Deltek Costpoint

Costpoint Online Help

Overview

26 March 2026

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Overview

Costpoint Business Intelligence is a suite of applications that addresses the performance management needs of clients who are using the Costpoint Business Intelligence platform with the Deltek Costpoint, Deltek Time and Expense, Deltek Costpoint Planning, and Deltek Shop Floor Time products.

Costpoint Business Intelligence provides the capability to plan, monitor, analyze, and understand how your business is performing and take appropriate actions to improve profitability and overall company value. Costpoint Business Intelligence offers complete and robust data models and developed reports. This provides a path for upgrading to future versions, and follows a standard software development lifecycle process that includes tracking and updating customer-requested enhancements and fixes.

Before You Begin

You must be running the correct versions of Costpoint, Deltek Time and Expense, and Deltek Costpoint Planning to run the reports mentioned in this guide.

To use the reports discussed in this guide, you must be running at least one of the following:

- Deltek Costpoint 8.2
- Deltek Shop Floor Time 1.3 or 2.0

Also, Costpoint Business Intelligence 2026.1 leverages IBM Cognos Analytics v12.0.4.

Attention: For more information, see *Deltek Costpoint Business Intelligence Installation Guide for New Users* or the *Deltek Costpoint Business Intelligence Installation Guide for Users Upgrading from an Earlier Version.*

About This Guide

This guide describes the predefined reports and dashboards provided with Costpoint Business Intelligence in the Team Content folder.

These objects were developed for a baseline Costpoint implementation without consideration of a company's specific implementation.

This guide includes the following information for each object:

- Object descriptions
- Prompt descriptions
- Sample output

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Use this document as a resource for becoming familiar with the predefined objects and for planning modifications to tailor them for your particular needs.

Deltek revises this document regularly to provide the most up-to-date technical information and instructions. You can download the most recent version using the Products Download page in the Deltek Support Center.

Reports Included in this Release

Costpoint Business Intelligence includes reporting and analytics for a variety of subject areas.

In Costpoint Business Intelligence, the Team Content tab contain report folders for the following subject areas:

- Accounts Payable
- Accounts Receivable
- BI Audit
- Billing
- Costpoint Administration
- Capture & Contracts
- Employee
- Executive
- Expense
- Fixed Assets
- General Ledger
- Human Resources
- Incurred Cost Submission (ICS)
- Labor
- Manufacturing
- Materials
- Payroll
- Planning
- Procurement
- Projects
- Shop Floor Time
- Smart AI Admin
- SOX (Sarbanes-Oxley) Controls Reporting
- Subcontractor Management
- Time

Note: Some subject areas include reports for Costpoint modules that are purchased separately as add-ons, and not included in the core Costpoint license. As a result, reports might be blank if you don't have a separate license for the add-on module.

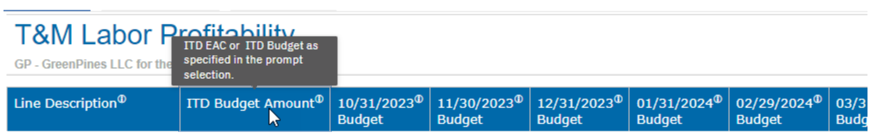
IBM Reporting Samples

The Samples folder in Team Content provides IBM content that includes, but is not limited to, reports, dashboards, stories, and explorations.

The samples in this folder show multiple BI features and provide ideas for how to use them for your organization. Use these samples with the IBM training videos to suit your organization's need.

Report Column Information

Click the **Info** icon in a column header to view the column definition.



Accounts Payable

The Accounts Payable folder stores standard Accounts Payable reports useful to accounting staff who need vendor information.

The contents of this folder are available to the following user groups:

- CER Accounting
- CER Accounting All Secure
- CER Accounts Payable Secure
- CER All

Accounts Payable Reports

The Accounts Payable folder includes the following reports:

- 1099 Exceptions
  Accounts Payable Aging
- Corpay Payments
- Corpay Portal Vendor

- Corpay Portal Vendor Listing
- Vendor Employee
- Vendor History by EEOC Classification
- Vendor Master (Form Style and List Style)

1099 Exceptions Report

The 1099 Exceptions report provides a list of the 1099 vendors that have missing or incomplete tax IDs.

This report should be run before the 1099s are printed to identify potential errors.

Prompts

Select the prompts to run the 1099 Exceptions report.

Prompt Message	Description
Company	Select one company from the list.
Select one or more tax ID's (Enter **Missing** to return vendors with no tax ID's.)	In the **Keywords** field, enter a portion of one or more tax IDs, or the text **Missing**, to search for vendors with incomplete tax IDs. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
AP 1099 type (Leave blank to include all.)	Select the AP type. For example: ▪ **A**: Acquisition/Abandonment ▪ **FED**: Federal Income Tax Withheld

Sample Report

Sample 1099 Exceptions report.

1099 Exceptions

1 - Company 1

Vendor	Vendor Name	A/P 1099 Type	A/P 1099 Type Description	Vendor Tax ID
GORDON	GORDON'S TEST VENDOR	NONEMP	Non-Employee Compensation	92-123456789
JFREGVEN001	JFREGVEN001 NAME	NONEMP	Non-Employee Compensation	992-22-1223
JSR1099CROP	JSR1099CROP	CROP	Crop Insurance Proceeds	987-654-321
PROUTY	DIANE PROUTY	NONEMP	Non-Employee Compensation	999-99-9996
WOLF	JOYCE WOLF	NONEMP	Non-Employee Compensation	999-99-9997
			Vendor ID Count	5

Accounts Payable Aging

Run the Accounts Payable Aging report to see the age of your outstanding vouchers and the status of all open items.

Prompts

Use the prompts to set parameters for the Accounts Payable Aging report.

Contents

Field	Description
Company	Select a company.
Subperiod End Date	Select the ending subperiod of the vouchers to include in the report.
Primary Group	Select the field to group data by in the report.
Account Level	Specify the top level of the account structure that you want included on this report. For example, if your account structure has three levels and you want to see vouchers for only the third level, enter 3. The report then includes only those vouchers charged to the third level of the account or below. To see vouchers for all levels, enter 1. The report includes vouchers that were charged to all three levels of the account.
Organization Level	Specify the top level of the organization structure that you want to see included on this report. For example, if your organization structure has five levels and you want to see vouchers for only the fifth level, enter 5. The report includes only those vouchers charged to the fifth level of the organization or below. To see vouchers for all levels, enter 1. The report includes vouchers that were charged to all five levels of the organization.
As of Date	Enter the date to print at the top of the report. This date should coincide with the periods you include in this report. BI does not use this date to select vouchers to be included in this report.
Exclude Pay	Choose whether to exclude Pay-When-Paid (PWP) vouchers from the report.

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Field	Description
When Paid?	
Include Unrealized Gain/Loss?	Choose whether to include unrealized gains and losses on the report to track the open Accounts Payable totals back to the accounts payable balance sheet account.

Aging Bucket Configuration

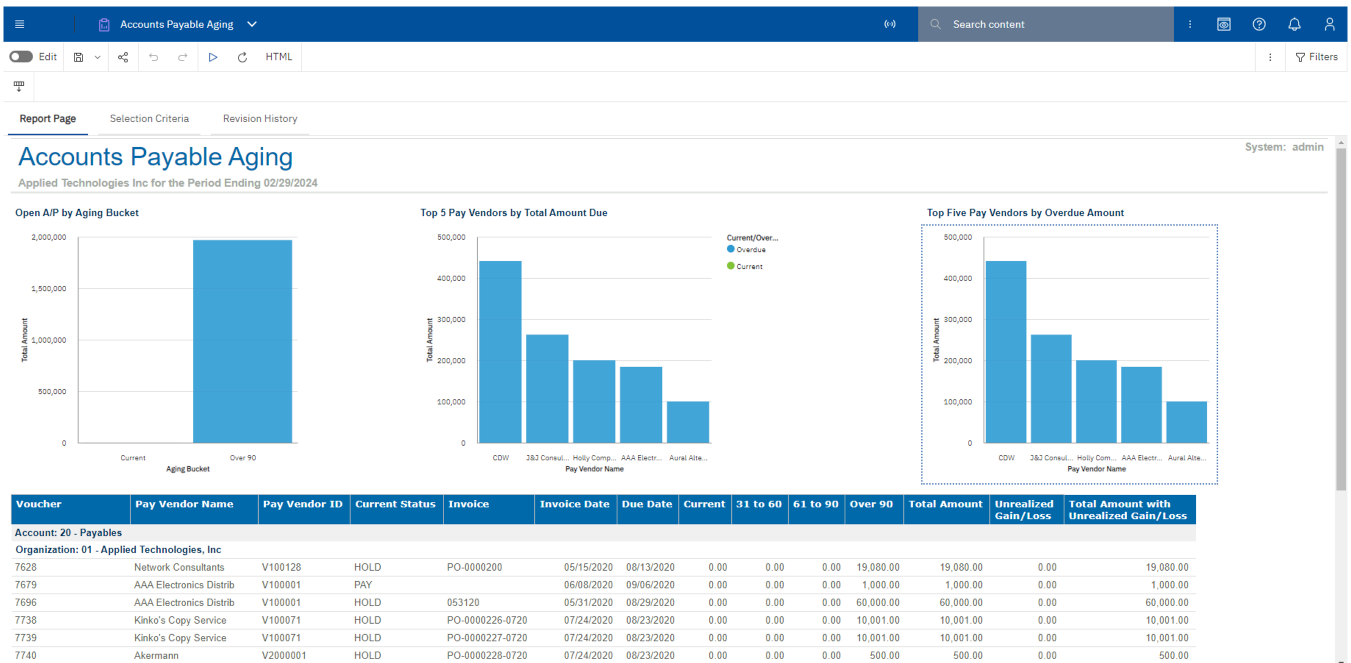
Use these fields to specify how the report ages the outstanding vouchers. The aging ranges are printed as column headings in the report. These columns will contain the vouchers that fall within the rage of days past due that you specify in these fields. The column headings are independent of the voucher aging, so be sure that they correspond to what is actually reflected in the columns.

Field	Description
Column 1 aging range	Enter the beginning and ending numbers of the range of days to include in this column. After you enter the number range, click **Set Range** to set the beginning number for the next column.
Column 2 aging range	Costpoint calculates the beginning number of the range by adding one to the value in the previous column's **To** field. The beginning number is non-editable.
	In the **To** field, enter the ending number of the range to print above the second aging column of the report.
	Click **Set Range** to adjust the beginning aging range for column 3.
Column 3 aging range	Costpoint calculates the beginning number of the range by adding one to the value in the previous column's **To** field. The beginning number is non-editable.
	Click **Set Range** to adjust the beginning aging range for column 3.
Column 4 aging range	Costpoint calculates the beginning number of the range by adding one to the value in the previous column's **To** field. Any vouchers past due beyond the number of days in this field are included in this column.
Limit Account(s)	Optionally, limit the report to selected accounts. To search with **Keywords**, enter one or more characters that will help retrieve the item(s) you want to select for the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit	Optionally, limit the report to selected organizations.

Field	Description
Organization(s)	To search with **Keywords**, enter one or more characters that will help retrieve the item(s) you want to select for the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

View an example of the Accounts Payable Aging report.



Costpoint Payments Report

The Costpoint Payments Report provides accounts payable information for a third-party AP payment service.

In Costpoint, set up the Bank Abbrev assigned to a vendor. When the vouchers are posted and selected for payment, the files are updated and Cash disbursement is posted. You can then print and send this report to the AP payment service to complete the cycle.

Use **Run Excel Data** to generate an XLS file to upload into the AP payment service.

Prompts

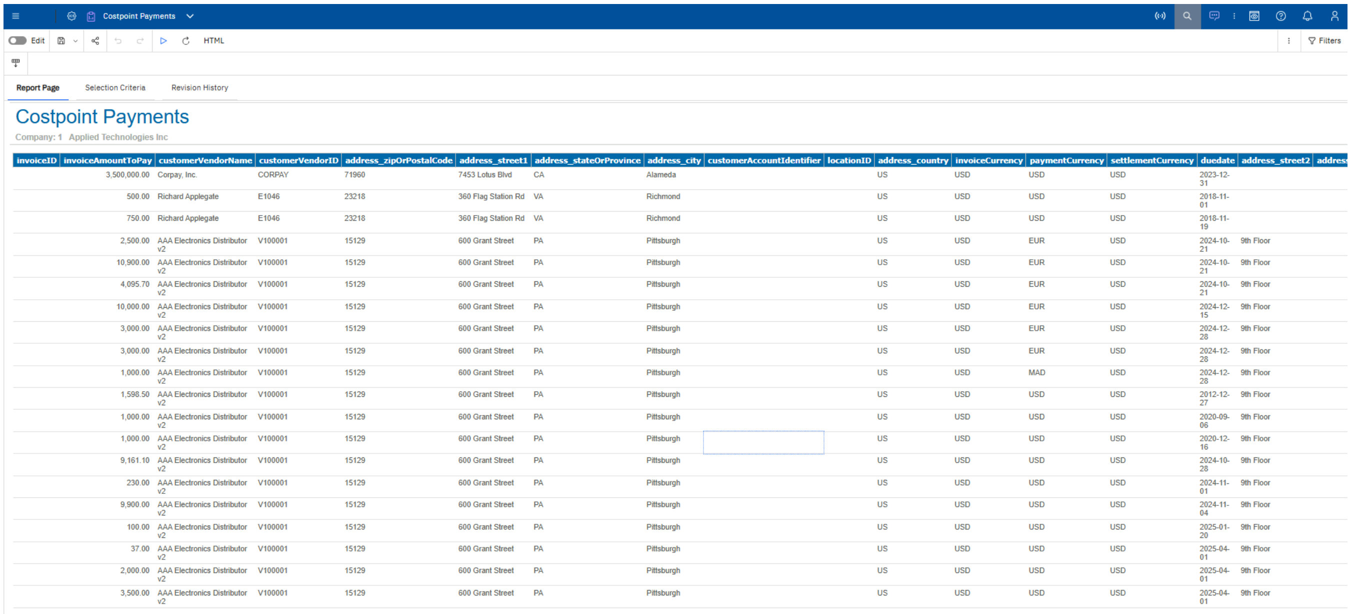
Select a company and optionally bank accounts, check numbers, and due dates to filter and run the Costpoint Payments Report.

Contents

Prompt Message	Description
Company	Select the company whose vendors you want to include in the report.
Select Bank Account Abbreviation(s)	Enter a portion of one or more bank account abbreviations for the customer accounts you want to include in report, then click **Search** . To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select Check Number(s)	Enter a portion of one or more check numbers to include in the report To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Due Date Range	Enter or select the starting date for due dates in **From** and the ending date in **To**. The report will include invoices with due dates that satisfy the date range you specify. You can opt to select the **Earliest date** or the **Latest date** possible for the date range.
Posted Date Range	Enter or select the starting date for invoices with posted dates in **From** and the ending date in **To**. The report will include invoices with posted dates that satisfy the date range you specify. You can opt to select the **Earliest date** or the **Latest date** possible for the date range.

Sample Report

The Costpoint Payments Report includes the accounts payable information you can use with a third-party AP payment system.



invoiceID	invoiceAmountToPay	customerVendorName	customerVendorID	address_zipOrPostalCode	address_street1	address_stateOrProvince	address_city	customerAccountIdentifier	locationID	address_country	invoiceCurrency	paymentCurrency	settlementCurrency	duedate	address_street2	addres
	3,500,000.00	Corpay, Inc.	CORPAY	71960	7453 Lotus Blvd	CA	Alameda			US	USD	USD	USD	2023-12-31		
	500.00	Richard Applegate	E1046	23218	360 Flag Station Rd	VA	Richmond			US	USD	USD	USD	2018-11-01		
	750.00	Richard Applegate	E1046	23218	360 Flag Station Rd	VA	Richmond			US	USD	USD	USD	2018-11-19		
	2,500.00	AAA Electronics Distributor v2	V100001	15129	600 Grant Street	PA	Pittsburgh			US	USD	EUR	USD	2024-10-21	9th Floor	
	10,900.00	AAA Electronics Distributor v2	V100001	15129	600 Grant Street	PA	Pittsburgh			US	USD	EUR	USD	2024-10-21	9th Floor	
	4,095.70	AAA Electronics Distributor v2	V100001	15129	600 Grant Street	PA	Pittsburgh			US	USD	EUR	USD	2024-10-21	9th Floor	
	10,000.00	AAA Electronics Distributor v2	V100001	15129	600 Grant Street	PA	Pittsburgh			US	USD	EUR	USD	2024-12-15	9th Floor	
	3,000.00	AAA Electronics Distributor v2	V100001	15129	600 Grant Street	PA	Pittsburgh			US	USD	EUR	USD	2024-12-28	9th Floor	
	3,000.00	AAA Electronics Distributor v2	V100001	15129	600 Grant Street	PA	Pittsburgh			US	USD	EUR	USD	2024-12-28	9th Floor	
	1,000.00	AAA Electronics Distributor v2	V100001	15129	600 Grant Street	PA	Pittsburgh			US	USD	MAD	USD	2024-12-28	9th Floor	
	1,598.50	AAA Electronics Distributor v2	V100001	15129	600 Grant Street	PA	Pittsburgh			US	USD	USD	USD	2012-12-27	9th Floor	
	1,000.00	AAA Electronics Distributor v2	V100001	15129	600 Grant Street	PA	Pittsburgh			US	USD	USD	USD	2020-09-06	9th Floor	
	1,000.00	AAA Electronics Distributor v2	V100001	15129	600 Grant Street	PA	Pittsburgh			US	USD	USD	USD	2020-12-16	9th Floor	
	9,161.10	AAA Electronics Distributor v2	V100001	15129	600 Grant Street	PA	Pittsburgh			US	USD	USD	USD	2024-10-28	9th Floor	
	230.00	AAA Electronics Distributor v2	V100001	15129	600 Grant Street	PA	Pittsburgh			US	USD	USD	USD	2024-11-01	9th Floor	
	9,900.00	AAA Electronics Distributor v2	V100001	15129	600 Grant Street	PA	Pittsburgh			US	USD	USD	USD	2024-11-04	9th Floor	
	100.00	AAA Electronics Distributor v2	V100001	15129	600 Grant Street	PA	Pittsburgh			US	USD	USD	USD	2025-01-20	9th Floor	
	37.00	AAA Electronics Distributor v2	V100001	15129	600 Grant Street	PA	Pittsburgh			US	USD	USD	USD	2025-04-01	9th Floor	
	2,000.00	AAA Electronics Distributor v2	V100001	15129	600 Grant Street	PA	Pittsburgh			US	USD	USD	USD	2025-04-01	9th Floor	
	3,500.00	AAA Electronics Distributor v2	V100001	15129	600 Grant Street	PA	Pittsburgh			US	USD	USD	USD	2025-04-01	9th Floor	

Costpoint Payments Portal Vendor Listing Report

The Costpoint Payments Portal Vendor Listing report shows the number of payments and spend volume for the last 12 months, based on the fiscal year and fiscal period, for each vendor.

Prompts

Select a company, fiscal year, and fiscal period to run the Costpoint Payments Portal Vendor Listing report.

Contents

Field	Description
Company	Select a company.
Fiscal Year	Select the fiscal year for the report.
Fiscal Period	Select the fiscal period for the report.

Sample Report

This is a sample of the Costpoint Payments Portal Vendor Listing report.

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Report Page | Selection Criteria | Revision History

Costpoint Payments Portal Vendor Listing

Company: 1 Applied Technologies Inc

Vendor ID	VendorRemitAddressID	Vendor Name 1	Vendor Name 2	Street Address 1	Street Address 2	Street Address 3	City	State	Zip	Country Code	Spend Volume Last 12 Months	Number of Payments Last 12 Month	Current Payment Method	Phone Number
0201	ADDR1	201 Vendor	201 Vendor	230 Canal Root			New York City	NY	02256	USA	0.00	0	Check	
CC_VEND_EMPL	ADDR	CC Vendor w Empls	CC Vendor w Empls								0.00	0	Check	
CORPAY	PAY	Corpay, Inc.	Corpay, Inc.	7453 Lotus Blvd			Alameda	CA	71960	USA	0.00	0	Check	
DB1357	TEST	Security Testing	Security Testing	Herndon	2291 Wood Oak Drive		Virginia	AL		USA	0.00	0	Check	
E1001	ADDR1	Megan Parmenter	Megan Parmenter	2131 Mountain Blvd			Denver	CO	23450	USA	0.00	0	Check	757-262-8474
E1001	EFT1	Megan Parmenter	Megan Parmenter								0.00	0	EFT	
E1001	TEST1	Megan Parmenter	Megan Parmenter	1234 New Path Way							0.00	0	Check	
E1005	LOC1	Tony Evans	Tony Evans	2530 Whitcomb St			Virginia Beach	VA	23452	USA	0.00	0	Check	
E1007	PAY	Brenda S Walker	Brenda S Walker	1952 Raven St			Virginia Beach	VA		USA	3,007.56	2	Check	
E1013	ADDR1	Katherine Tate	Katherine Tate	15 Buck Branch Dr			Richmond	VA	23221	USA	0.00	0	Check	
E1014	ADDR1	Deborah Arnold	Deborah Arnold	4983 Warwick Rd			Virginia Beach	VA	23458	USA	1,191.68	2	Check	
E1014	EFT1	Deborah Arnold	Deborah Arnold								0.00	0	Check	
E1019	ADDR1	Tina Sexton	Tina Sexton	4125 N Weber			Los Angeles	CA	90100	USA	3,941.50	1	Check	
E1022	ADDR1	Paul Sawyer	Paul Sawyer	1101 S Davis Ave			Virginia Beach	VA	23450	USA	0.00	0	Check	
E1022	EFT1	Paul Sawyer	Paul Sawyer								0.00	0	Check	
E1026	ADDR1	John Langley	John Langley	2823 Garland Ave			San Diego	CA	92101	USA	0.00	0	Check	
E1046	ADDR1	Richard Applegate	Richard Applegate	360 Flag Station Rd			Richmond	VA	23218	USA	0.00	0	Check	
E1048	ADDR1	Bill Chadwick	Faye King	9 Buck Branch Dr			Richmond	VA	23219	USA	0.00	0	Check	
E1050	ADDR1	Sue Campbell	Sue Campbell	15 Buck Branch Dr			Richmond	VA	23221	USA	0.00	0	Check	
E1052	PAY	Belle Sherman	Belle Sherman	2291 Wood Oak Dr			Herndon	VA	22602	USA	600.00	1	Check	

Vendor Employee

The Vendor Employee report provides a list of the vendor employees and related information stored in Costpoint.

Use the report to validate vendor employee information and identify errors or obsolete vendor employees.

Prompts

Use the Vendor Employee prompts to run the Vendor Employee report.

Prompt Message	Description
Company	Select a company.
Limit Vendors	In the **Keywords** field, enter a portion of one or more vendor IDs or names and click to list vendors to include in the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.

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Sample Report

This sample features the Vendor Employee report.

Vendor Employees

1 - Applied Technologies Inc

Vendor ID Name	Vendor Employee	Vendor Employee Name	PLC	PLC Description	GLC	GLC Description
201 Vendor - 201 Vendor						
0201 201 Vendor	2001	Smith, John Q			DMI	DMI
	Count for 201 Vendor :	**1**				
ACME Supplies - ACME Supplies						
V100004 ACME Supplies	TE002	Harrod2222222222222, kara				
	Count for ACME Supplies :	**1**				
Balmar Consulting - Balmar Consulting						
V100013 Balmar Consulting	VE-0001	Gus Davis				
V100013 Balmar Consulting	VE-0002	James Barnes				
V100013 Balmar Consulting	VE-0003	Roger O'Brien				
V100013 Balmar Consulting	VE-0004	Patricia Meyers				
	Count for Balmar Consulting :	**4**				
ERG Consulting - ERG Consulting						
V100134 ERG Consulting	V1018	Terry Smith				
	Count for ERG Consulting :	**1**				
J&J Consulting - J&J Consulting						
V100068 J&J Consulting	VE-0005	John Smith				
	Count for J&J Consulting :	**1**				
Network Consultants - Network Consultants						
V100128 Network Consultants	VE-NC01	John Smith	NETSYS	Network System Engineer		
V100128 Network Consultants	VE-NC02	Sarah Hart				
	Count for Network Consultants :	**2**				
SubCompany, LLC - SubCompany, LLC						
V100127 SubCompany, LLC	V001	Vendor, Employee				
	Count for SubCompany, LLC :	**1**				
	Overall Count:	**11**				

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Vendor History by EEOC Classification

The Vendor History by EEOC Classification report provides a list of vendors and the classifications for those vendors who are designated as a Small Business (SB) in Costpoint.

Amounts from the Accounts Payable area are spread across the classification columns to display activity. Federal Contractors can use this information to help complete forms SF 294 and SF 295.

The values used in this report are a summarization of CST_AMT from the VCHR_LN_ACCT_HS table.

> **Note:** If the associated PO from VCHR_LN_HS is a match type of 2, then the CST_AMT database field will NOT populate because the report is only concerned with matching the total PO amount with the total Vouchered amount. The cost per item is not important and is not considered for the report. If you set up the PO as a match type of 3, then the report matches the Qty Ordered on PO to Qty Received to Qty Vouchered (3 ways). In this case, the cost per item is very important and the CST_AMT populates on the voucher info.

> **Note:** This report can serve as a guide or template for your EEOC reporting. However, it may require customization to meet your official government reporting requirements. If you have suggestions for improving

this report, please submit your ideas via the Ideas Portal in the Deltek Support Center.

Prompts

These are Vendor History by EEOC Classification prompts.

Prompt Message	Description
Company	Select A company.
Invoice Date Range	Select the start date for the invoice date range. In the **From:** field, enter or select the start date assigned to invoices or click the calendar icon to select the date. In the **To:** field, enter or select the end date assigned to invoices or click the calendar icon to select the date. You can opt to select the **Earliest date** or the **Latest date** possible for the invoice dates.
Display Missing Projects Only	Select **Yes** if you want the report to display only data for vouchers that are not linked to a project. Select **No** if you want the report to display data for all vouchers selected by your entries in the prompt fields.
Select one or more Projects	In the **Keywords** field, enter a portion of one or more project IDs and click **Search** to list IDs to include in the report.
Select one or more Agencies	In the **Keywords** field, enter a portion of one or more agency IDs and click **Search** to list IDs to include in the report.

Note: To optimize the display of project IDs in **Select one or more projects**, this prompts screen limits the number of project IDs returned to 1,000. Because of this, you should enter as much of the project ID as possible when you search for projects. If your search is too general, the projects you want may not be included in the 1,000 that are returned.

As you are able to change this limit, decreasing the limit will result to performance improvement. Increasing it, on the other hand, will process the query at a much longer time.

Sample Report

This is a sample of the Vendor History by EEOC Classification report.

Vendor History by EEOC Classification

1 Company 1

Vendor	Vendor Name	Large Amount	Small Amount	Total Amount	SDB	WOSB	VOSB	SDVOSB	HBCU/MI	HUBZoneSB	ANC/Indian Tribe not Small	ANC/Indian Tribe not Disadvantaged
Project: 1003.003 - Spacecraft Interface Sys												
JDVEND	JDVEND Name	500.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUBCON	Subcontractor X	2,000.00	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total for Project: 1003.003		2,500.00	0.00	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Project: 1003.003.20 - Computer Interfacex												
DIGITAL	Digital Systems, Inc.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total for Project: 1003.003.20		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total for Agency:	agnt	123,580,245,834,658.22		123,580,245,834,658.22	0.00	0.00	0.00	0.00	0.00	0.00		
		100.00%		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		

Click a vendor ID to view its Vendor Master report.

Vendor Master

System: CTB82PSMDEMO

1 Applied Technologies Inc

Vendor:	V100062
Vendor Name/Loc:	Holly Company Consulting/
Vendor Group:	
Pay Vendor:	V100062

Terms:	60 DAYS	Payment Control:	N	Pay When Paid:	N
PO Status:	OK	Customer Account No:		Entry User:	X1083
Payment Status:	Pay Vouchers	Employee ID:		Entry Date:	09/17/2008 12:00 AM

Shipping	
FOB:	
Via:	

Classification:	Small Business;

Address Code	Address Line 1/2/3	City/State, Postal/Country	Phone/Fax/Other Phone	Payment/Order Address Type	Ship ID
ADDR1	100 Cresent Court Suite 1600	Dallas TX 75201 USA	214-873-4555	Default Payment Order	

Notes:	

Vendor Master Report (Form and List Style)

The Vendor Master report provides basic vendor master file information in a form or list view.

This report shows general vendor information in the top half of the report and address information in the bottom half. This report can be used as a drill through report from reports with a customer field.

Prompts

Use the Vendor Master prompts to run the Vendor Master report.

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Contents

Prompt	Description
Company	Select a company from the list.
Select one or more vendors	In the **Keywords** field, enter a portion of one or more vendor IDs or names and click . To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

The Vendor Master report displays below in form view.

Vendor Master

System: admin

1 - Applied Technologies Inc

Vendor:	VCPSUPERUSER
Vendor Name/Loc:	CPSUPERUSER/
Vendor Group:	
Pay Vendor:	VCPSUPERUSER

Terms:	1 MO	**Payment Control:**	N	**Pay When Paid:**	N
PO Status:	OK	**Customer Account No:**		**Entry User:**	CPSUPERUSER
Payment Status:	Pay Vouchers	**Employee ID:**		**Entry Date:**	05/16/2023 12:00 AM

Shipping	
FOB:	
Via:	

Classification:	Large Business;

Address Code	Address Line 1/2/3	City/State, Postal/Country	Phone/Fax/Other Phone	Payment/Order Address Type	Ship ID	UEI Number	CAGE Code
BILLTO	12458 WOOD OAK DRIVE	FREDERICKSBURG VA 22408 USA		Default Payment Order			

Notes:	

The Vendor Master report can also display in list view. You can use this unformatted view to sort and manipulate the data.

Vendor Master

1 - Applied Technologies Inc

System: admin

Vendor ID	Vendor Name	Vendor Name Extension	Vendor Grp	A/P Check Vendor ID	Vendor Terms Desc	PO Status	Payment Status	Subcontractor (Y/N)	Customer Account	Employee ID	Pay When Paid (Y/N)	User ID	Entry Date/Time	Free On Board	Ship Via	Classification
0201	201 Vendor			V300002	UPON RECEIPT	OK	Pay Vouchers	N			N	X1077	05/28/2020 12:00 AM			Large Business;
CC_VEND_EMPL	CC Vendor w Empls			CC_VEND_EMPL	NET 30	OK	Pay Vouchers	N			N	CPSUPERUSER	06/30/2021 12:00 AM			Large Business;
CORPAY	Corpay, Inc.			CORPAY	UPON RECEIPT	OK	Pay Vouchers	N			N	CPSUPERUSER	09/06/2023 12:00 AM			Large Business;
E1001	Megan Parmenter			E1001	UPON VCHR	OK	Pay Vouchers	N		1001	N	X1083	09/18/2008 12:00 AM			Large Business;
E1005	Tony Evans			E1005	NET 30	OK	Pay Vouchers	N		1005	N	CPSUPERUSER	09/22/2023 4:17 PM			Large Business;
E1007	Brenda S Walker			E1007	UPON VCHR	OK	Pay Vouchers	N			N	X1163	12/19/2019 12:00 AM			Large Business;
E1013	Katherine Tate			E1013	UPON VCHR	OK	Pay Vouchers	N		1013	N	X1014	05/21/2016 12:00 AM			Large Business;
E1014	Deborah Arnold			E1014	UPON VCHR	OK	Pay Vouchers	N		1014	N	X1083	09/18/2008 12:00 AM			Large Business;
E1019	Tina			E1019	UPON	OK	Pay	N		1019	N	X1083	09/22/2008			Large Business;

Vendor ID	Vendor Notes	Address Code	Address Line 1/2/3	City/State, Postal/Country	Phone/Fax/Other Phone	Ship ID	Address Line 2	Address Line 3	Mail State	Postal Cd	Country Cd	Fax Number - Vendor Address	Other Phone Number - Vendor Address	Payment/Order Address Type	Order Address	UEI Number	CAGE Code
0201		ADDR1	230 Canal Root	New York City					NY	02256	USA			Default Payment	Order		
CC_VEND_EMPL		ADDR												Default Payment	Order		
CORPAY		PAY	7453 Lotus Blvd	Alameda					CA	71960	USA			Default Payment	Order		
E1001	*A* Medical Insurance Aug 2021. Group 9778663 another line	ADDR1	2131 Mountain Blvd	Denver	757-262-8474				CO	23450	USA			Default Payment	Order		
		EFT1												Payment	Order		
E1005		LOC1	2530 Whitcomb St	Virginia Beach					VA	23452	USA			Default Payment	Order		
E1007		PAY	1952 Raven St	Virginia Beach					VA		USA			Default Payment	Order		
E1013		ADDR1	15 Buck Branch Dr	Richmond					VA	23221	USA			Default Payment	Order		
E1014		ADDR1	4983 Warwick Rd	Virginia Beach					VA	23458	USA			Default Payment	Order		
		EFT1												Payment	Order		
E1019		ADDR1	4125 N	Los Angeles					CA	90100	USA			Default Payment	Order		

Accounts Receivable

This folder stores standard Accounts Receivable reports for use by accounting staff.

The contents of this folder are available to the following user groups:

- CER Accounting
- CER Accounting All Secure
- CER Accounts Receivable Secure
- CER All

Accounts Receivable Reports

This folder displays sample prompt screens and sample reports for the following reports:

- Accounts Receivable Aging
- Customer Master Information

Accounts Receivable Aging Report

The Accounts Receivable Aging report is a management report that provides a list of all unpaid or partially paid invoices; the report ages the amounts based on an option of invoice date or due date.

The report contains drill through functionality that allows you to view more detailed information about the outstanding amounts.

When comparing this BI report to the Standard Accounts Receivable Aging Report in the Costpoint Accounting module, you may see a discrepancy in the total A/R balance outstanding. This discrepancy may be caused by overpayments on invoices, which show as credit balances on the BI A/R Aging Report but are not included in the Costpoint Standard version.

Prompts

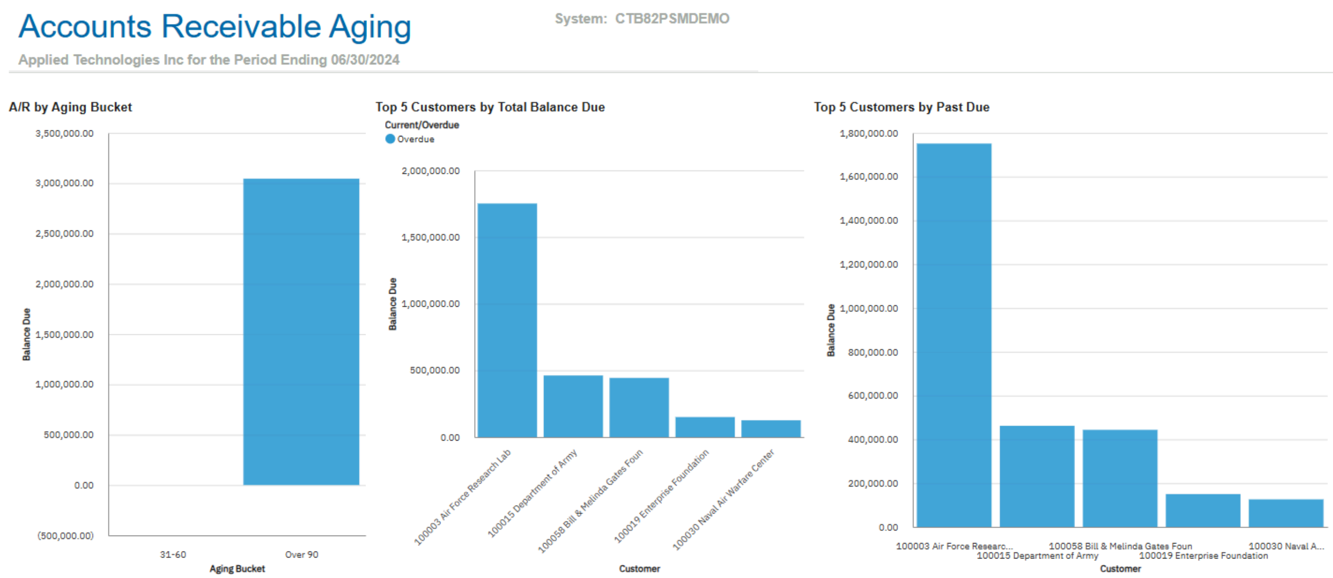
The Accounts Receivable Aging Report prompts includes selections such as company, subperiod end date, and aging bucket configuration.

Prompt Message	Description
Company	Select a company.
Subperiod End Date	Enter or select the subperiod end date.
Primary Group	Select an option from the following list: ▪ Customer ▪ Customer Type ▪ Organization ▪ Project ▪ Project Manager ▪ Project Type ▪ Reorganization
Secondary Sort	Select an option from the following list to use as the secondary sort on the report: ▪ Customer ▪ Customer Type ▪ Organization ▪ Project ▪ Project Manager ▪ Project Type ▪ Reorganization
Aging Method	Select one of the following options to age by: ▪ Due Date ▪ Invoice Date
Date to Age	Enter or select the date to use when determining which aging column the receivable amount

Prompt Message	Description
By	belongs in, based on the number of days before this date the invoice date or due date (selected in the previous prompt) falls.
Limit Customers	In the **Keywords** field, enter a portion of one or more names or IDs to narrow the primary group you selected in the previous field. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Aging Bucket Configuration	Use these fields to specify how the report ages the outstanding invoices. The aging ranges are printed as column headings in the report. These columns will contain the invoices that fall within the rage of days past due that you specify in these fields. The column headings are independent of the invoice aging, so be sure that they correspond to what is actually reflected in the columns.
Column 1 aging range	Enter a range to age by in the following three columns. You can edit the default ranges as necessary as long as date ranges do not overlap from column to column . Defaults from **0** up to **30**.
Column 2 aging range	Enter the column range for aging. Defaults from **31** up to **60**.
Column 3 aging range	Enter the column range for aging. Defaults from **61** up to **90**.
Column 4 aging range	This defaults to the last number in **Column 3 aging range** plus one.
Set Range	When you edit the default ranges, click **Set Range** to reset the first numbers in columns 2, 3, and/or 4.

Sample Report

The Accounts Receivable Aging report displays data in a chart and table format.



Accounts Receivable Aging

System: CTB82PSMDEMO

Applied Technologies Inc for the Period Ending 11/30/2024

Project ID	Invoice Number	Invoice Amount	Invoice Date	Current	31 to 60	61 to 90	Over 90	Balance Due
10950.01	INV-0000005778	121,929.15	02/10/2017	0.00	0.00	0.00	973.92	973.92
10950.01	INV-0000005805	114,216.42	03/15/2017	0.00	0.00	0.00	(0.01)	(0.01)
10950.01	INV-0000005906	64,916.45	04/12/2017	0.00	0.00	0.00	(9,659.95)	(9,659.95)
10950.01	INV-0000006214	19,748.30	05/12/2017	0.00	0.00	0.00	(1,720.51)	(1,720.51)
10950.01	INV-0000006509	280,631.44	06/09/2017	0.00	0.00	0.00	(8,787.71)	(8,787.71)
10950.01	INV-0000006539	232,941.60	07/09/2017	0.00	0.00	0.00	3,707.20	3,707.20
10950.01	INV-0000006595	62,996.86	09/13/2017	0.00	0.00	0.00	(2,562.16)	(2,562.16)
10950.01	INV-0000006713	169,744.07	10/05/2017	0.00	0.00	0.00	4,001.37	4,001.37
10950.01	INV-0000006777	119,336.83	11/20/2017	0.00	0.00	0.00	2,864.55	2,864.55
10950.01	INV-	83,224.27	12/28/2017	0.00	0.00	0.00	(232.56)	(232.56)

Customer Master Information Report

The Customer Master Information report provides a list of customers with the relevant master file information.

This report can be used as a drill through report from reports with a customer field.

Prompts

Use the Customer Master Information prompts to run the Customer Master Information report.

Prompt Message	Description
Company	Select one company from the list.
Select one or more customers	In the **Keywords** field, enter a portion of one or more customer IDs and click to list customers to include in the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Status	Select a customer status to filter the report results by one or more of the following statuses: ▪ **Hold**: Include customers whose sales order processing has been suspended. ▪ **OK**: Include customers with credit in good standing. ▪ **Warning**: Include customers whose sales orders are still being processed, but whose orders are marked with a warning message during sales order entry indicating the customer's credit status.
Customer type	Select one or more types of customers to include in the report. To filter for all types, leave this field blank.
Sales territory	Select the territories of customers you want to include in the report. Territories are established in the Sales Territories table in Costpoint Accounts Receivable. To filter for all territories, leave this field blank.

Sample Report

View the sample of the Customer Master Information report.

Customer Master Information

System: CTB82PSMDEMO

1 Applied Technologies Inc

Customer ID	Customer Name	Customer Name (Long)	Sales Territory	Customer Type	Customer Status	Customer Terms
100039	US Air Forces-Europe	US Air Forces-Europe (USAFE)		FEDERAL GOV'T	OK	NET 30
100040	US Army Aviation	US Army Aviation		FEDERAL GOV'T	OK	NET 30
100041	US Coast Guard	US Coast Guard		FEDERAL GOV'T	OK	NET 30
100042	USDA	US Department of Agriculture		FEDERAL GOV'T	OK	NET 30
100043	US Space Command	US Space Command		FEDERAL GOV'T	OK	NET 30
100044	US State Department	US State Department		FEDERAL GOV'T	OK	NET 30
100045	VA Dept of Transportation	VA Dept of Transportation		STATE GOV'T	OK	NET 30
100046	Wal-Mart, Inc.	Wal-Mart, Inc.		COMMERCIAL	OK	NET 30
100047	TransCanada	TransCanada	MID WEST	COMMERCIAL	OK	NET 30
100048	Hess Corporation	Hess Corporation		COMMERCIAL	OK	NET 30
100049	FAA	Federal Aviation Administration		FEDERAL GOV'T	OK	NET 30
100050	USAID	US Agency for International Development		FEDERAL GOV'T	OK	NET 30
100051	FDA	Federal Drug Administration		FEDERAL GOV'T	OK	NET 30
100052	HHS	Dept of Health and Human Services		FEDERAL GOV'T	OK	NET 30
100053	Booz Allen	Booz Allen Hamilton		COMMERCIAL	OK	NET30
100054	SPAWAR	Space and Naval Warfare Command		FEDERAL GOV'T	OK	NET 30
100055	ATA Div 3	ATA Div 3		COMMERCIAL	OK	
100056	DEA	Drug Enforcement Agency		FEDERAL GOV'T	OK	NET 30
100057	STATE	State Dept		FEDERAL GOV'T	OK	NET 30

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BI Audit Reports (for Cloud users only)

This folder stores standard BI Audit reports for the BI administrator to see BI usage and login data.

Use the BI audit reports to track the following types of information:

BI content execution information

- Type of content (Report, Report View, Dashboard, Unsaved Report, Active Report)
- Content name
- Source (package or data module name)
- Date/Time
- User name
- Execution time

User login and logoff information

- User name
- Login time
- Logoff time
- Session duration
- Logoff operation (Regular Logoff or Termination)

BI audit data is retained for six months.

Six out-of-the-box reports help analyze the audit data:

- BI Content by User Report
- User Login/Logoff Report
- Summary BI Report Usage
- BI Content Trended Usage Report
- Company Content BI Permissions
- Company Content BI Asset Listing

The contents of this folder are available to the following user groups:

- CER ALL
- CER CP Administration

BI Content by User Report

View the reports, dashboards/stories, and active reports run by users during a range of time.

Administrators can select users, content types, packages, and BI objects and specify the minimum execution time.

Prompts

Select the prompt values for the BI Content by Users report.

Contents

Field	Description
Date Range	In the **From** field, enter the beginning value for the active date range. In the **To** field, enter the end value for the date range. You can opt to select the **Earliest date** or the **Latest date** possible for the date range.
Execution Time in second(s)	Enter a number to filter the report by the execution time. The report includes only data that has an execution time greater than or equal to the number of seconds specified.
Select User(s)	Select one or more users for the report. If you do not select a user, the report will show data for all users.
Content Type	Select the types of content you want to include in the report:

Field	Description
	▪ Dashboard/Story ▪ Unsaved Report ▪ Standard Report ▪ Report View ▪ Active Report

Sample Report

You can filter the BI Content by User report by package and type.

BI Content By User Report with Execution Times Greater Than 0

from Earliest Date to Latest Date

Type: Type　　Package: Package

User name	Package	Report name	Type	Time stamp	Execution time in seconds
Asaka, Leslie	BI Audit Data	BI Content by User Report	Standard report	02/22/2022 01:15:11 PM	0.147
			Standard report	02/22/2022 12:26:12 PM	0.15
		Unsaved report	Unsaved report	10/21/2021 02:24:23 PM	0.489
			Unsaved report	10/21/2021 02:24:26 PM	0.459
		User Login/Logoff Report	Standard report	02/22/2022 11:36:30 AM	0.443
			Standard report	10/21/2021 02:25:16 PM	0.307
			Standard report	10/21/2021 02:27:44 PM	0.474
			Standard report	10/21/2021 02:25:14 PM	1.542
			Standard report	02/22/2022 12:13:46 PM	2.696
			Standard report	02/22/2022 11:36:38 AM	0.073
			Standard report	10/21/2021 02:27:41 PM	0.037
			Standard report	02/22/2022 11:41:20 AM	0.096
			Standard report	10/21/2021 02:27:46 PM	0.225
			Standard report	02/22/2022 11:36:35 AM	0.066
			Standard report	10/21/2021 02:25:9 PM	0.193

BI Content Trended Usage

The BI Content Trended Usage report helps you understand your BI content usage trends by month, with a bar chart with overall usage and by package. You can compare the last six months of data.

This report also includes a table of usage data by package and month. You can drill to more details on the report.

Prompts

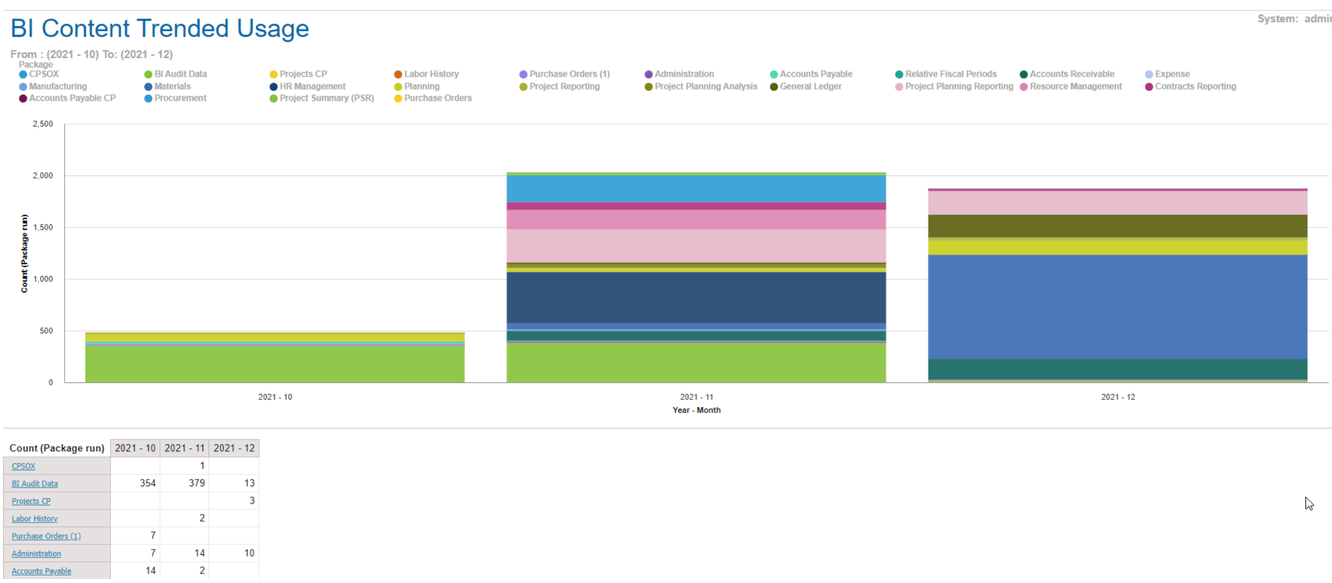
Select the date range and packages for the BI Content Trended Usage report.

Contents

Field	Description
Year - Month From	Select the beginning month and year for the report.
Year - Month To	Select the ending month and year for the report.
Select Package(s)	Select the package for the selected time period.
Content Type	Select the types of content you want to include in the report: ▪ Dashboard/Story ▪ Unsaved Report ▪ Standard Report ▪ Report View ▪ Active Report

Sample Report

View a sample of the BI Content Trended Usage report.



Count (Package run)	2021 - 10	2021 - 11	2021 - 12
CPSOX		1	
BI Audit Data	354	379	13
Projects CP			3
Labor History		2	
Purchase Orders (1)	7		
Administration	7	14	10
Accounts Payable	14	2	

Company Content BI Permissions

The Company Content BI Permissions report lists all the permission settings of BI assets in Company Content.

Note: This report is available to Costpoint Cloud users only.

Prompts

Select prompt values to filter the Company Content BI Permissions report based on your selection.

Contents

Field	Description
Object Types	Select the BI asset types you want to view permissions for in the report.
Include *Development folder?	Choose whether to list permissions for content in the *Development folder.
Include *Production Library folder?	Choose whether to list permissions for content in the *Production Library folder.
Location	Filter the report to only include permissions for specific locations within Company Content. In the **Keywords** field, enter a portion of the subfolder names to search and select the locations. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Object	Filter the report to only include permissions for specific objects within Company Content. In the **Keywords** field, enter a portion of the object names to search and select objects. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Security Group	Select security groups to further narrow the results and only list the objects the security groups have permissions to. In the **Keywords** field, enter a portion of the security group names to search and select security groups. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

View a sample of the Company Content BI Permissions report.

Company Content BI Permissions

System: CTB82PSMDEMO

Last Audit Run: Apr 9, 2025 11:22:37 AM

Location	Object Name	Description	Object Type	Disabled	Hidden	Security Group	Read	Write	Execute	Traverse	Set Policy	Acquired
CTB82PSMDEMO > Employee > Smart AI > Projects > Org Mgr CP Performance Analytics	Org Mgr CP Performance Analytics	The Org Mgr CP Performance dashboard has 7 tabs that cover the different views of the organization data.	Exploration	False	False	CER Projects	Grant		Grant	Grant		Yes
						CER Projects Secure	Grant		Grant	Grant		Yes
CTB82PSMDEMO > Employee > Smart AI > Projects > PM CP Performance Analytics	PM CP Performance Analytics	The PM CP Performance Analytics dashboard lets you see the projects performance. It includes 5 tabs with different views.	Exploration	False	False	CER Projects	Grant		Grant	Grant		Yes
						CER Projects Secure	Grant		Grant	Grant		Yes
CTB82PSMDEMO > Executive	Executive	none	Folder	False	False	CER Executive Secure	Grant		Grant	Grant		No
						Cloud CER Administrator	Grant	Grant	Grant	Grant	Grant	No
						STD All	Grant		Grant	Grant		No
						STD Executive Role	Grant		Grant	Grant		No
CTB82PSMDEMO > Expense	Expense	none	Folder	False	False	Cloud CER Administrator	Grant	Grant	Grant	Grant	Grant	No
						STD All	Grant		Grant	Grant		No
						STD Expense Administrator	Grant		Grant	Grant		No
						STD Resource Management	Grant		Grant	Grant		No

Company Content BI Asset Listing

The Company Content BI Asset Listing report provides a list of all the BI assets in Company Content.

> **Note:** This report is available to Costpoint Cloud users only.

Prompts

Complete the required prompts to run the Company Content BI Asset Listing report.

Contents

Field	Description
Object Types	Select the BI asset types to include in the report.
Include *Development folder?	Choose whether to list assets from the *Development folder.
Include *Production Library folder?	Choose whether to list assets from the *Production Library folder.
Location	Filter the report to only include assets for specific locations within Company Content. In the **Keywords** field, enter a portion of the subfolder names to search and select the locations. To narrow the search, select an option in the **Starts with any of these keywords** field. If you

Field	Description
	search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Object	Filter the report to only include assets for specific objects within Company Content. In the **Keywords** field, enter a portion of the object names to search and select objects. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

View a sample of the Company Content BI Asset Listing report.

Company Content BI Asset Listing

Last Audit Run: Apr 9, 2025 11:22:37 AM

System: CTB82PSMDEMO

Location	Object Name	Description	Owner Name	Object Type	Date Created	Date Modified	Date Executed	Store ID
CTB82PSMDEMO > Employee > Smart AI > *Data Modules* > Dimensions > Organizations	Organizations	This data module contains orgnaization master data.	unknown	Module	Jan 21, 2021 4:39:09 AM	Feb 16, 2022 10:37:21 AM		iA5751FE559184207B0D2179216D3A3D7
CTB82PSMDEMO > Employee > Smart AI > *Data Modules* > Dimensions > Performing Organizations	Performing Organizations	This data module contains performaing org master data.	unknown	Module	Jan 21, 2021 4:39:09 AM	Feb 16, 2022 10:37:37 AM		iEF8079B6FE3344578FC771855C2AB06F
CTB82PSMDEMO > Employee > Smart AI > *Data Modules* > Dimensions > Project UDEFs	Project UDEFs	This data module includes project UDEF's.	unknown	Module	Feb 2, 2021 3:59:50 AM	Feb 16, 2022 11:20:57 AM		i61A154C5B1AD4A5C9D653BF477DA79AD
CTB82PSMDEMO > Employee > Smart AI > *Data Modules* > Dimensions > Projects	Projects	This data module includes Costpoint projects and Planning (or New Business) projects.	unknown	Module	Jan 16, 2021 11:26:37 AM	Feb 16, 2022 11:21:06 AM		i3AC24B14A23B4626B55930612667E5CA
CTB82PSMDEMO > Employee > Smart AI > *Data Modules* > Dimensions > Relative Time	Relative Time	This folder stores data modules for relative time.	unknown	Folder	Jan 19, 2021 10:18:16 AM	Mar 15, 2023 8:11:48 AM		i7BF4D2F00C6E43F4A2BE88CAE014921D
CTB82PSMDEMO > Employee > Smart AI > *Data Modules* > Dimensions > Relative Time > FiscalCalendarDev.csv	FiscalCalendarDev.csv	A CSV File that contain modified IBM Fiscal Calendar for all the months that is use on Relative Time Datamodule to populate pre-defined filter under Fiscal Calendar.	unknown	UploadedFile	Jan 11, 2021 12:35:12 AM	Feb 17, 2022 2:05:43 PM		iFCC05459629D4D0DAA0CCF3799746C98
CTB82PSMDEMO > Employee > Smart AI > *Data Modules* > Dimensions > Relative Time >	FiscalPeriod_dm	A data module that is use on Relative Time Datamodule to populate pre-defined filter under Fiscal Period.	unknown	Module	Jan 18, 2021 5:54:57 AM	Feb 17, 2022 2:06:23 PM		i91566EDD73EA4E0C892E67F53FE3CCBD

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Summary BI Report Usage Report

Run the Summary BI Report Usage report to see your most used reports, package, and average execution times.

Drill into the details to see who ran each report and the individual execution times.

> **Note:** The **# of Executions** column might show a higher number than expected. Due to audit logic, each action performed for the report, such as opening the report and searching and selecting prompts, counts towards the number of executions.

Deltek

Prompts

Select the date range, content type, and packages for the Summary BI Report Usage report.

Contents

Field	Description
Date Range	In the **From** field, enter the beginning value for the active date range. In the **To** field, enter the end value for the date range. You can opt to select the **Earliest date** or the **Latest date** possible for the date range.
Content Type	Select one or more content types for the report.
Packages	Select the package to use for the report.
Show Detail Report Path	Choose whether to include each report's location.

Sample Report

This is an example of the Summary BI Report Usage report.

Main Report | Selection Criteria | Revision History

Summary BI Report Usage

System: admin

from Earliest Date to Latest Date

Name	Report search path	Content Type	Package/Data Module	# of Executions	Avg Execution Time (HH:MM:SS)
1099 Exceptions	/content/folder[@name='zSANDBOX AREA']/folder[@name='Mars']/folder[@name='_*80']/folder[@name='Accounts Payable']/report[@name='1099 Exceptions']	Standard report	Accounts Payable	14	00:00:01
	/content/folder[@name='Accounts Payable']/report[@name='1099 Exceptions']		Accounts Payable	2	00:00:00
ICS test new report	/content/folder[@name='zSANDBOX AREA']/folder[@name='Mars']/folder[@name='Datasetrs']/report[@name='ICS test new report']	Standard report	Accounts Payable	2	00:00:00
New vendor Employee	/content/folder[@name='zSANDBOX AREA']/folder[@name='_Sonny']/report[@name='New vendor Employee']	Standard report	Accounts Payable	3	00:00:00
	CAMID("CAP:admin:a:SUPERSECURITYNIKI")/folder[@name='My Folders']/report[@name='New vendor Employee']		Accounts Payable	42	00:00:00
Unsaved report	/content/folder[@name="*Packages*"]/adHocReport	Unsaved report	Accounts Payable	169	00:00:00
Vendor Employee	CAMID("CAP:admin:a:SUPERSECURITYSONNY")/folder[@name='My Folders']/report[@name='Vendor Employee']	Standard report	Accounts Payable	10	00:00:00
	/content/folder[@name='zSANDBOX AREA']/folder[@name='_Sonny']/report[@name='Vendor Employee']		Accounts Payable	2	00:00:00
	/content/folder[@name='Accounts Payable']/report[@name='Vendor Employee']		Accounts Payable	59	00:00:01
	CAMID("CAP:admin:a:SUPERSECURITYNIKI")/folder[@name='My Folders']/folder[@name='My Checked Out Reports']/report[@name='Vendor Employee']		Accounts Payable	4	00:00:00
Vendor Employee 2	CAMID("CAP:admin:a:SUPERSECURITYSONNY")/folder[@name='My Folders']/report[@name='Vendor Employee 2']	Standard report	Accounts Payable	1	00:00:00
Vendor History by EEOC Classification	/content/folder[@name='Accounts Payable']/report[@name='Vendor History by EEOC Classification']	Standard report	Accounts Payable	6	00:00:01
	CAMID("CAP:admin:a:SUPERSECURITYEARL")/folder[@name='My Folders']/folder[@name='My Checked Out Reports']/report[@name='Vendor History by EEOC Classification']		Accounts Payable	4	00:00:01
Vendor Master	/content/folder[@name='Accounts Payable']/report[@name='Vendor Master']	Standard report	Accounts Payable	10	00:00:03
Vendor Master (Form Style)	/content/folder[@name='Accounts Payable']/report[@name='Vendor Master (Form Style)']	Standard report	Accounts Payable	12	00:00:02
	CAMID("CAP:admin:a:SUPERSECURITYEARL")/folder[@name='My Folders']/folder[@name='My Checked Out Reports']/report[@name='Vendor Master (Form Style)']		Accounts Payable	3	00:00:00
Vendor Master (List Form)	CAMID("CAP:admin:a:SUPERSECURITYEARL")/folder[@name='My Folders']/report[@name='Vendor Master (List Form)']	Standard report	Accounts Payable	55	00:00:00
sql	/content/folder[@name='zSANDBOX AREA']/folder[@name='Niki']/report[@name='sql']	Standard report	Accounts Payable	4	00:00:00
test CSV	CAMID("CAP:admin:a:SUPERSECURITYKEVIN")/folder[@name='My Folders']/report[@name='test CSV']	Standard report	Accounts Payable	5	00:00:02
test custom SQL report	CAMID("CAP:admin:a:SUPERSECURITYKEVIN")/folder[@name='My Folders']/report[@name='test custom SQL report']	Standard report	Accounts Payable	5	00:00:01
test prompt	CAMID("CAP:admin:a:SUPERSECURITYKEVIN")/folder[@name='My Folders']/report[@name='test prompt']	Standard report	Accounts Payable	18	00:00:03

User Login/Logoff Report

Use the Login/Logoff report to monitor user activity, logins, logoffs, session durations, and logoff operations. You can filter by date range and for specific users.

Prompts

Select values for the report prompts. The selected values filter the information displayed in the User Login/ Logoff report.

Contents

Field	Description
Date Range	In the **From** field, enter the beginning value for the active date range. In the **To** field, enter the end value for the date range. You can opt to select the **Earliest date** or the **Latest date** possible for the date range.
Select User(s)	Select one or more users for the report. If you do not select a user, the report will run for all users.

Sample Report

This is a sample User Login/Logoff report.

System: Company1

User Login/Logoff Report

from Earliest Date to Latest Date

User name	Logon time	Logoff time	Session duration	Logoff operation
Asaka, Leslie	Dec 6, 2021 9:15:12 AM	Dec 6, 2021 10:16:10 AM	1 hour 0 minutes 57 seconds	LogonExpired
	Oct 21, 2021 2:24:00 PM	Oct 21, 2021 3:24:23 PM	1 hour 0 minutes 22 seconds	LogonExpired
	Feb 22, 2022 11:41:20 AM	Feb 22, 2022 11:41:21 AM	1 second	Logoff
	Oct 21, 2021 2:24:49 PM	Oct 21, 2021 2:25:27 PM	37 seconds	Logoff
	Feb 22, 2022 11:36:29 AM	Feb 22, 2022 11:36:30 AM	1 second	Logoff
	Oct 21, 2021 2:26:58 PM	Oct 21, 2021 2:27:53 PM	55 seconds	Logoff
	Feb 22, 2022 11:41:09 AM			
	Feb 22, 2022 11:36:23 AM			
	Feb 22, 2022 11:40:01 AM			

Billing

This folder stores standard billing reports.

The contents of this folder are available to the following user groups:

- CER All
- CER Billing Secure

Billing Reports

This section explains the prompt screens and includes samples of the Billing reports.

Billing reports include:

- Aged Open Billing
- Open Billing Detail
- Milestone Invoice
- Pre-Bill Report
- Project Billing History
- Standard Invoice with Backup
- Unbilled Analysis
- Unposted Invoice
- Zero Rate Billing Exception Report

Aged Open Billing

The Aged Open Billing report is used to age transaction detail items that have not been billed.

This report identifies those projects that are not billing in a timely fashion and can help limit the amount of exposure for unbilled transactions. Aged Open Billing is updated when transactions against billable projects are posted. The subperiod ending date is the basis for aging the unbilled transactions.

Drill through to additional reports for more details.

Name of Report That Opens (Drills Through) from the Aged Open Billing	How to Open the Report
Project Master	This report displays when you click on a project.
Open Billing Detail	This report displays when you click on a project.
Organization List	This report displays when you click on an organization.

You also can view Aged Open Billing in the Projects and Executive folders in Team Content.

Prompts

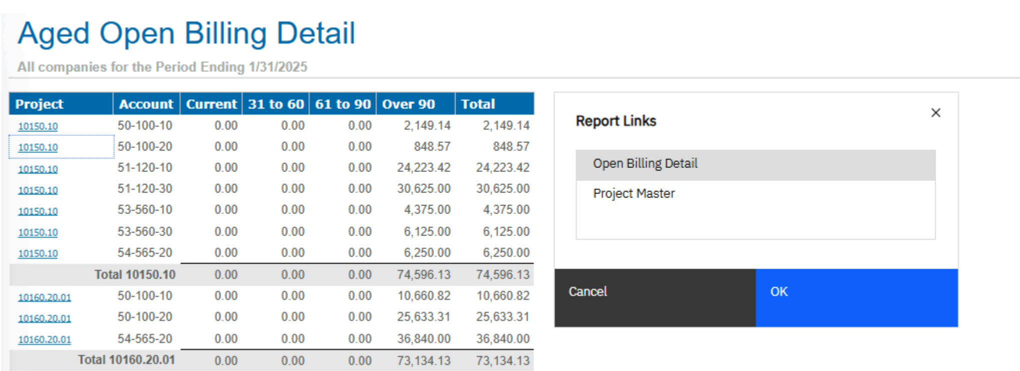
Use the Aged Open Billing Detail prompts to configure the Aged Open Billing Detail report.

Prompt Message	Description
Company	Select a company.
Fiscal Year	Select the desired fiscal year.
Period	Select the period number.
Subperiod	Select the subperiod number.
Primary Group	Select the primary grouping for the report: ▪ Account ▪ Customer ▪ Organization ▪ Project ▪ Project Manager
Secondary Group	Select a secondary sort option: ▪ None ▪ Account ▪ Customer ▪ Organization ▪ Project ▪ Project Manager
Date to Age By	Enter or select the date to age by.
Project Level	Select the project level at which you want the report printed. All lower levels will be rolled up for the report. Select **Transaction Level** to include all levels of detail.
Organization Level	Select the organization level at which you want the report printed. All lower levels will be rolled up for the report. Select **Transaction Level** to include all levels of detail.

Prompt Message	Description
Account Level	Select the account level at which you want the report printed. All lower levels will be rolled up for the report. Select **Transaction Level** to include all levels of detail.
Limit projects	In the **Keywords** field, enter a portion of one or more IDs or names to narrow the primary group you selected in the previous field. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Column 1 Aging Range	Enter a range to age by in the following three columns. You can edit the default ranges as necessary as long as date ranges do not overlap from column to column. Defaults from **0** up to **30**.
Column 2 Aging Range	Enter the column range for aging. Defaults from **31** up to **60**.
Column 3 Aging Range	Enter the column range for aging. Defaults from **61** up to **90**.
Column 4 Aging Range	This defaults to the last number in **Column 3 aging range** plus one.
Set Range	When you edit the default ranges, click **Set Range** to reset the first numbers in columns 2, 3, and/or 4.

Sample Report

In the Aged Open Billing Detail, click a project to drill through to the Open Billing Detail or Project Master report.


Aged Open Billing Detail

All companies for the Period Ending 1/31/2025

Project	Account	Current	31 to 60	61 to 90	Over 90	Total
10150.10	50-100-10	0.00	0.00	0.00	2,149.14	2,149.14
10150.10	50-100-20	0.00	0.00	0.00	848.57	848.57
10150.10	51-120-10	0.00	0.00	0.00	24,223.42	24,223.42
10150.10	51-120-30	0.00	0.00	0.00	30,625.00	30,625.00
10150.10	53-560-10	0.00	0.00	0.00	4,375.00	4,375.00
10150.10	53-560-30	0.00	0.00	0.00	6,125.00	6,125.00
10150.10	54-565-20	0.00	0.00	0.00	6,250.00	6,250.00
	Total 10150.10	0.00	0.00	0.00	74,596.13	74,596.13
10160.20.01	50-100-10	0.00	0.00	0.00	10,660.82	10,660.82
10160.20.01	50-100-20	0.00	0.00	0.00	25,633.31	25,633.31
10160.20.01	54-565-20	0.00	0.00	0.00	36,840.00	36,840.00
	Total 10160.20.01	0.00	0.00	0.00	73,134.13	73,134.13

Milestone Invoice Report

The Milestone Invoice report renders the milestone/percent complete invoice, which can be used as a template to create customized standard invoices.

Before You Run This Report

Deltek recommends that you perform certain tasks in Costpoint before running the Milestone Bill report.

Perform the tasks in the following list:

- Set up Project data, including any ceilings
- Set up Customer Information
- Establish Remit to and Bill to Addresses
- Maintain Sales/VAT Tax, if needed
- Set up Project Billing Info
- Maintain Project Sales Tax, if needed
- Set up Maintain/Percent Complete Bills with billing data

If you want to use the optional Billing Cycle or Billing Group prompts, you must perform the following steps within Costpoint to populate the necessary data. These options are optional both in Costpoint and on the report.

- **Billing Cycle** — To use Billing Cycle on the report, you must first select the **Use Billing Cycles** check box on the Configure Billing Settings screen. Then establish the Billing Cycle in **Projects** > **Billing** > **Billing Controls** > **Manage Billing Cycles**. Then link the Billing Cycle to the project via the Manage Project Billing Information screen.
- **Billing Group** — To use Billing Group on the report, select the **Assign Bills to User Groups** check box on the Configure Billing Settings screen. Establish the Billing Group in **Projects** > **Billing** > **Billing Controls** > **Manage Billing User Groups**. Then link the Billing User Group to the Project via the Manage Project Billing Information screen.

Prompts

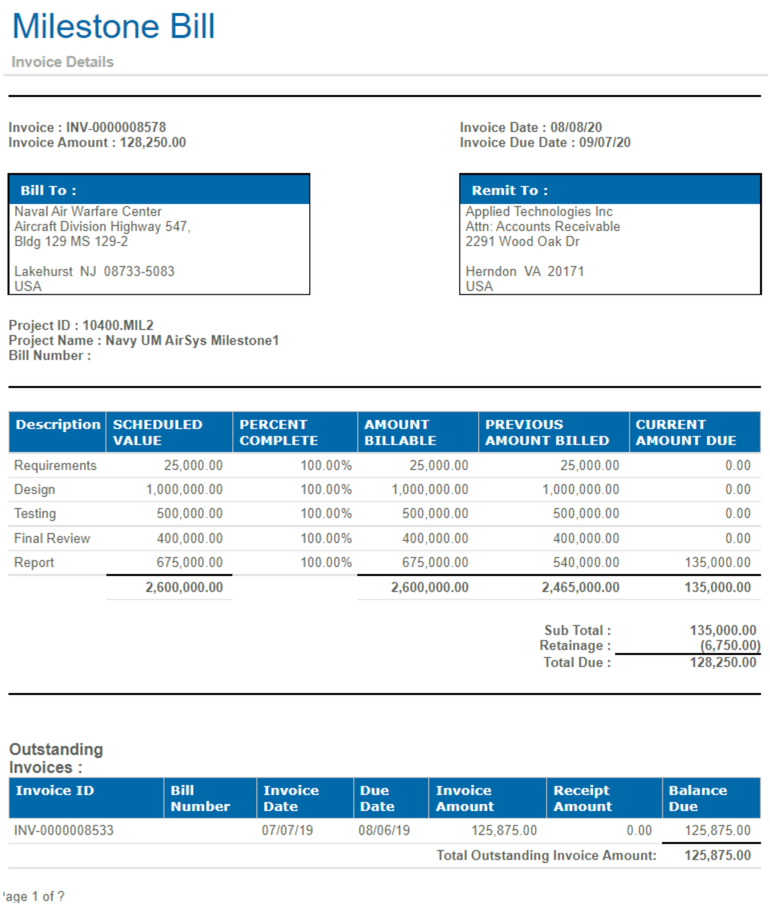
Use the Milestone Bill prompts to run the Milestone Bill report.

Prompt Message	Description
Company	Select a company.
Primary	Select an option to use as a primary grouping for the report:

Prompt Message	Description
Group	▪ Billing Cycle ▪ Billing Group ▪ Customer ▪ Invoice ▪ Project
Print Status	Select the status of bills for the report: ▪ Selected ▪ Unselected
Limit Projects	In the **Keywords** field, enter a portion of one or more IDs or billing cycles to narrow the primary group you selected in the previous field. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.

Sample Report

View a sample of the Milestone Bill report.



Milestone Bill

Invoice Details

Invoice : INV-0000008578
Invoice Amount : 128,250.00

Invoice Date : 08/08/20
Invoice Due Date : 09/07/20

Bill To :
Naval Air Warfare Center
Aircraft Division Highway 547,
Bldg 129 MS 129-2

Lakehurst NJ 08733-5083
USA

Remit To :
Applied Technologies Inc
Attn: Accounts Receivable
2291 Wood Oak Dr

Herndon VA 20171
USA

Project ID : 10400.MIL2
Project Name : Navy UM AirSys Milestone1
Bill Number :

Description	SCHEDULED VALUE	PERCENT COMPLETE	AMOUNT BILLABLE	PREVIOUS AMOUNT BILLED	CURRENT AMOUNT DUE
Requirements	25,000.00	100.00%	25,000.00	25,000.00	0.00
Design	1,000,000.00	100.00%	1,000,000.00	1,000,000.00	0.00
Testing	500,000.00	100.00%	500,000.00	500,000.00	0.00
Final Review	400,000.00	100.00%	400,000.00	400,000.00	0.00
Report	675,000.00	100.00%	675,000.00	540,000.00	135,000.00
	2,600,000.00		**2,600,000.00**	**2,465,000.00**	**135,000.00**

Sub Total :	**135,000.00**
Retainage :	**(6,750.00)**
Total Due :	**128,250.00**

Outstanding Invoices :

Invoice ID	Bill Number	Invoice Date	Due Date	Invoice Amount	Receipt Amount	Balance Due
INV-0000008533		07/07/19	08/06/19	125,875.00	0.00	125,875.00
					Total Outstanding Invoice Amount:	125,875.00

'age 1 of ?

Open Billing Detail

The Open Billing Detail report contains transactions that have not been included on a posted bill.

To ensure you capture all unbilled transactions, it is advisable to print this report immediately after posting the bills. Alternatively, you can print it just before calculating your bills to review any transactions that are still awaiting billing.

Prompts

Select a company, fiscal year, period, subperiod, and projects to run the report. All transactions in the Open Billing Detail table that have data up to and including the selected fiscal year, period, and subperiod will be included in the report.

Contents

Field	Description
Company	Select a company.

Field	Description
Fiscal Year	Select the fiscal year.
Period	Select the period number.
Subperiod	Select the subperiod number.
Select Project(s)	In the **Keywords** field, enter a portion of one or more IDs or names to filter the results by project. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Column(s) to Display	Select the columns to include in the report. Default columns are preselected.

Sample Report

View a sample of the Open Billing Detail report.

System: CTB82PSMDEMO

Open Billing Detail

Applied Technologies Inc for the Period Ending 8/31/2022

Transaction Project ID	Transaction Project Name	Organization ID	Organization Name	Project Classification	Project Type Desc	Fiscal Year	Period	Subperiod	Account ID	GLC	PLC	ID Type	Name	Status	Hours To Bill	Amount To Bill	Units to Bill
10500.002.101	Base YR FFP LOE CLIN SLIN	01.01.05	Engineering & Planning	DIRECT PROJECT	GOVSERVICE	2017	4	1	50-100-10	AT	ENG_3	E	Garcia, Luis		0.00	0.00	0.00
10500.002.101	Base YR FFP LOE CLIN SLIN	01.01.05	Engineering & Planning	DIRECT PROJECT	GOVSERVICE	2017	4	1	50-100-10	AT	ENG_3	E	Haddrick, Norman		0.00	0.00	0.00
10500.002.101	Base YR FFP LOE CLIN SLIN	01.01.05	Engineering & Planning	DIRECT PROJECT	GOVSERVICE	2017	4	1	50-100-10	AT	ENG_3	E	Rivera, Nick		0.00	0.00	0.00
10500.002.101	Base YR FFP LOE CLIN SLIN	01.01.05	Engineering & Planning	DIRECT PROJECT	GOVSERVICE	2017	4	1	50-100-10	AT	SME	E	Callahan, Marty		0.00	0.00	0.00
10500.002.101	Base YR FFP LOE CLIN SLIN	01.01.05	Engineering & Planning	DIRECT PROJECT	GOVSERVICE	2017	4	1	50-100-10	AT	SME	E	Romero, Daniel		0.00	0.00	0.00
10500.002.101	Base YR FFP LOE CLIN SLIN	01.01.05	Engineering & Planning	DIRECT PROJECT	GOVSERVICE	2017	4	1	50-100-10	AT	ENG_3	E	Garcia, Luis		0.00	0.00	0.00
10500.002.101	Base YR FFP LOE CLIN SLIN	01.01.05	Engineering & Planning	DIRECT PROJECT	GOVSERVICE	2017	4	1	50-100-10	AT	ENG_3	E	Haddrick, Norman		0.00	0.00	0.00
10500.002.101	Base YR FFP LOE CLIN SLIN	01.01.05	Engineering & Planning	DIRECT PROJECT	GOVSERVICE	2017	4	1	50-100-10	AT	ENG_3	E	Rivera, Nick		0.00	0.00	0.00
10500.002.101	Base YR FFP LOE CLIN SLIN	01.01.05	Engineering & Planning	DIRECT PROJECT	GOVSERVICE	2017	4	1	50-100-10	AT	SME	E	Callahan, Marty		0.00	0.00	0.00
10500.002.101	Base YR FFP LOE CLIN SLIN	01.01.05	Engineering & Planning	DIRECT PROJECT	GOVSERVICE	2017	4	1	50-100-10	AT	SME	E	Romero, Daniel		0.00	0.00	0.00

Pre-Bill Report

The Pre-Bill Report is used to review draft invoices and get a quick preview of the labor, non-labor, burdens, fees, over ceiling amounts, and retainage that are ready to be invoiced.

As part of the pre-bill review process, you will have the ability to view the data in summary or drill from the summary and view the detail.

Only invoices with a status of Unselected are available to be printed on the report.

Prompts

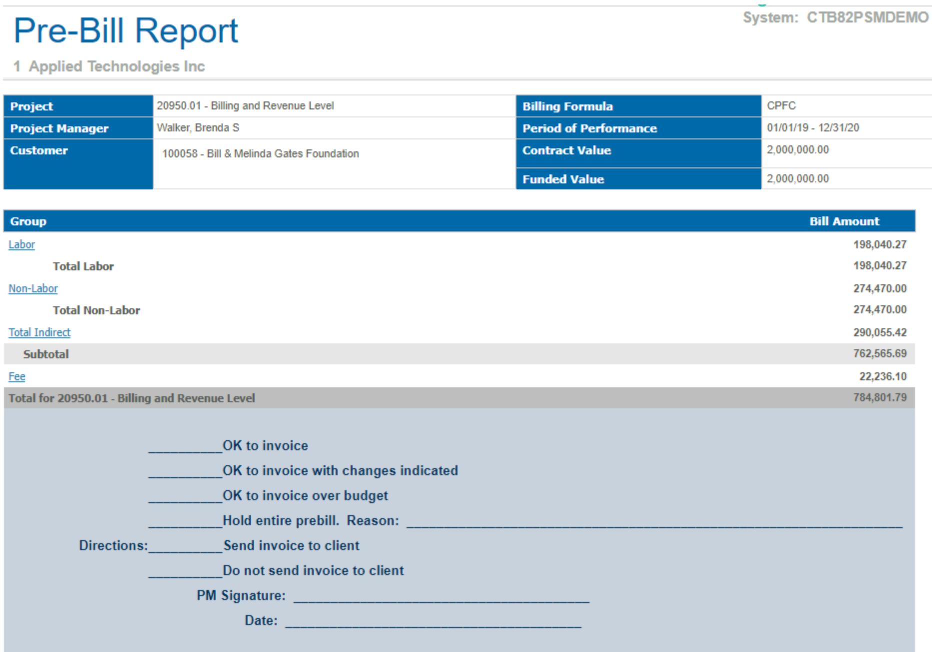
These are Pre-Bill Report prompts.

Prompt Message	Description
Company	Select a company.
Primary Group	Select the primary grouping for the report: ▪ Billing Group ▪ Customer ▪ Project ▪ Project Manager
Limit Projects	In the **Keywords** field, enter a portion of one or more IDs to narrow the primary group you selected in the previous field. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.

Sample Report

A sample Pre-Bill report.

Deltek



Pre-Bill Report

System: CTB82PSMDEMO

1 Applied Technologies Inc

Project	20950.01 - Billing and Revenue Level	**Billing Formula**	CPFC
Project Manager	Walker, Brenda S	**Period of Performance**	01/01/19 - 12/31/20
Customer	100058 - Bill & Melinda Gates Foundation	**Contract Value**	2,000,000.00
		Funded Value	2,000,000.00

Group	Bill Amount
Labor	198,040.27
Total Labor	198,040.27
Non-Labor	274,470.00
Total Non-Labor	274,470.00
Total Indirect	290,055.42
Subtotal	762,565.69
Fee	22,236.10
Total for 20950.01 - Billing and Revenue Level	784,801.79

_________OK to invoice

_________OK to invoice with changes indicated

_________OK to invoice over budget

_________Hold entire prebill. Reason: ____________________

Directions:_________Send invoice to client

_________Do not send invoice to client

PM Signature: ____________________

Date: ____________________

Project Billing History

Review the history of posted bills, including Standard Bills, Progress Payment Bills, Customer Product Bills, Project Product Bills, Manual Bills, and Milestone Percent Complete Bills.

Prompts

Select a company, fiscal year, period, and subperiod to run the Project Billing History report.

Contents

Field	Description
Company	Select a company.
Fiscal Year	Select the fiscal year.
Period	Select the period number.
Subperiod	Select the subperiod number.
Select Project(s)	In the **Keywords** field, enter a portion of one or more IDs or names to filter the results by project. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Deltek

Sample

View a sample of the Project Billing History report.

System: CTB82PSMDEMO

Project Billing History

for Applied Technologies Inc through the Period Ending 08/31/2022

Project ID	Project Name	Project Manager Name	Organization ID	Organization Name	Fiscal Year	Period	Subperiod	Amount Billed
10105.10	Endpoint Integrity	Applegate, Richard S	01.01.01	High Tech	2012	10	1	195,289.63
10105.10	Endpoint Integrity	Applegate, Richard S	01.01.01	High Tech	2012	11	1	208,073.36
10105.10	Endpoint Integrity	Applegate, Richard S	01.01.01	High Tech	2012	12	1	184,455.00
10105.10	Endpoint Integrity	Applegate, Richard S	01.01.01	High Tech	2013	1	1	187,769.55
10105.10	Endpoint Integrity	Applegate, Richard S	01.01.01	High Tech	2013	2	1	83,462.09
10105.10	Endpoint Integrity	Applegate, Richard S	01.01.01	High Tech	2013	3	1	85,892.67
10105.10	Endpoint Integrity	Applegate, Richard S	01.01.01	High Tech	2013	4	1	90,171.53
10105.10	Endpoint Integrity	Applegate, Richard S	01.01.01	High Tech	2013	5	1	90,171.17
10105.10	Endpoint Integrity	Applegate, Richard S	01.01.01	High Tech	2013	6	1	86,963.19
10105.10	Endpoint Integrity	Applegate, Richard S	01.01.01	High Tech	2013	7	1	86,718.22
10105.10	Endpoint Integrity	Applegate, Richard S	01.01.01	High Tech	2013	8	1	86,671.37
10105.10	Endpoint Integrity	Applegate, Richard S	01.01.01	High Tech	2013	9	1	90,171.17
10105.10	Endpoint Integrity	Applegate, Richard S	01.01.01	High Tech	2013	10	1	86,320.71
10105.10	Endpoint Integrity	Applegate, Richard S	01.01.01	High Tech	2013	11	1	91,949.12
10105.10	Endpoint Integrity	Applegate, Richard S	01.01.01	High Tech	2013	12	1	84,069.13
10105.10	Endpoint Integrity	Applegate, Richard S	01.01.01	High Tech	2014	1	1	88,666.86
10105.10	Endpoint Integrity	Applegate, Richard S	01.01.01	High Tech	2014	2	1	12,582.40
10105.10	Endpoint Integrity	Applegate, Richard S	01.01.01	High Tech	2014	3	1	12,582.40
10105.10	Endpoint Integrity	Applegate, Richard S	01.01.01	High Tech	2014	4	1	1,751.60
10105.10	Endpoint Integrity	Applegate, Richard S	01.01.01	High Tech	2014	7	1	4,010.34
10105.10 - Total								1,857,741.51

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Standard Invoice with Backup Report

The Standard Invoice with Backup report renders the standard invoice with current billable amounts, units, and Accounting Classification Reference Number (ACRN) data, including supporting schedules.

This format can be used as a template to create customized standard invoices.

This report is similar to the one that exists in Costpoint, with enhancements such as including any outstanding invoice amounts along with the current invoice transactions and amounts.

Before You Run This Report

Certain tasks must be performed in Costpoint before you run the Standard Invoice with Backup report.

Perform the tasks in the following list:

- Set up project data, including any ceilings, overrides, units data, and PLC rates.
- Set up cost pools and associated provisional rates.
- Set up customer information.
- Establish remit to and bill to addresses.
- Set up generic billing formats.

- Set up supporting schedule formats.
- Set up project billing information.
- Manage ACRN bills, if the project is subject to ACRN billing requirements.
- Use Manage Open Billing Detail to edit transaction records, if necessary.
- Load labor rates, if necessary.
- Update cash basis Information, if necessary.
- Calculate billings.
- Make necessary edits in the Manage Standard Bills application.
- Calculate ACRN billings.
- Make necessary edits in the Manage ACRN Bills application.

Prompts

Use the Standard Invoice with Backup prompts to run the Standard Invoice with Backup report.

Prompt Message	Description
Company	Select a company.
Primary Group	Select an option to use as a primary grouping for the report: ▪ Billing Cycle ▪ Billing Group ▪ Customer ▪ Invoice ▪ Project Billing Group and Billing Cycle are optional in Costpoint. If you use these options and want to use them in your report, you must perform the following steps within Costpoint to populate the necessary data: ▪ **Billing Cycle**: To use Billing Cycle on the report, you must first select the **Use Billing Cycles** checkbox on the Configure Billing Settings screen. And then, establish the Billing Cycle in **Projects** > **Billing** > **Billing Controls** > **Manage Billing Cycles** and link the Billing Cycle to the project via the Manage Project Billing Information screen. ▪ **Billing Groups**: To use Billing Groups on the report, select the **Assign Bills to User Groups** checkbox on the Configure Billing Settings screen. And then, establish the Billing Group in **Projects** > **Billing** > **Billing Controls** > **Manage Billing User Groups** and link the Billing User Group

Prompt Message	Description
	to the Project via the Manage Project Billing Information screen.
Print Status	Select the status of bills to include in the report: ▪ Selected ▪ Unselected
Project Level	Select the level to roll up transactions.
Limit Projects	In the **Keywords** field, enter a portion of one or more IDs or billing cycles to narrow the primary group you selected in the previous field. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.

Sample Report

View a sample Standard Invoice with Backup report.

Standard Invoice with Backup

1 Applied Technologies Inc

System: CTB82PSMDEMO

Invoice: INV-0000008571
Invoice Amount: 276,554.50

Invoice Date: 08/07/20
Invoice Due Date: 09/06/20

Bill To	Remit To
Bill & Melinda Gates Foundation 440 5th Ave. N Seattle WA 98109	Applied Technologies Inc Attn: Accounts Receivable 2291 Wood Oak Dr Herndon VA 20171

Project ID: 20620.40
Project Name: INA Central America
Bill Number: 0

Description	Rate/Unit Price	Hours/Unit	Amount
Labor			
Dietician	74.0000	123,564.80	9,391,372.80
	76.0000	123,564.80	9,391,372.80
Nutritionist	66.0000	53,928.00	3,559,248.00
Relief Worker	40.0000	459,365.60	18,374,624.00
Social Work Supervis	60.0000	46,688.40	2,801,304.00
Social Worker	45.0000	234,224.80	10,540,116.00
	Subtotal for Labor	917,771.60	44,666,664.80
Non-Labor			
Consultants			137,600.00
Other Non-Labor Cost			526.50
	Subtotal for Non-Labor		138,126.50

Invoice Subtotal	276,554.50
Subtotal	276,554.50
Total	276,554.50
Customer Contribution Percent	100.00 %
Total Amount Due	276,554.50

Accounting Appropriation Data :

ACRN	Line Item	Amount
AA		87,504.00
AB		33,974.90
AD		34,926.50
	Total:	156,405.40

Outstanding Invoices :

Invoice ID	Bill Number	Invoice Date	Due Date	Invoice Amount	Receipt Amount	Balance Due
INV-0000008526	0	07/07/20	08/06/20	286,494.50	0.00	286,494.50
					Total Outstanding Invoice Amount:	286,494.50

Unbilled Analysis

Run the Unbilled Analysis report to gain insight into unbilled balances on projects.

Prompts

Select a company, fiscal year, period, rate type, and data level to run the Unbilled Analysis report. The projects available are based on your org security or roles security settings.

Contents

Prompt Message	Description
Company	Select a company.
Fiscal Year	Select the desired fiscal year.

Prompt Message	Description
Period	Select the period number.
Sub Period	Select the subperiod number.
Rate Type	Choose to show the **Actual** or **Target** rate.
Project Level Type	Choose to show data at any **Project** level, or at the **Revenue**, or **Billing** level.
Project Level	Select the project level number if you selected **Project Level** for the Project Level Type.
Select Projects	In the **Keywords** field, enter a portion of one or more project IDs and click . To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select Owning Organization(s)	In the **Keywords** field, enter a portion of one or more Owning Organization IDs and click . To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Include Inactive Projects?	Choose **Yes** to include inactive projects in the report data or **No** to omit inactive projects.

Sample Report

Run the Unbilled Analysis report at the project, revenue, or billing level.

The Summary tab provides an overview of the unbilled balances and how they were derived.

Deltek

Summary | Details | Unbilled Reasons | Selection Criteria | Revision History

System: PSMDEMOEA

Unbilled Analysis

Company: 1 Applied Technologies Inc

Project	Project Name Level	Project Manager	Owning Organization	Owning Organization Name	Project Type	Project Account Grp Level	Project End Date Level	Active	ITD Revenue	ITD Billings	Unbilled Amount per Formula	Unbilled Amount per GL
10105.10	Endpoint Integrity	Danielson, Valerie M	01.01.01	High Tech Org	GOVSERVICE	GSV	Dec 31, 2021	Y	0.00	1,857,741.51	(1,857,741.51)	(107,998.43)
10105.10.001	Local Computing Environ	Danielson, Valerie M	01.01.01	High Tech Org	GOVSERVICE	GSV		Y	1,006,390.75	0.00	1,006,390.75	0.00
10105.10.002	Hardware Management	Danielson, Valerie M	01.01.01	High Tech Org	GOVSERVICE	GSV	Dec 31, 2021	Y	234,818.95	0.00	234,818.95	0.00
10105.10.003	Configuration Settings	Danielson, Valerie M	01.01.01	High Tech Org	GOVSERVICE	GSV		Y	202,531.19	0.00	202,531.19	0.00
10105.10.004	Known Vulnerabilities	Danielson, Valerie M	01.01.01	High Tech Org	GOVSERVICE	GSV		Y	306,002.19	0.00	306,002.19	0.00
10105.30	Boundary Protection	Danielson, Valerie M	01.01.01	High Tech Org	GOVSERVICE	GSV	Feb 15, 2017	Y	0.00	3,133,296.68	(3,133,296.68)	(91,290.07)
10105.30.001	Access Control	Danielson, Valerie M	01.01.01	High Tech Org	GOVSERVICE	GSV	Feb 15, 2017	Y	3,042,006.61	0.00	3,042,006.61	0.00
10110.01	System Design	Danielson, Valerie M	01.01.03	Health Services	GOVSERVICE	GSV	Oct 31, 2013	Y	0.00	1,098,295.16	(1,098,295.16)	(7,845.13)
10110.01.001	Analyze Legacy Systems	Danielson, Valerie M	01.01.03	Health Services	GOVSERVICE	GSV	Oct 31, 2013	Y	196,064.60	0.00	196,064.60	0.00
10110.01.002	Gather Requirements	Danielson, Valerie M	01.01.03	Health Services	GOVSERVICE	GSV	Oct 31, 2013	Y	422,718.17	0.00	422,718.17	0.00
10110.01.003	Phase I Design	Danielson, Valerie M	01.01.03	Health Services	GOVSERVICE	GSV	Oct 31, 2013	Y	471,667.26	0.00	471,667.26	0.00
10110.02	System Deployment	Danielson, Valerie M	01.01.03	Health Services	GOVSERVICE	GSV	Jun 30, 2014	Y	0.00	2,429,564.73	(2,429,564.73)	(13,170.24)

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The Details tab helps you determine the timeframe in which some of the unbilled components will be billed.

Summary | Details | Unbilled Reasons | Selection Criteria | Revision History

Unbilled Analysis

Company: 1 Applied Technologies Inc

Project	Project Name Level	Project Manager	Owning Organization	Owning Organization Name	Project Type	Project End Date	Unbilled Amount per GL	Subsequent Billings	Current Year Rate Variance	Prior Year Rate Variance	Retainage	Net Withholding	Transactions not billed (hours)	Transactions not billed (costs)	Revenue Adjustments	Prior Rev Adjust P
20220.10.01.AC.002	System Interoperability 2	Rodriguez, Nathan	01.01.01	High Tech Org	GOVSERVICE		0.00	0.00	279.27	0.00	0.00	0.00	0.00	0.00	0.00	
20220.10.02	Systems Integration	Rodriguez, Nathan	01.01.01	High Tech Org	GOVSERVICE	Dec 31, 2024	164,356.32	164,356.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
20220.10.02.AA.001	System Interoperability	Rodriguez, Nathan	01.01.01	High Tech Org	GOVSERVICE	Dec 31, 2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
20220.10.02.AB.001	System Master Test Plan	Rodriguez, Nathan	01.01.01	High Tech Org	GOVSERVICE	Dec 31, 2020	0.00	0.00	0.00	0.00	0.00	0.00	96.00	2,460.95	0.00	
20220.20	NETCENTS II Small Busines	Rodriguez, Nathan	01.01.01	High Tech Org	GOVSERVICE	Dec 31, 2024	41,616.44	39,246.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
20220.20.01	Training	Rodriguez, Nathan	01.01.01	High Tech Org	GOVSERVICE	Dec 31, 2020	0.00	0.00	(18,738.68)	0.00	0.00	0.00	0.00	0.00	0.00	
20220.30	NETCENTS II COTS	Rodriguez, Nathan	01.01.01	High Tech Org	GOVSERVICE	Dec 31, 2024	36,457.92	33,805.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
20220.30.01	COTS Systems	Rodriguez, Nathan	01.01.01	High Tech Org	GOVSERVICE	Dec 31, 2020	0.00	0.00	(7,078.01)	0.00	0.00	0.00	0.00	0.00	0.00	
20220.30.02	Telephony Equipment	Rodriguez, Nathan	01.01.01	High Tech Org	GOVSERVICE		0.00	0.00	138.12	0.00	0.00	0.00	0.00	0.00	0.00	
IWO01.001	IWO_Co_1_10250.003	Arnold, Deborah	01.01.01	High Tech Org	GOVSERVICE	Dec 31, 2019	94,080.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
IWO02.10	IWO Intercompany Sending	Arnold, Deborah	01.01.01	High Tech Org	GOVSERVICE		(115,039.61)	0.00	0.00	(59,116.88)	0.00	0.00	0.00	0.00	0.00	

The Unbilled Reasons tab shows the reason codes for unbilled amounts.

Summary | Details | Unbilled Reasons | Selection Criteria | Revision History

Unbilled Analysis

Company: 1 Applied Technologies Inc

Project Manager Name	Organization ID	Organization Name	Reason Cd	Reason Cd Desc	Unbilled Actual Amount	Reason Notes
Project: 10105.10 10105.10	**Project End Date: 12/31/2021**					
Danielson, Valerie M	01.01.01	High Tech Org	NONE	UNASSIGNED	(1,857,741.51)	
Danielson, Valerie M	01.01.01	High Tech Org	RTNGE	RETAINAGE	0.00	
				Subtotal for Project: 10105.10	**(1,857,741.51)**	
Project: 10105.10.001 10105.10.001	**Project End Date:**					
Danielson, Valerie M	01.01.01	High Tech Org	AWARDFEE	AWARD FEE	0.00	
Danielson, Valerie M	01.01.01	High Tech Org	NONE	UNASSIGNED	1,049,985.80	
Danielson, Valerie M	01.01.01	High Tech Org	PYREV	PRIOR YR REV FROM ADJ PD	0.00	
Danielson, Valerie M	01.01.01	High Tech Org	REVADJ	ITD Revenue Adjustments	0.00	
Danielson, Valerie M	01.01.01	High Tech Org	RTVAR-2012	RATE VARIANCE	(0.01)	
Danielson, Valerie M	01.01.01	High Tech Org	RTVAR-2013	RATE VARIANCE	(43,618.81)	
Danielson, Valerie M	01.01.01	High Tech Org	RTVAR-2014	RATE VARIANCE	23.77	
				Subtotal for Project: 10105.10.001	**1,006,390.75**	
Project: 10105.10.002 10105.10.002	**Project End Date: 12/31/2021**					
Danielson, Valerie M	01.01.01	High Tech Org	AWARDFEE	AWARD FEE	0.00	
Danielson, Valerie M	01.01.01	High Tech Org	NONE	UNASSIGNED	255,231.72	
Danielson, Valerie M	01.01.01	High Tech Org	PYREV	PRIOR YR REV FROM ADJ PD	0.00	
Danielson, Valerie M	01.01.01	High Tech Org	REVADJ	ITD Revenue Adjustments	0.00	
Danielson, Valerie M	01.01.01	High Tech Org	RTVAR-2012	RATE VARIANCE	(0.01)	
Danielson, Valerie M	01.01.01	High Tech Org	RTVAR-2013	RATE VARIANCE	(20,415.61)	
Danielson, Valerie M	01.01.01	High Tech Org	RTVAR-2014	RATE VARIANCE	2.85	

Unposted Invoices

The Unposted Invoices report shows a listing of all pending (unposted) invoices.

This report does not include Customer Product and Progress Payment bills.

Prompts

Select a project to run the Unposted Invoice report.

Contents

Field	Description
Project(s)	Select a project.
	In the **Keywords** field, enter a portion of one or more project IDs and click . To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

The report shows the invoice ID, project ID, project name, and invoice amount for each type of invoice.

Unposted Invoice

Project ID	Project Name	Invoice ID	Invoice Amount
Milestone Bill			
10400.MIL2	Navy UM AirSys Milestone1	INV-0000008578	128,250.00
Milestone Bill - Total			128,250.00
Standard Bill			
10160.20	Production - Transponder	INV-0000008583	0.00
10625.10	INA India II	INV-0000008563	15,434.40
Standard Bill - Total			15,434.40
Overall - Total			143,684.40

Zero Rate Billing Exception Report

The Zero Rate Billing Exception report helps reduce the number of billing errors by providing a list of employees, grouped by project and labor category, with billing rates = $0.

This information can help you determine if there is an error in the billing rate, before invoices are calculated.

Prompts

Use the Zero Rate Billing Exception Report prompts to configure the report.

Prompt Message	Description
Company	Select a company.
Fiscal Year	Select the desired fiscal year.
Period	Select the period number.
Subperiod	Select the subperiod number.
Limit Project(s)	In the **Keywords** field, enter a portion of one or more project IDs and click to list IDs to include in the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
ID Type	Select an ID type:

Prompt Message	Description
	▪ (All) ▪ Employee ▪ Vendor ▪ Vendor Employee
Limit Name ID(s)	Select the ID from the list.

Note: To optimize the display of project IDs in **Limit Project(s)**, this prompts screen limits the number of project IDs returned to 1000. Because of this, you should enter as much of the project ID as possible when you search for projects. If your search is too general, the projects you want may not be included in the 1000 that are returned.

Sample Report

View a sample Zero Rate Billing Exception Report.

Zero Rate Billing Exception Report

1 Company 1 FY 2007 Period 1 SubPeriod 1

Project	Billing Formula	PLC	PLC Description	ID	ID Type	Name	Actual Hours	Billing Rate
FC99.001.01	LLRCINL	AC	ACCOUNTANT	404501	E	Smith, Shakira S	0.00	0.00
	LLRCINL				N		0.00	0.00
							PLC Count	**1**
JS06	LLR	AC	ACCOUNTANT	ASAKA	E	Asaka, Leslie S C.P.A.	0.00	0.00
							PLC Count	**1**
JS07	LLR	AC	ACCOUNTANT	ASAKA	E	Asaka, Leslie S C.P.A.	0.00	0.00
	LLR	AD	Administrative	BASINGER	E	Basinger, Lisa B	0.00	0.00
							PLC Count	**2**
JTM1	LLRCINBF			MTVEND1	N	Sean Michael Scott	0.00	0.00
	LLRCINBF			MTVEND2	N	Isaiah Washington	0.00	0.00
	LLRCINBF				N		0.00	0.00
							PLC Count	**0**
							Total PLC Count	**4**

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Costpoint Administration

This folder stores standard Administration reports, including user security for BI administrators.

The contents of this folder are available to the following user groups:

- CER All
- CER CP Administration

Data Dictionary Report

Use the Data Dictionary report to display selected data dictionary information, including table names and descriptions, column names and descriptions, and the Costpoint version when the column was introduced.

The data dictionary consists of a set of tables in the Costpoint database that describes database information including table descriptions, how the tables are used, their life cycles, and business rules, as well as detailed information at the column level.

> **Note:** The Costpoint, Planning, and Time & Expense table data is available.

> **Note:** Some customers may not be able to use the standard report if they don't use all three areas of Costpoint (Core, Planning and Time & Expense) but can create custom Data Dictionary reports for the table data they want to use with the Administration package. (This does not apply to Deltek Cloud customers who get all three areas).

Prompts

Use the prompts to filter the domain, modules, tables, columns, and versions included the Data Dictionary report. The values for each prompt are based on the domain, module, or table that you select. For example, if you select the Materials domain, you can only choose the modules, tables, or columns related to that domain.

Contents

Field	Description
Domain	Select the domain that contains the data for the report.
Module(s)	In the **Keywords** field, enter a portion of one or more Costpoint modules for the report, and click the **Search** icon. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Table(s)	In the **Keywords** field, enter a portion of one or more Costpoint database tables to include on the report, and click the **Search** icon. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search

Field	Description
	by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Column(s)	In the **Keywords** field, enter a portion of one or more data dictionary table columns for the report, and click the **Search** icon. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Version(s)	Select the Costpoint versions for the report. To select multiple versions, press **CTRL** on your keyboard and click on the versions you want to include in the report.

Sample Report

The following image is an example of the Data Dictionary report.

Data Dictionary

System: PSMDEMOEA

* Does not currently include Time and Expense tables.

Module	Table Name	Table Description	Definition	Life Cycle	Cluster Description	Costpoint Version (for Table)	Column Number	Screen Tip	Column Name	Column Description	Column Type	Length	Null Flag	Scale	Primary Key Sequence	Foreign Key Flag	Costpoint Version (for Column)
	IN_BARCODE_XFER	Inventory Barcode Transactions	This table is used to create the settings table to be stored on Inventory Barcode Scanners. It is not used within Costpoint.	This table is not populated within Costpoint.		6.1	1	IN_BARCODE_XFER.S_INVT_TRN_TYPE	S_INVT_TRN_TYPE	Inventory Transaction Type Code	VARCHAR2	1	Y			N	6.1
	IN_BARCODE_XFER	Inventory Barcode Transactions	This table is used to create the settings table to be stored on Inventory Barcode Scanners. It is not used within Costpoint.	This table is not populated within Costpoint.		6.1	2	IN_BARCODE_XFER.WHSE_ID	WHSE_ID	Warehouse	VARCHAR2	8	Y			N	6.1
	IN_BARCODE_XFER	Inventory Barcode Transactions	This table is used to create the settings	This table is not populated within		6.1	3	IN_BARCODE_XFER.MATL_HNDLR_EMPL_ID	MATL_HNDLR_EMPL_ID	Material Handler Employee ID	VARCHAR2	12	Y			N	6.1

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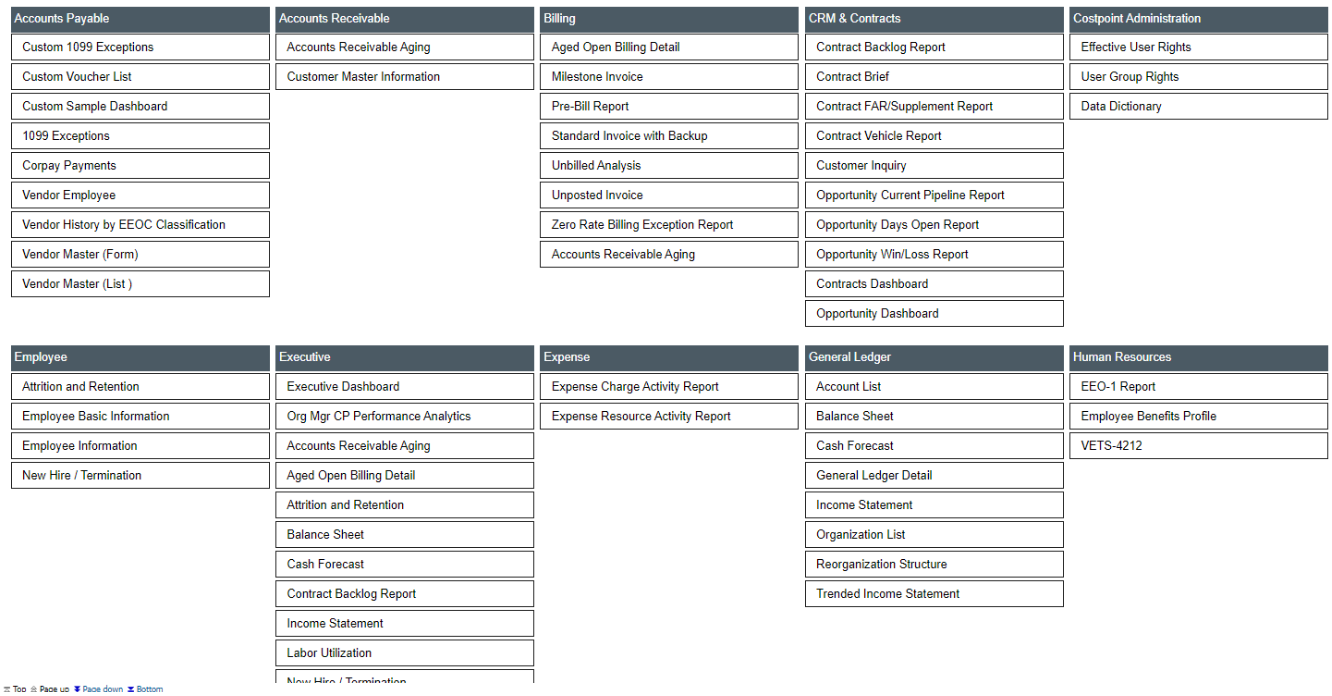
Menu Report

The Menu Report displays as tab when you log in to BI. It presents a consolidated view of reports and dashboards that you can launch directly from the report, eliminating the need to navigate the folders and subfolders of Team Content (for Deltek objects) and Company Content (for your company's custom objects).

Your BI administrator manages the content available to you in this report.

Sample Report

This is a sample of the Menu report.



Accounts Payable	Accounts Receivable	Billing	CRM & Contracts	Costpoint Administration
Custom 1099 Exceptions	Accounts Receivable Aging	Aged Open Billing Detail	Contract Backlog Report	Effective User Rights
Custom Voucher List	Customer Master Information	Milestone Invoice	Contract Brief	User Group Rights
Custom Sample Dashboard		Pre-Bill Report	Contract FAR/Supplement Report	Data Dictionary
1099 Exceptions		Standard Invoice with Backup	Contract Vehicle Report	
Corpay Payments		Unbilled Analysis	Customer Inquiry	
Vendor Employee		Unposted Invoice	Opportunity Current Pipeline Report	
Vendor History by EEOC Classification		Zero Rate Billing Exception Report	Opportunity Days Open Report	
Vendor Master (Form)		Accounts Receivable Aging	Opportunity Win/Loss Report	
Vendor Master (List)			Contracts Dashboard	
			Opportunity Dashboard	

Employee	Executive	Expense	General Ledger	Human Resources
Attrition and Retention	Executive Dashboard	Expense Charge Activity Report	Account List	EEO-1 Report
Employee Basic Information	Org Mgr CP Performance Analytics	Expense Resource Activity Report	Balance Sheet	Employee Benefits Profile
Employee Information	Accounts Receivable Aging		Cash Forecast	VETS-4212
New Hire / Termination	Aged Open Billing Detail		General Ledger Detail	
	Attrition and Retention		Income Statement	
	Balance Sheet		Organization List	
	Cash Forecast		Reorganization Structure	
	Contract Backlog Report		Trended Income Statement	
	Income Statement			
	Labor Utilization			
	New Hire / Termination			

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Security Reports

The Security contains the Effective User Rights report and the User Group Rights report.

Effective User Rights Report

This report displays the effective module and function rights for Costpoint users in a table format.

> **Note:** We strongly recommend using prompt filters to narrow the report output, even though the report does not require prompts to run it. There are no required prompts because they limit usability in cases where you may need to use different combinations of filters to generate the desired output. For example, you may need to see all the rights of a particular user or user group, or you may need to see all the users or user groups that have permissions to a specific application or module.
>
> If you tried to generate a report of all users and user groups with all the modules and applications of the system, this would produce an enormous output. And although BI queries and reports can typically handle large volumes of data, this report is pulling from two different data sources (CPDATA and CPSYSTEM). Running this report requires local processing instead of database processing and could significantly impact the

performance of this report and other reports running on this server. Any report running over 6 hours will automatically end, but we want to avoid knowingly initiating a query that could tax the system. We will continue to monitor this report's usage and run times and may opt to make future changes requiring certain prompt settings if this becomes problematic in production environments.

Prompts

Select the required prompts to run the Effective User Rights report.

Warning: Only run this report by initiating a combination of filters for User or User Groups or Module or Application, or you could experience performance issues. For more information on this warning, please see the Effective User Rights report overview.

Prompt Message	Description
Company	Select a company.
Include Deactivated Users	Choose whether to include deactivated users in the report.
Show Application Details for Module	Choose whether to show the applications each user can access in a module.
Select User(s)	In the **Keywords** field, enter a portion of one or more user names or IDs to include only the selected users in the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select Module(s)	In the **Keywords** field, enter a portion of one or more modules to include only the selected modules in the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Prompt Message	Description
Select Application(s)	In the **Keywords** field, enter a portion of one or more applications to include only the selected applications in the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select User Group(s)	In the **Keywords** field, enter a portion of one or more user groups to include only the selected user groups in the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Access Levels	Select one or more access levels to display only the users who have the selected access.

Sample Report

This is a sample of the Effective User Rights report.

Effective User Rights

Company - 1

User ID	User Name	Access Type	Module / Application ID	Module / Application Name	Rights	Company ID	Source	User Group ID	User Group Name
1006	Carr, Linda	Module	AD	Configuration	DENY	ALL	User		
1006	Carr, Linda	Application	ADMDESKTOP	MyDesktop	FULL	ALL	Group	EVERYONE	Every One
1006	Carr, Linda	Application	ADMEMAILTEXT	E-mail Text	READ	1	User		
1006	Carr, Linda	Module	AR	Accounts Receivable	FULL	1	Group	EVERYONE	Every One
1006	Carr, Linda	Module	BA	BP - Administration	FULL	1	User		
1006	Carr, Linda	Module	BD	Budgeting and ETC	DENY	ALL	User		
1006	Carr, Linda	Application	DBDHM	Home Dashboard	FULL	ALL	Group	STD_TIME_EMPLOYEE	Time Employee
1006	Carr, Linda	Application	ESMCUSTTXT	Manage Custom Text	FULL	ALL	Group	EVERYONE	Every One
1006	Carr, Linda	Application	TMMEMPLWORKSCH	Work Schedule/Leave	FULL	ALL	Group	STD_TIME_EMPLOYEE	Time Employee
1006	Carr, Linda	Application	TMMTIMESHEET	Timesheet	FULL	ALL	Group	STD_TIME_EMPLOYEE	Time Employee
1046	Applegate, Richard S	Application	ADMDESKTOP	MyDesktop	FULL	ALL	Group	EVERYONE	Every One
1046	Applegate, Richard S	Module	AR	Accounts Receivable	FULL	1	Group	EVERYONE	Every One
1046	Applegate, Richard S	Application	ESMCUSTTXT	Manage Custom Text	FULL	ALL	Group	EVERYONE	Every One
1093	Adkins, Steve	Application	ADMCHGTREE	Charge Trees	FULL	ALL	Group	STD_TIME_ADMIN	Time Administrator
1093	Adkins, Steve	Application	ADMDESKTOP	MyDesktop	FULL	ALL	Group	EVERYONE	Every One
1093	Adkins, Steve	Application	ADMDESKTOP	MyDesktop	FULL	ALL	Group	STD_TIME_ADMIN	Time Administrator
1093	Adkins, Steve	Application	ADMEMAILTEXT	E-mail Text	FULL	ALL	Group	STD_TIME_ADMIN	Time Administrator
1093	Adkins, Steve	Application	ADMEMPLGRP	Resource Groups	FULL	ALL	Group	STD_TIME_ADMIN	Time Administrator
1093	Adkins, Steve	Application	ADMEMPLINFO	Resource Information	FULL	ALL	Group	STD_TIME_ADMIN	Time Administrator
1093	Adkins, Steve	Application	ADMEMPLPREF	Profile	FULL	ALL	Group	STD_TIME_ADMIN	Time Administrator

User Group Rights Report

The User Group Rights report contains the user groups, the users that belong to each group, and their access rights.

Prompts

The prompts for the User Group Rights Report include the User Groups and Users.

Prompt Message	Description
User Group(s)	In the **Keywords** field, enter a portion of one or more accounts to include in the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
User(s)	In the **Keywords** field, enter a portion of one or more accounts to include in the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.

Sample Report

The User Group Rights Report has two tabs when viewed on screen — User Group Rights and User Group Users.

This is a sample User Group Rights page.

User Group Rights | User Group Users | Selection Criteria | Revision History

User Group Rights

System: CTB82PSMDEMO

AP_DISBURSEMENT: AP DISBURSEMENT

Module ID (as assigned by Deltek)	Application ID	Application Name	Access Level	Company ID
AP - Accounts Payable			FULL	ALL
EP - Expense			FULL	ALL
TM - Time			FULL	ALL

AP_ENTRY: AP Entry

Module ID (as assigned by Deltek)	Application ID	Application Name	Access Level	Company ID
AP - Accounts Payable			DENY	ALL
	AOPUTLTE	Import TE Expenses/Advances	FULL	ALL
	APM1099	Edit 1099 Information	DENY	ALL
	APMCCUPI	Manage Credit Card Import Information	FULL	ALL
	APMMANCK	Manage Manual Checks	FULL	ALL
	APMRECCD	Manage Recurring A/P Voucher Codes	FULL	ALL
	APMTERM	Manage Vendor Terms	FULL	ALL
	APMVEND	Manage Vendors	READ	ALL
	APP1099C	Create 1099 Information	FULL	ALL
	APPEFT	Create EFT File	FULL	ALL
	APPPOSTV	Post Vouchers	FULL	ALL
	APPPSTCD	Post Cash Disbursements	FULL	ALL
	APPRECVR	Create Recurring Accounts Payable Vouchers	FULL	ALL

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This is a sample User Group Users page.

User Group Rights | User Group Users | Selection Criteria | Revision History

User Group Users

AR_BILLING - AR BILLING

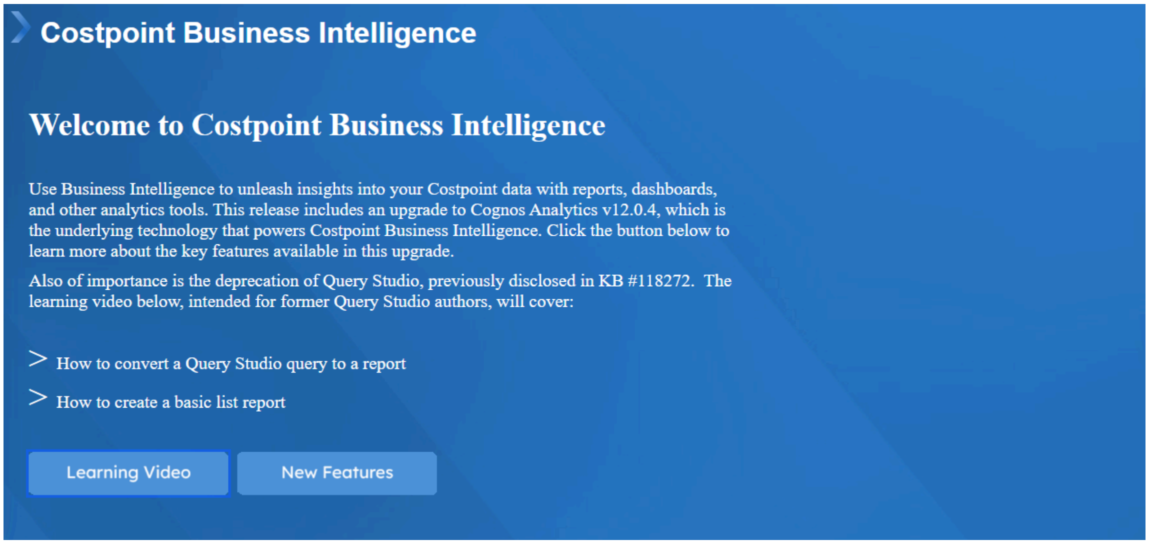
User ID	User Name	Company ID
X1001	Megan Parmenter	1
X1007	Walker, Brenda S	1
X1010	Williams, Ted	1
X1015	Sherman, Belle	1
X1019	Tina Sexton	1
X1052	Belle Sherman	1
X1101	Stephen Bridges	1
X1105	Carlson, Justine	1
X1114	William Henry	ALL
X1114PM	Henry , William	ALL
X1147	Kelly, Larry	1
X1149	Jesse Hursh	1
X1163	Henderson, Alex P	1
X5001	Robertson, R R	1
X5002	Saunders, Alfonso A	ALL
X5005	Padilla, Iris D	ALL
X5016	Guerrero, Gustavo O	1
X5021	Norman, Steve T	1
X5025	Hammond, Mildred X	1
19	AR_BILLING - Count	

Homepage Report

This report displays the Deltek welcome message.

Sample

Use the links on the Welcome Page to learn more about Costpoint Business Intelligence.



Capture & Contracts

This folder stores standard Capture & Contracts reports and dashboards for contract administrators and staff.

The report templates in Capture & Contracts are interactive and you can modify them during run-time.

The contents of this folder are available to the following user groups:

- CER All
- CER Contracts

Note: The Contracts Reporting package requires a license to Contract Management in Costpoint.

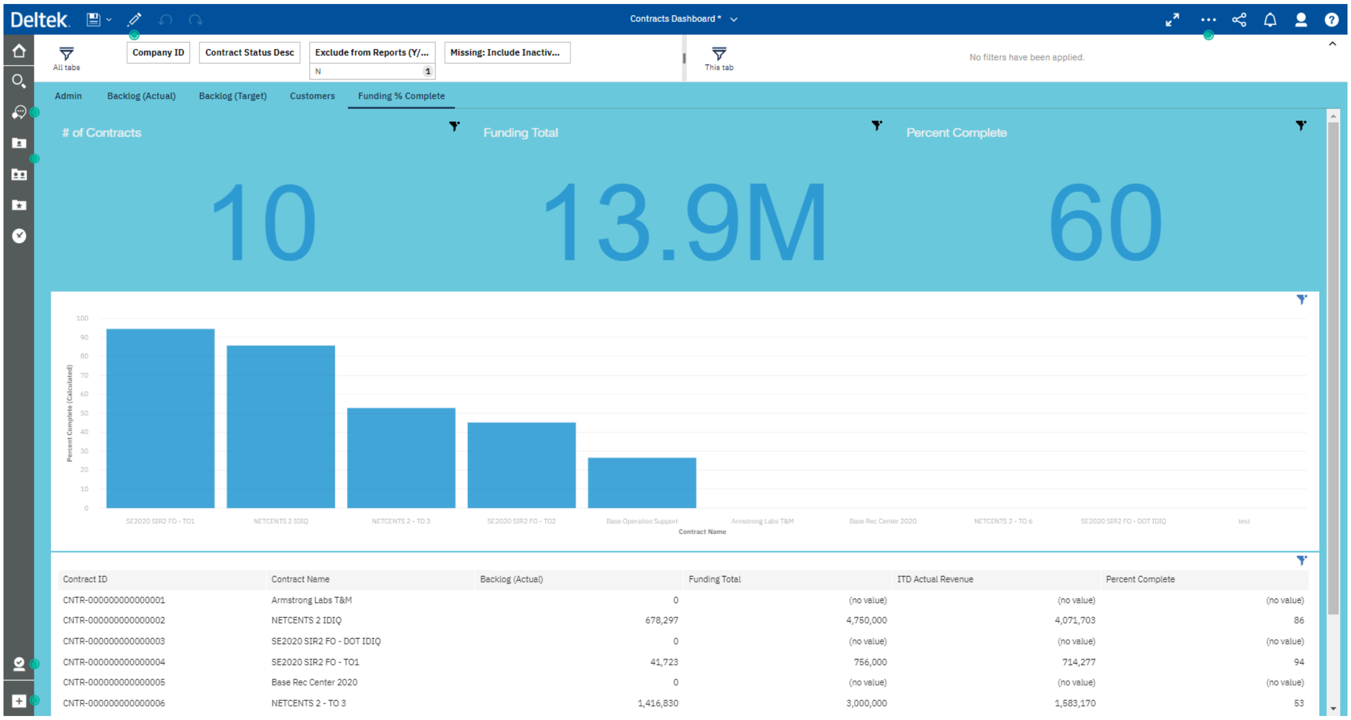
Capture & Contracts Dashboards

The template dashboards for Capture & Contracts allow you to create and share interactive analytical dashboards that uses the Costpoint Contracts Management data.

Contracts Dashboard

Use the Contracts Dashboard to see the percent complete of contracts and identify any fund limitation issues ahead of time.

The dashboard shows the backlog in contracts, the volume of contracts by primary customer, and the volume of contracts by contract administrator. Use this information to analyze the workload and responsibilities for the team.



The Contracts Dashboard includes five tabs:

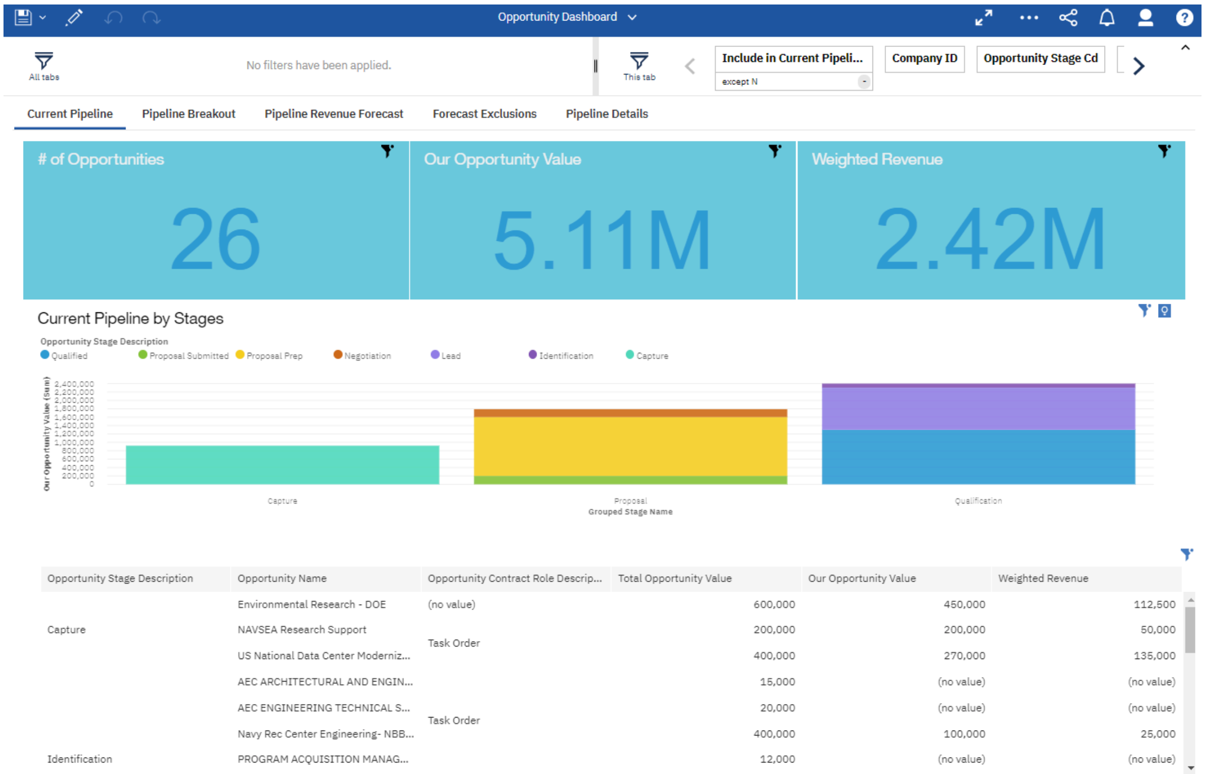
- **Admin**: Displays the volume of contracts per contract administrator.
- **Backlog (Actual)**: Displays the backlog of contracts that helps you determine if you need to notify the client that additional funding is needed.
- **Backlog (Target)**: Similar to **Backlog (Actual)**, this tab displays the backlog of contracts for the target amount.
- **Customers**: Displays the volume of contracts by primary customer. This tells you which customer has the majority of the contracts, which helps you determine where your company can invest in the future.

> **Note**: For optimal results, complete the **Prime Contractor/Customer** field in Manage Contracts. While not mandatory, leaving it blank may prevent the contract record from appearing on the Customers tab.

- **Funding % Complete**: Displays the percentage of completion of contracts based off a specified percentage amount.

Opportunity Dashboard

The Opportunity Dashboard displays consolidated metric views for the Opportunities module.



The dashboard contains the following tabs:

- Current Pipeline: This tab displays the detailed list of opportunities based on specified pipeline stages. This provides the sales team a visual representation of the value of the opportunities broken out by each of the stages to help determine where to prioritize efforts to close deals.
- Pipeline By Stages: This tab displays the list of opportunities, their stage, and value by month.
- Pipeline Breakout: This tab displays the summary of opportunity pipeline amounts organized by stage based on the anticipated award date. This lets you assess future revenue for the company.
- Pipeline Revenue Forecast: This tab displays the Opportunity Value and Weighted Revenue, spread evenly over months. The Opportunity Value Forecast Spread displays the estimated start date and estimated dates of the opportunities, and evenly spreads the opportunity value over the months. The Weighted Revenue Forecast Spread displays the estimated start date and estimated completion dates of the opportunities, and evenly spreads the weighted revenue over the months.
- Forecast Exclusions: This tab displays the opportunities that require additional data before they can be included in the Revenue Forecast. Required data may include the start date, end date, or the Our Opportunity Value/Weighted Value data.
- Pipeline Details: This tab displays the summary of opportunity pipeline amounts that are grouped and shows the total percentage by each stage.
- Leads Analysis: This tab displays leads grouped by source.

Capture & Contracts Reports

Contracts Reporting is the report package for Contracts.

Contract Backlog Report

The Contract Backlog report shows the contract backlog and funded percent complete for each contract. Use this report to determine the amount of money left on each contract and whether action needs to be done due to contract overruns.

Prompts

The prompts for the Contract Backlog Report include the selection for company, contracts, contract vehicle, contract type, and others.

Prompt Message	Description
Company	Select a company.
Select Prime Contract(s)	Select the contracts that you want to display in the report. In the **Keywords** field, enter one or more characters to search for contract information. To narrow the search, select one of the following: ▪ Starts with any of these keywords ▪ Starts with the first keyword and contains all of the remaining keywords ▪ Contains any of these keywords ▪ Contains all of these keywords If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options.) Click the arrow to list the matching contracts in **Choices**.
Select Contract Vehicle(s)	Select the contract vehicle to include in the report.
Select Contract Type(s)	Select the types of contract to include in the report.
Basis for Actual % Complete	Select the basis for the actual percentage completion which can either be **Funded Value** or **Contract Value**.

Prompt Message	Description
Select Rate Type	Select the type of rate, either **Target** or **Actual**.
Include Inactive Contracts?	Indicate whether to include inactive contracts.

Sample Report

This is a sample of the Contract Backlog report.

Contract Backlog Report

System: CTB82PSMDEMO

1 - Applied Technologies Inc

Contract ID	Contract Name	Organization ID	Organization Name	Prime Contract Number	Contract Vehicle	Contract End Date	Contract Type	Funded Value	Total Actual Revenue	Remaining Value	Actual % Complete
CNTR-000000000000004	SE2020 SIR2 FO - TO1	01.01.05	Engineering & Planning	DTFAWAI0D00030	SE2020	Dec 30, 2022	TM	$756,000.00	$714,277.40	$41,722.60	94%
CNTR-000000000000005	Base Rec Center 2020	01.01.03	Health Services	testing how this works		Feb 15, 2018	HYBRID	$1,880,000.00	$1,880,000.00	$0.00	100%
CNTR-000000000000006	NETCENTS 2 - TO 3	01.03.01	United States	FA877109R0028	NETCENTS	Dec 31, 2020	FFP	$8,850,000.00	$7,706,127.04	$1,143,872.96	87%
CNTR-000000000000008	NETCENTS 2 - TO 6	01.03.02	Africa	FA877109R0028	NETCENTS	Dec 31, 2020	FFP	$5,220,000.00	$3,136,324.27	$2,083,675.73	60%
CNTR-000000000000009	Base Operation Support	01.01.04	Base Operation Management			Feb 26, 2021	EAC	$4,785,000.00	$3,577,704.17	$1,207,295.83	75%
CNTR-000000000000010	Data Acquisition Systems	01.01.04	Base Operation Management	GS98541RV564	GSASCH	Dec 31, 2020	HYBRID	$10,300,000.00	$4,199,145.02	$6,100,854.98	41%
CNTR-000000000000011	Intl Nutrition Advocacy	01.01.02	Construction Management				TM	$5,822,000.00	$5,023,599.87	$798,400.13	86%
CNTR-000000000000012	Enterprise Foundation	01.02.03	Production Control			Dec 31, 2019	FFP	$3,650,000.00	$3,050,000.00	$600,000.00	84%
CNTR-000000000000013	EDUCATION TRAINING	01.01.05	Engineering & Planning				GCOST	$2,000,000.00	$1,593,647.45	$406,352.55	80%
CNTR-000000000000014	Intl Nutrition Advocacy I	01.02.01	Manufacturing			Feb 15, 2022	TM	$1,000,000.00	$748,381.44	$251,618.56	75%
CNTR-000000000000015	NETCENTS 2 - TO 4	01.01.05	Engineering & Planning	FA877109R0028-4	NETCENTS	Dec 31, 2024	FFP	$1,000,000.00	$808,477.25	$191,522.75	81%
CNTR-000000000000016	Navy Unmanned Air Systems	01.01.04	Base Operation Management				EAC	$5,850,000.00	$5,600,000.00	$250,000.00	96%
CNTR-000000000000017	DLA IT Support Services	01.02.03	Production Control				TM	0.00	$0.00	0.00	0%
CNTR-000000000000019	SBSS Pathfinder	01.03.04	Latin America	FA8819-04-C-0002		May 31, 2011	CPFC	0.00	$0.00	0.00	0%
CNTR-000000000000021	PA&E Studies & Analytical	01.01.05	Engineering & Planning	PRIME CONTRACT NO	OASIS	Dec 30, 2024	FFP	0.00	$0.00	0.00	0%
TESTKH	Base Rec Center 2020	01.PL.40	Pool Org - G&A	Tested prime	GSAALL	Feb 1, 2022	HYBRID	0.00	$0.00	0.00	0%
TOTAL								$51,113,000.00	$38,037,683.91	$13,075,316.09	74%

Page 1 of 1

Contract Brief Report

The Contract Brief report provides a summary of key contract information.

This report can help government contractors fully understand the terms and conditions of a contract.

Prompts

Use the Contract Brief report prompts to specify which contracts to display in the report.

Prompt Message	Description
Company:	Select a company.
Limit Contract(s):	Select the contracts for the report. In **Keywords**, enter one or more characters to search for contracts. To narrow the search, select one of the following: ▪ **Starts with any of these keywords** ▪ **Starts with the first keyword and contains all of the remaining keywords** ▪ **Contains any of these keywords** ▪ **Contains all of these keywords** If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. Click the arrow to list the matching contracts in **Choices**.

Sample Report

The Contract Brief report displays the Organization ID, Organization name, descriptions, and other information for contracts.

Contract Brief

1 - Company 1

Contract Name:	with record from CTMOPP	Contract ID:	01CTTEST-1000-CTMCNTR01
Organization ID:	P.1000	Organization Name:	Phelps' Org - A
Prime Contract #:		Date of Award:	
Task Order #:		Contract Status:	Awarded

Secondary Project Type:

BPA	N	FFP	N
CPAF	N	FFI	N
CPIF	N	FP LOE	N
CPFF	N	IDIQ	N
CR	N	T&M	N
CS	N	Other (Specifiy)	

Estimated Actual Costs (Total Value Cost)	$290,000	Estimated Fee (Total Value Fee)	$0	Total Price (Total Value)	$290,000
Estimated Actual Costs (Total Funded Cost)	$170,000	Estimated Fee (Total Funded Fee)	$10,000	Total Price (Total Funded)	$180,000

Period of Performance From:		Period of Performance To:	Jul 31, 2021

Prime Contractor Info

Name:			
Prime Contract #:		Primary Contract Type:	Cost (No Fee) Contract

Contact Description	Customer Name	Address Code	Point of Contact	Phone Number	Email Address	Active (Y/N)	Primary (Y/N)
Administrative Contracting Officer (ACO) - NEW DESC	BROOKE	BEH	Sharon Golden	703-938-1212		N	N

Cognizant DCAA Office:	DCAA

Brief Statement of Scope of Work

There is no Statement of Work for this contract.

Procurement Regulations - Check All that Apply

FAR	N	AMS	N
DFARS	N	DOE	N
Treasury	N	NASA	N
GSAR	N	AIDAR	N
HSAR	N	Other (Specify)	

Contract Clauses and Special Provisions

Is this a T&M or FP Contract?	U
Does contract contain an LOE clause?	U
Any GFE?	U
Does contract contain ceilings on the indirect rates?	U
Is this a commercial contract?	U
Is this an 8A contract?	U
CAS covered?	U
Is the Service Contract Act required?	N
Is the Davis Bacon Act required?	N
Any special facility requirements (ex; SCIF)?	U
Does contract have restrictive/special requirements for subcontractors?	U
Is Faciity Capital Cost of Money allowed on contract?	U

Contract Modification Summary

Project ID	Contract Mod No	Mod No	Mod Description	Effective Date	Project Start Date	Project End Date	Contract Value	Funded Value
2A25		0000	0000 - Base Contract	Oct 19, 2020	Oct 20, 2020	Oct 31, 2020	1,000	1,000
2A25.001		0000	0000 - Base Contract	Oct 19, 2020	Oct 20, 2020	Oct 31, 2020	1,000	1,000
2A25.001.01		0000	0000 - Base Contract	Oct 19, 2020	Oct 20, 2020	Oct 31, 2020	1,000	10,000
6016.100000.100000		0000	0000 - Base Contract	Jan 11, 2017	Jan 15, 2017		30,000	25,000
6016.100000.100000.100000.1000		0000	0000 - Base Contract	Feb 11, 2017	Jan 18, 2017	Feb 11, 2018	0	5,000
CG09.100000.100000.100000		0000	0000 - Base Contract	Nov 10, 2019	Oct 15, 2019	Feb 28, 2021	100,000	50,000
CG09.100000.100000.100000.2000		0000	0000 - Base Contract	Jan 27, 2021	Jan 22, 2021		15,000	10,000
CG09.100000.200000.100000		0000	0000 - Base Contract	Nov 10, 2019	Oct 15, 2019	Feb 28, 2021	100,000	50,000
CG09.100000.200000.100000.2000		0000	0000 - Base Contract	Jan 27, 2021	Jan 22, 2021		15,000	10,000
CL02.100000.100000		0000	0000 - Base Contract	Jan 11, 2017	Jan 15, 2017		30,000	25,000
CL02.100000.100000.100000.1000		0000	0000 - Base Contract	Feb 11, 2017	Jan 18, 2017	Feb 11, 2018	0	5,000
F337.100000.100000.100000		0000	0000 - Base Contract	Nov 10, 2019	Oct 15, 2019	Feb 28, 2021	100,000	50,000
F337.100000.100000.100000.2000		0000	0000 - Base Contract	Jan 27, 2021	Jan 22, 2021		15,000	10,000
F337.100000.200000.100000		0000	0000 - Base Contract	Nov 10, 2019	Oct 15, 2019	Feb 28, 2021	100,000	50,000

Contract FAR/Supplement Report

The Contract FAR/Supplement report displays the Federal Acquisition Regulations (FAR) and/or supplemental information for contracts and subcontracts.

Prompts

Use the prompts to filter results for the Contract FAR / Supplement report.

Prompt Message	Description
Report Type	Select to display records for contracts or subcontracts.
Active Records Only	Indicate whether to display only active contract records (**Yes**) or not (**No**).
Show in Lookup Only	Indicate whether to display only the results that have **Show in Lookup** marked for FAR and/or Supplemental records (**Yes**) or not (**No**).
FAR or Supplemental	Choose to include Federal Acquisition Regulation (FAR) clauses, supplemental clauses, or both. (
Supplemental Agency	If you selected **Supplemental** in the **FAR or Supplemental** prompt, select the agency for the supplemental clauses.
Risk Level	Select the risk level.
ID / Description	Select the records that you want to display in the report. In **Keywords**, enter one or more characters to search for an ID or description. To narrow the search, select one of the following: ▪ Starts with any of these keywords ▪ Starts with the first keyword and contains all of the remaining keywords ▪ Contains any of these keywords ▪ Contains all of these keywords

Sample Report

This is a sample Contract FAR/Supplement report.

Deltek

Contract FAR / Supplemental Report

Contract ID Name	Organization ID	Organization Name	Contract Type	Contract Status	Contract Administrator	Prime Contract No	Customer	Start Date	End Date	Primary Agency
CNTR-00000000000004 - SE2020 SIR2 FO - TO1	01.01.05	Engineering & Planning	Time & Materials	Awarded	Long, William	DTFAWAI0D00030	Armstrong Labs	07/01/2020	12/30/2022	Department of Transportation
CNTR-00000000000005 - Base Rec Center 2020	01.01.03	Health Services	Contract Hybrid	Final Billing	Jarvis, Roberta	testing how this works	Army Central Command	02/15/2017	02/15/2018	US Army
CNTR-00000000000006 - NETCENTS 2 - TO 3	01.03.01	United States	Firm Fixed Price Contract	Awarded	Chadwick, Bill S	FA877109R0028	US Air Force	08/01/2019	12/31/2020	AIR FORCE
CNTR-00000000000008 - NETCENTS 2 - TO 6	01.03.02	Africa	Firm Fixed Price Contract	Furlough Notice	Chadwick, Bill S	FA877109R0028	Air Force Research Lab	08/01/2012	12/31/2020	AIR FORCE
CNTR-00000000000009 - Base Operation Support	01.01.04	Base Operation Management	Estimate at Complete	Awarded	Boyd, Edward		Department of Army	08/03/2020	02/26/2021	ARMY MANEUVER SUPPORT CENTER
CNTR-00000000000010 - Data Acquisition Systems	01.01.04	Base Operation Management	Contract Hybrid	Awarded	Jarvis, Roberta	GS98541RV564	Department of Army	01/01/2019	12/31/2020	GENERAL SERVICES ADMINISTRATION
CNTR-00000000000011 - Intl Nutrition Advocacy	01.01.02	Construction Management	Time & Materials	Complete Awaiting Close Out	Long, William		Bill & Melinda Gates Foun			PROGRAM DEVELOPMENT AND INTEGRATION DIRECTORATE
CNTR-00000000000012 - Enterprise	01.02.03	Production Control	Firm Fixed Price Contract	Pre-Award	Jarvis, Roberta		Enterprise Foundation	01/01/2019	12/31/2019	ENVIRONMENTAL MANAGEMENT

Click the contract or subcontract to view the FAR and supplement clauses for that record.

Drill - Contract Details Prompt Selections Revision History

Drill - FAR/Supplement Detail

Note: Close this window to return to Main.

Agency	FAR Number	FAR Title	Description of FAR Clause in Contract	Risk Level Flag	Effective Date of FAR Clause in Contract
	252.201-7000	Contracting Officer's Representative.			
	252.203-7000	Requirements Relating to Compensation of Former DoD Officials.			
	252.203-7001	Prohibition on Persons Convicted of Fraud or Other Defense Contract-Related Felonies.			
	252.203-7002	Requirement to Inform Employees of Whistleblower Rights.			
	252.203-7003	Agency Office of the Inspector General.			
	252.203-7004	Display of Hotline Posters.			
	252.203-7005	Representation Relating to Compensation of Former DoD Officials.			
	252.204-7000	Disclosure of Information.			
	252.204-7002	Payment for Subline Items Not Separately Priced.			
	252.204-7003	Control of Government Personnel Work Product.			
	252.204-7004	Alternate A, System for Award Management.			
	252.204-7005	Oral Attestation of Security Responsibilities.			
	252.204-7006	Billing Instructions.			
	252.204-7007	Alternate A, Annual Representations and Certifications.			
	252.204-7008	Compliance with Safeguarding Covered Defense Information Controls.			
	252.204-7009	Limitations on the Use or Disclosure of Third-Party Contractor Reported Cyber Incident Information.			
	252.204-7010	Requirement for Contractor to Notify DoD if the Contractor's Activities are Subject to Reporting Under the U.S.-International Atomic Energy Agency Additional Protocol.			
	252.204-7011	Alternative Line Item Structure.			
	252.204-7012	Safeguarding Covered Defense Information and Cyber Incident Reporting.			

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Contract Vehicle Report

Use the Contract Vehicle Report to see information by task orders grouped by contract vehicle with their total award values.

Prompts

Select prompt values to run the Contract Vehicle Report.

Prompt Message	Description
Company	Select a company.
Vehicle Code(s)	Select the corresponding vehicle code for the company.
Status(es)	Select the statuses of the contract for the report.
Contract Type(s)	Select the types of contracts to include in the report.
Limit Primary Customer(s)	Select the customers to include in the report. In **Keywords**, enter one or more characters for which you want to search to retrieve customer information from. To narrow the search, select one of the following options. ▪ **Starts with any of these keywords** ▪ **Starts with the first keyword and contains all of the remaining keywords** ▪ **Contains any of these keywords** ▪ **Contains all of these keywords** If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options.) Click the arrow to list the matching contracts in **Choices**.
Include Inactive Contracts?	Indicate whether to include inactive contracts.

Sample Report

The Contract Vehicle Report includes the Organization ID and name for each contract.

System: CTB82PSMDEMO

Contract Vehicle Report

1 - Applied Technologies Inc

Contract ID	Contract Name	Organization ID	Organization Name	Prime Contract Number	Prime Contract Name	Task Order No	Customer ID	Customer Name	Contract Start Date	Contract End Date	Contract Status	Contract Type	Contract Total	Funding Total
Contract Vehicle:														
CNTR-000000000000005	Base Rec Center 2020	01.01.03	Health Services	testing how this works			100006	Army Central Command	Feb 15, 2017	Feb 15, 2018	FBILL	HYBRID	$1,880,000.00	$1,880,000.00
CNTR-000000000000009	Base Operation Support	01.01.04	Base Operation Management			001	100015	Department of Army	Aug 3, 2020	Feb 26, 2021	AWARDED	EAC	$4,923,000.00	$4,785,000.00
CNTR-000000000000011	Intl Nutrition Advocacy	01.01.02	Construction Management				100058	Bill & Melinda Gates Foun			ACO	TM	$6,457,000.00	$5,822,000.00
CNTR-000000000000012	Enterprise Foundation	01.02.03	Production Control				100019	Enterprise Foundation	Jan 1, 2019	Dec 31, 2019	PREAWARD	FFP	$3,650,000.00	$3,650,000.00
CNTR-000000000000013	EDUCATION TRAINING	01.01.05	Engineering & Planning				100058	Bill & Melinda Gates Foun			ACO	GCOST	$2,000,000.00	$2,000,000.00
CNTR-000000000000014	Intl Nutrition Advocacy I	01.02.01	Manufacturing				100058	Bill & Melinda Gates Foun	Feb 15, 2021	Feb 15, 2022	VERBAL	TM	$1,000,000.00	$1,000,000.00
CNTR-000000000000016	Navy Unmanned Air Systems	01.01.04	Base Operation Management				1000050	Dept of the Navy			PREAWARD	EAC	$6,700,000.00	$5,850,000.00
CNTR-000000000000017	DLA IT Support Services	01.02.03	Production Control				100016	Department of Defense			PREAWARD	TM	$0.00	$0.00
CNTR-000000000000019	SBSS Pathfinder	01.03.04	Latin America	FA8819-04-C-0002			100052	HHS	Mar 26, 2004	May 31, 2011	AWARDED	CPFC	$0.00	$0.00
												Subtotal for	**$26,610,000.00**	**$24,987,000.00**
Contract Vehicle: GSAALL														
TESTKH	Base Rec Center 2020	01.PL.40	Pool Org - G&A	Tested prime	Tested prime	Test TO	1000002	Army Central Command	Jan 1, 2022	Feb 1, 2022	FBILL	HYBRID	$0.00	$0.00
												Subtotal for GSAALL	**$0.00**	**$0.00**
Contract Vehicle: GSASCH														
CNTR-000000000000010	Data Acquisition Systems	01.01.04	Base Operation Management	GS98541RV564			100015	Department of Army	Jan 1, 2019	Dec 31, 2020	AWARDED	HYBRID	$10,300,000.00	$10,300,000.00
												Subtotal for GSASCH	**$10,300,000.00**	**$10,300,000.00**
Contract Vehicle: NETCENTS														
CNTR-000000000000006	NETCENTS 2 - TO 3	01.03.01	United States	FA877109R0028		0003	100038	US Air Force	Aug 1, 2019	Dec 31, 2020	AWARDED	FFP	$9,900,000.00	$8,850,000.00
CNTR-000000000000008	NETCENTS 2 - TO 6	01.03.02	Africa	FA877109R0028		0006	100003	Air Force Research Lab	Aug 1, 2012	Dec 31, 2020	FURL	FFP	$8,720,000.00	$5,220,000.00
CNTR-000000000000015	NETCENTS 2 - TO 4	01.01.05	Engineering & Planning	FA877109R0028-4		0004	100003	Air Force Research Lab	Jan 1, 2019	Dec 31, 2024	AWARDED	FFP	$1,800,000.00	$1,000,000.00
												Subtotal for NETCENTS	**$20,420,000.00**	**$15,070,000.00**
Contract Vehicle: OASIS														
CNTR-000000000000021	PA&E Studies & Analytical	01.01.05	Engineering & Planning	PRIME CONTRACT NO	PRIME CONTRACT NO NAME	TASK ORDER NO	100002	Adept Solutions	Jul 1, 2021	Dec 30, 2024	AWARDED	FFP	$0.00	$0.00
												Subtotal for OASIS	**$0.00**	**$0.00**
Contract Vehicle: SE2020														
CNTR-000000000000004	SE2020 SIR2 FO - TO1	01.01.05	Engineering & Planning	DTFAWAI0D00030		0080	100005	Armstrong Labs	Jul 1, 2020	Dec 30, 2022	AWARDED	TM	$2,012,000.00	$756,000.00
												Subtotal for SE2020	**$2,012,000.00**	**$756,000.00**
Total													**$59,342,000.00**	**$51,113,000.00**

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Customer Inquiry

Use the Customer Inquiry report to see information about one or several customers. The report displays information in different areas such as opportunities, contracts, projects, and others.

Prompt

Select a customer to include in the Customer Inquiry report.

Prompt Message	Description
Keywords:	Select a customer to display in the report. In **Keywords**, enter one or more characters to search for to retrieve customer information. To narrow the search, select one of the following options:

Prompt Message	Description
	▪ Starts with any of these keywords ▪ Starts with the first keyword and contains all of the remaining keywords ▪ Contains any of these keywords ▪ Contains all of these keywords If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options.) Click the arrow to list the matching contracts in **Choices**.

Sample Report

This is a sample of the Customer Inquiry report.

Customer Inquiry

System: CTB82PSMDEMO

Name	Adept Solutions	Customer Account	100002	Status	CUSTOMER
Information					
Customer Type	COMMERCIAL	Sales Territory		Customer Status	Ok
Outstanding AR Balance		Customer Terms	NET 30		

Address

Code	Bill Code	Ship To	Mark For	Address 1	Address 2	Address 3	City Name	State	Postal
BILL	D	N	N	123 Anne Glass Place	Suite 234		Burke	VA	22015
SHIP	N	N	N	123 Anne Glass Place	Suite 234		Burke	VA	22015

Customer Contacts

Full Name	Contact Title	Contact Email	Contact Phone
Jamie Janes	PO Manager	jamie.janes@adeptsolutions.com	703-250-8729

Opportunities

Opportunity ID	Opportunity Name	Organization ID	Organization Name	Business Unit Lead Name	Contract Vehicle	Date Opportunity Closed	Opportunity Stage	Total Opportunity Value
OPP-020	PA&E STUDIES & ANALYTICAL SUPPORT, HQMC, P&R, PA&E (ZONE 2,	01.01.03	Health Services	Adminstrator, Extensibili	TIPSS	Jun 7, 2021	2. Identification	$1,000,000.00

Contracts

Contract ID	Contract Name	Organization ID	Organization Name	Contract Status	Contract Type	Prime Customer Name	Start Date	Contract Value	Owner
CNTR-000000000000021	PA&E Studies & Analytical	01.01.05	Engineering & Planning	Awarded	Firm Fixed Price Contract	Citibank	Jul 1, 2021		Ambler, Suzette

Projects

Project ID	Project Name	Prime Contract Number	Project Manager	Status
BID01	B&P	PRIME CONTRACT NO		Active
BID02	B&P Co 1	PRIME CONTRACT NO		Active
BID02.01	B&P Co 1	PRIME CONTRACT NO		Active
BID01.19	B&P 19_20	PRIME CONTRACT NO		Active
BID02.01.001	B&P Co 1	PRIME CONTRACT NO		Active
BID01.19.NETCENT	NETCENTS Proposal Project	PRIME CONTRACT NO		Active

Activities

Activity ID	Subject	Opp/Contract/Subc ID	Activity Date	Primary Contact	Notes

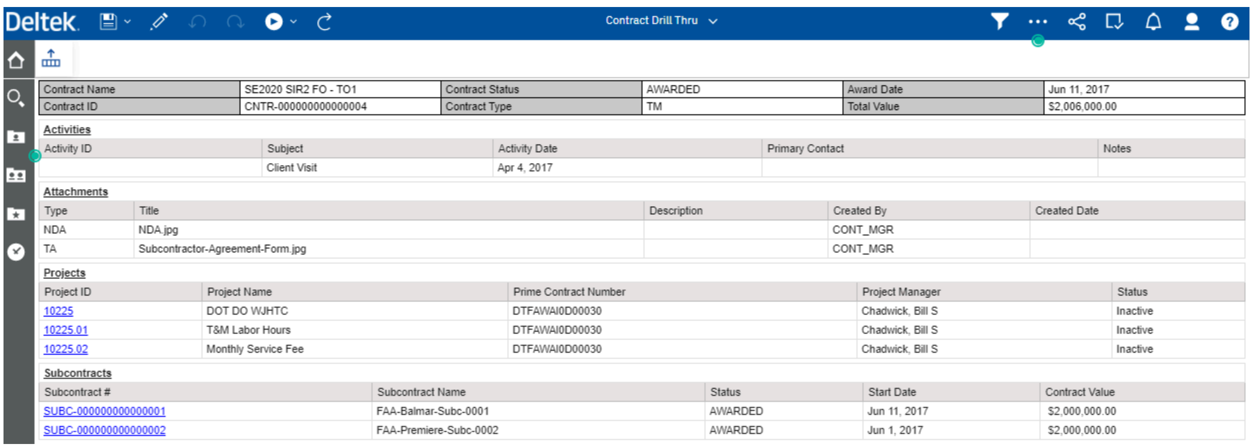
Customer Inquiry Drill Through Reports

There are several drill through reports available in the Customer Inquiry report where you can see details about contracts, opportunities, projects, subcontracts, and organizational conflict of interest (OCIs).

Because drill through only reports are not run on their own, users do not need to enter prompt information for these reports. Information needed to run the report is retrieved based on the parent report such as the Customer Inquiry report. No user input is required.

Contract Drill Thru

The Contract Drill Thru report displays the contract details of a customer such as activities, projects, and subcontracts.



Contract Name	SE2020 SIR2 FO - TO1	Contract Status	AWARDED	Award Date	Jun 11, 2017
Contract ID	CNTR-000000000000004	Contract Type	TM	Total Value	$2,006,000.00

Activities

Activity ID	Subject	Activity Date	Primary Contact	Notes
	Client Visit	Apr 4, 2017		

Attachments

Type	Title	Description	Created By	Created Date
NDA	NDA.jpg		CONT_MGR	
TA	Subcontractor-Agreement-Form.jpg		CONT_MGR	

Projects

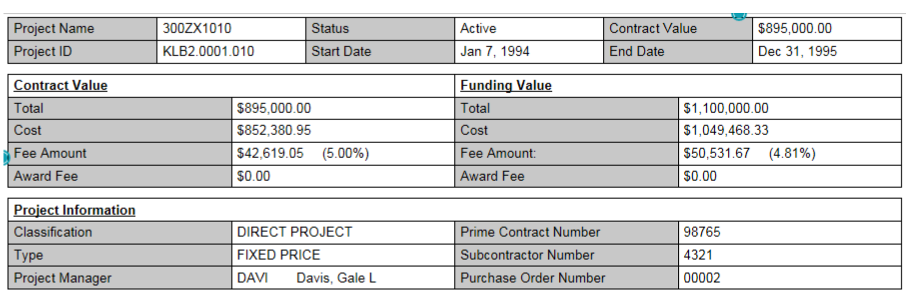
Project ID	Project Name	Prime Contract Number	Project Manager	Status
10225	DOT DO WJHTC	DTFAWAI0D00030	Chadwick, Bill S	Inactive
10225.01	T&M Labor Hours	DTFAWAI0D00030	Chadwick, Bill S	Inactive
10225.02	Monthly Service Fee	DTFAWAI0D00030	Chadwick, Bill S	Inactive

Subcontracts

Subcontract #	Subcontract Name	Status	Start Date	Contract Value
SUBC-000000000000001	FAA-Balmar-Subc-0001	AWARDED	Jun 11, 2017	$2,000,000.00
SUBC-000000000000002	FAA-Premiere-Subc-0002	AWARDED	Jun 1, 2017	$2,000,000.00

Project Drill Thru

The Project Drill Thru report displays the project details of a customer such as contract and funding value.



Project Name	300ZX1010	Status	Active	Contract Value	$895,000.00
Project ID	KLB2.0001.010	Start Date	Jan 7, 1994	End Date	Dec 31, 1995

Contract Value		**Funding Value**	
Total	$895,000.00	Total	$1,100,000.00
Cost	$852,380.95	Cost	$1,049,468.33
Fee Amount	$42,619.05 (5.00%)	Fee Amount:	$50,531.67 (4.81%)
Award Fee	$0.00	Award Fee	$0.00

Project Information			
Classification	DIRECT PROJECT	Prime Contract Number	98765
Type	FIXED PRICE	Subcontractor Number	4321
Project Manager	DAVI Davis, Gale L	Purchase Order Number	00002

Opportunity Drill Thru

The Opportunity Drill Thru report displays opportunity details of a customer such as Opportunity Stage, Projects, and Organizational Conflict of Interest, if any.

Opportunity Name	MTTEST - CTM - JAN 8, 2019 -001	Stage	IDENT	Total Amount	$100,222,333.33		
Opportunity ID	OPP_1-000000000000367	Close Date	Dec 31, 2020				

Activities

Activity ID	Activity Subject Description	Activity Date	Primary Contact Name	Activity Notes

Attachments

Document Type	File Name	Document Description	Created By	Created Date

Opportunity Stage \| Probability History

Stage	Win Probability	Amount	Close Date	Modified By	Modified Date
IDENT	25%	$100,222,333.33	Dec 31, 2020	TABARINAM	Jan 7, 2019
IDENT	0%	$0.00	Dec 31, 2020	TABARINAM	Jan 7, 2019

Projects

Project ID	Project Name	Prime Contract Number	Project Manager Name	Status
MD01	MT01 TOP LEVEL	TESTjan092018		Active
MD01.001	MT01 INVOICE LEVEL	TESTjan092018		Active
MD01.001.01	MT01 TASK LEVEL	TESTjan092018		Active

Organizational Conflict of Interest

OCI #	OCI Name	OCI Clear Date	Clear Date Review Status
OCI-000000000000008	MTTEST -JAN92019-001		

OCI Drill-Thru

The Organization Conflict of Interest (OCI) Drill Thru report displays OCI details for an opportunity such as activities, projects, and sub/vendors if available.

OCI Name	MTTEST -JAN92019-001	OCI Period (months)		Status	
OCI ID	OCI-000000000000008	OCI Clear Date			

No Activity Available

Opportunities

Opportunity ID	Opportunity Name	Company ID	Primary Customer	Status
OPP_1-000000000000367	MTTEST - CTM - JAN 8, 2019 -001	1	Patrick Dempsey JR	Active

No Project Available

No Employee Available

No Sub/Vendor Available

No Attachment Available

Subcontract Drill-Thru

The Subcontract Drill Thru report displays subcontract details about a customer. You can see this drill through when you click the **Subcontract #** on the Contract Drill Thru report.

Subcontract Name	vs test subc	Status		Subcontract Value	
Subcontract ID	VSCUBC 1234	Start Date	Jul 1, 2018	Agreement Type	

Contract ID:	CNTR-000000000000003	Contract Name:	VSTEST 01172018
Opportunity ID:	OPP_1-000000000000001	Opportunity Name:	

No Activity Available

No Attachment Available

Opportunity Current Pipeline Report

Use the Opportunity Current Pipeline Report to see information about the opportunities in the pipeline.

Deltek

Prompts

Select a company to run the Opportunity Current Pipeline report.

Prompt Message	Description
Company	Select the company to include in the Opportunity Current Pipeline Report.
Limit Primary Customer(s)	Select the customer to display in the report. In **Keywords**, enter one or more characters to include in the search for which you want retrieve customer information from. To narrow the search, select one of the following in the dropdown field. ▪ **Starts with any of these keywords** ▪ **Starts with the first keyword and contains all of the remaining keywords** ▪ **Contains any of these keywords** ▪ **Contains all of these keywords** If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options.) Click the arrow to list the matching contracts in **Choices**.
Stage(s)	Select the opportunity stage to include in the report.
Include Inactive Opportunities?	Indicate if you like to include the inactive opportunities in the report (**Yes** or **No**).

Sample Report

The Opportunity Current Pipeline report displays all your current pipeline data that helps you assess the opportunities that you can work on and the probability to win each.

Deltek

Opportunity Current Pipeline Report

System: CTB82PSMDEMO

1 - Applied Technologies Inc

Opportunity ID	Opportunity Name	Organization ID	Organization Name	Primary Customer Name	Primary Contact Name	Stage	Estimated Start Date (Contract)	Our Value	Probability (%)	Weighted Revenue
OPP-004	Department of Army Base Rec Center	01.01.04	Base Operation Management			8. Won	Feb 15, 2017	1,450,000.00	90%	1,305,000.00
OPP-005	Armstrong Labs T&M Contract	01	Applied Technologies, Inc	Armstrong Labs	Castro, Juan	8. Won	Dec 15, 2017	1,000,000.00	90%	900,000.00
OPP-007	SE2020 SIR2 FO - DOT SETA IDIQ	01.01.05	Engineering & Planning	Federal Aviation Administration		8. Won	Jun 29, 2018	711,779.00	90%	640,601.10
OPP-008	SE2020 SIR2 FO - DOT DO WJHTC Infrastructure Expansion - TO1	01.01.05	Engineering & Planning	Federal Aviation Administration	Mitchells, Kelly	8. Won	Jul 1, 2020	2,400,000.00	100%	2,400,000.00
OPP-016	DLA IT Support Services	01.01.05	Engineering & Planning	Department of Defense	Sampson, Tom	6. Proposal Submitted	Sep 24, 2020	3,500,000.00	90%	3,150,000.00
OPP-017	DITCO Telcom Support	01.01.05	Engineering & Planning	Department of Defense	Decoste, Melissa	1. Lead	Nov 12, 2020	200,000.00	25%	50,000.00
OPP-018	Systems Engineering & Technical Assistance	01.01.05	Engineering & Planning	US Department of Agriculture		1. Lead	Mar 31, 2021	300,000.00	25%	75,000.00
OPP-019	Global Battlestaff and Program Support Services	01.01.01	High Tech	US Air Force	Garner, Mike	1. Lead	May 1, 2021	250,000.00	25%	62,500.00
OPP-029	THE NAVAL AIR SYSTEMS COMMAND (NAVAIR) RECENTLY PUBLISHED IT	01.01.01	High Tech	Dept of the Navy	Payne, Brandon	1. Lead	Oct 1, 2021	100,000.00	25%	25,000.00
OPP-038	SYSTEMS ADMINISTRATION FOR GCSS-MC ALBANY GA	01.01.05	Engineering & Planning	Dept of the Navy		1. Lead	Apr 1, 2021	50,000.00	25%	12,500.00
OPP-056	PROFESSIONAL SERVICES/IT SERVICES	01.01.01	High Tech	US Air Force	Lenke, Erik	5. Proposal Prep	Jan 1, 2021	400,000.00	50%	200,000.00
OPP-066	DAQS U.S. ARMY INTELLIGENCE AND SECURITY COMMAND (INSCOM)	01.01.01	High Tech	Department of Army	Gordon, Stan	8. Won	Jan 1, 2019	4,600,000.00	100%	4,600,000.00
OPP-073	Defense Acquisition University IT Support Services	01.01.01	High Tech	Department of Defense	Sampson, Tom	5. Proposal Prep	Mar 2, 2021	1,000,000.00	50%	500,000.00
OPP-078	NAVSEA Research Support	01.01.05	Engineering & Planning	Dept of the Navy		4. Capture	Oct 1, 2020	200,000.00	25%	50,000.00
OPP-092	Department of Army Base Facilities	01.02.01	Manufacturing	Department of Army	Ward, Tim	9. Lost	Feb 15, 2021	1,450,000.00	50%	725,000.00
OPP-093	NETCENTS 2 - Task Order 3	01.03.01	United States	US Air Force	Holmes, James	8. Won	Aug 1, 2012	10,000,000.00	90%	9,000,000.00
OPP-094	NETCENTS 2 - Task Order 6	01.03.02	Africa	US Air Force	Garner, Mike	8. Won	Aug 1, 2012	2,000,000.00	90%	1,800,000.00
OPP-171	TECHNOLOGY FOR CONTINGENCY BASE OPERATIONS AT CBITEC FORT LE	01.02.01	Manufacturing	Army Central Command		8. Won	Aug 3, 2020	0.00	25%	0.00
OPP-173	Information Technology Security Support Services (ITSSS)	01.03.01	United States	Transportation Security Administration		7. Negotiation	Oct 1, 2020	190,000.00	90%	171,000.00
OPP-528	US National Data Center Modernization Services	01.01.01	High Tech	US Air Force	Holmes, James	4. Capture	Nov 1, 2020	270,000.00	50%	135,000.00
OPP-639	Environmental Research - DOE	01.01.05	Engineering & Planning	Clean Environment, Inc.	Snitkovsky, Alexandre	4. Capture	Oct 1, 2020	1,000,000.00	25%	250,000.00
OPP-658	NETCENTS 2 - Task Order 4	01.01.01	High Tech	US Air Force	Holmes, James	8. Won	Jan 1, 2020	1,000,000.00	90%	900,000.00
OPP-692	ADVANCED RESEARCH AND EXPERIMENTS FOR SPACE (ARES)	01.01.05	Engineering & Planning	Air Force Research Laboratory (AFRL)	Cooley, William	5. Proposal Prep	Dec 2, 2020	750,000.00	75%	562,500.00
OPP-707	COMPUTER RESOURCES SUPPORT SERVICES	01.01.03	Health Services			3. Qualified	Oct 1, 2020	200,000.00	25%	50,000.00
OPP-713	HHS Research Facility Laboratory Rebuild	01.01.03	Health Services	Dept of Health and Human Services		8. Won	Mar 1, 2020	1,000,000.00	100%	1,000,000.00
OPP-858	NAVAIR TEST AND EVALUATION FACILITIES	01.01.05	Engineering & Planning	Dept of the Navy		6. Proposal Submitted	Feb 1, 2021	200,000.00	75%	150,000.00
OPP-860	AEC P970 DB VQ4 ALERT FACILITY DBB VQ4 PARKING APRON	01.01.02	Construction Management	Dept of the Navy	Campbell, Pamela	2. Identification	Jul 1, 2020	5,000,000.00	90%	4,500,000.00
OPP-943	FEDERAL EMERGENCY MANAGEMENT AGENCY GRANTS PROGRAM DIRECTORA	01.01.05	Engineering & Planning	Department of Homeland Security (DHS)		1. Lead		3,985.00	25%	996.25
OPP06152017	Armstrong Labs T&M Contract	01.01.03	Health Services	Armstrong Labs	Castro, Juan	8. Won	Dec 15, 2020	1,000,000.00	90%	900,000.00
TOTAL								40,225,764.00		34,115,097.35

Opportunity Days Open Report

Use the Opportunity Days Open Report to see opportunities that your company won and lost as well as the number of days they were open. The information helps you to determine the number of days you spend on opportunities.

Prompts

Select a company and opportunity or customer name to run the Opportunity Days Open report.

Prompt Message	Description
Company	Select the company that you want to include in the Opportunity Days Open Report.
Limit By	Select the opportunity name or customer that you want to display in the report. In **Keywords**, enter one or more characters to include in the search for which you want retrieve customer information from. To narrow the search, select one of the following in the dropdown list. ▪ **Starts with any of these keywords** ▪ **Starts with the first keyword and contains all of the remaining keywords** ▪ **Contains any of these keywords** ▪ **Contains all of these keywords** If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options.) Click the arrow to list the matching contracts in **Choices**.
Stage(s)	Select the opportunity stage that you want to include in the report.
Type(s)	Select the opportunity type that you want to include in the report.
Date Opened	Select dates to display opportunities opened within this date range. In the **From** field, enter a date to display opportunities opened on or after this date, or click the calendar icon to select a date. In the **To** field, enter an end date to display opportunities opened on or before this date, or click the calendar icon to select a date. Or, you can select the **Earliest date** or the **Latest date** possible for the date range.
Include	Indicate if you want to include the inactive opportunities in the report (**Yes** or **No**).

Prompt Message	Description
Inactive Opportunities?	

Sample Report

This is a sample Opportunity Days Open report.

Deltek

System: CTB82PSMDEMO

Opportunity Days Open Report

1 - Applied Technologies Inc

Opportunity ID	Opportunity Name	Organization ID	Organization Name	Primary Contact	Stage	Type	Weighted Revenue	Date Opened	Days Open
Primary Customer ID: 100003									
Primary Customer Name: Air Force Research Laboratory (AFRL)									
OPP-692	ADVANCED RESEARCH AND EXPERIMENTS FOR SPACE (ARES)	01.01.05	Engineering & Planning	1	5. Proposal Prep	NEWCYBER - New Work - Cybersecurity	$562,500.00		
						Air Force Research Laboratory (AFRL) Subtotal	**$562,500.00**		
Primary Customer ID: 100005									
Primary Customer Name: Armstrong Labs									
OPP-005	Armstrong Labs T&M Contract	01	Applied Technologies, Inc	SHIP	8. Won	NEWENG - New Business - Engineering	$900,000.00	Jun 1, 2017	1,992
OPP06152017	Armstrong Labs T&M Contract	01.01.03	Health Services	SHIP	8. Won	ADDONENG - Add On - Engineering	$900,000.00	Jun 1, 2017	1,992
						Armstrong Labs Subtotal	**$1,800,000.00**		**3,984**
Primary Customer ID: 1000050									
Primary Customer Name: Dept of the Navy									
OPP-029	THE NAVAL AIR SYSTEMS COMMAND (NAVAIR) RECENTLY PUBLISHED IT	01.01.01	High Tech	8812	1. Lead	NEWWORKIT - New Work - IT	$25,000.00		
OPP-038	SYSTEMS ADMINISTRATION FOR GCSS-MC ALBANY GA	01.01.05	Engineering & Planning		1. Lead	NEWWORKOTH - New Work - Other	$12,500.00		
OPP-078	NAVSEA Research Support	01.01.05	Engineering & Planning		4. Capture	ADDONOTHER - Add On - Other	$50,000.00		
OPP-858	NAVAIR TEST AND EVALUATION FACILITIES	01.01.05	Engineering & Planning		6. Proposal Submitted	ADDONOTHER - Add On - Other	$150,000.00		
OPP-860	AEC P970 DB VQ4 ALERT FACILITY DBB VQ4 PARKING APRON	01.01.02	Construction Management	5872	2. Identification	ENG - Engineering	$4,500,000.00	May 26, 2021	537
						Dept of the Navy Subtotal	**$4,737,500.00**		**537**
Primary Customer ID: 100006									
Primary Customer Name: Army Central Command									
OPP-171	TECHNOLOGY FOR CONTINGENCY BASE OPERATIONS AT CBITEC FORT LE	01.02.01	Manufacturing		8. Won	NEWWORKOTH - New Work - Other	$0.00		
						Army Central Command Subtotal	**$0.00**		
Primary Customer ID: 100011									
Primary Customer Name: Clean Environment, Inc.									
OPP-639	Environmental Research - DOE	01.01.05	Engineering & Planning	SHIP	4. Capture	NEWCYBER - New Work - Cybersecurity	$250,000.00		
						Clean Environment, Inc. Subtotal	**$250,000.00**		
Primary Customer ID: 100015									
Primary Customer Name: Department of Army									
OPP-066	DAQS U.S. ARMY INTELLIGENCE AND SECURITY COMMAND (INSCOM)	01.01.01	High Tech	SHIP	8. Won	NEWCYBER - New Work - Cybersecurity	$4,600,000.00		
OPP-092	Department of Army Base Facilities	01.02.01	Manufacturing	6325	9. Lost	OPPS - Operations Support	$725,000.00	Sep 15, 2018	1,521
						Department of Army Subtotal	**$5,325,000.00**		**1,521**
Primary Customer ID: 100016									
Primary Customer Name: Department of Defense									
OPP-016	DLA IT Support Services	01.01.05	Engineering & Planning	SHIP	6. Proposal Submitted	NEWWORKIT - New Work - IT	$1,575,000.00	Oct 1, 2021	409
OPP-017	DITCO Telcom Support	01.01.05	Engineering & Planning	552	1. Lead	NEWENG - New Business - Engineering	$25,000.00		
OPP-073	Defense Acquisition University IT Support Services	01.01.01	High Tech	SHIP	5. Proposal Prep	ADDONOTHER - Add On - Other	$250,000.00		
						Department of Defense Subtotal	**$1,850,000.00**		**409**
Primary Customer ID: 100017									
Primary Customer Name: Department of Homeland Security (DHS)									
OPP-943	FEDERAL EMERGENCY MANAGEMENT AGENCY GRANTS PROGRAM DIRECTORA	01.01.05	Engineering & Planning		1. Lead	NEWWORKOTH - New Work - Other	$996.25		
						Department of Homeland Security (DHS) Subtotal	**$996.25**		
Primary Customer ID: 100037									
Primary Customer Name: Transportation Security Administration									
OPP-173	Information Technology Security Support Services (ITSSS)	01.03.01	United States		7. Negotiation	NEWWORKIT - New Work - IT	$171,000.00	Aug 8, 2018	1,559
						Transportation Security Administration Subtotal	**$171,000.00**		**1,559**
Primary Customer ID: 100038									
Primary Customer Name: US Air Force									
OPP-019	Global Battlestaff and Program Support Services	01.01.01	High Tech	986	1. Lead	OPPS - Operations Support	$62,500.00		
OPP-056	PROFESSIONAL SERVICES/IT SERVICES	01.01.01	High Tech	245	5. Proposal Prep	NEWWORKOTH - New Work - Other	$200,000.00		
OPP-093	NETCENTS 2 - Task Order 3	01.03.01	United States	874	8. Won	ADDONIT - Add On - IT	$9,000,000.00	May 11, 2011	4,205
OPP-094	NETCENTS 2 - Task Order 6	01.03.02	Africa	986	8. Won	ADDONIT - Add On - IT	$1,800,000.00	May 11, 2011	4,205
OPP-528	US National Data Center Modernization Services	01.01.01	High Tech	874	4. Capture	ADDONIT - Add On - IT	$135,000.00	Nov 1, 2018	1,474
OPP-658	NETCENTS 2 - Task Order 4	01.01.01	High Tech	874	8. Won	ADDONIT - Add On - IT	$900,000.00	May 11, 2018	1,648
						US Air Force Subtotal	**$12,097,500.00**		**11,532**
Primary Customer ID: 100042									
Primary Customer Name: US Department of Agriculture									
OPP-018	Systems Engineering & Technical Assistance	01.01.05	Engineering & Planning		1. Lead	ADDONENG - Add On - Engineering	$75,000.00		
						US Department of Agriculture Subtotal	**$75,000.00**		
Primary Customer ID: [illegible]									
Primary Customer Name: Federal Aviation Administration									
OPP-007	SE2020 SIR2 FO - DOT SETA IDIQ	01.01.05	Engineering & Planning		8. Won	ADDONENG - Add On - Engineering	$640,601.10	Jun 5, 2013	3,449
OPP-008	SE2020 SIR2 FO - DOT DO WJHTC Infrastructure Expansion - TO1	01.01.05	Engineering & Planning	1	8. Won	ADDONENG - Add On - Engineering	$2,400,000.00	Jan 12, 2017	2,132

Opportunity Win/Loss Report

Use the Opportunity Win/Loss Report to see the won versus lost opportunities including the weighted revenue for each. This report helps you assess if you company is pursuing the right types of opportunities.

Prompts

The prompts for the Opportunity Win/Loss Report includes the selection for company, primary customer, date range, and others.

Prompt Message	Description
Company:	Select the company that you want to include in the report.
Limit Primary Customer(s):	Select the customer that you want to display in the report. In **Keywords**, enter one or more characters to include in the search for which you want retrieve customer information from. To narrow the search, select one of the following in the dropdown field. ▪ Starts with any of these keywords ▪ Starts with the first keyword and contains all of the remaining keywords ▪ Contains any of these keywords ▪ Contains all of these keywords If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options.) Click the arrow to list the matching contracts in **Choices**.
Date Changed	Select a date range to show only the opportunities within this range in the report. In the **From** field, enter a date to display opportunities on or after this date, or click the calendar icon to select a date. In the **To** field, enter an end date to display opportunities on or before this date, or click the calendar icon to select a date. Or, you can select the **Earliest date** or the **Latest date** possible for the date range.
Include Inactive Opportunities?:	Indicate if you like to include the inactive (**Yes** or **No**) opportunities in the report.

Sample Report

This is a sample Opportunity Win/Loss report.

Opportunity Win/Loss Report

System: CTB82PSMDEMO

Opportunity Win/Loss Report

Opportunity ID	Opportunity Name	Organization ID	Organization Name	Primary Customer Name	Our Value	Probability (%)	Weighted Revenue
Lost							
OPP-092	Department of Army Base Facilities	01.02.01	Manufacturing	Department of Army	1,450,000.00	50%	$725,000.00
						Total Opportunities Lost	$725,000.00
Won							
OPP-005	Armstrong Labs T&M Contract	01	Applied Technologies, Inc	Armstrong Labs	1,000,000.00	90%	$900,000.00
OPP-007	SE2020 SIR2 FO - DOT SETA IDIQ	01.01.05	Engineering & Planning	Federal Aviation Administration	711,779.00	90%	$640,601.10
OPP-008	SE2020 SIR2 FO - DOT DO WJHTC Infrastructure Expansion - TO1	01.01.05	Engineering & Planning	Federal Aviation Administration	2,400,000.00	100%	$2,400,000.00
OPP-066	DAQS U.S. ARMY INTELLIGENCE AND SECURITY COMMAND (INSCOM)	01.01.01	High Tech	Department of Army	4,600,000.00	100%	$4,600,000.00
OPP-093	NETCENTS 2 - Task Order 3	01.03.01	United States	US Air Force	10,000,000.00	90%	$9,000,000.00
OPP-094	NETCENTS 2 - Task Order 6	01.03.02	Africa	US Air Force	2,000,000.00	90%	$1,800,000.00
OPP-171	TECHNOLOGY FOR CONTINGENCY BASE OPERATIONS AT CBITEC FORT LE	01.02.01	Manufacturing	Army Central Command	0.00	25%	$0.00
OPP-658	NETCENTS 2 - Task Order 4	01.01.01	High Tech	US Air Force	1,000,000.00	90%	$900,000.00
OPP-713	HHS Research Facility Laboratory Rebuild	01.01.03	Health Services	Dept of Health and Human Services	1,000,000.00	100%	$1,000,000.00
OPP06152017	Armstrong Labs T&M Contract	01.01.03	Health Services	Armstrong Labs	1,000,000.00	90%	$900,000.00
						Total Opportunities Won	$22,140,601.10

Employee

This folder stores standard Employee reports for use by people administrators, Human Resources and Payroll staff, and managers of employees.

The contents of this folder are available to the following user groups:

- CER All
- CER Employee Secure
- CER People

Employee Reports

Three secured reports use the Employee model.

The Employee folder includes the following reports:

- Attrition and Retention
- Employee Basic Information
- Employee Information
- New Hires / Terminations

Attrition and Retention Report

The Attrition and Retention report enables you to monitor turnover trends for your company so you can manage employee retention more effectively.

The report displays the following for the reporting period you specify on the prompt screen:

- Total non-terminated employees at the end of the reporting period
- Number of new hires during the period
- Ratio of new hires to total non-terminated employees
- Number of terminations during the period
- Ratio of terminations to total non-terminated employees

You can organize this information by organization, labor location, or manager.

Prompts

Use the Attrition and Retention prompts to configure the report.

Prompt Message	Description
Company	Select the company for which you are generating the report.
Start date	Select the starting date for the date range. The report includes employees either hired or terminated within the date range you specify.
End date	Select the ending date for the date range. The report includes employees either hired or terminated within the date range you specify.
Primary group	Select one of the following options for grouping data on the report: ▪ Organization ▪ Labor Location ▪ Manager On the Advanced tab, you can also filter the report based on this selection.
Select organizations/ labor locations/	Based on your selection for **Primary Group**, use this option to limit the report to selected organizations, labor locations, or managers. To search with **Keywords**, enter one or more characters that will help retrieve the item(s) you

Prompt Message	Description
managers	want to select for the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

Here is a sample of the Attrition and Retention report.

Attrition and Retention

1 - Company 1

Home Organization ID Name	Total Employees	New Hires	New Hires % to Total	Terminations	Terms % to Total
1.3 - Manufacturing	29	0	0.00%	0	0.00%
1.8.100 - TKL Org 18100	1	0	0.00%	0	0.00%
2.USA.W.01.GOVT.PROJ - Government Projects	1	0	0.00%	0	0.00%
5.000 - CP ORG	1	0	0.00%	0	0.00%
5.555 - ZM5	3	0	0.00%	0	0.00%
G.300.78901234567890 - TESTING LENGTHS	1	0	0.00%	0	0.00%
K.T.DIRQA.MGRQA - Kathy's QA Manager	6	0	0.00%	0	0.00%
K.T.DIRQA.MGRQA.QAAN - Kathy's QA Analyst	40	0	0.00%	0	0.00%
1.1 - Adminstration	2,072	0	0.00%	0	0.00%
1.8 - 1.8	47	0	0.00%	0	0.00%
4.100.A00 - TRIPS	2	1	50.00%	0	0.00%
K.T.DIRPG.MGRPG - Kathy's Programming Mgr	11	0	0.00%	0	0.00%
K.T.DIRQA - Kathy's QA Director	1	0	0.00%	0	0.00%
1.1.096 - 1.1.096	1	0	0.00%	0	0.00%
1.1.100 - Accounting 5/25	231	30	12.99%	3	1.30%
1.1.117 - Quality Control Sub C	3	0	0.00%	0	0.00%
1.1.120 - Human Resources 4/2/19	1	0	0.00%	0	0.00%
1.1.123 - ZM3	5	0	0.00%	0	0.00%
1.1.130 - Marketing	2	0	0.00%	0	0.00%
1.3.310 - Sonar	8	0	0.00%	0	0.00%

Employee Basic Information Report

The Employee Basic Information report displays employee basic information (excluding salary-related information).

This report is one in a series of master information reports. This report is available as a drill through target from other reports.

Prompts

Use the Employee Basic Information prompts to configure the Employee Basic Information report.

Prompt Message	Description
Company	Select a company from the list.
Status	Select one or more of the following employee statuses to include in the report: ▪ Active ▪ Family Medical Leave ▪ Inactive Accruing Leave ▪ Inactive
Employee Type	Select one or more of the following employee types to include in the report: ▪ Part Time ▪ Regular ▪ Temporary
Limit Organization(s)	In the **Keywords** field, enter a portion of one or more organization IDs and click 🔍 to list organizations to include in the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Limit Supervisor(s)	In the **Keywords** field, enter a portion of one or more supervisor names and click 🔍 to list supervisors to include in the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Limit Locator Code(s)	A locator code is an optional field that can be defined for an employee. It is used only in the employee record and not maintained or validated anywhere else in Costpoint. It is used typically as a way to organize how checks or leave status is printed (set up locator codes and print checks or leave status in groups, sorted by locator code). In the **Keywords** field, enter a portion of one or more locator codes and click 🔍 to list codes

Prompt Message	Description
	to use as filters for employee's to include in the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.

Sample Report

View a sample of the Employee Basic Information report.

Employee Basic Information

System: CTB82PSMDEMO

1 - Applied Technologies Inc

Employee ID	Employee Name	Position Title	Type	Email ID	Status	Location	Supervisor Name
01.01.01 High Tech							
1003	Peggy Baker	Technical Writer	Regular	pbaker@ati.com	Inactive	Virginia	
1004	Margaret Hunter	Senior Researcher	Regular	mhunter@ati.com	Inactive	Virginia	
1007	Brenda Walker	Finance Manager	Regular	bwalker@ati.com	Active	Corporate HQ	
1032	John Smith	Home Room Director	Regular	jsmith@ati.com	Active	Alaska	
1041	Edward Boyd	Project Manager	Regular	eboyd@ati.com	Active	Virginia	
1046	Richard Applegate	Project Manager	Regular	richardapplegate@deltekdemo.com	Active	Virginia	
1051	Tim Schneider	Research Financial Analyst	Regular	timschneider@deltekdemo.com	Active	Virginia	
1052	Belle Sherman	Engineer - Software	Regular	bsherman@ati.com	Active	Virginia	
1054	Nancy Simmons	Engineer - Software	Regular	nsimmons@ati.com	Active	Virginia	
1056	Kim West	Engineer - Software	Regular	kwest@ati.com	Active	Virginia	
1101	Stephen Bridges	IT Developer	Regular	stephenbridges@deltekdemo.com	Active	Virginia	
1102	Douglas Reid	IT Developer	Regular	DouglasReid@deltekdemo.com	Active	Virginia	
1103	Harold Levy	IT- General	Regular	HaroldLevy@deltekdemo.com	Inactive	Virginia	
1104	Robert Barnes	IT Manager	Regular	RobertBarnes@deltekdemo.com	Inactive	Virginia	
1106	Donald Brown	Technical Writer	Regular	DonaldBrown@deltekdemo.com	Active	Corporate HQ	
1110	Ted Wright	IT Manager	Regular	TedWright@deltekdemo.com	Inactive	Virginia	
1119	Michelle Carson	IT Developer	Regular	MichelleCarson@deltekdemo.com	Inactive	Corporate HQ	
1122	Glen Boxer	System Analyst	Regular	GlenBoxer@deltekdemo.com	Active	Virginia	
1123	Laura Wainwright	IT Developer	Regular	LauraWainwright@deltekdemo.com	Active	Corporate HQ	
1124	David Lopez	All Salaried Positions	Regular	DavidLopez@deltekdemo.com	Inactive	Corporate HQ	

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Employee Information Report

The Employee Information report provides a flexible option for reporting on basic employee data and employee labor information.

You can select the employees that you want to include in the report. In addition, you can sort the report by either employee ID or employee name.

Prompts

Select the prompts to run the Employee Information report.

Prompt Message	Description
Company	Select the company to include on the report.
Primary Sort	Select one of the following options to indicate how to sort the employee information: ▪ Employee ID ▪ Employee Name
Select Employee(s)	Use this option to limit the report to selected employees. (If you make no selections, the report includes all employees.) In the **Keywords** field, enter one or more characters for which you want to search to retrieve employees. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**. When you generate the report, it includes only records for the employees in **Choices**.

Sample Report

Here is a sample of the Employee Information report.

If labor suppression is enabled for your user ID, the salary columns will be blank.

Employee Information

System:

1 - Company 1

Employee ID	Employee Name	Gender	Hourly Rate	Annual Amount	Labor Group Type	Labor Group Description	Labor Location	Labor Location Description	Manager Name	Home Org ID	Home Org Name	Original Hire Date	Adjusted Hire Date	Termination Date	Employee Status	Supervisor Name
00000012047	Dabid Valinol	M	0.0000	0.00			LOC001	labor location 001	HRSmart, Admin	1.1.100	Accounting 2 8/8	07/17/2019			ACT - ACTIVE	
000001EDM	Ed Monday	M	24.0385	50,000.00			CER123	asdasdad	HRSmart, Admin	1.1.100	Accounting 2 8/8	12/01/2019			ACT - ACTIVE	
000001MIKE	Mike Adams	M	26.4423	55,000.00			ANJLOC	ANJ Labor Location	ZELLER, YELLA M	1.1.100	Accounting 2 8/8	09/13/2019			ACT - ACTIVE	
000002RACH	Rachel Adams	F	48.0769	100,000.00			ANJLOC	ANJ Labor Location	Jackson, Jean	1.1.100	Accounting 2 8/8	09/13/2019			ACT - ACTIVE	
000003SHAWN	Shawn Adams	M	26.4423	55,000.00			ANJLOC	ANJ Labor Location	ZELLER, YELLA M	1.1.100	Accounting 2 8/8	09/13/2019			ACT - ACTIVE	
000004ELIZ	Elizabeth Potipher	F	26.4423	55,000.00					ZELLER, YELLA M	1.1.100	Accounting 2 8/8	09/30/2019	09/15/2019		ACT - ACTIVE	HRSmart, Admin
00001	Erika Shallaine Yu	F	120.0000	249,600.00			AZ101A	Arizona Airfield A	Louisiana_1 II, F_SM0001	1.1	Administration	07/22/2001			IAL - IAL	
00001ALEX	Alexander McKinley	M	26.4423	55,000.00			CER123	asdasdad	Conte, Gabriel	1.1.100	Accounting 2 8/8	09/01/2019			ACT - ACTIVE	
00001CHRISE	Chris Evans	M	1,153.8462	2,400,000.00					Jean, Evans	1.1.100	Accounting 2 8/8	12/08/2019			ACT - ACTIVE	
00001LONE	Matilda Lone	F	33.6538	70,000.00			CER123	asdasdad	Conte, Gabriel	1.1.100	Accounting 2 8/8	09/20/2019			ACT - ACTIVE	
00001PFERK	Peter Ferk	M	14.4231	30,000.00			CER123	asdasdad	HRSmart, Admin	1.1.100	Accounting 2 8/8	11/29/2019			ACT - ACTIVE	
00001POST	Clarrie Loark	M	576.9231	1,200,000.00			ANJLOC	ANJ Labor Location		1.1.100	Accounting 2 8/8	09/01/2019			ACT - ACTIVE	
00002	Eric Yu	M	24.5192	50,999.94					Louisiana_1 II, F_SM0001	1.1	Administration	07/22/2013			ACT - ACTIVE	
00002MAINE	Maine Polique	F	48.0769	100,000.00			CER123	asdasdad	ZELLER, YELLA M	1.1.100	Accounting 2 8/8	09/25/2019			ACT - ACTIVE	
00002MARY	Mary Pelede DK	F	26.4423	55,000.00			CER123	asdasdad	ZELLER, YELLA M	1.1.100	Accounting 2 8/8	09/01/2019			ACT - ACTIVE	
00002WANDAP	Wanda Powells	F	24.0385	50,000.00			CER123	asdasdad	HRSmart, Admin	1.1.100	Accounting 2 8/8	12/04/2019			ACT - ACTIVE	
00003	Erika Yu	F	250.0000	520,000.00					Louisiana_1 II, F_SM0001	1.1	Administration	07/22/2013			ACT - ACTIVE	
00003POWELLS	Powells Elizabeth	F	240.3846	500,000.00					ZELLER, YELLA M	1.1.100	Accounting 2 8/8	12/04/2019			ACT - ACTIVE	
00004	Erika Yu	F	24.0385	50,000.08			AZ101A	Arizona Airfield A	Louisiana_1 II, F_SM0001	1.1	Administration	07/22/2013			ACT - ACTIVE	
00004ANGEL	Angel Oliver	F	28.8462	60,000.00			CER123	asdasdad	ZELLER, YELLA M	1.1.100	Accounting 2 8/8	09/01/2019			ACT - ACTIVE	

New Hires / Terminations Report

The New Hires/Terminations report is actually two reports that share the same prompt screen: the New Hires report and the Terminations report.

The New Hires report lists employees hired during the date range you specify on the prompts screen. The list is grouped by organization and provides the following information:

- Employee’s organization ID and name
- Employee ID and name
- Position title
- Employee's manager
- Original hire date

The Terminations report lists employees terminated during the date range you specify on the prompts screen. The list is grouped by organization and provides the following information:

- Employee’s organization ID and name
- Employee ID and name
- Position title
- Employee's manager

- Original and adjusted hire date
- Years of service
- Termination date

Prompts

Select a company and a date range to run the report.

Prompt Message	Description
Company	Select the company for which you are generating the report.
Beginning Hire / Termination Date	Select the starting date for the date range. The report includes employees either hired or terminated within the date range you specify.
Ending Hire / Termination Date	Select the ending date for the date range. The report includes employees either hired or terminated within the date range you specify.

Sample Report

This section includes samples of the New Hires report and the Terminations report.

The New Hires report is available on the New Hires tab.

New Hires | Terminations | Prompt Selections | Revision History

New Hires (Jan 1, 2019 - Dec 29, 2020)

1 - Company 1

Employee ID	Employee Name	Position Title	Employee's Manager	Original Hire Date
Home Org: 1 - SuperTech, Inc._711|mr2				
718WILLIAMSJ	Jesse Williams	MR718 Detail Job for Oracle		Jul 2, 2020
801CFUYT	Tiffany Uy	801 Job for Corporate Officer		Jul 29, 2020
801CFUYTA	Taeyeon Uy	801 Job for Contractual Empls		Jul 30, 2020
801CFUYY	Yoona Uy	801 Job for Corporate Officer		Jul 30, 2020
801CFYOUNGA	Amelia Young	801 Job for Corporate Officer	SmithUUU, Alfred G	Aug 3, 2020
801CFYOUNGC	Christian Young	801 Job for Contractual Empls		Aug 4, 2020
801CFYOUNGJ	Jesse Young	801 Job for Corporate Officer		Aug 5, 2020
882019ZZ	Wan Thursday	Fashion Designer		Aug 8, 2019
ACOVID01	ACOVID01 ACOVID01	Accounting Clerk Paula 123 ABC	SmithUUU, Alfred G	Jan 1, 2019
ACOVID02	ACOVID02 ACOVID02	Accounting Clerk Paula 123 ABC	SmithUUU, Alfred G	Jan 1, 2019
ACOVID03	ACOVID03 ACOVID03	Accounting Clerk Paula 123 ABC	SmithUUU, Alfred G	Jan 1, 2019
ACOVID04	ACOVID04 ACOVID04	Accounting Clerk Paula 123 ABC	SmithUUU, Alfred G	Jan 1, 2019
ACOVIDSS01	ACOVIDSS01 ACOVIDSS01	Accounting Clerk Paula 123 ABC	SmithUUU, Alfred G	Jan 1, 2019
ACOVIDSS02	ACOVIDSS02 ACOVIDSS02	Accounting Clerk Paula 123 ABC	SmithUUU, Alfred G	Jan 1, 2019
ACOVIDSS03	ACOVIDSS03 ACOVIDSS03	Accounting Clerk Paula 123 ABC	SmithUUU, Alfred G	Jan 1, 2019
ACOVIDSS04	ACOVIDSS04 ACOVIDSS04	Accounting Clerk Paula 123 ABC	SmithUUU, Alfred G	Jan 1, 2019
ACOVIDSS05	ACOVIDSS05 ACOVIDSS05	Accounting Clerk Paula 123 ABC	SmithUUU, Alfred G	Jan 1, 2019
ACOVIDSS06	ACOVIDSS06 ACOVIDSS06	Accounting Clerk Paula 123 ABC	SmithUUU, Alfred G	Jan 1, 2019
ALJAMES	Al James	Accounting Clerk	SmithUUU, Alfred G	Jan 23, 2020
AMSSNERN01	AMSSNERN01 AMSSNERN01	Anj Detail Job Title	SmithUUU, Alfred G	Jan 1, 2019

The Terminations report is available on the Terminations tab.

New Hires | Terminations | Prompt Selections | Revision History

Terminations (Jan 1, 2019 - Dec 29, 2020)

1 - Company 1

Employee ID	Employee Name	Position Title	Employee's Manager	Original Hire Date	Adjusted Hire Date	Termination Date	Years of Service
Home Org ID Name : 1 - SuperTech, Inc._711|mr2							
ANJLIFEAP	ANJLIFEAP ANJLIFEAP	Accounting Clerk Paula 123 ABC	SmithUUU, Alfred G	Jan 1, 2019		Dec 31, 2019	0
ANJLV03	ANJLV03 ANJLV03	Anj Detail Job Title	SmithUUU, Alfred G	Jan 1, 2019		Apr 30, 2020	1
BEEMER	Edward Beemer	Application Programmer UUUUUUU	SmithUUU, Alfred G	Jan 1, 1990		Aug 1, 2020	30
ESJ0002	FN ESJ0002 LN ESJ0002	Accounting Clerk Paula 123 ABC	SmithUUU, Alfred G	Jul 3, 2012		Jul 30, 2019	7
RIVEROMCLY2	INACTIVE ACCRUING LV	Accounting Clerk Paula 123 ABC	SmithUUU, Alfred G	Jan 1, 2015		Jul 30, 2020	5
SR4302	DARRY KIMBERLY	ceo wwww	HARDINAAABBBCCCDDDEEEFFFG	Oct 1, 2019	Jan 1, 2017	Feb 28, 2020	3
Count for 1 - SuperTech, Inc._711|mr2 :	6						
Home Org ID Name : 1.1 - Administration							
JT1	fname jt1 lname jt1	QC Analyst AP apapapapapa	Louisiana_1 II, F_SM0001	Jan 1, 2013		Dec 19, 2019	6
TEST20	FOREVER ILAGO	Junior programmer	Louisiana_1 II, F_SM0001	Jan 1, 2004	Jan 1, 2002	Jan 1, 2020	18
Count for 1.1 - Administration:	2						
Home Org ID Name : 1.1.100 - Accounting 2 8/8							
SSANGMUN006	Bo Ra Ssangnum	HSMDETLMSS	Asaka, Leslie G	Jan 1, 2020		Apr 30, 2020	0
Count for 1.1.100 - Accounting 2 8/8:	1						
Home Org ID Name : 1.2 - Engineering Servicesx							
LREG14	Regression14 EndToEnd14	E2E Detail Job - Lou (Yes)	Jackson, Jean	Jan 1, 2020		Jul 31, 2020	0
LREG15	Regression15 EndToEnd15	E2E Detail Job - Lou (Yes)	Jackson, Jean	Jan 1, 2020		Jul 31, 2020	0
Count for 1.2 - Engineering Servicesx:	2						
Home Org ID Name : 1.2.210 - Field Operations							
RIVERO2018A	FAMILY MEDICAL LEAVE	Dev Director ppppp	SmithUUU, Alfred G	Jan 1, 2016		Jul 31, 2020	4
RIVERO2018B	INACTIVE EMPLOYEE	Dev Director ppppp	SmithUUU, Alfred G	Jan 1, 2016		Jul 31, 2020	4
RIVERO2020X	FAMILY MEDICAL LEAVE	Dev Director ppppp	SmithUUU, Alfred G	Jan 1, 2016		Jul 31, 2020	4
RIVERO2020Y	INACTIVE EMPLOYEE	Dev Director ppppp	SmithUUU, Alfred G	Jan 1, 2016		Jul 31, 2020	4
Count for 1.2.210 - Field Operations:	4						
Total Count:	15						

Executive

The Executive folder stores standard reports and the Executive Dashboard that contains metrics for executives.

This folder also includes views of the following reports:

- Accounts Receivable Aging
- Aged Open Billing Detail
- Attrition and Retention
- Balance Sheet
- Cash Forecast
- Contract Backlog Report
- Income Statement
- Labor Utilization
- New Hire / Termination
- Opportunity Current Pipeline Report
- Opportunity Win/Loss Report
- Revenue Forecast
- Trended Income Statement

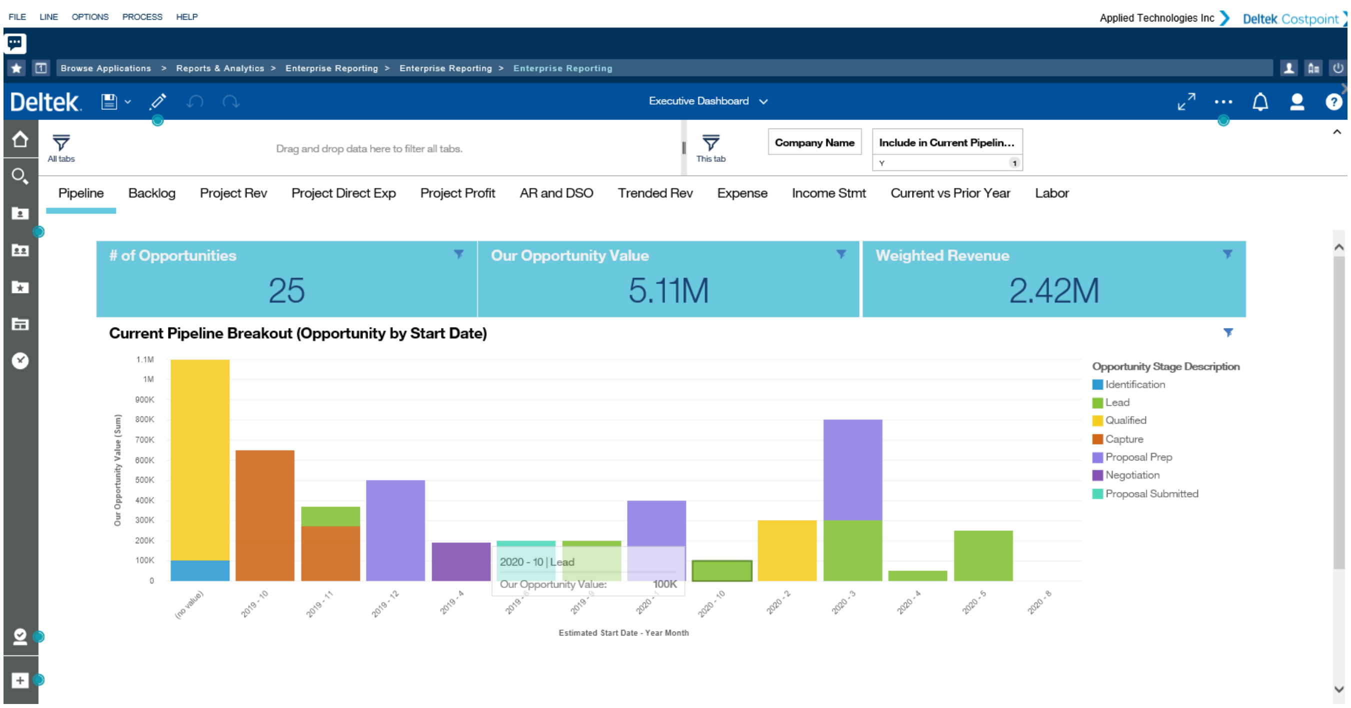
- Unbilled Analysis

The contents of this folder are available to the following user groups:

- CER All
- CER Executive Secure

Executive Dashboard

The Executive Dashboard provides a high level insight into overall contract information that is useful to senior management.



The Executive Dashboard includes:

- **Pipeline and Backlog**: This area shows information about the number of opportunities and their corresponding values as well as funding and contract backlogs.
  On the Backlog tab, the Funding Backlog (Target) by Contract Type and Contract Backlog (Target) by Contract Type dashparts drill through to Contract details. To view the drill through report, right-click on the dashpart and click the Drill Through icon.
- **Project Rev, Project Direct Exp, and Project Profit**: The information in these areas are categorized by owning organization and by project manager. The project revenue, expenses, and profit against budget by project or project type are also displayed.
- **AR and DSO**: This area shows the outstanding accounts receivable and day sales outstanding by organization and by customer.
- **Trended Rev**: This area shows the actual vs budgeted and current period vs year-to-date revenue over a

period of time.

- **Expense**: This area shows information such as expenses by project classification and top expense type categories.
- **Income Stmt**: This area is created from a Crosstab Report and is viewed as an overall Income Statement by quarter for the current fiscal year, providing line items based on the filtering criteria of Company Name, Org Level 2 ID Name, Org Level 3 ID Name, and Financial Statement Code set to P&L.
- **Current vs Prior Year**: This area provides bar charts comparing Prior Year Revenue, Direct Expense, Indirect Expense, and Profit to the Current Fiscal Year Revenue, Direct Expense, Indirect Expense and Profit.
- **Labor**: This area displays labor hours and amount by project class and organization as well as by project classification.

Users in the **CER__EXEC_SECURE** user group have exclusive access to the Executive Dashboard.

Data on the Executive Dashboard come from multiple packages including Project Reporting, Contracts, Accounts Receivable, and General Ledger. If one of the packages is not used, for example, Contracts, the dashboard may not display data.

Expense

This folder stores standard Expense reports for expense administrators and managers approving expenses.

The contents of this folder are available to the following user groups:

- CER All
- CER Time & Expense
- CER Expense Secure

> **Note:** Standard reports within the Expense folder will always enforce row security, regardless of the status of the **Enable T&E Model Security** setting. However, when creating new queries, BI will honor the security setting.

Expense Resource Activity Report

Resource Managers can use the Expense Resource Activity report to see how the employees they have a role over have charged their time.

Prompts

Select a company to run the Expense Resource Activity report.

Prompt Message	Description
Company	Select a company from the list.
Functional Role(s)	Select the functional role to include only the employees related to the role in the report.
Group(s)	Select one or more employee groups to include in the report. The options are based on the selected functional role.
Employee Name(s)	Select the employees you want to display in the report. In the **Keywords** field, enter one or more characters to search with to retrieve this information. To narrow the search, select one of the following in the dropdown list: ▪ Starts with any of these keywords ▪ Starts with the first keyword and contains all of the remaining keywords ▪ Contains any of these keywords ▪ Contains all of these keywords If you search by name, use one of the Contains... options, rather than the Starts with... options. Click the arrow to list the matching employees in **Choices**.
Expense Report ID - Description	Select the expense report ID to include in the report. In the **Keywords** field, enter one or more characters to search with to retrieve this information. To narrow the search, select one of the following in the dropdown list: ▪ Starts with any of these keywords ▪ Starts with the first keyword and contains all of the remaining keywords ▪ Contains any of these keywords ▪ Contains all of these keywords If you search by name, use one of the Contains... options, rather than the Starts with... options. Click the arrow to list the matching expense report ID in **Choices**.
Expense Report Date	Enter or select the starting date for the report in the **From** field and the ending date in the **To** field. The report will include the records that satisfy the date range you specify. You can opt to select the **Earliest date** or the **Latest date** possible for the sales order dates.

Sample Report

This is a sample of the Expense Resource Activity report.

View the Expense Daily tab to see expense details listed by date.

Expense Daily | Expense Distribution | Selection Criteria | Revision History

Expense Report

10 - Applied Technologies Inc1

Expense Report:	ER00000013
Description:	Trip to Boston
Employee Name:	Parry, Philip R. (PHILP)
Date:	04/22/2019

Expense ID	Expense Type	Expense Date	Amount
1	BUS	04/3/2019	100.00
2	LODGE_PDC	04/3/2019	90.00
3	LUNCH	04/3/2019	10.00
Total			**200.00**

View the Expense Distribution tab to see expense details based on the project.

Expense Daily | **Expense Distribution** | Selection Criteria | Revision History

Expense Report

10 - Applied Technologies Inc1

Expense Report:	ER00000013
Description:	Trip to Boston
Employee Name:	Parry, Philip R. (PHILP)
Date:	04/22/2019

Expense ID	Expense Type	Project ID	Amount
1	BUS	10250.003	100.00
2	LODGE_PDC	10250.003	90.00
3	LUNCH	10250.003	10.00
Overall - Total			**200.00**

Expense Charge Activity Report

Use the Expense Charge Activity report to view expenses charged and billable amounts for employees, by project.

The information in this report is pulled from Deltek Time and Expense and includes information from expense reports.

Prompts

Select the prompts to run the - Expense Charge Activity report.

Prompt Message	Description
Company	Select a company for the report.
Functional Role	Select the functional roles to include only the employees related to these roles in the report.
Project Prompt Type	Choose a method that will help you find the projects to select for the report. Select **Listview Prompt** to select projects from a list or select **Search and Select Prompt** to search and select individual projects using keywords.
Project	In the **Keywords** field, enter a portion of one or more project or organization IDs and click the **Search** icon to list the projects to include in the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Expense Report Date	Enter or select the starting date for the report in **From** and the ending date in **To**. The report will include projects that satisfy the date range you specify. You can opt to select the **Earliest date** or the **Latest date** possible for the expense report.

Sample Report

This is a sample of the Expense Charge Activity report.

Expense Charge Activity Report

1 - SE Capital Holdings

Project ID	Project Name	Employee Name	Expense Report ID	Expense Report Description	Expense Type	Expense Date	Amount
10250.001	OPERATIONS SUPPORT	Hall, David H. (HALLD)	ER00000003	test	AIRFARE	06/7/2017	500.00
			ER00000006	test	AIRFARE	06/13/2018	500.00
		Hall, David H. (HALLD) - Total					**1,000.00**
		Parmenter, Megan R. (1001)	ER00000014	Trip to Boston	AIRFARE	05/15/2019	400.00
				Trip to Boston	PARKING	05/15/2019	60.00
		Parmenter, Megan R. (1001) - Total					**460.00**
		Parry, Philip R. (PHILP)	ER00000009	test	LODGE_PDC	05/5/2018	220.00
				test	PARKING	05/5/2018	55.01
			ER00000010	test	PARKING	01/25/2019	175.00
			ER00000011	Trip to Boston	PARKING	03/6/2019	300.00
			ER00000012	test multi location	AIRFARE	03/8/2019	400.00
				test multi location	CAR	03/8/2019	100.00
		Parry, Philip R. (PHILP) - Total					**1,250.01**
10250.001 - Total							**2,710.01**
10250.002	DISASTER SUPPORT PLAN	Parry, Philip R. (PHILP)	ER00000004	test	PARKING	07/28/2017	20.00
			ER00000009	test	LODGE_PDC	05/5/2018	220.00
				test	PARKING	05/5/2018	55.00
		Parry, Philip R. (PHILP) - Total					**295.00**
10250.002 - Total							**295.00**
10250.003	TRAINING & DEPLOYMENT	Parry, Philip R. (PHILP)	ER00000013	Trip to Boston	LODGE_PDC	04/3/2019	90.00
				Trip to Boston	BUS	04/3/2019	100.00
				Trip to Boston	LUNCH	04/3/2019	10.00
		Parry, Philip R. (PHILP) - Total					**200.00**
10250.003 - Total							**200.00**
10250.004	DOCUMENTATION	Adams, Jack K. (1128)	ER00000016	rwar	AIRFARE	08/1/2019	500.00
		Adams, Jack K. (1128) - Total					**500.00**
10250.004 - Total							**500.00**
10300.050.01	HELP DESK	Parmenter, Megan R. (1001)	ER00000001	Test Local	MEALS	04/13/2017	25.00
				Test Local	MILEAGE	04/13/2017	37.45
				Test Local	ENTERTAIN	04/13/2017	150.00

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Fixed Assets

This folder stores standard Fixed Assets reports for use by the accounting staff.

The contents of this folder are available to the following user groups:

- CER All
- CER Fixed Assets
- CER Accounting All Secure

Fixed Asset Report

The Fixed Asset folder includes the secured Fixed Asset report.

This report contains the total cost, accumulated depreciation, book value, and percentage of depreciation of fixed assets. This report provides a current snapshot of book value data at the time you run the report.

Prompts

Select prompt values to run the Fixed Asset Report.

Prompt Message	Description
Company	Select a company.
Primary Group	Select the primary group for the report.
Book	Enter the book that you want to get data from.
Record Status	Select the status code of the fixed assets for the report.
Depreciation Status	Select the Depreciable Status code, which can either be **Depreciable** or **Non-depreciable**.
Asset Acquired	Specify the date range of the fixed asset. The depreciation computation will be based on the dates entered.
Limit Accounts	In the **Keywords** field, enter a portion of one or more accounts to list accounts to select for the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Limit Asset ID/Item	In the **Keywords** field, enter a portion of one or more asset IDs/items for the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Limit Organization	In the **Keywords** field, enter a portion of one or more organizations to select for the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.

Sample Report

You can print the Fixed Asset report or export it to MS Excel.

View a summary of fixed asset information.

Fixed Asset Report

System: CTB82PSMDEMO

1 - Applied Technologies Inc

Asset Account ID	Account Name	Total Cost Amount	Salvage Value Amount	Amount to Depreciate	Depreciation Taken in Prior FYs	Current Pd Depreciation	Fiscal YTD Depreciation	Accumulated Depreciation	Book Value
16-160-40	P&E: Machinery & Tools	542,237.08	0.00	542,237.08	170,457.80	0.00	19,431.06	189,888.86	352,348.22
16-160-50	P&E: Furniture & Fixtures	10,029.83	0.00	10,029.83	9,791.09	0.00	119.40	9,910.49	119.34
16-160-60	P&E: Computer Hardware	78,011.34	0.00	78,011.34	25,509.47	0.00	1,979.72	27,489.19	50,522.15
16-160-90	P&E: Printers&Peripherals	10,336.22	0.00	10,336.22	10,163.94	0.00	0.00	10,163.94	172.28
Total for Report		640,614.47	0.00	640,614.47	215,922.30	0.00	21,530.18	237,452.48	403,161.99

Or, view detailed information for fixed assets.

Fixed Asset Report

System: CTB82PSMDEMO

1 - Applied Technologies Inc

Asset ID	Asset Item Number	Short Description	Total Cost Amount	Salvage Value Amount	Amount to Depreciate	Depreciation Taken in Prior FYs	Current Pd Depreciation	Fiscal YTD Depreciation	Accumulated Depreciation	Book Value	Percent Depreciated	Account	Account Name
000071	7	Thinkpad T450 20BU	2,316.60	0.00	2,316.60	0.00	0.00	128.70	128.70	2,187.90	5.56%	16-160-60	P&E: Computer Hardware
000071	8	Thinkpad T450 20BU	2,316.60	0.00	2,316.60	0.00	0.00	128.70	128.70	2,187.90	5.56%	16-160-60	P&E: Computer Hardware
000071	9	Thinkpad T450 20BU	2,316.60	0.00	2,316.60	0.00	0.00	128.70	128.70	2,187.90	5.56%	16-160-60	P&E: Computer Hardware
000071	10	Thinkpad T450 20BU	2,316.60	0.00	2,316.60	0.00	0.00	128.70	128.70	2,187.90	5.56%	16-160-60	P&E: Computer Hardware
000076	1	Single Radious Corner Workstat	2,369.25	0.00	2,369.25	0.00	0.00	56.41	56.41	2,312.84	2.38%	16-160-60	P&E: Computer Hardware
000076	2	Single Radious Corner Workstat	2,369.25	0.00	2,369.25	0.00	0.00	56.41	56.41	2,312.84	2.38%	16-160-60	P&E: Computer Hardware
000076	3	Single Radious Corner Workstat	2,369.25	0.00	2,369.25	0.00	0.00	56.41	56.41	2,312.84	2.38%	16-160-60	P&E: Computer Hardware
000076	4	Single Radious Corner Workstat	2,369.25	0.00	2,369.25	0.00	0.00	56.41	56.41	2,312.84	2.38%	16-160-60	P&E: Computer Hardware
000076	5	Single Radious Corner Workstat	2,369.25	0.00	2,369.25	0.00	0.00	56.41	56.41	2,312.84	2.38%	16-160-60	P&E: Computer Hardware
000077	1	Ricoh Aficio SP Series 5210SF	4,106.70	0.00	4,106.70	0.00	0.00	136.89	136.89	3,969.81	3.33%	16-160-60	P&E: Computer Hardware
000077	2	Ricoh Aficio SP Series 5210SF	4,106.70	0.00	4,106.70	0.00	0.00	136.89	136.89	3,969.81	3.33%	16-160-60	P&E: Computer Hardware
000077	3	Ricoh Aficio SP Series 5210SF	4,106.70	0.00	4,106.70	0.00	0.00	136.89	136.89	3,969.81	3.33%	16-160-60	P&E: Computer Hardware
Subtotal for Account 16-160-60			78,011.34	0.00	78,011.34	25,509.47	0.00	1,979.72	27,489.19	50,522.15			
Account: 16-160-90													
000056	1	Ricoh Aficio SP Series 5210SF	3,445.41	0.00	3,445.41	3,387.98	0.00	0.00	3,387.98	57.43	98.33%	16-160-90	P&E: Printers&Peripherals
000056	2	Ricoh Aficio SP Series 5210SF	3,445.41	0.00	3,445.41	3,387.98	0.00	0.00	3,387.98	57.43	98.33%	16-160-90	P&E: Printers&Peripherals
000056	3	Ricoh Aficio SP Series 5210SF	3,445.40	0.00	3,445.40	3,387.98	0.00	0.00	3,387.98	57.42	98.33%	16-160-90	P&E: Printers&Peripherals
Subtotal for Account 16-160-90			10,336.22	0.00	10,336.22	10,163.94	0.00	0.00	10,163.94	172.28			
Total for Report			640,614.47	0.00	640,614.47	215,922.30	0.00	21,530.18	237,452.48	403,161.99			

Deltek

General Ledger

The General Ledger folder stores standard General Ledger reports for use by the accounting staff.

The contents of this folder are available to the following user groups:

- CER Accounting
- CER Accounting All Secure
- CER General Ledger Secure
- CER All

General Ledger Reports

General Ledger reports provide financial information, including balance sheet, cash forecasting, general ledger account information, and more.

Account List Report

The Account List report displays general ledger account master file information.

This report provides a basic listing of the account structure. Use this report as a stand-alone report or as a drill through target from other reports, like the Balance Sheet and Income Statement.

Prompts

Use the Accounts List prompts to run the Account List report.

Prompt Message	Description
Company	Select one company from the list.
Select one or more accounts	Iin the **Keywords** field, enter a portion of one or more account IDs and click 🔍 to list accounts to include in the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Account	Select the account level at which you want the report printed. All lower levels will be rolled up for

Prompt Message	Description
level	the report.
Account status	Select one of the following options: - **Active**: Include accounts currently in use in the report. - **Inactive**: Include accounts not currently used in the report.
Project required	Select one of the following options: - **Non-Project Required Accounts**: Include accounts with the **Project Required** option unselected. - **Project Required Accounts**: Include accounts with the **Project Required** option selected, which indicates that whenever the account is used, a project must be charged.

Sample Report

This sample shows the Account List.

Account List

Account	Account Name	Account Type Code	Account Type Desc	Active Flag	Project Entry Req	Account Entry Grp Code	Acct Entry Grp Company ID	Account Entry Grp Desc	Detail Flag	Level Number
10-100-10	Operating Cash	A		Y	N	ALL	04	Account entry in all screens	Y	3
10-100-10	Operating Cash	A		Y	N	ALL	1	Account entry in all screens	Y	3
10-100-10	Operating Cash	A		Y	N	ALL	2	Account entry in all screens	Y	3
10-100-10	Operating Cash	A		Y	N	ALL	3	Account entry in all screens	Y	3
10-100-10	Operating Cash	A		Y	N	ALL	5	Account entry in all screens	Y	3
10-100-10	Operating Cash	A		Y	N	ALL	6	Account entry in all screens	Y	3
10-100-10	Operating Cash	A		Y	N	ALL	99	Account entry in all screens	Y	3
10-100-20	Payroll Cash	A		Y	N	ALL	04	Account entry in all screens	Y	3
10-100-20	Payroll Cash	A		Y	N	ALL	1	Account entry in all screens	Y	3
10-100-20	Payroll Cash	A		Y	N	ALL	2	Account entry in all screens	Y	3
10-100-20	Payroll Cash	A		Y	N	ALL	3	Account entry in all screens	Y	3
10-100-20	Payroll Cash	A		Y	N	ALL	5	Account entry in all screens	Y	3
10-100-20	Payroll Cash	A		Y	N	ALL	6	Account entry in all screens	Y	3
10-100-20	Payroll Cash	A		Y	N	ALL	99	Account entry in all screens	Y	3
10-100-30	Petty Cash	A		Y	N	ALL	04	Account entry in all screens	Y	3
10-100-30	Petty Cash	A		Y	N	ALL	1	Account entry in all screens	Y	3
10-100-30	Petty Cash	A		Y	N	ALL	2	Account entry in all screens	Y	3
10-100-30	Petty Cash	A		Y	N	ALL	3	Account entry in all screens	Y	3
10-100-30	Petty Cash	A		Y	N	ALL	5	Account entry in all screens	Y	3
10-100-30	Petty Cash	A		Y	N	ALL	6	Account entry in all screens	Y	3

Balance Sheet

The Balance Sheet is a management report that displays the balance sheet financial statement.

You can view this report for any financial statement format selected and, for the current period only, you can drill through from a financial statement line item into transactional detail for the accounts that make up that line item.

Note: The Balance Sheet retrieves data from a database table designed to provide a snapshot of results for a particular point in time, while the General Ledger Detail report retrieves data from a database table designed to provide real-time, up-to-the-minute results. Because of this, when you drill through from the Balance Sheet to the General Ledger Detail report, some results may vary.

To generate updated results, you can refresh the reporting tables before you run the report.

Prompts

Complete the required fields to run the Balance Sheet report.

Prompt Message	Description
Company	Select a company for the report.
Financial Statement Code	Select a financial statement code.
Fiscal year	Select the fiscal year for the report.
Period	Select the period. If adjustment periods are available for the selected fiscal year, they are displayed in the **Period** field options, including the adjustment period type, which can be either **Interim** or **Final**. For example: ▪ Interim adjustment period 13 will display as **13 Adj Pd – Interim**. ▪ Final adjustment period 14 will display as **Adj Pd – Final**.
Primary Group	Select the primary group to sort with: ▪ Company ▪ Organization ▪ Reorganization
Limit organizations /	When **Organization** or **Reorganization** is selected in the **Primary Group** prompt, you can choose the organizations or reorganizations for the report. Leave this field blank if you want

Prompt Message	Description
Limit reorganizations	to include all organizations or reorganizations in the report. In the **Keywords** field, enter a portion of an organization or reorganization name or ID and click **Search**. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Organization level / Reorganization level	Select a level for the report.
Column(s) to display	Select the columns to display in the report: ▪ Actual Amount ▪ Prior Year Amount ▪ Prior Year Variance ▪ Budget Amount ▪ Budget Variance
Account Information	Select to **Show** or **Hide** the account ID and name.

Sample Report

This is a sample Balance Sheet report. You can click an account in the report to drill through to its Account List or General Ledger Details report.

Balance Sheet

System: admin

Company: 1 Company 1

For FY 2016 Period 1 Ending Jan 31, 2016

	Account	Account Name	Actual Amt	PY Actual Amt	PY Variance	Budget Amt	Budget Variance
Assets							
Current Assets							
Cash							
	00111-010	OPERATING - CASH	10,000,999.00	10,002,799.00	-1,800.00	0.00	10,000,999.00
	01000-001	Cash	120,000.00	0.00	120,000.00	0.00	120,000.00
	MT124	MT124 Account Name	0.00	0.00	0.00	0.00	0.00
	01000-020	Cash Payroll	0.00	0.00	0.00	0.00	0.00
	MT101	Asset	0.00	10,310.31	-10,310.31	0.00	0.00
	00211	cash	-55,001.25	-55,001.25	0.00	0.00	-55,001.25
			10,065,997.75	9,958,108.06	107,889.69	0.00	10,065,997.75
Total Assets			10,065,997.75	9,958,108.06	107,889.69	0.00	10,065,997.75
Assets							
Current Assets							
Billed Receivable							
	01100-011	Billed A/R-Government	95,201.22	242,087,785,678.24	-242,087,690,477.02	0.00	95,201.22
	01100-050	A/R Retainage	2,221.60	29,642,112,236.82	-29,642,110,015.22	0.00	2,221.60
	01100-021	Billed A/R-Commerical	0.00	0.00	0.00	0.00	0.00
	00112	ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00	0.00
			97,422.82	271,729,897,915.06	-271,729,800,492.24	0.00	97,422.82
Total Assets			97,422.82	271,729,897,915.06	-271,729,800,492.24	0.00	97,422.82
Liabilities & Equity							
Current Liabilities							
Accrued Salaries							
	02045	Accrued Salaries Payable	0.00	0.00	0.00	0.00	0.00
	02041	Accrued Salaries Payable	0.00	13,846.53	-13,846.53	0.00	0.00
			0.00	13,846.53	-13,846.53	0.00	0.00
Total Liabilities & Equity			0.00	13,846.53	-13,846.53	0.00	0.00
Assets							
Current Assets							
Unbilled Receivable							
	PRIAC	AA Sample Accrual Acnt	0.00	-12,692.30	12,692.30	0.00	0.00
	01100-030	A/R Unbilled	-96,186.38	-2,470,861,173.60	2,470,764,987.22	0.00	-96,186.38
			-96,186.38	-2,470,873,865.90	2,470,777,679.52	0.00	-96,186.38
Inventory							
	MTINV	MT Inventory	0.00	10,310.31	-10,310.31	0.00	0.00
	60130	WIP Labor	0.00	0.00	0.00	0.00	0.00
			0.00	10,310.31	-10,310.31	0.00	0.00
Other Receivable							
	08500-512	Realized Loss - EUR	0.00	538.66	-538.66	0.00	0.00
	08500-212	REALIZED LOSS - GBP	500.00	0.00	500.00	0.00	500.00
	08500-511	Realized Gain - EUR	0.00	0.00	0.00	0.00	0.00
			500.00	538.66	-38.66	0.00	500.00
Total Assets			-95,686.38	-2,470,863,016.93	2,470,767,330.55	0.00	-95,686.38

General Ledger Detail Report

The General Ledger Detail report provides the details of the GL transaction information stored in Costpoint.

It can be used as a stand-alone report or as a drill through target from several other reports, such as the Balance Sheet, Income Statement, and Project Status Report, providing expense-related information.

Note: The General Ledger Detail report retrieves data from a database table designed to provide real-time, up-to-the-minute results, while the Project Status Report, Balance Sheet, and Income Statement reports retrieve data from a database table designed to provide a snapshot of results for a particular point in time. Because of this, when you drill through from the Project Status Report, Income Statement, or Balance Sheet to the General Ledger Detail report, some results may vary.

Prompts

Select prompts to filter and run the General Ledger Detail Report.

Prompt Message	Description
Company	Select a company.
Fiscal Year	Select the fiscal year.
Starting Period and Subperiod	Select the beginning period and subperiod. If adjustment subperiods are available for the selected period, they are displayed in the **subperiod** list, including the adjustment subperiod type, which can be either **Interim** or **Final**. For example: ▪ Interim adjustment subperiod 1 will display as **1 Adj Pd - Interim**. ▪ Final adjustment period 1 will display as **1 Adj Pd - Final**.
Ending Period and Subperiod	Select the period and subperiod to end with in the report.
Primary Group	Select the primary group to sort with: **Organization** or **Reorganization**
Display	Select a checkbox to display the **Amount**, **Transaction Amount**, or both. If you select Transaction Amount, the Transaction Currency value will also display in the report.
Limit Account(s)	In the Keywords field, enter a portion of a specific account ID and click **Search**. Select accounts to include in the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.

Prompt Message	Description
Limit Organization	Enter a portion of a specific organization or reorganization that you want to include in the report based on the report sort you selected on the General tab. Click **Search**. In the search results, select one organization. For example, you know that the organization that you are looking for starts with an A. In the **Keywords** field, enter **A** and then click **Search**. All organizations that start with A will be in the search results. Select the organizations to include in the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Limit Project(s)	In the **Keywords** field, enter a portion of a specific project ID and click **Search**. Select the projects to include in the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.

Sample Report

This is a sample of the General Ledger Detail report.

General Ledger Detail

System: CTB82PSMDEMO

Company: 1 - Applied Technologies Inc

Fiscal Year: 2019 From: Period 3 Subperiod 1 to Period 3 Subperiod 1

Pd	SubPd	Posting Seq No	ID Name	Project ID Name	Voucher No	ID Type Desc	PO No	JE Code	JE No	Check No	Cash Receipt No	Cash Receipt Date	Invoice ID	T/S Date	GLC	PLC	Time Stamp	Trans Desc	Hours	Amount
Account: 10-100-10 - Operating Cash																			Beginning Balance: Prior Period:	18,548,362.79 2,908,598.53
Organization: 01 - Applied Technologies, Inc																				
3	1	1				Billing/Cash		CR		0	7	03/15/19					04/17/2019 11:31 AM	Cash Receipts Cash Account	0.00	48,883.49
3	1	1				Billing/Cash		CR		0	12	03/28/19					04/17/2019 11:31 AM	Cash Receipts Cash Account	0.00	46,584.00
3	1	1				Billing/Cash		CR		0	11	03/25/19					04/17/2019 11:31 AM	Cash Receipts Cash Account	0.00	58,139.92
3	1	1				Billing/Cash		CR		0	3	03/05/19					04/17/2019 11:31 AM	Cash Receipts Cash Account	0.00	15,826.27
3	1	1				Billing/Cash		CR		0	8	03/18/19					04/17/2019 11:31 AM	Cash Receipts Cash Account	0.00	123,041.60
3	1	1				Billing/Cash		CR		0	6	03/14/19					04/17/2019 11:31 AM	Cash Receipts Cash Account	0.00	178,628.80
3	1	1				Billing/Cash		CR		0	9	03/20/19					04/17/2019 11:31 AM	Cash Receipts Cash Account	0.00	5,700.00
3	1	1				Billing/Cash		CR		0	4	03/08/19					04/17/2019 11:31 AM	Cash Receipts Cash Account	0.00	25,377.51
3	1	1				Billing/Cash		CR		0	13	03/29/19					04/17/2019 11:31 AM	Cash Receipts Cash Account	0.00	168,441.72
3	1	1				Billing/Cash		CR		0	10	03/22/19					04/17/2019 11:31 AM	Cash Receipts Cash Account	0.00	5,403.81
3	1	1				Billing/Cash		CR		0	5	03/12/19					04/17/2019 11:31 AM	Cash Receipts Cash Account	0.00	172,095.00
3	1	1				Billing/Cash		CR		0	2	03/05/19					04/17/2019 11:31 AM	Cash Receipts Cash Account	0.00	34,069.20
3	1	1				Billing/Cash		CR		0	1	03/04/19					04/17/2019 11:31 AM	Cash Receipts Cash Account	0.00	34,715.83
Organization - 01 - Applied Technologies, Inc Total:																			0.00	916,907.15
Organization: 01.01 - Applied Services																				
3	1	1	V100016 - Blue Cross Blue Shield			Voucher		CD		20190334							04/15/2019 4:42 PM	Post Cash Disbursements	0.00	(129,300.52)
3	1	1	V100052 - Fidelity Investments			Voucher		CD		20190343							04/15/2019 4:42 PM	Post Cash Disbursements	0.00	(19,623.38)
3	1	1	V100020 - Child for Life			Voucher		CD		20190336							04/15/2019 4:42 PM	Post Cash Disbursements	0.00	(1,053.00)
3	1	1	V100012 - AVNET Electronics			Voucher		CD		20190331							04/15/2019 4:42 PM	Post Cash Disbursements	0.00	(450.00)
3	1	1	V100029 - Computer Rentals			Voucher		CD		20190338							04/15/2019 4:42 PM	Post Cash Disbursements	0.00	(421.20)
3	1	1	V2000020 - State Taxation - CO			Voucher		CD		20190337							04/15/2019 4:42 PM	Post Cash Disbursements	0.00	(287.05)
3	1	1	V100086 - Office Max			Voucher		CD		20190354							04/15/2019 4:42 PM	Post Cash Disbursements	0.00	(126.36)

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Income Statement

The Income Statement is a management report that displays profit and loss information by organization.

View this report for any financial statement format needed and, for the current period only, you can drill through from a financial statement line item into transactional detail for the accounts that make up that line item. For example, you can drill from the Income Statement to the General Ledger Detail report.

> **Note:** The Income Statement report retrieves data from a database table designed to provide a snapshot of results for a particular point in time, while the General Ledger Detail report retrieves data from a database table designed to provide real-time, up to the minute results. Because of this, when you drill through from the Income Statement to the General Ledger Detail report, some results may vary.

When you include the **Prior Year YTD Amount** column in the report and you see zero values, it may be because there is no adjustment period for the prior year. You may need this information when you want to compare the current year YTD with the prior year YTD amounts. You will have to fix this in Costpoint.

Comparing Current YTD Amounts to Prior YTD Amounts

If the **Prior Year YTD Amount** column in the report contains zero values, you need to add the adjustment period for the prior year in Costpoint if you want to compare the current year YTD with the prior year YTD amounts.

To compare the current year YTD and the prior year YTD amounts:

1. Open Costpoint and add an adjustment period for the prior year.
2. Enter values for that adjustment period in the prior year.
3. Run the Create General Ledger Report Tables (GLPCRRPT) application to update the reporting tables.
4. In Costpoint BI, run the Income Statement report and check the **YTD Amount** and **Prior Year YTD Amount** values.

Prompts

Complete the required fields to run the Income Statement report.

Prompt Message	Description
Company	Select a company for the report.
Financial Statement Code	Select a financial statement code.
Fiscal year	Select the fiscal year for the report.
Period	Select the period. If adjustment periods are available for the selected fiscal year, they are displayed in the **Period** list, including the adjustment period type which can be either **Interim** or **Final.** For example: ▪ Interim adjustment period 13 will display as **13 Adj Pd – Interim.** ▪ Final adjustment period 14 will display as **Adj Pd – Final.**
Primary Group	Select to insert page breaks after: ▪ Company ▪ Organization

Prompt Message	Description
	▪ Reorganization
Column(s) to display	Select the columns to display in the report.
Account Information	Select to **Show** or **Hide** the account ID and name.
Organization level / Reorganization level	Select a level for the report.
Limit organizations / Limit reorganizations	When **Organization** or **Reorganization** is selected in the **Primary Group** prompt, you can choose the organizations or reorganizations for the report. Leave this field blank if you want to include all organizations or reorganizations in the report. In the **Keywords** field, enter a portion of an organization or reorganization name or ID and click **Search**. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

This is a sample Income Statement report.

Click an account link to view the related General Ledger Detail or Account List.

Deltek

Income Statement

System: CTB82PSMDEMO

Company: 1 Applied Technologies Inc

For FY 2019 Period 1 Ending Jan 31, 2019 12:00:00 AM

Account	Account Name	Current Period Amount	Prior Year Amount	Current Period Variance	Current Period Budget Amount	Current Period Budget Variance	YTD Amount	Prior Year YTD Amount	YTD Variance	YTD Budget Amount	YTD Budget Variance
Revenue											
Revenue											
40-100-01	Revenue: Government	1,366,246.47	1,970,182.99	(603,936.52)	1,361,201.37	5,045.10	1,366,246.47	1,970,182.99	(603,936.52)	1,361,201.37	5,045.10
40-100-02	Revenue: Commercial	278,977.64	367,492.18	(88,514.54)	239,863.21	39,114.43	278,977.64	367,492.18	(88,514.54)	239,863.21	39,114.43
40-200-01	Revenue: Govt Services	235,866.69	216,763.98	19,102.71	214,239.46	21,627.23	235,866.69	216,763.98	19,102.71	214,239.46	21,627.23
40-200-02	Revenue: Govt Products	230,000.00	216,978.80	13,021.20	209,813.53	20,186.47	230,000.00	216,978.80	13,021.20	209,813.53	20,186.47
40-200-03	Revenue: Govt Serv Award	0.00	5,000.00	(5,000.00)	0.00	0.00	0.00	5,000.00	(5,000.00)	0.00	0.00
40-200-12	Revenue: Comm Products	0.00	168,000.00	(168,000.00)	0.00	0.00	0.00	168,000.00	(168,000.00)	0.00	0.00
40-200-AL	Revenue: Govt Sve ALT-Lab	42,840.00	0.00	42,840.00	0.00	42,840.00	42,840.00	0.00	42,840.00	0.00	42,840.00
40-200-AN	Revenue:Govt Sve ALTNonLb	1,642.30	0.00	1,642.30	0.00	1,642.30	1,642.30	0.00	1,642.30	0.00	1,642.30
40-200-SB	Revenue:Govt Sve ALTSubCn	5,000.00	0.00	5,000.00	0.00	5,000.00	5,000.00	0.00	5,000.00	0.00	5,000.00
	Total	2,160,573.10	2,944,417.95	(783,844.85)	2,025,117.57	135,455.53	2,160,573.10	2,944,417.95	(783,844.85)	2,025,117.57	135,455.53
Total Revenue		2,160,573.10	2,944,417.95	(783,844.85)	2,025,117.57	135,455.53	2,160,573.10	2,944,417.95	(783,844.85)	2,025,117.57	135,455.53
Direct Costs											
Direct Labor											
50-100-10	Direct Labor Client Site	237,189.87	353,703.89	(116,514.02)	264,963.10	(27,773.23)	237,189.87	353,703.89	(116,514.02)	264,963.10	(27,773.23)
50-100-20	Direct Labor Corp Site	246,325.45	590,111.37	(343,785.92)	251,020.42	(4,694.97)	246,325.45	590,111.37	(343,785.92)	251,020.42	(4,694.97)
	Total	483,515.32	943,815.26	(460,299.94)	515,983.52	(32,468.20)	483,515.32	943,815.26	(460,299.94)	515,983.52	-32,468.20
Other Direct Costs											
51-120-10	Direct Airfare	23,668.95	23,258.04	410.91	23,668.95	0.00	23,668.95	23,258.04	410.91	23,668.95	0.00
51-120-20	Direct Auto Rental	21,525.90	21,594.23	(68.33)	21,525.90	0.00	21,525.90	21,594.23	(68.33)	21,525.90	0.00
51-120-30	Direct Hotel	16,106.09	15,905.68	200.41	16,106.09	0.00	16,106.09	15,905.68	200.41	16,106.09	0.00
51-120-40	Direct Meals / Ent	326.50	26.92	299.58	326.50	0.00	326.50	26.92	299.58	326.50	0.00
51-120-50	Direct Mileage	79.96	45.48	34.48	79.96	0.00	79.96	45.48	34.48	79.96	0.00
51-120-90	Direct Travel Other	50.00	37.00	13.00	50.00	0.00	50.00	37.00	13.00	50.00	0.00
52-400-10	Subs - Labor ODC	71,931.00	101,611.00	(29,680.00)	40,011.00	31,920.00	71,931.00	101,611.00	(29,680.00)	40,011.00	31,920.00
52-400-11	Subs - Labor T&M	47,552.50	0.00	47,552.50	54,750.00	(7,197.50)	47,552.50	0.00	47,552.50	54,750.00	(7,197.50)
52-400-20	Subs - Non-Labor	67,500.00	67,500.00	0.00	67,500.00	0.00	67,500.00	67,500.00	0.00	67,500.00	0.00
52-400-22	Subs - Airfare	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52-410-10	Consultants - Labor ODC	230,924.00	199,838.50	31,085.50	230,924.00	0.00	230,924.00	199,838.50	31,085.50	230,924.00	0.00
53-200-90	Other Professional Servic	3,000.00	0.00	3,000.00	3,000.00	0.00	3,000.00	0.00	3,000.00	3,000.00	0.00
53-550-10	Printing / Plotting	1,105.40	0.00	1,105.40	1,105.40	0.00	1,105.40	0.00	1,105.40	1,105.40	0.00
53-560-10	Supplies	46,684.80	45,000.00	1,684.80	46,684.80	0.00	46,684.80	45,000.00	1,684.80	46,684.80	0.00
53-560-20	Hardware	2,226.36	1,750.00	476.36	2,226.36	0.00	2,226.36	1,750.00	476.36	2,226.36	0.00
53-560-30	Software	19,250.00	19,250.00	0.00	19,250.00	0.00	19,250.00	19,250.00	0.00	19,250.00	0.00
53-580-10	Leases	1,474.20	0.00	1,474.20	1,474.20	0.00	1,474.20	0.00	1,474.20	1,474.20	0.00
54-001-10	Raw Materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
54-100-10	WIP Expense Labor	0.00	99,923.28	(99,923.28)	0.00	0.00	0.00	99,923.28	(99,923.28)	0.00	0.00
54-565-20	WIP Expense Finished GD	42,000.00	42,000.00	0.00	42,000.00	0.00	42,000.00	42,000.00	0.00	42,000.00	0.00
54-600-10	Cost of Goods Sold	200,149.60	141,431.21	58,718.39	200,149.60	0.00	200,149.60	141,431.21	58,718.39	200,149.60	0.00
59-100-10	NonRe DL Client Reg	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
59-120-30	NonRe Direct Travel Hotel	41.29	0.00	41.29	41.29	0.00	41.29	0.00	41.29	41.29	0.00
59-120-40	NonRe Dir Tvl Meals / Ent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total	795,596.55	779,171.34	16,425.21	770,874.05	24,722.50	795,596.55	779,171.34	16,425.21	770,874.05	24,722.50
Total Direct Costs		1,279,111.87	1,722,986.60	(443,874.73)	1,286,857.57	(7,745.70)	1,279,111.87	1,722,986.60	(443,874.73)	1,286,857.57	-7,745.70
Gross Margin		881,461.23	1,221,431.35	(339,970.12)	738,260.00	143,201.23	881,461.23	1,221,431.35	(339,970.12)	738,260.00	143,201.23
Cost of Operations											
Pools and Allocations											
60-610-10	FICA Expense	101,347.35	126,660.98	(25,313.63)	0.00	101,347.35	101,347.35	126,660.98	(25,313.63)	0.00	101,347.35
60-610-20	FUTA Expense	6,735.26	8,250.05	(1,514.79)	0.00	6,735.26	6,735.26	8,250.05	(1,514.79)	0.00	6,735.26
60-610-30	SUTA Expense	16,141.87	20,679.28	(4,537.41)	0.00	16,141.87	16,141.87	20,679.28	(4,537.41)	0.00	16,141.87
60-610-99	PR Tax Holding Acct	0.00	0.00	0.00	124,224.48	(124,224.48)	0.00	0.00	0.00	124,224.48	(124,224.48)
60-620-10	PTO	82,918.16	123,816.02	(40,897.86)	82,908.00	10.16	82,918.16	123,816.02	(40,897.86)	82,908.00	10.16
60-620-30	Holiday Leave	41,489.34	69,050.36	(27,561.02)	41,120.32	369.02	41,489.34	69,050.36	(27,561.02)	41,120.32	369.02
60-630-10	Medical Care	155,259.48	220,278.38	(65,018.90)	155,259.48	0.00	155,259.48	220,278.38	(65,018.90)	155,259.48	0.00
60-630-20	Dental Care	13,102.60	17,873.60	(4,771.00)	13,102.60	0.00	13,102.60	17,873.60	(4,771.00)	13,102.60	0.00
60-630-42	LT Disability Insurance	3,704.43	4,284.51	(580.08)	3,704.43	0.00	3,704.43	4,284.51	(580.08)	3,704.43	0.00
60-640-10	401k Expense	10.27	10.40	(0.13)	0.00	10.27	10.27	10.40	(0.13)	0.00	10.27
70-100-10	OHCL: Labor	75,225.88	86,395.71	(11,169.83)	76,132.20	(906.32)	75,225.88	86,395.71	(11,169.83)	76,132.20	(906.32)
70-210-10	OHCL: Insurance Liability	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
70-530-10	OHCL: Depreciation	0.00	539.61	(539.61)	0.00	0.00	0.00	539.61	(539.61)	0.00	0.00
70-550-10	OHCL: Printing	0.00	3,500.00	(3,500.00)	0.00	0.00	0.00	3,500.00	(3,500.00)	0.00	0.00
71-100-10	OHCO: Labor Corp Site	83,757.12	200,259.47	(116,502.35)	101,500.17	(17,743.05)	83,757.12	200,259.47	(116,502.35)	101,500.17	(17,743.05)
71-210-10	OHCO:Insurance Liability	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
71-530-10	OHCO: Depreciation	2,102.62	2,102.62	0.00	2,102.62	0.00	2,102.62	2,102.62	0.00	2,102.62	0.00
71-550-10	OHCO:Printing	9,000.00	5,500.00	3,500.00	9,000.00	0.00	9,000.00	5,500.00	3,500.00	9,000.00	0.00
71-560-45	OHCO: Building Rent	59,840.00	59,840.00	0.00	59,840.00	0.00	59,840.00	59,840.00	0.00	59,840.00	0.00
75-100-10	FAC: Labor	14,611.06	23,040.26	(8,429.20)	15,125.85	(514.79)	14,611.06	23,040.26	(8,429.20)	15,125.85	(514.79)
75-500-40	FAC: Utilties Wtr / Swr	25,000.00	50,000.00	(25,000.00)	50,000.00	(25,000.00)	25,000.00	50,000.00	(25,000.00)	50,000.00	(25,000.00)
[illegible]	FAC: Insurance Liab/Prop	62,500.00	125,000.00	(62,500.00)	125,000.00	(62,500.00)	62,500.00	125,000.00	(62,500.00)	125,000.00	(62,500.00)
80-100-10	GA: Labor	198,232.85	193,590.84	4,642.01	205,785.95	(7,553.10)	198,232.85	193,590.84	4,642.01	205,785.95	(7,553.10)
80-110-10	GA: Bonus	0.00	0.00	0.00	8,160.00	(8,160.00)	0.00	0.00	0.00	8,160.00	(8,160.00)
80-120-10	GA: Travel Airfare	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
80-120-30	GA: Travel Hotel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Organization List

The Organization List report displays organization setup information, which allows you to review the organization structure set up in Costpoint.

You can use this report as a stand-alone report or drill-thru target from other reports, such as the Balance Sheet, Income Statement, Project Master Report, Project Status Report, and Aged Open Billing Detail Report.

Organizational security does not apply to this report.

Prompts

Use the Organization List prompts to run the Organization List report.

Prompt Message	Description
Company	Select one company from the list.
Organization(s)	In the **Keywords** field, enter a portion of one or more organization IDs and click to list organizations to include on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Organization level	Select the level of organization at which you want the report printed. All lower levels will be rolled up for the report.
Organization status	Select one of the following: ▪ **Active**: Includes organizations that are active, meaning available to receive charges. ▪ **Inactive**: Includes organizations not available to receive charges.

Sample Report

View a sample of the Organization List report.

Organization List

System: CTB82PSMDEMO

1 Applied Technologies Inc

Org	Org Name	Org Abbreviation Code	Active Flag	Period From	Period To	Taxable Entity ID	Level Number	Level Desc
Top Organization ID: 01								
01	Applied Technologies, Inc		Y			1	1	Company
01.01	Applied Services		Y			1	2	Business Unit
01.01.01	High Tech		Y			1	3	Division/Department
01.01.02	Construction Management		Y			1	3	Division/Department
01.01.03	Health Services		Y			1	3	Division/Department
01.01.04	Base Operation Management		Y			1	3	Division/Department
01.01.05	Engineering & Planning		Y			1	3	Division/Department
01.02	Applied Manufacturing		Y			1	2	Business Unit
01.02.01	Manufacturing		Y			1	3	Division/Department
01.02.02	Manufacturing Engineering		Y			1	3	Division/Department
01.02.03	Production Control		Y			1	3	Division/Department
01.02.04	Work Center		Y			1	3	Division/Department
01.02.05	Quality		Y			1	3	Division/Department
01.02.06	Warehouse		Y			1	3	Division/Department
01.03	Applied Foundation		Y			1	2	Business Unit
01.03.01	United States		Y			1	3	Division/Department
01.03.02	Africa		Y			1	3	Division/Department
01.03.03	Asia-Pac		Y			1	3	Division/Department
01.03.04	Latin America		Y			1	3	Division/Department
01.03.05	TBD		Y			1	3	Division/Department
01.90	Service Centers		Y			1	2	Business Unit
01.90.01	Facility Service Center		Y			1	3	Division/Department
01.99	ADMINISTRATION		Y			1	2	Business Unit
01.99.01	Finance & Accounting		Y			1	3	Division/Department
01.99.02	IT Infrastructure		Y			1	3	Division/Department
01.99.03	Human Resources		Y			1	3	Division/Department
01.99.04	Business Development		Y			1	3	Division/Department
01.99.05	Executive		Y			1	3	Division/Department
01.99.06	Contracts		Y			1	3	Division/Department
01.99.07	Procurement		Y			1	3	Division/Department
01.PL	POOL ORGANIZATIONS		Y			1	2	Business Unit
01.PL.10	Pool Org - Fringe		Y			1	3	Division/Department
01.PL.30	Pool Org - O/H		Y			1	3	Division/Department
01.PL.40	Pool Org - G&A		Y			1	3	Division/Department
Org ID Count: 34								

Reorganization Structure

The Reorganization Structure report lists reorganization setup information which allows you to review the reorganization structure set up in Costpoint.

This report is available as a stand-alone report. It is also available as a drill through target from other reports, such as the Income Statement and Balance Sheet.

Prompts

Use the Reorganization Structure prompts to run the Reorganization Structure report.

Prompt Message	Description
Company	Select a company from the list.

Prompt Message	Description
Reorganization(s)	In the **Keywords** field, enter a portion of one or more reorganization IDs and click to list reorganizations to include in the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Reorganization Level	Select the level of reorganization at which you want the report printed. All lower levels will be rolled up for the report.
Suspend Details	Select one of the following: ▪ **Yes**: Suppress all the organization information on the report, and display only the reorganization details. ▪ **No**: Display both organization and reorganization information.

Sample Report

View a sample of the Reorganization Structure report.

Reorganization Structure

1 Applied Technologies Inc

Reorganization ID	Level Number	Reorganization Name	Level Length	Level Description
01.1.01	3	Services	2	Level 3
01.1.02	3	Support	2	Level 3
01.1.05	3	Engineering	2	Level 3

Trended Income Statement Report

The Trended Income Statement Report shows the income statement different periods based on a given fiscal year.

Prompts

The Trended Income Statement report has selections such company, fiscal year, and period.

Prompt Message	Description
Company:	Select the company that you want to display in the report.
Fiscal Year:	Select the fiscal year.
Period:	Select the period.
Subperiod:	Select the subperiod.
Financial statement code:	Select a financial statement code.
Primary group:	Select to insert page breaks after: ▪ Company ▪ Organization ▪ Reorganization
Account Information:	Select to **Show** or **Hide** the account ID and name.

Sample Report

Sample Trended Income Statement report

Report Page   Prompt Selections   Revision History

Trended Income Statement

1 Applied Technologies Inc

Account	Account Name	Current Period 1 Amount	Current Period 2 Amount	Current Period 3 Amount	Current Period 4 Amount	Current Period 5 Amount	Current Period 6 Amount	Current Period 7 Amount	Current Period 8 Amount	Current Period 9 Amount	Current Period 10 Amount	Current Period 11 Amount	Current Period 12 Amount	YTD Amount	YTD Budget Amount	YTD Budget Variance	YTD Budget % Variance
01 - Applied Technologies, Inc																	
Revenue																	
Revenue																	
40-100-01	Revenue: Government	2,662,747.60	2,668,178.38	2,879,811.20	2,876,976.39	2,674,568.17	2,906,883.73	2,762,119.90	2,764,898.73	2,922,607.59	3,008,055.14	2,123,278.71	2,643,847.59	32,893,973.13	31,612,981.92	1,280,991.21	4.05%
40-100-02	Revenue: Commercial	445,586.45	407,117.63	446,065.01	446,136.26	418,459.24	431,282.26	423,079.56	295,470.09	309,369.63	298,391.02	306,887.62	288,213.20	4,516,057.97	10,561,144.09	(6,045,086.12)	(57.24%)
40-200-01	Revenue: Govt Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	368,177.44	173,765.91	541,943.35	0.00	541,943.35	0.00%
Total		3,108,334.05	3,075,296.01	3,325,876.21	3,323,112.65	3,093,027.41	3,338,165.99	3,185,199.46	3,060,368.82	3,231,977.22	3,306,446.16	2,798,343.77	3,105,826.70	37,951,974.45	42,174,126.01	(4,222,151.56)	(10.01%)
Total - Revenue		3,108,334.05	3,075,296.01	3,325,876.21	3,323,112.65	3,093,027.41	3,338,165.99	3,185,199.46	3,060,368.82	3,231,977.22	3,306,446.16	2,798,343.77	3,105,826.70	37,951,974.45	42,174,126.01	(4,222,151.56)	(10.01%)
Direct Costs																	
Direct Labor																	
50-100-10	Direct Labor Client Site	342,668.00	345,461.52	376,762.10	376,763.72	351,895.57	371,234.02	360,927.25	279,664.67	271,346.94	285,591.75	212,757.71	339,699.06	3,914,772.31	5,279,501.61	(1,364,729.30)	(25.85%)
50-100-11	DL Client LTEXPT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	48,750.00	0.00	0.00	48,750.00	0.00	48,750.00	0.00%
50-100-12	DL Client STEXPT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,166.66	0.00	0.00	15,166.66	0.00	15,166.66	0.00%
50-100-13	DL Client LTLOCL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	26,299.56	0.00	0.00	26,299.56	0.00	26,299.56	0.00%
50-100-20	Direct Labor Corp Site	695,060.80	715,643.36	768,930.40	768,928.56	725,415.24	759,623.22	730,578.80	754,136.01	717,896.88	756,126.18	709,637.00	717,440.16	8,819,416.61	8,290,672.48	528,744.13	6.38%
Total		1,037,728.80	1,061,104.88	1,145,692.50	1,145,692.28	1,077,310.81	1,130,857.24	1,091,506.05	1,033,800.68	989,243.82	1,131,934.15	922,394.71	1,057,139.22	12,824,405.14	13,570,174.09	(745,768.95)	(5.50%)
Other Direct Costs																	
51-120-10	Direct Airfare	22,798.54	22,798.54	22,798.54	22,798.54	22,798.54	22,798.54	22,798.54	22,798.54	22,798.54	24,198.86	27,798.54	17,098.90	274,283.16	373,551.22	(99,268.06)	(26.57%)
51-120-20	Direct Auto Rental	21,525.91	21,525.91	21,525.91	21,525.91	21,525.91	21,525.91	21,525.91	21,525.90	21,525.90	21,853.77	21,525.90	12,821.46	249,934.30	211,001.97	38,932.33	18.45%

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Cash Forecast Report

The Cash Forecast report provides a cash forecast for up to six months, based on the cash forecasting information calculated within Costpoint. This information can be helpful in forecasting future cash sources and needs.

Prerequisite: Cash Forecasting Template

Before you create a cash forecast, you must first create a cash forecasting template to determine the groups and individual lines to display in the cash forecast.

For more information, see the Cash Forecasting Overview help topic.

Prompts

Use the Cash Forecast prompts to configure the Cash Forecast report.

Prompt Message	Description
Company	Select the single company to use when running the report.
Cash template	Select the cash template to use to display the report.
Frequency code	Select a frequency code: - Daily - Monthly - Weekly
Select Organization(s)	In the **Keywords** field, enter a portion of one or more organization IDs and click **Search** to list organizations to include in the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.

Sample Report

View a sample of the Cash Forecast report.

Cash Forecast

System: CTB82PSMDEMO

1 - Applied Technologies Inc
Template: CF1 - Cash Flow 1
Start Date: Jul 9, 2020 12:00:00 AM

All Organizations
Frequency Code: Monthly

01.01 - Applied Services	Aug 8, 2020 12:00:00 AM	Sep 8, 2020 12:00:00 AM	Oct 8, 2020 12:00:00 AM	Nov 8, 2020 12:00:00 AM	Dec 8, 2020 12:00:00 AM	Jan 8, 2021 12:00:00 AM
Beginning Cash Balance	12,331,644.16	13,204,260.21	12,479,441.26	12,131,057.24	12,023,536.64	12,023,536.64
Cash Forecast Line Items	**Current Month**	**60 Days**	**90 Days**	**120 Days**	**180 Day**	**210 Days**
Cash Out						
Vendor Payables	(48,272.66)	(714,818.95)	(335,507.42)	(107,520.60)	0.00	(1,000.00)
Employee Payables	0.00	0.00	(59.00)	0.00	0.00	0.00
PO Committments	(54,804.75)	(10,000.00)	(12,817.60)	0.00	0.00	0.00
Total Payables	(103,077.41)	(724,818.95)	(348,384.02)	(107,520.60)	0.00	(1,000.00)
Cash In						
Accounts Receivable - Service	946,453.46	0.00	0.00	0.00	0.00	0.00
Intercompany Receivables	29,240.00	0.00	0.00	0.00	0.00	0.00
Total Receivables	975,693.46	0.00	0.00	0.00	0.00	0.00
Expected Cash Balance	13,204,260.21	12,479,441.26	12,131,057.24	12,023,536.64	12,023,536.64	12,022,536.64

Report Calculation Date: Oct 8, 2020 11:22:03 AM

No disclosures.

Trial Balance

The Trial Balance report shows net account activity by period for a specified fiscal year and includes a variance as compared to the Prior Year account balances.

Prompts

Select a company, fiscal year, primary group, and a period to generate the report.

Contents

Field	Description
Company	Select the company for which you want to generate the report.
Fiscal Year	Select the fiscal year for which you want to generate the report.
Primary Group	Select whether to generate the report by Organization or Account.
Variance Threshold (%)	Enter a percentage that represents the expected account balance variance over time. This percentage value will be the baseline used to calculate the variance between the Actual Current Year Total and the Actual Prior Year Total account balances.
Account Level	Select the account level at which you want the report to display data. The report displays summarized balances that include that account and any related lower-level accounts. For example, if you enter 2, the report displays balances for level 2 accounts, and each of those balances is the sum of the balance for that account and the balances of any related accounts below that level.

Field	Description
Organization Level	Select the organization level at which you want the report to display data. Transactions posted at the selected level or lower will roll up to that level. but charges posted at a higher level will still display at their respective level to give you an accurate balance by account. **Note:** This balance might differ from the Costpoint Trial Balance Report which filters out transactions posted at levels higher than the selected account level.
Limit Account(s)	In the **Keywords** field, enter a portion of one or more organization IDs and click **Search** to list organizations to include in the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit Organization(s)	In the **Keywords** field, enter a portion of one or more organization IDs and click **Search** to list organizations to include in the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

The Trial Balance report can display periods and balances based on Organization or Account.

This sample report displays periods and balances by account.

Trial Balance

System: CTB82PSMDEMO

Company: 1 Applied Technologies Inc

Account ID	Account Name	Period 1 Amount	Period 2 Amount	Period 3 Amount	Period 4 Amount	Period 5 Amount	Period 6 Amount	Period 7 Amount	Period 8 Amount	Period 9 Amount	Period 10 Amount	Period 11 Amount	Period 12 Amount	Actual Current Year Total	Actual Last Year Total	Var %
01 - Applied Technologies, Inc																
10	yut	(35,573,149.92)	5,486,754.28	2,934,190.12	(8,420,944.40)	0.00	0.00	0.00	0.00	733,000.00	0.00	0.00	0.00	733,000.00	35,573,149.92	▼-98%
16	Property & Equip A&D	(2,198.14)	(2,078.75)	(2,078.77)	(2,078.75)	(2,078.74)	(5,508.56)	(5,508.47)	0.00	0.00	0.00	0.00	0.00	(236,399.48)	(214,869.30)	▼-10%
20	Payables	0.00	0.00	0.00	0.00	(1,200.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(936,714.94)	(935,514.94)	▼0%
24	Other Current Liabilties	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(345.78)	(345.78)	0%
30	Stockholder's Equity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(5,650,000.00)	(5,650,000.00)	0%
01 - Total		(35,575,348.06)	5,484,675.53	2,932,111.35	(8,423,023.15)	(3,278.74)	(5,508.56)	(5,508.47)	0.00	733,000.00	0.00	0.00	0.00	(6,090,460.20)	28,772,419.90	
01.01 - Applied Services																
10	yut	22,052,003.34	(1,004,670.56)	(1,806,837.54)	6,077,671.34	1,432,410.32	(286,111.70)	656,590.89	0.00	(29,742.75)	(9,613.95)	0.00	0.00	9,944,330.46	(17,137,368.93)	▲158%
12	Other Receivables	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	641.00	641.00	0%
20	Payables	7,541,366.74	(6,967,850.14)	589,517.75	(25,478.88)	(963,474.25)	338,352.75	(268,745.11)	(50,000.00)	(141,280.60)	(189,030.60)	0.00	0.00	(1,258,695.81)	(1,122,073.47)	▼-12%
21	Payroll Liabilities	(46,619.62)	(41,181.23)	(44,682.48)	(39,258.18)	(44,172.75)	(45,460.64)	(40,403.60)	(154,226.75)	(26,730.94)	(7,265.95)	0.00	0.00	(5,776,781.63)	(5,286,779.49)	▼-9%
22	Taxes Payable	(13,409.00)	(13,409.00)	(13,409.00)	(13,409.00)	(13,409.00)	(13,409.00)	(13,409.00)	(13,250.00)	(13,409.00)	(13,250.00)	0.00	0.00	(299,953.50)	(166,181.50)	▼-80%
24	Other Current Liabilties	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(273.29)	(273.29)	0%
30	Stockholder's Equity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(2,710,182.93)	(2,710,182.93)	0%
90	Other income / Expense	0.00	0.00	0.00	(1,000.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(1,000.00)	0.00	
01.01 - Total		29,533,341.46	(8,027,110.93)	(1,275,411.27)	5,998,525.28	411,354.32	(6,628.59)	334,033.18	(217,476.75)	(211,163.29)	(219,160.50)	0.00	0.00	(101,915.70)	(26,422,218.61)	
01.01.01 - High Tech																
10	yut	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,072,505.70	1,072,505.70	0%
11	Accounts Receivable	(35,299.92)	(1,165,034.75)	44,529.43	54,070.27	635,250.10	53,471.24	(619,242.89)	0.00	0.00	0.00	0.00	0.00	1,100,045.08	2,132,301.60	▼-48%
12	Other Receivables	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	482.00	482.00	0%
13	Inter-company Receivables	2,520.00	(36,120.00)	(34,400.00)	5,160.00	(3,440.00)	(8,600.00)	3,440.00	0.00	0.00	0.00	0.00	0.00	(123,399.61)	(51,959.61)	▼-137%
14	Other Assets S/T	(10,000.00)	(10,000.00)	(10,000.00)	(10,000.00)	(10,000.00)	(10,000.00)	(10,000.00)	0.00	0.00	0.00	0.00	0.00	100,000.00	170,000.00	▼-41%

Human Resources

The Human Resources folder stores standard Human Resources reports and dashboards for use by people administrators and HR staff.

The human resources reports in Costpoint Business Intelligence enable human resource professionals to supplement standard Deltek Costpoint® reports for the Human Resources module with the following:

- A set of predefined reports created from the reporting package.
- Custom reports that you create for your company using Business Intelligence and the Human Resources framework manager model.
- Ad hoc reports that you create for specialized or one-time reporting needs.

A user's Org security settings determine which employees are visible on the reports.

The contents of this folder are available to the following user groups:

- CER All
- CER HR
- CER Human Resources Secure

Costpoint Prerequisites for Human Resources Reports

Certain tasks must be performed in Costpoint before you run the human resources reports.

The following must be in place in Costpoint before running the human resources reports:

- The Human Resources module.
- EEO setup, functional job titles, and detail job titles (required for the EEO-1 Worksheet, EEO-4 Worksheet, and VETS-4212 Worksheet).

Human Resources Reports

This Human Resources folder includes reports that use the secured Human Resources model.

The Human Resources folder includes the following reports:

- EEO-1 Report
- Employee Benefits Profile
- VETS-4212

EEO-1 Report

Use the EEO-1 report to gather the data you need to complete the EEO-1 report (Employer Information Report) for submission to the Equal Employment Opportunity Commission and the Department of Labor.

The worksheet provides a count of employees, as of the date you specify, for each combination of job category and race code, and it displays the total number of employees for each job category and for each race code. You can generate the worksheet for all or selected organizations.

Because this report only uses the current EEO job categories and race codes, you cannot use it to see historical EEO information. If you need to review historical data, use the equivalent standard report in Costpoint.

Prerequisites

Certain tasks must be performed in Costpoint before you run the EEO-1 Report.

The EEO-1 only provides accurate data if the following have been done in Costpoint:

- The standard job titles your company uses have been set up on the Manage Functional Job Titles screen.
- Detail job titles have been set up on the Manage Detail Job Titles screen.
- Employees have been assigned detail job titles and can be seen on the View Salary Information and History screen.
- The race ethnicity codes used by your company have been mapped on the EEO-1 Code Mappings subtask of the Manage Race and Ethnicity Codes screen.

Prompts

Use the EEO-1 Worksheet prompts to configure the report.

Prompt Message	Description
Company	Select a company.
Employment History Method	Select the method used to track employment history.
Taxable Entity	Select the taxable entities of the employees.
Labor Location(s)	Select the labor locations of the employees.
Date Effectivity	Enter or select the date to report EEO-1 data. The worksheet displays the employee counts as of this date.

Sample Report

The following sample shows the EEO-1 Worksheet report.

EEO - 1 Report

1 - Applied Technologies Inc

EEO-1 Race Code Description	Male	Female	Total
First/Mid Lvl Officials & Mgrs (1.2)			
White (Not Hispanic or Latino)	0	2	2
Total First/Mid Lvl Officials & Mgrs :	**0**	**2**	**2**
Professionals (2)			
Black or African American (Not Hispanic or Latino)	1	2	3
Two or More Races (Not Hispanic or Latino)	0	1	1
White (Not Hispanic or Latino)	1	5	6
Total Professionals :	**2**	**8**	**10**
Technicians (3)			
American Indian or Alaska Native (Not Hispanic or Latino)	1	0	1
Asian or Pacific Islander	1	0	1
Hispanic or Latino	0	2	2
White (Not Hispanic or Latino)	1	1	2
Total Technicians :	**3**	**3**	**6**
Administrative Support Workers (5)			
Asian or Pacific Islander	1	1	2
Black or African American (Not Hispanic or Latino)	0	1	1
Two or More Races (Not Hispanic or Latino)	0	1	1
White (Not Hispanic or Latino)	0	2	2
Total Administrative Support Workers :	**1**	**5**	**6**
Craft Workers (6)			
White (Not Hispanic or Latino)	0	1	1
Total Craft Workers :	**0**	**1**	**1**
Overall - Total	**6**	**19**	**25**

Employee Benefits Profile Report

The Employee Benefits Profile report provides a simple way to review employee benefit selections and coverage start and end dates.

The report displays the following for the employees and organizations selected on the prompts screen:

- Organization ID name
- Employee ID and name
- Benefit plan code
- Benefit package code
- Package description

- Benefit type code
- Coverage option code
- Effective date
- End date

Prompts

Select a company and other prompt values to run the Employee Benefits Profile report.

Prompt Message	Description
Company	Select the company for the report.
As of Date	Enter or select the date as of which you want to report employee benefits data. The worksheet displays employee benefits in effect on this date.
Employee(s)	Use this option to limit the report to selected employees. (If you make no selections, the report includes all employees.) In **Keywords**, enter one or more characters for which you want to search to retrieve employees. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces. Click **Options** to specify how you want the search to match your entries with the IDs or names. (If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options.) Click **Search** to list the matching employees in Results. Select the employees in Results that you want to include and click **Insert** to move them to Choices. To select multiple employees that are together in the list, click the first employee in the group and then press SHIFT as you click the last one in the group. To select multiple employees that are not listed together, press CTRL as you click each one. When you generate the report, it includes only records for the employees in Choices.
Organization(s)	Use this option to limit the report to selected organizations. (If you make no selections, the report includes all organizations.) In **Keywords**, enter one or more characters for which you want to search to retrieve organizations. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces. Click **Options** to specify how you want the search to match your entries with the IDs or names. (If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options.) Click **Search** to list the matching organizations in Results.

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Prompt Message	Description
	Select the organizations in Results that you want to include and click **Insert** to move them to Choices. To select multiple organizations that are together in the list, click the first organization in the group and then press SHIFT as you click the last one in the group. To select multiple organizations that are not listed together, press CTRL as you click each one. When you generate the report, it includes only records for the organizations in Choices.

Sample Report

The information in the Employee Benefit Profile report is based on the organizations and employees selected for the report.

Report Page Selection Criteria Revision History

Employee Benefits Profile

System: CTB82PSMDEMO

1 - Applied Technologies Inc

Organization ID Name	Employee ID	Last Name	First Name	Benefit Plan Code	Benefits Package Code	Benefit Package Description	Benefit Type	Coverage Option	Effective Date	End Date
01.01.01 - High Tech	1003	Baker	Peggy	BLIFE	AT1	AT Regular employees	LIFE	LIFE	Jan 1, 2009	Dec 31, 2078
				DENTAL	AT1	AT Regular employees	DENTAL	EE	Jan 1, 2011	Dec 31, 2078
				DENTAL	AT1	AT Regular employees		EE	Jan 1, 2011	Dec 31, 2078
				LTD	AT1	AT Regular employees	LTD	LTD	Jan 1, 2009	Dec 31, 2078
				MED1	AT1	AT Regular employees	HEALTH	EE	Jan 1, 2011	Dec 31, 2078
				STD	AT1	AT Regular employees	STD	STD	Jan 1, 2009	Dec 31, 2078
				VLIFE	AT1	AT Regular employees	SUPLIF	025K	Jan 1, 2009	Dec 31, 2078
	1004	Hunter	Margaret	BLIFE	AT1	AT Regular employees	LIFE	LIFE	Jan 1, 2009	Dec 31, 2078
				LTD	AT1	AT Regular employees	LTD	LTD	Jan 1, 2009	Dec 31, 2078
				MED1	AT1	AT Regular employees	HEALTH	EE	Jan 1, 2009	Dec 31, 2078
				STD	AT1	AT Regular employees	STD	STD	Jan 1, 2009	Dec 31, 2078
				VLIFE	AT1	AT Regular employees	SUPLIF	050K	Jan 1, 2009	Dec 31, 2078
	1007	Walker	Brenda	BLIFE	AT1	AT Regular employees	LIFE	LIFE	Jan 1, 2009	Dec 31, 2078
				LTD	AT1	AT Regular employees	LTD	LTD	Jan 1, 2009	Dec 31, 2078
				MED1	AT1	AT Regular employees	HEALTH	EF	Jan 1, 2009	Dec 31, 2078
				STD	AT1	AT Regular employees	STD	STD	Jan 1, 2009	Dec 31, 2078
				VLIFE	AT1	AT Regular employees	SUPLIF	050K	Jan 1, 2009	Dec 31, 2078
	1032	Smith	John	BLIFE	AT2	SCA and Union Employees	LIFE	LIFE	Jan 1, 2009	Dec 31, 2078

VETS-4212 Report

The VETS-4212 report provides employee counts for each combination of EEO-1 job category and type of qualified veteran.

If your firm is a federal contractor or subcontractor that is required to submit the VETS-4212 or VETS-4212A report annually to the Department of Labor, the VETS-4212 report provides the Costpoint data you need to complete those forms.

The report also displays counts of employees hired in the past 12 months for each of those combinations, based on the reporting date you specify on the prompts screen.

Deltek

Prerequisites

Certain tasks must be performed in Costpoint before you run this report.

The VETS-4212 report only provides accurate data if the following have been done in Costpoint:

- The EEO report that applies to your company (EEO-1 or EEO-4) has been selected in the EEO Setup subtask on the Configure Affirmative Action Settings screen.
- The standard job titles your company uses have been set up on the Manage Functional Job Titles screen.
- Detail job titles have been set up on the Manage Detail Job Titles screen.
- Employees have been assigned detail job titles and can be seen on the View Salary Information and History screen.

If one or more employees do not have detail job titles assigned, the worksheet displays a row with **Unknown** in the **EEO 1 Description** column and the counts for those employees in the applicable columns.

Prompts

Use the prompts to filter the VETS-4212 report.

Prompt Message	Description
Company	Select the company for which you are generating the report.
Employment History Method	Select the method used to track employment history for the report.
Taxable Entity	Select the taxable entity for which to create the report.
Labor Location(s)	Select the labor locations to include in the report.
Date Effectivity	Enter or select the date as of which you want to report VETS-4212 data. The report displays the employee counts as of this date.
Column to Display	Select the data to include in the report.

Sample Report

A sample of the VETS-4212 report.

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VETS-4212 Report

1 - Applied Technologies Inc

System: CTB82PSMDEMO

EEO Code	EEO Code Description	Employee ID	Employee First Name and Last Name	Labor Location Description	Employee Status Code Desc	Hire Date (Derived)	Hire Date (Derived)	Position Title	Home Organization Name	Vet Status Disabled	Other Eligible Veteran	Vet Status Armed Forces	Recently Separated Veteran	Vet Status Protected	Total Protected Veterans	Protected New Hire	Total New Hire
1.2	First/Mid Lvl Officials & Mgrs	1050	Campbell Sue	Virginia	ACTIVE	Oct 1, 2006	Oct 1, 2006	Project Manager	Manufacturing	1	0	0	0	0	1	0	0
1.2	First/Mid Lvl Officials & Mgrs	1078	Bell Richard	Virginia	ACTIVE	Apr 1, 2023	Apr 1, 2023	Production Control Manager	Production Control	0	0	0	0	0	0	0	1
Total for First/Mid Lvl Officials & Mgrs (1.2)										1	0	0	0	0	1	0	1
2	Professionals	1057	Jones Eleanor	Virginia	ACTIVE	May 12, 2007	May 12, 2007	Engineer - Civil	Manufacturing	0	1	0	0	0	1	0	0
2	Professionals	1160	Watson Jennifer	Maryland	ACTIVE	Feb 22, 2012	Feb 22, 2012	Network Engineer	High Tech	0	1	0	0	0	1	0	0
2	Professionals	1400	Barin Ashley	Georgia	ACTIVE	Oct 1, 2019	Oct 1, 2019	Buyer	Engineering & Planning	1	0	0	0	0	1	0	0
Total for Professionals (2)										1	2	0	0	0	3	0	0
3	Technicians	1005	Evans Tony	Virginia	ACTIVE	Jul 22, 2001	Jul 22, 2001	Technical Writer	Engineering & Planning	0	0	0	0	1	1	0	0
3	Technicians	1044	Ingram Duane	New York	ACTIVE	May 16, 2003	May 16, 2003	Social Work Supervisor	United States	0	0	0	0	1	1	0	0
3	Technicians	1064	Romero Daniel	Virginia	ACTIVE	Feb 2, 2006	Feb 2, 2006	Surveyor	Construction Management	0	0	0	0	0	0	0	1
3	Technicians	1140	Slansky Trevor	Virginia	ACTIVE	Apr 15, 2010	Apr 15, 2010	Technical Writer	Manufacturing Engineering	0	1	0	0	0	1	0	0
Total for Technicians (3)										0	1	0	0	2	3	0	1
5	Administrative Support Workers	1202	Manos Janeth	Virginia	ACTIVE	Oct 1, 2013	Oct 1, 2013	Social Worker	United States	1	0	1	0	0	1	0	0
Total for Administrative Support Workers (5)										1	0	1	0	0	1	0	0
6	Craft Workers	1071	Seymour Norris	Virginia	ACTIVE	Apr 1, 2023	Apr 1, 2023	Assembler	Work Center	0	0	0	0	0	0	0	1
Total for Craft Workers (6)										0	0	0	0	0	0	0	1
8	Laborers and Helpers	1017	Stanton Mark	Morocco, Casablanca	ACTIVE	Feb 26, 2006	Feb 26, 2006	Relief Worker	Africa	0	0	1	0	0	1	0	0
8	Laborers and Helpers	1196	Doris Yi	Virginia	ACTIVE	Jun 1, 2013	Jun 1, 2013	Relief Worker	United States	0	0	0	0	1	1	0	0
8	Laborers and Helpers	1233	Barrett Wesley	Virginia	ACTIVE	Oct 1, 2013	Oct 1, 2013	Relief Worker	United States	1	0	1	0	0	1	0	0
Total for Laborers and Helpers (8)										1	0	2	0	1	3	0	0
Overall - Total										4	3	3	0	3	11	0	3

Incurred Cost Submission Reports

This folder stores reports to aid in preparing Incurred Cost Submission forms and is intended for use by accounting staff.

The "Allowable Cost and Payment" clause (FAR 52.216-7) requires that companies prepare a proposal to include supporting data within six months after the end of its fiscal year.

This proposal is called an Incurred Cost Submission (ICS). FAR 42.705-1 refers companies to the “Model Incurred Cost Proposal” in Chapter 6 of the DCAAP 7641.90 for guidance on what is included in the final indirect cost rate proposal and supporting data. DCAA requests that companies include an index with their Incurred Cost Submission proposal. If certain schedules are not applicable, the company should note that on the index.

To assist companies in meeting this requirement, Incurred Cost Submission reports can be created from data in Costpoint. These reports assume that the user properly assigns the Incurred Cost Submission codes on the Government Information screen in Costpoint. Proper and accurate setup of pools is also assumed.

There are 28 schedules that may be included in an Incurred Cost Submission. Of those, 10 are optional and are included at the discretion of the company.

Note: In this guide, the words report and schedule are used interchangeably.

This guide covers 13 required schedules that can be derived from Costpoint data normally stored and available in Costpoint. These reports were developed for a baseline Costpoint implementation without consideration of a company’s specific implementation. Within this document, you will find information about the reports that are available to assist with producing the Incurred Cost Submission schedules. Information includes report descriptions, Costpoint tables used, and user prompts for collecting information for tailoring the report. A sample screen shot for each report is also included.

Use this document as a guideline for understanding the tables that data is drawn from for each report.

> **Note:** All ICS reports should be run once a year after all the final costs have been captured for your company and you have closed the company's financials for a given year. These reports are meant to assist in the year-end reporting due to requirements of the DCAA and other similar agencies and are not designed to tie out the pools exclusively. The information in these reports may not be comprehensive, but they can be used as starting points or templates for your custom reports.

The contents in this report folder are available to the following user groups:

- CER Accounting
- CER Accounting All Secure
- CER All

Costpoint Setup Prerequisites

Certain tasks must be performed in Costpoint before you run the ICS report.

The following setup must be in place in Costpoint before running ICS reports:

- Costpoint must be reconciled between the General Ledger, Project Ledger, and Statement of Indirects.
- The Incurred Cost Submission Codes on the Manage Government Contract Information screen (**Projects** > **Project Setup** > **Project Master** > **Manage Government Contract Information**) must be completed.
- Pools must be properly identified in the **Pool Type** field on the Manage Cost Pools screen. Several of the schedules use the default Costpoint configured pool types to select and organize information, where pool type numbers 1, 2, 3, 4, and 6 are considered Overhead Type Pools. Pool type number 5 is, by default, considered a G&A Type Pool. You can modify the default Costpoint pool types from the Manage Allocation Groups screen. Note that if you make changes to the standard Costpoint configuration, you must also modify the Cognos Analytics reports accordingly.
  The default Costpoint pool types are:
  - **Pool Type 1** — FRINGE
  - **Pool Type 2** — OVERHEAD
  - **Pool Type 3** — MAT HANDLG
  - **Pool Type 4** — SUB CONTR
  - **Pool Type 5** — G&A
  - **Pool Type 6** — HM OFF G&A
- To run the ICS report, Schedule J, you must have the Costpoint Purchasing module. The Purchase Order area of this module is used as a source for subcontractor information on this schedule.

Security

Row-based security is not available for ICS reports in Costpoint Business Intelligence.

Deltek recommends that you set up role-based security in Cognos to provide access to the reports for the appropriate persons. Refer to the Cognos online documentation for information on how to implement role-based security.

Schedule A — Summary of Claimed Indirect Expense Rates

Schedule A is a summary of all the contractor's indirect rates.

The pools and bases in Schedule A are linked to their respective schedules as shown in this table.

> **Note:** Schedule A uses the standard Costpoint pool types. If your company has modified these defaults, you must modify the report accordingly.

Function	From Schedule
Overhead	Schedule C
Occupancy	Schedule D
G&A	Schedule B
Claimed Allocation Bases	Schedule E

Prompts

These are Schedule A — Summary of Claimed Indirect Expense Rates prompts.

Prompt Message	Description
Select the Company	Select the single company needed for the ICS.
Select the Fiscal Year	Select the desired fiscal year.
Select YTD Period Ending Number	Select the desired YTD period ending number.

Sample Report

Sample Summary of Claimed Indirect Expense Rates report.

COMPANY 1 **SCHEDULE A**

Anywhere, USA

Summary of Claimed Indirect Expense Rates

Fiscal Year Ended 12/31/2005

Description	Amount	Reference
General and Administrative		
40 G&A CoWide		
Pool	$3,434,385.22	Schedule B
Base	$22,822,344.61	Schedule E
Claimed Rate	15.05%	
Overhead		
10 Fringe-Org 2		
Pool	$12,727,838.53	Schedule C
Base	$14,465,740.46	Schedule E
Claimed Rate	87.99%	
11 G&A Op 2		
Pool	$14,879,983.64	Schedule C
Base	$14,784,114.37	Schedule E
Claimed Rate	100.65%	
20 Overhead Services Op 1		
Pool	$1,808,895.81	Schedule C
Base	$11,959,484.44	Schedule E
Claimed Rate	15.13%	
25 Overhead Services Op 2		
Pool	$1,582,953.49	Schedule C
Base	$2,979,378.29	Schedule E
Claimed Rate	53.13%	
30 Material Handling		
Pool	$505,664.60	Schedule C
Base	$4,041,308.51	Schedule E
Claimed Rate	12.51%	

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Schedule B — General and Administrative (G & A) Expenses

Schedule B contains the details of the contractor's general and administrative expenses.

These details include the following: account and organization balances from the G/L Trial Balance and any adjustments to the total incurred and the claimed amount. The G&A data in Schedule B are linked to their respective schedules as shown in this table.

Note: Schedule B uses the standard Costpoint pool types. If your company has modified these defaults, you must modify the report accordingly.

This report compares account and organization balances between POOL_SIE_SUPPORT and GL_POST_SUM. It is expected that the variance will be zero, but if there is a variance, this figure is reflected as an adjustment. For any adjustment, the report will generate a sequential number in the notes column. This number can be used as a reference for adding text explanations in a separate document.

Function	From Schedule
Occupancy	Schedule D
Direct Costs by Contract	Schedule H
IR & D/B&P	Schedule H

Prompts

These are Schedule B — General and Administrative (G&A) Expenses prompts.

Prompt Message	Description
Select the Company	Select the single company needed for the ICS.
Select the Fiscal Year	Select the desired fiscal year.
Select YTD Period Ending Number	Select the desired YTD period ending number.
For the Pool Base, Roll Up by Account or Organization?	Select the first sort option to use in this report. For example, selecting Account tells the report to sort by account first and then by organization.

Sample Report

Sample General and Administrative (G&A) Expenses report.

COMPANY 1 **SCHEDULE B**

Anywhere, USA

General and Administrative (G&A) Expenses

Fiscal Year Ended 12/31/2005

Organization	Organization Name	Expenses per G/L	Adjustment	YTD Amount	Notes
40 G&A CoWide					
810-10 GA: Labor - Indirect					
2.01.4101	Management	$3,000	$0	$3,000	
2.01.4102	Administration	$200	$0	$200	
2.99.4905	Administration	$343,424	$0	$343,424	
Total for 810-10		**$346,624**	**$0**	**$346,624**	
830-10 GA: Consulting Services					
2.99.4903	Accounting	$119,430	$0	$119,430	
Total for 830-10		**$119,430**	**$0**	**$119,430**	
830-20 GA: Accounting Fees					
2.99.4903	Accounting	$253,970	$0	$253,970	
Total for 830-20		**$253,970**	**$0**	**$253,970**	
830-30 GA: Legal Fees					
2.99.4905	Administration	$144,654	$0	$144,654	
Total for 830-30		**$144,654**	**$0**	**$144,654**	
840-20 GA: Lease - Facilities					
2.01.4102	Administration	$461,670	$0	$461,670	
2.02.4202	Administration	$459,030	$0	$459,030	
Total for 840-20		**$920,700**	**$0**	**$920,700**	
850-50 GA: Lease - Office Equip					
2.99.4905	Administration	$28,998	$0	$28,998	
Total for 850-50		**$28,998**	**$0**	**$28,998**	
850-70 GA: Data & Voice Carrier					
2.99.4905	Administration	$312,576	$0	$312,576	
Total for 850-70		**$312,576**	**$0**	**$312,576**	
850-80 GA: Long Distance					
2.99.4905	Administration	$180,643	$0	$180,643	
Total for 850-80		**$180,643**	**$0**	**$180,643**	

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Schedule C — Overhead Expenses

Schedule C contains the details of the contractor's overhead expenses.

These details include the following: account balances from the G/L Trial Balance and any adjustments to the total incurred and the claimed amount. Occupancy data in Schedule C is linked to Schedule D.

Note: Schedule C uses the standard Costpoint pool types. If your company has modified these defaults, you must modify the report accordingly.

This report compares account and organization balances between POOL_SIE_SUPPORT and GL_POST_SUM. It is expected that the variance will be zero, but if there is a variance, this figure is reflected as an adjustment. For any adjustment, the report will generate a sequential number in the notes column. This number can be used as a reference for adding text explanations in a separate document.

Prompts

These are Schedule C — Overhead Expenses prompts.

Prompt Message	Description
Select the Company	Select the single company needed for the ICS.
Select the Fiscal Year	Select the desired fiscal year.
Select YTD Period Ending Number	Select the desired YTD period ending number.
For the Pool Base, Roll Up by Account or Organization?	Select the first sort option to use in this report. For example, selecting Account tells the report to sort by account first and then by organization.

Sample Report

Sample Overhead Expenses report.

COMPANY 1 SCHEDULE C

Anywhere, USA

Overhead Expenses

Fiscal Year Ended 12/31/2005

Organization	Organization Name	Expenses per G/L	Adjustment	YTD Amount	Notes
10 Fringe-Org 2					
610-10 FICA Expense					
2.01	Services Division	$5,569	$0	$5,569	
2.01.4101	Management	$1,377	$0	$1,377	
2.01.4120	Operations 2	$91	$0	$91	
Total for 610-10		**$7,037**	**$0**	**$7,037**	
610-20 FUTA Expense					
2.01	Services Division	$56	$0	$56	
2.01.4101	Management	$132	$0	$132	
2.01.4120	Operations 2	$9	$0	$9	
Total for 610-20		**$198**	**$0**	**$198**	
610-30 SUTA Expense					
2.01	Services Division	$160	$0	$160	
2.01.4101	Management	$50	$0	$50	
2.01.4120	Operations 2	$14	$0	$14	
Total for 610-30		**$224**	**$0**	**$224**	
620-10 Paid Absences: Vacation					
2.01	Services Division	$1,783	$0	$1,783	
2.01.4101	Management	$1,518,860	$0	$1,518,860	
2.01.4110	Operations 1	$62,702	$0	$62,702	
2.01.4120	Operations 2	$1,338,545	$0	$1,338,545	
2.02.4210	Operations 1	$60,014	$0	$60,014	
Total for 620-10		**$2,981,904**	**$0**	**$2,981,904**	
620-20 Paid Absences: Sick					
2.01.4120	Operations 2	$1,025,473	$0	$1,025,473	
Total for 620-20		**$1,025,473**	**$0**	**$1,025,473**	
620-30 Paid Absences: Holiday					
2.01	Services Division	$183,403	$0	$183,403	

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Schedule D — Intermediate Pool Expenses

Schedule D contains the details of the contractor's intermediate pool expenses.

These details include the following: account balances from the G/L Trial Balance and any adjustments to the total incurred and the claimed amount. The pools and bases in Schedule D are linked to their respective schedules as shown in this table.

Note: This report compares account and organization balances between POOL_SIE_SUPPORT and GL_POST_SUM. It is expected that the variance will be zero, but if there is a variance, this figure is reflected as an adjustment. For any adjustment, the report will generate a sequential number in the notes column. This number can be used as a reference for adding text explanations in a separate document.

Function	From Schedule
Overhead	Schedule C
G&A	Schedule B
Summary of Claimed Rates	Schedule A

Prompts

These are Schedule D — Intermediate Pool Expenses prompts.

Prompt Message	Description
Select the Company	Select the single company needed for the ICS.
Select the Fiscal Year	Select the desired fiscal year.
Select YTD Period Ending Number	Select the desired YTD period ending number.
For the Pool Base, Roll Up by Account or Organization?	Select the first sort option to use in this report. For example, selecting Account tells the report to sort by account first and then by organization.

Sample Report

Sample Intermediate Pool Expenses report.

COMPANY 1 SCHEDULE D

Anywhere, USA

Intermediate Pool Expenses

Fiscal Year Ended 12/31/2005

100 Fringe Clearing Pool *(Dollars Based Pool)*

Account ID	Account Name	Amount	Adjustments	YTD Amount	Notes
AFR-CR	Fringe Alloc - Credit	($12,727,839)	$103,204	($12,624,635)	1
Total for 100 Fringe Clearing Pool		**($12,727,839)**	**$103,204**	**($12,624,635)**	

Description ID	Description Name	YTD Base Amount	Percent of Base	YTD Allocation Amount
610-10 FICA Expense				
2.01.4101	Management	$1,377	0.01%	($1,393)
2.01.4120	Operations 2	$91	0.00%	($92)
610-20 FUTA Expense				
2.01.4101	Management	$132	0.00%	($134)
2.01.4120	Operations 2	$9	0.00%	($10)
610-30 SUTA Expense				
2.01.4101	Management	$50	0.00%	($51)
2.01.4120	Operations 2	$14	0.00%	($14)
620-10 Paid Absences: Vacation				
2.01.4101	Management	$1,518,860	12.17%	($1,536,850)
2.01.4110	Operations 1	$62,702	0.50%	($63,444)
2.01.4120	Operations 2	$1,338,545	10.73%	($1,354,400)
620-20 Paid Absences: Sick				
2.01.4120	Operations 2	$1,025,473	8.22%	($1,037,619)
620-30 Paid Absences: Holiday				
2.01.4101	Management	$7,686,835	61.61%	($7,777,881)
2.01.4110	Operations 1	$130,909	1.05%	($132,460)
2.01.4120	Operations 2	$26,345	0.21%	($26,658)
630-10 Medical Care				
2.99.4905	Administration	$62,428	0.50%	($63,167)

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Schedule E — Claimed Allocation Bases

Schedule E contains the overhead and G&A base details by account and organization.

This schedule displays the accounts and organizations in the pool bases that are used to distribute overhead and G&A costs.

Note: This report compares account and organization balances between POOL_SIE_SUPPORT and GL_POST_SUM. It is expected that the variance will be zero, but if there is a variance, this figure is reflected as an adjustment. For any adjustment, the report will generate a sequential number in the notes column. This number can be used as a reference for adding text explanations in a separate document.

The pools and bases in Schedule E are linked to their respective schedules as shown in this table.

Function	From Schedule
Direct Labor Base	Schedule H
Travel, Material, ODC	Schedule H
Overhead	Schedule C
IR&D/B&P Overhead	Schedule B

Prompts

These are Schedule E — Claimed Allocation Bases prompts.

Prompt Message	Description
Select the Company	Select the single company needed for the ICS.
Select the Fiscal Year	Select the desired fiscal year.
Select YTD Period Ending Number	Select the desired YTD period ending number.
For the Pool Base, Roll Up by Account or Organization?	Select the first sort option to use in this report. For example, selecting Account tells the report to sort by account first and then by organization.

Sample Report

Sample Claimed Allocation Bases report.

COMPANY 1 Schedule E

Anywhere, USA

Claimed Allocation Bases

Fiscal Year Ended 12/31/2005

Overhead Base

Organization	Organization Name	G/L Amount	Adjustments	Pool Amount	Notes
10 Fringe-Org 2					
130-21 WIP - Labor - Mfg.					
2.02.4210	Operations 1	$4,043,693	$2,385	$4,041,309	1
Total for 130-21		**$4,043,693**	**$2,385**	**$4,041,309**	
500-10 Reimb Dir Labor - Group 1					
2.01	Services Division	($7,115)	$0	($7,115)	
2.01.4101	Management	$567,536	$0	$567,536	
2.01.4110	Operations 1	$3,675,109	$0	$3,675,109	
2.01.4120	Operations 2	$1,517,669	$0	$1,517,669	
2.02.4210	Operations 1	$55,104	$0	$55,104	
Total for 500-10		**$5,808,302**	**$0**	**$5,808,302**	
500-20 Reimb Dir Labor - Group 2					
2.01.4110	Operations 1	$2,674,891	$0	$2,674,891	
2.01.4120	Operations 2	$894,174	$0	$894,174	
Total for 500-20		**$3,569,065**	**$0**	**$3,569,065**	
550-10 NonRe Dir Lab - Group 1					
2.01.4110	Operations 1	$11,899	$0	$11,899	
Total for 550-10		**$11,899**	**$0**	**$11,899**	
710-10 OH: Labor - Indirect					
2.01.4101	Management	$220,580	$0	$220,580	
2.01.4110	Operations 1	$444,447	$0	$444,447	
2.01.4120	Operations 2	$277	$0	$277	
Total for 710-10		**$665,304**	**$0**	**$665,304**	
710-15 OH: Labor - Indirect					
2.01.4102	Administration	$23,238	$0	$23,238	
Total for 710-15		**$23,238**	**$0**	**$23,238**	
810-10 GA: Labor - Indirect					

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Schedule G — Reconciliation of Books of Account and Claimed Direct Costs

Schedule G is the reconciliation of direct costs to the General Ledger/Trial Balance.

This schedule shows the amounts of various direct costs, the account numbers, the amount accumulated in the General Ledger, any adjustments, and the amount claimed. Schedule of Direct Costs data found in Schedule G is linked to Schedule H.

Note: This report compares account and organization balances between PROJ_SUM and GL_POST_SUM. It is expected that the variance will be zero, but if there is a variance, this figure is reflected as an adjustment. For any adjustment, the report will generate a sequential number in the notes column. This number can be used as a reference for adding text explanations in a separate document.

Prompts

These are Schedule G — Reconciliation of Books of Account and Claimed Direct Costs prompts.

Prompt Message	Description
Select the Company	Select the single company needed for the ICS.
Select the Fiscal Year	Select the desired fiscal year.
Select YTD Period Ending Number	Select the desired YTD period ending number.
Select YTD Sub Period Ending Number	Select the desired YTD sub period ending number.

Sample Report

Sample Reconciliation of Books of Account and Claimed Direct Costs report.

COMPANY 1 SCHEDULE G

Anywhere, USA

Reconciliation of Books of Account and Claimed Direct Costs

Fiscal Year Ended 12/31/2005

Description		Amount Per G/L	Adjustments	Amount Claimed	Notes
Direct Costs					
Labor					
500-10	Reimb Dir Labor - Group 1	$1,794,885	$0	$1,794,885	
500-20	Reimb Dir Labor - Group 2	$1,024,345	$0	$1,024,345	
Labor		**$2,819,230**	**$0**	**$2,819,230**	
Non-Labor					
501-20	Reimb Subcontractors-Serv	$57,596	$0	$57,596	
505-10	Reimb Direct Travel-Airfa	$64,967	$0	$64,967	
505-30	Reimb Direct Travel-Hotel	$54,870	$0	$54,870	
505-40	Reimb Direct Travel-Meals	$55,588	$0	$55,588	
507-20	Reimb Photocopying	$58,149	$0	$58,149	
508-20	Reimb Hardware	$61,866	$0	$61,866	
Non-Labor		**$353,037**	**$0**	**$353,037**	
Total Direct Costs		**$3,172,267**	**$0**	**$3,172,267**	

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Schedule H — Direct Costs by Contract/Subcontract Applied at Claimed Rates

Schedule H is the schedule of claimed and unclaimed direct costs by contract or subcontract, including direct Independent Research and Development/Bid and Proposal (IR&D/B&P), Overhead, G&A, and COM at the claimed rates.

The pools and bases in Schedule H are linked to their respective schedules as shown in this table.

Function	From Schedule
Summary of Final Overhead Rates	Schedule A
Direct Costs/IR&D/B&P	Schedule H

Note: For contractors that have only a few government contracts, it is practical to list all their government contracts on this schedule. However, for contractors that have many government contracts and/or multiple delivery orders, it is more practical to use this schedule as a summary of direct costs by contract type and to provide the required details in supplemental schedules.

Prompts

These are Schedule H — Direct Costs by Contract/Subcontract, IR&D/B&P Direct Incurred, and Indirect Expense Applied at Claimed Rates prompts.

Prompt Message	Description
Select the Company	Select the single company needed for the ICS.
Select the Fiscal Year	Select the desired fiscal year.
Select the Period Number	Select the desired period number.
Select the Sub Period	Select the desired subperiod number.
Select the Rate Type	Select either Actual or Target to indicate if you want to use actual rates or target rates.

Deltek

Prompt Message	Description
Select the Project Level	Select the project level at which you want to generate the report. The report rolls up all activity to that level.

Sample Report

Sample Contract Direct Cost report.

COMPANY 1 SCHEDULE H

Anywhere, USA

Contract Direct Costs by Contract/Subcontract and Indirect Expense Applied at Claimed Rates

Fiscal Year Ended 12/31/2005

			2 Labor Cost	3 Non-Labor Cost				4 Indirect Cost					5 Cost of Money					Total Direct Costs	Total Costs	Grand Total
			500-Reimb Direct Labor	501-Reimb Subcontractors	506-Reimb Direct Travel	507-Reimb Printing	508-Reimb Other Direct Expens	10-Fringe-Org 2	11-G&A Op 2	20-Overhead Services Op 1	25-Overhead Services Op 2	40-G&A CoWide	10-Fringe-Org 2	11-G&A Op 2	20-Overhead Services Op 1	25-Overhead Services Op 2	40-G&A CoWide			
Cost Type	ABC-195689	20003.0001	$2,205,640					$1,500,726	$503,242	$143,203	$638,624	$600,157	$0	$0	$0	$0	$0	**$2,205,640**	**$5,591,593**	**$5,591,593**
	Sub Total for Cost Type		$2,205,640					$1,500,726	$503,242	$143,203	$638,624	$600,157	$0	$0	$0	$0	$0	**$2,205,640**	**$5,591,593**	**$5,591,593**
Firm Fixed Price	None	60245.01.02.440. FC.001.LA	$14,379						$14,472					$0				**$14,379**	**$28,851**	**$28,851**
	Sub Total for Firm Fixed Price		$14,379						$14,472					$0				**$14,379**	**$28,851**	**$28,851**
Time & Materials		20003.1000	$599,210	$57,596	$175,426	$58,149	$61,866	$516,575	$12,178	$83	$308,590	$265,663	$0	$0	$0	$0	$0	**$952,247**	**$2,055,337**	**$2,055,337**
	Sub Total for Time & Materials		$599,210	$57,596	$175,426	$58,149	$61,866	$516,575	$12,178	$83	$308,590	$265,663	$0	$0	$0	$0	$0	**$952,247**	**$2,055,337**	**$2,055,337**
Total			**$2,819,230**	**$57,596**	**$175,426**	**$58,149**	**$61,866**	**$2,017,302**	**$529,893**	**$143,286**	**$947,214**	**$865,820**	**$0**	**$0**	**$0**	**$0**	**$0**	**$3,172,267**	**$7,675,782**	**$7,675,782**

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Schedule H-1— Government Participation in Indirect Cost Pools

Schedule H-1 presents a general overview of the extent that cost type and flexibly priced contracts participate in the absorption of indirect expenses.

Direct Costs by Contract/Subcontract data in Schedule H-1 is linked to Schedule H. Schedule H-1 is used to break down the final base pool amounts by ICS code and to show by percentage what contribution each pool makes in the absorption of indirect expenses.

Prompts

These are Schedule H-1— Government Participation in Indirect Cost Pools prompts.

Prompt Message	Description
Select the Company	Select the single company needed for the ICS.
Select the Fiscal Year	Select the desired fiscal year.
Select YTD Period Ending Number	Select the desired YTD period ending number.

Sample Report

Sample Government Participation in Indirect Cost Pools report.

COMPANY 1 SCHEDULE H-1

Anywhere, USA

Government Participation in Indirect Cost Pools

Fiscal Year Ended 12/31/2005

Contract Type	Overhead										G&A			
	10 Fringe-Org 2		11 G&A Op 2		20 Overhead Services Op 1		25 Overhead Services Op 2		Total Base Amount	Total Base %	40 G&A CoWide		Total Base Amount	Total Base %
	Base Amount	%	Base Amount	%	Base Amount	%	Base Amount	%			Base Amount	%		
Cost Type	$1,705,640	74.4%	$500,000	95.0%	$503,645	99.9%	$1,201,995	67.4%	**$3,911,281**	**76.6%**	$1,705,640	64.5%	**$1,705,640**	**64.5%**
Time & Materials	$587,110	25.6%	$12,100	2.3%	$292	0.1%	$580,817	32.6%	**$1,180,319**	**23.1%**	$940,147	35.5%	**$940,147**	**35.5%**
Firm Fixed Price			$14,379	2.7%					**$14,379**	**0.3%**				
Total	**$2,292,751**	**100.0%**	**$526,479**	**100.0%**	**$503,937**	**100.0%**	**$1,782,812**	**100.0%**	**$5,105,979**	**100.0%**	**$2,645,788**	**100.0%**	**$2,645,788**	**100.0%**

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Deltek

Schedule I — Schedule of Cumulative Direct and Indirect Cost Claimed & Billed

Schedule I is a schedule of cumulative direct and indirect costs claimed and billed from inception to date.

This schedule has multiple uses. It can be used, for example, to identify contracts with work that has been physically completed and can be identified for closing, and contracts that may require billing adjustments due to over/under billing situations. The latest voucher number billed on a contract is included on this schedule for easy verification. The pools and bases in Schedule I are linked to their respective schedules as shown in this table:

Function	From Schedule
Direct Costs by Contract	Schedule H
Summary of Amounts on T&M Contracts	Schedule K

The **Subject to Penalty Clause** column, **Prior Years Settled Costs** column, and **Notes** column are highlighted to indicate that you must provide that information manually. You can export the report to a Microsoft Excel or Adobe Acrobat (PDF) file, and use the corresponding application to edit those columns. You must also update the totals in the **Total Cumulative Settled or Claimed** column to reflect your manual entries.

The dates in the **Date Costs Billed Through** column are the latest invoice dates in the fiscal year for which you generate the schedule.

Prompts

These are Schedule I — Schedule of Cumulative Direct and Indirect Cost Claimed & Billed prompts.

Prompt Message	Description
Select the Company	Select the single company needed for the ICS.
Select the Fiscal Year	Select the desired fiscal year.
Select YTD Period Ending Number	Select the desired YTD period ending number.
Select YTD Sub Period Ending Number	Select the desired YTD sub period ending number.

Prompt Message	Description
Select the Rate Type	Select either Actual or Target to indicate if you want to use actual rates or target rates.
Select the Project Level	Select the project level at which you want to generate the report. The report rolls up all activity to that level.

Note: The invoice number reflected in the report is the last invoice number posted in the BILL_INVC_HDR_HS table. If any manual invoice was posted (for example, Manual Bill, Milestone, Project Product, or Customer Product Bill) for the project, the invoice number may be null or incorrect. This report assumes all invoices are computed and posted in Costpoint.

Sample Report

Sample Schedule of Cumulative Direct and Indirect Costs report.

COMPANY 1 SCHEDULE I

Anywhere, USA

Schedule of Cumulative Direct and Indirect Costs Claimed and Billed on Cost/Flexibly Priced and T&M Contracts and Subcontracts

Through Fiscal Year Ended 12/31/2005

Prime Contract ID	Order Number	Subject to Penalty Clause	Prior Years Settled Costs	Unsettled/ Claimed Direct and Indirect Costs Using Claimed Prior Year Costs	Fiscal Year Ended	Total Cumulative Settled or Claimed	Less Contract Limitations Rebates/ Credits	Net Cumulative Settled or Claimed	Invoice No.	Date Costs Billed Through	Amount	Over (Under) Billing	Physically Complete
Cost Type													
ABC-12445923	20003		$0	$0	$0	$0		$0			$0	$0	
ABC-195689	20003.0001		$0	($37,519)	$4,343,416	$4,305,897		$4,305,897			$48,764	($4,294,652)	
Sub Total - Cost Type						**$4,305,897**		**$4,305,897**			**$48,764**	**($4,294,652)**	
Time & Materials													
	20003.1000		$0	($18,919)	$2,051,533	$2,032,614		$2,032,614			$93,405	($1,958,127)	
Sub Total - Time & Materials						**$2,032,614**		**$2,032,614**			**$93,405**	**($1,958,127)**	
TOTAL						**$6,338,511**		**$6,338,511**			**$142,169**	**($6,252,779)**	

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Schedule J — Subcontract Information

Schedule J provides subcontractor information as follows: subcontract number, prime contractor number, subcontract point of contact and phone number, subcontract value, costs incurred in fiscal year, and award type.

The schedule provides identification of subcontracts awarded to companies where the contractor is the prime or upper-tier contractor. This information is required for all cost type, flexibly priced, T&M, and labor hour subcontract awards.

> **Note:** The budgeted hours (if applicable) must have been entered in Costpoint for this report to run properly.
>
> To run Schedule J, you must have the Costpoint Purchasing module. The Purchase Order area of this module is used as a source for subcontractor information on this schedule.

Prompts

These are Schedule J — Subcontract Information prompts.

Prompt Message	Description
Select the Company	Select the single company needed for the ICS.
Select the Fiscal Year	Select the desired fiscal year.
Select YTD Period Beginning Number	Select the desired YTD beginning period number.
Select YTD Period Ending Number	Select the desired YTD period ending number.
Select Subcontract Expense Account ID (Optional)	In the **Keywords** field, enter one or more account IDs used for subcontractor expenses that you want to include on the report. Separate account IDs by spaces. Click the **Search** button to retrieve the account IDs. All account IDs that are retrieved by the search appear in the Results area. Select an account ID and click **Insert** to include that ID.

Sample Report

Sample Subcontract Information report.

Deltek

COMPANY 1

Anywhere, USA

SCHEDULE J

Subcontract Information

Fiscal Year Ended 12/31/2003

Subcontract No.	Prime Contract No.	Subcontractors Name and Address	Point of Contact and Phone Number	Subcontract Value	Costs Incurred in FY Ended Dec 31, 2003	Award Type
PO-00004		DELL HARDWARE ORDER1		$2,660	$2,660	G-DEFENSE
PO-00015		Aural Alternatives, Elec ORD1 7 Coolidge Ct Dallas, TX 75354		$1,995	$1,995	G-DEFENSE
PO-00003		Winning Proposals, Inc. ORDER1		$79,100	$79,100	G-DEFENSE
PO-00005		CIRCUIT CITY ORDER1 9777 Quincy Pl Saint Louis, MO 63164		$24,500	$24,500	G-DEFENSE
PO-00016		Balmar Communications ORD1		$72,100	$72,100	G-DEFENSE
PO-00018		Cellany and Sons ORD1		$24,500	$24,500	G-DEFENSE
PO-00039	None	Printing/Plotting, InK. ORD1		$2,600	$650	A-COMM OFFICE
PO-00042	None	DELL HARDWARE ORDER1	Fichtorn, Brian 818-947-2550	$3,410	$2,410	A-COMM OFFICE
PO-00043	None	Kinkos Copy Service ORD1	Smith, John	$1,140	$1,140	A-COMM OFFICE
PO-00044	None	Kinkos Copy Service ORD1 2570 Calvin Rd	Doe, Jane	$1,140	$1,140	A-COMM OFFICE

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Schedule K — Summary of Hours and Amounts on T&M/Labor Hour Contracts

Schedule K provides a summary of hours and amounts incurred on T&M contracts.

This schedule is useful for in-house verification of total amounts and hours incurred or billed on T&M contracts when processing final vouchers.

Prompts

These are Schedule K — Summary of Hours and Amounts on T&M/Labor Hour Contracts prompts.

Prompt Message	Description
Select the Company	Select the single company needed for the ICS.
Select the Fiscal Year	Select the desired fiscal year.
Select YTD Period Ending Number	Select the desired YTD period ending number.
Select YTD Sub Period Ending Number	Select the desired YTD sub period ending number.
Select Subcontract Labor Accounts	In the **Keywords** field, enter one or more account IDs used for subcontractor expenses that you want to include on the report. Separate account IDs by spaces. Click the **Search** button to retrieve the account IDs. All account IDs that are retrieved by the search appear in the Results area. Select an account ID and click **Insert** to include that ID.
Select the Rate Type	Select either Actual or Target to indicate if you want to use actual rates or target rates.
Select the Project Level	Select the project level at which you want to generate the report. The report rolls up all activity to that level.

Prompt Message	Description
	Note that the report only includes projects for which the ICS code is entered at the project level you specify when you generate the report. In addition, the report gets the contract number from that level.

Sample Report

Sample Summary of Hours and Amounts on T&M/Labor Hour Contracts report.

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COMPANY 1 SCHEDULE K

Anywhere, USA

Summary of Hours and Amounts on T&M/Labor Hour Contracts

Fiscal Year Ended 12/31/2005

Labor Category/Account ID /Pool Type-Pool No.	Labor Category Name /Account Name/Pool Name	Rate	Hours	Amount
Contract No.:				
CE	Chief Engineer	$0.00	82,449.00	$0.00
PA	Project Architect	$0.00	38,343.00	$0.00
PRG	Programmer	$0.00	160.00	$0.00
SRP	Senior Programmer	$0.00	140.00	$0.00
TOTAL DIRECT LABOR			**121,092.00**	**$0.00**
500-10	Reimb Dir Labor - Group 1			$21,917.24
500-20	Reimb Dir Labor - Group 2			$577,293.00
501-20	Reimb Subcontractors-Serv			$54,053.50
505-10	Reimb Direct Travel-Airfa			$61,123.75
505-30	Reimb Direct Travel-Hotel			$50,802.50
505-40	Reimb Direct Travel-Meals			$51,395.50
507-20	Reimb Photocopying			$53,531.00
508-20	Reimb Hardware			$56,848.00
TOTAL OTH. DIR. COST				**$926,964.49**
FRINGE - Pool #10	Fringe-Org 2	87.99%		$516,575.31
FRINGE - Pool #11	G&A Op 2	100.65%		$12,178.46
G&A - Pool #40	G&A CoWide	15.05%		$261,858.19
OVERHEAD - Pool #20	Overhead Services Op 1	15.13%		$83.08
OVERHEAD - Pool #25	Overhead Services Op 2	53.13%		$308,590.02
TOTAL INDIRECTS				**$1,099,285.06**
TOTAL for Contract No.:			**121,092.00**	**$2,026,249.55**

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Schedule L — Reconciliation of Total Payroll to Total Labor Distribution

Schedule L reconciles labor costs from the general ledger to the quarterly IRS 941 tax returns for the contractor's fiscal year.

Total Labor is broken out into direct and indirect costs.

- **Direct Costs** — These are derived by determining which account/org combinations from POOL_COST_ACCT are not associated with a pool. The missing account/org combinations and their respective general ledger amounts for the fiscal year are then rolled up into one amount called Direct Costs.
- **Indirect Costs** — These are derived by determining which account/org combinations from POOL_COST_ACCT are associated with a pool. These account/org combinations and their respective general amounts are then broken down further by the pool type numbers from POOL_TYPE and then listed by their respective account names. The total of these costs are the Indirect Costs.

These total labor costs are then compared to the Quarterly 941 amounts and any current and prior year accruals and these balances should coincide.

Note: The Quarterly 941 amounts and the Current and Prior Year Accruals used to arrive at the Total Payroll will need to be calculated manually offline in a separate spreadsheet and will not be represented in this report.

Some of the amounts found on this schedule are derived from the previous schedules. Reconciliation adjustments may include bonus or vacation accruals. The pools and bases in Schedule L are linked to their respective schedules as shown in this table.

Function	From Schedule
Overhead	Schedule C
G&A	Schedule B
Intermediate Pools	Schedule D
Direct Costs by Contract/Subcontract	Schedule H

Prompts

These are Schedule L — Reconciliation of Total Payroll to Total Labor Distribution prompts.

Prompt Message	Description
Select the Company	Select the single company needed for the ICS.
Select the Fiscal Year	Select the desired fiscal year.
Select YTD Period Beginning Number	Select the desired YTD beginning period number.
Select YTD Period Ending Number	Select the desired YTD period ending number.

Sample Report

Sample Reconciliation of Total Payroll to Total Labor Distributed report.

COMPANY 1 SCHEDULE L

Anywhere, USA

Reconciliation of Total Payroll to Total Labor Distributed

Fiscal Year Ended 12/31/2005

Description	Expenses per GL
Total Direct Labor	**$1,079,025**
Indirect Labor	
FRINGE	
10-Fringe-Org 2	
620-30-Paid Absences: Holiday	$31,096
Total for Fringe-Org 2	**$31,096**
11-G&A Op 2	
620-30-Paid Absences: Holiday	$128,151
Total for G&A Op 2	**$128,151**
Total for FRINGE	**$159,247**
Total Indirect Labor	**$159,247**
Grand Total	**$1,238,272**

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Schedule O — Contract Closing Information

Schedule O is used to identify cost type, T&M, flexibly priced, and level of effort type contracts that will be

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closed after this current incurred cost submission is audited and the final indirect rates are agreed upon.

If the contract is not ready to close (for example, a contract modification is being pursued), the reasons should be included in a footnote to the schedule.

This schedule provides contract information including the period of performance, funded ceiling amount, and the funded fee. If there is a level of effort contract or flexibly priced contract, details of fee computation should be described along with the contract modification used.

The **Ready to Close** column and **Notes** column are highlighted to indicate that you must provide that information manually. You can export the report to a Microsoft Excel or Adobe Acrobat (PDF) file, and use the corresponding application to edit those columns.

> **Note:** The budgeted hours (if applicable) must have been entered in Costpoint for this report to run properly.
>
> You must create project report tables in Costpoint, specifically the labor summary, for this report to work properly.

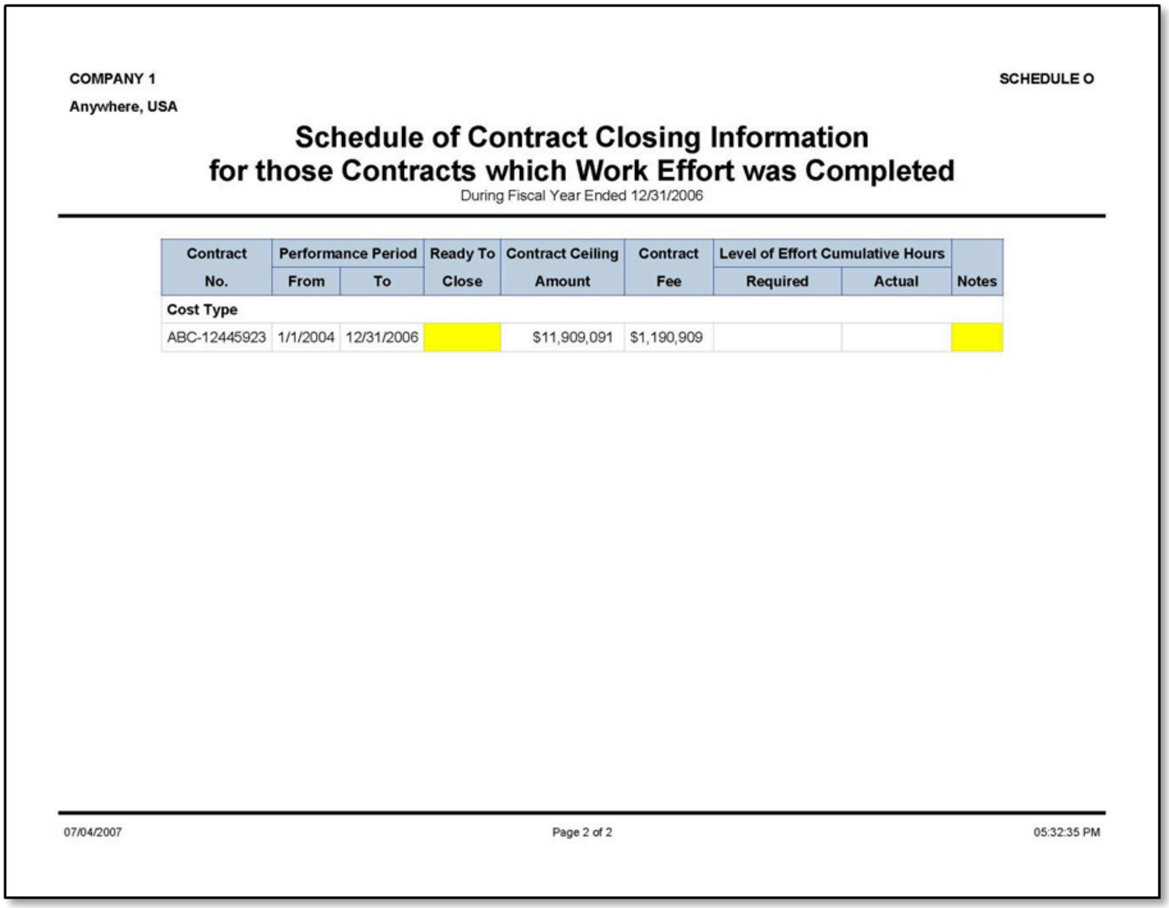
Prompts

These are Schedule O — Contract Closing Information prompts.

Prompt Message	Description
Select the Company	Select the single company needed for the ICS.
Select the Fiscal Year	Select the desired fiscal year.
Select YTD Period Ending Number	Select the desired YTD period ending number.
Select YTD Sub Period Ending Number	Select the desired YTD sub period ending number.
Select the Project Level	Select the project level at which you want to generate the report. The report rolls up all activity to that level.

Sample Report

Sample Schedule of Contract Closing Information report.


COMPANY 1 SCHEDULE O
Anywhere, USA

Schedule of Contract Closing Information
for those Contracts which Work Effort was Completed
During Fiscal Year Ended 12/31/2006

Contract	Performance Period		Ready To	Contract Ceiling	Contract	Level of Effort Cumulative Hours		
No.	From	To	Close	Amount	Fee	Required	Actual	Notes
Cost Type								
ABC-12445923	1/1/2004	12/31/2006		$11,909,091	$1,190,909			

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Labor

The Labor folder stores standard Labor reports for use by managers of employees and subcontractors.

If Organization Security is used in Costpoint, you will only see the records of employees who belong to the organizations to which you have access.

The contents of this folder are available to the following user groups:

- CER All
- CER Labor Secure
- CER People

Labor Reports

There are two reports that use the Labor framework model.

Labor reports include:

- Employee Labor
- Labor Utilization

Employee Labor Report

The Employee Labor report provides the total labor hours and labor cost for an employee, based on their posted and unposted hours.

Labor hours are grouped by home organization and employee.

Prompts

Use the prompts to configure and run the Employee Labor report.

Prompt Message	Description
Company	Select a company.
Start Date	Select a start date.
End Date	Select the end date.
Primary Grouping	Select the primary grouping: ▪ Home Organization ▪ Employee ID Name
Select Home Org(s)	If you selected Home Organization in the **Primary Grouping** prompt, then you can select the home organizations for the report. To search with **Keywords**, enter one or more characters that will help retrieve the item(s) you want to select for the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select Employee(s)	If you selected Employee ID or Employee Name in the **Primary Grouping** prompt, then you can select employees to include in the report. To search with **Keywords**, enter one or more characters that will help retrieve the item(s) you want to select for the report.

Prompt Message	Description
	To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Include	Select the labor hours to include in the report.

Sample Report

This is a sample of the Employee Labor report.

Employee Labor

1 - Company 1

Account	Account Name	Project	Project Name	Performing Org	Performing Org Name	Hours	Amount
1 - ==SuperTech, Inc.|711dm16							
FN SGEMP01 LN SGEMP01 (SGEMP01)							
Unposted							
05000-010	Govt. - Direct Labor Eng	1003	Launch Maintenance upda	1	==SuperTech, Inc.|711dm16	145.00	15,769.24
Total Unposted						**145.00**	**15,769.24**
Total for (FN SGEMP01 LN SGEMP01 (SGEMP01))						**145.00**	**15,769.24**
FN SGEMP02 LN SGEMP02 (SGEMP02)							
Unposted							
05000-010	Govt. - Direct Labor Eng	1003	Launch Maintenance upda	1	==SuperTech, Inc.|711dm16	80.00	7,884.62
Total Unposted						**80.00**	**7,884.62**
Total for (FN SGEMP02 LN SGEMP02 (SGEMP02))						**80.00**	**7,884.62**
Total for (1 - ==SuperTech, Inc.|711dm16)						**225.00**	**23,653.86**
1.2.210 - Field Operations							
Charles Babbage (RIVERO02)							
Posted							
05000-010	Govt. - Direct Labor Eng	1003.001	Launchpad Preparation	1.2.210	Field Operations	50.00	1,198.47
ACCR1-RET-00001	accr1 ret 1	JT01.001	GPO TEST LVL 1	1.2.210	Field Operations	0.00	119.85
Total Posted						**50.00**	**1,318.32**
Total for (Charles Babbage (RIVERO02))						**50.00**	**1,318.32**
David Golayat (RIVERO001)							
Posted							
05000-020	Govt. - Direct Labor Mfg	1003	Launch Maintenance upda	1.2.210	Field Operations	6.00	216.00
05000-010	Govt. - Direct Labor Eng	1003.001	Launchpad Preparation	1.2.210	Field Operations	48.00	1,538.60
01200-200	Fringe-Work In Process			1.2.210	Field Operations	0.00	105.60
05000-010	Govt. - Direct Labor Eng	1003	Launch Maintenance upda	1.2.210	Field Operations	24.00	864.00
Total Posted						**78.00**	**2,724.20**
Total for (David Golayat (RIVERO001))						**78.00**	**2,724.20**
RONALD REGAN (RIVERO002)							
Posted							
05000-010	Govt. - Direct Labor Eng	1003.001	Launchpad Preparation	1.2.210	Field Operations	24.00	624.00
01200-200	Fringe-Work In Process			1.2.210	Field Operations	0.00	105.60
05000-020	Govt. - Direct Labor Mfg	1003.001	Launchpad Preparation	1.2.210	Field Operations	6.00	156.00
05000-010	Govt. - Direct Labor Eng	1008.001	Engine Manufacturing	1.2.210	Field Operations	48.00	1,538.60
Total Posted						**78.00**	**2,424.20**
Total for (RONALD REGAN (RIVERO002))						**78.00**	**2,424.20**
Total for (1.2.210 - Field Operations)						**206.00**	**6,466.72**
Grand Total						**431.00**	**30,120.58**

Labor Utilization Report

The Labor Utilization report is an analysis of the percentage of employee chargeable hours on direct projects compared to the total hours spent.

The report includes **Direct Hours** and **Indirect Hours** columns.

Direct Hours are those hours on projects where the Billable flag has been set to Yes. The flag is set through the **Billable Project** check box found on the Basic tab of the Manage Project User Flow screen. Direct hours also include hours within a project classification that has been marked as **Include as direct hours** on the Labor Utilization Report prompt screen checkboxes. Because the definition of "direct" can vary from company to company, the report provides the flexibility to determine which types of projects to include in the Direct project classification.

Indirect Hours are those project hours where the Billable flag is set to No. Indirect hours also include those project classifications that were not chosen to be part of the **Include as direct hours** selection.

The **Total Hours** column on the report is the summation of both the direct and indirect hours.

For example, consider the following table.

Project Classification	Billable Project (Y/N)
BID & PROPOSAL	N
BID & PROPOSAL	Y
COMMON INV	N
DIRECT PROJECT	Y
INDIRECT	N
INDIRECT	Y
INTER-COMPANY	Y
IR&D	N
WORK IN PROCESS	N
WORK IN PROCESS	Y

All hours where the **Billable Project** is set to **Y** are included in the Direct Hours calculation by default. Any project classification that has the **Billable Project** set to **N** could be added to Direct Hours and be removed from Indirect by using the checkbox prompt.

Prompts

Use the Labor Utilization prompts to configure the report.

Prompt Message	Description
Company	Select a company.
Fiscal Year	Select the fiscal year.
Period	Select the period.

Prompt Message	Description
Subperiod	Select the subperiod.
Primary Grouping	Select the primary grouping.
Sort By	Choose to sort by Employee ID or Employee Name.
GLC Option	Choose the GLC to use for the report: ▪ Employee Home GLC ▪ Timesheet GLC
Include(s)	Select items to include in the report: ▪ Leave Accounts ▪ Part-Time Employees ▪ Temporary Employees
Include as Direct Hours	Select one or more options from the list. Click the **Select all** link to select all options.
Select Home Organizations	If you selected Home Organization in the **Primary Grouping** prompt, then you can select the home organizations for the report. To search with **Keywords**, enter one or more characters that will help retrieve the item(s) you want to select for the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select Employee	If you selected Employee ID or Employee Name in the **Primary Grouping** prompt, then you can select employees to include in the report. To search with **Keywords**, enter one or more characters that will help retrieve the item(s) you want to select for the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Prompt Message	Description
Report version	Select one of the options for the report view: - Summary Report - PTD by Project Classification - YTD by Project Classification

Sample Report

This is a sample Labor Utilization report.

Labor Utilization

1 - Company 1

		Accounting Period to Date				Fiscal YTD			
Employee Name	**GLC Description**	**Direct Hours**	**Indirect Hours**	**Total Hours**	**DL Util**	**Direct Hours**	**Indirect Hours**	**Total Hours**	**DL Util**
Employee ID : RIVERO001									
Golayat, David E(RIVERO001)	Accounting Clerk I	78.00	0.00	78.00	100.00%	78.00	0.00	78.00	100.00%
Employee Count: 1									
Subtotal for RIVERO001		78.00	0.00	78.00	100.00%	78.00	0.00	78.00	100.00%
Employee ID : RIVERO002									
REGAN, RONALD E(RIVERO002)	Accounting Clerk I	78.00	0.00	78.00	100.00%	78.00	0.00	78.00	100.00%
Employee Count: 1									
Subtotal for RIVERO002		78.00	0.00	78.00	100.00%	78.00	0.00	78.00	100.00%
Employee Count: 2									
Total		156.00	0.00	156.00	100.00%	156.00	0.00	156.00	100.00%

GovCon Pay Integration

The GovCon Pay Integration report includes timesheet data necessary for integration with GovCon Pay.

Prompts

Select the required prompts to run the GovCon Pay Integration report.

Contents

Field	Description
Company	Select a company for the report.
Posting Status	Choose whether to include posted or unposted timesheets, or both.

Field	Description
Timesheet Date Range	In the **From** and **To** fields, specify the date range that the report should use to include timesheets that start and end within the date range.

Sample Report

The GovCon Pay Integration report exports timesheets for integration with GovCon Pay.

GovCon Pay Integration

All companies

Key	PayItem	Hours	Dollars
1046	ESAL	40.00	2863.84
1048	ESAL	8.00	481.69
PHILP	ESAL	88.00	2992.00

Manufacturing

This folder stores standard Manufacturing reports and dashboards for use by the manufacturing administrator and staff.

The Manufacturing reports in Deltek Costpoint Business Intelligence enable you to create a listing of inventory grouped by warehouse and location, inventory abbreviation and part-rev, and part-rev and project. These reports also enable you to create a manufacturing and engineering indented bills of materials (BOM) reports for a selected range of assembly part numbers.

Note: If you use Multi-Company and do not separate your items by Company, your Company filters on reports and dashboards will show incorrect data in the Part selection. This will be resolved in a future release. You can determine whether you are separating items by Company in Configure Product Definition Settings (PDMITMRU). The **Separate Items By Company** check box must be selected to show the correct data in the Part section.

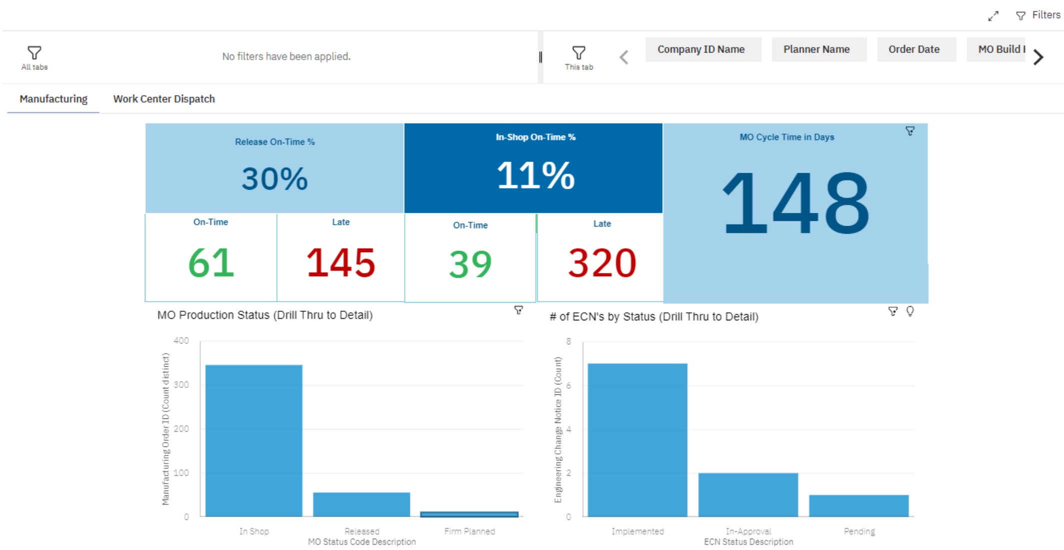
The contents of the Manufacturing folder are available to the following user groups:

- CER All
- CER Materials
- CER Materials Manufacturing All Secure
- CER Manufacturing Secure

Manufacturing Dashboard

The Manufacturing Dashboard displays data for manufacturing orders (MOs) and Engineering Change Notices (ECNs) that are used to document changes to a Part/Rev..

Manufacturing Tab

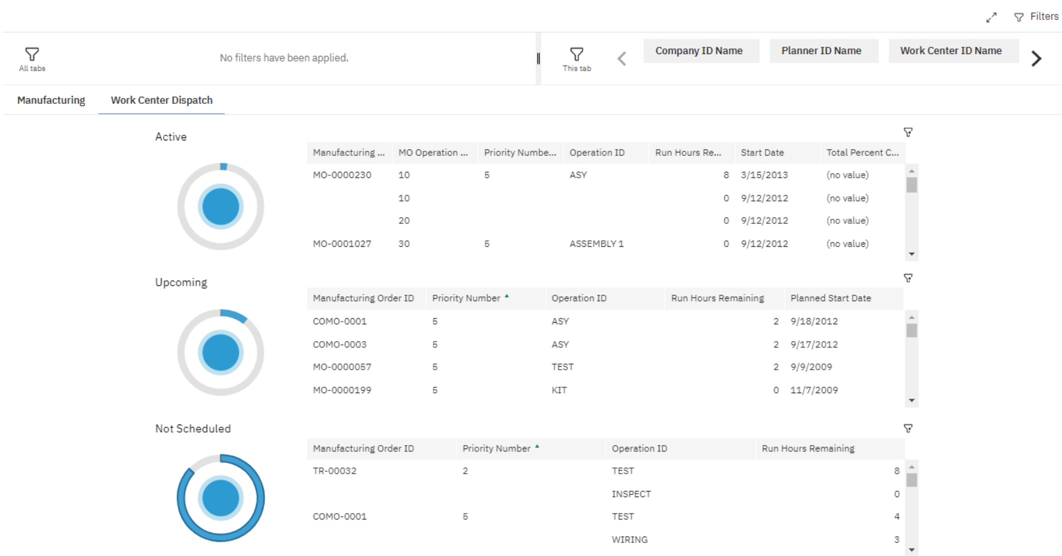


The Manufacturing tab provides statistics for MOs in various stages of the manufacturing process, including:

- Release On-Time & In-Shop On-Time %: These key performance indicators (KPIs) let you monitor planner performance and see when they are on-time or late with moving MOs to these stages in the process. The Release Date vs Planned Release Drill Thru and In-Shop Date vs Planned In-Shop Date Drill Thru reports show you MO details grouped by planner to reveal the build part and the difference in days from planned to actual.
- MO Cycle Time in Days: This area shows the overall average number of days it takes an MO to complete from the date it was ordered to completion. This KPI adjusts as you interact with other areas on the dashboard, including filters by part, planner, and project.
- MO Production Status (Drill Thru to Detail):This area shows where the in-process MOs are in the production, with a count for each status. Use the MO Production Status Details Drill Thru report to see a breakdown of each status by planner and build part. You can also see the number of days the MOs have been in their current status, the planned due date, need date, and MO completion percentage.
- # of ECN's by Status (Drill Thru to Detail): This area shows a count of in-process ECNS that are Approved, In-Approval, Pending, Implemented or Rejected. Use the ECN Impact to MOs Drill Thru report to see the MOs impacted by ECNs.
  An ECN can impact an MO when:
  - The ECN alters or changes a build part.
  - The MO is using the original part on the ECN as a component to construct the build part on the MO.

Work Center Dispatch Tab

The Work Center Dispatch tab displays radial charts and table views of MOs that are active, upcoming, and not yet scheduled. Filter the dashboard to see MO information for specific work centers. You also can select a Radial Chart or individual MO ID and then click the Drill Through icon to open the Operation Status Drill Thru report.



MO information is organized by the following:

- **Active:** This section shows data for MO Current Operations, including the start date, percent complete, and the total run hours remaining for each MO. A drill thru report shows more details for the MOs in the Active list.
- **Upcoming:** This section includes MO Operations that are not yet the Current Operation, but have a planned start date. For each MO ID listed, its Priority, Operation, Total Run Hours Remaining, and the Planned Start Date is shown. A drill thru report shows more details for the MOs in the Upcoming list.
- **Not Scheduled:** This section includes data for MO Operations that do not have a planned start date. For each MO ID listed, its Priority, Operation, and Total Run Hours Remaining is shown. A drill thru report shows more details for the MOs in the Not Scheduled list.

Operation Status Drill Thru

The Operation Status Drill Thru report provides more MO information, including the Planned Start Date, Completed Quantity, Percent Complete, and the MO Critical Ratio value.

Use the MO Critical Ratio to identify potential priority needs. The lower the ratio value, the higher the priority and possible need for action. This ratio does not take into account the load on work centers, multiple shifts, or weekends.

When viewing the MO Critical Ratio:

- If the value is negative, then the order is past due and there are insufficient hours to complete the work on schedule without expediting order.
- If the value is 0, then the Due Date is equal to the Current Date.
- If the value is 1, then the hours of work remaining is equal to the hours remaining before the order is due, or the order is on time.
- If the value is greater than 1, then there are less hours of work remaining than hours remaining before the

order is due.

- If the value is 9999, then the order might not have time loaded in the router.

> **Note:** Costpoint calculates the hours remaining by subtracting the Current Date from the Due Date, and multiplying that value by 8. The result is then divided by the sum of the hours remaining on the MO from the routing.

Manufacturing Reports

The Manufacturing folder includes nine reports.

Those reports are:

- Audit Log
- Barcoded MO Routing Traveler
- Barcoded MO Routing Traveler for T&E
- BOM Component Shortage
- Indented Bill of Materials Report
- MO Build-To Inv Abbrev Report
- MO Component Shortage Report
- MO Pick List Report
- MO Production Status Report
- MRP Message Report
- Summarized Bill of Material Report

Audit Log Report

The Audit Log report shows the audit log for part data security.

Prompts

These are the Audit Log prompts.

Prompt Message	Description
Date Range	Select the start date for the report's date range. In the **From:** field, enter the start date assigned to audit logs or click the calendar icon to select

Prompt Message	Description
	the date. In the **To:** field, enter the end date assigned to audit logs or click the calendar icon to select the date. You can opt to select the **Earliest date** or the **Latest date** possible for the audit log dates.
Limit log type	Select the log type for the report: ▪ Authorized ▪ Unauthorized
Limit part	In the **Keywords** field, enter a portion of one or more parts to search for and include in the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit rev	Select a revision.
Limit employee(s)	In the **Keywords** field, enter a portion of one or more employees to search for and include in the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

This is a sample Audit Log report.

Audit Log

Date/Time	Authorized or Unauthorized	User ID	Employee ID	Employee Name	Part ID	Part Revision ID	Part Description	Part Key	Application ID	Application Name	Subtask ID	Subtask Name	Transaction ID
Jun 29, 2016 5:37:07 PM	Authorized	X1049	1049	Kelly, Brian	404500-100	-	Information Assurance Module	244	PCMMOMNT	Manage Manufacturing Orders	PCM_MOHDR_RQMTHDR	Enter MOs - Requirements Header	MO-00012
Jun 29, 2016 5:37:07 PM	Authorized	X1049	1049	Kelly, Brian	404500-100	-	Information Assurance Module	244	PCMMOMNT	Manage Manufacturing Orders	PCM_MOHDR_RQMTHDR	Enter MOs - Requirements Header	MO-00012
Jun 29, 2016 5:37:07 PM	Authorized	X1049	1049	Kelly, Brian	404500-100	-	Information Assurance Module	244	PCMMOMNT	Manage Manufacturing Orders	PCM_MOHDR_RQMTHDR	Enter MOs - Requirements Header	MO-00012
Jun 29, 2016 5:37:07 PM	Authorized	X1049	1049	Kelly, Brian	404500-100	-	Information Assurance Module	244	PCMMOMNT	Manage Manufacturing Orders	PCM_MOHDR_RQMTHDR	Enter MOs - Requirements Header	MO-00012
Jun 29, 2016 5:37:07 PM	Authorized	X1049	1049	Kelly, Brian	404500-100	-	Information Assurance Module	244	PCMMOMNT	Manage Manufacturing Orders	PCM_MOHDR_RQMTHDR	Enter MOs - Requirements Header	MO-00012
Jun 29, 2016 5:40:03 PM	Authorized	X1049	1049	Kelly, Brian	404500-100	-	Information Assurance Module	244	PCMMOMNT	Manage Manufacturing Orders	PCM_MOHDR_ROUTHDR	Enter MO - Routings Header	MO-00012
Jun 29, 2016 5:40:03 PM	Authorized	X1049	1049	Kelly, Brian	404500-100	-	Information Assurance Module	244	PCMMOMNT	Manage Manufacturing Orders	PCM_MOHDR_ROUTHDR	Enter MO - Routings Header	MO-00012
Jun 29, 2016 5:40:05 PM	Authorized	X1049	1049	Kelly, Brian	404500-100	-	Information Assurance Module	244	PCMMOMNT	Manage Manufacturing Orders	PCM_MOHDR_RQMTHDR	Enter MOs - Requirements Header	MO-00012
Jun 29, 2016 5:40:05 PM	Authorized	X1049	1049	Kelly, Brian	404500-100	-	Information Assurance Module	244	PCMMOMNT	Manage Manufacturing Orders	PCM_MOHDR_RQMTHDR	Enter MOs - Requirements Header	MO-00012
Jun 29, 2016 6:09:27 PM	Authorized	X1049	1049	Kelly, Brian	404500-100	-	Information Assurance Module	244	PCMMEXPD	Expedite Manufacturing Orders	PCM_MOHDR_ROUTHDR	Enter MO - Routings Header	MO-00012
Jun 29, 2016 6:09:27 PM	Authorized	X1049	1049	Kelly, Brian	404500-100	-	Information Assurance Module	244	PCMMEXPD	Expedite Manufacturing Orders	PCM_MOHDR_ROUTHDR	Enter MO - Routings Header	MO-00012
Jun 29, 2016 6:14:24 PM	Authorized	X1049	1049	Kelly, Brian	404500-100	-	Information Assurance Module	244	PCMMOMNT	Manage Manufacturing Orders	PCM_MOHDR_ROUTHDR	Enter MO - Routings Header	MO-00012
Jun 29, 2016 6:14:37 PM	Authorized	X1049	1049	Kelly, Brian	404500-100	-	Information Assurance Module	244	PCMMOMNT	Manage Manufacturing Orders	PCM_MOHDR_RQMTHDR	Enter MOs - Requirements Header	MO-00012
Jun 29, 2016 6:14:38 PM	Authorized	X1049	1049	Kelly, Brian	404500-100	-	Information Assurance Module	244	PCMMOMNT	Manage Manufacturing Orders	PCM_MOHDR_RQMTHDR	Enter MOs - Requirements Header	MO-00012
Jun 30, 2016 4:24:15 PM	Authorized	X1049	1049	Kelly, Brian	404500-100	-	Information Assurance Module	244	RUMROUT	Manage Routings	RUMROUT_ROUTINGLN_CTW	Routing Lines Detail	
Jun 30, 2016 4:25:01 PM	Authorized	X1049	1049	Kelly, Brian	404500-100	-	Information Assurance Module	244	RUMROUT	Manage Routings	RUMROUT_ROUTINGLN_CTW	Routing Lines Detail	
Jun 30, 2016 4:25:01 PM	Authorized	X1049	1049	Kelly, Brian	404500-100	-	Information Assurance Module	244	RUMROUT	Manage Routings	RUMROUT_ROUTINGLN_CTW	Routing Lines Detail	
Aug 4, 2016 12:49:07 PM	Authorized	X1049	1049	Kelly, Brian	404500-100	-	Information Assurance Module	244	BMMMBOM1	Manage Manufacturing Bills of Material	BMMMBOM_MFGBOM_CTW	Maintain MBOM(CTW)	
Mar 22, 2017 11:39:03 AM	Authorized	X1049	1049	Kelly, Brian	404500-100	-	Information Assurance Module	244	PCMMOMNT	Manage Manufacturing Orders	PCM_MOHDR_RQMTHDR	Enter MOs - Requirements Header	MO-00012
Mar 22, 2017 11:44:10 AM	Authorized	X1049	1049	Kelly, Brian	404500-100	-	Information Assurance Module	244	PCQMOST	View Manufacturing Order Status	PCQMOST_MORQMT	Manufacturing Order Requirements	MO-00012

Barcoded MO Routing Traveler

Print routing travelers for MOs. The Barcoded MO Routing Traveler report includes the MO routing operation steps required to produce the MO build part and the barcodes for production.

The report produces a PDF document.

Prompts

Select a company and manufacturing order (MO) to run the Barcoded MO Routing Traveler report.

Contents

Field	Description
Company	Select a company to view MOs entered for the company.
Manufacturing Order	In the **Keywords** field, enter a manufacturing order and click . To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

The Barcoded MO Routing Traveler report shows the MO barcode, MO ID and the sequence of steps associated with the MO.

The report provides blank **Total Completed Quantity** and **Operator Initials** columns for you to complete manually.

Barcoded MO Routing Traveler

System: CTB82PSMDEMO

1 - Applied Technologies Inc

MO ID Barcode	MO ID	Build Part	Rev	Planner Name	Build-To Project	MO Build Quantity
MO-00010	MO-00010	1909-001	-	Carter, Connie	10650.20.002 - C4ISR Manufacturing Prod	1

Operation No Barcode	Operation No	Operation Step Number	Work Instructions	Unit Run Hours	Equipment Required	Total Completed Quantity	Operator Initials	Completed Date
10	10	1	Inspection	2				
20	20	1	Assembly Level 1	20				
30	30	1	Test	10				
35	35	1	Option Rework step, no standards time, actuals only	0				
40	40	1	Final Inspection	10				

BOM Component Shortage

The BOM Component Shortage report provides a list of potential component and sub assembly shortages for make or buy parts. Use the report to identify where you might need to make or buy parts to accommodate the top-level assembly.

The drill through report lists Manufacturing Orders for Make parts or Purchase Requisitions and Purchase Orders for Buy parts.

Prompts

Select a company and other prompt values to run the BOM Component Shortage report.

Contents

Prompt Message	Description
Company	Select a company.

Prompt Message	Description
Limit Assembly(s)	In the **Keywords** field, enter a portion of one or more assemblies to search for and add to the report, then click . To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit Project(s)	Select the projects to include in the report. Leave this field blank to show data for all projects. In the **Keywords** field, enter a portion of one or more project IDs or names and then click . To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Built Quantity	Enter a number to use to calculate the Extended Required Quantity.
Compare Extended Required Quantity To	Choose to compare the Extended Required Quantity to the net available or on hand inventory.
BOM Type	Select the type of bills of material (BOM) to include in the report: ▪ **Manufacturing:** Select this option to print the MBOM for the selected assembly part. You can only select standard components for this BOM type. ▪ **Engineering:** Select this option to print the EBOM for the selected assembly part. You can select either standard or provisional components for this BOM type.
BOM Level	Select the BOM level for the report: ▪ **SINGLE:** Select this option to include level 1 in the report. ▪ **ALL:** Select this option to include all levels in the report.
Multiply Out Subassembly Quantities	Select whether to multiply quantities required by higher-level subassemblies.
Show Substitute	Choose whether to list any available substitution parts in the report.

Prompt Message	Description
Part Inventory	

Sample Report

Report data is based on your selection on the BOM Component Shortage prompt screen.

BOM Component Shortage Report

System: PSMDEMOEA

1 - Applied Technologies Inc

Level	Part ID	Part Desc	Rev	Make / Buy	Line#	Part Status	BOM Status	Component Released	U/M	Quantity	Effective Start Date	Lead Time (Days)	Reserved Quantity	On Hand Quantity	On Order Quantity	Current Available Quantity	Net Available Quantity	Extended Required Quantity
Assembly: 403791-1 - Chassis Assembly - Transponder																		
Project: -																		
1	398076-1	Chassis Machined		M	4	R	R	Y	EA	1.0000	10/13/15	0	0	0	0	0	0	1
2	309871-1	Chassis Casting		B	1	R	N	Y	EA	1.0000	10/13/15	0	0	0	0	0	0	1
1	400100-1	CCA Signal Processors		M	5	R	R	Y	EA	1.0000	10/13/15	0	0	0	0	0	0	1
2	1N4509	Diode		B	2	R	N	Y	EA	2.0000	10/13/15	0	0	0	0	0	0	2
2	CRC100719	Capacitor		B	3	R	N	Y	EA	5.0000	10/13/15	0	0	0	0	0	0	5
2	RCR05C100JS	Resistor Carbon		B	5	R	N	Y	EA	8.0000	10/13/15	0	0	0	0	0	0	8
2	M39003-1407	Wire		B	6	R	N	Y	EA	2.0000	10/13/15	0	0	0	0	0	0	2
2	GF-10902	Humiseal		B	7	R	N	Y	EA	1.0000	10/13/15	0	0	0	0	0	0	1
1	400100-1	CCA Signal Processors		M	6	R	R	Y	EA	6.0000	10/13/15	0	0	0	0	0	0	6
2	1N4509	Diode		B	2	R	N	Y	EA	2.0000	10/13/15	0	0	0	0	0	0	2
2	CRC100719	Capacitor		B	3	R	N	Y	EA	5.0000	10/13/15	0	0	0	0	0	0	5
2	RCR05C100JS	Resistor Carbon		B	5	R	N	Y	EA	8.0000	10/13/15	0	0	0	0	0	0	8
2	M39003-1407	Wire		B	6	R	N	Y	EA	2.0000	10/13/15	0	0	0	0	0	0	2
2	GF-10902	Humiseal		B	7	R	N	Y	EA	1.0000	10/13/15	0	0	0	0	0	0	1
1	M39003-1407	Wire		B	8	R	N	Y	EA	1.0000	10/13/15	0	0	0	0	0	0	1
1	MA100284	CCA Communications I/O		M	9	R	R	Y	EA	1.0000	10/13/15	0	0	0	0	0	0	1

Barcoded MO Routing Traveler for T&E

The routing traveler includes the MO routing operation steps required to produce the MO build part. This barcoded report removes the room for typos and makes the clock on/off function smoother for Time & Expense users.

Prompts

Select a company and manufacturing order to run the Barcoded MO Routing Traveler for T&E report.

Contents

Field	Description
Company	Select a company to view MOs entered for the company.

Field	Description
Manufacturing Order	In the **Keywords** field, enter a manufacturing order and click . To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

The Barcoded MO Routing Traveler report shows the MO bar code, MO ID and the sequence of steps associated with the manufacturing order.

This report provides blank **Total Completed Quantity** and **Operator Initials** columns for you to complete manually.

Barcoded MO Routing Traveler for T&E

System: CTB82PSMDEMO

1 - Applied Technologies Inc

MO ID Barcode	MO ID	Build Part	Rev	Planner Name	Build-To Project Name	MO Build Quantity
MO-MO-00001	MO-00001	400137-1	-	Carter, Connie	10640.20.003 - ECO-R2 Final MRO	1

Timesheet PLC Barcode	Operation Number	Operation Step Number	Work Instructions	Unit Run Hours	Total Completed Quantity®	Operator Initials®	Completed Date
10-0-1	10	1	Inspection	2			6/30/2016
20-0-1	20	1	Assembly Level 1	20			
30-0-1	30	1	Test	10			
40-0-1	40	1	Final Inspection	10			

Indented Bills of Materials Report

The Indented Bill of Material report allows you to create a listing of indented Bills of Material (BOM) for a selected range of assembly part numbers.

You can include the first-level components of the assembly or the entire indented BOM through all levels. You can use this report to print either manufacturing bills of material (MBOMs) or engineering bills of material (EBOMs).

Attention: This report relies on a report table that is generated in Costpoint.

You have to run Costpoint's Print Indented Bills of Material Report application prior to executing this report.

In Costpoint, when you run the Print Indented Bills of Material Report application, you must select **Update Indented Bills of Materials Report Table** on the Action menu to update the indented BOM table.

Prompts

Use the Indented Bill of Material prompts to configure the report.

Prompt	Description
Company	Select one company from the list.
Limit Assembly(s)	In the **Keywords** field, enter a portion of one or more assemblies to search for and add to the report and click 🔍. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
BOM Type	Select the type of bills of material (BOM) to include in the report: ▪ **Manufacturing:** Select this option to print the MBOM for the selected assembly part. You can only select standard components for this BOM type. ▪ **Engineering:** Select this option to print the EBOM for the selected assembly part. You can select either standard or provisional components for this BOM type.
Case Insensitive	Select this check box for BI to ignore the text case when searching keywords.
BOM Level	Select the BOM level at which you want the report printed: ▪ **SINGLE**: Select this option to include level 1 in the report. ▪ **ALL**: Select this option to include all levels in the report.

Sample Report

This is a sample Indented Bill of Materials report.

Indented Bill of Materials

1 - Applied Technologies Inc

Level	Part ID	Part Desc	Rev	Make / Buy	Line#	Find#	Part Status	BOM Status	Component Released	U/M	Quantity	Component Type	Quantity Type	Effective Start Date	Effective End Date	Lead Time (Days)
Assembly: 403791-1 - Chassis Assembly - Transponder																
1	102302-1	Magnetron 1000 watt		B	1	0001	R	N	Y	EA	1.0000	Standard	A	10/13/15		25
1	105067-1	Power Supply		B	2	0002	R	N	Y	EA	1.0000	Standard	A	10/13/15		0
1	204597-1	Connector 25 Pin		B	3	0003	R	N	Y	EA	1.0000	Standard	A	10/13/15		0
1	398076-1	Chassis Machined		M	4	0004	R	R	Y	EA	1.0000	Standard	A	10/13/15		0
2	309871-1	Chassis Casting		B	1	0001	R	N	Y	EA	1.0000	Standard	A	10/13/15		0
1	400100-1	CCA Signal Processors		M	5	0005	R	R	Y	EA	1.0000	Standard	A	10/13/15		0
2	105100-1	PCB Assembly Signal Processor		B	1	0001	R	R	Y	EA	1.0000	Standard	A	10/13/15		0
3	104893-1	PCB Signal Processor		B	1	0001	R	N	Y	EA	1.0000	Standard	A	10/13/15		10
2	1N4509	Diode		B	2	0002	R	N	Y	EA	2.0000	Standard	A	10/13/15		0
2	CRC100719	Capacitor		B	3	0003	R	N	Y	EA	5.0000	Standard	A	10/13/15		0
2	JANTXV129001	Capacitor		B	4	0004	R	N	Y	EA	2.0000	Standard	A	10/13/15		0
2	RCR05C100JS	Resistor Carbon		B	5	0005	R	N	Y	EA	8.0000	Standard	A	10/13/15		0
2	M39003-1407	Wire		B	6	0006	R	N	Y	EA	2.0000	Standard	A	10/13/15		0
2	GF-10902	Humiseal		B	7	0007	R	N	Y	EA	1.0000	Standard	A	10/13/15		0
2	011-038	IND CHIP 10% 8		B	8	0008	R	N	Y	EA	6.0000	Standard	A	10/13/15		7
2	012-557	IND TRANSFORMER 10T		B	9	0009	R	N	Y	EA	1.0000	Standard	A	10/13/15		14
1	400100-1	CCA Signal Processors		M	6	0006	R	R	Y	EA	6.0000	Standard	A	10/13/15		0
2	105100-1	PCB Assembly Signal Processor		B	1	0001	R	R	Y	EA	1.0000	Standard	A	10/13/15		0

MO Build-To Inv Abbrev Report

Use the MO Build-To Inventory Abbrev report to determine what parts need to be picked for a manufacturing order (MO), as well as the location of the parts. .

You can choose to include barcode images for the MO number and work center.

Prompts

Use the MO Build-To Inv Abbrev prompts to configure the report.

Prompt Message	Description
Company	Select one company from the list.
Secondary Sort	Select the secondary sorting criterion for the report.
Print Barcode	Select whether to print the barcode.
Print Previously Printed Documents	Select whether to print previously printed documents.

Prompt Message	Description
MO Status	Select the status of the MO to include in the report.
Limit MO Number(s)	In the **Keywords** field, enter a portion of one or more MO numbers to add to the report and then click . To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
MO Planned Shop Date Cut Off	In the **From:** field, enter the start cutoff date to use, or click the calendar icon to select the date. In the **To:** field, enter the end cutoff date to use, or click the calendar icon to select the date. Select **Earliest date** to indicate all dates or **Latest date** if you do not want any date filters to be applied. These are the default options.
Limit Planner(s)	In the **Keywords: (ID + Name)** field, enter a portion or the entire ID of one or more planners to add in the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit Work Center(s)	In the **Keywords: (ID + Name)** field, enter a portion or the entire ID of one or more work centers to add in the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit Warehouse(s)	In the **Keywords: (ID + Name)** field, enter a portion or the entire ID of one or more warehouses to add in the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

This is a sample MO Build-To Inv Abbrev report.

MO Build-To Inv Abbrev - Drill Thru

1 - Applied Technologies Inc

MO: MO-00056 **Part:** TB-SE-CF-54D2912VM **Rev:** - **Description:** TB Super-Encrypt 54 Lite-14"-Core i5 6300U-4GBRAM-256GBSSD

Warehouse: FCWHSE **MO Status:** In Shop

Work Center:

Part	Rev	Description	Type	U/M	Inv Abbrev	Inventory Location ID	On-Hand Quantity	Allocated Quantity	Serial	Lot
TB-CF-54D2912VM	-	Toughbook 54 Lite 14"-Core i5 6300U-4GBRAM-256-GBSSD	S	EA	99002RM-WIP	STOCK	50.0000			
TB-SUPR-ENCR-CF	-	TB-Super-Encrypt Unit	S	EA	99002RM-WIP	STOCK	80.0000			
TB-SE-I-KIT	-	TB-Super-Encrypt Unit Integration Kit	S	EA	99002FG-WIP	STOCK	100.0000			

MO Component Shortage

The MO Component Shortage report allows you to print a listing of potential component and subassembly shortages for manufacturing orders.

A drill-thru report is available to provide a listing of detail requisition, purchase order, and manufacturing order data for the selected component.

Prompts

Use the MO Component Shortage report prompts to configure the report.

Prompt Message	Description
Company	Select a company.
Primary grouping	Select the option to indicate how you want the components to be sorted and grouped. The available options are the following: ▪ Part ID ▪ Project ▪ Manufacturing Order
Limit Warehouse(s)	In the **Keywords** field, enter a portion of one or more warehouse IDs to add in the report and then click . To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Deltek

Prompt Message	Description
Limit MO Number(s)	In the **Keywords** field, enter a portion of one or more MO numbers to add in the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
MO Status	Select the status of the MO you want to include in this report. The available options are the following: ▪ Planned ▪ Firm Planned ▪ Released ▪ In Shop All of the options are selected by default.
Limit Build-to Project(s)	In the **Keywords: (ID + Name)** field, enter a portion of one or more build-to project IDs to add in the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit planner(s)	In the **Keywords: (ID + Name)** field, enter a portion of one or more planner IDs to add in the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit Part\ Rev(s)	In the **Keywords** field, enter a portion of one or more part/revisions to add in the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit Netting Group(s)	In the **Keywords** field, enter a portion of one or more netting groups to add in the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Prompt Message	Description
Limit Buyer(s)	In the **Keywords: (ID + Name)** field, enter a portion of one or more buyer IDs to add in the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Make/Buy	Select the option to indicate the component parts to include in the report. The available options are: ▪ **Make**: Manufactured ▪ **Buy**: Purchased Both options are selected by default.
Due Date	In the **From:** field, enter the due start date to use or click the calendar icon to select the date. In the **To:** field, enter the due end date to use or click the calendar icon to select the date. Select **Earliest date** to indicate all dates or **Latest date** if you do not want any date filters to be applied. These are the default options.

Sample Report

This is a sample MO Component Shortage report.

MO Component Shortage

1 - Company 1

Project: 1003.001.10 Project Name: Concrete Base Repair

Component Part: .032X48X144-H32 Rev: Item Description: Aluminum sheet , 5052-H32, .032 X 48 X 144 U/M: EA Make/Buy: B Buyer:

Total On-Hand Quantity: 0.0000 Total Net Available Quantity: (140.0000)

Manufacturing Order ID	MO Status	Planner Name	Due Date	Warehouse ID	Line No	Inventory Abbreviation Code	Need Date	Required Quantity	Inventory Reserved Quantity	Issued Quantity	On Hand Quantity	On Order Quantity	Current Available Quantity	Net Available Quantity
MO9800-004	Released	Compher, Bob S	12/30/00	WHSE1	71	INVT2	12/30/00	52.0000	52.0000	0.0000	0.0000	0.0000	(52.0000)	(52.0000)
MO-2820013	Firm Planned	Basinger, Lisa B	7/5/13	WHSE1	1	INVT2	6/28/13	368.0000	368.0000	0.0000	0.0000	0.0000	(52.0000)	(52.0000)

Component Part: .080X48X96-T6 Rev: Item Description: Aluminum Sheet , 6061-T6, .080' X 48' X 96' U/M: EA Make/Buy: B Buyer:

Total On-Hand Quantity: 0.0000 Total Net Available Quantity: (430.0000)

Manufacturing Order ID	MO Status	Planner Name	Due Date	Warehouse ID	Line No	Inventory Abbreviation Code	Need Date	Required Quantity	Inventory Reserved Quantity	Issued Quantity	On Hand Quantity	On Order Quantity	Current Available Quantity	Net Available Quantity
MO-2820015	Firm Planned	Basinger, Lisa B	6/30/13	WHSE1	5	INVT2	6/30/13	1,000.0000	1,000.0000	0.0000	0.0000	0.0000	(130.0000)	(130.0000)
MO9800-004	Released	Compher, Bob S	12/30/00	WHSE1	34	INVT2	12/30/00	130.0000	130.0000	0.0000	0.0000	0.0000	(130.0000)	(130.0000)

Component Part: .090X48X96-T6 Rev: Item Description: Aluminum Sheet , 6061-T6, .090' X 48' X 96' U/M: EA Make/Buy: B Buyer:

Total On-Hand Quantity: 0.0000 Total Net Available Quantity: (345.0000)

Manufacturing Order ID	MO Status	Planner Name	Due Date	Warehouse ID	Line No	Inventory Abbreviation Code	Need Date	Required Quantity	Inventory Reserved Quantity	Issued Quantity	On Hand Quantity	On Order Quantity	Current Available Quantity	Net Available Quantity
MO-2820015	Firm Planned	Basinger, Lisa B	6/30/13	WHSE1	6	INVT2	6/30/13	700.0000	700.0000	0.0000	0.0000	0.0000	(91.0000)	(91.0000)
MO-2820008	Firm Planned	Basinger, Lisa B	6/27/13	WHSE1	1	INVT2	6/27/13	200.0000	200.0000	0.0000	0.0000	0.0000	(91.0000)	(91.0000)
MO9800-004	Released	Compher, Bob S	12/30/00	WHSE1	35	INVT2	12/30/00	91.0000	91.0000	0.0000	0.0000	0.0000	(91.0000)	(91.0000)

Component Part: .125X48X96-H32 Rev: Item Description: Aluminum Sheet , 5052-H32, .125' X 48' X 96' U/M: EA Make/Buy: B Buyer:

Total On-Hand Quantity: 0.0000 Total Net Available Quantity: (100.7500)

Click the **Component Part** value to drill thru the Supply Order Detail.

ID	Type	Release	Line	Vendor Name	Status	Inventory Abbreviation Code	Due Date	U/M	Open Quantity
Item ID: .032X48X144-H32 Rev:									
KH-RQ0224	PR		1		Pending	98041R	2/22/2013	EA	4.0000
KH-RQ0221	PR		1		Pending	98041R	2/22/2013	EA	3.0000
KH-RQ0222	PR		1		Pending	98041R	2/22/2013	EA	4.0000
SHELF_LIFE	MO		0		In Shop	E9802F	3/25/2015	EA	1.0000

MO Pick List Report

The MO Pick List report allows you to print the list of materials to be picked for a manufacturing order, the operations in the routings related to the manufacturing order, and the quantities completed, as well as the location of the parts.

You can choose to include barcode images for the MO number and work center.

Note: Unless the barcode font is installed locally, as well as on the Cognos server, the barcode symbol will not be displayed when you view the report in HTML or Excel formats. This can only be viewed either in PDF or printed formats.

Prompts

Use the MO Pick List prompts to configure the MO Pick List report.

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Prompt Message	Description
Company	Select a company.
Secondary Sort	Select the secondary sorting criterion for the report. The available options include: ▪ Work Center ▪ Component Part ▪ Component Location ▪ Line Number ▪ Find Number
Print Barcode	Select the option to indicate if you want to print the barcode.
Print Previously Printed Documents	Select the option to indicate if you want to print previously printed documents.
MO Status	Select the status of the MO you want to include in this report. The available options are the following: ▪ Released ▪ In Shop All of the options are selected by default.
Limit MO Number(s)	In the **Keywords** field, enter a portion of one or more MO numbers to add in the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
MO Planned Shop Date Cut Off	In the **From:** field, enter the start cutoff date to use, or click the calendar icon to select the date. In the **To:** field, enter the end cutoff date to use or click the calendar icon to select the date. Select **Earliest date** to indicate all dates or **Latest date** if you do not want to apply any date filters. These are the default options.

Prompt Message	Description
Limit Planner(s)	In the **Keywords: (ID + Name)** field, enter a portion or the entire ID of one or more planners to add in the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit Work Center(s)	In the **Keywords: (ID + Name)** field, enter a portion or the entire ID of one or more work centers to add in the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit Warehouse(s)	In the **Keywords: (ID + Name)** field, enter a portion or the entire ID of one or more warehouses to add in the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

Sample MO Pick List reports.

The following is an MO Pick List report printed without a barcode.

MO Pick List

1 - Company 1

MO: 'MO010218' 'MO010218'
Warehouse: MES119
Work Center:

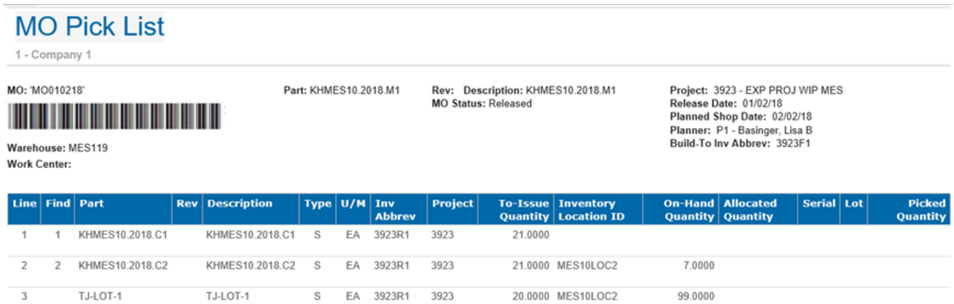
Part: KHMES10.2018.M1

Rev: **Description:** KHMES10.2018.M1
MO Status: Released

Project: 3923 - EXP PROJ WIP MES
Release Date: 01/02/18
Planned Shop Date: 02/02/18
Planner: P1 - Basinger, Lisa B
Build-To Inv Abbrev: 3923F1

Line	Find	Part	Rev	Description	Type	U/M	Inv Abbrev	Project	To-Issue Quantity	Inventory Location ID	On-Hand Quantity	Allocated Quantity	Serial	Lot	Picked Quantity
1	1	KHMES10.2018.C1		KHMES10.2018.C1	S	EA	3923R1	3923	21.0000						
2	2	KHMES10.2018.C2		KHMES10.2018.C2	S	EA	3923R1	3923	21.0000	MES10LOC2	7.0000				
3		TJ-LOT-1		TJ-LOT-1	S	EA	3923R1	3923	20.0000	MES10LOC2	99.0000				

The following is an MO Pick List report printed with a barcode.



MO Pick List

1 - Company 1

MO: 'MO010218'

Warehouse: MES119

Work Center:

Part: KHMES10.2018.M1

Rev: Description: KHMES10.2018.M1

MO Status: Released

Project: 3923 - EXP PROJ WIP MES

Release Date: 01/02/18

Planned Shop Date: 02/02/18

Planner: P1 - Basinger, Lisa B

Build-To Inv Abbrev: 3923F1

Line	Find	Part	Rev	Description	Type	U/M	Inv Abbrev	Project	To-Issue Quantity	Inventory Location ID	On-Hand Quantity	Allocated Quantity	Serial	Lot	Picked Quantity
1	1	KHMES10.2018.C1		KHMES10.2018.C1	S	EA	3923R1	3923	21.0000						
2	2	KHMES10.2018.C2		KHMES10.2018.C2	S	EA	3923R1	3923	21.0000	MES10LOC2	7.0000				
3		TJ-LOT-1		TJ-LOT-1	S	EA	3923R1	3923	20.0000	MES10LOC2	99.0000				

MO Production Status Report

The MO Production Status Report allows you to print information about manufacturing orders and the operations in the routings associated with the manufacturing order.

Prompts

Use the MO Production Status prompts to configure the MO Production Status report.

Prompt Message	Description
Company	Select a company.
Limit Part\ Rev(s)	In the **Keywords** field, enter a portion of one or more part/revisions to add in the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit MO Number	In the **Keywords** field, enter a portion of one or more manufacturing order numbers to add in the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Percent Complete	Enter the percentage of completion that you want to use as a filter for manufacturing orders in the report. For example, enter **100** to include manufacturing orders that are 100 % completed.
Operator	Select the operator to use for the entered value in the **Percent Complete** prompt.
MO Type	Select the type of MO to include in the report.

Prompt Message	Description
	The available options are the following: ▪ Standard ▪ Customer Repair ▪ Rework ▪ MRO ▪ Discrepancy Rework
MO Status	Select the status of the MO you want to include in the report. The available options are the following: ▪ Planned ▪ Firm Planned ▪ Released ▪ In Shop ▪ Closed ▪ Completed Only the **Closed** option is not selected by default.
Due Date	In the **From:** field, enter the due date to use, or click the calendar icon to select the date. In the **To:** field, enter the end date to use or click the calendar icon to select the date. Select **Earliest date** to indicate all dates or **Latest date** if you do not want to apply any date filters. These are the default options.
Need Date	In the **From:** field, enter the need start date to use, or click the calendar icon to select the date. In the **To:** field, enter the need end date to use or click the calendar icon to select the date. Select **Earliest date** to indicate all dates or **Latest date** if you do not want to apply any date filters. These are the default options.
Limit Build-To Inventory Abbrv(s)	In the **Keywords** field, enter a portion of one or more build-to inventory abbreviations to search on and select the abbreviations to add in the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Prompt Message	Description
Limit Build-To Project(s)	In the **Keywords: (ID + Name)** field, enter a portion or the entire ID of one or more build-to projects to add in the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit Netting Group(s)	In the **Keywords** field, enter a portion of one or more netting groups to add in the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit Warehouse(s)	In the **Keywords: (ID + Name)** field, enter a portion or the entire ID of one or more warehouses to add in the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit Planner(s)	In the **Keywords: (ID + Name)** field, enter a portion or the entire ID of one or more planners to add in the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit Supervisor(s)	In the **Keywords: (ID + Name)** field, enter a portion or the entire ID of one or more supervisors to add in the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

This is a sample MO Production Status report.

MO Production Status

1 - Company 1

MO Number:	1BOMT00002	**MO Type:**	Standard	**Order Date:**	3/2/2017
Warehouse:	5150WHSE	**MO Status:**	Completed	**Due Date:**	3/2/2017
Build Part:	A1S1	**Planner:**	Compher, Bob S	**Need Date:**	3/2/2017
Rev:		**PC Supervisor:**		**Planned Release Date:**	3/2/2017
Part Description:	A1 S1.	**MBOM Status:**		**Release Date:**	3/2/2017
End Unit ID:		**Build To Invt Abbrev:**	3923F1	**Planned In Shop Date:**	3/2/2017
As of Date:	3/2/2017	**Build To Project:**	3923	**In Shop Date:**	3/2/2017
Total MO Build Quantity:	1.0000	**Netting Group:**		**Completion Date:**	3/3/2017
Completed Total Quantity:	1.0000	**Routing Number:**	100		
Priority:	5				

MO Operation Sequence Number	Operation Step Number	Alternate Operation Number	Operation ID	Description	Labor/Subcontractor	Work Center Name	Run Type	Operation Type	Process Type Code	Planned Start Date	Start Date	Need Date	Due Date	Completed Date	Total Completed Quantity	Total Accepted Quantity	Total Rejected Quantity	Total MRB Quantity	Percent Complet
10	1	0	3000	Inspect per OP-0107	L	Lito's Work Center	V	3000	INSP	3/2/2017				3/3/2017	1.0000	1.0000	0.0000	0.0000	100%
20	1	0	3000	Inspect per OP-0107	L	Lito's Work Center	V	3000	INSP				3/2/2017	3/3/2017	1.0000	1.0000	0.0000	0.0000	100%
30	1	0	3000	Inspect per OP-0107	L	Lito's Work Center	V	3000	INSP				3/2/2017	3/3/2017	1.0000	1.0000	0.0000	0.0000	100%

Percent Complete for 1BOMT00002: 100%

Click the **MO Number** to view the component shortage - supply order details.

Component Shortage - Supply Order Detail

ID	Type	Release	Line	Vendor Name	Status	Inventory Abbreviation Code	Due Date	U/M	Open Quantity
Item ID:	**Rev:**								
PO-0000007	PO	0	2	Digital Systems, Inc.	Open		1/30/1994		1.0000
PO-001	PO	0	2	ABC Systems, Inc.	Open		8/7/1995		1.0000
PO-001	PO	1	2	ABC Systems, Inc.	Pending		8/7/1995		0.2500
PO-0014	PO	0	1	CBS Software Inc.	Open		12/11/1995		1.0000
PO-0013	PO	0	1	CBS Software Inc.	Open		12/11/1995		10.0000
PO-0012	PO	0	1	CBS Software Inc.	Open		12/11/1995		1.0000
PO-0011	PO	0	1	CBS Software Inc.	Open		12/11/1995		10.0000
PO-0008	PO	0	1	CBS Software Inc.	Open		12/11/1995		10.0000
PO-0009	PO	0	1	CBS Software Inc.	Open		12/11/1995	EA	10.0000
PO-0009	PO	0	2	CBS Software Inc.	Open		12/11/1995	EA	11.0000
PO-0010	PO	0	1	CBS Software Inc.	Open		12/11/1995		1.0000
PO-0012	PO	0	2	CBS Software Inc.	Open		12/31/1995		1.0000
PO-0011	PO	0	2	CBS Software Inc.	Open		12/31/1995		10.0000
PO-0014	PO	0	2	CBS Software Inc.	Open		12/31/1995		1.0000
PO-0010	PO	0	2	CBS Software Inc.	Open		12/31/1995		1.0000
PO-0013	PO	0	2	CBS Software Inc.	Open		12/31/1995		10.0000
PO-0008	PO	0	2	CBS Software Inc.	Open		12/31/1995		12.0000
PO-0028	PO	0	1	CBS Software Inc.	Open		3/12/1996		1.0000
PO-0052	PO	0	1	Contact East	Open		4/25/1996		1.0000
97-00449	PR		3		Approved		2/26/1997	EA	10,000.0000

Click the **Build To Invt Abbrev** to view its drill thru details.

MO Build-To Inv Abbrev - Drill Thru

1 - Company 1

MO: 'MO010218' **Part:** KHMES10.2018.M1 **Rev:** **Description:** KHMES10.2018.M1

Warehouse: MES119 **MO Status:** Released

Work Center:

Part	Rev	Description	Type	U/M	Inv Abbrev	Inventory Location ID	On-Hand Quantity	Allocated Quantity	Serial	Lot
KHMES10.2018.C1		KHMES10.2018.C1	S	EA	3923R1					
KHMES10.2018.C2		KHMES10.2018.C2	S	EA	3923R1	MES10LOC2	7.0000			
TJ-LOT-1		TJ-LOT-1	S	EA	3923R1	MES10LOC2	99.0000			

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MRP Message Report

The MRP Message report allows you to print Material Requirements Planning (MRP) messages and use these to find potential problem areas by honing in on particular MRP action messages.

You can print messages for part/revision, projects, planners, and warehouses.

Prompts

Use the MRP Message prompts to configure the MRP Message report.

Prompt Message	Description
Company	Select a company from the list.
Part\Revision	In the **Keywords** field, enter a portion of one or more part/revisions to add to the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit Project(s)	In the **Keywords: (ID + Name)** field, enter a portion or the entire ID of one or more projects to add to the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit Planner(s)	In the **Keywords: (ID + Name)** field, enter a portion or the entire ID of one or more planners to add in the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit Warehouse(s)	In the **Keywords: (ID + Name)** field, enter a portion or the entire ID of one or more warehouses to add in the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Suggested	In the **From:** field, enter the suggested start date to use, or click the calendar icon to select the

Prompt Message	Description
Due Date	date. In the **To:** field, enter the suggested end date to use, or click the calendar icon to select the date. Select **Earliest date** to indicate all dates or **Latest date** if you do not want any date filters to be applied. These are the default options.
Suggested Order Date	In the **From:** field, enter the suggested order start date to use, or click the calendar icon to select the date. In the **To:** field, enter the suggested order end date to use, or click the calendar icon to select the date. Select **Earliest date** to indicate all dates or **Latest date** if you do not want any date filters to be applied. These are the default options.
Need Date	In the **From:** field, enter the suggested need start date to use or click the calendar icon to select the date. In the **To:** field, enter the suggested need end date to use or click the calendar icon to select the date. Select **Earliest date** to indicate all dates or **Latest date** if you do not want any date filters to be applied. These are the default options.

Sample Report

This is a sample MRP Message report.

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MRP Message

1 - Company 1

MRP Message Type Code	MRP Message	Part ID	Part Revision ID	Item Description	Warehouse ID	Inventory Abbreviation Code	Inventory Project	Scheduled Receipt Type Code	Receipt Message	Commodity Code	Order Reference	Order Type Code	Order Line Number	Project Planning Group ID	Netting Group	Netting Group Name	Vendor ID	Vendor Name	Planner ID	Planner Name	Buyer ID	Buyer Name	Reschedule Days Number	Estimated Cost Change Amount	Suggested Open Quantity	Suggested Order Date	Suggested Planned Order Release/Target Place Date	Suggested In-Shop Date	Suggested Due Date	Need Date
CO	Cancel Order	#16 GA MTW GRN		16 GA GREEN WIRE	5150WHSE	9760R1	9760	P	PO		PO-10725	B	1	ZZZZZ			41VENDOR	41 CUSTOMER CLONE	P2	Chin, William	MASTER	Asaka, Leslie	0	-144.00	0.0000					
CO	Cancel Order	#16 GA MTW GRN		16 GA GREEN WIRE	WHSE1	INVT3	1006.001.20	P	PO		97-00281	B	2	1006			AES	AES of Northern Virginia	JPLAN	Sofia Carla	MASTER	Asaka, Leslie	0	-11.00	0.0000					
CO	Cancel Order	#20		8 1/2" X 11" WHITE COPY PAPER.	5150WHSE	INVT1	1006.001.10	P	PO		PO-10401	B	1	1006			2DD	DELTA DYNAMICS	BCOMPHER	Compher, Bob S	MASTER	Asaka, Leslie	0	0.00	0.0000					
CO	Cancel Order	#20		8 1/2" X 11" WHITE COPY PAPER.	WHSE1	51501	5150.001	P	PO		23373-NF	B	1	N1	N1	First Netting Group	2DD	DELTA DYNAMICS	BCOMPHER	Compher, Bob S	MASTER	Asaka, Leslie	0	-5.00	0.0000					
CO	Cancel Order	#20		8 1/2" X 11" WHITE COPY PAPER.	WHSE1	51501	5150.001	P	PO		23373-NF2	B	1	N1	N1	First Netting Group	2DD	DELTA DYNAMICS	BCOMPHER	Compher, Bob S	MASTER	Asaka, Leslie	0	-10.00	0.0000					
CO	Cancel Order	#20		8 1/2" X 11" WHITE COPY PAPER.	WHSE1	51501	5150.001	P	PO		23373-NFA	B	1	N1	N1	First Netting Group	2DD	DELTA DYNAMICS	QWE	Asaka, Leslie	MASTER	Asaka, Leslie	0	-10.00	0.0000					
CO	Cancel Order	#20		8 1/2" X 11" WHITE COPY PAPER.	WHSE1	51501	5150.001	P	PO		23373-NFR	B	1	N1	N1	First Netting Group	2DD	DELTA DYNAMICS	BCOMPHER	Compher, Bob S	MASTER	Asaka, Leslie	0	-10.00	0.0000					
CO	Cancel Order	#20		8 1/2" X 11" WHITE COPY PAPER.	WHSE1	51501F	5150.001	P	PO		PO-10715	B	1	N1	N1	First Netting Group	MASTER	Master Supply Company 123	P1	Basinger, Lisa B	A001	Jackson, Alan	0	-1,000.00	0.0000					
CO	Cancel Order	#20		8 1/2" X 11" WHITE COPY PAPER.	WHSE1	INVT1	1006.001.10	P	PO		01	B	1	1006			2DD	DELTA DYNAMICS	BCOMPHER	Compher, Bob S	MASTER	Asaka, Leslie	0	-200.00	0.0000					
CO	Cancel Order	#20		8 1/2" X 11" WHITE COPY PAPER.	WHSE1	INVT1	1006.001.10	P	PO		0803-1	B	1	1006			2DD	DELTA DYNAMICS	BCOMPHER	Compher, Bob S	MASTER	Asaka, Leslie	0	-100.00	0.0000					
CO	Cancel Order	#20		8 1/2" X 11" WHITE COPY PAPER.	WHSE1	INVT1	1006.001.10	P	PO		1102	B	1	1006			2DD	DELTA DYNAMICS	BCOMPHER	Compher, Bob S	MASTER	Asaka, Leslie	0	-200.00	0.0000					
CO	Cancel Order	#20		8 1/2" X 11" WHITE COPY PAPER.	WHSE1	INVT1	1006.001.10	P	PO		17002	B	1	1006			2DD	DELTA DYNAMICS	BCOMPHER	Compher, Bob S	MASTER	Asaka, Leslie	0	-450.00	0.0000					
CO	Cancel Order	#20		8 1/2" X 11" WHITE COPY PAPER.	WHSE1	INVT1	1006.001.10	P	PO		24925	B	1	1006			2DD	DELTA DYNAMICS	BCOMPHER	Compher, Bob S	MASTER	Asaka, Leslie	0	-2.00	0.0000					
CO	Cancel Order	#20		8 1/2" X 11" WHITE COPY PAPER.	WHSE1	INVT1	1006.001.10	P	PO		24925R	B	1	1006			2DD	DELTA DYNAMICS	BCOMPHER	Compher, Bob S	MASTER	Asaka, Leslie	0	-202.00	0.0000					
CO	Cancel Order	#20		8 1/2" X 11" WHITE COPY PAPER.	WHSE1	INVT1	1006.001.10	P	PO		24925R2	B	1	1006			2DD	DELTA DYNAMICS	BCOMPHER	Compher, Bob S	MASTER	Asaka, Leslie	0	-200.00	0.0000					
CO	Cancel Order	#20		8 1/2" X 11" WHITE COPY PAPER.	WHSE1	INVT1	1006.001.10	P	PO		24925R3	B	1	1006			2DD	DELTA DYNAMICS	BCOMPHER	Compher, Bob S	MASTER	Asaka, Leslie	0	-300.00	0.0000					
CO	Cancel Order	#20		8 1/2" X 11" WHITE COPY PAPER.	WHSE1	INVT1	1006.001.10	P	PO		27348	B	1	1006			2DD	DELTA DYNAMICS	BCOMPHER	Compher, Bob S	MASTER	Asaka, Leslie	0	-100.00	0.0000					
CO	Cancel Order	#20		8 1/2" X 11" WHITE COPY PAPER.	WHSE1	INVT1	1006.001.10	P	PO		27536-2	B	1	1006			2DD	DELTA DYNAMICS	BCOMPHER	Compher, Bob S	MASTER	Asaka, Leslie	0	-6.00	0.0000					
CO	Cancel Order	#20		8 1/2" X 11" WHITE COPY PAPER.	WHSE1	INVT1	1006.001.10	P	PO		27536-2	B	2	1006			2DD	DELTA DYNAMICS	BCOMPHER	Compher, Bob S	MASTER	Asaka, Leslie	0	-6.00	0.0000					
CO	Cancel Order	#20		8 1/2" X 11" WHITE COPY PAPER.	WHSE1	INVT1	1006.001.10	P	PO		27536-2	B	11	1006			2DD	DELTA DYNAMICS	BCOMPHER	Compher, Bob S	MASTER	Asaka, Leslie	0	-6.00	0.0000					

Summarized Bills of Material Report

The Summarized Bills of Material (BOM) report allows you to create a summarized listing of components for a given assembly.

This report allows you to select a range of assemblies.

You can include the first level, specified levels, or all levels of components of the assembly. You can use this report to print a summary of either manufacturing bills of material (MBOMs) or engineering bills of material (EBOMs).

Note: This Costpoint BI report relies on a report table that is generated in Costpoint.

You have to run Costpoint's Print Summarized Bills of Material Report application prior to executing this report.

In Costpoint, when you run the Print Summarized Bills of Material Report application, you must select **Update Summarized Bills of Materials Report Table** on the Action menu to update the summarized BOM table.

Prompts

Use the prompts to configure the Summarized Bill of Material report.

Prompt Message	Description
Company	Select a company.

Prompt Message	Description
Limit Assembly(s)	In the **Keywords: (ID + Name)** field, enter a portion or the entire ID of one or more assemblies to add in the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
BOM Type	Select which type of bills of material (BOM) you want to include on this report. The available options are the following: ▪ **Manufacturing**: Select this option to print the MBOM for the selected assembly part. You can only select standard components for this BOM type. ▪ **Engineering**: Select this option to print the EBOM for the selected assembly part. You can select either standard or provisional components for this BOM type.

Sample Report

This is a sample Summarized Bill of Material report.

Summarized Bill of Material

1 - Company 1

Part ID	Part Description	Rev	Make/Buy	Part Status	Part Type	As Required?	U/M	Quantity Per Assembly	Quantity Per Assembly Order
Assembly: #20 - 8 1/2' X 11' WHITE COPY PAPER. Rev:									
MS15795-808	WASHER,FLAT-MET,RND		B	R	S	N	EA	6.0000	0.0000
BACKFLUSH1	Backflush Assy part Top Level		M	R	S	N	EA	1.0000	0.0000
Assembly: CJ-1241248-1 - ASSEMBLY Rev:									
CJ-1241248-2	COMPONENT		B	R	S	N	PC	2.0000	0.0000
Assembly: JEF-482016-X - test Rev:									
JEF-482016-Y	test		B	R	S	N	EA	0.0000	0.0000
Assembly: X03.1934 - X03.1934 Rev:									
X03.1100	X03.1100		M	R	S	N	EA	0.0000	0.0000
X03.1110	X03.1110		M	R	S	N	EA	0.0000	0.0000
X03.1120	X03.1120		M	R	S	N	EA	0.0000	0.0000
X03.1220	x03.1220		M	R	S	N	EA	0.0000	0.0000
X03.1221	X03.1221		M	R	S	N	EA	0.0000	0.0000
X03.1335	X03.1335		M	R	S	N	EA	0.0000	0.0000
X03.1425	X03.1425		M	R	S	N	EA	0.0000	0.0000
X03.1760	X03.1760		M	R	S	N	EA	0.0000	0.0000
X03.1780	X03.1780		M	R	S	N	EA	0.0000	0.0000
X03.1835	X03.1835		M	R	S	N	EA	0.0000	0.0000
X03.7040	X03.7040		M	R	S	N	EA	0.0000	0.0000

Click the **Part ID** value to drill thru the Component Alternate Part detail.

Component Alternate Parts

Note: Close this window to return to Main.

Sequence Number	Manufacturer ID	Manufacturer Name	Manufactured Part ID	Manufactured Part Revision ID	Vendor ID	Vendor Name	Vendor Part ID	Vendor Part Revision	Part Preference Flag (Y/N)	Part Preference Type
1	RSI	Radiation Systems Inc.	MS15795-808C		ALN	A L Nelson & Assoc.	MS15795-808C	D	Y	

Materials

The Materials folder stores standard Materials reports and dashboards for the manufacturing administrator and materials staff.

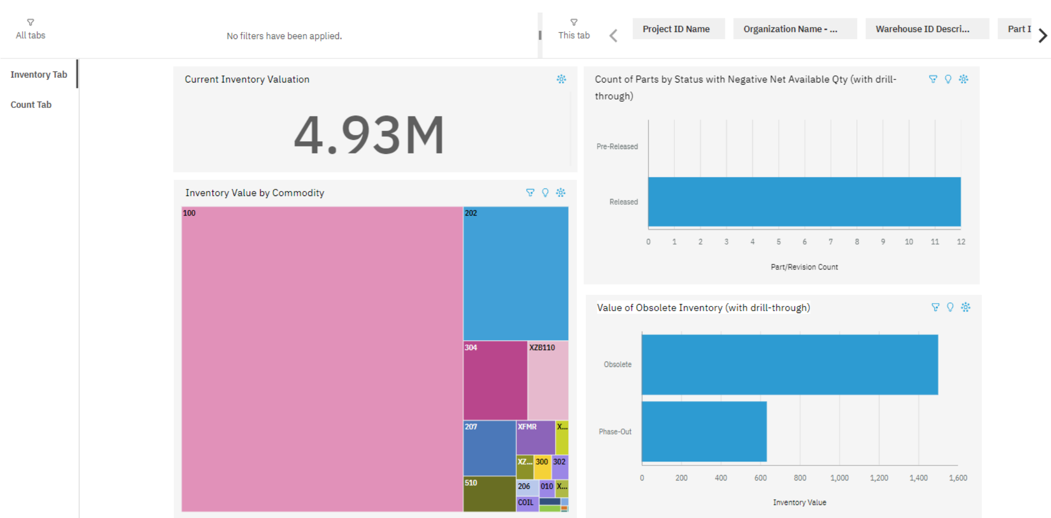
The contents of this folder are available to the following user groups:

- CER All
- CER Materials
- CER Materials Secure
- CER Materials Manufacturing All Secure

Inventory Dashboard

Use the Inventory Dashboard data to make decisions about inventory value, obsolete inventory levels, negative available inventory, and count accuracy.

Inventory Tab



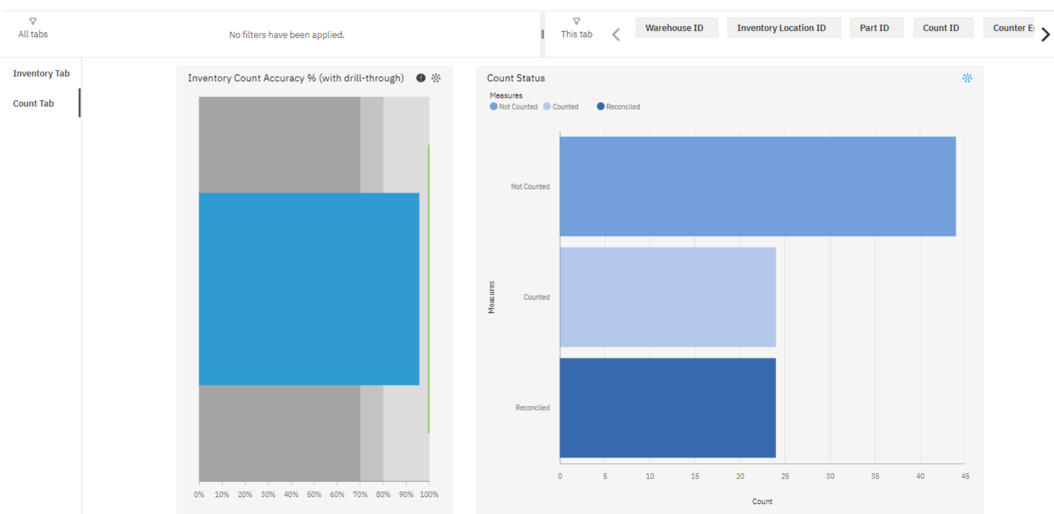
The Inventory Tab provides data to help you analyze your inventory. You can also filter the data based on project, organization, warehouse, and part.

- **Current Inventory Valuation**: This KPI value is the total value of current inventory.
- **Count of Parts by Status with Negative Net Available Qty (with drill-through)**: This KPI value shows the number of parts by status that have a negative net available quantity. This chart has a drill-through report that shows the list of these parts and their on-hand and available quantity. Click the **Part ID** to see a list of Manufacturing Orders for Make parts or Purchase Requisitions and Purchase Orders for Buy parts, and to see where these items are on order to come in.
- **Inventory Value by Commodity**: This pie chart shows the total inventory value by commodity.
- **Value of Obsolete Inventory (with drill-through)**: This bar chart displays the value of obsolete inventory based on the following criteria:
  - Obsolete part status
  - Phase-Out part status

  The drill-through report shows a list of the parts along with the on-hand quantity, unit cost, and total value of each obsolete and phased-out status.

Count Tab

The Count Tab provides inventory count data that you can filter by location, part, count ID, warehouse, the employee who performed the count, inventory abbreviation code, and counted date.



- **Inventory Count Accuracy % (with drill-through)**: This KPI component shows the inventory count accuracy percentage based on Actual Count data. Drill through to the Inventory Count Accuracy report and view the actual count data to see the variance amount, unit cost, and whether the variance has been reconciled.
- **Count Status**: This bar chart shows the number of active counts in different statuses (Counted, Not Counted, and Reconciled).

Materials Reports

The Materials area includes ten report templates that you can customize and use.

These reports are:

- Container Content Labels
- Customer Returns
- Goods List
- Indented Bill of Materials
- Item Vendors
- Lead Time Audit
- Lead Time Import Extraction
- Parts List
- Sales Order Status
- Services List
- Shipped Revenue
- Stock Status
- Summarized Bill of Material

Container Content Labels

Use the Container Content Labels report to print labels for each Inventory Transaction Line when putting inventory away during a purchase order and miscellaneous receipts, as well as manufacturing order relief during inspection acceptance.

Prompts

Select prompt values to run the Container Content Labels report.

Contents

Prompt Message	Description
Company	Select the company whose vendors you want to include in the report.
Transaction Type	Select the type of transaction to include in the report.
Transaction ID	Select transaction IDs to only print labels for this selection. To search with **Keywords**, enter one or more characters that will help retrieve the item(s) you want to select for the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you

Prompt Message	Description
	search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Transaction Line	Select transaction lines to only print labels for this selection. To search with **Keywords**, enter one or more characters that will help retrieve the item(s) you want to select for the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Warehouse(s)	Select warehouses to only print labels for this selection. To search with **Keywords**, enter one or more characters that will help retrieve the item(s) you want to select for the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Project(s)	Select projects to only print labels for this selection. To search with **Keywords**, enter one or more characters that will help retrieve the item(s) you want to select for the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Show Field(s)	Select the fields to include on the container content labels.

Sample Report

The Container Content Labels report provides labels for each Inventory Transaction Line.

Note: The HTML report only displays barcodes on the Firefox browser. In other browsers, run the report in the PDF format. Also, the barcode font must be installed on your computer for it to show on the report. See the Costpoint 8.2 Business Intelligence Post Installation and Configuration guide for instructions to install the font or contact your BI administrator.

Customer Return Report

The Customer Return report allows you to see a list of Customer Return lines that can be filtered by Part or Project so you can analyze your returned material and understand where action is needed.

Prompts

Select prompts to filter data for the Customer Return report.

Contents

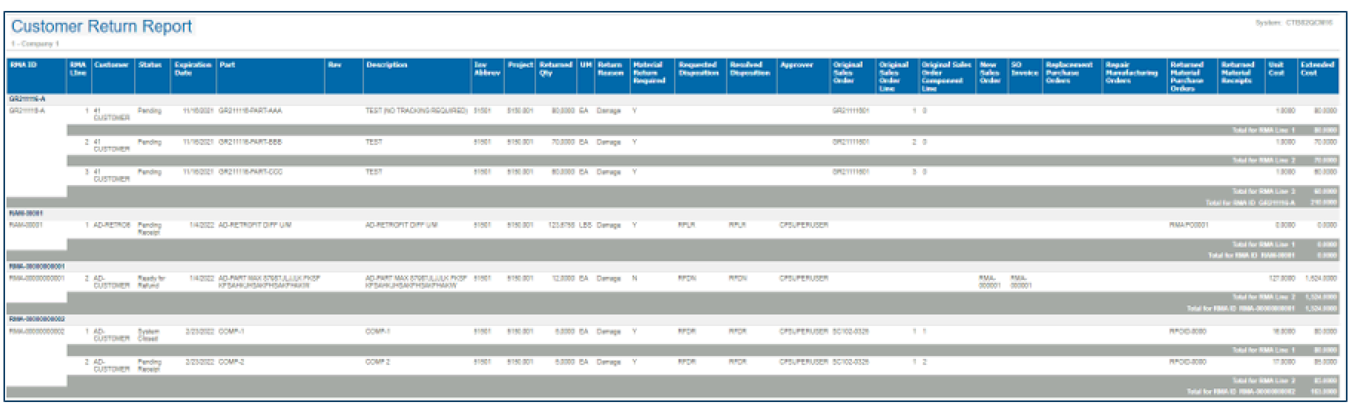
Prompt	Description
Company	Select a company for the report.
RMA ID(s)	In the **Keywords** field, enter a portion of one or more RMA IDs to add to the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit customer(s)	In the **Keywords (ID+Name)** field, enter a portion of one or more customer names or IDs to add to the report.

Deltek

Prompt	Description
	To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit part/ rev(s)	In the **Keywords** field, enter a portion of one or more parts/revisions to add to the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit project(s)	In the **Keywords** field, enter a portion or the entire ID of one or more projects to add to the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Expiration date	In the **From** field, enter the beginning value for the active date range. In the **To** field, enter the end value for the date range. You can opt to select the **Earliest date** or the **Latest date** possible for the date range.
Status	Select the customer return statuses to include in the report.

Sample Report

The following sample shows the Customer Return report.



Goods List Report

The Goods List report allows you to generate a list of items that are categorized as goods.

Prompts

Use the Goods List prompts to configure the Goods List report..

Prompt Message	Description
Company	Select a company from the list.
Limit part\ rev(s)	In the **Keywords** field, enter a portion of one or more part/revisions to be added on the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Active	Select the option to indicate whether or not the item is active. The **Yes** and **No** options are both selected as a default.
Limit commodity code(s)	In the **Keywords: (ID + Name)** field, enter a portion of one or more commodity code IDs to be added on the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit buyer(s)	In the **Keywords** field, enter a portion of one or more buyers to be added on the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

The following is a sample Goods List report.

Deltek

Report Page | Prompt Selections | Revision History

Goods List

1 Company 1

Good	Rev	Description	Active	U/M	Hazmat	Commodity	Industry Class	Product Class	Product Type	Overshipment Allowed	Receipt Tolerance	Buyer	Inspection Type	Universal Product Code
MMGDS-C1-01		Goods - 01 - Company 1	Y	EA	N	SIC3663A	SIC-3663	SIG366	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-02		Goods - 02 - Company 1	Y	EA	N	SIC3663B	SIC-3663	SIG366	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-03		Goods - 03 - Company 1	Y	EA	N	SIC3663C	SIC-3663	SIG366	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-04		Goods - 04 - Company 1	Y	EA	N	SIC3674A	SIC-3674	SIG367	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-05		Goods - 05 - Company 1	Y	EA	N	SIC3691A	SIC-3691	SIG369	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-06		Goods - 06 - Company 1	Y	EA	N	SIC3691B	SIC-3691	SIG369	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-07		Goods - 07 - Company 1	Y	EA	N	SIC3691C	SIC-3691	SIG369	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-08		Goods - 08 - Company 1	Y	EA	N	SIC3691D	SIC-3691	SIG369	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-09		Goods - 09 - Company 1	Y	EA	N	SIC3695A	SIC-3695	SIG369	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-10		Goods - 10 - Company 1	Y	EA	N	SIC3827A	SIC-3827	SIG382	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-11		Goods - 11 - Company 1	Y	EA	N	SIC3861A	SIC-3861	SIG386	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-12		Goods - 12 - Company 1	Y	EA	N	SIC3861B	SIC-3861	SIG386	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-13		Goods - 13 - Company 1	Y	EA	N	SIC3861C	SIC-3861	SIG386	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-14		Goods - 14 - Company 1	Y	EA	N	SIC3861D	SIC-3861	SIG386	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-15		Goods - 15 - Company 1	Y	EA	N	SIC3861E	SIC-3861	SIG386	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-17		Goods - 17 - Company 1	Y	EA	N	SIC3663A		SIG366	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-18		Goods - 18 - Company 1	Y	EA	N	SIC3663A	SIC-3663	SIG366	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-19		Goods - 19 - Company 1	Y	EA	N	SIC3663A	SIC-3663	SIG366	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-20		Goods - 20 - Company 1	Y	EA	N	SIC3663A	SIC-3663	SIG366	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-21		Goods - 21 - Company 1	Y	EA	N	SIC3663A	SIC-3663	SIG366	Photographic Equip & Supplies	N	0.00%			

Page 1 of 3

Click the **Good** value to drill thru the Item Vendor List.

Report Page | Prompt Selections | Revision History

Item Vendors - Drill Thru

1 Company 1

Item	Rev	Vendor ID	Vendor Name	Approved/Preferred	Last PO Number	Last PO Date	Last Quote	Last Quote Date
MMGDS-C1-01		VEND00000001	Staples	Not Approved	PO-10623	10/24/07		
MMGDS-C1-01		VEND00000005	Miller's		PO-10654	11/17/14		
MMGDS-C1-01		VEND00000008	ABC Systems, Inc.	Approved	PO-10588	11/17/14		
MMGDS-C1-01		VEND00000010	GE Inspection Tech	Approved	PO-10610	10/22/07		
MMGDS-C1-01		VEND00000011	Sony PPG		PO-10631	10/26/07		
MMGDS-C1-01		VEND00000013	Office Depot	Approved	PO-10542	09/18/07		

Indented Bills of Materials Report

The Indented Bill of Material report allows you to create a listing of indented Bills of Material (BOM) for a selected range of assembly part numbers.

You can include the first-level components of the assembly or the entire indented BOM through all levels. You can use this report to print either manufacturing bills of material (MBOMs) or engineering bills of material (EBOMs).

Attention: This report relies on a report table that is generated in Costpoint.

You have to run Costpoint's Print Indented Bills of Material Report application prior to executing this report.

In Costpoint, when you run the Print Indented Bills of Material Report application, you must select **Update Indented Bills of Materials Report Table** on the Action menu to update the indented BOM table.

Prompts

Use the Indented Bill of Material prompts to configure the report.

Prompt	Description
Company	Select one company from the list.
Limit Assembly(s)	In the **Keywords** field, enter a portion of one or more assemblies to search for and add to the report and click 🔍. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
BOM Type	Select the type of bills of material (BOM) to include in the report: ▪ **Manufacturing:** Select this option to print the MBOM for the selected assembly part. You can only select standard components for this BOM type. ▪ **Engineering:** Select this option to print the EBOM for the selected assembly part. You can select either standard or provisional components for this BOM type.
Case Insensitive	Select this check box for BI to ignore the text case when searching keywords.
BOM Level	Select the BOM level at which you want the report printed: ▪ **SINGLE**: Select this option to include level 1 in the report. ▪ **ALL**: Select this option to include all levels in the report.

Sample Report

This is a sample Indented Bill of Materials report.

Indented Bill of Materials

1 - Applied Technologies Inc

Level	Part ID	Part Desc	Rev	Make / Buy	Line#	Find#	Part Status	BOM Status	Component Released	U/M	Quantity	Component Type	Quantity Type	Effective Start Date	Effective End Date	Lead Time (Days)
Assembly: 403791-1 - Chassis Assembly - Transponder																
1	102302-1	Magnetron 1000 watt		B	1	0001	R	N	Y	EA	1.0000	Standard	A	10/13/15		25
1	105067-1	Power Supply		B	2	0002	R	N	Y	EA	1.0000	Standard	A	10/13/15		0
1	204597-1	Connector 25 Pin		B	3	0003	R	N	Y	EA	1.0000	Standard	A	10/13/15		0
1	398076-1	Chassis Machined		M	4	0004	R	R	Y	EA	1.0000	Standard	A	10/13/15		0
2	309871-1	Chassis Casting		B	1	0001	R	N	Y	EA	1.0000	Standard	A	10/13/15		0
1	400100-1	CCA Signal Processors		M	5	0005	R	R	Y	EA	1.0000	Standard	A	10/13/15		0
2	105100-1	PCB Assembly Signal Processor		B	1	0001	R	R	Y	EA	1.0000	Standard	A	10/13/15		0
3	104893-1	PCB Signal Processor		B	1	0001	R	N	Y	EA	1.0000	Standard	A	10/13/15		10
2	1N4509	Diode		B	2	0002	R	N	Y	EA	2.0000	Standard	A	10/13/15		0
2	CRC100719	Capacitor		B	3	0003	R	N	Y	EA	5.0000	Standard	A	10/13/15		0
2	JANTXV129001	Capacitor		B	4	0004	R	N	Y	EA	2.0000	Standard	A	10/13/15		0
2	RCR05C100JS	Resistor Carbon		B	5	0005	R	N	Y	EA	8.0000	Standard	A	10/13/15		0
2	M39003-1407	Wire		B	6	0006	R	N	Y	EA	2.0000	Standard	A	10/13/15		0
2	GF-10902	Humiseal		B	7	0007	R	N	Y	EA	1.0000	Standard	A	10/13/15		0
2	011-038	IND CHIP 10% 8		B	8	0008	R	N	Y	EA	6.0000	Standard	A	10/13/15		7
2	012-557	IND TRANSFORMER 10T		B	9	0009	R	N	Y	EA	1.0000	Standard	A	10/13/15		14
1	400100-1	CCA Signal Processors		M	6	0006	R	R	Y	EA	6.0000	Standard	A	10/13/15		0
2	105100-1	PCB Assembly Signal Processor		B	1	0001	R	R	Y	EA	1.0000	Standard	A	10/13/15		0

Item Vendors Report

The Item Vendors report allows you to create a listing of vendors that are assigned to items.

You can print this report for parts, services, or goods.

Prompts

Specify the prompts for the Item Vendors List.

Prompt Message	Description
Company	Select one company from the list.
Limit part/ rev(s)	In the **Keywords** field, enter a portion of one or more part/revisions to be added on the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Item Type	Select the option to indicate the item type you want to include on this report. The available options are the following: ▪ Good

Prompt Message	Description
	▪ Part ▪ Service All options are selected by default.
Active	Select the option to indicate whether or not the item is active. The **Yes** and **No** options are both selected as a default.
Limit vendor(s)	In the **Keywords: (ID + Name)** field, enter a portion of one or more vendor IDs to be added on the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit buyer(s)	In the **Keywords** field, enter a portion of one or more buyers to be added on the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

The following is a sample Item Vendors - Drill Thru report.

Report Page Prompt Selections Revision History

Item Vendors - Drill Thru

1 Company 1

Item	Rev	Vendor ID	Vendor Name	Approved/Preferred	Last PO Number	Last PO Date	Last Quote	Last Quote Date
MMGDS-C1-01		VEND00000001	Staples	Not Approved	PO-10623	10/24/07		
MMGDS-C1-01		VEND00000005	Miller's		PO-10654	11/17/14		
MMGDS-C1-01		VEND00000008	ABC Systems, Inc.	Approved	PO-10588	11/17/14		
MMGDS-C1-01		VEND00000010	GE Inspection Tech	Approved	PO-10610	10/22/07		
MMGDS-C1-01		VEND00000011	Sony PPG		PO-10631	10/26/07		
MMGDS-C1-01		VEND00000013	Office Depot	Approved	PO-10542	09/18/07		

Lead Time Audit Report

The Lead Time Audit Report allows you to easily see and manage your list of lead times that are set in Manage Parts. It also shows the Manufacturing Orders or Purchase Orders that make up that lead time.

Prompts

Use the prompts to filter data for the Lead Time Audit report.

Contents

Prompt	Description
Company	Select the company for the report.
Make or Buy	Select **Make** to display manufactured parts. Select **Buy** to include parts purchased from an outside source.
Type	Select one or more types to include in the report.
Select Buyer(s)	Select one or more buyers to filter the data based on the buyers selected.
Select Planner(s)	Select planners to filter the data based on the planners selected.
Select Commodity	Select commodities to filter the report based on the commodities selected.
Select Vendor(s)	Select vendors to filter the report based on the vendors selected.
Show Item Detail	Select whether to show the details of each item.

Sample Report

View a sample Lead Time Audit report.

Lead Time Audit Report

System: CTB82PSMDEMO

1 - Applied Technologies Inc

Item ID	Revision	M/B	Part Status	Buyer	Planner	Commodity	Total LT (Days)	Vendor LT	Proc Planning LT	Buyer LT	Rcv Inspection LT	Receiving LT	Manu LT	Manu Planning LT	Manu Insp LT	Manu Pick LT	Manu Stock LT
TB-SE-I-KIT TB-Super-Encrypt Unit Integration Kit	-	Make	Released	12 - Bridges, Stephen	3 - Parker, Donald K	304 - Cable/Wire Assemblies											
TB-SE-I-CABLE TB-Super-Encrypt Integration Cable	-	Buy	Released	14 - Parker, Donald	3 - Parker, Donald K	304 - Cable/Wire Assemblies	14	0	14	0	0	0	0	0	0	0	0

TB-SE-I-KIT:

Order ID	Order Qty	Line	Order/Rls Date	Rcpt/Comp Date	Actual Lead Time
MO-00061	100		7/3/2019	8/19/2019	47
MO-00065	200		9/19/2019	10/21/2019	32
MO-00069	100		1/24/2020	1/24/2020	0
MO-00073	100		3/30/2020	4/16/2020	17
MO-00078	100		6/9/2020	6/26/2020	17
MO-00081	100		7/23/2020	8/17/2020	25
MO-00084	100		9/28/2020	10/19/2020	21

No PO/Receipt Available

TB-SE-I-CABLE:

No MO Available

Order ID	Order Qty	Line	Order/Rls Date	Rcpt/Comp Date	Actual Lead Time
PO-0000082	100	1	4/7/2017	4/7/2017	0
PO-0000090	100	1	5/4/2017	5/5/2017	1
PO-0000105	130	1	5/22/2017	5/31/2017	9
PO-0000105	200	2	5/22/2017	6/13/2017	22
PO-0000113	70	1	7/19/2017	7/20/2017	1
PO-0000119	400	1	9/20/2017	9/29/2017	9
PO-0000128	200	1	12/18/2017	12/18/2017	0
PO-0000133	200	1	2/5/2018	2/15/2018	10
PO-0000142	200	1	4/20/2018	4/23/2018	3
PO-0000146	200	1	6/25/2018	7/5/2018	10
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

Lead Time Import Extraction Report

Use the Lead Time Import Extraction Report to extract the part list with current lead time information from Part.

This report is generated in the Import Items file format. Export the report to Excel, update the lead time information in the report and then import the file via the Import Items to make updates to your lead time data.

Update and Import Lead Time Data

Follow the instructions below to update the Lead Time Import Extraction report and import the changes into Costpoint.

To import lead time data to Costpoint, you must have access to the Import Items application or the Materials module, and have parts with lead times set up in Costpoint.

To update and import lead time data:

1. On the Team Content tab, click **Materials**.
2. In the Lead Time Import Extraction tile or row, click the **Action menu** icon.
3. Click **Run as**.
4. Confirm the **Prompt me** option is selected.
5. In the Format section, select **Excel Data**.
6. Click **Run**.
7. Select the prompt settings and then click **Finish**.

8. Save the Excel spreadsheet to your computer.
9. Open the spreadsheet and delete the header row.
10. Update lead times and save your changes.

    Note: If you import a record with a 0 value where no value existed, Costpoint will create a lead time entry with a 0 value. To avoid creating lead time records with 0 lead time, delete the line in the import file.

11. In Costpoint, open the Import Items application and import the updated Lead Time Import Extraction report.

Prompts

Use the prompts to filter the Lead Time Import Extraction report.

Prompt	Description
Company	Select a company for the report.
Make or Buy	Select **Make** or **Buy** to restrict the report selection to make parts or buy parts.
Type	Select the types to include in the report.
Lead Time Type	Select the lead time types to include in the report.
Select Buyer(s)	Select buyers to include only the parts they are assigned to in the report.
Select Planner(s)	Select planners to include only the parts they are assigned to in the report.
Select Commodity	Select commodities to filter the report based on the commodities selected.
Select Vendor(s)	Select vendors to filter the report based on the vendors selected.
Include Items with No Lead Time Record (by Type)	Choose whether to include a record for each Lead Time Type selected above when no record exists in the database.

Sample Report

View a sample of the Lead Time Import Extraction report.

Lead Time Extraction Report

Company: 1 - Applied Technologies Inc

ILT	011-038	MA	5	UPLOAD
ILT	011-038	MI	4	UPLOAD
ILT	011-038	MM	3	UPLOAD
ILT	011-038	MP	2	UPLOAD
ILT	011-038	MS	1	UPLOAD
ILT	011-038	PA	0	UPLOAD
ILT	011-038	PB	10	UPLOAD
ILT	011-038	PI	0	UPLOAD
ILT	011-038	PR	0	UPLOAD
ILT	011-038	PV	10	UPLOAD
ILT	012-557	MA	0	UPLOAD
ILT	012-557	MI	0	UPLOAD
ILT	012-557	MM	0	UPLOAD
ILT	012-557	MP	0	UPLOAD
ILT	012-557	MS	0	UPLOAD
ILT	012-557	PA	0	UPLOAD
ILT	012-557	PB	0	UPLOAD
ILT	012-557	PI	0	UPLOAD
ILT	012-557	PR	0	UPLOAD
ILT	012-557	PV	14	UPLOAD

Parts List Report

The Parts List report allows you to generate a list of items that are categorized as parts.

Prompts

Select prompt values before running the Parts List report.

Prompt Message	Description
Company	Select one company from the list.
Limit part/ rev(s)	In the **Keywords** field, enter a portion of one or more part/revisions to be added on the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Make/buy	Select the option to indicate the component parts you want to include on this report. The available options are: ▪ **Make**: Manufactured ▪ **Buy**: Purchased

Deltek

Prompt Message	Description
	Both options are selected by default.
Status	Select the status(es) of the parts you want to include on this report. The available options are the following: ▪ E: Estimating ▪ O: Obsolete ▪ R: Released All options are selected by default.
Active	Select the option to indicate whether or not the item is active. The **Yes** and **No** options are both selected as a default.
Limit commodity code(s)	In the **Keywords: (ID + Name)** field, enter a portion of one or more commodity code IDs to be added on the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Part type	Select the option to indicate the component part type you want to include on this report. The available options are the following: ▪ B: Buy with Components ▪ L: MPS Planning-Only ▪ P: Phantom ▪ R: Reference ▪ S: Standard ▪ T: Tool All options are selected by default.
As-required	Select the option to indicate which component parts you want to include on this report, based on whether or not the quantity per component part is flagged as "as required." Selecting **No** will include component parts whose exact quantities have been specified. Both options are selected by default.

Prompt Message	Description
QC inspection required	Select the option to indicate which component parts you want to include on this report, based on whether or not the parts require inspection by Quality Control. Both options are selected by default.
Source inspection required	Select the option to indicate which component parts you want to include on this report, based on whether or not the parts require source inspection.. Both options are selected by default.
Limit buyer(s)	In the **Keywords: (ID + Name)** field, enter a portion of one or more buyer IDs to be added on the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

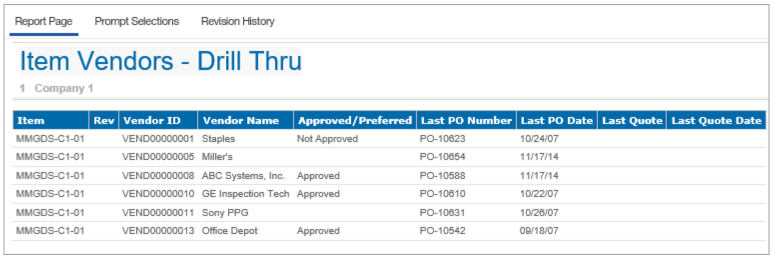
The following is a sample Parts List report.

Parts List

1 - Company 1

Part	Rev	Description	Component Part Type Description	Component Part Status	U/M	M/B	Active	As-Required	Hazmat	QC Inspection Required	Source Inspection Required	Certificate of Conformance Required	Inspection Type	Commodity	Product Type	Product Class	Industry Class	National Stock Number	Mil-Spec	CAGE	UPC
3108C28-20		<svg onload=alert('Part-Desc-XSS') />	Standard	Released	EA	B	Y	N	N	Y	Y	Y									
3108C28-24		U-BOLT REF:NAS3108C28-24	Standard	Released	EA	B	Y	N	N	N	N	N									
62828-00038-1		AC LINE FILTER	Standard	Released	EA	B	Y	N	N	Y	Y	Y									
!!!		!!!	Standard	Released	EA	B	Y	N	N	Y	N	Y									
#1		Plan Template	Standard	Released	EA	M	Y	N	N	Y	N	Y									
#16 GA MTW BLU		16 GA BLUE WIRE	Standard	Released	FT	B	Y	Y	N	Y	Y	Y									
#16 GA MTW GRN		16 GA GREEN WIRE	Standard	Released	FT	B	Y	Y	N	Y	Y	Y									
#16 GA MTW RED		16 GA RED WIRE	Standard	Released	FT	B	Y	N	N	Y	Y	Y									
#16 GA MTW WHT		16 GA WHITE WIRE	Standard	Released	FT	B	Y	N	N	Y	Y	Y									
#2 THHN BLACK		ELECTRICAL WIRE	Standard	Released	EA	B	Y	N	N	Y	Y	Y									
#20		8 1/2' X 11' WHITE COPY PAPER	Standard	Released	CTN	B	Y	N	N	Y	Y	Y									
#24246	1	#24246#24246	Standard	Released	EA	B	Y	N	N	Y	N	Y									
#3		CLAMP,GROUND	Standard	Released	EA	B	Y	N	N	Y	Y	Y									
#3	A	CLAMP,GROUND	Standard	Released	EA	B	Y	N	N	Y	Y	Y									
#3	B	CLAMP,GROUND	Standard	Released	EA	B	Y	N	N	Y	Y	Y									
#8 THHN GREEN		ELECTRICAL WIRE	Standard	Released	EA	B	Y	N	N	Y	Y	Y									
"PMR PARTS"		"PMR PARTS"	Standard	Released	EA	M	Y	N	N	Y	N	N									
'2 TG410TSBV2		3 WAY VALVE	Standard	Released	EA	B	Y	N	N	Y	Y	Y									
'KES		'KES	Standard	Released	EA	B	Y	N	N	Y	N	N									
'MTPARTS		VGA monitor non-interlace	Standard	Released	EA	B	Y	N	N	Y	Y	Y		001	XPDR	CLAS-1					

Click the **Part** value to drill through the Item Vendor List.



Report Page Prompt Selections Revision History

Item Vendors - Drill Thru

1 Company 1

Item	Rev	Vendor ID	Vendor Name	Approved/Preferred	Last PO Number	Last PO Date	Last Quote	Last Quote Date
MMGDS-C1-01		VEND00000001	Staples	Not Approved	PO-10623	10/24/07		
MMGDS-C1-01		VEND00000005	Miller's		PO-10654	11/17/14		
MMGDS-C1-01		VEND00000008	ABC Systems, Inc.	Approved	PO-10588	11/17/14		
MMGDS-C1-01		VEND00000010	GE Inspection Tech	Approved	PO-10610	10/22/07		
MMGDS-C1-01		VEND00000011	Sony PPG		PO-10631	10/26/07		
MMGDS-C1-01		VEND00000013	Office Depot	Approved	PO-10542	09/18/07		

Sales Order Status Report

The Sales Order Status report allows you to analyze sales orders.

Prompts

Select prompt values before running the Sales Order Status report.

Prompt Message	Description
Company	Select one company from the list.
Sales Order Status	Select the current status of the sales order that you want to include on the report. The available options are the following: ▪ Approved ▪ Closed ▪ In Approval ▪ Pending ▪ System Closed ▪ Void The default option is **Approved**.
Sales Order Date Range	In the **From:** field, enter the start date assigned to sales orders or click the calendar icon to select the date. In the **To:** field, enter the end date assigned to sales orders or click the calendar icon to select the date. You can opt to select the **Earliest date** or the **Latest date** possible for the sales order dates.
Sales Order Line Status	Select the sales order line status that you want to include on the report. The available options are the following:

Prompt Message	Description
	▪ Closed ▪ Open ▪ System Closed The default option is **Open**.
Line Order Due Date	In the **From:** field, enter the start date assigned to line orders or click the calendar icon to select the date. In the **To:** field, enter the end date assigned to line orders or click the calendar icon to select the date. You can opt to select the **Earliest date** or the **Latest date** possible for the need line order dates.
Suppress sensitive columns	Select the option to suppress the net unit price or the original total amount on the report. The default option is **Original Total Amount**.
Limit SO number(s)	In the **Keywords** field, enter a portion of one or more SO numbers in the to be added on the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit customer(s)	In the **Keywords: (ID + Name)** field, enter a portion or the entire ID of one or more customers to be added on the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit sales representative(s)	In the **Keywords: (ID + Name)** field, enter a portion or the entire ID of one or more sales representatives to be added on the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit warehouse(s)	In the **Keywords: (ID + Name)** field, enter a portion or the entire ID of one or more warehouses to be added on the report.

Prompt Message	Description
	To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit project(s)	In the **Keywords: (ID + Name)** field, enter a portion or the entire ID of one or more projects to be added on the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

The following is a sample Sales Order Status report.

Sales Order Status

1 - Company 1

Order Date	Sales Order Number	Sales Order Status	SO Line No	SO Ln Description	SO Line Status	SO Line Type	Customer Name	Customer Purchase Order	Commodity Code	Item	Item Rev No.	Net Unit Price	Order Quantity	U/M	Line Desired Date	Line Due Date	Line Ship By Date	Invoiced Qty	Shipped Qty	Issued Qty	Backlog Quantity	Open SO Ln Amt	SO Line Extended Amt
4/18/19	SC102-0445	A	1	KH.MES282.1 DESC	O	INV	Global Technologies, Inc.			KH.MES282.1		0.00	5.0000	EA	4/25/19	4/25/19	4/25/19	0.0000	0.0000	0.0000	0.0000	0.00	0.00
4/18/19	SC102-0446	A	1	KH.MES282.2 desc	O	INV	Global Technologies, Inc.			KH.MES282.2		1,250.00	1.0000	EA	4/25/19	4/25/19	4/18/19	0.0000	0.0000	0.0000	0.0000	0.00	1,250.00
4/22/19	SC102-0447	A	1	KH.MES282.2 desc	O	INV	Computer Resources Corp.			KH.MES282.2		100.00	10.0000	EA	4/22/19	4/22/19	4/22/19	0.0000	0.0000	0.0000	0.0000	0.00	1,000.00
10/2/19	AD-ST00001	A	1	AD-STANDARD TEXT	O	INV	AD-CUSTOMER1			AD-STANDARD TEXT		111.00	123.0000	EA		10/2/19	10/2/19	0.0000	0.0000	0.0000	0.0000	0.00	13,653.00
10/2/19	AD-ST00002	P	1	AD-STANDARD TEXT	O	INV	AD-CUSTOMER1			AD-STANDARD TEXT		111.00	123.0000	EA		10/2/19	10/2/19	0.0000	0.0000	0.0000	0.0000	0.00	13,653.00
10/2/19	AD-ST00003	P	1	AD-ST PART 001	O	INV	AD-CUSTOMER			AD-ST PART 001		123.00	123.0000	EA		10/2/19	10/2/19	0.0000	0.0000	0.0000	0.0000	0.00	15,129.00
10/2/19	AD-ST00003	P	2	AD-ST PART 001	O	INV	AD-CUSTOMER			AD-ST PART 001		123.00	123.0000	EA		10/2/19	10/2/19	0.0000	0.0000	0.0000	0.0000	0.00	15,129.00
10/14/19	AD-ORG0001	I	1	AD-INVOICE 001	O	INO	AD-CUSTOMER	DDDDDD		AD-INVOICE 001		122.00	123.0000	EA		10/14/19		0.0000	0.0000	0.0000	0.0000	0.00	15,006.00
10/14/19	AD-ORG0002	A	1	AD-INVOICE 001	O	INO	AD-CUSTOMER			AD-INVOICE 001		122.00	123.0000	EA		10/14/19		0.0000	0.0000	0.0000	0.0000	0.00	15,006.00
10/14/19	AD-ORG0003	I	1	AD-INVOICE 001	O	INO	AD-CUSTOMER			AD-INVOICE 001		122.00	123.0000	EA		10/14/19		0.0000	0.0000	0.0000	0.0000	0.00	15,006.00
10/14/19	AD-	A	1	AD-PART	O	INV	AD-			AD-PART		111.00	120.0000	EA		10/14/19	10/14/19	0.0000	0.0000	120.0000	0.0000	0.00	13,320.00

Services List Report

The Services List generates a list of items that are categorized as services. The list includes item classification and procurement information.

Prompts

Select prompt values before running the Services List report.

Prompt Message	Description
Company	Select one company from the list.
Limit part/ rev(s)	In the **Keywords** field, enter a portion of one or more part/revisions to be added on the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Active	Select the option to indicate whether or not the service is active. The **Yes** and **No** options are both selected as a default.
Limit commodity code(s)	In the **Keywords: (ID + Name)** field, enter a portion of one or more commodity code IDs to be added on the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit buyer(s)	In the **Keywords: (ID + Name)** field, enter a portion of one or more buyer IDs to be added on the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

The following is a sample Services List report.

Services List

1 - Company 1

Service	Rev	Description	Active	U/M	Commodity	Industry Class	Product Class	Product Type Description	Overshipment Allowed	Receipt Tolerance	Buyer
BCC100S-02		Training, Broadcast Tech, DV Camera Shooting Guides	Y	EA	SIC7812A		SIG781	Photographic Equip & Supplies	N	0.00%	
BCC100S-03		Consultanting Services, Broadcast	Y	$$	SIC7819A		SIG781	Photographic Equip & Supplies	N	0.00%	
BOMB01		Bomb Detection Training	Y	EA					N	0.00%	
CAD PLATE		CAD PLATE PER DRAWING SPECIFICATIONS	Y	EA	OS	SAT	V3	SPARES	Y	0.00%	CHRISTENSEN, KEITH
CC-SERVICE-ITEM		CC Service Item	Y	HRS					N	0.00%	
CLEANING	1	OFFICE CLEANING	Y	EA	005				N	0.00%	Dreskin, Anita
CONCRETE FINISHERS		Concrete Finishers - Smooth and level, apply broom finish	Y	DAY	02	MFG	CLAS-2	TEST SETS	Y	0.00%	Will, Thomas
CP-REPAIR	1	COPIER REPAIR	Y	HRS	008				N	0.00%	
DEFTR01		Basic Guard Dog Defense Training	Y	EA					N	0.00%	
DELIVERY SERVICE		Delivery service	Y	EA					N	0.00%	Will, Thomas

Click the **Service** value to drill through the Item Vendor List.

Report Page Prompt Selections Revision History

Item Vendors - Drill Thru

1 Company 1

Item	Rev	Vendor ID	Vendor Name	Approved/Preferred	Last PO Number	Last PO Date	Last Quote	Last Quote Date
MMGDS-C1-01		VEND00000001	Staples	Not Approved	PO-10623	10/24/07		
MMGDS-C1-01		VEND00000005	Miller's		PO-10654	11/17/14		
MMGDS-C1-01		VEND00000008	ABC Systems, Inc.	Approved	PO-10588	11/17/14		
MMGDS-C1-01		VEND00000010	GE Inspection Tech	Approved	PO-10610	10/22/07		
MMGDS-C1-01		VEND00000011	Sony PPG		PO-10631	10/26/07		
MMGDS-C1-01		VEND00000013	Office Depot	Approved	PO-10542	09/18/07		

Shipped Revenue Report

The Shipped Revenue report displays sales order revenue by line, determined by sales orders that have been invoiced

Prompts

Select prompt values before running the Shipped Revenue report.

Prompt Message	Description
Company	Select one company from the list.
Sales Order Date	In the **From:** field, enter the start date assigned to sales orders or click the calendar icon to select the date. In the **To:** field, enter the end date assigned to sales orders or click the calendar icon to select the date. You can opt to select the **Earliest date** or the **Latest date** possible for the sales order dates.
Limit invoice number(s)	In the **Keywords** field, enter a portion of one or more invoice numbers to be added on the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit sales order number(s)	In the **Keywords** field, enter a portion of one or more SO numbers to be added on the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit project(s)	In the **Keywords: (ID + Name)** field, enter a portion or the entire ID of one or more projects

Prompt Message	Description
	to be added on the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit customer(s)	In the **Keywords: (ID + Name)** field, enter a portion or the entire ID of one or more customers to be added on the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit sales representative(s)	In the **Keywords: (ID + Name)** field, enter a portion or the entire ID of one or more sales representatives to be added on the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

This is a sample Shipped Revenue report.

Shipped Revenue

1 - Company 1

Invoice ID	Invoice Posted/Unposted	Invoice Date	Order Date	Sales Order Number	Fiscal Year	Period Number	Subperiod Number	Project ID	Customer Name	Customer Purchase Order ID	Sales Representative ID	Sales Representative Name	Invoice Line Number	Inventory Type	Item ID	Item Revision ID	Invoice Line Description	Original Quantity	Original Amount	Shipped Quantity	Shipped Amount
INV1008	Unposted	7/12/00	7/12/00	SO98-0022	2000	10	1	K931	No Country Code testing				1		LEASH		6ft Pet Leash	1.0000	7.32	1.0000	7.32
INV1008	Unposted	7/12/00	7/12/00	SO98-0022	2000	10	1	K931	No Country Code testing				2		FEEDER		Water Dish/Pet Feeder Combo	1.0000	17.77	1.0000	17.77
INV1009	Posted	8/29/00	8/29/00	SO98-0024	2000	12	1	K931	Nico's Family Pet Shop				1		MDOG1		Small Dog Combo	2.0000	60.00	2.0000	60.00
INV1009	Posted	8/29/00	8/29/00	SO98-0024	2000	12	1	K931	Nico's Family Pet Shop				2		MDOG2		Medium Dog Combo	1.0000	350.00	1.0000	350.00
INV1009	Posted	8/29/00	8/29/00	SO98-0024	2000	12	1	K931	Nico's Family Pet Shop				3		MDOG3		Large Dog Combo	3.0000	1,350.00	3.0000	1,350.00
INV1009	Posted	8/29/00	8/29/00	SO98-0024	2000	12	1	K931	Nico's Family Pet Shop				4		MDOG4		Extra-Large Dog Combo	1.0000	550.00	1.0000	550.00
INV1009	Posted	8/29/00	8/29/00	SO98-0024	2000	12	1	K931	Nico's Family Pet Shop				5		DOG1		Small Dog	5.0000	1,250.00	5.0000	1,250.00
INV1009	Posted	8/29/00	8/29/00	SO98-0024	2000	12	1	K931	Nico's Family Pet Shop				6		DOG3		Large Dog	3.0000	1,200.00	3.0000	1,200.00
INV1009	Posted	8/29/00	8/29/00	SO98-0024	2000	12	1	K931	Nico's Family Pet Shop				7		MCAT1		Short Haired Cat Combo	3.0000	900.00	3.0000	900.00
INV1009	Posted	8/29/00	8/29/00	SO98-0024	2000	12	1	K931	Nico's Family Pet Shop				8		MCAT2		Long Haired Cat Combo	1.0000	300.00	1.0000	300.00
INV1009	Posted	8/29/00	8/29/00	SO98-0024	2000	12	1	K931	Nico's Family Pet Shop				9		MCAT3		Asian Hairless Cat Combo	4.0000	1,600.00	4.0000	1,600.00
INV1009	Posted	8/29/00	8/29/00	SO98-0024	2000	12	1	K931	Nico's Family Pet Shop				10		MCAT4		Mangy Cat Combo	8.0000	800.00	8.0000	800.00
INV1009	Posted	8/29/00	8/29/00	SO98-0024	2000	12	1	K931	Nico's Family Pet Shop				11		CAT3		Asian Hairless Cat	5.0000	1,750.00	5.0000	1,750.00
INV1010	Posted	6/7/01	6/7/01	SO98-0026	2001	8	1		AAA				1		G-	1	GENERAL CONSULTING	2.0000	2,263.47	0.0000	2,263.47

Stock Status Report

The Stock Status report provides a listing of inventory sorted by the following combinations: warehouse/location, project/part revision, inventory abbreviation/part revision, or part/revision/project.

This report is generated in real-time. The Excel output for the report excludes headers, footers, subtotals, and so on, making the data easier to manipulate. A drill-thru report is available to view serial/lot tracking information.

> **Note:** You can create Stock Status reports that can be exported to PDF and saved to a specified location. These jobs can be scheduled at recurring intervals and run on-demand. The exported PDF files contain date/

time stamp information

Prompts

Use the Stock Status prompts to configure the Stock Status report.

Prompt Message	Description
Company	Select one company from the list.
Group By	Select the option to use for the report from the drop-down list. The options available are the following: ▪ **Warehouse\Location**: Select this option to print the report by warehouse and location. This is the default option. ▪ **Project\Part Rev**: Select this option to print the report by project and part/revision. ▪ **Inventory Abbreviation Code\Part Rev**: Select this option to print the report by inventory abbreviation code and part/revision. ▪ **Part Rev\Project**: Select this option to print the report by part/revision and project.
Limit Warehouse(s)	In the **Keywords: (ID + Name)** field, enter a portion or the entire ID of one or more warehouses, projects, inventory abbreviation codes, or part/revisions to be added on the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit Inventory Location ID(s)	In the **Keywords: (ID + Name)** field, enter a portion or the entire ID of one or more inventory locations to be added on the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Location Type	Select the location type you want to include on the report. The location type is a system-defined code used to classify inventory records by locations. These system-defined location types are the following: ▪ **Incoming Inspection**: Select this option to indicate that this location contains parts that have been received, but have not been accepted or rejected.

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Prompt Message	Description
	▪ **Materials Review Board (MRB)**: Select this option to indicate that this location contains parts that are within quality control, and that the items do not meet the drawings. The items may be kept as they are, disposed, or returned to the vendor. ▪ **On-Hand**: Select this option to indicate that this location contains parts that should be counted as available. This is the default option. ▪ **On-Hold**: Select this option to indicate that this location contains parts that should not be counted as available. ▪ **Reinspection**: Select this option to indicate that this location contains parts that have already been accepted or rejected but need to go back through that process. ▪ **Shipping**: Select this option to indicate that this location contains parts that have been removed from stock for shipping. The **Shipping** type and the **On-Hold** type are used in a similar fashion. Location types that are not selected do not print.
Account Type	Select the account type(s) of the inventory records you want to include on the report. The account types are the following: ▪ Assets ▪ Expense ▪ Government Furnished Materials You can select more than one account type by pressing and holding the CTRL key and selecting the options you want to include on the report. Account types that are not selected do not print. All account types are selected by default.
Inventory Type	Select the inventory type of the inventory records you want to include on the report. The inventory types are the following: ▪ Raw ▪ Finished Both inventory types are selected by default.
Excel Format	Select the option to indicate if you want to produce a report version that has no headers,

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Prompt Message	Description
	footers, and subtotals for easier sorting and manipulation. The default option is **No**.

Sample Report

This is a sample Stock Status report.

Stock Status

1 - Company 1

Y

Part ID	Revision	Item Description	Inventory Abbreviation Code	Project	Inventory Account Description	Inventory Type	Quantity	U/M	Unit Cost Amount	Inventory Balance
Warehouse: 'ADWHSE'	:									
Inventory Location ID: L	Location Type: : On-Hand									
B-LOT-1		DESC FOR B-LOT-1, REV = BLANK	INVT1	1006.001.10	Expense	Raw	101	EA	0.5389	54.43
MKA-PART-01		test	51501	5150.001	Expense	Raw	1	EA	4,938,797.9112	4,938,797.91
Subtotal for Inventory Location ID L:							**102**			**4,938,852.34**
Subtotal for Warehouse 'ADWHSE':										**4,938,852.34**
Warehouse: 'TEST	:									
Inventory Location ID: ONHANDLOC1	Location Type: : On-Hand									
MS15795-808		WASHER,FLAT-MET,RND	98041R	9800.004.10	Expense	Raw	300	EA	0.7800	234.00
Subtotal for Inventory Location ID ONHANDLOC1:							**300**			**234.00**
Subtotal for Warehouse 'TEST:										**234.00**
Warehouse: 1000	:									
Inventory Location ID: A100	Location Type: : On-Hand									
005621		TEFLON TAPE	1234567890POIUYTREWQ	5150.001	Expense	Raw	1	EA	0.0000	0.00
1234567890POIUYTREWQASDFGHJKLPOIUYTREWQ1234567890V	1234567890	123456789012345678901234567890123456789012345678901234567890	1234567890POIUYTREWQ	5150.001	Expense	Raw	103	EA	0.0291	3.00
32338-40121-10	A01	CABLE ASSY,MISC AC	INVT4	1003.001.10	Assets	Finished	8	EA	0.0000	0.00
A010715		EAO	51501	5150.001	Expense	Raw	100	EA	0.0000	0.00
A021414		EAO	51501	5150.001	Expense	Raw	7	EA	1.0000	7.00
A022814		EAO	51501	5150.001	Expense	Raw	10	EA	1.0000	10.00
A022814-0		EAO	51501	5150.001	Expense	Raw	10	EA	1.0000	10.00
A022814-1		EAO	51501	5150.001	Expense	Raw	10	EA	1.0000	10.00
A022814-2		EAO	51501	5150.001	Expense	Raw	10	EA	1.0000	10.00
A050620		EAO	51501	5150.001	Expense	Raw	100	EA	3.0000	300.00
A080617		EAO	51501	5150.001	Expense	Raw	10	EA	1.0000	10.00
A091813		EAO	51501	5150.001	Expense	Raw	100	EA	1.0000	100.00

Click the **Warehouse** or **Inventory Location ID** values to drill thru the Stock Status - Serial Lot Detail.

Stock Status - Serial Lot Detail

Note: Close this window to return to Main.

Part ID	Part Revision ID	Inventory Abbreviation Code	Project ID	Warehouse ID	Inventory Location ID	Serial Number	Lot Number ID	Shelf-Life Expiration Date	Order Reference Type Code	Original Order ID	Original Purchase Order Release Number	Order Line	Serial Lot Quantity
B-LOT-1		INVT1	1006.001.10	'ADWHSE'	L		BLOT2015000000000284						100.0000
B-LOT-1		INVT1	1006.001.10	'ADWHSE'	L		BLOT2015000000000329					0	1.0000

Summarized Bills of Material Report

The Summarized Bills of Material (BOM) report allows you to create a summarized listing of components for a given assembly.

This report allows you to select a range of assemblies.

You can include the first level, specified levels, or all levels of components of the assembly. You can use this report to print a summary of either manufacturing bills of material (MBOMs) or engineering bills of material (EBOMs).

Note: This Costpoint BI report relies on a report table that is generated in Costpoint.

You have to run Costpoint's Print Summarized Bills of Material Report application prior to executing this report.

In Costpoint, when you run the Print Summarized Bills of Material Report application, you must select **Update Summarized Bills of Materials Report Table** on the Action menu to update the summarized BOM table.

Prompts

Use the prompts to configure the Summarized Bill of Material report.

Prompt Message	Description
Company	Select a company.
Limit Assembly(s)	In the **Keywords: (ID + Name)** field, enter a portion or the entire ID of one or more assemblies to add in the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
BOM Type	Select which type of bills of material (BOM) you want to include on this report. The available options are the following: ▪ **Manufacturing**: Select this option to print the MBOM for the selected assembly part. You can only select standard components for this BOM type. ▪ **Engineering**: Select this option to print the EBOM for the selected assembly part. You can select either standard or provisional components for this BOM type.

Sample Report

This is a sample Summarized Bill of Material report.

Deltek

Summarized Bill of Material

1 - Company 1

Part ID	Part Description	Rev	Make/Buy	Part Status	Part Type	As Required?	U/M	Quantity Per Assembly	Quantity Per Assembly Order
Assembly: #20 - 8 1/2' X 11' WHITE COPY PAPER. Rev:									
MS15795-808	WASHER,FLAT-MET,RND		B	R	S	N	EA	6.0000	0.0000
BACKFLUSH1	Backflush Assy part Top Level		M	R	S	N	EA	1.0000	0.0000
Assembly: CJ-1241248-1 - ASSEMBLY Rev:									
CJ-1241248-2	COMPONENT		B	R	S	N	PC	2.0000	0.0000
Assembly: JEF-482016-X - test Rev:									
JEF-482016-Y	test		B	R	S	N	EA	0.0000	0.0000
Assembly: X03.1934 - X03.1934 Rev:									
X03.1100	X03.1100		M	R	S	N	EA	0.0000	0.0000
X03.1110	X03.1110		M	R	S	N	EA	0.0000	0.0000
X03.1120	X03.1120		M	R	S	N	EA	0.0000	0.0000
X03.1220	x03.1220		M	R	S	N	EA	0.0000	0.0000
X03.1221	X03.1221		M	R	S	N	EA	0.0000	0.0000
X03.1335	X03.1335		M	R	S	N	EA	0.0000	0.0000
X03.1425	X03.1425		M	R	S	N	EA	0.0000	0.0000
X03.1760	X03.1760		M	R	S	N	EA	0.0000	0.0000
X03.1780	X03.1780		M	R	S	N	EA	0.0000	0.0000
X03.1835	X03.1835		M	R	S	N	EA	0.0000	0.0000
X03.7040	X03.7040		M	R	S	N	EA	0.0000	0.0000

Click the **Part ID** value to drill thru the Component Alternate Part detail.

Component Alternate Parts

Note: Close this window to return to Main.

Sequence Number	Manufacturer ID	Manufacturer Name	Manufactured Part ID	Manufactured Part Revision ID	Vendor ID	Vendor Name	Vendor Part ID	Vendor Part Revision	Part Preference Flag (Y/N)	Part Preference Type
1	RSI	Radiation Systems Inc.	MS15795-808C		ALN	A L Nelson & Assoc.	MS15795-808C	D	Y	

Payroll

The Payroll folder stores standard Payroll reports and dashboards for the people administrator and payroll staff.

Contents of the Payroll folder are available to the following user groups:

- CER All
- CER Payroll Secure
- CER People

Employee Earnings Report

This report shows a complete view of all employee earnings data. Filter the report on payroll dates, employees, and company.

Prompts

Select the company and pay period range to run the Employee Earnings report.

Prompt Message	Description
Company	Select the company for which you are generating the report.
Starting Pay Period	Enter or select the starting pay period of the pay period range for the report. The report includes earnings information for pay periods in this range.
Ending Pay Period	Enter or select the ending pay period of the pay period range for the report. The report includes earnings information for pay periods in this range.
Limit Employee(s)	Use this option to limit the report to selected employees. (If you make no selections, the report includes all employees.) In **Keywords**, enter one or more characters for which you want to search to retrieve employees. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces. Click **Options** to specify how you want the search to match your entries with the IDs or names. (If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options.) Click **Search** to list the matching employees in Results. In Results, select the employees you want to include and click **Insert** to move them to Choices. To select multiple employees that are together in the list, click the first employee in the group, and then press SHIFT as you click the last one in the group. To select multiple employees that are not listed together, press CTRL as you click each one. When you generate the report, it includes only records for the employees in Choices.

Sample Report

The report shows employee earnings for the selected pay periods.

System: CTB82PSMDEMO

Employee Earnings

1 - Applied Technologies Inc

Employee Name (ID)	Last Name	First Name	Employee Status Code	Pay Cycle End Date	Check Date	Check Number	Gross Amount	Net Amount	Total Hours	Federal Exempt Deduction Amount	Federal Taxable Amount	Social Security Exempt Deduction Amount	Social Security Taxable Amount	Medicare Exempt Deduction Amount	Medicare Taxable Amount	Federal Withheld Amount	Social Security Withheld Amount	Social Security Accrued Amount	Medicare Withheld Amount	Medicare Accrued Amount	AEIC Amount
Ambler, Suzette (1185)	Ambler	Suzette	ACT	Jun 15, 2020	Jun 22, 2020	52479	2,069.90	1,493.00	88.00	102.50	1,967.40	102.50	1,967.40	102.50	1,967.40	222.58	121.98	121.98	28.53	28.53	0.00
Ambler, Suzette (1185)	Ambler	Suzette	ACT	Jun 30, 2020	Jul 7, 2020	52620	2,069.90	1,493.00	88.00	102.50	1,967.40	102.50	1,967.40	102.50	1,967.40	222.58	121.98	121.98	28.53	28.53	0.00
Ambler, Suzette (1185)	Ambler	Suzette	ACT	Jul 15, 2020	Jul 20, 2020	52761	2,069.90	1,493.00	88.00	102.50	1,967.40	102.50	1,967.40	102.50	1,967.40	222.58	121.98	121.98	28.53	28.53	0.00
Total for Employee: Ambler, Suzette (1185)							6,209.70	4,479.00	264.00	307.50	5,902.20	307.50	5,902.20	307.50	5,902.20	667.74	365.94	365.94	85.59	85.59	0.00
Anderson, Eve (1027)	Anderson	Eve	ACT	Jun 15, 2020	Jun 22, 2020	52480	1,439.52	900.77	88.00	332.71	1,106.81	332.71	1,106.81	332.71	1,106.81	7.35	68.62	68.62	16.05	16.05	0.00
Anderson, Eve (1027)	Anderson	Eve	ACT	Jun 30, 2020	Jul 7, 2020	52621	1,439.52	900.77	88.00	332.71	1,106.81	332.71	1,106.81	332.71	1,106.81	7.35	68.62	68.62	16.05	16.05	0.00
Anderson, Eve (1027)	Anderson	Eve	ACT	Jul 15, 2020	Jul 20, 2020	52762	1,398.88	868.20	88.00	332.71	1,066.17	332.71	1,066.17	332.71	1,066.17	3.28	66.10	66.10	15.46	15.46	0.00
Total for Employee: Anderson, Eve (1027)							4,277.92	2,669.74	264.00	998.13	3,279.79	998.13	3,279.79	998.13	3,279.79	17.98	203.34	203.34	47.56	47.56	0.00
Applegate, Richard S (1046)	Applegate	Richard	ACT	Jun 15, 2020	Jun 22, 2020	52481	6,231.07	4,255.43	88.00	333.00	5,898.07	158.00	6,073.07	158.00	6,073.07	758.83	376.53	376.53	88.06	88.06	0.00

Planning

This folder stores standard Planning reports and dashboards for the project planners and others with project roles.

The contents of this folder are available to the following user groups:

- CER All
- CER Planning (Projects)
- CER Planning (Projects) Secure

You can supplement standard Costpoint Planning reports with:

- Predefined reports in the reporting package
- Production reports that you create for your company using Costpoint Business Intelligence and the Planning model
- Ad hoc reports that you create for specialized or one-time reporting needs

This chapter also provides procedures for reconciling data on the Costpoint Business Intelligence reports with data in Costpoint Planning

Attention: Due to performance issues, the Org Mgr Planning Performance Analytics and PM Planning Performance Analytics dashboards that resided in the Planning folder in previous versions of CBI have been replaced with dashboards in the SMART AI area. You can access these dashboards in **Team Content** > **SMART AI Admin** > **SMART AI** > **Planning**. Refer to the Costpoint Business Intelligence SMART AI Guide for more information.

Update Reporting Tables

You need to turn on the Update feature for populating the reporting tables for Costpoint Planning.

With this feature turned on:

- When you commit a budget, the tables populate with updated Budget data only.
- When you run a refresh process, the tables populate with Actuals and Budget data that has not been updated.

Enable Update of Reporting Tables

To populate the reporting tables in Planning, configure the Update BI Reporting Tables option in the Planning configuration settings.

To enable the feature in updating reporting tables for Costpoint Planning:

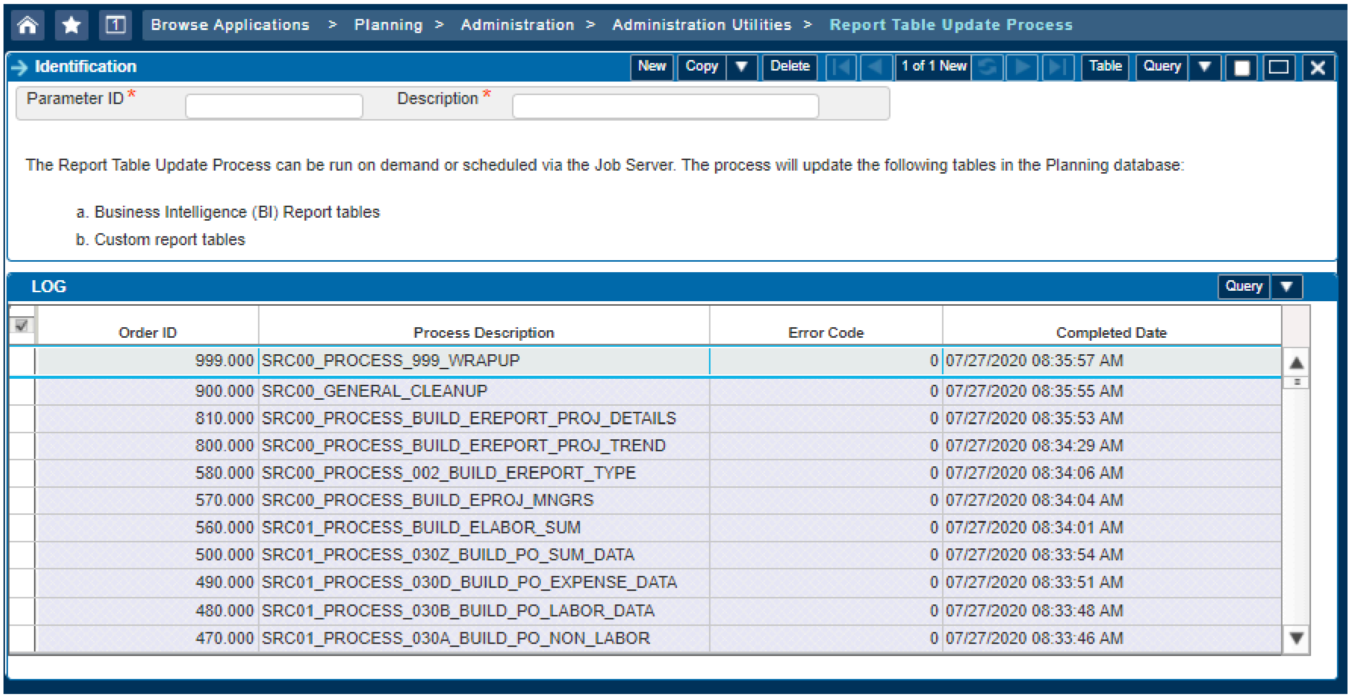
1. In Costpoint, launch the Configuration Settings application in **Planning** > **Administration** > **Administration Controls** > **Configuration Settings**.
2. Click the **General** tab.
3. In the **Update BI Reporting Tables** list, select **All Projects** or **Active Projects**.
4. **Save**.

Report Table Update Process

The Report Table Update process updates BI Report tables, custom report tables, and project security tables.

As part of the Backend integration between Costpoint and Costpoint Planning, the Refresh Process in previous Costpoint versions has been removed and is no longer required to update the tables. The runtime will be significantly shorter because all of the tables are updated through a more direct integration using Link Views.

> **Note:** Refer to the Costpoint online Help for more information about running the Report Table Update Process utility.



Report Package

The standard reports in Planning are published in the Project Planning Reporting package.

Reporting Areas

The Framework Manager model for Planning has several reporting areas.

Reporting Area	Purpose
Project Status Trend	Generate reports that display either or both of the following types of data: Current status of existing projects using current period, YTD, and ITD actual hours and amounts. (ITD and YTD values are through the latest closed fiscal period. They do not include the current period in Costpoint Planning.) Projected (trended) performance for existing and new business projects for up to 24 future fiscal periods using data from the baseline budget or the final version of the most recent budget or estimate at completion (EAC).
Project Status	Generate detailed reports on project actual and budgeted performance using detail data from all past, current, and future fiscal periods and subperiods. Data from all budget and EAC versions is

Reporting Area	Purpose
Details	available.
General Ledger Detail	Generate reports that display or summarize actual Costpoint transaction detail for existing projects. This reporting area contains no budget data. It is commonly used for drill-through reports.
A/R Header History	Generate reports that display current Costpoint AR invoice balance information for existing projects. This reporting area contains no AR history and no budget data. It is commonly used for drill-through reports.

Reporting Areas and Standard Reports

In addition to serving as starting points for your custom reports, the standard reports included with Planning provide a variety of examples of how to use the reporting areas in the Framework Manager model.

The following table lists the standard reports that use each of the reporting areas.

Reporting Area	Standard Reports
Project Status Trend	▪ Burdened Labor Costs by Project ▪ Labor Utilization Forecast ▪ Labor Utilization ▪ Labor Utilization (drill through report) ▪ Pending Charges Detail Report ▪ Planning PSR Trending Analysis ▪ Planning Revenue Summary Report Template ▪ Project Subcontractor Status ▪ Project Labor Hours Status ▪ Project Status Cost Summary ▪ PSR Report Template ▪ Project Forecast with Labor Detail ▪ Real Time Project Status Report ▪ Revenue Forecast

Reporting Area	Standard Reports
	▪ T&M Labor Profitability
Project Status Details	Labor Variance by PLC
General Ledger Detail	None
A/R Header History	None

Project Status Trend Reporting Area

The Project Status Trend reporting area enables you to report both on the current status of projects and on their projected performance, based on budget, for up to 24 future periods.

You can display report columns containing the following actual performance information:

- Hours and amounts for the current period in Costpoint Planning
- Hours and amounts year to date through the latest closed fiscal period
- Hours and amounts inception to date through the latest closed fiscal period

These values are directly available as measures. You do not need to set up your reports to calculate them.

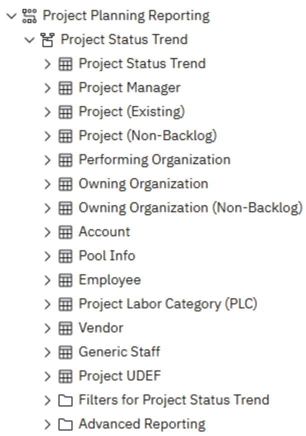
In addition, you can include report columns for project budget data for the current period and up to 24 future periods.

This area limits budget data to the final version of the EAC and final version of the BUD. If you need to report on other budget versions, you can do so using the Project Status Details reporting area that gives you access to data from all budget versions.

Note that this reporting area has no time-related attributes for filtering actual performance data (for a range of fiscal periods, for example.) All actual hours and amounts are period to date for the current period, year to date for the current year through the last closed period, or inception to date through the last closed period. An administrator can set the current period in Costpoint in the Maintain Current Period application (**Planning** > **Administration** > **Administration Controls** > **Maintain Current Period**).

Structure

Cognos Analytics displays the Project Status Trend reporting area as shown.



The Project Status Trend query subject, the first item listed in the reporting area, is the fact table. If you expand that node of the tree, the list displays the identifier and attribute fields, followed by a series of folders that contain the measures, the actual and budget data fields. The other query subjects provide additional data related to the data in the fact table that you may want to use or display in your reports.

The Filters for Project Status Trend folder contains the pre-built filters for the reporting area.

The Advanced Reporting folder contains the query subjects and fields that you can use to implement rollups by project level and organization level, to report based on home organization, or to report based on reorganization.

Project Status Details Reporting Area

The Project Status Details reporting area enables you to generate detailed reports on project actual and budgeted performance using detail data from all past, current, and future fiscal periods and subperiods.

Unlike the Project Status Trend reporting area, the Project Status Details reporting area stores data by rows instead of columns. So while the Project Status Trend reporting area limits you to a maximum of 24 future periods, the Project Status Details reporting area gives you access to virtually an unlimited number of past and future fiscal periods. (Despite this difference between the two reporting areas, advanced users can pivot the data in the Project Status Details table to present it in period columns for a trended view.)

Another difference between this reporting area and the Project Status Trend reporting area is that the Project Status Details reporting area provides access to data in all budget or EAC versions. This enables you, for example, to use a filter to specify the budget version you want for the report or to select two budget versions to compare. That budget data can come from the baseline budget, from the most recent budget version or EAC, or from both the baseline budget and the most recent budget or EAC version (to provide a comparison of the two, for example).

The Trend reporting area does not have information from budget versions other than the baseline budget and the final version of the budget or EAC.

Note: The pre-built filters that Deltek provides in the Framework Manager model for the Project Status Details reporting area include a filter for selecting the current budget version.

In addition, this reporting area includes time-related attributes, so you can filter data based on fiscal year, period, and subperiod. Be aware, however, that if you want to see year-to-date or inception-to-date amounts or hours, you must set up the reports to calculate them from the detailed records.

Note: The pre-built filters that Deltek provides in the Framework Manager model for the Project Status Details reporting areas include filters for selecting current period data only or future periods data only.

Current Budget vs. Final Version

This section describes the differences in the Final Version and Current Budget Flag Y/N columns in the Project Status Details table in Business Intelligence.

Only one version of a committed BUD/EAC can be designated as the final in the Planning module in Costpoint.

Final Version

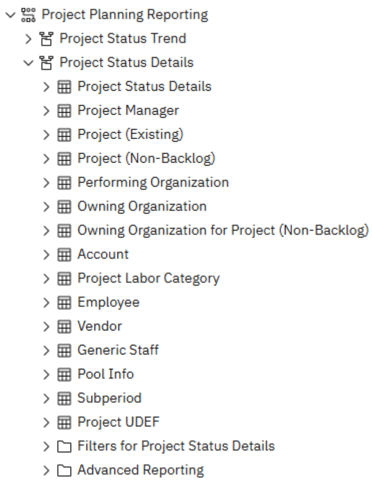
The final version column reflects the final committed EAC and the final committed budget (BUD) version for a project in the Planning module (i.e. the final BUD and EAC).

Current Budget Flag

The Current Budget Flag (Y/N) column indicates the final version of the committed Budget unless there is an estimate at completion (EAC) defined for the project. If there is an EAC, the Current Budget Flag indicates the final version of the committed EAC (i.e. the final BUD or EAC).

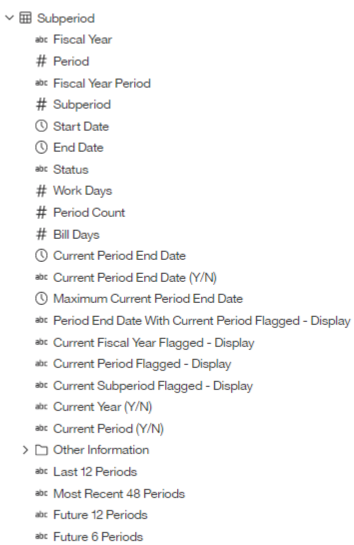
Structure

The Cognos Analytics displays the Project Status Details reporting area as shown.



The Project Status Details query subject, the first item listed in the reporting area, is the fact table. If you expand that node of the tree, the list displays the identifier and attribute fields, followed by a Measures folder that contains the hours and amount fields.

The other query subjects provide additional data related to the data in the fact table that you may want to use or display in your reports. Of special note is the Subperiod query subject. It not only lists accounting period information but also provides a yes/no flag that identifies the current open period.



The following is a sample output from this query subject:

Fiscal Year	Period	Subperiod	Start Date	End Date	Status	Work Days	Period Count	Bill Days	Current Period End Date	Current Period End Date (Y/N)
2010	5	1	05/01/10	05/31/10	HISTORY	21	5	21		N
2010	6	1	06/01/10	06/30/10	HISTORY	22	6	22		N
2010	7	1	07/01/10	07/31/10	HISTORY	22	7	22		N
2010	8	1	08/01/10	08/31/10	HISTORY	22	8	22		N
2010	9	1	09/01/10	09/30/10	HISTORY	22	9	22		N
2010	10	1	10/01/10	10/31/10	HISTORY	21	10	21		N
2010	11	1	11/01/10	11/30/10	HISTORY	22	11	22		N
2010	12	1	12/01/10	12/31/10	HISTORY	23	12	23		N
2011	1	1	01/01/11	01/31/11	CURRENT	21	1	20		N
2011	2	1	02/01/11	02/28/11	CURRENT	20	2	20		N
2011	3	1	03/01/11	03/31/11	CURRENT	23	3	23		N
2011	4	1	04/01/11	04/30/11	CURRENT	21	4	21		N
2011	5	1	05/01/11	05/31/11	CURRENT	22	5	21		N
2011	6	1	06/01/11	06/30/11	CURRENT	22	6	22		N
2011	7	1	07/01/11	07/31/11	CURRENT	21	7	20	07/31/11	Y
2011	8	1	08/01/11	08/31/11	CURRENT	23	8	23		N
2011	9	1	09/01/11	09/30/11	CURRENT	22	9	21		N
2011	10	1	10/01/11	10/31/11	CURRENT	21	10	21		N

The Filters for Project Status Details folder contains the pre-built filters for the reporting area.

The Advanced Reporting folder contains the query subjects and fields that you can use to implement rollups by project level and organization level, to report based on home organization, or to report based on reorganization.

Existing Projects and New Business Projects

Both the Project Status Trend reporting area and the Project Status Detail reporting area give you the option to include existing projects, new business projects, or both.

In contrast, the General Ledger Detail and A/R Header History reporting areas only include data for existing projects.

If you include new business projects on a report, keep in mind that new business projects do not have the same set of attributes that existing projects have

Note: The pre-built filters that Deltek provides in the Framework Manager model for the Project Status Trend and Project Status Details reporting areas include filters for selecting existing projects, new business projects, or both.

Major and Minor Group Numbers

You can use the Major and Minor Group Numbers to include or exclude data categories and select and group data that was identified by the Major Group Numbers.

Records in the Project Status Trend reporting area and the Project Status Detail reporting area include the following attribute fields to enable you to include or exclude categories of data from your report:

- Major Group Number
- Minor Group Number

Major Group Number

Use the **Major Group Number** attribute field in filters to include or exclude the data categories from the reports.

The following table lists the categories of data that you can include or exclude from the reports:

Data Category	Major Group Number
Revenue	1
Direct costs	2
Indirect costs by resource	3
Indirect costs by pool	4

For example, to include revenue, direct costs, and indirect costs by resource on a report, use a filter that selects records with 1, 2, or 3 as the **Major Group Number** value.

You can also group data on a report based on the value in **Major Group Number**.

To include indirect costs on a report, use a filter that selects records with one, but not both, of the indirect costs values in **Major Group Number**. If you select both, the report will include duplicate records, and the indirect costs will be overstated.

Minor Group Number

The **Minor Group Number** attribute field provides a way to select and group subsets of the data identified by the **Major Group Number** values.

Each **Minor Group Number** value is only valid for a single **Major Group Number** value.

Major Group Number/Description	Valid Minor Group Number/Description
1 – Revenue	0 – Actual revenue 1 – Labor revenue 2 – Non-labor revenue

Major Group Number/Description	Valid Minor Group Number/Description
2 – Direct costs	3 – Direct labor costs 4 – Direct non-labor costs
3 – Indirect costs by resource	5 – Indirect labor costs 6 – Indirect non-labor costs
4 – Indirect costs by pool	7 – Indirect labor costs 8 – Indirect non-labor costs

For example, to include only labor revenue, direct labor costs, and indirect labor costs by resource on a report, use a filter that selects records with one of the following sets of values:

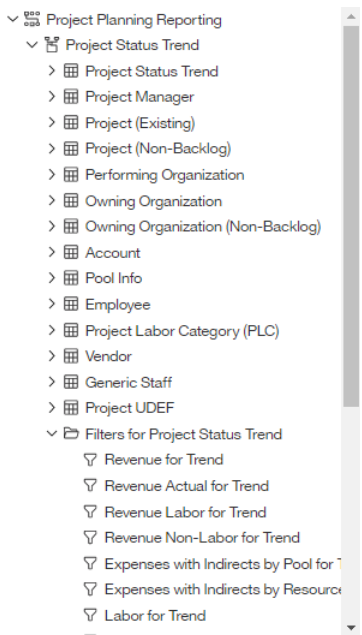
- 1 as the **Major Group Number** value and 1 as the **Minor Group Number** value
- 2 as the **Major Group Number** value and 3 as the **Minor Group Number** value
- 3 as the **Major Group Number** value and 5 as the **Minor Group Number** value

Pre-Built Filters and Major and Minor Group Numbers

In most cases, you do not need to set up your own filters to take advantage of major and minor group numbers.

Instead you can use the pre-built filters that Deltek provides in the Framework Manager model for the Project Status Trend and Project Status Details reporting areas.

To view and select from the list of filters in Cognos Analytics, expand the reporting area in the **Source** tab of the **Data** pane and expand the Filters for... folder. The filter name indicates the categories of data that the filter selects for inclusion in the report.



Project Access

Costpoint Business Intelligence provides access to budgeting and planning data based on the existing projects (actual projects set up in Costpoint) to which the user is granted access in Costpoint Planning.

When you define a user's access to project data in Costpoint Planning, you can grant or deny access to the whole project tree, or to any individual branch or project ID in the project tree.

Project security applies only to transaction and budget data. It does not apply to the projects themselves or their attributes (project type or project manager, for example). As a result, the following are true:

- You can create ad hoc queries and reports in Cognos that return master file data for projects to which Costpoint Planning security does not give you access. However, you cannot create queries that return transaction or budget data for those projects.
- For reports that enable you to select the projects that are included, you can select any projects at any project level. You are not restricted to the projects to which you have access. However, the data on the reports will not include any actual or budget hours or amounts for projects to which you do not have access. (If you do not have access to any of the selected projects, the report displays only No Rows Found.)
  Example: You do not have access to the level 1 project, 1000. You also do not have access to the level 2 project 1000.01, but you do have access to 1000.02. When you generate a Revenue Forecast report, you can generate it at level 1 for project 1000. However, the values rolled up for 1000 will be partial values because they only include data for 1000.02. Data for 1000.01 is excluded because you do not have access to that project.

New Business Project Access

Project security applies only to actual projects set up in Costpoint.

It does not apply to budget data for new business projects set up in Costpoint Planning. All Costpoint Business Intelligence for Budgeting and Planning users can view data for all available new business projects.

All new business projects may not be available, however. The data only includes new business projects that are designated as "shared" in Costpoint Planning. (Proposals are never included in the data.)

Organization Access

The Framework Manager model for the budgeting and planning data in Costpoint Business Intelligence only includes project budget data.

It does not include organization budgets. Security for this data is based only on access to projects which does use organization security since each project is tied to an organization.

Planning Reports

There are three report templates for the Planning area and they are the Planning PSR Trending Analysis, Planning Revenue Summary Report Template, and PSR Report Template.

Use the Planning PSR Trending Analysis report to show how the pre-determined time analysis dimension can be used for trending PSR data in a report.

Use the Planning Revenue Summary Template as a starting point when you create project reports from reporting views in Budgeting & Planning. It is easy to use and you can make your own reports based on it.

The PSR Report Template can be used when you want to create reports based on PSR Report tables in Budgeting & Planning. Similar with the Revenue Summary Report Template, you can modify it and customize based on the needs of your business.

Planning PSR Trending Analysis

The Planning PSR Trending Analysis report uses the Project Planning Reporting model which leverages the pre-determined time analysis dimension that is useful for trending PSR data in a report.

Prompts

Use the prompts to set the parameters for the Planning PSR Trending Analysis report.

Prompt	Description
Company	Select a company for the report.

Prompt	Description
Rate Type	Choose **Actual Rate** or **Target Rate** to calculate revenue in the report.
Include Active Project Only	Select **Yes** to show active projects only when the report is displayed. Select **No** to include inactive projects in the report.
Project Level	Select the project level to roll data up to for the report.
Limit Organization(s)	Limit the report to selected organizations. If you make no selections, the report includes all organizations. In **Keywords**, enter one or more characters to search for and retrieve organizations. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit Project(s)	Limit the report to show selected projects only. If you make no selections, the report includes all projects. In **Keywords**, enter one or more characters to search for and retrieve projects. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit Project Manager(s)	Limit the report to selected project managers. In **Keywords**, enter one or more characters to search for and retrieve project managers. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

This is an example of the Planning PSR Trending Report.

Deltek

Planning PSR Trending Analysis

System: CTB82PSMDEMO

1- Applied Technologies Inc for the Period Ending 08/31/2020

			2019-09	2019-10	2019-11	2019-12	2020-01	2020-02	2020-03	2020-04	2020-05	2020-06	2020-07	2020-08
20670	Total Revenue	Variance (at Target Rate)	0	0	0	0	0	0	800.00	(2,000.00)	800.00	26,002.00	800.00	(2,200.00)
	Total Direct Cost	Actual (at Target Rate)	153,603.73	152,702.79	0	302,228.90	147,790.29	148,365.69	153,274.29	153,983.38	154,190.12	154,937.30	164,403.29	165,108.81
		Budget Amount	153,603.73	152,702.79	0	302,228.90	147,790.29	148,365.69	150,000.00	150,000.00	150,000.00	150,000.00	150,000.00	150,000.00
		Variance (at Target Rate)	0	0	0	0	0	0	3,274.29	3,983.38	4,190.12	4,937.30	14,403.29	15,108.81
	Total Indirect Cost by POOL	Actual (at Target Rate)	18,432.45	18,324.33	0	6,506.61	17,734.83	17,803.89	18,392.91	18,478.01	18,502.81	18,592.48	19,728.39	19,813.06
		Budget Amount	18,432.45	18,324.33	0	6,506.61	17,734.83	17,803.88	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00
		Variance (at Target Rate)	0.00	0.00	0	0.00	0.00	0.01	392.91	478.01	502.81	592.48	1,728.39	1,813.06
	Profit	Actual (at Target Rate)	83,763.82	81,972.88	0	200,064.49	87,474.88	89,630.42	84,132.80	80,538.61	83,107.07	107,472.22	71,668.32	67,878.13
		Budget Amount	83,763.82	81,972.88	0	200,064.49	87,474.88	89,630.43	87,000.00	87,000.00	87,000.00	87,000.00	87,000.00	87,000.00
		Variance (at Target Rate)	0.00	0.00	0	0.00	0.00	(0.01)	(2,867.20)	(6,461.39)	(3,892.93)	20,472.22	(15,331.68)	(19,121.87)
20700	Total Revenue	Actual (at Target Rate)	29,541.37	32,438.00	26,938.74	28,415.76	30,840.94	27,914.93	31,113.94	29,055.93	32,404.15	44,159.23	44,698.09	2,380.00
		Budget Amount	29,531.94	32,438.00	26,919.87	28,519.54	30,840.94	27,914.93	31,113.94	29,055.93	26,745.94	32,303.94	32,303.93	28,152.94
		Variance (at Target Rate)	9.43	0	18.87	(103.78)	0	0	0	0	5,658.21	11,855.29	12,394.16	(25,772.94)
	Total Direct Cost	Actual (at Target Rate)	13,356.45	14,605.77	12,108.29	13,103.76	14,054.62	12,726.11	13,585.10	13,604.74	16,650.37	19,118.88	19,318.87	2,267.53
		Budget Amount	13,356.45	14,605.77	12,108.29	13,103.76	14,054.62	12,726.11	13,585.10	13,604.74	14,550.37	14,718.88	14,718.87	12,366.22
		Variance (at Target Rate)	0	0	0	0	0	0	0	0	2,100.00	4,400.00	4,600.00	(10,098.69)
	Total Indirect Cost by POOL	Actual (at Target Rate)	14,811.52	16,311.72	13,312.62	(2,278.38)	15,591.24	14,107.56	15,066.87	15,088.81	20,077.77	22,910.21	23,209.15	2,532.36
		Budget Amount	14,811.52	16,311.72	13,312.61	(2,278.37)	15,591.24	14,107.56	15,066.88	15,088.81	16,938.69	16,333.08	16,333.07	13,705.63
		Variance (at Target Rate)	0.00	0.00	0.01	(0.01)	0.00	0.00	(0.01)	0.00	3,139.08	6,577.13	6,876.08	(11,173.27)
	Profit	Actual (at Target Rate)	1,373.40	1,520.51	1,517.83	17,590.38	1,195.08	1,081.26	2,461.97	362.38	(4,323.99)	2,130.14	2,170.07	(2,419.89)

Burdened Labor Costs by Project

Use the Burdened Labor Costs by Project Report to see burdened costs charged or budgeted to a project as well as burdened costs against the budget for the current period, year to date, and inception to date timeframes.

Data from this report comes from Deltek Costpoint Planning and it displays:

- Project ID and Name
- Account Level based on selection
- Account ID and Name
- Current Period Actual, EAC, and Variance
- Year to Date Actual, EAC, and Variance
- Inception to Date Actual, EAC, and Variance
- Subtotal by Account
- Subtotal by Account Level
- Total by Project

Prompts

Select prompt settings to run the Burdened Labor Costs by Project report.

Prompt Message	Description
Company	Select the company for the report.

Prompt Message	Description
Rate Type	Select to include the **Actual** or **Target** rate type for the report.
Budget Type	Choose **BUD** to use the latest budget information. Choose **EAC** to use the latest EAC information.
Project Level	Select the level of the project to roll data up to for the report.
Include Inactive Projects	Choose whether to include inactive projects in the report.
Limit Owning Organization(s)	Limit the report to selected owning organizations. If you make no selections, the report includes all owning organizations. In **Keywords**, enter one or more characters for which you want to search to retrieve organizations. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit Project Manager(s)	Limit the report to selected project managers or leave this field blank to include all project managers. In the **Keywords** field, enter one or more characters to search for project managers. To narrow the search, select an option in the **Starts with any of these** keywords field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit Project(s)	Select the project(s) for the report. To search with **Keywords**, enter one or more characters that will help retrieve the item(s) you want to select for the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

This is a sample of the Burdened Labor Costs by Project report.

Deltek

Burdened Labor Costs by Project

GP - GreenPines LLC for Period Ending 10/31/2023

		Current Period			YTD			ITD		
		Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance
Project: AFC01 - AFC level 1 Owning Organization: G.A.201 - Architecture Operations Project Manager: Szieskoski, Christian A										
Account Level 1: 500 - Reimb Direct Labor										
500-10 - Reimb Dir Labor - OnSite										
Employee	Alexander, Damien	0.00	0.00	0.00	0.00	0.00	0.00	0.00	637.88	637.88
Employee	Fieldings, Winslow	0.00	0.00	0.00	5,544.00	0.00	(5,544.00)	5,544.00	0.00	(5,544.00)
Employee	Madison, Mary	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00	(2,000.00)
Summary Description Line	KE for Staff Hours	0.00	5,038.59	5,038.59	0.00	55,424.51	55,424.51	0.00	98,025.19	98,025.19
Summary Description Line	PSR Prior Year Sum Adj	0.00	0.00	0.00	0.00	0.00	0.00	(2,000.00)	0.00	2,000.00
Summary Description Line	Unknown	0.00	0.00	0.00	3,000.00	0.00	(3,000.00)	5,092.50	0.00	(5,092.50)
Subtotal by Account 500-10 - Reimb Dir Labor - OnSite		**0.00**	**5,038.59**	**5,038.59**	**8,544.00**	**55,424.51**	**46,880.51**	**10,636.50**	**98,663.07**	**88,026.57**
500-80 - DirectLabor-HQ										
Summary Description Line	KE for b1939998	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00	5.00
Subtotal by Account 500-80 - DirectLabor-HQ		**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**5.00**	**5.00**
Subtotal by Account Level 1 500 - Reimb Direct Labor		**0.00**	**5,038.59**	**5,038.59**	**8,544.00**	**55,424.51**	**46,880.51**	**10,636.50**	**98,668.07**	**88,031.57**
Account Level 1: 851 - B&P Subcontractors										
851-01 - B&P Labor										
Employee	Borczyk, Vladimir	0.00	0.00	0.00	2,600.00	0.00	(2,600.00)	2,600.00	0.00	(2,600.00)
Employee	Drayson, Diedre	0.00	0.00	0.00	2,400.00	0.00	(2,400.00)	2,400.00	0.00	(2,400.00)
Subtotal by Account 851-01 - B&P Labor		**0.00**	**0.00**	**0.00**	**5,000.00**	**0.00**	**(5,000.00)**	**5,000.00**	**0.00**	**(5,000.00)**
Subtotal by Account Level 1 851 - B&P Subcontractors		**0.00**	**0.00**	**0.00**	**5,000.00**	**0.00**	**(5,000.00)**	**5,000.00**	**0.00**	**(5,000.00)**
Total by Project AFC01 - AFC level 1		**0.00**	**5,038.59**	**5,038.59**	**13,544.00**	**55,424.51**	**41,880.51**	**15,636.50**	**98,668.07**	**83,031.57**

Labor Utilization Forecast

Use the Labor Utilization Forecast to review forecasted labor utilization for labor resources to identify potential under-staffing or over-staffing issues.

For each resource, the report displays forecasted labor utilization rates for the current period in Costpoint Planning and for the five periods following that one. (The report excludes vendor resources.)

The report also provides labor utilization rates for those six periods for each organization as a whole.

Labor Utilization Rate Calculation

Costpoint Business Intelligence calculates labor utilization rates by comparing a resource’s budgeted hours for a fiscal period to the standard hours for that period.

Standard hours for a fiscal period are 8 hours per work day, multiplied by the number of business days in the period, less any holidays or other excluded days.

Budget Used

Budgeted hours for this report come from the current budget.

Prompts

Select the parameters to run the Labor Utilization Forecast.

Prompt Message	Description
Company	Select a company.
Primary Group	Indicate if you want the report to group data by home organization or by performing organization.
Organizational Level	Select the level of the organization structure at which you want to review labor utilization rates. The report rolls up all data to that level.
Exclude New Business	Select **Yes** to exclude new business (non-backlog) projects from the calculation of labor utilization rates. Select **No** to include new business projects in the calculation of labor utilization rates.
Include Inactive Projects	Choose whether to include inactive projects in the report.
Limit Home/Performing Organization(s)	Limit the report to selected organizations or leave this field blank to include all organizations. In the **Keywords** field, enter one or more characters to search for organizations.

Sample Report

The following image is a sample of the Labor Utilization Forecast report.

Labor Utilization Forecast

Based on hours for Current Period End Date: 08/31/2020

01 Applied Technologies, Inc

Resource	9/30/20 Forecast	10/31/20 Forecast	11/30/20 Forecast	12/31/20 Forecast	1/31/21 Forecast	2/28/21 Forecast
1001 - Parmenter, Megan (Employee)	102%	100%	126%	107%		
1005 - Evans, Tony (Employee)	102%	99%	120%	104%	48%	48%
1007 - Walker, Brenda (Employee)	110%	100%	126%	100%		
1009 - Morgan, Ginger (Employee)	96%	100%	123%	101%		
1010 - Williams, Ted (Employee)	103%	99%	120%	104%		
1011 - Dodd, Mary (Employee)	78%	74%	98%	82%		
1013 - Tate, Katharine (Employee)	109%	104%	131%	109%		
1014 - Arnold, Deborah (Employee)	94%	93%	115%	97%		
1016 - Page, Amy (Employee)	96%	100%	123%	101%		
1017 - Stanton, Mark (Employee)	98%	94%	115%	98%		
1018 - Mason, Dennis (Employee)	98%	94%	115%	98%		
1019 - Sexton, Tina (Employee)	126%	123%	150%	157%	81%	81%
1020 - Benson, Pam (Employee)	115%	100%	123%	101%		
1021 - Davis, Hampton (Employee)	115%	100%	123%	101%		
1022 - Sawyer, Paul (Employee)	99%	99%	116%	101%		
1023 - Jackson, Antoine (Employee)	124%	97%	123%	104%		
1024 - Carlson, Jerry (Employee)	118%	103%	79%	87%		
1025 - Rodriguez, Nathan (Employee)	110%	109%	123%	101%		

If you identify a resource that is under or over-utilized in the report, click the resource ID to open the Labor Utilization Forecast drill through and see the projects on which the resource is currently scheduled to work and the budgeted hours for each project.

Labor Utilization Forecast

1 - Applied Technologies Inc

Resource	Project ID	09/30/2020 Forecast	10/31/2020 Forecast	11/30/2020 Forecast	12/31/2020 Forecast
1001 - Parmenter, Megan	FRG01.TS.HOL- Holiday	8.00	8.00	24.00	8.00
	GNADM.19.BSDEV- G&A Business Development	38.00	42.00	38.00	40.00
	GNADM.19.CONTR- G&A Contracts	42.00	42.00	40.00	44.00
	GNADM.19.EXECV- G&A Executive	42.00	42.00	40.00	44.00
	GNADM.19.HUMAN- G&A Human Resources	42.00	42.00	40.00	44.00
Standard Hours		168.00	176.00	144.00	168.00
Utilization		102%	100%	126%	107%

The Labor Utilization Forecast drill through displays the resource's budgeted hours for each project for the current period in Costpoint Planning and the next five fiscal periods following the current period. For each period, the report also provides the resource's total budgeted hours for all projects, the standard hours, and the labor utilization rate. (Budgeted hours come from the most recent budget version.)

Your **Exclude New Business** prompt selection in the main report determines whether or not the drill report displays New Business projects along with the existing projects.

Labor Variance by PLC Report

Use the Labor Variance by PLC report to review actual and budgeted labor hours by project at any project level, broken down by project labor category (PLC).

For each PLC for the project, the report displays the following for a selected fiscal period and for the year to date:

- Actual hours
- Budget hours
- Variance (Budget hours – Actual hours)
- Variance percentage (Variance / Budget hours)

The report provides totals for all columns for the project as a whole.

Prompts

Select prompt values to run the Labor Variance by PLC report.

Prompt Message	Description
Company	Select a company.
Fiscal Year	Select the fiscal year for which you want to generate the report.
Period	Select the fiscal period for which you want to generate the report.
Budget Type	Select **BUD** to use the latest budget information. Select **EAC** to use the latest EAC information.
Project Level	Select the project level at which you want to generate the report. The report rolls up all data to that level.
Include Inactive Projects	Choose whether to include inactive projects in the report.
Show Pending Charges	Select the checkbox to show charges that have not posted.
Limit Project Manager(s)	Limit the report to selected project managers or leave this field blank to include all project managers. In the **Keywords** field, enter one or more characters to search for project managers. To narrow the search, select an option in the **Starts with any of these** keywords field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable,

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Prompt Message	Description
	click the right-arrow to move your selected results to **Choices**.
Limit Project(s)	Limit the report to selected projects. In **Keywords**, enter one or more characters for which you want to search to retrieve projects. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces.

Sample Report

This is a sample of the Labor Variance by PLC report.

Labor Variance by PLC

GP - GreenPines LLC for the Period Ending 10/31/2023

System: admin

PLC Cd	PLC Description	Current Period Actual Hours	Current Period Budget Hours	Current Period Variance	Current Period Variance %	YTD Actual Hours	YTD Budget Hours	YTD Variance	YTD Variance %	ITD Actual Hours	ITD Budget Hours	ITD Variance	ITD Variance %
Project: 00100 - AdvancedAerospaceDefense Owning Organization: G.A.201 - Architecture Operations Project Manager: Szieskoski, Christian A													
		0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	(88.00)	0.00	88.00	0.00%
G-ENSR	Engineer, Senior	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	88.00	0.00	(88.00)	0.00%
G-EXEC	Finance, Staff	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	35.00	35.00	100.00%
None		0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	42.00	42.00	100.00%
Total for 00100		0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	77.00	77.00	100.00%
Project: ABBEE - AdvancedAerospaceDefense Owning Organization: G.A.201 - Architecture Operations Project Manager: Szieskoski, Christian A													
		0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
G-ENJR		0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	1,120.00	1,120.00	100.00%
None		0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	7,316.00	7,316.00	100.00%
Total for ABBEE		0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	8,436.00	8,436.00	100.00%
Project: AFC01 - AFC level 1 Owning Organization: G.A.201 - Architecture Operations Project Manager: Szieskoski, Christian A													
		0.00	0.00	0.00	0.00%	50.00	0.00	(50.00)	0.00%	50.00	0.00	(50.00)	0.00%
AC	ac desc	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	6.00	6.00	100.00%
G-ENSR	G-ENSR	0.00	0.00	0.00	0.00%	280.00	0.00	(280.00)	0.00%	280.00	0.00	(280.00)	0.00%
None		0.00	1,280.00	1,280.00	100.00%	0.00	16,640.00	16,640.00	100.00%	0.00	29,422.00	29,422.00	100.00%
Total for AFC01		0.00	1,280.00	1,280.00	100.00%	330.00	16,640.00	16,310.00	98.02%	330.00	29,428.00	29,098.00	98.88%
Project: AGILE - AGILE Tactical DefenseSys Owning Organization: G.E.102 - Industrial Engineering Project Manager: Davenport, Shawn L													
		0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	70.00	0.00	(70.00)	0.00%
ANA1		0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	4.50	0.00	(4.50)	0.00%
ANA2		0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	3.50	0.00	(3.50)	0.00%
G-ACA1		0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	10.00	0.00	(10.00)	0.00%
G-EXEC		0.00	10.00	10.00	100.00%	0.00	120.00	120.00	100.00%	0.00	1,100.00	1,100.00	100.00%

Pending Charges Detail Report

Use the Pending Charges Detail Report to view labor details, an expense report, and other direct expenses that are in a pending state, those charges that are not yet posted to the project. This report also shows the associated revenue based on any pending charge.

This report displays in detail every pending charge broken out by:

- Labor Hours
- Employee Expenses
- Other Direct Costs

Pending charges include:

- Hours on timesheets not yet posted in Costpoint
- Employee Expense reports not yet posted in Costpoint
- Employee Expense Commitments where an expense report has not been turned
- Other Direct Expenses for unposted vouchers and purchase orders

In addition, the report includes the following:

- Resource/Vendor ID
- Resource/Vendor Name
- Project Labor Category/Account
- Charge Date
- Pending Hours
- Pending Cost with Burden

You have the option to show detailed Labor Cost. Cost detail is hidden by default.

Prompts

Use the Pending Charges Detail Report prompts to configure the report.

Prompt Message	Description
Company	Select the company for the report.
Organization Type	Select the organization type that you want to include in the report. Valid options are: - Owning Organization - Performing Organization
Include Inactive Projects	Choose whether to include inactive projects in the report.
Show Labor Cost	Select the checkbox to show labor cost in the report.
Project Level	Select the project level at which you want to generate the report. The report rolls up all data to that level.

Prompt Message	Description
Limit Organization(s)	Use this option to limit the report to selected organizations. (If you make no selections, the report includes all organizations.) In **Keywords**, enter one or more characters for which you want to search to retrieve organizations. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit Project Manager(s)	Use this option to limit the report to selected project managers. (If you make no selections, the report includes all project managers.) In **Keywords**, enter one or more characters for which you want to search to retrieve project managers. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit Project(s)	Limit the report to selected projects or leave this field blank to include all projects. In **Keywords**, enter one or more characters for which you want to search to retrieve projects. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

This is an example of the Pending Charges Detail report.

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Pending Charges Detail Report

GP - GreenPines LLC

Resource ID/Vendor ID	Resource Name/Vendor Name	Performing Org	PLC Description	Charge Date	Pending Hours	Pending Cost
Project: ABBEE - AdvancedAerospaceDefense						
Owning Organization: G.A.201 - Architecture Operations						
Project Manager: Szieskoski, Christian A						
Pending Labor Hours and Cost						
GP001	Borczyk, Vladimir	G.A.201		3/31/2022	160.00	
		G.A.201		4/30/2022	160.00	
		G.A.201		5/31/2022	80.00	
Subtotal for Borczyk, Vladimir					400.00	
Subtotal for Pending Labor Hours and Cost					400.00	6,600.00
Pending Other Direct Cost						
V1043	AT&T Wireless	G.A.201		6/15/2022	0.00	3,000.00
Subtotal for AT&T Wireless					0.00	3,000.00
Subtotal for Pending Other Direct Cost					0.00	3,000.00
Total Pending Burdens						25.00
Total Pending Cost with Burden						9,625.00
Total Pending Revenue						13,549.74
Project: AFC01 - AFC level 1						
Owning Organization: G.A.201 - Architecture Operations						
Project Manager: Szieskoski, Christian A						
Pending Labor Hours and Cost						
NONE	Test 1 (Feb2022 pend)	G.A.201		8/3/2023	0.00	
Subtotal for Test 1 (Feb2022 pend)					0.00	
Subtotal for Pending Labor Hours and Cost					0.00	2,000.00
Total Pending Burdens						0.00
Total Pending Cost with Burden						2,000.00
Total Pending Revenue						0.00

Planning Revenue Summary Report Template

The Planning Revenue Summary Report Template helps you to get started in creating project budgeting reports with data that comes from Costpoint Planning.

Prompts

The prompts for the Planning Revenue Summary Report Template include fields such as Rate Type, Project Level, and Organization.

Prompt Message	Description
Company	Select the company that you want to display in the report.
Rate Type	Select the Rate Type that you want to display in the report.
Project Level	Select the project level at which you want the report printed.
Include Inactive Projects	Choose whether to include inactive projects in the report.
Limit Owning Organization(s)	Use this option to limit the report to selected owning organizations. If you make no selections, the report includes all owning organizations.

Prompt Message	Description
	In **Keywords**, enter one or more characters for which you want to search to retrieve organizations. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit Project Manager(s)	Limit the report to selected project managers or leave this field blank to include all project managers. In the **Keywords** field, enter one or more characters to search for project managers. To narrow the search, select an option in the **Starts with any of these** keywords field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit Project(s)	Limit the report to selected projects. In **Keywords**, enter one or more characters for which you want to search to retrieve projects. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

This is a sample Planning Revenue Summary Report Template.

Planning Revenue Summary Report Template

System: admin

GP - GreenPines LLC for the Period Ending 10/31/2023

Project ID Name	Organization	Total Funded Value	ITD Revenue	Backlog	ETC Revenue	Variance	ITD Direct Cost	ITD Indirect Cost	ITD Profit	ITD Profit %	ETC Direct Cost	ETC Indirect Cost	ETC Profit	ETC Profit %
00100 - AdvancedAerospaceDefense	G.A.201	0.00	0.00	0.00	0.00	0.00	0.00	2,731.25	-2,731.25	0.00%	0.00	0.00	0.00	0.00%
ABBEE - AdvancedAerospaceDefense	G.A.201	1,000.00	13,549.74	-12,549.74	0.00	-12,549.74	9,600.00	4,454.50	-504.76	-3.73%	0.00	0.00	0.00	0.00%
AFC01 - AFC level 1	G.A.201	0.00	0.00	0.00	368,640.00	-368,640.00	2,000.00	4,107.50	[illegible]6,107.50	0.00%	66,015.62	0.00	302,624.38	82.09%
AGILE - AGILE Tactical DefenseSys	G.E.102	10,140,000.00	9,229,709.49	910,290.51	41,149.54	869,140.97	7,710,796.75	1,046,972.54	471,940.20	5.11%	34,804.98	0.00	6,344.56	15.42%
ALLYX - The ALLYX Project	G.G.801	3,685,000.00	8,106,286.10	-4,421,286.10	80,753.36	-4,502,039.46	1,873,528.00	118,356.57	6,114,401.53	75.43%	30,564.43	0.00	50,188.93	62.15%
AQUAA - Aquatic Environmental	G.E.100	2,000,000.00	2,064,112.99	-64,112.99	0.00	-64,112.99	1,528,498.13	207,871.81	327,743.05	15.88%	0.00	0.00	0.00	0.00%
ASPIN - AmericanSPaceINitiative	G.A.201	570,000.00	472,971.52	97,028.48	5,006.30	92,022.18	177,850.00	290,265.44	4,856.08	1.03%	48.86	0.00	4,957.44	99.02%
AWARE - AWARE Defense Initiative	G.E.100	4,062,000.00	2,632,430.24	1,429,569.76	0.00	1,429,569.76	367,599.57	515,007.47	1,749,823.20	66.47%	0.00	0.00	0.00	0.00%
AXIOM - Axiom InternationalEffort	G.E.102	1,600,000.00	566,902.88	1,033,097.12	0.00	1,033,097.12	287,280.00	164,966.20	114,656.68	20.23%	0.00	0.00	0.00	0.00%
AXISS - Axis Bio-genome Study	G.E.100	1,000,000.00	193,985.12	806,014.88	0.00	806,014.88	93,337.25	10,791.02	89,856.85	46.32%	0.00	0.00	0.00	0.00%
AXXCT - Exact Precision Telemetry	G.A.202	0.00	541,797.50	-541,797.50	0.00	-541,797.50	246,986.90	97,565.60	197,245.00	36.41%	0.00	0.00	0.00	0.00%
AZURE - Azure Blue R&D Project	G.C.HDQ	0.00	0.00	0.00	0.00	0.00	2,905,395.25	36,783.68	-2,942,178.93	0.00%	3,350.00	0.00	-3,350.00	0.00%
D1787 - Triangulation Matrix	G.E.100	0.00	112,377.13	-112,377.13	0.00	-112,377.13	0.00	45,076.51	67,300.62	59.89%	0.00	0.00	0.00	0.00%
D1799 - GCS Configuration	G.E.100	0.00	-535,131.00	535,131.00	0.00	535,131.00	0.00	85,768.00	-620,899.00	116.03%	0.00	0.00	0.00	0.00%
D2009 - Westview T&M Project	G.E.102	0.00	0.00	0.00	0.00	0.00	0.00	49,957.74	-49,957.74	0.00%	0.00	0.00	0.00	0.00%
D2020 - SpaceTelemetry IDFVision	G.A.201	475,000.00	425,050.00	49,950.00	0.00	49,950.00	0.00	0.00	425,050.00	100.00%	0.00	0.00	0.00	0.00%
FINAN - Finance Project	G.C.FIN	0.00	0.00	0.00	0.00	0.00	96,117.50	17,093.46	-113,210.96	0.00%	236,917.50	0.00	-236,917.50	0.00%
FRNGE - The Fringe Project	G.C.FIN	0.00	0.00	0.00	0.00	0.00	3,600.00	0.00	-3,600.00	0.00%	15,000.00	0.00	-15,000.00	0.00%
GADMN - GreenPines Administration	G.C.HDQ	0.00	0.00	0.00	0.00	0.00	264,828.45	16,184.52	-281,012.97	0.00%	0.00	0.00	0.00	0.00%
GOVER - Green Pines Overhead	G.0.000	0.00	11,106.00	-11,106.00	0.00	-11,106.00	201,600.00	5,000.00	-195,494.00	-1,760.26%	0.00	0.00	0.00	0.00%

Deltek

Project Labor Hours Status Report

Use the Project Labor Hours Status report to monitor and manage labor hours at the resource level for existing projects.

To provide the most up-to-date picture, the report includes all unposted or pending timesheet hours from Deltek Time Collection.

For each resource, the report displays the following:

- Inception-to-date (ITD) actual hours through the period preceding the current period in Costpoint Planning
- Unposted hours
- Pending charges (optional)
- Actual hours for the current period in Costpoint Planning (<current period end date> **Actuals** column)
- Budget hours for the current fiscal period in Costpoint Planning (<current period end date> **Forecast** column)
- Estimate-at-completion (EAC) hours
- Hours spent to date (ITD actual hours + Unposted hours + Current period actual hours)
- Hours remaining (EAC hours – Hours spent to date)

The report displays subtotals for each project level and totals for the report as a whole.

Prompts

Select the parameters for the Project Labor Hours Status report.

Prompt Message	Description
Company	Select a company.
Budget Type	Select **BUD** to use the latest budget information. Select **EAC** to use the latest EAC information.
Project Level	Select the level of the project to show in the report.
Include Inactive Projects	Choose whether to include inactive projects in the report.
Show Pending Charges	Select the checkbox to show charges that have not posted.

Prompt Message	Description
Limit Owning Organization(s)	Limit the report to show selected organizations or leave this field blank to include all organizations. In the **Keywords** field, enter one or more characters to search for organizations. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**
Limit Project Manager(s)	Limit the report to show selected project managers or leave this field blank to include all project managers. In the **Keywords** field, enter one or more characters to search for project managers. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit Project(s)	Limit the report to show selected projects only or leave this field blank to include all projects. In the **Keywords** field, enter one or more characters to search for projects. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

This is a sample of the Project Labor Hours Status report.

Project Labor Hours Status

GP - GreenPines LLC for Period End Date 10/31/2023

Resource ID	Resource Name	Resource Type Description	ITD Actual Hours	ITD Burn Rate	10/31/2023 Actual Hours	10/31/2023 Budget Hours	Total Budget Hours	Hours Remaining (ETC)
Project: AFC01 - AFC level 1 **Organization:** G.A.201 - Architecture Operations		**Project Manager:** Szieskoski, Christian A (GP014) **Period of Performance:** Jan 1, 2021 - Dec 31, 2025						
GP001	Borczyk, Vladimir	Employee	26.00	0.79	0.00	0.00	0.00	(26.00)
GP005	Drayson, Diedre	Employee	24.00	0.73	0.00	0.00	0.00	(24.00)
GP007	Madison, Mary	Employee	200.00	6.06	0.00	0.00	0.00	(200.00)
GP017	Fieldings, Winslow	Employee	280.00	8.48	0.00	0.00	0.00	(280.00)
GP100	Alexander, Damien	Employee	0.00	0.00	0.00	0.00	10.00	10.00
KBD01	KE for b1939998	Summary Description Line	0.00	0.00	0.00	0.00	2.00	2.00
N/A	N/A	Resource Not Assigned	(200.00)	-6.06	0.00	0.00	0.00	200.00
Subtotal for AFC01			**330.00**	**10.00**	**0.00**	**0.00**	**12.00**	**(318.00)**
Total			**330.00**	**10.00**	**0.00**	**0.00**	**12.00**	**(318.00)**

Project Forecast with Labor Detail

Use the Project Forecast with Labor Detail to view, for individual resources, an analysis of project labor hours to date and forecasted hours through the completion of the project.

In addition, the report displays the costs related to the labor hours shown in the detail section, the related revenue, and the resulting profit or loss.

For each resource for the project, the report displays the following:

- Inception-to-date (ITD) actual hours through the period preceding the current period in Costpoint Planning
- Actual hours for the current period in Costpoint Planning (<current period end date> **Actuals** column)
- Budget hours for the current fiscal period in Costpoint Planning (<current period end date> **Budget** column)
- Budget hours for each of the next six fiscal periods following the current period in Costpoint Planning
- Remaining budget hours beyond the next six fiscal periods (**Through Completion** column)
- Total estimate-to-complete (ETC) hours
- Total forecast hours (ITD actual hours + Total ETC hours)
- Total estimate-at-completion (EAC) hours

For each project, the report also provides the totals listed below. These are broken down into the same report columns as the resource labor costs (ITD actual, period budgets, remaining budget, and so on):

- Total labor hours
- Total labor cost
- Total labor burden
- Total labor cost with burden
- Other direct costs with burden
- Total cost
- Total revenue
- Profit or loss

Options

You can select how to display the report.

When you generate this report, you can:

- Select the project level at which you want to review labor detail.
- Select the projects, at the selected project level, that you want to include on the report.

Prompts

Select the parameters to run the Project Forecast with Labor Detail.

Prompt Message	Description
Company	Select a company.
Rate Type	Select either **Actual** or **Target** to indicate if you want to use actual rates or target rates for the report.
Budget Type	Select **BUD** to use the latest budget information. Select **EAC** to use the latest EAC information.
Project Level	Select the project level at which you want to generate the report. The report rolls up all data to that level.
Include Inactive Projects	Choose whether to include inactive projects in the report.
Show Pending Charges	Select the checkbox to show charges that haven't posted yet.
Limit Project Manager(s)	Use this option to limit the report to selected project managers. (If you make no selections, the report includes all project managers.) In **Keywords**, enter one or more characters for which you want to search to retrieve project managers. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit Project(s)	Limit the report to selected projects. If you make no selections, the report includes all projects. In **Keywords**, enter one or more characters for which you want to search to retrieve projects. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

This is a sample of the Project Forecast with Labor Detail report.

Project Forecast with Labor Detail System: admin

GP - GreenPines LLC for the Period Ending 12/31/2023

Line Description	ITD to 12/31/2023	12/31/2023 Actuals	12/31/2023 Budget	01/31/2024 Budget	02/29/2024 Budget	03/31/2024 Budget	04/30/2024 Budget	05/31/2024 Budget	06/30/2024 Budget	Through Completion	Total ETC	ITD plus ETC	Budget
Project: LYNDA - AdvancedAerospaceDefense **Project Manager:** Szieskoski, Christian A (GP014)													
GP000: Pendelton, Axel (E)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	122.00
GP001: Borczyk, Vladimir (E)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24.00
GP006: Haddington, Parker (E)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GP100: Alexander, Damien (E)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	69.00
GP103: Kopinkski, Zarek (E)	0.00	0.00	160.00	160.00	160.00	160.00	160.00	160.00	160.00	960.00	2,080.00	2,080.00	5,280.00
GP109: Hahn, Lotus (E)	0.00	0.00	180.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	280.00	280.00	13,040.00
KBD01: AFC TEST (K)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.00
KBD01: AFC ke for B1996737 (K)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	280.00
Total Labor Hours	**0.00**	**0.00**	**340.00**	**260.00**	**160.00**	**160.00**	**160.00**	**160.00**	**160.00**	**960.00**	**2,360.00**	**2,360.00**	**18,821.00**
Total Labor Cost	**0.00**	**0.00**	**12,992.44**	**8,270.84**	**2,595.84**	**2,595.84**	**2,595.84**	**2,595.84**	**2,595.84**	**15,990.72**	**50,233.20**	**50,233.20**	**612,319.06**
Total Labor Burden	**0.00**	**0.00**	**4,340.58**	**2,369.31**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**6,709.89**	**6,709.89**	**220,790.22**
Total Labor Cost with Burden	**0.00**	**0.00**	**17,333.02**	**10,640.15**	**2,595.84**	**2,595.84**	**2,595.84**	**2,595.84**	**2,595.84**	**15,990.72**	**56,943.09**	**56,943.09**	**833,109.28**
Other Direct Cost with Burden	**10,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**10,000.00**	**10,558.80**
Total Cost	**10,000.00**	**0.00**	**17,333.02**	**10,640.15**	**2,595.84**	**2,595.84**	**2,595.84**	**2,595.84**	**2,595.84**	**15,990.72**	**56,943.09**	**66,943.09**	**843,668.08**
Total Revenue	**0.00**	**0.00**	**50,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**50,000.00**	**50,000.00**	**1,242,348.46**
Profit/Loss	**(10,000.00)**	**0.00**	**32,666.98**	**(10,640.15)**	**(2,595.84)**	**(2,595.84)**	**(2,595.84)**	**(2,595.84)**	**(2,595.84)**	**(15,990.72)**	**(6,943.09)**	**(16,943.09)**	**398,680.38**

Project Status Cost Summary

Use the Project Status Cost Summary report to monitor the cost status of the projects for an organization or set of organizations by comparing estimate-at-completion (EAC) cost amounts, as of the current fiscal period, to total baseline budget cost amounts.

For each project, the report displays the following:

- Inception-to-date (ITD) actual burdened cost through the period preceding the current period in Costpoint Planning
- Estimate-to-complete (ETC) burdened cost
- Forecast burdened cost (ITD actual burdened cost + ETC burdened cost)
- Total baseline budget burdened cost
- Variance between forecast cost and baseline budget cost (Total baseline budget burdened cost – Forecast burdened cost)
- Variance percentage (Variance / Total baseline budget burdened cost)

To call your attention to potential issues, the report highlights negative or positive variances based on the threshold values you specify in the **Color code Variance Amounts +/-** and **Color code Variance Percentages +/-** report prompts.

Options

You can select options on how you want the report to be displayed.

When you generate this report, you can do the following:

- Group projects based on owning organization or performing organization.
- Specify the organization level to which you want to roll up the data.
- Select the project level to which you want to roll up the data.
- Select the organizations, at the specified organization level, that you want to include on the report.
- Select the projects, at the specified project level, that you want to include on the report.

Note: If you do not filter the report for specific projects, and if costs for any projects have been charged to, or budgeted at, a higher project level than the project rollup level you specify on the prompts page, the report displays the total of those additional costs in a separate detail row without a project ID. It also includes those costs in the organization subtotals so those subtotals reflect the total costs for the organization.

Prompts

Select the parameters to run the Project Status Cost Summary report.

Prompt Message	Description
Company	Select a company.
Primary Group	Indicate if you want the report to group data by owning organization or by performing organization.
Rate Type	Select either Actual or Target to indicate if you want to use actual rates or target rates for the report.
Budget Type	Select BUD to use the latest budget information. Select EAC to use the latest EAC information.
Include Inactive Projects	Choose whether to include inactive projects in the report.
Color code Variance Amounts +/-	Enter an amount that will be the threshold used to highlight variances that are greater than or equal to this amount.
Color code Variance Percentages +/-	Enter a percentage that will be the threshold used to highlight variances that are greater than or equal to this percentage.

Prompt Message	Description
Organization Level	Select the level of the organization structure at which you want to review project costs. The report rolls up all data to that level.
Project Level	Select the project level at which you want to review project costs. The report rolls up all data to that level.
Show Pending Charges	Select the checkbox to show charges that haven't posted yet.
Limit Organization(s)	Use this option to limit the report to selected organizations. (If you make no selections, the report includes all organizations.) In **Keywords**, enter one or more characters for which you want to search to retrieve organizations. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit Project Manager(s)	Limit the report to selected project managers or leave this field blank to include all project managers. In the **Keywords** field, enter one or more characters to search for project managers. To narrow the search, select an option in the **Starts with any of these** keywords field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit Project(s)	Use this option to limit the report to selected projects. (If you make no selections, the report includes all projects.) In **Keywords**, enter one or more characters for which you want to search to retrieve projects. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

This is a sample of the Project Status Cost Summary report.

Deltek

Project Status Cost Summary

1 - Applied Technologies Inc for Period Ending 08/31/2020

Project ID	Project Name	Project Manager	ITD Actual Amount 08/31/2020	Pending Charges	ITD Plus Pending	ETC Amount	Forecast Amount	Baseline Budget Amount	Variance Amount	Variance %
Organization: 01 Applied Technologies, Inc										
10225	DOT DO WJHTC	Chadwick, Bill S	636,719.66	0.00	636,719.66	0.00	636,719.66	727,515.91	▲90,796.25	▲12.48%
10400	Navy Unmanned Air Systems	Bridges, Stephen	5,107,603.45	46,883.76	5,154,487.21	0.00	5,107,603.45	4,522,874.63	▼(584,728.82)	▼(12.93%)
10625	Intl Nutrition Advocacy	Chadwick, Bill S	719,511.25	6,720.00	726,231.25	0.00	719,511.25	2,095,604.14	▲1,376,092.89	▲65.67%
20215	Base Operation Support	Applegate, Richard S	3,325,782.83	410,122.33	3,735,905.16	0.00	3,325,782.83	4,551,086.36	▲1,225,303.53	▲26.92%
20216	HHS Research Facility	Sherman, Belle	115,779.61	12,436.68	128,216.29	0.00	115,779.61	428,008.44	▲312,228.83	▲72.95%
20220	NETCENTS II	Henry, William	11,824,530.65	1,105,156.66	12,929,687.31	0.00	11,824,530.65	15,375,384.00	▲3,550,853.35	▲23.09%
20400	Navy Unmanned Air Systems	Henry, William	2,181,154.04	66,527.32	2,247,681.36	0.00	2,181,154.04	2,890,449.60	▲709,295.56	▲24.54%
20500	Sched Bill/Monthly Rev	Henry, William	2,650,804.79	24,078.78	2,674,883.57	0.00	2,650,804.79	3,614,937.82	▲964,133.03	▲26.67%
20620	Intl Nutrition Advocacy	Flanagan, Anne	4,606,241.26	4,296.36	4,610,537.62	71,766.48	4,678,007.74	6,091,274.48	▲1,413,266.73	▲23.20%
20625	Intl Nutrition Advocacy	Kelly, Larry	753,392.69	7,989.00	761,381.69	0.00	753,392.69	867,725.26	▲114,332.57	▲13.18%
20660	Data Acquisition Systems	Arnold, Deborah	8,355,528.00	170,636.45	8,526,164.45	56,005.60	8,411,533.60	3,871,138.16	▼(4,540,395.44)	▼(117.29%)
20670	Commercial Sales	Parker, Donald K	2,714,847.51	0.00	2,714,847.51	0.00	2,714,847.51	3,366,360.36	▲651,512.85	▲19.35%
20700	SCA Contract	Lim, Christopher M	565,431.57	471.74	565,903.31	0.00	565,431.57	643,281.11	▲77,849.54	▲12.10%
20950	Burden & Fee Ceiling Proj	Walker, Brenda S	1,571,356.15	34,904.80	1,606,260.95	0.00	1,571,356.15	1,794,565.20	▲223,209.05	▲12.44%
99001	Common Inventory		22,794.30	330,750.00	353,544.30	0.00	22,794.30	0.00	▼(22,794.30)	0%
99002	WIP Inventory		(114,291.80)	1,567,680.40	1,453,388.60	0.00	(114,291.80)	1,875,350.28	▲1,989,642.08	▲106.09%
BIDPR	B&P		7,073.40	522.00	7,595.40	0.00	7,073.40	7,715.30	▲641.90	▲8.32%
BNP01	B&P Co 1		97,209.45	0.00	97,209.45	0.00	97,209.45	98,382.05	▲1,172.60	▲1.19%
CPGCS	Costpoint from GCS	Arnold, Deborah	4,359,864.32	0.00	4,359,864.32	0.00	4,359,864.32	3,551,373.90	▼(808,490.42)	▼(22.77%)
FAC01	Facility Co 1		7,827,377.48	87,657.67	7,915,035.15	0.00	7,827,377.48	5,875,657.54	▼(1,951,719.94)	▼(33.22%)

Project Subcontractor Status Report

Use the Project Subcontractor Status report to monitor and manage subcontractor labor and other subcontractor costs for existing projects.

To provide a more complete picture, the report includes the cost of unfulfilled materials and services commitments from Costpoint.

Note: This report only includes costs identified as subcontractor costs in Costpoint Planning. It does not include other direct costs.

For each subcontractor resource, the report displays the following:

- Inception-to-date (ITD) actual burdened cost through the period preceding the current period in Costpoint Planning
- Actual burdened cost for the current period in Costpoint Planning (<current period end date> **Actuals** column)
- Burdened commitment cost
- Total cost to date (ITD actual burdened cost + Current period actual burdened cost + Commitment burdened cost)
- Estimate-at-completion (EAC) burdened cost
- Balance remaining (EAC burdened cost – Total cost to date)

The report displays subtotals for each project level and totals for the report as a whole.

Prompt

Select the parameters to run the Project Subcontractor Status report.

Deltek

Prompt Message	Description
Company	Select a company.
Rate Type	Select either **Actual** or **Target** to indicate if you want to use actual rates or target rates for the report.
Budget Type	Select **BUD** to use the latest budget information. Select **EAC** to use the latest EAC information.
Include Active Project only	Choose whether to include inactive projects in the report.
Project Level	Select the project level at which you want to review information. The report rolls up all data to that level.
Limit Owning Organization(s)	Limit the report to selected organizations. If you make no selections, the report includes all organizations. In **Keywords**, enter one or more characters for which you want to search to retrieve organizations. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit Project Manager(s)	Limit the report to selected project managers or leave this field blank to include all project managers. In the **Keywords** field, enter one or more characters to search for project managers. To narrow the search, select an option in the **Starts with any of these** keywords field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit Project(s)	Limit the report to selected projects. If you make no selections, the report includes all projects. In **Keywords**, enter one or more characters for which you want to search to retrieve organizations. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these** keywords field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

EAC is the selected Budget Type for this Project Subcontractor Status report.

Project Subcontractor Status

1 - Applied Technologies Inc for the Period Ending 08/31/2020

Resource ID	Resource Name	Resource Type Description	ITD Actual Costs	Actuals08/31/2020	Pending Costs	Total Costs	Estimate at Completion(Budget)	Balance Remaining
Project: 10225 - T&M Labor Hours **Owning Organization: 01.01.05 - Engineering & Planning** **Project Manager: Chadwick, Bill S**								
	PSR Prior Year Sum Adj	Summary Description Line	(40,700.00)	0.00	0.00	(40,700.00)	0.00	40,700.00
V100013	Balmar Consulting	Vendor	40,700.00	0.00	0.00	40,700.00	0.00	(40,700.00)
Subtotal for 10225			**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Project: 10625 - INA India II **Owning Organization: 01.03.02 - Africa** **Project Manager: Chadwick, Bill S**								
	PSR Prior Year Sum Adj	Summary Description Line	(407.84)	0.00	0.00	(407.84)	0.00	407.84
VE-0001	Balmar Consulting	Summary Description Line	83,520.00	0.00	3,360.00	86,880.00	0.00	(86,880.00)
VE-0004	Balmar Consulting	Summary Description Line	55,680.00	0.00	2,240.00	57,920.00	0.00	(57,920.00)
Subtotal for 10625			**138,792.16**	**0.00**	**5,600.00**	**144,392.16**	**0.00**	**(144,392.16)**
Project: 20215 - Labor and Supplies **Owning Organization: 01.02.01 - Manufacturing** **Project Manager: Applegate, Richard S**								
	PSR Prior Year Sum Adj	Summary Description Line	(9,169.71)	0.00	0.00	(9,169.71)	0.00	9,169.71
V100008	Apple Computer	Vendor	1,297.30	0.00	2,594.60	3,891.90	0.00	(3,891.90)
V100125	Test Logistics	Vendor	102,480.00	0.00	233,301.32	335,781.32	0.00	(335,781.32)
V100128	Network Consultants	Vendor	2,635.36	0.00	173,467.84	176,103.20	0.00	(176,103.20)
VE-NC01	John Smith	Summary Description Line	220,819.20	0.00	0.00	220,819.20	0.00	(220,819.20)
VE-NC02	Sarah Hart	Summary Description Line	165,317.60	0.00	0.00	165,317.60	0.00	(165,317.60)
Subtotal for 20215			**483,379.75**	**0.00**	**409,363.76**	**892,743.51**	**0.00**	**(892,743.51)**

PSR Report Template

The PSR Report Template helps you to get started in creating reports based on PSR Report tables in Costpoint Planning.

Prompts

Select the parameters for the PSR Report Template.

Prompt Message	Description
Company	Select a company.
Rate Type	Select the rate type for the report.
Budget/EAC	Select **Budget** to use the latest budget information. Select **EAC** to use the latest EAC information.
Include Active Project Only	Choose **Yes** to include active projects only. Choose **No** to include inactive projects too.
Project Level	Select the project level at which you want the report printed.

Prompt Message	Description
Account Level	Select the account level at which you want the report printed.
Select Project(s)	Select the projects to include in the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Organization Level	Select the level of the organization structure at which you want to review project costs. The report rolls up all data to that level.
Limit Organization(s)	Limit the report to selected organizations. If you make no selections, the report includes all organizations. In **Keywords**, enter one or more characters for which you want to search to retrieve organizations. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select Project Manager(s)	Select the project manager(s) to include in the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

This is a sample of the PSR Report Template.

PSR Report Template

1 - Applied Technologies Inc for the Period Ending 08/31/2020

Project	Owning Organization	Project Manager	Revenue/Expense/Profit	PSR Line Description	Account	Current Period Actual Amount	Current Period Budget	ITD Actual	ITD Budget	Pending	Total to Date	Balance Remaining
99001 - Common Inventory	01.02.01		Expense	Labor Cost	15 - Inventory & WIP	0.00	0.00	17,261.25	0.00	0.00	17,261.25	17,261.25
				Non-Labor Cost	15 - Inventory & WIP	0.00	0.00	(8,149.45)	0.00	330,750.00	322,600.55	322,600.55
				Indirect Cost	Fringe Benefits	0.00	0.00	6,041.44	0.00	0.00	6,041.44	6,041.44
					OH Applied Manufacturing	0.00	0.00	9,800.33	0.00	0.00	9,800.33	9,800.33
					PSR Prior Year Sum Adj	0.00	0.00	(2,159.27)	0.00	0.00	(2,159.27)	(2,159.27)
			Profit Margin	Profit		0.00	0.00	(22,794.30)	0.00	(330,750.00)	(353,544.30)	(353,544.30)
99002 - WIP Inventory	01.02.01		Expense	Labor Cost	15 - Inventory & WIP	10,616.89	3,362.52	402,220.93	275,619.36	0.00	402,220.93	126,601.57
				Non-Labor Cost	15 - Inventory & WIP	(24,462.04)	0.00	(893,130.00)	1,294,536.42	1,507,385.00	614,255.00	(680,281.42)
				Indirect Cost	Fringe Benefits	3,715.91	1,176.88	149,845.55	96,466.78	0.00	149,845.55	53,378.77
					Matl Handl Applied Manuf	0.00	0.00	0.00	21,617.42	60,295.40	60,295.40	38,677.98
					OH Applied Manufacturing	6,370.14	2,017.51	237,667.49	147,034.45	0.00	237,667.49	90,633.04
					PSR Prior Year Sum Adj	0.00	0.00	(10,895.77)	0.00	0.00	(10,895.77)	(10,895.77)
			Profit Margin	Profit		3,759.10	(6,556.92)	114,291.80	(1,835,274.44)	(1,567,680.40)	(1,453,388.60)	381,885.84
MM001 - Pool test - FY_CD	01.01.04	Arnold, Deborah	Revenue	Revenue	Revenue	0.00	0.00	2,984.70	0.00	0.00	2,984.70	2,984.70
			Expense	Labor Cost	50 - Direct Labor	0.00	0.00	1,200.00	0.00	0.00	1,200.00	1,200.00
				Indirect Cost	Fringe Benefits	0.00	0.00	420.00	0.00	0.00	420.00	420.00
					GENERAL & ADMINISTRATIVE	0.00	0.00	304.56	0.00	0.00	304.56	304.56
					OH Applied Foundation CL	0.00	0.00	67.50	0.00	0.00	67.50	67.50
					OH Applied Foundation CO	0.00	0.00	243.00	0.00	0.00	243.00	243.00

Real Time Project Status Report

Use the Real Time Project Status Report to view the most current status of a project or group of projects versus the budget or estimate to complete.

If you are entering your budgets and estimate to complete forecasts in the Costpoint Planning module and calculating the pending charges in that module, you can get a real time status of projects. The report includes real time calculations of your revenue, labor, non-labor, and burdens compared to your most recent baseline budget or estimate at completion (EAC) forecast.

Prompts

Use the prompts to run the Real Time Project Status report.

Prompt Message	Description
Company	Select a company for the report.
Primary Group	Select the primary grouping for the report. Options include: ▪ Project ▪ Project Manager ▪ Owning Organization ▪ Performing Organization ▪ Customer
Rate Type	Select either **Actual** or **Target** to indicate if you want to use actual rates or target rates in the report.

Prompt Message	Description
Budget Type	Select either **Budget** or **EAC** to indicate if you want to use budget or EAC forecast in the report.
Calculate Profit as Percentage of	Select whether to calculate profit as percent of **Costs** or **Revenue**.
Column 1-7	Select the data you want the report to display in each column.
Include Inactive Projects	Choose whether to include inactive projects in the report.
Project Level	Select the project level at which you want the report printed. All lower levels will be rolled up for the report.
Organization Level	Select the organization level at which you want the report printed. All lower levels will be rolled up for the report.
Account Level	Select the account level at which you want the report printed. All lower levels will be rolled up for the report.
Limit Projects	Use this option to limit the report to selected projects. (If you make no selections, the report includes all projects.) In **Keywords**, enter one or more characters for which you want to search to retrieve projects. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**. Click to list the matching projects in Results. Select the projects in Results that you want to include and click **Insert** to move them to Choice. To select multiple projects that are together in the list, click the first project in the group and then press SHIFT as you click the last one in the group. To select multiple projects that are not listed together, press CTRL as you click each one.

Prompt Message	Description
	When you generate the report, it includes only records for the projects in Choice.
Limit Project Managers	Use this option to limit the report to selected project managers. (If you make no selections, the report includes all project managers.) In **Keywords**, enter one or more characters for which you want to search to retrieve project managers. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**. Click  to list the matching project managers in Results. Select the project managers in Results that you want to include and click **Insert** to move them to Choice. To select multiple project managers that are together in the list, click the first project manager in the group and then press SHIFT as you click the last one in the group. To select multiple project managers that are not listed together, press CTRL as you click each one. When you generate the report, it includes only records for the project managers in Choice.

Sample Report

This is a sample of the Real Time Project Status report.

Real Time Project Status Report

GP - GreenPines LLC for the Period Ending 12/31/2023

Project: ASPIN - AmericanSPacelNitiative

Project ID	ASPIN	**Active (Y/N)**	Active	**Project Value Fee**	8,441.56
Project Name	AmericanSPacelNitiative	**Project Classification**	DIRECT PROJECT	**Project Value Cost**	9,766,558.44
Organization ID	G.A.201 - Architecture Operations	**Project Type Desc**	G-DEFENSE	**Project Value Total Amount**	9,775,000.00
Customer ID	DOD - Department of Defense	**Period of Performance**	1/31/10 - 12/31/26	**Funded Value Fee**	8,095.24
Prime Contract ID		**Project Manager Name**	Pendelton, Axel S	**Funded Value Cost**	561,904.76
Subcontractor ID		**Rate Type:**	Target	**Funded Value Total Amount**	570,000

Account Name	Current Period Actual	Current Period Budget	Inception to Date Actual	Pending	ITD Plus Pending	Total Budget	Balance Remaining
Revenue	0.00	0.00	472,971.52	0.00	472,971.52	569,277.16	96,305.64
Total Revenue	**0.00**	**0.00**	**472,971.52**	**0.00**	**472,971.52**	**569,277.16**	**96,305.64**
500 - Reimb Direct Labor	0.00	0.00	38,714.64	0.00	38,714.64	16,554.81	(22,159.83)
503 - Reimb Consultants/Contrac	0.00	0.00	33,300.00	0.00	33,300.00	0.00	(33,300.00)
Labor Cost Total	**0.00**	**0.00**	**72,014.64**	0.00	**72,014.64**	**16,554.81**	**(55,459.83)**
500 - Reimb Direct Labor	0.00	0.00	0.00	0.00	0.00	9.00	9.00
503 - Reimb Consultants/Contrac	0.00	0.00	225,000.00	128,500.00	353,500.00	225,000.00	(128,500.00)
505 - Reimb Direct Travel	0.00	0.00	10,844.00	0.00	10,844.00	7,322.00	(3,522.00)
508 - Reimb Other Direct Expens	0.00	0.00	100,000.00	0.00	100,000.00	100,000.00	0.00
556 - NonRe Materials, Finished	0.00	0.00	0.00	49,350.00	49,350.00	0.00	(49,350.00)
Non-Labor Cost Total	**0.00**	**0.00**	**335,844.00**	177,850.00	**513,694.00**	**332,331.00**	**(181,363.00)**
15 - Green Pines Fringe Pool	0.00	0.00	13,550.12	0.00	13,550.12	2.20	(13,547.92)
35 - GP Architecture Overhead	0.00	0.00	12,449.48	0.00	12,449.48	4,664.00	(7,785.48)
55 - GP Engineering OH Pool	0.00	0.00	25,629.48	0.00	25,629.48	7,866.00	(17,763.48)
75 - Green Pines G&A Pool	0.00	0.00	229,743.86	0.00	229,743.86	179,680.40	(50,063.46)
Indirect Cost Total	**0.00**	**0.00**	**281,372.94**	**0.00**	**281,372.94**	**192,212.60**	**(89,160.34)**
Total Expense	**0.00**	**0.00**	**689,231.58**	**177,850.00**	**867,081.58**	**541,098.41**	**(325,983.17)**
Profit $ **Profit %**	0.00	0.00	(216,260.06) (31.38%)	(177,850.00) (100.00%)	(394,110.06) (45.45%)	28,178.75 5.21%	422,288.81 (129.54%)

Revenue Forecast Report

Use the Revenue Forecast report to review projected revenue for one or more organizations for the next 12 months based on data for both existing projects and new business projects.

You can specify by probability % which forecasts to include in the report..

For each project, the report displays the following:

- Win probability (100 percent for all existing projects)
- Forecast revenue amounts for the next 12 months following the current period in Costpoint Planning with the option to apply the win probability % to the forecast.

For each organization, the report displays backlog revenue, New Business revenue, and total forecast revenue subtotals for each of these columns, along with totals for the report as a whole.

Options

You can choose how to display the report.

When you generate this report, you can do the following:

- Group projects based on owning organization or performing organization.
- Specify the organization level to which you want to roll up the data.
- Select the project level to which you want to roll up the data.

Prompts

Select the parameters to run the Revenue Forecast report.

Prompt Message	Description
Company	Select a company.
Primary Group	Indicate if you want the report to group data by owning organization or by performing organization.
Budget Type	Select **BUD** to use the latest budget information. Select **EAC** to use the latest EAC information.
Organization Level	Select the level of the organization structure at which you want to review project costs. The report rolls up all data to that level.
Project Level	Select the project level at which you want to review project costs. The report rolls up all data to that level.
Include projects with probability greater than	Enter a win probability cutoff percentage. Only projects with a win probability greater than your entry are included on the report.
Exclude New Business	Select **No** to include new business projects on the report. The report includes new business projects that satisfy the probability requirement you specify in **Include projects with probability greater than**. Select **Yes** to exclude all new business projects from the report.
Apply % Probability	Choose whether to apply the % probability to new business monthly forecast values.
Include Inactive Projects	Select **Yes** to show active and inactive projects when the report is displayed. Select **No** to show only active projects in the report.
Limit Owning Organization(s)	Limit the report to selected organizations or leave this field blank to include all organizations. In **Keywords**, enter one or more characters to search for organizations. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces.

Prompt Message	Description
	To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit Project Manager(s)	Limit the report to selected project managers or leave this field blank to include all project managers. In **Keywords**, enter one or more characters to search for project managers. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

This is a sample of the Revenue Forecast report.

Revenue Forecast

GP - GreenPines LLC

Project ID (Existing and New)	Source Description	Probability	10/31/2023	11/30/2023	12/31/2023	01/31/2024	02/29/2024	03/31/2024	04/30/2024	05/31/2024	06/30/2024	07/31/2024	08/31/2024	09/30/2024
G - GreenPines EngineeringLLC														
AADAM - AdvancedAerospaceDefense	Backlog (Existing Projects)	100%	0.00	0.00	945.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
AFC01 - AFC level 1	Backlog (Existing Projects)	100%	0.00	0.00	0.00	133,120.00	10,240.00	10,240.00	10,240.00	10,240.00	10,240.00	10,240.00	10,240.00	10,240.00
AGILE - AGILE Tactical DefenseSys	Backlog (Existing Projects)	100%	227.51	227.51	2,379.29	1,473.96	1,532.88	1,571.88	1,511.19	1,455.77	1,638.65	1,455.77	1,511.19	1,571.88
ALLYX - The ALLYX Project	Backlog (Existing Projects)	100%	126.50	126.50	7,376.50	8,096.50	8,096.50	9,947.36	9,947.36	9,947.36	10,027.36	927.36	927.36	927.36
Subtotal for Backlog (Existing Projects)			**354.01**	**354.01**	**10,700.79**	**142,690.46**	**19,869.38**	**21,759.24**	**21,698.55**	**21,643.13**	**21,906.01**	**12,623.13**	**12,678.55**	**12,739.24**
Subtotal for Organization G			**354.01**	**354.01**	**10,700.79**	**142,690.46**	**19,869.38**	**21,759.24**	**21,698.55**	**21,643.13**	**21,906.01**	**12,623.13**	**12,678.55**	**12,739.24**
Total			**354.01**	**354.01**	**10,700.79**	**142,690.46**	**19,869.38**	**21,759.24**	**21,698.55**	**21,643.13**	**21,906.01**	**12,623.13**	**12,678.55**	**12,739.24**

T&M Labor Profitability Report

Use the T&M Labor Profitability report to review actual resource contributions to revenue and profit for existing Time and Materials (T&M) projects through the current fiscal period in Costpoint Planning, along with projected contributions for the next six fiscal periods.

Resources are grouped by project and by project labor category (PLC).

For each resource, the report displays the following revenue, burdened cost, and profit amounts:

- Inception-to-date (ITD) projected amounts through the period preceding the current period in Costpoint Planning
- Projected amounts for the current period in Costpoint Planning (<current period end date> **Budget** column)

- Projected amounts for the next five fiscal periods
- Projected amount beyond the next six fiscal periods (ETC amount – Sum of the projected period amounts)
- Estimate-to-complete (ETC) amount
- Estimate-at-completion (EAC) amount
- Forecast amount (ITD amount + ETC amount)

Forecast Amounts

In most cases, amounts in the **Forecast** column match those in the **EAC** column.

If the EAC for a project in Costpoint Planning is not up to date, for example, those amounts may be different. In that case, the amounts in **Forecast**, which the report calculates from ITD actual amounts and from budget amounts, may provide more accurate approximations of the expected completion amounts.

Prompts

Select the parameters to run the T&M Labor Profitability report.

Prompt Message	Description
Company	Select a company.
Budget Type	Select **Budget** to use the latest budget information. Select **EAC** to use the latest EAC information.
Include Inactive Projects Only	Choose whether to include inactive projects in the report.
Limit Owning Organization(s)	Limit the report to show selected organizations or leave this field blank to include all organizations. In the **Keywords** field, enter one or more characters to search for organizations. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit Project Manager(s)	Limit the report to show selected project managers or leave this field blank to include all project managers. In the **Keywords** field, enter one or more characters to search for project managers. To narrow the search, select an option in the **Starts with any of these keywords** field. If you

Prompt Message	Description
	search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit Project(s)	Limit the report to show selected projects only or leave this field blank to include all projects. In the **Keywords** field, enter one or more characters to search for projects. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

This is a sample of the T&M Labor Profitability report.

Report Page | Prompt Selections | Revision History

T&M Labor Profitability

1 - Applied Technologies Inc for the Period Ending 08/31/2020

Line Description®	ITD Budget Amount®	08/31/2020® Budget	09/30/2020® Budget	10/31/2020® Budget	11/30/2020® Budget	12/31/2020® Budget	01/31/2021® Budget	To Completion®	ETC®	Total Budget®
Project: 10625.10 - INA India II Owning Organization: 01.03.02 - Africa Project Manager: Chadwick, Bill S										
PLC: DIETCN Dietician	**Current Billing Rate: 84.00**									
Resource: Scott, Anthony (1069)										
Revenue on Labor	159,600.00	5,880.00	5,880.00	5,880.00	5,880.00	5,880.00	5,880.00	17,640.00	52,920.00	206,640.00
Burdened Labor Costs	150,445.12	5,542.70	5,542.70	5,290.76	6,466.48	5,542.70	5,819.82	16,171.29	50,376.44	195,278.87
Profit/Loss on Labor	9,154.88	337.30	337.30	589.24	(586.48)	337.30	60.18	1,468.71	2,543.56	11,361.13
PLC: PROJMG Project Manager	**Current Billing Rate: 124.00**									
Resource: Chadwick, Bill (1048)										
Revenue on Labor	238,000.00	8,680.00	8,680.00	8,680.00	8,680.00	8,680.00	8,680.00	26,040.00	78,120.00	307,440.00
Burdened Labor Costs	287,765.22	10,848.93	10,848.93	10,355.79	12,657.08	10,848.93	11,391.37	31,652.71	98,603.73	375,520.02
Profit/Loss on Labor	(49,765.22)	(2,168.93)	(2,168.93)	(1,675.79)	(3,977.08)	(2,168.93)	(2,711.37)	(5,612.71)	(20,483.73)	(68,080.02)
PLC: RLFWKR Relief Worker	**Current Billing Rate: 82.00**									
Resource: Evans, Tony (1005)										
Revenue on Labor	154,720.00	6,560.00	6,560.00	6,560.00	6,560.00	6,560.00	6,560.00	19,680.00	59,040.00	207,200.00
Burdened Labor Costs	169,795.16	6,525.60	6,525.60	6,228.98	7,613.21	6,525.60	6,851.88	19,039.02	59,309.88	222,579.44
Profit/Loss on Labor	(15,075.16)	34.40	34.40	331.02	(1,053.21)	34.40	(291.88)	640.98	(269.88)	(15,379.44)
Resource: Griffin, Samuel (1074)										
Revenue on Labor	135,380.00	5,740.00	5,740.00	5,740.00	5,740.00	5,740.00	5,740.00	17,220.00	51,660.00	181,300.00
Burdened Labor Costs	152,467.45	5,585.26	5,585.26	5,331.39	6,516.13	5,585.26	5,864.52	16,295.49	50,763.30	197,645.50
Profit/Loss on Labor	(17,087.45)	154.74	154.74	408.61	(776.13)	154.74	(124.52)	924.51	896.70	(16,345.50)
Resource: Cross, Gary (1077)										
Revenue on Labor	290,100.00	12,300.00	12,300.00	12,300.00	12,300.00	12,300.00	12,300.00	36,900.00	110,700.00	388,500.00
Burdened Labor Costs	149,093.37	5,432.68	5,432.68	5,185.75	6,338.15	5,432.68	5,704.33	15,850.37	49,376.66	193,037.35
Profit/Loss on Labor	141,006.63	6,867.32	6,867.32	7,114.25	5,961.85	6,867.32	6,595.67	21,049.63	61,323.34	195,462.65
Resource: Collins, Justin (1094)										
Revenue on Labor	154,720.00	6,560.00	6,560.00	6,560.00	6,560.00	6,560.00	6,560.00	19,680.00	59,040.00	207,200.00
Burdened Labor Costs	189,473.48	6,964.86	6,964.86	6,648.28	8,125.67	6,964.86	7,313.10	20,320.60	63,302.24	245,810.86
Profit/Loss on Labor	(34,753.48)	(404.86)	(404.86)	(88.28)	(1,565.67)	(404.86)	(753.10)	(640.60)	(4,262.24)	(38,610.86)
PLC: SOCWKR Social Worker	**Current Billing Rate: 69.00**									
Resource: Watkins, Lorrie (1080)										
Revenue on Labor	130,200.00	4,830.00	4,830.00	4,830.00	4,830.00	4,830.00	4,830.00	14,490.00	43,470.00	168,840.00
Burdened Labor Costs	126,202.94	4,584.02	4,584.02	4,375.65	5,348.01	4,584.02	4,813.22	13,374.28	41,663.21	163,282.13
Profit/Loss on Labor	3,997.06	245.98	245.98	454.35	(518.01)	245.98	16.78	1,115.72	1,806.79	5,557.87
Resource: Merritt, Edward (1084)										
Revenue on Labor	130,200.00	4,830.00	4,830.00	4,830.00	4,830.00	4,830.00	4,830.00	14,490.00	43,470.00	168,840.00
Burdened Labor Costs	109,559.72	3,975.28	3,975.28	3,975.28	3,975.28	3,975.28	3,975.28	11,925.84	35,777.52	141,361.96
Profit/Loss on Labor	20,640.28	854.72	854.72	854.72	854.72	854.72	854.72	2,564.16	7,692.48	27,478.04
Resource: Stewart, Kevin (1092)										
Revenue on Labor	130,200.00	4,830.00	4,830.00	4,830.00	4,830.00	4,830.00	4,830.00	14,490.00	43,470.00	168,840.00
Burdened Labor Costs	179,728.46	6,559.87	6,559.87	6,261.70	7,653.17	6,559.87	6,887.86	19,138.99	59,621.33	232,789.92
Profit/Loss on Labor	(49,528.46)	(1,729.87)	(1,729.87)	(1,431.70)	(2,823.17)	(1,729.87)	(2,057.86)	(4,648.99)	(16,151.33)	(63,949.92)
Totals for 10625.10										
Revenue on Labor	**1,523,120.00**	**60,210.00**	**60,210.00**	**60,210.00**	**60,210.00**	**60,210.00**	**60,210.00**	**180,630.00**	**541,890.00**	**2,004,800.00**
Burdened Labor Costs	**1,514,530.93**	**56,019.20**	**56,019.20**	**53,653.57**	**64,693.18**	**56,019.20**	**58,621.38**	**163,768.59**	**508,794.31**	**1,967,306.05**
Profit/Loss on Labor	**8,589.07**	**4,190.80**	**4,190.80**	**6,556.43**	**(4,483.18)**	**4,190.80**	**1,588.62**	**16,861.41**	**33,095.69**	**37,493.95**

Procurement

The Procurement folder stores standard Procurement reports and dashboards for manufacturing administrators and procurement staff.

The contents of this folder are available to the following user groups:

- CER All
- CER Materials
- CER Materials Manufacturing All Secure
- CER Procurement Secure

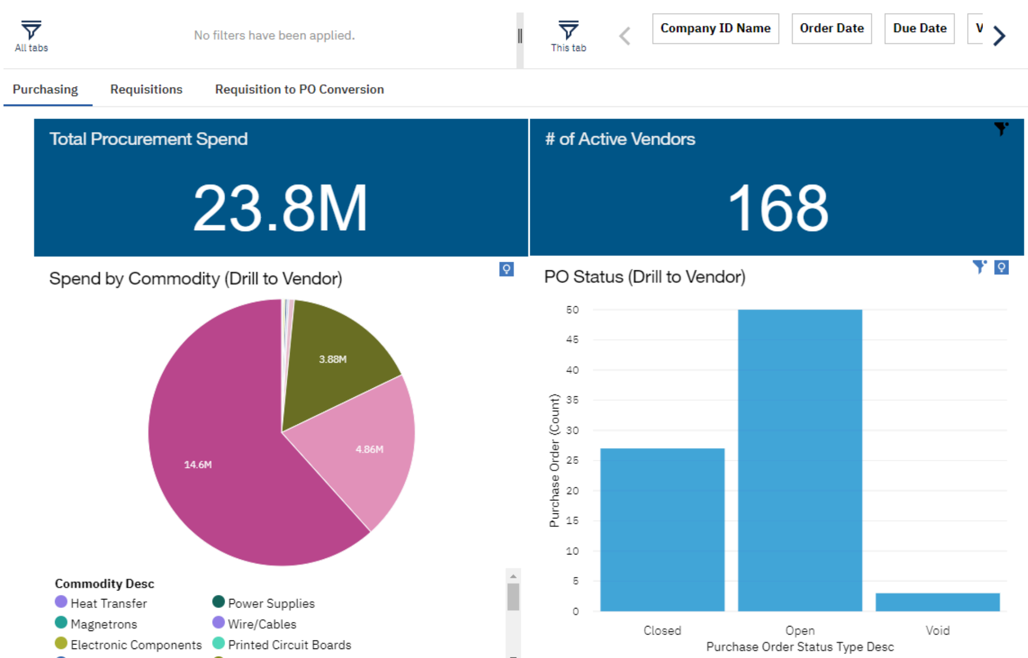
Procurement Dashboards

The template dashboards for Procurement allow you to create and share interactive analytical dashboards that use data from the Procurement package.

Procurement Dashboard (Header or Line Level Approval)

The Procurement dashboard displays analytics for both purchasing and procurement planning with requisitions.

The data provided is based on the Requisition Approval Assignments (Header or by Line) that are set in the Procurement Planning module.



The Procurement dashboard includes three tabs.

Purchasing Tab

- **Total Procurement Spend:** This report displays the total amount spent on procurement, organized by purchase order (PO) type. This information helps you track your spending for the year, whether you are above or below budget, and if you need to make adjustments.
- **# of Active Vendors:** This report displays the total number of vendors with an Active status, by Company ID. This number adjusts as you interact with other areas on the dashboard, providing visibility into your vendor count for multiple procurement scenarios.
- **Spend by Commodity (Drill to Vendor):** This report displays the total purchases by commodity code. To see which vendors you are using the most, you can drill down to view each commodity spend by vendor.

  Note: Lines without commodity are excluded. Alternatively, you can remove this filter.
- **PO Status (Drill to Vendor):** This report displays the number of purchase orders that are closed, open, and void. You can modify this view to show other PO statuses. Drill through to see the status count for an individual vendor.

Requisitions Tab

- **Requisitions Awaiting Approval by Approver:** This report displays the requisitions awaiting approval. Viewing requisitions that are In-Approval by the current approver can help you understand where the approval process has stalled and where to take action to move the requisitions through the pipeline.
  The drill-thru detail report allows you to select one or more approvers and see a list of requisitions that are in their bucket for approval. It also shows how many days the requisitions have been awaiting approval.
- **Requisition Status by Requisitioner:** This report displays a requisition status count for each requisitioner. The counts are for approved, pending, rejected, and in approval statuses.

Requisition to PO Conversion Tab

- **Approved Requisitions Awaiting PO Conversion by Buyer (Drill Thru to Detail):** This report displays the number of requisitions that have been approved but are awaiting conversion to a PO. This information is shown for each buyer so that you can analyze buyer performance.
  The drill thru detail report shows the date the requisition was approved, the number of days since approval, the target date to create the PO, and the number of days until or past the target release or place date. The number of unassigned requisitions are also provided and included in the drill thru report.

Procurement Reports

The Procurement folder contains multiple reports that use the Procurement framework model.

These reports are:

- Buyer Requisition Worksheet

- PO Commitments Detail
- PO Payment & Remaining Balance
- Purchase Order
- Requisitions
- Requisitions Pending PO Conversion
- Vendor Exclusion

PO Commitments Detail Report

The PO Commitments Detail report provides details of the purchase order commitments shown on the Project Status Report and serves as a drill-thru from that report.

You can run this report as a stand-alone report or as a drill-thru target from other reports.

Before You Run This Report

You must run **Compute/Print Purchasing Commitments** in Costpoint before running the Purchase Order Commitments Detail report.

The following options are available in the Compute/Print Purchasing Commitments screen in Costpoint:

- **Real Time**: If this option is selected, the commitments data is stored in the PO_RT_COMMIT_SUM and PO_RT_COMMIT_DETL tables. The report includes all transactions regardless of the transaction dates, so you do not need to enter prompt information for fiscal year, period, or subperiod.
- **By Period End Date**: If this option is selected, the commitments data is stored in the PO_COMMIT_SUM and PO_COMMIT_DETL tables. The report calculates commitments based on fiscal year, period, and subperiod, and you must enter information for these prompts, which display when you select a company.

Prompts

Select values for the required prompts to run the PO Commitments Detail report.

Prompt Message	Description
Company	Select the company to include in the report.
Inquiry Method	Select **By Period** to show commitments for the fiscal year, period, and subperiod entered in the prompts. Use this option if the Print/Compute Purchasing Commitments was calculated By Period End Date.

Prompt Message	Description
	Select **Real Time** to show commitments for all purchase requisition/purchase order activity in Costpoint, regardless of the transaction dates. Use this option if the Print/Compute Purchasing Commitments was calculated by Real Time.
Fiscal Year	Enter the fiscal year to use for the report. This option displays only if you selected **By Period** for the **Inquiry Method** prompt.
Period	Select the period to use for the report. This option displays only if you selected **By Period** for the **Inquiry Method** prompt.
Subperiod	Select the subperiod to use. This option displays only if **By Period** is selected for the **Inquiry Method** prompt.
Project starts with	In the **Keywords** field, enter a portion of one or more project IDs and click **Search** to list projects to include on the report. Then, select a project. To narrow the search, select an option in the dropdown list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options.
Account	In the **Keywords** field, enter a portion of one or more account IDs and click to list accounts to include on the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Organization	In the **Keywords** field, enter a portion of one or more organizations and click to list organizations to include on the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Note: To optimize the display of project IDs in the **Project starts with** field, this prompt's screen limits the number of project IDs returned to 1000. Because of this, you should enter as much of the project ID as possible when you search for projects. If your search is too general, the projects you want may not be included in the 1000 that are returned.

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Sample Report

The following is a summary view of the PO Commitments Detail report.

PO Commitments Detail

Company: 1 - Company 1

For 5150 - Sales Order Testing PROJ

Purchase Order	PO Type	Vendor Name	Account	Account Name	Organization	Organization Name	PO Accepted Amount	PO Open Amount	PO Pending Amount	PO Received Amount	PO Vouchered Amount	PO Total Amount
PO-10578	P	DELTA DYNAMICS	05230	Comm. - Materials	1.2.210	Field Operations	0.00	102.00	0.00	0.00	0.00	102.00
PURCH-0303	P	41 CUSTOMER CLONE	51501	5150 Comercial FG	1.2.210	Field Operations	0.00	2,000.00	0.00	0.00	0.00	2,000.00
PURCH-0330	P	41 CUSTOMER CLONE	05230	Comm. - Materials	1.2.210	Field Operations	0.00	151,368.75	0.00	0.00	0.00	151,368.75
REQ-100065	R		05230	Comm. - Materials	1.2.200	Product Developmentx	0.00	0.00	0.00	0.00	0.00	0.00
REQ-100239	R		05100	Cost of Goods Sold	1.2.200	Product Developmentx	0.00	0.00	0.00	0.00	0.00	0.00
REQ-100240	R		05100	Cost of Goods Sold	1.2.200	Product Developmentx	0.00	0.00	0.00	0.00	0.00	0.00
RQ1151	R		05230	Comm. - Materials	1.2.200	Product Developmentx	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal for 5150							0.00	153,470.75	0.00	0.00	0.00	153,470.75

For 5150.001 - 3.1A Comercial Catalogs

Purchase Order	PO Type	Vendor Name	Account	Account Name	Organization	Organization Name	PO Accepted Amount	PO Open Amount	PO Pending Amount	PO Received Amount	PO Vouchered Amount	PO Total Amount
00-BLANKET	P	Jakki's Vendor/DON'T EDIT	05230	Comm. - Materials	1.2.200	Product Developmentx	0.00	1.05	0.00	0.00	0.00	1.05
0307-1	P	41 Customer 1099 update p	05230	Comm. - Materials	1.2.200	Product Developmentx	0.00	300.00	0.00	0.00	0.00	300.00
1025RQ-01	P	MegaVendor Company 1	05230	Comm. - Materials	1.2.200	Product Developmentx	15,725.00	0.00	0.00	0.00	0.00	15,725.00
1025RQ-02	P	MegaVendor Company 1	05230	Comm. - Materials	1.2.200	Product Developmentx	0.00	15,725.00	0.00	0.00	0.00	15,725.00
1025RQ-03	P	MegaVendor Company 1	05230	Comm. - Materials	1.2.200	Product Developmentx	0.00	15,725.00	0.00	0.00	0.00	15,725.00
1105RQ-02	R		05230	Comm. - Materials	1.2.200	Product Developmentx	0.00	0.00	0.00	0.00	0.00	0.00
142124	R		05210-100	Comm. - Travel - Airfare	1.2.200	Product Developmentx	0.00	0.00	0.00	0.00	0.00	0.00
18124	P	DELTA DYNAMICS	05230	Comm. - Materials	1.2.200	Product Developmentx	0.00	0.00	0.00	0.00	4.00	4.00
19788-1	P	DELTA DYNAMICS	05230	Comm. - Materials	1.2.200	Product Developmentx	0.00	0.00	0.00	0.00	3.00	3.00
19791	P	DELTA DYNAMICS	05230	Comm. - Materials	1.2.200	Product Developmentx	0.00	0.00	0.00	0.00	40.00	40.00
22658	P	DELTA DYNAMICS	05230	Comm. - Materials	1.2.200	Product Developmentx	0.00	0.00	0.00	0.00	6.00	6.00
23373-NF	P	DELTA DYNAMICS	05230	Comm. - Materials	1.2.200	Product Developmentx	0.00	0.00	0.00	0.00	10.00	10.00
23373-NF2	P	DELTA DYNAMICS	05230	Comm. - Materials	1.2.200	Product Developmentx	0.00	10.00	0.00	0.00	0.00	10.00

PO Payment & Remaining Balance Report

Use the PO Payment & Remaining Balance report to view the total PO amount, payments made (cash disbursements), and the remaining balance for each purchase order.

Prompts

Select prompt values before running the PO Payment & Remaining Balance report.

Prompt Message	Description
Company	Select the company to use when running the report.
Currency Type	Choose the type of currency to display in the report. ▪ **Functional**: View amounts in the Functional Currency ▪ **Transactional**: View amounts in the Transactional Currency
PO Type	Select one or more purchase order types for the report.
PO Status	Select one or more purchase order statuses for the report.

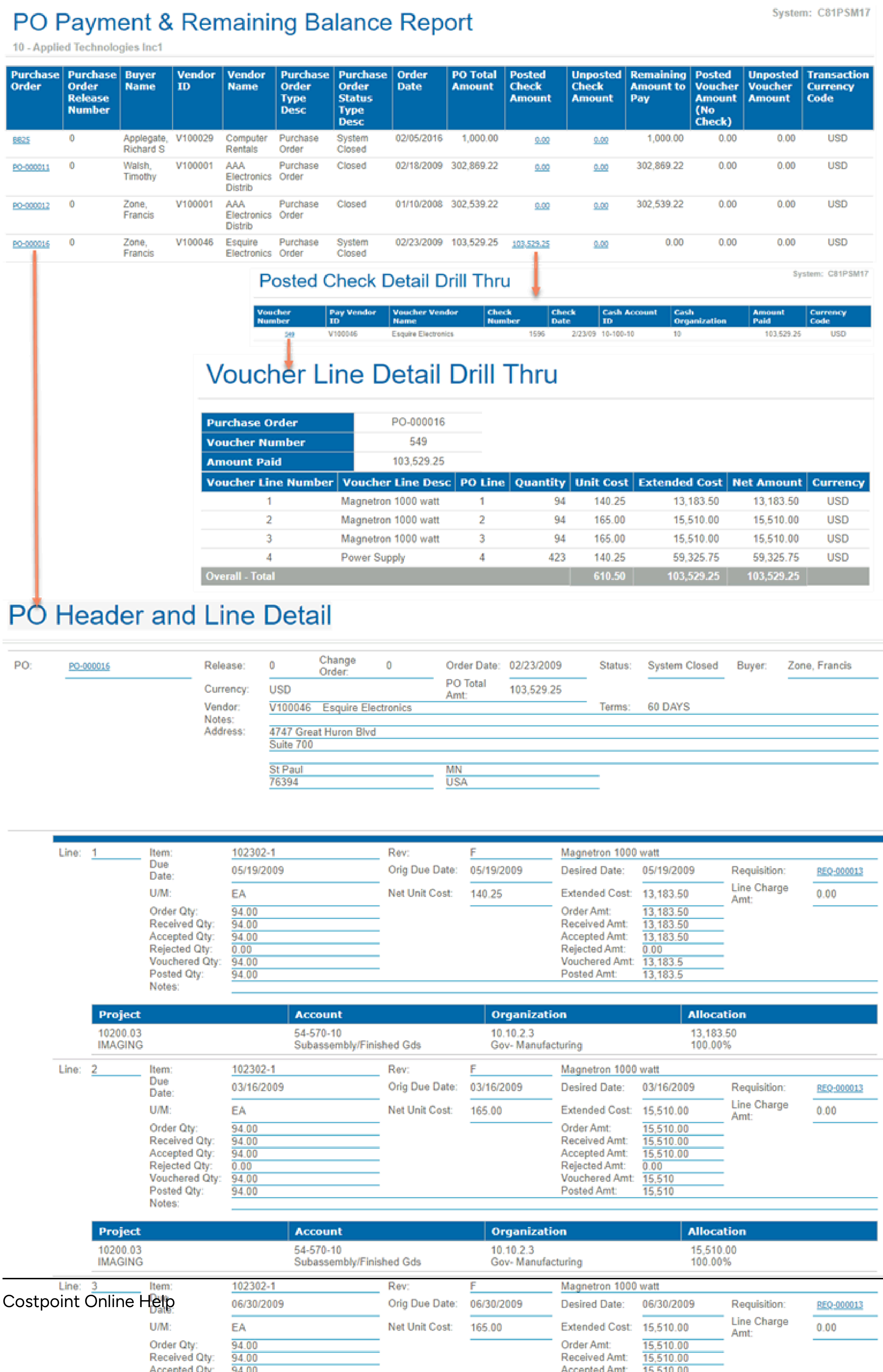
Prompt Message	Description
Select PO Number(s)	In the **Keywords** field, enter a portion of one or more purchase order numbers and click the **Search** icon to view results and select purchase orders for the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select Account(s)	In the **Keywords** field, enter a portion of one or more accounts and click the **Search** icon to view results and select accounts for the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select Org(s)	In the **Keywords** field, enter a portion of one or more organizations and click the **Search** icon to view results and select organizations for the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select Project(s)	In the **Keywords** field, enter a portion of one or more project IDs or names and click the **Search** icon to view results and select projects for the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select Buyer(s)	In the **Keywords** field, enter a portion of one or more buyers and click the **Search** icon to view results and select buyers for the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select Vendor(s)	In the **Keywords** field, enter a portion of one or more vendors and click the **Search** icon to view results and select vendors for the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Remaining	In the **From:** field, enter the beginning value for the remaining balance range.

Prompt Message	Description
Balance	In the **To:** field, enter the end value for the remaining balance range. You can opt to select the **Lowest value** or the **Highest value** possible for the remaining balances.
Order Date	In the **From:** field, enter the start date assigned to purchase orders or click the calendar icon to select the date. In the **To:** field, enter the end date assigned to purchase orders or click the calendar icon to select the date. You can opt to select the **Earliest date** or the **Latest date** possible for the purchase order dates.

Sample Report

This is a sample of the PO Payment & Remaining Balance Report.

You can click posted and unposted amount values to see the related vouchers and their line details.



PO Payment & Remaining Balance Report

System: C81PSM17

10 - Applied Technologies Inc1

Purchase Order	Purchase Order Release Number	Buyer Name	Vendor ID	Vendor Name	Purchase Order Type Desc	Purchase Order Status Type Desc	Order Date	PO Total Amount	Posted Check Amount	Unposted Check Amount	Remaining Amount to Pay	Posted Voucher Amount (No Check)	Unposted Voucher Amount	Transaction Currency Code
8825	0	Applegate, Richard S	V100029	Computer Rentals	Purchase Order	System Closed	02/05/2016	1,000.00	0.00	0.00	1,000.00	0.00	0.00	USD
PO-000011	0	Walsh, Timothy	V100001	AAA Electronics Distrib	Purchase Order	Closed	02/18/2009	302,869.22	0.00	0.00	302,869.22	0.00	0.00	USD
PO-000012	0	Zone, Francis	V100001	AAA Electronics Distrib	Purchase Order	Closed	01/10/2008	302,539.22	0.00	0.00	302,539.22	0.00	0.00	USD
PO-000016	0	Zone, Francis	V100046	Esquire Electronics	Purchase Order	System Closed	02/23/2009	103,529.25	103,529.25	0.00	0.00	0.00	0.00	USD

Posted Check Detail Drill Thru

System: C81PSM17

Voucher Number	Pay Vendor ID	Voucher Vendor Name	Check Number	Check Date	Cash Account ID	Cash Organization	Amount Paid	Currency Code
549	V100046	Esquire Electronics	1596	2/23/09	10-100-10	10	103,529.25	USD

Voucher Line Detail Drill Thru

Purchase Order	PO-000016
Voucher Number	549
Amount Paid	103,529.25

Voucher Line Number	Voucher Line Desc	PO Line	Quantity	Unit Cost	Extended Cost	Net Amount	Currency
1	Magnetron 1000 watt	1	94	140.25	13,183.50	13,183.50	USD
2	Magnetron 1000 watt	2	94	165.00	15,510.00	15,510.00	USD
3	Magnetron 1000 watt	3	94	165.00	15,510.00	15,510.00	USD
4	Power Supply	4	423	140.25	59,325.75	59,325.75	USD
Overall - Total			610.50		103,529.25	103,529.25	

PO Header and Line Detail

PO: PO-000016 Release: 0 Change Order: 0 Order Date: 02/23/2009 Status: System Closed Buyer: Zone, Francis

Currency: USD PO Total Amt: 103,529.25

Vendor: V100046 Esquire Electronics Terms: 60 DAYS

Notes:

Address: 4747 Great Huron Blvd
Suite 700
St Paul MN
76394 USA

Line: 1 Item: 102302-1 Rev: F Magnetron 1000 watt
Due Date: 05/19/2009 Orig Due Date: 05/19/2009 Desired Date: 05/19/2009 Requisition: REQ-000013
U/M: EA Net Unit Cost: 140.25 Extended Cost: 13,183.50 Line Charge Amt: 0.00
Order Qty: 94.00 Order Amt: 13,183.50
Received Qty: 94.00 Received Amt: 13,183.50
Accepted Qty: 94.00 Accepted Amt: 13,183.50
Rejected Qty: 0.00 Rejected Amt: 0.00
Vouchered Qty: 94.00 Vouchered Amt: 13,183.5
Posted Qty: 94.00 Posted Amt: 13,183.5
Notes:

Project	Account	Organization	Allocation
10200.03 IMAGING	54-570-10 Subassembly/Finished Gds	10.10.2.3 Gov- Manufacturing	13,183.50 100.00%

Line: 2 Item: 102302-1 Rev: F Magnetron 1000 watt
Due Date: 03/16/2009 Orig Due Date: 03/16/2009 Desired Date: 03/16/2009 Requisition: REQ-000013
U/M: EA Net Unit Cost: 165.00 Extended Cost: 15,510.00 Line Charge Amt: 0.00
Order Qty: 94.00 Order Amt: 15,510.00
Received Qty: 94.00 Received Amt: 15,510.00
Accepted Qty: 94.00 Accepted Amt: 15,510.00
Rejected Qty: 0.00 Rejected Amt: 0.00
Vouchered Qty: 94.00 Vouchered Amt: 15,510
Posted Qty: 94.00 Posted Amt: 15,510
Notes:

Project	Account	Organization	Allocation
10200.03 IMAGING	54-570-10 Subassembly/Finished Gds	10.10.2.3 Gov- Manufacturing	15,510.00 100.00%

Line: 3 Item: 102302-1 Rev: F Magnetron 1000 watt
Due Date: 06/30/2009 Orig Due Date: 06/30/2009 Desired Date: 06/30/2009 Requisition: REQ-000013
U/M: EA Net Unit Cost: 165.00 Extended Cost: 15,510.00 Line Charge Amt: 0.00
Order Qty: 94.00 Order Amt: 15,510.00
Received Qty: 94.00 Received Amt: 15,510.00
Accepted Qty: 94.00 Accepted Amt: 15,510.00

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PO Payment Schedule

The Purchase Order Payment Schedule lists the upcoming payment schedule payments that need to be made for purchase orders. Track upcoming payments to ensure timely vendor payments.

Prompts

Complete the prompts to filter the PO Payment Schedule report.

Contents

Field	Description
Company	Select a company.
Currency Type	Select whether to show amounts in the Functional Currency or Transactional Currency.
Purchase Order\ Release	Filter the report by purchase order and release number. In the **Keywords** field, enter a portion of one or more purchase order or release IDs to search for and select for the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Payment Due Date Start Date	Filter the report based on a range of payment due dates. Enter or select a start date to include payment schedules that begin on or after this date.
Payment Due Date End Date	Enter or select an end date to include payment schedules that end on or before this date.
PO Line(s)	In the **Keywords** field, enter a portion of one or more PO lines to search for and select for the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
PO Line Status	Select purchase order line statuses to include only the PO lines that are currently in the selected statuses: ▪ **Open:** The purchase order line is active and open for transactions. ▪ **Closed:** The purchase order line has been completed and closed.

Field	Description
	▪ **System Closed:** The purchase order line has been automatically closed by the system due to specific conditions being met. ▪ **Pending:** The purchase order line is awaiting further action or approval. ▪ **Void:** The purchase order line has been canceled and is no longer valid.
Project	Filter the projects associated with the selected PO lines. In the **Keywords** field, enter a portion of one or more project IDs to search for and select for the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Vendor(s)	Filter the vendors associated with the selected purchase orders. In the **Keywords** field, enter a portion of one or more vendor names or IDs to search for and select for the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Buyer(s)	Filter the buyers associated with the purchase order. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

PO Payment Schedule

The PO Payment Schedule lists all PO lines with payment schedules.

Transactional Currency Type

PO Payment Schedule

System: CTB82PSMDEMOT

Applied Technologies Inc

Purchase Order	Purchase Order Release Number	PO Line Number	Buyer Name	Vendor Name	Line Status Type Description	PO Line Type Description	Project	Schedule Line Key (Payment Line No)	Payment Due Date	Schedule Percent	Transactional Payment Schedule Cost Amount	Transactional Payment Schedule Vouchered Amount	Transactional Balance	Transaction Currency Code
AM062025-1	0	1	Best, Valerie	Dell Corporation	Open	Part	20660.20.002	1	Jul 1, 2025	25.00%	185,000.00	185,000.00	0.00	USD
							20660.20.002	2	Aug 1, 2025	25.00%	185,000.00	0.00	185,000.00	USD
AM071425-1	0	1	Best, Valerie	Dell Corporation	Open	Part	20660.20.002	1	Jul 15, 2025	25.00%	185,000.00	0.00	185,000.00	USD
							20660.20.002	2	Aug 1, 2025	25.00%	185,000.00	0.00	185,000.00	USD

Functional Currency Type

Deltek

System: CTB82PSMDEMOT

PO Payment Schedule

Applied Technologies Inc

Purchase Order	Purchase Order Release Number	PO Line Number	Buyer Name	Vendor Name	Line Status Type Description	PO Line Type Description	Project	Schedule Line Key (Payment Line No)	Payment Due Date	Schedule Percent	Transactional Payment Schedule Cost Amount	Transactional Payment Schedule Vouchered Amount	Transactional Balance	Transaction Currency Code
AM062025-1	0	1	Best, Valerie	Dell Corporation	Open	Part	20660.20.002	1	Jul 1, 2025	25.00%	185,000.00	185,000.00	0.00	USD
							20660.20.002	2	Aug 1, 2025	25.00%	185,000.00	0.00	185,000.00	USD
AM071425-1	0	1	Best, Valerie	Dell Corporation	Open	Part	20660.20.002	1	Jul 15, 2025	25.00%	185,000.00	0.00	185,000.00	USD
							20660.20.002	2	Aug 1, 2025	25.00%	185,000.00	0.00	185,000.00	USD

Buyer Requisition Worksheet

The Buyer Requisition Worksheet provides buyers with the critical information needed to make purchasing decisions.

Use this worksheet to view past purchasing activity and approved vendor information for items listed on approved requisitions.

Prompts

Complete the required prompts to run the Buyer Requisition Worksheet.

Prompt Message	Description
Company	Select the company to use when running the report.
Primary group	Select the primary group to sort on: ▪ Buyer ▪ Item ▪ Requisition
Requisition status	Select the status of the requisitions to include on the report: ▪ Approved ▪ In Approval ▪ Pending
Number of PO lines to display	Enter the number of purchase order lines to display.

Prompt Message	Description
Number of vendor quote lines to display	Enter the number of vendor quote lines to display.
Number of RFQ lines to display	Enter the number of RFQ lines to display.
Exclude items older than	Enter the date to exclude older objects.
Select one or more requisitions	Iin the **Keywords** field, enter a portion of one or more requisition IDs and click 🔍 to return requisitions to include on the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select one or more buyers	In the **Keywords** field, enter a portion of one or more buyer IDs and click 🔍 to return buyers to include on the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Include requisition lines with no items	Select whether or not to include requisition lines with no items.

Sample Report

The following is a sample Buyer Requisition Worksheet.

Buyer Requisition Worksheet

Company: 1 - Applied Technologies Inc — Group by Buyer

Buyer: 12 Davidson, Mark

Requisition:	PR-0000091	Requisition Date:	02/15/2018	Requisitioner:	Arnold, Deborah	Status:	Approved	Currency:	USD
		Estimate Cost:	60,500	Target Place Date:	03/01/2018	Procurement Type:	SC		

Requisition Details

Line: 1
Item: S-CAD OPERATOR **Rev:** S-CAD Operator **Target Place Date:** 03/01/2018
Quantity: 500.00 **U/M** HR **Requested Date:** 01/15/2018 **Buyer:** 12
Procurement Type: SC **Inv Abbrev:**
Sugg Blanket PO: **Status:** Approved **Est Unit Cost:** 75.00
Manufacturer: **Mfg part:** **Rev:**
Pref Vendor: V100013 Balmar Consulting **Vend Part:** **Rev:**
Notes:
Internal Notes:

PO	Rel	Line	Status	Vendor Name	Buyer	Order Date	U/M	Order Quantity	Net Unit Cost	Line Charge Amount
PO-0000140	0	1	O	Balmar Consulting	12	03/01/2018	HR	500.00	75.00	0.00

Quote	Status	Vendor Name	Buyer	Quote Date	Expiration Date	Line	U/M	Quantity Breakpoint	Net Unit Cost	Line Charge Amount
VQT-000033	C	Balmar Consulting	12	02/23/2018		1	HR	500.00	75.00	0.00
VQT-000034	C	Mollo Design	12	02/26/2018		1	HR	500.00	80.00	0.00
VQT-000035	C	Specialty Subcontractors	12	02/27/2018		1	HR	500.00	80.00	0.00

RFQ	Status	Vendor Name	Buyer ID	RFQ Date	Line	U/M	Quantity Breakpoint
RFQ-000046	Closed	Specialty Subcontractors	12	02/15/2018	4	HR	500.00
					1	HR	500.00
RFQ-000045	Closed	Mollo Design	12	02/15/2018	4	HR	500.00

No Preferred Vendor to satisfy result.

Line: 2
Item: S-SURVEY **Rev:** S-Surveyor **Target Place Date:** 03/01/2018
Quantity: 80.00 **U/M** HR **Requested Date:** 01/15/2018 **Buyer:** 12
Procurement Type: SC **Inv Abbrev:**
Sugg Blanket PO: **Status:** Approved **Est Unit Cost:** 150.00
Manufacturer: **Mfg part:** **Rev:**
Pref Vendor: V100013 Balmar Consulting **Vend Part:** **Rev:**
Notes:
Internal Notes:

PO	Rel	Line	Status	Vendor Name	Buyer	Order Date	U/M	Order Quantity	Net Unit Cost	Line Charge Amount
PO-0000140	0	2	O	Balmar Consulting	12	03/01/2018	HR	160.00	150.00	0.00

Quote	Status	Vendor Name	Buyer	Quote Date	Expiration Date	Line	U/M	Quantity Breakpoint	Net Unit Cost	Line Charge Amount
VQT-000033	C	Balmar Consulting	12	02/23/2018		2	HR	80.00	150.00	0.00
VQT-000034	C	Mollo Design	12	02/26/2018		2	HR	80.00	155.00	0.00
VQT-000035	C	Specialty Subcontractors	12	02/27/2018		2	HR	80.00	150.00	0.00

RFQ	Status	Vendor Name	Buyer ID	RFQ Date	Line	U/M	Quantity Breakpoint
RFQ-000046	Closed	Specialty Subcontractors	12	02/15/2018	2	HR	80.00
RFQ-000045	Closed	Mollo Design	12	02/15/2018	2	HR	80.00
RFQ-000044	Closed	Balmar Consulting	12	02/15/2018	2	HR	80.00

No Preferred Vendor to satisfy result.

Line: 3
Item: S-TECWRT **Rev:** S-Technical Writer **Target Place Date:** 03/01/2018
Quantity: 100.00 **U/M** HR **Requested Date:** 01/15/2018 **Buyer:** 12
Procurement Type: SC **Inv Abbrev:**
Sugg Blanket PO: **Status:** Approved **Est Unit Cost:** 110.00
Manufacturer: **Mfg part:** **Rev:**
Pref Vendor: V100013 Balmar Consulting **Vend Part:** **Rev:**
Notes:
Internal Notes:

PO	Rel	Line	Status	Vendor Name	Buyer	Order Date	U/M	Order Quantity	Net Unit Cost	Line Charge Amount
PO-0000140	0	3	O	Balmar Consulting	12	03/01/2018	HR	240.00	110.00	0.00

Quote	Status	Vendor Name	Buyer	Quote Date	Expiration Date	Line	U/M	Quantity Breakpoint	Net Unit Cost	Line Charge Amount
VQT-000033	C	Balmar Consulting	12	02/23/2018		3	HR	100.00	110.00	0.00
VQT-000034	C	Mollo Design	12	02/26/2018		3	HR	100.00	115.00	0.00
VQT-000035	C	Specialty Subcontractors	12	02/27/2018		3	HR	100.00	125.00	0.00

RFQ	Status	Vendor Name	Buyer ID	RFQ Date	Line	U/M	Quantity Breakpoint
RFQ-000046	Closed	Specialty Subcontractors	12	02/15/2018	3	HR	100.00

Page 1 of 2

Purchase Order Report

The Purchase Order report uses a basic purchase order format.

This report provides the flexibility to select the additional information needed from the header and line levels to print on the report. The Purchase Order report is written with US dollars as the currency.

Prompts

Select values for the Purchase Order prompts to run the report.

Prompt Message	Description
Company	Select the company to use to run the report.
Purchase Order Type	Select one or more purchase order types for the report.
Include Previously Printed PO's	Select an option to specify whether or not POs that have been printed before will be included in the report.
Include Project/ Acct/Org Breakdown	Select an option to specify whether or not the project account organization breakdown will be included in the report.
Print Original Due Date	Select an option to specify whether or not the original due date will be printed.
Print Line Charge Type Code	Select **Yes** or **No** to specify whether the line charge type code will be printed.
Print NAICS Code	Specify whether to print the NAICS code in the header of the purchase order.
Print NAICS SBA Size Standards for All Bus Size	Specify whether to print the corresponding SBA Size and Business Size standards linked to the PO Header NAICS code regardless of the business size.
Position of	Specify where to place the header notes on the report. Select **Top** or **Bottom**.

Prompt Message	Description
Header Notes	
Position of Header Text/ Doc/SOW	Specify where to place the header on the report. Select **Top** or **Bottom**.
Select Purchase Order(s)	In the **Keywords** field, enter a portion of one or more purchase order IDs and click **Search** to list purchase orders to include on the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select PO Release Number(s)	In the **Keywords** field, enter a portion of one or more PO release numbers and click to list PO release numbers to include on the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select Buyer(s)	In the **Keywords** field, enter a portion of one or more buyer IDs and click to list buyers to include on the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select the Return Address Branch Location	In the **Keywords** field, enter a portion of one or more address codes and click to list addresses to include on the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select the Transaction Currency of PO's	In the **Keywords** field, enter a portion of one or more transaction currencies and click to list purchase orders to include on the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

This is a sample of the Purchase Order report.

Purchase Order

System:

1 - Applied Technologies Inc

Purchase Order:	PO-0000002
Order Date:	10/25/2015
Status:	System Closed
	Page 1 of ?
	Date Printed: Mar 1, 2023

ORDER ADDRESS	SHIPPING ADDRESS
Best Buy, Inc. (V100015)	Falls Church Warehouse
394 San antonio Blvd	6711 Arlington Blvd
	Loading Dock A
Atlanta, GA, 84976	Falls Church, VA, 22047

ORDER DATE	BUYER	TERMS	DELIVERY TERMS	SALES ORDER	SHIP VIA	DELIVERY TO
10/25/2015	Anderson, Eve	NET 10				Y

This contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

Header Doc: Rev: Header Doc Type:

Header Doc Name:

LINE	ITEM/DESCRIPTION	REV	U/M	DUE DATE	DESIRED DATE	QUANTITY	NET UNIT COST	EXTENDED COST
1	G-CAPITAL-EQUIPMENT		EA	1/15/2013	1/15/2013	1.0000	1,000.0000	1,000.00
	Flashforge Dreamer 3d Printer, Dual Extruder, Fully Enclosed						Tax:	53.00

Bill To:
Falls Church, VA
3662 FAIRVIEW PARK DRIVE
SUITE 500
FALLS CHURCH, 22042-5231, VA

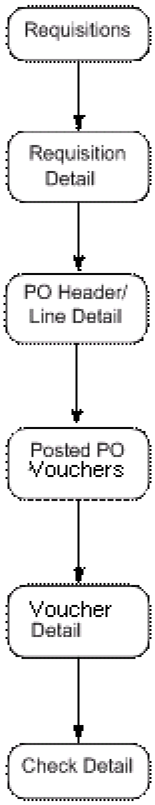
Subtotal Amt:	1,000.00
PO Total Tax:	53.00
PO Total Amt:	1,053.00

Authorized Signature(s)

Requisitions Report

Run the Requisitions report to view a requisition and the related purchase order, voucher, and check information.

Here is a visual of the drill-thru path from the Requisitions report to the Check Detail.



Prompts

Select prompt values for the Requisitions report.

Prompt Message	Description
Company	Select the company to use when running the report.
Primary group	Select the primary grouping for the report: ▪ Requisition ▪ Requisitioner ▪ Requisitioner Organization
Requisition status	Select one or more requisition statuses to use as a filter to include on the report. Options are: ▪ Approved

Prompt Message	Description
	▪ Closed ▪ In-Approval ▪ PO Generated ▪ Pending ▪ Rejected ▪ Voided
Select one or more requisition IDs	In the **Keywords** field, enter a portion of one or more requisition IDs to list requisitions to include on the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select one or more requisitioners	In the **Keywords** field, enter a portion of one or more requisitioner names to list requisitioners to include on the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select one or more requisitioner's organizations	In the **Keywords** field, enter a portion of one or more organization IDs to list requisitioner's organizations to include on the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select one or more projects	In the **Keywords** field, enter a portion of one or more IDs to list projects to include on the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

This is a sample of the Requisitions report.

Deltek

Requisitions

Company: 10 - Applied Technologies Inc1

Requisition ID	Rvsn Number	Requisition Status	Full Name	Transaction Crncy Cd	Transaction Crncy Total Requested Amt	Total Estimated Requisition Amount	Requisition Date	Requisitioner Organization ID	Buyer Name	Requisition Approval Process Cd	Entry User ID	Entry Date/Time	Approver Name	Approval Date
Requisition: 10														
CWM-001	0	PO Generated	Arnold, Deborah	USD	171,006.75	171,006.75	01/06/2010	10.10.3.0	Zone, Francis	STD	ADMIN	01/06/2010 12:27:58 PM		
DRS-0001	0	PO Generated	Adams, Jack K	USD	0.00	0.00	04/28/2011	10.10.3.2	Zone, Francis	STD	ADMIN	04/28/2011 2:11:20 PM		
DRS-0002	0	Approved	Adams, Jack K	USD	325.00	325.00	05/07/2011	10.10.3.2		STD	ADMIN	05/07/2011 5:57:59 PM		
MSB-00015	0	Approved	Applegate, Richard S	USD	0.00	0.00	04/15/2013	10.10.2.1	Applegate, Richard	STD	X1048	04/15/2013 2:36:18 PM	Chadwick, Bill S	4/15/13

Click a **Requisition ID** to view the requisition details for the requisition.

Requisition Detail

Requisition Header

Requisition:	CWM-001	**Requisition Date:**	01/06/2010	**Requisitioner:**	Arnold, Deborah	**Status:**	PO Generated
		Buyer:	1	**Tgt Place Date:**	12/23/2009	**Procurement Type:**	
		Currency:	USD	**Total Est Amt:**	171,006.75	**Total Est Func Amt:**	171,006.75

Requisition Line Details

Line: 1 Item: 105067-1 Rev: C Power Supply

Requested Qty:	1,219.00	PO Generated Qty:	1,219.00	U/M:	EA
Est Unit Cost:	140.25	Extended Cost:	170,964.75	Line Charge Amt:	0.00
Requested Date:	01/12/2010	Status:	PO Generated	Tgt Place Date:	12/23/2009
Procurement Type:		Inv Abbrev:	R20002	Inv Proj:	10200.02
Sugg Blanket PO:		Buyer:	1		
Manufacturer:	SIEMENS SIEMENS	Mfg Part:	485864-TJ78	Rev:	
Pref Vendor:	V100001 AAA Electronics Distrib	Vend Part:	485864-TJ78	Rev:	
Notes:					
Internal Notes:					

Project	Account	Organization	Allocation
10200.02 RADAR	54-570-20 Raw Materials	10.10.2.3 Gov- Manufacturing	170,964.75 100.00%

P/O Number	Release Number	Line Number	PO_Generated	Order Qty	Unit of Measure	Transaction Crncy Cd
PO-02-0055	0	1	Y	350.00	EA	USD
PO-02-0057	0	1	Y	1,219.00	EA	USD

Line: 2 Item: NAS-2540 Rev: Screw 1/8" x 1"

Requested Qty:	350.00	PO Generated Qty:	350.00	U/M:	EA
Est Unit Cost:	0.12	Extended Cost:	42.00	Line Charge Amt:	0.00
Requested Date:	01/21/2010	Status:	PO Generated	Tgt Place Date:	01/18/2010
Procurement Type:		Inv Abbrev:	R20002	Inv Proj:	10200.02
Sugg Blanket PO:		Buyer:	1		
Manufacturer:		Mfg Part:		Rev:	
Pref Vendor:	V2000001 Akermann	Vend Part:		Rev:	
Notes:					
Internal Notes:					

Project	Account	Organization	Allocation
10200.02 RADAR	54-570-20 Raw Materials	10.10.2.3 Gov- Manufacturing	42.00 100.00%

P/O Number	Release Number	Line Number	PO_Generated	Order Qty	Unit of Measure	Transaction Crncy Cd
PO-02-0055	0	1	Y	350.00	EA	USD
PO-02-0057	0	1	Y	1,219.00	EA	USD

In the Requisition Detail - Drill Thru report, click a **P/O Number** to view purchase order details.

PO Header and Line Detail

PO: PO-02-0055 Release: 0 Change Order: 0 Order Date: 01/06/2010 Status: Open Buyer: Zone, Francis
Currency: USD PO Total Amt: 42.00
Vendor: V2000001 Akermann Terms: NET 30
Notes: The Hazardous Materials Table (Table) in this section designates the materials listed therein as hazardous materials for the purpose of transportation of those materials. For each listed material, the Table identifies the hazard class or specifies that the material is forbidden in transportation, and gives the proper shipping name or directs the user to the preferred proper shipping name. In addition, the Table specifies or references requirements in this subchapter pertaining to labeling, packaging, quantity limits aboard aircraft and stowage of hazardous materials aboard vessels.
Address: 7562 ENGLEWOOD PLACE
ANNADALE VA
22004 USA

Line: 1 Item: NAS-2540 Rev: Screw 1/8" x 1"
Due Date: 01/21/2010 Orig Due Date: 01/21/2010 Desired Date: 01/21/2010 Requisition: CWM-001
U/M: EA Net Unit Cost: 0.12 Extended Cost: 42.00 Line Charge Amt: 0.00
Order Qty: 350.00 Order Amt: 42.00
Received Qty: 0.00 Received Amt: 0.00
Accepted Qty: 0.00 Accepted Amt: 0.00
Rejected Qty: 0.00 Rejected Amt: 0.00
Vouchered Qty: 0.00 Vouchered Amt: 0
Posted Qty: 0.00 Posted Amt: 0
Notes:

Project	Account	Organization	Allocation
10200.02 RADAR	54-570-20 Raw Materials	10.10.2.3 Gov- Manufacturing	42.00 100.00%

In the PO Header and Line Detail drill thru, click a PO number to view its posted vouchers.

Posted PO Vouchers

Voucher No: 3286 **Pay Vendor:** V2013004 Speedline Technologies **Currency:** USD
Invoice: 011613 **Invoice Date:** 01/16/13 **Invoice Amt:** 29,484.00
Terms: 15 MO **Fiscal Year:** 2013 **Period:** 1 **Subperiod:** 1
Due Date: 02/15/13 **Due Amt:** 29,484.00 **Discount Taken:** 0.00
PO Discrepancy: **Receipt Discrepancy:**

Vchr Line: 1 PO Line: 1 **Misc Type:** SINGLE Wave Soldering Machine **U/M:** EA
Vouchered Qty: 1 **Unit Cost:** 28,000.00 **Total Vouchered Amt:** 29,484.00
Qty Discrepancy: 0% **Unit Cost Discrepancy:** 0% **Total Discrepancy Amt:** 0.00
Notes:

Project	Account	Organization	Allocation
	16-160-40 P&E: Machinery & Tools	01.02 Applied Manufacturing	29,484.00 100%

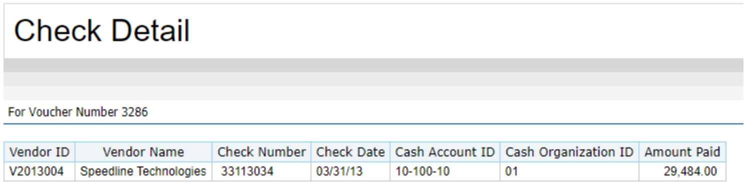
In the Posted PO Vouchers drill thru, click a voucher number to view the voucher details.

Voucher Detail

Company: 1 Applied Technologies Inc

Vendor	Vendor Name	Voucher Type	Approved Flag	Status	Voucher Line Number	Account	Project	Organization	Voucher Line Description	Quantity	PO #	Total Before Discount	Discount Amount	Sales Tax	Net Amt
3286															
V2013004	Speedline Technologies	PO	Y	PAID	1	16-160-40		01.02	Wave Soldering Machine	1	PO-0000010	29,484.00	0.00	1,484.00	29,484.00
											Total for 3286	**29,484.00**	**0.00**	**1,484.00**	**29,484.00**

Click the voucher number in the Voucher Details to view check details.



Check Detail

For Voucher Number 3286

Vendor ID	Vendor Name	Check Number	Check Date	Cash Account ID	Cash Organization ID	Amount Paid
V2013004	Speedline Technologies	33113034	03/31/13	10-100-10	01	29,484.00

Requisitions Pending PO Conversion Report

The Requisitions Pending report gives buyers and purchasing managers the ability to see requisitions for which purchase orders have not yet been generated.

The report includes requisitions that are in a pending, in-approval, approved, or rejected status.

Prompts

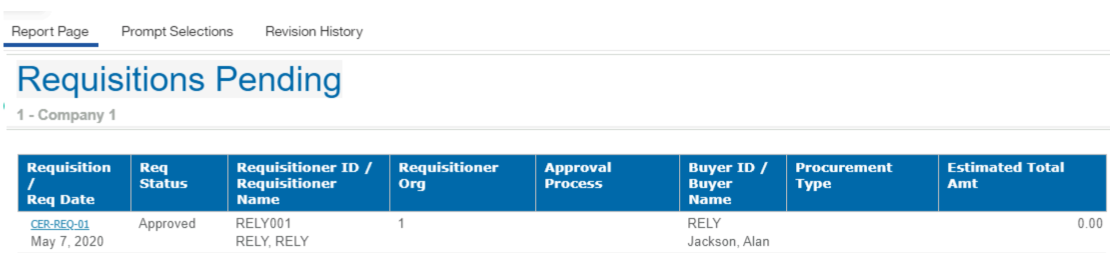
Use the prompts to select data for the Requisitions Pending PO Conversion report.

Prompt Message	Description
Company	Select the company to use when running the report.
Primary Group	Select the primary grouping for the report: ▪ Approver ▪ Buyer ▪ Requisition ▪ Requisition Status ▪ Requisitioner
Requisition status	Select the statuses of the requisitions to include: ▪ Approved ▪ In Approval ▪ Pending ▪ Rejected
Include Requisitions	Select **Yes** to include only those requisitions without an assigned buyer.

Prompt Message	Description
without Assigned Buyer	
Limit Requisitions	Enter a portion of one or more IDs in the **Keywords** field and click 🔍 to narrow the primary group you selected in the previous field. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

This is a sample of the Requisitions Pending PO Conversion report.


Report Page Prompt Selections Revision History

Requisitions Pending

1 - Company 1

Requisition / Req Date	Req Status	Requisitioner ID / Requisitioner Name	Requisitioner Org	Approval Process	Buyer ID / Buyer Name	Procurement Type	Estimated Total Amt
CER-REQ-01 May 7, 2020	Approved	RELY001 RELY, RELY	1		RELY Jackson, Alan		0.00

Vendor Exclusion Report

The Vendor Exclusion report provides a list of purchase orders that have vendors on the Exclusion list so that you can take action to stop those purchase orders.

If you are configured for the GovWin IQ to Costpoint Vendor integration, with the Import GovWin IQ Vendor Data, then the Vendor Exclusion list report will display any purchase orders where the PO Vendor has been flagged as Active on the SAM.gov Exclusion list.

The exclusion data comes from GovWin IQ and is updated every time the GovWin IQ to Costpoint Vendor integration is run. Note, however, that the exclusion data may not be a complete representation of exclusions.

> **Attention:** For details on the source data and vendor fields updated by the GovWin IQ integration, see the field mapping information in the GovWin IQ Integration Setup Guide.

Prompts

Select prompt values before running the Vendor Exclusion report.

Prompt Message	Description
Company	Select a company to use when running the report.
Select Purchase Order(s)	In the **Keywords** field, enter a portion of one or more purchase order IDs and click to list purchase orders to include on the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select PO Release Number(s)	In the **Keywords** field, enter a portion of one or more PO release numbers and click to list PO release numbers to include on the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select Buyer(s)	In the **Keywords** field, enter a portion of one or more buyer IDs and click to list buyers to include on the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
PO Status	Select one or more PO statuses to use as a filter to include in the report.
Order Date Range	In the **From** field, enter the beginning value for the order date range. In the **To** field, enter the end value for the order date range. You can opt to select the **Lowest value** or the **Highest value** possible for the date range.
Active Date Range	In the **From** field, enter the beginning value for the active date range. In the **To** field, enter the end value for the active date range. You can opt to select the **Lowest value** or the **Highest value** possible for the date range.

Sample

This is a sample of the Vendor Exclusion report.

Vendor Exclusion

System: C81PSM17

10 - Applied Technologies Inc1

Purchase Order	Purchase Order Release Number	Buyer Name	PO Status	Order Date	Vendor ID	Vendor Name	Exclusion Type	Active Date	Termination Date	Last GovWin IQ Synch date
PO-AO-0401	0	Applegate, Richard S	Open	04/1/2021	A100001	ACME Supplies	IPP	01/1/2019	01/1/2022	01/1/2021

Procurement Drill-Thru Reports

Certain reports are drill-thru only, meaning they are not intended to be run on their own, but accessed from the links in other parent reports.

The necessary information that is retrieved to run the report is based on the parent report, such as the Requisitions Pending PO Conversion report. No input is required.

PO Header and Line Detail - Drill Thru Only

The PO Header and Line Detail report shows detailed information for a specific purchase order.

This report displays information from the Purchase Order header, Purchase Order line, and Purchase Order line account for a selected purchase order. Use this report as a drill-through from the Requisitions report.

This is a sample PO Header and Line Detail Drill-Thru report.

Report Page   Revision History

PO Header and Line Detail - Drill Thru Only

PO: PO-0000056
Release: 0   Change Order: 0   Order Date: 04/02/2020   Status: Open   Buyer: Asaka, Leslie G
Currency: USD   PO Total Amt: 12,300.00
Vendor: MASTER Va Master Supply Company 123   Terms: NET 30
MAGNETRON MUST BE PACKED IN NON-METALLIC CONTAINER AND STORED AT LEAST 5 INCHES
Notes:
FROM A METALLIC SURFACE.
Address: 1851 Abrams Creek Drive
Winchester   VA
22601   USA

Line: 1   Item: AD-SERVICE ID MAX8687687676768767867867867867868 7W
Rev: 0000000001   AD-SERVICE ID MAX86876876767687678678678678678687W
Due Date: 04/02/2020   Orig Due Date: 04/02/2020   Desired Date: 04/02/2020   Requisition:
U/M: HRS   Net Unit Cost: 123.00   Extended Cost: 12,300.00   Line Charge Amt: 0.00
Order Qty: 100.00   Order Amt: 12,300.00
Received Qty: 0.00   Received Amt: 0.00
Accepted Qty: 0.00   Accepted Amt: 0.00
Rejected Qty: 0.00   Rejected Amt: 0.00
Vouchered Qty: 100.00   Vouchered Amt: 12,853.5
Posted Qty: 0.00   Posted Amt: 0
Notes:

Project	Account	Organization	Allocation
5150.001 3.1A Comercial Catalogs	05230 Comm. - Materials	1.2.200 Product Developmentx	12,300.00 100.00%

Requisition Detail

The Requisition Detail report displays detailed information for a specific purchase requisition.

Information from the requisition header, requisition line, and requisition line account tables is displayed for a selected requisition or requisition line. This report can be used as a drill-thru target from other reports, such as the Requisitions report and Requisitions Pending PO Conversion report, but not as a standalone report.

This is a sample Requisition Detail - Drill Thru Only report.

Requisition Detail - Drill Thru Only

Requisition Header

Requisition:	00-0002	**Requisition Date:**	03/13/2000	**Requisitioner:**	Archer7890112345XXXXXXXXX	**Status:**	Approved
		Buyer:	Jackson, Alan	**Tgt Place Date:**	05/06/2015	**Procurement Type:**	
		Currency:	USD	**Total Est Amt:**	29.26	**Total Est Func Amt:**	29.26

Requisition Line Details

Line: 1 Item: 100 Rev: 1/4' TEST PLUG

Requested Qty:	10.00	PO Generated Qty:	10.00	U/M:	EA
Est Unit Cost:	2.00	Extended Cost:	20.00	Line Charge Amt:	0.00
Requested Date:	04/04/2000	Status:	PO Generated	Tgt Place Date:	
Procurement Type:		Inv Abbrev:		Inv Proj:	
Sugg Blanket PO:		Buyer:	Jackson, Alan		
Manufacturer:		Mfg Part:		Rev:	
Pref Vendor:		Vend Part:		Rev:	
Notes:					
Internal Notes:					

Project	Account	Organization	Allocation
	00512-020 GOV'T - MEALS	1.1 Administration	20.90 100.00%

P/O Number	Release Number	Line Number	P/O Generated	Order Qty	Unit of Measure	Currency
PURCH-0908	0	1	Y	10	EA	USD

Line: 2 Item: 001AJ Rev: 1 Pilot Instruction

Requested Qty:	0.00	PO Generated Qty:	0.00	U/M:	HR
Est Unit Cost:	0.00	Extended Cost:	8.00	Line Charge Amt:	0.00
Requested Date:	04/04/2000	Status:	Approved	Tgt Place Date:	
Procurement Type:		Inv Abbrev:		Inv Proj:	
Sugg Blanket PO:		Buyer:	Jackson, Alan		
Manufacturer:		Mfg Part:		Rev:	
Pref Vendor:		Vend Part:		Rev:	
Notes:					
Internal Notes:					

Project	Account	Organization	Allocation
	00512-020 GOV'T - MEALS	1.1 Administration	8.36 100.00%

P/O Number	Release Number	Line Number	P/O Generated	Order Qty	Unit of Measure	Currency
PURCH-0908	0	1	Y	10	EA	USD

Page 1 of 2

Projects

This folder stores Deltek standard reports and dashboards for Projects.

The contents of this folder are available to the following user groups:

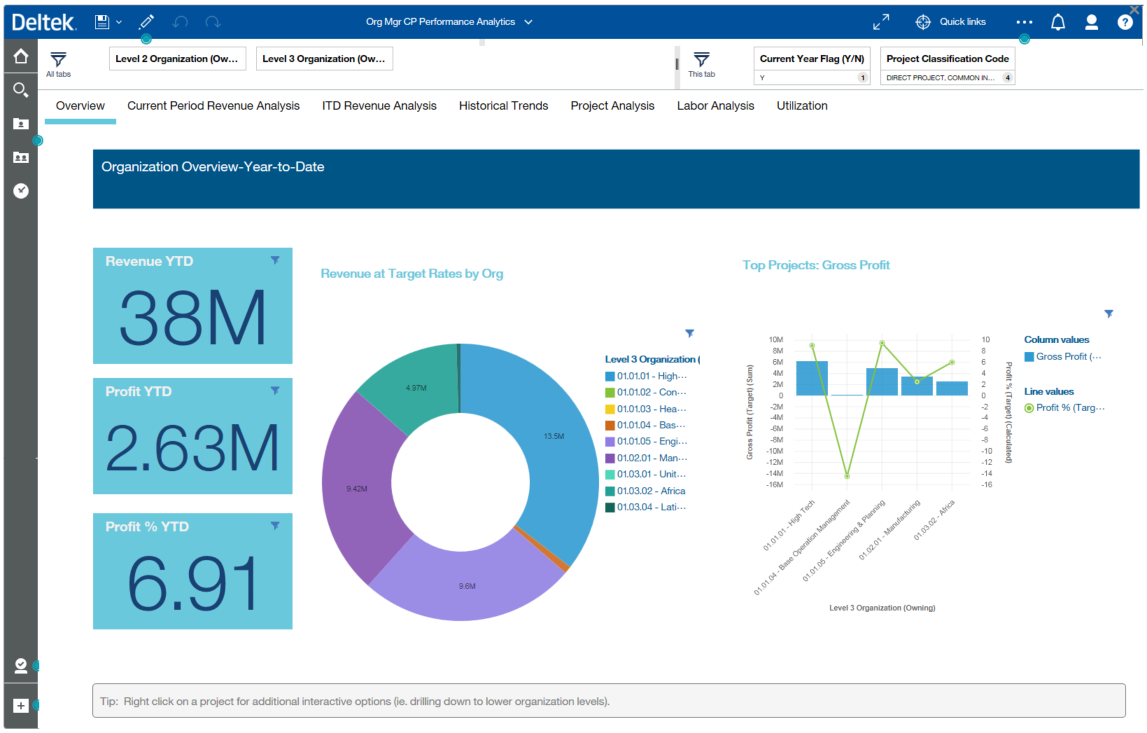
- CER All
- CER Projects
- CER Projects Secure

Projects Dashboards

The template dashboards for Projects allow you to create and share interactive analytical dashboards that uses the Costpoint Projects Data.

Org Mgr CP Performance Analytics

Use the Org Mgr CP Performance Analytics dashboard to see project performance, utilization, and other metrics of the owning organization.



The filters for Owning Organization levels 2 and 3 are preset in the dashboard but can be easily changed to other levels. Additionally the Organization folder has levels that will show the data by performing organization if that is desired. This dashboard has 7 tabs that cover the different views of the organization data.

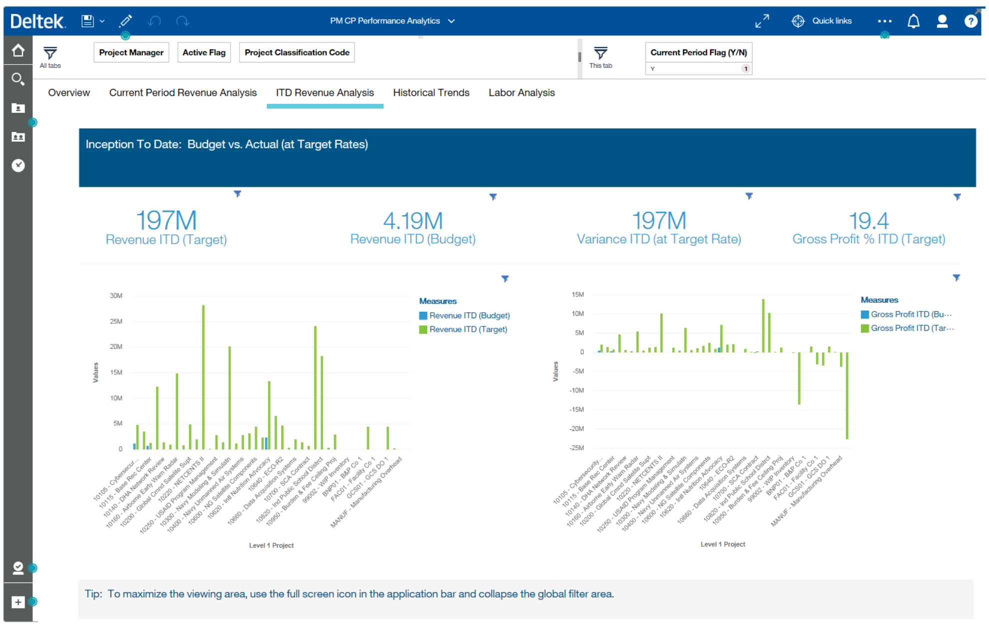
- Overview - This tab shows year-to-date information leveraging the current year flag, so it will always show the YTD information through the current month which is controlled by your CBI Administrator. Measures include Revenue, Profit, and Profit % as well as charts that compare actual revenue (at target rates) versus budgets.
- Current Period Revenue Analysis - This tab focuses on the current period performance showing revenue versus budget and gross profit (that is, revenue less direct expenses). The dashboard is filtered for Direct Projects only.
- ITD Revenue Analysis - This tab will show ITD revenue for all projects to get an idea of historical performance showing revenue vs. budget and gross profit. The dashboard is filtered for Direct Projects only. Note that all projects are shown whether Active or Inactive.
- Historical Trends - This tab shows comparison trends of actual versus budget for each Org at Level 3 leveraging the Repeat (row) capability in Dashboards to automatically create a separate chart for each Org at level 3.
- Project Analysis - This tab goes deeper than the org level to show project performance by Project Manager and % complete for largest 10 projects. The % complete chart shows the top 10 projects labor cost to date and determines % of the total EAC budget for labor.
- Labor Analysis - This tab leverages the "tree map" visualization where each block is a level 1 project, the size of

the block represents the number of hours spent in the current period. Note that since budgeted hours are not available in Costpoint projects module, leveraging Deltek Project Planning can be used to track hour variances.

- Utilization - This tab breaks out the utilization by project classification. In aggregate, direct, indirect, total hours and average hourly rate are shown. In the bar chart, Org level 3 is broken out by project classification to show the utilization by % of hours spent in each category.

PM CP Performance Analytics

Use the PM CP Performance Analytics to review project performance.



If Organization security is used in Costpoint, users will only see the projects that belong to the organizations they have access to. However, if Project Manager Security is enable they will see only projects they are assigned to as PM. The dashboard has 5 tabs covering a different view of the project data. Note that all project results use Target Rates for actual results.

There are 5 tabs with different views of the project performance data:

- Overview - This tab shows inception-to-date information leveraging the current period flag, so it will always show the Inception To Date information through the current month which is controlled by your CBI Administrator. Measures include Revenue, Profit, and Profit % as well as charts that show the top 5 and bottom 5 performing projects.
- Current Period Review Analysis - This tab focuses on the current period performance showing revenue versus budget and gross profit (that is, revenue less direct expenses).
- ITD Revenue Analysis - This tab will show Inception To Date revenue for all projects to get an idea of historical performance showing revenue versus budget and gross profit.
- Historical Trends - This tab shows comparison trends of actual versus budget for each project leveraging the

Repeat (row) capability in Dashboards to automatically create a separate chart for each project at level 1.

- **Labor Analysis** - This tab leverages the "tree map" visualization where each block is an employee, the size of the block represents the number of hours spent on the project. Note that since budgeted hours are not available in Costpoint projects module, leveraging Deltek Project Planning can be used to track hour variances.

Project Reports

The following reports are in the Projects folder:

- Burdened Labor and ODC's
- Labor Detail
- PLC Exception Report for Missing Rates
- Project Health
- Project Ledger Detail
- Project Master (Form and List)
- Project Percent Complete
- Project Progress by Role
- Project Revenue Summary with Backlog
- Project Status
- Project Work Force
- PSR Template
- PSR Trending Analysis
- Revenue Summary Report Template

Burdened Labor and ODC’s Report

The Burdened Labor and ODC's report displays the burdened costs by resource for labor and by account for non-labor, by project. You must be licensed for COBRA to use this report.

This report uses specific tables, which need to be created by a specific process in Costpoint, relating to Deltek Cobra integration.

> **Note:** Before you run this report, data that coincides with the prompts you select must exist in the CB_SUM and CB_BURD_SUM tables. These tables are populated during the Compute Cobra Burden Costs process for projects that are identified as Cobra programs. This means that if you want to run a report that includes data for certain projects for Fiscal Year 2022, Period 10, Subperiod 1, you must first run the Compute Cobra Burden Costs process for these projects for Fiscal Year 2022, Period 10, Subperiod 1.

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> A project is identified as a Cobra program by selecting the **Cobra Program** checkbox on the Manage Project User Flow screen in Costpoint. This option is visible if you are licensed for COBRA and can only be selected at the top level of the project. If selected, the entire project tree will be included in the Compute Cobra Burden Costs process.

Prompts

Use the Burdened Labor and ODC's prompts to configure the report.

Prompt Message	Description
Company	Select the company to use to run the report.
Fiscal Year	Select the fiscal year.
Period	Select the period.
Subperiod	Select the subperiod.
Rate Type	Select the rate type to include: ▪ **Actual**: Print the report using actual burden rates from the tables. ▪ **Target**: Print the report using target burden rates from the tables.
Primary Group	Select the primary grouping: ▪ Organization ▪ Project ▪ Project Manager
Secondary Group	Select a secondary sort, different from the primary, if desired: ▪ Labor Detail ▪ Organization ▪ Project Manager
Labor	Select **General Lab Cat** or **Project Lab Cat** to add a column that displays the general labor or

Prompt Message	Description
Category	project labor category associated with the detail line. Select **None** to hide this detail.
Limit Projects	In the **Keywords** field, enter a portion of one or more project IDs or names to narrow the primary group you selected in the previous field. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Display Burden Costs	Select **Yes** to display detailed burden costs. Select **No** to hide this detail.
Include the Following Details	Select which details to display: ▪ Account ▪ Labor

Sample Report

View a sample of the Burdened Labor and ODC's report.

Burdened Labor and ODC's

System: CTB82PSMDEMO

Company - 1 Applied Technologies Inc

Project	Organization	Name	Pool Number	Pool Rate	Subperiod Amount	Subperiod Burdens	Period Amount	Period Burdens	YTD Amount	YTD Burdens	Prior Year Amount	Prior Year Burdens	ITD Amount	ITD Burdens
10400.MIL2 Navy UM AirSys Milestone1														
LABOR														
	01.01.02 Construction Management	Marsden,June (1158)			4,145.99		4,145.99		4,145.99		0.00		4,145.99	
	01.01.05 Engineering & Planning	Stewart,Kevin (1092)			2,662.56		2,662.56		2,662.56		0.00		2,662.56	
Burdens														
Fringe Benefits			10	43.80%		1,816.06		1,816.06		1,816.06		1,816.06		3,632.12
GENERAL & ADMINISTRATIVE			40	21.99%		1,800.45		1,800.45		1,800.45		1,800.45		3,600.90
OH Applied Service Client			30	37.30%		2,224.11		2,224.11		2,224.11		2,224.11		4,448.22
Fringe Benefits			10	43.80%		1,166.28		1,166.28		1,166.28		1,166.28		2,332.56
GENERAL & ADMINISTRATIVE			40	21.99%		1,156.25		1,156.25		1,156.25		1,156.25		2,312.50
OH Applied Service Client			30	37.30%		1,428.33		1,428.33		1,428.33		1,428.33		2,856.66
Total Burdens														
LABOR					6,808.55	9,591.48	6,808.55	9,591.48	6,808.55	9,591.48	0.00	9,591.48	6,808.55	19,182.96
NON-LABOR														
	01.01.05 Engineering & Planning	52-410-10 Consultants - Labor ODC			41,860.50		41,860.50		41,860.50		0.00		41,860.50	
Burdens														
GENERAL & ADMINISTRATIVE			40	21.99%		9,206.71		9,206.71		9,206.71		9,206.71		18,413.42
Total Burdens														
NON-LABOR					41,860.50	9,206.71	41,860.50	9,206.71	41,860.50	9,206.71	0.00	9,206.71	41,860.50	18,413.42
Total for 10400.MIL2 Navy UM AirSys Milestone1					48,669.05	18,798.19	48,669.05	18,798.19	48,669.05	18,798.19	0.00	18,798.19	48,669.05	37,596.38

Labor Detail Report

The Labor Detail report provides a detailed look at the labor activity related to a project.

You can use this report as a stand-alone report or as a drill-through target from other reports, like the Project Status Report.

> **Note:** The Labor Detail report retrieves data from one database table (Report Project Labor Summary (RPT_PROJ_LAB_SUM)) designed to provide a snapshot of results for a particular point in time, while the Project Status Report retrieves data from a different database table (PSR) also designed to provide a snapshot of results for a particular point in time. If the database tables were updated at different times, when you drill through from the Project Status Report, some results may vary. To ensure that drill-through data is the same as the parent Project Status Report, update the PSR and Labor Summary tables on the same schedule.

Prompts

Use the Labor Detail prompts to configure the report.

Prompt Message	Description
Company	Select a company from the list.
Fiscal Year	Select the fiscal year.
Period	Select a period for the report.
Starting Subperiod	Select the starting subperiod to use on the report.
Ending Subperiod	Select the ending subperiod.
Primary Group	Select the primary grouping: ▪ Organization ▪ Project ▪ Project Manager ▪ Reorganization
Select Projects	Enter a portion of one or more project IDs or names in the **Keywords** field to display a list of projects to select for the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Note: To optimize the display of project IDs in **Select Projects** when you select project as the primary group, this prompt screen limits the number of project IDs returned to 1000. Because of this, you should enter as much of the project ID as possible when you search for projects. If your search is too general, the projects you want may not be included in the 1000 that are returned.

Labor Detail Report

This is a sample of the Labor Detail report.

Deltek

Labor Detail

10 Applied Technologies Inc1

Employee ID	Employee Name	Labor Code	Labor Description	PD Actual Hours	PD Allowable Hours	PD Actual Amount	Revenue Rate	Revenue Amount
MM005.001.AA.M01 - M01 Task								
50-100-10 - DIR: Corp Site Dir Lbr								
D-0891	Mason Knox	DATASP	Data Recovery Specialist	35.00	0.00	10,529.84	0.00	0.00
D-0893	Joe Martin	DATASP	Data Recovery Specialist	23.00	0.00	6,919.61	0.00	0.00
D-0894	Murphy, Linda	DEVELO	Developer	77.00	0.00	24,538.64	0.00	0.00
D-0895	Noar, Brenda	CADD	Cadd Operator	80.00	0.00	26,256.24	0.00	0.00
Subtotal for 50-100-10 - DIR: Corp Site Dir Lbr				215.00	0.00	68,244.33		0.00
50-100-20 - DIR: Client Site Dir Lbr								
D-0892	Jennifer Smith	CSANAL	Computer Systems Analyst	8.00	0.00	2,538.10	0.00	0.00
Subtotal for 50-100-20 - DIR: Client Site Dir Lbr				8.00	0.00	2,538.10		0.00
54-570-40 - MFG WIP LABOR								
D-0892	Jennifer Smith	CSANAL	Computer Systems Analyst	7.00	0.00	2,105.97	0.00	0.00
Subtotal for 54-570-40 - MFG WIP LABOR				7.00	0.00	2,105.97		0.00
Subtotal for MM005.001.AA.M01 - M01 Task				230.00	0.00	72,888.40		0.00
MM007.001.AA.M01 - M01 Task								
50-100-10 - DIR: Corp Site Dir Lbr								
1008	Armstrong, Melvin	ENVPM	Proj Mgr MM007	10.00	0.00	1,000.00	0.00	0.00
Subtotal for 50-100-10 - DIR: Corp Site Dir Lbr				10.00	0.00	1,000.00		0.00
50-100-20 - DIR: Client Site Dir Lbr								
1153	Chan, Mary A	HYDRO	Hydro for MM007	8.00	0.00	800.00	0.00	0.00
Subtotal for 50-100-20 - DIR: Client Site Dir Lbr				8.00	0.00	800.00		0.00
54-570-40 - MFG WIP LABOR								
1149	Hursh, Jesse	ENG-EN	Eng Env for MM007	7.00	0.00	500.00	0.00	0.00
Subtotal for 54-570-40 - MFG WIP LABOR				7.00	0.00	500.00		0.00
Subtotal for MM007.001.AA.M01 - M01 Task				25.00	0.00	2,300.00		0.00
Total				255.00	0.00	75,188.40		0.00

PLC Exception Report for Missing Rates

The PLC Exception Report for Missing Rates report provides a list of employees, grouped by project and PLC, with revenue rates of zero.

This information can help you determine if there is an error in the revenue rate, before revenue and billing are computed.

Prompts

Use the PLC Exception Report for Missing Rates prompts to configure the report.

Prompt Message	Description
Company	Select the company to use to run the report.
Fiscal Year	Select the fiscal year.

Prompt Message	Description
Period	Select the period.
Subperiod	Select the subperiod.
Select one or more projects	In the **Keywords** field, enter a portion of one or more project IDs or names to include on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Select one or more employees	In the **Keywords** field, enter a portion of one or more employee IDs or names to include in the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.

Note: To optimize the display of project IDs in **Select one or more projects**, this prompts screen limits the number of project IDs returned to 1,000. Because of this, you should enter as much of the project ID as possible when you search for projects. If your search is too general, the projects you want may not be included in the 1,000 that are returned.

Sample Report

The following image shows a PLC Exception Report for Missing Rates.

PLC Exception Report for Missing Rates

System: CTB82PSMDEMO

1 Applied Technologies Inc

FY 2019, PD 1 , SubPD 1

Project	Project Name	Revenue Formula	PLC	PLC Description	Employee	Employee Name	Actual Hours	Revenue Rate
20220.10.02.AB.001	System Master Test Plan	LLRCINL	TECWRT	Technical Writer	1106	Brown,Donald (1106)	50.40	0.00

PLC Count: 1

Total PLC Count: 1

Project Health

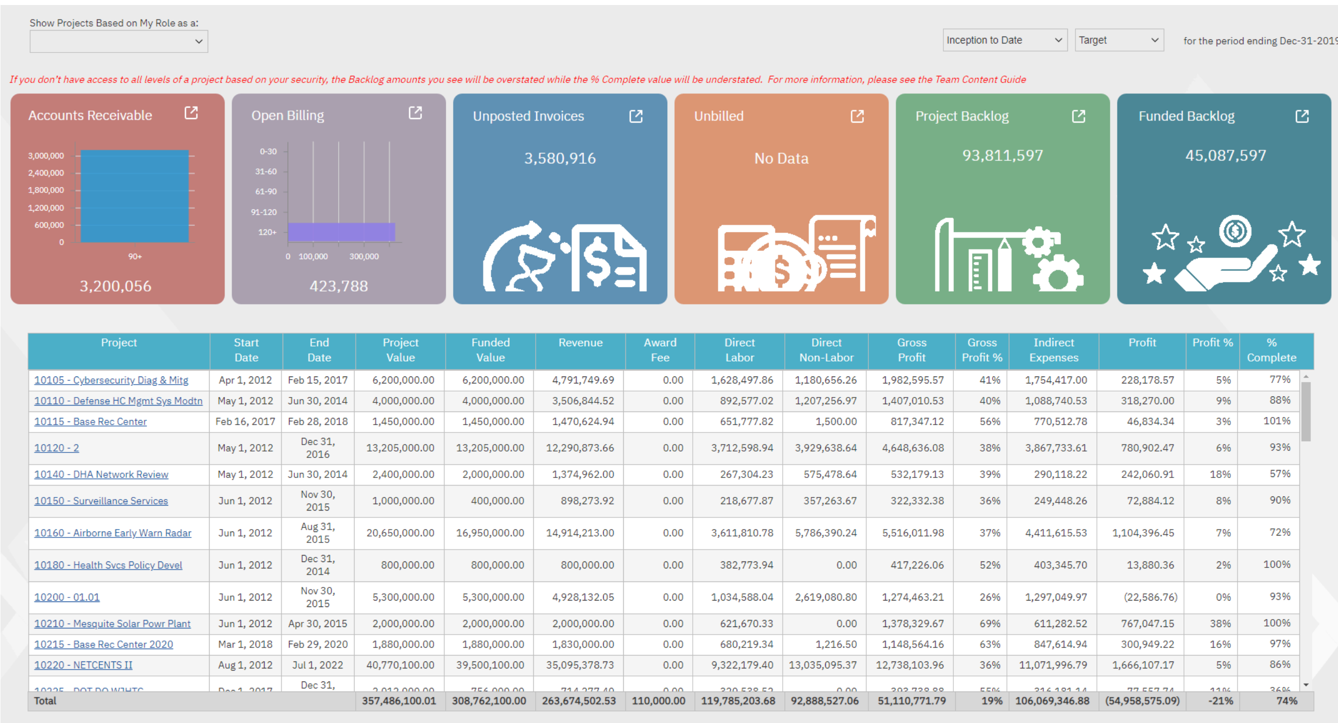
The Project Health report is a dashboard style report that shows key financial data related to projects and allows you to drill to supporting details.

You only can see your projects when Project Role security is enabled.

Note: There might be a timing/reconciliation difference present when drilling into details. For example, the backlog that displays on Summary boxes comes from the PSR but drills into details from the RPT_REV_SUM table. If these tables are not updated at the same time, there could be differences in the results.

Sample Report

A summary of key data displays at the top of the Project Health report. Select a role and click a summary item to drill through to a report with more information.



Project	Start Date	End Date	Project Value	Funded Value	Revenue	Award Fee	Direct Labor	Direct Non-Labor	Gross Profit	Gross Profit %	Indirect Expenses	Profit	Profit %	% Complete
10105 - Cybersecurity Diag & Mitg	Apr 1, 2012	Feb 15, 2017	6,200,000.00	6,200,000.00	4,791,749.69	0.00	1,628,497.86	1,180,656.26	1,982,595.57	41%	1,754,417.00	228,178.57	5%	77%
10110 - Defense HC Mgmt Sys Modtn	May 1, 2012	Jun 30, 2014	4,000,000.00	4,000,000.00	3,506,844.52	0.00	892,577.02	1,207,256.97	1,407,010.53	40%	1,088,740.53	318,270.00	9%	88%
10115 - Base Rec Center	Feb 16, 2017	Feb 28, 2018	1,450,000.00	1,450,000.00	1,470,624.94	0.00	651,777.82	1,500.00	817,347.12	56%	770,512.78	46,834.34	3%	101%
10120 - 2	May 1, 2012	Dec 31, 2016	13,205,000.00	13,205,000.00	12,290,873.66	0.00	3,712,598.94	3,929,638.64	4,648,636.08	38%	3,867,733.61	780,902.47	6%	93%
10140 - DHA Network Review	May 1, 2012	Jun 30, 2014	2,400,000.00	2,000,000.00	1,374,962.00	0.00	267,304.23	575,478.64	532,179.13	39%	290,118.22	242,060.91	18%	57%
10150 - Surveillance Services	Jun 1, 2012	Nov 30, 2015	1,000,000.00	400,000.00	898,273.92	0.00	218,677.87	357,263.67	322,332.38	36%	249,448.26	72,884.12	8%	90%
10160 - Airborne Early Warn Radar	Jun 1, 2012	Aug 31, 2015	20,650,000.00	16,950,000.00	14,914,213.00	0.00	3,611,810.78	5,786,390.24	5,516,011.98	37%	4,411,615.53	1,104,396.45	7%	72%
10180 - Health Svcs Policy Devel	Jun 1, 2012	Dec 31, 2014	800,000.00	800,000.00	800,000.00	0.00	382,773.94	0.00	417,226.06	52%	403,345.70	13,880.36	2%	100%
10200 - 01.01	Jun 1, 2012	Nov 30, 2015	5,300,000.00	5,300,000.00	4,928,132.05	0.00	1,034,588.04	2,619,080.80	1,274,463.21	26%	1,297,049.97	(22,586.76)	0%	93%
10210 - Mesquite Solar Powr Plant	Jun 1, 2012	Apr 30, 2015	2,000,000.00	2,000,000.00	2,000,000.00	0.00	621,670.33	0.00	1,378,329.67	69%	611,282.52	767,047.15	38%	100%
10215 - Base Rec Center 2020	Mar 1, 2018	Feb 29, 2020	1,880,000.00	1,880,000.00	1,830,000.00	0.00	680,219.34	1,216.50	1,148,564.16	63%	847,614.94	300,949.22	16%	97%
10220 - NETCENTS II	Aug 1, 2012	Jul 1, 2022	40,770,100.00	39,500,100.00	35,095,378.73	0.00	9,322,179.40	13,035,095.37	12,738,103.96	36%	11,071,996.79	1,666,107.17	5%	86%
Total			357,486,100.01	308,762,100.00	263,674,502.53	110,000.00	119,785,203.68	92,888,527.06	51,110,771.79	19%	106,069,346.88	(54,958,575.09)	-21%	74%

Note: Gross Profit, Gross Profit %, Profit, and Profit % values are based on **Revenue**.

The following table shows which drill through report opens for each summary item.

Summary Item	Drill Through Report
Accounts Receivable	Accounts Receivable Aging
Open Billing	Aged Open Billing Detail
Unposted Invoices	Unposted Invoice
Unbilled	Unbilled Analysis
Project Backlog	Project Revenue Summary with Backlog

Funded Backlog	Project Revenue Summary with Backlog

In the Project column, click the **project ID and name** to open its Project Status report or to drill down to the next project level.

Summary Item and Column Calculations

This section lists the formulas used to calculate the values in the summary boxes and columns.

Summary Item / Column	Formula
Project Backlog	(Total) Project Value - (Total) Revenue (when ITD)
Funded Backlog	(Total) Funded Value - (Total) Revenue (when ITD)
% Complete	Revenue / Project Value Total Amount
Gross Profit %	Gross Profit / (Award Fee +Revenue)
Total Gross Profit %	(Total) Gross Profit / [(Total) Revenue + (Total) Award Fee]
Total Profit %	[(Total) Profit / (Total) Revenue] + (Total) Award Fee
Profit %	Profit / (Revenue + Award Fee)
Gross Profit	Revenue + Award Fee - (Direct Labor + Direct Non-Labor + Indirect Expense)
Profit	Revenue + Award Fee - (Direct Labor + Direct Non-Labor)

Project Ledger Detail Report

Run the Project Ledger Detail report to review detail postings to the general ledger for project/account/organization combinations.

This report helps you analyze project activity and balances.

Prompts

Select the prompts to run the Project Ledger Details report.

Prompt Message	Description
Company	Select a company.

Prompt Message	Description
Fiscal Year	Select the fiscal year for the report.
Starting Period and Subperiod	Select the beginning period and subperiod for the report.
Ending Period and Subperiod	Select the period and subperiod to end with in the report.
Organization Type	Choose to run the report for base organizations or reorganizations.
Display	Choose to display the amount, transactional amount (for Multicurrency use), or both.
Primary Group	Choose to run the report for projects or alternate projects.
Select Project(s)	In the **Keywords** field, enter a portion of one or more IDs or names to narrow the search for projects. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select Account(s)	In the **Keywords** field, enter a portion of one or more IDs or names to narrow the search for accounts. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select Organization(s)	In the **Keywords** field, enter a portion of one or more IDs or names to narrow the search for organizations. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

View a sample of the Project Ledger Detail report.

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Project Ledger Detail

System: CTB82PSMDEMO

1 Applied Technologies Inc

Period	Sub Period	Posting Sequence Number	ID	Name	Organization ID	Organization Name	Voucher Number	ID Type	PO Number	Journal Code	Check Number	Cash Receipt Number	Cash Receipt Date	Invoice ID	GLC	PLC	Time Stamp	JE Number	Trans Desc	Hours	Amount
Project:10215 - Base Rec Center 2020										Owning Org: 01.02.01 - Manufacturing											
Account: 11-111-10 - AR Unbilled: Service																					
1	1	1			01.02.01	Manufacturing				SJ							08/05/2021 11:34 AM		Revenue Posting	0.00	49,964.82
Subtotal for 11-111-10 AR Unbilled: Service																				0.00	49,964.82
Subtotal for 10215 - Base Rec Center 2020																				0.00	49,964.82
Project:10215.01 - Base Rec Cntr Design 2020										Owning Org: 01.02.01 - Manufacturing											
Account: 40-100-01 - Revenue: Government																					
1	1	1			01.02.01	Manufacturing				SJ							08/05/2021 11:34 AM		Revenue Posting	0.00	(49,964.82)
Subtotal for 40-100-01 Revenue: Government																				0.00	(49,964.82)
Subtotal for 10215.01 - Base Rec Cntr Design 2020																				0.00	(49,964.82)
Project:10400.MIL2 - Navy UM AirSys Milestone1										Owning Org: 01.01.05 - Engineering & Planning											
Account: 11-111-10 - AR Unbilled: Service																					
1	1	1			01.01.05	Engineering & Planning				SJ							08/05/2021 11:34 AM		Revenue Posting	0.00	497,240.00
Subtotal for 11-111-10 AR Unbilled: Service																				0.00	497,240.00
Account: 40-100-01 - Revenue: Government																					
1	1	1			01.01.05	Engineering & Planning				SJ							08/05/2021 11:34 AM		Revenue Posting	0.00	(497,240.00)
Subtotal for 40-100-01 Revenue: Government																				0.00	(497,240.00)
Subtotal for 10400.MIL2 - Navy UM AirSys Milestone1																				0.00	0.00

Project Master (Form/List)

The Project Master report is a one-page report that contains project master file information in a form or list format.

Users can click links in this report to see more detailed information regarding the project. This report is used as a drill through report from other reports, such as the Aged Open Billing Detail Report and the Project Status Report, and is intended to be a snapshot of a project.

This report includes three sections:

- A section with basic project information
- A section with charging information
- A section with billing and revenue information

The report also displays the project hierarchy for the whole project structure.

Prompts

Use the Project Master prompts to configure the report.

Prompt Message	Description
Company	Select the company to use to run the report.
Project	Select the project level at which you want the report printed. All lower levels will be rolled up for

Prompt Message	Description
Level	the report.
Primary Group	Select the primary grouping: ▪ Customer ▪ Project ▪ Project Classification ▪ Project Manager ▪ Project Type
Limit Projects	In the **Keywords** field, enter a portion of one or more IDs or names to narrow the primary group you selected in the previous field. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.

Sample Report

View a sample of the Project Master report as a list and as a form.

Click the Owning Organization link to view the Organization List.

The following image shows the report as a form.

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Project Master

1 - Applied Technologies Inc

For Project : 20660 - Data Acquisition Systems

Owning Organization	01.02.01 - Manufacturing
Project Manager	1014 - Arnold, Deborah
Project Type	COMSERVICE-CP
Customer	100015 - Department of Army

Contract Number	
Classification	WORK IN PROCESS
Status	Active
Period of Performance	01/01/19 - 12/31/20

Total Contract Value	4,600,000.00
Total Funded Value	4,600,000.00
Export Project	None
Cobra Project	No

Charging Information

Project Account Group	HYS
Allow Charging	No
POA Validation	
Use Top Level Workforce	No
Project Workforce Required	No

Billing and Revenue Information

ACRN Project - No

WAWF Project - No

Invoice Project	
Billing Formula	
Customer(s)None	

Revenue Project	
Revenue Formula	
Discount Method	None
COGS Project	
COGS Formula	

Project Tree

20660 - Data Acquisition Systems

This image shows the report as a list.

Project Master (List)

1 - Applied Technologies Inc

System: CTB82PSMDEMO

Project ID	Project Name	Owning Organization	Project Manager	Project Type	Customer	Contract Number	Classification	Status	Project Start Date	Project End Date	Contract Fee	Contract Cost	Total Contract Value	Funded Fee	Funded Cost	Total Funded Value	Export Project	Cobra Project	Project Account Group	Allow Charging	POA Validation	Use Top Level Workforce	Invoice Project	Billing Formula Desc	Revenue Project	Revenue Formula	Discount Method	COGS Project	COGS Formula	Project ID Level
IWO02.10	IWO Intercompany Sending	01.01.01 - High Tech	1014 - Arnold, Deborah	GOVSERVICE	100055 - ATA Div 3		INTER-COMPANY	Active			0.00	0.00	0.00	0.00	0.00	0.00	Time and Expense Project	No	IGS	Yes	None	No	IWO02.10 - IWO Intercompany Sending	Cost Plus Fee On Cost	IWO02.10 - IWO Intercompany Sending	Cost Plus Fee On Cost	None			IWO02.10
IWO20	IWO Departmental Sending	01.01.01 - High Tech	1014 - Arnold, Deborah	GOVSERVICE	100055 - ATA Div 3		INTER-COMPANY	Inactive	01/01/19	12/31/20	0.00	800,000.00	800,000.00	0.00	800,000.00	800,000.00	None	No	IGS	No	None	No					None			IWO20
IWO20.001	IWO_Dept_TBD	01.01.01 - High Tech	1014 - Arnold, Deborah	GOVSERVICE	100055 - ATA Div 3		INTER-COMPANY	Active	01/01/19	12/31/20	0.00	800,000.00	800,000.00	0.00	800,000.00	800,000.00	Time and Expense Project	No	IGS	Yes	None	No	IWO20.001 - IWO_Dept_TBD	Loaded Labor Rate Plus Cost Incurred On Non-labor (T&M)	IWO20.001 - IWO_Dept_TBD	Loaded Labor Rate Plus Cost Incurred On Non-labor (T&M)	None			IWO20.001

Project Percent Complete Report

The Project Percent Complete Report provides a list of projects whose revenue has reached a certain percentage of their contract or funded value.

You can use this report to track how close a project is to reaching its value to ensure adequate funding is available to complete performance requirements or to prepare necessary documents for the government, such as showing the contracting officer that 75% of funding has been reached.

This report provides drill-down capability to a lower summary level of the percent complete report. You can drill from one summary level to another summary level until the end of the project tree is reached. Note that this drill is a reflection of only what is stored at a particular level and below. If amounts are stored at a higher level, they are not reflected.

Before You Run the Report

You must complete certain processes before you run this report.

Perform the following steps:

- Update the Project Report tables
- Compute Burden
- Compute Revenue
- Update Project Status Reports
- Create Project Report Tables (with the **Revenue Summary** checkbox selected)

Prompts

Use the Project Percent Complete Report prompts to configure the report.

Prompt Message	Description
Company	Select the company to use to run the report.
Fiscal Year	Select the fiscal year.
Period	Select the period.
Subperiod	Select the subperiod. If adjustment subperiods are available for the selected period, they are displayed in the **Subperiod** drop-down list including the adjustment period type which can either be **Interim** or **Final**. For example: ▪ Interim adjustment period 1 will display as **1 Adj Pd - Interim.** ▪ Final adjustment period 1 will display as **1 Adj Pd - Final**.
Primary Group	Select the primary grouping for the report: ▪ Alternate Project ▪ Organization - Owning ▪ Organization - Performing ▪ Project ▪ Project Manager ▪ Reorganization Reorganization, Alternate Project, and Project Manager are optional prompts that require some prior setup in Costpoint before you can use them.

Prompt Message	Description
	To use Reorganization, first establish Reorganization structure in **Accounting** > **General Ledger** > **Reorganizations**. To use Alternate Project, first establish alternate project structure in **Projects** > **Project Setup** > **Alternate Projects**. To use Project Managers, link project managers to projects on the Manage Project User Flow screen in Costpoint.
Rate Type	Select the rate type to include: ▪ **Actual**: Print the report using actual burden rates from the tables. ▪ **Target**: Print the report using target burden rates from the tables.
Basis	Choose one of the following: ▪ **Contract Value**: Select this option to include projects on the report that compute and post revenue based on the signed value of the project. ▪ **Funded Value**: Select this option to include projects on the report that compute and post revenue based on the funded value of the project.
Operator	Select one of the following to indicate the relation to the percent complete: ▪ Greater than or Equal To ▪ Less than or Equal To ▪ Equal to ▪ None (Show All)
Percent Complete	Enter a value as a percentage of total project work completed.
Revenue Level	Select **Yes** to display project data at the revenue level.
Project Level	Select the project level at which you want the report printed. All lower levels will be rolled up for the report.
Organization Level	Select the organization level at which you want the report printed. All lower levels will be rolled up for the report.

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Prompt Message	Description
Limit Project(s)	Enter a portion of one or more project IDs in the **Keywords** field and click **Search** to list projects to include on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Exclude Future Modifications	Select **Yes** to not include any modifications past the selected fiscal year, period, and subperiod. Select **No** to include all modifications, regardless of the date.

Sample Report

View a sample of the Project Percent Complete Report.

Project Percent Complete Report

System: CTB82PSMDEMO

1 Applied Technologies Inc

Revenue Project	Project Name	ITD Revenue	Contract Value	Percent Complete	Start Date	End Date
10105.10	Endpoint Integrity	1,749,743.08	3,000,000.00	58.32%	04/01/2012	11/30/2014
10105.30	Boundary Protection	3,042,006.61	3,200,000.00	95.06%	01/01/2014	02/15/2017
10110.01	System Design	1,090,450.03	1,250,000.00	87.24%	05/01/2012	10/31/2013
10110.02	System Deployment	2,416,394.49	2,750,000.00	87.87%	05/01/2012	06/30/2014
10115.01	Base Rec Center Design	1,450,000.00	1,450,000.00	100.00%	02/16/2017	02/28/2018
10120.01.001	Sustainable Design	3,005,000.00	3,005,000.00	100.00%	05/01/2012	12/31/2013
10120.01.002	Engineering	2,700,000.00	2,700,000.00	100.00%	05/01/2012	12/31/2014
10120.03.001	Planning	4,282,443.19	4,500,000.00	95.17%	01/01/2014	03/31/2015
10120.03.999	System Design	2,303,430.47	3,000,000.00	76.78%	01/01/2014	07/31/2015
10140.01.001	DHS Network Phase I	900,000.00	900,000.00	100.00%	05/01/2012	12/31/2013
10140.01.002	DHS Network Phase II	275,265.60	850,000.00	32.38%	05/01/2012	12/31/2013
10140.02.001	Design T.O. #9489752	199,696.40	650,000.00	30.72%	10/01/2013	06/30/2014
10150.10	Surveillance Services	898,273.92	1,000,000.00	89.83%	06/01/2012	11/30/2015
10160.10	Engineering Tasks	14,756,968.90	15,250,000.00	96.77%	06/01/2012	08/31/2015
10160.30.01.01	Receiver - Lot 1 Bld 1	0.00	0.00	0.00%		
10180.10	Health Svcs Policy Devel	800,000.00	800,000.00	100.00%	06/01/2012	12/31/2014
10200.01	Information Technology	2,255,942.52	2,500,000.00	90.24%	06/01/2012	11/30/2015
10200.02	Engineering Support Svcs	1,803,773.58	1,900,000.00	94.94%	06/01/2012	11/30/2015
10200.03	System Modernization	868,415.95	900,000.00	96.49%	06/01/2012	11/30/2015

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Project Revenue Summary with Backlog Report

The Project Revenue Summary with Backlog report provides revenue, cost, budget, and backlog information for an individual project or a group of projects.

This information can help with the analysis of project results. Users can view information on the report at the organization level and select the levels for organization and project. This report provides drill-down capability to a lower, summary level of the Project Revenue Summary with Backlog report. You can drill from one summary level to another summary level until the end of the project tree is reached. Note that this drill is a reflection of only what is stored at a particular level and below. If amounts are stored at a higher level, they will not be reflected.

Users can select the columns they want displayed out of the extensive list of project measures.

Prerequisites for Administrators

Before you run the report, you must update the report tables for the reporting period. This process usually is completed on a weekly or monthly basis.

Perform the following steps:

- Compute Burden
- Compute Revenue
- Update Project Status Reports
- Create Project Report Tables (with **Revenue Summary** selected)
- If you want to use budget data on the report, the following setup screens and processes should be run prior to updating and creating the project report tables:
  - If you are using Standard Budgeting (Budgeting and ETC module):
    - Manage Project Total Budget or Manage Project Budgets by Period
    - Update Budget Report Tables
  - If you are using Advanced Budgeting (Advanced Project Budgeting module):
    - Manage Project Budgets and ETC
    - Create PSR Budget Report Tables
  - If you are reporting a backlog, the **Contract Value** and/or **Funded Value** amounts must be entered on the Manage Modifications screen prior to updating and creating the project report tables.

Prompts

Use the Project Revenue Summary with Backlog prompts to run the report.

Prompt Message	Description
Company	Select the company to use to run the report.
Fiscal Year	Select the fiscal year.
Period	Select the period.

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Prompt Message	Description
Subperiod	Select the subperiod. If adjustment subperiods are available for the selected period, they are displayed in the **Subperiod** drop-down list including the adjustment period type which can either be **Interim** or **Final**. For example: ▪ Interim adjustment subperiod 1 will display as **3 Adj Pd - Interim**. ▪ Final adjustment period 1 will display as **Adj Pd - Final**.
Primary Group	Select the primary grouping for the report. Reorganization, Alternate Project, and Project Manager are optional prompts that require some prior setup in Costpoint before you can use them. To use Reorganization, first establish the Reorganization structure on the Reorganizations screen in Costpoint. To use Alternate Project, first establish an alternate project structure on the Alternate Reporting screen in Costpoint. To use Project Managers, link project managers to projects on the Manage Project User Flow screen in Costpoint.
Revenue Level	Select **Yes** to display project data at revenue level. Select **No** and then select a project level in the next field to display data at project level.
Project Level	Select the project level at which to generate the report.
Organization Level	Select the organization level at which you want the report printed. All lower levels will be rolled up for the report.
Active Projects Only?	Select whether to include only active projects in the report.
Billable Projects Only	Select whether to include only billable projects in the report.
Columns to	Select the data you want to display from the list of columns.

Prompt Message	Description
Display	
Limit Projects	In the **Keywords** field, enter a portion of one or more project IDs and click **Search** to list projects to include in the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.

Sample Report

View a sample Project Revenue Summary with Backlog report.

Project Revenue Summary with Backlog

System: CTB82PSMDEMO

1 Applied Technologies Inc

Project Number	Project Name	ITD Value	Actual ITD Revenue	Budget ITD Revenue	Actual YTD Revenue	Actual YTD Prior Year Revenue	Budget YTD Revenue	Budget YTD Costs	Actual Period Revenue	Actual Period Prior Year Revenue	Budget Period Revenue	Budget Period Costs	Actual Subperiod Revenue	Actual Subperiod Prior Year Revenue	Budget Subperiod Revenue	Budget Subperiod Costs	Budget Subperiod Profit
Projects																	
10220.10.01	Engineering Services	0.00	860,306.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10225.01	T&M Labor Hours	2,000,000.00	708,277.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10225.02	Monthly Service Fee	6,000.00	6,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10400.MIL2	Navy UM AirSys Milestone1	0.00	626,553.49	671,794.99	8,587.86	0.00	4,415.30	4,415.30	8,587.86	0.00	4,415.30	4,415.30	8,587.86	0.00	4,415.30	4,415.30	0.00
	Navy UM AirSys Milestone1	0.00	151,792.62	173,397.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Navy UM AirSys Milestone1	2,600,000.00	1,388,369.09	1,203,790.35	55,367.34	0.00	47,283.95	44,772.32	55,367.34	0.00	47,283.95	44,772.32	55,367.34	0.00	47,283.95	44,772.32	2,511.63
10625.10	INA India II	0.00	384,449.20	0.00	8,038.40	0.00	0.00	0.00	8,038.40	0.00	0.00	0.00	8,038.40	0.00	0.00	0.00	0.00
	INA India II	0.00	105,016.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	INA India II	2,000,000.00	126,000.00	0.00	6,000.00	0.00	0.00	0.00	6,000.00	0.00	0.00	0.00	6,000.00	0.00	0.00	0.00	0.00
20215.01	Labor and Supplies	0.00	196,210.52	187,841.96	13,223.65	0.00	0.00	0.00	13,223.65	0.00	0.00	0.00	13,223.65	0.00	0.00	0.00	0.00
	Labor and Supplies	0.00	133,693.47	122,937.65	10,673.17	0.00	0.00	0.00	10,673.17	0.00	0.00	0.00	10,673.17	0.00	0.00	0.00	0.00
	Labor and	0.00	81,418.13	77,870.83	6,591.16	0.00	0.00	0.00	6,591.16	0.00	0.00	0.00	6,591.16	0.00	0.00	0.00	0.00

Project Status Report

The Project Status Report (PSR) displays revenue, direct costs (labor and non-labor), indirect costs, and profitability by project.

This report allows the user to select any level of the project, account, and organization to be displayed.

Drill-through links provide more transactional detail for labor and non-labor charges, including voucher, purchase order, and requisition information. This drill-through to transactional detail applies to transactions in the current period only. Commitment detail can also be accessed from a drill-through link in this report.

Note: The Project Status Report retrieves data from a database table designed to provide a snapshot of results for a particular point in time, while the General Ledger Detail report retrieves data from a database table designed to provide real-time, up to the minute results. Because of this, when you drill through from the

Project Status Report to the General Ledger Detail report, some results may vary.

To generate updated results, you can refresh the reporting tables before you run the report.

When you include the columns that pertain to prior year, those columns may display zero values on the report. This happens when there is no adjustment period for that prior year, thus, the report displays no values. To fix this, you need to open Costpoint and add a corresponding adjustment period in that prior year and update the reporting tables.

Prompts

Select prompt values to run the Project Status Report (PSR).

Prompt Message	Description
Company:	Select the Company that you want to display in the report.
Fiscal Year:	Select the fiscal year that you want to include in the report.
Period:	Select the period.
Subperiod:	Select the subperiod.
Primary Group:	Select the primary group for the report: ▪ Owning Organization ▪ Performing Organization ▪ Project ▪ Reorganization ▪ Alternate Project
Rate Type:	Select the rate type to include in the report: ▪ **Actual**: Print the report using actual burden rates from the tables. ▪ **Target**: Print the report using target burden rates from the tables. ▪ **Actual/Target**: Print the report using actual and target burden rates from the tables.
Calculate	Select whether to calculate profit as percent of:

Prompt Message	Description
profit as percentage of:	▪ Costs ▪ Revenue
Columns 1 to 7:	Select the data you want the report to display in each column.
Project Level:	Select the project level at which you want the report printed. All lower levels will be rolled up for the report.
Organization Level:	Select the organization level at which you want the report printed. All lower levels will be rolled up for the report.
Account Level:	Select the account level at which you want the report printed. All lower levels will be rolled up for the report.
Limit Projects:	In the **Keywords** field, enter a portion of one or more IDs or names to narrow the search for values you selected in the previous field. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

This is the sample Project Status Report that uses the Project Reporting model.

Use the links in the report to drill through to supporting information.

Project Status Report

System: CTB82PSMDEMO

Company: 1 Applied Technologies Inc

By Project

For Fiscal Year 2020 Period 1 Subperiod 1

Project: 10105.10.001 Local Computing Environ

					ITD Amounts (w/o Future Mods)	Total Amounts (All Mods)
Project ID	10105.10.001	Active (Y/N)	Inactive	Project Value Fee	0.00	0.00
Project Name	Local Computing Environ	Project Classification	DIRECT PROJECT	Project Value Cost	0.00	0.00
Organization ID	01.01.01 - High Tech	Project Type Desc	GOVSERVICE	Project Value Total Amount	0.00	0.00
Customer ID	100017 - Dpt of Homeland Sec	Period of Performance:	-	Fee Funded	0.00	0.00
Prime Contract ID	FDA8974-8539-B474	Project Manager Name	Boyd, Edward	Cost Funded	0.00	0.00
Subcontractor ID		Rate Type:	AT	Total Funded	0.00	0.00
P/O Number		Project Budget Rvsn ID		Amount Billed		0.00
				Balance Due Amount		0.00
				Retainage Amount		0.00

Account Name	Prior Year Actual	Current Subperiod Actual	Current Period Actual	Year To Date Actual	Contract To Date Actual
Direct Labor Corp Site	272,474.27	0.00	0.00	0.00	272,474.27
Total Direct Labor	**272,474.27**	**0.00**	**0.00**	**0.00**	**272,474.27**
Direct Airfare	63,592.35	0.00	0.00	0.00	63,592.35
Direct Auto Rental	10,024.90	0.00	0.00	0.00	10,024.90
Direct Hotel	26,103.24	0.00	0.00	0.00	26,103.24
Subs - Labor ODC	178,980.00	0.00	0.00	0.00	178,980.00
Subs - Non-Labor	21,692.00	0.00	0.00	0.00	21,692.00
WIP Expense Finished GD	32,334.00	0.00	0.00	0.00	32,334.00
Total Direct Non-Labor	**332,726.49**	**0.00**	**0.00**	**0.00**	**332,726.49**
Total Expense	**605,200.76**	**0.00**	**0.00**	**0.00**	**605,200.76**
Profit $ Profit %	(605,200.76) (100.00%)	0.00	0.00	0.00	(605,200.76) (100.00%)

	Prior Year	Subperiod	Current Period	Year To Date	Contract To Date
Labor Hours	6,185.60	0.00	0.00	0.00	6,185.60
Units	0.00	0.00	0.00	0.00	0.00

Project Work Force

The Project Work Force report displays a list of all employees, vendors, or vendor employees on a project workforce with PLC Rates.

Prompts

Select a company and workforces for the Project Work Force report.

Contents

Prompt	Description
Company	Select the Company that you want to display in the report.
Display	Select the check boxes to display the employee, vendor, and/or employee vendor workforce.
Select Project(s)	In the **Keywords** field, enter a portion of one or more project IDs or names and then click 🔍. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Prompt	Description
Select Vendor(s)	In the **Keywords** field, enter a portion of one or more vendor IDs or names and then click . To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select Employee(s)	In the **Keywords** field, enter a portion of one or more employee IDs or names and then click . To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select Vendor Employee(s)	In the **Keywords** field, enter a portion of one or more vendor employee IDs or names and then click . To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

View information for the selected work forces and company in the report.

Project Work Force

System: CTB82PSMDEMO

Employee Work Force

Project	Project Name	Project Manager Name	Organization ID	Project Work Force Required (Y/N)	Employee ID	Employee ID Name	Employee Status	Overtime Authorization Flag (Y/N)	Project Labor Category (PLC)	PLC Desc	Billing Rate Amount	Start Date	End Date
10215	Base Rec Center 2020	Sherman, Belle	01.02.01	N	1019	Sexton,Tina (1019)	ACT	N	PROGMG	Program Manager	0.00		
10215	Base Rec Center 2020	Sherman, Belle	01.02.01	N	1050	Campbell,Sue (1050)	ACT	N	NETSYS	Network System Engineer	0.00		
10215	Base Rec Center 2020	Sherman, Belle	01.02.01	N	1055	Hardy,George (1055)	ACT	N	NETSYS	Network System Engineer	0.00		
10215	Base Rec Center 2020	Sherman, Belle	01.02.01	N	1057	Jones,Eleanor (1057)	ACT	N	NETSYS	Network System Engineer	0.00		
10215	Base Rec Center 2020	Sherman, Belle	01.02.01	N	1060	Fox,Georgia (1060)	ACT	N	ENGCIV	Engineer-Civil	0.00		
10215	Base Rec Center 2020	Sherman, Belle	01.02.01	N	1094	Collins,Justin (1094)	ACT	N	NETSYS	Network System Engineer	0.00		
10215	Base Rec Center 2020	Sherman, Belle	01.02.01	N	1123	Wainwright,Laura (1123)	ACT	N	ITGENL	IT Generalist	0.00		
10215	Base Rec Center 2020	Sherman, Belle	01.02.01	N	1157	Jarvis,Kelsy (1157)	ACT	N	NETSYS	Network System Engineer	0.00		
10215	Base Rec Center 2020	Sherman, Belle	01.02.01	N	1164	LaCroix,Pepper (1164)	ACT	N	NETSYS	Network System Engineer	0.00		
10215	Base Rec Center 2020	Sherman, Belle	01.02.01	N	1166	Chavez,Peter (1166)	ACT	N	NETSYS	Network System Engineer	0.00		
10215	Base Rec Center 2020	Sherman, Belle	01.02.01	N	1167	Chang,Joe (1167)	ACT	N	NETSYS	Network System Engineer	0.00		
10215	Base Rec Center 2020	Sherman, Belle	01.02.01	N	1168	Samson,Eli (1168)	ACT	N	NETSYS	Network System Engineer	0.00		
10215	Base Rec Center 2020	Sherman, Belle	01.02.01	N	1169	Montoya,Luis (1169)	ACT	N	NETSYS	Network System Engineer	0.00		
10215	Base Rec Center 2020	Sherman, Belle	01.02.01	N	1177	Tracy,Richard (1177)	ACT	N	NETSYS	Network System Engineer	0.00		
10215	Base Rec Center 2020	Sherman, Belle	01.02.01	N	1209	Plamondon,Larry (1209)	ACT	N	NETSYS	Network System Engineer	0.00		
10220.10.01.AC.001	System Interoperability	Boyd, Edward	01.01.01	N	1046	Applegate,Richard (1046)	ACT	N	SYSENG	Systems Engineer	0.00		
10220.10.01.AC.001	System Interoperability	Boyd, Edward	01.01.01	N	1051	Schneider,Tim (1051)	ACT	N	SOFENG	Software Engineer	0.00		

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PSR Template

The PSR Template is a basic project status report with prompts that you can customize. Use the PSR Template when you want to use a starting point when creating a report from PSR data.

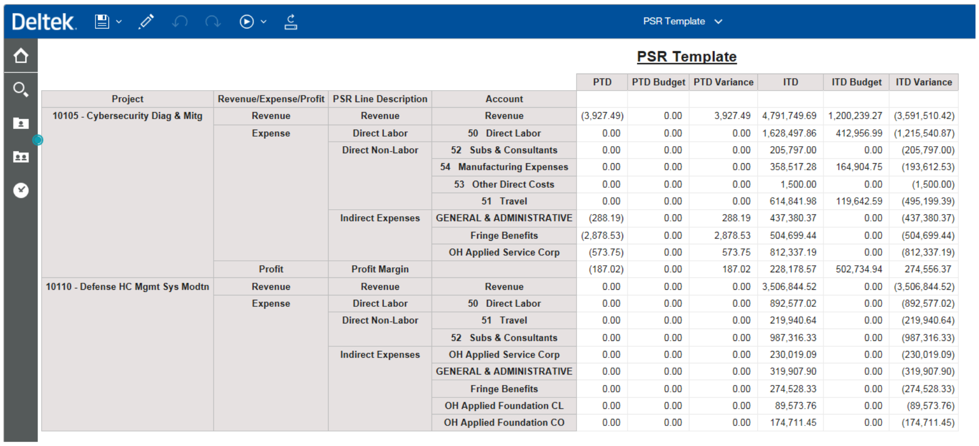
Prompts

The PSR Template prompt includes selections such as Company, Project Level, Rate Type and others.

Prompt Message	Description
Company	Select the Company that you want to display in the report.
Use Current	Select **Yes** if you want to use the current period in the settings which automatically fills in the year, period, and subperiod.
Fiscal Year	Select the Fiscal Year to display in the report.
Period	Select the Period to display in the report.
Subperiod	Select the Subperiod to include in the report
Account Level	Select the account level at which you want the report printed.
Rate Type	Select either **Actual** or **Target** to indicate if you want to use actual rates or target rates in the report.
Project Level	Select the project level at which you want the report printed.
Select Project(s)	Select the projects that you want to include in the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select Project Manager(s)	Select the project manager(s) that you want to include in the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

This is a sample PSR Template report.



PSR Template

Project	Revenue/Expense/Profit	PSR Line Description	Account	PTD	PTD Budget	PTD Variance	ITD	ITD Budget	ITD Variance
10105 - Cybersecurity Diag & Mitg	Revenue	Revenue	Revenue	(3,927.49)	0.00	3,927.49	4,791,749.69	1,200,239.27	(3,591,510.42)
	Expense	Direct Labor	50 Direct Labor	0.00	0.00	0.00	1,628,497.86	412,956.99	(1,215,540.87)
		Direct Non-Labor	52 Subs & Consultants	0.00	0.00	0.00	205,797.00	0.00	(205,797.00)
			54 Manufacturing Expenses	0.00	0.00	0.00	358,517.28	164,904.75	(193,612.53)
			53 Other Direct Costs	0.00	0.00	0.00	1,500.00	0.00	(1,500.00)
			51 Travel	0.00	0.00	0.00	614,841.98	119,642.59	(495,199.39)
		Indirect Expenses	GENERAL & ADMINISTRATIVE	(288.19)	0.00	288.19	437,380.37	0.00	(437,380.37)
			Fringe Benefits	(2,878.53)	0.00	2,878.53	504,699.44	0.00	(504,699.44)
			OH Applied Service Corp	(573.75)	0.00	573.75	812,337.19	0.00	(812,337.19)
	Profit	Profit Margin		(187.02)	0.00	187.02	228,178.57	502,734.94	274,556.37
10110 - Defense HC Mgmt Sys Modtn	Revenue	Revenue	Revenue	0.00	0.00	0.00	3,506,844.52	0.00	(3,506,844.52)
	Expense	Direct Labor	50 Direct Labor	0.00	0.00	0.00	892,577.02	0.00	(892,577.02)
		Direct Non-Labor	51 Travel	0.00	0.00	0.00	219,940.64	0.00	(219,940.64)
			52 Subs & Consultants	0.00	0.00	0.00	987,316.33	0.00	(987,316.33)
		Indirect Expenses	OH Applied Service Corp	0.00	0.00	0.00	230,019.09	0.00	(230,019.09)
			GENERAL & ADMINISTRATIVE	0.00	0.00	0.00	319,907.90	0.00	(319,907.90)
			Fringe Benefits	0.00	0.00	0.00	274,528.33	0.00	(274,528.33)
			OH Applied Foundation CL	0.00	0.00	0.00	89,573.76	0.00	(89,573.76)
			OH Applied Foundation CO	0.00	0.00	0.00	174,711.45	0.00	(174,711.45)

PSR Trending Analysis

Use the PSR Trending Analysis report template to show trending PSR data in a report based on the pre-determined time analysis dimension.

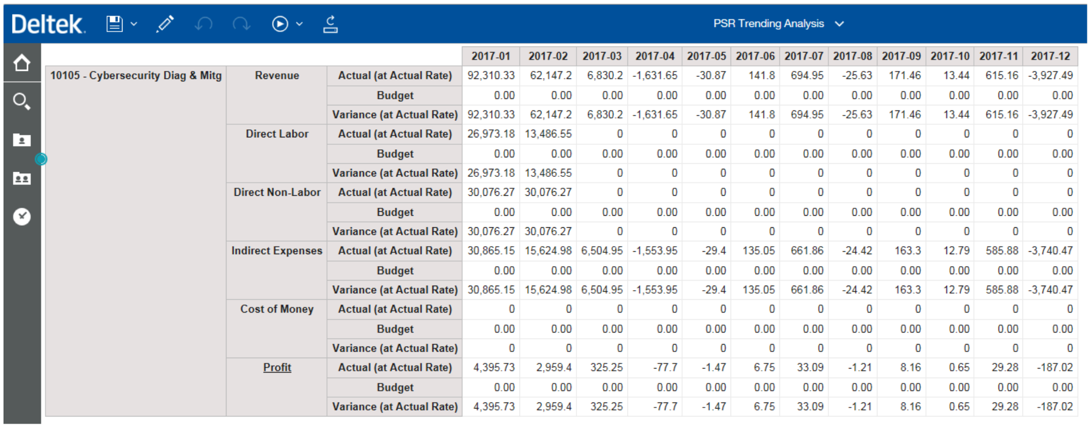
Prompts - PSR Trending Analysis

The selections included in the PSR Trending Analysis prompt page are for projects and company.

Prompt Message	Description
Select Project(s)	Select the projects that you want to include in the report.
Select Company	Select the company that you want to include in the report.

Sample Report

This is a sample PSR Trending Analysis report.



			2017-01	2017-02	2017-03	2017-04	2017-05	2017-06	2017-07	2017-08	2017-09	2017-10	2017-11	2017-12
10105 - Cybersecurity Diag & Mitg	Revenue	Actual (at Actual Rate)	92,310.33	62,147.2	6,830.2	-1,631.65	-30.87	141.8	694.95	-25.63	171.46	13.44	615.16	-3,927.49
		Budget	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Variance (at Actual Rate)	92,310.33	62,147.2	6,830.2	-1,631.65	-30.87	141.8	694.95	-25.63	171.46	13.44	615.16	-3,927.49
	Direct Labor	Actual (at Actual Rate)	26,973.18	13,486.55	0	0	0	0	0	0	0	0	0	0
		Budget	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Variance (at Actual Rate)	26,973.18	13,486.55	0	0	0	0	0	0	0	0	0	0
	Direct Non-Labor	Actual (at Actual Rate)	30,076.27	30,076.27	0	0	0	0	0	0	0	0	0	0
		Budget	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Variance (at Actual Rate)	30,076.27	30,076.27	0	0	0	0	0	0	0	0	0	0
	Indirect Expenses	Actual (at Actual Rate)	30,865.15	15,624.98	6,504.95	-1,553.95	-29.4	135.05	661.86	-24.42	163.3	12.79	585.88	-3,740.47
		Budget	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Variance (at Actual Rate)	30,865.15	15,624.98	6,504.95	-1,553.95	-29.4	135.05	661.86	-24.42	163.3	12.79	585.88	-3,740.47
	Cost of Money	Actual (at Actual Rate)	0	0	0	0	0	0	0	0	0	0	0	0
		Budget	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Variance (at Actual Rate)	0	0	0	0	0	0	0	0	0	0	0	0
	Profit	Actual (at Actual Rate)	4,395.73	2,959.4	325.25	-77.7	-1.47	6.75	33.09	-1.21	8.16	0.65	29.28	-187.02
		Budget	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Variance (at Actual Rate)	4,395.73	2,959.4	325.25	-77.7	-1.47	6.75	33.09	-1.21	8.16	0.65	29.28	-187.02

Revenue Summary Report Template

Use the Revenue Summary Report template as a starting point when you want to create a report based on the revenue summary report tables in Costpoint.

Prompts

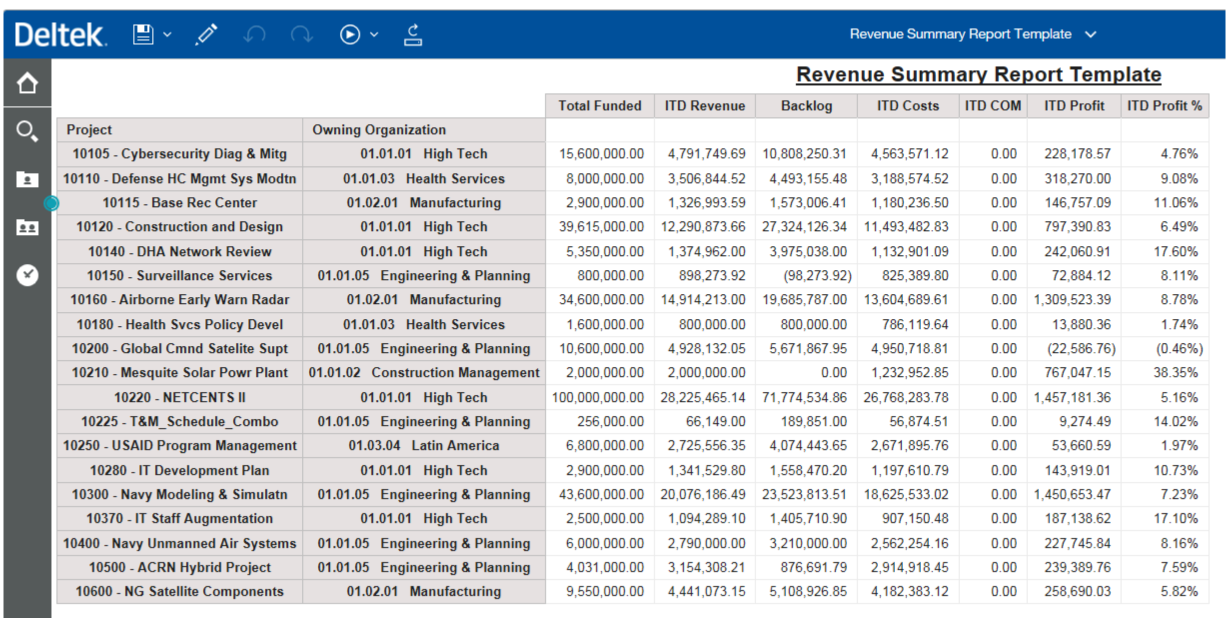
The Revenue Summary Report Template prompt page includes selections such as Company, Project Level, and Projects.

Prompt Message	Description
Company	Select the Company that you want to display in the report.
Use Current	Select **Yes** if you want to use the current period in the settings which automatically fills in the year, period, and subperiod.
Fiscal Year	Select the Fiscal Year to display in the report.
Period	Select the Period to display in the report.
Subperiod	Select the Subperiod to include in the report
Rate Type	Select either **Actual** or **Target** to indicate if you want to use actual rates or target rates in the report.
Project Level	Select the project level at which you want the report printed.

Prompt Message	Description
Select Project(s)	Select the projects that you want to include in the report. To search with **Keywords**, enter one or more characters that will help retrieve the item(s) you want to select for the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select Owning Org	Select the owning organization to include in the report. To search with **Keywords**, enter one or more characters that will help retrieve the item(s) you want to select for the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

This is a sample Revenue Summary Report Template



Revenue Summary Report Template

Project	Owning Organization	Total Funded	ITD Revenue	Backlog	ITD Costs	ITD COM	ITD Profit	ITD Profit %
10105 - Cybersecurity Diag & Mitg	01.01.01 High Tech	15,600,000.00	4,791,749.69	10,808,250.31	4,563,571.12	0.00	228,178.57	4.76%
10110 - Defense HC Mgmt Sys Modtn	01.01.03 Health Services	8,000,000.00	3,506,844.52	4,493,155.48	3,188,574.52	0.00	318,270.00	9.08%
10115 - Base Rec Center	01.02.01 Manufacturing	2,900,000.00	1,326,993.59	1,573,006.41	1,180,236.50	0.00	146,757.09	11.06%
10120 - Construction and Design	01.01.01 High Tech	39,615,000.00	12,290,873.66	27,324,126.34	11,493,482.83	0.00	797,390.83	6.49%
10140 - DHA Network Review	01.01.01 High Tech	5,350,000.00	1,374,962.00	3,975,038.00	1,132,901.09	0.00	242,060.91	17.60%
10150 - Surveillance Services	01.01.05 Engineering & Planning	800,000.00	898,273.92	(98,273.92)	825,389.80	0.00	72,884.12	8.11%
10160 - Airborne Early Warn Radar	01.02.01 Manufacturing	34,600,000.00	14,914,213.00	19,685,787.00	13,604,689.61	0.00	1,309,523.39	8.78%
10180 - Health Svcs Policy Devel	01.01.03 Health Services	1,600,000.00	800,000.00	800,000.00	786,119.64	0.00	13,880.36	1.74%
10200 - Global Cmnd Satelite Supt	01.01.05 Engineering & Planning	10,600,000.00	4,928,132.05	5,671,867.95	4,950,718.81	0.00	(22,586.76)	(0.46%)
10210 - Mesquite Solar Powr Plant	01.01.02 Construction Management	2,000,000.00	2,000,000.00	0.00	1,232,952.85	0.00	767,047.15	38.35%
10220 - NETCENTS II	01.01.01 High Tech	100,000,000.00	28,225,465.14	71,774,534.86	26,768,283.78	0.00	1,457,181.36	5.16%
10225 - T&M_Schedule_Combo	01.01.05 Engineering & Planning	256,000.00	66,149.00	189,851.00	56,874.51	0.00	9,274.49	14.02%
10250 - USAID Program Management	01.03.04 Latin America	6,800,000.00	2,725,556.35	4,074,443.65	2,671,895.76	0.00	53,660.59	1.97%
10280 - IT Development Plan	01.01.01 High Tech	2,900,000.00	1,341,529.80	1,558,470.20	1,197,610.79	0.00	143,919.01	10.73%
10300 - Navy Modeling & Simulatn	01.01.05 Engineering & Planning	43,600,000.00	20,076,186.49	23,523,813.51	18,625,533.02	0.00	1,450,653.47	7.23%
10370 - IT Staff Augmentation	01.01.01 High Tech	2,500,000.00	1,094,289.10	1,405,710.90	907,150.48	0.00	187,138.62	17.10%
10400 - Navy Unmanned Air Systems	01.01.05 Engineering & Planning	6,000,000.00	2,790,000.00	3,210,000.00	2,562,254.16	0.00	227,745.84	8.16%
10500 - ACRN Hybrid Project	01.01.05 Engineering & Planning	4,031,000.00	3,154,308.21	876,691.79	2,914,918.45	0.00	239,389.76	7.59%
10600 - NG Satellite Components	01.02.01 Manufacturing	9,550,000.00	4,441,073.15	5,108,926.85	4,182,383.12	0.00	258,690.03	5.82%

Shop Floor Time

This folder stores reports for Shop Floor Time and is intended for use by time administrators.

Note: Shop Floor Time reports only run for On-Premises Costpoint users.

The contents of this folder are available to the following user groups:

- CER All
- CER Materials Manufacturing All Secure
- CER People

Report Package

The template report in Shop Floor Time is published in the Costpoint Shop Floor Time package.

Note: The Shop Floor Time package only runs for On-Premises Costpoint users.

Costpoint Shop Floor Time Reconciliation Report

This section shows a sample prompt screen and output of the Costpoint Shop Floor Time Reconciliation report.

This report contains information about the discrepancies between the timesheet entries in Shop Floor Time and Costpoint including the timesheet variances (in hours).

Note: This report only runs for On-Premises Costpoint users.

Prompts

These are Costpoint Shop Floor Time Reconciliation Report prompts.

Prompt Message	Description
Starting Date	Enter the start date for the range of timesheets you would like to reconcile.
Ending Date	Enter the end date for the range.
Exclude SFT Pay Type(s)	Select the SFT pay type(s) that you want to be omitted in the report.

Deltek

Sample Report

Sample Costpoint Shop Floor Time Reconciliation report.

Costpoint Shop Floor Time Reconciliation Report

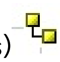
Sep 23, 2016 to Oct 7, 2016

Date	CP Project	CP MO	CP Pay Type	CP Hours	SFT Project	SFT MO	SFT Pay Type	Split Half Indicator	SFT Hours	Variance (CP Hours - SFT Hours)
Employee: 701COMB3 - 701COMB3, Devra3 3									**Employee: 701COMB3 - 701COMB3, Devra3 3**	
Oct 3, 2016				0.00			UNP	0	1.00	(1.00)
Oct 4, 2016	0414.LEAVINGLASVEGASGREAT		R	8.00	0414.LEAVINGLASVEGASGREAT		R	0	8.00	0.00
Oct 4, 2016	0414.LEAVINGLASVEGASGREAT		SP2	0.98					0.00	0.98
Oct 4, 2016				0.00			UNP	0	1.00	(1.00)
Oct 5, 2016	0414.LEAVINGLASVEGASGREAT		R	8.00	0414.LEAVINGLASVEGASGREAT		R	0	8.00	0.00
Oct 5, 2016	0414.LEAVINGLASVEGASGREAT		SP2	0.98					0.00	0.98
Oct 5, 2016				0.00			UNP	0	1.00	(1.00)
Oct 6, 2016	0414.LEAVINGLASVEGASGREAT		R	8.00	0414.LEAVINGLASVEGASGREAT		R	0	8.00	0.00
Oct 6, 2016	0414.LEAVINGLASVEGASGREAT		SP2	0.98					0.00	0.98
Oct 6, 2016				0.00			UNP	0	1.00	(1.00)
Oct 7, 2016	0414.LEAVINGLASVEGASGREAT		R	8.00					0.00	8.00
Oct 7, 2016	0414.LEAVINGLASVEGASGREAT		SP2	0.98					0.00	0.98
Oct 7, 2016				0.00	0414.LEAVINGLASVEGASGREAT		R	1	4.00	(4.00)
Oct 7, 2016				0.00	0414.LEAVINGLASVEGASGREAT		R	2	4.00	(4.00)
Oct 7, 2016				0.00			UNP	2	1.00	(1.00)
Total for 701COMB3 - 701COMB3, Devra3 3				**44.90**					**81.00**	**(36.10)**
Employee: 701COMB4 - 701COMB4, Devra4 4									**Employee: 701COMB4 - 701COMB4, Devra4 4**	

Adding New Joins in the Costpoint Shop Floor Time Reconciliation Report

You may want to further customize your Costpoint Shop Floor Time Reconciliation Report by defining new join relationships. Do this in the Edit mode.

To add join relationships in the Costpoint Shop Floor Time Reconciliation report:

1. Open the Costpoint Shop Floor Time Reconciliation Report in Edit mode.
2. Click the **Queries** () icon on the left-hand side of the screen.
3. Expand QUERIES and look for **Query 1**.
4. Expand **Query 1** and click **Join** (yellow boxes)  .
5. On the **Join Relationships** dialog box, click a query object in the **CP TS DATA** box that you like to create a new join relationship from (for example, **Employee ID**).
6. Click the **New Link** button.
7. Click a query object in the **SFT DATA** box to link to (for example, **Pay Type**).

   Before joining, carefully examine the implications of joining (you do not want to create a loop join).
8. Click **OK**.

Configuring the Timesheet Line Source Code

Your organization may be using an automatic interface between Shop Floor Time and Costpoint.

This interface uses the Timesheet Line Source Code that makes the integration between the two systems possible. You can change the source code value in the Costpoint Shop Floor Time Reconciliation Report if needed.

Timesheet Line Source Code Values

If your organization uses the automatic interface, the Timesheet Line Source Code value should be SFT.

This is the default value for the source code in the Costpoint Shop Floor Time Reconciliation Report. However, if your organization uses the Import Timesheet function instead of the automatic interface, the Timesheet Line Source code value must be AOPUTLTS.

Changing the Source Code Value in the Costpoint Shop Floor Time Reconciliation Report

The default value for the source code in the Costpoint Shop Floor Time Reconciliation Report is SFT.

To change the Source Code value in the Costpoint Shop Floor Time Reconciliation report:

1. Edit the Costpoint Shop Floor Time Reconciliation Report.
2. Select **Queries** from the Navigation bar, and click the **CP TS DATA** query.
3. In the Detail Filters pane, double-click the appropriate filter for **Source Code**.
4. On the Detail Filter Expression dialog box, change the **Timesheet Line Source Code** text to either **SFT** or **AOPUTLTS**.

   > Note:
   >
   > For the automatic interface, [Timesheet Line Source Code] = 'SFT'.
   >
   > For the Import Timesheet function, [Timesheet Line Source Code] = 'AOPUTLTS'.

5. Click **OK**, and save the report.

SOX Controls Reporting

This chapter includes a section on scheduling Sarbanes-Oxley Controls Reports.

The section also lists the report categories and links to their sample reports.

The contents of the SOX Controls Reporting folder are available to the following user groups:

- CER Accounting
- CER All

Scheduling SOX Controls Reporting

Deltek has provided predefined jobs so that you can schedule your Sarbanes-Oxley (SOX) control reports to run in batch mode.

These jobs, defined in the **SOX Controls Reporting.zip** file, will run the reports and save the output in the PDF file format. Also available is a batch program, which renames these PDF files so that the run date/time of each report is appended to its file name.

This document will help you to configure the output location, batch file, and Cognos server, to execute these jobs, and to run the renaming script.

The following are the steps in configuring your SOX reports:

- Step 1: Import the deployment zip file.
- Step 2: Customize the rename program and set the output location.
- Step 3: Configure the Cognos Analytics server to save the report output and call the batch file.
- Step 4: Execute the predefined jobs to run the reports in batch mode.

Step 1: Import the Deployment Zip File

You must complete this step during the installation process to make the predefined scheduling jobs available.

For instructions on importing this file, see the *Deltek Costpoint Business Intelligence 8.0 Upgrade Installation Guide*, available at the Knowledge Center tab of the Deltek Support Center site, https://support.deltek.com.

After you have completed the import, browse to the **Team content** > **SOX Controls Reporting** directory, where you will find the Report Generation Schedules folder. This folder contains all the predefined scheduling jobs.

The SOX Controls Reporting job runs all the SOX reports for Costpoint and Time Collection. There are also predefined jobs for specific modules. For example, Costpoint Accounting and for sub-modules, such as **Costpoint Accounting** > **Accounts Payable**.

Step 2: Customize the Batch Renaming Script

The reports generated by Cognos scheduler are given cryptic names.

For example, **Approver Settings** could potentially be generated as a file named 397_1163638261400.pdf. For each PDF file, the Cognos server also generates a descriptor file in .xml format. This file contains the mapping of the generated PDF file name to the report's original name on the Cognos Server.

Note: When the Cognos scheduler generates a report, it saves this PDF file to a "Work" subfolder at the output location you specify in Step 3.

Make sure to create these folders before running your job.

Deltek provides a script which, when run, takes the mapping information from the xml file to rename the PDF files to their original report names. This script then also appends the date and time of the report generation to the end of the file name. There is then an option to delete these descriptor files upon completion of the renaming process.

To customize the batch renaming script for your firm, you must edit the renameFiles.bat file (located at C:\Program Files (x86)\Deltek\CostpointEnterpriseReporting\CER723\SOX\Scripts), as necessary. The areas to edit are in italics in the following sample.

When you are through, save the renameFiles.bat file. Ensure that the renameFiles.bat, renameFiles.java, and renameFiles.class files are saved to the desired output location.

Note: The renaming script will not run if special characters exist in the name. Therefore, exclude special characters from path and report names.

Examples of special characters are: > < " ' & + / ? % # + , . : ; = [ ]

```
@echo off
REM
REM Please update the following information before executing the program:

REM COGNOS_HOME:                Your cognos install directory

Set COGNOS_HOME=C:\Program Files\ibm\cognos\analytics

REM JAVA_HOME:                Combining Cognos_Home with this location
REM                                should result in a folder location where
REM                                "bin" folder can be found. Make sure there
REM                                is a java.exe inside the "bin" folder.

set JAVA_HOME=%COGNOS_HOME%\jre

set PATH=%JAVA_HOME%\bin;%PATH%

REM CMOUTPUT_LOCATION:                 Location where your CRN Server will
REM                                save files. This is the directory
REM                                where the files "renameFiles.bat",
```

```
REM                                   "renameFile.class" and
REM                                   "renameFiles.java" should exist.

Set CMOUTPUT_LOCATION=C:\Output

REM WORK_LOCATION:         Location where all files will be moved
REM                                   before renaming them. By default this
REM                                   is the 'Work' subfolder of the
REM                                   CM_OUTPUT_LOCATION. You can use the
REM                                   alternate code below for specifying another
REM                                   location altogether. Just remember to "REM"
REM                                   the line of code not in use.

Set WORK_LOCATION=%CMOUTPUT_LOCATION%\work
REM set WORK_LOCATION=C:\test

REM Call the java program to rename the output file
REM -cp option specifies the classpath information i.e. location of renameFiles.c
lass
REM The files (%1 and %2) that the server will pass to the batch file will be ren
amed

REM Set the last parameter of the code below to "Y" or "y" for the program to put
files
REM under a subfolder; "N" or "n" otherwise
Call "%JAVA_HOME%\bin\java" -cp "%CMOUTPUT_LOCATION%" renameFiles "%WORK_LOCATIO
N%" "%1" "%2" n

REM Delete the XML descriptor files
REM Remove "REM" from the line below if you want descriptor files deleted
REM Deltek %WORK_LOCATION%\*.xml
```

Step 3: Configure the IBM Cognos Analytics Server

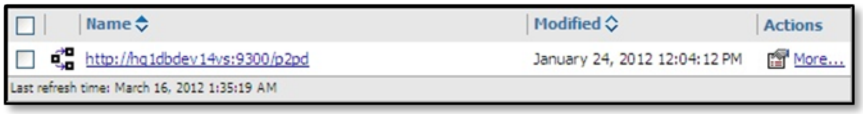
You must log on to Cognos Analytics and set the server parameters in order to save the output of reports in the proper folder structure on the file system.

To set the server parameters:

1. From the Navigation bar, click **Manage** > **Administration Console**.
2. On the IBM Cognos Administration page, click the Configuration tab, select the **COSTPOINT** check box, and

click **Dispatchers and Services**.

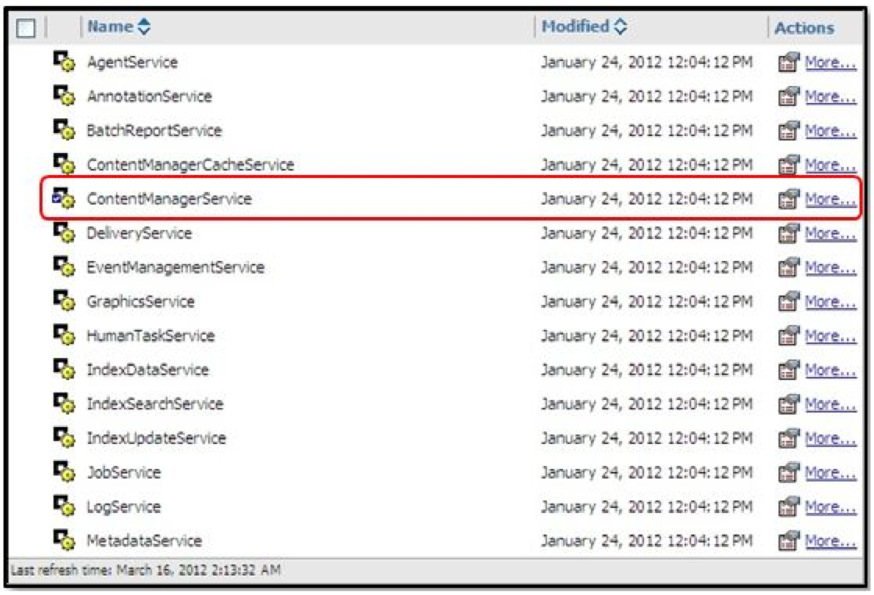
3. Click the link for the dispatcher you want to configure.



	Name	Modified	Actions
	http://hq1dbdev14vs:9300/p2pd	January 24, 2012 12:04:12 PM	More...

Last refresh time: March 16, 2012 1:35:19 AM

4. Select **ContentManagerService** from the list of objects to configure.



	Name	Modified	Actions
	AgentService	January 24, 2012 12:04:12 PM	More...
	AnnotationService	January 24, 2012 12:04:12 PM	More...
	BatchReportService	January 24, 2012 12:04:12 PM	More...
	ContentManagerCacheService	January 24, 2012 12:04:12 PM	More...
	ContentManagerService	January 24, 2012 12:04:12 PM	More...
	DeliveryService	January 24, 2012 12:04:12 PM	More...
	EventManagementService	January 24, 2012 12:04:12 PM	More...
	GraphicsService	January 24, 2012 12:04:12 PM	More...
	HumanTaskService	January 24, 2012 12:04:12 PM	More...
	IndexDataService	January 24, 2012 12:04:12 PM	More...
	IndexSearchService	January 24, 2012 12:04:12 PM	More...
	IndexUpdateService	January 24, 2012 12:04:12 PM	More...
	JobService	January 24, 2012 12:04:12 PM	More...
	LogService	January 24, 2012 12:04:12 PM	More...
	MetadataService	January 24, 2012 12:04:12 PM	More...

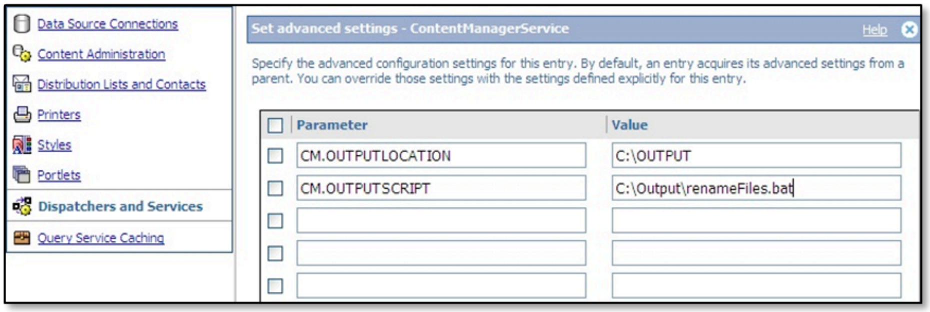
Last refresh time: March 16, 2012 2:13:32 AM

5. Under the **Actions** column, click the **Set properties** button.
6. Click the Settings tab.
7. Under the **Value** column, click **Edit** of **Environment** > **Advanced Settings**.
8. Select the **Override the settings acquired from the parent entry** check box.

   A table displays, in which you can add parameters.
9. Under **Parameter**, enter **CM.OUTPUTLOCATION**.
10. Under **Value**, enter the file system location where you want to store report outputs (for example, **C:\Output**).

    Note: This will not work if you specify a UNC name. If you must specify a network location, use a mapped drive from the local machine.

11. Complete the following steps to add the batch renaming script file, which runs after a report output is saved to the target directory:
    a. Under **Parameter**, click an empty cell and enter **CM.OUTPUTSCRIPT**.
    b. In the corresponding **Value** cell, enter the location and the name of the script (for example, **C:\Output\renameFiles.bat**).
    c. Click **OK**.



12. Complete the configuration of Cognos Analytics Server:
    a. On the computer where you installed Content Manager, start IBM Cognos Configuration. You can find the IBM Cognos Configuration file (cogconfigw.exe) at C:\Program Files\ibm\cognos\analytics\bin64.
    b. In the Explorer window, under **Data Access**, click **Content Manager**.
    c. In the **Save report outputs to a file system** field, select **True**.
    d. On the menu, click **File** > **Save**.
    e. Restart the IBM Cognos service.

Step 4: Execute Job on Recurring Schedule

Browse to the job you want to run.

To execute the job:

1. Find a predefined SOX job in **Team content** > **SOX Controls Reporting** > **Report Generation Schedules**.
2. Click the **More** icon (dotted vertical line) to the right of the report, and select **Properties**.
3. Click **Job** > **Advanced**.
4. Under **Advanced**, do the following:
    a. Click **Set** to the right of **Properties** to edit the job and set parameters, and click **OK**.
    b. Click **Set** to the right of **Schedule Job** to set the desired schedule, and click **OK**.

After the job has completed running, browse to the specified output location to see the report output.

SOX Controls Reporting Report Categories

SOX Controls Reporting includes several report categories.

These report categories include the following:

- Costpoint Accounting
- Costpoint Materials
- Costpoint People

- Costpoint Projects
- Costpoint Other
- Deltek Time Collection
- Report Generation Schedules

SOX Controls Reports

The SOX Controls Reporting includes several report categories and their reports.

These report categories include the following:

Costpoint Accounting	
Accounts Payable	▪ Accounts Payable Accounts ▪ Accounts Payable Settings ▪ Accounts Payable Voucher Settings ▪ Approver Settings ▪ Cash Accounts ▪ Purchase Order Voucher Settings ▪ Vendor Settings ▪ Vendor Terms
Accounts Receivable	▪ Accounts Receivable Settings ▪ System-Assigned Cash Receipt Number ▪ Transfer Accounts
Fixed Assets	▪ Accumulated Depreciation Account Codes ▪ Asset or Template Change Settings ▪ Asset Template Information ▪ Auto-Creation Settings for Purchase Orders or Receiving Data ▪ Depreciation Expense Account Allocation Codes ▪ Depreciation Methods - Basic Setup ▪ Fixed Assets Accounting Periods ▪ Fixed Assets Fiscal Years

Costpoint Accounting	
	▪ Fixed Assets Settings ▪ Posting Settings ▪ Template Information Global Changes
General Ledger	▪ Account Entry Groups ▪ Accounting Periods ▪ Account-Org Links ▪ Accounts ▪ Bank Statements ▪ Banks ▪ Company Bank Accounts ▪ Company Information ▪ Financial Statement Setup ▪ Fiscal Years ▪ General Ledger Settings ▪ Journal Entry Cycles ▪ Mass Links of Accounts-Orgs ▪ Organization Elements ▪ Organization Structures ▪ Subperiods ▪ System-Assigned Journal Entry Number
Multicurrency	▪ Exchange Rate Groups ▪ Multicurrency Accounts ▪ Multicurrency Settings

Costpoint Materials	
Inventory	▪ Default WIP Asset Accounts ▪ Inventory Accounts ▪ Inventory Projects ▪ Inventory Settings

Costpoint Materials	
	▪ Serial-Lot Settings
Procurement Planning	▪ Requisition Approval Processes ▪ Requisition Approval Titles ▪ Requisition Settings ▪ Vendor Settings ▪ Vendor Terms
Purchasing	▪ Buyers ▪ Buyer Organization Accounts ▪ Buyer Organization Accounts - Drill-Through ▪ Buyer Projects ▪ Buyer Projects - Drill-Through ▪ Branch Locations ▪ Purchase Order Line Charge Types ▪ Purchase Order Settings ▪ Units of Measure ▪ Vendor Settings ▪ Vendor Terms
Receiving	▪ Receiving Settings
Sales Order Entry	▪ Approval Processes ▪ Approval Titles ▪ Catalog Settings ▪ Cost Types ▪ Defaults ▪ Line Charge Types ▪ Project Settings ▪ Sales Order Settings ▪ Serial-Lot Settings

Costpoint People	
Labor	▪ Allowances ▪ Allowance Accounts ▪ Labor Groups - Unions ▪ Labor Location - Locals ▪ Labor Settings ▪ Overtime Premium Recast ▪ Overtime Rules by Location ▪ Overtime Rules by State ▪ Overtime Settings ▪ Pay Types ▪ Timesheet Periods
Leave	▪ Leave Period ▪ Leave Settings ▪ Leave Tables ▪ Leave Types
Payroll	▪ Contribution Matching Rates ▪ Contribution Matching Rates - Drill-Through ▪ Deductions ▪ Deduction Schedules ▪ Direct Deposit Banks ▪ Direct Deposit Setup ▪ Local Taxable Deductions ▪ Local Taxable Deductions - Drill-Through ▪ Modify Codes ▪ Pay Periods ▪ Pay Type Taxability ▪ Pay Type Taxability - Local ▪ Pay Type Taxability - Local - Drill-Through ▪ Pay Type Taxability - State ▪ Pay Type Taxability - State - Drill-Through

Costpoint People	
	▪ Paycheck Setup ▪ Payroll Settings ▪ Savings Bond Info by Taxable Entity ▪ State Taxable Deductions ▪ State Taxable Deductions - Drill Through ▪ Workers' Compensation Modify Codes ▪ Workers' Compensation State Rates
Time Collection Interface	▪ Time Collection Account Types ▪ Time Collection Accounts ▪ Time Collection Projects

Costpoint Projects	
Billing	▪ Billing Accounts ▪ Billing Settings ▪ Generic Billing Formats ▪ Other Charges ▪ Remittance Addresses ▪ Taxable Sales Accounts
Cost and Revenue Processing	▪ Cost Pools ▪ Pool Base Accounts ▪ Pool Base Accounts - Drill-Through ▪ Pool Cost Accounts ▪ Pool Cost Accounts - Drill-Through ▪ Pool Rates ▪ Pool Rates - Drill-Through
Intercompany Work Orders	▪ IWO Expense Mapping ▪ IWO Locations

Costpoint Projects	
	▪ IWO Project Setup
Project Setup	▪ Mass Link Project-Account-Orgs ▪ Project Account Groups ▪ Project Labor Categories ▪ Project Settings ▪ Valid Project-Account-Orgs

Costpoint Other	
System Administration	▪ System Settings

Deltek Time Collection	
▪ Account Types ▪ Charge Trees ▪ Charge Trees - Drill-Through ▪ Charge Trees 1-Level ▪ Configuration Tables ▪ Employee Group Supervisor ▪ Employee Group Supervisor - Drill-Through ▪ Employee Group Types ▪ Employee Groups ▪ Employee Info - Charge Employees ▪ Employee Info - Charge Employees - Drill-Through ▪ Employee Information ▪ Functional Roles ▪ Leave Types ▪ Links and Miscellaneous ▪ Security Roles ▪ Timesheet Class - Leave ▪ Timesheet Class - Leave - Drill-Through	▪ UDT01 Controls - UDT02 Links ▪ UDT01 Controls - UDT02 Links - Drill-Through ▪ UDT01 Controls - UDT09 Links ▪ UDT01 Controls - UDT09 Links - Drill-Through ▪ UDT02 Controls ▪ UDT02 Controls - UDT01 Links ▪ UDT02 Controls - UDT01 Links Drill-Through ▪ UDT02 Controls - UDT07 Links ▪ UDT02 Controls - UDT07 Links Drill-Through ▪ UDT02 Controls - UDT09 Links ▪ UDT02 Controls - UDT09 Links Drill-Through ▪ UDT03 Controls ▪ UDT04 Controls ▪ UDT05 Controls ▪ UDT07 Controls ▪ UDT09 Controls ▪ UDT09 Controls - UDT01 Links ▪ UDT09 Controls - UDT01 Links Drill-Through

Deltek Time Collection	
▪ Timesheet Class - UDT10 ▪ Timesheet Class - UDT10 - Drill-Through ▪ Timesheet Classes ▪ Timesheet Schedules ▪ UDT01 Controls	▪ UDT09 Controls - UDT02 Links ▪ UDT09 Controls - UDT02 Links Drill-Through ▪ UDT10 Controls ▪ Utilization

Subcontractor Management

This chapter describes the reports in the Subcontractor Management folder.

The contents of this folder are available to the following user groups:

- CER All
- CER Subcontract Mgmt Secure

Subcontractor Management Reports

The Subcontractor Management folder includes the Subcontractor Status report and the Work Assignment Charge Detail report.

Subcontractor Management reports use row-level security based on the Owning Org of a project. Only the work assignments and PO rows for projects that belong to Owning Orgs you have access to are visible.

Subcontractor Status Report

Run the Subcontractor Status report to view the work assignments associated with purchase order (PO) lines.

The report displays PO line information, including PO line amount, vouchered amount, and remaining amount. You can also view the work assignments (ID, start date, end date) associated with a PO or PO line in the Subcontractor Status report.

Drill down from a work assignment to see the hours planned for vendor employees on the work assignment and timesheet charges posted against the work assignment for each vendor employee.

Prompts

Select the prompts to filter or run the report.

Prompt Message	Description
Company	Select the company that you want to include in the report.
Select Purchase Order(s)	Use this prompt to limit the report to selected purchase orders. In the **Keywords** field, enter one or more characters for the purchase orders you want to retrieve. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select PO Release Number(s)	Use this prompt to limit the report to selected PO release numbers. In the **Keywords** field, enter one or more characters for the PO release numbers you want to retrieve. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select Vendor(s)	Use this prompt to limit the report to selected vendors. In the **Keywords** field, enter one or more characters for the vendors you want to retrieve. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Work Assignment Start Date Range	Filter the report to only include work assignments that start within a specified date range. In the **From** field, enter the earliest start for the date range or click the Calendar to select the date. In the **To** field, enter the latest date for the date range or click the Calendar icon to select the date. You can opt to select the Earliest date or the Latest date possible for the work assignments.
Select Project(s)	Use this prompt to limit the report to selected projects.

Prompt Message	Description
	In the **Keywords** field, enter one or more characters for the projects you want to retrieve. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select Account(s)	Use this prompt to limit the report to selected accounts. In the **Keywords** field, enter one or more characters for the accounts you want to retrieve. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select Organization(s)	Use this prompt to limit the report to selected organizations. In the **Keywords** field, enter one or more characters for the organizations you want to retrieve. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

This is a sample of the Subcontractor Status report.

Subcontract Status Report

1 - Applied Technologies Inc

Work Assignment ID	Description	WA Start Date	WA End Date	Approver	Project	Organization	Account	Amount
PO Number: PO-0000028	PO Release: 0 Vendor: Balmar Consulting (V100013)							
PO Line: 1	Line Amount: 100,000.00	Vouchered Amount:		(38,000.00)	Remaining Amount:			138,000.00
WA-0000001	S-SUBCONTRACT-LABOR-Davis	10/1/2015	09/30/2016	X1019	10250.001	01.01.05	52-400-11	20,000.00
PO Line: 2	Line Amount: 125,000.00	Vouchered Amount:		(47,500.00)	Remaining Amount:			172,500.00
WA-0000001	S-SUBCONTRACT-LABOR-Barnes	10/1/2015	09/30/2016	X1019	10250.002	01.01.05	52-400-11	62,500.00
PO Line: 3	Line Amount: 60,000.00	Vouchered Amount:		(37,200.00)	Remaining Amount:			97,200.00
WA-0000001	S-SUBCONTRACT-LABOR-OBrien	10/1/2015	09/30/2016	X1019	10250.002	01.01.05	52-400-11	60,000.00
PO Line: 4	Line Amount: 75,000.00	Vouchered Amount:		(29,250.00)	Remaining Amount:			104,250.00
WA-0000001	S-SUBCONTRACT-LABOR-Meyers	10/1/2015	09/30/2016	X1019	10250.001	01.01.05	52-400-11	22,500.00
PO Number: PO-0000064	PO Release: 0 Vendor: Balmar Consulting (V100013)							
PO Line: 1	Line Amount: 100,000.00	Vouchered Amount:		0.00	Remaining Amount:			100,000.00
WA-0000002	S-SUBCONTRACT-LABOR-Davis	10/1/2015	09/30/2016	X1019	10250.001	01.01.05	52-400-11	100,000.00
PO Line: 2	Line Amount: 125,000.00	Vouchered Amount:		0.00	Remaining Amount:			125,000.00
WA-0000002	S-SUBCONTRACT-LABOR-Barnes	10/1/2015	09/30/2016	X1019	10250.002	01.01.05	52-400-11	125,000.00
PO Line: 3	Line Amount: 60,000.00	Vouchered Amount:		0.00	Remaining Amount:			60,000.00
WA-0000002	S-SUBCONTRACT-LABOR-OBrien	10/1/2015	09/30/2016	X1019	10250.002	01.01.05	52-400-11	60,000.00
PO Line: 4	Line Amount: 75,000.00	Vouchered Amount:		0.00	Remaining Amount:			75,000.00
WA-0000002	S-SUBCONTRACT-LABOR-Meyers	10/1/2015	09/30/2016	X1019	10250.001	01.01.05	52-400-11	75,000.00
PO Number: PO-0000072	PO Release: 0 Vendor: Balmar Consulting (V100013)							
PO Line: 1	Line Amount: 250,000.00	Vouchered Amount:		0.00	Remaining Amount:			250,000.00
WA-0000003	S-SUBCONTRACT-LABOR-IT Developer	09/1/2016	06/30/2017	X1019	10250.001	01.01.05	52-400-11	100,000.00
WA-0000013	S-SUBCONTRACT-LABOR-IT Developer			X1019	10250.001	01.01.05	52-400-11	150,000.00
PO Line: 2	Line Amount: 312,500.00	Vouchered Amount:		(1,500.00)	Remaining Amount:			314,000.00
WA-0000003	S-SUBCONTRACT-LABOR-Systems Engineer	09/1/2016	06/30/2017	X1019	10250.002	01.01.05	52-400-11	125,000.00
PO Line: 3	Line Amount: 300,000.00	Vouchered Amount:		0.00	Remaining Amount:			300,000.00

Click a **Work Assignment ID** to view the Subcontractor Status Report Drill Thru.

Subcontract Status Report - Drill Thru

Work Assignment ID	Vendor Employee	Vendor Employee Name	WA Hours	TS Hours	Remaining Hours
WA-0000001	VE-0001	Gus Davis	100.00	190.00	(90.00)
	VE-0002	James Barnes	250.00	190.00	60.00
	VE-0003	Roger O'Brien	200.00	136.00	64.00
	VE-0004	Patricia Meyers	150.00	195.00	(45.00)
Total			700.00	711.00	(11.00)

The drill thru report shows the planned, actual, and remaining hours of each vendor employee assigned to the work assignment, based on the charges from their timesheets. If the TS Hours (actual hours) is greater than the WA Hours (planned), the Remaining Hours will display in parenthesis, indicating that the vendor employee worked more hours than planned for the work assignment.

Subcontractor Project Bill History

The Subcontractor Project Bill History report stores the summary total of all bills posted for a unique project, work assignment, work assignment line, fiscal year, period, and subperiod combination.

Prompts

Select parameters to run the Subcontractor Project Bill History report.

Contents

Field	Description
Company	Select a company.
Fiscal Year	Select the fiscal year for the report.
Fiscal Period	Select a period from the selected fiscal year.
Fiscal Subperiod	Select a subperiod from the selected fiscal period.
Group By	Group report data by Project or Fiscal Year/Period (FY/PD).
Select Project(s)	Select projects for the report. If you make no selections, the report includes all projects. In **Keywords**, enter one or more characters for which you want to search to retrieve projects. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces.
Select Work Assignment ID(s)	Limit the report to selected work assignments IDs. If you make no selections, the report includes all IDs. In **Keywords**, enter one or more characters for which you want to search to retrieve IDs. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces.
Select Work Assignment Line No	Limit the report to selected work assignment line numbers. If you make no selections, the report includes all line numbers. In **Keywords**, enter one or more characters for which you want to search to retrieve line numbers. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces.

Sample Report

Here is a sample of the Subcontractor Project Bill History report.

Subcontractor Project Bill History

System: admin

711BIGBYTE - 711 Big Byte

Fiscal Year	Period Number	Subperiod Number	Work Assignment ID	Work Assignment Line Number	Customer Name	Company Name	Transaction Currency Code	Amount Billed	Amount Billed in Billing Currency
CCA2.038.003 - IWA WA (7BB)									
2022	3	1	CCWK003C	1	CC Customer	711 Big Byte	USD	1,250.00	1,250.00
CCA2.038.003 - IWA WA (7BB) - Total								1,250.00	1,250.00
IWP3.700.01 - 3RD - TRANSACTION LEVEL									
2023	3	1	E2EWA_LABORID01	1	BND Engineering, Inc.	711 Big Byte	USD	9,197.99	7,200.00
2023	4	1	JENWRKASSIGN-016	1	Jordan 711 Big Byte	711 Big Byte	USD	2,555.00	2,000.00
2023	5	1	JENWRKASSIGN-016	1	Jordan 711 Big Byte	711 Big Byte	USD	(2,555.00)	(2,000.00)
IWP3.700.01 - 3RD - TRANSACTION LEVEL - Total								9,197.99	7,200.00
IWP4.700.01 - 3RD - TRANSACTION LEVEL									
2024	3	1	E2EWA_LABORID021	1	BND Engineering, Inc.	711 Big Byte	USD	0.00	0.00
2024	3	1	E2EWA_LABORID021	1	Jordan 711 Big Byte	711 Big Byte	USD	8,942.49	7,000.00
2025	3	1	E2EWA_LABORID03	1	Jordan 711 Big Byte	711 Big Byte	USD	17,373.97	13,600.00
2025	3	1	E2EWA_LABORID03	2	Jordan 711 Big Byte	711 Big Byte	USD	383.25	300.00
2025	4	1	E2EWA_LABORID03	1	Jordan 711 Big Byte	711 Big Byte	USD	(17,373.97)	(13,600.00)
2025	4	1	E2EWA_LABORID03	2	Jordan 711 Big Byte	711 Big Byte	USD	(383.25)	(300.00)
IWP4.700.01 - 3RD - TRANSACTION LEVEL - Total								8,942.49	7,000.00
Overall - Total								19,390.48	15,450.00

Work Assignment Charge Detail Report

View a detailed report of work assignments for subcontractor management purchase orders.

You can run the Work Assignment Charge Detail report for a range of items, including vendors, customers, purchase orders, work assignments, and/or work assignment start and end dates.

Prompts

Select the prompts to run the Work Assignment Charge Detail report.

Contents

Prompt Message	Description
Company	Select the company to include in the report.
Select Purchase Order(s)	Use this prompt to limit the report to selected purchase orders. In the **Keywords** field, enter one or more characters for the purchase orders you want to retrieve. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these keywords** field. If

Prompt Message	Description
	you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select PO Release Number(s)	Use this prompt to limit the report to selected PO release numbers. In the **Keywords** field, enter one or more characters for the PO release numbers you want to retrieve. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select Customer(s)	Use this prompt to limit the report to selected customers. In the **Keywords** field, enter one or more characters for the customers you want to retrieve. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select Vendor(s)	Use this prompt to limit the report to selected vendors. In the **Keywords** field, enter one or more characters for the vendors you want to retrieve. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Work Assignment Start Date Range	Filter the report to only include work assignments that start within a specified date range. In the **From** field, enter the earliest start for the date range or click the Calendar to select the date. In the **To** field, enter the latest date for the date range or click the Calendar icon to select the date. You can opt to select the **Earliest date** or the **Latest date** possible for the work assignments.
Select Project(s)	Use this prompt to limit the report to selected projects. In the **Keywords** field, enter one or more characters for the projects you want to

Prompt Message	Description
	retrieve. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select Account(s)	Use this prompt to limit the report to selected accounts. In the **Keywords** field, enter one or more characters for the accounts you want to retrieve. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select Organization(s)	Use this prompt to limit the report to selected organizations. In the **Keywords** field, enter one or more characters for the organizations you want to retrieve. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

This is a sample of the Work Assignment Charge Detail report.

System: C81PSM17

Work Assignment Charge Detail Report

1 - Applied Technologies Inc

Charge Line Number	PO Line Number	Description	Project	Account	Organization	Vendor Employee	GLC	PLC	Transaction Rate	Hours	Amount	Approval Status	Approver Name	Start Date	End Date
Vendor: V100013															
Work Assignment: WA-0000001		PO: PO-0000028		Rel: 0		Customer: 100050									
1	1	S-SUBCONTRACT-LABOR-Davis	10250.001	52-400-11	01.01.05	VE-0001	ITPRO	ITDEVP	200.00	100.00	20,000.00	Inactive		10/1/2015	09/30/2016
2	2	S-SUBCONTRACT-LABOR-Barnes	10250.002	52-400-11	01.01.05	VE-0002	ITPRO	NETSYS	250.00	250.00	62,500.00	Inactive		10/1/2015	09/30/2016
3	3	S-SUBCONTRACT-LABOR-OBrien	10250.002	52-400-11	01.01.05	VE-0003	ITPRO	FINCON	300.00	200.00	60,000.00	Inactive		10/1/2015	09/30/2016
4	4	S-SUBCONTRACT-LABOR-Meyers	10250.001	52-400-11	01.01.05	VE-0004	ITPRO	DEVELO	150.00	150.00	22,500.00	Inactive		10/1/2015	09/30/2016
WA-0000001 - Total										700.00	165,000.00				
V100013 - Total										700.00	165,000.00				
Overall - Total										700.00	165,000.00				

Time

This folder stores standard Time reports for the time administrator, time supervisor, and other managers who approve time.

The contents of this folder are available to the following user groups:

- CER All
- CER Time & Expense
- CER Time Secure

Time Reports

The following reports are in the Time folder:

- Charge Activity Report
- Resource Activity Report
- Work Hours by Day by Project
- Work Hours by Day by Resource

> **Note:** Standard reports within the Time folder will always enforce row security, regardless of the status of the **Enable T&E Model Security** setting. However, when creating new queries, BI will honor the security setting.

Charge Activity Report

Project managers can use the Charge Activity report to review the activity on their projects.

Before You Run the Report

Certain processes must be performed before you run this report.

Because this report contains sensitive labor information, you may decide to restrict it to selected individuals.

This report may contain Unposted (unprocessed) information, which may change any time new postings are made. Unprocessed Hours include both Open (O) and Sent (S) T&E.TS_CELL.S_CELL_STATUS_CD. Unprocessed Expenses include both Under Review (U) and Approved (A) T&E.EXP_RPT.S_EXP_RPT_STATUS_CD.

You must set up the following or run the following processes in Costpoint:

- You must be using both Time & Expense and Costpoint.
- The report is designed with the idea that the primary way to break out labor is PLC. However, the report will

also function without PLCs.

- You should be using Billable Labor Rates. You must execute the Load Labor Rates process to populate the rates tables. You must also run the Retrieve Labor Rates process from **Projects** > **Budgeting and ETC** > **Budget Interfaces**.

Prompts

Use the Charge Activity report prompts to configure the report.

Prompt Message	Description
Company	Select a company from the list.
Date Range	Enter or select the starting date for the report in **From** and the ending date in **To**. The report will include projects that satisfy the date range you specify. You can opt to select the **Earliest date** or the **Latest date** possible for the sales order dates.
Functional Role(s)	Select the functional role code(s) to only include the employees related to the role(s) in the report.
Project Prompt Type	Choose a method that will help you find the projects you want to select for the report. Select **Listview Prompt** to select projects from a list or select **Search and Select Prompt** to search and select individual projects using keywords.
Project	Based on the project prompt type specified, select the project(s) to include in the report from the project list or using keywords.

Sample Report

This is a sample Charge Activity report.

Deltek

Charge Activity Report

1 - Company 1

Employee ID	Employee Name	Hours Date	Line Number	PO Number	Account ID	Account Name	Labor Location Name	Reference 1 Name	Reference 2 Name	GLC Name	PLC Name	Work Assignment ID	Org ID	Org Name	Regular Hours	Overtime Hours	Total Hours
Project: Sales Order Testing PROJ/3.1A Comercial Catalogs(5150.001)																	
AD-MASTER001	AD-MASTER001, AD-MASTER001 (AD-MASTER001)	2/21/20	1	PO-0000023	05230	Comm. - Materials		SUMMARY		Accounting Clerk II	QUALITY ANALYST	WA00000000000000000000000064	1.2.200	Product Developmentx	8.00	0.00	8.00
AD-MASTER001	AD-MASTER001, AD-MASTER001 (AD-MASTER001)	2/22/20	1	PO-0000023	05230	Comm. - Materials		SUMMARY		Accounting Clerk II	QUALITY ANALYST	WA00000000000000000000000064	1.2.200	Product Developmentx	8.00	0.00	8.00
AD-MASTER001	AD-MASTER001, AD-MASTER001 (AD-MASTER001)	2/23/20	1	PO-0000023	05230	Comm. - Materials		SUMMARY		Accounting Clerk II	QUALITY ANALYST	WA00000000000000000000000064	1.2.200	Product Developmentx	8.00	0.00	8.00
AD-MASTER001	AD-MASTER001, AD-MASTER001 (AD-MASTER001)	2/24/20	1	PO-0000023	05230	Comm. - Materials		SUMMARY		Accounting Clerk II	QUALITY ANALYST	WA00000000000000000000000064	1.2.200	Product Developmentx	5.00	0.00	5.00
AD-MASTER001	AD-MASTER001, AD-MASTER001 (AD-MASTER001)	2/25/20	1	PO-0000023	05230	Comm. - Materials		SUMMARY		Accounting Clerk II	QUALITY ANALYST	WA00000000000000000000000064	1.2.200	Product Developmentx	8.00	0.00	8.00
AD-MASTER001	AD-MASTER001, AD-MASTER001 (AD-MASTER001)	2/26/20	1	PO-0000023	05230	Comm. - Materials		SUMMARY		Accounting Clerk II	QUALITY ANALYST	WA00000000000000000000000064	1.2.200	Product Developmentx	8.00	0.00	8.00
AD-SC0000001	DOMINGO, ANNABELLE Y. (AD-SC0000001)	2/12/20	1	AD-SC00001	05230	Comm. - Materials		SUMMARY		Accounting Clerk I	QUALITY ANALYST	AD-WA0000000000000000000001	1.2.200	Product Developmentx	8.00	0.00	8.00
AD-SC0000001	DOMINGO, ANNABELLE Y. (AD-SC0000001)	2/13/20	2	SCCJPO0001	05240	Comm. - Subcontractors		SUMMARY		Engineer	QC Specialist	SCJWA0001	1	SuperTech, Inc._711|mr2	8.00	0.00	8.00
AD-SC0000001	DOMINGO, ANNABELLE Y. (AD-SC0000001)	2/14/20	2	SCCJPO0001	05240	Comm. - Subcontractors		SUMMARY		Engineer	QC Specialist	SCJWA0001	1	SuperTech, Inc._711|mr2	8.00	0.00	8.00
AD-SC0000001	DOMINGO, ANNABELLE Y. (AD-SC0000001)	2/17/20	1	AD-SC00001	05230	Comm. - Materials		SUMMARY		Accounting Clerk I	QUALITY ANALYST	AD-WA0000000000000000000001	1.2.200	Product Developmentx	8.00	0.00	8.00
AD-SC0000002	YOO, GONG (AD-SC0000002)	2/27/20	1	AD-SC00025	05230	Comm. - Materials		SUMMARY		Accounting Clerk I	Administrative	AD-WA0000000000000000000004	1.2.200	Product Developmentx	8.00	0.00	8.00
AD-SC0000002	YOO, GONG (AD-SC0000002)	2/28/20	1	AD-SC00025	05230	Comm. - Materials		SUMMARY		Accounting Clerk I	Administrative	AD-WA0000000000000000000004	1.2.200	Product Developmentx	12.00	0.00	12.00
AD-SC0000002	YOO, GONG (AD-SC0000002)	2/29/20	1	AD-SC00025	05230	Comm. - Materials		SUMMARY		Accounting Clerk I	Administrative	AD-WA0000000000000000000004	1.2.200	Product Developmentx	8.00	0.00	8.00
AD-SC0000003	DOMINGO, BAYANI ELON (AD-SC0000003)	2/27/20	1	AD-SC00025	05230	Comm. - Materials		SUMMARY		Accounting Clerk I	Administrative	AD-WA0000000000000000000004	1.2.200	Product Developmentx	5.00	0.00	5.00
AD-SC0000003	DOMINGO, BAYANI ELON (AD-SC0000003)	2/28/20	1	AD-SC00025	05230	Comm. - Materials		SUMMARY		Accounting Clerk I	Administrative	AD-WA0000000000000000000004	1.2.200	Product Developmentx	5.00	0.00	5.00
AD-SC0000003	DOMINGO, BAYANI ELON (AD-SC0000003)	2/29/20	1	AD-SC00025	05230	Comm. - Materials		SUMMARY		Accounting Clerk I	Administrative	AD-WA0000000000000000000004	1.2.200	Product Developmentx	13.00	0.00	13.00
5150.001 - Total															128.00	0.00	128.00
Overall - Total															128.00	0.00	128.00

Resource Activity Report

Managers can use the Resource Activity report to see how the employees they have a role over have charged their time.

You can only view the activity of the resources you have a role over.

Prompts

Use the Resource Activity Report prompts to select a company and run the report.

Prompt Message	Description
Company	Select a company from the list.
Date From	Enter or select the starting date for the report in **From** and the ending date in **To**. The report will include the records that satisfy the date range you specify. You can opt to select the **Earliest date** or the **Latest date** possible for the sales order dates.
Functional Role(s)	Select the functional role code(s) to only include the employees related to the role(s) in the report.
Group(s)	Select the employee group(s) to include in the report.
Employee(s)	Select the employee(s) you want to display in the report.

Prompt Message	Description
	In **Keywords**, enter one or more characters to search with to retrieve this information. To narrow the search, select one of the following in the dropdown list: ▪ Starts with any of these keywords ▪ Starts with the first keyword and contains all of the remaining keywords ▪ Contains any of these keywords ▪ Contains all of these keywords If you search by name, use one of the Contains... options, rather than the Starts with... options. Click the arrow to list the matching employees in **Choices**.

Sample Report

This is a sample Resource Activity report.

Deltek

Resource Activity Report

1 - Company 1

Hours Date	Line Number	PO Number	Account ID	Account Name	Project ID	Project Name	Labor Location Name	Reference 1 Name	Reference 2 Name	GLC Name	PLC Name	Work Assignment ID	Org ID	Org Name	Regular Hours	Overtime Hours	Total Hours
Employee: AD-MASTER001, AD-MASTER001 (AD-MASTER001)																	
2/21/20	1	PO-0000023	05230	Comm. - Materials	5150.001	Sales Order Testing PROJ/3.1A Comercial Catalogs		SUMMARY		Accounting Clerk II	QUALITY ANALYST	WA0000000000000000000000000064	1.2.200	Product Developmentx	8.00	0.00	8.00
2/22/20	1	PO-0000023	05230	Comm. - Materials	5150.001	Sales Order Testing PROJ/3.1A Comercial Catalogs		SUMMARY		Accounting Clerk II	QUALITY ANALYST	WA0000000000000000000000000064	1.2.200	Product Developmentx	8.00	0.00	8.00
2/23/20	1	PO-0000023	05230	Comm. - Materials	5150.001	Sales Order Testing PROJ/3.1A Comercial Catalogs		SUMMARY		Accounting Clerk II	QUALITY ANALYST	WA0000000000000000000000000064	1.2.200	Product Developmentx	8.00	0.00	8.00
2/24/20	1	PO-0000023	05230	Comm. - Materials	5150.001	Sales Order Testing PROJ/3.1A Comercial Catalogs		SUMMARY		Accounting Clerk II	QUALITY ANALYST	WA0000000000000000000000000064	1.2.200	Product Developmentx	5.00	0.00	5.00
2/25/20	1	PO-0000023	05230	Comm. - Materials	5150.001	Sales Order Testing PROJ/3.1A Comercial Catalogs		SUMMARY		Accounting Clerk II	QUALITY ANALYST	WA0000000000000000000000000064	1.2.200	Product Developmentx	8.00	0.00	8.00
2/26/20	1	PO-0000023	05230	Comm. - Materials	5150.001	Sales Order Testing PROJ/3.1A Comercial Catalogs		SUMMARY		Accounting Clerk II	QUALITY ANALYST	WA0000000000000000000000000064	1.2.200	Product Developmentx	8.00	0.00	8.00
AD-MASTER001, AD-MASTER001 (AD-MASTER001) - Total															45.00	0.00	45.00
Employee: DOMINGO, ANNABELLE Y. (AD-SC0000001)																	
2/12/20	1	AD-SC00001	05230	Comm. - Materials	5150.001	Sales Order Testing PROJ/3.1A Comercial Catalogs		SUMMARY		Accounting Clerk I	QUALITY ANALYST	AD-WA0000000000000000000000001	1.2.200	Product Developmentx	8.00	0.00	8.00
2/13/20	2	SCCJPO0001	05240	Comm. - Subcontractors	5150.001	Sales Order Testing PROJ/3.1A Comercial Catalogs		SUMMARY		Engineer	QC Specialist	SCJWA0001	1	SuperTech, Inc._711|mr2	8.00	0.00	8.00
2/14/20	2	SCCJPO0001	05240	Comm. - Subcontractors	5150.001	Sales Order Testing PROJ/3.1A Comercial Catalogs		SUMMARY		Engineer	QC Specialist	SCJWA0001	1	SuperTech, Inc._711|mr2	8.00	0.00	8.00
2/17/20	1	AD-SC00001	05230	Comm. - Materials	5150.001	Sales Order Testing PROJ/3.1A Comercial Catalogs		SUMMARY		Accounting Clerk I	QUALITY ANALYST	AD-WA0000000000000000000000001	1.2.200	Product Developmentx	8.00	0.00	8.00
DOMINGO, ANNABELLE Y. (AD-SC0000001) - Total															32.00	0.00	32.00
Employee: YOO, GONG (AD-SC0000002)																	
2/27/20	1	AD-SC00025	05230	Comm. - Materials	5150.001	Sales Order Testing PROJ/3.1A Comercial Catalogs		SUMMARY		Accounting Clerk I	Administrative	AD-WA0000000000000000000000004	1.2.200	Product Developmentx	8.00	0.00	8.00
2/28/20	1	AD-SC00025	05230	Comm. - Materials	5150.001	Sales Order Testing PROJ/3.1A Comercial Catalogs		SUMMARY		Accounting Clerk I	Administrative	AD-WA0000000000000000000000004	1.2.200	Product Developmentx	12.00	0.00	12.00
2/29/20	1	AD-SC00025	05230	Comm. - Materials	5150.001	Sales Order Testing PROJ/3.1A Comercial Catalogs		SUMMARY		Accounting Clerk I	Administrative	AD-WA0000000000000000000000004	1.2.200	Product Developmentx	8.00	0.00	8.00
YOO, GONG (AD-SC0000002) - Total															28.00	0.00	28.00
Employee: DOMINGO, BAYANI ELON (AD-SC0000003)																	
2/27/20	1	AD-SC00025	05230	Comm. - Materials	5150.001	Sales Order Testing PROJ/3.1A Comercial Catalogs		SUMMARY		Accounting Clerk I	Administrative	AD-WA0000000000000000000000004	1.2.200	Product Developmentx	5.00	0.00	5.00
2/28/20	1	AD-SC00025	05230	Comm. - Materials	5150.001	Sales Order Testing PROJ/3.1A Comercial Catalogs		SUMMARY		Accounting Clerk I	Administrative	AD-WA0000000000000000000000004	1.2.200	Product Developmentx	5.00	0.00	5.00
2/29/20	1	AD-SC00025	05230	Comm. - Materials	5150.001	Sales Order Testing PROJ/3.1A Comercial Catalogs		SUMMARY		Accounting Clerk I	Administrative	AD-WA0000000000000000000000004	1.2.200	Product Developmentx	13.00	0.00	13.00
DOMINGO, BAYANI ELON (AD-SC0000003) - Total															23.00	0.00	23.00
Overall - Total															128.00	0.00	128.00

Work Hours by Day by Project

Use the Work Hours by Day by Project report for a breakdown of the Work Hours Charged by Day based on Projects that you have a functional role over in T&E.

Prompts

Select a company, date range, and projects to run the Work Hours by Day by Project report.

Contents

Field	Description
Company	Select the company for the report.
Date Range	Enter or select the starting date for the report in **From** and the ending date in **To**. The report will include projects that satisfy the date range you specify.
Functional Role Card	Select the functional role code to include only the employees related to the role in the report.
Project Starts With (This project list is restricted to projects you have rights to view in T&E)	In the **Keywords** field, enter one or more project names or IDs to search for and select for the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Resource Starts With	In the **Keywords** field, enter one or more resource names or IDs to search for and select for the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

Total hours for each employee and each day are provided in the report.

Work Hours by Day by Project

Between Mar 1, 2020 and Jun 22, 2020

Project ID Name	Employee Name	Account ID Name	PLC ID	Status	Total	2020-04-01	2020-04-02	2020-04-03	2020-04-06	2020-04-07	2020-04-08	2020-04-09	2020-04-10	2020-04-13	2020-04-16	2020-04-17	2020-04-24	2020-04-27	2020-04-28	2020-04-30	2020-05-18	2020-05-19	2020-05-20	2020-05-21	2020-05-22
10220.10.01 - Engineering Services	Test, Supplier (SP001)	52-400-11 - Subs - Labor T&M	AEROEN	Processed	72.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00											
	Parry, Philipe (PHILP)	50-100-10 - Direct Labor - WorkSite A		Open	34.00																8.00	8.00			
10625.10 - INA India II	Evans, Tony (1005)	50-100-20 - Direct Labor Corp Site	RLFWKR	Processed	84.00										8.00	8.00	8.00	8.00	8.00	8.00					
10027.00.000.00.000 - Project 1027 Base DO1 Lab	Danielson, Valerie (DANIELSONV)	50-100-10 - Direct Labor - WorkSite A		Signed	72.00																8.00	8.00	8.00	8.00	8.00
10220.10.01.AB - Conceptual Design	Lark, Heather (7777)	50-100-10 - Direct Labor - WorkSite A		Open	15.00																				
	Parmenter, Megan R. (1001)	50-100-10 - Direct Labor - WorkSite A		Open	24.00																				
Total					301.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	16.00	16.00	8.00	8.00	8.00

Page 1 of 1

Work Hours by Day by Resource

Use the Work Hours by Day by Resource report to get a breakdown of the work hours charged by day, based on resources that you have a functional role over in Time & Expense.

Prompts

Select a company and resources to run the Work Hours by Day by Resource report.

Contents

Field	Description
Company	Select a company for the report.
Date Range	Enter or select the starting date for the report in **From** and the ending date in **To**. The report will include the records that satisfy the date range you specify. You can opt to select the **Earliest date** and the **Latest date** possible for the date range.
Functional Role Code	Select the functional roles to include only the employees related to the roles in the report.
Group(s)	Select the employee groups to include in the report.

Field	Description
Resource Starts With (This project list is restricted to projects you have rights to view in T&E)	In the **Keywords** field, enter one or more resource names or IDs to search for and select for the report. To narrow the search, select an option in the **Starts with any of these keywords** field. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

Work hours for each employee are displayed.

Work Hours by Day by Resource

Employee Name	Project ID Name	Account ID Name	PLC ID	Status	Total	2020-06-01	2020-06-02	2020-06-03	2020-06-04	2020-06-05	2020-06-08	2021-03-01	2021-03-08	2021-03-09	2021-03-10	2021-03-11	2021-03-12	2021-03-13	2021-03-14	2021-03-22	2021-03-23	2021-03-24	2021-03-25	2021-03-26	2021-03-27
1 - CA, GILBERT M. (EMP1)	10250.001 - Operations Support	50-100-10 - Direct Labor - WorkSite A		Open																					
			DEVELO	Open	126.00								9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00
			10-0-1	Open	117.00																				
			ITGENL	Signed	234.00																				
			PROJMG	Signed	0.00																				
	FRG01.TS.HOL - Holiday	21-211-40 - Accrued Leave: Holiday		Open																					
				Signed	0.00																				
			10-0-1	Open																					
		21-211-41 - Accrued Leave: Holiday		Open																					
				Signed	72.00																				
			10-0-1	Open	0.00							0.00													
	GNADM.19.ACCTG - G&A Accounting	80-100-10 - GA: Labor	10-0-1	Processed																					
	20220.30.01 - COTS Systems	50-100-10 - Direct Labor - WorkSite A	DEVELO	Processed	224.10	35.10	54.00	72.00			63.00														
	20670.10.002 - Commercial Sales Maint	50-100-10 - Direct Labor - WorkSite A	10-0-1	Processed	194.40	38.70	20.70		72.00	63.00															
	Total				967.50	73.80	74.70	72.00	72.00	63.00	63.00	0.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00
Total					967.50	73.80	74.70	72.00	72.00	63.00	63.00	0.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00

Appendix A: Dashboard Drill Thru Reports

Some dashparts provide more details for their data in a drill thru report. To access a drill report, right-click on the dashpart and then click **Drill Through**.

Table 1. Dashboard Drill Thrus

Dashboard	Tab	Dashpart	Drill Thru Report
Executive Dashboard	Backlog Tab	▪ Funding Backlog (Target)	Contract details

		by Contract Type ▪ Contract Backlog (Target) by Contract Type	
Procurement Dashboard(Header and Line Level)	Requisitions Tab	Requisitions Awaiting Approval by Approver	Days In Approval
	Requisition to PO Conversion Tab	Approved Requisitions Awaiting PO Conversion by Buyer	Approved Requisitions
Manufacturing Dashboard	Manufacturing Tab	Release On-Time %/On-Time/ Late	Release Date vs Planned Date
		In-Shop On-Time%/On-Time/ Late	In-Shop Date vs Planned In-Shop Date
		Mo Production Status	MO Production Status Details
		# of ECNs by Status	ECN Impact to MOs
	Work Center Dispatch Tab	▪ Active ▪ Upcoming ▪ Not Scheduled	Operation Status
Inventory Dashboard	Inventory Tab	Count of Parts by Status with Negative Net Available Qty	Negative Net Available
		Value of Obsolete Inventory	
	Count Tab	Inventory Count Accuracy %	Inventory Count Accuracy

Appendix B: Legacy vs New Reports

Legacy reports are no longer accessible in Costpoint BI 8.2. However, new reports have been introduced that replace most of the legacy reports.

To help you access the new reports easily, you can use the Costpoint Business Intelligence Legacy vs New Reports Paths spreadsheet that lists the legacy reports, their previous and new report locations, and the new report names. Refer to the spreadsheet for more information.