Deltek

Deltek Costpoint® Planning 7.0

Post-Installation Configuration Settings (MAM10) Worksheet

October 1, 2019

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Downloading Deltek Products using Deltek Software Manager

Note: Please be advised that Budgeting and Planning was renamed to Costpoint Planning. Whenever applicable, verbiage was updated throughout the document to reflect this change unless it refers to a specific filename, database, hotfix or exe file.

You can use Deltek Software Manager (DSM) to download complete Deltek products, hot fixes, cumulative updates, and sub-releases. You can access DSM through the Deltek Support Center or use Deltek Software Manager Lite to download Deltek products.

Accessing DSM from within the Deltek Support Center

To access DSM from within the Deltek Support Center:

1. In your Web browser, go to https://deltek.custhelp.com.
2. Enter your Deltek Support Center **Username** and **Password**, and click **Login.**
3. When the Deltek Support Center page displays, click **Product Downloads**.
4. On the Deltek Software Manager screen, click **Launch Deltek Software Manager**.
5. Click **Settings** at the top right of the dialog box to use the Settings dialog box to specify the folder where you want to download Deltek products, and click **OK**.

   Note: When you log on for the first time, DSM asks you to select a default folder where Deltek products are to be downloaded.

   You can change this folder anytime in the Settings dialog box.

6. In the left pane, expand the Deltek product that you want to download, if it is not already expanded.
7. Select the product type that you want to download.

   Options include:

   - **Complete**
   - **Cumulative Updates**
   - **HotFixes**
   - **Sub-Release**

8. In the table, select the check box that corresponds to the Deltek product that you want to download.

   The right pane displays a message stating that the product has been added to the download queue.

   Note: To view the items in the download queue, click **View Download Queue** at the bottom of the left pane.

9. Click **Download** at the bottom of the left pane to download the product to the folder that you selected.

Accessing DSM Lite

To access Deltek Software Manager Lite:

1. In your Web browser, go to https://dsm.deltek.com/DeltekSoftwareManagerLite.
2. Enter your Deltek Support Center **Username** and **Password**, and click **Logon.**
3. When the Deltek Software Manager Lite page displays, select a product from the drop-down list.
4. Click the product type that you want to download.

> **Note:** The download behavior and download folder may differ depending on the browser and browser settings that you are using.

DSM Documentation and Troubleshooting

- To view the online help for Deltek Software Manager, click here.
- To view a tutorial on how to use Deltek Software Manager, click here.
- To view more information on troubleshooting Deltek Software Manager, click here.

> **Note:** When you click a link, you will be asked to log into DSM if you are not already logged in.

Overview

This guide describes all the configuration setting that are specific to Costpoint Planning version 7.0. It also functions as a worksheet, where you can enter your decisions for each setting.

These settings are located on the Configuration Settings (MAM10) screen. This screen is also incorporated into the Post Install Setup wizard.

The Post Install Setup wizard is run by your System Administrator following the initial installation of Costpoint Planning version 7.0. The wizard includes many steps related to initializing the system for first use, including setting options on the Configuration Settings (MAM10) screen.

When completing configuration settings in the wizard, the System Administrator will refer directly to the options you enter for each setting in the worksheet section of this document.

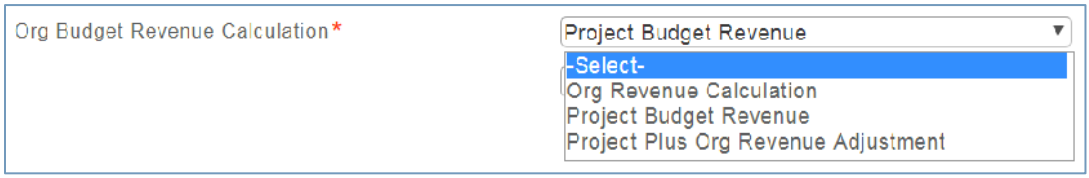
Note: In addition to reading about each individual setting, it is very important that you thoroughly review the first section of this document: “Org Budget Revenue Calculation Methods.” This section provides additional, critical background to help you decide which option to select in the **Org Budget Revenue Calculation** field.

Decisions regarding these settings will require knowledge of your company’s accounting and budgeting processes. It may also require additional advice from outside consultants.

Org Budget Revenue Calculation

During the Post Installation Setup process, your System Administrator will select an array of settings related to Org Budgeting, including **Org Budget Revenue Calculation**. The decision you make regarding this specific setting is fundamental to how Organization Budgets are completed and Revenue is calculated in Costpoint Planning.

There are two main methods to complete the Organization Budget Revenue: Traditional or Integrated, both of which correspond to options on the **Org Budget Revenue Calculation** drop-down list.



Explanations of both methods and the corresponding options follow below.

Note, however, that the **Org Budget Revenue Calculation** configuration setting will affect *all* Organization Budgets, it is important that due consideration is given to this decision. Once your choice is implemented, switching methods later would be an involved process, which may require Customer Care assistance.

Note: The Org Budget Revenue Calculation setting is on the Organization tab of the Configuration Settings (MAM10) screen. Access to this screen is limited to System Administrators.

After you review the information in this section, see also **Org Budget Revenue Calculation** under Organization Settings in the Configuration Settings Worksheet section of this document.

Traditional Method for Budget Revenue Calculation

The traditional method is based on the **Org Revenue Calculation** option. When this option is chosen, a 'Plug' number will be calculated to show the variance between the Org Revenue and the Project Revenue.

When considering this option, note the following:

- You will also need to set a default fee rate (also located under Organization configuration settings). This rate is editable in individual Org Budgets.
- Revenue Adjustments are possible within individual Org Budgets.
- The Plug Processing in Org Budgeting shows the variances in revenue and costs by Org between Project Budgets and Org Budgets. There are also Revenue/Risk Analysis Charts.
- Using the **Planning » Organization Budgeting » Controls and Utilities » Mass Upload Project Budgets to Organization Budgets** screen, you can populate the Org Budgets with Labor and Non-Labor Costs only – no Revenue. Each time the upload is run, however, the Org Budget costs are overwritten.

If you choose this method, you will have your System Administrator select *Org Revenue Calculation* from the **Org Budget Revenue Calculation** drop-down list.

Integrated Method for Budget Revenue Calculation

The integrated method is based on **Project Budget Revenue** option. This option allows updates to the Org Budget Revenue from the Project or Project/New Business Budgets.

Alternatively, you can choose the **Project Plus Org Revenue Adjustment** option. This is the same as **Project Budget Revenue**, but in addition, the Revenue Adjustment subtask in the Org Budget becomes available.

When considering this option, note the following:

- This method assumes that **ALL** direct and indirect costs are entered on the Project Budgeting side. The intent is that after the upload, the Project and Organization budgets will tie (be equal).
- When updating Org revenue, either in the individual Org budget, or from the Mass Upload Project Budgets to Organization Budgets utility, the Update Org Revenue from Project Revenue subtask should be run only *after* the following two subtasks have been run:
  - Update Org Labor from Project Non-Labor
  - Update Org Non-Labor from Project Non-Labor

  When running this process, also note the following**:**
  - Each time the Update Org Revenue from Project Revenue subtask is updated, the Org Budget revenue will be overwritten.
  - The Project Budget data will be from the latest committed Budget or EAC.
  - There is a **Budget Type** option that allows you to include New Business Budgets.
  - There is a **Project Status** option that allows to you include **Completed** or **Approved** Project Budgets/EACs.

  For more information, see online Help for **Planning » Organization Budgeting Administration » Controls and Utilities» Mass Upload Project Budgets to Organization Budgets**.
- Organization Budget Revenue setup is disabled.
- Data entry into Organization Budgets is disabled.
- An enhancement in June/July 2018 will enable the 'Non-Labor %' functionality in the Organization Budgets.

Costpoint Multi Company Considerations

If you have a multi company environment, the initial **Org Budget Revenue Calculation** configuration setting will be applied in Costpoint Company 1. However, any subsequent System Companies set up can choose different Organization Budget Revenue methods.

Next Steps…

For additional information, and to note your final decision, see the **Org Budget Revenue Calculation** description under Organization Settings in the Configuration Settings Worksheet section of this document.

Configuration Settings Worksheet

The Configuration Settings (MAM10) screen contains configuration settings for account levels, display, and reporting, as well as key settings for how Org and Project budgeting are configured.

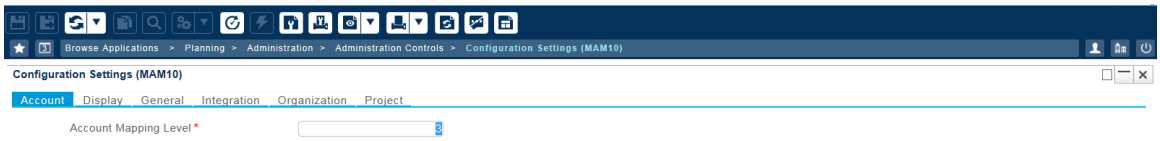
The tables below provide an explanation of each setting and additional notes to help you decide how each setting should be configured.

In the **Decision/Admin Instructions** column of this document, select the option you want to implement for each setting. Your System Administrator will refer to this column when running the Configuration Settings (MAM10) section of the Post-Install Setup wizard.

> **Note:** In the **Decision/Admin Instructions** column of this document, enter the option you decided on. Your System Administrator will refer to this column during selecting the configuration settings. You may also consider using the Adobe Acrobat Collaboration features for shared reviewing to add other comments or notes directly to this document.

Account Settings

This tab is where the System Administrator will enter edit or view settings for account mapping.



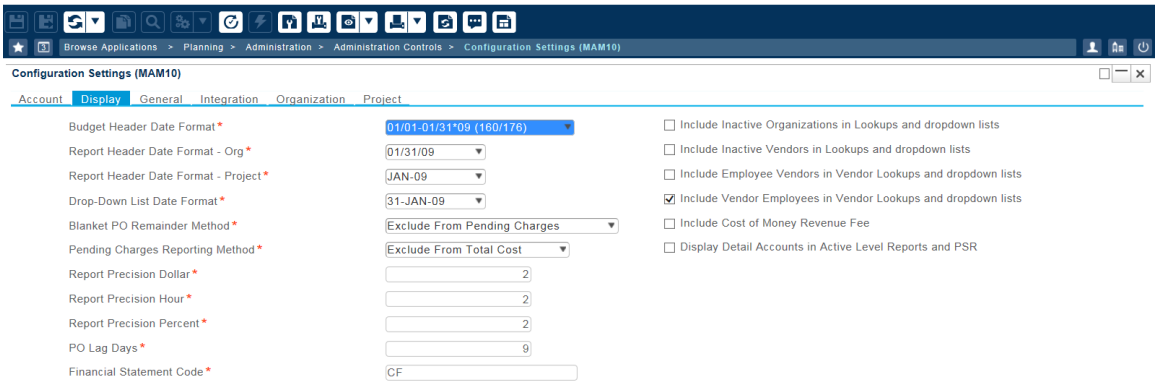
Review and decide on the following settings. Required fields are denoted by an asterisk (*).

Field	Description	Notes/Choices	Decision/Admin Instructions
Account Mapping Level*	The value entered in this field identifies the account level <u>and below</u> where Costpoint Planning will categorize accounts into labor, non-labor, revenue, staffing, materials, travel, ODCs, and so forth.	Decide the level at which you want to summarize the accounts. For example, if the GL account number was **50-100 Direct Labor** the summary level of the account is 2. The summary level account is part of the Post Install Setup utility but can also be accessed from **Planning » Administration » Administration Controls » Maintain Account Mapping(MAM1)**. The Maintain Account Mapping screen displays the summary level account from the GL in order for the account and its lower levels	Account level to enter:

Field	Description	Notes/Choices	Decision/Admin Instructions
		to be validated and mapped in Costpoint Planning after the Post Install Setup process is finished. Choose the highest summary level account to expedite the mapping. In the example above, choosing **50-100 Direct Labor** would indicate that lower level direct labor accounts (for instance, “onsite,” “offsite,” and so forth) also exist. In this example, if level 1, the “50” account, had been entered in this field, a composite of ‘direct labor’ and other lower level labor accounts would be mapped to the same area in the budgets.	

Display Settings

This tab is where the System Administrator will enter edit or view display settings like date format and indicate other details to be displayed.



Review and decide on the following settings. Required fields are denoted by an asterisk (*).

Field	Description	Notes/Choices	Decision/Admin Instructions
Budget Header Date Format*	The value selected in this field determines the format of text displayed in column headers for	Available formats include: a) 01/31/09	Format chosen:

Field	Description	Notes/Choices	Decision/Admin Instructions
	budget data entry grids for Period columns.	b) 1/31/2009 c) 01/01-01/31*09 d) FY09-1 e) FY09-1-2 f) 01/31/09 (160/176) g) 1/31/2009 (160/176) h) 01/01-01/31 *09 (160/176) i) FY09-1(160/176) j) FY09-1-2 (80/88)	
Report Header Date Format - Org*	The value selected in this field determines the format of text displayed in the column headers for Org reports that are based on month.	Available formats include: a) 01/31/09 b) 1/31/2009 c) Jan-09 d) FY09-1 e) 2009_1_2	Format chosen
Report Header Date Format - Project*	The value selected in this field determines the format of text displayed in the column headers for reports that are based on sub-period in the Project budgets.	Available formats include: a) 01/31/09 b) 1/31/2009 c) Jan-09 d) 31-JAN-09 e) FY09-1 f) FY09-1-2 g) 2009_1_2	Format chosen:
Drop down list date format*	The value selected in this field determines the format of text displayed in date-based drop-down lists.	Available formats include: a) 01/31/09 b) 1/31/2009 c) Jan-09 d) 31-JAN-09 e) FY09-1 f) FY09-1-2 g) 2009_1_2	Format chosen:

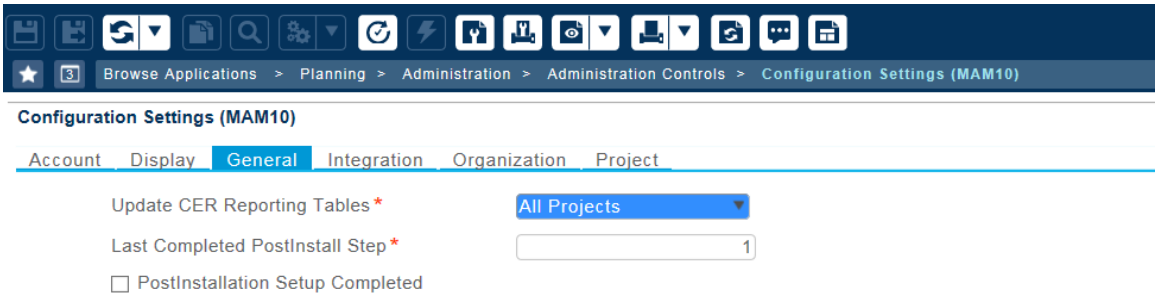
Field	Description	Notes/Choices	Decision/Admin Instructions
Blanket PO Remainder method*	The value selected in this field determines whether or not the remaining balance of Blanket POs should be included in Pending Charges.	Options include: A. Include in Pending Charges B. Exclude from Pending Charges Regular Open POs will be included.	Option chosen:
Pending Charges Reporting Method*	The value selected in this field determines whether or not Pending Charges are included in the Total Cost column of reports.	Options include: A. Include in Total Cost B. Exclude from Total Cost You are choosing whether to show pending charges in Total Cost reporting.	Option chosen:
Report Precision Dollar*	The value entered in this field establishes the number of decimal places that will display for dollars in budget reports and inquiry screens.	Decide the number of decimal places you require for dollars. This is a memo field. You can set the decimal precision of dollar fields between 0 to 4.	Set value to:
Report Precision Hour*	The value entered in this field establishes the number decimal places that will display for hours in budget reports and inquiry screens.	Decide the number of decimal places you require for hours. This is a memo field. You can set the decimal precision of dollar fields between 0 to 3.	Set value to:
Report Precision Percent*	The value entered in this field establishes the number decimal places that will display for percentages in budget reports and inquiry screens.	Decide the number of decimal places you require for percentages. This is a memo field. Set the decimal precision of percent fields between 0 to 4	Set value to:
PO Lag Days*	The value entered in this field establishes the number of days after a period end that the prior month PO detail should continue to be updated.	Decide the number of days required to capture this detail in the event of a late period close (for example, 30).	Number of days to enter:

Field	Description	Notes/Choices	Decision/Admin Instructions
Financial Statement Code*	The value entered in this field serves as the default in drop-down lists related to P&L Format reporting.	Enter your Costpoint GL Financial Statement, Income Statement ID that you wish to use as the B&P default.	Income Statement ID:
Include Inactive Organizations	This check box controls whether inactive organizations are included for selection in Lookups and drop-down lists, where applicable.	Decide whether you want to include inactive organizations in drop-down lists, for either screen entry or reporting when required.	Check this box: Y N
Include Inactive Vendors	This check box controls whether inactive vendors are included in for selection in Lookups and drop-down lists, where applicable.	Decide whether you want to include inactive vendors in drop-down lists, for either screen entry or reporting when required.	Check this box: Y N
Include Employee Vendors	This check box controls whether employee vendors are included in Vendor Lookups and drop-down lists.	Decide whether you want to include Employee Vendors in Vendor drop-down lists for screen entry and reporting. Vendor employees are those employees who have a Vendor ID in the Manage Employee screen. For example, employees might be set up as vendors to submit Expense Reports through Expense/Accounts Payable.	Check this box: Y N
Include Cost of Money Revenue Fee	This check box controls whether the Cost of Money is included in the Revenue Fee calculation.	Decide whether you want to include the cost of money in the calculation of revenue fees. In other words, if you calculate Revenue on Burden, do you want the Cost of Money included in that burden? Check to include Cost of Money.	Check this box: Y N
Display Detail Accounts in Active Level Reports and PSR	This check box controls whether the lowest account level is displayed in the Active Level reports and in the Project Status reports.	Decide whether you want to display either the fully detailed (down to the lowest account level) or summary level Account ID in reports.	Check this box: Y N

Field	Description	Notes/Choices	Decision/Admin Instructions
		If you leave the check box, clear, the summary level detail displays. (The Summary Level is configured on the Account tab.) .	

General Settings

This tab is where the System Administrator will configure options for building the report tables that update Costpoint Enterprise Reporting (CER) with current data from Costpoint Planning and shows the Post Install Process status.



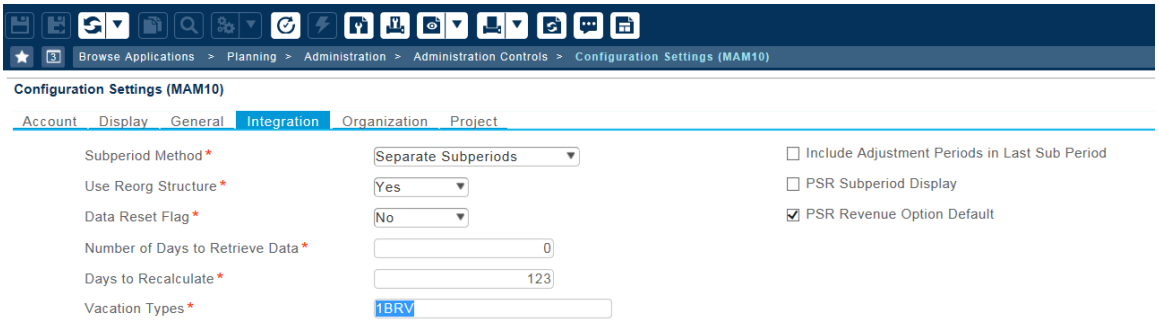
Review and decide on the following settings. Required fields are denoted by an asterisk (*).

Field	Description	Notes/Choices	Decision/Admin Instructions
Update CER Reporting Tables*	The value selected in this field controls the building of report tables in Costpoint Planning for use in CER.	If you use CER, either out-of-the-box or to write reports, choose one of the following: ▪ **Off** — Choose this option if you do not use CER, because building the tables requires additional processing time. ▪ **All Project** — Choose this option to build the tables from all projects. ▪ **Active Projects** — Choose this option to build tables from active projects only. .	Option selected:

Field	Description	Notes/Choices	Decision/Admin Instructions
Last Completed Postinstall Step*	This non-editable field indicates which step of post-installation process was last completed. The final step is 9.	*Do not change this value unless directed to do so by Deltek Support.*	N/A
Postinstallation Step Completed	After the post-installation process is completed, this box is automatically checked.	*Do not change this value unless directed to do so by Deltek Support.*	N/A

Integration Settings

This tab is where the System Administrator will configure Integration settings, such as Subperiod Method, Include Adjustment Periods in Last Subperiod and Recalculate Prior Years.



Review and decide on the following settings. Required fields are denoted by an asterisk (*).

Field	Description	Notes/Choices	Decision/Admin Instructions
Subperiod Method*	The value selected in this field determines whether subperiods are combined or separated, when Costpoint contains multiple sub periods per period.	Decide how you want your Costpoint Subperiods to display in Costpoint Planning. If you have multiple subperiods within your fiscal periods, do you want to budget by those subperiods? Options available: ▪ **Separate Subperiods** - Select this option to budget by subperiods. ▪ **Combine Subperiods** - Select this option to budget by fiscal period only.	Option Selected:

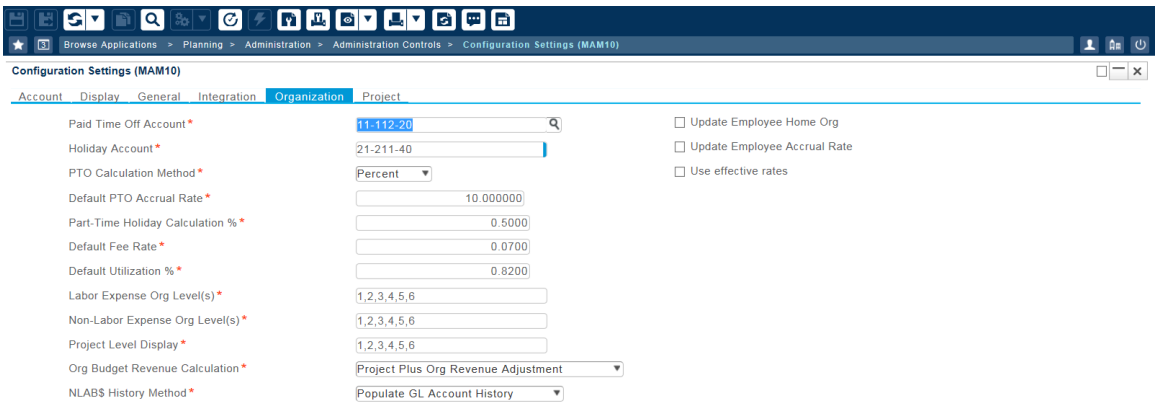
Field	Description	Notes/Choices	Decision/Admin Instructions
Use Reorg Structure*	This option only works if there is a 1:1 mapping between Org and Re-org. (Note: A “Re-Org” is an alternate Organization structure used for reporting.)	***Important*:** For now, select **No** unless a 1:1 mapping exists. This will be modified in a future enhancement.	No
Data Reset Flag*	The value selected in this field determines whether to reset tables with merged history and reimport all data.	During the post-installation process, your Costpoint data is fully imported based on a period of 10,000 days. Following the refresh, the flag is automatically set to **N**. To reduce the processing time of subsequent refreshes, Deltek recommends that you leave this option set to **N**. When set to **N**, data is imported by timestamp according to the value entered in the **Number of Days to Retrieve Data** field (also configured from the Integration tab). If tables later need to be rebuilt from scratch (for example, if data was missed during an incremental refresh) you would reset this flag to **Y** prior to running the refresh. When set to **Y**, all history is purged and Costpoint data is reimported.	Leave this value set to **N**. Set this to **Y** only when tables need to be rebuilt from scratch.
Number of Days to Retrieve Data*	The value entered in this field represents the number of days of data that is retrieved from Costpoint and is referred to during the Refresh process.	The initial refresh, which occurs as part of the post-installation process, uses a value of 10000 days. After the refresh process is completed, this value should be changed. When deciding the number of days to enter, a general guideline is to enter the number of open periods in days.	Number of days: Do not change this setting *before* the Post-Installation process has been completed. The **Post-Installation Complete** check

Field	Description	Notes/Choices	Decision/Admin Instructions
			box on the General tab of Configuration Settings (MAM10) selected is checked when the Post Installation process is finished.
Days to Recalculate*	The value entered in this field identifies the number of days after a period end that the prior month Project Summary and Project Burden Summary tables should continue to be recalculated in order to capture prior month changes and adjustments.	You should use the maximum number of days that it takes to close your books so that Costpoint Planning can continue to update key transaction tables for the prior period. The Project tables are the tables that will be updated through the number of days specified.	Number of days:
Vacation Types*	The value entered in this field identifies the valid accrued time off IDs used in Costpoint, such as, PTO, VAC, SCK, and so forth.	These codes are used to calculate employee budget accrual rates.	Accrued Time off IDs to enter in this field; separate by commas:
Include Adjustment Periods in Last Subperiod	This check box controls whether adjustment period actual values are included in the last sub-period of the last non-adjustment fiscal period.	An adjustment period is a period set up in Costpoint after the end of the regular fiscal year periods and is used to capture close adjustments that occur after that time. Multiple Adjustment Periods may exist. This setting affects how data from adjustment periods displays in data entry screens and reporting. ▪ If you select this check box, data from	Checked Unchecked

Field	Description	Notes/Choices	Decision/Admin Instructions
		adjustment periods displays in the last non-adjusted sub-period of the fiscal year. ▪ If you do not select this check box, fiscal years that have adjustment periods will display extra Periods.	
PSR Subperiod Display	This check box controls whether the subperiod column displays on the Costpoint Planning PSR for Costpoint clients with multiple sub-periods in each period.	Check this option to display the column or leave it unchecked to hide it.	Checked Unchecked
PSR Revenue Option Default	This check box controls whether revenue displays on the Costpoint Planning PSR.	Check this option to display the column or leave it unchecked to hide it. Most clients check this option.	Checked Unchecked

Organization Settings

This tab is where the System Administrator will enter edit or view configuration settings for the organization, such as the Org Budget revenue calculation method, default fee rate and other values related to Organization data.



Review and decide on the following settings. Required fields are denoted by an asterisk (*).

Field	Description	Notes/Choices	Decision/Admin Instructions
Paid Time Off Account*	The value selected in this field identifies the default PTO Account assigned to transactions resulting from the Org Budget and Org Outlook save processes	Choose the General Ledger Account that should be used as a default for PTO in Org Budgets and Outlooks.	Account ID:
Holiday Account*	The value selected in this field identifies the default Holiday account assigned to transactions resulting from the Org Budget and Org Outlook save processes.	Choose the General Ledger Account that should be used as default for Holiday time off in Org Budgets and Outlooks use for Holiday time off.	Account ID:
PTO Calculation Method*	The value selected in this field determines the PTO calculation method used in Org Budgeting.	Choose one of the following PTO calculation method: ▪ **Hours** – Enter whole hour numbers when budgeting. ▪ **Percent** - Enter percentage of annual accrual when budgeting.	Calculation method selected:
Default PTO Accrual Rate*	The value entered in this field serves as the Default PTO Accrual Rate for Org Budgeting, when the Vacation Types field on the Integration tab is left blank or when the vacation type used in the budget is invalid.	Estimate this value using the total number of accrued hours per fiscal year divided by the total number of sub-periods in the fiscal year. This value is only used when Vacation Types are invalid or not entered.	Accrual rate:
Part-time Holiday Calculation %*	The value entered in this field determines whether Budget & Planning calculates holiday for part-time employees whose FTE (full-time equivalent) percent is less than or equal to the rate entered in this field.	This field defaults to 0.5000. Decide whether you want to use a different percentage.	Percentage:
Default Fee Rate*	The value entered in this field serves as the Default Fee Rate for Org Budgeting Revenue purposes.	If you choose to calculate Revenue in the Org Budget instead of updating it from the Project Budget, the rate entered here (for example, 0.0700 [7%]) is used as the default fee rate for that purpose.	Default Fee Rate:

Field	Description	Notes/Choices	Decision/Admin Instructions
		For related information on this choice, see **Org Budget Revenue Calculation** below. Note that the rate entered here is not used for Project Revenue, which is configured separately.	
Default Utilization %*	The value entered in this field serves as the default Org Budget utilization %.	Decide what percent of employee hours should be attributed to direct labor versus indirect labor. For example, if you enter .82 as the default value, 82% of the employee's hours will be classified as direct labor, and 18% will be Indirect. Note that if you use Integrated Budgeting, when the labor is uploaded from the Project Budgets to the Org Budgets, this default will be overwritten.	Default utilization %:
Labor Expense Org Level(s)*	The values entered in this field represent the Org levels that will display in Lookup lists for labor expense. You can enter multiple levels provided they are separated by commas.	Decide how many levels of the Org structure should display for users in Lookup choices. For example, if the charging level org is 10.10.001 and you want to budget labor at a higher level than the charging level, say 10.10, you would enter "2" in the field, or if you also wanted to allow charging at the next level down, you would enter both levels separated by a comma, like so: 2,3. This would show two levels of the Org in Lookups and either level could be used in budgeting.	Enter the following Org Level/s:

Field	Description	Notes/Choices	Decision/Admin Instructions
Non Labor Expense Org Level(s)*	The values entered in this field represent the Org levels that will display in Lookup lists for non-labor expense You can enter multiple levels provided they are separated by commas	The choice you make here is the same as above but for non-labor expense budgeting.	Enter the following Org Level/s:
Project Level Display*	The values entered in this field represent the Org levels that will display in Lookup lists for Project Budgeting. You can enter multiple levels provided they are separated by commas.	Decide how many levels of the Org structure should display in Project Budgeting Lookup lists. If you want more than one level to display, separate each level with a comma, like so: 2,3 for the 2nd and 3rd level of the Org structure.	Enter the following Org Level/s
Org Budget Revenue Calculation	The value selected in this field establishes which method will be used to calculate revenue in Org budgets.	Choose one of the following revenue calculation methods for Org budgeting: ▪ **Org Revenue Calculation –**This is the historical method of calculating Org revenue. ▪ **Project Budget Revenue –** This method retrieves revenue from project budgets. You must bring over labor and non-labor costs from project budgets before you can bring over the project budget revenue. ▪ **Project plus Org Rev Adjustment –** This method retrieves revenue from project budgets. Labor and non-labor costs must come over before revenue. It allows for revenue adjustments in the Org Budget.	Option chosen:

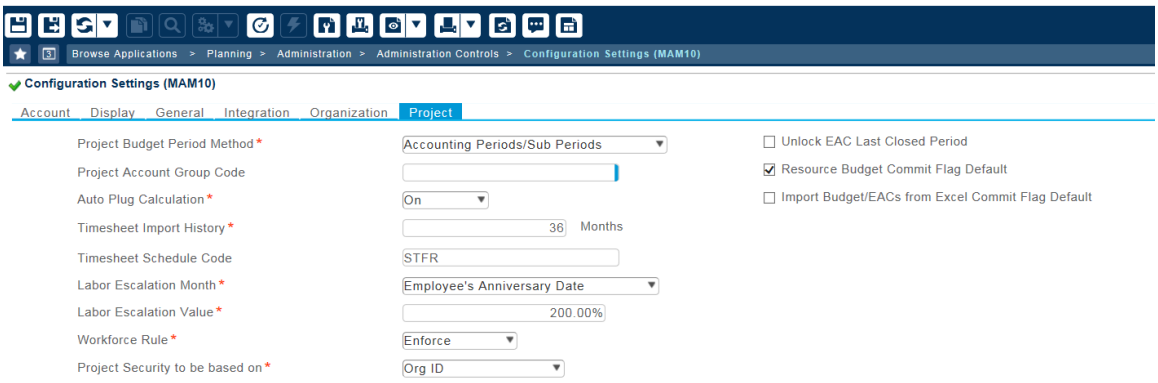
Field	Description	Notes/Choices	Decision/Admin Instructions
		This is a fundamental decision, and changing the method may require additional steps. Before you update this setting, be sure you have fully reviewed the "Org Budget Revenue Calculation" section at the beginning of this document.	
Non Labor Dollar History Method*	The value selected in this field determines which method is used to populate the Non-Labor Dollar (NLAB$) tab in Org Budgeting.	The value selected here is used when creating the first Org budget. Choose from the following options: A. Populate the NLAB$ tab with Prior Year GL Vendor history. B. Populate the NLAB$ tab with Prior Year GL Account history. C. Do not populate the NLAB$ tab. Note that if you do not populate the NLAB$ tab, you will need to enter the Non Labor Dollar budgets manually.	Option chosen:
Update Employee Home Org	This check box controls whether the employee home Org ID in the Employee Rates subtask of the Organization Budget Cycle Initialization (AOM3) screen is updated to reflect the current Home Org during the refresh process. (This applies only to employee records that are not locked.)	During the refresh process, depending on whether this setting is checked or unchecked, the following occurs: ▪ **Checked** – Home Org IDs are updated, but only for employee records where the **Lock** check box (also on the Employee Rates subtask) is not also checked. When **Lock** is checked, records cannot be overwritten regardless of how this setting is configured. ▪ **Unchecked** – The Home Org IDs are not updated. If you leave	Checked Unchecked

Field	Description	Notes/Choices	Decision/Admin Instructions
		this box unchecked, you will have to run the Organization Budget Cycle Initialization on a regular basis to capture these changes outside of the refresh process.	
Update Employee Accrual Rate	This check box controls whether the PTO accrual rate in the Employee Rates subtask of the Organization Budget Cycle Initialization (AOM3) screen is updated to reflect the current accrual rate during the refresh process. (This applies only to employee records that are not locked.)	During the refresh process, depending on whether this setting is checked or unchecked, the following occurs: ▪ **Checked** – PTO accrual rates are updated, but only for employee records where the **Lock** check box (also on the Employee Rates subtask) is not also checked. When **Lock** is checked, records cannot be overwritten regardless of how this setting is configured. ▪ **Unchecked** – PTO accrual rates are not updated. If you leave this box unchecked, you will have to run the Organization Budget Cycle Initialization on a regular basis to capture these changes outside of the refresh process.	Checked Unchecked
Use Effective Rates	This check box controls whether effective rates are used for salaried employees.	Check this box if you want to create effective labor rates that can be used when budgeting salaried employees in Org Budgets. Effective rates for Salaried employees are calculated using the employees "Annual Amount" divided by their "Standard Estimated Hrs" from the employee tables in Costpoint. When	Checked Unchecked

Field	Description	Notes/Choices	Decision/Admin Instructions
		this box is not checked, it is calculated using “Annual Amount” divided by 2080 hours.	

Project Settings

This tab is where the System Administrator will enter edit or view configuration settings for the project, such as budget period, auto-plug calculation, workforce rule, and escalation value.



Review and decide on the following settings. Required fields are denoted by an asterisk (*).

Field	Description	Notes/Choices	Decision/Admin Instructions
Project Budget Period Method*	The value selected in this field determines which budgeting period is used.	Choose how you want your Budget Periods to appear throughout Project Budgets. Choose one of the following budget periods: a) Accounting Periods/Sub Periods b) Time Collection Periods c) Accounting Periods ONLY	Option chosen:
Project Account Group Code*	This value selected in this field serves as the default Project Account Group (PAG) code for New Business Budgets.	Since a Costpoint project does not exist for New Business Budgets, you must choose a PAG code to use for them instead.	PAG chosen:

Field	Description	Notes/Choices	Decision/Admin Instructions
Auto Plug Calculation*	This setting controls whether the automatic plug calculation for Org Revenue Budgets is enabled or disabled.	This setting relates to the selection you made in the **Org Budget Revenue Calculation** field on the Organization tab. If you chose **Org Revenue Calculation** as the calculation method, set this option to **On** to automatically calculate the difference between project and org budgets. Knowing the gap between these can help when evaluating the accuracy or soundness of an Org budget. If you chose a calculation method that brings revenue into the Org Budgets from Project Budgets, you should set this option to **Off.**	On Off
Timesheet Import History*	The value entered in this field represents the number of months of timesheet data that is imported from Time & Expense during the refresh process.	The default for this field is 36 months. If you change this value, be sure that the number of months you enter sufficiently accounts for unposted and/or adjusted timesheets to be included in the budget timesheet reports.	Number of months:
Timesheet Schedule Code*	The value entered in this field is used as the timesheet schedule code for project budgeting.	This setting is required only if **Time Collection Periods** was selected as the Budget Period (also configured on this tab).	Code:
Labor Escalation Month*	The value entered in this field sets the time marker to use when increasing pay in Budgets and EACs.	Decide whether to use the employee anniversary date or a given month for a company-wide fixed escalation period.	Month chosen: Or Employee Anniversary Date

Field	Description	Notes/Choices	Decision/Admin Instructions
Labor Escalation Value*	The value entered in this field sets the percentage to use when increasing pay in Budgets and EACs.	Decide the percent (for example, 0.0300 for 3%) to use as a default escalation value. This value can be edited in the individual project budgets.	Percent:
Workforce Rule*	This setting controls whether selection of resources in Project Budgets is limited to those available in the Costpoint Project Workforce.	Decide whether you want to control resource selection using Costpoint Project Workforce or instead base it on user security settings. Choose one of the following: ▪ **Enforce** – When this option is selected, Project Budgets will only display resources in the Costpoint Project Workforce; therefore, only those resources can be added to the project budget. ▪ **Not Enforce** – When this option is selected, budgets resources available for selection are limited only by the user's security settings.	Enforce Not Enforce
Project Security to be based on	Switching this setting to **Project Budget Security** allows Project Managers to view and edit all assigned budgets. If security is based on Org ID, and for example, a Project manager has a Home Org of an Overhead type, he or she could not edit project budgets and associated resources that have a Direct type of Home Org, such as Engineering or Construction.	The default is Org ID but you need to select **Project Security** to use the Maintain Project Budget Security application. Note that with the addition of the new Project Security to be based on configuration option, the Manage Additional Project Budget Approvers (MAP8) screen was made obsolete and has been removed. During installation, existing entries from Project Budget Approvers (MAP8) are migrated to Maintain Project Budget Security, where they	Org ID Project Budget Security

Field	Description	Notes/Choices	Decision/Admin Instructions
		are denoted by “MAP8” in the Source field.	
Unlock EAC Last Closed Period	This check box controls whether the actuals in the last closed period of the Project EAC can be changed.	Check this box to allow users to modify the actuals in the last closed period of the Project EAC. The need for this may occur when a period rolls forward before all actuals from the prior period have been reported. Alternatively, whether this box is checked or unchecked, users can to delete the EAC that is missing data and recreate it or create a new version of the EAC.	Checked Unchecked
Resource Budget Commit Flag Default	This check box controls whether the **Commit** check box in the Add/Edit/Delete Assignments subtask of the Budget by Resource is selected by default.	The **Commit** check box on the subtask is editable, so users can change the status, either checked or unchecked, as needed. Check this option simply provides a default status. If the budget assignments are not committed from the Budget by Resource screen, they can be committed directly from the individual project budgets in Project Budgets/EACs.	Checked Unchecked
Import Budget/EACs from Excel Commit Flag Default	This check box controls whether the **Commit** check box in the Upload Report subtask of the Import Budgets/EACs from Excel screen is selected by default.	The **Commit** check box on the subtask is editable, so users can change the status, either checked or unchecked, as needed. Check this option simply provides a default status. If the budgets are not committed from Budgets/EACs from Excel screen, they can be committed directly from the	Checked Unchecked

Field	Description	Notes/Choices	Decision/Admin Instructions
		individual project budgets in Project Budgets/EACs.	

Appendix A: If You Need Assistance

If you need assistance installing, implementing, or using Costpoint Planning, Deltek makes a wealth of information and expertise readily available to you.

Customer Services

For over 30 years, Deltek has maintained close relationships with client firms, helping with their problems, listening to their needs, and getting to know their individual business environments. A full range of customer services has grown out of this close contact, including the following:

- Extensive self-support options through the Deltek Support Center.
- Phone and email support from Customer Care analysts
- Technical services
- Consulting services
- Custom programming
- Classroom, on-site, and Web-based training

Attention: Find out more about these and other services from the Deltek Support Center.

Deltek Support Center

The Deltek Support Center is a support Web site for Deltek customers who purchase an Ongoing Support Plan (OSP).

The following are some of the many options that the Deltek Support Center provides:

- Search for product documentation, such as release notes, install guides, technical information, online help topics, and white papers
- Ask questions, exchange ideas, and share knowledge with other Deltek customers through the Deltek Support Center Community
- Access Cloud-specific documents and forums
- Download the latest versions of your Deltek products
- Search Deltek's knowledge base
- Submit a support case and check on its progress
- Transfer requested files to a Customer Care analyst
- Subscribe to Deltek communications about your products and services
- Receive alerts of new Deltek releases and hot fixes
- Initiate a Chat to submit a question to a Customer Care analyst online

Attention: For more information regarding Deltek Support Center, refer to the online help available from the Web site.

Access Deltek Support Center

To access the Deltek Support Center:

1. Go to https://deltek.custhelp.com.
2. Enter your Deltek Support Center **Username** and **Password**.
3. Click **Login**.

Note: If you forget your username or password, you can click the **Need Help?** button on the login screen for help.

About Deltek

Better software means better projects. Deltek is the leading global provider of enterprise software and information solutions for project-based businesses. More than 23,000 organizations and millions of users in over 80 countries around the world rely on Deltek for superior levels of project intelligence, management and collaboration. Our industry-focused expertise powers project success by helping firms achieve performance that maximizes productivity and revenue. www.deltek.com