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Useful Utilities and Tools for Proficiency and Efficiency

Costpoint Tips and Tricks Series

Activity Guide

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Activity 1: Delete Timesheet Payroll Computed Flags

Use this screen to clear the Payroll Computed check box on the Manage Timesheets screen for timesheets that have been processed to payroll. When payroll is created, a check box is selected on each timesheet to indicate that it has been processed to payroll.

Access: People > Payroll > Payroll Processing > Compute Payroll

<table>
<tr><th colspan="3">Delete Timesheet Payroll Computed Flags</th></tr>
<tr><th>Step</th><th>Action</th><th>Notes</th></tr>
<tr><td>1</td><td>After opening the Compute Payroll application, enter and complete the following:
Pay Cycle: ASEM
Starting Timesheet Date: 04/01/2060
Check Date: 04/30/2060
Timesheet Type: Regular
Print Warning Messages on Error Report: Checked

Select from the Process icon (Gears) drop-down: Print/Compute Payroll
Close the application when the process is complete.</td><td rowspan="3">User ID: CPADMIN
Password: learning</td></tr>
<tr><td>2</td><td>Go into the Manage Timesheets application, and complete the following:
Query timesheets dated, 04/15/2060.
Verify that the Payroll Computed flags are checked.

Keep the Manage Timesheets application open.</td></tr>
<tr><td>3</td><td>Now, go into the Delete Timesheet Payroll Computed Flags application and complete the following:
Pay Cycle: ASEM
Timesheet Type: Regular
Timesheet Date Range: 04/01/2060 - 04/15/2060
Employee: All
Select from the Process icon (Gears) drop-down: Clear Flags
Close the application when the process is complete.</td></tr>
</table>

Delete Timesheet Payroll Computed Flags		
Step	**Action**	**Notes**
4	Return to the **Manage Timesheets** application and **complete** the following: **Re-Query** timesheets dated **04/15/2060**. **Verify** that the **Payroll Computed** flags are **not** checked. **Close** the application when completed.	
5	This activity is now complete.	

Activity 2: View License Information

Use this screen to view Costpoint licensing information.

Total active employee licenses are listed by company and licensed add-on modules are also listed on this screen.

Access: Admin > System Administration > System Administration Reports/Inquiries > View License Information

View License Information		
Step	**Action**	**Notes**
1	Go into the **View License Information** screen and check the following: Are you licensed for the following and, if so, what is the Product Code: • Shop Floor Time • Employee Basic Preprocessor • Human Resources • Web Time Collection • Inventory Control • Fixed Assets	
2	This activity is now complete.	

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Activity 3: Purge Report Table Data

Use this screen to purge various outdated report tables that have grown over time because of the accumulation of report table rows that have been created to run different Costpoint reports.

Access: Admin > System Administration > System Administration Utilities > Purge Report Table Data

Purge Report Table Data		
Step	**Action**	**Notes**
1	Open the **Purge Report Table Data** application	
2	Select **Prior to this Accounting Period** and **enter** the following: Fiscal Year: **2060** Period: **3** Subperiod: **1**	
3	Under the **Purge** area, select **Specific Tables**.	
4	Then, for the **Report Tables To Purge** section, **select** the following options: <u>PSR Header</u> <u>PSR Final Data</u> <u>Revenue Summary</u> Project T&M Analysis Revenue Worksheet	
5	**Select** from the **Process icon (Gears)** drop-down: **Purge Report Table Data.** When the process is complete, the specific report data has been removed from the database tables. **Close** the application.	
6	This activity is now complete.	

Activity 4: File Upload Manager/File Download

The **File Upload Manager** is a tool by which you can transfer **files** from another source (i.e., your personal computer, a different server than CP is located on etc.) to the web server for access through Costpoint.

Use the **File Download** screen to view, download, and/or delete data files created by Costpoint users, such as input files and reports that are stored in the Costpoint database.

Purpose: To upload the *CorporatePlannerGLBudget.csv* file and verify its existence in the **File Download** screen.

Access: Accounting > General Ledger > General Ledger Interfaces > Corporate Planner

File Upload Manager/File Download		
Step	**Action**	**Notes**
1	Go to the **General Ledger Interfaces > Corporate Planner** screen.	
2	Click on the word **Process** above the icons.	
3	Click on **File Upload**.	
4	Click on **Choose File**. On the left side of the screen, click on **Desktop**. Double click on **Costpoint 8 Courses** folder.	
5	Double click on the ***CorporatePlannerGLBudget.csv*** file to select it.	
6	Select **Upload** and verify you receive the message that it was successfully uploaded. **Close** the message.	
7	Click on the word **Process** and select **File Download**. **Verify** that you see the file, *CorporatePlannerGLBudget.csv.*	
8	This activity is now complete.	

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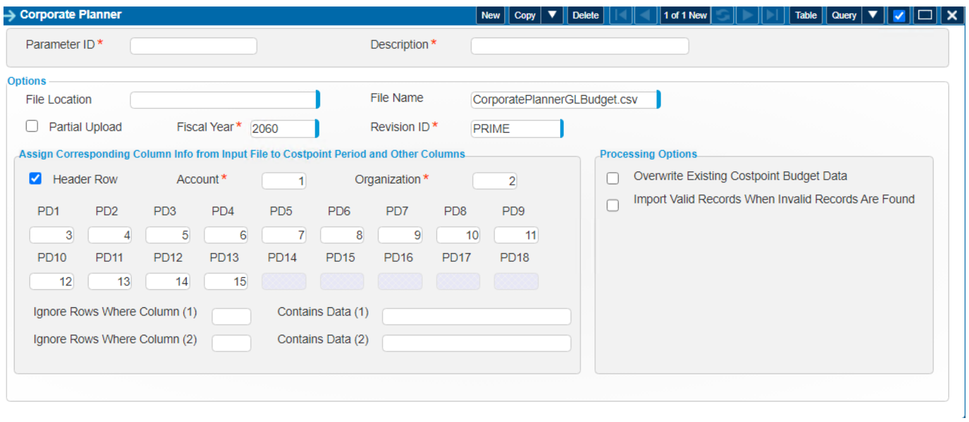
Activity 5: Corporate Planner Interface/File Download

Purpose: To import the GL budget data contained in the *CorporatePlannerGLBudget.csv* file and delete information from the **File Download** screen.

Access: Accounting > General Ledger > General Ledger Interfaces > Corporate Planner

<table>
<tr><th colspan="3">Corporate Planner Interface/File Download</th></tr>
<tr><th>Step</th><th>Action</th><th>Notes</th></tr>
<tr><td>1</td><td>Go into the Costpoint 8 Courses folder on your desktop and open the file, CorporatePlannerGLBudget.csv.
a. Take note of the account/organization/amounts contained in the file so you can verify that it uploaded as expected later.
b. Close the file.</td><td></td></tr>
<tr><td>2</td><td>Go back into Costpoint and into the General Ledger > Corporate Planner screen and enter information to look like the sample below and don't forget to enter the File Name information:

</td><td></td></tr>
<tr><td>3</td><td>Preview your report to verify it is finding the expected data to import and that there are no errors.</td><td></td></tr>
<tr><td>4</td><td>Once verified, select from the Process icon (Gears) drop-down: Print/Import Budget Amounts to Costpoint.
Review the PDF generated, which should be the same as the previewed report.
Close the PDF when your review is complete.
Close the application.</td><td></td></tr>
<tr><td>5</td><td>Go into the General Ledger > General Ledger Budgets > Manage Organization/Accounts Budgets screen and verify that for Fiscal Year 2060, your imported data exists.</td><td></td></tr>
</table>

Corporate Planner Interface/File Download		
Step	**Action**	**Notes**
6	Go into the **File Download** screen (Process > File Download) and delete the file, *CorporatePlannerGLBudget.csv*, by marking it for deletion and then saving. **Close** the application.	
7	This activity is now complete.	

Activity 6: Compare Project Ledger to General Ledger

This toolkit alerts you to the projects and the periods that may be missing transaction amounts. It disregards project accounts such as accounts receivable and unbilled that normally appear in GL_POST_SUM but not in PROJ_SUM. It does not consider the prior year project ledger (PSR_PY_SUM); therefore, you can execute it only for fiscal years in which you have PROJ_SUM data.

Access: Projects > Cost and Revenue Processing > Cost and Revenue Processing Utilities > Compare Project Ledger to General Ledger

Compare Project Ledger to General Ledger		
Step	**Action**	**Notes**
1	Open the **Compare Project Ledger to General Ledger** application. **Complete** the following: Fiscal Year: **2060** Ending Period: **4** **Execute** the process by selecting the **Lightning Bolt** icon. a. Two rows are returned for period 4. Projects **A0014** and **AG800** are returned.	
2	Now, run the **Compute Burden Costs** for the same fiscal year and period (**2060**, **4**). After you have run this process, **close** the application.	
3	Return to the **Compare Project Ledger to General Ledger** application and run the process again for fiscal year **2060** and period **4**. The result should be that no variances are detected.	
4	This activity is now complete.	

Activity 7: Copy Pools

Access: Projects > Cost and Revenue Processing > Cost and Revenue Processing Utilities > Copy Pools

Copy Pools		
Step	**Action**	**Notes**
1	Go to **Manage Cost Pools** application. **Verify** that **FY 2064** pool data does not exist. **Review** the **FY 2060** pools, as they will be used to copy pool information. Go into the **Manage Base Creation Setups** application. **Verify** that **FY 2064** data does not exist. **Close** the application. Go into the **Manage Cost Creation Setups** application. **Verify** that **FY 2064** data does not exist. **Close** the application.	
2	Open the **Copy Pools** utility and **enter** the following information: Allocation Group (Source, Destination): **1, 1** Fiscal Year (Source, Destination): **2060, 2064** Pools: **All** *Data to be Copied:* Pool Base Data: **Checked** Pool Cost Data: **Checked** Pool Rates Data: **Checked** Service Center Data: **Checked**	
3	**Select** from the **Process icon (Gears)** drop-down: **Copy Pools.** **Close** the application, when the process is complete.	

Copy Pools		
Step	**Action**	**Notes**
4	Return to the **Manage Cost Pools** screen. **Query** for **FY 2064**. For Cost Pool numbers **10-50**, **complete** the following: 1. For each 2064 pool, **verify** that Pool Base, Pool Cost, and Pool Rates data exist in the expected subtasks. 2. In the Pool Rates subtask, **zero** out the **Pd Actual** and **YTD Actual** columns and **save**. 3. **Close** the application. Go into the **Manage Base Creation Setups** application and query for **FY 2064** data. **Close** the application. Go into the **Manage Cost Creation Setups** application and query for **FY 2064** data. **Close** the application.	
5	This activity is now complete.	