

Deltek Costpoint® Essentials and Costpoint Foundations

Cloud Release Notes

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Overview

This document is a compilation of enhancements made in Costpoint, Budgeting & Planning, and Time & Expense from September 1 - December 31, 2018.

Note: Release notes contain summaries of the enhancements made. Refer to the online help for additional details.

[Costpoint 7.1.1 Online Help](#)

Costpoint

Microsoft Edge Login Error

When you close the Costpoint browser tab or the Microsoft Edge browser without logging out of Costpoint, a login error occurs when you attempt to log back into Costpoint.Accounting

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.

Accounting

There are no changes to Costpoint Accounting in this release.

Contracts

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.

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**.

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.

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.

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.

Projects

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.

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.

People

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.
- 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)

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.

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 (ESMDES BEN)

- 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 synced 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 synced 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.

Delte 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.

Delte 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 (EMMTERMSN)

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)

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.

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.

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+.

Regulatory and Compliance

For year-end regulatory documentation, see the Release Notes page of the Costpoint Cloud Information Center.

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.

Materials Management

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.

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.

Note: Supplier Portal users do not have to have Costpoint installed.

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



Note: 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.

Note: 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 ≤ 10 bar on the dashboard, Costpoint loads all PO lines that match the company and supplier ID with that of the logged-in user, [Current Date - Due 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.
 - 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 < [Current Date - Due 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.

- 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, $[\text{Due Date} - \text{Current Date}] \leq 5$ 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, $6 < [\text{Due Date} - \text{Current Date}] \leq 10$ 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.
 - 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, $10 < [\text{Due Date} - \text{Current Date}] \leq 20$ 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.

- **> 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.

Note: 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)

Note: 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.

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.

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.

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.

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 (SMMMINVC)

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)

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)

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)

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)

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)

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)

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)

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)

MRPLIB Library

The MRPLIB library contains common business logic, which is shared by the following applications:

- Update Material Requirements Plan (MRPMPRP)
- Update Master Production Schedules (MSPMPS)

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)

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)

Administration

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**)

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.

Note: 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 (PJPULAB) toolkits to fix these tables.

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.

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.

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.

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.

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.

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.

Note: 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.

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

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**.

Warning: Access to this new screen should be limited to users that have the authority to dictate user-access to sensitive information.

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.

Note: 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.

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.

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.

Reports & Analytics

Role-Based Dashboards: 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.

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:

- Deltek 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>.

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.

Role-Based Dashboards: 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.

Costpoint Integration

There are no changes to Costpoint Integration in this release.

Budgeting and Planning

Display Variances in Favor of Budget or Actuals

Budgeting & Planning was enhanced to allow the option of displaying variances in favor of either budget or actuals.

Prior to this enhancement, variances always displayed in favor of actuals, and Budgeting & Planning calculated the variance for cost, revenue, and profit by subtracting budget from actuals, so if each was less than the budgeted amount, all three displayed a negative variance.

As part of this enhancement, the calculation method was also updated so that whether favoring budget or actuals, the variance calculation for revenue and profit is the opposite of the cost calculation, which is explained in the section below.

Because the variance calculation for revenue and profit is now always opposite to the cost calculation, and you can also control whether variances display in favor of either budgets or actuals, Budgeting & Planning now affords you greater flexibility in variance reporting.

Configure Variance Reporting

To support the new functionality, a **Report Variance Calculation in Favor of** setting was added to the Display tab of **Planning » Administration » Administration Controls » Configuration Settings (MAM10)**. Options include:

- **Actuals** – This is the default option. If you wish to display variances in favor of actual costs, no action is required. When this option is selected and actual costs are higher than budgeted costs, the variance displays as a negative.

For example, \$1,000.00 (actual material costs) - \$800.00 (budgeted materials cost) = (\$200.00).

- **Budget** – Select this option if you wish to display variances in favor of budgeted costs. When this option is selected and actual costs are higher than budgeted costs, the variance displays as a positive.

For example, \$1,000.00 (actual material costs) - \$800.00 (budgeted materials cost) = \$200.00.

Revenue and Profit Variances

For either configuration option (**Actuals** or **Budget**), the variance calculation for revenue and profit is now opposite to the cost calculation.

For example, if actuals are favored and total revenue is 300,000 and budgeted revenue was 200,000, the 100,000 variance will display as a positive. If budget is favored, it will display a negative.

Reports Affected by the Variance Calculation

The following is a list of Project Budgeting reports that have been updated for this enhancement, when **Variance** is selected as the Report Type. For a few reports, only certain columns display variances, which is also noted below.

Top Level Reports

- Direct Project Cost Categories (CPT1, BPT1, PPT1)
- Direct Project Cost (CPT3, BPT3, PPT3)
- Labor Hours Analysis (CPT5, BPT5, PPT5)
- Labor Cost Analysis (CPT6, BPT6, PPT6)
- Budget/EAC Status (APT1). For this report, only the Unplanned and Planned columns employ variance calculations.

Level Down Reports

- Project Cost Categories (CPL1, BPL1, PPL1) Project Cost (CPL2, BPL2, PPL2)

Active Level Reports

- Hours Breakdown (CPA1, BPA1, PPA1)
- Raw Cost Breakdown (CPA2, BPA2, PPA2)
- Burdened Cost Breakdown (CPA3, BPA3, PPA3)
- All Cost Breakdown (CPA4, BPA4, PPA4)
- Project Cost Chart (CPA8, BPA8, PPA8)
- T&M Labor Analysis (CPA10, BPA10, PPA10)
- Current Forecast (BPA16). For this report, only the Forecast Variance column is affected.

Supplemental Reports

- Project Budgets/EACs Status (APS1, APS3). For this report, only the Unplanned and Planned columns are affected.
- Project Status (SPA5). For this report, only the Variance column is affected.

New Period Rate Option for Calculation of Effective Rates

The calculation of effective rates for salaried employees in Project and Org budgeting was enhanced to derive a rate based on work hours per period versus work hours per annum, which was previously the default calculation.

The addition of a period rate calculation allows for a more precise calculation of labor costs and revenue.

How Effective Rates Are Calculated

Prior to this enhancement, when effective rates were in use, the rate was based only on annual work hours, not hours per period. The annual rate was calculated by dividing the annual salary by annual work hours. For example,

$$104,000 \text{ (annual salary)} / 2080 \text{ (annual work hours)} = 50.00 \text{ (effective rate)}$$

Annual work hours are derived from **Work Hours in a Year** on the Salary Info subtask in **People » Labor » Employee Basic Information Salary Info Subtask**. If that field is empty, it defaults to hours set up in Fiscal Year Setup (MAM16), and if that is empty, it defaults to 2,080 hours.

By contrast, the period rate calculation is not based on annual work hours, but is instead based on the available hours per period.

The period for Project budgets (**Project Budget Period** field in Configuration Settings (MAM10)) can be based on either Costpoint accounting periods (and subperiods if used) or time collection periods, whereas Org budget periods are always based on Costpoint accounting periods, either accounting periods and subperiods or the accounting period only.

For example, if the period includes 21 work days and the hours per day are 8, the hours available per period would be 168 (21 × 8). Extending this example to an employee who has an annual salary of 104,000, the period effective rate would be calculated as follows:

$$104,000 / 12 \text{ (fiscal periods)} = 8,666.66 / 168 \text{ (hours available per period)} = 51.59 \text{ (period effective rate)}$$

The annual rate example above yielded an hourly rate of 50.00, so the variance between the two rates is 1.59.

Therefore, especially when the budget runs less than a full year, the period effective rate produces a more accurate total for labor costs.

Furthermore, if revenue is calculated using the hours worked multiplied by Project Labor Category rate, the variance will exist there as well.

Configuring Rate Calculations

Prior to this update, effective rates were enabled by selecting **Use Effective Rates** on the Org tab in Configuration Settings (MAM10). Because the effective rate was calculated only one way, the option was controlled by a check box, which was either checked or unchecked, indicating whether effective rates were in use or not in use.

After the update is installed, your current status is maintained. If effective rates were in use prior to the update, it will default to the annual rate calculation. If effective rates were not in use, the feature is not enabled.

To account for the new calculation option and its effect on Project Budgeting, the following changes were made:

- The field label for the option was changed to **Effective Rates to Use**. The control was changed from a check box to a drop-down list with the following options:
 - **None** – Select this option if you do not want to use effective rates. This will be the default if effective rates are not already in use at the time of installation.
 - **Annual Rates** – Select this option to calculate the effective rate based on annual hours. This will be the default if effective rates are already in use at the time of installation.
 - **Period Rates** – Select this new option to calculate effective rates based on hours per period.
- The option was moved from the Org tab to the General tab, because it will affect both Org Budgeting and Project Budgeting, including all of the following Project Budgeting applications: **Project Budgeting » Budget/EAC Processing » Project Budget/EACs**
 - **Proposal Budgeting » Actions/Processing » Project Proposals (NPI4)**
 - **Proposal Budgeting » Actions/Processing » Project Non-Backlog Budgets (NPI7)**

Additionally, the Refresh Process was also updated to capture changes related to this enhancement.

Related Changes

The period rate calculation was applied to Organization Budgets – Outlooks in November 2018, and as part of that same update, Organization Budget Cycle Initialization (AOM3) was updated to include a new Standard Annual Hours column in the Employee Rates subtask. This is used in conjunction with the Period Rate setting to calculate effective rates. was updated to reflect these changes.

Labor Report Updates

Labor reporting within Budgeting & Planning was being updated to include hours that were budgeted by labor category (GLC or PLC) only, that is, without an identified resource, within any of the following applications.

- Project Budgeting » Budget/EAC Processing » Project Budget/EACs
- Proposal Budgeting » Actions/Processing » Project Proposals (NPI4)
- Proposal Budgeting » Actions/Processing » Project Non-Backlog Budgets (NPI7)

When budgeting labor in the Staff Hours, Subcontractor Hours, or Consultant Hours subtasks in any of the above applications, hours assigned according to GLC or PLC will be reflected in certain associated reports.

For this release, the following reports were updated to include labor hours budgeted by GLC or PLC.

- Multi-Proposal Consolidation (Rev/Cost) (NPT3)
- Non-Backlog Budget Revenue Summary (Rev/Cost) (NPT2)

- Proposal Summary (Rev/Cost) (NPT1)
- Project Labor Analysis (SPA6)
- Project Status (SPA5)
- Project Budgets/EACs Status (APS1,APS3)
- Level Down Projects Future Revenue (BPL3)
- Revenue Breakdown (BPA15)
- T&M Budget Review (BPA13)

Project Budget Security Applied to Import of Budgets/EACs

Back-end changes related to Project Budget Security have been applied to the following applications:

- Import Budget/EAC from Scheduling App (BPU1, BPU3, BPU5, NPU1)
- Import Budget/EACs from Excel

These changes are automatically applied to these applications if **Project Security to be based on** is selected as **Project Budget Security** on the Project tab of **Planning » Administration » Administration Controls » Configuration Settings (MAM10)**.

When Project Budget Security is applied in these applications, uploaded projects are validated based on user rights. If the user does not have rights to a project, the project is not uploaded and the error is flagged.

Contractor Employee Added to Budget/EAC Import Template

The Import Budget/EACs from Excel application was updated to include the ability to import budgets for contractor employees as a resource type.

Note that contractor employees are set up in Costpoint as an employee, but the **Contractor** check box is selected.

To access this new option, go to **Planning » Project Budgeting » Controls and Utilities » Import Budget/EACs from Excel**, and click the **Excel Template** subtask. Follow screen instructions for downloading the updated template, which now includes **Contractor Employee** as an option in the **ID Type** drop-down list.

C2			
	A	B	C
1	Project_ID	Period_End_Date	ID_Type
2			
3			Employee
4			Contractor Employee
5			Vendor
6			Vendor Employee
7			Generic
			Key Entry

Time and Expense

Usability and Interface Changes

Pop-up Dialog Boxes

As part of the ongoing effort to improve usability, several interface elements related to time and expense entry have been converted to pop-up dialog boxes.

The pop-up dialog boxes either display automatically due to a workflow trigger, such as when a rejected or revised form requires an explanation, or display when the user clicks a hyperlinked field value (for example, an ID or revision number).

Where added, the pop-ups eliminate other interface elements, such as tabs or subtasks, which previously required the user to navigate to a different location on the form to complete an action or view data, and when the dialog box is closed, the user now remains in the same location on the form.

The specific areas that have been converted as part of this enhancement are described below. Several screen images are included as examples.

Revision Reason

The Revision Explanation tab was replaced with a pop-up dialog box

Revision	Line No	Date	Project/CS	Account/CS	Charge Description	Revision Audit Detail
3						Supervisor Rejected Timesheet

This change was applied to the following applications:

- Expense Reports » Manage Expense Report
- Expense Reports » Manage/Approve Expense Reports
- Expense Authorizations » Manage Expense Authorization
- Expense Authorizations » Manage/Approve Expense Authorizations
- Timesheets » Manage Timesheet
- Timesheets » Manage/Approve Timesheets

Rejection Reason

The Rejection Explanation tab was replaced with a pop-up dialog box.

Period: [] Signed: ☒ Approved: ☒ Rejected: ☐

Function: Primary Supervisor

→ Revision Explanation

Revision: 3

Explanation Code: []

Explanation: []

Audit

Revision	Line No	Date	Project's	Account's	Charge Description	Revision Audit Detail
3	3				Supervisor Rejected Timesheet	

This change was applied to the following applications:

- Expense Reports » Manage Expense Report
- Expense Reports » Manage/Approve Expense Reports
- Expense Authorizations » Manage Expense Authorization
- Expense Authorizations » Manage/Approve Expense Authorizations
- Timesheets » Manage/Approve Timesheets

Void Reason

The Void tab was replaced with a pop-up dialog box.

Manage Expense Report

Report ID: ER00000873 Description: short description testing Revision: 0 Total To Me: []

Date: 06/18/2018 Correction: 0 Payment Received: []

Status: Draft Batch ID: [] Currency: USD

Submit Void

Purpose Default Charges Details W

Date: 06/18/2018

Description: short description te

Type: Non Per Diem MC

Authorization: Launch

From: 06/17/2018

To: 06/17/2018

Purpose: 123

us-code1: 255

us-code2: 56

us-code3: 86

Void

Reason: []

Apply

This change was applied to the following applications:

- Expense Reports » Manage Expense Report
- Expense Reports » Manage/Approve Expense Reports
- Expense Authorizations » Manage Expense Authorization
- Expense Authorizations » Manage/Approve Expense Authorizations

Revision History

The Revision History subtask was replaced by a hyperlink in the **Revision** field.

Manage Expense Report

Report ID: ER00000835 Description: Sup claims non pd meals Revision: 1 Total To Me: 12.00

Revision	Revised by	Revision Date/Time	Revision Details	Explanation
1	Pine Jr., Nuts (EXPSUP1)	08/21/2018 02:11:42 PM	User Voided Expense Report	VOID REASON
0	Pine Jr., Nuts (EXPSUP1)	05/01/2018 12:29:37 AM		

Date: 05/01/2018
Description: Sup claims non pd meals
Type: Non Per Diem

This change was made in the following applications:

- Expense Reports » Manage/Approve Expense Reports
- Expense Authorizations » Manage Expense Authorization
- Expense Authorizations » Manage/Approve Expense Authorizations

Correction Request

- When a user requests correction, a pop-up dialog box opens for entry of the explanation. This change was applied to the Timesheets » Manage Timesheet application.

Timesheet

Employee	ID
O'Blackberry, Banana J.	TSEMP01
O'Blackberry, Banana J.	TSEMP01
O'Blackberry, Banana J.	TSEMP01
O'Blackberry, Banana J.	TSEMP01

Reason for Correction

Reason for Correction

Hyperlinked Field Values in Expense Reports

Values in **Report ID** and **Total to Me** are now hyperlinked to display pop-ups with related information.

Manage Expense Report

Report ID: ER00000873 Description: short description testing Revision: 0 Total To Me: 14.00

Date: 06/18/2018 Status: Draft

Submit Void

Details

	USD		
Total Expenses	14.00	Total Billable	14.00
[-] Company Paid	0.00	Total Non Billable	0.00
[-] Advance	0.00	Total Overclaiming	0.00
[-] Personal	0.00	Total Unallowable	0.00
[-] Non-Reimbursable	0.00		
[-] Payment Received	0.00		
Total to Me	14.00		

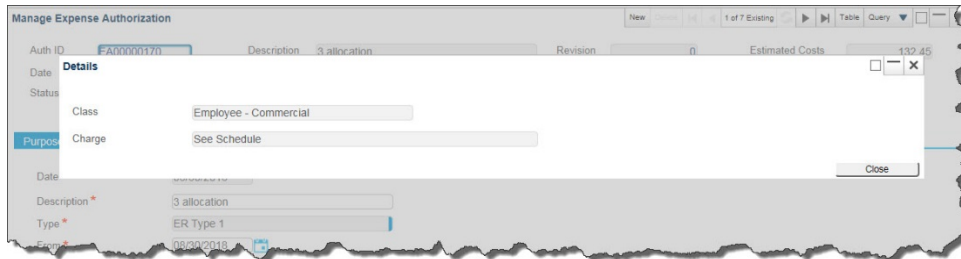
Date: 06/18/2018
Description: short description testing
Type: Non Per Diem MC
Authorization: Launch
From: 06/17/2018
To: 06/17/2018
Purpose: 123
us-code1: 255
us-code2: 56

This change was applied to the following applications:

- Expense Reports » Manage Expense Report
- Expense Reports » Manage/Approve Expense Reports

Hyperlinked Field Values in Expense Authorizations

Auth ID is now hyperlinked to display a pop-up with related information.



This change was applied to the following applications:

- Expense Authorizations » Manage Expense Authorization
- Expense Authorizations » Manage/Approve Expense Authorizations

Status Change

When an authorized user revises a signed expense report or expense authorization, the question of whether to change the status back to Draft now displays in a pop-up dialog box. This change was applied to the following locations:

- Expense Reports » Manage/Approve Expense Reports
- Expense Authorizations » Manage/Approve Expense Authorizations

Line Level Approval – Approved Lines

Information about a timesheet line that has been approved now displays in pop-up dialog box.

This change was applied to the following applications:

- Timesheets » Manage Timesheet
- Timesheets » Manage/Approve Timesheets

Line Level Approval – Rejected Lines

Information about a timesheet line that has been rejected now displays in pop-up dialog box.

This change was applied to the following applications:

- Timesheets » Manage Timesheet
- Timesheets » Manage/Approve Timesheets

Line Level Approval – Pending Lines

Information about a timesheet line that is pending approval now displays in pop-up dialog box.

This change was made in the following applications:

- Timesheets » Manage Timesheet
- Timesheets » Manage/Approve Timesheets

Time

Manage/Approve Timesheet Search Period Default Values

When you filter by Status and select a timesheet schedule in **Time » Timesheets » Manage/Approve Timesheets**, the Year and Period fields now default to the current year and period, as based on what is configured for that schedule in the Manage Timesheet Schedule screen.

Creation of Timesheets Not Listed As Missing

The **Timesheets » Manage/Approve Timesheets** screen was updated to allow the creation of timesheets that are not already listed as Missing.

New *Exclude Processed Timesheets* Option

An **Exclude Processed Timesheets** check box was added to the **Time » Timesheets » Approve Timesheet Charges** screen. When you select this option, timesheets with a status of *Processed* are filtered from the list of timesheet results for the selected option.

The screenshot shows the 'Approve Timesheet Charges' interface. In the 'Selection Criteria' section, there is a checkbox labeled 'Exclude Processed Timesheets' which is currently checked and highlighted with a red rectangular box. Other filters include 'Charge Option' (set to Project), 'Approval Status' (set to Pending Approval), and 'Function Role' (set to Project Manager). To the right, there are 'Drill-Down Options' for Level 1, Level 2, and Level 3, and 'Additional Detail Columns' for Column 1 and Column 2. At the bottom, there is a 'Charge Line Details' table with columns for Status, Project, and Pay Type, and buttons for Approve and Reject. The table currently shows one row with Status 'Regular Hours' and Pay Type '0.00'.

Expense

Database Attachments Conversion Utility

An Expense Report Convert Attachment application was added to **Expense » Expense Utilities**.

The screenshot shows the 'Convert Expense Report Attachments' utility window. It contains four input fields: 'Attachments found in database' with a value of 1, 'Previously converted' with a value of 1, 'Number of attachments converted' with a value of 0, and 'Storage Location' with the text 'EXPENSERECEIPTS'. There are also checkboxes for 'Convert' and 'Cancel' at the top right of the utility window.

This new utility converts attachments stored in the 9.0.1 database to PDFs so that the files are available to users after the upgrade to version 10.0 is complete. The utility should be used during the post-installation process, following the initial upgrade.

This application should be run only after the Alternate File Location has been set up and configured. Instructions for configuring the Alternate File Location are included in the following guide [DeltekTimeandExpense1000PostInstallationConfigurationGuide.pdf](#).

When an upgrading customer clicks **Expense » Expense Utilities » Expense Report Convert Attachments**, existing attachments are automatically converted.

The converted files are then automatically stored in the Alternate File Location (**Administration » System Administration » File Management » Manage Alternate File Locations**) for attachments.

The utility includes the following fields:

- **Attachments found in Database** – This is the number of attachments found in the 9.0.1 database.
- **Previously Converted** – This is the number of attachments that were converted in previous runs.
- **Number of Attachments Converted** – This is the number of attachments converted in the current run. For example, if all the attachments found have previously been converted, this field will display “0” because no attachments were found to convert in the current run. Note that the utility run automatically after the screen is opened.

All Days Selected by Default for Meal Allowances

In the **Manage Expense Report » Claimed Expenses » Meal Totals Details** table, all days for meals allowances are selected by default so that users do not have to individually select each line item.



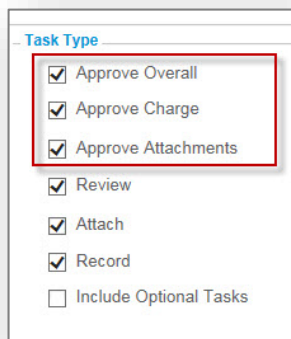
	Select	Date	Breakfast	Lunch	Dinner	Incidental
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	03/05/2018	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	03/06/2018	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	03/07/2018	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	03/08/2018	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	03/09/2018	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Approval Task Breakout

Filtering options for Approve tasks have been broken out into three separate Approve options in the Task Types section of both the Manage/Approve Expense Reports and Manage/Approve Expense Authorizations screens.

The new Approve filters have been added to the following Expense applications:

- **Expense Authorizations » Manage/Approve Expense Authorizations**



Task Type

- ☒ Approve Overall
- ☒ Approve Charge
- ☒ Approve Attachments
- ☒ Review
- ☒ Attach
- ☒ Record
- ☐ Include Optional Tasks

Approve Overall
Approve Charge
Approve Attachments

These Approve filters are grouped with the existing **Review**, **Attach**, and **Record** task filters

- **Expense Reports » Manage/Approve Expense Reports**

Task Type

- ☒ Approve Expense Report
- ☒ Approve Charge Allocation
- ☒ Approve Attachments
- ☒ Review
- ☒ Attach
- ☒ Record
- ☐ Include Optional Tasks

Approve Expense Report
Approve Charge Allocation
Approve Attachments

These Approve filters are grouped with the existing **Review**, **Attach**, and **Record** task filters.

The task table of the Manage MyDesktop screen has also been updated to incorporate the new Approve filtering options. Additionally, when you click **Launch** from Manage MyDesktop for any of the new Approve tasks, the corresponding Manage/Approve screen displays with those tasks already filtered.

Meal Breakdown Updated

Meals and incidental breakdown amounts were updated to reflect DOD/GSA changes that took effect October 1, 2018. M&I Totals of 55.00 and 76.00 were added. Other new GSA amounts (56, 61, 66, and 71) were added previously.

Configuration

New *Employee ID Not Allowed as Login ID* Option and Active Directory Validation

An **Employee ID not allowed as Login ID** check box was added to the General Options tab of **Configuration » General Controls » Configure General Settings**.

General Configuration

Locale (Country/Language) * US/en Description United States/English Load Defaults

General Options UDT Options Miscellaneous

Defaults

AccountGS Type Code * JD Time and Expense Account

Employee Security Role * Amel's Administrator [Lid]

Subcontractor Security Role

Date Edit * Hard Edit

Currency * US Dollar

Notification Method * Alert

Authentication Method * Single Sign-on

☒ Employee ID not allowed as Login ID

Server Settings

Time Zone * Eastern Standard Time (Queensland) (Australia/Brisbane)

UDT Labels User-Defined Field Labels Attachments

This configuration option is *not* available to customers who use the Database authentication methods, such as:

- *Database*
- *Single Sign-on or Database*
- *Windows Domain and Database*

The Database authentication methods, unlike the other methods, do *not* require an Active Directory ID to create a new Time & Expense user.

For customers who use authentication methods where the Active Directory ID is required (all methods other than Database), this new setting provides a mechanism for ensuring that a user is *not* created unless the Active Directory value already exists or that Login ID is not the same as the employee ID.

Prior to this change, when a user was created and the Active Directory field was blank, it defaulted to the Login ID, which itself defaults to the Employee ID. This caused the Employee ID to become the Active Directory default value, which was undesirable for customers who use a different naming convention when creating the Active Directory.

If you select **Employee ID not allowed as Login ID**, the user is *only* created if the **Active Directory** field (**Configuration » Resources » Manage Resource Information**) contains a value or Login ID is not equal Employee ID.

If you do *not* select **Employee ID not allowed as Login ID**, the user is automatically created even if **Active Directory** is blank, and **Active Directory** will default to the value in the Login ID. In this scenario, an optional workaround used by some customers has been to change the Login ID to the Active Directory ID so that even if Active Directory is blank, it will default to the proper value when the user is created.