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Deltek

Deltek Costpoint Cloud

Configuring Microsoft® Azure

May 15, 2020

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Microsoft Azure Active Directory Gallery

You can access Deltek Costpoint via a SAML-based Single Sign On with your Azure Active Directory account. Setting up the SSO with Microsoft Azure AD is a simple, three-step process.

Step	Procedure
1	Submit the SSO Setup Service Request
2	Add and Configure Costpoint into your MS Azure Admin Portal
3	Set up your Costpoint User Accounts for MS Azure

Note: If you are already set up for SAML SSO authentication in Costpoint Cloud, you will need to set up a second configuration for the Costpoint Mobile T&E in the Cloud. Follow the instructions in this guide to set up your configuration. See the *Deltek Costpoint Mobile Time and Expense in the Cloud Administrator Guide* for more information on Costpoint Mobile T&E in the Cloud.

Submit the SSO Setup Service Request

You must be on Cognos 11 prior to enabling Azure SSO.

To submit the SSO setup service request:

1. Provide the following information in the Service Request:
 - Fully Qualified Domain that your users authenticate against (for example, ACME.Local).
 - Indicate which systems you want SAML enabled on.
2. Deltek will provide you with one XML file per Costpoint system on your account.

The files will be attached to your SSO Setup Service Request ticket. You will need these files to complete the remaining steps.

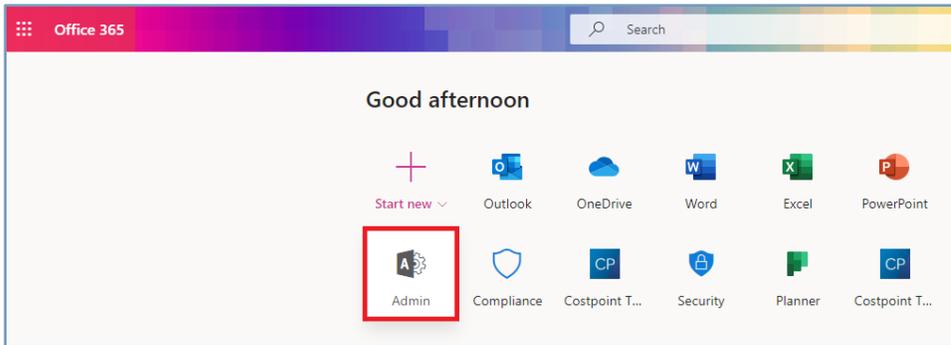
Note: If you are a Costpoint Mobile T&E customer, Deltek will provide you with two sets of URLs (one for Costpoint and one for Costpoint Mobile T&E).

Add and Configure Costpoint into Your Azure Admin Portal

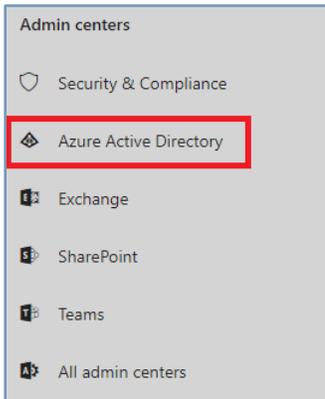
Use the information provided in the SSO Setup Service Request to perform the initial configuration of MS Azure.

To add and configure Costpoint into your MS Azure Admin portal:

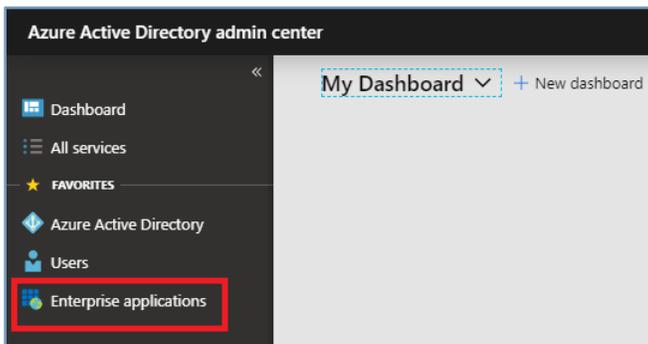
1. Log into the MS Azure Admin Portal using the admin account with your company.



2. Locate and click **Azure Active Directory**.

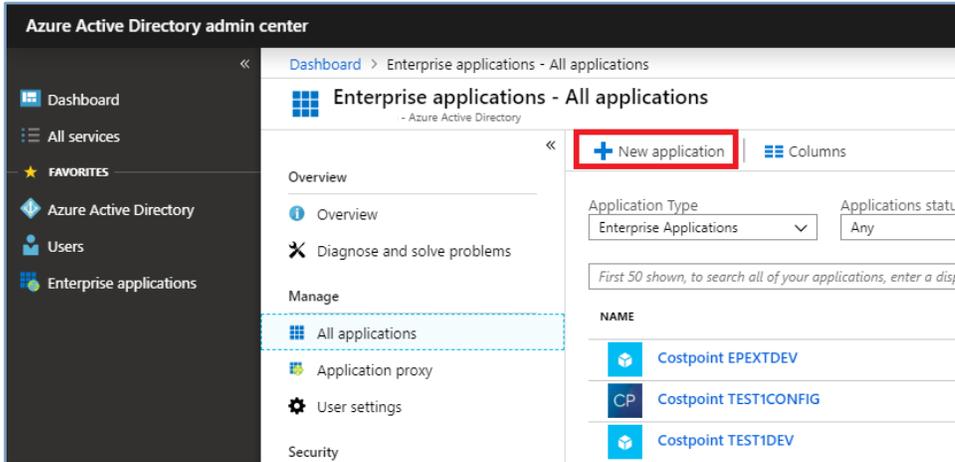


3. Click **Enterprise Applications**.

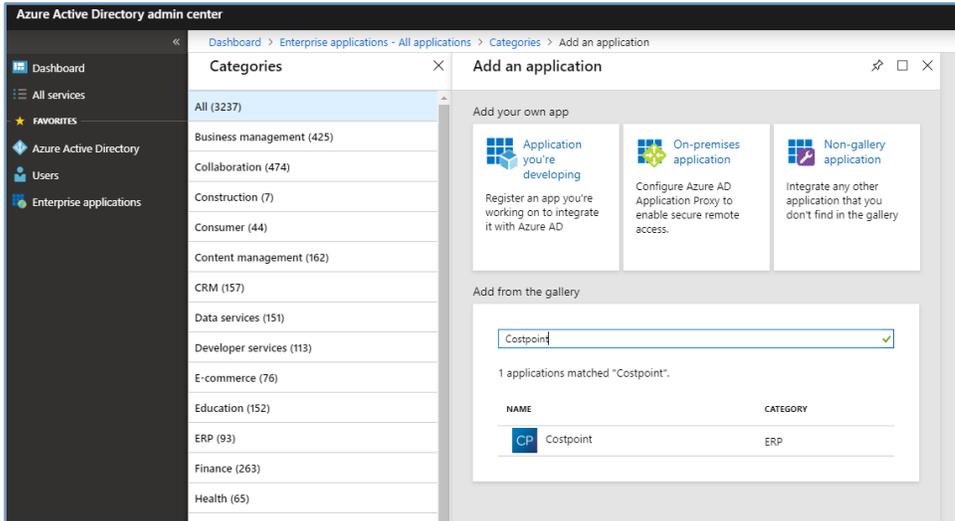


Add and Configure Costpoint into Your Azure Admin Portal

4. To add new application, click **New application**.



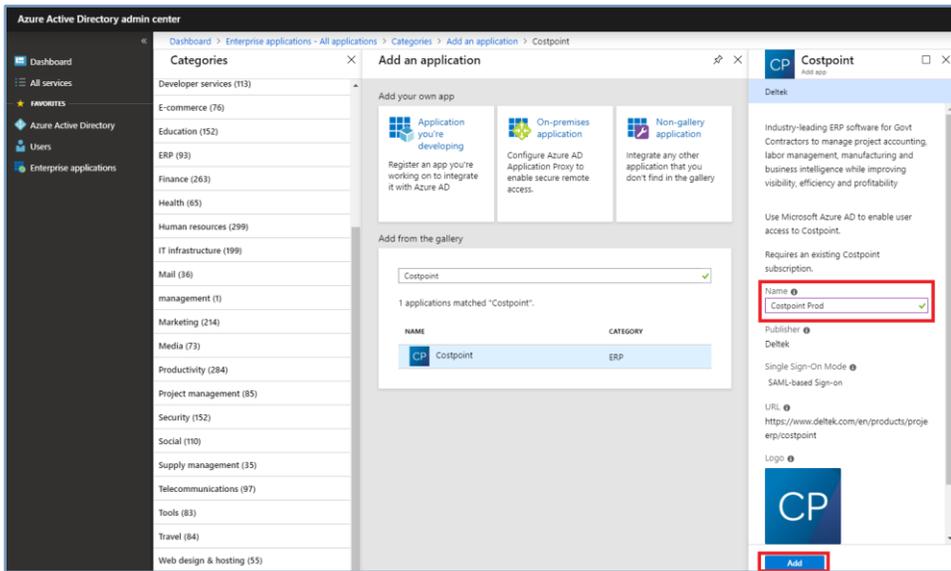
5. In the **Add from the gallery** section, enter **Costpoint** in the search box.



6. Perform the following:
 - a. Select **Costpoint** from results panel.
 - b. Give it a name related to the system you are connecting to that makes sense to you and/or your users.
 - c. Click **Add**.

Wait a few seconds while the application is added to your tenant.

Add and Configure Costpoint into Your Azure Admin Portal

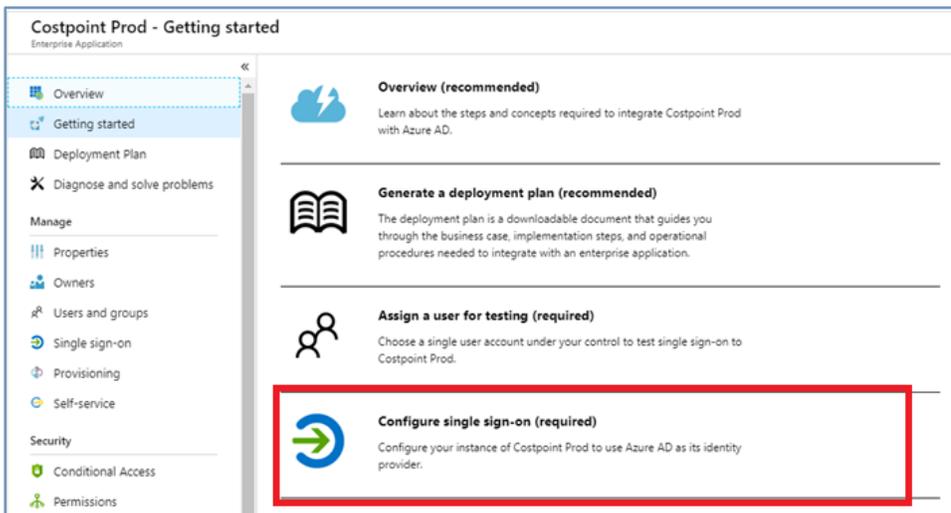


The above example uses **Costpoint Prod** for the application name. You may want to name additional instances **Costpoint Sandbox**, **Costpoint Test**, or use your Costpoint system name where you log in. Anything that will clearly identify the system you are logging into for your users will work. Since the application definition will include that system in the configuration, you will not have the opportunity to specify into which Costpoint system you are logging. When you access the application icon from the portal, you will be logged into that Costpoint system directly.

Note: For Costpoint Mobile T&E users, you must perform this step for each Costpoint Mobile T&E environment that you would like to set up Azure for.

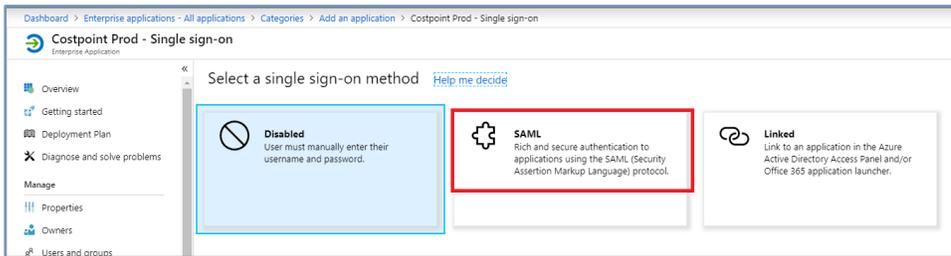
Note: If you already have one Azure setup for Costpoint and you would like to add another one for Costpoint Mobile T&E, you must use a different entity ID for Costpoint Mobile T&E.

- Once added, select **Configure single sign-on**.

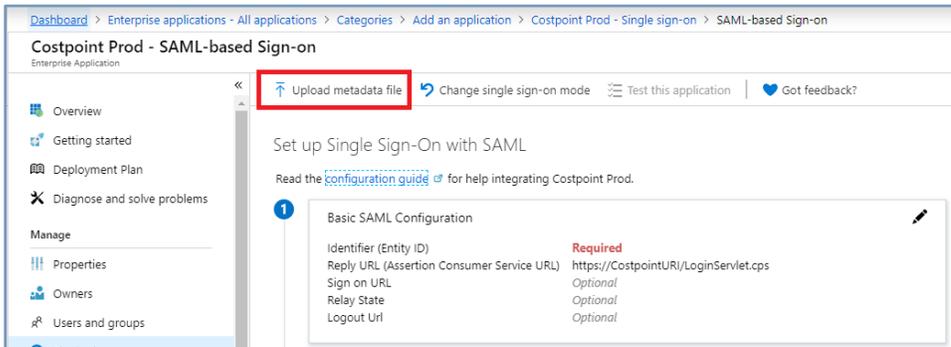


- Select **SAML**.

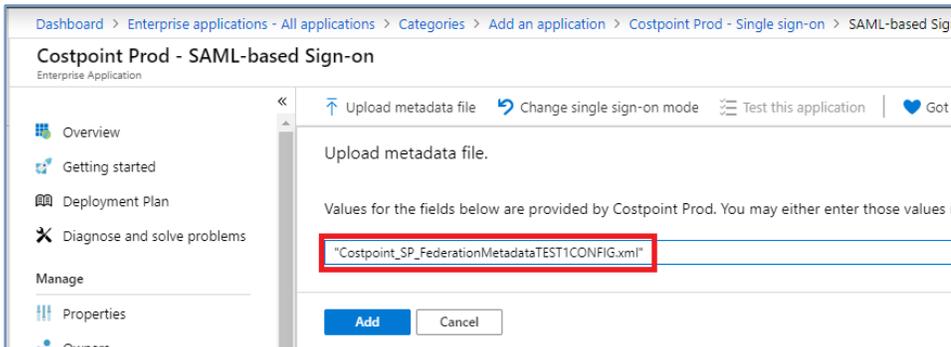
Add and Configure Costpoint into Your Azure Admin Portal



9. Click **Upload metadata file**.



10. Browse to where you downloaded the *.xml files provided to you in the service request case, select the XML file for that specific Costpoint system, and click **Add**.



11. On the Basic SAML configuration screen, the **Identifier** and **Reply URL** fields are automatically populated. Do not edit these values.

12. In the **Relay State** field, enter **system=<COSTPOINT SYSTEM NAME>** and save the record.

This is the Costpoint system name you are logging into (for example, **TEST1CONFIG**).

Warning: These values are case-sensitive. The word **system** MUST be in lowercase, and the Costpoint system name should be in upper case.

Add and Configure Costpoint into Your Azure Admin Portal

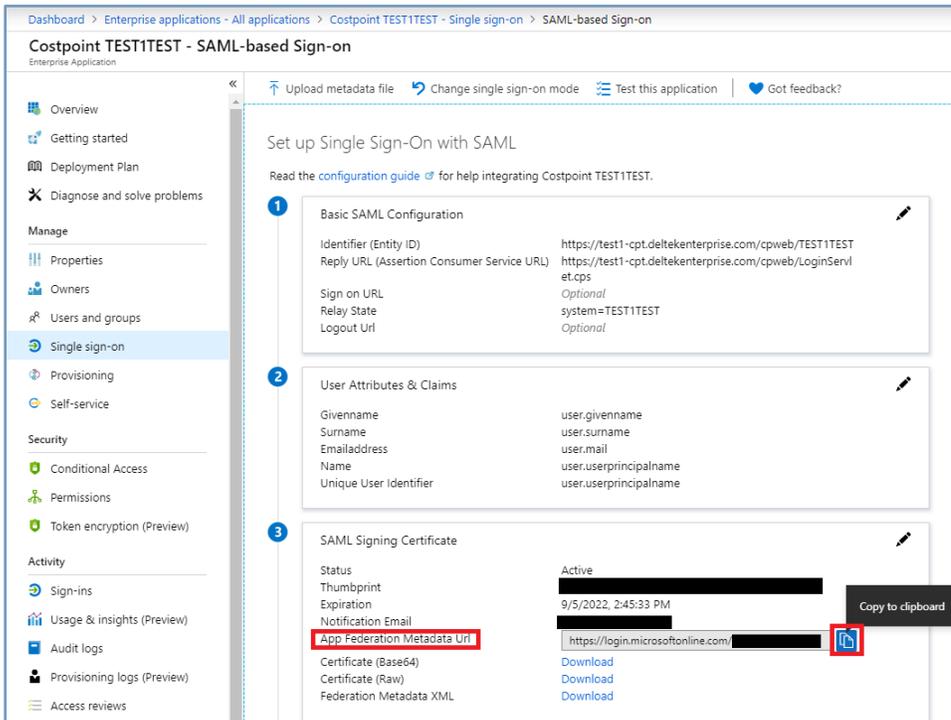
- When prompted to test, click **No, I'll test later** since you have additional steps to complete before it will work.

- For each application you set up, you need to capture the **App Federation Metadata Url** and send that with the corresponding Costpoint system name.

Deltek needs this information to complete your Azure SSO setup. Add this information to your Service Request ticket as shown in the following example. The x's will be replaced with your specific identifiers. Repeat for each system you are configuring:

```
TEST1CONFIG https://login.microsoftonline.com/xxxxxxx-xxxx-xxxx-xxxx-
xxxxxxxxxxxxx/federationmetadata/2007-06/federationmetadata.xml?appid=xxxxxxxx-
xxxx-xxxx-xxxx-xxxxxxxxxxxxx
```

Add and Configure Costpoint into Your Azure Admin Portal



15. After receiving this information, Deltek will complete the Costpoint backend configuration and send you a confirmation that it has been completed.
16. Continue with the next step to set up your users.

Set Up Costpoint User Accounts for Azure

To enable logging into Costpoint with your Azure credentials, you must first modify the authentication properties of your Costpoint user account.

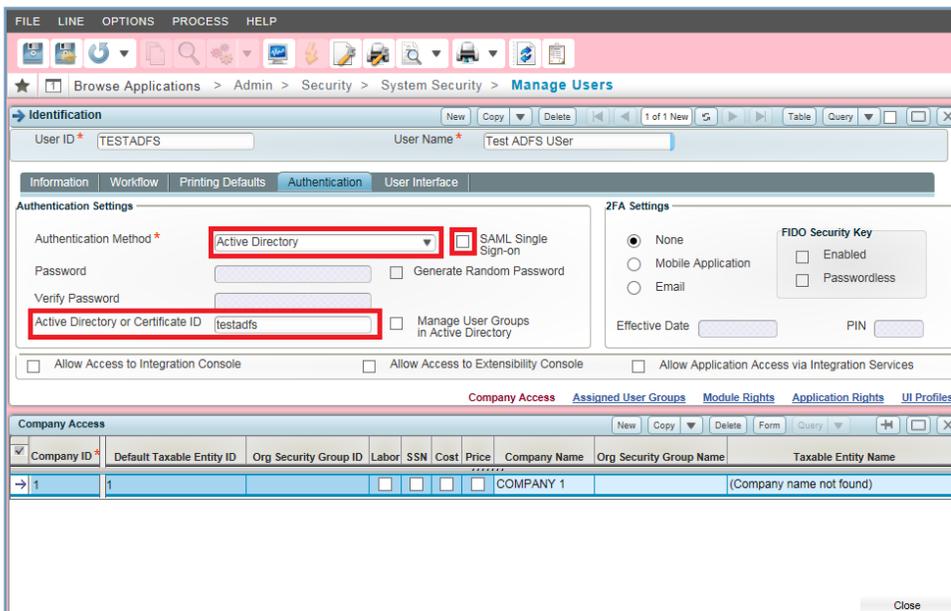
To set up your Costpoint user accounts:

1. Log into your Costpoint systems using a Cloud Active Directory (User Manager) account that has access to the Manage Users application within Costpoint.
2. Navigate to **Admin » Security » System Security » Manage Users** and locate the account to modify.
3. Click the Authentication tab.
4. Perform the following:

- In **Authentication Method**, select **Active Directory**.
- In the **Active Directory or Certificate ID** field, enter the user's Active Directory username in your domain.

This can be the username or the username in UPN format (for example, user@mydomain.local).

- If the user will be using SAML, select the **SAML Single Signon** check box.



5. Save the record.
6. Repeat steps 3 through 5 for each user in each Costpoint system with whom you would like to use MS Azure authentication.

Note: Repeat steps 3 through 7 for each user in the Costpoint Mobile T&E system who want to use the Azure authentication.

7. After your Costpoint accounts are set up, go back to Azure Administration and grant permissions to use the application you provisioned earlier, if you have not done so already.

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