clear the **Auto Positioning On** check box.

## System Requirements

This enhancement requires cp711\_sys\_055.zip.

## New UI Profile ID in Manage User Interface Profiles (SYMPROF)

A new system-defined DLTKSMB (Basic applications) UI profile ID is available in the Manage User Interface Profiles (SYMPROF) application. The DLTKSMB UI profile ID hides certain subtasks and fields to simplify processes and navigation for businesses that use a single currency instead of a Multicurrency license. The fields are hidden in the Classic and New interface versions.

To enable this feature, you must install PATCH7169 to insert the UI Profile ID = DLTKSMB into the Manage User Interface Profiles application. After the UI Profile is inserted, you can specify the users and companies who can access this profile. If you delete the UI profile ID, reinstall PATCH7169 to add it again.

## Screen Updates

The following modules and applications have fields that are hidden when using the DLTKSMB UI profile ID.

### Projects

#### Billing

- Calculate Standard Bills (BLPGBILL)
- Configure Billing Settings (BLMSETNG)
- Load Labor Rates (PJPLDRAT)
- Manage Customer Product Bills (BLMCPBIL)
- Manage Manual Bills (BLMMNBIL)



- Manage Milestone Percent Complete Bills (BLMMPCB)
- Manage Open Billing Detail (BLMOPEN)
- Manage Project Billing Information (BLMINFO)
- Manage Project Product Bills (BLMPJPRD)
- Manage Standard Bills (BLMGBILL)
- Print Customer Product Bills (BLRCPROD)
- Print Milestone Percent Complete Bills (BLRMPCB)
- Print Project Product Bills (BLRPJPRD)
- Print Standard Bills (BLRMBIL)

#### Cost and Revenue Processing

- Compute Burden Costs (PJPALCST)
- Compute Revenue (PJPCOMPR)
- Load Labor Rates (PJPLDRAT)
- Manage Allocation Journals (PJMALJNL)
- Manage Base Creation Setups (PJMBASE)
- Manage Cost Pools (PJMPOOL)
- Manage Multi-Job Allocation Cost History (PJMMJCHS)
- Manage Multi-Job Allocation Information (PJMMJAS)
- Manage Multi-Job Allocation Labor History (PJMMJLHS)
- Print Cost Pool Setup Report (PJRPOOL)
- Update Prior Year History (PJPUPPY)

#### Project Inquiry and Reporting

- Create Project Report Tables (PJPCRRPT)
- Update Project Status Report Tables (PJPUPPSR)
- View Project Activity (PJQPROJ)
- View Project Activity by Level (PJQPROJP)

#### Project Setup

- Configure Project Settings (PJMSETNG)
- Link Project Labor Categories to Projects (PJEMPLCPJ)
- Manage Cost Fee Overrides (PJMCSTFE)
- Manage Direct Cost Ceilings (PJMCEIL)
- Manage Modification Descriptions (PJMMODDC)
- Manage Modifications (PJMMOD)
- Manage Prior Year Cost and Revenue (PJMPYCST)

- Manage Prior Year Time and Materials Revenue (PJMPYTM)
- Manage Project Account Groups (PJMACGRP)
- Manage Project Labor History (PJMPYLAB)
- Manage Project User Flow (PJMBASIC)
- Manage Revenue Information (PJMREV)
- Manage Total Ceilings (PJMTCEIL)
- Mass Add Project Master Data (PJPMADD)

## Accounting

### Accounts Payable

- Configure Accounts Payable Settings (APMSETNG)
- Manage Accounts Payable Vouchers (APMVCHR)
- Manage Vendors (APMVEND)
- Post Cash Disbursements (APPPSTCD)
- Post Vouchers (APPPOSTV)
- Print/Void Checks (APRCK)
- Select Vouchers for Payment (APPSELVR)

### Accounts Receivable

- Manage Cash Receipts (ARMCR)
- Manage Customers (ARMCUST)
- Print Accounts Receivable Aging Report (ARRAGED)
- Print Cash Receipts Edit Report (ARRCR)
- Print Cash Receipts Register Report (ARRCRREG)

### Cash Management

- Create Bank Transactions History (GLPBKTRN)
- Manage Company Bank Accounts (US Banks) (GLMCOBNK)
- Print Bank Reconciliation Detail Reports (GLRBKREC)
- View Bank Reconciliation Summary (GLQBKINQ)

### General Ledger

- Configure General Ledger Settings (GLMSETNG)
- Manage Accounting Periods (GLMPD)
- Manage Accounts (GLMACT)
- Manage Financial Statements (GLMFS)

- Manage Journal Entries (GLMJJE)
- Manage Non-Project Beginning Balances (GLMBEGIN)
- Manage Organization Elements (GLMORMNT)
- Manage Organization Structures (GLMORSET)
- Manage Project Beginning Balances (GLMPJBEG)
- Manage Recurring Journal Entry Templates (GLMRECTM)
- Manage Subperiods (GLMSUBPD)
- Print General Ledger Detail Report (GLRGLDET)
- Print Journal Entry Edit Report (GLRJE)
- Print Journal Entry Posting Summary Report (GLRPSTSM)
- Print Project Ledger Detail Report (GLRPJDET)
- Update General Ledger Beginning Balances (GLPUPBB)
- View Account Activity (GLQAACTI)
- View General Ledger Activity (GLQINQ)

## People

### Employee

- Manage Employee Allowances (LDMEADD)
- Manage Employee Information (LDMEINFO)

### Labor

- Allocate Compensated Overtime Across Timesheet Lines (LDPALLOC)
- Apply Timesheet Adjustments in Batch Mode (LDPAUTO)
- Apply Weighted Average Rates to Timesheets (LDPCOST)
- Configure Labor Settings (LDMLABOR)
- Create Retroactive Timesheet Adjustments (LDPRETRO)
- Create Reversing Timesheets (LDPREVTS)
- Export Data to Deltek Time and Expense (LDPDTC)
- Import Timesheets from Deltek Time and Expense (LDPUPET)
- Manage Allowance Codes (LDMADD)
- Manage Employee Proj-Acct-Group Timesheet Defaults (LDMEAD)
- Manage Employee Project Timesheet Defaults (LDMEPD)
- Manage Labor Locations/Locals (LDMLLOC)
- Manage Labor-Group Project-Acct-Group Timesheet Defaults (LDMLAD)
- Manage Pay Types (LDMPAYTP)
- Manage Project Timesheet Defaults (LDMPD)

## Major New Features and Enhancements in Costpoint 7.1.1

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- Manage Timesheets (LDMTIME)
- Manage Workers' Compensation Codes (LDMWC)
- Print Labor Utilization Report (LDRLUR)
- Print Timesheet History Report (LDRTHFR)
- Recast Overtime Premium to Timesheet Lines (LDPROTP)
- View Timesheet History Inquiry (LDQTHF)

### Leave

- Configure Leave Settings (LDMLEAVE)
- Manage Leave Types (LDMLVTP)
- Print Leave Edit Report (LDRLEDIT)
- Reconcile Leave Balances (LDPLVREC)
- True-Up Leave History Table to Last Reconciliation (LDPLVTRU)

### Payroll

- Configure Paycheck Settings (PRMCKSET)
- Configure Payroll Tax Export Settings (PRMEXTAX)
- Manage Local Tax Override by Taxable Entity (PRMMCLO)
- View Employee Information (PRQEINFO)

### System Requirements

This enhancement requires the following:

- PATCH7169

**Note:** PATCH7169 works best with SysJar54 and has limited functionality with earlier system jar versions.

## Support for New Costpoint to Cobra Integration API

The Costpoint to Cobra integration in Costpoint 7.1.1 System JAR 054 (June 2019) provides support for the Standard Cobra Web Service (Cobra.WebService.Host.exe) which you can now use to post valid transactions from Costpoint to Cobra. This new version of the web service can be used by multiple Deltek products for data integration with Cobra. The Standard Cobra Web Service added the support for the Costpoint to Cobra integration in the **Cobra 8.2 Cumulative Update #14** release.

Prior to the Costpoint 7.1.1 System JAR 054 release, integration using web services was possible only through the Cobra Costpoint Web Service (Cobra.Costpoint.WebService.Host.exe). This is the initial version of the Cobra web service which only allows data transfer from Costpoint and does not support other Deltek products.

**Warning:** Costpoint 7.1.1 System JAR 054 or higher only supports integration with Cobra through the Standard Cobra Web Service. If you upgrade to Costpoint 7.1.1 System JAR 054, you must upgrade to Cobra 8.2 Cumulative Update #14 or higher.

This Costpoint release applies changes to the following screens to enable support for the Standard Cobra Web Service:

- Compute Cobra Burden Costs (AOPCBLAB)
- Manage Cobra Resource Templates (AOMCBBET)
- Manage Cobra Charge Templates (AOMCBCHG)
- Manage Cobra Cost Templates (AOMCBCST)
- Manage Cobra Extraction Parameters (AOMCBEXT)
- Manage Cobra Project Mapping (AOMCBPRJ)

## Additional Updates

### The Sample Cobra Project Field Will No Longer Allow Resource Files

When you apply Costpoint 7.1.1 System JAR 054 or later, you can no longer select resource files in the **Sample Cobra Project** field on the Manage Cobra Resource Templates (AOMCBBET) screen. You will only be allowed to select Cobra projects in the field.

If you previously mapped Cobra resources by selecting a resource file in the **Sample Cobra Project** field, you do not need to update the existing records unless the Cobra Resource Detail table requires changes.

### Costpoint Configuration Utility

To support the Standard Cobra Web Service, Costpoint 7.1.1 System JAR 054 also updates the Costpoint Configuration Utility. This release removes the **Database Cobra Integration** group box from the Cobra integration tab of the utility. The group box contained the settings for using the Cobra Costpoint Web Service (Cobra.Costpoint.WebService.Host.exe) which is no longer supported in Costpoint 7.1.1 System JAR 054 or higher.

**Note:** For more information on the compatibility, proper setup, and troubleshooting of the Costpoint to Cobra integration, please refer to the *Deltek Costpoint to Cobra Integration 2.0 Technical Guide*.

## System Requirements

This enhancement requires Costpoint 7.1.1 System JAR 054.

## Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
Admin	System Administration	AOMCBBET	Manage Cobra Resource Templates	cp711_aomcbbet_004.zip

Domain	Module	Application ID	Application Name	Application File
Admin	System Administration	AOMCBCHG	Manage Cobra Charge Templates	cp711_aomcbchg_002.zip
Admin	System Administration	AOMCBCST	Manage Cobra Cost Templates	cp711_aomcbcst_004.zip
Admin	System Administration	AOMCBEXT	Manage Cobra Extraction Parameters	cp711_aomcbext_003.zip
Admin	System Administration	AOMCBPRJ	Manage Cobra Project Mapping	cp711_aomcbprj_003.zip
Admin	System Administration	AOPCBLAB	Compute Cobra Burden Costs	cp711_aopcblab_011.zip

## Costpoint User Interface Improvements

The following updates have been applied to the user interface in Costpoint 7.1.1:

- Borders around subtask windows in the new UI.
- Emphasis on enabled fields.
- Softer background screen colors.

### System Requirements

This enhancement requires the following:

- cp711\_sys\_053.zip

## Oracle 18x Compatibility

The Costpoint 7.1.1 Installer is updated to be compatible with Oracle 18x.

### System Requirements

This enhancement requires the following:

- DeltekCostpoint711ApplicationTier\_Build05.2.exe
- DeltekCostpoint711DatabaseTier\_Build05.2.exe
- DeltekCostpoint711WebTier\_Build05.2.exe

## New Vendor Classifications

See details in the Accounting Domain Enhancements section for the new vendor classification fields.

## New Application Menu Items for Automating Database Refresh Process and ODBC Access

The Admin > System Administration menu is updated with new applications for future enhancements to manage ODBC Account setup and maintenance and database refresh requests for Cloud customers. The new menu items are:

- Manage Cloud ODBC Accounts (SCMODBC)
- Manage Cloud Database Refresh Requests (SCMDBREF)

### System Requirements

This enhancement requires cp711\_sys\_052.zip.

## Simplified Sharepoint Content Management Integration Setup

Select the new **Use Automatic Sharepoint Configuration** check box in the **Manage Content Types (SYMCMICT)** application to automatically set up Sharepoint for Content Management Integration, based on recommended best practices.

The Use Automatic Sharepoint Configuration check box is enabled if Sharepoint is the chosen CMS.

**If you use this setup option, Costpoint has full administrative control over the associated Sharepoint site to create document libraries, content types, and columns.** Repository, Content type, Base Folder, and Attachment Property fields become disabled.

After you save the automatic configuration, Costpoint populates the fields with references to automatically created objects in Sharepoint:

- The newly created Sharepoint library name is titled "Costpoint Library" with the Content Type ID appended to it.
- The Sharepoint Content Type is titled Costpoint Type with the ID appended to it.
- The Attached in Costpoint property is automatically created and assigned to the screen.
- The Base folder is set as root (/). The system assumes that subfolders will not be used in Sharepoint.

### System Requirements

This enhancement requires the following:

- PATCH7170
- cp711\_symcmict\_007.zip
- cp711\_sys\_052.zip

## Workflow Approval Role Filtering

To ensure compliance with company policies, configure role filtering conditions that limit approvals to certain users for a role. Role filtering ensures that the correct approver is notified to review and approve certain records. Role filtering conditions are based on data values of the approval entity and are evaluated when the workflow is running. Build the conditions with fields you define in the new **Role Filter Fields (WFMARF)** application. If multiple condition lines are defined, the AND operation is assumed to connect the statements.

For example, you can set role filtering conditions for Role Name 'Approval' that specifies Role User 1 can approve invoices under \$50k and Role User 2 can approve invoices over \$50k.

The process to use role filtering involves:

- Creating fields for role filtering (**Admin » Workflow » Approval Workflow (NEW) » Role Filter Fields**).
- Applying role filtering condition statements to role users (**Admin » Workflow » Approval Workflow (NEW) » Role Users » Role Filtering Conditions**).
- Creating an Entity Field Name and mapping it to the new Matched Role Filter Field (**Admin » Workflow » Approval Workflow (NEW) » Approval Entity Fields**).
- Assigning the Entity Key Field Name to the appropriate approval screen field ID (**Admin » Workflow » Approval Workflow (NEW) » Application Screens » Approval Screen Fields**).

## System Requirements

This enhancement requires the following:

- PATCH7165
- PATCH3563
- cp711\_sys\_048.zip
- cp711\_wfmarf\_001.zip
- cp711\_wfmarole\_003.zip

## Select Specific Role Group User for Approval

The approval workflow has been enhanced to enable the workflow initiator to select a specific user to receive the approval notification. Previously, every user in the user role group received an approval notification. Each approver throughout the workflow process can select the approvers for the next approval role step.

Access this feature in the new Approval Roles Users subtask in the Approval screen within the record.

## System Requirements

This enhancement requires the following:

- PATCH7165
- PATCH3563
- cp711\_sys\_048.zip
- cp711\_wfmapprl\_013.zip

## File Attachments in Workflow Approval Email Notifications

If you are licensed to use Content Management Integration (CMI), you can enable a workflow to send associated documents, that are attached to a record via CMI, with an email for approval. This enhancement enables approvers to view the documents related to the approval record.

To activate this option for a workflow, select the **Include File Attachment in Email Notification** option in the Application Screens subtask on the Approval Workflow Models (WFMAPPL) screen. When the workflow is started, associated documents are attached to each approval in the workflow process.



## System Requirements

This enhancement requires the following:

- PATCH7165
- PATCH3563
- cp711\_sys\_048.zip
- cp711\_wfmapprl\_013.zip

## Workflow Approval Notification Only Steps

You can now create a workflow that only includes a notification step that does not require any further action. The notification step can be a part of a larger workflow process or used as a standalone model.

In the Approval Steps subtask in the Approval Workflow Models screen, select the **Notify** node type to send a notification message to a role. Use **Edit Node** to define the specific message text and the role recipient, for the Notify node.

When the workflow is triggered, the role will receive a notification email, the step will be considered completed, and the workflow will move to the next level or to the Finish step.

## System Requirements

This enhancement requires the following:

- PATCH7165
- PATCH3563
- cp711\_sys\_048.zip
- cp711\_wfmapprl\_013.zip
- cp711\_wfatodo\_006.zip

## Reject Back to Specific Step in Workflow

As an approver, you now have the option to reject a workflow back to a specific step. In the **Approval** window, the new **Back to** field, in the Reject section on the **Approve or Reject** tab, enables you to reject back to a previous step in the workflow. You can also choose to reject the complete workflow.

You can only reject a specific step if a workflow model has not been approved. The only option available, at that point, is Reject All on the Reject WF tab in the Approval window.

## System Requirements

This enhancement requires the following:

- PATCH7165
- PATCH3563
- cp711\_sys\_048.zip
- cp711\_wfmapprl\_013.zip

## Workflow Approval Group/Role Completion Notifications

After an approver approves or rejects a workflow step, Costpoint will automatically send an email notification to other users in the Approval Role or Group set. This enhancement alerts the other users that the step has been completed and no further action is required.

### System Requirements

This enhancement requires the following:

- PATCH7165
- PATCH3563
- cp711\_sys\_048.zip
- cp711\_wfmapprl\_013.zip

## Enable SSN Suppression by Default in Manage Users

This Costpoint release updates the Manage Users screen so that the **Suppress SSN** check box will be selected by default for new users. If the **Suppress SSN** check box was selected for a Costpoint user, the Social Security Number (SSN) will be suppressed, for this particular user, on certain screens and certain printed reports where the number is normally displayed or printed. The screens and reports will display blanks instead of the number.



The Suppress SSN check box does not affect all screens and reports because you can use organization security to limit user rights and because certain government tax reports require the SSN.

### System Requirements

This enhancement requires Costpoint 7.1.1 System JAR 048.

### Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
Admin	Security	SYMUSR	Manage Users	cp711_symusr_017.zip

## Enhanced Workflow Approval Email Messaging

The Approval Email Messaging (WFMAEMAIL) application, used to define text templates for email notifications, has been redesigned so that you can create unique messages and details for each notification in your workflow. This screen now includes tabs with text templates for each notification type. The following new tabs are available on the Approval Email Messaging screen:

- Assigned
- Additional Time

- Escalated
- Delegated
- Approved
- Rejected
- WF Completed
- WF Rejected

## System Requirements

This enhancement requires the following:

- PATCH7165
- PATCH3563
- cp711\_sys\_048.zip
- cp711\_wfmaemail\_005.zip

## Mass Update Suppression Settings in Manage Users

This Costpoint release provides a new application, Manage User Suppression (SYMUSRSUP), where you can update the suppression settings of existing users from the Manage Users screen. The settings include the following check boxes:

- Suppress Labor
- Suppress SSN
- Suppress Cost
- Suppress Price

Use the Manage User Suppression screen as an alternative to updating the suppression settings on the Manage Users screen. You can manually select the suppression check boxes of users, or you can use the buttons on this screen to mass update the suppression settings of multiple users all at the same time. To access the new application, go to Costpoint **Admin » Security » System Security**.



Access to this new screen should be limited to users that have the authority to dictate user-access to sensitive information.

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## System Requirements

This enhancement requires Costpoint 7.1.1 System JAR 047.

## Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
Admin	Security	SYMUSRSUP	Manage User Suppression	cp711_symusrsup_001.zip

## Costpoint 7.1.1 Framework Installer Update

The framework installer is updated to now include the com.deltek.enterprise.system.reporting.client.birt.oda.runtime\_1.0.0.jar file. This will ensure that the latest version of this file is used with the Costpoint Application Tier.

### System Requirements

This enhancement requires com.deltek.enterprise.system.reporting.client.birt.oda.runtime\_1.0.0.jar.

## New Application for Failed Posting

Reverse Failed Posting is a new application, located in System Administration Utilities, that enables you to reverse a failed posting. Reversal is available for the following postings:

- Post Cash Disbursements (APPPSTCD)
- Post Vouchers (APPPOSTV)
- Post Journal Entries (GLPJE)
- Post Cash Receipts (ARPCR)

Some conditions, including completed postings, cannot be reversed. These conditions include, but are not limited to:

- Any posting that has reached a point where the remaining steps involve clearing work tables, clearing POST\_SEMAPHORE, or the final update to the POSTING table.
- When there is no entry recording that the posting has started.
- When there are missing entries in the POST\_SEMAPHORE table.
- When a duplicate posting has been found in the General Ledger.

When executed, the Reverse Failed Posting utility logs the steps as they run. The log includes the ID of the user who is running the utility, the timestamp, and screen parameters.



You should contact Customer Care before using the utility.

This process will reverse changes to most tables as the result of a failed posting. This process will not reverse the changes made to FS\_SUM, REF\_SUM or LAB\_HS. Use the associated Financial Statement Summary Balances (GLPUPFS), Update Reference Summary Balances (GLPUPRS), and Rebuild Labor History (PJPUPLAB) toolkits to fix these tables.

### System Requirements

This enhancement requires the following:

- PATCH3527
- cp711\_sys\_044.zip
- cp711\_syprvpst\_001.zip

## Support For Web Authentication (FIDO API 2.0)

Costpoint is updated to support FIDO Web authentication in multiple browsers and with more mobile devices.

Costpoint already supported FIDO authentication, but only in the Chrome browser, as it was based on Google's version of the API. W3C has recently standardized the API for other major browsers, such as Firefox, Safari, and Edge.

### System Requirements

This enhancement requires the following:

- PATCH7164
- CPWebSecurityProviders.jar
- cbor-0.8.jar
- cp711\_sys\_047.zip

## Costpoint – Deltek Talent Management Integration Offboarding Support in Set Up Company

This Costpoint release provides the Set Up Company (SYPCOMP) application with the ability to populate the **Employment History Population Method** (LAB\_SETTINGS.employment\_history\_method) column with value from the Labor Settings (LAB\_SETTINGS) table record that is being copied.



The Employment History Population Method column was previously released in the phase II of the Costpoint - Deltek Talent Management Integration Offboarding Support enhancements which added additional employee offboarding-related fields in Costpoint. These updates are in preparation for the future release of the functionality to transfer employee offboarding information from Costpoint to Deltek Talent Management.

### System Requirements

This enhancement requires Costpoint 7.1.1 PATCH3509.

### Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
Admin	System Administration	SYPCOMP	Set Up Company	cp711_sypcomp_023.zip

## Support for GovWin Capture Management Data Migration in Manage Element Value Mappings

This Costpoint release updates the Manage Element Value Mappings screen to allow it to support the future release of a utility that will provide the ability to migrate GovWin Capture Management data into Costpoint Contract Management.

## Major New Features and Enhancements in Costpoint 7.1.1

This release also updates the Costpoint menu in preparation for new applications that will be released for the new data migration functionality.

### System Requirements

This enhancement requires the following releases:

- Costpoint 7.1.1 System JAR 047
- PATCH3547

### Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
Admin	System Administration	AOMAIEVM	Manage Element Value Mappings	cp711_aomaievm_002.zip

## Support for GovWin Capture Management Data Migration in Manage Element Value Mappings

This Costpoint release updates the Manage Element Value Mappings screen to allow it to support the future release of a utility that will provide the ability to migrate GovWin Capture Management data into Costpoint Contract Management.

This release also updates the Costpoint menu in preparation for new applications that will be released for the new data migration functionality.

### System Requirements

This enhancement requires the following releases:

- Costpoint 7.1.1 System JAR 047
- PATCH3547

### Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
Admin	System Administration	AOMAIEVM	Manage Element Value Mappings	cp711_aomaievm_002.zip

## New Word Template Application and Add-In

The **Costpoint Word Template Add-in** is available to download from Deltek Software Manager. Use the add-in to easily build Word report templates which are then used with the new **Manage Word Templates (SYMWRPTM)** application in Costpoint to print customized reports.

### System Requirements

This enhancement requires the following:

- PATCH7133
- cp711\_symwrptm\_001.zip
- cp711\_sys\_032.zip
- DeltekCostpointWordTemplateAddIn\_Build01.exe

## Weblogic 12.1.3 and 12.2.1.3 Critical Patch Update

The Costpoint 7.1.1 Framework installer is updated to include support and compatibility for Weblogic 12.1.3 and Weblogic 12.2.1.3 Oracle Critical Patch Update (July 2018). The update aims to address security vulnerabilities.

### System Requirements

This enhancement requires the following:

- p27919943\_121300\_Generic.zip
- p27912627\_122130\_Generic.zip

## Costpoint 7.1.1 SQL Server 2017 Compatibility

Costpoint 7.1.1 is updated to support SQL Server 2017.

### System Requirements

This enhancement requires the following:

- DeltekCostpoint711ApplicationTier\_Build05.1.exe
- DeltekCostpoint711Collation\_Build05.1.exe
- DeltekCostpoint711DatabaseTier\_Build05.1.exe
- DeltekCostpoint711WebTier\_Build05.1.exe

## Improved User Configuration Screen

The User Configuration screen has been renamed as User Preferences and the fields were reordered to streamline navigation to support the upcoming release of Costpoint's new UI.

### Reordered Fields

The following image displays the User Preferences screen with reordered fields. In this example, the Manage Journal Entries screen was open when the User Preferences screen was launched.



**Note:** The Manage User Profiles section only appears for System Administrators.

## System Requirements

This enhancement requires cp711\_sys\_042.zip.

## Updated Copyright on Welcome Screen

The copyright information is updated to reflect the year of the most recent Costpoint release.

## Improved Costpoint Mobile Menu

The menu items in the mobile menu are renamed to support the upcoming release of Costpoint's new UI and reordered to streamline navigation.

### Changes to the Mobile Menu

#### Reordered and Renamed Menu Items

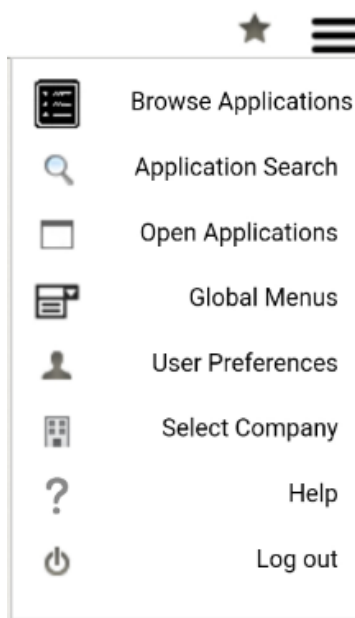
The update to menu items are explained in the following table:

The menu name...	Is renamed to...
<i>Favorites</i>	My Menu (star icon)
<i>Apps</i>	Browse Applications
<i>Search apps</i>	Application Search
<i>Running apps</i>	Open Application
<i>File Menu</i>	Global Menus
<i>User (Screen) Config</i>	User Preferences

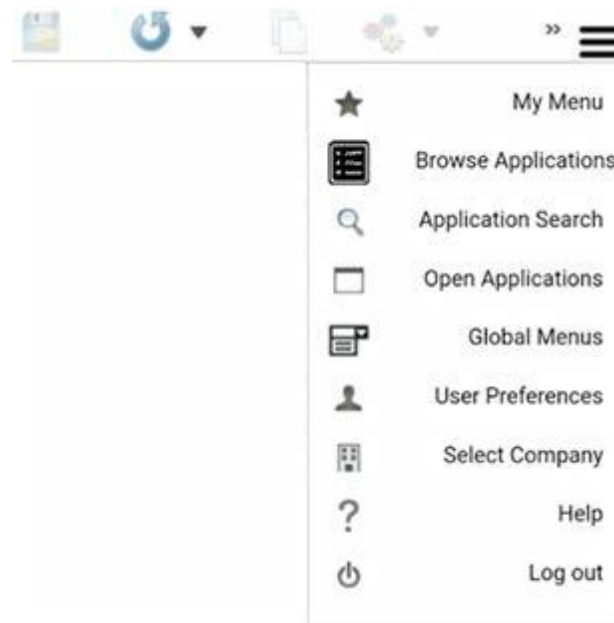


The menu name...	Is renamed to...
<i>Company</i>	Select Company
<i>Help</i>	Help
<i>Logout</i>	Log Out

Also, if multiple icons fill the toolbar, then the My Menu icon will display in the mobile menu instead of the toolbar.



My Menu icon on the toolbar



My Menu in the Mobile menu

## System Requirements

This enhancement requires cp711\_sys\_042.zip.

## View Help About (SYMABOUT)

The Features subtask in View Help About (SYMABOUT) now includes the Organization Security feature for the Purchasing, Receiving, and Production Controls module.

## Display the Company, System, and Environment Names on the Global Menu

To easily identify multiple companies, systems, and environments in Costpoint, you can associate colors with each company and define environment and system names. The Configure System Settings (SYMSETNG) screen is updated to enable a company to define and display the environment name, and display the system name, on the Global Menu. The updates include:

- A new **Environment Name** field where you can specify an environment name that displays on the Global Menu.

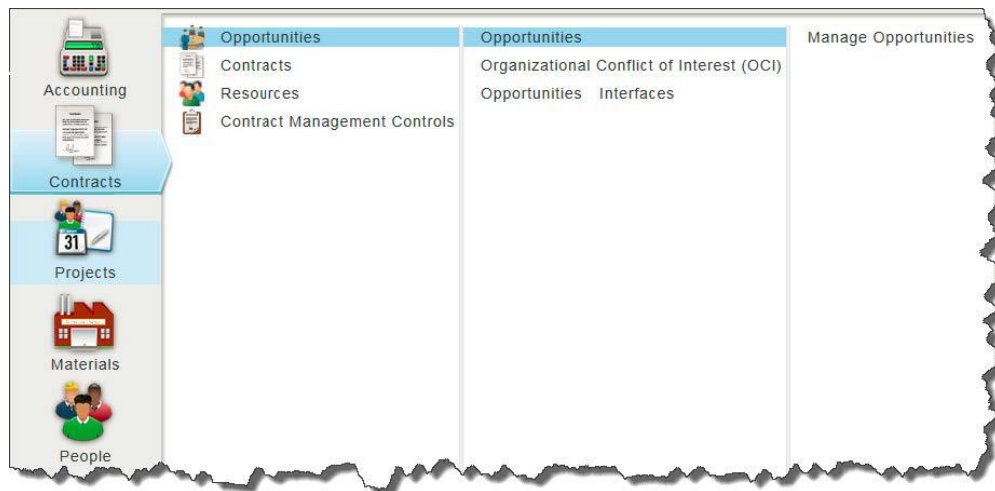
- A new **Display System in the Header** check box to select to display the system name on the Global Menu.
- The **Header Color** field, previously called UI Background Color, where you can select a color that displays on the Global Menu. The current color associations that were defined using the UI Background Color setting are retained.

This enhancement requires the following:

- PATCH3356
- cp711\_sypcomp\_018.zip

## Updated Browse Application Menu

The Browse Application menu in Costpoint is updated with new domain icons and the new Contracts domain.



This enhancement requires cp711\_sys\_041.zip.

## Improved Multi-Company Visual Identifier

To easily identify the open company in Costpoint, its name now displays on the Global Menu header.

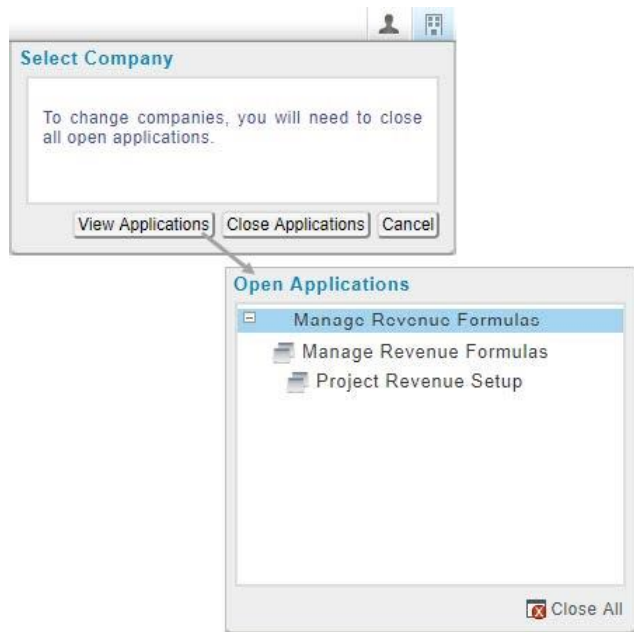
If the UI background color is defined in the Configure System Settings (SYMSETNG) application, then the specified color also displays in the background of the company name on the Global Menu header.

This enhancement requires cp711\_sys\_039.zip.

## Improved Select Company Functionality

The Select Company menu is improved with more efficient functionality. Previously, if an application was open when you tried to select another company, you had to exit the menu to close all open applications before attempting to select a new company again.

Now, you can manage open applications within the Select Company dialog box. If applications are open, you have the option to close the applications or view a list of the open applications and then close them.



This enhancement requires cp711\_sys\_039.zip.

## Security Assertion Markup Language (SAML) Support for Web Services

Costpoint is updated to support SAML authentication for Web service requests.

This enhancement requires the following:

- CPWebSecurityProviders.jar
- csbatools.jar
- cp711\_sys\_039.zip

## WebLogic 12.1.3 January 2018 CPU Support for Costpoint 7.1.1

The Costpoint 7.1.1 Framework installer has been updated to include support and compatibility with the WebLogic 12.1.3 Oracle Patch Update (January 2018) where patch p27057030\_121300\_Generic.zip is included.

## Select a Preferred Notification Method

With Costpoint configured for Skype for Business, you can choose to receive notifications via email or instant message. The new **Preferred Notification Method** drop-down list on the following screens:

- Configure System Settings (SYMSETNG)
- Manage Users (SYMUSR)
- Configure User Preferences (UPMUSRPR)

This enables you to select whether users should be notified of application updates using email, instant message via Skype for Business, or both.

You must have Skype for Business configured to select IM as the notification method.

This enhancement requires the following for the Configure System Settings (SYMSETNG) application:

- PATCH3356
- cp711\_symsetng\_012.zip
- cp711\_patch3351\_001.zip
- cp711\_sys\_036.zip

This enhancement requires the following for the Manage Users (SYMUSR) application:

- PATCH7140
- PATCH7141
- cp711\_symusr\_016.zip
- cp711\_sys\_037.zip

This enhancement requires the following for the Configure User Preferences UPMUSRPR application:

- PATCH7140
- cp711\_upmusrpr\_007.zip
- cp711\_sys\_037.zip

## An Updated “Company to Copy Settings From” Process to Set the Default Value of Skype Instant Message (IM) Notifications in the Set Up Company (SYPCOMP) Application

In Set Up Company (SYPCOMP), the Company to Copy Settings From process now includes IM and Email as default notification values when copying settings from the selected company. The default notification value for the new company is based on the copied company’s Preferred Notification Method setting.

For example, if the company selected to copy settings from uses IM and Email as the preferred notification method, then the new company’s default notification method will also be IM and Email. If the company selected in the **Company to Copy Settings From** field does not have a preferred notification method, then the default notification method is set to Email.

To support this enhancement, database changes included:

- Adding a new NOTIFICATION\_METHOD column to the SYS\_SETTINGS table.
- Modifying the length and adding a default value to the NOTIFICATION\_METHOD column in the SYS\_SETTINGS table.

This enhancement requires the following:

- PATCH3356
- cp711\_sypcomp\_018.zip
- cp711\_patch3351\_001.zip
- cp711\_sys\_026.zip

## WebLogic 12.1.3 October 2017 CPU Support for Costpoint 7.1.1

The Costpoint 7.1.1 Framework installer has been updated to include support and compatibility for WebLogic 12.1.3 Oracle Critical Patch Update (October 2017). The update aims to address multiple security vulnerabilities.

## Requirements

This enhancement requires p26519417\_121300\_Generic.zip.

## Limited Purpose FSA (Flexible Spending Account) Setting in Employee Self Service

The Configure Self Service Screen now provides you the option to display the **Limited Purpose FSA** check box on Medical FSA screens for life events and benefits enrollment. **Limited Purpose FSA** check boxes allow you to designate an FSA as limited purpose only which will only reimburse vision and dental expenses.



This enhancement is required for an upcoming Costpoint feature for supporting Evidence of Insurability (EOI). The updates in this release will only function when the rest of the enhancements for the EOI feature are released in 2018.

The particular Costpoint release updates the following screens with the corresponding changes:

### Configure Self Service Settings (ESMESS)

A new check box, **Show Limited 'Purpose' checkbox**, allows you to display the check boxes for designating a limited purpose FSA on Medical FSA screens.

### Set Up Company (SYPCOMP)

The following new fields were added to tables for company defaults:

- Days that employees are considered new employees (DAYS\_NEW)
- Show 'Limited Purpose' flag in Medical FSA (SHOW\_LIMIT\_FSA\_FL)

## Patch and System JAR Requirements

This enhancement requires Costpoint 7.1.1 System JAR 036 and PATCH3335.

## Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application File
Administration	System Administration	SYPCOMP	Set Up Company	cp711_sypcomp_017.zip
People	Employee Self Service	ESMESS	Configure Self Service Settings	cp711_esmess_006.zip

## View Help About (SYMABOUT)

The Standard Costing feature has been registered in the View Help About (SYMABOUT) screen.

## Select a Default Application on the Manage Users (SYMUSR) Screen

The new **Default Application ID** and **Application Name** fields on the **User Interface** tab on the Manage Users (SYMUSR) screen enables the System Administrator to select an application that will automatically display when a user logs in to Costpoint.

This enhancement requires PATCH7137

## Select a Default Application on the User Preferences (UPMUSRPR) Screen

The new **Default Application** and **Application Name** fields on the User Preferences (UPMUSRPR) screen enables you to select an application that will automatically display when you log in to Costpoint.

This enhancement requires PATCH7137

## Support for Security Assertion Markup Language (SAML) Single Sign-On (SSO)

Framework has been updated so that you can log into Costpoint using SAML SSO through a third-party SAML identity provider, such as Microsoft Azure or Microsoft Active Directory Federation Services (AD FS). The **SAML Single Sign-on** check box has been added to the **Authentication** tab on the **Manage Users (SYMUSR)** screen to enable SAML single sign-on authentication.

### Requirements

This enhancement requires the following:

- CPWebSecurityProviders.jar
- cp711\_sys\_034.zip

## Java Development Kit (JDK) 1.9.0\_144

Java Development Kit (JDK) 1.8.0\_144 will be installed with Costpoint 7.1.1 Framework 033 installer.

## WebLogic 12.1.3 July 2017 Critical Patch Update

The Costpoint 7.1.1 Framework Update installer has been updated to include Oracle Critical Patch Update (July 2017) for WebLogic Server 12.1.3 to address security vulnerabilities.

### Requirements

This enhancement requires p25869659\_121300\_Generic.zip.

## Framework Update

The Costpoint 7.1.1 Framework Update installer has been updated to include Oracle Critical Patch Update (January 2017) for WebLogic Server 12.1.3 to address security vulnerabilities.

### Requirements

This enhancement requires the following:

- p24904852\_121300\_Generic.zip

- p25388793\_121300\_Generic.zip

## Email Redirect Capability

A new field, **E-mail Redirect**, has been added to the Company Settings tab of the Configure System Settings screen to allow you to redirect all emails to a single predefined email address.

This field can be helpful in a number of testing scenarios. One example is when testing in a new test environment using a copy of your production database. If you do not want emails generated by the test system to be sent to users to avoid confusion between emails coming from the production system and the new test system, you can use this field to redirect emails generated by the test system to a single email address during testing.

### Patch and System JAR Requirements

This enhancement requires the following:

- Costpoint 7.1.1 System JAR 030 (cp711\_sys\_030.zip)
- PATCH3208

### Application JAR Requirement

The following table lists the Costpoint 7.1.1 screen affected by this update. It includes the required JAR version for the application.

Domain	Module	Application Name	Application ID	Application File
Administration	SY	Configure System Settings	SYMSETNG	cp711_symsetng_010.zip

## Set Up Company (SYPCOMP)

Set Up Company has been updated in preparation for the future implementation of a new feature.



This enhancement has no impact on current functionality.

The functionalities of updates/enhancements for this new feature are not available until the full feature is released.

### Requirements

This enhancement requires the following:

- Costpoint 7.1.1 System JAR 029 (cp711\_sys\_029.zip)
- PATCH3170
- cp711\_sypcomp\_013.zip

## Costpoint 7.1.1 Framework Update 028

Framework Update 028 has been released to enable you to update the BIRT runtime libraries required for the latest system JAR update.

In addition, this framework update now detects the version of the Java Development Kit (JDK) configured with Costpoint and automatically installs and configures Costpoint to use JDK 8 if version 7 of JDK is detected. JDK 7 is no longer supported.

The framework update installer performs the following:

- Detects current configured version
- Prompts the user to proceed with installing the update
- Prompts the user with the default installation directory of C:\Oracle\[jdk version]
- Creates a backup of CPWebSetEnv.bat
- Modifies CPWebSetEnv.bat to set JAVA Home
- Installs JDK
- Backs up cacerts
- Prompts the user to re-install the Costpoint service
- Updates the JDK location for the INT.TRUST\_NAME property (for example, INT.TRUST\_NAME=C:\oracle\jdk1.8.0\_77\jre\lib\security\cacerts)

These enhancements require DeltekCostpoint711FrameworkUpdate028.exe.

## User Authentication via Active Directory Federation Service (ADFS) or Microsoft Azure

Costpoint Administrators can now configure Costpoint to authenticate users through Active Directory Federation Service (ADFS) server or Active Directory within Microsoft Azure Cloud. ADFS or MS Azure AD effectively perform the same function as local AD for verifying user/password. See Costpoint Security Guide for explanation on use-cases supported and specific setup needed on ADFS/Azure and Costpoint side.



While this feature uses Security Assertion Markup Language (SAML) to communicate with ADFS, this capability is different from SAML SSO. This new feature supports user authentication when a user enters login credentials on a Costpoint login screen, but not when the third-party login screen is used. The latter is not included in this enhancement.

## Patches for Registering Features in View Help About

The following patches have been released to register these features in View Help About (SYMABOUT):

- **PATCH5060** — SubK Phase 2 Enhancements
- **PATCH5061** — Increase the length of the amount fields (currently defined as 14,2)
- **PATCH5062** — Standard Text Improvements for Purchasing
- **PATCH5066** — Allow service centers to compute for projects that do not allow charging/not active

## Extensibility Enhancement: Ability to Create New Applications

In a previous release, a new application, View User Extensions Inquiry (SYQUSRXT), was rolled out as part of the this Extensibility enhancement. The new screen allows you to view active extensibility units



assigned to a user or user group across all user groups and user interface profiles associated with the user or user group.

In this release, the following Administration screens have been updated to support new Extensibility applications once these applications are supported by Framework:

- **Activate/Inactivate Organization Security by Module (SYMORGFN)** — The Applications table window has been modified to include new Extensibility applications. Users should be able to apply organization security (through the Apply Org Security check box) to a new Extensibility application if the organization security is applicable to that application.
- **Configure Application Batch Job Settings (PMMSETNG)** — This application has been modified to allow you to configure new Extensibility applications for batch job processing.
- **Configure User Preferences (UPMUSRPR)** — The My Menu subtask has been updated to include new Extensibility applications if selected from My Menu Application List.
- **Manage Application/Content Links (SYMCMIAL)** — This application has been updated to allow users to link content to new Extensibility applications.
- **Manage Content Types (SYMCMICT)** — The Linked Content Files subtask has been modified to display new Extensibility applications.
- **Manage Extensibility Units (SYMXTAU)** — The Applications subtask has been modified to display new Extensibility applications that are part of extensibility units. The screen is also updated to include new Extensibility applications in rebuilding user menu.
- **Manage Job Queues (PMMQUE)** — The Scheduled Jobs table window has been modified to display new Extensibility applications.
- **Manage Jobs (PMMPROC)** — In the Job Operations table window, the Application field lookup has been updated to include new Extensibility applications.
- **Manage User Interface Profiles (SYMPROF)** — The My Menu subtask has been updated to display and enable entry of new Extensibility applications in the My Menu setup. The screen is also updated to include new Extensibility applications in rebuilding user menu.
- **Manage Users (SYMUSR) and Manage User Groups (SYMGRP)** — The Application Rights and Result Set Rights by Application subtasks have been modified to display and save rights for new Extensibility applications. These screens are also updated to rebuild menu for Extensibility applications whenever the UI Profiles subtask is changed.
- **Print Effective User Rights Report (SYREFFUR)** — This application has been updated to display setup rights for new Extensibility applications on the Effective User Rights Report.
- **Print Job Report (PMRPROC)** — This application has been modified to print jobs that have new Extensibility applications set up.
- **Print Menu Report (SYRMENU)** — This application has been updated to display new Extensibility applications on the Menu Report.
- **Print My Menu Report (SYRMYMEN)** — This application has been updated to include new Extensibility applications when generating a report containing users' My Menu settings.
- **Print User Group Rights Report (SYRGRPR)** — This application has been updated to display setup rights for new Extensibility applications on the User Group Rights Report.
- **Update Job Status (PMMCMPS)** — The Scheduled Jobs table window has been modified to display new Extensibility applications.
- **View Action and Report Status (SYQJSTAT and SYQJSTAT2)** — The Application field lookup on the main screen has been updated to include new Extensibility applications. The Job Step

## Major New Features and Enhancements in Costpoint 7.1.1

Details table window has also been modified to correctly display the status of new Extensibility applications.

- **View Help About (SYMABOUT)** — The Open Applications subtask has been modified to display new Extensibility applications.

## Patch and System JAR Requirements

These enhancements require the following:

- Costpoint 7.1.1 System JAR 027 (cp711\_sys\_027.zip)
- PATCH7119
- PATCH7123

## Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application Name	Application ID	Application File
Administration	SY	Configure User Preferences	UPMUSRPR	cp711_upmusrpr_005.zip
Administration	SY	Manage Application/Content Links	SYMCMIAL	cp711_symcmial_002.zip
Administration	SY	Manage Content Types	SYMCMICT	cp711_symcmict_004.zip
Administration	SY	Manage Extensibility Units	SYMXTAU	cp711_symxtau_001.zip
Administration	SY	Manage User Interface Profiles	SYMPROF	cp711_symprof_001.zip
Administration	SY	Print Menu Report	SYRMENU	cp711_syrmenu_001.zip
Administration	SY	Print My Menu Report	SYRMYMEN	cp711_syrmymen_001.zip
Administration	SY	View Action and Report Status	SYQJSTAT2	cp711_syqjstat2_001.zip
Administration	SY	View Help About	SYMABOUT	cp711_symabout_005.zip
Administration	SS	Activate/Inactivate Organization Security by Module	SYMORGFN	cp711_symorgfn_001.zip
Administration	SS	Manage User Groups	SYMGRP	cp711_symgrp_002.zip

Domain	Module	Application Name	Application ID	Application File
Administration	SS	Manage Users	SYMUSR	cp711_symusr_010.zip
Administration	SS	Print Effective User Rights Report	SYREFFUR	cp711_syreffur_002.zip
Administration	SS	Print User Group Rights Report	SYRGRPR	cp711_syrgrpr_002.zip
Administration	PM	Configure Application Batch Job Settings	PMMSETNG	cp711_pmmsetng_001.zip
Administration	PM	Manage Job Queues	PMMQUE	cp711_pmmque_001.zip
Administration	PM	Manage Jobs	PMMPROC	cp711_pmmproc_001.zip
Administration	PM	Print Job Report	PMRPROC	cp711_pmrproc_001.zip
Administration	PM	Update Job Status	PMMCMP	cp711_pmmcmps_001.zip
Administration	PM	View Action and Report Status	SYQJSTAT	cp711_syqjstat_001.zip

## Accommodate Requisition Settings Option in Setup Company (SYPCOMP)

When a new company is set up, the system will look into the value of the new field in the Configure Purchase Requisition Settings (PPMRQSET) application. The new field allows orders with different due dates to be combined into a single requisition line.

In addition, the following Costpoint 7.1.1 jar file and patches are required for this update:

- cp711\_sypcomp\_012.zip
- PATCH3132
- PATCH7120

## Breaking System Jars into Libraries

To make it easier to deploy and test large system jars, these system jars have been broken down into smaller libraries for new hot fixes and enhancements.

### Calculate Bills Library

The Calculate Bills Library (CALCBILLS) contains common calculation business logic which is shared by the following applications:

- Calculate Standard Bills (BLPGBILL)pp
- Calculate Retroactive Bills (BLPRBIL)

- Reverse Previous Bills (BLPREVB)

The following table shows the required application JAR affected by this update.

Domain	Application Name	Application JAR
PJ	Calculate Standard Bills (BLPGBILL)	cp711_blpgbill_010.zip

In addition, the following Costpoint 7.1.1 system jar files are required for this update:

- cp711\_cmnlcn\_CALCIBILLS\_001.zip
- cp711\_sys\_025.zip

### PPMENTRQ Library

The PPMNTRQ Library contains common business logic which is shared by the following applications:

- Manage Purchase Requisitions (PPMNTRQ1)
- Apply PO Info to Purchase Requisitions (PPMNTRQ2)
- Apply PO Info to Purchase Requisitions by Line (PPMRQLN)
- Manage Simple Purchase Requisitions (PPMQREQ)
- Approve Purchase Requisitions (PPMRQAPX)

The following Costpoint 7.1.1 system jar files are required for this update:

- cp711\_cmnlcn\_PPMNTRQ\_001.zip
- cp711\_sys\_025.zip

### Timesheet Import Library

The Timesheet Import (TSIMPORT) Library contains common business logic which is shared by the following applications:

- Import Timesheets (AOPUTLTS)
- Import Timesheets from Deltek Time and Expense (LDPUPET)

The following table shows the required application JAR affected by this update.

Domain	Application Name	Application JAR
PE	Import Timesheets (AOPUTLTS)	cp711_aoputlts_009.zip

In addition, the following Costpoint 7.1.1 system jar files are required for this update:

- cp711\_cmnlcn\_TSIMPORT\_001.zip
- cp711\_sys\_025.zip

## PCMMOLIB Library

The PCMMOLIB library contains common business logic which is shared by the following applications:

- Manage Manufacturing Orders (PCMMOMNT)
- Expedite Manufacturing Orders (PCMMEXPD)

## Application JAR Requirements

The following table shows the required application JAR affected by this update.

Domain	Application Name	Application JAR
MM	Manage Manufacturing Orders (PCMMOMNT)	cp711_pcmmomnt_021.zip

In addition, the following Costpoint 7.1.1 jar files are required for this update:

- cp711\_cmnlm\_ PCMMOLIB\_001.zip
- cp711\_sys\_027.zip

## Libraries in View Help About (SYMABOUT)

You can now check the list of deployed libraries in Costpoint 7.1.1. on the View Help About (SYMABOUT) screen. There are two subtasks available when viewing the list of deployed libraries which are:

- **Deployed Libraries** — This subtask displays all deployed libraries in your Costpoint implementation. It also includes another subtask that displays the applications per library.

## Major New Features and Enhancements in Costpoint 7.1.1

★ Browse Applications Administration > System Administration > System Administration Reports/Inquiries > View Help About

1 of 1 Existing Table

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Framework Version: 7.1.1 Product Version(s): Costpoint 7.1.1, B&P

System Hot Fix File: Product Common Version(s):

System: OCP71D0

Company: 1

Validation Frequency: Field

Delttek Website: http://www.delttek.com/

Open Applications Transactional DB Patches Administrative DB Patches Metadata DB Patches Budgeting & Planning DB Patches Customized Labels **Deployed Libraries** Features

**Deployed Libraries** Query

Library ID	Library Name	Release Date	Library JAR	Version
CALCBILLS	Calc bills process		CP711_CMNLIB_CALCBILLS_002	7.1.1
PPMENTRQ	PPMENTRQ		CP711_CMNLIB_PPMENTRQ_001	7.1.1
TSIMPORT	TSIMPORT		CP711_CMNLIB_TSIMPORT_001	7.1.1

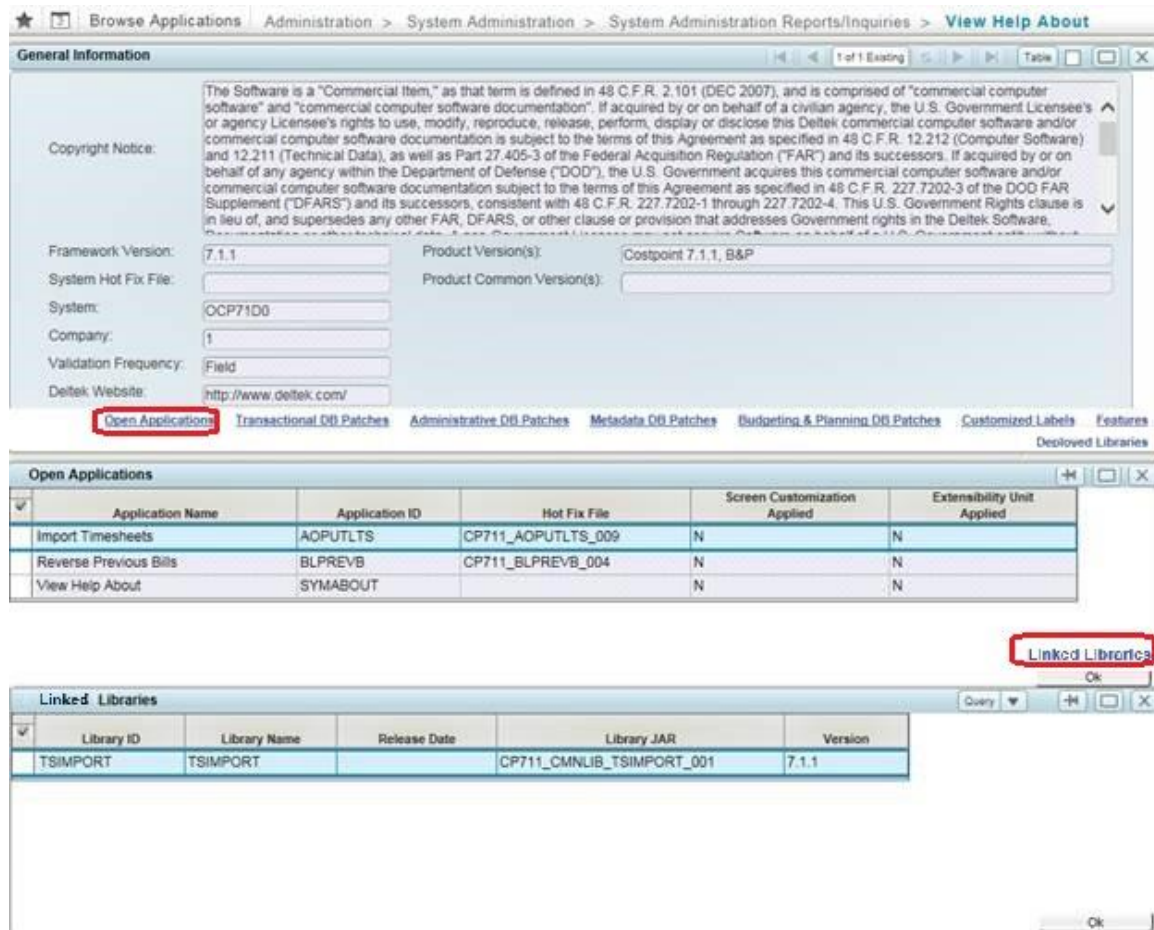
**Applications** Query

Application ID	Application Name	Application JAR	Version
BLPGBILL	Calculate Standard Bills	CP711_BLPGBILL_010	7.1.1
BLPRBIL	Calculate Retroactive Bills	CP711_BLPRBIL_004	7.1.1
BLPREVB	Reverse Previous Bills	CP711_BLPREVB_004	7.1.1

Ok

- **Linked Libraries** — This subtask is found in the Open Applications subtask. The Linked Libraries screen displays the libraries used by a specific application which is currently open or selected.

## Major New Features and Enhancements in Costpoint 7.1.1



### Application JAR Requirement

The following table shows the required application JAR affected by this update.

Domain	Application Name	Application JAR
Administration	View Help About (SYMABOUT)	cp711_symabout_005.zip

In addition, PATCH5070 is required for this update.

## SSL Support for JDBC Connections with WebLogic and Database

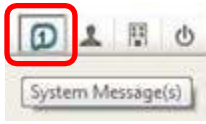
Costpoint now has the ability to use SSL for JDBC connections between WebLogic and the database. This enhancement requires Framework Update 025 and cp711\_sys\_025.zip.

## Support for Administrative Messages

A new application, Administrative Messages (SYMMESS), has been created to allow administrators to add and maintain administrative messages that will be shown to users that are already logged in and those logging in to Costpoint. Already logged in users will see a new message within 30 seconds. The



**System Message(s)** icon displays on the Navigation Toolbar for the logged-in user if there are messages for him/her to see.



Administrators can create multiple messages on this screen and set up the messages' active/inactive status as well as the start/end date and time they will be displayed.

To access this screen, go to **Administration » System Administration » System Administration Utilities » Administrative Messages**.

The following are required for this enhancement:

- cp711\_sys\_025.zip
- cp711\_symmess\_001.zip
- PATCH711

## Extensibility Enhancement: View User Extensions Inquiry

A new application, View User Extensions Inquiry (SYQUSRXT), has been created to allow you to view active extensibility units assigned to a user across all user groups and user interface profiles the user is associated with. The **Application** and **Result Set** fields on this screen are optional. If you enter or select a value in either field, the **Assigned Extensibility Units** table window displays a list of the extensibility units that are assigned to the user for the specified application or result set.

If you have a valid license for Extensibility, you can access this screen through **Administration » System Administration » Workspace Customization » View User Extensions Inquiry**.

This enhancement requires the following:

- cp711\_sys\_025.zip
- cp711\_syqusrxt\_001.zip

## Approval Workflow (WFA)

The Approval Workflow feature enables you to create, define, and run approval workflows for any application and result set in Costpoint. With this feature, you can do the following:

- Design multilevel sequential or parallel routing of approval steps.
- Implement conditions on individual approval steps.
- Set up approvers who will be allowed to initiate and perform the approval steps. Approvers are role-based, and a role can contain Costpoint users and/or security groups.
- Escalate or delegate approval to a different role either manually or by setting a time for the completion of approval steps.
- Reject approval steps or the whole approval workflow.
- Receive email notifications with link to screen for approval.
- View complete audit information of the approval workflow.



To support this enhancement, Costpoint framework has been updated, and three new applications have been created. There is also a new button (Approval) that displays on the application toolbar for screens with approval workflows defined.

### Approval Roles (WFMAROLE)

Use this new screen to enter the roles and associated users for your approval workflows. Only roles that exist on this screen can be assigned to execute the approval steps.

It is important that users associated with the roles are correctly set up on the Manage Users screen. These users must be configured to receive messages through email so they get notified once activities are routed to them.

There are two types of approval roles:

- **Regular** — This is a group of users or users groups. You can enter or modify a regular role on this screen and assign users and/or user groups to it.
- **Built-In** — This is a pre-defined role and cannot be modified or deleted. The built-in roles are **Project Manager**, **Employee Manager**, and **Buyer**.

To access this screen, go to **Administration » Workflow » Approval Workflow » Approval Roles**.

### Reject Codes (WFMARJCD)

Use this new screen to enter codes for rejecting approval workflows. Codes on this screen can be selected on the Approval Workflow Models screen.

To access this screen, go to **Administration » Workflow » Approval Workflow » Reject Codes**.

### Approval Workflow Models (WFMAPPRL)

Use this new screen to define and design approval workflow models and assign them to specific Costpoint application screens. Only one workflow model may be set up for a specific application screen. You cannot set up multiple workflow models for the same application screen in the same database. In addition; a workflow model pertains to a single application screen only. You cannot incorporate multiple application screens into a single workflow.

You can define basic information about workflow models, approval steps or activities and their order, and conditions that apply to the workflows.

Before you set up this screen, you must first use the Approval Roles and Reject Codes screens. After the approval workflow model is defined, the associated application screen is extended with approval functionality.

Workflow models are not company-specific. If you have set up multiple companies in Costpoint, all companies can enter, view, and use the data on this screen.

To access this screen, go to **Administration » Workflow » Approval Workflow » Approval Workflow Models**.

### New Approval Button, Approve Dialog Box

For applications that have an approval workflow defined and that is active, an **Approval** button is displayed on the application toolbar. Clicking this button brings up the Approve dialog box, where you can view the details of the approval step and perform different approval actions.

## System JAR, Application JAR, and Other Requirements

The following table lists the Costpoint applications affected by this enhancement. It includes the required JAR version for each application.

Domain	Module	Application Name	Application ID	Application JAR
Administration	WF	Approval Roles	WFMAROLE	cp711_wfmarole_001.jar
Administration	WF	Reject Codes	WFMARJCD	cp711_wfmarjcd_001.jar
Administration	WF	Approval Workflow Models	WFMAPPRL	cp711_wfmapprl_001.jar

Additionally, the following are required for this update:

- cp711\_sys\_024.jar
- DeltekCostpoint711FrameworkUpdate024.exe
- jobmessageejb.jar
- PATCH3037
- PATCH3044
- PATCH3055
- PATCH3065
- PATCH3116
- PATCH3118
- PATCH7105
- PATCH7107
- PATCH7108
- PATCH7110
- PATCH7113
- PATCH7114

## Extensibility: Ability to Create Custom Subtasks, Lookups, and Reports

The Extensibility Console and run time have been enhanced to support creation of custom subtasks, lookups, and reports.

This enhancement requires Framework Update 23 and cp711\_sys\_023.jar.

## Web Logic Patch

The latest Web Logic patch is included in the Costpoint 7.1.1 Framework installer.

This enhancement requires p23094292\_121300\_Generic.zip.

In System Jar 26 (March 2017), the latest WebLogic patch is also included in the Costpoint 7.1.1 Framework installer. The patch requirement is p23744018\_121300\_Generic.zip.

## FIDO Authentication Method

Costpoint now provides users the option to use Fast Identity Online (FIDO) security key instead of having one-time passcodes when logging in to Costpoint.

FIDO Security Key is a disconnected two-factor authentication (2FA) model based on a hardware key/token (also known as FIDO or U2F key). Instead of a one-time passcode, users provide a hardware security key by inserting it into a computer's USB port (some devices may require a tap). Users can use any security key compliant with the open standard called "FIDO Universal 2<sup>nd</sup> Factor (U2F)" or "FIDO U2F Security Key."



The authentication method currently works only over https (SSL) protocol, is supported only on Google Chrome browser, and requires a USB port. If a device does not have a USB port (for example, mobile devices) or a Google Chrome browser, or uses a standard http (not https), a user can still log in using either the **Mobile Application** or **Email** 2FA option as a backup. In the future, as FIDO specification is finalized by W3C, a wider set of browsers and devices will be supported.

Two applications are updated for this enhancement:

- **Manage Users** — On the Authentication tab of this screen, a new group box (**FIDO Security Key**) is added to the **2FA Settings** group box. This contains the following options:
  - **Enabled** — Select this check box to enable the user to authenticate login with FIDO security key. You can select this check box only if you selected either the **Mobile Application** or **Email** 2FA option.
  - **Passwordless** — This check box is editable only if you selected **Enabled**. Select this check box to allow the user to log in to Costpoint with a valid security key only (that is, the user does not need to provide a password on the login page).
- **Configure User Preferences** — A new subtask, FIDO Security Keys (2FA), is now available on this screen. Users for which the FIDO security Key authentication method has been enabled must access this subtask to register their security key.



This subtask is visible only to users for which the FIDO Security Key authentication method has been enabled (that is, the Enabled check box in Manage Users is selected for the user)

Additional steps are required to complete the 2FA enrollment:

1. The user must be configured for either the **Mobile Application** or **Email** 2FA option. This ensures that in case the user's device does not support security key, the user can still log in to Costpoint with a one-time passcode sent through email or a mobile device.
2. The user must register the security key on the Configure User Preferences screen. The user should access the FIDO Security Keys (2FA) subtask, click the Add Key button on the subtask, and follow the online instructions to complete the security key registration.

After completing these steps, FIDO security key will be required the next time the user tries to log in to Costpoint.



To learn more about Costpoint two-factor authentication, refer to the *Deltek Costpoint 7.1.1 Security* document.

## Patch and Application JAR Requirements

The following table lists the Costpoint applications affected by this enhancement. It includes the required JAR version for each application

Domain	Module	Application Name	Application ID	Application JAR
Administration	SS	Manage Users	SYMUSR	cp711_symusr_008.jar
Administration	SY	Configure User Preferences	UPMUSRPR	cp711_upmusrpr_004.jar

Additionally, the following system JAR file and patches are required for this update:

- cp711\_sys\_022.jar
- PATCH7109
- PATCH7111

## Managing User Groups through the Active Directory

This enhancement provides the ability to manage user groups through Windows Active Directory or other LDAP servers. You can now specify at a user level whether a user's group membership is managed only in Costpoint or also through the Active Directory.

Two applications are updated for this enhancement:

- **Manage Users** — A new check box, **Manage User Groups in Active Directory**, has been added to the Authentication tab. This check box is enabled only for **Active Directory** and **Windows Domain and Active Directory** authentication methods. Select this check box if you want a user to automatically be assigned to user groups mapped to the Active Directory linked to the user. The synchronization with the Active Directory server happens every time the user log in to Costpoint. Upon login, those user groups display on the Assigned User Groups subtask.
- **Manage User Groups** — A new column, **Active Directory ID (sAMAccountName)**, is now available on this screen. Use this column to enter the ID of the Active Directory you want to map to a user group. After you mapped the Active Directory to the user group, the users belonging to the Active Directory will automatically be assigned to the user group if the **Manage User Groups in Active Directory** check box on the Manage Users screen is selected for these users.

User groups linked to a user still display on the Assigned User Groups subtask of the Manage Users screen even if they are not mapped to the Active Directory. That is, users can be a member of Costpoint-only user groups and can also dynamically become a member of other user groups linked to the Active Directory.

When you clear the check box or change the authentication method on the Manage Users screen after the user is linked to user groups mapped to the Active Directory, the user will remain assigned to those user groups. However, when you remove the user from the Active Directory, the user will also be removed from the Costpoint user group linked to the Active Directory.

## Patch and Application JAR Requirements

The following table lists the Costpoint applications affected by this enhancement. It includes the required JAR version for each application.

Domain	Module	Application Name	Application ID	Application JAR
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Domain	Module	Application Name	Application ID	Application JAR
Administration	SS	Manage Users	SYMUSR	cp711_symuser_007.jar
Administration	SS	Manage User Groups	SYMGRP	cp711_symgrp_001.jar

Additionally, the following system JAR file and patch are required for this update:

- cp711\_sys\_018.jar
- PATCH7099

## Disconnected Two-Factor Authentication (2FA)

In a previous release, Costpoint provided the ability to implement one-time passcode authentication as an extra layer of security. If this function is enabled, upon logging in to Costpoint, users are asked to provide a one-time passcode (generated by the Costpoint system) which they receive via email or through calling Help Desk.

In this release, Costpoint provides users the ability to separately generate a one-time passcode on a mobile device through one of the available 2FA mobile applications such as Duo Security and Google Authenticator.

Two applications are updated for this enhancement:

- **Manage Users** — A new group box, **2FA Settings**, is added to the Authentication tab of this screen with the following new options and field:
  - **None** — Select this option if you do not want to enforce 2FA for the user.
  - **Mobile Application** — Select this option if you want to enforce 2FA for the user and allow the user to generate a one-time passcode through a mobile device. Additional steps are required for the user to fully enable this authentication method.
  - **Email** — Select this option if you want to enforce 2FA for the user and Costpoint to generate a one-time passcode that will be emailed to the user.
  - **Effective Date** — Use this field to enter the date the selected 2FA method becomes effective. If you select **Email**, the current system date displays by default, but you can change it to a later date. If you select **Mobile Application**, the date that displays by default is seven days later than the system date to allow the user to complete the 2FA enrollment. If you select **None**, this field is disabled.

The other changes to the Authentication tab are as follows:

- The **PIN** field is now under the **2FA Settings** group box.
- The **One-time Passcode Required** check box has been removed.
- **Configure User Preferences** — On the Global Toolbar, the **Print Menu** options now include **Display 2FA Activation Barcode**, and the **Action** options now include **Complete 2FA Enrollment**.

When you select **Mobile Application** on the Manage Users screen, the user must perform the following steps to complete the 2FA enrollment process:

1. Install a 2FA mobile application such as Duo Security or Google Authenticator on a mobile device.
2. On the Configure User Preferences screen, perform the following steps:

- a. Click the **Print Menu** icon and select **Display 2FA Activation Barcode**.
- b. Using the 2FA mobile application you installed, scan the generated barcode image on the screen.
- c. Click the **Action** icon and select **Complete 2FA Enrollment**.



To learn more about Costpoint two-factor authentication, refer to the [Deltek Costpoint 7.1.1 Security document](#).

## Patch and Application JAR Requirements

The following table lists the Costpoint applications affected by this enhancement. It includes the required JAR version for each application.

Domain	Module	Application Name	Application ID	Application JAR
Administration	SS	Manage Users	SYMUSR	cp711_sumusr_006.jar
Administration	SY	Configure User Preferences	UPMUSRPR	cp711_upmusrpr_003.jar

Additionally, the following system JAR file and patch are required for this update:

- cp711\_sys\_017.jar
- PATCH7096

## One-Time Passcode Authentication Method

Costpoint now provides the ability to implement one-time passcode authentication as an extra layer of security on top of existing login authentication options. This new function applies to any device and is not limited to mobile phones.

When this function is enabled, upon logging in to Costpoint with their user name and password, users will be asked to provide a one-time passcode which they should receive via email or by calling Help Desk. Users may also need to enter the one-time passcode concatenated with a personal identification number (PIN) if the user PIN requirement is selected on the Configure System Settings screen.

For this enhancement, several applications are updated and one new screen is created.

- **Manage Users (SYMUSR)** — On the Authentication tab of this screen, the following items are now available:
  - **One-time Passcode Required** — Select this check box to enforce one-time passcode for the user.
  - **PIN** — Use this field to enter a four-digit PIN that the user will use together with the one-time passcode upon logging in to Costpoint
- **Configure User Preferences (UPMUSRPR)** — Users have the option to change their PIN in the new field **PIN** added to the **Password Information** group box of this screen.
- **Configure System Settings (SYMSETNG)** — The **Corporate Settings** block on this screen is now divided into two tabs:

- **General Settings** — This tab includes the **Batch Job Retry Defaults** group box, the **Licensing Email ID** field, and the **Enforce Segregation of Duties Rules**, **Enable AutoComplete**, and **Use Auto Position mode** check boxes. No new screen items are added to this tab.
- **Security Settings** — This tab has the **Password Complexity** group box, which now includes the **Password Life** and **Disable Inactive Users Period (Days)** fields. This tab also has a new group box, **Authentication Passcode**, which includes parameters for setting up one-time passcode and login intervals, a text box for the login Help Desk message, and an option to require user PIN at login.
- **View User Authentication Passcode History (SYQMFAHS)** — This new screen displays the authentication passcode history for each user. A Help Desk personnel can use this screen when a user cannot receive a one-time passcode and calls Help Desk.

### Patch Requirements

These enhancements require Costpoint 7.1.1 PATCH2837, PATCH7080, and PATCH7084.

### Application JAR Requirements

The following table shows the required application JAR version for each screen affected by this update:

Domain	Module	Application ID	Application Name	Application JAR
SC	SS	SYMUSR	Manage Users	cp711_symusr_005.jar
SC	SY	UPMUSRPR	Configure User Preferences	cp711_upmusrpr_002.jar
SC	SY	SYMSETNG	Configure System Settings	cp711_symsetng_005.jar
SC	SS	SYQMFAHS	View User Authentication Passcode History	cp711_syqmfahs_001.jar

## Set Up Company (SYPCOMP)

The Set Up Company application was changed to be able to populate the new field OVRIDE\_SUBPD\_FL that was added to the GL\_CONFIG table.

The new field will be set to Y as default.

In addition, the Set Up Company application has been updated to be able to populate the new fields ACRN\_SHOW\_MSG\_FL and ACRN\_CHG\_HS\_FL added to the BILL\_SETTINGS table.

This application has also been modified to account for the new columns VCHR\_PO\_RCPT\_FL and S\_EXCH\_RATE\_CD in voucher settings.

## View Help About (SYMABOUT)

A new subtask has been added to the View Help About screen. The Features subtask displays a list of hot fixed enhancements installed in Costpoint. This subtask has two subtasks:

- **Applications** - This subtask displays a list of applications affected by a feature.
- **Patches** - This subtask displays a list of patches included in a feature.



## Reports & Analytics Domain Enhancements

### Home Dashboard

The Home Dashboard displays actionable data that you access most often, including information on your timesheets, pending tasks, expense reports and authorizations, available leave balances, and outstanding expenses. It gives you summary information on these data and at the same time provides links to screens where you can view additional details.

The following are required before you can access Home Dashboard:

- Delttek Time & Expense license
- Access to the Dashboards module
- Access to the Home Dashboard application

The dashparts on this dashboard source data from Time & Expense and also provide hyperlinks to drill-through applications in Time & Expense. In addition to the requirements stated above, you must also have access to the drill-through application before you can open the drill-through screen.

**Note:** If you are not licensed for Time & Expense and you do not have the appropriate module/application rights, Costpoint displays an error message when you try to access Home Dashboard and its drill-through applications.

Contact your system administrators for access concerns. System administrators can assign users and user groups **Read-Only**, **Full**, or **Deny** rights to the Dashboards module, the Home Dashboard application, and any other applications using the Manage Users and Manage User Groups screens.

This dashboard is linked to a Home icon so that it is easily accessible as soon as you log in to Costpoint. This icon is located on the top-left side of the screen and is visible only to users who are licensed for Time & Expense. The dashboard is also accessible from the Reports & Analytics domain (**Reports & Analytics » Dashboards » Dashboards » Home Dashboard**).

The following dashparts are available on the Home Dashboard:

- **My Tasks** — This is a table that lists your pending tasks related to timesheets, expense reports, and expense authorizations. Tasks are sorted by priority level, with those on high priority displaying on top. You can click a link in the Pending Tasks column to open the Manage MyDesktop screen and view more information related to the task selected.
- **My Timesheets** — This is a table that displays a summary of your 10 most recent timesheets. It includes information on the timesheet period end date and description, as well as the total hours for each timesheet period. When you click a link in the T/S Period End Date column, Costpoint opens the Manage Timesheets screen that you can use to view additional details about the timesheet.
- **My Leave Balances** — This is a numerical table that lists your leave accruals and leave balances per leave type. Lines are sorted by leave type. The hyperlinks in the Leave Type column bring you to the Manage Timesheets screen. On this screen, you have to open the Leave subtask so you can view additional leave information.
- **My Expense Reports** — This is a numerical table listing your 10 most recent expense reports with their current status. The dashpart provides details on the expense report date, expense report description, and the total expense amount. To know more information about an expense report, you can click a link in the Description column to open the Manage Expense Report screen.
- **My Expense Authorizations** — This is a numerical table that includes your 10 most recent expenses that have been authorized. You can view the date on which the expense authorization was created, the expense authorization description, and the total expense amount that has been



authorized per expense authorization line. Clicking a link in the Description column launches the Manage Expense Authorization screen, where you can access more details about the expense authorization.

- **My Outstanding Expenses** — This is a numerical table that lists your outstanding expenses. It gives you information on the batch type of the expense, the expense date, and the expense amount that you need to claim. The currency of the expense is also indicated. Lines on the dashpart are sorted based on the expense date, with the latest displaying on top. Note that this dashpart does not have hyperlinks to a drill-through application.

Aside from drilling down from the dashpart to a screen in Time & Expense, you can perform the following actions on the dashboard:

- Set up which dashparts to display and in what order.
- Sort columns in a table.

**Attention:** Refer to the online help for more information on the Home Dashboard and the basic procedures that you can perform on this dashboard.

You can also refer to *Costpoint 7.1.1 Home Dashboard Overview* video for an overview demonstration of the Home Dashboard, which is available in the following link: <https://help.deltek.com/Product/Costpoint/USS/HomeDashboard>.

## System Requirements

This enhancement requires Costpoint 7.1.1 System JAR 046 (cp711\_sys\_046.zip).

## Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application, if applicable.

Domain	Module	Application ID	Application Name	Application File
Reports & Analytics	Dashboards	DBDHM	Home Dashboard	cp711_dbdhm_001.zip

## Known Issues

### Mobile: No Toggle Buttons for the Parameters and Reports Tabs

In smartphone view, when you go to the Parameters tab, the toggle buttons for the Parameters and Reports tabs do not display, making you unable to go back to the Reports tab. You will need to close the dashboard and reopen it to view the Reports tab.

In web view, when the navigation path area gets too long for the screen, the toggle buttons for the Parameters and Reports tabs are cut short, also making it difficult for users to access the Reports tab.

### Mobile: Header Issues on Tables

In iOS, users can keep scrolling down even without the actual scroll bar. When users scroll up, issues occur on the header of dashparts presented as tables.

## Viewing the Online Help

If you use Internet Explorer and the online help does not display correctly, you need to turn off Compatibility View for the browser. Click Tools » Compatibility View settings, and clear the Display intranet sites in Compatibility View check box. Then refresh the browser. Make sure you remove deltek.com (if listed) from the Websites you have added to Compatibility View list.

## Manage CER Settings

The new Manage CER Settings (BIMCERSETTINGS) screen has been added in preparation for an upcoming change to Costpoint Enterprise Reporting (CER). This screen would allow the selection of the data source for project budget reporting in CER which can either be Costpoint or Budgeting and Planning. You can also enable security for future models and reports that will be added to CER.

As default, model security will be enabled which at the same time will turn off the Cognos framework model security. You can turn off the model security anytime through this new screen.

**Note:** Although this screen is already available in the Reports and Analytics domain, it has no impact on the current functionality of CER yet. A future version of CER will be required for this screen to take effect

## System Requirements

This enhancement requires the following:

- PATCH3324.sql
- PATCH3402.sql
- PATCH7149.sql

## Application JAR Requirement

Domain	Module	Application ID	Application Name	Application File
Reporting & Analytics	Configuration	BIMCERSETTINGS	Manage CER Settings	cp711_bimcersettings_001.zip

## Role-Based Dashboards: Usability Enhancements

Role-based dashboards available in Costpoint are continuously being updated to improve usability and the overall of the dashboards.

In this release, the following changes have been implemented:

- The Projects Approaching Funding dashpart has been renamed to Projects Over x% Funding. On the Reports tab, x% dynamically changes, depending on the **Approaching funding %** value you selected on the Parameters tab (for example, if you selected 50%, the title becomes Projects Over 50% Funding).  
On the chart, the % complete labels now display on the chart bars. In addition, the subtitle “for subperiod ending: mm/dd/yy” has been changed to “subperiod end mm/dd/yy.”
- The following Aging dashparts have been renamed on both the Parameters and Reports tab to more accurately indicate that the data presented have been outstanding for more than 30 days:

## Major New Features and Enhancements in Costpoint 7.1.1

- AR Aging is now AR Over 30.
- AP Aging is now AP Over 30.
- Aged Open Billing Detail is now Open Billing Over 30.
- The **Current** bucket label has been changed to **0-30** on the following charts:
  - AR Current
  - AP Current
  - Current Open Billing
- The amounts displayed on the following charts are now based on the company's functional currency, as set up in the Costpoint database being accessed. The functional currency is also displayed on the chart legend.
  - AR Current and AR Over 30
  - AP Current and AP Over 30
  - Current Open Billing and Open Billing Over 30
  - Project Over x% Funding



The following dashparts are available on the Project Manager Dashboard, Organization Manager Dashboard, and Finance Manager Dashboard.

- AR Current and AR Over 30
- Current Open Billing and Open Billing Over 30

The Projects Over x% Funding dashpart is available on the Project Manager Dashboard and Organization Manager Dashboard.

The AP Current and AP Over 30 dashparts are available only on the Finance Manager Dashboard.

## System Jar Requirement

These enhancements require Costpoint 7.1.1 System JAR 028 (cp711\_sys\_038.zip).

## Application JAR Requirements

The following table lists the Costpoint 7.1.1 screens affected by this update. It includes the required JAR version for each application.

Domain	Module	Application ID	Application Name	Application File
Reporting & Analytics	Dashboards	PJDPM	Project Manager Dashboard	cp711_pjdpm_004.zip
Reporting & Analytics	Dashboards	PJDOM	Organization Manager Dashboard	cp711_pjdom_003.zip
Reporting & Analytics	Dashboards	DBDFM	Finance Manager Dashboard	cp711_dbdfm_003.zip

## Known Issues

### Discount Amount From Voucher Settings Not Factored in Outstanding Amount on AP Charts

The value of the discount amount (S\_POST\_DISC\_GL\_CD) from the Voucher Settings (VCHR\_SETTINGS) table is currently not included in the calculation of the outstanding amounts displayed on the AP Current and AP Over 30 charts on the Finance Manager Dashboard.

### Drill-Through Application Not Automatically Loading the Result Set

On the Labor Utilization dashpart of the Organization Manager Dashboard, clicking an employee ID link brings up the Utilization Analysis (COL1, BOL1, POL1) screen. This screen, however, does not automatically load the result set for the selected employee ID link. To display the utilization analysis information on this screen, you must click the **Execute** icon on the toolbar or press F3.

### Duplicate Tooltips

If you use Internet Explorer, duplicate tooltips may display when you hover over a bar or a bar segment on the following charts:

- **AR Current and AR Over 30 charts** — Available on all three dashboards
- **Current Open Billing and Open Billing Over 30 charts** — Available on all three dashboards
- **AP Current and AP Over 30 charts** — Available only on the Finance Manager Dashboard
- **Projects Over x% Funding chart** — Available only on the Project Manager Dashboard and Organization Manager Dashboard
- **Timesheet Status chart** — Available only on the Organization Manager Dashboard

### Incorrect Color Pallette Used for the Current Charts

The color pallette applied to the **0-30** bucket label and bars on the AR Current, AP Current, and Current Open Billing charts is the same as that for the **31-60** day aging bucket on the AR Over 30, AP Over 30, and Open Billing Over 30 charts.

### Inconsistent Dashpart Titles

“Projects Over x% Funding” displays on the Parameters tab, while the Reports tab has “Projects Over x% of Funding.” The latter will be modified to agree with the title on the Parameters tab.

“Current Open Billing Detail” displays on the Parameters tab, while the Reports tab has “Current Open Billing.” The one on the Parameters tab will be updated to remove “Detail” from the title.

### Viewing the Online Help

If you use Internet Explorer and the online help does not display correctly, you need to turn off Compatibility View for the browser. Click Tools » Compatibility View Settings, and clear the **Display intranet sites in Compatibility View** check box. Then refresh the browser. Make sure you remove deltek.com (if listed) from the websites you have added to the Compatibility View list.

## Configuration Screen for Costpoint Enterprise Reporting

The new Manage Reporting Current Period screen has been added in preparation for an upcoming change to Costpoint Enterprise Reporting (CER). This screen would allow the configuration of the current reporting period for CER. There are two Update Modes when the reporting period is set:

- **Auto** — Select this option to set the current reporting period based on when the system date falls in.
- **Manual** — Select this option to manually set the current reporting period by entering the **End Date**, **Fiscal Year**, **Period**, and **Subperiod** values on screen.



Although this screen is already available in the Reports and Analytics domain, it has no impact on the current functionality of CER yet. A future version of CER will be required for this screen to take effect.

### System Requirements

This enhancement requires the following:

- cp711\_sys\_038.zip
- PATCH3324.sql

### Application JAR Requirement

Domain	Module	Application ID	Application Name	Application File
Reporting & Analytics	Configuration	BIMRPTCURPD	Maintain Reporting Current Period	cp711_bimrptcurpd_001.zip

## Role-Based Dashboards: Usability Enhancements for the Projects Approaching Funding Dashpart

Role-based dashboards available in Costpoint are continuously being updated to improve usability and the overall look of the dashboards.

In this release, the enhancements are for the Projects Approaching Funding dashpart, which is available on the Project Manager Dashboard and Organization Manager Dashboard. The changes include the following:

- The chart type (previously a stacked bar chart) has been changed such that the funding and revenue amounts are represented in separate bars. The chart legend now also displays **Funding** and **Revenue**.
- The chart displays the appropriate subperiod end date for the data being displayed, right-aligned on the top-right corner of the chart.
- The chart displays the X and Y axis titles. Previously, the Y axis displayed just the project name label, while the X axis displayed the amount without the currency. Now, the Y axis displays "Projects" as the axis title, and the X axis displays "US Dollars" along with (000) to reflect that the data is presented in thousands.

There are no changes on the parameters that define the dashpart (that is, the parameter fields on the Parameters tab for Projects Approaching Funding remain the same).

## System JAR Requirement

These enhancements require Costpoint 7.1.1 System JAR 037 (cp711\_sys\_037.zip)

## Known Issues

### Drill-through Application Not Automatically Loading the Result Set

On the Labor Utilization chart of the Organization Manager Dashboard, clicking an employee ID link brings up the Utilization Analysis (COL1,BOL1,POL1) screen. This screen, however, does not automatically load the result set for the selected employee ID link. To display the utilization analysis information on this screen, you must click the **Execute** icon on the toolbar or press F3.

## Duplicate Tooltip

If you use Internet Explorer, duplicate tooltips may display when you hover over a bar or a bar segment on the following charts:

- **AR Aging and AR Current charts** — Available on all three dashboards
- **Aged Open Billing Detail and Current Open Billing Detail charts** — Available on all three dashboards
- **AP Aging and AP Current charts** — Available only on the Finance Manager Dashboard
- **Projects Approaching Funding chart** — Available only on the Project Manager Dashboard and Organization Manager Dashboard
- **Timesheet Status chart** — Available only on the Organization Manager Dashboard

## Viewing the Online Help

If you use Internet Explorer and the online help does not display correctly, you need to turn off Compatibility View for the browser. **Click Tools » Compatibility View settings**, and clear the **Display intranet sites in Compatibility View** check box. Then refresh the browser. Make sure you remove deltek.com (if listed) from the Websites you have added to Compatibility View list.

## Role-Based Dashboards: Usability Enhancements for the Aging Dashparts

Role-based dashboards available in Costpoint are continuously being updated to improve usability and the overall look of the dashboards.

In this release, the enhancements are mainly focused on the aging dashparts of the Project Manager Dashboard, Organization Manager Dashboard, and Finance Manager Dashboard. One of the changes is the splitting of these dashparts into Aging and Current dashparts:

- **AR Aging** — This is now separated into AR Aging and AR Current dashparts. These dashparts display on all three dashboards.
- **Aged Open Billing Detail** — This is now separated into Aged Open Billing Detail and Current Open Billing Detail dashparts. These dashparts display on all three dashboards.
- **AP Aging** — This is now separated into AP Aging and AP Current dashparts. These dashparts display only on the Finance Manager Dashboard.

On the Reports tab, the Current chart displays data for the 0-30 days aging range, while the Aging chart displays data for the other aging buckets (31-60, 61-90, 91-120, and 120+ days). The change was made

to resolve the issue of having the Current bucket visually dominating the chart. You can now view your data in all aging buckets more accurately.

There are no changes on the parameters that define the dashparts (that is, the parameter fields on the Parameters tab are the same for the Aging and Current dashparts).

The other cosmetic enhancements applied to the AR, Open Billing Detail, and AP charts include the following:

- “Data Updates Realtime” displays on the charts to indicate that the charts reflect updates to accounts payable (AP) transactions, accounts receivable (AR) invoices and receipts, or billed transactions as they are posted in Costpoint.
- The charts display the X and Y axis titles. Previously, the Y axis displayed just the vendor/project name label, while the X axis displayed the amount without the currency. Now, the Y axis displays either “Vendors” or “Projects” as the axis title, and the X axis displays “US Dollars” along with (000) to reflect that the data is presented in thousands.

## System JAR Requirement

These enhancements require Costpoint 7.1.1 System JAR 036 (cp711\_sys\_036.zip)

## Application JAR Requirements

Domain	Module	Application ID	Application Name	Application File
Reports & Analytics	Dashboards	PJDPM	Project Manager Dashboard	cp711_pjdpm_003.zip
Reports & Analytics	Dashboards	PJDOM	Organization Manager Dashboard	cp711_pjdom_002.zip
Reports & Analytics	Dashboards	DBDFM	Finance Manager Dashboard	cp711_dbdfm_002.zip

## Known Issues

### Drill-Through Application Not Automatically Loading the Result Set

On the Labor Utilization dashpart of the Organization Manager Dashboard, clicking an employee ID link brings up the Utilization Analysis (COL1,BOL1,POL1) screen. This screen, however, does not automatically load the result set for the selected employee ID link. To display the utilization analysis information on this screen, you must click the Execute icon on the toolbar or press F3.

### Incorrect Y Axis Title on AP Charts

On the AP Current and AP Aging charts, “Vendors” is incorrectly displayed as “Projects” on the Y axis. Note, however, that the vendor names are correctly displayed.

### Parameters and Reports Tabs Missing on Navigation Toolbar

When accessing a dashboard with another dashboard already opened, the Parameters and Reports tabs may not display on the navigation toolbar when you get back to the previously opened dashboard. Click the Refresh icon to display the tabs again.



## Viewing the Online Help

If you use Internet Explorer and the online help does not display correctly, you need to turn off Compatibility View for the browser. Click **Tools » Compatibility View settings**, and clear the **Display intranet sites in Compatibility View** check box. Then refresh the browser. Make sure you remove deltek.com (if listed) from the Websites you have added to Compatibility View list.

## Role-Based Dashboards

Costpoint now delivers dashboard content for specific roles through a new module (Dashboards) which is available in the Reports & Analytics domain. This allows you to view information you rely on most, displayed either in chart or table format, without having to navigate to individual modules or reports.

A role-based dashboard has two tabs: Parameters and Reports. You configure your dashboard through the Parameters tab, while you use the Reports tab to view the dashparts that are selected with the configured parameters.



On the Reports tab view, the **File**, **Line**, **Options**, and **Process** items in the Global Menu are disabled, while only the **Refresh** icon on the Global Toolbar and the Help menu item are available. To access more options in the menu and toolbar, go to the Parameters tab..

Each dashboard has several dashparts. The dashparts can pull data from Costpoint, Budgeting & Planning, or Time & Expense. If you are not licensed for Budgeting & Planning or Time & Expense, the dashparts that rely on information from these applications will not display on the dashboard.

Within the dashboards, you can perform the following actions:

- Set up which dashparts to display and in what order.
- Limit the number of records you want to display for some dashparts.
- Drill down from the dashpart to a screen in Costpoint, Budgeting & Planning, or Time & Expense (depending on your security rights).
- Access shortcut links to Costpoint Enterprise Reporting (CER) and Costpoint Analytics (if access is configured by your system administrator).

Because dashboard content depends on role-based security, each dashboard is customized to display information specific to a role.

Costpoint's Role-Based Dashboards enhancements will be released in multiple phases. In the past releases, the Project Manager Dashboard and Organization Manager Dashboard were rolled out. In this release, the Finance Manager Dashboard is included. Several enhancements have also been made to the first two dashboards, as detailed below.

### Project Manager Dashboard (PJDPM)

If you are a project manager, you can use this dashboard to view high-level information of your project's financial status, including outstanding accounts receivables, open billing details, and revenue. You can also use this to review invoices and work assignments for approval.

The following dashparts are available on this dashboard:

- **AR Aging** — This is a stacked bar chart that displays the outstanding billed accounts receivables (AR) by project for a given aging range. When you hover over a bar segment on this chart, a tooltip displays the actual AR amount for that segment/project. When you click a segment, Costpoint opens the View Receivables and Collections screen, where you can view the outstanding invoices for that specific segment/project.



- **Aged Open Billing Detail** — This is a stacked bar chart that displays the sum of transactions that have not been billed yet by project for a given aging range. When you hover over a bar segment on this chart, a tooltip displays the actual open billing amount for that segment/project. When you click a segment, Costpoint opens the Manage Open Billing Detail screen, where you can view the open billing transactions for that particular segment/project.
- **Projects Approaching Funding** — This is a horizontal bar chart that enables you to view the projects with revenue that is approaching a % threshold of the funded value of the contract. You can set the % threshold on the Parameters tab. When you hover over a bar segment on this chart, a tooltip displays the revenue value, funded value, and backlog for that segment/project. When you click a segment, Costpoint opens the Manage Modifications screen, where you can view not only funding modifications but also modifications to the signed value for that segment/project.
- **My Links** — This displays the list of links that are set up in your **My Menu**, so you have easy navigation to your most used areas in Costpoint.
- **Work Assignments for Approval** — This is a numerical table that displays the work assignments lined up for approval and their corresponding charge amounts. When you click a work assignment ID link, Costpoint opens the Approve Work Assignments screen, where you can view and approve that work assignment and/or the charge lines linked to it. Only work assignments and charge lines with a status of **Pending** or **None** are included in the table. Those with a status of **Approved**, **Closed**, or **Hold** are not displayed.

The dashpart displays only if you are licensed for the Subcontractor Management module. This does not display by default. You have to manually enable this dashpart on the Parameters tab, or your system administrator can set it up to display automatically on your dashboard.

- **Standard Bills for Approval** — This is a numerical table that displays the standard bills for approval and their corresponding invoice amounts. When you click a project ID link, Costpoint opens the Manage Standard Bills screen, where you can view the standard bill. Only standard bills with a status of **Unselected** are included in the table.
- **Milestone Invoices for Approval** — This is a numerical table that displays the milestone bills for approval and their corresponding invoice amounts. When you click a project ID link, Costpoint opens the Manage Milestone Percent Complete Bills screen, where you can view the milestone bill. Only milestone bills with a status of **Unselected** are included in the table.
- **Pending Expenses** — This is a numerical table that displays your projects' labor and expense amounts that have not yet been posted, as well as the inception-to-date actual amount with pending added. When you click a project name link, the system opens the Project Status (SPA5) screen for that project in Budgeting & Planning, where you can run the Project Status Report.

This dashpart displays only if you are licensed for Budgeting & Planning. This does not display by default. You have to manually enable this dashpart on the Parameters tab, or your system administrator can set it up to display automatically on your dashboard.

### System JAR, Application JAR, and Other Requirements

This enhancement requires the following files:

- cp711\_sys\_jar\_024.jar
- cp711\_pjdpm\_001.jar
- sessionactuateapiejb.jar
- DeltekCostpoint711FrameworkUpdate024.exe

## Organization Manager Dashboard (PJDOM)

If you are an organization manager, you can use this dashboard to view high-level information of your organization's financial status. You can view outstanding accounts receivables, open billing details, revenue, and modifications of the funded and contract values of projects associated with the organizations you have access to. You can also use this dashboard to see information on employees' labor utilization and indirect expenses of accounts linked to your organizations to help you analyze variances between budgeted and actual utilization and expenses.

You can limit the data that displays on the individual dashparts to specific organizations through the **Organization** field on the Parameters tab. Once you enter or select a valid organization in this field, the dashparts display data only for the specified organization and all levels below it.

The following dashparts are available on this dashboard:

- **AR Aging** – This is a stacked bar chart that displays the outstanding billed accounts receivables (AR) by project for a given aging range. Projects that display on the chart are only those associated with the organizations you have access to. When you hover over a bar segment on this chart, a tooltip displays the actual AR amount for that segment/project. When you click a segment, Costpoint opens the View Receivables and Collections screen, where you can view the outstanding invoices for that specific segment/project.
- **Aged Open Billing Detail** — This is a stacked bar chart that displays the sum of transactions that have not been billed yet by project for a given aging range. Projects that display on the chart are only those associated with the organizations you have access to. When you hover over a bar segment on this chart, a tooltip displays the actual open billing amount for that segment/project. When you click a segment, Costpoint opens the Manage Open Billing Detail screen, where you can view the open billing transactions for that particular segment/project.
- **Projects Approaching Funding** — This is a horizontal bar chart that enables you to view the projects with revenue that is approaching a % threshold of the funded value of the contract. You can set the % threshold on the Parameters tab. Projects that display on the chart are only those associated with the organizations you have access to. When you hover over a bar segment on this chart, a tooltip displays the revenue value, funded value, and backlog for that segment/project. When you click a segment, Costpoint opens the Manage Modifications screen, where you can view not only funding modifications but also modifications to the signed value for that segment/project.
- **My Links** — This displays the list of links that are set up in your My Menu, so you have easy navigation to your most used areas in Costpoint
- **Timesheet Status** — This is a pie chart that displays a breakdown of the timesheet statuses of employees that belong to the organizations you have access to. You can click a slice on this chart to open the Manage/Approve Timesheets screen, where you can view the timesheet details of employees you supervise.
- **Labor Utilization** — This is a numerical table that displays labor utilization of employees whose actual labor utilization differs from their budgeted labor utilization. The table includes information on actual utilization %, budget utilization %, and the variance between the two. Click an employee ID link on the table to open the Utilization Analysis (COL1,BOL1,POL1) screen, where you can view utilization information for the organizations you have access to.
- **Indirect Expenses** — This is a numerical table that displays indirect non-labor expenses of accounts with actual expenses greater than the budgeted expenses. The table includes information on actual and budgeted expenses, the variance between the two, and variance %. Click an account link on the table to open the Non-Labor Analysis (CON1,CON2,BON1,BON2,PON1) screen, where you can view indirect non-labor costs for the organizations you have access to.

- **Project Modifications** — This is a numerical table that displays the total funded and contract values of top-level projects that had modification updates and/or additions (at any project level) in the past “x” days. Projects that display on the chart are only those associated with the organizations you have access to. Click a project ID link on the table to open the Manage Modifications screen, where you can view all modifications for contract and funded values at or below the first project level.



The Timesheet Status dashpart displays only if you are licensed for Time & Expense, while Labor Utilization and Indirect Expenses display only if you have a valid license for Budgeting & Planning. These do not display by default. You have to manually enable these dashparts on the Parameters tab, or your system administrator can set them up to display automatically on your dashboard.

## System JAR and Application JAR Requirements

These enhancement requires the following:

- Costpoint 7.1.1 System JAR 027 (cp711\_sys\_027.zip)
- cp711\_pjdom\_001.zip

## Finance Manager Dashboard (DBDFM)

Use this dashboard to view and analyze your organization's financial status in terms of cash balances, outstanding accounts payable (AP) vouchers, journal entries and vouchers that are above the set approval limit, and standard bills that have been posted. You can also use this dashboard to view information on your outstanding accounts receivables (AR) and other transactions that have not been billed yet.

You can limit the data that displays on the individual dashparts to specific organizations through the **Organization** field on the Parameters tab. Once you enter or select a valid organization in this field, the dashparts display data only for the specified organization and all levels below it.

The following dashparts are available on this dashboard:

- **AP Aging** — This is a stacked bar chart that displays the outstanding accounts payable (AP) vouchers by vendor for a given aging range. When you hover over a bar segment on this chart, a tooltip displays the vendor name and AP balance amount represented by that segment. When you click a segment, Costpoint opens the View Voucher History Inquiry screen, where you can view the outstanding AP vouchers for a particular vendor in a given aging range.
- **AR Aging** — This is a stacked bar chart that displays the outstanding billed accounts receivables (AR) by project for a given aging range. When you hover over a bar segment on this chart, a tooltip displays the project name and the actual AR amount represented by that segment. When you click a segment, Costpoint opens the View Receivables and Collections screen, where you can view the outstanding invoices for a particular project in a given aging range.
- **Aged Open Billing Detail** — This is a stacked bar chart that displays the sum of transactions that have not been billed yet by project for a given aging range. When you hover over a bar segment on this chart, a tooltip displays the project name and the actual open billing amount represented by that segment. When you click a segment, Costpoint opens the Manage Open Billing Detail screen, where you can view the open billing transactions for a particular project in a given aging range.
- **Cash Balances** — This is a numerical table that displays balances for your cash accounts summed to a specified account level. The table includes information on the account's beginning and ending balances, prior year-to-date activity, and period activity for the current or prior period.

Click an account link on the table to open the View Account Activity screen, where you can view details of the activities associated with the account you selected.

- **JE's Over Approval Limit** — This is a numerical table that displays posted journal entries (JEs) that exceeded the required approval amount in the current or prior period. The table includes the JE number, line number, account number, line description, and the amount of transactions posted to the account. Click an account link on the table to open the View Account Activity screen, where you can view details of the activities associated with the account you selected.
- **My Links** — This displays the list of links that are set up in your My Menu, so you have easy navigation to your most used areas in Costpoint.
- **Posted Standard Invoices** — This is a numerical table that displays posted standard invoices per customer in the current or prior period. Click a customer name link to open the View Standard Billing History screen, where you can view billing information for standard bills that have been posted for the selected customer.
- **Voucher Over Limit** — This is a numerical table that displays posted vouchers that exceeded the required approval amount in the current or prior period. Click a voucher number link to open the View Voucher History Inquiry screen, where you can view voucher detail.

### System JAR and Application JAR Requirements

These enhancements require the following:

- Costpoint 7.1.1 System JAR 030 (cp711\_sys\_030.zip)
- cp711\_dbdfm\_001.zip

### Dashboard Enhancements

These changes have been made to the Project Manager Dashboard and Organization Manager Dashboard:

- The chart type of the AR Aging and Aged Open Billing Detail dashparts has been modified. Bars are now displayed horizontally, with the x-axis displaying the amount of AR balances or open billing transactions, and the y-axis displaying the name of the top-level project. No logic is affected by this change.
- These are the updates for the Projects Approaching Funding dashpart:
  - The % complete value is now included in the tooltip that displays when you hover over a bar segment on the chart.
  - Projects are now sorted according to the % complete value, with projects having the largest value displayed at the top of the chart.

Functionalities to sort data and copy data to Microsoft Excel from a numerical table on the Reports tab have also been added. These functionalities are available in all three dashboards. When you right-click a column heading in a table on the Reports tab, the following options display:

- **Sort Ascending** — Select this option to sort entries in a column in ascending order.
- **Sort Descending** — Select this option to sort entries in a column in descending order.
- **Copy Data to Insert into Excel** — Select this option to copy data from the numerical table into Microsoft Excel. When you paste the data into Microsoft Excel, all contents of the table are included



On the Parameters tab, the **Sort Ascending** and **Sort Descending** options are also available when you right-click a column heading in table windows. The **Copy Data to Insert into Excel** function is available from the **Line** menu, but allows you to copy data from only a single line/row and not the whole contents of the table.

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### Accessing the Online Help

The **Help** menu is disabled on the Reports tab view. To access the online help, go to the Parameters tab and click **Help » Help** or press SHIFT+F1.

If you use Internet Explorer and the online help does not display correctly, you need to turn off the Compatibility View for the browser. Click **Tools » Compatibility View settings**, and clear the **Display intranet sites in Compatibility View** check box. And then, refresh the browser. Make sure you remove deltek.com (if listed) from the websites you have added to the Compatibility View list.

### Known Issue

On the Labor Utilization dashpart of the Organization Manager Dashboard, clicking an employee ID link brings up the Utilization Analysis (COL1,BOL1,POL1) screen. This screen, however, does not automatically load the result set for the selected employee ID link. To display the utilization analysis information on this screen, you must click the Execute icon on the toolbar or press F3.

## My Approval Tasks (WFATODO)

You can now view the details of the approval tasks assigned to you and access the applications where you need to complete the approval tasks or steps through the new My Approval Tasks screen. Only steps that you have not completed yet are displayed on this screen. You can access My Approval Tasks even if you have no approval tasks due or if you are not associated with any approval role, but no records will be displayed on this screen.



This application displays only approval workflow tasks associated with new workflow models created using the Approval Workflow Models screen (**Administration » Workflow » Approval Workflow (NEW) » Approval Workflow Models**). It does not display any tasks related to old workflows.

The My Approval Tasks table window displays information on your outstanding approval steps and details on the approval workflow associated with those steps. These include, but are not limited to, the approval screen, task and workflow start time, the role and escalate role permitted to complete the approval step, and the time allotted for the completion of the approval step.

Another table window displays the screen field information of the approval screen associated with the approval step selected in the My Approval Tasks table window.

You can access this screen through **Reports & Analytics » Dashboards » Approval Workflow » My Approval Tasks**.

## System and Application JAR Requirements

This enhancement requires the following:

- Costpoint 7.1.1 System JAR 029 (cp711\_sys\_029.zip)
- cp711\_wfatodo\_001.zip

## Role-Based Dashboards: Known Issues

### Limitation on the Number of Dashparts Displayed

The number of dashparts that display on the Dashboard Reports tab depends on the number of dashparts you have open on the Parameters tab and your screen resolution. For example, if your screen resolution is lower than 1680 pixels, not all eight dashparts opened on the Parameters tab will be displayed on the Reports tab.

As a workaround, you can do any of the following:

- Toggle between the Parameters and Reports tabs to add (open) and remove (close) dashparts that you want to view.
- Drag the dashpart table windows up or down on the Parameters tab to rearrange the dashparts. Costpoint displays the dashparts on the Reports tab in the order that they appear on the Parameters tab, first to last.
- Set your screen resolution to 1920 pixels, which is the recommended resolution to view all dashparts. Note, however, that if your screen does not support 1920 pixels, you will not be able to set that resolution.

### Closing Dashboards Prompts Users to Save Changes That Were Not Made

When you open a dashboard for the first time and close it, Costpoint displays a message asking you to save your changes even if no changes were made on the screen. You need to click **Save** or **Save & Continue** to avoid encountering the same issue the next time you access the dashboard. This issue occurs on the following dashboards:

- Finance Manager Dashboard
- Home Dashboard
- Organization Manager Dashboard
- Project Manager Dashboard

## Contract Management

Costpoint now provides additional contract management capabilities through the new Contract Management module available in the Projects domain. With this module, you can:

- Track opportunities within Costpoint and use this information to initiate a contract or a project.
- Track bid and proposal costs from the opportunity to a Costpoint project.
- Track organizational conflicts of interest (OCIs) and link them to opportunities, contracts, and/or projects.
- Manage contract or flow-down clauses between prime contractors and subcontractors.
- Manage customer, vendor, and employee information.
- Streamline the project initialization process.
- Track information from the beginning of the opportunity through contract closeout.

You can manually add opportunities to this module or import opportunity data from GovWin IQ.



In this limited availability (LA) release, the functionality to import opportunities from GovWin IQ is not yet available. GovWin IQ integration for Contract Management together with the new Import GovWin IQ Data screen will be rolled out in the general availability (GA) release.

Once you win the opportunity, you can create a contract and link it to the opportunity. You have the option to associate the contract to a Costpoint opportunity, and also create a contract for an opportunity that does not exist in your Costpoint database. You can create and monitor subcontract information and link subcontract records to contracts and projects.

Within the opportunities, contracts, and and/or subcontracts screen, you have the ability to:

- Add activities and documents related to the opportunity, contract, and/or subcontract.
- Identify employees and other team members who will be working on the opportunity, contract, and/or subcontract.
- Create and/or update contract/subcontract modifications.
- Initialize projects to include information that already exists in the Contract Management module.
- View projects linked to the opportunity, contract, and/or subcontract.
- View and print a project status report (PSR)

Screens that you can use to set up and maintain overall settings for Contract Management are also available in this module.



For an overview demonstration of this feature, refer to Costpoint 7.1.1 Contract Management Overview video, which you can view at <https://help.deltek.com/Product/Costpoint/USS/Projects/ContractManagementOverview>.



## Patch and System JAR Requirements

This feature requires the following:

- Costpoint 7.1.1 System JAR 036 (cp711\_sys\_036.zip)
- Common Library – CTLIB (cp711\_cmnlb\_CTLIB\_001.zip)
- Common library – PJMASSADD (cp711\_cmnlb\_PJMASSADD\_001.zip)

In addition, the following patches are required for this release:

▪ 3177	▪ 3244	▪ 3296
▪ 3197	▪ 3245	▪ 3297
▪ 3201	▪ 3260	▪ 3305
▪ 3205	▪ 3263	▪ 3315
▪ 3206	▪ 3264	▪ 3317
▪ 3209	▪ 3265	▪ 3318
▪ 3214	▪ 3269	▪ 3325
▪ 3215	▪ 3271	▪ 3328
▪ 3220	▪ 3274	▪ 3336
▪ 3222	▪ 3278	▪ 3352
▪ 3223	▪ 3286	▪ 5074
▪ 3233	▪ 3289	▪ 5078
▪ 3234	▪ 3290	▪ 5085
▪ 3236	▪ 3291	▪ 5102
▪ 3237	▪ 3292	

## Application JAR Requirements

Domain	Module	Application ID	Application Name	Application File
Projects	Contract Management	CTMOPP	Manage Opportunities	cp711_ctmopp_001.zip
Projects	Contract Management	CTMCNTR	Manage Contracts	cp711_ctmcntr_001.zip
Projects	Contract Management	CTMSBCNTR	Manage Subcontracts	cp711_ctmsbcntr_001.zip



## Major New Features and Enhancements in Costpoint 7.1.1

Domain	Module	Application ID	Application Name	Application File
Projects	Contract Management	CTQSUBC	View Subcontract Inquiry	cp711_ctmsubc_001.zip
Projects	Contract Management	CTMOCI	Manage Organizational Conflict of Interest (OCI)	cp711_ctmoci_001.zip
Projects	Contract Management	CTMCUST	Manage Contract Management Customer Info	cp711_ctmcust_001.zip
Projects	Contract Management	CTMCUSTA	Approve Prospective Customers	cp711_ctmcusta_001.zip
Projects	Contract Management	CTMVEND	Manage Contract Management Vendor Info	cp711_ctmvend_001.zip
Projects	Contract Management	CTMVENDA	Approve Prospective Vendors	cp711_ctmvenda_001.zip
Projects	Contract Management	CTMEMPL	Manage Contract Management Employee Info	cp711_ctmempl_001.zip
Projects	Contract Management	CTMSETNG	Configure Contract Management Settings	cp711_ctmsetng_001.zip
Projects	Contract Management	CTMACTM	Manage Activity Methods	cp711_ctmactm_001.zip
Projects	Contract Management	CTMACTS	Manage Activity Subject	cp711_ctmacts_001.zip
Projects	Contract Management	CTMAGENC	Manage Agencies	cp711_ctmagenc_001.zip
Projects	Contract Management	CTMROLES	Manage Contract Management Roles	cp711_ctmroles_001.zip
Projects	Contract Management	CTMCNTVEH	Manage Contract Vehicles	cp711_ctmcntveh_001.zip
Projects	Contract Management	CTMDOCTP	Manage Document Types	cp711_ctmdoctp_001.zip
Projects	Contract Management	CTMNAICS	Manage NAICS Codes	cp711_ctmnaics_001.zip

## Major New Features and Enhancements in Costpoint 7.1.1

Domain	Module	Application ID	Application Name	Application File
Projects	Contract Management	CTMAGRTYPE	Manage Agreement Types	cp711_ctmagrtype_001.zip
Projects	Contract Management	CTMCNTDT	Manage Contract Date Types	cp711_ctmcntdt_001.zip
Projects	Contract Management	CTMCNTST	Manage Contract Status	cp711_ctmcntst_001.zip
Projects	Contract Management	CTMCNTYPE	Manage Contract Types	cp711_ctmcntype_001.zip
Projects	Contract Management	CTMDFAR	Manage DFAR Library	cp711_ctmdfar_001.zip
Projects	Contract Management	CTMFAR	Manage FAR Library	cp711_ctmfar_001.zip
Projects	Contract Management	CTMGSA	Manage GSA Schedule Codes	cp711_ctmgsa_001.zip
Projects	Contract Management	CTMVENDRT	Manage Supplier Vendor Rating Codes	cp711_ctmvendrt_001.zip
Projects	Contract Management	CTMVENDDC	Manage Supplier Vendor Rating Descriptions	cp711_ctmvenddc_001.zip
Projects	Contract Management	CTMCNLAB	Manage Contract User-Defined Labels	cp711_ctmcnlab_001.zip
Projects	Contract Management	CTMSBLAB	Manage Subcontract User-Defined Labels	cp711_ctmsblab_001.zip
Projects	Contract Management	CTMOCIRV	Manage OCI Reviewer	cp711_ctmocirv_001.zip
Projects	Contract Management	CTMOCIST	Manage OCI Status	cp711_ctmocist_001.zip
Projects	Contract Management	CTMOCLAB	Manage OCI User-Defined Labels	cp711_ctmoclab_001.zip
Projects	Contract Management	CTMOPSET	Configure Opportunity Settings	cp711_ctmopset_001.zip
Projects	Contract Management	CTMOPPBU	Manage Opportunity Business Units	cp711_ctmoppbu_001.zip

## Major New Features and Enhancements in Costpoint 7.1.1

Domain	Module	Application ID	Application Name	Application File
Projects	Contract Management	CTMCLSRs	Manage Opportunity Closed Reasons	cp711_ctmclsr_001.zip
Projects	Contract Management	CTMRESP	Manage Opportunity Company Responsibilities	cp711_ctmresp_001.zip
Projects	Contract Management	CTMCTTYP	Manage Opportunity Contract Types	cp711_ctmcttyp_001.zip
Projects	Contract Management	CTMLOSS	Manage Opportunity Loss Reasons	cp711_ctmloss_001.zip
Projects	Contract Management	CTMSOURC	Manage Opportunity Sources	cp711_ctmsourc_001.zip
Projects	Contract Management	CTMSTAGE	Manage Opportunity Stages	cp711_ctmstage_001.zip
Projects	Contract Management	CTMOTYPE	Manage Opportunity Types	cp711_ctmotype_001.zip
Projects	Contract Management	CTMPROB	Manage Opportunity Win/Bid Probabilities	cp711_ctmprob_001.zip
Projects	Contract Management	CTMOPLAB	Manage Opportunity User-Defined Labels	cp711_ctmoplab_001.zip
Projects	Project Setup	PJMSETNG	Configure Project Settings	cp711_pjmsetng_009.zip
Projects	Project Setup	PJMMOD	Manage Modifications	cp711_pjmmod_003.zip
Projects	Project Setup	PJMBASIC	Manage Project User Flow	cp711_pjmbasic_023.zip
Projects	Project Setup	PJPPREP	Import Project Master Data	cp711_pjpprep_020.zip
Projects	Project Setup	PJPMADD	Mass Add Project Master Data	cp711_pjpmadd_007.zip
Projects	Project Inquiry and Reporting	PJRPROJ	Print Project Status Report	cp711_pjrproj_015.zip
Accounting	Accounts Receivable	ARMCUST	Manage Customers	cp711_armcust_003.zip
Accounting	Accounts Payable	APMSCSET	Manage Security Clearance Settings	cp711_apmscset_003.zip

## Major New Features and Enhancements in Costpoint 7.1.1

Domain	Module	Application ID	Application Name	Application File
Accounting	Accounts payable	APMCLRCD	Manage SCI/SAP Clearance Codes	cp711_apmclrcd_003.zip
Accounting	Accounts payable	APMVEND	Manage Vendors	cp711_apmvend_006.zip
Accounting	Accounts Payable	AOPUTLVU	Import Vendors	cp711_aoputlvu_014.zip
Accounting	Accounts Payable	APMVEMPL	Manage Vendor Employees	cp711_apmvempl_003.zip
Accounting	Accounts Payable	APPUTLVE	Import Vendor Employees	cp711_apputlve_009.zip
People	Employee	EMMUSITAR	Manage Employee Security	cp711_emmusitar_002.zip
Administration	System Administration	SYPSTNG	Rebuild Global Settings	cp711_sypstng_002.zip
Administration	System Administration	SYPCOMP	Set Up Company	cp711_sypcomp_017.zip

## De-supported Applications

### De-Supported Application in Costpoint 6.1, 7.0, and 7.0.1

The Ceridian Payroll Tax Service interface was de-supported by end of year 2013 in:

- Costpoint 6.1
- Costpoint 7.0
- Costpoint 7.0.1

### Allegro Interface

Allegro was acquired by Deltek in the mid-90's and officially de-supported in 1999. As such we have removed the database tables that are related to the Allegro Interface.

## Appendix

### Export Payroll Taxes File Layout

The following tables display the fields in each record on the export file that you can generate on the Export Payroll Taxes screen.

#### Header Record (Header Record)

Field #	Field	Required	Type	Notes
1	Record Indicator	Y	CHAR2	Header record
2	Company Identifier for Payroll Tax Service	Y	VARCHAR2 (25)	
3	File type	Y	CHAR1	T = Test L = Live
4	Data Type	Y	CHAR1	P = Periodic Q = Quarterly
5	Payroll Year	Required for Quarterly and Annual file	NUM4	
6	Quarter	Required for Quarterly file	NUM1	1, 2, 3, or 4
7	Reporting Start Date	Y	DATE	MMDDYYYY
8	Reporting End Date	Y	DATE	MMDDYYYY
9	Submitter Company Name	N	CHAR40	
10	Contact Name	N	CHAR50	
11	Contact Phone	N	CHAR20	
12	Contact E-mail	N	CHAR60	
13	Contact Fax	N	CHAR20	
14	File Date	Y	DATE	MMDDYYYY
15	File Time	Y	TIME	HHMMSS
16	Specification Version	Y	CHAR10	

## Group Header Record (Tax Service Group Header)

Field #	Field	Required	Type	Notes
1	Record Identifier	Y	VARCHAR (2)	GH: Group Header Record
2	Tax Service Company ID	Y	VARCHAR2 (25)	Screen or setting from other maintenance screen
3	Tax Service Group ID	Y	VARCHAR2 (25)	Identifying number for the paycheck/employee
4	Employer/Agent Identification Number (EIN)	Y	VARCHAR2 (30)	Tax ID
5	Employer Name	Y	VARCHAR2 (40)	
6	Employer Address Line 1 (Delivery Address)	Y	VARCHAR2 (40)	
7	Employer Address Line 2 (Location Address)	Y	VARCHAR2 (40)	
8	Employer City	Y	VARCHAR2 (25)	
9	Employer State Abbreviation	Required only if Country Code is USA	VARCHAR2 (15)	
10	Employer Country Code (U.S.)	Required if country is US or USA	VARCHAR2 (3)	
11	Employer Postal Code (U.S.)	Required only if Country Code is USA or US	VARCHAR2 (5)	
12	Employer Postal Code Extension (U.S.)	Required only if Country Code is USA or US	VARCHAR2 (4)	

## Appendix

Field #	Field	Required	Type	Notes
13	Employer Non-U.S. State/Province	Required only if Country Code is <u>not</u> USA	VARCHAR2 (15)	
14	Employer Non-U.S. Country Code	Required only if Country Code is <u>not</u> USA	VARCHAR2 (3)	
15	Employer Non-U.S. Postal Code	Required only if Country Code is <u>not</u> USA	VARCHAR2 (10)	
16	Kind of Employer	Y	VARCHAR2 (1)	F = Federal Government S = State and Local Governmental Employer T = Tax Exempt Employer Y = State and Local Tax Exempt Employer N = None Apply
17	Employer Employment Code	Y	VARCHAR2 (1)	Enter the appropriate employment code: A = Agriculture Form 943 H = Household Schedule H M = Military Form 941 Q = Medicare Qualified Government Employment Form 941 X = Railroad CT-1 F = Regular Form 944 R = Regular (all others) Form 941



Field #	Field	Required	Type	Notes
18	Dependent Health Insurance Provided (indicator)	Y	VARCHAR2 (1)	Y/N

### Check Date Record (Check Date)

Field #	Field	Required?	Type	Notes
1	Record Indicator	Y	VARCHAR2 (2)	CD: Check Date record
2	Tax Service Transmitter/Corporate ID	Y	VARCHAR2 (25)	Screen or setting from other maintenance screen
3	Tax Service Group ID	Y	VARCHAR2 (25)	Identifying number for the paycheck/employee
4	Employer/Agent Identification Number (EIN)	Y	VARCHAR2 (30)	Tax ID
5	Check Date	Required for Periodic File	DATE	

### Group Employee Record (Employee)

Field #	Field	Required?	Type	Notes
1	Record Indicator	Y	VARCHAR2 (2)	EE: Group Employee record
2	Tax Service Company ID	Y	VARCHAR2 (25)	Screen or setting from other maintenance screen
3	Tax Service Group ID	Y	VARCHAR2 (25)	Identifying number for the paycheck/employee
4	Employer/Agent Identification Number (EIN)	Y	VARCHAR2 (30)	Tax ID

Field #	Field	Required?	Type	Notes
5	Employee ID	Y	VARCHAR2 (12)	Unique identifier for the employee
6	Employee SSN/Control ID/W-2 Box a	Y	NUMBER (9)	
7	Employee Past SSN/Control ID #1		NUMBER (9)	
8	Tax Service Empl ID		VARCHAR2 (12)	
9	Employee Last Name	Y	VARCHAR2 (25)	
10	Employee First Name (W-2 Box e)	Y	VARCHAR2 (20)	
11	Employee Middle Name (W-2 Box e)		VARCHAR2 (10)	
12	Employee Birth Date	Y	DATE	
13	Employee Suffix (W-2 Box e)		VARCHAR2 (6)	
14	Second Last Name (Applies to Puerto Rico only)		VARCHAR2 (30)	
15	Employee Gender	Y	VARCHAR2 (1)	
16	Employee Sorting Code (can be used to designate sorting of W-2s)		VARCHAR2 (30)	
17	Employee Mailing Address Line 1 (W-2 Box f)		VARCHAR2 (30)	
18	Employee Mailing Address Line 2 (W-2 Box f)		VARCHAR2 (30)	
19	Employee Mailing City (W-2 Box f)		VARCHAR2 (25)	
20	Employee Mailing State/Province (W-2 Box f)	Required only if a U.S. Country is supplied for	VARCHAR2 (15)	

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Field #	Field	Required?	Type	Notes
		the employee		
21	Employee Mailing Country (W-2 Box f)	Required only if a State/ Province is supplied for the employee	VARCHAR2 (8)	
22	Employee Mailing Postal Code (W-2 Box f)		VARCHAR2 (5)	
23	Employee Mailing Postal Code Extension (W-2 Box f)		VARCHAR2 (4)	
24	Employee Foreign Province/State		VARCHAR2 (15)	
25	Employee Foreign Country		VARCHAR2 (8)	
26	Employee Foreign Postal Code		VARCHAR2 (10)	
27	Employee Hire Date		DATE	
28	Employee Rehire Date (this is the most recent past hire date)		DATE	
29	Termination Date		DATE	
30	Employee Pay Frequency		VARCHAR2 (1)	M = Monthly S = Semi-monthly W = Weekly B = Bi-weekly

Field #	Field	Required?	Type	Notes
31	Employee Hourly/Salaried Status		VARCHAR2 (1)	S = Salaried H = Hourly F = Salaried Fluctuating
32	Employee Type		VARCHAR2 (1)	P = Part Time R = Regular T = Temporary
33	Employee Projected Annual Hours		NUMBER (5)	
34	Employee Hourly Rate		NUMBER (10,4)	
35	Employee Annual Rate		NUMBER (10,2)	
36	Employee Health Care Flag		VARCHAR2 (1)	Y/N
37	Employee Guam Status		VARCHAR2 (1)	
38	Employee Class Code		VARCHAR2 (1)	C = Corporate Officer I = Inmate Worker J = JTPA Worker P = Partner S = Sole Proprietor V = Volunteer W = Welfare X = Independent Contractor N = No Class Code
39	Employee Corporate Officer Flag		VARCHAR2 (1)	
40	Employee Corporate Officer ID		VARCHAR2 (1)	P = President V = Vice President S = Secretary T = Treasurer O = Other N = Not applicable

Field #	Field	Required?	Type	Notes
41	Employee Probationary		VARCHAR2 (1)	Y/N
42	Employee U.S. Citizenship		VARCHAR2 (1)	1 = U.S. citizen 2 = Non-citizen with permanent residence ID card issued by USINS 3 = Alien holding temporary or indefinite work permit N = Not applicable
43	Employee Owner		VARCHAR2 (1)	
44	Seasonal Employee flag		VARCHAR2 (1)	Y or N
45	Exempt from FUTA		VARCHAR2 (1)	
46	Exempt from SUTA		VARCHAR2 (1)	
47	Exempt from Social Security W/H		VARCHAR2 (1)	
48	Exempt from Medicare W/H		VARCHAR2 (1)	
49	Retirement Plan Participant (W-2 Box 13)		VARCHAR2 (1)	
50	Statutory Employee (W-2 Box 13)		VARCHAR2( 1)	
51	Third Party Sick Pay (W-2 Box 13)		VARCHAR2( 1)	

## Tax Record Federal (Tax Federal)

Field #	Field	Required?	Type	Notes
1	Record Indicator	Y	VARCHAR2 (2)	ET: Employee Tax record
2	Tax Service Company ID	Y	VARCHAR2 (25)	Screen or setting from other maintenance screen
3	Tax Service Group ID	Y	VARCHAR2 (25)	Identifying number for the paycheck/employee
4	Employer/Agent Identification Number (EIN)	Y	VARCHAR2 (30)	Tax ID
5	Employee ID	Y	VARCHAR2 (12)	Unique identifier for the employee
6	Employee SSN	Y	NUMBER (9)	
7	Paycheck Type	Required for Periodic File	VARCHAR2 (1)	R = Regular B = Bonus V = Void (Reversal) W = Replacement X = Manually entered check Y = Manually entered check
8	Check Date	Required for Periodic File	DATE	MMDDYY
9	Check Number	Required for Periodic File	NUMBER (10,0)	
10	Deltek Tax Type	Y	VARCHAR2 (6)	FDEE = Federal Employee Withholding
11	Tax Code	N	VARCHAR2 (25)	Code used to identify the tax in the payroll tax product.
12	State	Required for State Withholding,	VARCHAR2 (2)	

Field #	Field	Required?	Type	Notes
		SUTA, FUTA Credit Reduction, and Local Withholding reporting		
13	Tax ID	Y	VARCHAR2 (30)	Tax Identification for the jurisdiction
14	CHECK Total Hours	Required for Periodic File	NUMBER (14,2)	
15	QTD Total Hours	Required for Periodic and Quarterly files	NUMBER (14,2)	
16	YTD Total Hours	Y	NUMBER (14,2)	
17	CHECK Gross Amount	Required for Periodic File	NUMBER (14,2)	
18	QTD Gross Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
19	YTD Gross Amount	Y	NUMBER (14,2)	
20	CHECK Exempt Amount	Required for Periodic File	NUMBER (14,2)	
21	QTD Exempt Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
22	YTD Exempt Amount	Y	NUMBER (14,2)	
23	CHECK Subject Amount	Required for FUTA and SUTA in the Periodic file	NUMBER (14,2)	
24	QTD Subject Amount	Required for FUTA and SUTA, in the	NUMBER (14,2)	

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Field #	Field	Required?	Type	Notes
		Periodic and Quarterly files		
25	YTD Subject Amount	Required for FUTA and SUTA	NUMBER (14,2)	
26	CHECK Taxable Amount	Required for Periodic File	NUMBER (14,2)	
27	QTD Taxable Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
28	YTD Taxable Amount	Y	NUMBER (14,2)	
29	CHECK Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction in the Periodic file	NUMBER (14,2)	
30	QTD Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction in the Periodic and Quarterly files	NUMBER (14,2)	
31	YTD Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction	NUMBER (14,2)	
32	Tax Rate (FUTA and SUTA only)	Required for FUTA, SUTA, and FUTA Credit Reduction	NUMBER (9,8)	Needed for FUTA, SUTA, PA-Local
33	CHECK Tax Amount	Required for Periodic File	NUMBER (14,2)	



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Field #	Field	Required?	Type	Notes
34	QTD Tax Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
35	YTD Tax Amount	Y	NUMBER (14,2)	
36	Month 1 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
37	Month 2 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
38	Month 3 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
39	Weeks Worked (Quarterly reporting)	Required for the Quarterly file	NUMBER (5,0)	Provided in Quarterly File only
40	Local Tax Type	Required for Local Tax reporting	VARCHAR2 (1)	C = City Income Tax D = County Income Tax' E = School District Income Tax F = Other Income Tax R = City Income Tax (Residence Only) L = Family Leave Insurance S = State Disability Insurance W = Supplemental Workforce Fund U = Unemployment/Health Care P = Workforce Dev Partnership Fund V = Local Services Tax

Field #	Field	Required?	Type	Notes
41	Local Ohio Tax Collection Agency	Required for Ohio Local reporting	VARCHAR2 (1)	R = RITA C = CCA N = Not applicable
42	Local Ohio School Code	Required for Ohio Local School Tax reporting	VARCHAR2 (20)	
43	Local Ohio City Code	Required for Ohio Local City Tax reporting	VARCHAR2 (20)	
44	Local Pennsylvania Worksite PSD Code	Required for Pennsylvania Local Tax reporting	VARCHAR2 (20)	
45	Employee Resident PSD Code		VARCHAR2 (15)	
46	Local Indiana County Code	Required for Indiana Local tax reporting	VARCHAR2 (20)	
47	Local Disability Insurance Type	N	VARCHAR2 (1)	S = State P = Private N = Not applicable
48	Local Family Leave Insurance Type	N	VARCHAR2 (1)	S = State P = Private N = Not applicable
49	CHECK Workers' Comp Class Code	N	VARCHAR2 (6)	
50	CHECK Worker's Comp Rate	N	NUMBER (6,4)	
51	CHECK Worker's Comp Hours	N	NUMBER (14,2)	
52	QTD Worker's Comp Hours	N	NUMBER (14,2)	
53	YTD Worker's Comp Hours	N	NUMBER (14,2)	

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Field #	Field	Required?	Type	Notes
54	QTD Educational Wage Amount	N	NUMBER (14,2)	
55	Employee Geographic Code		VARCHAR2 (2)	
56	Employee Occupational Code		VARCHAR2 (30)	
57	Employee Coverage Type		VARCHAR2 (1)	U = Unemployment Only W = Workers' Comp Only B = Both N = Not applicable
58	Employee Wage Plan Code		VARCHAR2 (1)	U = UI Covered Under State and DI Covered Under Voluntary Plan J = DI Covered Under State & Exempt from UI L = Covered Under Voluntary Plan for DI Only R = UI Covered Under State & Exempt from DI A = Covered Under State Plan for UI (Public Entity Employees Only) P = Covered for Personal Income Tax Only N = Not applicable
59	Employee Worksite Number/Reporting Unit Number		NUMBER (5,0)	
60	Employee Seasonal Employee (Optical) Code		VARCHAR2 (2)	
61	CHECK Severance Wages	Required for Periodic File	NUMBER (14,2)	
62	QTD Severance Wages	Required for Periodic and	NUMBER (14,2)	

Field #	Field	Required?	Type	Notes
		Quarterly files		
63	YTD Severance Wages	Y	NUMBER (14,2)	
64	CHECK Federal-Non-Taxable Sick Pay Wages	Required for Periodic File	NUMBER (14,2)	
65	QTD Federal-Non-Taxable Sick Pay Wages	Required for Periodic and Quarterly files	NUMBER (14,2)	
66	YTD Federal-Non-Taxable Sick Pay Wages	Y	NUMBER (14,2)	
67	QTD Employer-Paid Health Insurance Premium	Required for Quarterly file	NUMBER (14,2)	
68	W-2 Dependent Care Benefits (W-2 Box 10)	W-2 file only	NUMBER(14,2)	
69	W-2 Box 11 Amount (Nonqualified Plans)	W-2 file only	NUMBER(14,2)	

## Tax Record - Employee Social Security Withholding (TAX-SS WH)

Field #	Field	Required?	Type	Notes
1	Record Indicator	Y	VARCHAR2 (2)	ET: Employee Tax record
2	Tax Service Company ID	Y	VARCHAR2 (25)	Screen or setting from other maintenance screen
3	Tax Service Group ID	Y	VARCHAR2 (25)	Identifying number for the paycheck/employee
4	Employer/Agent Identification Number (EIN)	Y	VARCHAR2 (30)	Tax ID
5	Employee ID	Y	VARCHAR2 (12)	Unique identifier for the employee

Field #	Field	Required?	Type	Notes
6	Employee SSN	Y	NUMBER (9)	
7	Paycheck Type	Required for Periodic File	VARCHAR2 (1)	R = Regular B = Bonus V = Void (Reversal) W = Replacement X = Manually entered check Y = Manually entered check
8	Check Date	Required for Periodic File	DATE	MMDDYY
9	Check Number	Required for Periodic File	NUMBER (10,0)	
10	Deltek Tax Type	Y	VARCHAR2 (6)	SSEE = Social Security Employee Withholding
11	Tax Code	N	VARCHAR2 (25)	Code used to identify the tax in the payroll tax product.
12	State	Required for State Withholding, SUTA, FUTA Credit Reduction, and Local Withholding reporting	VARCHAR2 (2)	
13	Tax ID	Y	VARCHAR2 (30)	Tax Identification for the jurisdiction
14	CHECK Total Hours	Required for Periodic File	NUMBER (14,2)	
15	QTD Total Hours	Required for Periodic and Quarterly files	NUMBER (14,2)	
16	YTD Total Hours	Y	NUMBER (14,2)	

Field #	Field	Required?	Type	Notes
17	CHECK Gross Amount	Required for Periodic File	NUMBER (14,2)	
18	QTD Gross Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
19	YTD Gross Amount	Y	NUMBER (14,2)	
20	CHECK Exempt Amount	Required for Periodic File	NUMBER (14,2)	
21	QTD Exempt Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
22	YTD Exempt Amount	Y	NUMBER (14,2)	
23	CHECK Subject Amount	Required for FUTA and SUTA in the Periodic file	NUMBER (14,2)	
24	QTD Subject Amount	Required for FUTA and SUTA, in the Periodic and Quarterly files	NUMBER (14,2)	
25	YTD Subject Amount	Required for FUTA and SUTA	NUMBER (14,2)	
26	CHECK Taxable Amount	Required for Periodic File	NUMBER (14,2)	
27	QTD Taxable Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
28	YTD Taxable Amount	Y	NUMBER (14,2)	

Field #	Field	Required?	Type	Notes
29	CHECK Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction in the Periodic file	NUMBER (14,2)	
30	QTD Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction in the Periodic and Quarterly files	NUMBER (14,2)	
31	YTD Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction	NUMBER (14,2)	
32	Tax Rate (FUTA and SUTA only)	Required for FUTA, SUTA, and FUTA Credit Reduction	NUMBER (9,8)	Needed for FUTA, SUTA, PA-Local
33	CHECK Tax Amount	Required for Periodic File	NUMBER (14,2)	
34	QTD Tax Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
35	YTD Tax Amount	Y	NUMBER (14,2)	
36	Month 1 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
37	Month 2 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only

Field #	Field	Required?	Type	Notes
38	Month 3 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
39	Weeks Worked (Quarterly reporting)	Required for the Quarterly file	NUMBER (5,0)	Provided in Quarterly File only
40	Local Tax Type	Required for Local Tax reporting	VARCHAR2 (1)	C = City Income Tax D = County Income Tax' E = School District Income Tax F = Other Income Tax R = City Income Tax (Residence Only) L = Family Leave Insurance S = State Disability Insurance W = Supplemental Workforce Fund U = Unemployment/Health Care P = Workforce Dev Partnership Fund V = Local Services Tax
41	Local Ohio Tax Collection Agency	Required for Ohio Local reporting	VARCHAR2 (1)	R = RITA C = CCA N = Not applicable
42	Local Ohio School Code	Required for Ohio Local School Tax reporting	VARCHAR2 (20)	
43	Local Ohio City Code	Required for Ohio Local City Tax reporting	VARCHAR2 (20)	
44	Local Pennsylvania Worksite PSD Code	Required for Pennsylvania Local Tax reporting	VARCHAR2 (20)	



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Field #	Field	Required?	Type	Notes
45	Employee Resident PSD Code		VARCHAR2 (15)	
46	Local Indiana County Code	Required for Indiana Local tax reporting	VARCHAR2 (20)	
47	Local Disability Insurance Type	N	VARCHAR2 (1)	S = State P = Private N = Not applicable
48	Local Family Leave Insurance Type	N	VARCHAR2 (1)	S = State P = Private N = Not applicable
49	CHECK Workers' Comp Class Code	N	VARCHAR2 (6)	
50	CHECK Worker's Comp Rate	N	NUMBER (6,4)	
51	CHECK Worker's Comp Hours	N	NUMBER (14,2)	
52	QTD Worker's Comp Hours	N	NUMBER (14,2)	
53	YTD Worker's Comp Hours	N	NUMBER (14,2)	
54	QTD Educational Wage Amount	N	NUMBER (14,2)	
55	Employee Geographic Code		VARCHAR2 (2)	
56	Employee Occupational Code		VARCHAR2 (30)	
57	Employee Coverage Type		VARCHAR2 (1)	U = Unemployment Only W = Workers' Comp Only B = Both N = Not applicable
58	Employee Wage Plan Code		VARCHAR2 (1)	U = UI Covered Under State and DI Covered Under Voluntary Plan J = DI Covered

Field #	Field	Required?	Type	Notes
				Under State & Exempt from UI L = Covered Under Voluntary Plan for DI Only R = UI Covered Under State & Exempt from DI A = Covered Under State Plan for UI (Public Entity Employees Only) P = Covered for Personal Income Tax Only N = Not applicable
59	Employee Worksite Number/Reporting Unit Number		NUMBER (5,0)	
60	Employee Seasonal Employee (Optical) Code		VARCHAR2 (2)	
61	CHECK Severance Wages	Required for Periodic File	NUMBER (14,2)	
62	QTD Severance Wages	Required for Periodic and Quarterly files	NUMBER (14,2)	
63	YTD Severance Wages	Y	NUMBER (14,2)	
64	CHECK Federal-Non-Taxable Sick Pay Wages	Required for Periodic File	NUMBER (14,2)	
65	QTD Federal-Non-Taxable Sick Pay Wages	Required for Periodic and Quarterly files	NUMBER (14,2)	
66	YTD Federal-Non-Taxable Sick Pay Wages	Y	NUMBER (14,2)	
67	QTD Employer-Paid Health Insurance Premium	Required for Quarterly file	NUMBER (14,2)	
68	W-2 Dependent Care Benefits (W-2 Box 10)	W-2 file only	NUMBER(14,2)	

Field #	Field	Required?	Type	Notes
69	W-2 Box 11 Amount (Nonqualified Plans)	W-2 file only	NUMBER(14,2)	

## Tax Record - Social Security Employer Tax (TAX-SS ER)



The Social Security Employer record is not required for W-2 files. Please refer to the [W-2 File Format](#) section for more information.

Field #	Field	Required?	Type	Notes
1	Record Indicator	Y	VARCHAR2 (2)	ET: Employee Tax record
2	Tax Service Company ID	Y	VARCHAR2 (25)	Screen or setting from other maintenance screen
3	Tax Service Group ID	Y	VARCHAR2 (25)	Identifying number for the paycheck/ employee
4	Employer/Agent Identification Number (EIN)	Y	VARCHAR2 (30)	Tax ID
5	Employee ID	Y	VARCHAR2 (12)	Unique identifier for the employee
6	Employee SSN	Y	NUMBER (9)	
7	Paycheck Type	Required for Periodic File	VARCHAR2 (1)	R = Regular B = Bonus V = Void (Reversal) W = Replacement X = Manually entered check Y = Manually entered check
8	Check Date	Required for Periodic File	DATE	MMDDYY
9	Check Number	Required for Periodic File	NUMBER (10,0)	

Field #	Field	Required?	Type	Notes
10	Deltek Tax Type	Y	VARCHAR2 (6)	SSER = Social Security Employer Tax
11	Tax Code	N	VARCHAR2 (25)	Code used to identify the tax in the payroll tax product.
12	State	Required for State Withholding, SUTA, FUTA Credit Reduction, and Local Withholding reporting	VARCHAR2 (2)	
13	Tax ID	Y	VARCHAR2 (30)	Tax Identification for the jurisdiction
14	CHECK Total Hours	Required for Periodic File	NUMBER (14,2)	
15	QTD Total Hours	Required for Periodic and Quarterly files	NUMBER (14,2)	
16	YTD Total Hours	Y	NUMBER (14,2)	
17	CHECK Gross Amount	Required for Periodic File	NUMBER (14,2)	
18	QTD Gross Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
19	YTD Gross Amount	Y	NUMBER (14,2)	
20	CHECK Exempt Amount	Required for Periodic File	NUMBER (14,2)	
21	QTD Exempt Amount	Required for Periodic and	NUMBER (14,2)	

Field #	Field	Required?	Type	Notes
		Quarterly files		
22	YTD Exempt Amount	Y	NUMBER (14,2)	
23	CHECK Subject Amount	Required for FUTA and SUTA in the Periodic file	NUMBER (14,2)	
24	QTD Subject Amount	Required for FUTA and SUTA, in the Periodic and Quarterly files	NUMBER (14,2)	
25	YTD Subject Amount	Required for FUTA and SUTA	NUMBER (14,2)	
26	CHECK Taxable Amount	Required for Periodic File	NUMBER (14,2)	
27	QTD Taxable Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
28	YTD Taxable Amount	Y	NUMBER (14,2)	
29	CHECK Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction in the Periodic file	NUMBER (14,2)	
30	QTD Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction in the Periodic and Quarterly files	NUMBER (14,2)	

Field #	Field	Required?	Type	Notes
31	YTD Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction	NUMBER (14,2)	
32	Tax Rate (FUTA and SUTA only)	Required for FUTA, SUTA, and FUTA Credit Reduction	NUMBER (9,8)	Needed for FUTA, SUTA, PA-Local
33	CHECK Tax Amount	Required for Periodic File	NUMBER (14,2)	
34	QTD Tax Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
35	YTD Tax Amount	Y	NUMBER (14,2)	
36	Month 1 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
37	Month 2 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
38	Month 3 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
39	Weeks Worked (Quarterly reporting)	Required for the Quarterly file	NUMBER (5,0)	Provided in Quarterly File only
40	Local Tax Type	Required for Local Tax reporting	VARCHAR2 (1)	C = City Income Tax D = County Income Tax' E = School District Income Tax F = Other Income Tax R = City Income Tax (Residence Only) L = Family Leave

Field #	Field	Required?	Type	Notes
				Insurance S = State Disability Insurance W = Supplemental Workforce Fund U = Unemployment/Health Care P = Workforce Dev Partnership Fund V = Local Services Tax
41	Local Ohio Tax Collection Agency	Required for Ohio Local reporting	VARCHAR2 (1)	R = RITA C = CCA N = Not applicable
42	Local Ohio School Code	Required for Ohio Local School Tax reporting	VARCHAR2 (20)	
43	Local Ohio City Code	Required for Ohio Local City Tax reporting	VARCHAR2 (20)	
44	Local Pennsylvania Worksite PSD Code	Required for Pennsylvania Local Tax reporting	VARCHAR2 (20)	
45	Employee Resident PSD Code		VARCHAR2 (15)	
46	Local Indiana County Code	Required for Indiana Local tax reporting	VARCHAR2 (20)	
47	Local Disability Insurance Type	N	VARCHAR2 (1)	S = State P = Private N = Not applicable
48	Local Family Leave Insurance Type	N	VARCHAR2 (1)	S = State P = Private N = Not applicable
49	CHECK Workers' Comp Class Code	N	VARCHAR2 (6)	

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Field #	Field	Required?	Type	Notes
50	CHECK Worker's Comp Rate	N	NUMBER (6,4)	
51	CHECK Worker's Comp Hours	N	NUMBER (14,2)	
52	QTD Worker's Comp Hours	N	NUMBER (14,2)	
53	YTD Worker's Comp Hours	N	NUMBER (14,2)	
54	QTD Educational Wage Amount	N	NUMBER (14,2)	
55	Employee Geographic Code		VARCHAR2 (2)	
56	Employee Occupational Code		VARCHAR2 (30)	
57	Employee Coverage Type		VARCHAR2 (1)	U = Unemployment Only W = Workers' Comp Only B = Both N = Not applicable
58	Employee Wage Plan Code		VARCHAR2 (1)	U = UI Covered Under State and DI Covered Under Voluntary Plan J = DI Covered Under State & Exempt from UI L = Covered Under Voluntary Plan for DI Only R = UI Covered Under State & Exempt from DI A = Covered Under State Plan for UI (Public Entity Employees Only) P = Covered for Personal Income Tax Only N = Not applicable



Field #	Field	Required?	Type	Notes
59	Employee Worksite Number/Reporting Unit Number		NUMBER (5,0)	
60	Employee Seasonal Employee (Optical) Code		VARCHAR2 (2)	
61	CHECK Severance Wages	Required for Periodic File	NUMBER (14,2)	
62	QTD Severance Wages	Required for Periodic and Quarterly files	NUMBER (14,2)	
63	YTD Severance Wages	Y	NUMBER (14,2)	
64	CHECK Federal-Non-Taxable Sick Pay Wages	Required for Periodic File	NUMBER (14,2)	
65	QTD Federal-Non-Taxable Sick Pay Wages	Required for Periodic and Quarterly files	NUMBER (14,2)	
66	YTD Federal-Non-Taxable Sick Pay Wages	Y	NUMBER (14,2)	
67	QTD Employer-Paid Health Insurance Premium	Required for Quarterly file	NUMBER (14,2)	
68	W-2 Dependent Care Benefits (W-2 Box 10)	W-2 file only	NUMBER(14, 2)	
69	W-2 Box 11 Amount (Nonqualified Plans)	W-2 file only	NUMBER(14, 2)	

## Tax Record - Employee Medicare Withholding (TAX-EE MDCR)

Field #	Field	Required?	Type	Notes
1	Record Indicator	Y	VARCHAR2 (2)	ET: Employee Tax record
2	Tax Service Company ID	Y	VARCHAR2 (25)	Screen or setting from other maintenance screen

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Field #	Field	Required?	Type	Notes
3	Tax Service Group ID	Y	VARCHAR2 (25)	Identifying number for the paycheck/employee
4	Employer/Agent Identification Number (EIN)	Y	VARCHAR2 (30)	Tax ID
5	Employee ID	Y	VARCHAR2 (12)	Unique identifier for the employee
6	Employee SSN	Y	NUMBER (9)	
7	Paycheck Type	Required for Periodic File	VARCHAR2 (1)	R = Regular B = Bonus V = Void (Reversal) W = Replacement X = Manually entered check Y = Manually entered check
8	Check Date	Required for Periodic File	DATE	MMDDYY
9	Check Number	Required for Periodic File	NUMBER (10,0)	
10	Deltek Tax Type	Y	VARCHAR2 (6)	MDEE = Medicare Employee Withholding
11	Tax Code	N	VARCHAR2 (25)	Code used to identify the tax in the payroll tax product.
12	State	Required for State Withholding, SUTA, FUTA Credit Reduction, and Local Withholding reporting	VARCHAR2 (2)	
13	Tax ID	Y	VARCHAR2 (30)	Tax Identification for the jurisdiction

Field #	Field	Required?	Type	Notes
14	CHECK Total Hours	Required for Periodic File	NUMBER (14,2)	
15	QTD Total Hours	Required for Periodic and Quarterly files	NUMBER (14,2)	
16	YTD Total Hours	Y	NUMBER (14,2)	
17	CHECK Gross Amount	Required for Periodic File	NUMBER (14,2)	
18	QTD Gross Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
19	YTD Gross Amount	Y	NUMBER (14,2)	
20	CHECK Exempt Amount	Required for Periodic File	NUMBER (14,2)	
21	QTD Exempt Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
22	YTD Exempt Amount	Y	NUMBER (14,2)	
23	CHECK Subject Amount	Required for FUTA and SUTA in the Periodic file	NUMBER (14,2)	
24	QTD Subject Amount	Required for FUTA and SUTA, in the Periodic and Quarterly files	NUMBER (14,2)	
25	YTD Subject Amount	Required for FUTA and SUTA	NUMBER (14,2)	

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Field #	Field	Required?	Type	Notes
26	CHECK Taxable Amount	Required for Periodic File	NUMBER (14,2)	
27	QTD Taxable Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
28	YTD Taxable Amount	Y	NUMBER (14,2)	
29	CHECK Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction in the Periodic file	NUMBER (14,2)	
30	QTD Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction in the Periodic and Quarterly files	NUMBER (14,2)	
31	YTD Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction	NUMBER (14,2)	
32	Tax Rate (FUTA and SUTA only)	Required for FUTA, SUTA, and FUTA Credit Reduction	NUMBER (9,8)	Needed for FUTA, SUTA, PA-Local
33	CHECK Tax Amount	Required for Periodic File	NUMBER (14,2)	
34	QTD Tax Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	

Field #	Field	Required?	Type	Notes
35	YTD Tax Amount	Y	NUMBER (14,2)	
36	Month 1 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
37	Month 2 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
38	Month 3 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
39	Weeks Worked (Quarterly reporting)	Required for the Quarterly file	NUMBER (5,0)	Provided in Quarterly File only
40	Local Tax Type	Required for Local Tax reporting	VARCHAR2 (1)	C = City Income Tax D = County Income Tax' E = School District Income Tax F = Other Income Tax R = City Income Tax (Residence Only) L = Family Leave Insurance S = State Disability Insurance W = Supplemental Workforce Fund U = Unemployment/Health Care P = Workforce Dev Partnership Fund V = Local Services Tax
41	Local Ohio Tax Collection Agency	Required for Ohio Local reporting	VARCHAR2 (1)	R = RITA C = CCA N = Not applicable
42	Local Ohio School Code	Required for Ohio Local	VARCHAR2 (20)	

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Field #	Field	Required?	Type	Notes
		School Tax reporting		
43	Local Ohio City Code	Required for Ohio Local City Tax reporting	VARCHAR2 (20)	
44	Local Pennsylvania Worksite PSD Code	Required for Pennsylvania Local Tax reporting	VARCHAR2 (20)	
45	Employee Resident PSD Code		VARCHAR2 (15)	
46	Local Indiana County Code	Required for Indiana Local tax reporting	VARCHAR2 (20)	
47	Local Disability Insurance Type	N	VARCHAR2 (1)	S = State P = Private N = Not applicable
48	Local Family Leave Insurance Type	N	VARCHAR2 (1)	S = State P = Private N = Not applicable
49	CHECK Workers' Comp Class Code	N	VARCHAR2 (6)	
50	CHECK Worker's Comp Rate	N	NUMBER (6,4)	
51	CHECK Worker's Comp Hours	N	NUMBER (14,2)	
52	QTD Worker's Comp Hours	N	NUMBER (14,2)	
53	YTD Worker's Comp Hours	N	NUMBER (14,2)	
54	QTD Educational Wage Amount	N	NUMBER (14,2)	
55	Employee Geographic Code		VARCHAR2 (2)	
56	Employee Occupational Code		VARCHAR2 (30)	

Field #	Field	Required?	Type	Notes
57	Employee Coverage Type		VARCHAR2 (1)	U = Unemployment Only W = Workers' Comp Only B = Both N = Not applicable
58	Employee Wage Plan Code		VARCHAR2 (1)	U = UI Covered Under State and DI Covered Under Voluntary Plan J = DI Covered Under State & Exempt from UI L = Covered Under Voluntary Plan for DI Only R = UI Covered Under State & Exempt from DI A = Covered Under State Plan for UI (Public Entity Employees Only) P = Covered for Personal Income Tax Only N = Not applicable
59	Employee Worksite Number/Reporting Unit Number		NUMBER (5,0)	
60	Employee Seasonal Employee (Optical) Code		VARCHAR2 (2)	
61	CHECK Severance Wages	Required for Periodic File	NUMBER (14,2)	
62	QTD Severance Wages	Required for Periodic and Quarterly files	NUMBER (14,2)	
63	YTD Severance Wages	Y	NUMBER (14,2)	
64	CHECK Federal-Non-Taxable Sick Pay Wages	Required for Periodic File	NUMBER (14,2)	

Field #	Field	Required?	Type	Notes
65	QTD Federal-Non-Taxable Sick Pay Wages	Required for Periodic and Quarterly files	NUMBER (14,2)	
66	YTD Federal-Non-Taxable Sick Pay Wages	Y	NUMBER (14,2)	
67	QTD Employer-Paid Health Insurance Premium	Required for Quarterly file	NUMBER (14,2)	
68	W-2 Dependent Care Benefits (W-2 Box 10)	W-2 file only	NUMBER(14,2)	
69	W-2 Box 11 Amount (Nonqualified Plans)	W-2 file only	NUMBER(14,2)	

## Tax Record - Employee Additional Medicare Withholding (TAX-EE ADD MDCR)



The Employee Additional Medicare Withholding record is not required for W-2 files. Please refer to the [W-2 File Format](#) section for more information.

Field #	Field	Required?	Type	Notes
1	Record Indicator	Y	VARCHAR2 (2)	ET: Employee Tax record
2	Tax Service Company ID	Y	VARCHAR2 (25)	Screen or setting from other maintenance screen
3	Tax Service Group ID	Y	VARCHAR2 (25)	Identifying number for the paycheck/employee
4	Employer/Agent Identification Number (EIN)	Y	VARCHAR2 (30)	Tax ID
5	Employee ID	Y	VARCHAR2 (12)	Unique identifier for the employee
6	Employee SSN	Y	NUMBER (9)	



Field #	Field	Required?	Type	Notes
7	Paycheck Type	Required for Periodic File	VARCHAR2 (1)	R = Regular B = Bonus V = Void (Reversal) W = Replacement X = Manually entered check Y = Manually entered check
8	Check Date	Required for Periodic File	DATE	MMDDYY
9	Check Number	Required for Periodic File	NUMBER (10,0)	
10	Deltek Tax Type	Y	VARCHAR2 (6)	AMEE = Medicare Additional Employee Withholding
11	Tax Code	N	VARCHAR2 (25)	Code used to identify the tax in the payroll tax product.
12	State	Required for State Withholding, SUTA, FUTA Credit Reduction, and Local Withholding reporting	VARCHAR2 (2)	
13	Tax ID	Y	VARCHAR2 (30)	Tax Identification for the jurisdiction
14	CHECK Total Hours	Required for Periodic File	NUMBER (14,2)	
15	QTD Total Hours	Required for Periodic and Quarterly files	NUMBER (14,2)	
16	YTD Total Hours	Y	NUMBER (14,2)	

Field #	Field	Required?	Type	Notes
17	CHECK Gross Amount	Required for Periodic File	NUMBER (14,2)	
18	QTD Gross Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
19	YTD Gross Amount	Y	NUMBER (14,2)	
20	CHECK Exempt Amount	Required for Periodic File	NUMBER (14,2)	
21	QTD Exempt Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
22	YTD Exempt Amount	Y	NUMBER (14,2)	
23	CHECK Subject Amount	Required for FUTA and SUTA in the Periodic file	NUMBER (14,2)	
24	QTD Subject Amount	Required for FUTA and SUTA, in the Periodic and Quarterly files	NUMBER (14,2)	
25	YTD Subject Amount	Required for FUTA and SUTA	NUMBER (14,2)	
26	CHECK Taxable Amount	Required for Periodic File	NUMBER (14,2)	
27	QTD Taxable Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
28	YTD Taxable Amount	Y	NUMBER (14,2)	

Field #	Field	Required?	Type	Notes
29	CHECK Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction in the Periodic file	NUMBER (14,2)	
30	QTD Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction in the Periodic and Quarterly files	NUMBER (14,2)	
31	YTD Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction	NUMBER (14,2)	
32	Tax Rate (FUTA and SUTA only)	Required for FUTA, SUTA, and FUTA Credit Reduction	NUMBER (9,8)	Needed for FUTA, SUTA, PA-Local
33	CHECK Tax Amount	Required for Periodic File	NUMBER (14,2)	
34	QTD Tax Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
35	YTD Tax Amount	Y	NUMBER (14,2)	
36	Month 1 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
37	Month 2 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only

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Field #	Field	Required?	Type	Notes
38	Month 3 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
39	Weeks Worked (Quarterly reporting)	Required for the Quarterly file	NUMBER (5,0)	Provided in Quarterly File only
40	Local Tax Type	Required for Local Tax reporting	VARCHAR2 (1)	C = City Income Tax D = County Income Tax' E = School District Income Tax F = Other Income Tax R = City Income Tax (Residence Only) L = Family Leave Insurance S = State Disability Insurance W = Supplemental Workforce Fund U = Unemployment/Health Care P = Workforce Dev Partnership Fund V = Local Services Tax
41	Local Ohio Tax Collection Agency	Required for Ohio Local reporting	VARCHAR2 (1)	R = RITA C = CCA N = Not applicable
42	Local Ohio School Code	Required for Ohio Local School Tax reporting	VARCHAR2 (20)	
43	Local Ohio City Code	Required for Ohio Local City Tax reporting	VARCHAR2 (20)	
44	Local Pennsylvania Worksite PSD Code	Required for Pennsylvania Local Tax reporting	VARCHAR2 (20)	

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Field #	Field	Required?	Type	Notes
45	Employee Resident PSD Code		VARCHAR2 (15)	
46	Local Indiana County Code	Required for Indiana Local tax reporting	VARCHAR2 (20)	
47	Local Disability Insurance Type	N	VARCHAR2 (1)	S = State P = Private N = Not applicable
48	Local Family Leave Insurance Type	N	VARCHAR2 (1)	S = State P = Private N = Not applicable
49	CHECK Workers' Comp Class Code	N	VARCHAR2 (6)	
50	CHECK Worker's Comp Rate	N	NUMBER (6,4)	
51	CHECK Worker's Comp Hours	N	NUMBER (14,2)	
52	QTD Worker's Comp Hours	N	NUMBER (14,2)	
53	YTD Worker's Comp Hours	N	NUMBER (14,2)	
54	QTD Educational Wage Amount	N	NUMBER (14,2)	
55	Employee Geographic Code		VARCHAR2 (2)	
56	Employee Occupational Code		VARCHAR2 (30)	
57	Employee Coverage Type		VARCHAR2 (1)	U = Unemployment Only W = Workers' Comp Only B = Both N = Not applicable
58	Employee Wage Plan Code		VARCHAR2 (1)	U = UI Covered Under State and DI Covered Under Voluntary Plan J = DI Covered

Field #	Field	Required?	Type	Notes
				Under State & Exempt from UI L = Covered Under Voluntary Plan for DI Only R = UI Covered Under State & Exempt from DI A = Covered Under State Plan for UI (Public Entity Employees Only) P = Covered for Personal Income Tax Only N = Not applicable
59	Employee Worksite Number/Reporting Unit Number		NUMBER (5,0)	
60	Employee Seasonal Employee (Optical) Code		VARCHAR2 (2)	
61	CHECK Severance Wages	Required for Periodic File	NUMBER (14,2)	
62	QTD Severance Wages	Required for Periodic and Quarterly files	NUMBER (14,2)	
63	YTD Severance Wages	Y	NUMBER (14,2)	
64	CHECK Federal-Non-Taxable Sick Pay Wages	Required for Periodic File	NUMBER (14,2)	
65	QTD Federal-Non-Taxable Sick Pay Wages	Required for Periodic and Quarterly files	NUMBER (14,2)	
66	YTD Federal-Non-Taxable Sick Pay Wages	Y	NUMBER (14,2)	
67	QTD Employer-Paid Health Insurance Premium	Required for Quarterly file	NUMBER (14,2)	
68	W-2 Dependent Care Benefits (W-2 Box 10)	W-2 file only	NUMBER(14, 2)	

Field #	Field	Required?	Type	Notes
69	W-2 Box 11 Amount (Nonqualified Plans)	W-2 file only	NUMBER(14, 2)	

## Tax Record - Employer Medicare Tax (TAX-ER MDCR)



The Employer Medicare Tax record is not required for W-2 files. Please refer to the [W-2 File Format](#) section for more information.

Field #	Field	Required?	Type	Notes
1	Record Indicator	Y	VARCHAR2 (2)	ET: Employee Tax record
2	Tax Service Company ID	Y	VARCHAR2 (25)	Screen or setting from other maintenance screen
3	Tax Service Group ID	Y	VARCHAR2 (25)	Identifying number for the paycheck/employee
4	Employer/Agent Identification Number (EIN)	Y	VARCHAR2 (30)	Tax ID
5	Employee ID	Y	VARCHAR2 (12)	Unique identifier for the employee
6	Employee SSN	Y	NUMBER (9)	
7	Paycheck Type	Required for Periodic File	VARCHAR2 (1)	R = Regular B = Bonus V = Void (Reversal) W = Replacement X = Manually entered check Y = Manually entered check
8	Check Date	Required for Periodic File	DATE	MMDDYY

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Field #	Field	Required?	Type	Notes
9	Check Number	Required for Periodic File	NUMBER (10,0)	
10	Deltek Tax Type	Y	VARCHAR2 (6)	MDER = Medicare Employer Tax
11	Tax Code	N	VARCHAR2 (25)	Code used to identify the tax in the payroll tax product.
12	State	Required for State Withholding, SUTA, FUTA Credit Reduction, and Local Withholding reporting	VARCHAR2 (2)	
13	Tax ID	Y	VARCHAR2 (30)	Tax Identification for the jurisdiction
14	CHECK Total Hours	Required for Periodic File	NUMBER (14,2)	
15	QTD Total Hours	Required for Periodic and Quarterly files	NUMBER (14,2)	
16	YTD Total Hours	Y	NUMBER (14,2)	
17	CHECK Gross Amount	Required for Periodic File	NUMBER (14,2)	



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Field #	Field	Required?	Type	Notes
18	QTD Gross Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
19	YTD Gross Amount	Y	NUMBER (14,2)	
20	CHECK Exempt Amount	Required for Periodic File	NUMBER (14,2)	
21	QTD Exempt Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	

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Field #	Field	Required?	Type	Notes
22	YTD Exempt Amount	Y	NUMBER (14,2)	
23	CHECK Subject Amount	Required for FUTA and SUTA in the Periodic file	NUMBER (14,2)	
24	QTD Subject Amount	Required for FUTA and SUTA, in the Periodic and Quarterly files	NUMBER (14,2)	
25	YTD Subject Amount	Required for FUTA and SUTA	NUMBER (14,2)	
26	CHECK Taxable Amount	Required for Periodic File	NUMBER (14,2)	
27	QTD Taxable Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	

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Field #	Field	Required?	Type	Notes
28	YTD Taxable Amount	Y	NUMBER (14,2)	
29	CHECK Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction in the Periodic file	NUMBER (14,2)	
30	QTD Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction in the Periodic and Quarterly files	NUMBER (14,2)	
31	YTD Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction	NUMBER (14,2)	
32	Tax Rate (FUTA and SUTA only)	Required for FUTA, SUTA, and FUTA Credit Reduction	NUMBER (9,8)	Needed for FUTA, SUTA, PA-Local
33	CHECK Tax Amount	Required for Periodic File	NUMBER (14,2)	

Field #	Field	Required?	Type	Notes
34	QTD Tax Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
35	YTD Tax Amount	Y	NUMBER (14,2)	
36	Month 1 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
37	Month 2 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
38	Month 3 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
39	Weeks Worked (Quarterly reporting)	Required for the Quarterly file	NUMBER (5,0)	Provided in Quarterly File only

Field #	Field	Required?	Type	Notes
40	Local Tax Type	Required for Local Tax reporting	VARCHAR2 (1)	C = City Income Tax D = County Income Tax' E = School District Income Tax F = Other Income Tax R = City Income Tax (Residence Only) L = Family Leave Insurance S = State Disability Insurance W = Supplemental Workforce Fund U = Unemployment/Health Care P = Workforce Dev Partnership Fund V = Local Services Tax
41	Local Ohio Tax Collection Agency	Required for Ohio Local reporting	VARCHAR2 (1)	R = RITA C = CCA N = Not applicable
42	Local Ohio School Code	Required for Ohio Local School Tax reporting	VARCHAR2 (20)	
43	Local Ohio City Code	Required for Ohio Local City Tax reporting	VARCHAR2 (20)	
44	Local Pennsylvania Worksite PSD Code	Required for Pennsylvania Local Tax reporting	VARCHAR2 (20)	
45	Employee Resident PSD Code		VARCHAR2 (15)	
46	Local Indiana County Code	Required for Indiana Local tax reporting	VARCHAR2 (20)	

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Field #	Field	Required?	Type	Notes
47	Local Disability Insurance Type	N	VARCHAR2 (1)	S = State P = Private N = Not applicable
48	Local Family Leave Insurance Type	N	VARCHAR2 (1)	S = State P = Private N = Not applicable
49	CHECK Workers' Comp Class Code	N	VARCHAR2 (6)	
50	CHECK Worker's Comp Rate	N	NUMBER (6,4)	
51	CHECK Worker's Comp Hours	N	NUMBER (14,2)	
52	QTD Worker's Comp Hours	N	NUMBER (14,2)	
53	YTD Worker's Comp Hours	N	NUMBER (14,2)	
54	QTD Educational Wage Amount	N	NUMBER (14,2)	
55	Employee Geographic Code		VARCHAR2 (2)	
56	Employee Occupational Code		VARCHAR2 (30)	
57	Employee Coverage Type		VARCHAR2 (1)	U = Unemployment Only W = Workers' Comp Only B = Both N = Not applicable
58	Employee Wage Plan Code		VARCHAR2 (1)	U = UI Covered Under State and DI Covered Under Voluntary Plan J = DI Covered Under State & Exempt from UI L = Covered Under Voluntary Plan for DI Only R = UI Covered

Field #	Field	Required?	Type	Notes
				Under State & Exempt from DI A = Covered Under State Plan for UI (Public Entity Employees Only) P = Covered for Personal Income Tax Only N = Not applicable
59	Employee Worksite Number/Reporting Unit Number		NUMBER (5,0)	
60	Employee Seasonal Employee (Optical) Code		VARCHAR2 (2)	
61	CHECK Severance Wages	Required for Periodic File	NUMBER (14,2)	
62	QTD Severance Wages	Required for Periodic and Quarterly files	NUMBER (14,2)	
63	YTD Severance Wages	Y	NUMBER (14,2)	
64	CHECK Federal-Non-Taxable Sick Pay Wages	Required for Periodic File	NUMBER (14,2)	
65	QTD Federal-Non-Taxable Sick Pay Wages	Required for Periodic and Quarterly files	NUMBER (14,2)	
66	YTD Federal-Non-Taxable Sick Pay Wages	Y	NUMBER (14,2)	
67	QTD Employer-Paid Health Insurance Premium	Required for Quarterly file	NUMBER (14,2)	
68	W-2 Dependent Care Benefits (W-2 Box 10)	W-2 file only	NUMBER(14, 2)	
69	W-2 Box 11 Amount (Nonqualified Plans)	W-2 file only	NUMBER(14, 2)	

## Tax Record - Employer FUTA Tax (TAX-FUTA)



The Employer FUTA Tax record is not required for W-2 files. Please refer to the [W-2 File Format](#) section for more information.

Field #	Field	Required?	Type	Notes
1	Record Indicator	Y	VARCHAR2 (2)	ET: Employee Tax record
2	Tax Service Company ID	Y	VARCHAR2 (25)	Screen or setting from other maintenance screen
3	Tax Service Group ID	Y	VARCHAR2 (25)	Identifying number for the paycheck/employee
4	Employer/Agent Identification Number (EIN)	Y	VARCHAR2 (30)	Tax ID
5	Employee ID	Y	VARCHAR2 (12)	Unique identifier for the employee
6	Employee SSN	Y	NUMBER (9)	
7	Paycheck Type	Required for Periodic File	VARCHAR2 (1)	R = Regular B = Bonus V = Void (Reversal) W = Replacement X = Manually entered check Y = Manually entered check
8	Check Date	Required for Periodic File	DATE	MMDDYY
9	Check Number	Required for Periodic File	NUMBER (10,0)	
10	Deltek Tax Type	Y	VARCHAR2 (6)	FUTA = FUTA Tax
11	Tax Code	N	VARCHAR2 (25)	Code used to identify the tax in



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Field #	Field	Required?	Type	Notes
				the payroll tax product.
12	State	Required for State Withholding, SUTA, FUTA Credit Reduction, and Local Withholding reporting	VARCHAR2 (2)	
13	Tax ID	Y	VARCHAR2 (30)	Tax Identification for the jurisdiction
14	CHECK Total Hours	Required for Periodic File	NUMBER (14,2)	
15	QTD Total Hours	Required for Periodic and Quarterly files	NUMBER (14,2)	
16	YTD Total Hours	Y	NUMBER (14,2)	
17	CHECK Gross Amount	Required for Periodic File	NUMBER (14,2)	
18	QTD Gross Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
19	YTD Gross Amount	Y	NUMBER (14,2)	
20	CHECK Exempt Amount	Required for Periodic File	NUMBER (14,2)	
21	QTD Exempt Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
22	YTD Exempt Amount	Y	NUMBER (14,2)	

Field #	Field	Required?	Type	Notes
23	CHECK Subject Amount	Required for FUTA and SUTA in the Periodic file	NUMBER (14,2)	
24	QTD Subject Amount	Required for FUTA and SUTA, in the Periodic and Quarterly files	NUMBER (14,2)	
25	YTD Subject Amount	Required for FUTA and SUTA	NUMBER (14,2)	
26	CHECK Taxable Amount	Required for Periodic File	NUMBER (14,2)	
27	QTD Taxable Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
28	YTD Taxable Amount	Y	NUMBER (14,2)	
29	CHECK Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction in the Periodic file	NUMBER (14,2)	
30	QTD Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction in the Periodic and Quarterly files	NUMBER (14,2)	
31	YTD Excess Amount	Required for FUTA, SUTA, and	NUMBER (14,2)	

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Field #	Field	Required?	Type	Notes
		FUTA Credit Reduction		
32	Tax Rate (FUTA and SUTA only)	Required for FUTA, SUTA, and FUTA Credit Reduction	NUMBER (9,8)	Needed for FUTA, SUTA, PA-Local
33	CHECK Tax Amount	Required for Periodic File	NUMBER (14,2)	
34	QTD Tax Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
35	YTD Tax Amount	Y	NUMBER (14,2)	
36	Month 1 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
37	Month 2 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
38	Month 3 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
39	Weeks Worked (Quarterly reporting)	Required for the Quarterly file	NUMBER (5,0)	Provided in Quarterly File only
40	Local Tax Type	Required for Local Tax reporting	VARCHAR2 (1)	C = City Income Tax D = County Income Tax' E = School District Income Tax F = Other Income Tax R = City Income Tax (Residence Only) L = Family Leave Insurance S = State Disability

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Field #	Field	Required?	Type	Notes
				Insurance W = Supplemental Workforce Fund U = Unemployment/Health Care P = Workforce Dev Partnership Fund V = Local Services Tax
41	Local Ohio Tax Collection Agency	Required for Ohio Local reporting	VARCHAR2 (1)	R = RITA C = CCA N = Not applicable
42	Local Ohio School Code	Required for Ohio Local School Tax reporting	VARCHAR2 (20)	
43	Local Ohio City Code	Required for Ohio Local City Tax reporting	VARCHAR2 (20)	
44	Local Pennsylvania Worksite PSD Code	Required for Pennsylvania Local Tax reporting	VARCHAR2 (20)	
45	Employee Resident PSD Code		VARCHAR2 (15)	
46	Local Indiana County Code	Required for Indiana Local tax reporting	VARCHAR2 (20)	
47	Local Disability Insurance Type	N	VARCHAR2 (1)	S = State P = Private N = Not applicable
48	Local Family Leave Insurance Type	N	VARCHAR2 (1)	S = State P = Private N = Not applicable
49	CHECK Workers' Comp Class Code	N	VARCHAR2 (6)	
50	CHECK Worker's Comp Rate	N	NUMBER (6,4)	

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Field #	Field	Required?	Type	Notes
51	CHECK Worker's Comp Hours	N	NUMBER (14,2)	
52	QTD Worker's Comp Hours	N	NUMBER (14,2)	
53	YTD Worker's Comp Hours	N	NUMBER (14,2)	
54	QTD Educational Wage Amount	N	NUMBER (14,2)	
55	Employee Geographic Code		VARCHAR2 (2)	
56	Employee Occupational Code		VARCHAR2 (30)	
57	Employee Coverage Type		VARCHAR2 (1)	U = Unemployment Only W = Workers' Comp Only B = Both N = Not applicable
58	Employee Wage Plan Code		VARCHAR2 (1)	U = UI Covered Under State and DI Covered Under Voluntary Plan J = DI Covered Under State & Exempt from UI L = Covered Under Voluntary Plan for DI Only R = UI Covered Under State & Exempt from DI A = Covered Under State Plan for UI (Public Entity Employees Only) P = Covered for Personal Income Tax Only N = Not applicable

Field #	Field	Required?	Type	Notes
59	Employee Worksite Number/Reporting Unit Number		NUMBER (5,0)	
60	Employee Seasonal Employee (Optical) Code		VARCHAR2 (2)	
61	CHECK Severance Wages	Required for Periodic File	NUMBER (14,2)	
62	QTD Severance Wages	Required for Periodic and Quarterly files	NUMBER (14,2)	
63	YTD Severance Wages	Y	NUMBER (14,2)	
64	CHECK Federal-Non-Taxable Sick Pay Wages	Required for Periodic File	NUMBER (14,2)	
65	QTD Federal-Non-Taxable Sick Pay Wages	Required for Periodic and Quarterly files	NUMBER (14,2)	
66	YTD Federal-Non-Taxable Sick Pay Wages	Y	NUMBER (14,2)	
67	QTD Employer-Paid Health Insurance Premium	Required for Quarterly file	NUMBER (14,2)	
68	W-2 Dependent Care Benefits (W-2 Box 10)	W-2 file only	NUMBER(14,2)	
69	W-2 Box 11 Amount (Nonqualified Plans)	W-2 file only	NUMBER(14,2)	

## Tax Record - Employer FUTA Credit Reduction (TAX-FUTA Credit Reduc)



The Employer FUTA Credit Reduction is not required for W-2 files. Please refer to the [W-2 File Format](#) section for more information.

Field #	Field	Required?	Type	Notes
1	Record Indicator	Y	VARCHAR2 (2)	ET: Employee Tax record
2	Tax Service Company ID	Y	VARCHAR2 (25)	Screen or setting from other maintenance screen
3	Tax Service Group ID	Y	VARCHAR2 (25)	Identifying number for the paycheck/employee
4	Employer/Agent Identification Number (EIN)	Y	VARCHAR2 (30)	Tax ID
5	Employee ID	Y	VARCHAR2 (12)	Unique identifier for the employee
6	Employee SSN	Y	NUMBER (9)	
7	Paycheck Type	Required for Periodic File	VARCHAR2 (1)	R = Regular B = Bonus V = Void (Reversal) W = Replacement X = Manually entered check Y = Manually entered check
8	Check Date	Required for Periodic File	DATE	MMDDYY
9	Check Number	Required for Periodic File	NUMBER (10,0)	
10	Deltek Tax Type	Y	VARCHAR2 (6)	FCRA = FUTA Credit Reduction Act
11	Tax Code	N	VARCHAR2 (25)	Code used to identify the tax in the payroll tax product.

Field #	Field	Required?	Type	Notes
12	State	Required for State Withholding, SUTA, FUTA Credit Reduction, and Local Withholding reporting	VARCHAR2 (2)	
13	Tax ID	Y	VARCHAR2 (30)	Tax Identification for the jurisdiction
14	CHECK Total Hours	Required for Periodic File	NUMBER (14,2)	
15	QTD Total Hours	Required for Periodic and Quarterly files	NUMBER (14,2)	
16	YTD Total Hours	Y	NUMBER (14,2)	
17	CHECK Gross Amount	Required for Periodic File	NUMBER (14,2)	
18	QTD Gross Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
19	YTD Gross Amount	Y	NUMBER (14,2)	
20	CHECK Exempt Amount	Required for Periodic File	NUMBER (14,2)	



## Appendix

Field #	Field	Required?	Type	Notes
21	QTD Exempt Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
22	YTD Exempt Amount	Y	NUMBER (14,2)	
23	CHECK Subject Amount	Required for FUTA and SUTA in the Periodic file	NUMBER (14,2)	
24	QTD Subject Amount	Required for FUTA and SUTA, in the Periodic and Quarterly files	NUMBER (14,2)	
25	YTD Subject Amount	Required for FUTA and SUTA	NUMBER (14,2)	
26	CHECK Taxable Amount	Required for Periodic File	NUMBER (14,2)	
27	QTD Taxable Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
28	YTD Taxable Amount	Y	NUMBER (14,2)	

Field #	Field	Required?	Type	Notes
29	CHECK Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction in the Periodic file	NUMBER (14,2)	
30	QTD Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction in the Periodic and Quarterly files	NUMBER (14,2)	
31	YTD Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction	NUMBER (14,2)	
32	Tax Rate (FUTA and SUTA only)	Required for FUTA, SUTA, and FUTA Credit Reduction	NUMBER (9,8)	Needed for FUTA, SUTA, PA-Local
33	CHECK Tax Amount	Required for Periodic File	NUMBER (14,2)	
34	QTD Tax Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
35	YTD Tax Amount	Y	NUMBER (14,2)	
36	Month 1 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
37	Month 2 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only

Field #	Field	Required?	Type	Notes
38	Month 3 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
39	Weeks Worked (Quarterly reporting)	Required for the Quarterly file	NUMBER (5,0)	Provided in Quarterly File only
40	Local Tax Type	Required for Ohio Local reporting	VARCHAR2 (1)	R = RITA C = CCA N = Not applicable
41	Local Ohio Tax Collection Agency	Required for Ohio Local School Tax reporting	VARCHAR2 (1)	
42	Local Ohio School Code	Required for Ohio Local City Tax reporting	VARCHAR2 (20)	
43	Local Ohio City Code	Required for Pennsylvania Local Tax reporting	VARCHAR2 (20)	
44	Local Pennsylvania Worksite PSD Code	Required for Indiana Local tax reporting	VARCHAR2 (20)	
45	Employee Resident PSD Code		VARCHAR2 (15)	
46	Local Indiana County Code	N	VARCHAR2 (20)	S = State P = Private N = Not applicable
47	Local Disability Insurance Type	N	VARCHAR2 (1)	S = State P = Private N = Not applicable
48	Local Family Leave Insurance Type	N	VARCHAR2 (1)	
49	CHECK Workers' Comp Class Code	N	VARCHAR2 (6)	
50	CHECK Worker's Comp Rate	N	NUMBER (6,4)	

Field #	Field	Required?	Type	Notes
51	CHECK Worker's Comp Hours	N	NUMBER (14,2)	
52	QTD Worker's Comp Hours	N	NUMBER (14,2)	
53	YTD Worker's Comp Hours		NUMBER (14,2)	
54	QTD Educational Wage Amount	N	NUMBER (14,2)	
55	Employee Geographic Code		VARCHAR2 (2)	
56	Employee Occupational Code		VARCHAR2 (30)	
57	Employee Coverage Type		VARCHAR2 (1)	U = Unemployment Only W = Workers' Comp Only B = Both N = Not applicable
58	Employee Wage Plan Code		VARCHAR2 (1)	U = UI Covered Under State and DI Covered Under Voluntary Plan J = DI Covered Under State & Exempt from UI L = Covered Under Voluntary Plan for DI Only R = UI Covered Under State & Exempt from DI A = Covered Under State Plan for UI (Public Entity Employees Only) P = Covered for Personal Income Tax Only N = Not applicable
59	Employee Worksite Number/Reporting Unit Number		NUMBER (5,0)	

Field #	Field	Required?	Type	Notes
60	Employee Seasonal Employee (Optical) Code		VARCHAR2 (2)	
61	CHECK Severance Wages	Required for Periodic File	NUMBER (14,2)	
62	QTD Severance Wages	Required for Periodic and Quarterly files	NUMBER (14,2)	
63	YTD Severance Wages	Y	NUMBER (14,2)	
64	CHECK Federal-Non-Taxable Sick Pay Wages	Required for Periodic File	NUMBER (14,2)	
65	QTD Federal-Non-Taxable Sick Pay Wages	Required for Periodic and Quarterly files	NUMBER (14,2)	
66	YTD Federal-Non-Taxable Sick Pay Wages	Y	NUMBER (14,2)	
67	QTD Employer-Paid Health Insurance Premium	Required for Quarterly file	NUMBER (14,2)	
68	W-2 Dependent Care Benefits (W-2 Box 10)	W-2 file only	NUMBER(14, 2)	
69	W-2 Box 11 Amount (Nonqualified Plans)	W-2 file only	NUMBER(14, 2)	

## Tax Record - Employee State Tax Withholding (TAX-State WH)

Field #	Field	Required?	Type	Notes
1	Record Indicator	Y	VARCHAR2 (2)	ET: Employee Tax record
2	Tax Service Company ID	Y	VARCHAR2 (25)	Screen or setting from other maintenance screen

Field #	Field	Required?	Type	Notes
3	Tax Service Group ID	Y	VARCHAR2 (25)	Identifying number for the paycheck/employee
4	Employer/Agent Identification Number (EIN)	Y	VARCHAR2 (30)	Tax ID
5	Employee ID	Y	VARCHAR2 (12)	Unique identifier for the employee
6	Employee SSN	Y	NUMBER (9)	
7	Paycheck Type	Required for Periodic File	VARCHAR2 (1)	R = Regular B = Bonus V = Void (Reversal) W = Replacement X = Manually entered check Y = Manually entered check
8	Check Date	Required for Periodic File	DATE	MMDDYY
9	Check Number	Required for Periodic File	NUMBER (10,0)	
10	Deltek Tax Type	Y	VARCHAR2 (6)	STEE = State Employee Withholding
11	Tax Code	N	VARCHAR2 (25)	Code used to identify the tax in the payroll tax product.
12	State	Required for State Withholding, SUTA, FUTA Credit Reduction, and Local Withholding reporting	VARCHAR2 (2)	

Field #	Field	Required?	Type	Notes
13	Tax ID	Y	VARCHAR2 (30)	Tax Identification for the jurisdiction
14	CHECK Total Hours	Required for Periodic File	NUMBER (14,2)	
15	QTD Total Hours	Required for Periodic and Quarterly files	NUMBER (14,2)	
16	YTD Total Hours	Y	NUMBER (14,2)	
17	CHECK Gross Amount	Required for Periodic File	NUMBER (14,2)	
18	QTD Gross Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
19	YTD Gross Amount	Y	NUMBER (14,2)	
20	CHECK Exempt Amount	Required for Periodic File	NUMBER (14,2)	
21	QTD Exempt Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
22	YTD Exempt Amount	Y	NUMBER (14,2)	
23	CHECK Subject Amount	Required for FUTA and SUTA in the Periodic file	NUMBER (14,2)	
24	QTD Subject Amount	Required for FUTA and SUTA, in the Periodic and Quarterly files	NUMBER (14,2)	

Field #	Field	Required?	Type	Notes
25	YTD Subject Amount	Required for FUTA and SUTA	NUMBER (14,2)	
26	CHECK Taxable Amount	Required for Periodic File	NUMBER (14,2)	
27	QTD Taxable Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
28	YTD Taxable Amount	Y	NUMBER (14,2)	
29	CHECK Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction in the Periodic file	NUMBER (14,2)	
30	QTD Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction in the Periodic and Quarterly files	NUMBER (14,2)	
31	YTD Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction	NUMBER (14,2)	
32	Tax Rate (FUTA and SUTA only)	Required for FUTA, SUTA, and FUTA Credit Reduction	NUMBER (9,8)	Needed for FUTA, SUTA, PA-Local
33	CHECK Tax Amount	Required for Periodic File	NUMBER (14,2)	
34	QTD Tax Amount	Required for Periodic and	NUMBER (14,2)	



Field #	Field	Required?	Type	Notes
		Quarterly files		
35	YTD Tax Amount	Y	NUMBER (14,2)	
36	Month 1 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
37	Month 2 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
38	Month 3 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
39	Weeks Worked (Quarterly reporting)	Required for the Quarterly file	NUMBER (5,0)	Provided in Quarterly File only
40	Local Tax Type	Required for Local Tax reporting	VARCHAR2 (1)	C = City Income Tax D = County Income Tax' E = School District Income Tax F = Other Income Tax R = City Income Tax (Residence Only) L = Family Leave Insurance S = State Disability Insurance W = Supplemental Workforce Fund U = Unemployment/Health Care P = Workforce Dev Partnership Fund V = Local Services Tax
41	Local Ohio Tax Collection Agency	Required for Ohio Local reporting	VARCHAR2 (1)	R = RITA C = CCA N = Not applicable

Field #	Field	Required?	Type	Notes
42	Local Ohio School Code	Required for Ohio Local School Tax reporting	VARCHAR2 (20)	
43	Local Ohio City Code	Required for Ohio Local City Tax reporting	VARCHAR2 (20)	
44	Local Pennsylvania Worksite PSD Code	Required for Pennsylvania Local Tax reporting	VARCHAR2 (20)	
45	Employee Resident PSD Code		VARCHAR2 (15)	
46	Local Indiana County Code	Required for Indiana Local tax reporting	VARCHAR2 (20)	
47	Local Disability Insurance Type	N	VARCHAR2 (1)	S = State P = Private N = Not applicable
48	Local Family Leave Insurance Type	N	VARCHAR2 (1)	S = State P = Private N = Not applicable
49	CHECK Workers' Comp Class Code	N	VARCHAR2 (6)	
50	CHECK Worker's Comp Rate	N	NUMBER (6,4)	
51	CHECK Worker's Comp Hours	N	NUMBER (14,2)	
52	QTD Worker's Comp Hours	N	NUMBER (14,2)	
53	YTD Worker's Comp Hours	N	NUMBER (14,2)	
54	QTD Educational Wage Amount	N	NUMBER (14,2)	

Field #	Field	Required?	Type	Notes
55	Employee Geographic Code		VARCHAR2 (2)	
56	Employee Occupational Code		VARCHAR2 (30)	
57	Employee Coverage Type		VARCHAR2 (1)	U = Unemployment Only W = Workers' Comp Only B = Both N = Not applicable
58	Employee Wage Plan Code		VARCHAR2 (1)	U = UI Covered Under State and DI Covered Under Voluntary Plan J = DI Covered Under State & Exempt from UI L = Covered Under Voluntary Plan for DI Only R = UI Covered Under State & Exempt from DI A = Covered Under State Plan for UI (Public Entity Employees Only) P = Covered for Personal Income Tax Only N = Not applicable
59	Employee Worksite Number/Reporting Unit Number		NUMBER (5,0)	
60	Employee Seasonal Employee (Optical) Code		VARCHAR2 (2)	
61	CHECK Severance Wages	Required for Periodic File	NUMBER (14,2)	
62	QTD Severance Wages	Required for Periodic and Quarterly files	NUMBER (14,2)	

Field #	Field	Required?	Type	Notes
63	YTD Severance Wages	Y	NUMBER (14,2)	
64	CHECK Federal-Non-Taxable Sick Pay Wages	Required for Periodic File	NUMBER (14,2)	
65	QTD Federal-Non-Taxable Sick Pay Wages	Required for Periodic and Quarterly files	NUMBER (14,2)	
66	YTD Federal-Non-Taxable Sick Pay Wages	Y	NUMBER (14,2)	
67	QTD Employer-Paid Health Insurance Premium	Required for Quarterly file	NUMBER (14,2)	
68	W-2 Dependent Care Benefits (W-2 Box 10)	W-2 file only	NUMBER(14,2)	
69	W-2 Box 11 Amount (Nonqualified Plans)	W-2 file only	NUMBER(14,2)	

## Tax Record - Employer SUTA Tax (TAX-SUTA)



The Employer SUTA Tax record is not required for W-2 files. Please refer to the [W-2 File Format](#) section for more information.

Field #	Field	Required?	Type	Notes
1	Record Indicator	Y	VARCHAR2 (2)	ET: Employee Tax record
2	Tax Service Company ID	Y	VARCHAR2 (25)	Screen or setting from other maintenance screen
3	Tax Service Group ID	Y	VARCHAR2 (25)	Identifying number for the paycheck/employee

Field #	Field	Required?	Type	Notes
4	Employer/Agent Identification Number (EIN)	Y	VARCHAR2 (30)	Tax ID
5	Employee ID	Y	VARCHAR2 (12)	Unique identifier for the employee
6	Employee SSN	Y	NUMBER (9)	
7	Paycheck Type	Required for Periodic File	VARCHAR2 (1)	R = Regular B = Bonus V = Void (Reversal) W = Replacement X = Manually entered check Y = Manually entered check
8	Check Date	Required for Periodic File	DATE	MMDDYY
9	Check Number	Required for Periodic File	NUMBER (10,0)	
10	Deltek Tax Type	Y	VARCHAR2 (6)	SUTA = SUTA Tax
11	Tax Code	N	VARCHAR2 (25)	Code used to identify the tax in the payroll tax product.
12	State	Required for State Withholding, SUTA, FUTA Credit Reduction, and Local Withholding reporting	VARCHAR2 (2)	
13	Tax ID	Y	VARCHAR2 (30)	Tax Identification for the jurisdiction
14	CHECK Total Hours	Required for Periodic File	NUMBER (14,2)	

Field #	Field	Required?	Type	Notes
15	QTD Total Hours	Required for Periodic and Quarterly files	NUMBER (14,2)	
16	YTD Total Hours	Y	NUMBER (14,2)	
17	CHECK Gross Amount	Required for Periodic File	NUMBER (14,2)	
18	QTD Gross Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
19	YTD Gross Amount	Y	NUMBER (14,2)	
20	CHECK Exempt Amount	Required for Periodic File	NUMBER (14,2)	
21	QTD Exempt Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
22	YTD Exempt Amount	Y	NUMBER (14,2)	
23	CHECK Subject Amount	Required for FUTA and SUTA in the Periodic file	NUMBER (14,2)	
24	QTD Subject Amount	Required for FUTA and SUTA, in the Periodic and Quarterly files	NUMBER (14,2)	
25	YTD Subject Amount	Required for FUTA and SUTA	NUMBER (14,2)	
26	CHECK Taxable Amount	Required for Periodic File	NUMBER (14,2)	

Field #	Field	Required?	Type	Notes
27	QTD Taxable Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
28	YTD Taxable Amount	Y	NUMBER (14,2)	
29	CHECK Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction in the Periodic file	NUMBER (14,2)	
30	QTD Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction in the Periodic and Quarterly files	NUMBER (14,2)	
31	YTD Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction	NUMBER (14,2)	
32	Tax Rate (FUTA and SUTA only)	Required for FUTA, SUTA, and FUTA Credit Reduction	NUMBER (9,8)	Needed for FUTA, SUTA, PA-Local
33	CHECK Tax Amount	Required for Periodic File	NUMBER (14,2)	
34	QTD Tax Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
35	YTD Tax Amount	Y	NUMBER (14,2)	

Field #	Field	Required?	Type	Notes
36	Month 1 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
37	Month 2 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
38	Month 3 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
39	Weeks Worked (Quarterly reporting)	Required for the Quarterly file	NUMBER (5,0)	Provided in Quarterly File only
40	Local Tax Type	Required for Local Tax reporting	VARCHAR2 (1)	C = City Income Tax D = County Income Tax' E = School District Income Tax F = Other Income Tax R = City Income Tax (Residence Only) L = Family Leave Insurance S = State Disability Insurance W = Supplemental Workforce Fund U = Unemployment/Health Care P = Workforce Dev Partnership Fund V = Local Services Tax
41	Local Ohio Tax Collection Agency	Required for Ohio Local reporting	VARCHAR2 (1)	R = RITA C = CCA N = Not applicable
42	Local Ohio School Code	Required for Ohio Local School Tax reporting	VARCHAR2 (20)	



## Appendix

Field #	Field	Required?	Type	Notes
43	Local Ohio City Code	Required for Ohio Local City Tax reporting	VARCHAR2 (20)	
44	Local Pennsylvania Worksite PSD Code	Required for Pennsylvania Local Tax reporting	VARCHAR2 (20)	
45	Employee Resident PSD Code		VARCHAR2 (15)	
46	Local Indiana County Code	Required for Indiana Local tax reporting	VARCHAR2 (20)	
47	Local Disability Insurance Type	N	VARCHAR2 (1)	S = State P = Private N = Not applicable
48	Local Family Leave Insurance Type	N	VARCHAR2 (1)	S = State P = Private N = Not applicable
49	CHECK Workers' Comp Class Code	N	VARCHAR2 (6)	
50	CHECK Worker's Comp Rate	N	NUMBER (6,4)	
51	CHECK Worker's Comp Hours	N	NUMBER (14,2)	
52	QTD Worker's Comp Hours	N	NUMBER (14,2)	
53	YTD Worker's Comp Hours	N	NUMBER (14,2)	
54	QTD Educational Wage Amount	N	NUMBER (14,2)	
55	Employee Geographic Code		VARCHAR2 (2)	
56	Employee Occupational Code		VARCHAR2 (30)	

Field #	Field	Required?	Type	Notes
57	Employee Coverage Type		VARCHAR2 (1)	U = Unemployment Only W = Workers' Comp Only B = Both N = Not applicable
58	Employee Wage Plan Code		VARCHAR2 (1)	U = UI Covered Under State and DI Covered Under Voluntary Plan J = DI Covered Under State & Exempt from UI L = Covered Under Voluntary Plan for DI Only R = UI Covered Under State & Exempt from DI A = Covered Under State Plan for UI (Public Entity Employees Only) P = Covered for Personal Income Tax Only N = Not applicable
59	Employee Worksite Number/Reporting Unit Number		NUMBER (5,0)	
60	Employee Seasonal Employee (Optical) Code		VARCHAR2 (2)	
61	CHECK Severance Wages	Required for Periodic File	NUMBER (14,2)	
62	QTD Severance Wages	Required for Periodic and Quarterly files	NUMBER (14,2)	
63	YTD Severance Wages	Y	NUMBER (14,2)	
64	CHECK Federal-Non-Taxable Sick Pay Wages	Required for Periodic File	NUMBER (14,2)	

Field #	Field	Required?	Type	Notes
65	QTD Federal-Non-Taxable Sick Pay Wages	Required for Periodic and Quarterly files	NUMBER (14,2)	
66	YTD Federal-Non-Taxable Sick Pay Wages	Y	NUMBER (14,2)	
67	QTD Employer-Paid Health Insurance Premium	Required for Quarterly file	NUMBER (14,2)	
68	W-2 Dependent Care Benefits (W-2 Box 10)	W-2 file only	NUMBER(14, 2)	
69	W-2 Box 11 Amount (Nonqualified Plans)	W-2 file only	NUMBER(14, 2)	

## Tax Record - Employee Local Tax Withholding (TAX-Local Tax)

Field #	Field	Required?	Type	Notes
1	Record Indicator	Y	VARCHAR2 (2)	ET: Employee Tax record
2	Tax Service Company ID	Y	VARCHAR2 (25)	Screen or setting from other maintenance screen
3	Tax Service Group ID	Y	VARCHAR2 (25)	Identifying number for the paycheck/employee
4	Employer/Agent Identification Number (EIN)	Y	VARCHAR2 (30)	Tax ID
5	Employee ID	Y	VARCHAR2 (12)	Unique identifier for the employee
6	Employee SSN	Y	NUMBER (9)	
7	Paycheck Type	Required for Periodic File	VARCHAR2 (1)	R = Regular B = Bonus V = Void (Reversal)

## Appendix

Field #	Field	Required?	Type	Notes
				W = Replacement X = Manually entered check Y = Manually entered check
8	Check Date	Required for Periodic File	DATE	MMDDYY
9	Check Number	Required for Periodic File	NUMBER (10,0)	
10	Deltek Tax Type	Y	VARCHAR2 (6)	LCEE = Local Employee Withholding LCER = Local Employer Tax
11	Tax Code	N	VARCHAR2 (25)	Code used to identify the tax in the payroll tax product.
12	State	Required for State Withholding, SUTA, FUTA Credit Reduction, and Local Withholding reporting	VARCHAR2 (2)	
13	Tax ID	Y	VARCHAR2 (30)	Tax Identification for the jurisdiction
14	CHECK Total Hours	Required for Periodic File	NUMBER (14,2)	
15	QTD Total Hours	Required for Periodic and Quarterly files	NUMBER (14,2)	
16	YTD Total Hours	Y	NUMBER (14,2)	
17	CHECK Gross Amount	Required for Periodic File	NUMBER (14,2)	

Field #	Field	Required?	Type	Notes
18	QTD Gross Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
19	YTD Gross Amount	Y	NUMBER (14,2)	
20	CHECK Exempt Amount	Required for Periodic File	NUMBER (14,2)	
21	QTD Exempt Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
22	YTD Exempt Amount	Y	NUMBER (14,2)	
23	CHECK Subject Amount	Required for FUTA and SUTA in the Periodic file	NUMBER (14,2)	
24	QTD Subject Amount	Required for FUTA and SUTA, in the Periodic and Quarterly files	NUMBER (14,2)	
25	YTD Subject Amount	Required for FUTA and SUTA	NUMBER (14,2)	
26	CHECK Taxable Amount	Required for Periodic File	NUMBER (14,2)	
27	QTD Taxable Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
28	YTD Taxable Amount	Y	NUMBER (14,2)	
29	CHECK Excess Amount	Required for FUTA, SUTA, and FUTA Credit	NUMBER (14,2)	

Field #	Field	Required?	Type	Notes
		Reduction in the Periodic file		
30	QTD Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction in the Periodic and Quarterly files	NUMBER (14,2)	
31	YTD Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction	NUMBER (14,2)	
32	Tax Rate (FUTA and SUTA only)	Required for FUTA, SUTA, and FUTA Credit Reduction	NUMBER (9,8)	Needed for FUTA, SUTA, PA-Local
33	CHECK Tax Amount	Required for Periodic File	NUMBER (14,2)	
34	QTD Tax Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
35	YTD Tax Amount	Y	NUMBER (14,2)	
36	Month 1 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
37	Month 2 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
38	Month 3 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only

## Appendix

Field #	Field	Required?	Type	Notes
39	Weeks Worked (Quarterly reporting)	Required for the Quarterly file	NUMBER (5,0)	Provided in Quarterly File only
40	Local Tax Type	Required for Local Tax reporting	VARCHAR2 (1)	C = City Income Tax D = County Income Tax' E = School District Income Tax F = Other Income Tax R = City Income Tax (Residence Only) L = Family Leave Insurance S = State Disability Insurance W = Supplemental Workforce Fund U = Unemployment/Health Care P = Workforce Dev Partnership Fund V = Local Services Tax
41	Local Ohio Tax Collection Agency	Required for Ohio Local reporting	VARCHAR2 (1)	R = RITA C = CCA N = Not applicable
42	Local Ohio School Code	Required for Ohio Local School Tax reporting	VARCHAR2 (20)	
43	Local Ohio City Code	Required for Ohio Local City Tax reporting	VARCHAR2 (20)	
44	Local Pennsylvania Worksite PSD Code	Required for Pennsylvania Local Tax reporting	VARCHAR2 (20)	
45	Employee Resident PSD Code		VARCHAR2 (15)	

Field #	Field	Required?	Type	Notes
46	Local Indiana County Code	Required for Indiana Local tax reporting	VARCHAR2 (20)	
47	Local Disability Insurance Type	N	VARCHAR2 (1)	S = State P = Private N = Not applicable
48	Local Family Leave Insurance Type	N	VARCHAR2 (1)	S = State P = Private N = Not applicable
49	CHECK Workers' Comp Class Code	N	VARCHAR2 (6)	
50	CHECK Worker's Comp Rate	N	NUMBER (6,4)	
51	CHECK Worker's Comp Hours	N	NUMBER (14,2)	
52	QTD Worker's Comp Hours	N	NUMBER (14,2)	
53	YTD Worker's Comp Hours	N	NUMBER (14,2)	
54	QTD Educational Wage Amount	N	NUMBER (14,2)	
55	Employee Geographic Code		VARCHAR2 (2)	
56	Employee Occupational Code		VARCHAR2 (30)	
57	Employee Coverage Type		VARCHAR2 (1)	U = Unemployment Only W = Workers' Comp Only B = Both N = Not applicable
58	Employee Wage Plan Code		VARCHAR2 (1)	U = UI Covered Under State and DI Covered Under Voluntary Plan J = DI Covered Under State & Exempt from UI



Field #	Field	Required?	Type	Notes
				L = Covered Under Voluntary Plan for DI Only R = UI Covered Under State & Exempt from DI A = Covered Under State Plan for UI (Public Entity Employees Only) P = Covered for Personal Income Tax Only N = Not applicable
59	Employee Worksite Number/Reporting Unit Number		NUMBER (5,0)	
60	Employee Seasonal Employee (Optical) Code		VARCHAR2 (2)	
61	CHECK Severance Wages	Required for Periodic File	NUMBER (14,2)	
62	QTD Severance Wages	Required for Periodic and Quarterly files	NUMBER (14,2)	
63	YTD Severance Wages	Y	NUMBER (14,2)	
64	CHECK Federal-Non-Taxable Sick Pay Wages	Required for Periodic File	NUMBER (14,2)	
65	QTD Federal-Non-Taxable Sick Pay Wages	Required for Periodic and Quarterly files	NUMBER (14,2)	
66	YTD Federal-Non-Taxable Sick Pay Wages	Y	NUMBER (14,2)	
67	QTD Employer-Paid Health Insurance Premium	Required for Quarterly file	NUMBER (14,2)	
68	W-2 Dependent Care Benefits (W-2 Box 10)	W-2 file only	NUMBER(14, 2)	

Field #	Field	Required?	Type	Notes
69	W-2 Box 11 Amount (Nonqualified Plans)	W-2 file only	NUMBER(14, 2)	

## Tax Record - Employee Local Tax Withholding (TAX-LOC-DED)



The Employee Local Tax Withholding – Deductions record is not required for W-2 files. Please refer to the [W-2 File Format](#) section for more information.

Field #	Field	Required?	Type	Notes
1	Record Indicator	Y	VARCHAR2 (2)	ET: Employee Tax record
2	Tax Service Company ID	Y	VARCHAR2 (25)	Screen or setting from other maintenance screen
3	Tax Service Group ID	Y	VARCHAR2 (25)	Identifying number for the paycheck/employee
4	Employer/Agent Identification Number (EIN)	Y	VARCHAR2 (30)	Tax ID
5	Employee ID	Y	VARCHAR2 (12)	Unique identifier for the employee
6	Employee SSN	Y	NUMBER (9)	
7	Paycheck Type	Required for Periodic File	VARCHAR2 (1)	R = Regular B = Bonus V = Void (Reversal) W = Replacement X = Manually entered check Y = Manually entered check
8	Check Date	Required for Periodic File	DATE	MMDDYY

## Appendix

Field #	Field	Required?	Type	Notes
9	Check Number	Required for Periodic File	NUMBER (10,0)	
10	Deltek Tax Type	Y	VARCHAR2 (6)	LCEE = Local Employee Withholding
11	Tax Code	N	VARCHAR2 (25)	Code used to identify the tax in the payroll tax product.
12	State	Required for State Withholding, SUTA, FUTA Credit Reduction, and Local Withholding reporting	VARCHAR2 (2)	
13	Tax ID	Y	VARCHAR2 (30)	Tax Identification for the jurisdiction
14	CHECK Total Hours	Required for Periodic File	NUMBER (14,2)	
15	QTD Total Hours	Required for Periodic and Quarterly files	NUMBER (14,2)	
16	YTD Total Hours	Y	NUMBER (14,2)	
17	CHECK Gross Amount	Required for Periodic File	NUMBER (14,2)	
18	QTD Gross Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
19	YTD Gross Amount	Y	NUMBER (14,2)	
20	CHECK Exempt Amount	Required for Periodic File	NUMBER (14,2)	

Field #	Field	Required?	Type	Notes
21	QTD Exempt Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
22	YTD Exempt Amount	Y	NUMBER (14,2)	
23	CHECK Subject Amount	Required for FUTA and SUTA in the Periodic file	NUMBER (14,2)	
24	QTD Subject Amount	Required for FUTA and SUTA, in the Periodic and Quarterly files	NUMBER (14,2)	
25	YTD Subject Amount	Required for FUTA and SUTA	NUMBER (14,2)	
26	CHECK Taxable Amount	Required for Periodic File	NUMBER (14,2)	
27	QTD Taxable Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
28	YTD Taxable Amount	Y	NUMBER (14,2)	
29	CHECK Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction in the Periodic file	NUMBER (14,2)	
30	QTD Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction in the Periodic and	NUMBER (14,2)	

Field #	Field	Required?	Type	Notes
		Quarterly files		
31	YTD Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction	NUMBER (14,2)	
32	Tax Rate (FUTA and SUTA only)	Required for FUTA, SUTA, and FUTA Credit Reduction	NUMBER (9,8)	Needed for FUTA, SUTA, PA-Local
33	CHECK Tax Amount	Required for Periodic File	NUMBER (14,2)	
34	QTD Tax Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
35	YTD Tax Amount	Y	NUMBER (14,2)	
36	Month 1 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
37	Month 2 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
38	Month 3 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
39	Weeks Worked (Quarterly reporting)	Required for the Quarterly file	NUMBER (5,0)	Provided in Quarterly File only
40	Local Tax Type	Required for Local Tax reporting	VARCHAR2 (1)	C = City Income Tax D = County Income Tax' E = School District Income Tax F = Other Income Tax

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Field #	Field	Required?	Type	Notes
				R = City Income Tax (Residence Only) L = Family Leave Insurance S = State Disability Insurance W = Supplemental Workforce Fund U = Unemployment/Health Care P = Workforce Dev Partnership Fund V = Local Services Tax
41	Local Ohio Tax Collection Agency	Required for Ohio Local reporting	VARCHAR2 (1)	R = RITA C = CCA N = Not applicable
42	Local Ohio School Code	Required for Ohio Local School Tax reporting	VARCHAR2 (20)	
43	Local Ohio City Code	Required for Ohio Local City Tax reporting	VARCHAR2 (20)	
44	Local Pennsylvania Worksite PSD Code	Required for Pennsylvania Local Tax reporting	VARCHAR2 (20)	
45	Employee Resident PSD Code		VARCHAR2 (15)	
46	Local Indiana County Code	Required for Indiana Local tax reporting	VARCHAR2 (20)	
47	Local Disability Insurance Type	N	VARCHAR2 (1)	S = State P = Private N = Not applicable
48	Local Family Leave Insurance Type	N	VARCHAR2 (1)	S = State P = Private N = Not applicable

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Field #	Field	Required?	Type	Notes
49	CHECK Workers' Comp Class Code	N	VARCHAR2 (6)	
50	CHECK Worker's Comp Rate	N	NUMBER (6,4)	
51	CHECK Worker's Comp Hours	N	NUMBER (14,2)	
52	QTD Worker's Comp Hours	N	NUMBER (14,2)	
53	YTD Worker's Comp Hours	N	NUMBER (14,2)	
54	QTD Educational Wage Amount	N	NUMBER (14,2)	
55	Employee Geographic Code		VARCHAR2 (2)	
56	Employee Occupational Code		VARCHAR2 (30)	
57	Employee Coverage Type		VARCHAR2 (1)	U = Unemployment Only W = Workers' Comp Only B = Both N = Not applicable
58	Employee Wage Plan Code		VARCHAR2 (1)	U = UI Covered Under State and DI Covered Under Voluntary Plan J = DI Covered Under State & Exempt from UI L = Covered Under Voluntary Plan for DI Only R = UI Covered Under State & Exempt from DI A = Covered Under State Plan for UI (Public Entity Employees Only) P = Covered for Personal Income

Field #	Field	Required?	Type	Notes
				Tax Only N = Not applicable
59	Employee Worksite Number/Reporting Unit Number		NUMBER (5,0)	
60	Employee Seasonal Employee (Optical) Code		VARCHAR2 (2)	
61	CHECK Severance Wages	Required for Periodic File	NUMBER (14,2)	
62	QTD Severance Wages	Required for Periodic and Quarterly files	NUMBER (14,2)	
63	YTD Severance Wages	Y	NUMBER (14,2)	
64	CHECK Federal-Non-Taxable Sick Pay Wages	Required for Periodic File	NUMBER (14,2)	
65	QTD Federal-Non-Taxable Sick Pay Wages	Required for Periodic and Quarterly files	NUMBER (14,2)	
66	YTD Federal-Non-Taxable Sick Pay Wages	Y	NUMBER (14,2)	
67	QTD Employer-Paid Health Insurance Premium	Required for Quarterly file	NUMBER (14,2)	
68	W-2 Dependent Care Benefits (W-2 Box 10)	W-2 file only	NUMBER(14, 2)	
69	W-2 Box 11 Amount (Nonqualified Plans)	W-2 file only	NUMBER(14, 2)	

## Tax Record - Employee Local Tax Withholding (TAX-LOC-CNTRB)



The Employee Local Tax Withholding – Contributions record is not required for W-2 files. Please refer to the [W-2 File Format](#) section for more information.



Field #	Field	Required?	Type	Notes
1	Record Indicator	Y	VARCHAR2 (2)	ET: Employee Tax record
2	Tax Service Company ID	Y	VARCHAR2 (25)	Screen or setting from other maintenance screen
3	Tax Service Group ID	Y	VARCHAR2 (25)	Identifying number for the paycheck/employee
4	Employer/Agent Identification Number (EIN)	Y	VARCHAR2 (30)	Tax ID
5	Employee ID	Y	VARCHAR2 (12)	Unique identifier for the employee
6	Employee SSN	Y	NUMBER (9)	
7	Paycheck Type	Required for Periodic File	VARCHAR2 (1)	R = Regular B = Bonus V = Void (Reversal) W = Replacement X = Manually entered check Y = Manually entered check
8	Check Date	Required for Periodic File	DATE	MMDDYY
9	Check Number	Required for Periodic File	NUMBER (10,0)	
10	Deltek Tax Type	Y	VARCHAR2 (6)	LCER = Local Employer Tax
11	Tax Code	N	VARCHAR2 (25)	Code used to identify the tax in the payroll tax product.
12	State	Required for State Withholding, SUTA, FUTA Credit	VARCHAR2 (2)	

Field #	Field	Required?	Type	Notes
		Reduction, and Local Withholding reporting		
13	Tax ID	Y	VARCHAR2 (30)	Tax Identification for the jurisdiction
14	CHECK Total Hours	Required for Periodic File	NUMBER (14,2)	
15	QTD Total Hours	Required for Periodic and Quarterly files	NUMBER (14,2)	
16	YTD Total Hours	Y	NUMBER (14,2)	
17	CHECK Gross Amount	Required for Periodic File	NUMBER (14,2)	
18	QTD Gross Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
19	YTD Gross Amount	Y	NUMBER (14,2)	
20	CHECK Exempt Amount	Required for Periodic File	NUMBER (14,2)	
21	QTD Exempt Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
22	YTD Exempt Amount	Y	NUMBER (14,2)	
23	CHECK Subject Amount	Required for FUTA and SUTA in the Periodic file	NUMBER (14,2)	
24	QTD Subject Amount	Required for FUTA and SUTA, in the Periodic and	NUMBER (14,2)	

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Field #	Field	Required?	Type	Notes
		Quarterly files		
25	YTD Subject Amount	Required for FUTA and SUTA	NUMBER (14,2)	
26	CHECK Taxable Amount	Required for Periodic File	NUMBER (14,2)	
27	QTD Taxable Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
28	YTD Taxable Amount	Y	NUMBER (14,2)	
29	CHECK Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction in the Periodic file	NUMBER (14,2)	
30	QTD Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction in the Periodic and Quarterly files	NUMBER (14,2)	
31	YTD Excess Amount	Required for FUTA, SUTA, and FUTA Credit Reduction	NUMBER (14,2)	
32	Tax Rate (FUTA and SUTA only)	Required for FUTA, SUTA, and FUTA Credit Reduction	NUMBER (9,8)	Needed for FUTA, SUTA, PA-Local
33	CHECK Tax Amount	Required for Periodic File	NUMBER (14,2)	

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Field #	Field	Required?	Type	Notes
34	QTD Tax Amount	Required for Periodic and Quarterly files	NUMBER (14,2)	
35	YTD Tax Amount	Y	NUMBER (14,2)	
36	Month 1 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
37	Month 2 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
38	Month 3 Employee Worked Indicator (Quarterly reporting)	Required for the Quarterly file	VARCHAR2 (1)	(Y/N) Provided in Quarterly File only
39	Weeks Worked (Quarterly reporting)	Required for the Quarterly file	NUMBER (5,0)	Provided in Quarterly File only
40	Local Tax Type	Required for Local Tax reporting	VARCHAR2 (1)	C = City Income Tax D = County Income Tax' E = School District Income Tax F = Other Income Tax R = City Income Tax (Residence Only) L = Family Leave Insurance S = State Disability Insurance W = Supplemental Workforce Fund U = Unemployment/Health Care P = Workforce Dev Partnership Fund V = Local Services Tax

Field #	Field	Required?	Type	Notes
41	Local Ohio Tax Collection Agency	Required for Ohio Local reporting	VARCHAR2 (1)	R = RITA C = CCA N = Not applicable
42	Local Ohio School Code	Required for Ohio Local School Tax reporting	VARCHAR2 (20)	
43	Local Ohio City Code	Required for Ohio Local City Tax reporting	VARCHAR2 (20)	
44	Local Pennsylvania Worksite PSD Code	Required for Pennsylvania Local Tax reporting	VARCHAR2 (20)	
45	Employee Resident PSD Code		VARCHAR2 (15)	
46	Local Indiana County Code	Required for Indiana Local tax reporting	VARCHAR2 (20)	
47	Local Disability Insurance Type	N	VARCHAR2 (1)	S = State P = Private N = Not applicable
48	Local Family Leave Insurance Type	N	VARCHAR2 (1)	S = State P = Private N = Not applicable
49	CHECK Workers' Comp Class Code	N	VARCHAR2 (6)	
50	CHECK Worker's Comp Rate	N	NUMBER (6,4)	
51	CHECK Worker's Comp Hours	N	NUMBER (14,2)	
52	QTD Worker's Comp Hours	N	NUMBER (14,2)	
53	YTD Worker's Comp Hours	N	NUMBER (14,2)	

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Field #	Field	Required?	Type	Notes
54	QTD Educational Wage Amount	N	NUMBER (14,2)	
55	Employee Geographic Code		VARCHAR2 (2)	
56	Employee Occupational Code		VARCHAR2 (30)	
57	Employee Coverage Type		VARCHAR2 (1)	U = Unemployment Only W = Workers' Comp Only B = Both N = Not applicable
58	Employee Wage Plan Code		VARCHAR2 (1)	U = UI Covered Under State and DI Covered Under Voluntary Plan J = DI Covered Under State & Exempt from UI L = Covered Under Voluntary Plan for DI Only R = UI Covered Under State & Exempt from DI A = Covered Under State Plan for UI (Public Entity Employees Only) P = Covered for Personal Income Tax Only N = Not applicable
59	Employee Worksite Number/Reporting Unit Number		NUMBER (5,0)	
60	Employee Seasonal Employee (Optical) Code		VARCHAR2 (2)	
61	CHECK Severance Wages	Required for Periodic File	NUMBER (14,2)	

Field #	Field	Required?	Type	Notes
62	QTD Severance Wages	Required for Periodic and Quarterly files	NUMBER (14,2)	
63	YTD Severance Wages	Y	NUMBER (14,2)	
64	CHECK Federal-Non-Taxable Sick Pay Wages	Required for Periodic File	NUMBER (14,2)	
65	QTD Federal-Non-Taxable Sick Pay Wages	Required for Periodic and Quarterly files	NUMBER (14,2)	
66	YTD Federal-Non-Taxable Sick Pay Wages	Y	NUMBER (14,2)	
67	QTD Employer-Paid Health Insurance Premium	Required for Quarterly file	NUMBER (14,2)	
68	W-2 Dependent Care Benefits (W-2 Box 10)	W-2 file only	NUMBER(14, 2)	
69	W-2 Box 11 Amount (Nonqualified Plans)	W-2 file only	NUMBER(14, 2)	

## W-2 Box 12

Field #	Field	Required	Type	Notes
1	Record Identifier	Y	VARCHAR2(2)	W2-W-2 box 12
2	Tax Service Company ID	Y	VARCHAR2(12)	
3	Tax Service Group ID	Y	VARCHAR2(12)	
4	Employer/Agent Identification Number (EIN)	Y	VARCHAR2(20)	
5	Employee ID	Y	VARCHAR2(12)	Unique identifier for the employee
6	Employee SSN	Y	NUMBER(9)	

Field #	Field	Required	Type	Notes
7	Payroll Year	Y	NUMBER(4)	
8	Box 12 Code	Y	VARCHAR2(6)	
9	Box 12 Amount	Y	NUMBER(10,2)	

## W-2 Box 14

Field #	Field	Required	Type	Notes
1	Record Identifier	Y	VARCHAR2(2)	W2-W-2 box 14
2	Tax Service Company ID	Y	VARCHAR2(12)	
3	Tax Service Group ID	Y	VARCHAR2(12)	
4	Employer/Agent Identification Number (EIN)	Y	VARCHAR2(20)	
5	Employee ID	Y	VARCHAR2(12)	Unique identifier for the employee
6	Employee SSN	Y	NUMBER(9)	
7	Payroll Year	Y	NUMBER(4)	
8	Box 14 Code	Y	VARCHAR2(8)	
9	Box 14 Amount	Y	NUMBER(10,2)	

## Group Totals Record (Group Totals)

Field #	Field	Required	Type	Notes
1	Record Identifier	Y	VARCHAR2(2)	GT: Group Totals
2	Tax Service Company ID	Y	VARCHAR2(12)	
3	Tax Service Group ID	Y	VARCHAR2(12)	



Field #	Field	Required	Type	Notes
4	Employer/Agent Identification Number (EIN)	Y	VARCHAR2 (20)	
5	Record Count for Tax Service Group	Y	NUMBER (14)	
6	Total PERIOD Withheld for Tax Service Group	Y	NUMBER (14,2)	
7	Total QUARTER Withheld for Tax Service Group	Y	NUMBER (14,2)	
8	Total PAYROLL YEAR Withheld for Tax Service Group	Y	NUMBER (14,2)	

## Final Record (Final)

Field #	Field	Required	Type	Notes
1	Record Identifier	Y	VARCHAR2 (2)	F: Final record
2	Tax Service Company ID	Y	VARCHAR2 (12)	
3	Record Count for Company	Y	NUMBER (14)	
4	Total PERIOD Withheld (from entire file)	Y	NUMBER (14,2)	
5	Total QUARTER Withheld (from entire file)	Y	NUMBER (14,2)	
6	Total PAYROLL YEAR Withheld (from entire file)	Y	NUMBER (14,2)	

## W-2 File Format

The following table shows the required records for the W-2 File:

Record	Record Indicator	Description	Data Type
Header Record	H	Header Record	W-2

Record	Record Indicator	Description	Data Type
Employee Record	EE	Contains information about the employee and his/her tax-related information	W-2
TAX Record (Federal)	ET	Reports the employee's federal withholding information (Boxes 1 and 2)	W-2
TAX Record (Employee Soc Sec)	ET	Reports the employee's Social Security withholding information (Boxes 3 and 4)	W-2
TAX Record (Employee Medicare)	ET	Reports the employee's Medicare withholding information (Boxes 5 and 6)	W-2
TAX Record (State WH)	ET	Reports the employee's state withholding (Boxes 15, 16, and 17)	W-2
TAX Record (Local WH) Do not report deductions or contributions here	ET	Reports the employee's Local withholding (Boxes 18, 19, and 20).	W-2
W-2 Box 12 Record	12	Contains employee's box 12 information.	W-2
W-2 Box 14 Record	14	Contains employee's W-2 box 14 information.	W-2
Final Record	F	Indicates the end of the file and reports the total liability reported in the entire file.	W-2

## Import Employee Data (AOPUTLEL) File Layout Updates

This file layout is for Record 1 only. To know more about the full file layout for the Import Employee Data application, see the Input File link on the AOPUTLEL online help.

### Record 1 (Comma-Separated File Format)

Field	Record 1 Field Name	Eligible for Deletion	Column	Data Type and Size	Required /Optional for New Employees	Required /Optional for Existing Employees	Format/ Contents
1	Record Code	N	N/A	Char 1	Required	Required	N or 1

Field	Record 1 Field Name	Eligible for Deletion	Column	Data Type and Size	Required /Optional for New Employees	Required /Optional for Existing Employees	Format/ Contents
2	Social Security Number	N	EMPL.ssn_id	Num 9	Required	Optional	
3	Employee ID	N	EMPL.empl_id EMPL_LAB_INFO.empl_id EMPL_PHONE.empl_id DFLT_REG_TS.empl_id	Char 12	Required	Required	
4	First Name	N	EMPL.first_name	Char 20	Required	Optional	
5	Middle Name	Y	EMPL.mid_name	Char 10	Optional	Optional	
6	Last Name	N	EMPL.last_name	Char 25	Required	Optional	
7	Hire Date	N	EMPL.orig_hire_dt	Char 10	Required	Optional	YYYY-MM-DD
8	Employee Status	N	EMPL.s_employment_status_cd	Char 3	Optional if default is specified on screen.  Otherwise, required.	Optional	ACT, FML, IAL, IN
9	Timesheet Cycle	N	EMPL.ts_employment_cd	Char 4	Optional if default is specified on screen. Otherwise, required.	Optional	Value must exist in the TS_PD table.
10	Leave Cycle	Only if no leave cycles exist in LV_PD table.	EMPL.lv_employment_cd	Char 4	Optional if default is specified on screen.	Optional	Value must exist in the LV_PD table.

Field	Record 1 Field Name	Eligible for Deletion	Column	Data Type and Size	Required /Optional for New Employees	Required /Optional for Existing Employees	Format/ Contents
					Otherwise, required.		
11	General Labor Category	N	EMPL_LAB_IN FO. genl_lab_cat_c d	Char 6	Optional if default is specified on screen.  Otherwise, required.	Optional	Value must exist in GENL_LAB_ CAT table.
12	Default Pay Type	Y	DFLT_REG_T S.pay_type	Char 3	Optional	Optional	Value must exist in PAY_TYPE table.
13	FLSA Exempt	N	EMPL_LAB_IN FO.exmpt_fl	Char 1	Optional if default is specified on screen.  Otherwise, required.	Optional	Y, N
14	Employee Type	N	EMPL_LAB_IN FO. s_empl_type_c d	Char 1	Optional if default is specified on screen.  Otherwise, required.	Optional	R, P, T
15	Rate Type (Hourly/S alaried Status)	N	EMPL_LAB_IN FO. s_hrly_sal_cd	Char 1	Optional if default is specified on screen. Othe rwise, required.	Optional	H, F, S
16	Home Organiza tion	N	EMPL_LAB_IN FO.org_id	Char 20	Optional if default is specified on screen.  Otherwise, required.	Optional	Value must exist in ORG table.

Field	Record 1 Field Name	Eligible for Deletion	Column	Data Type and Size	Required /Optional for New Employees	Required /Optional for Existing Employees	Format/ Contents
17	Home Referenc e 1	Y	EMPL_LAB_IN FO. home_ref1_id	Char 20	Optional	Optional	Value must exist in REF_STRU C table.
18	Home Referenc e 2	Y	EMPL_LAB_IN FO. home_ref1_id	Char 20	Optional	Optional	Value must exist in REF_STRU C table.
19	Default OT State	N	EMPL_LAB_IN FO. work_state_cd	Char 2	Optional if default is specified on screen.  Otherwise, required.	Optional	Value must exist in OT_RULES _BY_STATE table.
20	Default Worker's Comp	Y	DFLT_REG_T S.work_comp_ cd	Char 6	If the Worker's Compensati on-Require Default For Employees check box is checked in Labor Settings, this is a required field. Otherwise, this is an optional field.	Optional	Value must exist in WORK_CO MP table.
21	Effective Date	N	EMPL_LAB_IN FO.effect_dt	Char 10	Required	Required	YYYY-MM- DD
22	Rate Provided in File	N	N/A	Char 1	Optional if default is specified on screen.  Otherwise, required.	Required only if a Rate is specified	A, H, S

Field	Record 1 Field Name	Eligible for Deletion	Column	Data Type and Size	Required /Optional for New Employees	Required /Optional for Existing Employees	Format/ Contents
23	Rate	N	EMPL_LAB_IN FO. hrly_amt EMPL_LAB_IN FO. sal_amt EMPL_LAB_IN FO. annl_amt	Num 14	Required	Required only if a Rate Type is specified	
24	Default Account	Y	DFLT_REG_T S.acct_id	Char 15	Optional	Optional	Value must exist in ACCT table
25	Default Organiza tion	Y	DFLT_REG_T S.chg_org_id	Char 20	Optional	Optional	Value must exist in ORG table.
26	Default Project	Y	DFLT_REG_T S.proj_id	Char 30	Optional	Optional	Value must exist in PROJ table
27	Default Referenc e 1	Y	DFLT_REG_T S. ref_struc_1_id	Char 20	Optional	Optional	Value must exist in REF_STRU C table
28	Default Referenc e 2	Y	DFLT_REG_T S. ref_struc_2_id	Char 20	Optional	Optional	Value must exist in REF_STRU C table
29	Default Labor Location	Y	EMPL_LAB_IN FO. lab_loc_cd	Char 6	Optional	Optional	Value must exist in LAB_LOCA TION table
30	Address Line 1	Y	EMPL.In_1_adr	Char 30	Optional	Optional	
31	Address Line 2	Y	EMPL.In_2_adr	Char 30	Optional	Optional	
32	Address Line 3	Y	EMPL.In_3_adr	Char 30	Optional	Optional	
33	City	Y	EMPL.city_nam e	Char 25	Optional	Optional	

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Field	Record 1 Field Name	Eligible for Deletion	Column	Data Type and Size	Required /Optional for New Employees	Required /Optional for Existing Employees	Format/ Contents
34	State	Y	EMPL.mail_state_dc	Char 15	State/Province required if Country = USA  If both State and Country are supplied, the combination must exist in the MAIL_STATE table	State/Province required if Country = USA  If both State and Country are supplied, the combination must exist in the MAIL_STATE table	Value must exist in MAIL_STATE table
35	Country	Y	EMPL.country_cd	Char 8	Required if a State/Province is supplied.	Required if a State/Province is supplied.	Value must exist in COUNTRY table
36	Postal Code	Y	EMPL.postal_cd	Char 10	Optional	Optional	
37	Home Telephone	Y	EMPL_PHONE. phone_type_dc = 'HOME' and EMPL_PHONE. phone_id	Char 25	Optional	Optional	
38	Emergency Telephone	Y	EMPL_PHONE. phone_type_dc = 'EMERG' and EMPL_PHONE. phone_id	Char 25	Optional	Optional	
39	Locator	Y	EMPL.locator_cd	Char 20	Optional	Optional	
40	Date of Birth	N	EMPL.birth_dt	Char 10	Optional	Optional	YYYY-MM-DD

Field	Record 1 Field Name	Eligible for Deletion	Column	Data Type and Size	Required /Optional for New Employees	Required /Optional for Existing Employees	Format/ Contents
41	Marital Status	Y	EMPL.marital_ cd	Char 1	Optional	Optional	
42	Gender	N	EMPL.sex_cd	Char 1	Optional	Optional	M, F
43	Employee Class	Y	EMPL_LAB_IN FO. empl_class_cd	Char 12	Optional	Optional	Value must exist in EMPL_CLA SS table
44	Union Employee Flag	N	EMPL.union_e mpl_fl	Char 1	Optional	Optional	Y, N
45	Race/Eth nicity	Only if not licensed for HR	EMPL.s_race_ cd	Char 10	Required	Optional (will default from EMPL)	Value must exist in RACE_ETH NIC table
46	Manager	Y	EMPL_LAB_IN FO.mgr_empl_i d	Char 12	Optional	Optional	
47	PLC	Y	EMPL_LAB_IN FO.bill_lab_cat _cd	Char 6	Optional	Optional	Must exist in the BILL_LAB_ CAT table.
48	Corporat e Officer Flag	N	EMPL_LAB_IN FO.corp_ofcr_fl	Char 1	Optional (N assumed if null)	Optional	Y or N
49	Seasonal Employee Flag	N	EMPL_LAB_IN FO.season_em pl_fl	Char 1	Optional (N assumed if null)	Optional	Y or N
50	Home Phone Extensio n	Y	EMPL_PHONE .phone_ext_cd where phone_type_dc = 'HOME'	Char 6	Optional	Optional	
51	Emergen cy Phone Extensio n	Y	EMPL_PHONE .phone_ext_cd where	Char 6	Optional	Optional	



Field	Record 1 Field Name	Eligible for Deletion	Column	Data Type and Size	Required /Optional for New Employees	Required /Optional for Existing Employees	Format/ Contents
			phone_type_dc = 'EMERG'				
52	Timesheet Default GLC	N	DFLT_REG_T S. genl_lab_cat_cd	Char 6	Optional	Optional	Value must exist in GENL_LAB_ CAT table.
53	Timesheet Default Labor Location	Y	DFLT_REG_T S. lab_loc_cd	Char 6	Optional	Optional	Value must exist in LAB_LOCA TION table
54	Vendor ID	N	Not stored in Employee table. Will be used to generate a Vendor record for the employee if:  The <b>Add/Update Vendor on Add/Update of Employee</b> check box is selected in APMSETVN  A Vendor record does <b>not</b> already exist for the employee  The <b>Create/Update Vendor Record</b> check box is selected on the Import Employee Data screen	Char 12	Optional	Optional  (If the employee is already linked to the Vendor ID supplied, it will be ignored.  If the employee is already linked to a different Vendor, a warning message will be supplied, letting you know that the employee was not linked to the Vendor ID supplied)	Value supplied in file will be converted to all caps

Field	Record 1 Field Name	Eligible for Deletion	Column	Data Type and Size	Required /Optional for New Employees	Required /Optional for Existing Employees	Format/ Contents
55	City of Birth	Y	EMPL.birth_city_name	Char 25	Optional	Optional	
56	State/Province of Birth	Y	EMPL.birth_mail_state_dc	Char 15	Optional	Optional	Must exist in the MAIL_STATE table
57	Country of Birth	Y	EMPL.birth_country_cd	Char 8	Optional	Optional	Must exist in the COUNTRY table

### Record 1 (Fixed-length Record Format)

	Record 1 Field Name	Allow Delete	Target Table & Column	Data Type Size	Columns (Fixed Format)	Required /Optional for New Employees	Required /Optional for Existing Employees	Format/ Contents
1	Record Code	N	N/A	Char 1	1	Required	Required	N or 1
2	Social Security Number	N	EMPL.ssn_id	Num 9	2-10	Required	Optional	
3	Employee ID	N	EMPL.empl_id EMPL_LAB_INFO.empl_id EMPL_PHONE.empl_id DFLT_REG_TS.empl_id	Char 12	11-22	Required	Required	
4	First Name	N	EMPL.first_name	Char 20	23-42	Required	Optional	
5	Middle Name	Y	EMPL.mid_name	Char 10	43-52	Optional	Optional	

	Record 1 Field Name	Allow Delete	Target Table & Column	Data Type Size	Columns (Fixed Format)	Required /Optional for New Employees	Required /Optional for Existing Employees	Format/ Contents
6	Last Name	N	EMPL.last_n ame	Char 25	53-77	Required	Optional	
7	Hire Date	N	EMPL.orig_ hire_dt	Char 10	78-87	Required	Optional	YYYY- MM-DD
8	Employee Status	N	EMPL.s_em pl_status_cd	Char 3	88-90	Optional if default is specified on screen. Otherwise, required.	Optional	ACT, FML, IAL, IN
9	Timeshe et Cycle	N	EMPL.ts_pd _cd	Char 4	91-94	Optional if default is specified on screen. Othe rwise, required.	Optional	Value must exist in the TS_PD table.
10	Leave Cycle	Only if no leave cycles exist in LV_P D table.	EMPL.lv_pd _cd	Char 4	95-98	Optional if default is specified on screen. Otherwise, required.	Optional	Value must exist in the LV_PD table.
11	General Labor Category	N	EMPL_LAB _INFO. genl_lab_ca t_cd	Char 6	99-104	Optional if default is specified on screen. Otherwise, required.	Optional	Value must exist in GENL_L AB_CAT table.
12	Default Pay Type	Y	DFLT_REG _TS.pay_typ e	Char 3	105-107	Optional	Optional	Value must exist in PAY_TY PE table.
13	FLSA Exempt	N	EMPL_LAB _INFO. exmpt_fl	Char 1	108	Optional if default is specified on screen.	Optional	Y, N

	Record 1 Field Name	Allow Delete	Target Table & Column	Data Type Size	Columns (Fixed Format)	Required /Optional for New Employees	Required /Optional for Existing Employees	Format/ Contents
						Otherwise, required.		
14	Employee Type	N	EMPL_LAB _INFO. s_empl_type _cd	Char 1	109	Optional if default is specified on screen. Otherwise, required.	Optional	R, P, T
15	Hourly/S alaried Status	N	EMPL_LAB _INFO. s_hrly_sal_c d	Char 1	110	Optional if default is specified on screen. Otherwise, required.	Optional	H, F, S
16	Home Organiza tion	N	EMPL_LAB _INFO.org_i d	Char 20	111-130	Optional if default is specified on screen. Otherwise, required.	Optional	Value must exist in ORG table.
17	Home Referenc e 1	Y	EMPL_LAB _INFO. home_ref1_i d	Char 20	131-150	Optional	Optional	Value must exist in REF_ST RUC table.
18	Home Referenc e 2	Y	EMPL_LAB _INFO. home_ref1_i d	Char 20	151-170	Optional	Optional	Value must exist in REF_ST RUC table.
19	Default OT State	N	EMPL_LAB _INFO. work_state_ cd	Char 2	171-172	Optional if default is specified on screen. Otherwise, required.	Optional	Value must exist in OT_RUL ES_BY_ STATE table.

	Record 1 Field Name	Allow Delete	Target Table & Column	Data Type Size	Columns (Fixed Format)	Required /Optional for New Employees	Required /Optional for Existing Employees	Format/ Contents
20	Default Worker's Comp	Y	DFLT_REG _TS. work_comp_ cd	Char 6	173-178	If the <b>Worker's Compensation-Require Default For Employees</b> check box is checked in Labor Settings, this is a required field. Otherwise, this is an optional field.	Optional	Value must exist in WORK_C OMP table.
21	Effective Date	N	EMPL_LAB _INFO. effect_dt	Char 10	179-188	Required	Required	YYYY- MM-DD
22	Rate Type	N	N/A	Char 1	189	Optional if default is specified on screen. Otherwise, required.	Required only if a Rate is specified	A, H, S
23	Rate	N	EMPL_LAB _INFO. hrly_amt EMPL_LAB _INFO. sal_amt EMPL_LAB _INFO. annl_amt	Num 14	190-203	Required	Required only if a Rate Type is specified	
24	Default Account	Y	DFLT_REG _TS.acct_id	Char 15	204-218	Optional	Optional	Value must exist in ACCT table
25	Default Organiza tion	Y	DFLT_REG _TS.chg_or g_id	Char 20	219-238	Optional	Optional	Value must exist in

# Appendix

	Record 1 Field Name	Allow Delete	Target Table & Column	Data Type Size	Columns (Fixed Format)	Required /Optional for New Employees	Required /Optional for Existing Employees	Format/ Contents
								ORG table.
26	Default Project	Y	DFLT_REG _TS.proj_id	Char 30	239-268	Optional	Optional	Value must exist in PROJ table
27	Default Referenc e 1	Y	DFLT_REG _TS. ref_struc_1_ id	Char 20	269-288	Optional	Optional	Value must exist in REF_ST RUC table
28	Default Referenc e 2	Y	DFLT_REG _TS. ref_struc_2_ id	Char 20	289-308	Optional	Optional	Value must exist in REF_ST RUC table
29	Default Labor Location	Y	EMPL_LAB _INFO. lab_loc_cd	Char 6	309-314	Optional	Optional	Value must exist in LAB_LO CATION table
30	Address Line 1	Y	EMPL.ln_1_ adr	Char 30	315-344	Optional	Optional	
31	Address Line 2	Y	EMPL.ln_2_ adr	Char 30	345-374	Optional	Optional	
32	Address Line 3	Y	EMPL.ln_3_ adr	Char 30	375-404	Optional	Optional	
33	City	Y	EMPL.city_n ame	Char 25	405-429	Optional	Optional	
34	State	Y	EMPL.mail_ state_dc	Char 15	430-444	State/Provin ce required if Country = USA  If both State and Country	State/Provin ce required if Country = USA  If both State and Country	Value must exist in MAIL_ST ATE table

# Appendix

	Record 1 Field Name	Allow Delete	Target Table & Column	Data Type Size	Columns (Fixed Format)	Required /Optional for New Employees	Required /Optional for Existing Employees	Format/ Contents
						are supplied, the combination must exist in the MAIL_STAT E table	are supplied, the combination must exist in the MAIL_STAT E table	
35	Country	Y	EMPL.count ry_cd	Char 8	445-452	Required if a State/Provin ce is supplied.	Required if a State/Provin ce is supplied.	Value must exist in COUNTR Y table
36	Postal Code	Y	EMPL.postal _cd	Char 10	453-462	Optional	Optional	
37	Home Telepho ne	Y	EMPL_PHO NE. phone_type _dc = 'HOME' and EMPL_PHO NE.phone_i d	Char 25	463-487	Optional	Optional	
38	Emergen cy Telepho ne	Y	EMPL_PHO NE. phone_type _dc = 'EMERG' and EMPL_PHO NE.phone_i d	Char 25	488-512	Optional	Optional	
39	Locator	Y	EMPL.locato r_cd	Char 20	513-532	Optional	Optional	
40	Date of Birth	N	EMPL.birth_ dt	Char 10	533-542	Optional	Optional	YYYY- MM-DD
41	Marital Status	Y	EMPL.marit al_cd	Char 1	543	Optional	Optional	

	Record 1 Field Name	Allow Delete	Target Table & Column	Data Type Size	Columns (Fixed Format)	Required /Optional for New Employees	Required /Optional for Existing Employees	Format/ Contents
42	Gender	N	EMPL.sex_cd	Char 1	544	Optional	Optional	M, F
43	Employee Class	Y	EMPL_LAB_INFO. empl_class_cd	Char 12	545-556	Optional	Optional	Value must exist in EMPL_CLASS table
44	Union Employee Flag	N	EMPL.union_empl_fl	Char 1	557	Optional	Optional	Y, N
45	Race/Ethnicity	Only if not licensed for HR	EMPL.s_race_cd	Char 10	558-567	Required	Optional (will default from EMPL)	Value must exist in RACE_ETHNIC table
46	Manager	Y	EMPL_LAB_INFO.mgr_empl_id	Char 12	568-579	Optional	Optional	
47	PLC	Y	EMPL_LAB_INFO.bill_lab_cat_cd	Char 6	580-585	Optional	Optional	Must exist in the BILL_LAB_CAT table.
48	Corporate Officer Flag	N	EMPL_LAB_INFO.corp_ofcr_fl	Char 1	586	Optional (N assumed if null)	Optional	Y or N
49	Seasonal Employee Flag	N	EMPL_LAB_INFO.season_empl_fl	Char 1	587	Optional (N assumed if null)	Optional	Y or N
50	Home Phone Extension	Y	EMPL_PHONE.phone_ext_cd where phone_type_dc = 'HOME'	Char 6	588-593	Optional	Optional	



## Appendix

	Record 1 Field Name	Allow Delete	Target Table & Column	Data Type Size	Columns (Fixed Format)	Required /Optional for New Employees	Required /Optional for Existing Employees	Format/ Contents
51	Emergency Phone Extension	Y	EMPL_PHONE_ext_cd where phone_type_dc = 'EMERG'	Char 6	594-599	Optional	Optional	
52	Timesheet Default GLC	N	DFLT_REG_TS. genl_lab_cat_cd	Char 6	600-605	Optional	Optional	Value must exist in GENL_LAB_CAT table.
53	Timesheet Default Labor Location	Y	DFLT_REG_TS. lab_loc_cd	Char 6	606-611	Optional	Optional	Value must exist in LAB_LOCATION table
54	Vendor ID	N	Not stored in Employee table. Used to generate a Vendor record for the employee if:  The <b>Add/Update Vendor on Add/Update of Employee</b> check box is selected in APMSETVN  A Vendor record does <b>not</b> already exist for the employee  The <b>Create/Update Vendor Record</b>	Char 12	612-623	Optional	Optional  (If the employee is already linked to the Vendor ID supplied, it will be ignored.  If the employee is already linked to a different Vendor, a warning message will be supplied, letting you know that the employee was not linked to the	Value supplied in file will be converted to all caps

# Appendix

	Record 1 Field Name	Allow Delete	Target Table & Column	Data Type Size	Columns (Fixed Format)	Required /Optional for New Employees	Required /Optional for Existing Employees	Format/ Contents
			check box is selected on the Import Employee Data screen				Vendor ID supplied)	
55	City of Birth	Y	EMPL.birth_ city_name	Char 25	624-648	Optional	Optional	
56	State/ Province of Birth	Y	EMPL.birth_ mail_state_d c	Char 15	649-663	Optional	Optional	Must exist in the MAIL_ST ATE table
57	Country of Birth	Y	EMPL.birth_ country_cd	Char 8	664-671	Optional	Optional	Must exist in the COUNTR Y table



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## About Deltek

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