Deltek

Deltek Costpoint Business Intelligence 8.2

Report List for Advanced License

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Contents

Overview

Costpoint Business Intelligence (BI) 8.2 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) or in support of a specific role (i.e. Executive).

The different reporting areas in Costpoint Business Intelligence are:

- Accounts Payable
- Accounts Receivable
- Administration
- BI Audit
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- Costpoint Administration
- CRM & Contracts
- Employee
- Executive
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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.

The following reporting areas have dashboards:

- CRM & Contracts
- Executive
- Manufacturing
- Materials
- Planning
- Procurement
- Projects
- Smart AI

Accounts Payable

The Accounts Payable folder includes reports that provide vendor information.

Report Name	Description
1099 Exceptions	The 1099 Exception report provides a list of the 1099 vendors that have missing or incomplete Tax IDs. You should run this report before the 1099s are printed to identify potential errors.
Corpay Payments	The Corpay Payment report provides accounts payable information to integrate with CorPay, a third-party AP payment service.
Corpay Portal Vendor	Run the Portal Vendor report to integrate vendor information with Corpay, a third-party AP payment service.
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.
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.
Vendor Master (Form/List)	The Vendor Master report provides basic vendor master file information in a list or form view. 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.

Report Name	Description
Accounts Receivable Aging	The Accounts Receivable Aging report lists 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.
Customer Master Information	The Customer Master Information report provides a list of customers with the relevant master file information. You can use this report as a drill through report from the customer field in other reports.

BI Audit

Audit reports are for Cloud administrators only.

The Costpoint Business Intelligence (BI) Audit reports include data on Costpoint BI activities such as report and dashboard usage, session duration, and logon/logoff times.

Report Name	Description
BI Content by User	This report displays the package, report, and report types users have accessed, including the timestamp and execution times.
User Login/Logoff Report	This report allows cloud administrators to monitor users' activity, logon and logoff times, session duration, and logoff operation.
Summary BI Report Usage	This report displays the frequently used reports for a specified date range, including the average execution times. Cloud administrators can drill into the details to see who ran each report and the corresponding individual execution times.
BI Content Trended Usage Report	This report displays the trends in the BI content usage by Month. A drill-through report is available to provide more details about the usage.

Billing

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

These reports leverage the secured Billing 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.
Unbilled Analysis	Use the Unbilled Analysis report to gain insight into unbilled balances on projects.
Unposted Invoice	This report shows a listing of all pending (unposted) 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.

Costpoint Administration

The Security folder in the Costpoint Administration folder includes the User Group Rights report and the Effective User Rights report.

Report Name	Description
Data Dictionary	Use this report to display selected data dictionary information, as desired. 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.
Menu	This report displays a list of Deltek standard reports (from Team Content) and can be expanded to include custom reports (from Company Content). Launch reports directly from the Menu Report. Report content is based on your access rights.
Security Reports	
Effective User Rights	This report displays the effective module and function rights for Costpoint users in a table format.
User Group Rights	This report contains the user groups and the users that belong to each along with their access rights.

CRM & Contracts

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

Reports

Use the reports in the Contracts folder to supplement the standard reports in Costpoint CRM & Contracts.

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 Drill Thru	This drill-thru shows the details of a contract.
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 spending on opportunities and see trends so

Report Name	Description
	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.

Dashboards

The dashboards in the Contracts folder 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.

Employee

Reports in the Employee folder use the secured Employee model that supports the Organization Security and Labor Suppression setup in Costpoint.

Report Name	Description
Attrition and Retention	This report shows new hires and terminations for a given range of time, and the percentage to total count of employees.
Employee Basic Information	This 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.
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.

Executive

The Executive folder includes report views and 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: These areas show 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.

The Executive folder also includes views of other reports.

Expense

Reports in the Expense folder use the secured Expense framework model.

Report Name	Description
Expense Charge Activity	This report shows expenses charged and billable amounts for employees, by project.
Expense Resource Activity	This report shows resource managers how the employees they have a role over have charged their time.

Fixed Asset

The Fixed Assets folder contains the Fixed Assets Report.

Use this report to view total cost, accumulated depreciation, and book value data, as well as the percentage of the asset that has already been depreciated. This report provides a current snapshot of book value data at the time you run the report and can be printed at any time.

General Ledger

The General Ledger area includes reports that leverage the secured General Ledger model.

Report Name	Description
Account List	The 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.
Balance Sheet	The Balance Sheet is a management report that displays the balance sheet financial statement.
Cash Forecast	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.
General Ledger Detail	The General Ledger Detail report provides the details of the GL transaction information stored in Costpoint.
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.
Organization List	The Organization List report shows organization setup information, which allows you to review the organization structure set up in Costpoint. You can use this report as a drill through target from other reports.
Reorganization Structure	The Reorganization Structure report is a list report that shows reorganization setup information, which allows you to review the reorganization structure set up in Costpoint. You can use this report as a drill through target from other reports.
Trended Income Statement	The Income Statement is a management report that shows the profit and loss information by

Report Name	Description
	organization. You can view the income statement information for different periods.

Human Resources Reports

The Human Resources folder includes reports that leverage the secured HR model.

Report Name	Description
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.
Employee Benefits Profile	This is an administrator report to show what benefits each employee has selected and other relevant benefits information.
VETS-4212	This report aids in completing the EEO-1 form and shows the count of employees for job categories and veteran status.

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)
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

Labor

Reports in the Labor folder use the secured Labor model that supports the Organization Security and Labor Suppression setup in Costpoint.

Report Name	Description
Employee Labor	The Employee Labor report provides the total labor hours and labor cost for an employee, based on their posted and unposted hours.
Labor Utilization	The Labor Utilization report is an analysis of the percentage of employee chargeable hours on direct projects compared to the total hours spent. 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.

Manufacturing

The Manufacturing area leverages the Manufacturing data model that includes Costpoint Organizational Security and Part Security.

Manufacturing Dashboard

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.

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

Reports

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

Report Name	Description
Indented Bills 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).

Report Name	Description
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.
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.
Summarized Bills 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).

Materials

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

Inventory Dashboard

The Inventory Dashboard leverages the Materials domain in Costpoint.

Use the Inventory Dashboard data to make decisions about inventory value, obsolete inventory levels, negative available inventory, and count accuracy. The dashboard provides data on the following tabs:

- **Inventory Tab:** Provides data to help you analyze your inventory. You can also filter the data based on project, organization, warehouse, and part.
- **Count Tab:** Provides inventory count data that you can filter by location, part, count ID, warehouse, counter employee, inventory abbreviation code, and counted date.

Materials Reports

The Materials folder includes several reports, such as the Goods List Report and Stock Status Report.

Report Name	Description
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 Receipt, Miscellaneous Receipt, Manufacturing Order Relief or Inspection Acceptance.
Customer Returns	The Customer Return report provides 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.
Goods List	The Good List report generates a listing of the characteristics of goods. You can click the Good value to drill thru to the Item Vendor List.
Item Vendors	The Item Vendors report creates a listing of vendors that are assigned to items. You can print this report for parts, services, or goods.
Lead Time Audit	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

Report Name	Description
	Manufacturing Orders or Purchase Orders that make up that lead time.
Lead Time Import Extraction	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.
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 is available to view serial/lot tracking information.

Payroll

The Payroll folder contains the Employee Earnings report which uses the secured Payroll model.

The Employee Earnings report shows a complete view of all employee earning data. You can filter on payroll dates, employees, and company.

Planning

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

Dashboards

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.

Reports

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

Report Name	Description
BnP PSR Trending Analysis	This report shows how the pre-determined time analysis dimension can be used for trending PSR data in a report.
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 Forecast	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 details, 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

Report Name	Description
	pending state, that is, those charges that are not yet posted to the project.
Planning Revenue Summary Report Template	This is a basic Revenue Summary with prompts. This is located in the Planning area.
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.
PSR Report Template	This is a basic PSR with prompts. This is located in the Planning area.

Procurement

The Procurement folder contains template reports and dashboards that use date from the Procurement model.

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.

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.
PO Payment & Remaining Balance Report	The PO Payment & Remaining Balance Report provides the total PO amount and payments made (cash disbursements) with balance remaining per PO. You can also view a drill thru of PO Line details from the voucher number in the report.

Report Name	Description
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 PO Conversion	The Requisitions Pending PO Conversion 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.
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.
Requisition Detail – Drill Thru Only	Drill Thru Only – Procurement
PO Header and Line Detail - Drill Thru Only	Drill Thru Only - Purchasing

Projects

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

Projects Dashboards

The Projects dashboards 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.

Projects

The Projects folder contains report templates for Costpoint Projects.

Report Name	Description
Burdened Labor and ODC's	This report provides burdening at a more detailed level for labor transactions than is available in other parts of the system. A report that shows labor burdened at the labor detail level. Non-labor with burdens will also be included in the report. You can run the report using actual or target rates.
Labor Detail	This report provides a detailed look at the labor activity related to a project. Use as a standalone report or as a drill through target from other reports. This report serves as a drill through report for the Project Status Report.
PLC Exception Report for Missing Rates	This 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.
Project Ledger Detail	This report shows detail postings to the general ledger for projects, accounts, and organizations. Drill-through links provide

Report Name	Description
	voucher and voucher line details for posted and unposted amounts.
Project Master (List and Form)	This is a one page form or list report that contains project master file information. Users can click links in this report to see more detailed information regarding the project. This report is used as a drill through for other reports and is intended to be a "snapshot" of a project. This report is divided into three sections - a section containing basic project information, one containing charging information, and another containing billing and revenue information. The report also shows the project hierarchy for the whole project structure.
Project Percent Complete Report	This 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 (for example, showing the contracting officer that 75% of funding has been reached).
Project Health	This dashboard style report shows key financial data related to projects and allows you to drill to supporting details.
Project Revenue Summary with Backlog	This 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. Users can select the columns they want displayed out of the extensive list of project measures.
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

Report Name	Description
	requisition information. Commitment detail can also be accessed from a drill-through link on this report.
Project Work Force	This report displays a list of all employees, vendors, or vendor employees on a project workforce with PLC Rates.
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 project status report with prompts.
Revenue Summary Report Template	This is a basic Revenue Summary with prompts.

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).

Smart AI

The Smart AI folder includes dashboards that contain Smart AI pre-built content for specific subject areas.

Area	Dashboard	Description
Executive	Executive	This dashboard includes high-level insight into overall contract information that is useful to senior management. Data comes from multiple data modules including Projects, Contracts, Accounts Receivable, and General Ledger.
People	HR Management	This dashboard helps you analyze employee turnover, hiring, salaries, skills, and many others in planning for resource needs in the organization. Data on the HR Management Dashboard comes from the Employee model and Smart AI for Resource Management model forecast hours.
Planning	Org Mgr Planning Performance Analytics	This dashboard provides consolidated metric views of the owning organization, allowing you to view project performance, utilization, historical trends, and varying analysis.
	PM Planning Performance Analytics	Use this dashboard to review the performance of projects. If Project Security is applied, an individual will only see projects within the organizations they have access to.
	Resource Mgmt Dashboard	This dashboard uses data from Costpoint Planning for Projects and helps you understand the utilization of your resources. It tells you when there is not much work for your resources or too much work, implying that you might need to hire additional resources to meet your project obligations. The Resource Management Dashboard also provides insight on existing, backlog, and prospective projects or new business projects in Planning.
Procurement	Supplier Performance	This dashboard displays the performance of suppliers such as information about deliveries. This is useful in the selection of suppliers for future transactions.

Area	Dashboard	Description
Projects	Org Mgr CP Performance Analytics	This dashboard displays the performance of the organization in relation to measures such as revenue, profit, and actual revenue versus budgets.
	PM CP Performance Analytics	This dashboard displays the performance of projects in relation to measures such as revenue, profit, and actual revenue versus budgets.

Note: Full details for the Smart AI dashboards, data modules, and data sets are available in the Deltek Costpoint Business Intelligence Smart AI Guide.

Sarbanes-Oxley (SOX) Controls Reporting

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	▪ 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	▪ Accounts Receivable Settings ▪ System-Assigned Cash Receipt Number ▪ Transfer Accounts
Accounting	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 ▪ Fixed Assets Settings ▪ Posting Settings ▪ Template Information Global Changes
Accounting	General Ledger	▪ Account Entry Groups ▪ Accounting Periods

Domain	Module	Reports
		▪ 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
Accounting	Multicurrency	▪ Exchange Rate Groups ▪ Multicurrency Accounts ▪ Multicurrency Settings
Materials	Inventory	▪ Default WIP Asset Accounts ▪ Inventory Accounts ▪ Inventory Projects ▪ Inventory Settings ▪ Serial-Lot Settings
Materials	Procurement Planning	▪ Requisition Approval Processes ▪ Requisition Approval Titles ▪ Requisition Settings ▪ Vendor Settings ▪ Vendor Terms
Materials	Purchasing	▪ Branch Locations

Domain	Module	Reports
		▪ 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	▪ Receiving Settings
Materials	Sales Order Entry	▪ Approval Processes ▪ Approval Titles ▪ Catalog Settings ▪ Cost Types ▪ Defaults ▪ Line Charge Types ▪ Project Settings ▪ Sales Order Settings ▪ Serial-Lot Settings
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

Domain	Module	Reports
		▪ Pay Types ▪ Timesheet Periods
People	Leave	▪ Leave Period ▪ Leave Settings ▪ Leave Tables ▪ Leave Types
People	Payroll	▪ Contribution Matching Rates ▪ Contribution Matching Rates – Drill Thru ▪ Deductions ▪ Deduction Schedules ▪ Direct Deposit Banks ▪ Direct Deposit Setup ▪ 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	▪ Time Collection Account Types

Domain	Module	Reports
		▪ Time Collection Accounts ▪ Time Collection Projects
Projects	Billing	▪ Billing Accounts ▪ Billing Settings ▪ Generic Billing Formats ▪ Other Charges ▪ Remittance Addresses ▪ Taxable Sales Accounts
Projects	Cost and Revenue Processing	▪ Cost Pools ▪ Pool Base Accounts ▪ Pool Base Accounts – Drill Thru ▪ Pool Costs Accounts ▪ Pool Cost Accounts – Drill Thru ▪ Pool Rates ▪ Pool Rates – Drill Thru
Projects	Intercompany Work Orders	▪ IWO Expense Mapping ▪ IWO Locations ▪ IWO Project Setups
Projects	Project Setup	▪ Mass Link Project-Account-Orgs ▪ Project Account Groups ▪ Project Labor Categories ▪ Project Settings ▪ Valid Project-Account-Orgs
Other	System Administration	▪ System Settings
Time Collection	Time Collection	▪ Account Types ▪ Charge Trees ▪ Charge Trees – Drill Thru ▪ Charge Trees1 – Level ▪ Configuration Tables

Domain	Module	Reports
		▪ 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 ▪ 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

Domain	Module	Reports
		▪ 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 ▪ UDT09 Controls – UDT02 Links – Drill Thru ▪ UDT10 Controls ▪ Utilization

Subcontractor Management

Two reports are available for Subcontractor Management.

Report Name	Description
Subcontractor Status	The Subcontractor Status report provides details of work assignments grouped by purchase order (PO) and PO lines.
Work Assignment Charge Detail	The Work Assignment Charge Detail report provides a detailed report of work assignments.

Time

The Time reports leverage the secure Time data model.

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

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.
Work Hours by Day by Project	Use the Work Hours by Day by Project to get a breakdown of the Work Hours Charged by Day based on Projects that you have a functional role over in T&E.
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 T&E.

About Deltek

Better software means better projects. Deltek delivers software and information solutions that enable superior levels of project intelligence, management, and collaboration. Our industry-focused expertise makes your projects successful and helps you achieve performance that maximizes productivity and revenue.

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