Deltek

Deltek Costpoint® 8.1

Import TE Expenses/ Advances Preprocessor

September 1, 2021

Contents

Import TE Expenses/Advances

You must complete the Configure TE Suspense Settings screen before using this preprocessor.

If you have multiple companies in the same database, you must have a separate upload file for each company.

Use this screen to import expense reports and advances from an ASCII file and create vouchers. You can import both open payables and paid vouchers on this screen. You can view and edit the transactions loaded by this preprocessor on the Manage Accounts Payable Vouchers screen. Use the Print Voucher Edit report screen to review the transactions.

When Costpoint processes the import file, it sorts the incoming Time & Expense records primarily by expense report or advance record, then by expense report or advance line. Costpoint formats all numbers and dates in the file in the U.S. format, regardless of the currency used. Costpoint then creates vouchers by grouping the expense report or advance information. After Costpoint groups and validates the vouchers, the upload process adds permanent voucher numbers in accordance with the setting selected.

> **Note:** If you are importing advances, the **Expense Report ID** field in the A/P Voucher tables is used as the **Advance ID** and the **Expense Report Pay Amount** field is used as the **Advance Amount**. Time & Expense advance vouchers are assigned a voucher type of **TA**.

Each time that you use this screen, Costpoint automatically creates and prints edit reports, error reports, and files. As a result, you have printed copies of both the vouchers created and the error records.

This preprocessor accepts pay currencies, pay amounts, and/or pay exchange rate dates.

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

- You can access the input file from the network by using Alternate File Locations.

- You can upload the input file to the Costpoint database; in which case, no further access to network folders is necessary.

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

Fields Validated by Company

The following fields are validated by company:

- Vendor
- Vendor Employee
- 1099 Flag
- Pay Vendor
- Pay Vendor Address Code
- Project
- Project Abbrev Code
- Project Account Abbrev Code

- Organization

- Organization Abbrev Code

- Voucher/Fiscal Year

- Account Entry Group

- Subperiod Journal Status

- AP Account

- Cash Account

- Sales/Use Tax Code

- Reference ID

- General Labor Category

- Project Labor Category

Fields Controlled by Company

The following fields are controlled by company:

- Suspense Values

- Voucher Settings

- Vendor Settings

- Multicurrency Settings

Display the Import TE Expenses/Advances Screen

You access the Import TE Expenses/Advances screen from the Accounting domain.

Click **Accounting » Accounts Payable » Accounts Payable Interfaces » Import TE Expenses/Advances**.

Contents of the Import TE Expenses/Advances Screen

Use the fields and options to configure the Import TE Expenses/Advances screen.

Identification

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

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

Field	Description
Parameter ID	Enter, or click **Query ▼** to select, a parameter ID of up to 15 alphanumeric characters. Choose characters for your parameter ID that help identify the type of selections you made on the screen, such as PERIOD or QUARTERLY. When you save your record, all the selections made on the screen are stored with the parameter ID. Later, you can retrieve the parameter using **Query**. You can use the parameter to run the process more efficiently because you can select the parameter ID with its previously defined screen selections. After the default selections display on the screen, you can override the defaults.
Description	Enter, or click **Query ▼** to select, a parameter description of up to 30 alphanumeric characters.

Options

Input File

Use this group box to choose the path and file names of your import file as well as the file delimiter.

Field	Description
Location	Enter the location of the input file you are importing. There are two ways to do this: ▪ In the **Location** field, enter, or click 🔍 to select, the alternate file location where the input file is located. Alternate file locations are set up in the Manage Alternate File Locations screen. or ▪ From the Global Menu, click **Process** » **File Upload**. On the File Upload Manager dialog box, click **Browse** and use the dialog box to select the file you want to import. If you select the **Overwrite?** check box, Costpoint will overwrite any file of the same name that already exists in the Costpoint database. Click **Upload** when you are finished. If you use this method, leave the **Location** field blank. For more information about the File Upload Manager, see the File Upload Manager topic in the Getting Started Guide.
Name	Enter, or click 🔍 to select, the file to be used in the import process.
Delimiter	Select a file delimiter from the drop-down list: ▪ **Comma** (default) ▪ **Semicolon** ▪ **Tab** ▪ **Tilde**

Field	Description
	Note: International users: The data can contain non-English characters, if expressed using the ASCII character set. Before you create an ASCII text (.TXT) file, be sure that your keyboard language is set to **EN** (United States English) to prevent the application from generating errors. Deltek recommends that you use .TXT and .CSV file-naming conventions.

Accounting Period

Use this group box to choose the fiscal year, period, and subperiod to use as the default posting period for all uploaded vouchers. These settings do not override values in the input file, but are used if the fiscal year, period, and/or subperiod in the input file are blank.

Field	Description
Fiscal Year	Enter, or click 🔍 to select, the fiscal year.
Period	Enter, or click 🔍 to select, the period.
Subperiod	Enter, or click 🔍 to select, the subperiod.

Voucher Numbering Method

Use this group box to select a method for numbering vouchers:

Field	Description
Use Last System Vchr Number	Select this option to assign sequential, unique voucher numbers when you import to the Costpoint tables. The application uses the **Last System Voucher Number** from the Configure Accounts Payable Voucher Settings screen to determine the next voucher number. This selection is the default. If you select this option: ▪ The system-wide setting for the **Voucher Numbering Method** must be set to **System** (on the Configure Accounts Payable Voucher Settings screen). ▪ The **Last System Voucher Number** field must be greater than or equal to zero (on the Configure Accounts Payable Voucher Settings screen).
Supply Beginning Vchr Number	Select this option to enter a beginning voucher number in the adjacent, unlabeled field. Unique voucher numbers are assigned sequentially when you import, starting with the beginning voucher number you entered. A validation occurs **before** the vouchers are imported into Costpoint, to ensure that the voucher number/fiscal year combination does not already exist.

Field	Description
	Warning: Assigning voucher numbers when importing can take significantly longer than using the voucher numbers provided in the input file. The length of time required for the import also depends upon the number of vouchers being uploaded.

Process Table Options

You can use this group box when you select the **Tables** option in the **Select Input** drop-down list. You can select an option as to how you like to import records from the Time & Expense tables.

Field	Description
Load Unprocessed Records	Select this option for the initial import from the Time & Expense database tables.
Reprocess Error Records	Select this option to reprocess records that had errors.
Delete Imported Records	Select this option to remove the imported Time & Expense records.

Create Voucher Method

Use this group box to specify the criteria for creating separate vouchers.

Field	Description
Vendor/Expense Report	Select this option to create a voucher for each vendor and expense/advance report header using the associated detail. Depending on the transaction or pay currencies selected, you can create more than one voucher. This selection is the default.
Vendor/Expense Report/Line	Select this option to create a voucher for each vendor, expense/advance header, and line detail. For example, if you select this option, an expense report with five detail lines creates five separate vouchers (one per line).

Defaults

Use this group box to specify the rate group, freeze rates, or to mark vouchers as approved.

Field	Description
Rate Group	Enter, or click 🔍 to select, the rate group used to retrieve groups of exchange rates. These groups of exchange rates use rate information from only one source. The application uses these rates to compute functional amounts using the transactional amounts in the input file. You create rate groups on the Manage Exchange Rate Groups screen.
Freeze Rate	Select this check box to freeze the rate on the voucher. If you freeze the rate, the transactional and pay rates cannot be changed.

Field	Description
Mark Vouchers as Approved	Select this check box to approve all vouchers that are created.
Print Edit Report during validate	Select this check box to print the edit report when you run the **Validate Input File** process.
Continue to process with error records	Keep this check box selected (the default) to instruct Costpoint to continue processing even when it encounters error records. Clear this check box to have Costpoint stop processing if it encounters error records.
Overwrite the existing records	Keep this check box selected (the default) to allow overwriting of existing records during the import process. Clear this check box to prevent overwriting of existing records.
Renumber if beginning voucher number exists	Keep this check box selected (the default) to instruct Costpoint to renumber vouchers if the number that you specify in the **Supply Beginning Vchr Number** field already exists.

Preview and Print Menu

Field	Description
Validate Input File	Click or and select this option to read the input file, create temporary tables, validate records, and print the Error Report. This step can be performed by more than one user.
	When you select the **Print Edit Report during validate** check box, the edit report prints after validation.
	The validation of an input file may require you to do it more than once until all errors in the file are corrected. To prevent bottlenecks in this step, multiple users can simultaneously run it with their own set of input files. Once an input file is validated, it can be submitted to the job server where the rest of the import process do not require user interaction. You can get an e-mail notification when the process is complete.

Action Menu

Field	Description
Validate Input File and Import Expense/ Advance Vouchers	Click the arrow on and select this option to validate and import vouchers. This action will print both the error and edit reports. Only one user at a time can perform this step on this application and you cannot run it simultaneously with the **Validate Input File** option. You can set this step on the Manage Jobs screen so that the validate and import process can be done at the job server.

Input File Layout/Recommended Input File

- Input File for Expenses
- Input File for Advances

Application of Defaults

After all records from the import file have been read and copied, defaults (as selected on the Configure TE Suspense Settings screen) are applied to any blank fields.

Technical Details

Field	Description	
Tables Read	**Table**	**Screen**
	Account (ACCT)	Manage Accounts
	Account Entry Rules (ACCT_ENTRY_RULES)	Configure Account Entry Groups
	Account Group Setup (ACCT_GRP_SETUP)	Manage Project Account Groups
	Accounting Period (ACCTING_PD)	Manage Accounting Periods
	TE Suspense Setup (X_TE_SUSP_SETUP)	Import TE Expenses/Advances
	Default A/P Accounts (DFLT_AP_ACCTS)	Manage Accounts Payable Accounts
	Default Cash Accounts (DFLT_CASH_ACCTS)	Manage Cash Accounts
	Fiscal Year (FY)	Manage Fiscal Years
	General Ledger Configuration File (GL_CONFIG)	Configure General Ledger Settings
	Organization (ORG)	Manage Organization Elements
	Organization Account (ORG_ACCT)	Link Accounts/Organizations
	Project (PROJ)	Manage Project User Flow
	Project Control (PROJ_CNTL)	Configure Project Settings
	Project Edit (PROJ_EDIT)	Manage Modifications
	Project Organization Account (PROJ_ORG_ACCT)	Link Projects/Accounts/Organizations
	Reference Structure (REF_STRUC)	Manage Reference Structures
	Sales Tax (SALES TAX)	Manage Sales or Value Added Taxes
	Subperiod (SUB_PD)	Manage Subperiods

Field	Description	
	Table	**Screen**
	Subperiod Journal Status (SUB_PD_JNL_STATUS)	Manage Subperiods
	Vendor (VEND)	Manage Vendor
	Vendor Address (VEND_ADDR)	Manage Vendor, Addresses subtask
	Vendor Settings (VEND_SETTINGS)	Configure Vendor Settings
	Vendor Terms (VEND_TERMS)	Manage Vendor Terms
	Voucher Header History (VCHR_HDR_HS)	Print Voucher Register Report

Table Information for the Import TE Expenses/Advances Screen

This screen uses the following tables:

- AOPUTLTE_INP_HDR
- AOPUTLTE_INP_DETL
- POST_SEMAPHORE
- SEQ_GENERATOR
- VCHR_HDR
- VCHR_LN
- VCHR_LN_ACCT
- VCHR_SETTINGS
- W_FUNC_PARM_CATLG

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Input Files for the Import TE Expenses/Advances Screen

You can use two input files when importing TE Expenses / Advances. One for Expenses, and another for Advances.

Input File for Expenses

Use this information as a guide in creating an input file for TE Expenses that you can upload to Costpoint.

Header Format

Business Name	Field Type/ Length	Required/ Optional	Comments	Format Value(s)
External System Code	Character 1	Required	Required for Time & Expense use only	
External Batch ID	Character 10	Required	Required for Time & Expense use only	
External Expense Report ID	Character 12	Required	Required for Time & Expense use	
External Expense ID	Number 3	Required	Required for Time & Expense use only	
External Employee ID	Character 20	Required	Required for Time & Expense use only	
External TS Schedule	Character 10	Required	Required for Time & Expense use only	
External TS Year	Character 4	Required	Required for Time & Expense use only	
External TS Period	Character 3	Required	Required for Time & Expense use only	
Record Type	Character 1	Required		**H**
Expense Report ID	Character 12	Required	Used for Invoice ID will be added to VCHR_HDR & VCHR_HDR_HS.	
Expense Report Date	Character 10	Required	Used for Voucher Invoice Date.	YYYY-MM-DD

Business Name	Field Type/ Length	Required/ Optional	Comments	Format Value(s)
Vendor ID	Character 12	Required		
Place Expense Voucher(s) on Hold Flag	Character 1	Optional	Default is **N**.	**Y**, **N**, or blank
VAT Tax Date	Character 10	Optional	Default is Expense Report Date from input file.	YYYY-MM-DD
VAT Tax ID	Character 20	Optional	Default from VEND table.	
Notes	Character 254	Optional	Default is null.	

Detail Format

Business Name	Field Type	Required/ Optional	Comment	Format/Value(s)
External System Code	Character 1	Required	Required for Time & Expense use only	
External Batch ID	Character 10	Required	Required for Time & Expense use only	
External Expense Report ID	Character 12	Required	Required for Time & Expense use	
External Expense ID	Number 3	Required	Required for Time & Expense use only	
External Employee ID	Character 20	Required	Required for Time & Expense use only	
External TS Schedule	Character 10	Required	Required for Time & Expense use only	
External TS Year	Character 4	Required	Required for Time & Expense use only	
External TS Period	Character 3	Required	Required for Time & Expense use only	
Record Type	Character 1	Required		**D**

Business Name	Field Type	Required/ Optional	Comment	Format/Value(s)
Expense Report ID	Character 12	Required	Required for Time & Expense use and used as the **Invoice ID**. It is added to VCHR_HDR & VCHR_HDR_HS.	
Expense Report Line Number	Number 3	Required		999
Expense Date	Character 10	Required	Used as the **Exchange Rate Date**.	YYYY-MM-DD
Account	Character 15	Required		
Organization	Character 20	Required		
Project ID	Character 30	Optional	Default is null.	
Reference Number 1	Character 20	Optional	Default is null.	
Reference Number 2	Character 20	Optional	Default is null.	
Transactional Currency Code	Character 3	Required		
Expense Amount - Transactional Currency	Number 15	Required	This amount includes sales tax.	-99999999999.99
Taxable Code	Character 1	Optional	Default is **N**.	**N**, **S**, **U**
Tax Code	Character 6	Optional	Required only if **Taxable Code** is **S** or **U**.	
Sales Tax Amount - Transactional Currency	Number 15	Optional	Default is **0** when **Taxable Code** is **N**. This is the transactional Sales Tax/VAT amount. Required if **Taxable Code** is **S**.	-99999999999.99
Use Tax Amount – Transactional Currency	Number 15	Optional	Default is **0** when **Taxable Code** is **N**. This is the transactional Use/	-99999999999.99

Business Name	Field Type	Required/ Optional	Comment	Format/Value(s)
			Reverse tax amount. Require d if **Taxable Code** is **U**.	
1099 Flag	Character 1	Optional	Default is based on values on the Manage Vendors screen.	**Y**, **N**, or blank
1099 Miscellaneous Type Code	Character 6	Optional	Default is based on values on the Manage Vendors screen.	
Expense Line Description	Number 30	Optional	Default is Account description.	
Pay Currency Code	Character 3	Optional	Currency for payment. Default is **Transactional Currency Code**.	
Pay Amount - Pay Currency	Number 15	Optional	Required if **Pay Currency** is not equal **Transactional Currency** and no **Rate Date** is provided.	-99999999999.99
Pay Exchange Rate Date	Character 10	Optional	Required if **Pay Currency** is specified, different from the **Transactional Currency**, and no **Pay Amount** is provided.	YYYY-MM-DD
Pay Vendor	Character 12	Optional	Default is provided on the Manage Vendors screen.	
Pay When Paid Flag	Character 1	Optional	Default is provided on the Manage Vendors screen.	**Y**, **N**, or blank

Business Name	Field Type	Required/ Optional	Comment	Format/Value(s)
Recovery Amount - Transactional	Number 15	Optional	Default is **0**. Cannot be entered if **Taxable Code** is **N**. This is the transactional VAT recovery amount. If entered, the **Recovery Amount** overrides the **Recovery Percentage**.	-99999999999.99
Recovery Percentage	Number 6	Optional	Default is **0** if **Taxable Code** is **N**. Default is taken from SALES_TAX table if **Taxable Code** is **S** or **U**. Cannot be entered if **Taxable Code** is **N**.	999.99
Notes	Character 254	Optional	Default is null.	

Input File for Advances

Use this information as a guide in creating an input file for TE Advances that you can upload to Costpoint.

Header Format

Business Name	Field Type/ Length	Required/ Optional	Comments	Format Value(s)
External System Code	Character 1	Required		**A**
External Batch ID	Character 10	Required	Required for Time & Expense use only	
External Expense Report/Advance ID	Character 12	Required	Required for Time & Expense use	

Business Name	Field Type/ Length	Required/ Optional	Comments	Format Value(s)
External Expense ID	Number 3	Required	Required for Time & Expense use only	
External Employee ID	Character 20	Required	Required for Time & Expense use only. Default is Null.	
External TS Schedule	Character 10	Required	Required for Time & Expense use only	
External TS Year	Character 4	Required	Required for Time & Expense use only	
External TS Period	Character 3	Required	Required for Time & Expense use only	
Record Type	Character 1	Required		**H**
Expense Report/ Advance ID	Character 12	Required	Required for Time & Expense use. Used for **Invoice ID** and is added to VCHR_HDR and VCHR_HDR_HS.	
Expense Report/ Advance Date	Character 10	Required	Used for **Voucher Invoice Date**.	YYYY-MM-DD
Vendor ID	Character 12	Required		
Place Expense Voucher(s) on Hold Flag	Character 1	Optional	Default is **N**.	**Y**, **N**, or blank
VAT Tax Date	Character 10	Optional	Default is **Expense Report Date** from input file.	YYYY-MM-DD
VAT Tax ID	Character 20	Optional	Default from VEND table.	
Notes	Character 254	Optional	Default is null.	
Advance Due Date	Character 10			YYYY-MM-DD

Business Name	Field Type/ Length	Required/ Optional	Comments	Format Value(s)
TE Internal Advance ID	Character 40		Required for Time & Expense use only	

Detail Format

Business Name	Field Type	Required/ Optional	Comment	Format/Value(s)
External System Code	Character 1	Required		**A**
External Batch ID	Character 10	Required	Required for Time & Expense use only	
External Expense Report/Advance ID	Character 12	Required	Required for Time & Expense use	
External Expense ID	Number 3	Required	Required for Time & Expense use only	
External Employee ID	Character 20	Required	Required for Time & Expense use only. Default is Null.	
External TS Schedule	Character 10	Required	Required for Time & Expense use only	
External TS Year	Character 4	Required	Required for Time & Expense use only	
External TS Period	Character 3	Required	Required for Time & Expense use only	
Record Type	Character 1	Required		**D**
Expense Report/ Advance ID	Character 12	Required	Required for Time & Expense use. Used as the **Invoice ID**. It is added to VCHR_HDR and VCHR_HDR_HS.	

Business Name	Field Type	Required/ Optional	Comment	Format/Value(s)
Expense Report/ Advance Line Number	Number 3	Required		**999**
Expense Date	Character 10	Required	Used as the **Exchange Rate Date**.	YYYY-MM-DD
Account	Character 15	Required		
Organization	Character 20	Required		
Project ID	Character 30	Optional	Default is null.	
Reference Number 1	Character 20	Optional	Default is null.	
Reference Number 2	Character 20	Optional	Default is null.	
Transactional Currency Code	Character 3	Required		
Expense Amount - Transactional Currency	Number 15	Required	This amount includes sales tax.	-99999999999.99
Taxable Code	Character 1	Optional	Default is **N**.	**N**, **S**, **U**
Tax Code	Character 6	Optional	Required only if **Taxable Code** is **S** or **U**.	
Sales Tax Amount - Transactional Currency	Number 15	Optional	Default is **0** when **Taxable Code** is **N**. This is the transactional Sales Tax/VAT amount. Required if **Taxable Code** is **S**.	-99999999999.99
Use Tax Amount – Transactional Currency	Number 15	Optional	Default is **0** when **Taxable Code** is **N**. This is the transactional Use/ Reverse tax amount. Required if **Taxable Code** is **U**.	-99999999999.99
1099 Flag	Character 1	Optional	Default is based on values on the	**Y**, **N**, or blank

Business Name	Field Type	Required/ Optional	Comment	Format/Value(s)
			Manage Vendors screen.	
1099 Miscellaneous Type Code	Character 6	Optional	Default is based on values on the Manage Vendors screen.	
Expense Line Description	Number 30	Optional	Default is **Account** description.	
Pay Currency Code	Character 3	Optional	Currency for payment. Default is **Transactional Currency Code**.	
Pay Amount - Pay Currency	Number 15	Optional	Required if **Pay Currency** is not equal to the **Transactional Currency** and no **Rate Date** is provided.	-99999999999.99
Pay Exchange Rate Date	Character 10	Optional	Required if **Pay Currency** is specified, different from the **Transactional Currency**, and no **Pay Amount** is provided.	YYYY-MM-DD
Pay Vendor	Character 12	Optional	Default is provided on the Manage Vendors screen.	
Pay When Paid Flag	Character 1	Optional	Default is provided on the Manage Vendors screen.	**Y**, **N**, or blank
Recovery Amount - Transactional	Number 15	Optional	Default is **0**. Cannot be entered if **Taxable Code** is **N**. This is the transactional VAT recovery	-99999999999.99

Business Name	Field Type	Required/ Optional	Comment	Format/Value(s)
			amount. If entered, the **Recovery Amount** overrides the **Recovery Percentage**.	
Recovery Percentage	Number 6	Optional	Default is **0** if **Taxable Code** is **N**. Default is taken from SALES_TAX table if **Taxable Code** is **S** or **U**. Cannot be entered if **Taxable Code** is **N**.	999.99
Notes	Character 254	Optional	Default is null.	

Related Topics for the Import TE Expenses/Advances Screen

Use this section to view special topics related to importing TE Expenses/Advaces.

Validations for TE Preprocessor Input File

When you import TE Expenses/Advances, Costpoint checks the input file for any invalid or unsupported values.

Validations performed

After completed records are available, the validation process begins. All valid vouchers created from this application are assigned a voucher type of **TE** (Expense voucher) or **TA** (Advance voucher).

If there is an error on any line of a voucher (header, detail, or vendor labor), all lines of the voucher and all vouchers with the same Expense Report ID or Advance ID are rejected and written to the error file. For uploads from ASCII files (delimited), records failing validation are written to an error file and a printed error report.

Records are read from a delimited file and are loaded into worktables. Screen defaults are applied as well as some simple conversions for numbers and dates.

The following validations are performed on the data in the worktables.

Processing Details

1. The application checks the voucher temporary tables to ensure that all rows are imported. If rows have not been imported, Costpoint displays a message on the screen

and you can continue or cancel the process. If you continue, the temporary tables are cleared.

2. Records from the input file are read and inserted into the temporary tables.

3. Defaults are applied to fields that are blank in the input file and have a "default provided" status.

4. Validations are performed.

5. After the validations are completed, expenses or advances with errors are written to the error file. If there is an error on one line of an expense report (header or detail), all lines of the expense report or advance are rejected and written to the error file. These rows are then deleted from the temporary tables. Temporary tables have only valid rows in them.

6. Field processing and calculations are performed.

7. The error report prints. If there are errors, Costpoint displays a message. If there are no errors, the error report indicates that no records were found.

8. An error file is also created (to send to Time & Expense).

Import Details

1. If the application uses the voucher numbers from the Input File, Costpoint checks the Voucher Header and Voucher Header History again to ensure that the vouchers being imported do not already exist. If duplicates do exist, Costpoint displays a message and does not perform the import.

2. If the application assigns voucher numbers, all vouchers in the temporary tables are assigned new and unique voucher numbers.

3. The Voucher Key, Voucher Line Key, Voucher Line Account Key, and Voucher Line Vendor Key are set.

4. The application inserts rows from the temporary tables into the Voucher Header, Voucher Line, and Voucher Line Account tables.

Input File Layout

The user names the Input File.

The Input File must be a fixed-format file. Every position must be filled with either an appropriate character or space. It is not necessary to zero-fill numbers; you can use spaces to maintain the proper format.

- Numeric fields must be right-justified.
- Character fields must be left-justified.

You need not fill the **Notes** fields with spaces, but every record must end with a carriage return and line feed.

A record in the Input File must be in one of two formats: Header or Detail. Each voucher Header record must have at least one matching voucher Detail record in the Input File.

The application replaces any missing data for **Account**, **Organization**, and **Project** with suspense values.

The application then performs the validations from the table below on the fields in the input file.

Field	Validation	Message
Record Type	Must be **H**, **D**, or **V**.	Invalid. Must be H, D or V.
Expense ID/Advance ID	Every line must have an Expense ID/Advance ID (Header and Detail).	Must be in input file.
Expense Report Date	Every line must have a date.	Must be in input file.
	Date must be valid.	Not a valid date.
Vendor	Every line must have a Vendor.	Must be in input file.
	Must be a valid vendor in VEND table.	Not found in Vendor table.
	Payroll vendor flag cannot be set.	Flagged as a PR Vendor.
	Cannot be an inactive vendor.	Inactive in the Manage Vendors screen.
	Warn user if vendor has give warning status.	WARNING: Vendor on warning status.
	Warn user if vendor on hold status.	WARNING: Vendor on hold.
Place Expense Voucher(s) on Hold Flag	Must be **Y**, **N**, or blank.	Not Y, N or blank.
VAT Tax Date	Date must be valid.	Not a valid date.
VAT Tax ID	Must exist for the vendor	Does not exist for this vendor.
Notes	N/A	N/A
Expense Report Line Number	Every line must have an Expense Line Number (Detail and Labor).	Must be in input file.
	Must be numeric.	Not numeric.
Expense Date	Every record must have an Expense Date.	Must be in input file.
	Date must be valid.	Not a valid date.
Account	Every record must have an Account.	No default could be provided.
	Must be in ACCT table.	Not found in Acct table. Alternate message displayed depending on suspense replacement option: Not in Acct table, replaced.

Field	Validation	Message
		Not in Acct table, replaced A/O.
		Not in Acct table, replaced P/A/O.
	Must be active.	Not active.
		Not active, replaced.
		Not active, replaced A/O.
		Not active, replaced P/A/O.
	Must be a detail account.	Not a detail account.
		Not a detail account, replaced.
		Not a detail account, replaced A/O.
		Not a detail account, replaced P/A/O.
	Account requires a project.	Project is required for this account.
		Project is required, replaced.
		Project is required, replaced A/O.
		Project is required, replaced P/A/O.
	Account cannot have project.	A Project cannot be used with this account.
		Project cannot be used, replaced.
		Project cannot be used, replaced A/O.
		Project cannot be used, replaced P/A/O.
	Not valid for AP.	Not found in Acct Entry Groups table.
		Cannot be used for APV, replaced.
		Cannot be used for APV, replaced A/O.
		Cannot be used for APV, replaced P/A/O.
Organization	Every record must have an Organization.	No default could be provided.
	Must be in ORG table.	Not found in Org table.

Field	Validation	Message
		Alternate message displayed depending on suspense replacement option.
		Not found in Org table, replaced.
		Not found in Org table, replaced A/O.
		Not found in Org table, replaced P/A/O.
	Must be active.	Not active.
		Not active, replaced.
		Not active, replaced A/O.
		Not active, replaced P/A/O.
Project	Must be in PROJ table.	Not found in Proj Master table.
		Alternate message displayed depending on suspense replacement option:
		Not in Proj Master, replaced.
		Not in Proj Master, replaced P/A/O.
	Must be active.	Not active.
		Not active, replaced.
		Not active, replaced P/A/O.
	Must allow charging.	Does not allow charges.
		Does not allow charges, replaced.
		Does not allow charges, replaced P/A/O.
Account/Organization	Acct/Org exists on ORG_ACCT table.	See AOPUTLAM. Use standard class AO validation. Either value could be replaced with suspense and revalidated.
	Must be active.	
	Within the Period of Performance.	
Project/Organization/Account	Standard Class POA validation including Project Period of Performance.	See AOPUTLAM. Use standard class POA validation. Any of the three values could be replaced with suspense and revalidated.
Project/Account	Standard Class PAG validation.	See AOPUTLAM. Use standard POA validation.

Field	Validation	Message
		Either value could be replaced with suspense and revalidated.
Project/Organization	Standard Class Proj/Org validation.	See AOPUTLAM. Use standard POA validation. Either value could be replaced with suspense and revalidated.
Reference Number 1	Must be in REF_STRUC table.	Not found in Reference Structure table. Alternate message displayed depending on suspense replacement option. Not in Reference Structure, replaced.
	Available for data entry.	May not be used in data entry. Cannot be used in data entry, replaced.
	Valid reference 1.	This entry is not valid as a reference 1. Invalid as a reference 1, replaced.
Reference Number 2	Must be in REF_STRUC table.	Not found in Reference Structure table. Alternate message displayed depending on suspense replacement option: Not in Reference Structure, replaced.
	Available for data entry.	May not be used in data entry. Cannot be used in data entry, replaced.
	Valid reference 2.	This entry is not valid as a reference 2. Invalid as a reference 2, replaced.
Transactional Currency Code	Every record must have a Transactional Currency Code.	Must be in input file.
	If you do not have a license for Costpoint Multicurrency, this value must be the same as the functional currency.	Must equal functional currency. MU license not active.

Field	Validation	Message
	Must be valid for the vendor.	Not valid for Vendor.
Trans. Currency Code / Rate Group / Expense Date	Rate must exist in the RT_BY_DT table for the combination.	Rate cannot be retrieved.
Expense Amount	Every record must have an Expense Line Amount.	Must be in input file.
	Must be numeric.	Not numeric.
Taxable Code	Must be **S**, **U**, or **N**.	Not S, U or N.
Tax Code	Required if **Taxable Code** is **S** or **U**.	Required because Taxable Code is S or U.
	Not allowed if **Taxable Code** is **N**.	Must be blank because Taxable Code is N.
	Must be in SALES_TAX table.	Not found in Tax Code table.
Sales Tax Amount	Cannot be entered if **Taxable Code** is not **S**.	Not allowed if Taxable Code is not S.
	Required if **Taxable Code** is **S**.	Must be in input file.
	Must be numeric.	Not numeric.
Use Tax Amount	Cannot be entered if **Taxable Code** is not **U**.	Not allowed if Taxable Code is not U.
	Required if **Taxable Code** is **U**.	Must be in input file.
	Must be numeric.	Not numeric.
1099 Flag	Check for **Y**, **N**, or blank.	Must be Y, N or blank.
	Warn if flag is **N** and vendor is set up to print 1099s.	WARNING: Vendor is set up to print 1099s.
	Warn if flag is **Y** and vendor is not set up to print 1099s.	WARNING: Vendor is not set up for 1099s.
1099 Miscellaneous Type Code	Required if 1099 Flag is **Y**.	Required when the 1099 Flag = Y.
	Must not exist when 1099 Flag is not **Y**.	Cannot be entered unless 1099 Flag = Y.
	Must exist in S_AP_1099_TYPE table.	Does not exist in the system table.
Expense Line Description	N/A	N/A
Pay Currency Code	If you do not have a license for Multicurrency, this value must	Must equal functional currency. MU license not active.

Field	Validation	Message
	be the same as the functional currency.	
	Must be valid for the pay vendor.	Not valid for Pay Vendor.
Pay Amount	Must be numeric.	Not numeric.
Pay Exchange Rate Date	Date must be valid.	Not a valid date.
	Warn if Pay Amount also entered.	WARNING: Pay Amount will be used.
Pay Amount/ Pay Exchange Rate Date	Value must be in file if **Pay Currency** is different from the **Transactional Currency**.	Either Pay Amount or an Exchange Rate Date must be entered.
	Warn if **Pay Currency Code** is same as **Transactional**.	WARNING: Pay Amount and Rate Date ignored.
Pay Currency Code / Rate Group / Pay Exchange Rate Date	Rate must exist in the RT_BY_DT table for the combination.	Rate cannot be retrieved.
Pay Vendor	Make sure vendor settings allow a different pay vendor.	Different pay vendor is not allowed.
	If the pay vendor is different from the vendor's pay vendor and the vendor does not allow edits to the pay vendor.	Edits to pay vendor on vchr are not allowed.
	Must exist on VEND table.	Not found in Vendor table.
	Must be active.	Inactive in the Manage Vendors Screen.
	Warn if pay vendor has no default address code and the input file code is not entered.	WARNING: No default Pay Addr Code found.
	Warn if pay vendor is on hold.	WARNING: Pay Vendor on hold.
Pay When Paid Flag	Must be **Y**, **N**, or blank.	Not Y, N, or blank.
	If flag is **Y**, vendor must be set up as a pay-when-paid vendor.	Vendor is not a pay when paid vendor.
Recovery Amount	Cannot be entered if **Taxable Code** is **N**.	Not allowed if Taxable Code is not S or U.
	If a **Recovery Amount** is entered, the Tax Code must allow recovery.	Tax Code does not allow recovery.

Field	Validation	Message
	Must be numeric.	Not numeric.
Recovery Percentage	Cannot be entered if **Taxable Code** is **N**.	Not allowed if Taxable Code is not S or U.
	If a **Recovery Amount** is entered, the Tax Code must allow recovery.	Tax Code does not allow recovery.
	Must be between 0 and 100.	Must be between 0 and 100.
	Must be numeric.	Not numeric
	Warn that **Recovery Amount** will be used if both are entered.	WARNING: Percentage not used when amount entered.
Notes	N/A	N/A
TE Internal Advance ID	Every line must have an **Internal Advance ID** (Header and Detail).	Must be in input file.
	Must be unique.	Duplicate Advance record in input file.
Advance Due Date	Date must be valid.	Not a valid date.

Column Mappings for AP Voucher Tables

When you import TE Expenses/Advances, Costpoint stores the data from the input file into different tables.

AP Voucher Header Table (VCHR_HDR)

The Voucher Header table is filled as follows:

Field	Description
Voucher Key (VCHR_KEY)	The application sets this value using the Sequence Generator during the Import step.
Anticipated Pay Date (ANTIC_PAY_DT)	The application sets the Anticipated Pay Date to the Due Date.
A/P Account (AP_ACCT_ID)	The application sets the A/P Account to the A/P Account from the Default A/P Accounts table using the AP_ACCTS_KEY from the Vendor Table.
A/P Accounts Key (AP_ACCTS_KEY)	The A/P Accounts Key is a system-generated key that correlates to the A/P Accounts Description from the DFLT_AP_ACCTS table. The key that is used comes from the AP_ACCTS_KEY of the VEND table.

Field	Description
	The A/P Acct Key must exist in the Default A/P Accounts table.
A/P Organization (AP_ORG_ID)	The application sets the A/P Organization to the Organization from the Default A/P Accounts table using the AP_ACCTS_KEY from the Vendor Table.
A/P Reference Number 1 (AP_REF1_ID)	The application sets the A/P Reference Number 1 to the Ref No 1 from the Default A/P Accounts table using the AP_ACCTS_KEY from the Vendor Table.
A/P Reference Number 2 (AP_REF2_ID)	The application sets the A/P Reference Number 2 to the Ref No 2 from the Default A/P Accounts table using the AP_ACCTS_KEY from the Vendor Table.
Approval Date (APPRVL_DTT)	The application determines the Approval Date as follows: ▪ If you selected the **Mark Vouchers as Approved** check box on the Import TE Expense/Advances screen, the application uses the current system date. ▪ If you did not select the **Mark Vouchers as Approved** check box on the Import TE Expense/Advances screen, but the **Require Approvals** check box is selected on the Configure Accounts Payable Voucher Settings screen and the invoice amount is less than or equal to the **Approval Required Above** amount on the Configure Accounts Payable Voucher Settings screen, the application uses the current system date. ▪ If you did not select the **Mark Vouchers as Approved** check box on the Import TE Expense/Advances but the **Require Approvals** check box is selected on the Configure Accounts Payable Voucher Settings screen and the invoice amount is greater than the **Approval Required Above** amount on the Configure Accounts Payable Voucher Settings screen, the application sets the approval date to "null." ▪ If you did not select the **Mark Vouchers as Approved** check box on the Import TE Expense/Advances screen and the **Require Approvals** check box is not selected in the Configure Accounts Payable Voucher Settings screen, the application uses the current system date.
Approved Flag (APPRVD_FL)	The approved flag is set by the application as follows: ▪ If you selected the **Mark Vouchers as Approved** check box on the Import TE Expense/Advances screen, the approved flag is set to **Y** (Yes).

Field	Description
	■ If you did not select the **Mark Vouchers as Approved** check box on the Import TE Expense/Advances screen, but the **Require Approvals** check box is selected on the Configure Accounts Payable Voucher Settings screen and the invoice amount is less than or equal to the **Approval Required Above** amount on the Configure Accounts Payable Voucher Settings screen, the approved flag is set to **Y** (Yes).
	■ If you did not select the **Mark Vouchers as Approved** check box on the Import TE Expense/Advances screen, but the **Require Approvals** check box is selected on the Configure Accounts Payable Voucher Settings screen and the invoice amount is greater than the **Approval Required Above** amount on the Configure Accounts Payable Voucher Settings screen, the approved flag is set to **N** (No).
	■ If you did not select the **Mark Vouchers as Approved** check box on the Import TE Expense/Advances screen and the **Require Approvals** check box is not selected on the Configure Accounts Payable Voucher Settings screen, the approved flag is set to **Y** (Yes).
Cash Account (CASH_ACCT_ID)	The application sets the **Cash Account** to the **Cash Account** from the Default Cash Accounts table using the CASH_ACCTS_KEY from the Vendor Table.
Cash Account Key (CASH_ACCTS_KEY)	The Cash Accounts Key is a system-generated key that correlates to the **Cash Accounts Description** from the DFLT_CASH_ACCTS table. The key comes from the CASH_ACCTS_KEY of the VEND table. The Cash Acct Key must exist in the Default Cash Accounts table.
Cash Organization (CASH_ORG_ID)	The application sets the **Cash Organization** to the **Organization** from the Default Cash Accounts table using the CASH_ACCTS_KEY from the Vendor Table.
Cash Reference Number 1 (CASH_REF1_ID)	The application sets the **Cash Reference Number 1** to the **Ref No 1** from the Default Cash Accounts table using the CASH_ACCTS_KEY from the Vendor Table.
Cash Reference Number 2 (CASH_REF2_ID)	The application sets the **Cash Reference Number 2** to the **Ref No 2** from the Default Cash Accounts table using the CASH_ACCTS_KEY from the Vendor Table.
Company ID (COMPANY_ID)	The application sets this value to the login company during the Import step.

Field	Description
Discount Date (DISC_DT)	The application sets the **Discount Date** to the invoice date.
Due Amount (DUE_AMT, TRN_DUE_AMT)	The application sets the **Due Amount** to the **Invoice Amount**.
Due Date (DUE_DT)	The application derives the **Due Date** using the Vendor terms in the VEND table and the **Invoice Date**.
Entry Date (ENTR_DTT)	The application sets the **Entry Date** to the current system date during the Import step.
Entry User (ENTR_USER_ID)	The application sets the **Entry User** to the current user during the Import step.
Euro to Functional Currency Rate (EUR_TO_FUNC_RT)	The application sets this to **1** if the transactional currency and functional currency are not Euro-based. If the currency is Euro-based, the application retrieves a value from the rate tables using the rate group, currency codes, and rate date.
Euro to Pay Currency Rate (EUR_TO_PAY_RT)	The application sets this to **1** if the pay currency is the same as the transactional currency or the pay currency and functional currency are not Euro-based. If the currencies are Euro-based, the application retrieves a value from the rate tables using the rate group, currency codes, and rate date.
Fiscal Year (FY_CD), Period Number (PD_NO) and Subperiod Number (SUB_PD_NO)	The **Fiscal Year**, **Period Number**, and **Subperiod Number** are taken from the screen.
Functional to Euro Currency Rate (FUNC_TO_EUR_RT)	The application sets this to **1** if the transactional currency is the same as the pay currency. If the currencies are different, the application retrieves a value from the rate tables using the rate group, currency codes, and rate date.
Functional to Euro Rate Flag (FUNC_TO_EUR_RT_FL)	The application sets this to **Y** if the functional currency is Euro-based. Otherwise, this is set to **N**.
Hold Voucher Flag (HOLD_VCHR_FL)	The application retrieves this value from the **Place Expense Voucher(s) on Hold Flag** in the input file. If no value is provided, the application sets this field to **N**.
Invoice Amount (INVC_AMT, TRN_INVC_AMT)	The application computes the transactional invoice amount by adding the TRN_TOT_BEF_DC_AMT column for all the VCHR_LN_ACCT rows for a voucher. It computes the invoice amount as the sum of the TOT_BEF_DC_AMT column for all the VCHR_LN_ACCT rows for a voucher.

Field	Description
Invoice Date (INVC_DT)	The **Invoice Date** is taken from the **Expense Report Date** in the Input File unless you enter a value on the Import TE Expense/Advances screen.
Invoice ID (INVC_ID)	The application concatenates the **Expense Report ID** and the **External Expense ID**.
Journal Code (S_JNL_CD)	The application sets the Journal Code to **APV**.
Notes (NOTES)	The application uses the Notes in the Input File header. It sets this field to a space if **Notes** are not in the Input File.
Pay Currency Code (PAY_CRNCY_CD)	If a value is not in the input file, the application sets this to the TRN_CRNCY_CD.
Pay Currency Date (PAY_CRNCY_DT)	The application uses the value from the input file. If a value is not in the input file and the TRN_CRNCY_CD equals the PAY_CRNCY_CD, the application sets this to TRN_CRNCY_DT.
Pay Freeze Rate Flag (PAY_FREEZE_RT_FL)	The application sets this to **Y** if an Input File **Pay Amount** exists. It is also set to **Y** if the **Freeze Rates** check box is selected on the screen and the TRN_CRNCY_CD is not equal to the PAY_CRNCY_CD. Otherwise, this is set to **N**.
Pay Vendor ID (PAY_VEND_ID)	Can be assigned in the Input file; if not, the application uses the VEND table to retrieve the pay vendor. Validations must be applied to the pay vendor coming from either source.
Payment Address (PAY_ADDR_DC)	The value is the default payment address for the pay vendor (where the **Address Code** has a **Pmt Addr** pay code of type **D,** Default, as set on the Manage Vendor screen).
Pay When Paid Amount (PAYWPD_AMT)	If the **Pay When Paid Flag** is set to **Y**, the application computes this as the sum of the billable project lines in VCHR_LN_ACCT. It uses the TOT_BEF_DISC_AMT if the discount posting flag in voucher settings is set to **G**. It uses the NET_AMT if the discount posting flag in voucher settings is set to **N**. (See the **Post to G/L Discount Method** group box on the Manage Accounts Payable Vouchers screen for more information on the calculation.)
Pay When Paid Flag (PAY_WHEN_PAID_FL)	The application uses the value from the input file.
Rate Group ID (RATE_GRP_ID)	The Rate Group ID is taken from the screen.

Field	Description
Sales Tax Amount (SALES_TAX_AMT, TRN_SALES_TAX_AMT)	The application computes the transactional sales tax amount by summing the TRN_SALES_TAX_AMT column for all the VCHR_LN_ACCT rows for a voucher. It computes the sales tax amount by summing the SALES_TAX_AMT column for all the VCHR_LN_ACCT rows for a voucher.
Terms Description (TERMS_DC)	The Terms description is taken from the Vendor table.
Transaction Currency Code (TRN_CRNCY_CD)	The application uses the value from the input file.
Transaction Currency Date (TRN_CRNCY_DT)	The application uses the value from the input file expense line date.
Transactional to Euro Currency Rate (TRN_TO_EUR_RT)	The application sets this to **1** if the transactional currency is the same as the functional currency. If the currencies are different, it retrieves a value from the rate tables, using the rate group, currency codes and rate date.
Transaction to Euro Rate Flag (TRN_TO_EUR_RT_FL)	The application sets this to **Y** if the transactional currency is Euro-based. Otherwise, this is set to **N**.
Transaction Freeze Rate Flag (TRN_FREEZE_RT_FL)	The application sets this to **Y** if you selected the **Freeze Rates** check box on the screen.
Use Tax Amount (USE_TAX_AMT, TRN_USE_TAX_AMT)	The application computes the transactional use tax amount by summing the TRN_USE_TAX_AMT column for all the VCHR_LN_ACCT rows for a voucher. It computes the use tax amount by summing the USE_TAX_AMT column for all the VCHR_LN_ACCT rows for a voucher.
VAT Tax Date (VAT_TAX_DT)	The application uses the value from the Input File header. If no value is provided, it sets this field to null.
VAT Tax ID (VAT_TAX_ID)	The application uses the value from the Input File header. If no value is provided, it sets this field to null.
Vendor (VEND_ID)	The **Vendor** is taken from the Input File.
Voucher Number (VCHR_NO)	▪ The application assigns the voucher number using the voucher numbering method selected on the Import TE Expense/Advances screen.

Field	Description
	▪ The voucher number/FY combination must not exist on VCHR_HDR, VCHR_HDR_HS, TVL_EXP_HDR, TVL_ADV_HDR, or CO_EXP_HDR.
	Both assignments are performed when you select the **Import Vouchers** option from ⚙ ▼.
Voucher Type (S_VCHR_TYPE)	The application sets the Voucher Type to **TE** or **TA**. The application sets the following fields to **N**:
	▪ Auto Creation Flag (AUTO_CREATE_FL)
	▪ Debit Memo Flag (DM_FL)
	▪ Debit Memo Printed Flag (DM_PRNTD_FL)
	▪ Over Budget Flag (OVR_BUD_FL)
	▪ Print Note on Blank Laser Check Flag (PRNT_NOTE_FL)
	▪ Posted Accounts Payable Flag (POSTED_AP_FL)
	▪ Purchase Order Discrepancy (S_PO_DISCR_CD)
	▪ Receipt Discrepancy (S_RECPT_DISCR_CD)
	▪ Recurring Flag (RECUR_FL)
	▪ Recurring Template Flag (RECUR_TMPLT_FL)
	▪ Separate Check Flag (SEP_CHK_FL)
	▪ Invoice Type (S_INVC_TYPE)
	▪ Subcontractor Pay Code (S_SUBCTR_PAY_CD)
	▪ Taxable Code (S_TAXABLE_CD)
	▪ Taxable Flag (TAXABLE_FL)
	▪ Reverse Voucher Flag (RVRS_VCHR_FL)
	The application sets the following fields to zero:
	▪ Cost Amount (CST_AMT, TRN_CST_AMT)
	▪ Check Amount (CHK_AMT)
	▪ Check Number (CHK_NO)
	▪ Discount Amount (DISC_AMT, TRN_DISC_AMT)
	▪ Discount Percentage Rate (DISC_PCT_RT)
	▪ External PO Release (EXT_PO_RLSE_NO)
	▪ Discount Taken Amount (DISC_TAKEN_AMT)

Field	Description
	▪ Delivery Amount (SHIP_AMT)
	▪ Transaction Delivery Amount (TRN_SHIP_AMT)
	▪ Recurred from Voucher No (RECUR_PAR_VCHR_NO)
	▪ Retainage Rate (RTN_RT)
	The application sets the following fields to a single space:
	▪ Default Packing Slip (DFLT_PS_ID)
	▪ Document Location (DOC_LOCATION)
	▪ External PO ID (EXT_PO_ID)
	▪ Retainage Notes (RTN_NT)
	▪ Sales Tax Source Code (S_SALES_TAX_SRC_CD)
	▪ Joint Pay Vendor Name (JNT_PAY_VEND_NAME)
	The following fields are left null by the application:
	▪ Approval User ID (APPRVR_USER_ID)
	▪ Batch Number (BATCH_ID)
	▪ Check Date (CHK_DT)
	▪ Check Fiscal Year (CHK_FY_CD)
	▪ Check Period Number (CHK_PD_NO)
	▪ Check Sub Period Number (CHK_SUB_PD_NO)
	▪ CIS Code (CIS_CD)
	▪ Default Warehouse (DFLT_WHSE_ID)
	▪ Discrepancy Calculation Date (DISCR_CALC_DTT)
	▪ Invoice Period of Performance Date (INVC_POP_DT)
	▪ Posting Sequence Number (POST_SEQ_NO)
	▪ Purchase Order (PO_ID)
	▪ Purchase Order Release Number (PO_RLSE_NO)
	▪ Receipt Number (DFLT_RECPT_ID)
	▪ Recurred from Voucher Key (RECUR_PAR_VCHR_KEY)
	▪ Recurring Voucher Desc (RECUR_VCHR_DC)
	▪ Sales Tax Code (SALES_TAX_CD)
	▪ Status Code (S_STATUS_CD)

Field	Description
	▪ Last Voucher Fiscal Year (LST_VCHR_FY_CD) ▪ Last Voucher Period Number (LST_VCHR_PD_NO) ▪ Last Voucher Subperiod Number (LST_VCHR_SUB_PD_NO) ▪ Start Fiscal Year (START_FY_CD) ▪ Start Period Number (START_PD_NO) ▪ Start Subperiod Number (START_SUB_PD_NO) ▪ End Fiscal Year (END_FY_CD) ▪ End Period Number (END_PD_NO) ▪ End Subperiod Number (END_SUB_PD_NO)

AP/Voucher Line Table

The Voucher Line table is filled as follows:

Field	Description
Voucher Key (VCHR_KEY)	The application retrieves a value from the VCHR_HDR table during import.
Voucher Line Key (VCHR_LN_KEY)	The application sets this value using the Sequence Generator during import.
Line Change Cost Amount (LN_CHG_CST_AMT, TRN_LN_CHG_CST_AMT)	The application sets the Line Change Cost Amount to the Cost Amount from the Voucher Line Account table.
Line Change Tax Amount (LN_CHG_TAX_AMT, TRN_LN_CHG_TAX_AMT)	The application sets the Line Change Tax Amount to the Sales Tax Amount from the Voucher Line Account table.
Line Change Use Tax Amount (LN_CHG_USE_TAX_AMT, TRN_LN_CHG_USE_AMT)	The application sets the Line Change Use Tax Amount to the Use Tax Amount from the Voucher Line Account table.
Notes (NOTES)	The Notes are taken from the Input File detail record. A space is used if there are no **Notes** in the Input File.
Recovery Amount (RECOVERY_AMT, TRN_RECOVERY_AMT)	Recovery is taken from the Input File detail record, if a value is present in the file. If no value is present and a recovery percentage exists in the Input File, the application calculates the amount using the percentage. Otherwise, the recovery amount will be zero.

Field	Description
Recovery Rate (RECOVERY_RT)	The Rate is taken from the Input File detail record, if a value is present. The application calculates the rate if the recovery amount is in the Input File. If neither the amount nor rate is provided, it sets the field to zero.
Sales Tax Amount (SALES_TAX_AMT, TRN_SALES_TAX_AMT)	The application sets the Sales Tax Amount to the **Sales Tax Amount** in the Voucher Line Account table.
Sales Tax Code (SALES_TAX_CD)	The value comes from the Input File if the Taxable Code is **S** or **U**. Otherwise, the application sets it to **N**.
Taxable Code (S_TAXABLE_CD)	The application sets the **Taxable Code** to the same value as the **Taxable Code** from the Voucher Line Account table.
Taxable Flag (TAXABLE_FL)	The application sets the **Taxable Flag** to the same value as the **Taxable Flag** in the Voucher Line Account table.
Net Amount (NET_AMT, TRN_NET_AMT)	The application sets the **Net Amount** to the same value as the **Net Amount** from the Voucher Line Account table.
Total Before Discount Amount (TOT_BEF_DISC_AMT, TRN_TOT_BEF_DC_AMT)	The application sets the **Total Before Discount Amount** to the same value as the **Total Before Discount Amount** from the Voucher Line Account table.
Use Tax Amount (USE_TAX_AMT, TRN_USE_TAX_AMT)	The application sets the **Use Tax Amount** to the same value as the **Use Tax Amount** from the Voucher Line Account table.
Voucher Line Description (VCHR_LN_DESC)	The **Voucher Line Description** comes from the **Expense Line Description** in the Input File. If the **Expense Line Description** is blank, the default value is the **Account Description**.
Voucher Line Number (VCHR_LN_NO)	The **Voucher Line Number** is a sequential number starting with 1 and increments by 1 for as many lines as are on the voucher. The application sets the following fields to zero: - Extended Cost Amount (EXT_CST_AMT, TRN_EXT_CST_AMT) - Quantity (QTY) - Quantity Discrepancy Percentage (DISCR_QTY_RT)

Field	Description
	▪ Total Discrepancy Amount (DISCR_TOT_AMT, TRN_DISCR_TOT_AMT)
	▪ Unit Cost (UNIT_CST_AMT, TRN_UNIT_CST_AMT)
	▪ Unit Price Discrepancy (DISCR_UNIT_PRC_AMT, TRN_DISCR_UNIT_AMT)
	▪ Unit Price Discrepancy Percentage (DISCR_UNIT_PRC_RT)
	▪ Discount Amount (DISC_AMT, TRN_DISC_AMT)
	The application sets the following fields to **N**:
	▪ CIS Report Flag (CIS_RPT_FL)
	▪ CIS Withholding Flag (CIS_WH_FL)
	▪ The application sets the following fields to a single space:
	▪ Purchase Order Line Type (S_PO_LN_TYPE)
	▪ Return Material Authorization Number (RMA_NO_ID)
	▪ Sales Tax Notes (SALES_TAX_NT)
	▪ VAT Supply Code (VAT_SUPPLY_DC)
	The following fields are left null by the application:
	▪ Miscellaneous Line Charge Type (MISC_LN_CHG_TYPE)
	▪ Purchase Order Number (PO_ID)
	▪ Purchase Order Line Key (PO_LN_KEY)
	▪ Purchase Order Line Number (PO_LN_NO)
	▪ PO Release Number (PO_RLSE_NO)
	▪ Units of Measure (UM_CD)
	▪ VAT Supply Date (VAT_SUPPLY_DT)

AP/Voucher Line Account Table

The Voucher Line Account table is filled as follows:

Field	Description
Voucher Key (VCHR_KEY)	The application gets this value from the VCHR_HDR table during the Import step.
Voucher Line Key (VCHR_LN_KEY)	The application gets this value from the VCHR_LN table during the Import step.

Field	Description
Voucher Line Account Key (VCHR_LN_ACCT_KEY)	The application sets this value using the Sequence Generator during the Import step.
1099 Flag (AP_1099_FL)	The 1099 Flag comes from the Input File. If no value is provided, the application sets this field to **N**.
1099 Type Code (S_AP_1099_TYPE_CD)	The **1099 Type Code** comes from the Input File. The application sets the field to **NULL** if the code is not provided or if the 1099 Flag is set to **N**.
Account (ACCT_ID)	The **Account** is taken from the Input File.
Cost Amount (CST_AMT, TRN_CST_AMT)	Costpoint computes the cost amount by subtracting the sales tax from the total before discount amount.
Cost Amount Percentage Rate (CST_AMT_PCT_RT)	The application computes the **Cost Amount Percentage Rate** by dividing the **Total Before Discount Amount** by the **Invoice Amount** from the Voucher Header record.
Line Charge Cost Amount (LN_CHG_CST_AMT, TRN_LN_CHG_CST_AMT)	The application sets the **Line Charge Cost Amount** to the same value as the **Cost Amount** fields.
Organization (ORG_ID)	The **Organization** is taken from the Input File.
Organization Abbreviation (ORG_ABBRV_CD)	The **Org Abbrev** is taken from the Organization Table.
Project (PROJ_ID)	The **Project** is taken from the Input File. If a project is not provided, the application sets the field to **NULL**.
Project Abbreviation (PROJ_ABBRV_CD)	If a **Project** is provided, the **Proj Abbrev** comes from the Project table. Otherwise, the application sets the field to **NULL**.
Recovery Amount (RECOVERY_AMT, TRN_RECOVERY_AMT)	The application sets the **Recovery Amount** to the same value as the **Recovery Amount** on the Voucher Line table.
Reference 1 (REF_1_ID)	The **Reference 1** is taken from the Input File. If a **Reference 1** is not provided, the application sets the field to **NULL**.
Reference 2 (REF_2_ID)	The **Reference 2** is taken from the Input File. If a **Reference 2** is not provided, the application sets the field to **NULL**.

Field	Description
Sales Tax Amount (SALES_TAX_AMT, TRN_SALES_TAX_AMT)	The **Sales Tax Amount** is taken from the Input File. If a **Sales Tax Amount** is not provided, the application sets the field to zero.
Use Tax Amount (USE_TAX_AMT, TRN_USE_TAX_AMT)	The **Use Tax Amount** is taken from the Input File. If a **Use Tax Amount** is not provided, the application sets the field to zero.
Taxable Code (S_TAXABLE_CD)	The **Taxable Code** is taken from the input file. If no value is provided, the application sets this field to **N**.
Taxable Flag (TAXABLE_FL)	The application sets the **Taxable Flag** to **Y** if the **Taxable Code** is **S** or **U**. Otherwise, it uses **N**.
Total Before Discount Amount (TOT_BEF_DISC_AMT, TRN_TOT_BEF_DC_AMT)	The transaction **Total Before Discount Amount** is taken from **Expense Amount** in the input file. The application calculates the functional amount using the transaction amount and the exchange rates.
Net Amount (NET_AMT, TRN_NET_AMT)	The Net Amount is the same as the **Total Before Discount Amount**. The application sets the following field to zero: ■ Discount Amount (DISC_AMT, TRN_DISC_AMT) The application sets the following fields to a single space: ■ Template ID (FA_TMPLT_ID) ■ Template Revision ID (FA_TMPLT_RVSN_ID) The following fields are left null by the application: ■ Template Key (FA_TMPLT_KEY) ■ Project Account Abbreviation (PROJ_ACCT_ABBRV_CD)

Vouchers Created

Vouchers are created by grouping the Detail information by the fields that make a voucher unique.

These fields are:

- Vendor
- Expense Report ID
- Pay Vendor
- Transaction Currency

- Pay Currency

- Invoice Date

- Pay When Paid Flag

- Pay Exchange Rate Date

- Pay Amount

When the Import TE Expenses/Advances application assigns voucher numbers, all vouchers are assigned new and unique voucher numbers. The Voucher Key, Voucher Line Key, and Voucher Line Account Key are then set. Rows are inserted into the Voucher Header, Voucher Line, and Voucher Line Account tables. After processing, any temporary tables are cleared to prevent duplicate uploads.

Currency Calculations

If you use Multicurrency, you must perform currency calculations before creating vouchers.

If you do not use Multicurrency, the currencies in the input file must match the functional currency in Costpoint. If a difference exists, the import cannot take place until you correct the file.

If you have Multicurrency, you must update currency exchange rates for selections in the input file before creating new Time & Expense vouchers during the import process.

Multicurrency Processing

Costpoint calculates functional amounts for Multicurrency records using the transaction amount, the exchange rate group, and the date selected on the Import TE Expenses/Advances screen. You can freeze the rates by selecting the Freeze Rate check box on the Import TE Expenses/Advances screen. Costpoint calculates the functional amounts using its standard methodology.

- If the **Pay Currency Code** and **Trans Currency Code** are the same, the **Pay Amount** and **Pay Exchange Rate Date** are ignored.

- The **Pay Amount** and **Pay Exchange Rate Date** can be used when the **Pay Currency** is not the same as the **Transaction Currency**.

- If the **Pay currency** is different from the **Trans Currency**, you must provide a **Pay Amount** and it must equal the full amount of the voucher. No partial payments are allowed.

- If no **Pay Amount** is provided, you must provide an **Exchange Rate Date** (to obtain the exchange rate).

- The **Pay Amount** takes precedence when both a **Pay Amt** and an **Exchange Rate** are present.

Reports

The error report prints automatically when the validation process and currency calculation process are completed and when vouchers are successfully created. An error report prints even in the absence of errors; in this case, it reads "No errors found."

In addition, an edit report containing the Line Number, Expense Report Number or Advance ID, Account Number, Org Number, Project Number, Description, and Total for each voucher is generated. Costpoint displays a message noting that reports have been generated and that vouchers have been created.

Error File and Error Report

If the input file contains invalid or unsupported values, Costpoint generates an error file, and an error report.

Error File Layout

An error file is created in the following layout, similar to the upload file. It includes the first eight Time & Expense fields in the header record and other data defaults required by Time & Expense. Because the error file is directly downloaded into Time & Expense, it must be in a comma-separated format.

- The CSV error file is saved with the following naming convention: EXP_REJECTION_YYYMMDDHHMMSS.CSV.

- The directory to which the error file is written is the directory specified in the **Location** field.

Note: If one voucher within an expense report or advance has an error and cannot be uploaded, all vouchers with the same expense number or advance ID are included as errors and are on the Error report. Time & Expense cannot accept partial expense report or advance records.

Business Name	Field Type	Field Value/Default	Info/Description
Version	Number 1	Set to **1**.	For Time & Expense use only
Import Code	Character 1	Set to **B**.	For Time & Expense use only
External Expense ID	Number 3	Set to value from upload file.	For Time & Expense use only
External Expense Report ID	Character 12	Set to value from upload file.	For Time & Expense use only
Rejection Reason	Character 234	Set to value from error message.	For Time & Expense use only

Error Report

The error report contains the voucher number, expense report ID or advance ID, fiscal year, record type, field, contents, and error message. The error file is generated in the same format as the input file and has the same prefix with a suffix of . ERR.

In addition, each error record is appended with the first eight Time & Expense fields in the header record. These Time & Expense fields are: **External System Code**, **External Expense Report/**

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Advance ID, **External Expense ID**, **External TS Schedule**, **External TS Year**, and **External TS Period**. With errors properly recorded and reported, rejected records are then deleted. This leaves only valid rows for processing.

Field	Description
Report Specific Information	If you select the **Process Input File** or **Import Vouchers** option in the final stages of the process, the application prints both error and edit reports.
Creating New Reports	After importing the file, go to the Print Voucher Edit Report screen and select the **TE** or **TA** voucher type to create a report.

Screen Error Messages

Costpoint displays a message if errors are discovered during processing.

You should review the error report, then take one of the following actions:

- Import the records that have been validated, make any changes needed in the error file, rename the Error File, and then process the errors.

- Make any corrections needed to the original input file and process again.

Error Message	Meaning/Related Information
File does not exist.	The input file entered could not be found. The input file must be in your working directory.
In order to select "Use Last System Voucher Number," the system-wide setting for Voucher Numbering Method must be "System."	You selected the **Use Last System Vchr Number** option on the Import TE Expense/ Advances screen, but the **System** option is not selected as the Costpoint system-wide setting on the Configure Accounts Payable Voucher Settings screen.
No records found in temporary voucher tables. Please process file before importing or printing.	You selected the **Process Input File** or **Import Vouchers** option, but there are no rows in the temporary table.
No records have been selected to transfer.	All records in the input file were rejected with errors.
Range of assigned Voucher numbers: XXXXXXXXX to XXXXXXXXX	This message displays the range of voucher numbers assigned by the application when the **Use Last System Vchr Number** option is selected in the **Voucher Numbering Method** group box.
Range of assigned Voucher numbers based on the Beginning Voucher Number: XXXXXXXXX to XXXXXXXXX	This message displays the range of voucher numbers assigned by the application when the **Supply Beginning**

Error Message	Meaning/Related Information
	Vchr Number option is selected in the **Voucher Numbering Method** group box.
Records that have not been imported exist in the temporary voucher tables. Do you want to continue?	You selected the **Process Input File** option, but there are still rows in the temporary tables that were not imported. Click **Yes** to continue and all the rows in the temporary tables will be deleted. Click **Cancel** to import the existing rows in the temporary tables or if you need to investigate the rows in the temporary tables.
Screen parameters have changed since the Process step was performed. Either set parameters back to what they were when the Process step was run or Process the Input File again with the new screen parameters.	You selected the **Process Input File** option, but screen parameters were changed since the Process step was performed. Either reprocess with the new parameters before importing, or set the parameters back to the original settings.
The Beginning Voucher Number must be greater than zero.	The beginning **Voucher Number** cannot be zero.
The Beginning Voucher Number supplied already exists in Costpoint. Do you want to allow the program to renumber?	You selected the **Import Vouchers** and selected the **Supply Beginning Vchr Number** option in the **Voucher Numbering Method** group box. The Fiscal Year and Beginning Voucher Number already exist in the Costpoint Voucher Header or Voucher Header History table. ▪ Click **Yes** to allow the application to find the next available voucher number to use as the beginning voucher number and continue the import process. ▪ Click **No** to stop the import. No rows will be imported to Costpoint from the temporary voucher tables, and you can run the Process step again and supply a different beginning voucher number.
The database is unable to process the records required for the requested activity. Possible reasons are: another user is using a record that you want to update, or there	If this error occurs, make note of what was being done and at what point the application stopped, and then call Technical Support.

Error Message	Meaning/Related Information
is a database error or hardware malfunction.	
Vouchers to be imported already exist in the Voucher Header table. This condition must be corrected before importing.	A voucher with the same Voucher Number and Fiscal Year already exists in the Voucher Header table. This indicates that vouchers were added to Costpoint sometime between the processing of the input file and the importing of the temporary tables. If this message displays, the temporary tables are not imported to the Costpoint voucher tables (in order to prevent uploading duplicate records).
Vouchers to be imported already exist in the Voucher Header History table. This condition must be corrected before importing.	A voucher with the same Voucher Number and Fiscal Year already exists in the Voucher Header History table. This indicates that vouchers were added and/or posted in Costpoint sometime between the processing of the input file and the importing of the temporary tables. If this message displays, the temporary tables are not imported to the Costpoint voucher tables (in order to prevent uploading duplicate records).
Vouchers to be imported already exist in the Company Expense Header table. This condition must be corrected before importing.	A voucher with the same Voucher Number and Fiscal Year already exists in the Company Expense Header table. This indicates that vouchers were added and/or posted in Costpoint sometime between the processing of the input file and the importing of the temporary tables. If this message displays, the temporary tables are not imported to the Costpoint voucher tables (in order to prevent uploading duplicate records).
Vouchers to be imported already exist in the Travel Advance Header table. This condition must be corrected before importing.	A voucher with the same Voucher Number and Fiscal Year already exists in the Travel Advance Header table. This indicates that vouchers were added and/or posted in Costpoint sometime between the processing of the input file and the importing of the temporary tables. If this message displays, the temporary tables are not imported to the Costpoint voucher tables (in order to prevent uploading duplicate records).

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Error Message	Meaning/Related Information
Vouchers to be imported already exist in the Travel Expense Header table. This condition must be corrected before importing.	A voucher with the same Voucher Number and Fiscal Year already exists in the Travel Expense Header table. This indicates that vouchers were added and/or posted in Costpoint sometime between the processing of the input file and the importing of the temporary tables. If this message displays, the temporary tables are not imported to the Costpoint voucher tables (in order to prevent uploading duplicate records).

Input File (User-Named)

Tables Read and Written

Table	Screen
TE Voucher Prep Parameters (PARMS_AOPUTLTE)	Manage Accounts Payable Vouchers
Function Parameter Catalog (FUNC_PARMS_CATLG)	**n/a**
Posting Semaphore (POST_SEMAPHORE)	**n/a**
Sequence Generator (SEQ_GENERATOR)	**n/a**
Voucher Header (VCHR_HDR)	Manage Accounts Payable Vouchers
Voucher Settings (VCHR_SETTINGS)	Configure Accounts Payable Voucher Settings

Tables Written To

Table	Screen
Voucher Line (VCHR_LN)	Manage Accounts Payable Vouchers
Voucher Line Account (VCHR_LN_ACCT)	Manage Accounts Payable Vouchers

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