



Deltek INSIGHT > 2019

CP-123:

Utilize Costpoint's
Powerful Project
Capabilities: Simplify
with Preprocessors

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- Kinetek, a Deltek GovCon Partner and IBM Premier Business Partner is the industry leader in providing solutions for Fortune 500 companies in need of full lifecycle implementation services for Deltek solutions.
- Our services include design, deployment, testing, integration, training, and support services for Deltek Costpoint Accounting and Material Management, GCS Premier, Time & Expense, Costpoint Enterprise Reporting, Cognos BI/TM1.
- Our combination of industry consulting experience, Deltek, and IBM expertise makes us the go-to team for your every need.
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Agenda

- Project Capabilities
- WBS into Project Structure or Alternate
- Revenue Methods with EAC example
- Billing Methods
- Material Integration
- Project Preprocessor

A nighttime cityscape with palm trees and water, serving as a background for the title. The scene is dark with some lights reflecting on the water and illuminating the buildings and palm trees.

Project Capabilities

Project Structure Highlights

- Project
 - Cost / Revenue Collection: (Accounts and Organizations can be assigned to each project to limit incorrect charging)
 - Direct Contracts
 - Manufacturing Direct or Work in Process
 - Unallowable Direct and Indirect
 - Overhead
 - General and Administrative (G&A)
 - IR&D
 - B&P
 - Fringe

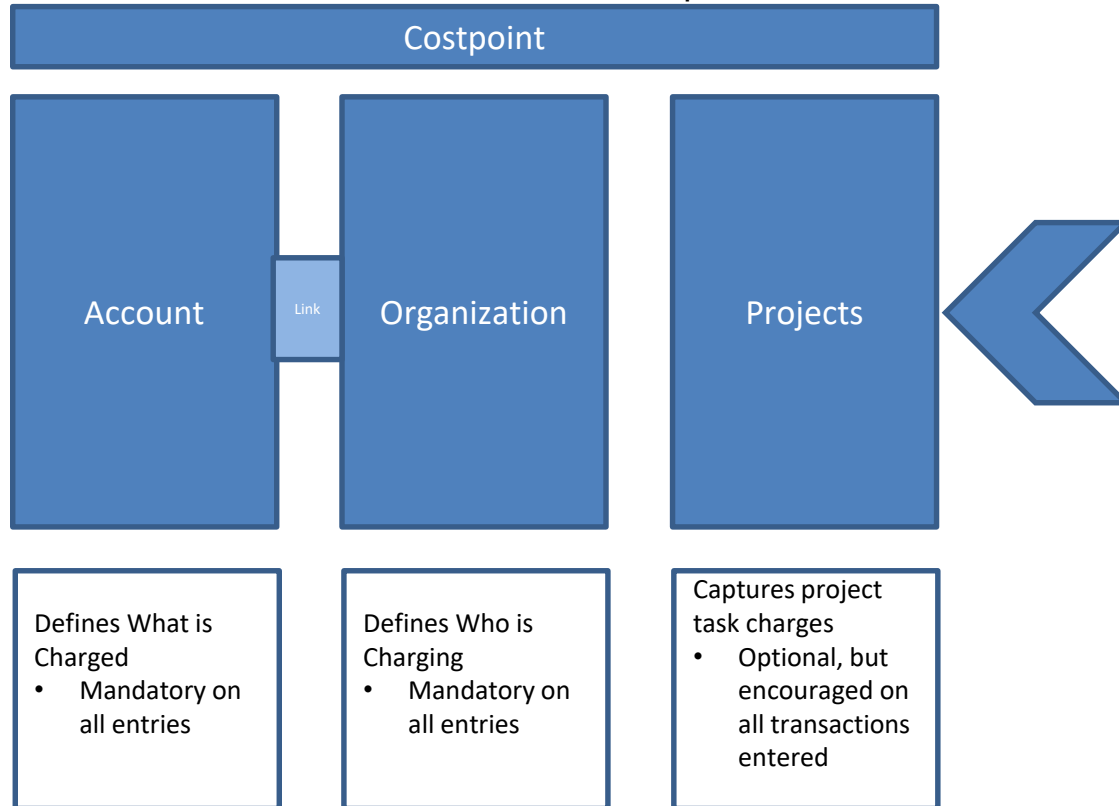
Project Structure Highlights

- Allows for flexible reporting
 - Financial
 - Incurred Cost
 - Program Scorecard (Management)
 - Project reporting
- Requiring all segment levels stay consistent for every project eases data entry and coding
- Segments allow for Billing and Revenue at appropriate levels
- Contract can have different billing types by setting up different jobs under contract(i.e. Cost, T&M)
- Alternate Project can be utilized to sort the data in many different ways

Key Charge Elements - Projects

The 3 Pillars of Costpoint

These create the foundation that Costpoint is built



Project Structure Details

- Length of Segment can be = to 30 Alphanumeric Characters
- Length of First Segment is Fixed across Database
- Delimited by a period “.”
- Work Breakdown Structure (WBS) is contained in Project Structure
- Projects are established to collect all types of cost that impact the objective, including indirect projects.
- Multi-company, but unique for database
- Alternate Project Reporting Available
 - Provide reporting views of the data in a structure independent of the project structure setup
 - Can be within the same project, or across projects
- Straw Man Structure:
 - Segment 1 = Contract (4 Char.)
 - Segment 2 = D.O. (2 Char.)
 - Segment 3 = CLIN (4 Char.)
 - Segment 4 = Task (4 Char.)

Project Screen – For Reference

★ 3 Browse Applications > Projects > Project Setup > Project Master > Manage Project User Flow

→ Identification New Copy Delete 1 of 1 New Table Query

Project* Name* Abbreviation Level Load Defaults

Primary Definitions

Basic Info Details

Classification Allow Edit

Project Classification

Project Type

Export Project*

Billable Project

Apply Cost of Money Rates

Cobra Project

Cobra Mapping Value

Charging Allow Edit

Active Allow Charging

Account Group

Limit

Accounts Organizations

Accounts to P/O/A

Export to Shop Floor Time

Export to Manufacturing Execution

Export Project Work Force to Talent

Controls Allow Edit

Owning Org

Default to Owning Organization

Project Work Force Required

Use Top Level Work Force

Apply Salary Cap

Salary Cap Code

ACRN Options Allow Edit

ACRN Warnings With Modifications Changes

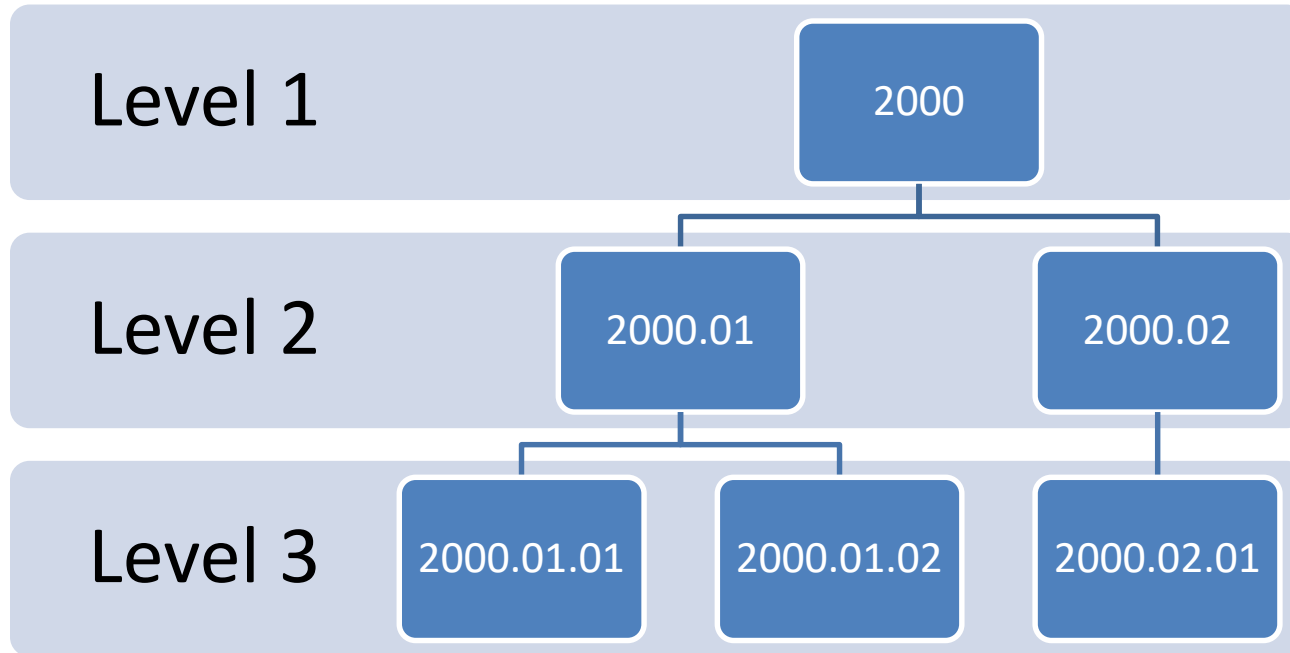
[Modifications](#) [Rev Info](#) [Proj Bill Info](#) [Def Rate Seq](#) [COGS](#) [Total Ceil](#) [Dir Cost Ceil](#) [Burd Cost Ceil](#) [Dir Hrs Ceil](#) [Empl Hrs Ceil](#) [Vend Hrs Ceil](#) [Cost Fee Ovrd](#) [Burd Fee Ovrd](#)
[Mult Ovrd](#) [Gov't Contract](#) [Deliverables](#) [User-Defined Info](#) [Proj Levels](#) [Org History](#) [Notes](#) [Proj Location](#) [Acct/Org Links](#) [ACRN](#)

Project Structure

The Hierarchy of a project is top-down

Level 3 charges will summarize to Level 2 nodes

Level 2 nodes will summarize to the Level 1 Node

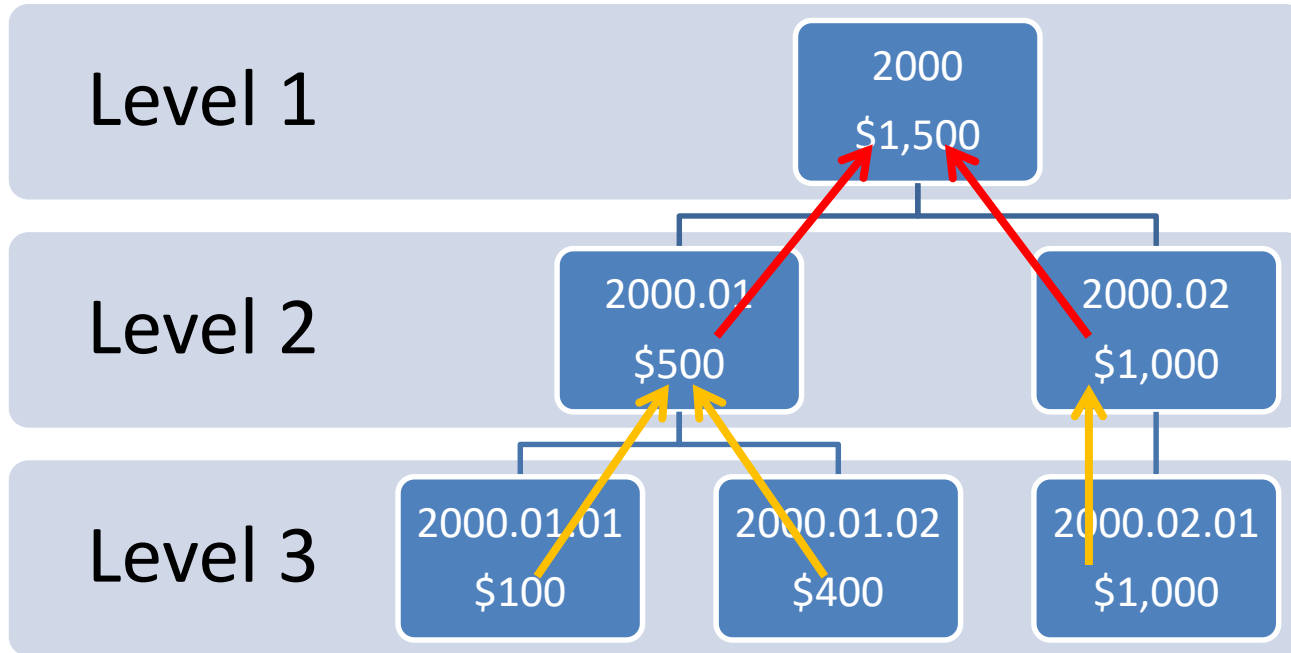


Project Structure

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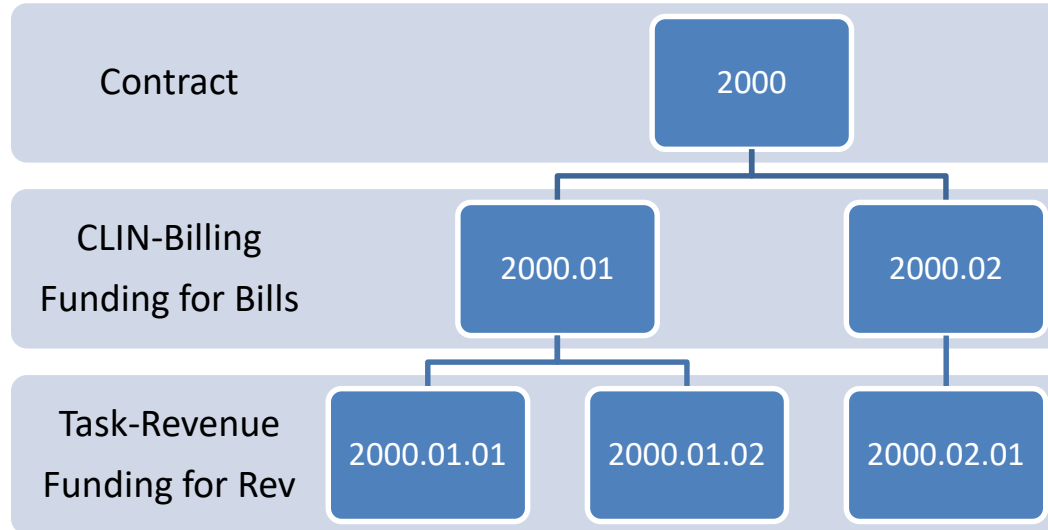
Project Structure – Revenue & Billing

Billings and Revenue-Can be at any level

- Can be at separate levels, keep unbilled in mind
- Usually at the same level (customer and internal reporting will dictate)
- Details in a separate session

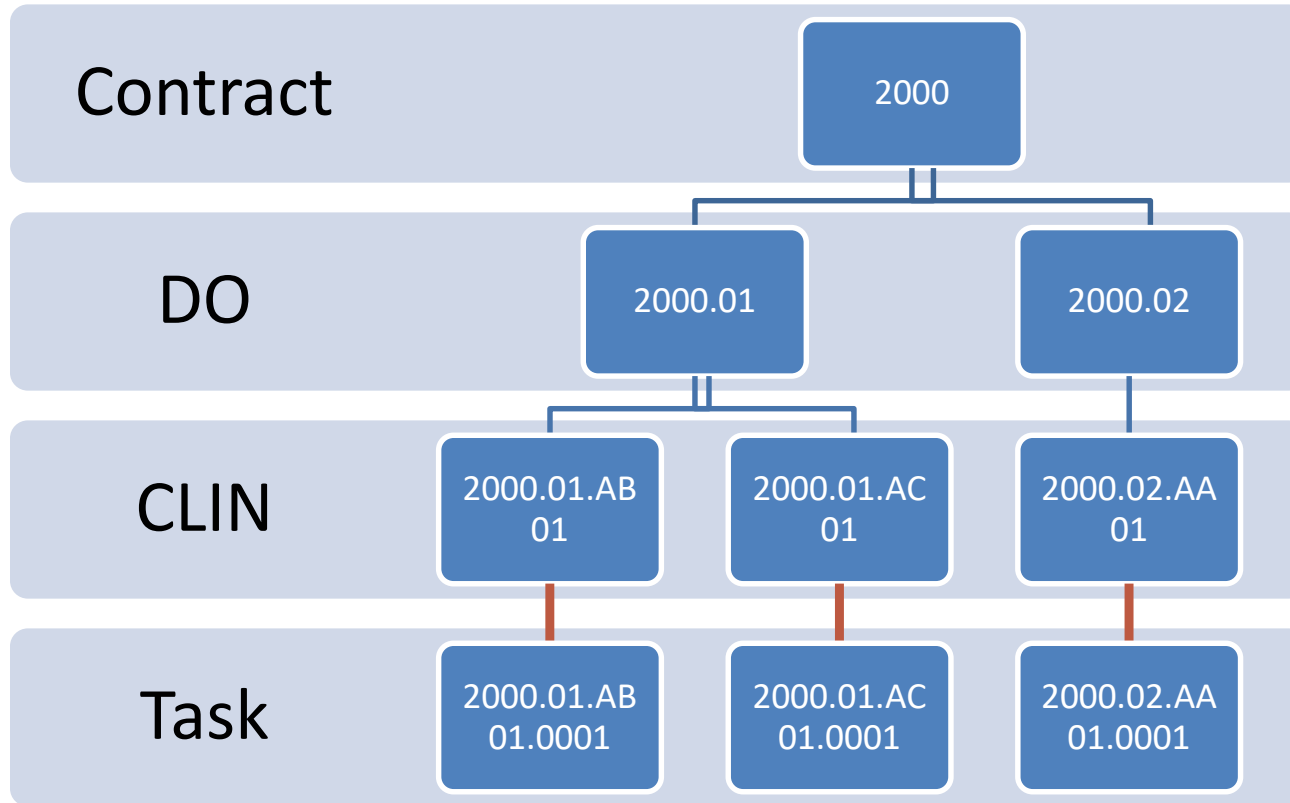
Funding and Value

- Entered by Modification
- Can be at multiple levels, will roll-up
- Should be associated with Revenue and Billing



Project Structure

The WBS built into the project is top-down, based on contract requirements... But, meets internal project management needs as well



Alternate Projects

- Set up unlimited number of alternate project structures to be used for reporting purposes, such as Project Status Reports (PSR), Revenue Summary...
- Tie multiple projects together.
- Create a view of one portion of a single project.
- Requires update as projects are update or added.

User Defined Fields (UDEFs)

Add more with User Defined Fields (UDEFs)

- Additional project/contract information not available in the project screens
- FAR tracking
- Linking to the Prior System with UDEFs
- Business Segment reporting not in org or project type
- Not used with Costpoint reports, must use Cognos or other extracts

Revenue Methods

Revenue Methods

COST PLUS

- This formula uses the posted costs and will add burden and fees. Costs by element and in total will be compared to ceilings

LOADED LABOR

- This formula is calculated at the most detailed level (Account/Org) for each node on the Project. Uses Rates by PLC fo Labor, and is like a cost plus for non labor

FIXED AMOUNT

- This formula is NOT computed at the most detailed level for the project. Eventually, the revenue amount entered is used as the basis for the calculation, and if no ceilings exist, it becomes the revenue figure in the PROJ-SUM table for the revenue level of the Project. Since no costs are charged to this account, all columns are empty except the OTH_FEE column.

Revenue Methods

COST INCURRED PLUS FEE ON COST

- This formula is calculated at the most detailed level (Account/Org) for each node in the Project. Shown below is the PROJ_SUM table for a given cost account /performing org combination using the following assumptions:

COST INCURRED USING EAC AND ETC

- This formula is calculated at the most detailed level (Account/Org) in order to arrive at allowable cost by Account/Org, and then summarized so that the EAC can be used. The Revenue Recognized for this formula is posted against the revenue account. Shown below is the PROJ_SUM table for both a cost account/performing organization and the revenue account/owning organization using the following assumptions:
- EAC: $(PY\ COSTS + YTD\ COSTS) / EAC = \%COMPL$
 - THEN $\%COMPL * CV = REV$
- ETC: $ITD\ COSTS / (ETC + ITD\ COSTS) = \%COMPL$
 - THEN $\%COMPL * CV = REV$

EAC and ETC – Simple Samples

EAC Example					
FORMULA	COST / EAC = % COMPLETE				
	% COMPLETE x CONTRACT VALUE = ITD REVENUE				
	Master Data		Revenue Computation		
		\$Dollars		\$Dollars	
	Contract Value (Mods)	1,000	Actual Costs to Date	150	
			EAC	600	
	EAC (Rev Setup)	600	% complete	25.00%	
			Rev To Date	250	(% compl x CV)

ETC Example					
FORMULA	COST + ETC = EAC				
	COST / EAC = % COMPLETE				
	% COMPLETE x CONTRACT VALUE = ITD REVENUE				
	Master Data		Revenue Computation		
		\$Dollars		\$Dollars	
	Contract Value (Mods)	1,000	Actual Costs to Date	900	
			EAC	900	
	ETC (Rev Setup)	0	% complete	100.00%	
			Rev To Date	1,000	(% compl x CV)

Controlling the Methods Used

Browse Applications > Projects > Project Setup > Project Setup Controls > Configure Project Settings

Project Settings

Inter-Company Work Orders

Home Location: [dropdown] Last IWO Number: [dropdown]

Project Business Rules

- Require Incurred Cost Submission Code for all Projects
- Use Goal Multipliers for Billable Value Calculations
- Apply G&A to WIP WIP G&A Pool Type: [dropdown]
- Capitalize G&A Applied to WIP
- Present WIP G&A on PSR Profit & Loss
- Validate Project Charging by Organizations
- Show Period of Performance Warning Message
- Track Owning Organization History
- Restrict Revenue for Closed and N/A Periods
- Allow Revenue Posting in Adjustment Periods
- Allow Adjustment Period Revenue Computation & Posting in Subsequent Fiscal Years
- Track Revenue Setup Information on Compute Revenue
- Allow Use of Previously-Store Revenue Calculation Values for Compute Revenue
- Allow Projects that are Inactive or Do Not Allow Charging in Allocation Journals
- Validate Modification Descriptions

Project Process Settings

Calculate PO Commitments: Real Time By Open Period

Select Budgeting Method: Budgeting and ETC Advanced Budgeting

Default Revenue Posting By: Owning Organization Performing Organization

Calculate Unit Pricing Based On: Total Incremental

T&M Rate Sequence Search For PLC Source Project: First Row All Rows None

Allow Revenue To Exceed: Contract Value Funded Value

Update Prior Year History Defaults for Adjustment Periods: Cost Only, No Revenue Both Cost and Revenue No Adjustment Period Data

Allow this default to be changed in Update process

Period of Performance Start and End Dates

Update POP Start Date based on earliest Start Date From: All Modifications

Update POP End Date based on latest End Date From: Only mods with latest effective dates

Last Create Pool Links Run Date: 08/07/2019

Quick Project Defaults

Owning Organization: [dropdown]

Account Group: [dropdown] Use Quick Project Templates

Contract Management Options

Allow Override:

Modifications Effective Date: Default System Date User Must Enter Date

Display a menu

Revenue Formulas Corporate Settings

The formulas available for selection can be limited in the Configure Project Setting screen

Revenue Formulas

Query

Description	Select
<input checked="" type="checkbox"/> Cost Incurred using Estimate At Completion (Funded Value)	<input type="checkbox"/>
<input type="checkbox"/> Cost Incurred using Estimate To Complete (Funded Value)	<input type="checkbox"/>
<input type="checkbox"/> Funded Value Times Percent Complete	<input type="checkbox"/>
<input type="checkbox"/> ITD Fee on Cost	<input type="checkbox"/>

Display a menu

Selected Revenue Formulas

Delete

Description
<input checked="" type="checkbox"/> Contract Value Less Backlog
<input type="checkbox"/> Contract Value Times % Complete Vs. Rate Schedule
<input type="checkbox"/> Contract Value Times Percent Complete
<input type="checkbox"/> Cost Incurred Using Estimate To Complete
<input type="checkbox"/> Cost Incurred using Estimate At Completion
<input type="checkbox"/> Cost Plus Fee On Cost

Close

A nighttime cityscape with palm trees and water reflections. The scene is dark, with city lights and palm trees visible against a dark sky. The water in the foreground reflects the lights and trees. The overall mood is serene and modern.

Billing Methods

Billing Setup

- Required for Invoice Creation
- Invoice Formulas, see next slide
- Retainage Options
- Billing Formats-Preset 1035/1443 and Custom Generic Billing Formats with Supporting Schedule Formats
- Rules Edits and Open Billing Detail
- Cash Basis Option

The screenshot shows the 'Manage Project Billing Information' web application interface. The breadcrumb navigation at the top reads: 'Browse Applications > Projects > Billing > Billing Master > Manage Project Billing Information'. The main content area is titled 'Identification' and includes a 'Project' field. Below this is the 'Proj Bill Info' section with tabs for 'Setup Information', '1443 Info', 'Other Info', 'Global Withholding', 'Billing Currency', and 'Contract Values'. The 'Setup Information' tab is active and contains several sections: 'Billing Formula' with fields for 'Billing Parameter 1' and 'Billing Parameter 2', and a checkbox for 'Final Billing Completed'; 'Retainage' with dropdowns for 'Basis for Calculation' and 'Withhold On', and input fields for 'Percentage', 'Functional Currency', and 'Maximum Amount'; 'Format' with radio buttons for 'Generic Billing Format', 'Govt 1443 Billing Format', and 'Govt 1035 Billing Format', and a sub-section for 'Government 1035 Format Information' with radio buttons for 'Print Cost Plus or Fixed Price Format' and 'Print Using T&M Format'; and 'Controls' with checkboxes for 'Allow Transactions to be Partially Billed', 'Allow User to Edit Bills', 'Bill Cost Incurred on Cash Basis', and 'Allow User to Adjust Transactions in Open Billing Detail', along with a 'Customer Terms' field set to 'NET 30'. On the right side of the 'Controls' section, there are dropdowns for 'Billing Cycle' (set to 'MTHLY'), 'Remittance Address', 'Billing User Group', 'Income State', and 'Last Bill Number'. At the bottom right, there are links for 'Detail Levels', 'Cash Basis', 'Schedule', and 'Customers'.

Billing Setup Formulas

- COST PLUS (begin with CP)
 - These formulas use the posted costs and will add burden and fees. Costs by element and in total will be compared to ceilings
 - Use of Open Billing Detail
- LOADED LABOR (begin with LL)
 - These formulas are calculated at the most detailed level (Account/Org) for each node on the Project. Uses Rates by PLC fo Labor, and is like a cost plus for non labor
 - Use of Open Billing Detail
- Other formulas:
 - Support multipliers
 - Manual
 - Units where definition is flexible

<input checked="" type="checkbox"/>	Billing Formula	Billing Description
	CPFC	Cost Incurred Plus Fee On Cost
	CPFH	Cost Incurred Plus Fee On Hours
	NONE	Enter Bill Manually
	LLRFNLBF	LLR W/Fee Plus Non-Labor W/Burden W/Fee
	COSTIMR	Labor Cost Times Multiplier Plus Non-Labor Times Multiplier (Cost)
	CIMR	Labor Cost times Multiplier plus Non-labor times Multiplier (Hours)
	LLRCINLB	Loaded Labor Plus Non-labor Plus Burden On Non-labor
	LLRCINBF	Loaded Labor Plus Non-labor W/Burden W/Fee
	LLR	Loaded Labor Rate
	LLRCINL	Loaded Labor Rate Plus Cost Incurred On Non-labor (T&M)
	RSBFNLBF	Loaded Labor Rate w/Burden w/Fee plus Non-labor w/Burden w/Fee
	MANUAL	Manual Bills with Unbilled Detail
	1443	Progress Payment
	RSMNLM	Rate Schedule Times Multiplier Plus Non-Labor Cost Times Multiplier
	UNIT	Unit Price Transactions Only

Other Billing Setup Screens

The screenshot displays the 'Billings From Schedule' setup screen. The title bar includes navigation buttons: 'New', 'Copy', 'Delete', and 'Table'. The main form contains the following fields:

- Date to Bill: 10/25/2019
- Currency: USD
- Amount to Bill: 200,000.00
- Account: [Empty]
- Line Description: Milestone 1
- Posted:
- Invoice No: [Empty]
- Accounting Period: Fiscal Year, Period, Subperiod (all empty)

Billing Tasks:

- Detail Levels-can setup to print invoices at lower Project Levels, will not post AR at the lower levels
- Cash Basis-Define the accounts
- Schedule-Provides good mechanism for Fixed Price/Milestone Billings
- Customers-Address information
- 1443-Detail for Progress Payments
- Billing currency ceilings

Other Billing Functionalities:

- ACRN
- iRAPT
- Taxes

Open Billing Detail (OBD)

- Source for transaction based billings, such as Cost Plus, Loaded Labor (T&M).
- Only populated when billing formula is cost type.
- OBD populated with transaction postings (AP, Labor, Journal Entries)
- If OBD is missing, verify the billing formula exists and is a cost type.
- Open billing detail-verify costs and use the hold to hold amounts from being billed
- If OBD needs to be updated because of missing billing formula,
 - Prior to running, please confirm that the utility will not duplicate records (will assess the Open and Closed billing detail information in the comparison to the General Ledger)
 - run the “Update Open Billing Detail” utility (Projects/Billing/Utilities) to update the non-labor costs.

Functions that Impact Revenue & Billing

Other Key Screens that impact both Revenue and Billing

- Project Modifications
 - Setups the Funded and Contract Values
 - Periods of Performance and effective dates
- Ceilings
 - Can affect both revenue and billing
 - Setup for Contract/Funded Values, costs, hours, burden

Inventory Project

The key configuration to link the Material Modules to the project is the setup of the Manage Inventory Projects Screen, and the associated Inventory abbreviations

This is only referenced here, but requires much consideration for costing, material flow and process.

Browse Applications > Materials > Inventory > Inventory Controls > Manage Inventory Projects

Inventory Project New Copy Delete 1 of 1 New Table Query

Inventory Project ID* Project Abbrev Organization

Inventory / Material Planning Costing Rules Average Actual Accounts Average Actual Variance Accounts - Breakdown >>

Inventory Options

Issue/Adjustments Controls

- No Issues/Adj Outside Project Allowed
- Allow Issues/Adj Within Top-Level Project
- Allow Issues/Adj Within Netting Group Only
- Allow Inter-Project Issues/Adjustments

MO Allocations Across Projects Controls

- Not Allowed with Other Projects
- Within Same Top-Level Project
- Within Same Netting Group
- Allowed with Other Projects

Material Planning Options

Project Planning Option* Project-CS Planner Netting Group Common Inventory

Last MO Requisition Approval Process Planning Warehouse

Common Stock Inv Abbrev Reorder Raw Material Inv Abbrev Reorder Finished Goods Inv Abbrev

[Inventory Abbreviations](#)

Broad Allocation Solutions

Projects will collect costs, various capabilities can allocate or apply the costs:

- Multi-Job Allocations
- Project Transfer
- Cost Pools
- Service Centers

Multi-job Allocations

The screenshot shows a web application interface for managing multi-job allocation information. The breadcrumb navigation at the top reads: 'Browse Applications > Projects > Cost and Revenue Processing > Multi-Job Processing > Manage Multi-Job Allocation Information'. The interface includes a toolbar with 'New', 'Copy', 'Delete', and navigation icons. Below the toolbar is a search field for 'Project Allocation Code *'. The main form is divided into several sections: 'Allocation Details' with fields for 'Project To Allocate *', 'Allocation Method *' (set to 'Cost Incurred'), and 'Functional Currency' (set to 'USD'); 'Allocation Basis' with radio buttons for 'Year To Date' (selected), 'Current Period', 'Allocate Employee/Vendor Labor Hours', and 'Allocate by Vendor Employee, where available'; 'Select Rate Type' with checkboxes for 'Include Indirect Burden Costs' (checked), 'Include Burden In the Base', and radio buttons for 'Actual Rates' and 'Target Rates' (selected); and 'Credit Information' with fields for 'Account *', 'Organization *', 'Ref No 1', and 'Ref No 2', along with a 'Percentage' section for '% To Apply Remaining' (set to '100.00%'). At the bottom right, there are three tabs: 'Cost Accounts', 'Cost/Hours Base', and 'Percentage Base'.

- You can use a single project as a "collector" project with costs that can be distributed to "funder" projects that subsidize the costs of the endeavor.
- You can use a single project as the management task with costs that can be distributed to the projects receiving the benefits of this endeavor
- Single credit allocation account/org
- Allocates utilizing the MJE journal code and creates a journal entry to be posted. Will **not** create the entry if the project is not active nor allows charging

Service Center and Cost Pools

Item	Comparison	
	Pools	Service Centers
Data Source	FS_SUM and ALLOC_BASIS_JNL	GL_POST_SUM
Accounting Distrib	Account/Org	Account/Org
		Project/Account/Org
Base Types	Dollars and Hours	Dollars, Hours, Units
Rate Applied	Only Final Pools	None
Allocation	Pool Journal (PAJ)	Pool Journal (PAJ)
		Service Center Cost
Reporting	Statement of Indirects (SIE)	Allocation Report

- No rate application on a service center, will not see rates on projects, only dollars if the allocation accounts are project required.
- Pools have Actual, Target, Provisional, and COM rates applied to projects
 - Revenue-Actual or Target rates are used
 - Billings-Provisional rates are used
- Service Centers use projects and will print the SC journal at the project level.
- Allocate to Acct/Org or Project/Acct/Org
 - If allocate to Project/Acct/Org, must have Debit Allocation Account set-up as Project Required!
 - If allocate to Project/Acct/Org, will display on PSR as a cost, again, NO application rate



Adding Projects
Mass Add
Project Processor
Copy/Paste, even from Excel

Mass Add Projects

Mass Add provides the utility to both mass add and mass update. Mass add has many subscreens. Once the Project range has been entered, press the fill table. The Destination Project name can be changed.

Parameter ID * Description *

Function Ranges

1 Template Project * Option One Start 0001 End

2 Destination Project * Range 1234 Number of Projects 8

Options

Project

Include Basic Info 3

Include Lower Levels

4 Include

- Project Revenue Setup
- Override Fee on Burden
- Override Fee on Direct
- Project Billing Info

5 Autoload

Details

Template Project	Destination Project *	Destination Project Name *	Destination Project Abbrev	Active	Owning Organization	Task Order	Work Force	Rev
0001	1234	TEST Project		<input checked="" type="checkbox"/>	01.02.2000		<input checked="" type="checkbox"/>	<input type="checkbox"/>
0001.0001	1234.0001	TEST Project		<input checked="" type="checkbox"/>	01.02.2000		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
0001.0001.00001	1234.0001.00001	TEST Project SLIN 0001		<input checked="" type="checkbox"/>	01.02.2000		<input checked="" type="checkbox"/>	<input type="checkbox"/>
0001.0001.00001.00	1234.0001.00001.00	TEST Project SLIN 0001		<input checked="" type="checkbox"/>	01.02.2000		<input checked="" type="checkbox"/>	<input type="checkbox"/>
0001.0001.00002	1234.0001.00002	TEST Project SLIN 0002		<input checked="" type="checkbox"/>	01.02.2000		<input checked="" type="checkbox"/>	<input type="checkbox"/>
0001.0001.00002.00	1234.0001.00002.00	TEST Project-SLIN 0002		<input checked="" type="checkbox"/>	01.02.2000		<input checked="" type="checkbox"/>	<input type="checkbox"/>
0001.0001.00003	1234.0001.00003	TEST Project SLIN 0003		<input checked="" type="checkbox"/>	01.02.2000		<input checked="" type="checkbox"/>	<input type="checkbox"/>
0001.0001.00003.00	1234.0001.00003.00	TEST Project SLIN 0003		<input checked="" type="checkbox"/>	01.02.2000		<input checked="" type="checkbox"/>	<input type="checkbox"/>

1. Template Project-Existing project structure to replicate
2. Destination Project-Project that will be added
3. Selections for mass add
4. Include-screens for the mass add
5. Autoload-processes to the table for edit
6. Table for edit

Project Processor

Used to import project and billing information from comma-separated file(s) into Costpoint.

- There are 37 Costpoint project tables/screens that can be imported.
- The Preprocessor simplifies the effort with standardized formats for each table.

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

- Access the input file using Alternate File Locations.
- Upload the input file to the Costpoint database

Key note: Files **MUST** be the name indicated and must be in the location stated.

Project Processor – Table Options

File Name	Costpoint Screen Name
PROJ.CSV	Manage Project User Flow
PROJ_MOD.CSV	Manage Modifications
PROJ_REV_SETUP.CSV	Manage Revenue Information
PROJ_BILL_INFO.CSV	Manage Project Billing Information
PROJ_CUST_SETUP.CSV	Manage Project Billing Information - Customers subtask
PROJ_ORG_ACCT.CSV	Link Projects/Accounts/Organizations
PROJ_GOVТ_CONTR.CSV	Manage Government Contract Information
PROJ_LAB_CAT.CSV	Link Project Labor Categories to Projects
PROJ_EMPL.CSV	Manage Employee Work Force
PROJ_VEND.CSV	Manage Vendor Work Force
PROJ_VEND_EMPL.CSV	Manage Vendor Employee Work Force
PROJ_EMPL_LAB_CAT.CSV	Manage Employee Work Force - Assign PLC to Employee Work Force subtask
PROJ_VEND_LAB_CAT.CSV	Manage Vendor Work Force - Assign PLC to Vendor Work Force subtask
PROJ_VEND_EMPL_PLС.CSV	Manage Vendor Employee Work Force - Assign PLC to Vendor Employee Work Force subtask
BILL_LAB_CAT.CSV	Manage Project Labor Categories (PLC)
PROJ_LAB_CAT_MAP.CSV	Link Project Labor Categories to Projects - Link GLC to Project PLC subtask
PROJ_LAB_CAT_RT_SC.CSV	Link Project Labor Category Rates to Projects

PROJ_EMPL_RT_SCH.CSV	Link PLC Rates to Employee/Vendor
LAB_CAT_RT_SCH.CSV	Manage Project Labor Categories (PLC)
TM_RT_ORDER.CSV	Manage Rate Sequence Orders
CEIL_DIR_CST.CSV	Manage Direct Cost Ceilings
CEIL_DIR_HRS.CSV	Manage Hour Ceilings
CEIL_BURDEN_CST.CSV	Manage Burden Cost Ceilings
EMPL_CEIL.CSV	Manage Employee Hour Ceilings
VEND_CEIL.CSV	Manage Vendor Hour Ceilings
PROJ_BILL_INFO_SCH.CSV	Manage Project Billing Information - Detail Levels subtask
OVRIDE_MLT_ON_DIR.CSV	Manage Multiplier Overrides
OVRIDE_FEE_ON_DIR.CSV	Manage Cost Fee Overrides
OVRIDE_FEE_ON_BURD.CSV	Manage Burden Fee Overrides
EMPL_PROJ_TS_DFLT.CSV	Manage Employee Project Timesheet Defaults
LAB_ACCT_GRP_DFLT.CSV	Manage Labor-Group Proj-Acct-Group Timesheet Defaults
EMPL_ACCT_GRP_DFLT.CSV	Manage Employee Proj-Acct-Group Timesheet Defaults
PROJ_TS_DFLT.CSV	Manage Project Timesheet Defaults
PROJ_WAWF_INFO.CSV	Manage Project iRAPТ Information
PROJ_RPT_ID.CSV	Manage Alternate Projects
TOP_LVL_RPT.CSV	Manage Alternate Projects
PROJ_RPT_PROJ.CSV	Manage Alternate Projects - Selected Projects table window

Project Processor – Process

Here are the steps on importing project data from an input file into Costpoint.

To import project data into Costpoint using comma-separated (.csv files):

1. Create the comma-separated (.csv) files in the format defined by the input file layout.

All file names must be defined as <TABLENAME.CSV>. For example: PROJ.CSV, PROJ_MOD.CSV, and PROJ_REV_SETUP.CSV upload the Basic Info tab of the Manage Project User Flow, the Manage Modifications screen, and the Manage Revenue Information screen.

Note: If your import files were created as .csv files out of SQL and have an encode type of UTF-8-BOM, you must change the input file encode type to UTF-8 so that Costpoint will recognize the file contents and proceed with the validation and import processes.

2. Go to Import Project Master Data screen and upload the project information from the input file(s).

Costpoint displays one of the following messages:

- If no errors are encountered, Costpoint displays the following message and you can proceed to step 6: "No errors were found in the import file. Data is now available to print/import."
- If errors are encountered, Costpoint displays the following message: "There are errors in the input file. Data cannot be imported until all errors in the input file have been corrected." Print and review the error report, and proceed to step 4.

Note: You can print the Import Project Master Data Report to a file in Rich Text Format (.RTF). From the Import Project Information screen, click **File > Print Setup**, click the **Text File** option, and enter a path and file name with an extension of .rtf (for example: C:\WINDOWS\DESKTOP\ERRORS.RTF).

3. Make corrections to the .csv file(s) and upload again.

4. Repeat steps 2 and 3 until the upload process completes without errors.

5. Print the Import Project Master Data Project Report and review the data to be imported.

If you need to make modifications, repeat steps 3 and 4.

Note: You can print the Import Project Master Data Report to a file in Rich Text Format (.RTF). From the Import Project Information screen, click **File > Print Setup**, click the **Text File** option, and enter a path and file name with an extension of .rtf (for example: C:\WINDOWS\DESKTOP\PROJPRE.RTF).

6. Print the final Import Project Master Data Project Report and retain it for your records.

7. Click  to import the data into the database.

This button is enabled after the Project Preprocessor Report is printed.


8. Run the following utilities for all projects: Update Project Contract and Funded Values and Update Project Period of Performance.

Project Preprocessor

The screenshot displays the 'Import Project Master Data' window within a software application. The breadcrumb navigation at the top reads: 'Browse Applications > Projects > Project Setup > Project Setup Interfaces > Import Project Master Data'. The window title is 'Identification'. Below the title bar, there are buttons for 'New', 'Copy', 'Delete', and navigation controls. The main area contains several sections:

- Parameter ID *** and **Description *** text input fields.
- Selection Ranges** section with a table:

Option	Start	End
User ID's *	All	
- Alternate File Location** text input field and a checkbox for **Delete input file upon successful import**.
- Report Options** section with three radio buttons: **Print Edit Report(s)** (checked), **Full Reports**, and **Abbreviated Reports**.

- 
- Run the following utilities for all projects: Update Project Contract and Funded Values and Update Project Period of Performance.
 - Extensive error reporting and final load edit reports make this beneficial

A nighttime cityscape with palm trees and water reflections. The scene is dark, with city lights and palm trees visible in the background. The water in the foreground reflects the lights and trees. The overall mood is serene and modern.

Questions?



Next Steps

1. Complete the session survey in the mobile app.
2. Utilize the Post-Event Toolkit to share what you've learned.
3. You can download Continuing Education credit information from your certificate hub link. The link is in the mobile app and will be emailed to you after the conference.

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