



Deltek

Deltek Costpoint
Business
Intelligence 8.0
CBI Report List

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Overview

Costpoint Business Intelligence (BI) 8.0 includes dashboards and reports primarily centered around a domain area of Costpoint (i.e. Accounting, Materials, Contracts). BI also offers reports for special topics (i.e. Incurred Cost Submission Reporting, SOX Compliance) or in support of a specific role (i.e. Executive).

The different areas in Costpoint Business Intelligence are:

Dashboards

- Executive
- Planning
- Projects
- Contracts
- Manufacturing
- Procurement

Reports

- Accounting
 - Accounts Receivable
 - Accounts Payable
 - General Ledger
 - Costpoint Enterprise Reporting for Fixed Assets
- Contracts
- Projects
 - Billing
- Planning
 - Costpoint Enterprise Reporting for Budgeting and Planning
- People
 - Costpoint Enterprise Reporting for Human Resources and Payroll (HR/PR)
- Materials
 - Purchasing
 - Costpoint Enterprise Reporting for Project Manufacturing
 - Costpoint Enterprise Reporting for Shop Floor Time
- Manufacturing
 - Costpoint Enterprise Reporting for Project Manufacturing
- Procurement
- Costpoint Enterprise Reporting for Costpoint Administration

- Incurred Cost Submission (ICS)
- Sarbanes-Oxley Internal Controls (SOX)
- Time

Dashboards

Costpoint BI dashboards help you make better business decisions by providing useful data of your organization through visualizations. Dashboards can also link or drill through to reports with more detail.

Dashboards are highly graphical, interactive, and provide insight to your projects at a glance, in real time.

Executive

The Executive area includes the Executive Dashboard for senior management that has operational metrics from Costpoint's Contract Management, General Ledger, Projects, and Accounts Receivable modules.

The Executive Dashboard has:

- Pipeline and Backlog: This area shows information about the number of opportunities and their corresponding values as well as funding and contract backlogs.
- Project Revenue, Expenses, and Profit: The information in these areas are categorized by owning organization and by project manager. This area displays the project revenue, expenses, and profit against budget by project or project type are also displayed.
- Accounts Receivable in and DSO: This area shows the outstanding accounts receivable and day sales outstanding by organization and by customer.
- Trended Revenue: This area shows the actual vs budgeted and current period vs year-to-date revenue over a period of time.
- Expense Analysis: This area shows information such as expenses by project classification and top expense type categories.
- Labor Analysis: This area displays labor hours and amount by project class and organization as well as by project classification.

If you don't use a particular module (or domain), for example, Contracts, the dashboard may not display data.

Planning

The Planning dashboards in BI pull data from the Costpoint Planning module.

Report Name	Description
PM Planning Performance Analytics Dashboard	This dashboard template is geared for review of projects where you can select a Project Manager, or only the authorized projects, depending on the security settings.
Org Mgr Planning Performance Analytics Dashboard	This dashboard is geared to roll up project information to the owning organization to see project performance, utilization, and other metrics as compared with plans.

Projects

The Projects dashboard leverages the Costpoint Projects domain.

Dashboard Name	Description
PM CP Performance Analytics Dashboard	This dashboard template is geared for review of projects where you can select a Project Manager, or only the authorized projects, depending on the security settings.
Org Mgr CP Performance Analytics Dashboard	This dashboard is geared to roll up project information to the owning organization to see project performance, utilization, and other metrics.

Contracts

The dashboards in Contracts leverage the Contract Management module in Costpoint.

Report Name	Description
Contracts Dashboard	This dashboard template shows the percentage completion of contracts based on a specified percentage amount.
Opportunity Dashboard	This dashboard displays data analytics in Costpoint Contract Management that includes a summary of the opportunity pipeline amounts and opportunity stages, and a list of opportunities based on specified pipeline stages.

Manufacturing

The Manufacturing dashboard leverages the Materials domain in Costpoint.

The Manufacturing dashboard provides statistics for manufacturing orders (MOs) and engineering change notices (ECNs) 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.
- **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.
- **# 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.

Procurement

The dashboards in Procurement leverage the Materials domain in Costpoint.

Dashboard Name	Description
Procurement Dashboard (Header Level Approval)	This dashboard displays analytics for purchasing and procurement planning with requisitions. This dashboard is for companies that use header level purchase order approvals.
Procurement Dashboard (Line Level Approval)	This dashboard displays analytics for purchasing and procurement planning with requisitions. This dashboard is for companies that use line level purchase order approvals.

Reports

Costpoint BI offers reports that are designed to supplement information that you get for each Costpoint domain.

Accounting

Use the reports in Accounting to see your financial information and transactions such as ledgers, accounts receivable, and fixed assets.

Basic Information in Costpoint Enterprise Reporting for Accounting

The Basic Information reports include Customer Master Information for the Accounting domain.

This report is based on an unsecured data model.

Report Name	Description
Customer Master Information	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.

Accounts Receivable

The Accounts Receivable area leverages the secured Accounts Receivable model that supports the Organization Security and Labor Suppression setup in Costpoint.

This folder contains the Accounts Receivable Aging Report which has the list of all unpaid or partially paid invoices based on the selections made on the prompt. Unlike the legacy version, improvements are incorporated such as the removal of the tabs on the prompt page.

Accounts Receivable in the Costpoint Enterprise Reporting Folder

You will find the A/R Charts and Accounts Receivable Aging reports in the Accounts Receivable folder in the Costpoint Enterprise Reporting area.

These reports are based on an unsecured data model.

Report Name	Description
A/R Charts	The A/R Charts is a management report that graphically represents the Accounts Receivable Aging data with drill through to the detail Accounts Receivable information.

Report Name	Description
Accounts Receivable Aging	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.

Costpoint Enterprise Reporting for Fixed Assets

Costpoint Enterprise Reporting for Fixed Assets contains the Fixed Assets Report. This report displays the total cost, accumulated depreciation, book value, and percentage of depreciation of fixed assets.

This report leverages an unsecured data model.

Basic Information in Costpoint Enterprise Reporting for General Ledger

The Basic Information reports include the Account List, Organization List, and Reorganization Structure for the General Ledger domain.

These reports leverage an unsecured data model.

Report Name	Description
Account List	This Account List report shows general ledger account master file information. It is one in a series of reports called master reports. This report provides a basic listing of the account structure.
Organization List	The Organization List report shows organization setup information, which allows you to review the organization structure set up in Costpoint. This report can also be used as a drill through target from other reports.
Reorganization Structure	The Reorganization Structure is a list report that shows reorganization setup information, which allows you to review the reorganization structure set up in Costpoint. This report can also be used as a drill through target from other reports.

General Ledger

The General Ledger area includes the General Ledger Detail Report and Trended Income Statement Report that leverage the secured General Ledger model.

Report Name	Description
General Ledger Detail	The General Ledger Detail report provides the details of the GL transaction information stored in Costpoint.
Trended Income Statement Report	The Income Statement is a management report that shows the profit and loss information by organization. You can view the income statement information for different periods.

General Ledger in Costpoint Enterprise Reporting Folder

Examples of the reports in the General Ledger area are Balance Sheet and Income Statement.

These reports leverage the unsecured General Ledger model.

Report Name	Description
Balance Sheet	The Balance Sheet is a management report that shows the balance sheet financial statement. You can view this report for any financial statement format selected and you can drill through from a financial statement line item into transactional detail for the accounts that make up that line item.
Cash Forecast	The Cash Forecast report provides cash forecast for up to 6 months, based on the cash forecasting information calculated within Costpoint. This information can be helpful in forecasting future cash sources and needs.
General Ledger Detail	The General Ledger Detail report provides the details of the GL transaction information stored in Costpoint. It can be used as a standalone report, or as a drill through target from several other reports providing expense-related information.
Income Statement	The Income Statement is a management report that shows the profit and loss information by organization. You can view this report for any financial statement format needed and you can drill through from a financial statement line item into transactional detail for the accounts that make up that line item.

Basic Information in the Costpoint Enterprise Reporting for Accounts Payable

The Basic Information report folder includes the Vendor Employee for the Accounts Payable domain.

These reports leverage an unsecured data model.

Report Name	Description
Vendor Employee	The Vendor Employee report provides a list of the vendor employees and related information stored in Costpoint. It can be used to validate vendor employee information and identify errors or obsolete vendor employees.
Vendor Master	This Vendor Master report provides basic vendor master file information in a form 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.

Accounts Payable in the Costpoint Enterprise Reporting Folder

Examples of the reports in the Accounts Payable folder are the 1099 Exception and Vendor History by EEOC Classification.

These reports leverage an unsecured data model.

Report Name	Description
1099 Exception	The 1099 Exception 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.
Vendor History by EEOC Classification	The Vendor History by EEOC classification report provides a list of the vendors and their 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 show activity. Federal Contractors can use this information to help complete forms SF 294 and SF 295.
Check Detail – Drill Thru Only	Drill Thru Only - AP
Posted PO Vouchers – Drill Thru Only	Drill Thru Only – AP

Report Name	Description
Voucher Detail – Drill Thru Only	Drill Thru Only – AP

Contracts

The Contracts contains several reports, such as the Contract Backlog Report and Opportunity Current Pipeline Report.

Contract Reports

The reports in the Contracts area include report templates.

Report Name	Description
Contract Backlog Report	This report helps to determine how much money is left on each contract and whether action needs to be taken due to contract overruns. This report shows the remaining backlog value and percent complete for each contract.
Contract Brief Report	This report is used with the Contracts domain to display summary contract information.
Contract FAR/Supplement Report	This report displays the FAR and supplemental clauses and provisions related to specific contract or subcontract records.
Contract Vehicle Report	In this report, you will see how many task orders have been assigned to a specific vehicle and the total awarded values. This report shows all the task orders and values associated with specific contract vehicles, which is important for audits.
Opportunity Current Pipeline Report	This report shows a list of all current pipeline data so you can easily see what opportunities are being worked on, the weighted revenue, and probability of win for each.
Opportunity Win/Loss Report	This report shows won versus lost opportunities and the individual weighted revenue, as well as totals. This is important so you can determine if you are going after the right types of opportunities.
Opportunity Days Open Report	This report shows your won/lost opportunities and the number of days the opportunity was open. This report is useful because it allows you to analyze how much time you are

Report Name	Description
	spending on opportunities and see trends so you can identify if there are any concerning patterns.
Customer Inquiry	This report shows all Contacts, Opportunities, Contracts, Projects, and Activities related to a specific customer. This is important, for example, when working with a specific client and you need to see how much business you are doing with them including any current activities.

Projects

Use the Projects area to see the financial progress of your projects including revenue and expenses.

Projects

The Projects folder leverages the data in Costpoint Projects.

Reports

The Reports folder contains report templates for Costpoint Projects.

Report Name	Description
Project Status Report	This report shows revenue, direct costs (labor and non-labor), indirect costs, and profitability by project. This report allows you to select any level of the project, account, and organization to be displayed. Drill-through links are available that provides more transactional detail for labor and non-labor charges, including voucher, purchase order, and requisition information. Commitment detail can also be accessed from a drill-through link on this report.
PSR Trending Analysis	This report shows how the pre-determined time analysis dimension can be used for trending PSR data in a report
PSR Template	This is a basic PSR with prompts.
Revenue Summary Report Template	This is a basic Revenue Summary with prompts.

Billing

The Billing report folder includes reports such as Aged Open Billing Detail and Milestone Invoice.

These reports leverage an unsecured data model.

Report Name	Description
Aged Open Billing Detail	The Aged Open Billing Detail 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 Detail is updated when transactions against billable projects are posted. The subperiod ending date is the basis for aging the unbilled transactions.
Milestone Invoice	The Milestone Invoice report renders the milestone/percent complete invoice, which can be used as a template to create customized standard invoices.
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 in detail.
Standard Invoice with Backup	The Standard Invoice with Backup report renders the standard invoice with current billable amounts, units, and ACRN data, including supporting schedules. This format can be used as a template to create customized standard invoices.
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.

Planning

Use the reports in the Planning area to supplement the standard reports in Costpoint Planning.

Costpoint Enterprise Reporting for Budgeting and Planning

The Costpoint Enterprise Reporting for Budgeting and Planning folder includes multiple reports, such as the Labor Utilization report and Labor Variance by PLC report.

The reports in this area are based on the unsecured Costpoint Business Intelligence Budgeting and Planning model.

Report Name	Description
Burdened Labor Costs by Project	This report displays burdened labor costs charged or budgeted to the selected project, and variances of burdened labor costs against the budget for the Current Period, Year to Date, and Inception to Date timeframes.
Labor Utilization	This report shows the utilization by percentage for each employee showing forecasted utilization so that under/over staffing issues can be addressed earlier. A drill through report is included to reveal employee detail where needed.
Labor Variance by PLC	This report shows PLC actual and budget hours for any level of a single project. The report includes current period & YTD amounts.
Pending Charges Detail Report	This report shows the detail of labor, expense report, and other direct expenses that are in a pending state, that is, those charges that are not yet posted to the project.
Project Labor Hours Status	The report shows the number of hours spent on a project by employee, how many hours are planned and how many hours are left.
Project Report with Labor Detail	The report shows a snapshot of a project with labor detail so a Project manager can get a quick understanding of the project, where it stands now, and where it is going.
Project Status Cost Summary	The report shows the status of multiple projects for a particular organization or multiple organizations so the user can understand how their projects are tracking against the budget.
Project Subcontractor Status	The report shows the status of subcontractors on a project: the ITD costs, commitments, total cost, total budget, and the balance remaining.
Real Time Project Status Report	This report will show the most current status of a project or group of projects versus the budget or Estimate to Complete. If you are

Report Name	Description
	entering your budgets and estimate to complete forecasts in the Costpoint Budgeting and Planning module and calculating the pending charges in that module, you can get a real-time status of projects. The report will include real-time calculations of your Revenue, Labor, Non-Labor, and Burdens compared to your most recent baseline budget or Estimate at Completion (EAC) forecast.
Revenue Forecast	This report shows forecasted revenue combining both Backlog and New Business projects to see what the revenue would look like if projects are won.
T&M Profitability	This report gives a project manager the understanding of how each employee on their T&M project is contributing to profit or compounding a loss for each hour charged.
Burdened Costs by Project Report	Drill Thru only
GL Detail - Drill Thru Only	Drill Thru only
Labor Detail - Drill Thru Only	Drill Thru only

Planning

Unlike the reports in the Costpoint Business Intelligence for Budgeting and Planning folder, the secured report in Planning are interactive, which you can modify during run-time.

Report Name	Description
Burdened Labor Costs by Project	This report displays burdened labor costs charged or budgeted to the selected project, and variances of burdened labor costs against the budget for the Current Period, Year to Date, and Inception to Date timeframes.
Labor Utilization	This report shows the utilization by percentage for each employee showing forecasted utilization so that under/over staffing issues can be addressed earlier. A drill through report is included to reveal employee detail where needed.
Labor Variance by PLC	This report shows PLC actual and budget hours for any level of a single project. The report includes current period & YTD amounts.

Report Name	Description
Pending Charges Detail Report	This report shows the detail of labor, expense report, and other direct expenses that are in a pending state, that is, those charges that are not yet posted to the project.
Project Labor Hours Status	The report shows the number of hours spent on a project by employee, how many hours are planned and how many hours are left.
Project Report with Labor Detail	The report shows a snapshot of a project with labor detail so a Project manager can get a quick understanding of the project, where it stands now, and where it is going.
Project Status Cost Summary	The report shows the status of multiple projects for a particular organization or multiple organizations so the user can understand how their projects are tracking against the budget.
Project Subcontractor Status	The report shows the status of subcontractors on a project: the ITD costs, commitments, total cost, total budget, and the balance remaining.
Real Time Project Status Report	This report will show 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 Budgeting and Planning module and calculating the pending charges in that module, you can get a real-time status of projects. The report will include real-time calculations of your Revenue, Labor, Non-Labor, and Burdens compared to your most recent baseline budget or Estimate at Completion (EAC) forecast.
Revenue Forecast	This report shows forecasted revenue combining both Backlog and New Business projects to see what the revenue would look like if projects are won.
T&M Profitability	This report gives a project manager the understanding of how each employee on their T&M project is contributing to profit or compounding a loss for each hour charged.
Burdened Costs by Project Report	Drill Thru only
GL Detail - Drill Thru Only	Drill Thru only
Labor Detail - Drill Thru Only	Drill Thru only

Report Name	Description
BnP PSR Trending Analysis	This report shows how the predetermined time analysis dimension can be used for trending PSR data in a report. This is located in the Planning area.
PSR Report Template	This is a basic PSR with prompts. This is located in the Planning area.
Planning Revenue Summary Report Template	This is a basic Revenue Summary with prompts. This is located in the Planning area.

People

Use the reports for People as an addition to the standard reports in the Costpoint People domain.

Basic Information in the Costpoint Enterprise Reporting Folder for People

This folder includes the Employee Basic Information report for the People domain.

This report leverages an unsecured data model.

Report Name	Description
Employee Basic Information	The Employee Basic Information report shows employee basic information (excluding salary-related information). It is one in a series of master information reports. This report can also be used as a drill through target from other reports.

Costpoint Enterprise Reporting for Human Resources and Payroll

The Attrition and Retention report and Employee Earnings report are samples of what you can see in the Costpoint Enterprise Reporting for Human Resources and Payroll folder.

These reports use an unsecured data model.

HR

The HR folder includes EEO-1 Worksheet, EEO-4 Worksheet, and other reports that are valuable in HR reporting.

Report Name	Description
Attrition and Retention	This report shows new hires and terminations for a given range of time, and the ratio to total count of employees.
EEO-1 Worksheet	This report will aid in completing the EEO-1 form and will show the count of employees for Job Categories and Race Codes.
EEO-4 Worksheet	This report will aid in completing the EEO-4 form and will show the count of employees for Job Categories, Race Codes, and Salary.
Employee Benefits Profile	This is an administrator report to show what benefits each employee has selected and other relevant benefits information.
Employee Change Report	This report shows the changes made to the employee basic info table for a given date range for a selected employee.
Employee Information	This report shows basic information for employees, sorted by Employee ID or Employee Name. This report allows the choice of columns to be displayed, such as annual amount, hourly rate, labor location, labor group, manager name, supervisor name, status code, hire/term dates, organization, and address.
New Hire / Termination	This report shows new hires and terminations for a given range of time by organization.
VETS-4212 Worksheet	This report aids in completing the EEO-1 form and shows the count of employees for job categories and veteran status.

Payroll

The Payroll folder includes the Employee Earnings and HR Payroll Labor Reconciliation reports.

Report Name	Description
Employee Earnings	This report shows a complete view of all employees earning data that users can filter on payroll dates, employees, and company.

Report Name	Description
HR Payroll Labor Reconciliation	This report reconciles labor with employee earnings to prevent under or overpayments and compares the calculated Labor with the calculated Earnings to ensure there are no variances.

Materials

Run BI reports that leverage Materials data to see information that supplements the standard reports in Costpoint for Project Manufacturing and Shop Floor Time.

Procurement in Costpoint Enterprise Reporting Folder

Buyer Requisition Worksheet and Requisitions Pending are examples of reports you can find in the Procurement subfolder in the Costpoint Enterprise Reporting folder.

These reports leverage an unsecured data model.

Report Name	Description
Buyer Requisition Worksheet	The Buyer Requisition Worksheet provides buyers with the critical information needed to make buying decisions. The buyer will be able to see past purchasing activity and approved vendor information for items listed on open, approved requisition.
Requisitions	The Requisition to Check Drill report is one in a series of reports that allows users to start with a requisition and see the related Purchase Order, Voucher, and Check information.
Requisitions Pending	The Requisitions Pending report gives buyers and purchasing managers the ability to see requisitions for which purchase orders have not yet been generated. It includes requisitions that are in a pending, in-approval, approved, or rejected status.
Requisition Detail – Drill Thru Only	Drill Thru Only – Procurement

Procurement

Reports in the Procurement folder include Costpoint Organizational Security and Part Security.

Report Name	Description
Buyer Requisition Worksheet	The Buyer Requisition Worksheet provides buyers with the critical information needed to make buying decisions. The buyer will be able to see past purchasing activity and approved vendor information for items listed on open, approved requisition.
PO Commitments Detail	The PO Commitments Detail report provides the details of the PO commitments that are shown on the Project Status Report and serves as a drill through report for that report. It can be used as a standalone report or as a drill through target from other reports.
Purchase Order	The Purchase Order report provides you with a basic PO format and the flexibility to customize the report by selecting the additional information you need at the header and line levels.
Requisitions	The Requisition to Check Drill report is one in a series of reports that allows users to start with a requisition and see the related Purchase Order, Voucher, and Check information.
Requisitions Pending	The Requisitions Pending report gives buyers and purchasing managers the ability to see requisitions for which purchase orders have not yet been generated. It includes requisitions that are in a pending, in-approval, approved, or rejected status.
Requisition Detail – Drill Thru Only	Drill Thru Only – Procurement
PO Header and Line Detail - Drill Thru Only	Drill Thru Only - Purchasing

Purchasing

The Purchasing folder in the Costpoint Enterprise Reporting folder includes the PO Commitments Detail and Purchase Order reports.

Report Name	Description
PO Commitments Detail	The PO Commitments Detail report provides the details of the PO commitments that are shown on the Project Status Report and serves

Report Name	Description
	as a drill through report for that report. It can be used as a standalone report or as a drill through target from other reports.
Purchase Order	The Purchase Order report provides you with a basic PO format and the flexibility to customize the report by selecting the additional information you need at the header and line levels.
PO Header and Line Detail – Drill Thru Only	Drill Thru Only - Purchasing

Materials

The Materials folder includes several reports, such as the Goods List Report and Indented Bill of Material (BOM) Report.

These reports leverage the Materials data model that supports Organizational and Part security for standard and ad hoc reports for Sales Orders, Product Definition and Inventory.

Report Name	Description
Audit Log	This report shows the audit log for part data security.
Goods List	The Good List report allows you to generate a listing of the characteristics of goods. User can click the Good value to drill thru to the Item Vendor List.
Indented Bill of Material (BOM)	The Indented Bill of Material report allows you to create a listing of indented BOM for a selected range of assembly part numbers. You can include the first-level components of the assembly, the entire indented BOM through all levels, or an indented BOM through a specified number of levels. You can use this report to print either manufacturing bills of material (MBOMs) or engineering bills of material (EBOMs).
Items Vendors	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.
MO Build to Inv Abbrev - Drill Thru	Drill Thru only
MO Component Shortage	The MO Component Shortage report allows you to print a listing of potential component and subassembly shortages for manufacturing

Report Name	Description
	orders. A drill thru report is available to provide a listing of detail requisition, purchase order, and manufacturing order data for the selected component
MO Component Shortage - Drill Thru	Drill Thru only
MO Pick List	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.
MO Production Status	The MO Production Status report allows you to print information about manufacturing orders and the operations in the routings associated with the manufacturing order.
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.
Parts List	The Parts List report allows you to generate a listing of the characteristics of parts.
Sales Order Status	The Sales Order Status report allows you to analyze sales orders.
Services List	The Services List generates a list of the characteristics of services, which include item classification and procurement information.
Shipped Revenue	The shipped revenue report displays sales order revenue by line, determined by sales orders that have been invoiced.
Stock Status	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 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

Report Name	Description
	is available to view serial/lot tracking information.
Summarized Bill of Material	The Summarized Bill of Material report allows you to create a summarized listing of BOM for a selected range of assembly part numbers. 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)

Costpoint Enterprise Reporting for Project Manufacturing

The Costpoint Enterprise Reporting for Project Manufacturing folder includes several reports such as the Audit Log Report and Good List Report.

These reports leverage an unsecured data model.

Report Name	Description
Audit Log	This report shows the audit log for part data security.
Goods List	The Good List report allows you to generate a listing of the characteristics of goods. User can click the Good value to drill thru to the Item Vendor List.
Indented Bill of Material (BOM)	The Indented Bill of Material report allows you to create a listing of indented BOM for a selected range of assembly part numbers. You can include the first-level components of the assembly, the entire indented BOM through all levels, or an indented BOM through a specified number of levels. You can use this report to print either manufacturing bills of material (MBOMs) or engineering bills of material (EBOMs).
Items Vendors - Drill Thru	The Drill thru 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.
MO Build to Inv Abbrev - Drill Thru	Drill Thru only
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

Report Name	Description
	a listing of detail requisition, purchase order, and manufacturing order data for the selected component
MO Component Shortage - Drill Thru	Drill Thru only
MO Pick List	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.
MO Production Status	The MO Production Status report allows you to print information about manufacturing orders and the operations in the routings associated with the manufacturing order.
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.
Parts List	The Parts List report allows you to generate a listing of the characteristics of parts.
Sales Order Status	The Sales Order Status report allows you to analyze sales orders.
Services List	The Services List generates a list of the characteristics of services, which include item classification and procurement information.
Shipped Revenue	The shipped revenue report displays sales order revenue by line, determined by sales orders that have been invoiced.
Stock Status	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 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

Report Name	Description
	is available to view serial/lot tracking information.
Stock Status 'As of' report (scheduled job)	The Stock Status 'As Of' report is a Stock Status report that can be run at a point in time, exported to PDF, and saved to a location that you have specified.
Summarized Bill of Material report	The Summarized Bill of Material report allows you to create a summarized listing of BOM for a selected range of assembly part numbers. 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)

Manufacturing

The Manufacturing reports leverage the Manufacturing data model that includes Costpoint Organizational Security and Part Security.

Report Name	Description
Indented Bill of Material (BOM)	The Indented Bill of Material report allows you to create a listing of indented BOM for a selected range of assembly part numbers. You can include the first-level components of the assembly, the entire indented BOM through all levels, or an indented BOM through a specified number of levels. You can use this report to print either manufacturing bills of material (MBOMs) or engineering bills of material (EBOMs).
MO Build to Inv Abbrev	The MO Build to Inv Abbrev report allows you to determine the parts that need to be picked for a manufacturing order (MO), as well as the location of the parts.
MO Build to Inv Abbrev - Drill Thru	Drill Thru only
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

Report Name	Description
MO Component Shortage - Drill Thru	Drill Thru only
MO Pick List	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.
MO Production Status	The MO Production Status report allows you to print information about manufacturing orders and the operations in the routings associated with the manufacturing order.
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.
Stock Status	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 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.
Summarized Bill of Material report	The Summarized Bill of Material report allows you to create a summarized listing of BOM for a selected range of assembly part numbers. 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)

Costpoint Enterprise Reporting for Shop Floor Time

This folder contains the Costpoint Shop Floor Time Reconciliation report that provides information about the discrepancies between the timesheet entries in Shop Floor Time and Costpoint, including timesheet variances (in hours).

Time & Expense

Use the reports in the Time & Expense area to supplement the standard reports in Costpoint Time & Expense.

Time & Expense (TESS) in the Costpoint Enterprise Reporting Folder

The TESS folder includes multiple reports, such as the Blanket Authorization report.

These reports leverage an unsecured data model.

Report Name	Description
Blanket Authorization	The Blanket Authorization report shows detailed information regarding blanket authorizations that have been entered in Deltek Expense. A blanket authorization is a single authorization amount on a project that can cover one or more expense reports. This report details the expense reports that are tied to each blanket expense authorization and shows the calculated amount remaining on the blanket authorization.
Expense Analysis	The Expense Analysis report provides a high-level graphical analysis of data in Deltek Expense. It shows Over and Under Ceiling, Billable and Non-Billable, and Allowable and Unallowable charges so that management can see the magnitude of these charges and take corrective action. From the charts provided, you can drill through to see a more detailed breakdown of the categories.
Time & Expense Reconciliation	The Time and Expense Reconciliation report is an exception report that shows expenses charged to a project that do not have a corresponding labor charge and, therefore, have been charged to the project in error. This report finds these errors prior to their inclusion on an invoice to a client, which helps to prevent erroneous billings that are very costly to fix.

Report Name	Description
Allowable Expense Detail – Drill Thru Only	Drill Thru Only - TESS
Billable Expense Detail – Drill Thru Only	Drill Thru Only - TESS
Non-Billable Expense Detail – Drill Thru Only	Drill Thru Only - TESS
Over Ceiling Expense Detail – Drill Thru Only	Drill Thru Only - TESS
Unallowable Expense Detail – Drill Thru Only	Drill Thru Only - TESS
Under Ceiling Expense Detail – Drill Thru Only	Drill Thru Only - TESS

Time

The Time reports leverage the secure Time data model.

Report Name	Description
Charge Activity	Use the Charge Activity report to review the activity on your projects.
Resource Activity	Use the Resource Activity report to view how your employees have charged their time.

Other Reports

Other reports are also included in CER, which are in the areas of Costpoint Administration, Incurred Cost Submission, and Sarbanes-Oxley Internal Controls Reporting (SOX).

Costpoint Enterprise Reporting for Costpoint Administration

The Costpoint Enterprise Reporting for Costpoint Administration includes the User Group Rights Report. This report contains the user groups and the users that belong to each along with their access rights

Incurred Cost Submission

The Incurred Cost Submission (ICS) report folder includes multiple reports, such as the Schedule A and Schedule B reports.

Report Name	Description
Schedule A	Summary of Claimed Indirect Expense Rates
Schedule B	General and Administrative (G&A) Expenses (Final Indirect Cost Pool)
Schedule C	Overhead Expenses (Final Indirect Cost Pool)

Report Name	Description
Schedule D	Occupancy Expenses (Intermediate Indirect Cost Pool)
Schedule E	Claimed Allocation Bases
Schedule G	Reconciliation of Books of Account and Claimed Direct Costs
Schedule H	Schedule of Direct Costs by Contract/ Subcontract & Indirect Expense Applied at Claimed Rates
Schedule H-1	Government Participation in Indirect Expense Pools
Schedule I	Schedule of Cumulative Direct and Indirect Costs Claimed and Billed
Schedule J	Subcontract Information
Schedule K	Summary of Hours and Amounts on T&M/ Labor Hour Contracts
Schedule L	Reconciliation of Total Payroll to Total Labor Distribution
Schedule O	Contract Closing Information for Contracts Complete in the Fiscal Year

Sarbanes-Oxley Controls Reporting (SOX)

The SOX Controls Reporting has several reports with examples like the Accounts Payable Accounts Report for Costpoint and UDT-01 Controls Report for Time and Collection.

Domain	Module	Reports
Accounting	Accounts Payable	<ul style="list-style-type: none"> ▪ Accounts Payable Accounts ▪ Accounts Payable Settings ▪ Accounts Payable Voucher Settings ▪ Approver Settings ▪ Cash Accounts ▪ Purchase Order Voucher Settings ▪ Vendor Settings ▪ Vendor Terms
Accounting	Accounts Receivable	<ul style="list-style-type: none"> ▪ Accounts Receivable Settings

Domain	Module	Reports
		<ul style="list-style-type: none"> ▪ System-Assigned Cash Receipt Number ▪ Transfer Accounts
Accounting	Fixed Assets	<ul style="list-style-type: none"> ▪ 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 ▪ Fixed Assets Settings ▪ Posting Settings ▪ Template Information Global Changes
Accounting	General Ledger	<ul style="list-style-type: none"> ▪ 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

Domain	Module	Reports
		<ul style="list-style-type: none"> ▪ Subperiods ▪ System-Assigned Journal Entry Number
Accounting	Multicurrency	<ul style="list-style-type: none"> ▪ Exchange Rate Groups ▪ Multicurrency Accounts ▪ Multicurrency Settings
Materials	Inventory	<ul style="list-style-type: none"> ▪ Default WIP Asset Accounts ▪ Inventory Accounts ▪ Inventory Projects ▪ Inventory Settings ▪ Serial-Lot Settings
Materials	Procurement Planning	<ul style="list-style-type: none"> ▪ Requisition Approval Processes ▪ Requisition Approval Titles ▪ Requisition Settings ▪ Vendor Settings ▪ Vendor Terms
Materials	Purchasing	<ul style="list-style-type: none"> ▪ Branch Locations ▪ Buyers ▪ Buyer Organization Accounts ▪ Buyer Organization Accounts – Drill Thru ▪ Buyer Projects ▪ Buyer Projects – Drill Thru ▪ Purchase Order Line Charge Types ▪ Purchase Order Settings ▪ Units of Measure ▪ Vendor Settings ▪ Vendor Terms
Materials	Receiving	<ul style="list-style-type: none"> ▪ Receiving Settings
Materials	Sales Order Entry	<ul style="list-style-type: none"> ▪ Approval Processes

Domain	Module	Reports
		<ul style="list-style-type: none"> ▪ Approval Titles ▪ Catalog Settings ▪ Cost Types ▪ Defaults ▪ Line Charge Types ▪ Project Settings ▪ Sales Order Settings ▪ Serial-Lot Settings
People	Labor	<ul style="list-style-type: none"> ▪ 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
People	Leave	<ul style="list-style-type: none"> ▪ Leave Period ▪ Leave Settings ▪ Leave Tables ▪ Leave Types
People	Payroll	<ul style="list-style-type: none"> ▪ Contribution Matching Rates ▪ Contribution Matching Rates – Drill Thru ▪ Deductions ▪ Deduction Schedules ▪ Direct Deposit Banks ▪ Direct Deposit Setup

Domain	Module	Reports
		<ul style="list-style-type: none"> ▪ Local Taxable Deductions ▪ Local Taxable Deductions – Drill Thru ▪ Modify Codes ▪ Pay Periods ▪ Pay Type Taxability ▪ Pay Type Taxability - Local ▪ Pay Type Taxability – Local – Drill Thru ▪ Pay Type Taxability - State ▪ Pay Type Taxability – State – Drill Thru ▪ Paycheck Setup ▪ Payroll Settings ▪ Savings Bond Info by Taxable Entity ▪ State Taxable Deductions ▪ State Taxable Deductions – Drill Thru ▪ Workers' Compensation Modify Codes ▪ Workers' Compensation State Rates
People	Time Collection	<ul style="list-style-type: none"> ▪ Time Collection Account Types ▪ Time Collection Accounts ▪ Time Collection Projects
Projects	Billing	<ul style="list-style-type: none"> ▪ Billing Accounts ▪ Billing Settings ▪ Generic Billing Formats ▪ Other Charges ▪ Remittance Addresses ▪ Taxable Sales Accounts
Projects	Cost and Revenue Processing	<ul style="list-style-type: none"> ▪ Cost Pools ▪ Pool Base Accounts ▪ Pool Base Accounts – Drill Thru ▪ Pool Costs Accounts

Domain	Module	Reports
		<ul style="list-style-type: none"> ▪ Pool Cost Accounts – Drill Thru ▪ Pool Rates ▪ Pool Rates – Drill Thru
Projects	Intercompany Work Orders	<ul style="list-style-type: none"> ▪ IWO Expense Mapping ▪ IWO Locations ▪ IWO Project Setups
Projects	Project Setup	<ul style="list-style-type: none"> ▪ Mass Link Project-Account-Orgs ▪ Project Account Groups ▪ Project Labor Categories ▪ Project Settings ▪ Valid Project-Account-Orgs
Other	System Administration	<ul style="list-style-type: none"> ▪ System Settings
Time Collection	Time Collection	<ul style="list-style-type: none"> ▪ Account Types ▪ Charge Trees ▪ Charge Trees – Drill Thru ▪ Charge Trees1 – Level ▪ Configuration Tables ▪ Employee Group Supervisor ▪ Employee Group Supervisor – Drill Thru ▪ Employee Group Types ▪ Employee Groups ▪ Employee Info – Charge Employees ▪ Employee Info – Charge Employees – Drill Thru ▪ Employee Information ▪ Functional Roles ▪ Leave Types ▪ Links and Miscellaneous ▪ Security Roles

Domain	Module	Reports
		<ul style="list-style-type: none"> ▪ Timesheet Class – Leave ▪ Timesheet Class – Leave – Drill Thru ▪ Timesheet Class – UDT10 ▪ Timesheet Class – UDT10 – Drill Thru ▪ Timesheet Classes ▪ Timesheet Schedules ▪ UDT01 Controls ▪ UDT01 Controls – UDT02 Links ▪ UDT01 Controls – UDT02 Links – Drill Thru ▪ UDT01 Controls – UDT09 Links ▪ UDT01 Controls – UDT09 Links – Drill Thru ▪ UDT02 Controls ▪ UDT02 Controls – UDT01 Links ▪ UDT02 Controls – UDT01 Links – Drill Thru ▪ UDT02 Controls – UDT07 Links ▪ UDT02 Controls – UDT07 Links – Drill Thru ▪ UDT02 Controls – UDT09 Links ▪ UDT02 Controls – UDT09 Links – Drill Thru ▪ UDT03 Controls ▪ UDT04 Controls ▪ UDT05 Controls ▪ UDT07 Controls ▪ UDT09 Controls ▪ UDT09 Controls – UDT01 Links ▪ UDT09 Controls – UDT01 Links – Drill Thru ▪ UDT09 Controls – UDT02 Links

Domain	Module	Reports
		<ul style="list-style-type: none"> ▪ UDT09 Controls – UDT02 Links – Drill Thru ▪ UDT10 Controls ▪ Utilization

Appendix: Secured Reports Table

This table only lists the reports that offer row security.

Folder	Report or Dashboard Name
Accounts Payable	1099 Exceptions
	Vendor History by EEOC Classification
Accounts Receivable	Accounts Receivable Aging
Contracts	Contracts Dashboard
	Opportunity Dashboard
	Contract Backlog Report
	Contract Brief
	Contract FAR/Supplement Report
	Contract Vehicle Report
	Customer Inquiry
	Opportunity Current Pipeline Report
	Opportunity Days Open Report
	Opportunity Win/Loss Report
Executive	Executive Dashboard
General Ledger	General Ledger Detail
	Trended Income Statement
Manufacturing	Manufacturing Dashboard
	Indented Bill of Material
	MO Build-To Inv Abbrev
	MO Component Shortage
	MO Pick List
	MO Production Status

Folder	Report or Dashboard Name
	MRP Message Report
	Summarized Bill of Material
Materials	Audit Log
	Goods List
	Indented Bill of Material
	Item Vendors
	Parts List
	Sales Order Status
	Services List
	Shipped Revenue
	Stock Status
	Summarized Bill of Material
Planning	Org Mgr Planning Performance Analytics Dashboard
	PM Planning Performance Analytics Dashboard
	BnP PSR Trending Analysis
	Burdened Labor Costs by Project
	Labor Utilization
	Labor Variance by PLC
	Pending Charges Detail Report
	Planning Revenue Summary Report Template
	Project Labor Hours Status
	Project Report with Labor Detail
	Project Status Cost Summary
	Project Subcontractor Status
	PSR Report Template
	Real Time Project Status Report
	Revenue Forecast
	T&M Profitability
Procurement	Procurement Dashboard (Header Level Approval)
	Procurement Dashboard (Line Level Approval)

Folder	Report or Dashboard Name
	Buyer Requisitions Worksheet
	PO Commitments Detail
	Purchase Order
	Requisitions
	Requisitions Pending
Projects	Org Mgr CP Performance Analytics Dashboard
	PM CP Performance Analytics Dashboard
	Project Status Report
	PSR Template
	PSR Trending Analysis
	Revenue Summary Report Template
Time	Charge Activity Report
	Resource Activity Report

About Deltek

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