Deltek

Deltek Costpoint® 8.0

Import Purchase Orders Preprocessor

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IMPORT PURCHASE ORDERS

Table of Contents

IMPORT PURCHASE ORDERS 1
IMPORT PURCHASE ORDERS FUNCTIONAL INFORMATION 4
IMPORT PURCHASE ORDERS SETUP PROCEDURES 5
IMPORT PURCHASE ORDERS PROCESSING DETAILS 7
INPUT FILE AND ERROR FILE LAYOUT 11
DETAILED TABLE SPECIFICATIONS 32
ERROR MESSAGES 87

IMPORT PURCHASE ORDERS

Use this application to import purchase orders from an ASCII fixed-length file. Only one user at a time can run this application. You can view Purchase Orders loaded from this application using the Manage Purchase Orders screen in Costpoint Purchasing.

Deltek designed the preprocessor interface for loading purchase orders into Costpoint. You can use the loaded purchase orders to perform commitment, accrual, invoicing, and two-way and three-way matching in the Costpoint database into which you loaded them.

An Ongoing Support Plan (OSP) is available for routine maintenance and upgrades to this interface. Customization is priced separately. Please contact your Deltek account representative for additional information.

For detailed functional information regarding purchase orders, see Functional Information.

See the Setup Procedures and Processing Details sections prior to using this program for the first time.

There are two ways to work with input files in Costpoint

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

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

Location

- Materials
- Purchasing
- Purchasing Interfaces

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 are also included in the saved parameter ID if there are any. You can change any of the associated selection defaults as necessary.

Parameter ID

Enter, or click to select, a parameter ID of up to 15 alphanumeric characters.

Choose characters for your parameter ID that help identify the type of selections you made in the screen, such as PERIOD or QUARTERLY.

When you save your record, all the selections made in 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 in the screen, you can override the defaults.

Description

Enter, or click  to select, a parameter description of up to 30 alphanumeric characters.

Options

Input File

File Location

Enter the location of the input file you are importing. There are two ways to do this:

- In the **File Location** field, enter, or click  to select, the alternate file location where the input file is located. Alternate file locations are set up in the Manage Alternate File Locations screen.

  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 **File Location** field blank. For more information about the File Upload Manager, see the File Upload Manager topic in the Getting Started Guide.

International users:

The data can contain non-English characters if they are in the ASCII character set. Before creating 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. The file must be an ASCII fixed-length file.

File Name

Enter, or click  to select, the name of the file to be processed.

File Format

Select the **File Format** from the drop-down list. The valid options are:

- **Delimited** - Select this if each field in the input file is separated by a comma or other user-defined symbol, as indicated in the **File Delimiter** field. You do not need to include a comma (or user-defined symbol) after the last field entry in the input file.
- **Fixed Length** - Select this if each field in the input file is of fixed-length and must be filled with either an appropriate character or a space to the specified width.

File Delimiter

If the input file is **Delimited**, you must choose the delimiter. The default is **Comma**. To use another delimiter, select **Other** from the drop-down list and enter a single character in the Other Delimiter field on the right.

Do not embed the delimiter in any of the input fields. When the application encounters the declared delimiter, it is interpreted as the end of the input field.

Performance Analysis

The fields in this group are non-editable and display information about the import process.

Start Load

This field displays the date and time this process started.

End Load/Start Validation

This field displays the date and time when the loading process ended and the validation process started.

End Validation/Start Print

This field displays the date and time when the validation process ended and the error report started to print.

End Print

This field displays the date and time when the error report stopped printing.

Total Records Loaded

This field displays the total number of records read by the application.

Total Error

This field displays the total number of records found with errors during the process.

Process Import Purchase Orders

Click  drop-down and select **Import Purchase Orders** to initiate the file upload process. A batch mode option is also available. Costpoint validates the records, stores the usable records in a temporary input table, writes any records with errors to an output file, and updates the Costpoint database.

Process and print the report

Click  drop-down and select **Print/Import Purchase Orders** to initiate the file upload process. A batch mode option is also available. This command is similar to **Import Purchase Orders** with the addition that the error report is sent to the printer.

Print Default Report

Click and select the **Import Purchase Orders Error Report** to print the report. A batch mode option is also available.

Related Topics

FUNCTIONAL INFORMATION

SETUP PROCEDURES

PROCESSING DETAILS

Table Information

The Import Purchase Orders screen makes use of the table W_FUNC_PARM_CATLG.

IMPORT PURCHASE ORDERS FUNCTIONAL INFORMATION

If the PO vendor is changed in an existing purchase order (PO_HDR), Costpoint updates the corresponding PO_HDR_DFLT row for the vendor-related initial values. This does not update values in existing PO lines.

Functional Currency versus Transactional Currency

When the multicurrency feature is in use, purchase orders can be created in terms of a currency (called transactional currency) different from the functional currency (the currency used for the company's financial statements, and selected at Costpoint initialization). Purchase order information is entered primarily in the transactional currency, and Costpoint calculates the corresponding value for the functional currency fields. Data is stored in both currencies.

For example, the Gross Unit Cost amount in the PO line from the input file now loads into the Transaction Gross Unit Cost column (PO_LN. TRN_GR_UN_CST_AMT) and the system calculates the value of Gross Unit Cost (PO_LN. GROSS_UNIT_CST_AMT) in terms of functional currency. Subsequent calculations will be performed separately for each currency.

For example, the Input file might have the Gross Unit Cost for the purchase order line as 100 (transactional currency = GBP). This would translate to 160 (functional currency = USD) assuming an exchange rate of GBP to USD = 1.6. Both these values are stored separately in different fields (PO_LN. TRN_GR_UN_CST_AMT = 100, PO_LN. GROSS_UNIT_CST_AMT = 160). Subsequent calculations (like Net Unit Cost) will be calculated and stored separately too. Assuming a volume discount rate of 10% (PO_LN.DISC_PCT_RT = 0.10), the PO line Net Unit Cost amount will be 90 (GBP) and 144 (USD) and stored as PO_LN. TRN_NET_UN_CST_AMT = 90 and PO_LN.NET_UNIT_CST_AMT = 144 respectively.

Calculations for Exchange Rates

Standard multicurrency functions are used to calculate exchange rates between transactional and functional currencies. This applies exchange rates corresponding to the Rate Group and Rate Date (or Rate Period). For non-Euro currencies, the Trans to Func exchange rate is used. If a direct exchange rate is unavailable, then the triangulation method, using a third common rate, is used to derive the exchange rate (if you set it up on Configure Multicurrency Settings screen). For Euro currencies, the products of Trans to Euro and Euro to Func exchange rates are used to derive the appropriate exchange rate between the transactional and functional currencies.

Multicurrency

To incorporate multicurrency features in the PO Preprocessor, the input files include new fields and additional calculations for transactional currency and functional currency. If you have multicurrency transactions, all amount fields in the input file are listed in the transactional currency, which may not be the same as the functional currency. The process calculates the corresponding functional currency fields using exchange rate information in other tables. Data is stored in both currencies in Costpoint.

If the input file does not specify any transaction currency, the transactional and functional currencies are the same. All currency-related columns are nevertheless populated with default values, the system exchange rate is **1**, and amount columns therefore have the same values for transactional and functional currencies.

Files Necessary to Run Import Purchase Orders

The following custom and stored procedure files must be accessible to run the Import Purchase Orders.

CSTPOINT.EXE	Costpoint executable
CPPMGRSV.EXE	Costpoint Process Server executable
AOPUTLPO.EXE	Purchase Order Preprocessor application executable
AOPUTLPO.ORA	Oracle stored procedures for the Import Purchase Orders
AOPUTLPO.MSS	SQL Server stored procedures for the Import Purchase Orders

See the Setup Procedures and Processing Details sections prior to using this program for the first time.

IMPORT PURCHASE ORDERS SETUP PROCEDURES

After copying the new files and executing the script file, perform the following setup actions before running the application for the first time. Please see the installation instructions, or contact your Deltek representative for assistance.

1. Establish default values on the Configure Purchasing Settings screen in Costpoint Purchasing.

   As much as possible, the Import Purchase Orders application will employ default values based on the Configure Purchasing Settings screen. Use the following parameters from PO_SETTINGS for defaults or edits:

PO_SETTINGS Item	Data Field	Comments
Initial PO Status (Open or Pending)	S_PO_STATUS_TYPE	
Allow Change to Open in Enter Purchase Orders	ALLOW_CHG_FL	If **Y**, then PO_Status of O will be accepted in change PO.
Default - Confirming PO	DFLT_CNFRM_FL	
Default - Ship ID	DFLT_SHIP_ID	Must be valid in SHIP_ID.
Buyer PAO Validation Code	S_BUYER_PAO_CD	
PO Numbering Method	S_PO_AUTO_NUM_TYPE	Must be **Manual**
Auto Calculate Sales/VAT Tax	S_PO_TAXABLE_TYPE	
Default Taxable Status	S_PO_STATUS_TYPE	Item Type Default, All Items Taxable, All items Non-Taxable
Save Existing Change Order to History File	DFLT_SAVE_CHNG_FL	If yes, then save changes to Change History. Can be overridden at PO Hdr level if Allow Change Save Default = **Y** with the input file Allow Change Save Flag.
Allow Change Save Default	DFLT_SAVE_CHNG_FL	Allow change on the PO_HDR input file to save changes to Change History.
Requisition Requirements	S_REQD_RQ_ID	**N**, **A** (require req id but do not validate), V (must be valid requisition ID)

2. Set up these tables. Please see the Data Integrity Checking section under Processing Details for more information about these tables and the multicurrency tables:

*VEND	LN_CHG_TYPE
*VEND_ADDR	*BUYER
*BRNCH_ADDR	STD_TEXT
*VEND_TERMS	ITEM

*SHIP_ID	ALT_PART
*UM	

* = Required

IMPORT PURCHASE ORDERS PROCESSING DETAILS

The Import Purchase Orders application uses the following dynamically created worktables for processing:

Z_PO_HDR	Z_PO_LN_ACCT
Z_PO_HDR_NOTES	Z_PO_LN_CHG
Z_PO_TEXT	Z_PO_LN_NOTES
Z_PO_LN	Z_PO_PREP_ERROR
Z_PO_PREP_FILE	

Data Integrity Checking

The application checks for data integrity using the following tables and multicurrency-related tables.

An asterisk (*) precedes the tables that are required. Use the other tables as guidelines for additional information and data entry. All fields except **Unit of Measure** (UM) and **Billing Cycle** (BILL_CYCLE) are validated based on the user's company ID.

Costpoint Table Name	Table Name	Maintenance Screens
*VEND	Vendor	Materials / Purchasing / Vendors / Manage Vendors
*VEND_ADDR	Vendor Address	Materials / Purchasing / Vendors / Manage Vendors
*BRNCH_ADDR	Branch Address	Materials / Purchasing / Purchasing Codes / Manage Branch Locations
*VEND_TERMS	Vendor Terms	Accounting / Accounts Payable / Vendor and Subcontractor Controls / Manage Vendor Terms
*SHIP_ID	Ship ID	Materials / Purchasing / Vendors / Manage Vendors Materials / Purchasing / Purchasing Codes / Manage Branch Locations Materials / Sales Order Entry / Customers / Manage Customers Materials / Inventory / Inventory Controls / Manage Warehouses
*UM	Unit of Measure	Materials / Purchasing / Purchasing Codes / Manage Units of Measure
LN_CHG_TYPE	Line Charge Type	Materials / Purchasing / Purchasing Codes / Manage Line Charge Types
*BUYER	Buyer	Materials / Purchasing / Purchasing Codes / Manage Buyers
STD_TEXT	Standard Text	

ITEM	Item	Materials / Product Definition / Items / Manage Parts Materials / Product Definition / Items / Manage Services Materials / Product Definition / Items / Manage Goods
ALT_PART	Alternate Part	Materials / Product Definition / Items / Manage Alternate Parts
CIS_CODES	Construction Industry Scheme Codes	Administration / System Administration / System Administration Controls / Manage Construction Industry Scheme Codes
VEND_CIS_INFO	Vendor CIS Info	Materials / Purchasing / Vendors / Manage Vendors
MU_SETTINGS	Multicurrency Settings	Accounts/Multicurrency/Multicurrency Settings
CURRENCY	Currency	Accounts/Multicurrency/Maintain Currencies
RT_SRCE	RT_SRCE	Accounts/Multicurrency/Maintain Exchange Rate Sources
RT_GRP	Rate Group	Accounts/Multicurrency/Maintain Exchange Rate Groups
RT_GRP_CRNCY	Rate Group Currency	Accounts/Multicurrency/Multicurrency Settings
MU_CRNCY_STATUS	Currency Status	Accounts/Multicurrency/Currency Status
RT_BY_DT	Rate By Date	Accounts/Multicurrency/Enter Daily Rates, Maintain Exchange Rates by Date
RT_BY_PD	Rate by Period	Accounts/Multicurrency/Enter Period Rates, Maintain Exchange Rates by Period

Processing Procedure

1. The application inserts rows from the Input File into the worktables and validates each purchase order in its entirety.
2. Defaults are applied.
3. The application inserts any errors found into the error table. Purchase Orders with no errors are inserted or updated in the Costpoint tables.
4. If a Purchase Order has errors, all its rows from the Input File will be written to the Error File (*.ERR).
5. The Input File is renamed (*.OLD).
6. The Error Report may be printed or viewed on the screen.
7. Once you exit the screen, all data in all the worktables (including the Error table), are deleted.

You can print or view the Error Report on the screen.

Limitations

1. A maximum of two line charges is accepted per PO Line.

2. One Account ID is allowed per PO Line.
3. You cannot load historical purchase order data into the Archive tables. You can load such data with a **Closed** status (with some limitations) and then archive it using the Archive Purchase Orders screen in Costpoint Purchasing.
4. The application does not auto-assign Purchase Order numbers.
5. The application does not process a purchase order if there are an insert record and an update record in the same Input File.
6. The application will not process correctly if there are duplicate records in the Input File.
7. You can use the Import Purchase Order application to generate releases against blanket POs, but it does not perform any blanket balance validation or allow the user to enter blanket restrictions.
8. Any new purchase orders will have the user's company ID in the PO_HDR. For a user to change an existing purchase order, the company ID in the header must match the user's company ID.

Changes to Purchase Orders

When you enter purchase orders through this interface, they are marked as loaded by the system using the **Modified By** field in all affected tables.

If you make changes to these purchase orders, Deltek recommends making them in the source system to maintain system integrity.

The following rules apply for updating existing purchase orders:

1. If receipts or vouchers exist, the program performs several edits.
2. The Order Quantity (ORD_QTY) cannot be less than the Received Quantity (RECVD_QTY) or Accepted Quantity (ACCPTD_QTY).
3. The Calculated PO Line Total Amount (PO_LN_TOT_AMT) cannot be less than the Vouchered Amount (VCHRD_AMT) or Posted Amount (PSTD_AMT).
4. No line renumbering is allowed. If you delete a line in the host system, the system sends a record with zero quantity, zero amount, and a status of **V** (Void).

Application Processing Notes

After you run this application, you should be able to view and/or update the purchase orders in Costpoint Purchasing.

Editing purchase order information in the input files for this application may cause discrepancies between the PO in the source system and the PO in Costpoint.

Most of the edits are contained in the Input File tables. Please see the relationships between the Purchase Order Line (PO_LN) and the Purchase Order Header (PO_HDR) for each input file field, and note the screen and report error messages that may display. For example, if you are running the Purchase Order Line input file, the Purchase Order ID must already exist. If you update the amount of the PO Line, you will need to adjust the PO Total Amount (PO_HDR.PO_TOT_AMT). Also note the relationships between all fields that are populated as a result of the calculations.

If the Input File contains purchase orders and/or lines that already exist in the database, the system assumes that the record needs to be updated. Therefore, fields in the Input File take precedence. For instance, if you have changed the quantity in the Input File, the program uses the new quantity and adjusts the PO Header accordingly.

However, updates to a purchase order are restricted to certain fields if there are receipts and/or vouchers charged against it, with the exception of a status change.

Updates to the PO Header Status are allowed, even if there are no associated PO lines in the input file. The system displays an error message if the PO Header Status is changed to **V** (Void) or **P** (Pending) in the input file, and there are one or more existing PO lines for which PO Receipts or Vouchers have been created. The system also displays a warning message if the PO Header Status is changed from **O** (Open) or **P** (Pending) to **V** (Void); during processing, PO lines with an **O** (Open) or **P** (Pending) status is automatically voided (the status will change to **V**). Updates to the Blanket PO Header Status are not allowed if releases have already been created.

Input File and Error File Layout
Detailed Table Specifications
Error Messages

INPUT FILE AND ERROR FILE LAYOUT

The Input File is a fixed-length, ASCII file. The Error File, which contains records that were not processed from the Input File, has the same name as the Input File, but with an .ERR extension. After processing is complete, the Input File is renamed with an .OLD extension. The Error File layout is the same as the Input File layout.

You must fill every position in the Input File with the appropriate number of either characters or spaces for a given column before entering data in the next column. You need not use leading zeros; you can use spaces to maintain the proper format. Numeric fields should be right-justified; character fields should be left-justified.

End every row with a carriage return and a line feed.

PO Header Record Format (PO_HDR)

Name	Costpoint Column	Number of Characters	Starting Position	Ending Position	Required/ Optional	Format
Record Type	N/A	Character 2	1	2	Required	(PH)
PO ID	PO_ID	Character 10	3	12	Required	
PO Release Number	PO_RLSE_NO	Number 3 (Number 5)	13	15	Required	(999) For fixed-length file format, this is limited to 3 digits. For delimited file format, you can use up to 5 digits. The allowable 5-digit PO release number for delimited file is up to 99999 for Oracle database users and 32767 for MSS database users.
PO Change Order Number	PO_CHNG_ORD_NO	Number 3	16	18	Required	(999)
Buyer ID	BUYER_ID	Character 12	19	30	Required	Must be existing in the Manage Buyers screen for the user 's logged in Company ID
Vendor ID	VEND_ID	Character 12	31	42	Required	if entered, must be a existing in the Manage Vendors screen and must not be a PAYROLL Vendor or On-Hold Status
Vendor Address Code	ADDR_DC	Character 10	43	52	*Optional	

Branch Location ID	BRNCH_LOC_ID	Character 12	53	64	*Optional	
Branch Address Code	BRNCH_ADDR_DC	Character 10	65	74	*Optional	If not in the input file, system will pull info from BUYER.BRNCH_ADDR_DC
Bill To Location ID	BILL_TO_LOC_ID	Character 12	75	86	*Optional	If not in the input file, the system will pull from BUYER.BILL_TO_LOC_ID
Bill To Address Code	BILL_TO_ADDR_DC	Character 10	87	96	*Optional	If not in the input file, the system will pull info from BUYER.BILL_TO_ADDR_DC
Default Save Changes Flag	N/A	Character 1	97	97	(Not used; leave one space.)	(Y or N)
PO Status	S_PO_STATUS_TYPE	Character 1	98	98	Optional	Must be **C** (Closed), **O** (Open), **P** (Pending), or **V** (Void).
Terms Code	TERMS_DC	Character 15	99	113	Optional	if not provided in the input file, system will pull the information from the VEND.TERMS _DC
FOB (Free on Board)	FOB_FLD	Character 15	114	128	Optional	
Change Date	CHNG_DT	Date 10	129	138	Optional	(MM/DD/YYYY)
Procurement Type	PROCURE_TYPE_CD	Character 2	139	140	Optional	if entered, must be existing on the Manage Procurement Types screen
Timestamp		Date 10	141	150	Not used	(MM/DD/YYYY)
PO Type	S_PO_TYPE	Character 1	151	151	Optional	If entered, must be **P** (Purchase Order), **B**

						(Blanket), **S** (Subcontract Retainage), **R** (Release) GFM/GFE Order (**G**) Subcontractor Agreement (**A**), Subcontractor Agreement Blanket (K), or Subcontractor Agreement Release (**L**)
CIS Code	CIS_CD	Character 6	152	157	Optional	
Create Change Order	N/A	Character 1	158	158	Optional	Can be **Y** or **N**. Default is **N**. If this value is **Y**, PO must already exist in Costpoint. Change Order Number must be greater than current Change Order.
Transaction Currency	TRN_CRNCY_CD	Character 3	159	161	Optional	If not provided in the input file, the system will pull information from the VEND.DFLT_TRN_CRNCY_CD; If it is not available, system will pull the information from MU_SETTINGS.DFLT_TR_S_CRNCY_CD.
Rate Group	RATE_GRP_ID	Character 6	162	167	Optional	If not provided in the input file, the system will pull information from the VEND.DFLT_RT_GRP_ID; If it is not available, system will pull the information from MU_SETTINGS.DFLT_RT_GRP_ID.
Rate Date	TRN_CRNCY_DT	Date	168	177	Optional	MM/DD/YYYY
US Citizenship Required	US_CITIZEN_FL	Varchar (1)	178	178	Optional	Applies only if PO type is not A, K or L. Else, null.

ITAR Authorization Required	ITAR_AUTH_FL	Varchar (1)	179	179	Optional	Applies only if PO type is not A, K or L. Else, null.
Security Clearance System ID	SEC_CLR_CD	Varchar (6)	180	185	Optional	Applies only if PO type is not A, K or L. Else, null.
Issuing Agency	AGENCY_NAME	Varchar (30)	186	215	Optional	Applies only if PO type is not A, K or L. Else, null.
Subcontract ID	PO_HDR.SUBCNTR.ID	Varchar (30)	216	245	Optional	
NAICS Code	NAICS_CD	Character 15	246	260	Optional	
Order Date	ORD_DT	Date	261	270	Optional	(MM/DD/YYYY) If the order date is not provided in the header, the system date is loaded by default. If an order date is provided in the header input file, it is used in the PO line order date, if not provided at the line level. For new lines, if PO line Order Date is not provided in the input file, default PO_HDR.ORD_DT (if provided in header input file).

* The **Vendor Address**, **Branch Location**, **Bill to Location**, and **Bill To Address** are all required in the Address subtask of the Manage Purchase Orders screen. If you do not provide the vendor's Address Code in the input file, Costpoint loads the default Order Address on the Manage Vendors screen. If you do not provide the **Branch Location**, **Branch Address**, **Bill To Location**, and **Bill To Address** in the input file, Costpoint populates each field by default from the Buyer table, and verifies that valid values can be found for the given vendor and/or buyer.

PO Text Record (PO_TEXT)

Name	Costpoint Column	Number of Characters	Starting Position	Ending Position	Required/ Optional	Format
Record Type	N/A	Character 2	1	2	Required	(HT)
PO ID	PO_ID	Character 10	3	12	Required	

PO Release Number	PO_RLSE_NO	Number 3 (Number 5)	13	15	Required	(999) For fixed-length file format, this is limited to 3 digits. For delimited file format, you can use up to 5 digits. The allowable 5-digit PO release number for delimited file is up to 99999 for Oracle database users and 32767 for MSS database users.
Sequence Number	SEQ_NO	Number 4	16	19	Required	(9999)
Text Code	TEXT_CD	Character 10	20	29	Required	This must exist in the PO Standard Text table and the Standard Text-Where Used table with a code of P (Purchase Order). P or P1-P8 (depending on PO Type of the purchase order).
Text Revision	TXT_CD_RVSN_NO	Number 5	30	34	Optional	If not provided in the input file, system will default the latest active revision for the company. This must exist in the

						PO Standard Text table and the Standard Text-Where Used table with a code of P (Purchase Order). P or P1-P8 (depending on PO Type of the purchase order).

PO Header Notes Record (PO_HDR_NOTES)

Name	Costpoint Column	Number of Characters	Starting Position	Ending Position	Required/ Optional	Format
Record Type	N/A	Character 2	1	2	Required	(PN)
PO ID	PO_ID	Character 10	3	12	Required	
PO Release Number	PO_RLSE_NO	Number 3 (Number 5)	13	15	Required	(999) For fixed-length file format, this is limited to 3 digits. For delimited file format, you can use up to 5 digits. The allowable 5-digit PO release number for delimited file is up to 99999 for Oracle database users and 32767 for MSS database users.
PO Header Notes	PO_HDR_TX	Character 1,000	16	1,015	Required	

PO Line Record (PO_LN, PO_LN_ACCT, PO_LN_CHG)

Name	Costpoint Table/ Column	Number of Characters	Starting Position	Ending Position	Required/ Optional	Format
Record Type	N/A	Character 2	1	2	Required	(PL)
PO ID	PO_ID (all tables)	Character 10	3	12	Required	
PO Release Number	PO_RLSE_NO (all tables)	Number 3 (Number 5)	13	15	Required	(999) For fixed-length file format, this is limited to 3 digits. For delimited file format, you

						can use up to 5 digits. The allowable 5-digit PO release number for delimited file is up to 99999 for Oracle database users and 32767 for MSS database users.
PO Line Number	PO_LN_NO/PO_LN_KEY (all tables)	Number 4	16	19	Required	(9999)
PO Line Description	PO_LN.PO_LN_DESC	Character 60	20	79	Optional	
Quantity Ordered	PO_LN.ORD_QTY	Number 14	80	93	Required. If PO Type is **S**, this field will not be used.	(999999999.9999)
Order Date	PO_LN.ORD_DT	Date 10	94	103	Optional	(MM/DD/YYYY)
Due Date	PO_LN.DUE_DT	Date 10	104	113	Optional	(MM/DD/YYYY)
Desired Date	PO_LN.DESIRED_DT	Date 10	114	123	Optional	(MM/DD/YYYY)
Discount Rate	PO_LN.DISC_PCT_RT	Number 11	124	134	Optional. If PO Type is **S**, this field will not be used.	(99.99999999) The value can range from 0 to 1.
Receipt Tol Percent	PO_LN.RECPT_TOL_PCT_RT	Number 11	135	145	Optional	(99.99999999)
Gross Unit Cost	PO_LN.TRN_GR_UN_CST_AMT	Number 13	146	158	Required. If PO Type is **S**, this field is not used.	(99999999.9999)
Net Unit Cost	Net Unit Cost	Number 13	159	171	Not used; leave 13 spaces.	(99999999.9999)

Extended Cost	PO_LN.TRN_PO_LN_EXT_AMT	Number 16	172	187	Optional; This field will be required if PO Type is **S**.	(-99999999999.99)
Total Line Cost	Total Line Cost	Number 16	188	203	Not used; leave 16 spaces.	(-99999999999.99)
Sales Tax	PO_LN.TRN_SALES_TAX_AMT	Number 16	204	219	Optional	(-99999999999.99)
Ship ID	PO_LN.SHIP_ID	Character 20	220	239	Required	Required if item entered is a Part, Good or if Taxable = "Y". Value must be an valid and active Ship id in the SHIP_ID table for the user's company ID.
Status	PO_LN.S_LN_STATUS_TYPE	Character 1	240	240	Required	Must be **C** (Closed); **O** (Open); **P** (Pending); or **V** (Void).
Auto Voucher Flag	PO_LN.AUTO_VCHR_FL	Character 1	241	241	Optional	Valid values are Y (Yes) or N (No); If not provided, system will pull information from the VEND.AUTO_VCHR_FL
Commitment Type	PO_LN.S_PO_COMMIT_TYPE	Character 1	242	242	Optional	Valid values are D (Amount), Q (Quantity), or E (Excluded)
Taxable Flag	PO_LN. TAXABLE_FL	Character 1	243	243	Optional	Valid values are Y (Yes) or N (No)
Deliver To	PO_LN.DEL_TO_FLD	Character 25	244	268	Optional	
Misc. Line	PO_LN.MISC_LN_CHG_TYPE	Character 6	269	274	Optional	

Charge Type						
Requisition ID	PO_LN.RQ_ID	Character 10	275	284	Optional	Required if PO_SETTINGS.S_REQD_REQ_ID_CD = **A** or **V**
Manufacturer Part ID	PO_LN.MANUF_PART_ID	Character 30	285	314	Optional	
Manufacturer Revision ID	PO_LN.MANUF_PART_RVSN_ID	Character 3	315	317	Optional	
Vendor Part ID	PO_LN.VEND_PART_ID	Character 30	318	347	Optional	
Vendor Revision ID	PO_LN.VEND_PART_RVSN_ID	Character 3	348	350	Optional	
Cert Of Conf Flag	PO_LN.CERT_OF_CNFRM_FL	Character 1	351	351	Optional	
QC Required Flag	PO_LN.QC_REQD_FL	Character 1	352	352	Optional	
Source Insp Flag	PO_LN.SRCE_INSP_FL	Character 1	353	353	Optional	
Overshipment Flag	PO_LN.OVRSHP_ALLOW_FL	Character 1	354	354	Optional	
Match Type	PO_LN.S_MATCH_TYPE	Character 1	355	355	Optional	
Project	PO_LN_ACCT.PROJ_ID	Character 30	356	385	Optional	
Org	PO_LN_ACCT ORG ID	Character 20	386	405	Optional	
Account	PO_LN_ACCT.ACCT_ID	Character 15	406	420	Optional	
Project Abbrev	PO_LN_ACCT.PROJ_ABBRV_CD	Character 6	421	426	Optional	

Org Abbrev	PO_LN_ACCT.ORG_ABBRV_CD	Character 6	427	432	Optional	
Proj/Acct Abbrev	PO_LN_ACCT.PROJ_ACCT_ABBRV_CD	Character 6	433	438	Optional	
Line Charge Type 1	PO_LN_CHG.LN_CHG_TYPE	Character 6	439	444	Optional	
Line Charge Cost 1	PO_LN_CHG.TRN_CHG_CST_AMT	Number 16	445	460	Optional	(-99999999999.99)
Line Charge Type 2	PO_LN_CHG.LN_CHG_TYPE	Character 6	461	466	Optional	
Line Charge Cost 2	PO_LN_CHG.TRN_CHG_CST_AMT	Number 16	467	482	Optional	(-99999999999.99)
Unit of Measure Code	PO_LN.PO_LN_UM_CD	Character 3	483	485	Optional	
Date/Time Stamp	Date/Time Stamp	Date 10	486	495	Not used; leave 10 spaces.	(MM/DD/YYYY)
Reference 1	PO_LN_ACCT.REF_STRUC_1_ID	Character 20	496	515	Optional	
Reference 2	PO_LN_ACCT.REF_STRUC_2_ID	Character 20	516	535	Optional	
Order Reference ID	PO_LN.ORDER_REF_ID	Character 10	536	545	Optional	
Item	PO_LN.ITEM_ID	Character 30 (Character 50)	546	575	Optional	For fixed length file format, limit to 30 characters. For delimited file format, increase field size to 50.
Item Revision	PO_LN.ITEM_RVSN_ID and USER_RVSN_FLD	Character 3 Character (10)	576	578	Optional	For fixed length file format, limit to 3 characters. For delimited

						file format, increase field size to 10.
Order Reference Type	PO_LN.S_ORD_REF_TYPE_CD	Character 1	579	579	Optional	
Order Reference Line No	PO_LN.ORDER_REF_LN_NO	Number 4	580	583	Optional	
Industry Class Code	PO_LN.IND_CLASS_CD	Character 8	584	591	Optional	
CIS Withholding Flag	PO_LN.CIS_WH_FL	Character 1	592	592	Optional	
Inventory Abbreviation Code	PO_LN.INVT_ABBRV_CD	Character 6 (Character 20)	593	598	Optional	For fixed length file format, limit to 6 characters. For delimited file format, increase field size to 20.
Requisition Line Key	RQ_LN_KEY	Integer 10	599	608	Optional	
Warehouse ID	PO_LN.WHSE_ID	Character 8	609	616	Optional	
Completed Work Retention Pct	PO_LN.COMPLT_RET_PCT	Number 10,8	617	626	Optional	
Stored Materials Retention Pct	PO_LN.STORED_RET_PCT	Number 10,8	627	636	Optional	
Mil Spec ID	PO_LN.MIL_SPEC_ID	Character 20	637	656	Optional	
Match Option	PO_LN.S_MATCH_CD	Character 5	657	661	Optional	
US Citizenship Required	US_CITIZEN_FL	Varchar (1)	662	662	Optional	Applies only if PO type is not A, K or L. Else, null.

ITAR Authorization Required	ITAR_AUTH_FL	Varchar (1)	663	663	Optional	Applies only if PO type is not A, K or L. Else, null.
Security Clearance System ID	SEC_CLR_CD	Varchar (6)	664	669	Optional	Applies only if PO type is not A, K or L. Else, null.
Issuing Agency	AGENCY_NAME	Varchar (30)	670	699	Optional	Applies only if PO type is not A, K or L. Else, null.
NAICS Code	NAICS_CD	Character 15	700	714	Optional	Applies only if PO type is not A, K or L. Else, null.
NSN	NSN_ID	Character 20	715	734	Optional	
Manufacturer	MANUF_ID	Character 10	735	744	Optional	

PO Line Notes Record (PO_LN_NOTES)

Name	Costpoint Table/Column	Number of Characters	Starting Position	Ending Position	Required/ Optional	Format
Record Type	N/A	Character 2	1	2	Required	(LN)
PO ID	PO_ID	Character 10	3	12	Required	
PO Release Number	PO_RLSE_NO	Number 3 (Number 5)	13	15	Required	(999) For fixed-length file format, this is limited to 3 digits. For delimited file format, you can use up to 5 digits. The allowable 5-digit PO release number for delimited file is up

						to 99999 for Oracle database users and 32767 for MSS database users.
PO Line Number	PO_LN_NO/PO_LN_KEY	Number 4	16	19	Required	(999)
PO Line Text	PO_LN_TX	Character 1,000	20	1,019	Required	

PO Line Text Record (PO_LN_TEXT)

Name	Costpoint Table/Column	Number of Characters	Starting Position	Ending Position	Required / Optional	Format
Record Type	N/A	Character 2	1	2	Required	(LT)
PO ID	PO_ID	Character 10	3	12	Required	
PO Release Number	PO_RLSE_NO	Number 3 (Number 5)	13	15	Required	(999) For fixed-length file format, this is limited to 3 digits. For delimited file format, you can use up to 5 digits. The allowable 5-digit PO release number for delimited file is up to 99999 for Oracle database users and 32767 for MSS database users.
PO Line Number	PO_LN_NO/PO_LN_KEY	Number 4	16	19	Required	(9999)

Text Code	TEXT_CD	Character 10	20	29	Required	
Text Source Code	S_TEXT_SRCE_CD	Character 1	30	30	Required	
Sequence Number	SEQ_NO	Number 4	31	34	Required	(9999)
Text Revision	TXT_CD_RVSN_NO	Number 5	35	39	Optional	If not provided in the input file, system will default the latest active revision for the company. This must exist in the PO Standard Text table and the Standard Text-Where Used table with a code of P (Purchase Order). P or P1-P8 (depending on PO Type of the purchase order).

PO Header SCI/SAP Security Codes

Name	Costpoint Table/Column	Number of Characters	Starting Position	Ending Position	Required/ Optional	Format
Record Type	N/A	Character 2	1	2	Required	(HC)
PO ID	PO_ID	Character 10	3	12	Required	
PO Release Number	PO_RLSE_NO	Number 3 (Number 5)	13	15	Required	(999) For fixed-length file format, this is limited to 3 digits. For delimited

						file format, you can use up to 5 digits. The allowable 5-digit PO release number for delimited file is up to 99999 for Oracle database users and 32767 for MSS database users.
Code		Varchar 6	16	21	Required	

PO Header SOW

Name	Costpoint Table/Column	Number of Characters	Starting Position	Ending Position	Required/ Optional	Format
Record Type	N/A	Character 2	1	2	Required	(HS)
PO ID	PO_ID	Character 10	3	12	Required	
PO Release Number	PO_RLSE_NO	Number 3 (Number 5)	13	15	Required	(999) For fixed-length file format, this is limited to 3 digits. For delimited file format, you can use up to 5 digits. The allowable 5-digit PO release number for delimited file is up to 99999 for Oracle database users and 32767 for MSS database users.

SOW ID	SOW ID	Varchar 50	16	65	Required	
SOW Rev	SOW_RVSN_ID	Varchar 10	66	75	Optional	If value is not provided, assume it to be 'space'.

PO Line SCI/SAP Security Codes

Name	Costpoint Table/Column	Number of Characters	Starting Position	Ending Position	Required/ Optional	Format
Record Type	N/A	Character 2	1	2	Required	(LC)
PO ID	PO_ID	Character 10	3	12	Required	
PO Release Number	PO_RLSE_NO	Number 3 (Number 5)	13	15	Required	(999) For fixed-length file format, this is limited to 3 digits. For delimited file format, you can use up to 5 digits. The allowable 5-digit PO release number for delimited file is up to 99999 for Oracle database users and 32767 for MSS database users.
Code	SCISAP_CLR_CD	Varchar 6	16	21	Required	

PO Line SOW

Name	Costpoint Table/Column	Number of Characters	Starting Position	Ending Position	Required/ Optional	Format
Record Type	N/A	Character 2	1	2	Required	(LS)
PO ID	PO_ID	Character 10	3	12	Required	

PO Release Number	PO_RLSE_NO	Number 3 (Number 5)	13	15	Required	(999) For fixed-length file format, this is limited to 3 digits. For delimited file format, you can use up to 5 digits. The allowable 5-digit PO release number for delimited file is up to 99999 for Oracle database users and 32767 for MSS database users.
SOW ID	SOW_ID	Varchar 50	16	65	Required	
SOW Rev	SOW_RVSN_ID	Varchar 10	66	75	Optional	If value is not provided, assume it to be 'space'.

PO Line Resource

Name	Costpoint Table/Column	Number of Characters	Starting Position	Ending Position	Required / Optional	Format
Record Type	N/A	Character 2	1	2	Required	(LR)
PO ID	PO_ID	Character 10	3	12	Required	
PO Release Number	PO_RLSE_NO	Number 3 (Number 5)	13	15	Required	(999) For fixed-length file format, this is limited to 3 digits. For delimited file format, you can use up to 5 digits. The allowable 5-digit PO release

						number for delimited file is up to 99999 for Oracle database users and 32767 for MSS database users.
PO Line Number		Number 4	16	19	Required	(999)
Resource Line Number	LINE_NO	Varchar 10	20	29	Required	
Resource Description	RESOURCE_DESC	Varchar 60	90	149	Conditionally Required	Required only if a valid Service ID/Rev is not provided.
Service ID	ITEM_ID	Varchar 50	30	79	Optional	
Service Revision	ITEM_RVSN_ID	Varchar 10	80	89	Optional	
Number of Resources	NO_OF_RESOURCES	Number 10	150	159	Optional	
Total Hours	HRS	Number 15	160	174	Optional	(9999999999.9999)
Hourly Rate	TRN_LAB_RT_AMT	Number 15	175	179	Optional	(9999999999.9999)
PLC	BILL_LAB_CAT_CD	Varchar 6	180	185	Optional	
GLC	GENL_LAB_CAT_CD	Varchar 6	186	191	Optional	
City	CITY_NAME	Varchar 25	192	216	Optional	
State/Province	MAIL_STATE_DC	Varchar 15	217	231	Optional	
Postal Code	POSTAL_CD	Varchar 10	232	241	Optional	
Country	COUNTRY_CD	Varchar 8	242	249	Optional	

PO Line Resource Vendor Employees

Name	Costpoint Table/Column	Number of Characters	Starting Position	Ending Position	Required/ Optional	Format
Record Type	N/A	Character 2	1	2	Required	(LR)

PO ID	PO_ID	Character 10	3	12	Required	
PO Release Number	PO_RLSE_NO	Number 3 (Number 5)	13	15	Required	(999) For fixed-length file format, this is limited to 3 digits. For delimited file format, you can use up to 5 digits. The allowable 5-digit PO release number for delimited file is up to 99999 for Oracle database users and 32767 for MSS database users.
PO Line Number		Number 4	16	19	Required	(999)
Resource Line Number	LINE_NO	Varchar 10	20	29	Required	Required
Vendor Employee ID	VEND_EMPL_ID	Varchar 12	30	41	Required	

PO Line Delivery Schedule

Name	Costpoint Table/Column	Number of Characters	Starting Position	Ending Position	Required/ Optional	Format
Record Type		Character 2	1	2	Required	(DS)
PO ID		Character 10	3	12	Required	
PO Release Number		Number 3 (Number 5)	13	15	Required	(999) For fixed-length file format, this is limited to 3 digits. For delimited file format, you can

						use up to 5 digits. The allowable 5-digit PO release number for delimited file is up to 99999 for Oracle database users and 32767 for MSS database users.
PO Line Number		Number 4	16	19	Required	(9999)
Order Quantity		Number 14	24	37	Required	(999999999.9999)
Due Date		Date	38	47	Required	(MM/DD/YYYY)
Desired Date		Date	48	57	Required	(MM/DD/YYYY)
Original Due Date		Date	58	68	Required	(MM/DD/YYYY)

DETAILED TABLE SPECIFICATIONS

This section defines the data element in each table to be loaded or updated by the Import Purchase Order process.

Purchase Order Header (PO_HDR)

Costpoint inserts a corresponding PO_HDR_DFLT row whenever a new PO_HDR row is inserted. For details, please see the PO_HDR_DFLT table following this table.

Column Name	Costpoint Column Name	Source	Defaults	Validations/Notes
Purchase Order ID	PO_ID	Input file.	None.	Required; must not exist in the purchase order (PO) History table. PO_HDR must have same company ID as user.
PO Release Number	PO_RLSE_NO	Input file.	None.	Required; must be a valid number. Must be greater than zero if the PO is a Release; must be zero if the PO is not a Release. If this value is greater than zero, a PO must already exist with that PO ID and a Release number of zero. The PO must be a blanket type, and it must have an open status.
PO Change Order Number	PO_CHNG_ORD_NO	Input file.	Zero.	Required; must be a valid number.
PO Type	S_PO_TYPE	Input file.	If Release Number is **0**, set to **P**; otherwise, set to **R**.	If entered, must be **P** (Purchase Order), **B** (Blanket Order), **S** (Subcontract PO), or **R** (Release Order). If Release number is greater than zero, PO type must be **R**. If Release Number is zero, PO type must be **P**, **B**, or **S**. The system will display an error message if the input file changes the PO Type of an already existing PO.
Buyer	BUYER_ID	Input file.	None.	Required; must exist in the Buyer table.

				Buyer must be authorized to enter the PO Type (on the Manage Buyers screen in Costpoint Purchasing). Buyer must be authorized for the Project and/or Account/Org combination (on the Manage Buyers) Must have same Company ID as user.
Vendor	VEND_ID	Input file.	None. If the input file has a Subcontract ID, the value from Subcontract for PO company (SUBCNTR_MASTER.VEND_ID) is loaded. This applies to new PO and to existing PO that has no action against it.	Required; must exist in the Vendor table. The Vendor Status for PO cannot be **H** (Inactive) or **W** (Give Warning). PO Vendor cannot have an approval status (VEND. VEND_APPRVL_CD) of **N** (Not Approved) or **P** (Pending).
Vendor Address Code	ADDR_DC	Input file.	The Address Code from the Vendor table default in VEND_ADDR row for Vendor ID where S_ORD_ADDR_CD = D	Required; the Vendor Address Code and the Vendor must exist in the Vendor Address table with an Order Address Code of **Y** (Yes) or **D** (Default). Must have same Company ID as user.
PO Status	S_PO_STATUS _TYPE	Input file.	Uses the Initial Status on the Configure Purchasing Settings screen in Costpoint Purchasing.	Optional. Must be **C** (Closed), **O** (Open), **P** (Pending), or **V** (Void).
PO Total — Trans Currency	TRN_PO_TOT_ AMT	Set by the applicati on.	Calculated by application as the total of all PO Line Totals (sum of PO_LN. TRN_PO_LN_TOT_AMT)	None.
PO Total — Func Currency	PO_TOT_AMT	Set by the applicati on.	Calculated as the total of all PO Line Totals (sum of PO_LN.PO_LN_TOT_AMT)"	None.
Sales Tax Total — Trans Currency	TRN_SALES_TA X_AMT	Set by the applicati on.	Calculated as the total sales tax of all PO Lines (sum of PO_LN.TRN_SALES_TAX_AMT).	None.

Sales Tax Total — Func Currency	SALES_TAX_AMT	Set by application.	Calculated as the total sales tax of all PO Lines (sum of PO_LN.SALES_TAX_AMT).	None.
Blanket Amount — Trans Currency	TRN_BLKT_AMT	Set by the application	Zero.	None.
Blanket Amount — Func Currency	BLKT_AMT	Set by application.	Zero.	None.
Total Released Amount — Trans Currency	TRN_TOT_RLSED_AMT	Set by the application	If the PO type is a Release, this must be calculated for the Blanket. If the PO is a new Release, Costpoint adds the PO Total Amount (PO_HDR.TRN_PO_TOT_AMT) for the release to the original Total Released Amount (TRN_TOT_RLSED_AMT). If the PO is a change, Costpoint adds the difference between the new release PO_HDR.TRN_PO_TOT_AMT and the original amount for that release's PO Total Amount to the original Total Released Amount (TRN_TOT_RLSED_AMT). If the Blanket Amount and Total Released Amount are equal (TRN_TOT_RLSED_AMT = TRN_BLKT_AMT), and the **Do Not Allow Rlse Amts to Exceed Total Blanket Amt** check box is selected (EXCD_BLKT_TOT_FL = Y) on the Configure Purchasing Settings screen in Costpoint Purchasing, set the header and the status of all open lines to **S** (System Closed).	None.
Total Released Amount — Func Currency	TOT_RLSED_AMT	Set by application.	If the PO type is a Release, this must be calculated for the Blanket. If the PO is a new Release, Costpoint adds the PO Total Amount (PO_HDR.PO_TOT_AMT) for the release to the original Total Released Amount (TOT_RLSED_AMT) of the blanket. If the PO is a change, Costpoint adds the difference between the new release PO_HDR.TRN_PO_TOT_AMT and the original amount for that release's PO Total Amount to the original Total Released Amount	

			(TOT_RLSED_AMT) of the blanket. If the Blanket Amount and Total Released Amount are equal (TOT_RLSED_AMT = BLKT_AMT), and the **Do Not Allow Rlse Amts to Exceed Total Blanket Amt** check box is selected (EXCD_BLKT_TOT_FL = Y) on the Configure Purchasing Settings screen in Purchasing, set the header and the status of all open lines to **S** (System Closed).	
Contact Last Name	CNTACT_LAST_NAME	Set by application.	The Contact Last Name from the Vendor Address Contact table; otherwise, the default is a space.	None.
Contact First Name	CNTACT_FIRST_NAME	Set by application.	The Contact First Name from the Vendor Address Contact table; otherwise, the default is a space.	None.
Order Date	ORD_DT	Set by application.	If the record is a change to an existing PO, the Order Date from the existing PO will not be changed.	
FOB Point	FOB_FLD	Input file.	The FOB Point from the Vendor table; otherwise, the default is a space.	None.
Retain PO	RETAIN_PO_FL	Set by the application.	**Y** (Yes).	
PO Printed	PO_PRNTD_FL	Set by the application.	**N** (No).	
Confirming PO	CNFRM_FL	Set by the application.	Uses the Confirming PO on the Configure Purchasing Settings screen in Costpoint.	
Acknowledgment Required	ACKN_FL	Set by the application.	**N** (No).	
Acknowledgment Date	ACKN_DT	Set by the application.	If the data being processed is a change to an existing PO, the system will use the Acknowledgment Date from the existing PO Header; otherwise, the Acknowledgment Date will be NULL.	None.

Vendor Sales Order	VEND_SO_ID	Set by the application.	Space.	None.
Terms	TERMS_DC	Input file.	The Terms from the Vendor table.	Must exist in the Vendor Terms table.
Period Of Performance Starting	PERF_START_DT	Set by the application.	Null. If the input file has a Subcontract ID, the value from Subcontract for PO company (SUBCNTR_MASTER.SUBCNTR_PERF_START_DT) is loaded.	
Period Of Performance Ending	PERF_END_DT	Set by the application.	Null. If the input file has a Subcontract ID, the value from Subcontract for PO company (SUBCNTR_MASTER.SUBCNTR_PERF_END_DT) is loaded.	
Restrict Release Items to Items on Blanket	RLSE_FROM_BLKT_FL	Set by the application.	**N** (No).	
Restrict Release Line Totals to Blanket Line Totals	RLSE_LN_TOT_FL	Set by the application.	**N** (No).	
Do Not Exceed Blanket Gross Unit Cost on Rel Line	GROSS_UNIT_CST_FL	Set by the application.	**N** (No).	
Do Not Allow Rel Amts to Exceed Total Blanket Amount	EXCD_BLKT_TOT_FL	Set by the application.	**N** (No).	
Return Location	BRNCH_LOC_ID	Input file.	The Branch Location ID from the Buyer table.	Must exist in the Branch Locations table. Must have same Company ID as user.
Return Address Code	BRNCH_ADDR_DC	Input file.	The Branch Address Code from the Buyer table.	Must exist in the Branch Locations table. The Branch Address Code and the Branch Location ID must exist in the Branch Locations table with a Return Address of **Y** (Yes) or **D** (Default).

Bill To Location	BILL_TO_LOC_ID	Input file.	The Bill To Location ID from the Buyer table.	Must exist in the Branch Locations table. Must have same Company ID as user.
Bill To Address Code	BILL_TO_ADDR_DC	Input file.	The Bill To Address Code from the Buyer table.	Must exist in the Branch Locations table. The Bill To Address Code and the Bill To Location ID must exist in the Branch Locations table with a Bill to Address of **Y** (Yes) or **D** (Default).
Change Date	CHNG_DT	Input file.	The current system date.	Must be a valid date.
Approval Date	APPRVL_DT	Set by application.	For new POs, if PO Header Status is Open (PO_HDR.S_PO_STATUS_TYPE = "O") set Approval Date = Order Date (PO_HDR.APPRVL_DT = PO_HDR.ORD_DT). If PO Header Status is not Open (PO_HDR.S_PO_STATUS_TYPE != "O") set Approval Date (PO_HDR.APPRVL_DT) to NULL. If the data being processed is a change to an existing PO, the Approval Date from the existing PO is used (if not null). If null, follow logic for new POs.	None.
Approval User	APPRVL_USER_ID	Set by the application.	For new POs, if PO Header Status is Open (PO_HDR.S_PO_STATUS_TYPE = "O") set Approval User = Modified By (PO_HDR. APPRVL_USER_ID= PO_HDR.MODIFIED_BY). If PO Header Status is not Open (PO_HDR.S_PO_STATUS_TYPE != "O") set Approval Date (PO_HDR.APPRVL_DT) to NULL. If the data being processed is a change to an existing PO, the Approval User ID from the existing PO is used (if not null). If null, follow logic for new POs.	None.
Procurement Type	PROCURE_TYPE_CD	Input file.	Space.	Must exist in the Procurement Type table.
Contact Phone	PHONE_ID	Set by the application.	The Phone Number from the Vendor Address Contact table; otherwise, the default is a space.	None.

Contact Fax	FAX_ID	Set by the application.	The Fax Number from the Vendor Address Contact table; otherwise, the default is a space.	None.
User	MODIFIED_BY	Set by the application.	**PO-UPLOAD** (the last upload is processed by the application).	None.
Time Stamp	TIME_STAMP	Set by the application.	Current system date and time.	None.
Row Version	ROWVERSION	Set by the application.	Zero.	None.
Locking Flag	LOCK_FL	Set by the application.	**N** (No).	
Vouchered Amount — Trans Currency	TRN_VCHRD_AMT	Set by the application	Zero for new POs. If the data being processed is a change to an existing PO, the vouchered amount (TRN_VCHRD_AMT) from the existing PO_HDR row is used	None.
Vouchered Amount — Func Currency	VCHRD_AMT	Set by the application.	Zero for new POs. If the data being processed is a change to an existing PO, the vouchered amount (VCHRD_AMT) from the existing PO_HDR row is used.	None.
GSA	GSA_FL	Set by the application	**N** (No).	
Last Change Date	LAST_CHNG_DTT	Set by the application.	Current System Date. If the record in the Input file is a new PO, the Last Change Date will be set to the Change Date from the Input file. If the record is a change to an existing PO, the Last Change Date will be set to the Change Date from the existing PO.	
Last Modification Date	LAST_MOD_DTT	Set by the application.	Current system date.	None.

Disadvantaged Flag	CL_DISADV_FL	Set by the application.	The Disadvantaged Flag from the Vendor table.	None.
Historical Black College Flag	CL_HIST_BL_CLG_FL	Set by the application.	The Historical Black College Flag from the Vendor table.	None.
HUBZone Flag	CL_LAB_SRPL_FL	Set by the application.	The HUBZone Flag from the Vendor table.	None.
Woman-Owned Flag	CL_WOM_OWN_FL	Set by the application.	The Vendor ID's Woman-Owned Flag from the Vendor table.	None.
CIS Code	CIS_CD	Input file.	If there is no value in the input file, the default will be the PO vendor's CIS code (VEND_CIS_INFO.CIS_CD). If no code is linked to the vendor, the default is null.	Must exist in CIS_CODES table. If the PO's CIS Code is not null, the functional currency for the purchase order must be "British Pounds" (GL_CONFIG.FUNC_S_CRNCY_CD must be "GBP").
Transaction Currency Code	TRN_CRNCY_CD	Input file (Transaction Currency) Else, from multicurrency settings (MU_SETTINGS.DFLT_TR_S_CRNCY_CD) for user's company. Else, Functional Currency Code (GL_CONFIG.FUNC_S_CRNCY_CD) for user's company. If not in input file, and the data being processes is a change to an existing PO, use existing PO_HDR value.	VEND.DFLT_TRN_CRNCY_ID (for input file Vendor)	Must exist in Currencies Used in Costpoint table (CURRENCY). Transaction to Functional Currency combination must be a member of the PO Hdr Rate Group in the Rate Group Currency table (RT_GRP_CRNCY) If the PO vendor is limited to certain currencies (VEND.LIMIT_TRN_CRNCY_FL=Y), only currencies existing in VEND_LIMIT_CRNCY table for matching vendor are allowed.
Transaction Currency Date	TRN_CRNCY_DT	Input file (Rate Date)	Current Date	None.
Rate Group	RATE_GRP_ID	Input file	Default Rate Group from Manage Vendors (VEND.DFLT_RT_GRP_ID)	Must exist in Rate Group table (RT_GRP).

		(Rate Group)	associated with the input file Vendor. If not available, load from multicurrency settings (MU_SETTINGS.DFLT_RT_GRP_ID) for user's company. If not available, this will be Null. If not in input file, and the data being processed is a change to an existing PO, use existing PO_HDR value.	Transaction to Functional Currency combination must be a member of the PO Hdr Rate Group in the Rate Group Currency table (RT_GRP_CRNCY)
Euro to Functional Rate	EUR_TO_FUNC _RT	Set by Applicati on	When transaction currency is an EU country currency (with Convert to Euro Currency flag checked): = MU_CRNCY_STATUS. EURO_TO_CRNCY_RT for EU country Func currencies (with Convert to Euro Currency flag checked),using functional currency code (GL_CONFIG.FUNC_S_CRNCY_CD) for user's company; = RT_BY_DT.EXCH_RT (or from RT_BY_PD depending upon setting) for EU country Functional currencies (with Convert to Euro Currency flag Unchecked), using functional currency code (GL_CONFIG.FUNC_S_CRNCY_CD) for user's company; = RT_BY_DT.EXCH_RT (or from RT_BY_PD depending upon setting) for non EU country functional currencies, using functional currency code (GL_CONFIG.FUNC_S_CRNCY_CD) for user's company; When transaction currency is either non-EU currency or is an EU country currency (with Convert to Euro Currency flag Unchecked), value = 1; If this is unavailable, set to 1. If not in input file, and the data being processed is a change to an existing PO, use existing PO_HDR value.	None.
Transaction to Euro Rate	TRN_TO_EUR_ RT	Set by Applicati on	When transaction currency is an EU country currency (with Convert to Euro Currency flag checked), value = Euro-to-Currency Exchange Rate in the Multicurrency Status table for matching transactional currency code; When transaction currency is either non-EU currency or is an EU country currency (with Convert to Euro Currency flag	None.

			Unchecked) value = RT_BY_DT.EXCH_RT (or from RT_BY_PD depending upon setting); If this is unavailable, default is set to 1. If not in input file, and the data being processed is a change to an existing PO, use existing PO_HDR value.	
Transaction Freeze Rate Flag	TRN_FREEZE_RT_FL	Set by Application	Flag indicating whether the exchange rate has been 'frozen' (fixed) for this transaction. Gain or loss calculations will be based on this rate, even if exchange rates have changed. Set to **N** (No) if PO_HDR.S_PO_STATUS_TYPE = **P** (Pending). Otherwise set to **Y** (Yes). If not in input file, and the data being processed is a change to an existing PO, Costpoint uses the existing PO_HDR value.	None.
Transaction to Euro Rate Flag	TRN_TO_EUR_RT_FL	Set by application.	Flag indicating whether this transaction involves an EC member that uses the Euro. Set to **Y** if the transaction currency is a Euro currency (row exists in MU_CRNCY_STATUS table with matching TRN_CRNCY_CD).Else set to N. If not in input file, and the data being processed is a change to an existing PO, use existing PO_HDR value.	None.
Recovery Rate — Trans Currency	RECOVERY_RT	Set by application.	Set to '1' (100%)	None.
Recovery Amount — Trans Currency	TRN_RECOVERY_AMT	Set by application.	PO_LN.TRN_RECOVERY_AMT = [(PO_LN.TRN_SALES_TAX_AMT + PO_LN.TRN_LN_CHG_TAX_AMT) * PO_LN.RECOVERY_RT * SALES_TAX.RECOV_PCT based on the SALES_TAX_CD associated with the PO_LN.SHIP_ID].	None.
Recovery Amount — Func Currency	RECOVERY_AMT	Set by application.	PO_LN.RECOVERY_AMT = [(PO_LN.SALES_TAX_AMT + PO_LN.PO_LN_CHG_TAX_AMT) * PO_LN.RECOVERY_RT * SALES_TAX.RECOV_PCT based on the SALES_TAX_CD associated with the PO_LN.SHIP_ID].	None.

US Citizen Required	US_CITIZEN_FL	Input file/Set by application.	If the input file has a Subcontract ID, load the value from Subcontract for PO company (SUBCNTR_MASTER.US_CITIZEN_FL). Input File (if PO Type = A, K, L). N	None.
NAICS Code	NAICS_CD	Input file/Set by application.	Input File Load the primary (and active) NAICS code associated with the PO vendor based on the PO vendor. If a primary code is not specified, or is inactive, do not load any code. Primary code is indicated by VEND_NAICS.PRIME_NAIC = "Y". Active code is indicated by OPP_NAICS_CD.SHOW_LOOKUP_FL = "Y" NULL	Must exist in OPP_NAICS_CODES table with SHOW_LOOKUP_FL = Y
Email Address	CNTACT_EMAIL_ID	Set by application.	The Email address associated with the PO header vendor/vendor address. Use PO_HDR.VEND_ID &ADDR_DC combination to get VEND_ADDR_CNTACT.EMAIL_ID. If there are multiple contacts, default the information from the row with the lowest sequence number. Else, Null	None.
Supplier Portal Email Notification	PORTAL_EMAIL_FL	Set by Application.	If not licensed for Supplier Portal, default to "N". If licensed for Supplier Portal, default from the Supplier Portal Email Notification flag associated with the PO header Buyer (BUYER.PORTAL_EMAIL_FL).	None.
Order Date	ORD_DT	Input file/Set by application.	If the data being processed is a change to an existing PO, the Order Date from the existing PO Header is used (if not in input file). System date	Valid date

Purchase Order Header Default Row (PO_HDR_DFLT)

Whenever a new PO_HDR row is inserted, Costpoint inserts a corresponding PO_HDR_DFLT row and populates the PO Header Default fields as shown in the following table:

Column Name	Costpoint Column Name	Source	Defaults	Validations/Notes
PO ID	PO_ID	Set by application	PO_HDR.PO_ID	
PO Release Number	PO_RLSE_NO	Set by application	PO_HDR.PO_RLSE_NO	
Project	PROJ_ID	Set by application	Null	
Org	ORG_ID	Set by application	Null	
Account	ACCT_ID	Set by application	Null	
Proj Abbrev	PROJ_ABBRV_CD	Set by application	Space	
Org Abbrev	ORG_ABBRV_CD	Set by application	Space	
Inv Abbrev	INVT_ABBRV_CD	Set by application	Null.	
Reference 1	REF_STRUC_1_ID	Set by application	Null.	
Reference 2	REF_STRUC_2_ID	Set by application	Null.	
Ship ID	SHIP_ID	Set by application	PO_SETTINGS. DFLT_SHIP_ID	
Ship Via	SHIP_VIA_FLD	Set by application	If the record in the Input File is a new PO, load the VEND.SHIP_VIA_FLD associated with PO_HDR.VEND_ID. Else space. If the Vendor of data being processed is a change to an existing PO, change the VEND.SHIP_VIA_FLD associated with the new PO_HDR.VEND_ID. Else space.	
Drop Shipment	DROP_SHIP_FL	Set by application	**N**	
Default Taxable Status	S_PO_TAXABLE_TYPE	Set by application	PO_SETTINGS.S_PO_TAXABLE_TYPE	

Volume Discount	VOL_DISC_PCT_RT	Set by application	0 (Zero).	
Requisition	RQ_ID	Set by application	Space	
Order Reference	ORDER_REF_ID	Set by application	Space	
Deliver To	DEL_TO_FLD	Set by application	Space	
Desired Date	DESIRED_DT	Set by application	System Date	
Due Date	DUE_DT	Set by application	System Date	
Auto Voucher	AUTO_VCHR_FL	Set by application	If the record in the Input File is a new PO, load the VEND.AUTO_VCHR_FL associated with PO_HDR.VEND_ID. If the Vendor of data being processed is a change to an existing PO, change the VEND.AUTO_VCHR_FL associated with the new PO_HDR.VEND_ID	
Modified By	MODIFIED_BY	Set by application	User ID.	
Time Stamp	TIME_STAMP	Set by application	System Date/Time.	
Proj Acct Abbrev	PROJ_ACCT_ABBRV_CD	Set by application	Null.	
Row Version	ROWVERSION	Set by application	0 (Zero).	

Purchase Order Header Text (PO_TEXT)

Column Name	Costpoint Column Name	Source	Defaults	Validations/Notes
Purchase Order ID	PO_ID	Input file.	None.	Required; must exist in the PO Header table.
PO Release Number	PO_RLSE_NO	Input file.	None.	Required; must exist in the PO Header table.

Sequence Number	SEQ_NO	Input file.	Load DFLT_SEQ_NO from TEXT_WHERE_USED row with TEXT_WHERE_USED.AUTODFLT_FL = 'Y' and TEXT_WHERE_USED.S_WHERE_USED_CD = 'P', and corresponding STD_TEXT row (with matching TEXT_CD) has STD_TEXT.COMPANY_ID equal to that of the user's. Do not override matching Text Codes in the input file.	Required.
Text Code	TEXT_CD	Input file.	Load TEXT_CD from TEXT_WHERE_USED row with TEXT_WHERE_USED.AUTODFLT_FL = 'Y' and TEXT_WHERE_USED.S_WHERE_USED_CD = 'P', and corresponding STD_TEXT row (with matching TEXT_CD) has STD_TEXT.COMPANY_ID equal to that of the user's. Do not override matching Text Codes in the input file.	Required; must exist in the PO Standard Text table. Must exist in the Standard Text - Where Used table with a code of **P** (Purchase Order). Must have same Company ID as user.
Row Version	ROWVERSION	Set by the application.	Zero.	None.
User	MODIFIED_BY	Set by the application.	**PO-UPLOAD** (the last upload is processed by the application).	None.
Time Stamp	TIME_STAMP	Set by application.	Current system date and time.	None.

Purchase Order Header Notes (PO_HDR_NOTES)

Column Name	Costpoint Column Name	Source	Defaults	Validations/Notes
Purchase Order ID	PO_ID	Input file.	None.	Required; must exist in the PO Header table.
PO Release Number	PO_RLSE_NO	Input file.	None.	Required; must exist in the PO Header table.
PO Header Notes	PO_HDR_TX	Input file.	None.	Required. If a row exists in the Input File with a code of **HN**, PO Header Notes is required in the Input File.
Row Version	ROWVERSION	Set by the application.	Zero.	None.
User	MODIFIED_BY	Set by the application.	**PO-UPLOAD** (the last upload is processed by the application).	None.

Time Stamp	TIME_STAMP	Set by the application.	Current system date and time.	None.
Subcontract ID	SUBCNTR_ID	Input file. Ignore value, if not licensed for Contract Management.	None.	Optional. Must exist in Subcontract Master for the company associated with the PO/Rlse. Must be active. Subcontract's vendor must match with PO vendor.

Purchase Order Line (PO_LN)

Column Name	Costpoint Column Name	Source	Defaults	Validations/Notes
Purchase Order ID	PO_ID	Input file.	None.	Required; must exist in the PO Header table.
PO Release Number	PO_RLSE_NO	Input file.	None.	Required; must exist in the PO Header table.
PO Line Key	PO_LN_KEY	Set by the application.	If the data being processed is a change to an existing PO Line, the system will use the PO Line Key from the existing PO Line. Otherwise, the PO Line Key is set to the PO Line Number.	None.
PO Line Number	PO_LN_NO	Input file.	None.	Required. Must be unique for this PO.
Line Type	S_PO_LN_TYPE	Set by the application.	If the user enters a Misc Type Code, load an **M**. If an item is provided, load the S_ITEM_TYPE That is, for new PO lines being created, if the input file has a misc line charge type code, then PO line type will be **M**. Otherwise, if an item is in the input file, it will take the value corresponding to the ITEM.S_ITEM_TYPE (which can be **P** (Part), **G** (Good) or **S** (Service) as defined in product definition). Users must enter either a misc line charge type code or an item/rev, but not both. If updating an existing PO line, the PO line type from the original line will be used, unless the line	None

			charge type code or item/rev itself is being changed.	
Item Key	ITEM_KEY	Set by the applicatio n.	If the Item ID/Rev are entered, lookup on ITEM table. If Misc Line Charge Type is entered, leave null.	None.
Description	PO_LN_DESC	Input file.	If the data being processed is a change to an existing PO Line, the system will use the Description from the existing PO Line (except when the item is changed). If the line is new and no description is provided, load from LN_CHG_DESC if Misc Line Charge Type is entered and ITEM_DESC if Item is entered. If the line is a new PO Line and Item is entered and the Allow Description Change flag = **N** in Costpoint Product Definition Settings, ignore the description (if any) in the input file. If the Allow Description Change flag = **Y**, use description in input file, if provided. For existing PO line, if Item is changed—Default in the description from Item. If the PD Settings Allow Description Change flag = **N**, ignore the description (if any) in the input file. If the PD Settings Allow Description Change flag = **Y**, use input file description if provided; else use the item default. For existing PO line, if Item is not changed—If the Line Type is **G** (Good) or **S** (Service), and Allow Description Change in Purchasing—Goods and Services is not selected on Configure Product Definition Settings, always load from ITEM_DESC. If Line Type is **P** (Part), and Allow Description Change in Purchasing—Part is not selected in Configure Product Definition Settings, always load from ITEM_DESC. If the Configure Product Definition Settings Allow Description Change flag = **Y** in both cases, load	

			the description from the input file (if provided); else use existing PO line description.	
Quantity	ORD_QTY	Input file.	If the data being processed is a change to an existing PO Line, the system will use the Order Quantity from the existing PO Line; otherwise, the default is zero.	Required; must be greater than or equal to zero. Must be greater than zero if line type is **P** (Part) or **G** (Good). Must not be less than PO_LN.RECVD_QTY – REJ_REP_QTY, or PO Line's vouchered quantity. Must be Zero for Subcontract POs (PO_HDR.S_PO_TYPE is "S").
Received Quantity	RECVD_QTY	Set by the applicatio n.	If the data being processed is a change to an existing PO Line, the system will use the Received Amount from the existing PO Line; otherwise, the default is zero.	None.
Accepted Quantity	ACCPTD_QTY	Set by the applicatio n.	If the data being processed is a change to an existing PO Line, the system will use the Accepted Quantity from the existing PO Line; otherwise, the default is zero.	None.
Posted Quantity	PSTD_QTY	Set by the applicatio n.	If the data being processed is a change to an existing PO Line, the system will use the Posted Quantity from the existing PO Line; otherwise, the default is zero.	None.
Order Date	ORD_DT	Input file.	If the data being processed is a change to an existing PO Line, the system will use the Order Date from the existing PO Line; otherwise, the default is the System Date/Change Date. For new lines, if PO line Order Date is not provided in the input file, default PO_HDR.ORD_DT (if provided in the header input file).	Valid date. Must be between the Period of Performance Starting and Ending Dates.
Due Date	DUE_DT	Input file	If the data being processed is a change to an existing PO Line, the system will use the Due Date from the existing PO Line; otherwise, the default is null.	Must be later than, or the same as, the Order Date. Must be later than, or the same as, the Desired Date.

				Required for non-blanket POs.
Desired Date	DESIRED_DT	Input file	If the data being processed is a change to an existing PO Line, the system will use the Desired Date from the existing PO Line; Otherwise, the Original Due Date.	Must be earlier than, or the same as, the Due Date.
Volume Discount Rate	DISC_PCT_RT	Input file.	If the data being processed is a change to an existing PO Line, the system will use the Volume Discount from the existing PO Line; otherwise, the default is zero.	Must be between 0 and 100 percent.
Receipt Tolerance Percentage	RECPT_TOL_PCT_RT	Input file.	If the data being processed is a change to an existing PO Line, the system will use the Receipt Tolerance Percentage from the existing PO Line. If Item is entered, load from ITEM. RECPT_TOL_PCT_RT. otherwise, the default is zero.	Must be zero if Overshipments are not allowed. Must be between 0 and 100 percent.
Gross Unit Cost — Trans Currency	TRN_GR_UN_CST_AMT	Input file. For multicurrency, input file to reference transaction currency amounts.	If the data being processed is a change to an existing PO Line, the Gross Unit Cost from the existing PO Line is used. Otherwise the default is zero.	Must be greater than or equal to zero.
Gross Unit Cost — Func Currency	GROSS_UNIT_CST_AMT	Set by application.	Converted from input file Gross Unit Cost — Trans Currency (TRN_GR_UN_CST_AMT	None.
Net Unit Cost — Trans Currency	TRN_NET_UN_CST_AMT	Set by the application	Calculated by the application as (Gross Unit Cost – Volume Discount). [TRN_GR_UN_CST_AMT – (DISC_PCT_RT * TRN_GR_UN_CST_AMT)]	None.
Net Unit Cost — Func Currency	NET_UNIT_CST_AMT	Set by the application.	Calculated by the application as (Gross Unit Cost - Volume Discount). [GROSS_UNIT_CST_AMT – (DISC_PCT_RT * GROSS_UNIT_CST_AMT)]	None.
Extended Cost Amount —	TRN_PO_LN_EXT_AMT	Input File.	Set by application if not in Input file as (Quantity * Net	None.

Trans Currency			Unit Cost) or [ORD_QTY * TRN_NET_UN_CST_AMT] For subcontract POs, if the data being processed is a change to an existing Sub PO Line, and not in input file, the value from the existing line is used. For non-subcontract POs, if the data being processed is a change to an existing PO line, and there is no value in input file for PO line Extended Cost Amount, Quantity or Gross Unit Cost, the value from the existing line is used.	Required if Line Type = S (if PO Type = S). Value must be greater or less than zero to allow negative Subcontract PO line amounts. Negative amount is not allowed for Service Items (S_PO_LN_TYPE = S). Cannot have value if PO line Quantity is greater than 0 and/or Gross Unit Cost is greater than 0 in input file or existing PO line.
Extended Cost Amount — Func Currency	PO_LN_EXT_AMT	Set by the applicatio n.	Converted from Extended Cost Amount – Trans Currency (TRN_PO_LN_EXT_AMT) if it exists in the input file. Otherwise, calculates this value as (Quantity * Net Unit Cost). If the data being processed is a change to an existing Subcontract PO Line and is not in the input file, the value from the existing line will be used.	None.
Total Line Amount — Trans Currency	TRN_PO_LN_TOT _AMT	Set by applicatio n.	Calculated by the application as (Extended Line Amount + Sales Tax Amount + Line Charges + Line Charge Taxes).or [TRN_PO_LN_EXT_AMT + TRN_SALES_TAX_AMT + TRN_LN_CHG_AMT + TRN_LN_CHG_TAX_AMT]	Must not be less than the PO Line Vouchered Amount or Posted Amount. PO_LN.TRN_VCHRD_AMT or PO_LN.TRN_PSTD_AMT
Total Line Amount — Func Currency	PO_LN_TOT_AMT	Set by the applicatio n.	The application calculates this value as (Extended Line Amount + Sales Tax Amount + Line Charges) or [PO_LN_EXT_AMT + SALES_TAX_AMT + PO_LN_CHG_AMT + PO_LN_CHG_TAX_AMT]	
Total Released Amount — Trans Currency	TRN_TOT_RLSED _AMT	Set by applicatio n.	If the data being processed is a change to an existing PO Line, the Total Released Amount from the existing PO Line is used. Otherwise the default is zero. When a PO release line is added, and a matching blanket line key is found, the TRN_TOT_RLSED_AMT of the	None.

			blanket (not the release) is incremented by the release TRN_PO_LN_TOT_AMT. If a PO release line is changed and the release line has a blanket PO line key, Costpoint increments the TRN_TOT_RLSED_AMT of the blanket order (not the release) by the difference of the new release TRN_PO_LN_TOT_AMT – the original blanket order TRN_PO_LN_TOT_AMT.	
Total Released Amount — Func Currency	TOT_RLSED_AMT	Set by the applicatio n.	If the data being processed is a change to an existing PO Line, the system will use the Total Released Amount from the existing PO Line. Otherwise the default value is zero. If you add a PO release line (if matching blanket line key is found, the system increments the blanket's Total Released Amount by the release's Total Line Amount. If a PO release line is changed and the release line has a blanket PO line key, Costpoint increments the blanket order's Total Released Amount by the difference of the new release's **Total Line Amount** – the original blanket order's **Total Line Amount**.	None.
Blanket Balance — Trans Currency	TRN_BLKT_BAL_ AMT	Set by applicatio n.	If the data being processed is a change to an existing PO Line, the Blanket Balance from the existing PO Line is used; otherwise the default is zero. When a PO release line is added, and a matching blanket line key is found, the TRN_BLKT_BAL_AMT of the blanket (not the release) must be decremented by the release TRN_PO_LN_TOT_AMT. If a PO release line is changed and the release line has a blanket PO line key, decrement the TRN_BLKT_BAL_AMT of the blanket (not release) by the difference of the new release TRN_PO_LN_TOT_AMT – the original blanket	None.

			TRN_PO_LN_TOT_AMT. If the TRN_BLKT_BAL_AMT is less than zero, Costpoint sets it to zero after first performing the validation below. If the TRN_BLKT_BAL_AMT = 0 and the blanket order's PO_HDR. TRN_RLSE_LN_TOT_FL = Y, set the blanket line status to S. If all blanket lines are **Closed**, **System Closed**, or **Void**, Costpoint changes the Blanket header's status to closed.	
Blanket Balance — Func Currency	BLKT_BAL_AMT	Set by the applicatio n.	If the data being processed is a change to an existing PO Line, the system will use the Blanket Balance from the existing PO Line. When a PO release line is added (if matching blanket line key is found), the system will decrease the Blanket Balance by the release's Total Line Amount. If a PO release line is changed and the release line has a blanket PO line key, the Blanket Balance will be decreased by the difference of the new release **Total Line Amount** - the original blanket **Total Line Amount**. If less than zero, the Blanket Balance will be set to zero but the validation will be performed first. If the BLKT_BAL_AMT = 0 and the blanket's PO_HDR. RLSE_LN_TOT_FL = Y, set the blanket line status to **S**. If all blanket line's are set to **Closed**, **System Closed** or **Void**, also set the Blanket header's status to closed.	None.
Received Amount — Trans Currency	TRN_RECVD_AMT	Set by applicatio n.	If the data being processed is a change to an existing PO Line, the Received Amount from the existing PO Line is used; otherwise the default is zero.	None.
Received Amount — Func Currency	RECVD_AMT	Set by the applicatio n.	If the data being processed is a change to an existing PO Line, use the Receive Quantity from the existing PO Line; otherwise, the default value is zero.	None.

Accepted Amount — Trans Currency	TRN_ACCPTD_AMT	Set by the application.	If the data being processed is a change to an existing PO Line, the Accepted Amount from the existing PO Line is used. Otherwise the default is zero.	None.
Accepted Amount — Func Currency	ACCPTD_AMT	Set by the application.	If the data being processed is a change to an existing PO Line, the system will use the Accepted Amount from the existing PO Line; otherwise, the default is zero.	None.
Vouchered Amount — Trans Currency	TRN_VCHRD_AMT	Set by the application.	If the data being processed is a change to an existing PO Line, the Vouchered Amount from the existing PO Line is used. Otherwise the default is zero.	None.
Vouchered Amount — Func Currency	VCHRD_AMT	Set by the application.	If the data being processed is a change to an existing PO Line, the system will use the Vouchered Amount from the existing PO Line; otherwise, the default is zero.	None.
Posted Amount — Trans Currency	TRN_PSTD_AMT	Set by the application.	If the data being processed is a change to an existing PO Line, the Posted Amount from the existing PO Line is used. Otherwise the default is zero.	None.
Posted Amount	PSTD_AMT	Set by the application.	If the data being processed is a change to an existing PO Line, the system will use the Posted Amount from the existing PO Line; otherwise, the default is zero.	None.
Sales Tax — Trans Currency	TRN_SALES_TAX_AMT	Input file.	If not in input file – If Taxable flag = **Y**, calculate PO_LN. TRN_SALES_TAX_AMT = PO_LN.TRN_PO_LN_EXT_AMT * PO_LN.SALES_TAX_RT. Use Sales Tax Rate associated with the PO line Ship ID (SALES_TAX_CD.SALES_TAX_RT for SHIP_ID.SALES_TAX_CD corresponding to PO_LN.SHIP_ID). Do not calculate Sales Tax Amt if PO_SETTINGS.CALC_TAX_FL =**N**. If in input file—Use input file value. Calculate the PO line sales tax rate to synchronize	If a positive value is entered, the PO line must be taxable (PO_LN. TAXABLE_FL is Y), and the **Auto Calculate Sales/VAT Tax** check box (PO_SETTINGS.CALC_TAX_FL) must be selected on the Configure Purchasing Settings screen.

			with the amount. PO_LN.SALES_TAX_RT = PO_LN. TRN_SALES_TAX_AMT / PO_LN.TRN_PO_LN_EXT_AMT. If the data being processed is a change to an existing PO Line, the Sales Tax from the existing PO Line is used (if no change is made to columns that affect the sales tax amount calculations, else recalculate.) Otherwise the default is zero.	
Sales Tax — Func Currency	SALES_TAX_AMT	Set by the applicatio n.	If Taxable flag = Y, calculate PO_LN.SALES_TAX_AMT = PO_LN.PO_LN_EXT_AMT * PO_LN.SALES_TAX_RT. Use Sales Tax Rate associated with the PO line Ship ID (SALES_TAX_CD.SALES_TAX_RT for SHIP_ID.SALES_TAX_CD corresponding to PO_LN.SHIP_ID). Do not calculate Sales Tax Amt if PO_SETTINGS.CALC_TAX_FL =N (ref bug 15037). If in input file: Use input file value. Calculate the PO line sales tax rate to synchronize with the amount. PO_LN.SALES_TAX_RT = PO_LN. SALES_TAX_AMT / PO_LN.PO_LN_EXT_AMT. If the data being processed is a change to an existing PO Line, the Sales Tax from the existing PO Line is used (if no change is made to columns that affect the sales tax amount calculations, else recalculate.) Otherwise the default is zero.	
Sales Tax Rate	SALES_TAX_RT	Set by applicatio n.	If PO line is taxable, default in Sales Tax Rate associated with the PO line Ship ID (SALES_TAX_CD.SALES_TAX_RT for SHIP_ID.SALES_TAX_CD corresponding to PO_LN.SHIP_ID). If PO line Sales Tax Amount is in input file, recalculate the PO line sales tax rate to synchronize with the sales tax amount (PO_LN. SALES_TAX_RT =	

			PO_LN. SALES_TAX_AMT / PO_LN. PO_LN_EXT_AMT) If PO line is non-taxable, default in Zero.	
Ship ID	SHIP_ID	Input file.	If the data being processed is a change to an existing PO Line, the system will use the Ship ID from the existing PO Line; otherwise, the default is null.	Required if PO Line Type is **P** (Part) or **G** (Goods). Required if Taxable field is **Y** (Yes). Must exist in the Shipping ID table. Must have same Company ID as user.
Status	S_LN_STATUS_TYPE	Input file.		Required; must be **C** (Closed), **O** (Open), **P** (Pending), or **V** (Void). Cannot be changed if the Status is **V** (Void). Cannot be changed to **P** (Pending) or **V** (Void) if receipts exist. Cannot be changed to **O** (Open), **P** (Pending), or **V** (Void) if the line has been fully received.
Commit Dollar/Quantity	S_PO_COMMIT_TYPE	Input file.	Standard Orders: If the data being processed is a change to an existing PO Line, the Commit Dollar/Quantity from the existing PO Line is used. The Commit Dollar/Quantity from the PO Line Charge Type table. If the Miscellaneous Type is null and the Line Type is **P** (Part) or **G** (Good), this is set to **Q** (Quantity). If the Miscellaneous Type is null and the Line Type is **S** (Service), this is set to **D** (Dollar). Blanket Orders: If the data being processed is a change to an existing PO Line, the Commit Dollar/Quantity from the existing PO Line is used. If PO_SETTING.INCL_BLKT_CMMIT_FL=**Y**, defaults for the original blanket order (Rel=0) as well as for	Must be **D** (Dollar), **Q** (Quantity) or **E** (Excluded).

			release orders (Rel >0) will be as follows: The Commit Dollar/Quantity from the PO Line Charge Type table. If the Miscellaneous Type is null and the Line Type is **P** (Part) or **G** (Good), this is set to **Q** (Quantity). If the Miscellaneous Type is null and the Line Type is **S** (Service), this is set to **D** (Dollar). If PO_SETTING.INCL_BLKT_CMMIT_FL=N, Defaults for the original blanket order (Rel=0) will be E (Excluded). Defaults for the release orders (Rel >0) will be as follows: The Commit Dollar/Quantity from the PO Line Charge Type table. If the Miscellaneous Type is null and the Line Type is P(art) or **G** (Good), this is set to **Q** (Quantity). If the Miscellaneous Type is null and the Line Type is **S** (Service), this is set to **D** (Dollar). D(ollar).Subcontract POs: If PO Type = **S**, default D.	
Tax	TAXABLE_FL	Input file.	If the data being processed is a change to an existing PO Line, the system will use the Tax flag from the existing PO Line. If data being processed is new and you enter a Misc Line Charge Type, the system will load from LN_CHG_TYPE. If you enter an Item, the system will use PO Settings to determine if value should be **Y**, **N** or should come from ITEM_SETTINGS. Otherwise, the default is **N** (No).	Must be **Y** (Yes) or **N** (No).
Deliver To	DEL_TO_FLD	Input file.	If the data being processed is a change to an existing PO	None.

			Line, the system will use the Deliver To from the existing PO Line; otherwise, the default is a space.	
Ship Via	SHIP_VIA_FLD	Set by the applicatio n.	If the data being processed is a change to an existing PO Line, the system will use the Ship Via from the existing PO Line. Otherwise, the default is the Ship Via from the Vendor table, or a space.	None.
Unit of Measure	PO_LN_UM_CD	Input file.	If the data being processed is a change to an existing PO Line, the system will use the Unit of Measure from the existing PO Line. If you are entering a new line and enter an Item, the system will load the Item's U/M.	Must exist in Unit of Measure table. Required if the quantity is greater than zero.
Miscellane ous Type	MISC_LN_CHG_T YPE	Input file.	If the data being processed is a change to an existing PO Line, the system will use the Miscellaneous Type from the existing PO Line; otherwise, the default is null.	Required if the Line type is **M** (Miscellaneous). If the Line Type is not **M** (Miscellaneous), you cannot enter a Miscellaneous Type. Must exist in the PO Line Charge Type table. Must have same Company ID as user.
Requisition Number	RQ_ID	Input file.	If the data being processed is a change to an existing PO Line, the system will use the Requisition Number from the existing PO Line; otherwise, the default is a space.	Required if the **Require Req No to be Non-Blank on PO Line** option is selected in the **Requisition Requirements** group box on the Configure Purchasing Settings screen (in Costpoint Purchasing). Must exist in the Requisition table if the **Require Valid Req No on PO Line** option is selected in the **Requisition Requirements** group box on the Configure Purchasing Settings screen (in Costpoint Purchasing). Must have same Company ID as user.
Manufactur er	MANUF_ID	Set by the applicatio n.	If the data being processed is a change to an existing PO Line, the system uses the Manufacturer from the existing PO Line.	Must exist in Manufacturer table. If the **Separate Items by Company** check box is not selected in the Corporate Settings block of the

			If you enter a part in the Item row, the system will load this value from the Alternate Parts table for that part key where the **Prefer Flag** field is **Y** (Yes) on the Manage Alternate Parts screen. Otherwise, the default is null.	Configure Product Definition Settings screen and the system loads this value from the Alternate Parts (ALT_PART) table, the system will process only rows that have a company ID that is null or matches the user's company ID.
Manufacturer Part	MANUF_PART_ID	Input file.	If the data being processed is a change to an existing PO Line, the system will use the Manufacturer's Part from the existing PO Line. If you entered a part in the Item row, the system will load this value from the Alternate Parts table for that part key where the **Prefer Flag** field is **Y** (Yes) on the Manage Alternate Parts screen. Otherwise, the default is a space.	None. If the **Separate Items by Company** check box is not selected and the application loads this value from the Alternate Parts (ALT_PART) table, the system will process only rows that have a company ID that is null or matches the user's company ID.
Manufacturer Revision	MANUF_PART_RVSN_ID	Input file.	If the data being processed is a change to an existing PO Line, the system will use the Manufacturer Revision from the existing PO Line. If you enter a part in the Item row, the system will load this value from the Alternate Parts table for that part key where the **Prefer Flag** field is **Y** (Yes) on the Manage Alternate Parts screen. Otherwise, the default is a space.	None. If the **Separate Items by Company** check box is clear in the Corporate Settings block of the Configure Product Definition Settings screen and the application loads this value from the Alternate Part (ALT_PART) table, the system will process only rows that have a company ID that is null or matches the user's company ID.
Vendor Part	VEND_PART_ID	Input file.	If the data being processed is a change to an existing PO Line, the system will use the Vendor Part from the existing PO Line. If you enter a part in the Item row, the system will load this value from the Alternate Parts table for that part key where the **Prefer Flag** field is **Y** (Yes) on the Manage Alternate Parts screen. Otherwise, the default is a space.	None. If the **Separate Items by Company** check box is clear in the Corporate Settings block of the Configure Product Definition Settings screen and the application loads this value from the Alternate Part (ALT_PART) table, the system will process only rows that have a company ID that is null or matches the user's company ID.

Vendor Revision	VEND_PART_RVSN_ID	Input file.	If the data being processed is a change to an existing PO Line, the system will use the Vendor Revision from the existing PO Line. If you enter a part in the Item row, the system will load this value from the Alternate Parts table for that part key where the **Prefer Flag** field is **Y** (Yes) on the Manage Alternate Parts screen. Otherwise, the default is a space.	None. If the **Separate Items by Company** check box is clear in the Corporate Settings block of the Configure Product Definition Settings screen and the application loads this value from the Alternate Part (ALT_PART) table, the system will process only rows that have a company ID that is null or matches the user's company ID.
Certificate Of Conformance Required	CERT_OF_CNFRM_FL	Input file.	If the data being processed is a change to an existing PO Line, the system will use the Certificate of Conformance Required from the existing PO Line. If you enter a Part, the system will load the Certificate of Conformance Required from the Part Project (PART_PROJ) and PART tables (if PART_PROJ row does not exist). If the Miscellaneous Type is not null, the system will set this to **N** (No).	Must be **Y** (Yes) or **N** (No).
QC Inspection Required	QC_REQD_FL	Input file.	If the data being processed is a change to an existing PO Line, the system will use the QC Inspection Required from the existing PO Line. If you enter a Part, the system will load the QC Inspection Required from the Part Project (PART_PROJ) and PART tables (if PART_PROJ row does not exist). If you enter a Misc Line Charge, the system will load the QC Inspection Required from the PO Line Charge Type table. Otherwise, the default is **N**.	Must be **Y** (Yes) or **N** (No).
Source Inspection Required	SRCE_INSP_FL	Input file.	If the data being processed is a change to an existing PO Line, the system will use the Source Inspection Required from the existing PO Line. If you enter a Part, the system will load the Source	Must be **Y** (Yes) or **N** (No).

			Inspection Required from the Part Project (PART_PROJ) and PART tables (if PART_PROJ row does not exist). Otherwise, the default is "N."	
Over Ship	OVRSHP_ALLOW_FL	Input file.	If the data being processed is a change to an existing PO Line, the system will use the Over Ship from the existing PO Line. If you entered a Misc Line Charge, the system will load the Over Ship flag from the Line Charge Type table. Otherwise, the system loads from ITEM. If PO Type is **S**, set to **N**.	Must be **Y** (Yes) or **N** (No).
Blanket PO Release Number	BLKT_PO_RLSE_NO	Set by the application.	If the data being processed is a change to an existing PO Line, the system will use the Blanket PO Release Number from the existing PO Line. If the line is for a new release, the system will load zero. Otherwise, the default is null.	None.
Blanket PO Line Key	BLKT_PO_LN_KEY	Set by the application.	If the data being processed is a change to an existing PO Line, the system will use the Blanket PO Line Key from the existing PO Line. If the line is for a new release, the system will use the input file line record's line number to look up the line key on the corresponding blanket. For example, if the release line number is **2**, the system will locate the blanket's line number **2** to determine the line key. Otherwise, the default is null.	None.
Item	ITEM_ID	Input file.	If the data being processed is a change to an existing PO Line, the system will use the Item from the existing PO Line. Otherwise, the default is null.	Must exist in the Item table. If the **Separate Items by Company** check box is selected, the item must have the same company ID as user. If PO Type is **S**, the Item Type must be **S**.

				If this value is changed, an error will occur if the PO line has already been received or vouchered. Validation routines give errors if the PO vendor has not been approved or assigned for the PO line part, depending upon the set up for this part/vendor restriction (ITEM_SETTINGS.VEND_BY_PART_FL, PART.S_VEND_RESTRICT_CD). See Error Messages.
Item Revision	ITEM_RVSN_ID	Input file.	If the data being processed is a change to an existing PO Line, the system will use the Item Revision from the existing PO Line. Otherwise, the default is a space.	If the **Allow Multiple Revisions for Each Item** check box is selected in the Corporate Settings block of the Configure Product Definition Settings screen, the Item ID/Item Revision must exist in Item table in Costpoint Product Definition. If the **Separate Items by Company** check box is selected in the Corporate Settings block of the Configure Product Definition Settings screen, the item must have the same company ID as the user. If the PO Type is **S**, the Item Type must be **S**. If this value is changed, an error will occur if the PO line has already been received or vouchered. Validation routines give errors if the PO vendor has not been approved or assigned for the PO line part, depending upon the set up for this part/vendor restriction (ITEM_SETTINGS.VEND_BY_PART_FL, PART.S_VEND_RESTRICT_CD). See Error Messages.
Drop Ship	DROP_SHIP_FL	Set by the application.	If the data being processed is a change to an existing PO Line, the system will use the Drop Ship from the existing PO Line.	

			Otherwise, the default is **N** (No).	
Order Reference	ORDER_REF_ID	Input file.	If the data being processed is a change to an existing PO Line, the system will use the Order Reference from the existing PO Line.	None.
Original Due Date	ORIG_DUE_DT	Set by the applicatio n.	If the data being processed is a change to an existing PO Line, the system will use the Original Due Date from the existing PO Line. Otherwise, the default is the Due Date.	
User Revision	USER_RVSN_FLD	Input file.	If the data being processed is a change to an existing PO Line, the system will use the User Revision from the existing PO Line. Otherwise, the default is the Item Revision. If null, the default is a space.	None.
Inventory Abbreviati on	INVT_ABBRV_CD	Input File.	If the data being processed is a change to an existing PO Line, the system will use the Inventory Abbreviation from the existing PO Line. Otherwise, the default is null.	Must exist and be active if this field is populated. Inventory Account Type (S_INVT_ACCT_TYPE) must be **A** or **E**. Item must exist and the Item type must be **P** (Part). The PART.INVT_FL must be **Y**. Must have same company ID as User's.
Voucher Received	VCHR_RCV_FL	Set by the applicatio n.	If the data being processed is a change to an existing PO Line, the system will use the Voucher Received from the existing PO Line. Otherwise, the default is **N** (No).	
Match Option	S_MATCH_OPT_C D	Set by the applicatio n.	If the data being processed is a change to an existing PO Line, the system will use the Match Option from the existing PO Line. Selected from the Configure Purchase Order Voucher Settings based on the Line Type. If PO Type is **S**, the default is TOTAL.	

Total Line Charge Amount — Trans Currency	TRN_LN_CHG_AMT	Set by the application.	Calculated by the application as the total of all Amounts including tax, from the Line Charges table. If PO Type is **S**, default to zero.	None.
Total Line Charge Amount — Func Currency	PO_LN_CHG_AMT	Set by the application.	The application calculates this as the total of all Amounts including tax from the Line Charges table. If PO Type is **S**, the default is zero.	None.
Total Line Charge Tax Amount — Trans Currency	TRN_LN_CHG_TAX_AMT	Set by application.	Calculated by the application as the total of all Sales Tax from the Line Charges table. If PO line Charge is taxable (LN_CHG_TYPE.TAXABLE_FL = Y), the system will multiply Line Charge Amount to Sales Tax Rate (PO_LN.TRN_LN_CHG_TAX_AMT = PO_LN.TRN_LN_CHG_AMT * PO_LN.SALES_TAX_RT). The system will use the Sales Tax Rate associated with the PO line Ship ID (SALES_TAX_CD.SALES_TAX_RT for SHIP_ID.SALES_TAX_CD corresponding to PO_LN.SHIP_ID). The Sales Tax Amountt will not be calculated if PO_SETTINGS.CALC_TAX_FL is **N**. If the data being processed is a change to an existing PO Line, Sum of all line charge tax rows for the PO line (SUM of PO_LN_CHG. TRN_SALES_TAX_AMT rows for matching PO_ID/PO_LN_KEY). If PO Type is **S**, default to zero.	None.
Total Line Charge Tax Amount — Func Currency	PO_LN_CHG_TAX_AMT	Set by the application.	The application calculates this as the total of all Sales Tax from the Line Charges table. If PO line Charge is taxable (LN_CHG_TYPE.TAXABLE_FL = Y), the system will multiply the Line Charge Amount to the Sales Tax Rate (PO_LN.PO_LN_CHG_TAX_AMT = PO_LN.PO_LN_CHG_AMT * PO_LN.SALES_TAX_RT). The	None.

			system will use the Sales Tax Rate associated with the PO line Ship ID (SALES_TAX_CD.SALES_TAX_RT for SHIP_ID.SALES_TAX_CD corresponding to PO_LN.SHIP_ID). The Sales Tax Amount will not be calculated if PO_SETTINGS.CALC_TAX_FL is **N** If PO Type is **S**, default to zero.	
Reject and Replace Quantity	REJ_REP_QTY	Set by the application.	If the data being processed is a change to an existing PO Line, the system will use the Reject and Replace Quantity from the existing PO Line. Otherwise, the default is zero.	None.
Reject and Pay Quantity	REJ_PAY_QTY	Set by the application.	If the data being processed is a change to an existing PO Line, the system uses the Reject and Pay Quantity from the existing PO Line. Otherwise, the default is zero.	None.
Reject and Credit Quantity	REJ_CR_QTY	Set by the application.	If the data being processed is a change to an existing PO Line, the system will use the Reject and Credit Quantity from the existing PO Line. Otherwise, the default is zero.	None.
Reject and Replace — Trans Currency	TRN_REJ_REP_AMT	Set by application.	If the data being processed is a change to an existing PO Line, the Reject and Replace Transaction Currency Amount (TRN_REJ_REP_AMT) from the existing PO Line is used. Otherwise the default is zero.	None.
Reject and Replace Amount — Func Currency	REJ_REP_AMT	Set by the application.	If the data being processed is a change to an existing PO Line, the system will use the Reject and Replace Amount from the existing PO Line. Otherwise, the default is zero.	None.

Reject and Pay — Trans Currency	TRN_REJ_PAY_AMT	Set by the application.	If the data being processed is a change to an existing PO Line, the Reject and Pay Transaction Currency Amount (TRN_REJ_PAY_AMT) from the existing PO Line is used. Otherwise the default is zero	None.
Reject and Pay Amount — Func Currency	REJ_PAY_AMT	Set by the application.	If the data being processed is a change to an existing PO Line, the system will use the Reject and Pay Amount from the existing PO Line. Otherwise, the default is zero.	None.
Reject and Credit — Trans Currency	TRN_REJ_CR_AMT	Set by the application.	If the data being processed is a change to an existing PO Line, the Reject and Credit Transaction Currency Amount (TRN_REJ_CR_AMT) from the existing PO Line is used. Otherwise the default is zero.	None.
Reject and Credit Amount — Func Currency	REJ_CR_AMT	Set by the application.	If the data being processed is a change to an existing PO Line, the system will use the Reject and Credit Amount (REJ_CR_AMT) from the existing PO Line. Otherwise, the default is zero.	None.
Approval Date	APPRVL_DT	Set by the application.	For new PO line, if status is **O**, set to order date. Otherwise, if status is not **O**, this will be set to null. If the data being processed is a change to an existing PO line, the Approval Date from the existing PO line is used (if not null). If null, follow logic for new PO line.	None.
Approval User	APPRVL_USER_ID	Set by the application.	For new PO line, if status is **O**, set this **PO UPLOAD** (similar to value for PO_LN.MODIFIED_BY). Otherwise, if status is not **O**, this will be set to null. If the data being processed is a change to an existing PO Line, the Approval User from the existing PO Line is used (if not null). If null, follow logic for new POs.	None.

Order Reference Line Key	ORDER_REF_LN_KEY	Set by the application.	If you enter an order reference number and an order reference line number, and **S** is loaded in the Order Reference Type field, the application will look up the line key from the SO_LN using the Order Ref ID as the SO_ID, the Order Ref Line number as the SO_LN_NO, and **0** as the SO_RLSE_NO. If no match is found, the default is zero.	None.
Order Reference Type	S_ORD_REF_TYPE_CD	Input file.	Space.	Must be equal to **S** or **M**.
Warehouse	WHSE_ID	Input file.	If the data being processed is a change to an existing PO Line, the system uses the Warehouse from the existing PO Line. If an inventory abbreviation is loaded, the system will get the value from the inventory abbreviation's warehouse ID. Otherwise, the default is null.	Must have same company ID as User's. If the PO line has an inventory abbreviation and the **Plan Warehouse Separately** check box is selected in the Corporate Settings block of the Configure Materials Requirements Planning Settings screen (MRP_SETTINGS_CORP. WHSE_PLN_FL is **Y**), and the input file does not have a warehouse and no default can be loaded, an error will occur., and the system will display the message: "Warehouse is required for inventory PO lines."
PO Line Close Date	PO_LN_CLOSE_DT	Set by the application.	If the data being processed is a change to an existing PO Line, the system will use the Closing Date from the existing PO Line. Otherwise, the default is null.	None.
Total Released Quantity	TOT_RLSED_QTY	Set by the application.	When a PO release line is added (if a matching blanket line key is found), the system increments the blanket's Total Released Quantity by the release's Order Quantity. If a PO release line is changed and the release line has a blanket PO line key, the system will increment the blanket's Total Released Quantity by the difference of the new release (**Order Quantity** - the	None.

			original blanket's **Total Released Quantity**). Otherwise, the default is zero.	
Match Type	S_MATCH_CD	Input file. If PO Type is **S**, set by applicatio n.	If the data being processed is a change to an existing PO Line, the system will use the Match Type from the existing PO Line. If the Line Type is **P** (Part), the system sets this to **3**. If the Line Type is **S** (Service), **G** (Goods), or **M** (Misc), the system will obtain the corresponding Match Type from the Voucher Settings table. If PO Type is **S**, the default is **3**.	Must be **2** or **3**.
Commodit y Code	COMM_CD	Set by the applicatio n.	If the data being processed is a change to an existing PO Line, the system will use the Commodity Code from the existing PO Line. If you enter the Item, the system will load from the Item table. Otherwise, the default is a space.	
Minimum Quantity	MIN_QTY	Set by the applicatio n.	If the data being processed is a change to an existing PO Line, the system will use the Minimum Quantity from the existing PO Line. Otherwise, the default is zero.	
Leadtime ARO	LT_DAYS_NO	Set by the applicatio n.	If the data being processed is a change to an existing PO Line, the system will use the Leadtime ARO from the existing PO Line. Otherwise, the default is zero.	
Purchase Agreement	S_PURCH_AGRM T_CD	Set by the applicatio n.	If the data being processed is a change to an existing PO Line, the system will use the Purchase Agreement from the existing PO Line. Otherwise the default is **N** (No).	
Issue	ISSUE_FL	Set by the applicatio n.	If the data being processed is a change to an existing PO Line, the system will use the	

			Issue flag from the existing PO Line. Otherwise, the default is **N** (No).	
Procurement Type	PROCURE_TYPE_CD	Set by the application.	If the data being processed is a change to an existing PO Line, the system will use the Procurement Type from the existing PO Line. Otherwise, the default is a space.	
Auto Voucher	AUTO_VCHR_FL	Input file. If PO Type is **S**, set by the application.	If the data being processed is a change to an existing PO Line, the system will use the Auto-Voucher flag from the existing PO Line. If the **None** option is selected in the Auto-Voucher Creation group box in the Configure Purchase Order Voucher Settings screen (in Costpoint Accounts Payable), the system will set this to **N** (No). Set to the Auto-Voucher flag from the Vendor table.	You cannot change the Auto-Voucher flag to **Y** (Yes) if the Auto-Voucher flag in the PO Vendor Settings table is **N** (No) or the Auto-Voucher flag in the Vendor table is **N** (No). The Auto-Voucher flag cannot be **Y** (Yes) if the **None** option is selected in the Auto-Voucher Creation group box in the Configure Purchase Order Voucher Settings screen (in Costpoint Accounts Payable). Must be **Y** (Yes) or **N** (No).
Subline Number	SUBLINE_NO	Set by application.	If the data being processed is a change to an existing PO Line, the system will use the Subline Number from the existing PO Line. Otherwise, the default is zero.	None
Requisition Line Key	RQ_LN_KEY	Input File	If the data being processed is a change to an existing PO Line, the system will use the Requisition Line Key from the existing PO Line. Otherwise, the default is null.	Combination of RQ_ID/RQ_LN_KEY must exist in RQ_LN. If input file RQ_ID is blank, validation will not occur and this will not be inserted into the PO_LN.
Award Quote	AWARD_QT_ID	Set by the application.	If the data being processed is a change to an existing PO Line, the system will use the Award Quote from the existing PO Line. Otherwise, the default is space.	None.
User	MODIFIED_BY	Set by the application.	**PO-UPLOAD** (the last upload is processed by the application).	None.

Time Stamp	TIME_STAMP	Set by the application.	Current system date and time.	None.
Row Version	ROWVERSION	Set by the application.	Zero.	None.
Sales Tax Rate	SALES_TAX_RT	Set by the application.	If the data being processed is a change to an existing PO Line, the system will use the Sales Tax Rate from the existing PO Line. If the Taxable Flag is **Y** (Yes), the system will load this value from the Ship ID. Otherwise, the default is zero.	None.
Military Spec	MIL_SPEC_ID	Input file.	If the data being processed is a change to an existing PO Line, the system will use the Military Spec from the existing PO Line. If this in not in the input file, the system will load this value from the Part table in Costpoint Product Definition if the Line Type is **P** (Part) and the change is an insert rather than an update. Otherwise, the default is null.	None.
National Stock Number	NSN_ID	Set by the application.	If the data being processed is a change to an existing PO Line, the system will use the National Stock Number from the existing PO Line. The system will load this value from the Part table in Costpoint Product Definition if the Line Type is **P** (Part). Otherwise, the default is null.	None.
Order Reference Release Number	ORDER_REF_RLSE_NO	Set by the application.	If the data being processed is a change to an existing PO Line, the system will use the Order Reference Release Number from the existing PO Line. Otherwise, the default is zero.	None.

Contract Line Item Number	CLIN_ID	Set by the application.	If the data being processed is a change to an existing PO Line, the system will use the Contract Line Item Number from the existing PO Line. Otherwise, the default is null.	None.
Start Date	PERF_START_DT	Set by the application.	If the data being processed is a change to an existing PO Line, the system will use the Starting Date from the existing PO Line. Otherwise, the default is null.	
End Date	PERF_END_DT	Set by the application.	If the data being processed is a change to an existing PO Line, the system will use the End Date from the existing PO Line. Otherwise, the default is null.	
Billing Cycle	BILL_CYCLE_CD	Set by the application.	If the data being processed is a change to an existing PO Line, the system will use the Billing Cycle from the existing PO Line. Otherwise, the default is null.	None.
Billing Cycle Paid Amount — Trans Currency	TRN_BILL_CYCLE_AMT	Set by the application.	If the data being processed is a change to an existing PO Line, the Billing Cycle Paid Amount (TRN_BILL_CYCLE_AMT) from the existing PO Line is used. Otherwise the default is zero	None.
Billing Cycle Paid Amount — Func Currency	BILL_CYCLE_PAY_AMT	Set by the application.	If the data being processed is a change to an existing PO Line, the system will use the Billing Cycle Paid Amount (BILL_CYCLE_AMT) from the existing PO Line. Otherwise, the default is zero.	None.
Order Reference Line Number	ORDER_REF_LN_NO	Input file.	If the data being processed is a change to an existing PO Line, the system will use the Order Reference Line Number from the existing PO Line. Otherwise, the default is zero.	None.

Last Vouchered Date	LAST_VCHRD_DT	Set by the application.	If the data being processed is a change to an existing PO Line, the system will use the Last Vouchered Date from the existing PO Line. Otherwise, the default is null.	Valid date.
Industry Class	IND_CLASS_CD	Input file.	From either: (1) input file (2) item's industry class (ITEM.IND_CLASS_CD) (3) Line Charge Type's industry class (LN_CHG_TYP.IND_CLASS_CD) or (4) Commodity Code's industry class (COMM.IND_CLASS_CD) Otherwise, the default is null.	Must exist in Industry Class table.
Vendor Size	S_CL_SM_BUS_CD	Set by application.	On a new line or when the PO_HDR.VEND or the PO_LN. IND_CLASS_CD has changed, the system must determine the PO line business size. If the IND_CLASS_CD is not null, the system will look up the VEND_IND_CLASS for that PO_LN. The system will use PO_HDR. VEND_ID and PO_LN. IND_CLASS_CD. If a row is found, the system will load the VEND_IND_CLASS.S_CL_SM_BUS_CD to the PO_LN. S_CL_SM_BUS_CD. If a row is not found or IND_CLASS_CD is null, the system will load the value from the VEND table.	None
CIS Withholding Flag	CIS_WH_FL	Input file.	If not in the input file, the default will be **Y** (Yes) if vendor's CIS Code has a withholding rate greater than zero (on the Manage Construction Industry Scheme Codes screen). Otherwise, the default is **N** (No).	Must be **Y** (Yes) or **N** (No). If **Y**, the purchase order's CIS Code cannot be null, and the associated withholding rate must be greater than zero.
Completed Work Retention Pct	COMPLT_RET_PCT	Input file.	If the data being processed is a change to an existing PO Line, the system will use the Completed Work Retention Pct from the existing PO Line.	Must be a number between **0.0000** and **1.0000**. Cannot be greater than zero if PO Type

			If this value is not in the input file, the default is **0** for new PO lines.	(PO_HDR.S_PO_TYPE) is not **S**. Must be Zero if PO Type is **S**, and PO Line Extended Amt is less than zero.
Stored Materials Retention Pct	STORED_RET_PCT	Input file.	If the data being processed is a change to an existing PO Line, the system will use the Stored Materials Retention Pct from the existing PO Line. If the value is not in the input file, the default is **0** for new PO lines.	Must be a number between **0.0000** and **1.0000**. Cannot be greater than zero if PO Type (PO_HDR.S_PO_TYPE) is not **S**. Must be Zero if PO Type is **S**, and PO Line Extended Amt is less than zero.
Completed Work Amt — Trans Currency	TRN_COMPLT_AMT	Set by application.	If the data being processed is a change to an existing PO Line, the system will use the Completed Work Amt (Transactional Currency) from the existing PO Line. Otherwise, the default is zero.	None.
Completed Work Amt — Func Currency	COMPLT_AMT	Set by application.	If the data being processed is a change to an existing PO Line, the system will use the Completed Work Amt (Functional Currency) from the existing PO Line. Otherwise, the default is zero.	None.
Completed Work Retention Amt — Trans Currency	TRN_COMPLT_RET_AMT	Set by application.	If the data being processed is a change to an existing PO Line, the system will use the Completed Work Retention Amt (Trans Currency) from the existing PO Line. Otherwise, the default is zero.	None.
Completed Work Retention Amt — Func Currency	COMPLT_RET_AMT	Set by application.	If the data being processed is a change to an existing PO Line, the system will use the Completed Work Retention Amt (Functional Currency) from the existing PO Line. Otherwise, the default is zero.	None.
Stored Materials Amt — Trans Currency	TRN_STORED_AMT	Set by application.	If the data being processed is a change to an existing PO Line, the system will use the Stored Materials Amt (Transactional Currency) from the existing PO Line.	None.

			Otherwise, the default is zero.	
Stored Materials Amt — Func Currency	STORED_AMT	Set by application.	If the data being processed is a change to an existing PO Line, the system will use the Stored Materials Amt (Functional Currency) from the existing PO Line. Otherwise, the default is zero.	None.
Stored Materials Retention Amt — Trans Currency	TRN_STORED_RET_AMT	Set by application.	If the data being processed is a change to an existing PO Line, the system will use the Stored Materials Retention Amt (Transactional Currency) from the existing PO Line. Otherwise, the default is zero.	None.
Stored Materials Retention Amt — Func Currency	STORED_RET_AMT	Set by application.	If the data being processed is a change to an existing PO Line, the system will use the Stored Materials Retention Amt (Functional Currency) from the existing PO Line is used. Otherwise, the default is zero.	None.
Completed Work Requested Amt — Trans Currency	TRN_RQSTD_AMT	Set by application.	If the data being processed is a change to an existing PO Line, the system will use the Completed Work Requested Amt (Transactional Currency) from the existing PO Line. Otherwise, the default is zero.	None.
Completed Work Requested Amt — Func Currency	RQSTD_AMT	Set by application.	If the data being processed is a change to an existing PO Line, the system will use the Completed Work Requested Amt (Functional Currency) from the existing PO Line. Otherwise, the default is zero.	None.

Purchase Order Line Account (PO_LN_ACCT)

Cross Validations for Projects/Accounts/Organizations:

1. Data for the Account Line must exist in the Input File.
2. If the data being processed is a change to an existing PO Line, there can be only one Account Line in the PO Line Account table for the PO Line being processed.
3. If the **Buyer PAO Code** drop-down list on the Configure Purchasing Settings screen is not **Implicit**, the Buyer and Project must exist in the Buyer Project table.

4. If the **Buyer PAO Code** drop-down list on the Configure Purchasing Settings screen is not **Implicit**, the Buyer and Account and Organization must exist in the Buyer Organization Account table.
5. If the **Buyer PAO Code** drop-down list on the Configure Purchasing Settings screen is **Implicit** and the Buyer is assigned to top level of the Project, the Lower Level flag must be **Y** (Yes).
6. If a Buyer is associated with the Account and Organization, the Buyer, Account, and Organization must exist in the Buyer Organization Account table.
7. If you entered a valid **Inventory Abbreviation** code, you do not need to enter a project, account, or organization. The PO Line Account (PO_LN_ACCT) is always loaded by the Inventory Abbreviation's **Project ID** (INVT_ABBRV_CD. PROJ_ID), **Material Account** (MATL_ACCT_ID), and **Material Org** (MATL_ORG_ID).

Column Name	Costpoint Column Name	Source	Defaults	Validations/Notes
Purchase Order ID	PO_ID	Input file.	None.	Required Must exist in the PO Header table.
PO Release Number	PO_RLSE_NO	Input file.	None.	Required; must exist in the PO Header table.
PO Line Key	PO_LN_KEY	Set by the application.	None.	None.
Sub Key	SUB_KEY	Set by the application.	None.	None.
Project	PROJ_ID	Input file.	If the data being processed is a change to an existing PO Line, the system will use the Project from the existing PO Line. If you entered a valid Inventory Abbreviation code, you do not need to enter a project, account, or organization. The PO Line Account (PO_LN_ACCT) is always loaded by the Inventory Abbreviation's Project ID (INVT_ABBRV_CD. PROJ_ID), Material Account (MATL_ACCT_ID), and Material Org (MATL_ORG_ID).	If the PO Line has an Inventory Abbreviation, the Project must match the Project for the Inventory Abbreviation in the Inventory Abbreviation table. Must pass standard Project/Organization Account (POA) validation. Must exist in the Project table. Must have same company ID as the user.
Organization	ORG_ID	Input file.	If the data being processed is a change to an existing PO Line, the system will	If the PO Line has an Inventory Abbreviation, the Organization must match the Material

			use the Organization from the existing PO Line. To get the Organization, the system looks up the Project in the Project Master table. If you enter a valid Inventory Abbreviation code, you do not need to enter project, account or organization. The PO Line Account (PO_LN_ACCT) is always loaded by the Inventory Abbreviation's Project ID (INVT_ABBRV_CD. PROJ_ID), Material Account (MATL_ACCT_ID), and Material Org (MATL_ORG_ID).	Organization for the Inventory Abbreviation in the Inventory Abbreviation table. Must pass standard POA validation. Must exist in the Org table. Required. Must have same company ID as the user.
Account	ACCT_ID	Input file.	If the data being processed is a change to an existing PO Line, the system will use the Account from the existing PO Line. To get the Account, the system looks up the Project/Account Abbreviation and the Account Group of the Project in the Account Entry Groups table. If you enter a valid Inventory Abbreviation code, you do not need to enter a project, account, or organization. The PO Line Account (PO_LN_ACCT) is always loaded by the Inventory Abbreviation's Project ID (INVT_ABBRV_CD. PROJ_ID),	Must be a detail account. The **Account Entry Group** on the Manage Accounts screen must be **ALL** or **PO**. If the PO Line has an Inventory Abbreviation, the Account must match the Material Account for the Inventory Abbreviation in the Inventory Abbreviations table. Must pass standard POA validation. Must exist in the Account table. Required.

			Material Account (MATL_ACCT_ID), and Material Org (MATL_ORG_ID).	
Reference Number 1	REF_STRUC_1_ID	Input file.	If the data being processed is a change to an existing PO Line, the system will use the Reference Number 1 from the existing PO Line.	Must exist in the Reference Structure table and the Reference Heading must be assigned to Reference 1. Must have same company ID as the user's.
Reference Number 2	REF_STRUC_2_ID	Input file.	If the data being processed is a change to an existing PO Line, the system will use the Reference Number 2 from the existing PO Line.	Must exist in the Reference Structure table and the Reference Heading must be assigned to Reference 2. Must have same company ID as the user's.
Amount — Trans Currency	TRN_CST_AMT	Input file.	From PO Line total amount.	
Amount — Func Currency	CST_AMT	Set by the application.	From PO Line total amount.	
Allocation Percentage	CST_AMT_PCT_RT	Set by the application.	100%	
Project Abbreviation	PROJ_ABBRV_CD	Input file.	If the data being processed is a change to an existing PO Line, the system will use the Project Abbreviation from the existing PO Line. To get the Project Abbreviation, the system looks up the Project in the Project Master table.	The Project Abbreviation must exist in the Project Master table. The Project must be active. Must have same company ID as the user's.
Organization Abbreviation	ORG_ABBRV_CD	Input file.	If the data being processed is a change to an existing PO Line, the system will use the Organization Abbreviation from the existing PO Line.	The Organization Abbreviation must exist in the Org Elements table. The Organization must be active. Must have same company ID as the user.

			To get the Organization Abbreviation, the system looks up the Organization in the Org Elements table.	
User	MODIFIED_BY	Set by the application.	**PO-UPLOAD** (the last upload is processed by the application).	None.
Time Stamp	TIME_STAMP	Set by the application.	Current system date and time.	None.
Row Version	ROWVERSION	Set by the application.	Zero.	None.
Project/Account Abbreviation	PROJ_ACCT_ABBRV_CD	Input file.	If the data being processed is a change to an existing PO Line, the system will use the Project/Account Abbreviation from the existing PO Line.	The Project/Account Abbreviation and the Account Group of the Project must exist in the Account Entry Group table.

Purchase Order Line Charge (PO_LN_CHG)

Column Name	Costpoint Column Name	Source	Defaults	Validations/Notes
Purchase Order ID	PO_ID	Input file.	None.	Required; must exist in the PO Header table. PO Type must not be **S**.
PO Release Number	PO_RLSE_NO	Input file.	None.	Required; must exist in the PO Header table.
PO Line Key	PO_LN_KEY	Set by the application.	None.	None.
Charge Type	LN_CHG_TYPE	Input file.	None. If the data being processed is a change to an existing PO Line, and input file has Null value for line charge type, the system will not modify the existing value.	Must exist in the PO Line Charge Types table. Must have same company ID as user.
Sub Key	SUB_KEY	Set by the application.	None.	None.

Amount — Trans Currency	TRN_CHG_CST_AMT	Input file.	None If the data being processed is a change to an existing PO Line, and input file has Null value for line charge cost, the system will not modify the existing value.	Requires a numeric value.
Amount — Func Currency	CHG_CST_AMT	Set by application	Converted from TRN_CHG_CST_AMT	None.
Sales Tax Amount — Trans Currency	TRN_SALES_TAX_AMT	Set by the application.	If the PO Line is taxable, the system will multiply the Transactional Currency Amount to the Sales Tax Rate to get the Sales Tax Amount—Transactional Currency (PO_LN_CHG.TRN_SALES_TAX_AMT = PO_LN_CHG.TRN_CHG_ CST_AMT * PO_LN. SALES_TAX_RT). The system will use the Sales Tax Rates associated with the PO Line Ship ID (SALES_TAX_CD.SALES_TAX_RT for SHIP_ID.SALES_TAX_CD corresponding to PO_LN.SHIP_ID). The Sales Tax Amount will not be calculated if it is configured that way in PO Settings (PO_SETTINGS.CALC_TAX_FL = **N**). Otherwise, the default is zero.	None. Please see validations for Sales Tax Amount for PO Lines.
Sales Tax Amount — Func Currency	SALES_TAX_AMT	Set by the application.	If the PO Line is taxable, the system will get its Sales Tax Amount by multiplying the Transactional Currency Amount to the Sales Tax Rate (PO_LN_CHG.SALES_TAX_AMT = PO_LN_CHG.CHG_CST_AMT * PO_LN. SALES_TAX_RT). The Sales Tax Rate Associated with the PO Line Ship ID will be used (SALES_TAX_CD. SALES_TAX_RT for SHIP_ID.SALES_TAX_CD corresponding to PO_LN.SHIP_ID). The Sales Tax Amount will not be calculated if it is configured that way in PO Settings (PO_SETTINGS.CALC_TAX_FL = **N)**. Otherwise, the default is zero.	None. Please see validations for Sales Tax Amount for PO Lines.
Taxable	TAXABLE_FL	Set by the application.	The system uses the Line Charge Type from the PO Line Charge Type table to get the Taxable flag. Otherwise, the default is **N** (No).	Must be **Y** (Yes) or **N** (No).

Previously Vouchered Amount — Trans Currency	TRN_CHG_PR_VCH_AMT	Set by the application.	Zero.	None
Previously Vouchered Amount — Func Currency	CHG_PREV_VCHRD_AMT	Set by the application.	Zero.	None.
Description	LN_CHG_DESC	Set by the application.	The system uses the Line Charge Type from the PO Line Charge Types table to get the description. Otherwise, the default is space.	None.
User	MODIFIED_BY	Set by the application.	**PO-UPLOAD** (the last upload is processed by the application).	None.
Time Stamp	TIME_STAMP	Set by the application.	Current system date and time.	None.
Row Version	ROWVERSION	Set by the application.	Zero.	None.

Purchase Order Line Notes (PO_LN_NOTES)

Column Name	Costpoint Column Name	Source	Defaults	Validations/Notes
Purchase Order ID	PO_ID	Input file.	None.	Required; must exist in the PO Header table.
PO Release Number	PO_RLSE_NO	Input file.	None.	Required; must exist in the PO Header table.
PO Line Key	PO_LN_KEY	Set by the application.	None.	None.
User	MODIFIED_BY	Set by the application.	**PO-UPLOAD** (the last upload is processed by the application).	None.
Time Stamp	TIME_STAMP	Set by the application.	Current system date and time.	None.
Row Version	ROWVERSION	Set by the application.	Zero.	None.
PO Line Text	PO_LN_TX	Input file.	None.	Required.

Purchase Order Line Text (PO_LN_TEXT)

Column Name	Costpoint Column Name	Source	Defaults	Validations/Notes
Purchase Order ID	PO_ID	Input file.	None.	Required; must exist in the PO Header table.
PO Release Number	PO_RLSE_NO	Input file.	None.	Required; must exist in the PO Header table.
PO Line Key	PO_LN_KEY	Set by the application.	None.	None. When a new PO line is generated and an Item is included, the system will check the ITEM_TEXT table for that ITEM_KEY. If there are one or more rows in this table where the standard text code have a Where Used Code of **P** (Purchase Order) on the TEXT_WHERE_USED table. The same is performed for PROJ_TEXT if the PO_Line input file includes a Project.
Text Code	TEXT_CD	Input file.	None.	Required. Must exist in the PO Standard Text table. Must exist in the Text Where Used table with a Where Used Code of **P** (Purchase Order). Must have same company ID as User's. Must not be a duplicate with another new/existing line text row.
User	MODIFIED_BY	Set by the application.	**PO-UPLOAD** (the last upload is processed by the application).	None.
Time Stamp	TIME_STAMP	Input File.	Current system date and time.	None.
Row Version	ROWVERSION	Set by the application.	Zero.	None.

Text Source Code	S_TEXT_SRCE_CD	Input file.	None.	Must be **I** (Item) or **P** (Project).
Sequence Number	SEQ_NO	Input file.	None.	Required. Must be a valid number. Must not be duplicate with another new/existing line text row

Requisition Line (RQ_LN_PO)

When a new PO line is created and the input file contains both a requisition ID and a requisition line key, the application must create a RQ_LN_PO row with PO and requisition information. It also must update the RQ_LN.GENERATED_QTY, GENERATED_AMT, and TRN_GENERATED_AMT. In certain cases, it may also need to update the RQ_LN_S_RQ_STATUS_CD and RQ_HDR.S_RQ_STATUS_CD.

Column Name	Costpoint Column Name	Source	Defaults	Validations/Notes
Auto-Assign PO	AUTO_ASSIGN_PO_FL	Set by application	N	
Award Quote Header Key	AWARD_QT_HDR_KEY	Set by application	Null	
Award Quote Line Key	AWARD_QT_LN_KEY	Set by application	Null	
Blanket PO Line Key	BLKT_PO_LN_KEY	Set by application	Null	
Desired Date	DESIRED_DT	Set by application	RQ_LN.RQST_DT	
Due Date	DUE_DT	Set by application	PO_LN	
Euro to Functional Rate	EUR_TO_FUNC_RT	Set by application	PO_HDR.EUR_TO_FUNC_RT	
Manufacturer ID	MANUF_ID	Set by application	Null	
Manufacturer Part ID	MANUF_PART_ID	Set by application	PO_LN.MANUF_PART_ID	
Manufacturer Part Revision ID	MANUF_PART_RVSN_ID	Set by application	PO_LN.MANUF_PART_RVSN_ID	
Modified By	MODIFIED_BY	Set by application	PO_LN.MODIFIED_BY	

Negotiated Discount Percent — Func Currency	NEG_DISC_PCT_RT	Set by application	PO_LN.DISC_PCT_RT	
Negotiated Gross Unit Cost — Func Currency	NEG_GROSS_UNIT_AMT	Set by application	PO_LN.GROSS_UNIT_COST_AMT	
Negotiated Gross Net Cost — Func Currency	NEG_NET_UNIT_AMT	Set by application	PO_LN.NET_UNIT_COST_AMT	
Negotiated Requisition Line Extended Amount — Func Currency	NEG_RQ_LN_EXT_AMT	Set by application	PO_LN.PO_LN_EXT_AMT	
Negotiated Requisition Line Total Amount — Func Currency	NEG_RQ_LN_TOT_AMT	Set by application	PO_LN.PO_LN_TOT_AMT	
Negotiated Sales Tax Amount — Func Currency	NEG_SALES_TAX_AMT	Set by application	PO_LN.SALES_TAX_AMT	
Order Quantity	ORD_QTY	Set by application	PO_LN.ORD_QTY	
Order Unit of Measure	ORD_UM_CD	Set by application	PO_LN.PO_LN_UM_CD	
PO Created Date	PO_CREATED_DT	Set by application	System Date	
PO Created	PO_CREATED_FL	Set by application	Y	
PO ID	PO_ID	Set by application	PO_LN.PO_ID	
PO Line	PO_LN_KEY	Set by application	PO_LN.PO_LN_KEY	
PO Release	PO_RLSE_NO	Set by application	PO_LN.PO_RLSE_NO	

Rate Group	RATE_GRP_ID	Set by application	PO_HDR.RATE_GRP_ID	
Ready for PO	RDY_FOR_PO_FL	Set by application	Y	
	ROWVERSION	Set by application	0	
Requisition ID	RQ_ID	Set by application	RQ_LN.RQ_ID	
Requisition Line	RQ_LN_KEY	Set by application	RQ_LN.RQ_LN_KEY	
Shipping ID	SHIP_ID	Set by application	PO_LN.SHIP_ID	
Ship Via	SHIP_VIA_FLD	Set by application	PO_LN.SHIP_VIA_FLD	
	SUB_KEY	Set by application	If no RQ_LN_PO rows exist for the RQ_ID, set to **1**; otherwise, set to the highest sub_key number for that RQ_ID + 1.	
	TIME_STAMP	Set by application	System Date/Time	
Transaction Currency	TRN_CRNCY_CD	Set by application	PO_HDR.TRN_CRNCY_CD	
Transaction Currency Date	TRN_CRNCY_DT	Set by application	PO_HDR.TRN_CRNCY_DT	
Transaction Freeze Rate Flag	TRN_FREEZE_RT_FL	Set by application	PO_HDR.TRN_FREEZE_RT_FL	
Gross Unit Cost—Trans Currency	TRN_GR_UNIT_AMT	Set by application	PO_LN.TRN_GR_UN_CST_AMT	
Net Unit Cost — Trans Currency	TRN_NT_UNIT_AMT	Set by application	PO_LN.TRN_NET_UN_CST_AMT	
Requisition Line Extended Amount— Trans Currency	TRN_RQ_LN_EXT_AMT	Set by application	PO_LN.TRN_PO_LN_EXT_AMT	
Requisition Line Total	TRN_RQ_LN_TOT_AMT	Set by application	PO_LN.TRN_PO_LN_TOT_AMT	

Amount-Trans Currency				
Sales Tax Amount-Trans Currency	TRN_SALES_TAX_AMT	Set by application	PO_LN.TRN_SALES_TAX_AMT	
Transaction to Euro Rate	TRN_TO_EUR_RT	Set by application	PO_HDR.TRN_TO_EUR_RT	
Transaction to Euro Rate Flag	TRN_TO_EUR_RT_FL	Set by application	PO_HDR.TRN_TO_EUR_RT_FL	
Vendor Address Code	VEND_ADDR_DC	Set by application	PO_HDR.VEND_ADDR_DC	
Vendor ID	VEND_ID	Set by application	PO_HDR.VEND_ID	
Vendor Part ID	VEND_PART_ID	Set by application	PO_LN.VEND_PART_ID	
Vendor Part Revision	VEND_PART_RVSN_ID	Set by application	PO_LN.VEND_PART_RVSN_ID	

If all RQ_LN_POs for a given RQ_LN have been turned into purchase orders and the total quantity for all RQ_LN_POs (in Req U/M) is equal or greater than the requested quantity, the program will set the RQ_LN status to PO **G** (Generated.) If the statuses of all RQ_LNs for a given requisition are rejected, void, or generated, the program will set the RQ_HDR status to PO **G** (Generated). It will increase the RQ_LN's GENERATED_QTY amount (order quantity will be converted to the req line's U/M if it is different than the PO line's unit of measure). It will also increase the RQ_LN's GENERATED_AMT and TRN_GENERATED_AMT by the PO_LN. PO_TOT_AMT and PO_LN.TRN_PO_TOT_AMT (will be converted to the requisition line's U/M if it is different than the PO line's unit of measure).

If the S_ORD_REF_TYPE_CD of the Requisition Line is **M**, the program will look up the MO_HDR for the MO number in the ORDER_REF_ID column. If the ALLOW_SUBCT_FL = **Y**, the system will generate the PO/PO line and add the PO_LN.PO_LN_TOT_AMT from the generated PO line (where the S_ORD_REF_TYPE_CD = **M**) to the MO_HDR_CST.SUBCT_CST_AMT. If the ORDER_REF_LN_KEY is not zero, it will add the same costs to the MO_ROUTING.SUBCT_CST_AMT for the found row. It will copy Req Line Planner and Operation to the PO Line columns.

Updating Inventory

When creating a new PO line with an inventory abbreviation, the program will update the INVT table for the PO_LN's item key and inventory abbreviation. If the PO_LN unit of measure and the part's default unit of measure are different, the system will calculate the PO_LN.ORD_QTY in the part's default unit of measure. If the INVT row exists, the system will increase the row's ON_ORD_QTY by the PO line's converted order quantity. If a matching INVT row does not exist, the program will insert a new row, setting the ON_ORD_QTY to the PO line's converted order quantity. It will set all other quantities and amounts to zero.

When updating an existing PO_LN where the updated PO line has an inventory abbreviation, the program may have to insert or update an INVT row. If an update changes the item_key, inventory abbreviation, and/or the order quantity, one or two rows will be affected.

If the item key and/or the inventory abbreviation have changed, the program will reduce the INVT.ON_ORD_QTY of the original part /inventory abbreviation combination by the original PO_LN.ORD_QTY (which is converted to the part's default unit of measure, if necessary). If the original PO line does not have an inventory abbreviation, the program skips this step. If the new version of the PO_LN has an inventory abbreviation, the program will increase the INVT. ON_ORD_QTY by the NEW PO_LN. ORD_QTY. If the INVT row does not exist, the program will create one.

If only the order quantity has changed on a PO_LN with an inventory abbreviation, the application will add the new order quantity less the original order quantity (which is converted to the part's default unit of measure to the INVT row.)

When adding or changing a PO line row where the INVT has been updated or inserted, if MRP_SETTINGS.ENABLE_NET_CHG_FL is **Y** (from global variables), and INVT PART.S_PLAN_TYPE is **P** (and S_PLAN_TYPE is **S** if MRP_SETTINGS.PLAN_MPS_FL is **Y**) and PART.NET_CHG_FL is **N**, the program will set the PART.NET_CHG_FL to **Y**. When modifying the part on a PO line, the program performs the check on both the ORIGINAL and NEW parts.

Updating Inventory and Requisitions

If the new PO line references a requisition and requisition line number, the program will check to see whether a part and inventory abbreviation exist on the requisition line. If they do, the application must reduce the requisition line's part/inventory abbreviation code INVT.ON_RQ_QTY by the PO_LN.ORD_QTY (converted to the part's default unit of measure if necessary). If the converted order quantity is greater than the requisition line's RQSTD_QTY less GENERATED_QTY (converted to the part's default UM if necessary), it will reduce the ON_RQ_QTY by the smaller quantity.

If the referenced requisition line has a part and an inventory abbreviation, and the part is different than the PO line's part, if MRP_SETTINGS.ENABLE_NET_CHG_FL is **Y** (from global variables), the requisition line's PART.S_PLAN_TYPE is **P** (and S_PLAN_TYPE is **S** if MRP_SETTINGS.PLAN_MPS_FL is **Y**), and PART.NET_CHG_FL is **N**) the program will set the PART.NET_CHG_FL to **Y**.

When adding the PO line, the program will check to see whether any reservations are attached to the referenced requisition line (RES_HDR with S_INVT_TRN_TYPE is **P**, RQ_ID = RES_HDR.ORD_ID, RES_HDR.ORD_RLSE_NO = null, and RQ_LN_KEY = RES_HDR.ORD_LN_KEY). If it finds a match, and the requisition line status is being set to **G** by this requisition line (fully generated), it will change the RES_HDR.S_APPRVL_CD to **A** and replace the requisition ID/line key with PO ID/line key on RES_HDR. It will also add the release number of the generated PO to the RES_HDR Order Release Number.

If a reservation exists for this requisition line but the generation of the PO line will not cause the RQ_LN.S_RQ_STATUS_CD to be set to **G** (the requisition line is not being fully generated), the program will generate a new RES_HDR and one or more new RES_LN rows. The new reservation header will have the same information on it as the original except for the following:

- **RES_ID** — Automatically numbered by system using warehouse auto-assign. Reservation will not be created without an assigned Reservation ID.
- **S_APPRVL_CD** — A
- **ORD_ID** — PO_ID of the generated PO_LN
- **ORD_RLSE_NO** — PO_RLSE_NO of the generated PO_LN
- **ORD_LN_KEY** — PO_LN_KEY of the generated PO_LN

The new reservation will have the same number of rows as the old reservation with the same column values except RES_PART_QTY. The program will determine the quantities of the new reservation lines by multiplying the original reservation line’s reserved quantity by the PO line quantity (converted to the inventory unit of measure) divided by the original REQ_LN.RQSTD_QTY less GENERATED_QTY (converted to the inventory unit of measure). It will decrease the original reservation line's quantity by the same amount. If there is any fractional requirements on either the new or the original requisition line and the reserved part has a unit of measure of **EA**, it will round the fractions up to the nearest whole number.

If the program changes or adds reservations/requests, it will update the INVT. RES_QTY and PLND_RES_QTY for each part/from inventory abbreviation. If it changes the status of an existing reservation header to **A**, it will reduce the PLND_RES_QTY and increase the RES_QTY for each RES_LN row by the RES_LN.RES_PART_QTY.

If the program generates a new reservation, it will increase the INVT.RES_QTY by the RES_PART_QTY of each of the new RES_LNs and decrease the same INVT row's PLND_RES_QTY by the same amount by which the original RES_LN row’s RES_PART_QTY was reduced.

In either case, if the program adds or changes a reservation, it will set the NET_CHG_GL of each of the RES_LN rows' parts to **Y** (if MRP_SETTINGS.ENABLE_NET_CHG_FL is **Y** (from global variables), and reservation line PART.S_PLAN_TYPE is **P** (or S_PLAN_TYPE is **S** if MRP_SETTINGS.PLAN_MPS_FL is **Y**), and PART.NET_CHG_FL is **N**).

Creating Change Order

If the Create Change Order flag is **Y** on the PO header input file (and the record passes all validations), the program will copy the original PO information for the specified PO ID/Release (before any of the input file

modifications are made) to the change order tables as follows (also, in the PO_HDR, it will be set the LAST_CHNG_DTT to the system date/time):

- PO_HDR to PO_HDR_CHNG
- PO_LN to PO_LN_CHNG
- PO_LN_ACCT to PO_LN_ACCT_CHNG
- PO_HDR_NOTES to PO_HDR_NOTES_CHNG
- PO_TEXT to PO_TEXT_CHNG
- PO_LN_CHG to PO_LN_CHG_CHNG
- PO_LN_NOTES to PO_LN_NOTES_CHNG
- PO_LN_TEXT to PO_LN_TEXT_CHNG

See Create Purchase Order Change Orders for detailed logic.

ERROR MESSAGES

Screen Error Messages

Error/Warning Message	Error/Warning Condition, Resolution
Cannot open File	The Input File entered has an incorrect format or file extension. Check file and try again.
Error copying input file: *<file name>*	A fatal error occurred while trying to copy the Input File. Check user rights, disk space.
Error creating output file	A fatal error occurred while trying to create output file. Check user rights, disk space.
Error deleting input file.	A fatal error occurred while trying to delete Input File. Check user rights, disk space.
File does not exist. Check your path and try again.	The Input File entered could not be found. The Input file must be in your working directory. Check your working directory in "File Properties" in the Windows Program Manager.
Input file cannot have an .OLD file extension	The Input File selected has an extension of OLD. This extension is not allowed since it is used for saving files after processing.

Report Error Messages

The following error messages may appear on the Error Report.

Account

Error/Warning Message	Error/Warning Condition, Resolution
The account has not been set up for PO use. Review account entry rules.	The Account's Account Entry Group on Manage Accounts does not exist on Configure Account Entry Groups screen with a code of **PO** or **ALL**. The account needs to be set up before any transaction can be processed. (ACCT.ACCT_ENTR_GRP_CD and ACCT_ENTRY_RULES.S_ACCT_ENTR_GRP_CD)
The account is not a detail account.	Detail is not checked for this account on Manage Accounts. Accounts can not be charged against unless they are marked as detail accounts. (ACCT.DETL_FL)
Warning: This transaction is not within the account	The Order Date is not within the Account and Organization period of performance as defined on the Link Accounts/Organizations screen.

ID/organization ID combination's period of performance.	(ORG_ACCT.FY_CD_FR, ORG_ACCT.PD_NO_FR, ORG_ACCT.FY_CD_TO and ORG_ACCT.PD_NO_TO)
PO has multiple account lines. The Preprocessor cannot update this PO.	The PO already exists in the Costpoint database with multiple account lines. The Import Purchase Order process does not know which account line should be updated. Either delete the multiple lines or update the PO in Costpoint manually. (PO_LN_ACCT)
The account distribution for inventory parts, when charged to an inventory abbreviation, is limited to one row.	The PO already exists in the Costpoint database with multiple account lines. Inventory parts are limited to one account row per PO Line. (This only occurs if the PO has been changed manually in Costpoint.) (PO_LN_ACCT)
The account distribution must be entered.	The account distribution is required in the Input file.
The PO does not exist, data not inserted.	A line exists in the Input file for an Account Line record, but a PO Header does not exist either in the Costpoint database or in the Input file. (PO_HDR)

Acknowledgment

Error/Warning Message	Error/Warning Condition, Resolution
This flag must be Y or N.	The Vendor Acknowledgment flag must be **Y** (Yes) or **N** (No). No default could be provided.

Allocation Percentage

Error/Warning Message	Error/Warning Condition, Resolution
The cost amount percent rate must be 0 through 100 percent.	The Cost Amount Percent must be numeric, positive and not over 100%.

Bill To Address Code

Error/Warning Message	Error/Warning Condition, Resolution

This address code is not a valid bill to address code.	The Bill to Address Code must have Bill to Addr set to **Y** (Yes) or **D** (Default) on the Manage Branch Locations screen. (BRNCH_ADDR.S_BILL_TO_ADDR_CD)
This bill to address code does not exist.	The Bill to Address Code does not exist on the Manage Branch Locations screen. (BRNCH_ADDR)
This data is required if Buyer default is unavailable.	The Bill to Address Code is required in the Input file if default information is not available from existing BUYER record.

Bill To Address Code And Bill To Location ID

Error/Warning Message	Error/Warning Condition, Resolution
This address and location combination is not valid.	The Bill to Address Code and the Bill to Location do not exist on the Manage Branch Locations screen. (BRNCH_ADDR)

Bill To Location ID

Error/Warning Message	Error/Warning Condition, Resolution
This bill to branch location does not exist.	The Bill to Location ID does not exist on the Manage Branch Locations screen. (BRNCH_ADDR)
This data is required if Buyer default is unavailable.	The Bill to Branch Location is required in the Input file if default information is not available from existing BUYER record.

Blanket Amount

Only occurs if PO has been changed manually in Costpoint.

Error/Warning Message	Error/Warning Condition, Resolution
The blanket PO amount exceeds the purchase order maximum authorization for this buyer.	The Blanket PO Amount exceeds the PO maximum authorization for this buyer.
Warning: The blanket PO amount exceeds the	The Blanket PO Amount exceeds the PO maximum authorization for this buyer.

purchase order maximum authorization for this buyer.	
Warning: The blanket PO amount exceeds the purchase order maximum authorization for this buyer. The status of this PO will be set to pending for additional approval.	The blanket PO amount exceeds the PO maximum authorization for this buyer.

Branch Address

Error/Warning Message	Error/Warning Condition, Resolution
A valid code is required if Buyer default is unavailable.	The Branch Address Code is required in the Input file if default information is not available from existing BUYER record.
This address code does not exist.	The Branch Address Code does not exist on the Manage Branch Locations screen. (BRNCH_ADDR)
This address code is not a valid return address code.	The Branch Address Code must have Return Addr set to **Y** (Yes) or **D** (Default) on the Manage Branch Locations screen. (BRNCH_ADDR.S_RETURN_ADDR_CD)
This data is required if Buyer default is unavailable.	The Branch Address Code is required in the Input file if default information is not available from existing BUYER required.

Branch Address Code And Branch Location ID

Error/Warning Message	Error/Warning Condition, Resolution
This address and location combination is not valid.	The Branch Address Code and Location ID do not exist on the Manage Branch Locations screen. (BRNCH_ADDR)
A valid ID is required if Buyer default is unavailable.	The Branch Location ID is required in the Input file if default information is not available from existing BUYER table.

This return address branch location does not exist.	The Return Address Branch Location does not exist on the Manage Branch Locations screen. (BRNCH_ADDR)

Buyer ID

Error/Warning Message	Error/Warning Condition, Resolution
Buyer ID is a required field.	The Buyer ID is required in the Input file.
The buyer is not authorized for this project.	If the **Buyer PAO Validation Code** on the Configure Purchasing Settings screen is **E** (Explicit), the Buyer and Project must exist in the Link Projects subtask of the Manage Buyers screen. If the **Buyer PAO Validation Code** on the Configure Purchasing Settings screen is **I** (Implicit) and the Project and Buyer combination does not exist for the specified Buyer but the specified Project exist for other buyers in the Buyer Project table and **Flow Down** check box is clear. To use the Project, it should be linked to the buyer in the Link Projects subtask of the Manage Buyers screen. If the **Buyer PAO Validation Code** on the Configure Purchasing Settings screen is **I** (Implicit) and the Project and Buyer combination does not exist for the specified Buyer but the other levels of the specified Project exist for other buyers in the Buyer Project table and the **Flow Down** check box is selected. To use the Project, it should be linked to the specified buyer in the Link Projects subtask of the Manage Buyers screen. (BUYER_PROJ.PROJ_LOWER_LVL_FL and PO_SETTINGS.S_BUYER_PAO_CD)
The buyer is not authorized for this organization/account.	If the **Buyer PAO Validation Code** on the Configure Purchasing Settings screen is **E** (Explicit), the Buyer, Organization and Account must exist in the Link Acct/Org of the Manage Buyers screen. If the **Buyer PAO Validation Code** on the Configure Purchasing Settings screen is **I** (Implicit) and the account/organization has been linked to a buyer, then Buyers who want to enter the same account/organization must exist in the Link Acct/Org subtask of the Manage Buyers screen. (BUYER_ORG_ACCT and PO_SETTINGS.S_BUYER_PAO_CD)

The buyer is not authorized to enter this type of PO.	The **Purchase Order** check box on the **PO Entry Authorization** group box of the Manage Buyers screen must be selected. (BUYER.PO_AUTH_FL) If PO Type is **S**, the Buyer should be validated for Subcontract Retainage PO entry authorization (BUYER.SUBPO_AUTH_FL). If PO Type is **B**, the Buyer should be validated for Blanket Orders entry authorization (BUYER.BLKT_AUTH_FL). If PO Type is **R**, the Buyer should be validated for Release Orders entry authorization (BUYER.RLSE_AUTH_FL). If PO Type is g, the Buyer should be validated for GFM/GFE Order entry authorization (BUYER.SUBPO_AUTH_FL). If PO Type is **G**, the Buyer should be validated for GFM/GFE Order entry authorization (BUYER.SUBPO_AUTH_FL). If PO Type is **A**, the Buyer should be validated for Subcontractor Agreement entry authorization (BUYER.BLKT_AUTH_FL). If PO Type is **K**, the Buyer should be validated for Subcontractor Agreement Blanket entry authorization (BUYER.RLSE_AUTH_FL). If PO Type is **L**, the Buyer should be validated for Subcontractor Agreement Release entry authorization (BUYER.RLSE_AUTH_FL).
This buyer does not exist.	The Buyer ID does not exist on the Manage Buyers screen. (BUYER)
This data is required.	The Buyer ID is required in the Input file.

Certificate of Conformance Required

Error/Warning Message	Error/Warning Condition, Resolution
The Certificate of Conformance Required must be Y or N.	The Certificate of Conformance Flag must be **Y** (Yes) or **N** (No).
Warning: Default value for cert of conformance entered in either basic part data or part project data is yes.	The Certificate of Conformance in the Input file is **N** (No) but the default in Manage Parts or Manage Part Project Data is **Y** (Yes). (This only occurs when the PO has been changed manually in Costpoint.)

Change Date

Error/Warning Message	Error/Warning Condition, Resolution
Change Date is not a valid date.	The Change Date in the Input file is not valid. All dates must be in the format **MM-DD-YYYY**.

Change Order Number

Error/Warning Message	Error/Warning Condition, Resolution
PO Change Order Number is not a valid number.	The PO Change Order Number in the Input file must be numeric.
PO Change Order Number is a required field.	The PO Change Order Number is required in the Input file.

Extended Cost Amount

Error/Warning Message	Error/Warning Condition, Resolution
Negative extended cost amount is not allowed for Service line types.	The user enters a negative Extended Cost Amount for a Subcontract PO line with a Line Type of **S** (Service) (PO_LN.S_PO_LN_TYPE is **S**).
PO line extended cost amount cannot be entered if quantity or gross unit cost exists.	Input file Extended Cost Amount field cannot have a value if PO line Quantity greater than zero and/or Gross Unit Cost greater than zero in input file or existing PO line. If data exists for those fields, the system will calculate the Net Unit Cost and Extended Cost Amount.

Line Charge Cost Amount

Error/Warning Message	Error/Warning Condition, Resolution
Line Charge Cost 1 is not a valid number.	The PO Line Charge Cost 1 in the Input file must be numeric.
Line Charge Cost 2 is not a valid number.	The PO Line Charge Cost 2 in the Input file must be numeric.
Line Charge Cost 1 is required if Line Charge Type 1 is entered.	Line Charge Type 1 is not Null and Line Charge Cost 1 is Null.

Line Charge Cost 2 is required if Line Charge Type 2 is entered.	Line Charge Type 2 is not Null and Line Charge Cost 2 is Null.

Charge Line

Error/Warning Message	Error/Warning Condition, Resolution
The PO does not exist, data not inserted.	A line exists in the Input file for a Charge Line record, but a PO Header does not exist either in the Costpoint database or in the Input file.

Line Charge Type

Error/Warning Message	Error/Warning Condition, Resolution
A valid PO line charge type code must be entered if the line type is miscellaneous.	The Charge Type code is required if the Line Type is miscellaneous.
This charge type does not exist.	The Charge Type does not exist on the Manage Line Charge Types screen. (LN_CHG_TYPE)
Line Charge Type 1 is required if Line Charge Cost 1 is not zero.	Line Charge Type 1has no value and Line Charge Cost 1 is not equal to zero.
Line Charge Type 2 is required if Line Charge Cost 2 is not zero.	Line Charge Type 2has no value and Line Charge Cost 2 is not equal to zero.
Line Charge Type 1 is required if Line Charge Cost 1 is entered.	Line Charge Type 1 is Null and Line Charge Cost 1 is not Null.
Line Charge Type 2 is required if Line Charge Cost 2 is entered.	Line Charge Type 2 is Null and Line Charge Cost 2 is not Null.

CIS Code

Error/Warning Message	Error/Warning Condition, Resolution
This CIS Code does not exist.	The CIS code in the PO Header does not exist in the Manage Construction Industry Scheme Codes screen (CIS_CODES).

If CIS Code is entered, the functional currency code must be 'GBP'.	CIS Code is entered in the PO Header and Functional Currency is not British Pounds. (GL_CONFIG.FUNC_S_CRNCY_CD is not **GBP**).

CIS Withholding Flag

Error/Warning Message	Error/Warning Condition, Resolution
CIS Withholding Flag must be Y or N.	The CIS Withholding flag is neither **Y** or **N**.
The CIS Withholding Flag cannot be 'Y' if there is no CIS Code in the PO Header, or if the CIS code has a withholding rate of zero.	If CIS Withholding Flag is **Y**, then PO_HDR.CIS_CD cannot be null, and associated withholding rate (CIS_CODES.CIS_WH_RT) must be greater than zero.

Commit Dollar/Quantity

Error/Warning Message	Error/Warning Condition, Resolution
The only valid values are D, Q and E.	PO Commit Type can be **D** (Dollar), **Q** (Quantity), or **E** (Excluded).

Cost Amount

Error/Warning Message	Error/Warning Condition, Resolution
Neither the cost amount or cost amount percent rate exists.	The Cost Amount Percent Rate is not numeric or is blank in the Input file.

Create Change Order

Error/Warning Message	Error/Warning Condition, Resolution
Warning: PO does not exist so Change Order cannot be created.	Input file value is **Y**, but PO does not exist. The process will treat this condition the same as if the input file value is **N**.
Warning: Change Order number must be greater than current PO's	Input file value is **Y** but Change Order Number on Header input file is not greater than current change order number for PO.

change order number.	The process will treat this condition the same as if the input file value is **N**.

Desired Date

Error/Warning Message	Error/Warning Condition, Resolution
Desired Date is not a valid date.	The Desired Date in the Input file is not valid. All dates must be in the format **MM-DD-YYYY**.
The desired date must be less than or equal to due date.	The Desired Date must be less than or equal to the Due Date.

Due Date

Error/Warning Message	Error/Warning Condition, Resolution
Due Date is not a valid date.	The Due Date in the Input file is not valid. All dates must be in the format **MM-DD-YYYY**.
The due date must be entered.	The Due Date is required in the Input file.
Warning: The header information indicates that the PO line due date is not within the period of performance dates for this PO.	The Due Date should be between the Period of Performance Starting and Ending dates for the PO.

Exceed Blanket Total

Error/Warning Message	Error/Warning Condition, Resolution
This flag must be Y or N.	The Restrict Release Line Totals to Blanket Line Totals flag must be **Y** (Yes) or **N** (No).

Gross Unit Cost

Error/Warning Message	Error/Warning Condition, Resolution
Gross unit cost is not a valid number.	The Gross Unit Cost in the Input file must be a positive, numeric value.
The gross unit cost field must be	The Gross Unit Cost amount must be greater than or equal to zero.

greater than or equal to zero.	

GSA

Error/Warning Message	Error/Warning Condition, Resolution
This must be Y or N.	The print GSA flag must be **Y** (Yes) or **N** (No).

Header Notes

Error/Warning Message	Error/Warning Condition, Resolution
No data, record not inserted.	A line exists in the Input file for a Header Notes record, but there is no data on the line.
The PO does not exist, data not inserted.	A line exists in the Input file for a Header Notes record, but a PO Header does not exist either in the Costpoint database or in the Input file.

Inventory Abbreviation

Error/Warning Message	Error/Warning Condition, Resolution
This inventory abbreviation does not exist	Invalid inventory abbreviation.
This inventory abbreviation is inactive	The inventory abbreviation code is Inactive or Outgoing Only.
GFM inventory abbreviations cannot be used on POs that don't have a PO type of 'GFM/GFE Order'.	The inventory abbreviation account type is Government Furnished Materials (GFM) which cannot be used for purchase orders.
Inventory Abbreviations can only be used for Inventory Part PO lines.	Inventory Abbreviation is not null but PO line item is not an inventory part.
Warning: the Inventory Abbreviation Project, Account, Org will be used on this PO line	Input line's project, account and/or org does not match inventory abbreviation's project, material account, material org.

Item

Only occurs if PO has been changed manually in Costpoint.

Error/Warning Message	Error/Warning Condition, Resolution
A miscellaneous line type can not be entered if the item/revision columns are not blank.	The Miscellaneous Line Type should be blank, if an item has been entered.
The item/revision columns must be entered for a part, good, or service.	The item/revision columns are required if the item type is a Part, Good or Service.
Warning: The default value for the source insp reqd entered in either basic part data or part project data is yes.	The Source Inspection Required is **Y** (Yes) in either Manage Parts or Manage Part Project Data for this item, but the value in the input file is **N** (No).
The item/revision cannot be changed if receipts or vouchers already exist for the PO line.	The item/revision columns are changed and the PO line already has non-zero values in either PO_LN. RECVD_AMT, RECVD_QTY, ACCPTD_AMT, ACCPTD_QTY, VCHRD_AMT, or PSTD_AMT.
The PO vendor is not approved for the PO line part.	ITEM_SETTINGS.VEND_BY_PART_FL is **N**, Part entered on the PO line, item settings prevents purchase of part when vendor is not approved for this part (ITEM_SETTINGS.VEND_NOT_PREF_FL is **Y**), and PO Vendor is not Approved for the part (row does not exist in ITEM_VEND for matching Part/Vendor combination, or it exists but is not approved ITEM_VEND.PREF_VENDOR_CD is **N** or Space).
The PO vendor has not been assigned to the PO line part.	ITEM_SETTINGS.VEND_BY_PART_FL is **N**, Part entered on the PO line, item settings prevents purchase of part when vendor is not assigned for this part (ITEM_SETTINGS.VEND_NOT_APPRVD_FL is **Y**), and PO Vendor is not Assigned to the part (row does not exist in ITEM_VEND for matching Part/Vendor combination, or row exists but with ITEM_VEND.PREF_VEND_CD is **N**).
The PO vendor is not approved for the PO line part.	ITEM_SETTINGS.VEND_BY_PART_FL is Y, Part entered on PO line has Vendor Restriction is **Approved** (PART.S_VEND_RESTRICT_CD is **A**), and row does not exist in ITEM_VEND for

	matching Part/Vendor combination, or it exists but is not approved (ITEM_VEND. PREF_VENDOR_CD is **N** or Space).
The PO vendor has not been assigned to the PO line part, or is assigned but unapproved.	ITEM_SETTINGS.VEND_BY_PART_FL is **Y**, Part entered on PO line has Vendor Restriction is **Assigned** (PART.S_VEND_RESTRICT_CD is **S**), and row does not exist in ITEM_VEND for matching Part/Vendor combination, or row exists but with ITEM_VEND.PREF_VEND_CD is **N**.

Lead time ARO

Only occurs if PO has been changed manually in Costpoint.

Error/Warning Message	Error/Warning Condition, Resolution
The lead time ARO cannot be changed.	The Lead time ARO on the PO Line cannot be changed.
The lead time ARO cannot be negative.	The Lead time ARO must be greater than or equal to zero.

Line

Error/Warning Message	Error/Warning Condition, Resolution
At least one purchase order line must be entered.	A PO Header must have at least one PO Line. (This applies only in insert mode. During update mode, it is okay to have only header).
The PO header not in input file, data not inserted.	The PO in the Input file does not exist in the PO header table, PO Line will not be inserted.

Line Description

Error/Warning Message	Error/Warning Condition, Resolution
The item description cannot be changed.	The PO Line Type is **G** (Goods) or **S** (Services) and Allow Modifications to Description on PO/Requisition Lines for **Goods and Services** in the Configure Product Definition Settings screen is not selected. (ITEM_SETTINGS.CHNG_OTHER_DESC_FL)
The part description cannot be changed.	The PO Line Type is **P** (Part) and Allow Modifications to Description on PO/Requisition Lines for **Parts** is not selected.

	(ITEM_SETTINGS.CHNG_PART_DESC_FL)
This data is required.	The Line Description is required in the Input file.

Line Notes

Error/Warning Message	Error/Warning Condition, Resolution
No data, record not inserted.	A line exists in the Input file for a Line Notes record, but there is no note data in the Input file.
The PO does not exist, data not inserted.	A line exists in the Input file for a Line Notes record, but a PO Header does not exist either in the Costpoint database or in the Input file.

Line Number

Error/Warning Message	Error/Warning Condition, Resolution
PO Line Number is not a valid number.	The PO Line Number in the Input file must be numeric.
PO Line Number is a required field.	The PO Line Number is required in the Input file.
PO Line Number must be unique for the PO.	The PO Line Number in the Input file already exists for the PO, or has been used in a previous line in the input file.

Line

Error/Warning Message	Error/Warning Condition, Resolution
Input File cannot contain both a Misc Line Type and an Item	PO Line Input file has both a Misc Line Charge Type and an Item.
Cannot change the status of a void PO/PO line.	PO Header or PO Line Status is void, status change is not allowed.
Cannot change the status to open, pending or void when PO line item has been fully received.	Quantity has been fully received for this PO Line, status cannot be changed to **O** (Open), **P** (Pending) or **V** (Void).

Cannot change the status to pending or void when receipts exist for this PO line item.	Quantities have been received for this PO Line, status cannot be changed to **P** (Pending) or **V** (Void).
The status must be changed to closed, PO line item has been fully received.	Quantity has been fully received for this PO Line, status must be changed to **C** (Closed).
This status code does not exist.	Line Status code should be **P** (Pending), **O** (Open), **C** (Closed), or **V** (Void).
Users cannot set the status of a PO/PO line to system closed. Use the status code C to manually close a PO.	The PO Line Status Code in the Input file is **S** (System Closed). Users should use **C** (Closed) to close a PO.
Warning: This PO line has had inventory issued to it. Closing the line may cause an inventory cost discrepancy.	The Issue Flag has been set to **Y** (Yes) on this PO Line. (This only occurs if PO has been changed manually in Costpoint.)
Warning: This PO line has had inventory issued to it. Voiding the line may cause an inventory cost discrepancy.	The Issue Flag has been set to Y (Yes) on this PO Line. (This only occurs if PO has been changed manually in Costpoint.)

Line Text

Error/Warning Message	Error/Warning Condition, Resolution
The PO does not exist, data not inserted.	A line exists in the Input file for a Line Text record, but a PO Header does not exist either in the Costpoint database or in the Input file.

Line Type

Error/Warning Message	Error/Warning Condition, Resolution
The line type must be M, P, G or S.	The Line Type must be **M** (Miscellaneous), **P** (Part), **G** (Goods) or **S** (Service).
The PO line type is required.	The PO Line Type is required in the Input file.

Manufacturer Part

Error/Warning Message	Error/Warning Condition, Resolution
Warning: This manufacturers part number is not on the alternate part list or is not approved for this internal part number.	The **Warn Buyers If Not On Alternate List** check box is selected on the Configure Product Definition Settings screen, and the Item does not exist in the Manage Alternate Parts screen and Alternate Manufacturer/Vendor Part. (ALT_PART and ITEM_SETTINGS.WARN_NOT_LIST_FL)
Warning: This manufacturers part number is not preferred for this system part number.	The **Warn Buyer If Not Preferred** check box is selected on the Configure Product Definition Settings screen, therefore, the Item does not exist in the Manage Alternate Parts screen and Alternate Manufacturer/Vendor Part. (ALT_PART and ITEM_SETTINGS.WARN_NOT_APPRVD_FL)

Match Option

Error/Warning Message	Error/Warning Condition, Resolution
The match option is required.	The Match Option is required and a default could not be provided.
The match option must be TOTAL when 2-way matching.	The PO Line Matching Option should be TOTAL when matching is 2-way.
The only valid values are INDIV and TOTAL.	The PO Line Matching Option must be INDIV or TOTAL.

Match Type

Error/Warning Message	Error/Warning Condition, Resolution
Cannot change the matching option code after vouchers have been entered for this PO line.	The PO Line Matching Type cannot be changed after vouchers have been entered for this line.
The only valid values are 2 and 3.	The PO Line Match Type should be 2 or 3.
Warning: Automatic vouchers are not	The Auto-Vouchering flag is **Y** (Yes), but Auto-Voucher Creation in the Configure

allowed for 2-way match lines.	Purchase Order Voucher Settings screen is **N** (None). (VCHR_SETTINGS.S_AUTO_VCHR_CD)
The match option must be TOTAL when 2-way matching	If the Match Type is **2-way**, then the Match Option must be **TOTAL**.

Minimum Quantity

Error/Warning Message	Error/Warning Condition, Resolution
The minimum quantity cannot be changed.	The Minimum Quantity in the PO Line cannot be changed.
The minimum quantity cannot be negative.	The Minimum Quantity must be greater than or equal to zero.

Miscellaneous Type

Error/Warning Message	Error/Warning Condition, Resolution
A misc type cannot be entered for a part, good or service line type.	The Miscellaneous Line Charge Type should be blank for a part, good or service line type. (Only occurs if PO has been changed manually in Costpoint.)
The line type is not miscellaneous. Miscellaneous type must be blank.	The Miscellaneous Charge Type should be blank if Line Type is not miscellaneous (This only occurs if PO has been changed manually in Costpoint).
This charge type does not exist.	The Miscellaneous Charge Type does not exist in the Manage Line Charge Types screen.

Order Date

Error/Warning Message	Error/Warning Condition, Resolution
Order Date is not a valid date.	The Order Date in the Input file is not valid. All dates must be in the format **MM-DD-YYYY**.
The order date must be less than or equal to due date.	The Order Date must be less than or equal to the Due Date.
Warning: The header information indicates that the	The Order Date must be between the Period of Performance Starting and Ending dates for the PO.

order date is not within the period of performance dates for this PO.	

Organization Abbreviation

Error/Warning Message	Error/Warning Condition, Resolution
The organization abbreviation does not exist.	The Organization Abbreviation does not exist in the Maintain Org Elements screen. (ORG)
The organization abbreviation is not active.	Active is not checked for the Organization in the Manage Organization Elements screen. (ORG.ACTIVE_FL)

Original Due Date

Error/Warning Message	Error/Warning Condition, Resolution
The original due date must be entered.	The Original Due Date is required in the Input file.

Period of Performance Starting

Error/Warning Message	Error/Warning Condition, Resolution
The starting Period of Performance Date may not be greater than the ending Period of Performance Date.	The Period of Performance Starting Date is greater than the Period of Performance Ending Date.

PO Printed

Error/Warning Message	Error/Warning Condition, Resolution
This flag must be Y or N.	The PO Printed flag must be Y (Yes) or N (o).

PO Status (Header)

Error/Warning Message	Error/Warning Condition, Resolution
The PO line status must be pending or void,if the PO	The PO Header Status is **P** (Pending) and the PO Line Status is not **P** (Pending) or **V** (Void).

header status is pending.	
The PO line status cannot be pending, if the PO header status is open.	The PO Line Status cannot be **P** (Pending), if the PO Header Status is **O** (Open).
This purchase order is not active.	The PO has either a closed, system-closed or a void status on the Manage Purchase Orders screen. (PO_HDR)
PO Header Status cannot be changed to 'V'oid or 'P'ending when PO lines exist with receipts or vouchers created against them.	The PO Header Status is changed to **V** (Void) or **P** (Pending) in the input file. There are one or more existing PO lines for which PO Receipts or Vouchers have been created.
Warning: If the PO Status is changed to 'Void, PO lines with an 'O'pen or 'P'ending status will be automatically 'V'oided upon processing.	The PO Header Status is changed from **O** (Open) or **P** (Pending) to **V** (Void).
Blanket PO Header Status cannot be changed to 'V'oid when there are releases against it.	PO is of Blanket type, and PO Header Status is changed to **V** (Void) in the input file. There are one or more releases created against it.

PO Total

Error/Warning Message	Error/Warning Condition, Resolution
The new PO or PO line amount exceeds the buyers authorization limit. Since receipts and/or vendor invoices have been received against this PO, the buyer limits must be raised before making this change. After saving, the buyer limits can be set back to their original amount	Set the status to **P** (Pending), if Over Buyer's Limit on the Configure Purchasing Settings screen is checked and the PO type is not **B** (Blanket) and the PO Total is greater than the **Maximum Authorization** for **PO Line** on the Manage Buyers screen. Since receipts and/or vendor invoices have been received against this PO, the buyer limits must be raised before making this change. After saving, the buyer limits can be set back to their original amount without impacting this PO. (BUYER.PO_LN_AUTH_LVL_AMT and PO_SETTINGS.BUYER_LIMIT_FL)

without impacting this PO.	
The PO total dollar amount exceeds the purchase order maximum authorization for this buyer.	Set the status to **P** (Pending), if Over Buyer's Limit on the Configure Purchasing Settings screen is checked and the PO type is not **B** (Blanket) and the PO Total is greater than the **Maximum Authorization** for **PO Line** on the Manage Buyers screen. Since receipts and/or vendor invoices have been received against this PO, the buyer limits must be raised before making this change. After saving, the buyer limits can be set back to their original amount without impacting this PO. (BUYER.PO_LN_AUTH_LVL_AMT and PO_SETTINGS.BUYER_LIMIT_FL)
The PO total amount is negative.	The sum of all line amounts (including new, changed and unchanged lines) for the PO is negative.

Procurement Type

Error/Warning Message	Error/Warning Condition, Resolution
This procurement type does not exist.	The Procurement Type does not exist on the Manage Procurement Types screen. (PROCURE_TYPE)

Project

Error/Warning Message	Error/Warning Condition, Resolution
Warning: This transaction is not within the project's period of performance.	The Order Date is not within the Project period of performance as defined on the Manage Project User Flow screen. (PROJ_EDIT)

Project Abbreviation

Error/Warning Message	Error/Warning Condition, Resolution
The project abbreviation does not exist.	The Project Abbreviation does not exist on the Manage Project User Flow screen. (PROJ)
The project abbreviation is not active.	Active is not selected for the Project Abbreviation on the Manage Project User Flow screen. (PROJ_EDIT.ACTIVE_FL)

Project/Account Abbreviation

Error/Warning Message	Error/Warning Condition, Resolution
Warning: The project account abbreviation does not exist.	The Project Account Abbreviation does not exist in the Configure Account Entry Groups. (ACCT_GRP_SETUP)

Purchase Order

Error/Warning Message	Error/Warning Condition, Resolution
PO ID is a required field.	The PO ID is required in the Input file.
This has already been created and archived.	A PO with this ID already exists in the PO History. (PO_HDR_HS)
The PO ID has already been used by another company	A PO can only be changed if it has the same company ID as the user's company ID
PO Type cannot be changed on an existing PO.	The input file modifies an existing PO, and PO_HDR.S_PO_TYPE is different from the original.

QC Inspection Required

Error/Warning Message	Error/Warning Condition, Resolution
Warning: Default value for the QC required entered in either basic part data or part project data is yes.	The QC Required flag is **N** (No) in the Input file but the **QC Inspection Required** check box on the Manage Line Charge Types screen is selected. (LN_CHG_TYPE)

Quantity

Error/Warning Message	Error/Warning Condition, Resolution
Either the order quantity or amount must be entered.	The Order Quantity or Amount is required in the Input file.
Quantity ordered is not a valid number.	The Order Quantity in the Input file must be numeric.

The order quantity field must be greater than or equal to zero.	The Order Quantity must be greater than or equal to zero.
Warning: This line has had inventory issued to it. Changing the quantity may cause an inventory cost discrepancy.	The Issue Flag has been set to **Y** (Yes) on this PO Line. (This only occurs if PO has been changed manually in Costpoint.)
Receipts exist for this PO Line. The Ordered Quantity cannot be less than the Received less reject/replace Quantity, and/or Vouchered Quantity.	The PO line order quantity cannot be changed to a value that is less than what has been already received minus reject/replace (PO_LN.RECVD_QTY - REJ_REP_QTY), and/or vouchered (PO_LN.VCHRD_QTY) for that line. Receiving Settings has Overshipments = Prevent Entry of Receipts & PO Line Overship = N (or if PO Line Overship = Y but tolerance limit is exceeded). If PO Line Overship = Y, a tolerance limit of 0% actually means that there is no limit.

Receipt Tolerance Percentage

Error/Warning Message	Error/Warning Condition, Resolution
Receipt tolerance percentage is not a valid number.	The Receipt Tolerance in the Input file must be a valid number.
The receipt tolerance must be between 0 and 100 percent.	The Receipt Tolerance must be between 0 and 100 percent.
The receipt tolerance percentage must be zero when overshipments are not allowed.	The Overship Flag is N (No) on the PO Line but the Receipt Tolerance Percentage has a value.
The receipt tolerances are not used for purchased items, percentage must be zero.	The Overshipment Allowed flag is **Y** (Yes), but Purchase Receipts - Use Receipt Tolerances in the Configure Product Definition Settings screen is not selected. (ITEM_SETTINGS.RECPT_TOL_FL)

Record Type

Error/Warning Message	Error/Warning Condition, Resolution

Record Type is a required field.	The Record Type is required in the Input file.

Reference Number (1 or 2)

Error/Warning Message	Error/Warning Condition, Resolution
The reference is not a first reference ID.	The Reference Number exists on the Manage Reference Structures screen, but the Reference Heading associated with it is not applied to the first reference number. (REF_STRUC.S_REF_ENTRY_CD)
The reference is not a second reference ID.	The Reference Number exists on the Manage Reference Structures screen, but the Reference Heading associated with it is not the second reference number. (REF_STRUC.S_REF_ENTRY_CD)
The reference number does not exist.	The Reference Number does not exist on the Manage Reference Structures screen. (REF_STRUC)

Release Number

Error/Warning Message	Error/Warning Condition, Resolution
PO Release Number is not a valid number.	The PO Release Number in the Input file must be a valid number.
PO Release Number is a required field.	The PO Release Number in the Input file is required.
The new release number must be entered to create a blanket release.	If the PO Type is **R** (Release), the Release Number must be greater than zero.
The release number must be zero for purchase orders or blanket orders.	The Release Number must be zero if the PO Type is **P** (Purchase Order), **B** (Blanket) or **S** (Subcontract) POs.
No valid blanket PO exists for this release's PO ID.	If the Release Number is greater than zero an open blanket PO must exist for that PO ID.

Requisition Line Key

Error/Warning Message	Error/Warning Condition, Resolution
Requisition/Req Line Key combination does not exist	Requisition ID/Requisition Line Key combination does not exist in the Requisition Line (RQ_LN).
Requisition Line Status is not Approved	Associated Requisition Line Status ()RQ_LN.S_RQ_STATUS_CD) is not equal to A.
Requisition references an MO that will not allow additional Subcontract PO Charges	The Allow subcontract flag (ALLOW_SUBCT_FL) is equal to **N.**

Requisition Number

Error/Warning Message	Error/Warning Condition, Resolution
A requisition ID is required on the PO line.	Input file does not have a requisition ID, and **Requisition Requirement** in the Configure Purchasing Settings screen is equal to **Require Req No to be Non-Blank on PO Line**. A value is required on the PO Line. (PO_SETTINGS.S_REQD_REQ_ID_CD = "A")
A valid requisition ID is required on the PO line.	The Requisition ID does not exist in the Manage Purchase Requisitions screen, and **Requisition Requirement** in the Configure Purchasing Settings screen is equal to **Require Valid Req No on PO Line**. A valid value that exists in RQ_HDR is required on the PO line. (PO_SETTINGS.S_REQD_REQ_ID_CD = "V")

Restrict Release Items on Blanket

Error/Warning Message	Error/Warning Condition, Resolution
This flag must be Y or N.	The Restrict Release Items flag must be **Y** (Yes) or **N** (No).

Restrict Release Line Totals to Blanket Line Totals

Error/Warning Message	Error/Warning Condition, Resolution
This flag must be Y or N.	The Restrict Release Items flag must be **Y** (Yes) or **N** (No).

Retain PO

Error/Warning Message	Error/Warning Condition, Resolution
This flag must be Y or N.	The Retain PO flag must be **Y** (Yes) or **N** (No).

Sales Tax Amount

Error/Warning Message	Error/Warning Condition, Resolution
Sales tax amount is not a valid number.	The Sales Tax Amount in the Input file must be numeric.
Sales tax amount must be zero if PO line is non-taxable.	The Sales Tax Amount in the Input file is greater than zero, and PO_LN.TAXABLE_FL is **N**.
Sales tax amount must be zero if PO Settings Auto Calculate Sales/VAT Tax option is not selected.	The Sales Tax Amount in the Input file is greater than zero, and PO_SETTINGS.CALC_TAX_FL is **N**.

Sequence Number

Error/Warning Message	Error/Warning Condition, Resolution
Sequence Number is not a valid number.	The Sequence Number in the Input file for header text must be numeric.
Sequence Number is a required field.	The Sequence Number is required in the Input file.
Duplicate sequence numbers are not allowed in line text.	Line text Sequence Numbers are duplicated in the input file, or already exists for the PO line in PO_LN_TEXT.

Ship ID

Error/Warning Message	Error/Warning Condition, Resolution
This ship ID does not exist.	The Ship ID does not exist in the Ship ID table. (SHIP_ID)
Warning: The sales tax code for this	The Sales Tax Code (SALES_TAX_CD) from the Ship ID table (SHIP_ID) has the Exempt

ship ID is considered exempt from sales tax, but the tax flag is set to yes.	Flag (EXMPT_FL) set to **Y** (Yes) in the Sales Tax (SALES_TAX) and the Taxable flag for the PO is **Y** (Yes).

Status (Line)

Error/Warning Message	Error/Warning Condition, Resolution
Status is a required field.	The PO Line Status is required in the Input file.
This must be C, O, P or V.	The Status Type must be **C** (Closed), **O** (Open), **P** (Pending) or **V** (Void).

Taxable Flag

Error/Warning Message	Error/Warning Condition, Resolution
The taxable flag must be Y or N.	The Taxable flag must be **Y** Y(es) or **N** (No).

Terms

Error/Warning Message	Error/Warning Condition, Resolution
This value is required.	The Vendor Terms code is required in the Input file.
This vendor terms does not exist.	The Vendor Terms does not exist in the Manage Vendor Terms screen. (VEND_TERMS)

Text Code

Error/Warning Message	Error/Warning Condition, Resolution
No data, record not inserted.	PO Line Text Code in the Input file is blank.
Text Code is a required field.	The Text Code is required in the Input file if there is a record type **HT**.
This text code does not exist.	The Text Code does not exist on the Manage Standard Text screen. (STD_TEXT)
This text source does not exist.	The Text Source Code does not exist on the Manage Standard Text screen.

	(STD_TEXT)
Duplicate text codes are not allowed in line text.	Line text codes are duplicated in the input file, or already exists for the PO line in PO_LN_TEXT.

Total Line Amount

Error/Warning Message	Error/Warning Condition, Resolution
The total line amount exceeds the PO line maximum authorization for this buyer.	PO Total is greater than the **Maximum Authorization** for **PO Line** on the Manage Buyers screen. (BUYER.PO_LN_AUTH_LVL_AMT and PO_SETTINGS.BUYER_LIMIT_FL)
Warning: This PO or PO line exceeds the buyers authorization limit. The status of this PO will be set to Pending for additional approval.	The PO Total is greater than the **Maximum Authorization** for **PO Line** on the Manage Buyers screen. The system sets the purchase order to Pending.
Vouchers exist for this PO Line. The calculated PO Line Total Amount cannot be less than the Vouchered Amount or Posted Amount.	The PO line total amount (PO_LN.TRN_PO_TOT_AMT) cannot be changed to a value that is less than what has been already vouchered (PO_LN.TRN_VCHRD_AMT) or posted (PO_LN.TRN_PSTD_AMT) for that line.

Total Released Amount

This only occurs if purchase order (PO) has been changed manually in Costpoint.

Error/Warning Message	Error/Warning Condition, Resolution
The sum of all release order totals exceeds the PO total blanket amount.	The Total Released Amount (PO_HDR.TRN_TOT_RLSED_AMT) is greater than the Blanket amount and the flag to exceed the limits is set to **N** (No). Transaction currency amount is used.
Warning: The sum of all release order totals exceeds the PO total blanket amount.	The Total Released Amount (PO_HDR.TRN_TOT_RLSED_AMT) is greater than the Blanket amount and the flag to exceed the limits is set to **Y** (Yes). Transaction currency amount is used

Vendor

Error/Warning Message	Error/Warning Condition, Resolution
Auto-vouchering is not allowed or not allowed for this vendor.	The auto-vouchering flag is **Y** (Yes) on the PO Line, but Allow Auto-Vouchering for POs in the Manage Vendors screen is checked or Auto-Voucher Creation in the Configure Purchase Order Voucher Settings screen is **N** (None). (VCHR_SETTINGS.S_AUTO_VCHR_CD and VEND.AUTO_VCHR_FL)
The vendor is Inactive. (Followed by the text in the vendor notes.)	Vendor Status for PO on the Manage Vendors screen is Inactive. (VEND.S_VEND_PO_CNTL_CD = H)
This vendor does not exist.	The Vendor ID does not exist on the Manage Vendors screen. (VEND)
Vendor is a required field.	The Vendor ID is required in the Input file.
Warning: The vendor is on warning status. (Followed by the text in the vendor notes.)	**Vendor Status** for PO on the Manage Vendors screen is **Give Warning**. (VEND.S_VEND_PO_CNTL_CD)
Warning: This vendor's part number is not on the alternate part list or is not approved for this internal part number.	The Item does not exist in the Manage Alternate Parts screen and Alternate Manufacturer/Vendor Part — Warn Buyer if Not on Alternate List is selected. (ALT_PART and ITEM_SETTINGS.WARN_NOT_LIST_FL)
Warning: This vendor's part number is not preferred for this system part number.	The Item does not exist on the Manage Alternate Parts screen and Alternate Manufacturer/Vendor Part — Warn Buyer if Not Preferred is selected. (ALT_PART and ITEM_SETTINGS.WARN_NOT_APPRVD_FL)

Vendor Address Code

Error/Warning Message	Error/Warning Condition, Resolution
This address code is not a valid order address code.	The Vendor Address Code must have Bill to Addr set to **Y** (Yes) or **D** (Default) on the Manage Vendors. (VEND_ADDR.S_ODR_ADDR_CD)

Default vendor/address code is not available for this vendor.	Vendor address code is not in the input file, and there is no default vendor address code set up for this vendor for the user's company. Missing row in VEND_ADDR with S_ORD_ADDR_CD = **D** for the VEND_ID associated with the PO.

Vendor and Vendor Address Code

Error/Warning Message	Error/Warning Condition, Resolution
This vendor/address code combination does not exist.	The Vendor Address Code and the Vendor do not exist on the Manage Vendors screen. (VEND_ADDR)

Volume Discount

Error/Warning Message	Error/Warning Condition, Resolution
The Volume discount in the Input file must be between 0 and 100 percent.	The Discount Percentage must be a positive, numeric entry.
Volume discount is not a valid number.	The Volume Discount must be a valid number.

Blanket/Release Validations

Error/Warning Message	Error/Warning Condition, Resolution
The Release Purchase Order must have the same Vendor ID and Vendor Address as its blanket.	The release PO's vendor and vendor address must be the same as its blanket.
POs with a 'R' PO type must have a release number greater than zero.	Release POs must have a release number greater than zero.
POs with a type of P or B must have a release number of zero.	Blanket, Subcontract and Regular POs must have a release number of zero.
Release POs with a PO ID that does	A blanket PO must be set up before a release can be generated.

not already exist as a Blanket PO	
A new release PO must reference a blanket PO with a status of 'O'pen.	A release can only be generated against a blanket with an **O** (Open) status.
The Release PO line/item combination must exist in the Blanket PO if release items are restricted to items on the Blanket PO.	Blanket PO Header has Restrict Release Items to Items on Blanket checked (PO_HDR.RLSE_FROM_BLKT_FL is **Y**), and Release PO line/item combination does not exist in the blanket.

Security Clearance Validation

Error/Warning Message	Error/Warning Condition, Resolution
The Security Clearance System ID is invalid.	Security Clearance System ID does not exist in the Security Clearance Settings.

SCI/SAP Security Codes Validation

Error/Warning Message	Error/Warning Condition, Resolution
The security code is invalid.	SCI/SAP Clearance Code does not exist in SCI/SAP Security Clearance.

PO Line Resources

Error/Warning Message	Error/Warning Condition, Resolution
The PLC is invalid.	PLC does not exist in PROJ_LAB_CAT for login user's company.
The GLC is invalid.	GLC does not exist in GENL_LAB_CAT for login user's company.
The State or Province is invalid.	Does not exist in MAIL_STATE
The Postal Code is invalid.	Does not exist in POSTAL_CD
The Country Code is invalid.	Does not exist in COUNTRY
The Vendor Employee is invalid.	Does not exist in VEND_EMPL for login user's company & PO Vendor.

Standard message.	Entered line number contains alphanumeric characters.
Line must be greater than zero.	Entered line number <= 0
Standard message	Entered line number exceeds number allowed.
Negative numbers are not allowed for No. of Resources.	Entered no. of resources < 0
Negative numbers are not allowed for Total Hours.	Entered total hours < 0
Negative numbers are not allowed for Hourly Rate.	Entered hourly rate < 0
This Service ID/Rev combination is invalid.	Service ID/Rev (Item ID/Rev) combination entered/selected does not exist in ITEM table with Item Type = Service (ITEM.S_ITEM_TYPE = S), where Separate Items By Company is unchecked in Configure Product Definitions Settings (ITEM_SETTINGS_CORP. ITEMS_BY_COMP_FL = 'N') or exist for the logged in company id (ITEM.COMPANY_ID = 'logged in company ID').
This Service ID/Rev combination is not active.	Service ID/Rev (Item ID/Rev) combination entered/selected exists in ITEM table with Item Type = Service (ITEM.S_ITEM_TYPE = S), where Separate Items By Company is unchecked in Configure Product Definitions Settings (ITEM_SETTINGS_CORP. ITEMS_BY_COMP_FL = 'N') or exist for the logged in company id (ITEM.COMPANY_ID = 'logged in company ID') and Item entered/selected is inactive (ITEM. ACTIVE_FL = 'N'). *[Note - applies to New line only.]*

SOW Validations

Error/Warning Message	Error/Warning Condition, Resolution
The SOW ID/Rev combination is invalid.	SOW ID/Rev combination does not exist in SOW table for the login user's company.
The SOW ID/Rev combination is inactive.	SOW ID/Rev combination exists for the login user's company, but is inactive in SOW table. *[Note - applies to New line only.]*
The same SOW ID cannot be used multiple times for the same PO line,	SOW ID already exists on another row for the same PO/Rlse/PO line.

regardless of revision.	