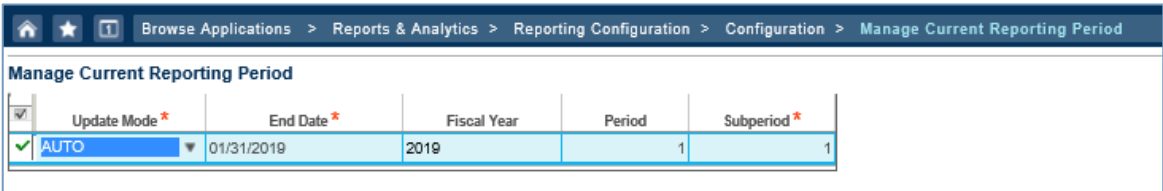**Deltek University**

Set Up Current Reporting Period

Costpoint Enterprise Reporting Administrator Series

Costpoint Enterprise Reporting Administrator Series: Set Up Current Reporting Period

These steps are completed by a Costpoint/CER Administrator for the Company.
Once Security settings have been configured, the Manage Current Reporting Period (BIMRPTCURPD) application in Costpoint is set up for the period that Costpoint Enterprise Reporting will use for reporting. These settings control the reports and dashboards for the Current Reporting Period.

Step	Action
1	Access Costpoint and log-in as the CPSUPERUSER or the Administrator
	Navigate to Manage Current Reporting Period: **Reports & Analytics > Reporting Configuration > Configuration > Manage Current Reporting Period**

Step	Action		
2	Select either **AUTO** or **MANUAL**		
	Field	**Enter**	
	Update Mode	MANUAL is the recommended setting. This allows for the user to select the End Date, Fiscal Year, Period and Subperiod, rather than the system setting. This setting controls the Current Period or Year setting so that it won't need to be reset each month when the data is accessed. **NOTE**: The Current Period screen in the Planning Module (Admin > Budgeting Administration > Administration Controls > Maintain Current Period) should be set to the same period as the Manage Current Reporting Period, this setting will control the updating of reporting takes in Planning and is a separate function than the CER Current Reporting Period.	
		AUTO is the default setting, and the system will automatically set the reporting period based on when the system date falls. In AUTO mode this setting bases the Current Reporting period screen on the current system account period, as a result the End Date will default to the accounting period closest to today's date. (Example: Today's Date 01/16/2018, the end date will be 01/31/2018 because it is the closest end date and greater than today's date.)	
	End Date	Enter the End Date for the current reporting period.	
	Fiscal Year	Date will populate automatically.	
	Period	Date will populate automatically.	
	Subperiod	Date will populate automatically.	
3	Once all items have been completed, click: **Save** or **Save and Continue**		