



Deltek

# Deltek Costpoint Business Intelligence 8.2.8

Team Content Guide  
for Advanced License

February 9, 2024



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This edition published February 9, 2024.

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## Overview

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

Costpoint Business Intelligence 8.2 provides the capability to plan, monitor, analyze, and understand how your business is performing and take appropriate actions to improve profitability and overall company value. The Costpoint Business Intelligence 8.2 release offers complete and robust data models and developed reports. This provides a path for upgrading to future versions, and follows a standard software development lifecycle process that includes tracking and updating customer-requested enhancements and fixes.

## Before You Begin

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

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

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

Also, Costpoint Business Intelligence 8.2 leverages IBM Cognos Analytics with Watson 11.2.4.

**Attention:** For more information, see *Deltek Costpoint Business Intelligence 8.2 Installation Guide for New Users* or the *Deltek Costpoint Business Intelligence 8.2 Installation Guide for Users Upgrading from an Earlier Version*.

## About This Guide

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

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

This guide includes the following information for each object:

- Object descriptions
- Prompt descriptions
- Sample output

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

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

## Reports Included in this Release

Costpoint Business Intelligence 8.2 includes reporting and analytics for a variety of subject areas.

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

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

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

## Accounts Payable

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

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

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

## Accounts Payable Reports

The Accounts Payable folder includes the following reports:

- 1099 Exceptions
- Corpay Payments
- Corpay Portal Vendor
- Vendor Employee
- Vendor History by EEOC Classification
- Vendor Master (Form Style and List Style)

## 1099 Exceptions Report

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

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

### Prompts

Select the prompts to run the 1099 Exceptions report.

Prompt Message	Description
<b>Company</b>	Select one company from the list.
<b>Select one or more tax ID's</b> (Enter <b>Missing</b> to return vendors with no tax ID's.)	<p>In the <b>Keywords</b> field, enter a portion of one or more tax IDs, or the text <b>Missing</b>, to search for vendors with incomplete tax IDs.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>

Prompt Message	Description
<b>AP 1099 type</b> (Leave blank to include all.)	Select the AP type. For example: <ul style="list-style-type: none"> <li><b>A:</b> Acquisition/Abandonment</li> <li><b>FED:</b> Federal Income Tax Withheld</li> </ul>

## Sample Report

Sample 1099 Exceptions report.

### 1099 Exceptions

1 - Company 1

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

Vendor ID Count 5

## Corpay Payments Report

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

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

Use **Run Excel Data** to generate an XLS file to upload into the Corpay system.

## Prompts

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

## Contents

Prompt Message	Description
<b>Company</b>	Select the company whose vendors you want to include in the report.
<b>Select Bank Account Abbreviation(s)</b>	Enter a portion of one or more bank account abbreviations for the customer accounts you want to include in report, then click <b>Search</b> .  To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options.

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

## Sample Report

The Corpay Payments Report includes the accounts payable information you can use with the Corpay system.

### Corpay Payments

Report Subtitle

invoiceID	invoiceAmountToPay	customerVendorName	customerVendorID	address_zipOrPostalCode	address_street1	address_stateOrProvince	address_city	customerAccountID
	5,100.00	Francis O. Day Co. Inc.	1FODA	20850	14900 Southlawn Lane	MD	Rockville	
	15,000.00	G.E. Frisco Lumber Company, Inc.	1GEFR	20774	#2 S.E. Crain Hwy	MD	Upper Marlboro	
	43,504.40	Computer Service Professionals, Inc.	30001	10039	P.O. Box 19320	MA	Waltham	
	32,750.00	Computer Service Professionals, Inc.	30001	10039	P.O. Box 19320	MA	Waltham	
	33,750.00	Computer Service Professionals, Inc.	30001	10039	P.O. Box 19320	MA	Waltham	
	125,678.32	Computer Service Professionals, Inc.	30001	10039	P.O. Box 19320	MA	Waltham	
	26,000.00	Computer Rentals of Washington	30002	20144	2108 K Street	DC	Washington	
	55,050.55	Computer Rentals of Washington	30002	20144	2108 K Street	DC	Washington	
	15,990.00	Computer Rentals of Washington	30002	20144	2108 K Street	DC	Washington	
	16,638.12	Todays Delivery Service	30003	08733	Suite 500	NJ	Lakehurst	
	142,450.23	Todays Delivery Service	30003	08733	Suite 500	NJ	Lakehurst	
	3,000.00	Computer Temporaries, Inc.	30004	20012	11238 Pierpont St, NW	DC	Washington	

Additional columns below.

ry	invoiceCurrency	paymentCurrency	settlementCurrency	duedate	address_street2	address_street3	applyDiscount	discountAmount	grossInvoiceAmount	invoicedate	invoiceR
	USD	USD	USD	2000-12-24			N	0.00	5,100.00	2001-02-13	
	USD	USD	USD	2001-03-10			N	0.00	15,000.00	2001-02-08	
	USD	USD	USD	2000-02-14			N	0.00	43,504.40	2001-03-06	
	USD	USD	USD	2001-01-14			N	0.00	32,750.00	2000-12-15	
	USD	USD	USD	2001-02-05			N	0.00	33,750.00	2001-01-06	
	USD	USD	USD	2001-03-08			N	0.00	125,678.32	2001-02-06	
	USD	USD	USD	2001-01-31			N	0.00	26,000.00	2001-01-01	
	USD	USD	USD	2001-02-09			N	0.00	55,050.55	2001-01-10	
	USD	USD	USD	2001-03-08			N	0.00	15,990.00	2001-02-06	
	USD	USD	USD	2001-02-05	5 Plaza Circle		N	0.00	16,638.12	2001-01-06	
	USD	USD	USD	2001-03-08	5 Plaza Circle		N	0.00	142,450.23	2001-02-06	
	USD	USD	USD	2001-01-14			N	0.00	3,000.00	2001-03-06	

## Corpay Portal Vendor Listing

The Corpay Portal Vendor Listing provides vendor information for Corpay, a third-party AP payment service.

### Prompts

Select a company to run the Corpay Portal Vendor Listing.

### Contents

Field	Description
<b>Company</b>	Select a company.
<b>Fiscal Year</b>	Select the fiscal year for the report.

## Sample Report

View an example of the Corpay Portal Vendor Listing.

### Corpay Portal Vendor

System: CTB82PSMDEMO

Company: 1 Applied Technologies Inc

Vendor ID	Address Desc Cd	Vendor Name	Vendor Long Name	Address Line 1	Address Line 2	Address Line 3	City Name	Mail State	Postal Cd	Country Cd	Check Amount	Count Check Amount
E1007	PAY	Brenda S Walker	Brenda S Walker	1952 Raven St			Virginia Beach	VA		USA	3,007.56	2
E1014	ADDR1	Deborah Arnold	Deborah Arnold	4983 Warwick Rd			Virginia Beach	VA	23458	USA	1,191.68	2
E1019	ADDR1	Tina Sexton	Tina Sexton	4125 N Weber			Los Angeles	CA	90100	USA	3,941.50	1
E1052	PAY	Belle Sherman	Belle Sherman	2291 Wood Oak Dr			Herndon	VA	22602	USA	600.00	1
E1083	ADDR1	Anne Flanagan	Anne Flanagan	672 Summer St			Boston	MA	02199	USA	1,416.60	1

## Vendor History by EEOC Classification

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

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

The values used in this report are a summarization of CST\_AMT from the VCHR\_LN\_ACCT\_HS table.

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

**Note:** This report can serve as a guide or template for your EEOC reporting. However, it may require customization to meet your official government reporting requirements. If you have suggestions for improving this report, please submit your ideas via the Ideas Portal in the Deltak Support Center.

## Prompts

These are Vendor History by EEOC Classification prompts.

Prompt Message	Description
<b>Company</b>	Select A company.
<b>Invoice Date Range</b>	Select the start date for the invoice date range. In the <b>From:</b> field, enter or select the start date assigned to invoices or click the calendar icon to select the date.



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

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

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

## Sample Report

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

Vendor History by EEOC Classification												
1 Company 1												
Vendor	Vendor Name	Large Amount	Small Amount	Total Amount	SDB	WOSB	VOSB	SDVOSB	HBCU/MI	HUBZoneSB	ANC/Indian Tribe not Small	ANC/Indian Tribe not Disadvantaged
Project: 1003.003 - Spacecraft Interface Sys												
<a href="#">JDVEND</a>	JDVEND Name	500.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<a href="#">SUBCON</a>	Subcontractor X	2,000.00	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total for Project: 1003.003		2,500.00	0.00	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Project: 1003.003.20 - Computer Interfacex												
<a href="#">DIGITAL</a>	Digital Systems, Inc.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total for Project: 1003.003.20		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total for Agency: agnt		123,580,245,834,658.22		123,580,245,834,658.22	0.00	0.00	0.00	0.00	0.00	0.00		
		100.00%		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		

Click a vendor ID to view its Vendor Master report.

## Vendor Master

System: CTB82PSMDEMO

1 Applied Technologies Inc

<b>Vendor:</b>	V100062				
<b>Vendor Name/Loc:</b>	Holly Company Consulting/				
<b>Vendor Group:</b>					
<b>Pay Vendor:</b>	V100062				
<b>Terms:</b>	60 DAYS	<b>Payment Control:</b>	N	<b>Pay When Paid:</b>	N
<b>PO Status:</b>	OK	<b>Customer Account No:</b>		<b>Entry User:</b>	X1083
<b>Payment Status:</b>	Pay Vouchers	<b>Employee ID:</b>		<b>Entry Date:</b>	09/17/2008 12:00 AM
<b>Shipping</b>					
<b>FOB:</b>					
<b>Via:</b>					
<b>Classification:</b>	Small Business;				
<b>Address Code</b>	<b>Address Line 1/2/3</b>	<b>City/State, Postal/Country</b>	<b>Phone/Fax/Other Phone</b>	<b>Payment/Order Address Type</b>	<b>Ship ID</b>
ADDR1	100 Cresent Court Suite 1600	Dallas TX 75201 USA	214-873-4555	Default Payment Order	
<b>Notes:</b>					

## Vendor Master Report (Form and List Style)


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

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

## Prompts

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

## Contents

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

## Sample Report

The Vendor Master report displays below in form view.

### Vendor Master

1 - Applied Technologies Inc

<b>Vendor:</b>	0201
<b>Vendor Name/Loc:</b>	201 Vendor/
<b>Vendor Group:</b>	
<b>Pay Vendor:</b>	V300002

<b>Terms:</b>	UPON RECEIPT	<b>Payment Control:</b>	N	<b>Pay When Paid:</b>	N
<b>PO Status:</b>	OK	<b>Customer Account No:</b>		<b>Entry User:</b>	X1077
<b>Payment Status:</b>	Pay Vouchers	<b>Employee ID:</b>		<b>Entry Date:</b>	05/28/2020 12:00 AM

<b>Shipping</b>	
<b>FOB:</b>	
<b>Via:</b>	

<b>Classification:</b>	Large Business;
------------------------	-----------------

Address Code	Address Line 1/2/3	City/State, Postal/Country	Phone/Fax/Other Phone	Payment/Order Address Type	Ship ID
ADDR1	230 Canal Root	New York City NY 02256 USA		Default Payment Order	

<b>Notes:</b>	
---------------	--

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

### Vendor Master

1 - Applied Technologies Inc

Vendor ID	Vendor Name	Vendor Name Extension	Vendor Grp	A/P Check Vendor ID	Vendor Terms Desc	PO Status	Payment Status	Subcontractor (Y/N)	Customer Account	Employee ID	Pay When Paid (Y/N)	User ID	Entry Date
0201	201 Vendor			V300002	UPON RECEIPT	OK	Pay Vouchers	N			N	X1077	05/28/2020 12:00
CC_VEND_EMPL	CC Vendor w Empls			CC_VEND_EMPL	NET 30	OK	Pay Vouchers	N			N	CPSUPERUSER	06/30/2020 12:00
E1001	Megan Parmenter			E1001	UPON VCHR	OK	Pay Vouchers	N		1001	N	X1083	09/18/2020 12:00
E1007	Brenda S Walker			E1007	UPON VCHR	OK	Pay Vouchers	N			N	X1163	12/19/2020 12:00
E1013	Katherine Tate			E1013	UPON VCHR	OK	Pay Vouchers	N		1013	N	X1014	05/21/2020 12:00
E1014	Deborah Arnold			E1014	UPON VCHR	OK	Pay Vouchers	N		1014	N	X1083	09/18/2020 12:00


## Vendor Employee

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

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

### Prompts

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

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

## Sample Report

This sample features the Vendor Employee report.

### Vendor Employees

1 - Applied Technologies Inc

Vendor ID Name	Vendor Employee	Vendor Employee Name	PLC	PLC Description	GLC	GLC Description
<b>201 Vendor - 201 Vendor</b>						
0201 201 Vendor	2001	Smith, John Q			DMI	DMI
Count for 201 Vendor : 1						
<b>ACME Supplies - ACME Supplies</b>						
V100004 ACME Supplies	TE002	Harrod222222222222, kara				
Count for ACME Supplies : 1						
<b>Balmar Consulting - Balmar Consulting</b>						
V100013 Balmar Consulting	VE-0001	Gus Davis				
V100013 Balmar Consulting	VE-0002	James Barnes				
V100013 Balmar Consulting	VE-0003	Roger O'Brien				
V100013 Balmar Consulting	VE-0004	Patricia Meyers				
Count for Balmar Consulting : 4						
<b>ERG Consulting - ERG Consulting</b>						
V100134 ERG Consulting	V1018	Terry Smith				
Count for ERG Consulting : 1						
<b>J&amp;J Consulting - J&amp;J Consulting</b>						
V100068 J&J Consulting	VE-0005	John Smith				
Count for J&J Consulting : 1						
<b>Network Consultants - Network Consultants</b>						
V100128 Network Consultants	VE-NC01	John Smith	NETSYS	Network System Engineer		
V100128 Network Consultants	VE-NC02	Sarah Hart				
Count for Network Consultants : 2						
<b>SubCompany, LLC - SubCompany, LLC</b>						
V100127 SubCompany, LLC	V001	Vendor, Employee				
Count for SubCompany, LLC : 1						
Overall Count: 11						

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# Accounts Receivable

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

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

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

## Accounts Receivable Reports

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

- Accounts Receivable Aging
- Customer Master Information

## Accounts Receivable Aging Report

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

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

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

### Prompts

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

Prompt Message	Description
<b>Company:</b>	Select a company.
<b>Subperiod end date:</b>	Enter or select the subperiod end date.
<b>Primary group:</b>	Select any option from the following list: <ul style="list-style-type: none"> <li>▪ Customer</li> <li>▪ Customer Type</li> <li>▪ Organization</li> </ul>

Prompt Message	Description
	<ul style="list-style-type: none"> <li>Project</li> <li>Project Manager</li> <li>Project Type</li> <li>Reorganization</li> </ul>
<b>Secondary sort:</b>	<p>Select any option from the following list to use as the secondary sort on the report:</p> <ul style="list-style-type: none"> <li>Customer</li> <li>Customer Type</li> <li>Organization</li> <li>Project</li> <li>Project Manager</li> <li>Project Type</li> <li>Reorganization</li> </ul>
<b>Aging method:</b>	<p>Select one of the following options to age by:</p> <ul style="list-style-type: none"> <li>Due Date</li> <li>Invoice Date</li> </ul>
<b>Date to age by</b>	<p>Enter or select the date to use when determining which aging column the receivable amount belongs in, based on the number of days before this date the invoice date or due date (selected in the previous prompt) falls.</p>
<b>Limit customers:</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more names or IDs to narrow the primary group you selected in the previous field.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Column 1 aging range:</b>	<p>Enter a range to age by in the following three columns. You can edit the default ranges as necessary as long as date ranges do not overlap from column to column .</p> <p>Defaults from <b>0</b> up to <b>30</b>.</p>
<b>Column 2 aging range:</b>	<p>Enter the column range for aging. Defaults from <b>31</b> up to <b>60</b>.</p>
<b>Column 3 aging range:</b>	<p>Enter the column range for aging. Defaults from <b>61</b> up to <b>90</b>.</p>
<b>Column 4 aging range:</b>	<p>This defaults to the last number in <b>Column 3 aging range</b> plus one.</p>

Prompt Message	Description
<b>Set Range:</b>	When you edit the default ranges, click <b>Set Range</b> to reset the first numbers in columns 2, 3, and/or 4.

## Sample Report - Accounts Receivable Aging Report

Sample Accounts Receivable Aging report.

[Report Page](#)
[Prompt Selections](#)
[Revision History](#)

# Accounts Receivable Aging

1 Applied Technologies Inc

Project Manager Name	Invoice Number	Invoice Amount	Invoice Date	Current	31 to 60	61 to 90	Over 90	Balance Due
Customer: 100003 Air Force Research Lab								
Arnold, Deborah	INV-0000007974	230,000.00	Invoice Date	0.00	0.00	0.00	230,000.00	230,000.00
Boyd, Edward	INV-0000007761	145,683.04	Invoice Date	0.00	0.00	0.00	145,683.04	145,683.04
Boyd, Edward	INV-0000007839	16,607.29	Invoice Date	0.00	0.00	0.00	16,607.29	16,607.29
Boyd, Edward	INV-0000007844	184,712.32	Invoice Date	0.00	0.00	0.00	184,712.32	184,712.32
Boyd, Edward	INV-0000007846	20,440.80	Invoice Date	0.00	0.00	0.00	20,440.80	20,440.80
Boyd, Edward	INV-0000007916	284.50	Invoice Date	0.00	0.00	0.00	284.50	284.50
Boyd, Edward	INV-0000007918	4,228.75	Invoice Date	0.00	0.00	0.00	4,228.75	4,228.75
Boyd, Edward	INV-0000007919	2,087.10	Invoice Date	0.00	0.00	0.00	2,087.10	2,087.10
Boyd, Edward	INV-0000007926	33,805.55	Invoice Date	0.00	0.00	0.00	33,805.55	33,805.55
Boyd, Edward	INV-0000007936	399,239.84	Invoice Date	0.00	0.00	0.00	399,239.84	399,239.84
Boyd, Edward	INV-0000007937	200,499.32	Invoice Date	0.00	0.00	0.00	200,499.32	200,499.32
Boyd, Edward	INV-0000007938	37,014.38	Invoice Date	0.00	0.00	0.00	37,014.38	37,014.38
Boyd, Edward	INV-0000007939	21,164.41	Invoice Date	0.00	0.00	0.00	21,164.41	21,164.41
Klem, Kalina	SOINV-00031	184,969.00	Invoice Date	0.00	0.00	0.00	184,969.00	184,969.00
Parker, Donald K	SOINV-00032	184,969.00	Invoice Date	0.00	0.00	184,969.00	0.00	184,969.00
Parker, Donald K	SOINV-00033	7,500.00	Invoice Date	0.00	0.00	7,500.00	0.00	7,500.00
Total for 100003				0.00	0.00	192,469.00	1,480,736.30	1,673,205.30
Overall				0.00	0.00	192,469.00	1,480,736.30	1,673,205.30


## Customer Master Information Report

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

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

### Prompts

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

Prompt Message	Description
<b>Company</b>	Select one company from the list.
<b>Select one or more customers</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more customer IDs and click  to list customers to include in the report.</p> <p>To narrow the search, click <b>Options</b> to select filter criteria. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right arrow to move your selected results to <b>Choices</b>.</p>
<b>Status</b>	Select a customer status to filter the report results by one or more of the following statuses:



Prompt Message	Description
	<ul style="list-style-type: none"> <li><b>Hold:</b> Include customers whose sales order processing has been suspended.</li> <li><b>OK:</b> Include customers with credit in good standing.</li> <li><b>Warning:</b> Include customers whose sales orders are still being processed, but whose orders are marked with a warning message during sales order entry indicating the customer's credit status.</li> </ul>
<b>Customer type</b>	Select one or more types of customers to include in the report. To filter for all types, leave this field blank.
<b>Sales territory</b>	Select the territories of customers you want to include in the report. Territories are established in the Sales Territories table in Costpoint Accounts Receivable. To filter for all territories, leave this field blank.

## Sample Report

View the sample of the Customer Master Information report.

Customer Master Information						System: CTB82PSMDEMO
1 Applied Technologies Inc						
Customer ID	Customer Name	Customer Name (Long)	Sales Territory	Customer Type	Customer Status	Customer Terms
100039	US Air Forces-Europe	US Air Forces-Europe (USAFE)		FEDERAL GOVT	OK	NET 30
100040	US Army Aviation	US Army Aviation		FEDERAL GOVT	OK	NET 30
100041	US Coast Guard	US Coast Guard		FEDERAL GOVT	OK	NET 30
100042	USDA	US Department of Agriculture		FEDERAL GOVT	OK	NET 30
100043	US Space Command	US Space Command		FEDERAL GOVT	OK	NET 30
100044	US State Department	US State Department		FEDERAL GOVT	OK	NET 30
100045	VA Dept of Transportation	VA Dept of Transportation		STATE GOVT	OK	NET 30
100046	Wal-Mart, Inc.	Wal-Mart, Inc.		COMMERCIAL	OK	NET 30
100047	TransCanada	TransCanada	MID WEST	COMMERCIAL	OK	NET 30
100048	Hess Corporation	Hess Corporation		COMMERCIAL	OK	NET 30
100049	FAA	Federal Aviation Administration		FEDERAL GOVT	OK	NET 30
100050	USAID	US Agency for International Development		FEDERAL GOVT	OK	NET 30
100051	FDA	Federal Drug Administration		FEDERAL GOVT	OK	NET 30
100052	HHS	Dept of Health and Human Services		FEDERAL GOVT	OK	NET 30
100053	Booz Allen	Booz Allen Hamilton		COMMERCIAL	OK	NET30
100054	SPAWAR	Space and Naval Warfare Command		FEDERAL GOVT	OK	NET 30
100055	ATA Div 3	ATA Div 3		COMMERCIAL	OK	
100056	DEA	Drug Enforcement Agency		FEDERAL GOVT	OK	NET 30
100057	STATE	State Dept.		FEDERAL GOVT	OK	NET 30

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## BI Audit Reports (for Cloud users only)

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

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

BI content execution information

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

User login and logoff information

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

BI audit data is retained for six months.

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

- BI Content by User Report
- User Login/Logoff Report
- Summary BI Report Usage
- BI Content Trended Usage Report

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

- CER ALL
- CER CP Administration

### BI Content by User Report

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

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

## Prompts

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

### Contents

Field	Description
<b>Date Range</b>	In the <b>From</b> field, enter the beginning value for the active date range. In the <b>To</b> field, enter the end value for the date range. You can opt to select the <b>Earliest date</b> or the <b>Latest date</b> possible for the date range.
<b>Execution Time in second(s)</b>	Enter a number to filter the report by the execution time. The report includes only data that has an execution time greater than or equal to the number of seconds specified.
<b>Select User(s)</b>	Select one or more users for the report. If you do not select a user, the report will show data for all users.
<b>Content Type</b>	Select the types of content you want to include in the report: <ul style="list-style-type: none"> <li>Dashboard/Story</li> <li>Unsaved Report</li> <li>Standard Report</li> <li>Report View</li> <li>Active Report</li> </ul>

## Sample Report

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

### BI Content By User Report with Execution Times Greater Than 0

from Earliest Date to Latest Date

Type:  Package:

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

## BI Content Trended Usage

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

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

### Prompts

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

#### Contents

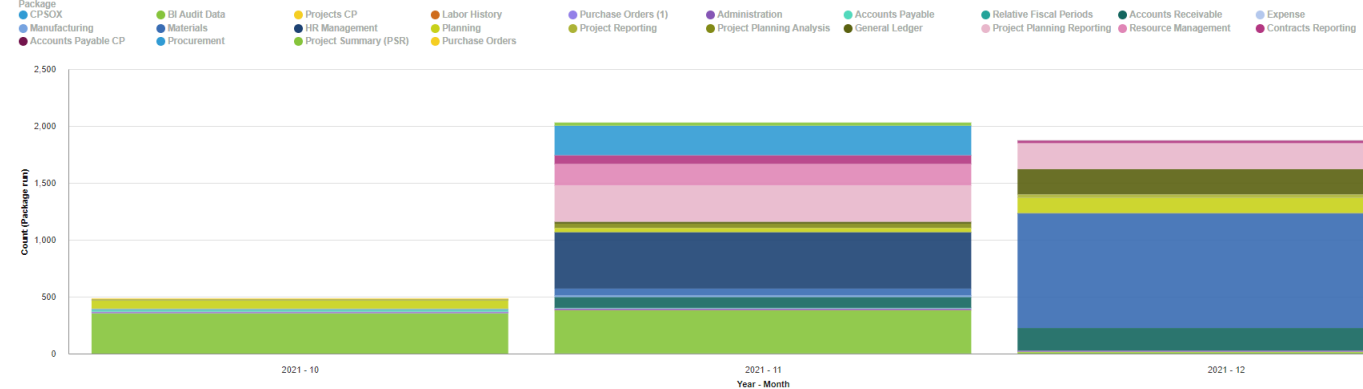
Field	Description
<b>Year - Month From</b>	Select the beginning month and year for the report.
<b>Year - Month To</b>	Select the ending month and year for the report.
<b>Select Package(s)</b>	Select the package for the selected time period.
<b>Content Type</b>	Select the types of content you want to include in the report: <ul style="list-style-type: none"> <li>■ Dashboard/Story</li> <li>■ Unsaved Report</li> <li>■ Standard Report</li> <li>■ Report View</li> <li>■ Active Report</li> </ul>

## Sample Report

View a sample of the BI Content Trended Usage report.

### BI Content Trended Usage

From : (2021 - 10) To: (2021 - 12)



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

## Summary BI Report Usage Report

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

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

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

## Prompts

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

### Contents

Field	Description
<b>Date Range</b>	<p>In the <b>From</b> field, enter the beginning value for the active date range. In the <b>To</b> field, enter the end value for the date range.</p> <p>You can opt to select the <b>Earliest date</b> or the <b>Latest date</b> possible for the date range.</p>

Field	Description
<b>Content Type</b>	Select one or more content types for the report.
<b>Packages</b>	Select the package to use for the report.
<b>Show Detail Report Path</b>	Choose whether to include each report's location.

## Sample Report

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

<div> Main Report Selection Criteria Revision History </div>					
<h3>Summary BI Report Usage</h3> <p>from Earliest Date to Latest Date</p>					
Name	Report search path	Content Type	Package/Data Module	# of Executions	Avg Execution (HH:MM:SS)
<a href="#">1099 Exceptions</a>	/content/folder[@name="zSANDBOX AREA"]/folder[@name="Mars"]/folder[@name="_80"]/folder[@name="Accounts Payable"]/report[@name="1099 Exceptions"]	Standard report	Accounts Payable	14	
	/content/folder[@name="Accounts Payable"]/report[@name="1099 Exceptions"]		Accounts Payable	2	
<a href="#">ICS test new report</a>	/content/folder[@name="zSANDBOX AREA"]/folder[@name="Mars"]/folder[@name="Datasets"]/report[@name="ICS test new report"]	Standard report	Accounts Payable	2	
<a href="#">New vendor Employee</a>	/content/folder[@name="zSANDBOX AREA"]/folder[@name="_Sonny"]/report[@name="New vendor Employee"]	Standard report	Accounts Payable	3	
	CAMID("CAP admin a SUPERSECURITYNIKI")/folder[@name="My Folders"]/report[@name="New vendor Employee"]		Accounts Payable	42	
<a href="#">Unsaved report</a>	/content/folder[@name="Packages"]/adHocReport	Unsaved report	Accounts Payable	169	
<a href="#">Vendor Employee</a>	CAMID("CAP admin a SUPERSECURITYSONNY")/folder[@name="My Folders"]/report[@name="Vendor Employee"]	Standard report	Accounts Payable	10	
	/content/folder[@name="zSANDBOX AREA"]/folder[@name="_Sonny"]/report[@name="Vendor Employee"]		Accounts Payable	2	
	/content/folder[@name="Accounts Payable"]/report[@name="Vendor Employee"]		Accounts Payable	59	
	CAMID("CAP admin a SUPERSECURITYNIKI")/folder[@name="My Folders"]/folder[@name="My Checked Out Reports"]/report[@name="Vendor Employee"]		Accounts Payable	4	
<a href="#">Vendor Employee 2</a>	CAMID("CAP admin a SUPERSECURITYSONNY")/folder[@name="My Folders"]/report[@name="Vendor Employee 2"]	Standard report	Accounts Payable	1	
<a href="#">Vendor History by EEOC Classification</a>	/content/folder[@name="Accounts Payable"]/report[@name="Vendor History by EEOC Classification"]	Standard report	Accounts Payable	6	
	CAMID("CAP admin a SUPERSECURITYEARL")/folder[@name="My Folders"]/folder[@name="My Checked Out Reports"]/report[@name="Vendor History by EEOC Classification"]		Accounts Payable	4	
<a href="#">Vendor Master</a>	/content/folder[@name="Accounts Payable"]/report[@name="Vendor Master"]	Standard report	Accounts Payable	10	
<a href="#">Vendor Master (Form Style)</a>	/content/folder[@name="Accounts Payable"]/report[@name="Vendor Master (Form Style)"]	Standard report	Accounts Payable	12	
	CAMID("CAP admin a SUPERSECURITYEARL")/folder[@name="My Folders"]/folder[@name="My Checked Out Reports"]/report[@name="Vendor Master (Form Style)"]		Accounts Payable	3	
<a href="#">Vendor Master (List Form)</a>	CAMID("CAP admin a SUPERSECURITYEARL")/folder[@name="My Folders"]/report[@name="Vendor Master (List Form)"]	Standard report	Accounts Payable	55	
<a href="#">sql</a>	/content/folder[@name="zSANDBOX AREA"]/folder[@name="Niki"]/report[@name="sql"]	Standard report	Accounts Payable	4	
<a href="#">test CSV</a>	CAMID("CAP admin a SUPERSECURITYKEVIN")/folder[@name="My Folders"]/report[@name="test CSV"]	Standard report	Accounts Payable	5	
<a href="#">test custom SQL report</a>	CAMID("CAP admin a SUPERSECURITYKEVIN")/folder[@name="My Folders"]/report[@name="test custom SQL report"]	Standard report	Accounts Payable	5	
<a href="#">test prompt</a>	CAMID("CAP admin a SUPERSECURITYKEVIN")/folder[@name="My Folders"]/report[@name="test prompt"]	Standard report	Accounts Payable	18	

## User Login/Logoff Report

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

## Prompts

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

### Contents

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

## Sample Report

This is a sample User Login/Logoff report.

User Login/Logoff Report					System: Company1
from Earliest Date to Latest Date					
User name	Logon time	Logoff time	Session duration	Logoff operation	
Asaka, Leslie	Dec 6, 2021 9:15:12 AM	Dec 6, 2021 10:16:10 AM	1 hour 0 minutes 57 seconds	LogonExpired	
	Oct 21, 2021 2:24:00 PM	Oct 21, 2021 3:24:23 PM	1 hour 0 minutes 22 seconds	LogonExpired	
	Feb 22, 2022 11:41:20 AM	Feb 22, 2022 11:41:21 AM	1 second	Logoff	
	Oct 21, 2021 2:24:49 PM	Oct 21, 2021 2:25:27 PM	37 seconds	Logoff	
	Feb 22, 2022 11:36:29 AM	Feb 22, 2022 11:36:30 AM	1 second	Logoff	
	Oct 21, 2021 2:26:58 PM	Oct 21, 2021 2:27:53 PM	55 seconds	Logoff	
	Feb 22, 2022 11:41:09 AM				
	Feb 22, 2022 11:36:23 AM				
	Feb 22, 2022 11:40:01 AM				

## Billing

This folder stores standard billing reports.

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

- CER All
- CER Billing Secure

## Billing Reports

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

Billing reports include:

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

## Aged Open Billing Detail Report

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.

Drill through to additional reports for more details.

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



## Prompts

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

Prompt Message	Description
<b>Company</b>	Select a company.
<b>Fiscal Year</b>	Select the desired fiscal year.
<b>Period</b>	Select the period number.
<b>Subperiod</b>	Select the subperiod number.
<b>Primary Group</b>	Select the primary grouping for the report: <ul style="list-style-type: none"> <li>Account</li> <li>Customer</li> <li>Organization</li> <li>Project</li> <li>Project Manager</li> </ul>
<b>Secondary Group</b>	Select a secondary sort option: <ul style="list-style-type: none"> <li>None</li> <li>Account</li> <li>Customer</li> <li>Organization</li> <li>Project</li> <li>Project Manager</li> </ul>
<b>Date to Age By</b>	Enter or select the date to age by.
<b>Project Level</b>	Select the project level at which you want the report printed. All lower levels will be rolled up for the report. Select <b>Transaction Level</b> to include all levels of detail.
<b>Organization Level</b>	Select the organization level at which you want the report printed. All lower levels will be rolled up for the report. Select <b>Transaction Level</b> to include all levels of detail.
<b>Account Level</b>	Select the account level at which you want the report printed. All lower levels will be rolled up for the report. Select <b>Transaction Level</b> to include all levels of detail.
<b>Limit projects</b>	In the <b>Keywords</b> field, enter a portion of one or more IDs or names to narrow the primary group you selected in the previous field. To narrow the search, click <b>Options</b> to select filter criteria. If you search by name, use one of the <b>Contains...</b> options, rather

Prompt Message	Description
	than the <b>Starts with...</b> options. If applicable, click the right arrow to move your selected results to <b>Choices</b> .
<b>Column 1 Aging Range</b>	Enter a range to age by in the following three columns. You can edit the default ranges as necessary as long as date ranges do not overlap from column to column. Defaults from <b>0</b> up to <b>30</b> .
<b>Column 2 Aging Range</b>	Enter the column range for aging. Defaults from <b>31</b> up to <b>60</b> .
<b>Column 3 Aging Range</b>	Enter the column range for aging. Defaults from <b>61</b> up to <b>90</b> .
<b>Column 4 Aging Range</b>	This defaults to the last number in <b>Column 3 aging range</b> plus one.
<b>Set Range</b>	When you edit the default ranges, click <b>Set Range</b> to reset the first numbers in columns 2, 3, and/or 4.

## Sample Report

Sample Aged Open Billing Detail report.

### Aged Open Billing Detail

Company: 1

Project	Current	31 to 60	61 to 90	Over 90	Total
10150.10	0.00	0.00	0.00	0.00	0.00
10160.20.01	0.00	0.00	0.00	73,134.13	73,134.13
10220.10.01.AC.001	0.00	0.00	0.00	0.00	0.00
10225.01	0.00	0.00	0.00	37,000.00	37,000.00
10500.002.101	0.00	0.00	0.00	26,950.13	26,950.13
10620.30	0.00	0.00	0.00	1,177.30	1,177.30
10630.02.001	0.00	0.00	0.00	14,894.39	14,894.39
10630.02.002	0.00	0.00	0.00	17,137.91	17,137.91
10700.01.001	0.00	0.00	0.00	2,814.08	2,814.08
10700.01.002	0.00	0.00	0.00	14,107.07	14,107.07
10800.01.002	0.00	0.00	0.00	4,888.66	4,888.66
10820.01.001	0.00	0.00	0.00	19,042.07	19,042.07
10820.01.002	0.00	0.00	0.00	11,959.95	11,959.95
10900.02.101	0.00	0.00	0.00	26,000.00	26,000.00
20100.10	0.00	0.00	0.00	58,991.88	58,991.88
20215.01	0.00	0.00	0.00	0.00	0.00
20220.10.01.AA	0.00	0.00	0.00	0.00	0.00
20220.10.01.AB.001	0.00	0.00	0.00	0.00	0.00
20220.10.01.AC.001	0.00	0.00	0.00	0.00	0.00
20220.10.02.AA.001	0.00	0.00	0.00	0.00	0.00
20220.10.02.AB.001	0.00	0.00	0.00	5,110.95	5,110.95
20220.20.01	0.00	0.00	0.00	0.00	0.00
20950.01.001	0.00	0.00	0.00	6,125.24	6,125.24
CPGCS.01	0.00	0.00	0.00	0.00	0.00
GCS01.100	0.00	0.00	0.00	0.00	0.00
IWO01.001	0.00	0.00	0.00	0.00	0.00
IWO20.001	0.00	0.00	0.00	7,958.33	7,958.33
Grand Total	0.00	0.00	0.00	327,292.09	327,292.09

## Milestone Invoice Report

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

### Before You Run This Report

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

Perform the tasks in the following list:

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

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

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

### Prompts

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

Prompt Message	Description
<b>Company</b>	Select a company.
<b>Primary Group</b>	Select an option to use as a primary grouping for the report: <ul style="list-style-type: none"> <li>▪ Billing Cycle</li> <li>▪ Billing Group</li> <li>▪ Customer</li> </ul>

Prompt Message	Description
	<ul style="list-style-type: none"> <li>Invoice</li> <li>Project</li> </ul>
<b>Print Status</b>	<p>Select the status of bills for the report:</p> <ul style="list-style-type: none"> <li>Selected</li> <li>Unselected</li> </ul>
<b>Limit Projects</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more IDs or billing cycles to narrow the primary group you selected in the previous field.</p> <p>To narrow the search, click <b>Options</b> to select filter criteria. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right arrow to move your selected results to <b>Choices</b>.</p>

## Sample Report

View a sample of the Milestone Bill report.

### Milestone Bill

#### Invoice Details

Invoice : INV-0000008578  
Invoice Amount : 128,250.00

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

**Bill To :**  
Naval Air Warfare Center  
Aircraft Division Highway 547,  
Bldg 129 MS 129-2  
  
Lakehurst NJ 08733-5083  
USA

**Remit To :**  
Applied Technologies Inc  
Attn: Accounts Receivable  
2291 Wood Oak Dr  
  
Herndon VA 20171  
USA

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

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

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

#### Outstanding Invoices :

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

Page 1 of 2

## Pre-Bill Report

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

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

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

## Prompts

These are Pre-Bill Report prompts.

Prompt Message	Description
<b>Company</b>	Select a company.

Prompt Message	Description
<b>Primary Group</b>	<p>Select the primary grouping for the report:</p> <ul style="list-style-type: none"> <li>Billing Group</li> <li>Customer</li> <li>Project</li> <li>Project Manager</li> </ul>
<b>Limit Projects</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more IDs to narrow the primary group you selected in the previous field.</p> <p>To narrow the search, click <b>Options</b> to select filter criteria. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right arrow to move your selected results to <b>Choices</b>.</p>

## Sample Report

A sample Pre-Bill report.

### Pre-Bill Report

1 Applied Technologies Inc

System: CTB82PSMDEMO

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

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

☐ OK to invoice  
☐ OK to invoice with changes indicated  
☐ OK to invoice over budget  
☐ Hold entire prebill. Reason: \_\_\_\_\_

Directions: ☐ Send invoice to client  
☐ Do not send invoice to client

PM Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

## Standard Invoice with Backup Report

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

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

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

### Before You Run This Report

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

Perform the tasks in the following list:

- Set up project data, including any ceilings, overrides, units data, and PLC rates.
- Set up cost pools and associated provisional rates.
- Set up customer information.
- Establish remit to and bill to addresses.
- Set up generic billing formats.
- Set up supporting schedule formats.
- Set up project billing information.
- Manage ACRN bills, if the project is subject to ACRN billing requirements.
- Use Manage Open Billing Detail to edit transaction records, if necessary.
- Load labor rates, if necessary.
- Update cash basis Information, if necessary.
- Calculate billings.
- Make necessary edits in the Manage Standard Bills application.
- Calculate ACRN billings.
- Make necessary edits in the Manage ACRN Bills application.

### Prompts

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

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

Prompt Message	Description
	<ul style="list-style-type: none"> <li>■ Billing Cycle</li> <li>■ Billing Group</li> <li>■ Customer</li> <li>■ Invoice</li> <li>■ Project</li> </ul> <p>Billing Group and Billing Cycle are optional in Costpoint. If you use these options and want to use them in your report, you must perform the following steps within Costpoint to populate the necessary data:</p> <ul style="list-style-type: none"> <li>■ <b>Billing Cycle:</b> To use Billing Cycle on the report, you must first select the <b>Use Billing Cycles</b> checkbox on the Configure Billing Settings screen. And then, establish the Billing Cycle in <b>Projects » Billing » Billing Controls » Manage Billing Cycles</b> and link the Billing Cycle to the project via the Manage Project Billing Information screen.</li> <li>■ <b>Billing Groups:</b> To use Billing Groups on the report, select the <b>Assign Bills to User Groups</b> checkbox on the Configure Billing Settings screen. And then, establish the Billing Group in <b>Projects » Billing » Billing Controls » Manage Billing User Groups</b> and link the Billing User Group to the Project via the Manage Project Billing Information screen.</li> </ul>
<b>Print Status</b>	<p>Select the status of bills to include in the report:</p> <ul style="list-style-type: none"> <li>■ Selected</li> <li>■ Unselected</li> </ul>
<b>Project Level</b>	Select the level to roll up transactions.
<b>Limit Projects</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more IDs or billing cycles to narrow the primary group you selected in the previous field.</p> <p>To narrow the search, click <b>Options</b> to select filter criteria. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right arrow to move your selected results to <b>Choices</b>.</p>



## Sample Report

View a sample Standard Invoice with Backup report.

### Standard Invoice with Backup

System: CTB82PSMDE

1 Applied Technologies Inc

Invoice: INV-0000008571  
Invoice Amount: 276,554.50

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

**Bill To**  
Bill & Melinda Gates Foundation  
440 5th Ave. N  
  
Seattle WA 98109

**Remit To**  
Applied Technologies Inc  
Attn: Accounts Receivable  
2291 Wood Oak Dr  
Herndon VA 20171

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

Description	Rate/Unit Price	Hours/Unit	Amount
<b>Labor</b>			
Dietician	74.0000	123,564.80	9,391,372.80
	76.0000	123,564.80	9,391,372.80
Nutritionist	66.0000	53,928.00	3,559,248.00
Relief Worker	40.0000	459,365.60	18,374,624.00
Social Work Supervis	60.0000	46,688.40	2,801,304.00
Social Worker	45.0000	234,224.80	10,540,116.00
Subtotal for Labor		917,771.60	44,666,664.80
<b>Non-Labor</b>			
Consultants			137,600.00
Other Non-Labor Cost			526.50
Subtotal for Non-Labor			138,126.50
			Invoice Subtotal 276,554.50
			Subtotal 276,554.50
			Total 276,554.50
			Customer Contribution Percent 100.00
			Total Amount Due 276,554.50

Accounting Appropriation Data :

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

Outstanding Invoices :

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

## Unbilled Analysis



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

## Prompts

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

## Contents

Prompt Message	Description
<b>Company</b>	Select a company.
<b>Fiscal Year</b>	Select the desired fiscal year.

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

## Sample Report

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

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

## Billing

Summary Details Unbilled Reasons Selection Criteria Revision History

### Unbilled Analysis

System: PSMDEMOEA

Company: 1 Applied Technologies Inc

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

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

Summary Details Unbilled Reasons Selection Criteria Revision History

### Unbilled Analysis

Company: 1 Applied Technologies Inc

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

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

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

## Unbilled Analysis

Company: 1 Applied Technologies Inc

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

## Unposted Invoice


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

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

### Prompts

Select a project to run the Unposted Invoice report.

### Contents

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

## Sample Report

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

### Unposted Invoice

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


## Zero Rate Billing Exception Report

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

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

## Prompts

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

Prompt Message	Description
<b>Company</b>	Select a company.
<b>Fiscal Year</b>	Select the desired fiscal year.
<b>Period</b>	Select the period number.
<b>Subperiod</b>	Select the subperiod number.
<b>Limit Project(s)</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more project IDs and click  to list IDs to include in the report.</p> <p>To narrow the search, click <b>Options</b> to select filter criteria. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right arrow to move your selected results to <b>Choices</b>.</p>
<b>ID Type</b>	<p>Select an ID type:</p> <ul style="list-style-type: none"> <li>(All)</li> <li>Employee</li> </ul>

Prompt Message	Description
	<ul style="list-style-type: none"> <li>▪ Vendor</li> <li>▪ Vendor Employee</li> </ul>
<b>Limit Name ID(s)</b>	Select the ID from the list.

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

## Sample Report

[View a sample Zero Rate Billing Exception Report.](#)

## Zero Rate Billing Exception Report

1 Company 1

FY 2007 Period 1 SubPeriod 1

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



# Costpoint Administration

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

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

- CER All
- CER CP Administration

## Data Dictionary Report

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

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

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

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

## Prompts

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

### Contents

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

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

## Sample Report

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

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

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## Menu Report

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

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

## Sample Report

This is a sample of the Menu report.

Accounts Payable	Accounts Receivable	Billing	CRM & Contracts	Costpoint Administration
Custom 1099 Exceptions	Accounts Receivable Aging	Aged Open Billing Detail	Contract Backlog Report	Effective User Rights
Custom Voucher List	Customer Master Information	Milestone Invoice	Contract Brief	User Group Rights
Custom Sample Dashboard		Pre-Bill Report	Contract FAR/Supplement Report	Data Dictionary
1099 Exceptions		Standard Invoice with Backup	Contract Vehicle Report	
Corpay Payments		Unbilled Analysis	Customer Inquiry	
Vendor Employee		Unposted Invoice	Opportunity Current Pipeline Report	
Vendor History by EEOC Classification		Zero Rate Billing Exception Report	Opportunity Days Open Report	
Vendor Master (Form)		Accounts Receivable Aging	Opportunity Win/Loss Report	
Vendor Master (List)			Contracts Dashboard	
			Opportunity Dashboard	
Employee	Executive	Expense	General Ledger	Human Resources
Attrition and Retention	Executive Dashboard	Expense Charge Activity Report	Account List	EEO-1 Report
Employee Basic Information	Org Mgr CP Performance Analytics	Expense Resource Activity Report	Balance Sheet	Employee Benefits Profile
Employee Information	Accounts Receivable Aging		Cash Forecast	VETS-4212
New Hire / Termination	Aged Open Billing Detail		General Ledger Detail	
	Attrition and Retention		Income Statement	
	Balance Sheet		Organization List	
	Cash Forecast		Reorganization Structure	
	Contract Backlog Report		Trended Income Statement	
	Income Statement			
	Labor Utilization			
	New Hire / Termination			

## Security Reports

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

## Effective User Rights Report

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

**Note:** We strongly recommend using prompt filters to narrow the report output, even though the report does not require prompts to run it. There are no required prompts because they limit usability in cases where you may need to use different combinations of filters to generate the desired output. For example, you may need to see all the rights of a particular user or user group, or you may need to see all the users or user groups that have permissions to a specific application or module. If you tried to generate a report of all users and user groups with all the modules and applications of the system, this would produce an enormous output. And although BI queries and reports can typically handle large volumes of data, this report is pulling from two different data sources (CPDATA and CPSYSTEM). Running this report requires local processing instead of database processing and could significantly impact the performance of this report and other reports running on this server. Any report running over 6 hours will

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

## Prompts

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

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

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

Prompt Message	Description
	To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b> .
<b>Access Levels</b>	Select one or more access levels to display only the users who have the selected access.

## Sample Report

This is a sample of the Effective User Rights report.

### Effective User Rights

Company - 1

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

## User Group Rights Report

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

## Prompts

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

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

## Sample Report

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

This is a sample User Group Rights page.

User Group Rights	User Group Users	Selection Criteria	Revision History
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<b>User Group Rights</b>	System: CTB82PSMDEMO
--------------------------	----------------------

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

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

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This is a sample User Group Users page.

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

AR\_BILLING - AR BILLING

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

## CRM & Contracts

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

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

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

- CER All
- CER Contracts

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

### CRM & Contracts Dashboards

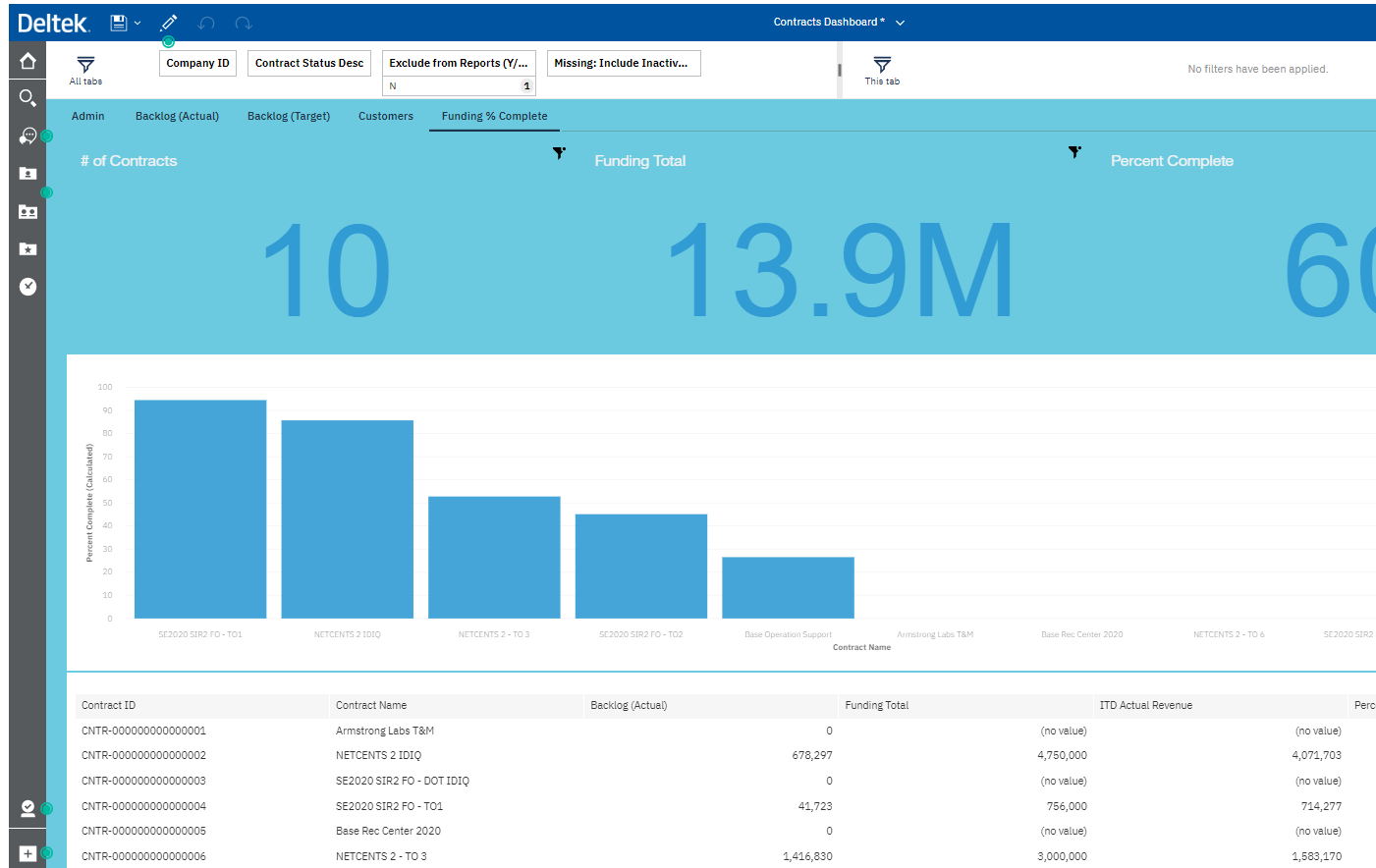
The template dashboards for CRM & Contracts allow you to create and share interactive analytical dashboards that uses the Costpoint Contracts Management data.

#### Contracts Dashboard

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

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



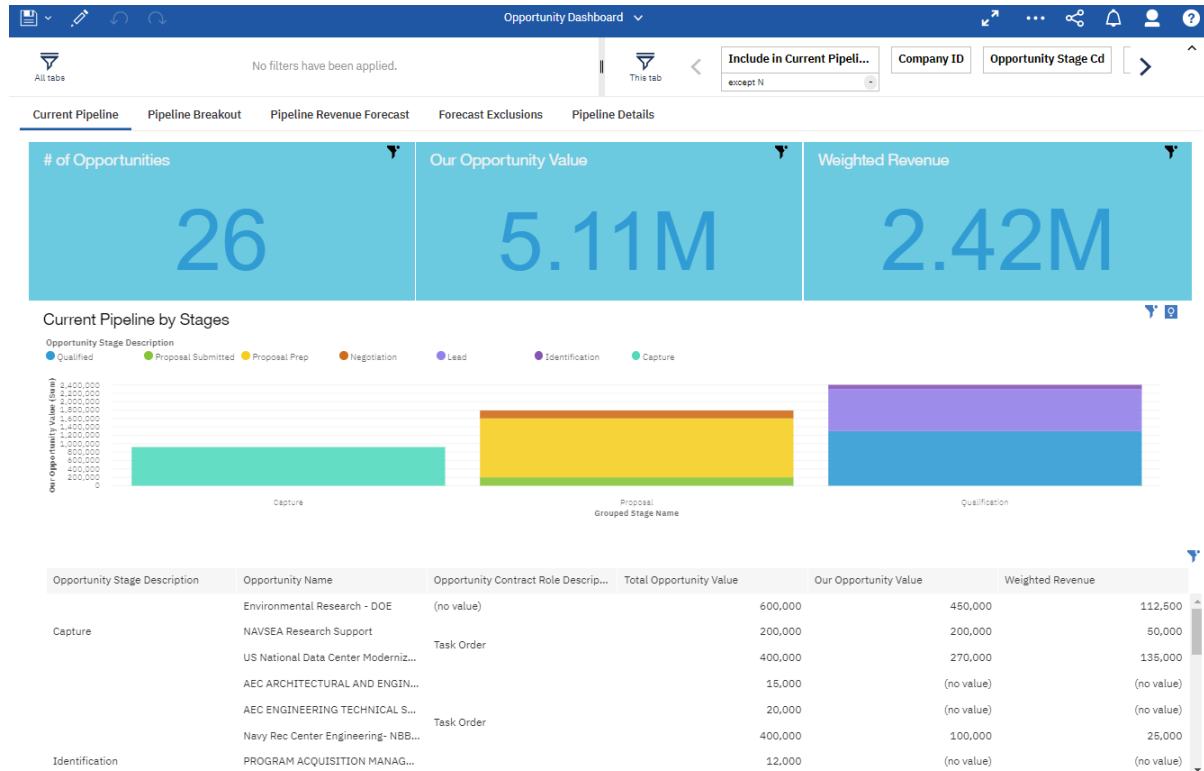


The Contracts Dashboard includes five tabs:

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

## Opportunity Dashboard

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



The dashboard contains the following tabs:

- **Current Pipeline:** This tab displays the detailed list of opportunities based on specified pipeline stages. This provides the sales team a visual representation of the value of the opportunities broken out by each of the stages to help determine where to prioritize efforts to close deals.
- **Pipeline By Stages:** This tab displays the list of opportunities, their stage, and value by month.
- **Pipeline Breakout:** This tab displays the summary of opportunity pipeline amounts organized by stage based on the anticipated award date. This lets you assess future revenue for the company.
- **Pipeline Revenue Forecast:** This tab displays the Opportunity Value and Weighted Revenue, spread evenly over months. The Opportunity Value Forecast Spread displays the estimated start date and estimated dates of the opportunities, and evenly spreads the opportunity value over the months. The Weighted Revenue Forecast Spread displays the estimated start date and estimated completion dates of the opportunities, and evenly spreads the weighted revenue over the months.

- **Forecast Exclusions:** This tab displays the opportunities that require additional data before they can be included in the Revenue Forecast. Required data may include the start date, end date, or the Our Opportunity Value/Weighted Value data.
- **Pipeline Details:** This tab displays the summary of opportunity pipeline amounts that are grouped and shows the total percentage by each stage.
- **Leads Analysis:** This tab displays leads grouped by source.

## CRM & Contracts Reports

Contracts Reporting is the report package for Contracts.

### Contract Backlog Report

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

#### Prompts

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

Prompt Message	Description
<b>Company</b>	Select a company.
<b>Select Prime Contract(s)</b>	<p>Select the contracts that you want to display in the report.</p> <p>In the <b>Keywords</b> field, enter one or more characters to search for contract information. To narrow the search, select one of the following:</p> <ul style="list-style-type: none"> <li>▪ <b>Starts with any of these keywords</b></li> <li>▪ <b>Starts with the first keyword and contains all of the remaining keywords</b></li> <li>▪ <b>Contains any of these keywords</b></li> <li>▪ <b>Contains all of these keywords</b></li> </ul> <p>If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options.) Click the arrow to list the matching contracts in <b>Choices</b>.</p>
<b>Select Contract Vehicle(s)</b>	Select the contract vehicle to include in the report.
<b>Select Contract Type(s)</b>	Select the types of contract to include in the report.
<b>Basis for Actual % Complete</b>	Select the basis for the actual percentage completion which can either be <b>Funded Value</b> or <b>Contract Value</b> .
<b>Select Rate Type</b>	Select the type of rate, either <b>Target</b> or <b>Actual</b> .

Prompt Message	Description
<b>Include Inactive Contracts?</b>	Indicate whether to include inactive contracts.

## Sample Report

This is a sample of the Contract Backlog report.

## Contract Backlog Report

System: C

1 - Applied Technologies Inc

Contract ID	Contract Name	Organization ID	Organization Name	Prime Contract Number	Contract Vehicle	Contract End Date	Contract Type	Funded Value	Total Actual Revenue	Remaining Value
CNTR-0000000000000004	SE2020 SIR2 FO - TO1	01.01.05	Engineering & Planning	DTFAWAID00030	SE2020	Dec 30, 2022	TM	\$756,000.00	\$714,277.40	\$41,722.60
CNTR-0000000000000005	Base Rec Center 2020	01.01.03	Health Services	testing how this works		Feb 15, 2018	HYBRID	\$1,880,000.00	\$1,880,000.00	\$0.00
CNTR-0000000000000006	NETCENTS 2 - TO 3	01.03.01	United States	FA877109R0028	NETCENTS	Dec 31, 2020	FFP	\$8,850,000.00	\$7,706,127.04	\$1,143,872.96
CNTR-0000000000000008	NETCENTS 2 - TO 6	01.03.02	Africa	FA877109R0028	NETCENTS	Dec 31, 2020	FFP	\$5,220,000.00	\$3,136,324.27	\$2,083,675.73
CNTR-0000000000000009	Base Operation Support	01.01.04	Base Operation Management			Feb 26, 2021	EAC	\$4,785,000.00	\$3,577,704.17	\$1,207,295.83
CNTR-0000000000000010	Data Acquisition Systems	01.01.04	Base Operation Management	GS98541RV564	GSASCH	Dec 31, 2020	HYBRID	\$10,300,000.00	\$4,199,145.02	\$6,100,854.98
CNTR-0000000000000011	Intl Nutrition Advocacy	01.01.02	Construction Management				TM	\$5,822,000.00	\$5,023,599.87	\$798,400.13
CNTR-0000000000000012	Enterprise Foundation	01.02.03	Production Control			Dec 31, 2019	FFP	\$3,650,000.00	\$3,050,000.00	\$600,000.00
CNTR-0000000000000013	EDUCATION TRAINING	01.01.05	Engineering & Planning				GCOST	\$2,000,000.00	\$1,593,647.45	\$406,352.55
CNTR-0000000000000014	Intl Nutrition Advocacy I	01.02.01	Manufacturing			Feb 15, 2022	TM	\$1,000,000.00	\$748,381.44	\$251,618.56
CNTR-0000000000000015	NETCENTS 2 - TO 4	01.01.05	Engineering & Planning	FA877109R0028-4	NETCENTS	Dec 31, 2024	FFP	\$1,000,000.00	\$808,477.25	\$191,522.75
CNTR-0000000000000016	Navy Unmanned Air Systems	01.01.04	Base Operation Management				EAC	\$5,850,000.00	\$5,600,000.00	\$250,000.00
CNTR-0000000000000017	DLA IT Support Services	01.02.03	Production Control				TM	0.00	\$0.00	0.00
CNTR-0000000000000019	SBSS Pathfinder	01.03.04	Latin America	FA8819-04-C-0002		May 31, 2011	CPFC	0.00	\$0.00	0.00
CNTR-0000000000000021	PA&E Studies & Analytical	01.01.05	Engineering & Planning	PRIME CONTRACT NO	OASIS	Dec 30, 2024	FFP	0.00	\$0.00	0.00
TESTKH	Base Rec Center 2020	01.PL.40	Pool Org - G&A	Tested prime	GSAALL	Feb 1, 2022	HYBRID	0.00	\$0.00	0.00
<b>TOTAL</b>								<b>\$51,113,000.00</b>	<b>\$38,037,683.91</b>	<b>\$13,075,316.09</b>

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## Contract Brief Report

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

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

## Prompts

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

Prompt Message	Description
<b>Company:</b>	Select a company.

Prompt Message	Description
<b>Limit Contract(s):</b>	<p>Select the contracts for the report.</p> <p>In <b>Keywords</b>, enter one or more characters to search for contracts. To narrow the search, select one of the following:</p> <ul style="list-style-type: none"> <li>▪ <b>Starts with any of these keywords</b></li> <li>▪ <b>Starts with the first keyword and contains all of the remaining keywords</b></li> <li>▪ <b>Contains any of these keywords</b></li> <li>▪ <b>Contains all of these keywords</b></li> </ul> <p>If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. Click the arrow to list the matching contracts in <b>Choices</b>.</p>

## Sample Report

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

### Contract Brief

1 - Company 1

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

#### Secondary Project Type:

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

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

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

#### Prime Contractor Info

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

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

Cognizant DCAA Office: DCAA

#### Brief Statement of Scope of Work

There is no Statement of Work for this contract.

#### Procurement Regulations - Check All that Apply

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

#### Contract Clauses and Special Provisions

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

#### Contract Modification Summary

Project ID	Contract Mod No	Mod No	Mod Description	Effective Date	Project Start Date	Project End Date	Contract Value	Funded Value
2A25		0000	0000 - Base Contract	Oct 19, 2020	Oct 20, 2020	Oct 31, 2020	1,000	1,000
2A25.001		0000	0000 - Base Contract	Oct 19, 2020	Oct 20, 2020	Oct 31, 2020	1,000	1,000
2A25.001.01		0000	0000 - Base Contract	Oct 19, 2020	Oct 20, 2020	Oct 31, 2020	1,000	10,000
6016.100000.100000		0000	0000 - Base Contract	Jan 11, 2017	Jan 15, 2017		30,000	25,000
6016.100000.100000.100000.1000		0000	0000 - Base Contract	Feb 11, 2017	Jan 18, 2017	Feb 11, 2018	0	5,000
CG09.100000.100000.100000		0000	0000 - Base Contract	Nov 10, 2019	Oct 15, 2019	Feb 28, 2021	100,000	50,000
CG09.100000.100000.100000.2000		0000	0000 - Base Contract	Jan 27, 2021	Jan 22, 2021		15,000	10,000
CG09.100000.200000.100000		0000	0000 - Base Contract	Nov 10, 2019	Oct 15, 2019	Feb 28, 2021	100,000	50,000
CG09.100000.200000.100000.2000		0000	0000 - Base Contract	Jan 27, 2021	Jan 22, 2021		15,000	10,000
CL02.100000.100000		0000	0000 - Base Contract	Jan 11, 2017	Jan 15, 2017		30,000	25,000
CL02.100000.100000.100000.1000		0000	0000 - Base Contract	Feb 11, 2017	Jan 18, 2017	Feb 11, 2018	0	5,000
F337.100000.100000.100000		0000	0000 - Base Contract	Nov 10, 2019	Oct 15, 2019	Feb 28, 2021	100,000	50,000
F337.100000.100000.100000.2000		0000	0000 - Base Contract	Jan 27, 2021	Jan 22, 2021		15,000	10,000
F337.100000.200000.100000		0000	0000 - Base Contract	Nov 10, 2019	Oct 15, 2019	Feb 28, 2021	100,000	50,000
F337.100000.200000.100000.2000		0000	0000 - Base Contract	Jan 27, 2021	Jan 22, 2021		15,000	10,000
FP21		0000	0000 - Base Contract	Oct 19, 2020	Oct 20, 2020	Oct 31, 2020	1,000	1,000
FP21.001		0000	0000 - Base Contract	Oct 19, 2020	Oct 20, 2020	Oct 31, 2020	1,000	1,000
FP21.001.01		0000	0000 - Base Contract	Oct 19, 2020	Oct 20, 2020	Oct 31, 2020	1,000	10,000
KC08		0000	0000 - Base Contract	Oct 19, 2020	Oct 20, 2020	Oct 31, 2020	1,000	1,000
KC09.001		0000	0000 - Base Contract	Oct 19, 2020	Oct 20, 2020	Oct 31, 2020	1,000	1,000
KC09.001.01		0000	0000 - Base Contract	Oct 19, 2020	Oct 20, 2020	Oct 31, 2020	1,000	10,000
KC16		0000	0000 - Base Contract	Oct 19, 2020	Oct 20, 2020	Oct 31, 2020	1,000	1,000
KC16.001		0000	0000 - Base Contract	Oct 19, 2020	Oct 20, 2020	Oct 31, 2020	1,000	1,000
KC16.001.01		0000	0000 - Base Contract	Oct 19, 2020	Oct 20, 2020	Oct 31, 2020	1,000	10,000

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## Contract FAR/Supplement Report

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

### Prompts

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

Prompt Message	Description
<b>Report Type</b>	Select to display records for contracts or subcontracts.
<b>Active Records Only</b>	Indicate whether to display only active contract records ( <b>Yes</b> ) or not ( <b>No</b> ).
<b>Show in Lookup Only</b>	Indicate whether to display only the results that have <b>Show in Lookup</b> marked for FAR and/or Supplemental records ( <b>Yes</b> ) or not ( <b>No</b> ).
<b>FAR or Supplemental</b>	Choose to include Federal Acquisition Regulation (FAR) clauses, supplemental clauses, or both. (
<b>Supplemental Agency</b>	If you selected <b>Supplemental</b> in the <b>FAR or Supplemental</b> prompt, select the agency for the supplemental clauses.
<b>Risk Level</b>	Select the risk level.
<b>ID / Description</b>	<p>Select the records that you want to display in the report.</p> <p>In <b>Keywords</b>, enter one or more characters to search for an ID or description. To narrow the search, select one of the following:</p> <ul style="list-style-type: none"> <li>▪ <b>Starts with any of these keywords</b></li> <li>▪ <b>Starts with the first keyword and contains all of the remaining keywords</b></li> <li>▪ <b>Contains any of these keywords</b></li> <li>▪ <b>Contains all of these keywords</b></li> </ul>

## Sample Report

This is a sample Contract FAR/Supplement report.

### Contract FAR / Supplemental Report

Contract ID Name	Organization ID	Organization Name	Contract Type	Contract Status	Contract Administrator	Prime Contract No	Customer	Start Date	End Date	Primary Agency
<a href="#">CNTR: 0000000000000004 - SEP2020 SIP2 FO - TO1</a>	01.01.05	Engineering & Planning	Time & Materials	Awarded	Long, William	DTFAWA10D00030	Armstrong Labs	07/01/2020	12/30/2022	Department of Transportation
<a href="#">CNTR: 0000000000000005 - Base Rec Center 2020</a>	01.01.03	Health Services	Contract Hybrid	Final Billing	Jarvis, Roberta	testing how this works	Army Central Command	02/15/2017	02/15/2018	US Army
<a href="#">CNTR: 0000000000000006 - NETCENTS 2 - TO 3</a>	01.03.01	United States	Firm Fixed Price Contract	Awarded	Chadwick, Bill S	FA877109R0028	US Air Force	08/01/2019	12/31/2020	AIR FORCE
<a href="#">CNTR: 0000000000000008 - NETCENTS 2 - TO 8</a>	01.03.02	Africa	Firm Fixed Price Contract	Furlough Notice	Chadwick, Bill S	FA877109R0028	Air Force Research Lab	08/01/2012	12/31/2020	AIR FORCE
<a href="#">CNTR: 0000000000000009 - Base Operation Support</a>	01.01.04	Base Operation Management	Estimate at Complete	Awarded	Boyd, Edward		Department of Army	08/03/2020	02/26/2021	ARMY MANEUVER SUPPORT CENTER
<a href="#">CNTR: 0000000000000010 - Data Acquisition Systems</a>	01.01.04	Base Operation Management	Contract Hybrid	Awarded	Jarvis, Roberta	GS98541RV564	Department of Army	01/01/2019	12/31/2020	GENERAL SERVICES ADMINISTRATION
<a href="#">CNTR: 0000000000000011 - Intl Nutrition Advocacy</a>	01.01.02	Construction Management	Time & Materials	Complete Awaiting Close Out	Long, William		Bill & Melinda Gates Foun			PROGRAM DEVELOPMENT AND INTEGRATION DIRECTORATE
<a href="#">CNTR: 0000000000000012 - Enterprise</a>	01.02.03	Production Control	Firm Fixed Price Contract	Pre-Award	Jarvis, Roberta		Enterprise Foundation	01/01/2019	12/31/2019	ENVIRONMENTAL MANAGEMENT

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





Drill - Contract Details

Prompt Selections

Revision History

Drill - FAR/Supplement Detail

Note: Close this window

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

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## Contract Vehicle Report

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

### Prompts

Select prompt values to run the Contract Vehicle Report.

Prompt Message	Description
<b>Company</b>	Select a company.
<b>Vehicle Code(s)</b>	Select the corresponding vehicle code for the company.
<b>Status(es)</b>	Select the statuses of the contract for the report.
<b>Contract Type(s)</b>	Select the types of contracts to include in the report.
<b>Limit Primary Customer(s)</b>	<p>Select the customers to include in the report.</p> <p>In <b>Keywords</b>, enter one or more characters for which you want to search to retrieve customer information from. To narrow the search, select one of the following options.</p> <ul style="list-style-type: none"> <li>Starts with any of these keywords</li> </ul>

Prompt Message	Description
	<ul style="list-style-type: none"> <li>Starts with the first keyword and contains all of the remaining keywords</li> <li>Contains any of these keywords</li> <li>Contains all of these keywords</li> </ul> <p>If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options.) Click the arrow to list the matching contracts in <b>Choices</b>.</p>
<b>Include Inactive Contracts?</b>	Indicate whether to include inactive contracts.

## Sample Report

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

### Contract Vehicle Report

1 - Applied Technologies Inc

Contract ID	Contract Name	Organization ID	Organization Name	Prime Contract Number	Prime Contract Name	Task Order No	Customer ID	Customer Name	Contract Start Date	Contract End Date	Contract Status	Contract Type
<b>Contract Vehicle:</b>												
CNTR-000000000000005	Base Rec Center 2020	01.01.03	Health Services	testing how this works			100006	Army Central Command	Feb 15, 2017	Feb 15, 2018	FBILL	HYBRID
CNTR-000000000000009	Base Operation Support	01.01.04	Base Operation Management			001	100015	Department of Army	Aug 3, 2020	Feb 26, 2021	AWARDED	EAC
CNTR-000000000000011	Intl Nutrition Advocacy	01.01.02	Construction Management				100058	Bill & Melinda Gates Foun			ACO	TM
CNTR-000000000000012	Enterprise Foundation	01.02.03	Production Control				100019	Enterprise Foundation	Jan 1, 2019	Dec 31, 2019	PREAWARD	FFP
CNTR-000000000000013	EDUCATION TRAINING	01.01.05	Engineering & Planning				100058	Bill & Melinda Gates Foun			ACO	GCOST
CNTR-000000000000014	Intl Nutrition Advocacy I	01.02.01	Manufacturing				100058	Bill & Melinda Gates Foun	Feb 15, 2021	Feb 15, 2022	VERBAL	TM
CNTR-000000000000016	Navy Unmanned Air Systems	01.01.04	Base Operation Management				1000050	Dept of the Navy			PREAWARD	EAC
CNTR-000000000000017	DLA IT Support Services	01.02.03	Production Control				100016	Department of Defense			PREAWARD	TM
CNTR-000000000000019	SBSS Pathfinder	01.03.04	Latin America	FA8819-04-C-0002			100052	HHS	Mar 26, 2004	May 31, 2011	AWARDED	CPFC
												Subtotal for
<b>Contract Vehicle: GSAALL</b>												
TESTKH	Base Rec Center 2020	01.PL.40	Pool Org - G&A	Tested prime	Tested prime	Test TO	1000002	Army Central Command	Jan 1, 2022	Feb 1, 2022	FBILL	HYBRID
												Subtotal for GSAALL
<b>Contract Vehicle: GSASCH</b>												
CNTR-000000000000010	Data Acquisition Systems	01.01.04	Base Operation Management	GS98541RV564			100015	Department of Army	Jan 1, 2019	Dec 31, 2020	AWARDED	HYBRID
												Subtotal for GSASCH
<b>Contract Vehicle: NETCENTS</b>												
CNTR-000000000000006	NETCENTS 2 - TO 3	01.03.01	United States	FA877109R0028		0003	100038	US Air Force	Aug 1, 2019	Dec 31, 2020	AWARDED	FFP
CNTR-000000000000008	NETCENTS 2 - TO 6	01.03.02	Africa	FA877109R0028		0006	100003	Air Force Research Lab	Aug 1, 2012	Dec 31, 2020	FURL	FFP
CNTR-000000000000015	NETCENTS 2 - TO 4	01.01.05	Engineering & Planning	FA877109R0028-4		0004	100003	Air Force Research Lab	Jan 1, 2019	Dec 31, 2024	AWARDED	FFP
												Subtotal for NETCENTS
<b>Contract Vehicle: OASIS</b>												
CNTR-000000000000021	PA&E Studies & Analytical	01.01.05	Engineering & Planning	PRIME CONTRACT NO	PRIME CONTRACT NO NAME	TASK ORDER NO	100002	Adept Solutions	Jul 1, 2021	Dec 30, 2024	AWARDED	FFP
												Subtotal for OASIS
<b>Contract Vehicle: SE2020</b>												
CNTR-000000000000004	SE2020 SIR2 FO - TO1	01.01.05	Engineering & Planning	DTFAWA0D00030		0080	100005	Armstrong Labs	Jul 1, 2020	Dec 30, 2022	AWARDED	TM
												Subtotal for SE2020
<b>Total</b>												

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## Customer Inquiry

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

## Prompt

Select a customer to include in the Customer Inquiry report.

Prompt Message	Description
<b>Keywords:</b>	<p>Select a customer to display in the report.</p> <p>In <b>Keywords</b>, enter one or more characters to search for to retrieve customer information. To narrow the search, select one of the following options:</p> <ul style="list-style-type: none"> <li>▪ <b>Starts with any of these keywords</b></li> <li>▪ <b>Starts with the first keyword and contains all of the remaining keywords</b></li> <li>▪ <b>Contains any of these keywords</b></li> <li>▪ <b>Contains all of these keywords</b></li> </ul> <p>If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options.) Click the arrow to list the matching contracts in <b>Choices</b>.</p>

## Sample Report

This is a sample of the Customer Inquiry report.

### Customer Inquiry

System: CTB82PSMDEMO

Name		Adept Solutions		Customer Account		100002		Status		CUSTOMER		
Information												
Customer Type		COMMERCIAL		Sales Territory				Customer Status		Ok		
Outstanding AR Balance				Customer Terms		NET 30						
Address												
Code	Bill Code	Ship To	Mark For	Address 1		Address 2		Address 3		City Name	State	Postal
BILL	D	N	N	123 Anne Glass Place		Suite 234				Burke	VA	22015
SHIP	N	N	N	123 Anne Glass Place		Suite 234				Burke	VA	22015
Customer Contacts												
Full Name		Contact Title		Contact Email					Contact Phone			
Jamie Janes		PO Manager		jamie.janes@adeptsolutions.com					703-250-8729			
Opportunities												
Opportunity ID	Opportunity Name			Organization ID	Organization Name	Business Unit Lead Name	Contract Vehicle	Date Opportunity Closed	Opportunity Stage	Total Opportunity Value		
OPP-020	PA&E STUDIES & ANALYTICAL SUPPORT, HQMC, P&R, PA&E (ZONE 2,			01.01.03	Health Services	Administrator, Extensibili	TIPSS	Jun 7, 2021	2. Identification	\$1,000,000.00		
Contracts												
Contract ID	Contract Name	Organization ID	Organization Name	Contract Status	Contract Type	Prime Customer Name	Start Date	Contract Value	Owner			
CNTR: 0000000000000021	PA&E Studies & Analytical	01.01.05	Engineering & Planning	Awarded	Firm Fixed Price Contract	Citibank	Jul 1, 2021		Ambler, Suzette			
Projects												
Project ID		Project Name			Prime Contract Number			Project Manager		Status		
BID01		B&P			PRIME CONTRACT NO					Active		
BID02		B&P Co 1			PRIME CONTRACT NO					Active		
BID02.01		B&P Co 1			PRIME CONTRACT NO					Active		
BID01.19		B&P 19_20			PRIME CONTRACT NO					Active		
BID02.01.001		B&P Co 1			PRIME CONTRACT NO					Active		
BID01.19.NETCENT		NETCENTS Proposal Project			PRIME CONTRACT NO					Active		
Activities												
Activity ID	Subject			Opp/Contract/Subc ID	Activity Date				Primary Contact	Notes		

## Customer Inquiry Drill Through Reports

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

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

## Contract Drill Thru

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

Deltek

## Project Drill Thru

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

Project Name	300ZX1010	Status	Active	Contract Value	\$895,000.00
Project ID	KLB2.0001.010	Start Date	Jan 7, 1994	End Date	Dec 31, 1995
<b>Contract Value</b>			<b>Funding Value</b>		
Total	\$895,000.00	Total	\$1,100,000.00		
Cost	\$852,380.95	Cost	\$1,049,468.33		
Fee Amount	\$42,619.05 (5.00%)	Fee Amount:	\$50,531.67 (4.81%)		
Award Fee	\$0.00	Award Fee	\$0.00		
<b>Project Information</b>					
Classification	DIRECT PROJECT		Prime Contract Number	98765	
Type	FIXED PRICE		Subcontractor Number	4321	
Project Manager	DAVI Davis, Gale L	Purchase Order Number	00002		

## Opportunity Drill Thru

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

Opportunity Name	MTTEST - CTM - JAN 8, 2019 -001	Stage	IDENT	Total Amount	\$100,222,333.33
Opportunity ID	OPP_1-0000000000000367	Close Date	Dec 31, 2020		
Activities					
Activity ID	Activity Subject Description	Activity Date	Primary Contact Name	Activity Notes	
Attachments					
Document Type	File Name	Document Description	Created By	Created Date	
Opportunity Stage   Probability History					
Stage	Win Probability	Amount	Close Date	Modified By	Modified Date
IDENT	25%	\$100,222,333.33	Dec 31, 2020	TABARINAM	Jan 7, 2019
IDENT	0%	\$0.00	Dec 31, 2020	TABARINAM	Jan 7, 2019
Projects					
Project ID	Project Name	Prime Contract Number	Project Manager Name	Status	
<a href="#">MD01</a>	MT01 TOP LEVEL	TESTjan092018		Active	
<a href="#">MD01.001</a>	MT01 INVOICE LEVEL	TESTjan092018		Active	
<a href="#">MD01.001.01</a>	MT01 TASK LEVEL	TESTjan092018		Active	
Organizational Conflict of Interest					
OCI #	OCI Name	OCI Clear Date	Clear Date Review Status		
<a href="#">OCI-0000000000000008</a>	MTTEST -JAN92019-001				

## OCI Drill-Thru

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

OCI Name	MTTEST -JAN92019-001	OCI Period (months)		Status	
OCI ID	OCI-0000000000000008	OCI Clear Date			
No Activity Available					
Opportunities					
Opportunity ID	Opportunity Name		Company ID	Primary Customer	Status
OPP_1-0000000000000367	MTTEST - CTM - JAN 8, 2019 -001		1	Patrick Dempsey JR	Active
No Project Available					
No Employee Available					
No Sub/Vendor Available					
No Attachment Available					

## Subcontract Drill-Thru

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

Subcontract Name	vs test subc	Status		Subcontract Value	
Subcontract ID	VSCUBC 1234	Start Date	Jul 1, 2018	Agreement Type	
Contract ID:	CNTR-0000000000000003		Contract Name:	VSTEST 01172018	
Opportunity ID:	OPP_1-0000000000000001		Opportunity Name:		
No Activity Available					
No Attachment Available					

## Opportunity Current Pipeline Report

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

### Prompts

Select a company to run the Opportunity Current Pipeline report.

Prompt Message	Description
<b>Company</b>	Select the company to include in the Opportunity Current Pipeline Report.
<b>Limit Primary Customer(s)</b>	<p>Select the customer to display in the report.</p> <p>In <b>Keywords</b>, enter one or more characters to include in the search for which you want retrieve customer information from. To narrow the search, select one of the following in the dropdown field.</p> <ul style="list-style-type: none"> <li>▪ <b>Starts with any of these keywords</b></li> <li>▪ <b>Starts with the first keyword and contains all of the remaining keywords</b></li> <li>▪ <b>Contains any of these keywords</b></li> <li>▪ <b>Contains all of these keywords</b></li> </ul> <p>If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options.) Click the arrow to list the matching contracts in <b>Choices</b>.</p>
<b>Stage(s)</b>	Select the opportunity stage to include in the report.
<b>Include Inactive Opportunities?</b>	Indicate if you like to include the inactive opportunities in the report ( <b>Yes</b> or <b>No</b> ).



## Sample Report

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

### Opportunity Current Pipeline Report

System: CTB82PSMDEMO

1 - Applied Technologies Inc

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

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## Opportunity Days Open Report

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

### Prompts

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

Prompt Message	Description
<b>Company</b>	Select the company that you want to include in the Opportunity Days Open Report.
<b>Limit By</b>	<p>Select the opportunity name or customer that you want to display in the report.</p> <p>In <b>Keywords</b>, enter one or more characters to include in the search for which you want retrieve customer information from. To narrow the search, select one of the following in the dropdown list.</p> <ul style="list-style-type: none"> <li>Starts with any of these keywords</li> <li>Starts with the first keyword and contains all of the remaining keywords</li> <li>Contains any of these keywords</li> <li>Contains all of these keywords</li> </ul> <p>If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options.) Click the arrow to list the matching contracts in <b>Choices</b>.</p>
<b>Stage(s)</b>	Select the opportunity stage that you want to include in the report.
<b>Type(s)</b>	Select the opportunity type that you want to include in the report.
<b>Date Opened</b>	<p>Select dates to display opportunities opened within this date range.</p> <p>In the <b>From</b> field, enter a date to display opportunities opened on or after this date, or click the calendar icon to select a date.</p> <p>In the <b>To</b> field, enter an end date to display opportunities opened on or before this date, or click the calendar icon to select a date.</p> <p>Or, you can select the <b>Earliest date</b> or the <b>Latest date</b> possible for the date range.</p>

Prompt Message	Description
<b>Include Inactive Opportunities?</b>	Indicate if you want to include the inactive opportunities in the report ( <b>Yes</b> or <b>No</b> ).

## Sample Report

This is a sample Opportunity Days Open report.

Opportunity Days Open Report

System: CTB82P-IMDEMO

1 - Applied Technologies Inc.

Opportunity ID	Opportunity Name	Organization	Organization Name	Primary Contact	Stage	Type	Weighted Revenue	Date Opened	Days Open
<b>Primary Customer ID: 100063</b>									
<b>Primary Customer Name: Air Force Research Laboratory (AFRL)</b>									
OPP-692	ADVANCED RESEARCH AND EXPERIMENTS FOR SPACE (ARES)	01.01.05	Engineering & Planning	1	5. Proposal Prep	NEWCYBER - New Work - Cybersecurity	\$562,500.00		
Air Force Research Laboratory (AFRL) Subtotal							\$562,500.00		
<b>Primary Customer ID: 100005</b>									
<b>Primary Customer Name: Armstrong Labs</b>									
OPP-005	Armstrong Labs TAM Contract	01	Applied Technologies, Inc.	SHIP	8. Won	NEWENG - New Business - Engineering	\$900,000.00	Jun 1, 2017	1,992
OPP06152817	Armstrong Labs TAM Contract	01.01.03	Health Services	SHIP	8. Won	ADDONENG - Add On - Engineering	\$900,000.00	Jun 1, 2017	1,992
Armstrong Labs Subtotal							\$1,800,000.00		3,984
<b>Primary Customer ID: 1000050</b>									
<b>Primary Customer Name: Dept of the Navy</b>									
OPP-429	THE NAVAL AIR SYSTEMS COMMAND (NAVAIR) RECENTLY PUBLISHED IT	01.01.01	High Tech	8812	1. Lead	NEWWORKIT - New Work - IT	\$25,000.00		
OPP-438	SYSTEMS ADMINISTRATION FOR GCSS-MC ALBANY GA	01.01.05	Engineering & Planning		1. Lead	NEWWORKOTH - New Work - Other	\$12,500.00		
OPP-478	NAVSEA Research Support	01.01.05	Engineering & Planning		4. Capture	ADDONOTHER - Add On - Other	\$50,000.00		
OPP-458	NAVAIR TEST AND EVALUATION FACILITIES	01.01.05	Engineering & Planning		6. Proposal Submitted	ADDONOTHER - Add On - Other	\$150,000.00		
OPP-860	AEC P670 DB VQA ALERT FACILITY DBB VQ4 PARKING APRON	01.01.02	Construction Management	5872	2. Identification	ENG - Engineering	\$4,500,000.00	May 26, 2021	537
Dept of the Navy Subtotal							\$4,737,500.00		537
<b>Primary Customer ID: 100006</b>									
<b>Primary Customer Name: Army Central Command</b>									
OPP-171	TECHNOLOGY FOR CONTINGENCY BASE OPERATIONS AT CBTEC FORT LE	01.02.01	Manufacturing		8. Won	NEWWORKOTH - New Work - Other	\$0.00		
Army Central Command Subtotal							\$0.00		
<b>Primary Customer ID: 100011</b>									
<b>Primary Customer Name: Clean Environment, Inc.</b>									
OPP-439	Environmental Research - DOE	01.01.05	Engineering & Planning	SHIP	4. Capture	NEWCYBER - New Work - Cybersecurity	\$250,000.00		
Clean Environment, Inc. Subtotal							\$250,000.00		
<b>Primary Customer ID: 100015</b>									
<b>Primary Customer Name: Department of Army</b>									
OPP-066	DAGS U.S. ARMY INTELLIGENCE AND SECURITY COMMAND (INSCOM)	01.01.01	High Tech	SHIP	8. Won	NEWCYBER - New Work - Cybersecurity	\$4,000,000.00		
OPP-092	Department of Army Base Facilities	01.02.01	Manufacturing	6325	9. Lost	OPPS - Operations Support	\$725,000.00	Sep 15, 2018	1,521
Department of Army Subtotal							\$5,125,000.00		1,521
<b>Primary Customer ID: 100016</b>									
<b>Primary Customer Name: Department of Defense</b>									
OPP-016	DLA IT Support Services	01.01.05	Engineering & Planning	SHIP	6. Proposal Submitted	NEWWORKIT - New Work - IT	\$1,575,000.00	Oct 1, 2021	409
OPP-017	DTICD Telecom Support	01.01.05	Engineering & Planning	552	1. Lead	NEWENG - New Business - Engineering	\$25,000.00		
OPP-073	Defense Acquisition University IT Support Services	01.01.01	High Tech	SHIP	5. Proposal Prep	ADDONOTHER - Add On - Other	\$250,000.00		
Department of Defense Subtotal							\$1,850,000.00		409
<b>Primary Customer ID: 100017</b>									
<b>Primary Customer Name: Department of Homeland Security (DHS)</b>									
OPP-943	FEDERAL EMERGENCY MANAGEMENT AGENCY GRANTS PROGRAM DIRECTOR	01.01.05	Engineering & Planning		1. Lead	NEWWORKOTH - New Work - Other	\$990.25		
Department of Homeland Security (DHS) Subtotal							\$990.25		
<b>Primary Customer ID: 100037</b>									
<b>Primary Customer Name: Transportation Security Administration</b>									
OPP-173	Information Technology Security Support Services (ITSSS)	01.03.01	United States		7. Negotiation	NEWWORKIT - New Work - IT	\$171,000.00	Aug 8, 2018	1,559
Transportation Security Administration Subtotal							\$171,000.00		1,559
<b>Primary Customer ID: 100038</b>									
<b>Primary Customer Name: US Air Force</b>									
OPP-019	Global Battletail and Program Support Services	01.01.01	High Tech	986	1. Lead	OPPS - Operations Support	\$62,500.00		
OPP-056	PROFESSIONAL SERVICES/IT SERVICES	01.01.01	High Tech	245	5. Proposal Prep	NEWWORKOTH - New Work - Other	\$200,000.00		
OPP-093	NETCENTS 2 - Task Order 3	01.03.01	United States	874	8. Won	ADDONIT - Add On - IT	\$9,000,000.00	May 11, 2011	4,205
OPP-094	NETCENTS 2 - Task Order 6	01.03.02	Africa	986	8. Won	ADDONIT - Add On - IT	\$1,800,000.00	May 11, 2011	4,205
OPP-528	US National Data Center Modernization Services	01.01.01	High Tech	874	4. Capture	ADDONIT - Add On - IT	\$105,000.00	Nov 1, 2018	1,474
OPP-658	NETCENTS 2 - Task Order 4	01.01.01	High Tech	874	8. Won	ADDONIT - Add On - IT	\$900,000.00	May 11, 2018	1,648
US Air Force Subtotal							\$12,087,500.00		11,532
<b>Primary Customer ID: 100042</b>									
<b>Primary Customer Name: US Department of Agriculture</b>									
OPP-010	Systems Engineering & Technical Assistance	01.01.05	Engineering & Planning		1. Lead	ADDONENG - Add On - Engineering	\$75,000.00		
US Department of Agriculture Subtotal							\$75,000.00		
<b>Primary Customer ID: 100049</b>									
<b>Primary Customer Name: Federal Aviation Administration</b>									
OPP-007	SE2020 SIR2 FO - DOT SETA IDIQ	01.01.05	Engineering & Planning		8. Won	ADDONENG - Add On - Engineering	\$640,601.10	Jun 5, 2013	3,449
OPP-008	SE2020 SIR2 FO - DOT DO WJHTC Infrastructure Expansion - TOI	01.01.05	Engineering & Planning	1	8. Won	ADDONENG - Add On - Engineering	\$2,400,000.00	Jan 12, 2017	2,132
Federal Aviation Administration Subtotal							\$3,040,601.10		5,581
<b>Primary Customer ID: 100052</b>									
<b>Primary Customer Name: Dept of Health and Human Services</b>									
OPP-713	HHS Research Facility Laboratory Rebuild	01.01.03	Health Services		8. Won	NEWWORKOTH - New Work - Other	\$1,000,000.00		
Dept of Health and Human Services Subtotal							\$1,000,000.00		
<b>Primary Customer ID: CUSTPROSP-00000000000002</b>									
<b>Primary Customer Name:</b>									
OPP-004	Department of Army Base Rec Center	01.01.04	Base Operation Management	6325	8. Won	OPPS - Operations Support	\$1,385,000.00	Sep 15, 2016	2,251
Subtotal							\$1,385,000.00		2,251
<b>Primary Customer ID: CUSTPROSP-00003</b>									
<b>Primary Customer Name:</b>									
OPP-707	COMPUTER RESOURCES SUPPORT SERVICES	01.01.03	Health Services		3. Qualified	NEWWORKIT - New Work - IT	\$50,000.00		
Subtotal							\$50,000.00		
<b>TOTAL</b>							<b>\$12,265,097.35</b>		<b>27,374</b>

## Opportunity Win/Loss Report

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

### Prompts

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

Prompt Message	Description
<b>Company:</b>	Select the company that you want to include in the report.
<b>Limit Primary Customer(s):</b>	<p>Select the customer that you want to display in the report.</p> <p>In <b>Keywords</b>, enter one or more characters to include in the search for which you want retrieve customer information from. To narrow the search, select one of the following in the dropdown field.</p> <ul style="list-style-type: none"> <li>Starts with any of these keywords</li> <li>Starts with the first keyword and contains all of the remaining keywords</li> <li>Contains any of these keywords</li> <li>Contains all of these keywords</li> </ul> <p>If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options.) Click the arrow to list the matching contracts in <b>Choices</b>.</p>
<b>Date Changed</b>	<p>Select a date range to show only the opportunities within this range in the report.</p> <p>In the <b>From</b> field, enter a date to display opportunities on or after this date, or click the calendar icon to select a date.</p> <p>In the <b>To</b> field, enter an end date to display opportunities on or before this date, or click the calendar icon to select a date.</p> <p>Or, you can select the <b>Earliest date</b> or the <b>Latest date</b> possible for the date range.</p>
<b>Include Inactive Opportunities?:</b>	Indicate if you like to include the inactive ( <b>Yes</b> or <b>No</b> ) opportunities in the report.

## Sample Report

This is a sample Opportunity Win/Loss report.

### Opportunity Win/Loss Report

System: CTB82PSMDEMO

Opportunity Win/Loss Report

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

## Employee

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

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

- CER All
- CER Employee Secure
- CER People

### Employee Reports

Three secured reports use the Employee model.

The Employee folder includes the following reports:

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

### Attrition and Retention Report

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

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

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

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

### Prompts

Use the Attrition and Retention prompts to configure the report.

Prompt Message	Description
<b>Company</b>	Select the company for which you are generating the report.
<b>Start date</b>	Select the starting date for the date range. The report includes employees either hired or terminated within the date range you specify.

Prompt Message	Description
<b>End date</b>	Select the ending date for the date range. The report includes employees either hired or terminated within the date range you specify.
<b>Primary group</b>	<p>Select one of the following options for grouping data on the report:</p> <ul style="list-style-type: none"> <li>Organization</li> <li>Labor Location</li> <li>Manager</li> </ul> <p>On the Advanced tab, you can also filter the report based on this selection.</p>
<b>Select organizations/labor locations/managers</b>	<p>Based on your selection for <b>Primary Group</b>, use this option to limit the report to selected organizations, labor locations, or managers.</p> <p>To search with <b>Keywords</b>, enter one or more characters that will help retrieve the item(s) you want to select for the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>

## Sample Report

Here is a sample of the Attrition and Retention report.

## Attrition and Retention

1 - Company 1

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

## Employee Basic Information Report

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




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

## Prompts

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

Prompt Message	Description
<b>Company</b>	Select a company from the list.
<b>Status</b>	Select one or more of the following employee statuses to include in the report: <ul style="list-style-type: none"> <li>Active</li> </ul>



Prompt Message	Description
	<ul style="list-style-type: none"> <li>Family Medical Leave</li> <li>Inactive Accruing Leave</li> <li>Inactive</li> </ul>
<b>Employee Type</b>	<p>Select one or more of the following employee types to include in the report:</p> <ul style="list-style-type: none"> <li>Part Time</li> <li>Regular</li> <li>Temporary</li> </ul>
<b>Limit Organization(s)</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more organization IDs and click  to list organizations to include in the report.</p> <p>To narrow the search, click <b>Options</b> to select filter criteria. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right arrow to move your selected results to <b>Choices</b>.</p>
<b>Limit Supervisor(s)</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more supervisor names and click  to list supervisors to include in the report.</p> <p>To narrow the search, click <b>Options</b> to select filter criteria. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right arrow to move your selected results to <b>Choices</b>.</p>
<b>Limit Locator Code(s)</b>	<p>A locator code is an optional field that can be defined for an employee. It is used only in the employee record and not maintained or validated anywhere else in Costpoint. It is used typically as a way to organize how checks or leave status is printed (set up locator codes and print checks or leave status in groups, sorted by locator code).</p> <p>In the <b>Keywords</b> field, enter a portion of one or more locator codes and click  to list codes to use as filters for employee's to include in the report.</p> <p>To narrow the search, click <b>Options</b> to select filter criteria. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right arrow to move your selected results to <b>Choices</b>.</p>

## Sample Report

View a sample of the Employee Basic Information report.

### Employee Basic Information

System: CTB82PSMDEMO

1 - Applied Technologies Inc

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

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## Employee Information Report

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

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

### Prompts

Select the prompts to run the Employee Information report.

Prompt Message	Description
<b>Company</b>	Select the company to include on the report.
<b>Primary Sort</b>	Select one of the following options to indicate how to sort the employee information:

Prompt Message	Description
	<ul style="list-style-type: none"> <li>Employee ID</li> <li>Employee Name</li> </ul>
<b>Select Employee(s)</b>	<p>Use this option to limit the report to selected employees. (If you make no selections, the report includes all employees.)</p> <p>In the <b>Keywords</b> field, enter one or more characters for which you want to search to retrieve employees. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p> <p>When you generate the report, it includes only records for the employees in <b>Choices</b>.</p>

## Sample Report

Here is a sample of the Employee Information report.

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

### Employee Information

System:

1 - Company 1

Employee ID	Employee Name	Gender	Hourly Rate	Annual Amount	Labor Group Type	Labor Group Description	Labor Location	Labor Location Description	Manager Name	Home Org ID	Home Org Name	Original Hire Date	Adjusted Hire Date	Termination Date	Employee Status	Supervisor Name
0000012047	Dabid Valinol	M	0.0000	0.00			LOC001	labor location 001	HRSmart, Admin	1.1.100	Accounting 2 8/8	07/17/2019			ACT - ACTIVE	
000001EDM	Ed Monday	M	24.0385	50,000.00			CER123	asdasdad	HRSmart, Admin	1.1.100	Accounting 2 8/8	12/01/2019			ACT - ACTIVE	
000001MIKE	Mike Adams	M	26.4423	55,000.00			ANULOC	ANJ Labor Location	ZELLER, YELLA M	1.1.100	Accounting 2 8/8	09/13/2019			ACT - ACTIVE	
000002RACH	Rachel Adams	F	48.0769	100,000.00			ANULOC	ANJ Labor Location	Jackson, Jean	1.1.100	Accounting 2 8/8	09/13/2019			ACT - ACTIVE	
000003SHAWN	Shawn Adams	M	26.4423	55,000.00			ANULOC	ANJ Labor Location	ZELLER, YELLA M	1.1.100	Accounting 2 8/8	09/13/2019			ACT - ACTIVE	
000004ELIZ	Elizabeth Polipher	F	26.4423	55,000.00					ZELLER, YELLA M	1.1.100	Accounting 2 8/8	09/30/2019	09/15/2019		ACT - ACTIVE	HRSmart, Admin
00001	Erika Shallaine Yu	F	120.0000	249,600.00			AZ101A	Arizona Airfield A	Louisiana_1 II, F_SM0001	1.1	Administration	07/22/2001			IAL - IAL	
00001ALEX	Alexander McKinley	M	26.4423	55,000.00			CER123	asdasdad	Conte, Gabriel	1.1.100	Accounting 2 8/8	09/01/2019			ACT - ACTIVE	
00001CHRISE	Chris Evans	M	1,153.8462	2,400,000.00					Jean, Evans	1.1.100	Accounting 2 8/8	12/08/2019			ACT - ACTIVE	
00001LONE	Malida Lone	F	33.6538	70,000.00			CER123	asdasdad	Conte, Gabriel	1.1.100	Accounting 2 8/8	09/20/2019			ACT - ACTIVE	
00001PFERK	Peter Ferik	M	14.4231	30,000.00			CER123	asdasdad	HRSmart, Admin	1.1.100	Accounting 2 8/8	11/29/2019			ACT - ACTIVE	
00001POST	Clarrie Loark	M	576.9231	1,200,000.00			ANULOC	ANJ Labor Location		1.1.100	Accounting 2 8/8	09/01/2019			ACT - ACTIVE	
00002	Eric Yu	M	24.5192	50,999.94					Louisiana_1 II, F_SM0001	1.1	Administration	07/22/2013			ACT - ACTIVE	
00002MAINE	Maine Polique	F	48.0769	100,000.00			CER123	asdasdad	ZELLER, YELLA M	1.1.100	Accounting 2 8/8	09/25/2019			ACT - ACTIVE	
00002MARY	Mary Pelede DK	F	26.4423	55,000.00			CER123	asdasdad	ZELLER, YELLA M	1.1.100	Accounting 2 8/8	09/01/2019			ACT - ACTIVE	
00002WANDAP	Wanda Powells	F	24.0385	50,000.00			CER123	asdasdad	HRSmart, Admin	1.1.100	Accounting 2 8/8	12/04/2019			ACT - ACTIVE	
00003	Erika Yu	F	250.0000	520,000.00					Louisiana_1 II, F_SM0001	1.1	Administration	07/22/2013			ACT - ACTIVE	
00003POWELLS	Powells Elizabeth	F	240.3846	500,000.00					ZELLER, YELLA M	1.1.100	Accounting 2 8/8	12/04/2019			ACT - ACTIVE	
00004	Erika Yu	F	24.0385	50,000.00			AZ101A	Arizona Airfield A	Louisiana_1 II, F_SM0001	1.1	Administration	07/22/2013			ACT - ACTIVE	
00004ANGEL	Angel Oliver	F	28.8462	60,000.00			CER123	asdasdad	ZELLER, YELLA M	1.1.100	Accounting 2 8/8	09/01/2019			ACT - ACTIVE	

## New Hires / Terminations Report

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

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

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

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

- Employee's organization ID and name
- Employee ID and name
- Position title
- Employee's manager
- Original and adjusted hire date
- Years of service
- Termination date

### Prompts

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

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

### Sample Report

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

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

<div> <div>←</div> <div>New Hires</div> <div>Terminations</div> <div>Prompt Selections</div> <div>Revision History</div> </div>				
<h2>New Hires</h2> <div>(Jan 1, 2019 - Dec 29, 2020)</div>				
1 - Company 1				
Employee ID	Employee Name	Position Title	Employee's Manager	Original Hire Date
Home Org: 1 - SuperTech, Inc._711 mr2				
718WILLIAMSJ	Jesse Williams	MR718 Detail Job for Oracle		Jul 2, 2020
801CFUYT	Tiffany Uy	801 Job for Corporate Officer		Jul 29, 2020
801CFUYTA	Taeyeon Uy	801 Job for Contractual Empls		Jul 30, 2020
801CFUYU	Yoona Uy	801 Job for Corporate Officer		Jul 30, 2020
801CFYOUNGA	Amelia Young	801 Job for Corporate Officer	SmithUUU, Alfred G	Aug 3, 2020
801CFYOUNGC	Christian Young	801 Job for Contractual Empls		Aug 4, 2020
801CFYOUNGJ	Jesse Young	801 Job for Corporate Officer		Aug 5, 2020
882019ZZ	Wan Thursday	Fashion Designer		Aug 8, 2019
ACOVID01	ACOVID01 ACOVID01	Accounting Clerk Paula 123 ABC	SmithUUU, Alfred G	Jan 1, 2019
ACOVID02	ACOVID02 ACOVID02	Accounting Clerk Paula 123 ABC	SmithUUU, Alfred G	Jan 1, 2019
ACOVID03	ACOVID03 ACOVID03	Accounting Clerk Paula 123 ABC	SmithUUU, Alfred G	Jan 1, 2019
ACOVID04	ACOVID04 ACOVID04	Accounting Clerk Paula 123 ABC	SmithUUU, Alfred G	Jan 1, 2019
ACOVIDSS01	ACOVIDSS01 ACOVIDSS01	Accounting Clerk Paula 123 ABC	SmithUUU, Alfred G	Jan 1, 2019
ACOVIDSS02	ACOVIDSS02 ACOVIDSS02	Accounting Clerk Paula 123 ABC	SmithUUU, Alfred G	Jan 1, 2019
ACOVIDSS03	ACOVIDSS03 ACOVIDSS03	Accounting Clerk Paula 123 ABC	SmithUUU, Alfred G	Jan 1, 2019
ACOVIDSS04	ACOVIDSS04 ACOVIDSS04	Accounting Clerk Paula 123 ABC	SmithUUU, Alfred G	Jan 1, 2019
ACOVIDSS05	ACOVIDSS05 ACOVIDSS05	Accounting Clerk Paula 123 ABC	SmithUUU, Alfred G	Jan 1, 2019
ACOVIDSS06	ACOVIDSS06 ACOVIDSS06	Accounting Clerk Paula 123 ABC	SmithUUU, Alfred G	Jan 1, 2019
ALJAMES	Al James	Accounting Clerk	SmithUUU, Alfred G	Jan 23, 2020
AMSSNERN01	AMSSNERN01 AMSSNERN01	Anj Detail Job Title	SmithUUU, Alfred G	Jan 1, 2019

The Terminations report is available on the Terminations tab.

[← New Hires](#)
[Terminations](#)
[Prompt Selections](#)
[Revision History](#)

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

1 - Company 1

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

## Executive

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

This folder also includes views of the following reports:

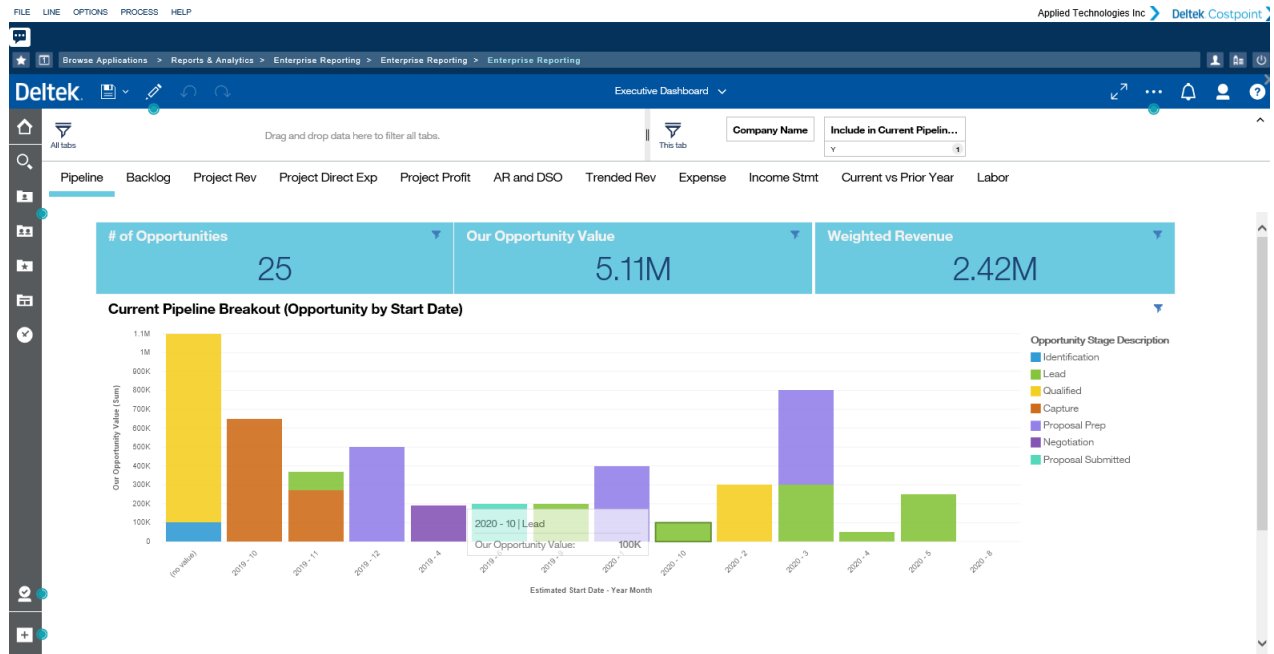
- Accounts Receivable Aging
- Aged Open Billing Detail
- Attrition and Retention
- Balance Sheet
- Cash Forecast
- Contract Backlog Report
- Income Statement
- Labor Utilization
- New Hire / Termination
- Opportunity Current Pipeline Report
- Opportunity Win/Loss Report
- Revenue Forecast
- Trended Income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

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

- CER All
- CER Executive Secure

## Executive Dashboard

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



The Executive Dashboard includes:

- Pipeline and Backlog:** This area shows information about the number of opportunities and their corresponding values as well as funding and contract backlogs. On the Backlog tab, the Funding Backlog (Target) by Contract Type and Contract Backlog (Target) by Contract Type dashparts drill through to Contract details. To view the drill through report, right-click on the dashpart and click the Drill Through icon.
- Project Rev, Project Direct Exp, and Project Profit:** The information in these areas are categorized by owning organization and by project manager. The project revenue, expenses, and profit against budget by project or project type are also displayed.
- AR and DSO:** This area shows the outstanding accounts receivable and day sales outstanding by organization and by customer.
- Trended Rev:** This area shows the actual vs budgeted and current period vs year-to-date revenue over a period of time.
- Expense:** This area shows information such as expenses by project classification and top expense type categories.
- Income Stmt:** This area is created from a Crosstab Report and is viewed as an overall Income Statement by quarter for the current fiscal year, providing line items based on the filtering criteria of Company Name, Org Level 2 ID Name, Org Level 3 ID Name, and Financial Statement Code set to P&L.



- **Current vs Prior Year:** This area provides bar charts comparing Prior Year Revenue, Direct Expense, Indirect Expense, and Profit to the Current Fiscal Year Revenue, Direct Expense, Indirect Expense and Profit.
- **Labor:** This area displays labor hours and amount by project class and organization as well as by project classification.

Users in the **CER\_\_EXEC\_SECURE** user group have exclusive access to the Executive Dashboard.

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

## Expense

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

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

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

## Expense Resource Activity Report

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

## Prompts

Select a company to run the Expense Resource Activity report.

Prompt Message	Description
<b>Company</b>	Select a company from the list.
<b>Functional Role(s)</b>	Select the functional role to include only the employees related to the role in the report.
<b>Group(s)</b>	Select one or more employee groups to include in the report. The options are based on the selected functional role.
<b>Employee Name(s)</b>	<p>Select the employees you want to display in the report.</p> <p>In the <b>Keywords</b> field, enter one or more characters to search with to retrieve this information. To narrow the search, select one of the following in the dropdown list:</p> <ul style="list-style-type: none"> <li>■ Starts with any of these keywords</li> <li>■ Starts with the first keyword and contains all of the remaining keywords</li> <li>■ Contains any of these keywords</li> <li>■ Contains all of these keywords</li> </ul> <p>If you search by name, use one of the Contains... options, rather than the Starts with... options. Click the arrow to list the matching employees in <b>Choices</b>.</p>
<b>Expense Report ID - Description</b>	<p>Select the expense report ID to include in the report.</p> <p>In the <b>Keywords</b> field, enter one or more characters to search with to retrieve this information. To narrow the search, select one of the following in the dropdown list:</p>

Prompt Message	Description
	<ul style="list-style-type: none"> <li>Starts with any of these keywords</li> <li>Starts with the first keyword and contains all of the remaining keywords</li> <li>Contains any of these keywords</li> <li>Contains all of these keywords</li> </ul> <p>If you search by name, use one of the Contains... options, rather than the Starts with... options. Click the arrow to list the matching expense report ID in <b>Choices</b>.</p>
<b>Expense Report Date</b>	<p>Enter or select the starting date for the report in the <b>From</b> field and the ending date in the <b>To</b> field. The report will include the records that satisfy the date range you specify.</p> <p>You can opt to select the <b>Earliest date</b> or the <b>Latest date</b> possible for the sales order dates.</p>

## Sample Report

This is a sample of the Expense Resource Activity report.

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

<b>Expense Daily</b>	Expense Distribution	Selection Criteria	Revision History
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<b>Expense Report</b>
10 - Applied Technologies Inc1

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

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

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

Expense Daily

Expense Distribution

Selection Criteria

Revision History

## Expense Report

10 - Applied Technologies Inc1

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

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

## Expense Charge Activity Report

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

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

## Prompts

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

Prompt Message	Description
<b>Company</b>	Select a company for the report.
<b>Functional Role</b>	Select the functional roles to include only the employees related to these roles in the report.
<b>Project Prompt Type</b>	Choose a method that will help you find the projects to select for the report. Select <b>Listview Prompt</b> to select projects from a list or select <b>Search and Select Prompt</b> to search and select individual projects using keywords.
<b>Project</b>	In the <b>Keywords</b> field, enter a portion of one or more project or organization IDs and click the <b>Search</b> icon to list the projects to include in the report. To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of

Prompt Message	Description
	the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b> .
<b>Expense Report Date</b>	Enter or select the starting date for the report in <b>From</b> and the ending date in <b>To</b> . The report will include projects that satisfy the date range you specify.  You can opt to select the <b>Earliest date</b> or the <b>Latest date</b> possible for the expense report.

## Sample Report

This is a sample of the Expense Charge Activity report.

### Expense Charge Activity Report

1 - SE Capital Holdings

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

## Fixed Assets

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

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

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

### Fixed Asset Report

The Fixed Asset folder includes the secured Fixed Asset report.

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

### Prompts

Select prompt values to run the Fixed Asset Report.

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

Prompt Message	Description
<b>Limit Organization</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more organizations to select for the report.</p> <p>To narrow the search, click <b>Options</b> to select filter criteria. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right arrow to move your selected results to <b>Choices</b>.</p>

## Sample Report

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

View a summary of fixed asset information.

### Fixed Asset Report

System: CTB82PSMDEMO

1 - Applied Technologies Inc

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

Or, view detailed information for fixed assets.

## Fixed Assets

### Fixed Asset Report

System: CTB82PSMDEMO

1 - Applied Technologies Inc

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



## General Ledger

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

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

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

## General Ledger Reports

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


## Account List Report

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

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

### Prompts

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

Prompt Message	Description
<b>Company</b>	Select one company from the list.
<b>Select one or more accounts</b>	In the <b>Keywords</b> field, enter a portion of one or more account IDs and click  to list accounts to include in the report. To narrow the search, click <b>Options</b> to select filter criteria. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right arrow to move your selected results to <b>Choices</b> .
<b>Account level</b>	Select the account level at which you want the report printed. All lower levels will be rolled up for the report.
<b>Account status</b>	Select one of the following options: <ul style="list-style-type: none"> <li>■ <b>Active</b>: Include accounts currently in use in the report.</li> <li>■ <b>Inactive</b>: Include accounts not currently used in the report.</li> </ul>

Prompt Message	Description
<b>Project required</b>	<p>Select one of the following options:</p> <ul style="list-style-type: none"> <li><b>Non-Project Required Accounts:</b> Include accounts with the <b>Project Required</b> option unselected.</li> <li><b>Project Required Accounts:</b> Include accounts with the <b>Project Required</b> option selected, which indicates that whenever the account is used, a project must be charged.</li> </ul>

## Sample Report

This sample shows the Account List.

### Account List

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

## Balance Sheet

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

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

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

## Prompts

Complete the required fields to run the Balance Sheet report.

Prompt Message	Description
<b>Company</b>	Select a company for the report.
<b>Financial Statement Code</b>	Select a financial statement code.
<b>Fiscal year</b>	Select the fiscal year for the report.
<b>Period</b>	<p>Select the period.</p> <p>If adjustment periods are available for the selected fiscal year, they are displayed in the <b>Period</b> field options, including the adjustment period type, which can be either <b>Interim</b> or <b>Final</b>.</p> <p>For example:</p> <ul style="list-style-type: none"> <li>Interim adjustment period 13 will display as <b>13 Adj Pd – Interim</b>.</li> <li>Final adjustment period 14 will display as <b>Adj Pd – Final</b>.</li> </ul>
<b>Primary Group</b>	<p>Select the primary group to sort with:</p> <ul style="list-style-type: none"> <li>Company</li> <li>Organization</li> <li>Reorganization</li> </ul>
<b>Limit organizations / Limit reorganizations</b>	<p>When <b>Organization</b> or <b>Reorganization</b> is selected in the <b>Primary Group</b> prompt, you can choose the organizations or reorganizations for the report. Leave this field blank if you want to include all organizations or reorganizations in the report.</p> <p>In the <b>Keywords</b> field, enter a portion of an organization or reorganization name or ID and click <b>Search</b>.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Organization level / Reorganization level</b>	Select a level for the report.
<b>Column(s) to display</b>	<p>Select the columns to display in the report:</p> <ul style="list-style-type: none"> <li>Actual Amount</li> <li>Prior Year Amount</li> <li>Prior Year Variance</li> </ul>

Prompt Message	Description
	<ul style="list-style-type: none"> <li>Budget Amount</li> <li>Budget Variance</li> </ul>
Account Information	Select to <b>Show</b> or <b>Hide</b> the account ID and name.

## Sample Report

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

### Balance Sheet

System: admin

Company: 1 Company 1

For FY 2016 Period 1 Ending Jan 31, 2016

	Account	Account Name	Actual Amt	PY Actual Amt	PY Variance	Budget Amt	Budget Variance
<b>Assets</b>							
<b>Current Assets</b>							
Cash							
	<a href="#">00111-010</a>	OPERATING - CASH	10,000,999.00	10,002,799.00	-1,800.00	0.00	10,000,999.00
	<a href="#">01000-001</a>	Cash	120,000.00	0.00	120,000.00	0.00	120,000.00
	<a href="#">MT124</a>	MT124 Account Name	0.00	0.00	0.00	0.00	0.00
	<a href="#">01000-020</a>	Cash Payroll	0.00	0.00	0.00	0.00	0.00
	<a href="#">MT101</a>	Asset	0.00	10,310.31	-10,310.31	0.00	0.00
	<a href="#">00211</a>	cash	-55,001.25	-55,001.25	0.00	0.00	-55,001.25
			10,065,997.75	9,958,108.06	107,889.69	0.00	10,065,997.75
Total Assets			10,065,997.75	9,958,108.06	107,889.69	0.00	10,065,997.75
<b>Assets</b>							
<b>Current Assets</b>							
Billed Receivable							
	<a href="#">01100-011</a>	Billed A/R-Government	95,201.22	242,087,785,678.24	-242,087,690,477.02	0.00	95,201.22
	<a href="#">01100-050</a>	A/R Retainage	2,221.60	29,642,112,236.82	-29,642,110,015.22	0.00	2,221.60
	<a href="#">01100-021</a>	Billed A/R-Commercial	0.00	0.00	0.00	0.00	0.00
	<a href="#">00112</a>	ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00	0.00
			97,422.82	271,729,897,915.06	-271,729,800,492.24	0.00	97,422.82
Total Assets			97,422.82	271,729,897,915.06	-271,729,800,492.24	0.00	97,422.82
<b>Liabilities &amp; Equity</b>							
<b>Current Liabilities</b>							
Accrued Salaries							
	<a href="#">02045</a>	Accrued Salaries Payable	0.00	0.00	0.00	0.00	0.00
	<a href="#">02041</a>	Accrued Salaries Payable	0.00	13,846.53	-13,846.53	0.00	0.00
			0.00	13,846.53	-13,846.53	0.00	0.00
Total Liabilities & Equity			0.00	13,846.53	-13,846.53	0.00	0.00
<b>Assets</b>							
<b>Current Assets</b>							
Unbilled Receivable							
	<a href="#">P01AC</a>	AA Sample Accrual Acct	0.00	-12,692.30	12,692.30	0.00	0.00
	<a href="#">01100-030</a>	A/R Unbilled	-96,186.38	-2,470,861,173.60	2,470,764,987.22	0.00	-96,186.38
			-96,186.38	-2,470,873,865.90	2,470,777,679.52	0.00	-96,186.38
Inventory							
	<a href="#">MTINV</a>	MT Inventory	0.00	10,310.31	-10,310.31	0.00	0.00
	<a href="#">60130</a>	WIP Labor	0.00	0.00	0.00	0.00	0.00
			0.00	10,310.31	-10,310.31	0.00	0.00
Other Receivable							
	<a href="#">08500-512</a>	Realized Loss - EUR	0.00	538.66	-538.66	0.00	0.00
	<a href="#">08500-212</a>	REALIZED LOSS - GBP	500.00	0.00	500.00	0.00	500.00
	<a href="#">08500-511</a>	Realized Gain - EUR	0.00	0.00	0.00	0.00	0.00
			500.00	538.66	-38.66	0.00	500.00
Total Assets			-95,686.38	-2,470,863,016.93	2,470,767,338.92	0.00	-95,686.38

## General Ledger Detail Report

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

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

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

### Prompts

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

Prompt Message	Description
<b>Company</b>	Select a company.
<b>Fiscal Year</b>	Select the fiscal year.
<b>Starting Period and Subperiod</b>	<p>Select the beginning period and subperiod.</p> <p>If adjustment subperiods are available for the selected period, they are displayed in the <b>subperiod</b> list, including the adjustment subperiod type, which can be either <b>Interim</b> or <b>Final</b>.</p> <p>For example:</p> <ul style="list-style-type: none"> <li>▪ Interim adjustment subperiod 1 will display as <b>1 Adj Pd - Interim</b>.</li> <li>▪ Final adjustment period 1 will display as <b>1 Adj Pd - Final</b>.</li> </ul>
<b>Ending Period and Subperiod</b>	Select the period and subperiod to end with in the report.
<b>Primary Group</b>	Select the primary group to sort with: <b>Organization</b> or <b>Reorganization</b>
<b>Display</b>	Select a checkbox to display the <b>Amount</b> , <b>Transaction Amount</b> , or both. If you select Transaction Amount, the Transaction Currency value will also display in the report.
<b>Limit Account(s)</b>	<p>In the Keywords field, enter a portion of a specific account ID and click <b>Search</b>. Select accounts to include in the report.</p> <p>To narrow the search, click <b>Options</b> to select filter criteria. If you search by name, use one of the <b>Contains...</b> options,</p>

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

## Sample Report

This is a sample of the General Ledger Detail report.

### General Ledger Detail

Company: 1 - Applied Technologies Inc

Fiscal Year: 2019 From: 01/01/2019 To: 12/31/2019

Pd	SubPd	Posting Seq No	ID Name	Project ID Name	Voucher No	ID Type Desc	PO No	JE Code	JE No	Check No	Cash Receipt No	Cash Receipt Date	Invoice ID	T/S Date	GLC	PLC	Time Stamp
Account: 10-100-10 - Operating Cash																	
Organization: 01 - Applied Technologies, Inc																	
3	1	1				Billing/Cash		CR		0	7	03/15/19					04/17/2019 11:31 AM
3	1	1				Billing/Cash		CR		0	12	03/28/19					04/17/2019 11:31 AM
3	1	1				Billing/Cash		CR		0	11	03/25/19					04/17/2019 11:31 AM
3	1	1				Billing/Cash		CR		0	3	03/05/19					04/17/2019 11:31 AM
3	1	1				Billing/Cash		CR		0	8	03/18/19					04/17/2019 11:31 AM
3	1	1				Billing/Cash		CR		0	6	03/14/19					04/17/2019 11:31 AM
3	1	1				Billing/Cash		CR		0	9	03/20/19					04/17/2019 11:31 AM
3	1	1				Billing/Cash		CR		0	4	03/08/19					04/17/2019 11:31 AM
3	1	1				Billing/Cash		CR		0	13	03/29/19					04/17/2019 11:31 AM
3	1	1				Billing/Cash		CR		0	10	03/22/19					04/17/2019 11:31 AM
3	1	1				Billing/Cash		CR		0	5	03/12/19					04/17/2019 11:31 AM
3	1	1				Billing/Cash		CR		0	2	03/05/19					04/17/2019 11:31 AM
3	1	1				Billing/Cash		CR		0	1	03/04/19					04/17/2019 11:31 AM
Organization - 01 - Applied Technologies, Inc. Total:																	
Organization: 01.01 - Applied Services																	
3	1	1	V100016 - Blue Cross Blue Shield			Voucher		CD			20190334						04/15/2019 4:42 PM
3	1	1	V100052 - Fidelity Investments			Voucher		CD			20190343						04/15/2019 4:42 PM
3	1	1	V100020 - Child for Life			Voucher		CD			20190336						04/15/2019 4:42 PM
3	1	1	V100012 - AVNET Electronics			Voucher		CD			20190331						04/15/2019 4:42 PM
3	1	1	V100029 - Computer Rentals			Voucher		CD			20190338						04/15/2019 4:42 PM
3	1	1	V2000020 - State Taxation - CO			Voucher		CD			20190337						04/15/2019 4:42 PM
3	1	1	V100086 - Office Max			Voucher		CD			20190354						04/15/2019 4:42 PM

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## Income Statement

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

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

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

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

### Comparing Current YTD Amounts to Prior YTD Amounts

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

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

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

### Prompts

Complete the required fields to run the Income Statement report.

Prompt Message	Description
<b>Company</b>	Select a company for the report.
<b>Financial Statement Code</b>	Select a financial statement code.
<b>Fiscal year</b>	Select the fiscal year for the report.
<b>Period</b>	<p>Select the period.</p> <p>If adjustment periods are available for the selected fiscal year, they are displayed in the <b>Period</b> list, including the adjustment period type which can be either <b>Interim</b> or <b>Final</b>.</p> <p>For example:</p> <ul style="list-style-type: none"> <li>Interim adjustment period 13 will display as <b>13 Adj Pd – Interim</b>.</li> <li>Final adjustment period 14 will display as <b>Adj Pd – Final</b>.</li> </ul>



Prompt Message	Description
<b>Primary Group</b>	Select to insert page breaks after: <ul style="list-style-type: none"> <li>Company</li> <li>Organization</li> <li>Reorganization</li> </ul>
<b>Column(s) to display</b>	Select the columns to display in the report.
<b>Account Information</b>	Select to <b>Show</b> or <b>Hide</b> the account ID and name.
<b>Organization level / Reorganization level</b>	Select a level for the report.
<b>Limit organizations / Limit reorganizations</b>	<p>When <b>Organization</b> or <b>Reorganization</b> is selected in the <b>Primary Group</b> prompt, you can choose the organizations or reorganizations for the report. Leave this field blank if you want to include all organizations or reorganizations in the report.</p> <p>In the <b>Keywords</b> field, enter a portion of an organization or reorganization name or ID and click <b>Search</b>.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>

## Sample Report

This is a sample Income Statement report.

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

## General Ledger

[illegible]

## Organization List


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

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

Organizational security does not apply to this report.

### Prompts

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

Prompt Message	Description
<b>Company</b>	Select one company from the list.
<b>Organization(s)</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more organization IDs and click  to list organizations to include on the report.</p> <p>To narrow the search, click <b>Options</b> to select filter criteria. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right arrow to move your selected results to <b>Choices</b>.</p>
<b>Organization level</b>	Select the level of organization at which you want the report printed. All lower levels will be rolled up for the report.
<b>Organization status</b>	<p>Select one of the following:</p> <ul style="list-style-type: none"> <li>▪ <b>Active:</b> Includes organizations that are active, meaning available to receive charges.</li> <li>▪ <b>Inactive:</b> Includes organizations not available to receive charges.</li> </ul>

## Sample Report

View a sample of the Organization List report.

### Organization List

System: CTB82PSMDEMO

1 Applied Technologies Inc

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


## Reorganization Structure

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

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

## Prompts

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

Prompt Message	Description
<b>Company</b>	Select a company from the list.
<b>Reorganization(s)</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more reorganization IDs and click  to list reorganizations to include in the report.</p> <p>To narrow the search, click <b>Options</b> to select filter criteria. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right arrow to move your selected results to <b>Choices</b>.</p>
<b>Reorganization Level</b>	Select the level of reorganization at which you want the report printed. All lower levels will be rolled up for the report.
<b>Suppress Details</b>	<p>Select one of the following:</p> <ul style="list-style-type: none"> <li><b>Yes:</b> Suppress all the organization information on the report, and display only the reorganization details.</li> <li><b>No:</b> Display both organization and reorganization information.</li> </ul>

## Sample Report

View a sample of the Reorganization Structure report.

### Reorganization Structure

1 Applied Technologies Inc

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

## Trended Income Statement Report

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

## Prompts

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

Prompt Message	Description
<b>Company:</b>	Select the company that you want to display in the report.

Prompt Message	Description
<b>Fiscal Year:</b>	Select the fiscal year.
<b>Period:</b>	Select the period.
<b>Subperiod:</b>	Select the subperiod.
<b>Financial statement code:</b>	Select a financial statement code.
<b>Primary group:</b>	Select to insert page breaks after: <ul style="list-style-type: none"> <li>Company</li> <li>Organization</li> <li>Reorganization</li> </ul>
<b>Account Information:</b>	Select to <b>Show</b> or <b>Hide</b> the account ID and name.

## Sample Report

### Sample Trended Income Statement report

Report Page Prompt Selections Revision History

#### Trended Income Statement

1 Applied Technologies Inc

Account	Account Name	Current Period 1 Amount	Current Period 2 Amount	Current Period 3 Amount	Current Period 4 Amount	Current Period 5 Amount	Current Period 6 Amount	Current Period 7 Amount	Current Period 8 Amount	Current Period 9 Amount	Current Period 10 Amount	Current Period 11 Amount	Current Period 12 Amount	YTD Amount	YTD Budget Amount	YTD Budget Variance	YTD Budget % Variance
01 - Applied Technologies, Inc																	
Revenue																	
Revenue																	
40-100-01	Revenue: Government	2,662,747.60	2,668,178.38	2,879,811.20	2,876,976.39	2,674,568.17	2,906,883.73	2,762,119.90	2,764,898.73	2,922,607.59	3,008,055.14	2,123,278.71	2,643,847.59	32,893,973.13	31,612,981.92	1,280,991.21	4.05%
40-100-02	Revenue: Commercial	445,586.45	407,117.63	446,065.01	446,136.26	418,459.24	431,282.26	423,079.56	295,470.09	309,369.63	298,391.02	306,887.62	288,213.20	4,516,057.97	10,561,144.09	(6,045,086.12)	(57.24%)
40-200-01	Revenue: Govt Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	368,177.44	173,765.91	541,943.35	0.00	541,943.35	0.00%
Total		3,108,334.05	3,075,296.01	3,325,876.21	3,323,112.65	3,093,027.41	3,338,165.99	3,185,199.46	3,060,368.82	3,231,977.22	3,306,446.16	2,798,343.77	3,105,826.70	37,951,974.45	42,174,126.01	(4,222,151.56)	(10.81%)
Total - Revenue		3,108,334.05	3,075,296.01	3,325,876.21	3,323,112.65	3,093,027.41	3,338,165.99	3,185,199.46	3,060,368.82	3,231,977.22	3,306,446.16	2,798,343.77	3,105,826.70	37,951,974.45	42,174,126.01	(4,222,151.56)	(10.81%)
Direct Costs																	
Direct Labor																	
50-100-10	Direct Labor Client Site	342,660.00	345,461.52	376,762.10	376,763.72	351,895.57	371,234.02	360,927.25	279,664.67	271,346.94	285,591.75	212,757.71	339,699.06	3,914,772.31	5,279,501.61	(1,364,729.30)	(25.85%)
50-100-11	DL Client LTEXPT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	48,750.00	0.00	0.00	48,750.00	0.00	48,750.00	0.00%
50-100-12	DL Client STEXT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,166.66	0.00	0.00	15,166.66	0.00	15,166.66	0.00%
50-100-13	DL Client LTLOCL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	26,299.56	0.00	0.00	26,299.56	0.00	26,299.56	0.00%
50-100-20	Direct Labor Corp Site	695,060.00	715,643.36	768,930.40	768,928.56	725,415.24	759,623.22	730,578.00	754,136.01	717,896.88	756,126.18	709,637.00	717,440.16	8,819,416.61	8,290,672.48	528,744.13	6.38%
Total		1,037,720.00	1,061,104.88	1,145,692.50	1,145,692.28	1,077,310.81	1,130,857.24	1,091,506.05	1,033,800.68	989,243.82	1,131,934.15	922,394.71	1,057,139.22	12,824,405.14	13,570,174.09	(745,768.95)	(5.50%)
Other Direct Costs																	
51-120-10	Direct Airfare	22,798.54	22,798.54	22,798.54	22,798.54	22,798.54	22,798.54	22,798.54	22,798.54	22,798.54	24,198.86	27,798.54	17,898.90	274,283.16	373,551.22	(99,268.06)	(26.57%)
51-120-20	Direct Auto Rental	21,525.91	21,525.91	21,525.91	21,525.91	21,525.91	21,525.91	21,525.91	21,525.91	21,525.91	21,853.77	21,525.91	12,821.46	249,934.30	211,001.97	38,932.33	18.45%

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## Cash Forecast Report

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

## Prerequisite: Cash Forecasting Template

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

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

## Prompts

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

Prompt Message	Description
<b>Company</b>	Select the single company to use when running the report.
<b>Cash template</b>	Select the cash template to use to display the report.
<b>Frequency code</b>	Select a frequency code: <ul style="list-style-type: none"> <li>▪ Daily</li> <li>▪ Monthly</li> <li>▪ Weekly</li> </ul>
<b>Select Organization(s)</b>	In the <b>Keywords</b> field, enter a portion of one or more organization IDs and click <b>Search</b> to list organizations to include in the report.  To narrow the search, click <b>Options</b> to select filter criteria. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right arrow to move your selected results to <b>Choices</b> .

## Sample Report

View a sample of the Cash Forecast report.

Cash Forecast							System: CTB82PSMDEMO
1 - Applied Technologies Inc Template: CF1 - Cash Flow 1 Start Date: Jul 9, 2020 12:00:00 AM							All Organizations Frequency Code: Monthly
01.01 - Applied Services	Aug 8, 2020 12:00:00 AM	Sep 8, 2020 12:00:00 AM	Oct 8, 2020 12:00:00 AM	Nov 8, 2020 12:00:00 AM	Dec 8, 2020 12:00:00 AM	Jan 8, 2021 12:00:00 AM	
Beginning Cash Balance	12,331,644.16	13,204,260.21	12,479,441.26	12,131,057.24	12,023,536.64	12,023,536.64	
Cash Forecast Line Items	Current Month	60 Days	90 Days	120 Days	180 Day	210 Days	
Cash Out							
Vendor Payables	(48,272.66)	(714,818.95)	(335,507.42)	(107,520.60)	0.00	(1,000.00)	
Employee Payables	0.00	0.00	(59.00)	0.00	0.00	0.00	
PO Commitments	(54,804.75)	(10,000.00)	(12,817.60)	0.00	0.00	0.00	
Total Payables	(103,077.41)	(724,818.95)	(348,384.02)	(107,520.60)	0.00	(1,000.00)	
Cash In							
Accounts Receivable - Service	946,453.46	0.00	0.00	0.00	0.00	0.00	
Intercompany Receivables	29,240.00	0.00	0.00	0.00	0.00	0.00	
Total Receivables	975,693.46	0.00	0.00	0.00	0.00	0.00	
Expected Cash Balance	13,204,260.21	12,479,441.26	12,131,057.24	12,023,536.64	12,023,536.64	12,022,536.64	
Report Calculation Date: Oct 8, 2020 11:22:03 AM							
No disclosures.							

## Trial Balance

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

## Prompts

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

## Contents

Field	Description
<b>Company</b>	Select the company for which you want to generate the report.
<b>Fiscal Year</b>	Select the fiscal year for which you want to generate the report.
<b>Primary Group</b>	Select whether to generate the report by Organization or Account.
<b>Variance Threshold (%)</b>	Enter a percentage that represents the expected account balance variance over time. This percentage value will be the baseline used to calculate the variance between the Actual Current Year Total and the Actual Prior Year Total account balances.



Field	Description
<b>Account Level</b>	Select the account level at which you want the report to display data. The report displays summarized balances that include that account and any related lower-level accounts. For example, if you enter 2, the report displays balances for level 2 accounts, and each of those balances is the sum of the balance for that account and the balances of any related accounts below that level.
<b>Organization Level</b>	<p>Select the organization level at which you want the report to display data. Transactions posted at the selected level or lower will roll up to that level. but charges posted at a higher level will still display at their respective level to give you an accurate balance by account.</p> <div> <b>Note:</b> This balance might differ from the Costpoint Trial Balance Report which filters out transactions posted at levels higher than the selected account level. </div>
<b>Limit Account(s)</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more organization IDs and click <b>Search</b> to list organizations to include in the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Limit Organization(s)</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more organization IDs and click <b>Search</b> to list organizations to include in the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>

## Sample Report

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

This sample report displays periods and balances by account.

General Ledger

Trial Balance

System: CTB82P5MDEMO

Company: 1 Applied Technologies Inc

Account ID	Account Name	Period 1 Amount	Period 2 Amount	Period 3 Amount	Period 4 Amount	Period 5 Amount	Period 6 Amount	Period 7 Amount	Period 8 Amount	Period 9 Amount	Period 10 Amount	Period 11 Amount	Period 12 Amount	Actual Current Year Total	Actual Last Year Total	Var %
<b>01 - Applied Technologies, Inc</b>																
10	yut	(35,573,149.92)	5,486,754.28	2,934,190.12	(8,420,944.40)	0.00	0.00	0.00	0.00	733,000.00	0.00	0.00	0.00	733,000.00	35,573,149.92	▼-98%
16	Property & Equip ASD	(2,198.14)	(2,078.75)	(2,078.77)	(2,078.75)	(2,078.74)	(5,508.56)	(5,508.47)	0.00	0.00	0.00	0.00	0.00	(236,399.48)	(214,869.30)	▼-10%
20	Payables	0.00	0.00	0.00	0.00	(1,200.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(936,714.94)	(935,514.94)	▼0%
24	Other Current Liabilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(345.78)	(345.78)	0%
30	Stockholder's Equity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(5,650,000.00)	(5,650,000.00)	0%
<b>01 - Total</b>		<b>(35,575,348.06)</b>	<b>5,484,675.53</b>	<b>2,932,111.35</b>	<b>(8,423,023.15)</b>	<b>(3,278.74)</b>	<b>(5,508.56)</b>	<b>(5,508.47)</b>	<b>0.00</b>	<b>733,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(6,090,460.20)</b>	<b>28,772,419.90</b>	
<b>01.01 - Applied Services</b>																
10	yut	22,052,003.34	(1,004,670.56)	(1,806,837.54)	6,077,671.34	1,432,410.32	(286,111.70)	656,590.89	0.00	(29,742.75)	(9,613.95)	0.00	0.00	9,944,330.46	(17,137,368.93)	▲158%
12	Other Receivables	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	641.00	641.00	0%
20	Payables	7,541,366.74	(6,967,850.14)	509,517.75	(25,478.88)	(963,474.25)	338,352.75	(268,745.11)	(50,000.00)	(141,280.60)	(189,030.60)	0.00	0.00	(1,258,695.81)	(1,122,073.47)	▼-12%
21	Payroll Liabilities	(46,619.62)	(41,181.23)	(44,682.48)	(39,258.18)	(44,172.75)	(45,460.64)	(40,403.80)	(154,226.75)	(26,730.94)	(7,265.95)	0.00	0.00	(5,776,781.63)	(5,286,779.49)	▼-9%
22	Taxes Payable	(13,409.00)	(13,409.00)	(13,409.00)	(13,409.00)	(13,409.00)	(13,409.00)	(13,409.00)	(13,250.00)	(13,409.00)	(13,250.00)	0.00	0.00	(299,953.50)	(166,181.50)	▼-40%
24	Other Current Liabilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(273.29)	(273.29)	0%
30	Stockholder's Equity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(2,710,182.93)	(2,710,182.93)	0%
90	Other income / Expense	0.00	0.00	0.00	(1,000.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(1,000.00)	0.00	
<b>01.01 - Total</b>		<b>29,533,341.46</b>	<b>(8,027,119.93)</b>	<b>(1,275,411.27)</b>	<b>5,998,525.28</b>	<b>411,354.32</b>	<b>(6,626.59)</b>	<b>334,033.18</b>	<b>(217,476.75)</b>	<b>(211,163.29)</b>	<b>(219,160.50)</b>	<b>0.00</b>	<b>0.00</b>	<b>(101,915.70)</b>	<b>(26,422,218.61)</b>	
<b>01.01.01 - High Tech</b>																
10	yut	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,072,505.70	1,072,505.70	0%
11	Accounts Receivable	(35,299.92)	(1,165,034.75)	44,529.43	54,070.27	635,250.10	53,471.24	(619,242.89)	0.00	0.00	0.00	0.00	0.00	1,100,045.08	2,132,301.60	▼-48%
12	Other Receivables	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	482.00	482.00	0%
13	Inter-company Receivables	2,520.00	(36,120.00)	(34,400.00)	5,160.00	(3,440.00)	(8,600.00)	3,440.00	0.00	0.00	0.00	0.00	0.00	(123,399.61)	(51,959.61)	▼-137%
14	Other Assets S/T	(10,000.00)	(10,000.00)	(10,000.00)	(10,000.00)	(10,000.00)	(10,000.00)	(10,000.00)	0.00	0.00	0.00	0.00	0.00	100,000.00	170,000.00	▼-41%

## Human Resources

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

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

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

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

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

- CER All
- CER HR
- CER Human Resources Secure

### Costpoint Prerequisites for Human Resources Reports

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

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

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

### Human Resources Reports

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

The Human Resources folder includes the following reports:

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

## EEO-1 Report

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

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

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

### Prerequisites

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

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

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

### Prompts

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

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

## Sample Report

The following sample shows the EEO-1 Worksheet report.

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

## Employee Benefits Profile Report

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

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

- Organization ID name

- Employee ID and name
- Benefit plan code
- Benefit package code
- Package description
- Benefit type code
- Coverage option code
- Effective date
- End date

## Prompts

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

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

Prompt Message	Description
	<p>values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces.</p> <p>Click <b>Options</b> to specify how you want the search to match your entries with the IDs or names. (If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options.) Click <b>Search</b> to list the matching organizations in Results.</p> <p>Select the organizations in Results that you want to include and click <b>Insert</b> to move them to Choices. To select multiple organizations that are together in the list, click the first organization in the group and then press SHIFT as you click the last one in the group. To select multiple organizations that are not listed together, press CTRL as you click each one.</p> <p>When you generate the report, it includes only records for the organizations in Choices.</p>

## Sample Report

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

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

## VETS-4212 Report

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

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

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

### Prerequisites

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

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

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

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

### Prompts

Use the prompts to filter the VETS-4212 report.

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



## Sample Report

A sample of the VETS-4212 report.

### VETS-4212 Report

System: CTB82PSMD

1 - Applied Technologies Inc

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

# Incurred Cost Submission Reports

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

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

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

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

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

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

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

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

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

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

- CER Accounting
- CER Accounting All Secure
- CER All

## Costpoint Setup Prerequisites

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

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

- Costpoint must be reconciled between the General Ledger, Project Ledger, and Statement of Indirects.
- The Incurred Cost Submission Codes on the Manage Government Contract Information screen (**Projects » Project Setup » Project Master » Manage Government Contract Information**) must be completed.
- Pools must be properly identified in the **Pool Type** field on the Manage Cost Pools screen. Several of the schedules use the default Costpoint configured pool types to select and organize information, where pool type numbers 1, 2, 3, 4, and 6 are considered Overhead Type Pools. Pool type number 5 is, by default, considered a G&A Type Pool. You can modify the default Costpoint pool types from the Manage Allocation Groups screen. Note that if you make changes to the standard Costpoint configuration, you must also modify the Cognos Analytics reports accordingly.

The default Costpoint pool types are:

- **Pool Type 1** — FRINGE
- **Pool Type 2** — OVERHEAD
- **Pool Type 3** — MAT HANDLG
- **Pool Type 4** — SUB CONTR
- **Pool Type 5** — G&A
- **Pool Type 6** — HM OFF G&A
- To run the ICS report, Schedule J, you must have the Costpoint Purchasing module. The Purchase Order area of this module is used as a source for subcontractor information on this schedule.

## Security

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

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

## Schedule A – Summary of Claimed Indirect Expense Rates

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

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

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

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

## Prompts

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

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

## Sample Report

Sample Summary of Claimed Indirect Expense Rates report.

COMPANY 1  
Anywhere, USA

SCHEDULE A

## Summary of Claimed Indirect Expense Rates

Fiscal Year Ended 12/31/2005

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

## Schedule B – General and Administrative (G & A) Expenses

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

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

**Note:** Schedule B uses the standard Costpoint pool types. If your company has modified these defaults, you must modify the report accordingly. This report compares account and organization balances between POOL\_SIE\_SUPPORT and GL\_POST\_SUM. It is expected that the variance will be zero, but if there is a variance, this figure is reflected as an adjustment. For any adjustment, the report will generate a sequential number in the notes column. This number can be used as a reference for adding text explanations in a separate document.

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

## Prompts

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

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

## Sample Report

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



COMPANY 1

SCHEDULE B

Anywhere, USA

## General and Administrative (G&A) Expenses

Fiscal Year Ended 12/31/2005

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

## Schedule C – Overhead Expenses

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

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

**Note:** Schedule C uses the standard Costpoint pool types. If your company has modified these defaults, you must modify the report accordingly. This report compares account and organization balances between POOL\_SIE\_SUPPORT and GL\_POST\_SUM. It is expected that the variance will be zero, but if there is a variance, this figure is reflected as an adjustment. For any adjustment, the report will generate a sequential number in the notes column. This number can be used as a reference for adding text explanations in a separate document.

## Prompts

These are Schedule C — Overhead Expenses prompts.

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

## Sample Report

Sample Overhead Expenses report.

COMPANY 1  
Anywhere, USA

SCHEDULE C

## Overhead Expenses

Fiscal Year Ended 12/31/2005

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

## Schedule D – Intermediate Pool Expenses

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

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

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

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

## Prompts

These are Schedule D — Intermediate Pool Expenses prompts.

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

## Sample Report

Sample Intermediate Pool Expenses report.

COMPANY 1  
Anywhere, USA

SCHEDULE D

## Intermediate Pool Expenses

Fiscal Year Ended 12/31/2005

### 100 Fringe Clearing Pool (Dollars Based Pool)

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

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

## Schedule E – Claimed Allocation Bases

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

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

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

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

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

## Prompts

These are Schedule E — Claimed Allocation Bases prompts.

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



## Sample Report

Sample Claimed Allocation Bases report.

COMPANY 1  
Anywhere, USA

Schedule E

## Claimed Allocation Bases

Fiscal Year Ended 12/31/2005

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

## Schedule G – Reconciliation of Books of Account and Claimed Direct Costs

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

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

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

### Prompts

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

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

## Sample Report

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

COMPANY 1  
Anywhere, USA

SCHEDULE G

## Reconciliation of Books of Account and Claimed Direct Costs

Fiscal Year Ended 12/31/2005

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

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

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

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

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

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

## Prompts

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

Prompt Message	Description
<b>Select the Company</b>	Select the single company needed for the ICS.
<b>Select the Fiscal Year</b>	Select the desired fiscal year.
<b>Select the Period Number</b>	Select the desired period number.
<b>Select the Sub Period</b>	Select the desired subperiod number.
<b>Select the Rate Type</b>	Select either Actual or Target to indicate if you want to use actual rates or target rates.
<b>Select the Project Level</b>	Select the project level at which you want to generate the report. The report rolls up all activity to that level.

## Sample Report

Sample Contract Direct Cost report.

COMPANY 1  
Anywhere, USA

SCHEDULE H

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

Fiscal Year Ended 12/31/2005

		2 Labor Cost	3 Non-Labor Cost				4 Indirect Cost					5 Cost of Money					Total Direct Costs	Total Costs	Grand Total
		500-Reimb Direct Labor	501-Reimb Subcontractors	505-Reimb Direct Travel	507-Reimb Printing	509-Reimb Other Direct Expense	10-Fringe- Org 2	11-GSA Op 2	20-Overhead Services Op 1	25-Overhead Services Op 2	40-GSA CoWide	10-Fringe- Org 2	11-GSA Op 2	20-Overhead Services Op 1	25-Overhead Services Op 2	40-GSA CoWide			
Cost Type	ABC-195689 20003 0001	\$2,205,640					\$1,500,726	\$503,242	\$143,203	\$638,624	\$600,157	\$0	\$0	\$0	\$0	\$0	\$2,205,640	\$6,591,593	\$6,591,593
	Sub Total for Cost Type	\$2,205,640					\$1,500,726	\$503,242	\$143,203	\$638,624	\$600,157	\$0	\$0	\$0	\$0	\$0	\$2,205,640	\$6,591,593	\$6,591,593
Firm Fixed Price	None 60245 01 02 440 FC 001 LA	\$14,379						\$14,472					\$0				\$14,379	\$28,861	\$28,861
	Sub Total for Firm Fixed Price	\$14,379						\$14,472					\$0				\$14,379	\$28,861	\$28,861
Time & Materials	20003 1000	\$599,210	\$57,596	\$175,426	\$58,149	\$61,866	\$516,575	\$12,178	\$83	\$308,590	\$265,663	\$0	\$0	\$0	\$0	\$0	\$962,247	\$2,066,337	\$2,066,337
	Sub Total for Time & Materials	\$599,210	\$57,596	\$175,426	\$58,149	\$61,866	\$516,575	\$12,178	\$83	\$308,590	\$265,663	\$0	\$0	\$0	\$0	\$0	\$962,247	\$2,066,337	\$2,066,337
<b>Total</b>		<b>\$2,819,230</b>	<b>\$57,596</b>	<b>\$175,426</b>	<b>\$58,149</b>	<b>\$61,866</b>	<b>\$2,017,302</b>	<b>\$529,893</b>	<b>\$143,206</b>	<b>\$947,214</b>	<b>\$865,820</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,172,267</b>	<b>\$7,676,792</b>	<b>\$7,676,792</b>

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## Schedule H-1— Government Participation in Indirect Cost Pools

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

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

## Prompts

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

Prompt Message	Description
Select the Company	Select the single company needed for the ICS.

Prompt Message	Description
Select the Fiscal Year	Select the desired fiscal year.
Select YTD Period Ending Number	Select the desired YTD period ending number.

## Sample Report

Sample Government Participation in Indirect Cost Pools report.

COMPANY 1

Anywhere, USA

SCHEDULE H-1

Government Participation in Indirect Cost Pools

Fiscal Year Ended 12/31/2005

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

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## Schedule I – Schedule of Cumulative Direct and Indirect Cost Claimed & Billed

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

This schedule has multiple uses. It can be used, for example, to identify contracts with work that has been physically completed and can be identified for closing, and contracts that may require billing adjustments due to over/under billing situations. The latest voucher number billed on a



contract is included on this schedule for easy verification. The pools and bases in Schedule I are linked to their respective schedules as shown in this table:

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

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

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

## Prompts

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

Prompt Message	Description
<b>Select the Company</b>	Select the single company needed for the ICS.
<b>Select the Fiscal Year</b>	Select the desired fiscal year.
<b>Select YTD Period Ending Number</b>	Select the desired YTD period ending number.
<b>Select YTD Sub Period Ending Number</b>	Select the desired YTD sub period ending number.
<b>Select the Rate Type</b>	Select either Actual or Target to indicate if you want to use actual rates or target rates.
<b>Select the Project Level</b>	Select the project level at which you want to generate the report. The report rolls up all activity to that level.

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

## Sample Report

Sample Schedule of Cumulative Direct and Indirect Costs report.

COMPANY 1

Anywhere, USA

SCHEDULE I

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

Through Fiscal Year Ended 12/31/2005

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

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## Schedule J – Subcontract Information

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

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

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

## Prompts

These are Schedule J — Subcontract Information prompts.

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

## Sample Report

Sample Subcontract Information report.

**COMPANY 1**  
Anywhere, USA

**SCHEDULE J**

## Subcontract Information

Fiscal Year Ended 12/31/2003

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

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

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

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

### Prompts

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

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

## Sample Report

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

COMPANY 1  
Anywhere, USA

SCHEDULE K

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

Fiscal Year Ended 12/31/2005

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



## Schedule L — Reconciliation of Total Payroll to Total Labor Distribution

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

Total Labor is broken out into direct and indirect costs.

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

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

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

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

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

## Prompts

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

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

Prompt Message	Description
<b>Select YTD Period Ending Number</b>	Select the desired YTD period ending number.

## Sample Report

Sample Reconciliation of Total Payroll to Total Labor Distributed report.

COMPANY 1  
Anywhere, USA

SCHEDULE L

## Reconciliation of Total Payroll to Total Labor Distributed

Fiscal Year Ended 12/31/2005

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

## Schedule O – Contract Closing Information

Schedule O is used to identify cost type, T&M, flexibly priced, and level of effort type contracts that will be closed after this current incurred cost submission is audited and the final indirect rates are agreed upon.

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

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

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

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

## Prompts

These are Schedule O — Contract Closing Information prompts.

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

## Sample Report

Sample Schedule of Contract Closing Information report.

COMPANY 1  
Anywhere, USA

SCHEDULE O

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

---

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

07/04/2007

Page 2 of 2

05:32:35 PM

## Labor

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

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

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

- CER All
- CER Labor Secure
- CER People

## Labor Reports

There are two reports that use the Labor framework model.

Labor reports include:

- Employee Labor
- Labor Utilization

## Employee Labor Report

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

Labor hours are grouped by home organization and employee.

### Prompts

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

Prompt Message	Description
<b>Company</b>	Select a company.
<b>Start Date</b>	Select a start date.
<b>End Date</b>	Select the end date.
<b>Primary Grouping</b>	Select the primary grouping: <ul style="list-style-type: none"> <li>▪ Home Organization</li> <li>▪ Employee ID Name</li> </ul>
<b>Select Home Org(s)</b>	If you selected Home Organization in the <b>Primary Grouping</b> prompt, then you can select the home organizations for the report.

Prompt Message	Description
	<p>To search with <b>Keywords</b>, enter one or more characters that will help retrieve the item(s) you want to select for the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Select Employee(s)</b>	<p>If you selected Employee ID or Employee Name in the <b>Primary Grouping</b> prompt, then you can select employees to include in the report.</p> <p>To search with <b>Keywords</b>, enter one or more characters that will help retrieve the item(s) you want to select for the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Include</b>	Select the labor hours to include in the report.



## Sample Report

This is a sample of the Employee Labor report.

### Employee Labor

1 - Company 1

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

## Labor Utilization Report

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

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

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

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

The **Total Hours** column on the report is the summation of both the direct and indirect hours. For example, consider the following table.

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

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

### Prompts

Use the Labor Utilization prompts to configure the report.

Prompt Message	Description
<b>Company</b>	Select a company.
<b>Fiscal Year</b>	Select the fiscal year.

Prompt Message	Description
<b>Period</b>	Select the period.
<b>Subperiod</b>	Select the subperiod.
<b>Primary Grouping</b>	Select the primary grouping.
<b>Sort By</b>	Choose to sort by Employee ID or Employee Name.
<b>GLC Option</b>	Choose the GLC to use for the report: <ul style="list-style-type: none"> <li>Employee Home GLC</li> <li>Timesheet GLC</li> </ul>
<b>Include(s)</b>	Select items to include in the report: <ul style="list-style-type: none"> <li>Leave Accounts</li> <li>Part-Time Employees</li> <li>Temporary Employees</li> </ul>
<b>Include as Direct Hours</b>	Select one or more options from the list. Click the <b>Select all</b> link to select all options.
<b>Select Home Organizations</b>	<p>If you selected Home Organization in the <b>Primary Grouping</b> prompt, then you can select the home organizations for the report.</p> <p>To search with <b>Keywords</b>, enter one or more characters that will help retrieve the item(s) you want to select for the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Select Employee</b>	<p>If you selected Employee ID or Employee Name in the <b>Primary Grouping</b> prompt, then you can select employees to include in the report.</p> <p>To search with <b>Keywords</b>, enter one or more characters that will help retrieve the item(s) you want to select for the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Report version</b>	Select one of the options for the report view: <ul style="list-style-type: none"> <li>Summary Report</li> <li>PTD by Project Classification</li> <li>YTD by Project Classification</li> </ul>

## Sample Report

This is a sample Labor Utilization report.

### Labor Utilization

1 - Company 1

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

## Manufacturing

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

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

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

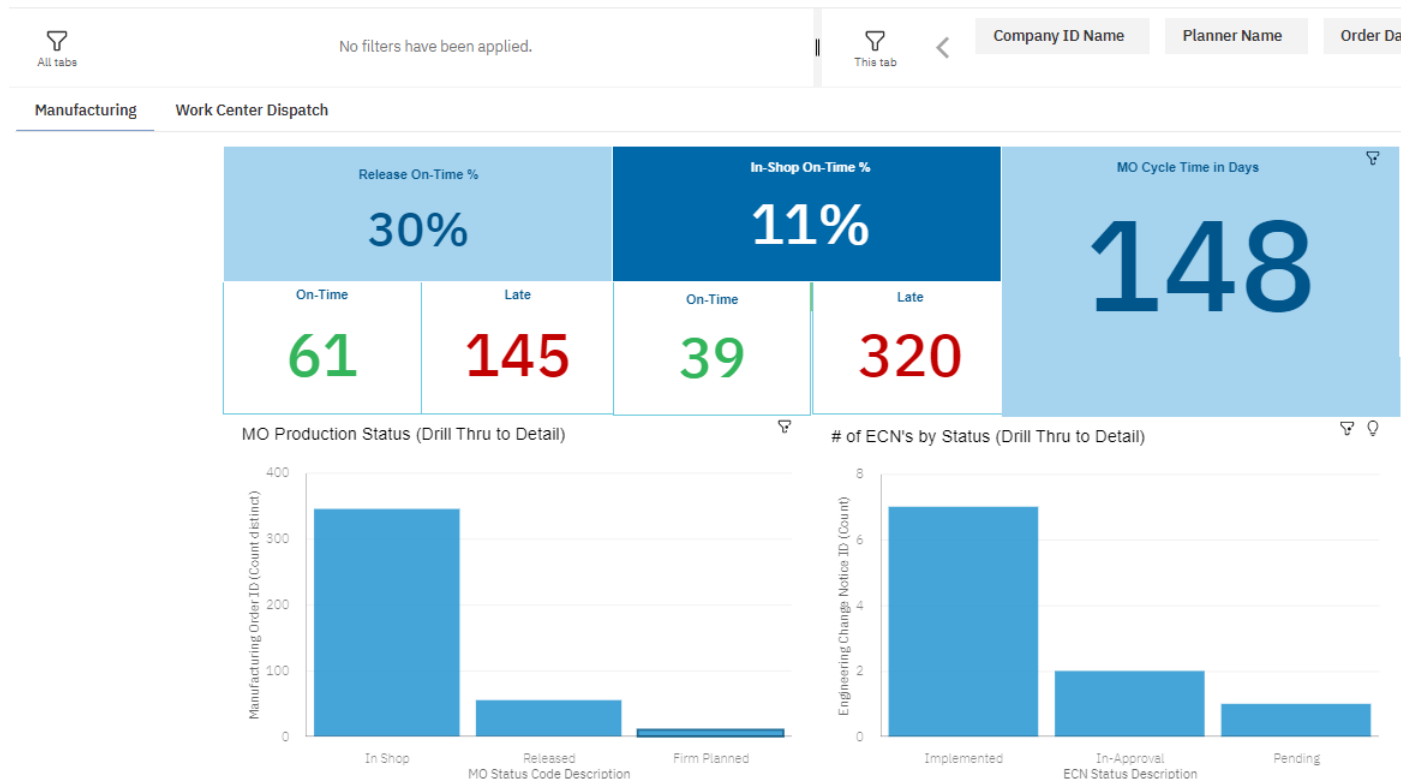
The contents of the Manufacturing folder are available to the following user groups:

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

## Manufacturing Dashboard

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

### Manufacturing Tab



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

- **Release On-Time & In-Shop On-Time %:** These key performance indicators (KPIs) let you monitor planner performance and see when they are on-time or late with moving MOs to these stages in the process. The Release Date vs Planned Release Drill Thru and In-Shop Date vs Planned In-Shop Date Drill Thru reports show you MO details grouped by planner to reveal the build part and the difference in days from planned to actual.
- **MO Cycle Time in Days:** This area shows the overall average number of days it takes an MO to complete from the date it was ordered to completion. This KPI adjusts as you interact with other areas on the dashboard, including filters by part, planner, and project.
- **MO Production Status (Drill Thru to Detail):** This area shows where the in-process MOs are in the production, with a count for each status. Use the MO Production Status Details Drill Thru report to see a breakdown of each status by planner and build part. You

can also see the number of days the MOs have been in their current status, the planned due date, need date, and MO completion percentage.

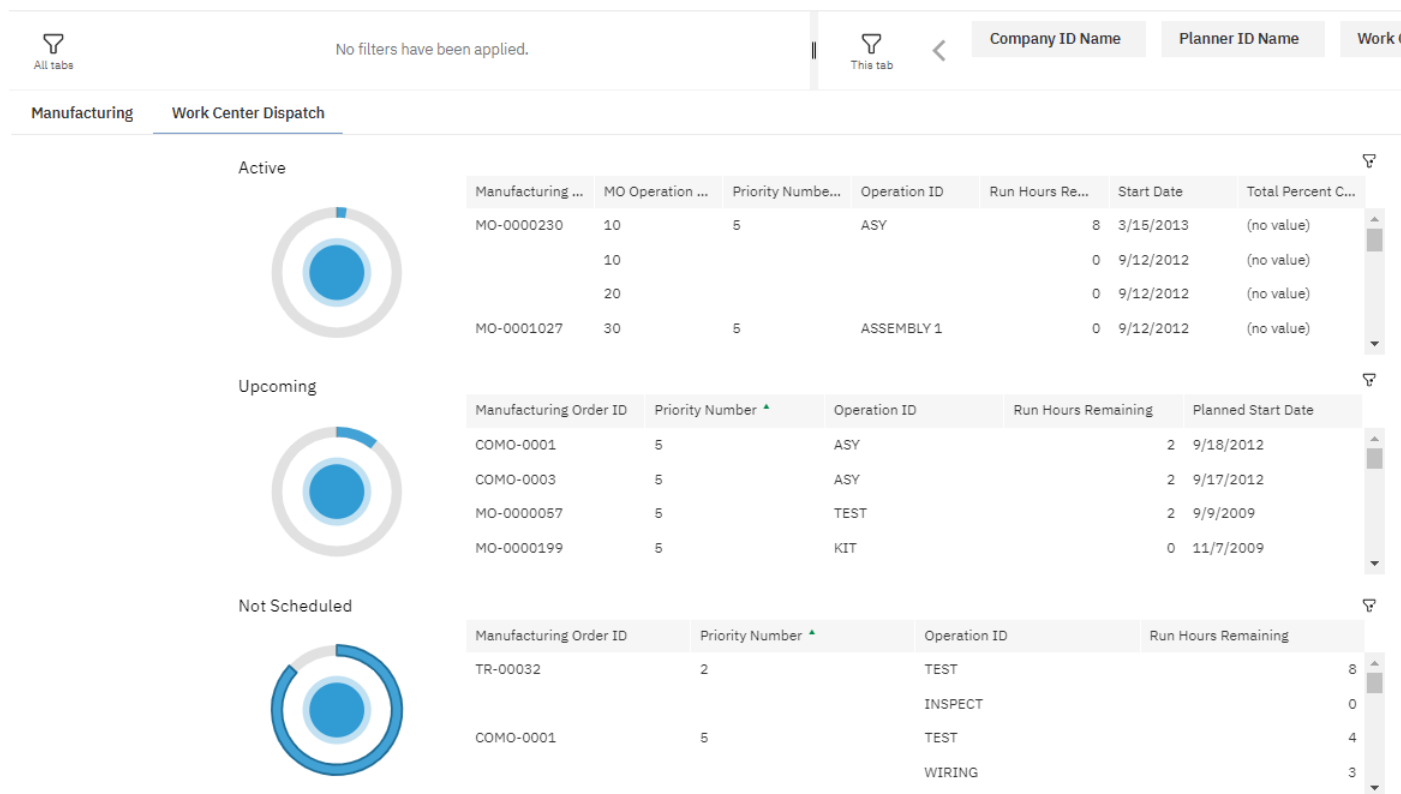
- **# of ECN's by Status (Drill Thru to Detail):** This area shows a count of in-process ECNS that are Approved, In-Approval, Pending, Implemented or Rejected. Use the ECN Impact to MOs Drill Thru report to see the MOs impacted by ECNs.

An ECN can impact an MO when:

- The ECN alters or changes a build part.
- The MO is using the original part on the ECN as a component to construct the build part on the MO.

### Work Center Dispatch Tab

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



MO information is organized by the following:

- **Active:** This section shows data for MO Current Operations, including the start date, percent complete, and the total run hours remaining for each MO. A drill thru report shows more details for the MOs in the Active list.

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

### Operation Status Drill Thru

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

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

When viewing the MO Critical Ratio:

- If the value is negative, then the order is past due and there are insufficient hours to complete the work on schedule without expediting order.
- If the value is 0, then the Due Date is equal to the Current Date.
- If the value is 1, then the hours of work remaining is equal to the hours remaining before the order is due, or the order is on time.
- If the value is greater than 1, then there are less hours of work remaining than hours remaining before the order is due.
- If the value is 9999, then the order might not have time loaded in the router.

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

## Manufacturing Reports

The Manufacturing folder includes seven reports.

Those reports are:

- Indented Bill of Materials Report
- MO Build-To Inv Abbrev Report
- MO Component Shortage Report
- MO Pick List Report
- MO Production Status Report
- MRP Message Report
- Summarized Bill of Material Report



## Audit Log Report

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

### Prompts

These are the Audit Log prompts.

Prompt Message	Description
<b>Date Range</b>	<p>Select the start date for the report's date range.</p> <p>In the <b>From:</b> field, enter the start date assigned to audit logs or click the calendar icon to select the date.</p> <p>In the <b>To:</b> field, enter the end date assigned to audit logs or click the calendar icon to select the date.</p> <p>You can opt to select the <b>Earliest date</b> or the <b>Latest date</b> possible for the audit log dates.</p>
<b>Limit log type</b>	<p>Select the log type for the report:</p> <ul style="list-style-type: none"> <li>Authorized</li> <li>Unauthorized</li> </ul>
<b>Limit part</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more parts to search for and include in the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Limit rev</b>	Select a revision.
<b>Limit employee(s)</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more employees to search for and include in the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>

## Sample Report

This is a sample Audit Log report.

### Audit Log

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

## Barcoded MO Routing Traveler


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

The report produces a PDF document.

### Prompts

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

### Contents

Field	Description
<b>Company</b>	Select a company to view MOs entered for the company.
<b>Manufacturing Order</b>	In the <b>Keywords</b> field, enter a manufacturing order and click  . To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b>

Field	Description
	options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b> .

## Sample Report

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

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

Barcoded MO Routing Traveler							System: CTB82PSMDEMO	
1 - Applied Technologies Inc								
MO ID Barcode	MO ID	Build Part	Rev	Planner Name	Build-To Project	MO Build Quantity		
MO-00010	MO-00010	1909-001	-	Carter, Connie	19650.20.002 - C4ISR Manufacturing Prod	1		
Operation No Barcode	Operation No	Operation Step Number	Work Instructions	Unit Run Hours	Equipment Required	Total Completed Quantity	Operator Initials	Completed Date
10	10	1	Inspection	2				
20	20	1	Assembly Level 1	20				
30	30	1	Test	10				
35	35	1	Option Rework step, no standards time, actuals only	0				
40	40	1	Final Inspection	10				

## BOM Component Shortage

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



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

## Prompts

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

### Contents

Prompt Message	Description
Company	Select a company.

Prompt Message	Description
<b>Limit Assembly(s)</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more assemblies to search for and add to the report, then click .</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Limit Project(s)</b>	<p>Select the projects to include in the report. Leave this field blank to show data for all projects.</p> <p>In the <b>Keywords</b> field, enter a portion of one or more project IDs or names and then click .</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Built Quantity</b>	Enter a number to use to calculate the Extended Required Quantity.
<b>Compare Extended Required Quantity To</b>	Choose to compare the Extended Required Quantity to the net available or on hand inventory.
<b>BOM Type</b>	<p>Select the type of bills of material (BOM) to include in the report:</p> <ul style="list-style-type: none"> <li>▪ <b>Manufacturing:</b> Select this option to print the MBOM for the selected assembly part. You can only select standard components for this BOM type.</li> <li>▪ <b>Engineering:</b> Select this option to print the EBOM for the selected assembly part. You can select either standard or provisional components for this BOM type.</li> </ul>
<b>BOM Level</b>	<p>Select the BOM level for the report:</p> <ul style="list-style-type: none"> <li>▪ <b>SINGLE:</b> Select this option to include level 1 in the report.</li> <li>▪ <b>ALL:</b> Select this option to include all levels in the report.</li> </ul>
<b>Multiply Out Subassembly Quantities</b>	Select whether to multiply quantities required by higher-level subassemblies.
<b>Show Substitute Part Inventory</b>	Choose whether to list any available substitution parts in the report.

## Sample Report

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

BOM Component Shortage Report																		System: PSMDEMOEA
1 - Applied Technologies Inc																		
Level	Part ID	Part Desc	Rev	Make / Buy	Line#	Part Status	BOM Status	Component Released	U/M	Quantity	Effective Start Date	Lead Time (Days)	Reserved Quantity	On Hand Quantity	On Order Quantity	Current Available Quantity	Net Available Quantity	Extended Required Quantity
Assembly: 403791-1 - Chassis Assembly - Transponder																		
Project: -																		
1	298076-1	Chassis Machined		M	4	R	R	Y	EA	1.0000	10/13/15	0	0	0	0	0	0	1
2	209671-1	Chassis Casting		B	1	R	N	Y	EA	1.0000	10/13/15	0	0	0	0	0	0	1
1	400100-1	CCA Signal Processors		M	5	R	R	Y	EA	1.0000	10/13/15	0	0	0	0	0	0	1
2	1N4509	Diode		B	2	R	N	Y	EA	2.0000	10/13/15	0	0	0	0	0	0	2
2	CRC100719	Capacitor		B	3	R	N	Y	EA	5.0000	10/13/15	0	0	0	0	0	0	5
2	RCR05C10005	Resistor Carbon		B	5	R	N	Y	EA	8.0000	10/13/15	0	0	0	0	0	0	8
2	M39003-1407	Wire		B	6	R	N	Y	EA	2.0000	10/13/15	0	0	0	0	0	0	2
2	GE-10902	Humiseal		B	7	R	N	Y	EA	1.0000	10/13/15	0	0	0	0	0	0	1
1	400100-1	CCA Signal Processors		M	6	R	R	Y	EA	6.0000	10/13/15	0	0	0	0	0	0	6
2	1N4509	Diode		B	2	R	N	Y	EA	2.0000	10/13/15	0	0	0	0	0	0	2
2	CRC100719	Capacitor		B	3	R	N	Y	EA	5.0000	10/13/15	0	0	0	0	0	0	5
2	RCR05C10005	Resistor Carbon		B	5	R	N	Y	EA	8.0000	10/13/15	0	0	0	0	0	0	8
2	M39003-1407	Wire		B	6	R	N	Y	EA	2.0000	10/13/15	0	0	0	0	0	0	2
2	GE-10902	Humiseal		B	7	R	N	Y	EA	1.0000	10/13/15	0	0	0	0	0	0	1
1	M39003-1407	Wire		B	8	R	N	Y	EA	1.0000	10/13/15	0	0	0	0	0	0	1
1	MA100284	CCA Communications I/O		M	9	R	R	Y	EA	1.0000	10/13/15	0	0	0	0	0	0	1

## Indented Bills of Materials Report


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

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

**Attention:** This report relies on a report table that is generated in Costpoint. You have to run Costpoint's Print Indented Bills of Material Report application prior to executing this report. In Costpoint, when you run the Print Indented Bills of Material Report application, you must select **Update Indented Bills of Materials Report Table** on the Action menu to update the indented BOM table.

## Prompts

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

Prompt	Description
<b>Company</b>	Select one company from the list.
<b>Limit Assembly(s)</b>	In the <b>Keywords</b> field, enter a portion of one or more assemblies to search for and add to the report and click  .

Prompt	Description
	To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b> .
<b>BOM Type</b>	<p>Select the type of bills of material (BOM) to include in the report:</p> <ul style="list-style-type: none"> <li>▪ <b>Manufacturing:</b> Select this option to print the MBOM for the selected assembly part. You can only select standard components for this BOM type.</li> <li>▪ <b>Engineering:</b> Select this option to print the EBOM for the selected assembly part. You can select either standard or provisional components for this BOM type.</li> </ul>
<b>Case Insensitive</b>	Select this check box for BI to ignore the text case when searching keywords.
<b>BOM Level</b>	<p>Select the BOM level at which you want the report printed:</p> <ul style="list-style-type: none"> <li>▪ <b>SINGLE:</b> Select this option to include level 1 in the report.</li> <li>▪ <b>ALL:</b> Select this option to include all levels in the report.</li> </ul>

## Sample Report

This is a sample Indented Bill of Materials report.

### Indented Bill of Materials

1 - Applied Technologies Inc

Level	Part ID	Part Desc	Rev	Make / Buy	Line#	Find#	Part Status	BOM Status	Component Released	U/M	Quantity	Component Type	Quantity Type	Effective Start Date	Effective End Date	Lead Time (Days)
Assembly: 403791-1 - Chassis Assembly - Transponder																
1	102302-1	Magnetron 1000 watt		B	1	0001	R	N	Y	EA	1.0000	Standard	A	10/13/15		25
1	105067-1	Power Supply		B	2	0002	R	N	Y	EA	1.0000	Standard	A	10/13/15		0
1	204597-1	Connector 25 Pin		B	3	0003	R	N	Y	EA	1.0000	Standard	A	10/13/15		0
1	398075-1	Chassis Machined		M	4	0004	R	R	Y	EA	1.0000	Standard	A	10/13/15		0
2	209871-1	Chassis Casting		B	1	0001	R	N	Y	EA	1.0000	Standard	A	10/13/15		0
1	400100-1	CCA Signal Processors		M	5	0005	R	R	Y	EA	1.0000	Standard	A	10/13/15		0
2	105100-1	PCB Assembly Signal Processor		B	1	0001	R	R	Y	EA	1.0000	Standard	A	10/13/15		0
3	104893-1	PCB Signal Processor		B	1	0001	R	N	Y	EA	1.0000	Standard	A	10/13/15		10
2	104509	Diode		B	2	0002	R	N	Y	EA	2.0000	Standard	A	10/13/15		0
2	CRC100719	Capacitor		B	3	0003	R	N	Y	EA	5.0000	Standard	A	10/13/15		0
2	JANTXV129001	Capacitor		B	4	0004	R	N	Y	EA	2.0000	Standard	A	10/13/15		0
2	RCR05C100S	Resistor Carbon		B	5	0005	R	N	Y	EA	8.0000	Standard	A	10/13/15		0
2	M39003-1407	Wire		B	6	0006	R	N	Y	EA	2.0000	Standard	A	10/13/15		0
2	GF-10902	Humiseal		B	7	0007	R	N	Y	EA	1.0000	Standard	A	10/13/15		0
2	011-038	IND CHIP 10% 8		B	8	0008	R	N	Y	EA	6.0000	Standard	A	10/13/15		7
2	012-557	IND TRANSFORMER 10T		B	9	0009	R	N	Y	EA	1.0000	Standard	A	10/13/15		14
1	400100-1	CCA Signal Processors		M	6	0006	R	R	Y	EA	6.0000	Standard	A	10/13/15		0
2	105100-1	PCB Assembly Signal Processor		B	1	0001	R	R	Y	EA	1.0000	Standard	A	10/13/15		0


## MO Build-To Inv Abbrev Report

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

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

## Prompts

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

Prompt Message	Description
<b>Company</b>	Select one company from the list.
<b>Secondary Sort</b>	Select the secondary sorting criterion for the report.
<b>Print Barcode</b>	Select whether to print the barcode.
<b>Print Previously Printed Documents</b>	Select whether to print previously printed documents.
<b>MO Status</b>	Select the status of the MO to include in the report.
<b>Limit MO Number(s)</b>	In the <b>Keywords</b> field, enter a portion of one or more MO numbers to add to the report and then click  .

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



## Sample Report

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

### MO Build-To Inv Abbrev - Drill Thru

1 - Applied Technologies Inc

MO: MO-00056      Part: TB-SE-CF-54D2912VM      Rev: - Description: TB Super-Encrypt 54 Lite-14"-Core i5 6300U-4GBRAM-256GBSSD  
Warehouse: FCWHSE      MO Status: In Shop  
Work Center:

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


## MO Component Shortage

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

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

## Prompts

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

Prompt Message	Description
<b>Company</b>	Select a company.
<b>Primary grouping</b>	Select the option to indicate how you want the components to be sorted and grouped. The available options are the following: <ul style="list-style-type: none"> <li>Part ID</li> <li>Project</li> <li>Manufacturing Order</li> </ul>
<b>Limit Warehouse(s)</b>	In the <b>Keywords</b> field, enter a portion of one or more warehouse IDs to add in the report and then click  . To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b> .

Prompt Message	Description
<b>Limit MO Number(s)</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more MO numbers to add in the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>MO Status</b>	<p>Select the status of the MO you want to include in this report. The available options are the following:</p> <ul style="list-style-type: none"> <li>Planned</li> <li>Firm Planned</li> <li>Released</li> <li>In Shop</li> </ul> <p>All of the options are selected by default.</p>
<b>Limit Build-to Project(s)</b>	<p>In the <b>Keywords: (ID + Name)</b> field, enter a portion of one or more build-to project IDs to add in the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Limit planner(s)</b>	<p>In the <b>Keywords: (ID + Name)</b> field, enter a portion of one or more planner IDs to add in the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Limit Part\Rev(s)</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more part/revisions to add in the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Limit Netting Group(s)</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more netting groups to add in the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options.</p>

Prompt Message	Description
	If applicable, click the right-arrow to move your selected results to <b>Choices</b> .
<b>Limit Buyer(s)</b>	<p>In the <b>Keywords: (ID + Name)</b> field, enter a portion of one or more buyer IDs to add in the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Make/Buy</b>	<p>Select the option to indicate the component parts to include in the report.</p> <p>The available options are:</p> <ul style="list-style-type: none"> <li>▪ <b>Make:</b> Manufactured</li> <li>▪ <b>Buy:</b> Purchased</li> </ul> <p>Both options are selected by default.</p>
<b>Due Date</b>	<p>In the <b>From:</b> field, enter the due start date to use or click the calendar icon to select the date.</p> <p>In the <b>To:</b> field, enter the due end date to use or click the calendar icon to select the date.</p> <p>Select <b>Earliest date</b> to indicate all dates or <b>Latest date</b> if you do not want any date filters to be applied. These are the default options.</p>

## Sample Report

This is a sample MO Component Shortage report.

MO Component Shortage

1 - Company 1

Project: 1003.001.10Project Name: Concrete Base Repair

Component Part: 032X48X144-H32Rev:Item Description: Aluminum sheet , 5052-H32, .032 X 48 X 144U/M: EAMake/Buy: BBuyer:

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

Manufacturing Order ID	MO Status	Planner Name	Due Date	Warehouse ID	Line No	Inventory Abbreviation Code	Need Date	Required Quantity	Inventory Reserved Quantity	Issued Quantity	On Hand Quantity	On Order Quantity	Current Available Quantity	Net Available Quantity
MO9800-004	Released	Compher, Bob S	12/30/00	WHSE1	71	INV72	12/30/00	52.0000	52.0000	0.0000	0.0000	0.0000	(52.0000)	(52.0000)
MO-2820013	Firm Planned	Basinger, Lisa B	7/5/13	WHSE1	1	INV72	6/28/13	368.0000	368.0000	0.0000	0.0000	0.0000	(52.0000)	(52.0000)

Component Part: .080X48X96-T6Rev:Item Description: Aluminum Sheet , 6061-T6, .080' X 48' X 96'U/M: EAMake/Buy: BBuyer:

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

Manufacturing Order ID	MO Status	Planner Name	Due Date	Warehouse ID	Line No	Inventory Abbreviation Code	Need Date	Required Quantity	Inventory Reserved Quantity	Issued Quantity	On Hand Quantity	On Order Quantity	Current Available Quantity	Net Available Quantity
MO-2820015	Firm Planned	Basinger, Lisa B	6/30/13	WHSE1	5	INV72	6/30/13	1,000.0000	1,000.0000	0.0000	0.0000	0.0000	(130.0000)	(130.0000)
MO9800-004	Released	Compher, Bob S	12/30/00	WHSE1	34	INV72	12/30/00	130.0000	130.0000	0.0000	0.0000	0.0000	(130.0000)	(130.0000)

Component Part: .090X48X96-T6Rev:Item Description: Aluminum Sheet , 6061-T6, .090' X 48' X 96'U/M: EAMake/Buy: BBuyer:

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

Manufacturing Order ID	MO Status	Planner Name	Due Date	Warehouse ID	Line No	Inventory Abbreviation Code	Need Date	Required Quantity	Inventory Reserved Quantity	Issued Quantity	On Hand Quantity	On Order Quantity	Current Available Quantity	Net Available Quantity
MO-2820015	Firm Planned	Basinger, Lisa B	6/30/13	WHSE1	6	INV72	6/30/13	700.0000	700.0000	0.0000	0.0000	0.0000	(91.0000)	(91.0000)
MO-2820008	Firm Planned	Basinger, Lisa B	6/27/13	WHSE1	1	INV72	6/27/13	200.0000	200.0000	0.0000	0.0000	0.0000	(91.0000)	(91.0000)
MO9800-004	Released	Compher, Bob S	12/30/00	WHSE1	35	INV72	12/30/00	91.0000	91.0000	0.0000	0.0000	0.0000	(91.0000)	(91.0000)

Component Part: .125X48X96-H32Rev:Item Description: Aluminum Sheet , 5052-H32, .125' X 48' X 96'U/M: EAMake/Buy: BBuyer:

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

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

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

## MO Pick List Report

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

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

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

## Prompts

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

Prompt Message	Description
<b>Company</b>	Select a company.
<b>Secondary Sort</b>	<p>Select the secondary sorting criterion for the report.</p> <p>The available options include:</p> <ul style="list-style-type: none"> <li>Work Center</li> <li>Component Part</li> <li>Component Location</li> <li>Line Number</li> <li>Find Number</li> </ul>
<b>Print Barcode</b>	Select the option to indicate if you want to print the barcode.
<b>Print Previously Printed Documents</b>	Select the option to indicate if you want to print previously printed documents.
<b>MO Status</b>	<p>Select the status of the MO you want to include in this report.</p> <p>The available options are the following:</p> <ul style="list-style-type: none"> <li>Released</li> <li>In Shop</li> </ul> <p>All of the options are selected by default.</p>
<b>Limit MO Number(s)</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more MO numbers to add in the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>MO Planned Shop Date Cut Off</b>	<p>In the <b>From:</b> field, enter the start cutoff date to use, or click the calendar icon to select the date.</p> <p>In the <b>To:</b> field, enter the end cutoff date to use or click the calendar icon to select the date.</p> <p>Select <b>Earliest date</b> to indicate all dates or <b>Latest date</b> if you do not want to apply any date filters. These are the default options.</p>
<b>Limit Planner(s)</b>	<p>In the <b>Keywords: (ID + Name)</b> field, enter a portion or the entire ID of one or more planners to add in the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of</p>

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

## Sample Report

Sample MO Pick List reports.

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

### MO Pick List

1 - Company 1


MO: 'MO010218' 'MO010218'		Part: KHMES10.2018.M1		Rev: Description: KHMES10.2018.M1 MO Status: Released		Project: 3923 - EXP PROJ WIP MES Release Date: 01/02/18 Planned Ship Date: 02/02/18 Planner: P1 - Basinger, Lisa B Build-To Inv Abbrev: 3923F1									
Warehouse: MES119		Work Center:													
Line	Find	Part	Rev	Description	Type	U/M	Inv Abbrev	Project	To-Issue Quantity	Inventory Location ID	On-Hand Quantity	Allocated Quantity	Serial	Lot	Picked Quantity
1	1	KHMES10.2018.C1		KHMES10.2018.C1	S	EA	3923R1	3923	21.0000						
2	2	KHMES10.2018.C2		KHMES10.2018.C2	S	EA	3923R1	3923	21.0000	MES10LOC2	7.0000				
3		TJ-LOT-1		TJ-LOT-1	S	EA	3923R1	3923	20.0000	MES10LOC2	99.0000				

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

### MO Pick List

1 - Company 1

MO: 'MO010218'



Part: KHMES10.2018.M1

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

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

Warehouse: MES119

Work Center:

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

## MO Production Status Report

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

### Prompts

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

Prompt Message	Description
<b>Company</b>	Select a company.
<b>Limit Part\Rev(s)</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more part/ revisions to add in the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Limit MO Number</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more manufacturing order numbers to add in the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Percent Complete</b>	Enter the percentage of completion that you want to use as a filter for manufacturing orders in the report. For example, enter <b>100</b> to include manufacturing orders that are 100 % completed.
<b>Operator</b>	Select the operator to use for the entered value in the <b>Percent Complete</b> prompt.
<b>MO Type</b>	<p>Select the type of MO to include in the report.</p> <p>The available options are the following:</p> <ul style="list-style-type: none"> <li>▪ Standard</li> <li>▪ Customer Repair</li> <li>▪ Rework</li> <li>▪ MRO</li> <li>▪ Discrepancy Rework</li> </ul>
<b>MO Status</b>	<p>Select the status of the MO you want to include in the report.</p> <p>The available options are the following:</p>

Prompt Message	Description
	<ul style="list-style-type: none"> <li>Planned</li> <li>Firm Planned</li> <li>Released</li> <li>In Shop</li> <li>Closed</li> <li>Completed</li> </ul> <p>Only the <b>Closed</b> option is not selected by default.</p>
<b>Due Date</b>	<p>In the <b>From:</b> field, enter the due date to use, or click the calendar icon to select the date.</p> <p>In the <b>To:</b> field, enter the end date to use or click the calendar icon to select the date.</p> <p>Select <b>Earliest date</b> to indicate all dates or <b>Latest date</b> if you do not want to apply any date filters. These are the default options.</p>
<b>Need Date</b>	<p>In the <b>From:</b> field, enter the need start date to use, or click the calendar icon to select the date.</p> <p>In the <b>To:</b> field, enter the need end date to use or click the calendar icon to select the date.</p> <p>Select <b>Earliest date</b> to indicate all dates or <b>Latest date</b> if you do not want to apply any date filters. These are the default options.</p>
<b>Limit Build-To Inventory Abbrv(s)</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more build-to inventory abbreviations to search on and select the abbreviations to add in the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Limit Build-To Project(s)</b>	<p>In the <b>Keywords: (ID + Name)</b> field, enter a portion or the entire ID of one or more build-to projects to add in the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Limit Netting Group(s)</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more netting groups to add in the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of</p>



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

## Sample Report

This is a sample MO Production Status report.

### MO Production Status

1 - Company 1

<b>MO Number:</b>	1BOMT00002	<b>MO Type:</b>	Standard	<b>Order Date:</b>	3/2/2017
<b>Warehouse:</b>	5150WHSE	<b>MO Status:</b>	Completed	<b>Due Date:</b>	3/2/2017
<b>Build Part:</b>	A1S1	<b>Planner:</b>	Compher, Bob S	<b>Need Date:</b>	3/2/2017
<b>Rev:</b>		<b>PC Supervisor:</b>		<b>Planned Release Date:</b>	3/2/2017
<b>Part Description:</b>	A1 S1	<b>MBOM Status:</b>		<b>Release Date:</b>	3/2/2017
<b>End Unit ID:</b>		<b>Build To Invnt Abbrev:</b>	2020PL	<b>Planned In Shop Date:</b>	3/2/2017
<b>As of Date:</b>	3/2/2017	<b>Build To Project:</b>	3923	<b>In Shop Date:</b>	3/2/2017
<b>Total MO Build Quantity:</b>	1.0000	<b>Netting Group:</b>		<b>Completion Date:</b>	3/3/2017
<b>Completed Total Quantity:</b>	1.0000	<b>Routing Number:</b>	100		
<b>Priority:</b>	5				

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

Percent Complete for 1BOMT00002: 100%

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

Component Shortage - Supply Order Detail

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

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

## MO Build-To Inv Abbrev - Drill Thru

1 - Company 1

MO: 'MO010218' Part: KHME10.2018.M1 Rev: Description: KHME10.2018.M1  
 Warehouse: MES119 MO Status: Released  
 Work Center:

Part	Rev	Description	Type	U/M	Inv Abbrev	Inventory Location ID	On-Hand Quantity	Allocated Quantity	Serial	Lot
KHME10.2018.C1		KHME10.2018.C1	S	EA	3923R1					
KHME10.2018.C2		KHME10.2018.C2	S	EA	3923R1	MES10LOC2	7.0000			
TJ-LOT-1		TJ-LOT-1	S	EA	3923R1	MES10LOC2	99.0000			

## MRP Message Report

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

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

### Prompts

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

Prompt Message	Description
<b>Company</b>	Select a company from the list.
<b>Part/Revision</b>	In the <b>Keywords</b> field, enter a portion of one or more part/revisions to add to the report.

Prompt Message	Description
	To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b> .
<b>Limit Project(s)</b>	In the <b>Keywords: (ID + Name)</b> field, enter a portion or the entire ID of one or more projects to add to the report. To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b> .
<b>Limit Planner(s)</b>	In the <b>Keywords: (ID + Name)</b> field, enter a portion or the entire ID of one or more planners to add in the report. To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b> .
<b>Limit Warehouse(s)</b>	In the <b>Keywords: (ID + Name)</b> field, enter a portion or the entire ID of one or more warehouses to add in the report. To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b> .
<b>Suggested Due Date</b>	In the <b>From:</b> field, enter the suggested start date to use, or click the calendar icon to select the date. In the <b>To:</b> field, enter the suggested end date to use, or click the calendar icon to select the date. Select <b>Earliest date</b> to indicate all dates or <b>Latest date</b> if you do not want any date filters to be applied. These are the default options.
<b>Suggested Order Date</b>	In the <b>From:</b> field, enter the suggested order start date to use, or click the calendar icon to select the date. In the <b>To:</b> field, enter the suggested order end date to use, or click the calendar icon to select the date. Select <b>Earliest date</b> to indicate all dates or <b>Latest date</b> if you do not want any date filters to be applied. These are the default options.
<b>Need Date</b>	In the <b>From:</b> field, enter the suggested need start date to use or click the calendar icon to select the date.

Prompt Message	Description
	<p>In the <b>To:</b> field, enter the suggested need end date to use or click the calendar icon to select the date.</p> <p>Select <b>Earliest date</b> to indicate all dates or <b>Latest date</b> if you do not want any date filters to be applied. These are the default options.</p>

## Sample Report

This is a sample MRP Message report.

### MRP Message

MRP Message Type Code	MRP Message	Part ID	Part Revision ID	Item Description	Warehouse ID	Inventory Allocation Code	Inventory Project	Scheduled Start Date	Material Message	Connectivity Code	Order Reference	Order Type Code	Order Line Number	Project Planning Group ID	Notting Group	Notting Group Name	Vendor ID	Vendor Name	Planner ID	Planner Name	Buyer ID	Buyer Name	Inventory Days Number	Estimated Cost Change Amount	Suggested Order Quantity	Suggested Order Date	Suggested Planned Order Release/Target Date	Suggested Order Date	Suggested Due Date	Need Date
001	Cancel Order	#10 GA 8070 CPM		10 GA 8070 CPM	WMS01	WMS01	WMS01	1000.001.10	P	PD	PD-1000	B	1	1000			41-000000	41	PD	Chris Wilson	MASTER	Ausla, Laule	0	-144.00	0.0000					
001	Cancel Order	#10 GA 8070 CPM		10 GA 8070 CPM	WMS01	WMS01	WMS01	1000.001.10	P	PD	PD-1000	B	2	1000			41-000000	41	PD	Chris Wilson	MASTER	Ausla, Laule	0	-11.00	0.0000					
001	Cancel Order	#00		0.10 x 11" WMS01 CPM	WMS01	WMS01	WMS01	1000.001.10	P	PD	PD-1000	B	1	1000			300	DEL TA DYNAMICS	BCOMPNER	Compel, Bus S	MASTER	Ausla, Laule	0	0.00	0.0000					
001	Cancel Order	#00		0.10 x 11" WMS01 CPM	WMS01	WMS01	WMS01	1000.001.10	P	PD	2007M0	B	1	N1	N1	First Notting Group	300	DEL TA DYNAMICS	BCOMPNER	Compel, Bus S	MASTER	Ausla, Laule	0	-6.00	0.0000					
001	Cancel Order	#00		0.10 x 11" WMS01 CPM	WMS01	WMS01	WMS01	1000.001.10	P	PD	2007M0	B	1	N1	N1	First Notting Group	300	DEL TA DYNAMICS	BCOMPNER	Compel, Bus S	MASTER	Ausla, Laule	0	-10.00	0.0000					
001	Cancel Order	#00		0.10 x 11" WMS01 CPM	WMS01	WMS01	WMS01	1000.001.10	P	PD	2007M0	B	1	N1	N1	First Notting Group	300	DEL TA DYNAMICS	BCOMPNER	Compel, Bus S	MASTER	Ausla, Laule	0	-10.00	0.0000					
001	Cancel Order	#00		0.10 x 11" WMS01 CPM	WMS01	WMS01	WMS01	1000.001.10	P	PD	2007M0	B	1	N1	N1	First Notting Group	300	DEL TA DYNAMICS	BCOMPNER	Compel, Bus S	MASTER	Ausla, Laule	0	-10.00	0.0000					
001	Cancel Order	#00		0.10 x 11" WMS01 CPM	WMS01	WMS01	WMS01	1000.001.10	P	PD	PD-1000	B	1	N1	N1	First Notting Group	300	DEL TA DYNAMICS	BCOMPNER	Compel, Bus S	MASTER	Ausla, Laule	0	-1.000.00	0.0000					
001	Cancel Order	#00		0.10 x 11" WMS01 CPM	WMS01	WMS01	WMS01	1000.001.10	P	PD	01	B	1	1000			300	DEL TA DYNAMICS	BCOMPNER	Compel, Bus S	MASTER	Ausla, Laule	0	-400.00	0.0000					
001	Cancel Order	#00		0.10 x 11" WMS01 CPM	WMS01	WMS01	WMS01	1000.001.10	P	PD	0000-1	B	1	1000			300	DEL TA DYNAMICS	BCOMPNER	Compel, Bus S	MASTER	Ausla, Laule	0	-400.00	0.0000					
001	Cancel Order	#00		0.10 x 11" WMS01 CPM	WMS01	WMS01	WMS01	1000.001.10	P	PD	1100	B	1	1000			300	DEL TA DYNAMICS	BCOMPNER	Compel, Bus S	MASTER	Ausla, Laule	0	-400.00	0.0000					
001	Cancel Order	#00		0.10 x 11" WMS01 CPM	WMS01	WMS01	WMS01	1000.001.10	P	PD	1000	B	1	1000			300	DEL TA DYNAMICS	BCOMPNER	Compel, Bus S	MASTER	Ausla, Laule	0	-400.00	0.0000					
001	Cancel Order	#00		0.10 x 11" WMS01 CPM	WMS01	WMS01	WMS01	1000.001.10	P	PD	24000	B	1	1000			300	DEL TA DYNAMICS	BCOMPNER	Compel, Bus S	MASTER	Ausla, Laule	0	-400.00	0.0000					
001	Cancel Order	#00		0.10 x 11" WMS01 CPM	WMS01	WMS01	WMS01	1000.001.10	P	PD	24000	B	1	1000			300	DEL TA DYNAMICS	BCOMPNER	Compel, Bus S	MASTER	Ausla, Laule	0	-400.00	0.0000					
001	Cancel Order	#00		0.10 x 11" WMS01 CPM	WMS01	WMS01	WMS01	1000.001.10	P	PD	24000	B	1	1000			300	DEL TA DYNAMICS	BCOMPNER	Compel, Bus S	MASTER	Ausla, Laule	0	-400.00	0.0000					
001	Cancel Order	#00		0.10 x 11" WMS01 CPM	WMS01	WMS01	WMS01	1000.001.10	P	PD	27000	B	1	1000			300	DEL TA DYNAMICS	BCOMPNER	Compel, Bus S	MASTER	Ausla, Laule	0	-400.00	0.0000					
001	Cancel Order	#00		0.10 x 11" WMS01 CPM	WMS01	WMS01	WMS01	1000.001.10	P	PD	27000	B	2	1000			300	DEL TA DYNAMICS	BCOMPNER	Compel, Bus S	MASTER	Ausla, Laule	0	-400.00	0.0000					
001	Cancel Order	#00		0.10 x 11" WMS01 CPM	WMS01	WMS01	WMS01	1000.001.10	P	PD	27000	B	1	1000			300	DEL TA DYNAMICS	BCOMPNER	Compel, Bus S	MASTER	Ausla, Laule	0	-400.00	0.0000					

## Summarized Bills of Material Report

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

This report allows you to select a range of assemblies.

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

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

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

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

## Prompts

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

Prompt Message	Description
<b>Company</b>	Select a company.
<b>Limit Assembly(s)</b>	<p>In the <b>Keywords: (ID + Name)</b> field, enter a portion or the entire ID of one or more assemblies to add in the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>BOM Type</b>	<p>Select which type of bills of material (BOM) you want to include on this report. The available options are the following:</p> <ul style="list-style-type: none"> <li>▪ <b>Manufacturing:</b> Select this option to print the MBOM for the selected assembly part. You can only select standard components for this BOM type.</li> <li>▪ <b>Engineering:</b> Select this option to print the EBOM for the selected assembly part. You can select either standard or provisional components for this BOM type.</li> </ul>

## Sample Report

This is a sample Summarized Bill of Material report.

### Summarized Bill of Material

1 - Company 1

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

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

#### Component Alternate Parts

Note: Close this window to return to Main.

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

# Materials

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

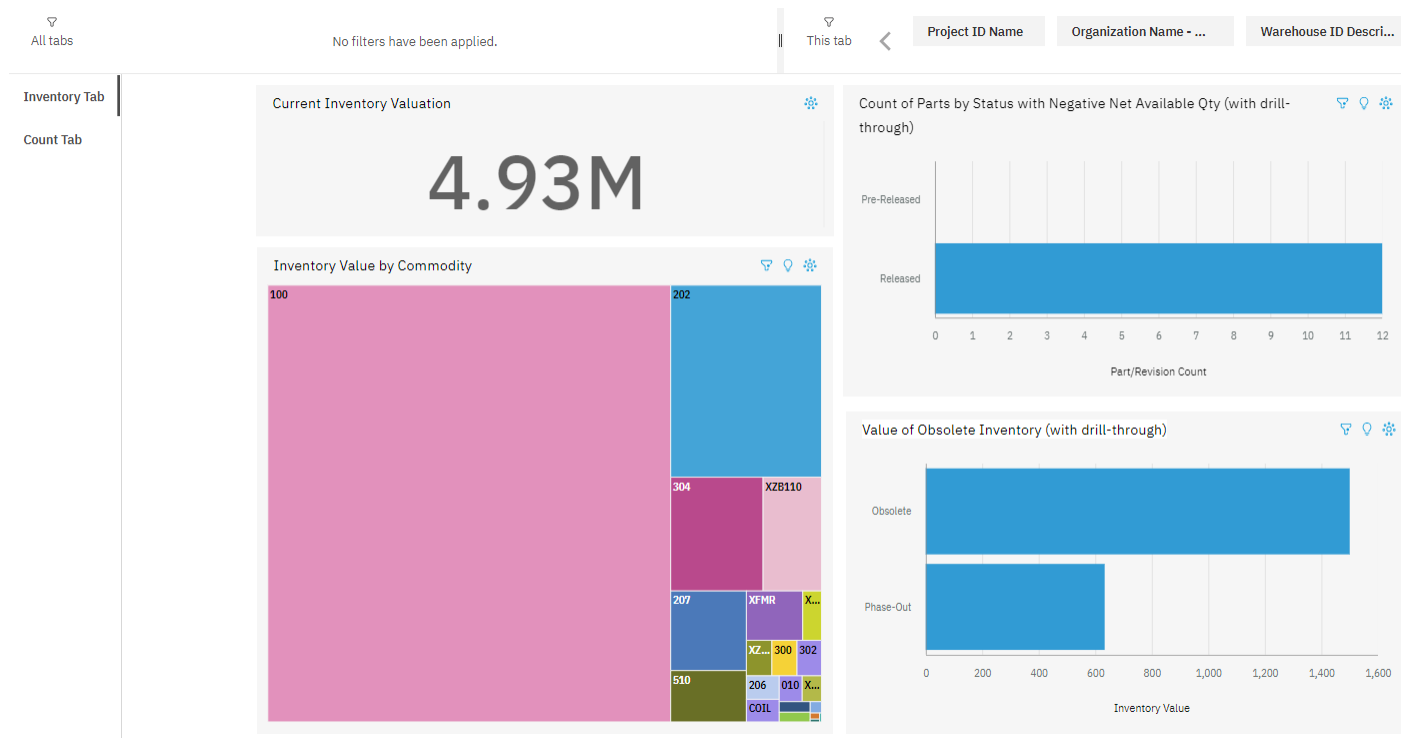
The contents of this folder are available to the following user groups:

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

## Inventory Dashboard

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

### Inventory Tab



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

- **Current Inventory Valuation:** This KPI value is the total value of current inventory.
- **Count of Parts by Status with Negative Net Available Qty (with drill-through):** This KPI value shows the number of parts by status that have a negative net available

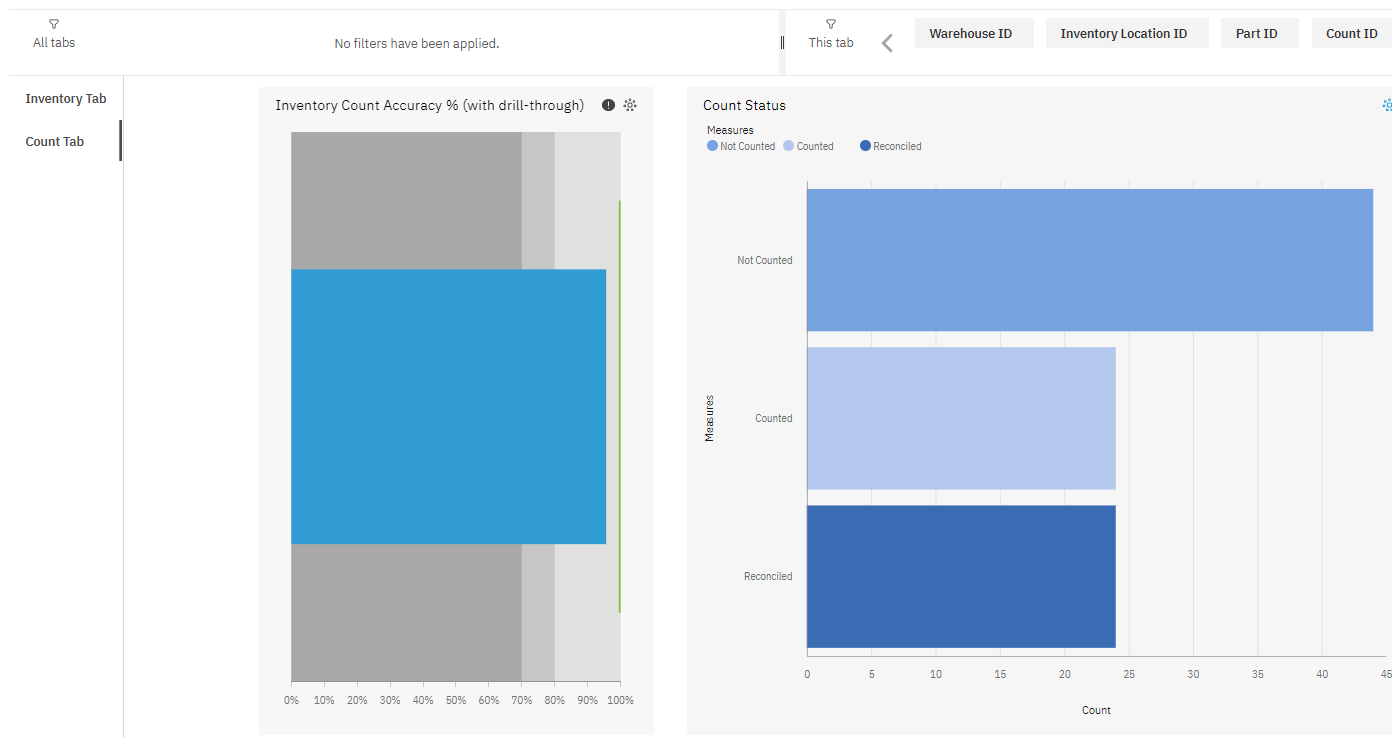
quantity. This chart has a drill-through report that shows the list of these parts and their on-hand and available quantity. Click the **Part ID** to see a list of Manufacturing Orders for Make parts or Purchase Requisitions and Purchase Orders for Buy parts, and to see where these items are on order to come in.

- **Inventory Value by Commodity:** This pie chart shows the total inventory value by commodity.
- **Value of Obsolete Inventory (with drill-through):** This bar chart displays the value of obsolete inventory based on the following criteria:
  - Obsolete part status
  - Phase-Out part status

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

## Count Tab

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



- **Inventory Count Accuracy % (with drill-through):** This KPI component shows the inventory count accuracy percentage based on Actual Count data. Drill through to the Inventory Count Accuracy report and view the actual count data to see the variance amount, unit cost, and whether the variance has been reconciled.



- **Count Status:** This bar chart shows the number of active counts in different statuses (Counted, Not Counted, and Reconciled).

## Materials Reports

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

These reports are:

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

## Container Content Labels

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

### Prompts

Select prompt values to run the Container Content Labels report.

### Contents

Prompt Message	Description
<b>Company</b>	Select the company whose vendors you want to include in the report.
<b>Transaction Type</b>	Select the type of transaction to include in the report.
<b>Transaction ID</b>	Select transaction IDs to only print labels for this selection.

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

## Sample Report

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

Part Number: 4512354	
	
Part Rev: -	Description: Rivets
Quantity: 6	U/M:
Warehouse: FCWHSE	Project: 10640.20.003
Location: RECEIVING	Vendor:
PO ID: PO-0000035	PO Release: 0
	
Serial Number:	Expiration Date:
Manufacturer Name:	
Manufacturer Part/Rev:	Lot Number:

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

## Customer Return Report

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

### Prompts

Select prompts to filter data for the Customer Return report.

### Contents

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



## Goods List Report

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

### Prompts

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

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

## Sample Report

The following is a sample Goods List report.

Report Page Prompt Selections Revision History														
Goods List														
1 Company 1														
Good	Rev	Description	Active	U/M	Hazmat	Commodity	Industry Class	Product Class	Product Type	Overshipment Allowed	Receipt Tolerance	Buyer	Inspection Type	Universal Product Code
MMGDS-C1-01		Goods - 01 - Company 1	Y	EA	N	SIC3663A	SIC-3663	SIG366	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-02		Goods - 02 - Company 1	Y	EA	N	SIC3663B	SIC-3663	SIG366	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-03		Goods - 03 - Company 1	Y	EA	N	SIC3663C	SIC-3663	SIG366	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-04		Goods - 04 - Company 1	Y	EA	N	SIC3674A	SIC-3674	SIG367	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-05		Goods - 05 - Company 1	Y	EA	N	SIC3691A	SIC-3691	SIG369	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-06		Goods - 06 - Company 1	Y	EA	N	SIC3691B	SIC-3691	SIG369	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-07		Goods - 07 - Company 1	Y	EA	N	SIC3691C	SIC-3691	SIG369	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-08		Goods - 08 - Company 1	Y	EA	N	SIC3691D	SIC-3691	SIG369	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-09		Goods - 09 - Company 1	Y	EA	N	SIC3695A	SIC-3695	SIG369	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-10		Goods - 10 - Company 1	Y	EA	N	SIC3827A	SIC-3827	SIG382	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-11		Goods - 11 - Company 1	Y	EA	N	SIC3891A	SIC-3891	SIG389	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-12		Goods - 12 - Company 1	Y	EA	N	SIC3891B	SIC-3891	SIG389	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-13		Goods - 13 - Company 1	Y	EA	N	SIC3891C	SIC-3891	SIG389	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-14		Goods - 14 - Company 1	Y	EA	N	SIC3891D	SIC-3891	SIG389	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-15		Goods - 15 - Company 1	Y	EA	N	SIC3891E	SIC-3891	SIG389	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-16		Goods - 16 - Company 1	Y	EA	N	SIC3903A	SIC-3903	SIG390	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-17		Goods - 17 - Company 1	Y	EA	N	SIC3903A	SIC-3903	SIG390	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-18		Goods - 18 - Company 1	Y	EA	N	SIC3903A	SIC-3903	SIG390	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-19		Goods - 19 - Company 1	Y	EA	N	SIC3903A	SIC-3903	SIG390	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-20		Goods - 20 - Company 1	Y	EA	N	SIC3903A	SIC-3903	SIG390	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-21		Goods - 21 - Company 1	Y	EA	N	SIC3903A	SIC-3903	SIG390	Photographic Equip & Supplies	N	0.00%			

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Click the **Good** value to drill thru the Item Vendor List.

Report Page Prompt Selections Revision History								
Item Vendors - Drill Thru								
1 Company 1								
Item	Rev	Vendor ID	Vendor Name	Approved/Preferred	Last PO Number	Last PO Date	Last Quote	Last Quote Date
MMGDS-C1-01		VEND00000001	Staples	Not Approved	PO-10623	10/24/07		
MMGDS-C1-01		VEND00000005	Miller's		PO-10654	11/17/14		
MMGDS-C1-01		VEND00000008	ABC Systems, Inc.	Approved	PO-10588	11/17/14		
MMGDS-C1-01		VEND00000010	GE Inspection Tech	Approved	PO-10610	10/22/07		
MMGDS-C1-01		VEND00000011	Sony PPG		PO-10631	10/26/07		
MMGDS-C1-01		VEND00000013	Office Depot	Approved	PO-10542	09/18/07		

## Indented Bills of Materials Report


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

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

**Attention:** This report relies on a report table that is generated in Costpoint. You have to run Costpoint's Print Indented Bills of Material Report application prior to executing this report. In Costpoint, when you run the Print Indented Bills of Material Report application, you must select **Update Indented Bills of Materials Report Table** on the Action menu to update the indented BOM table.

## Prompts

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

Prompt	Description
<b>Company</b>	Select one company from the list.
<b>Limit Assembly(s)</b>	In the <b>Keywords</b> field, enter a portion of one or more assemblies to search for and add to the report and click  . To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b> .
<b>BOM Type</b>	Select the type of bills of material (BOM) to include in the report: <ul style="list-style-type: none"> <li>▪ <b>Manufacturing:</b> Select this option to print the MBOM for the selected assembly part. You can only select standard components for this BOM type.</li> <li>▪ <b>Engineering:</b> Select this option to print the EBOM for the selected assembly part. You can select either standard or provisional components for this BOM type.</li> </ul>
<b>Case Insensitive</b>	Select this check box for BI to ignore the text case when searching keywords.
<b>BOM Level</b>	Select the BOM level at which you want the report printed: <ul style="list-style-type: none"> <li>▪ <b>SINGLE:</b> Select this option to include level 1 in the report.</li> <li>▪ <b>ALL:</b> Select this option to include all levels in the report.</li> </ul>

## Sample Report

This is a sample Indented Bill of Materials report.

### Indented Bill of Materials

1 - Applied Technologies Inc

Level	Part ID	Part Desc	Rev	Make / Buy	Line#	Find#	Part Status	BOM Status	Component Released	U/M	Quantity	Component Type	Quantity Type	Effective Start Date	Effective End Date	Lead Time (Days)
Assembly: 403791-1 - Chassis Assembly - Transponder																
1	102302-1	Magnetron 1000 watt		B	1	0001	R	N	Y	EA	1.0000	Standard	A	10/13/15		25
1	105067-1	Power Supply		B	2	0002	R	N	Y	EA	1.0000	Standard	A	10/13/15		0
1	204597-1	Connector 25 Pin		B	3	0003	R	N	Y	EA	1.0000	Standard	A	10/13/15		0
1	398075-1	Chassis Machined		M	4	0004	R	R	Y	EA	1.0000	Standard	A	10/13/15		0
2	209871-1	Chassis Casting		B	1	0001	R	N	Y	EA	1.0000	Standard	A	10/13/15		0
1	400100-1	CCA Signal Processors		M	5	0005	R	R	Y	EA	1.0000	Standard	A	10/13/15		0
2	105100-1	PCB Assembly Signal Processor		B	1	0001	R	R	Y	EA	1.0000	Standard	A	10/13/15		0
3	104893-1	PCB Signal Processor		B	1	0001	R	N	Y	EA	1.0000	Standard	A	10/13/15		10
2	104509	Diode		B	2	0002	R	N	Y	EA	2.0000	Standard	A	10/13/15		0
2	CRC100719	Capacitor		B	3	0003	R	N	Y	EA	5.0000	Standard	A	10/13/15		0
2	JANTXV129001	Capacitor		B	4	0004	R	N	Y	EA	2.0000	Standard	A	10/13/15		0
2	RCR05C10025	Resistor Carbon		B	5	0005	R	N	Y	EA	8.0000	Standard	A	10/13/15		0
2	M39003-1407	Wire		B	6	0006	R	N	Y	EA	2.0000	Standard	A	10/13/15		0
2	GF-10902	Humiseal		B	7	0007	R	N	Y	EA	1.0000	Standard	A	10/13/15		0
2	011-038	IND CHIP 10% 8		B	8	0008	R	N	Y	EA	6.0000	Standard	A	10/13/15		7
2	012-557	IND TRANSFORMER 10T		B	9	0009	R	N	Y	EA	1.0000	Standard	A	10/13/15		14
1	400100-1	CCA Signal Processors		M	6	0006	R	R	Y	EA	6.0000	Standard	A	10/13/15		0
2	105100-1	PCB Assembly Signal Processor		B	1	0001	R	R	Y	EA	1.0000	Standard	A	10/13/15		0

## Item Vendors Report

The Item Vendors report allows you to create a listing of vendors that are assigned to items.

You can print this report for parts, services, or goods.

### Prompts

Specify the prompts for the Item Vendors List.

Prompt Message	Description
<b>Company</b>	Select one company from the list.
<b>Limit part/rev(s)</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more part/revisions to be added on the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Item Type</b>	<p>Select the option to indicate the item type you want to include on this report.</p> <p>The available options are the following:</p>



Prompt Message	Description
	<ul style="list-style-type: none"> <li>Good</li> <li>Part</li> <li>Service</li> </ul> <p>All options are selected by default.</p>
<b>Active</b>	Select the option to indicate whether or not the item is active. The <b>Yes</b> and <b>No</b> options are both selected as a default.
<b>Limit vendor(s)</b>	<p>In the <b>Keywords: (ID + Name)</b> field, enter a portion of one or more vendor IDs to be added on the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Limit buyer(s)</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more buyers to be added on the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>

## Sample Report

The following is a sample Item Vendors - Drill Thru report.

Report Page   Prompt Selections   Revision History								
Item Vendors - Drill Thru								
1 Company 1								
Item	Rev	Vendor ID	Vendor Name	Approved/Preferred	Last PO Number	Last PO Date	Last Quote	Last Quote Date
MMGDS-C1-01		VEND00000001	Staples	Not Approved	PO-10623	10/24/07		
MMGDS-C1-01		VEND00000005	Miller's		PO-10654	11/17/14		
MMGDS-C1-01		VEND00000008	ABC Systems, Inc.	Approved	PO-10588	11/17/14		
MMGDS-C1-01		VEND00000010	GE Inspection Tech	Approved	PO-10610	10/22/07		
MMGDS-C1-01		VEND00000011	Sony PPG		PO-10631	10/26/07		
MMGDS-C1-01		VEND00000013	Office Depot	Approved	PO-10542	09/18/07		

## Lead Time Audit Report

The Lead Time Audit Report allows you to easily see and manage your list of lead times that are set in Manage Parts. It also shows the Manufacturing Orders or Purchase Orders that make up that lead time.

## Prompts

Use the prompts to filter data for the Lead Time Audit report.

### Contents

Prompt	Description
<b>Company</b>	Select the company for the report.
<b>Make or Buy</b>	Select <b>Make</b> to display manufactured parts. Select <b>Buy</b> to include parts purchased from an outside source.
<b>Type</b>	Select one or more types to include in the report.
<b>Select Buyer(s)</b>	Select one or more buyers to filter the data based on the buyers selected.
<b>Select Planner(s)</b>	Select planners to filter the data based on the planners selected.
<b>Select Commodity</b>	Select commodities to filter the report based on the commodities selected.
<b>Select Vendor(s)</b>	Select vendors to filter the report based on the vendors selected.
<b>Show Item Detail</b>	Select whether to show the details of each item.

## Sample Report

View a sample Lead Time Audit report.

## Lead Time Audit Report

System: CTB82PSI

1 - Applied Technologies Inc

Item ID	Revision	M/B	Part Status	Buyer	Planner	Commodity	Total LT (Days)	Vendor LT	Proc Planning LT	Buyer LT	Rcv Inspection LT	Receiving LT	Manu LT	Manu Planning LT	Manu Insp LT	Manu Pick LT	M S L					
TB-SE-I-KIT TB-Super-Encrypt Unit Integration Kit	-	Make	Released	12 - Bridges, Stephen	3 - Parker, Donald K	304 - Cable/Wire Assemblies	Order ID	Order Qty	Line	Order/Rls Date	Rcpt/Comp Date	Actual Lead Time										
							MO-00061	100		7/3/2019	8/19/2019	47										
							MO-00065	200		9/19/2019	10/21/2019	32										
							MO-00069	100		1/24/2020	1/24/2020	0										
							MO-00073	100		3/30/2020	4/16/2020	17										
							MO-00078	100		6/9/2020	6/26/2020	17										
							MO-00081	100		7/23/2020	8/17/2020	25										
							MO-00084	100		9/28/2020	10/19/2020	21										
							No PO/Receipt Available															
							TB-SE-I-CABLE TB-Super-Encrypt Integration Cable	-	Buy	Released	14 - Parker, Donald	3 - Parker, Donald K	304 - Cable/Wire Assemblies	14	0	14	0	0	0	0	0	0
No MO Available																						
Order ID	Order Qty	Line	Order/Rls Date	Rcpt/Comp Date	Actual Lead Time																	
PO-0000082	100	1	4/7/2017	4/7/2017	0																	
PO-0000090	100	1	5/4/2017	5/5/2017	1																	
PO-0000105	130	1	5/22/2017	5/31/2017	9																	
PO-0000105	200	2	5/22/2017	6/13/2017	22																	
PO-0000113	70	1	7/19/2017	7/20/2017	1																	
PO-0000119	400	1	9/20/2017	9/29/2017	9																	
PO-0000128	200	1	12/18/2017	12/18/2017	0																	
PO-0000133	200	1	2/5/2018	2/15/2018	10																	
PO-0000142	200	1	4/20/2018	4/23/2018	3																	
PO-0000146	200	1	6/25/2018	7/5/2018	10																	
PO-0000148	400	1	8/24/2018	8/24/2018	0																	

## Lead Time Import Extraction Report

Use the Lead Time Import Extraction Report to extract the part list with current lead time information from Part.

This report is generated in the Import Items file format. Export the report to Excel, update the lead time information in the report and then import the file via the Import Items to make updates to your lead time data.

### Update and Import Lead Time Data

Follow the instructions below to update the Lead Time Import Extraction report and import the changes into Costpoint.

To import lead time data to Costpoint, you must have access to the Import Items application or the Materials module, and have parts with lead times set up in Costpoint.

#### To update and import lead time data:

1. On the Team Content tab, click **Materials**.
2. In the Lead Time Import Extraction tile or row, click the **Action menu** icon.

3. Click **Run as**.
4. Confirm the **Prompt me** option is selected.
5. In the Format section, select **Excel Data**.
6. Click **Run**.
7. Select the prompt settings and then click **Finish**.
8. Save the Excel spreadsheet to your computer.
9. Open the spreadsheet and delete the header row.
10. Update lead times and save your changes.

**Note:** If you import a record with a 0 value where no value existed, Costpoint will create a lead time entry with a 0 value. To avoid creating lead time records with 0 lead time, delete the line in the import file.

11. In Costpoint, open the Import Items application and import the updated Lead Time Import Extraction report.

## Prompts

Use the prompts to filter the Lead Time Import Extraction report.

Prompt	Description
<b>Company</b>	Select a company for the report.
<b>Make or Buy</b>	Select <b>Make</b> or <b>Buy</b> to restrict the report selection to make parts or buy parts.
<b>Type</b>	Select the types to include in the report.
<b>Lead Time Type</b>	Select the lead time types to include in the report.
<b>Select Buyer(s)</b>	Select buyers to include only the parts they are assigned to in the report.
<b>Select Planner(s)</b>	Select planners to include only the parts they are assigned to in the report.
<b>Select Commodity</b>	Select commodities to filter the report based on the commodities selected.
<b>Select Vendor(s)</b>	Select vendors to filter the report based on the vendors selected.
<b>Include Items with No Lead Time Record (by Type)</b>	Choose whether to include a record for each Lead Time Type selected above when no record exists in the database.

## Sample Report

View a sample of the Lead Time Import Extraction report.

## Lead Time Extraction Report

Company: 1 - Applied Technologies Inc

ILT	011-038	MA	5	UPLOAD
ILT	011-038	MI	4	UPLOAD
ILT	011-038	MM	3	UPLOAD
ILT	011-038	MP	2	UPLOAD
ILT	011-038	MS	1	UPLOAD
ILT	011-038	PA	0	UPLOAD
ILT	011-038	PB	10	UPLOAD
ILT	011-038	PI	0	UPLOAD
ILT	011-038	PR	0	UPLOAD
ILT	011-038	PV	10	UPLOAD
ILT	012-557	MA	0	UPLOAD
ILT	012-557	MI	0	UPLOAD
ILT	012-557	MM	0	UPLOAD
ILT	012-557	MP	0	UPLOAD
ILT	012-557	MS	0	UPLOAD
ILT	012-557	PA	0	UPLOAD
ILT	012-557	PB	0	UPLOAD
ILT	012-557	PI	0	UPLOAD
ILT	012-557	PR	0	UPLOAD
ILT	012-557	PV	14	UPLOAD

## Parts List Report

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

## Prompts

Select prompt values before running the Parts List report.

Prompt Message	Description
<b>Company</b>	Select one company from the list.
<b>Limit part/rev(s)</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more part/revisions to be added on the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Make/buy</b>	<p>Select the option to indicate the component parts you want to include on this report.</p> <p>The available options are:</p>

Prompt Message	Description
	<ul style="list-style-type: none"> <li>▪ <b>Make:</b> Manufactured</li> <li>▪ <b>Buy:</b> Purchased</li> </ul> <p>Both options are selected by default.</p>
<b>Status</b>	<p>Select the status(es) of the parts you want to include on this report.</p> <p>The available options are the following:</p> <ul style="list-style-type: none"> <li>▪ <b>E:</b> Estimating</li> <li>▪ <b>O:</b> Obsolete</li> <li>▪ <b>R:</b> Released</li> </ul> <p>All options are selected by default.</p>
<b>Active</b>	<p>Select the option to indicate whether or not the item is active. The <b>Yes</b> and <b>No</b> options are both selected as a default.</p>
<b>Limit commodity code(s)</b>	<p>In the <b>Keywords: (ID + Name)</b> field, enter a portion of one or more commodity code IDs to be added on the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Part type</b>	<p>Select the option to indicate the component part type you want to include on this report.</p> <p>The available options are the following:</p> <ul style="list-style-type: none"> <li>▪ <b>B:</b> Buy with Components</li> <li>▪ <b>L:</b> MPS Planning-Only</li> <li>▪ <b>P:</b> Phantom</li> <li>▪ <b>R:</b> Reference</li> <li>▪ <b>S:</b> Standard</li> <li>▪ <b>T:</b> Tool</li> </ul> <p>All options are selected by default.</p>
<b>As-required</b>	<p>Select the option to indicate which component parts you want to include on this report, based on whether or not the quantity per component part is flagged as "as required."</p> <p>Selecting <b>No</b> will include component parts whose exact quantities have been specified.</p> <p>Both options are selected by default.</p>

Prompt Message	Description
<b>QC inspection required</b>	Select the option to indicate which component parts you want to include on this report, based on whether or not the parts require inspection by Quality Control. Both options are selected by default.
<b>Source inspection required</b>	Select the option to indicate which component parts you want to include on this report, based on whether or not the parts require source inspection.. Both options are selected by default.
<b>Limit buyer(s)</b>	In the <b>Keywords: (ID + Name)</b> field, enter a portion of one or more buyer IDs to be added on the report. To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b> .

## Sample Report

The following is a sample Parts List report.

### Parts List

1 - Company 1

Part	Rev	Description	Component Part Type	Component Part Status	U/M	M/B	Active	As-Required	Recomd	QC Inspection Required	Source Inspection Required	Certificate of Conformance Required	Inspection Type	Commodity	Product Type	Product Class	Industry Class	National Stock Number	Mil-Spec	CAGE	UPC
318070000		Long (solid wire) Ther-Dash-3037 (+)	Standard	Released	EA	B	Y	N	N	Y	Y	Y									
318070000		LIACLT REP NAD310C2B-28	Standard	Released	EA	B	Y	N	N	N	N	N									
318070000		AC LINE FILTER	Standard	Released	EA	B	Y	N	N	Y	Y	Y									
31		31	Standard	Released	EA	B	Y	N	N	Y	N	Y									
31		Plan Template	Standard	Released	EA	M	Y	N	N	Y	N	Y									
318070000		16 GA BLUE WIRE	Standard	Released	FT	B	Y	Y	N	Y	Y	Y									
318070000		16 GA GREEN WIRE	Standard	Released	FT	B	Y	Y	N	Y	Y	Y									
318070000		16 GA RED WIRE	Standard	Released	FT	B	Y	N	N	Y	Y	Y									
318070000		16 GA WHITE WIRE	Standard	Released	FT	B	Y	N	N	Y	Y	Y									
318070000		ELECTRICAL WIRE	Standard	Released	EA	B	Y	N	N	Y	Y	Y									
318070000		8 1/2 X 11 WHITE COPY PAPER	Standard	Released	CTN	B	Y	N	N	Y	Y	Y									
318070000		1 #040804040	Standard	Released	EA	B	Y	N	N	Y	N	Y									
31		CLAMP GROUND	Standard	Released	EA	B	Y	N	N	Y	Y	Y									
31		A CLAMP GROUND	Standard	Released	EA	B	Y	N	N	Y	Y	Y									
31		B CLAMP GROUND	Standard	Released	EA	B	Y	N	N	Y	Y	Y									
318070000		ELECTRICAL WIRE	Standard	Released	EA	B	Y	N	N	Y	Y	Y									
318070000		"TMR PARTS"	Standard	Released	EA	M	Y	N	N	Y	N	N									
318070000		3 WAY VALVE	Standard	Released	EA	B	Y	N	N	Y	Y	Y									
318070000		YESS	Standard	Released	EA	B	Y	N	N	Y	N	N									
318070000		VGA monitor non-Interloc	Standard	Released	EA	B	Y	N	N	Y	Y	Y		001	XPDR	CLAS-1					

Click the **Part** value to drill through the Item Vendor List.

Report Page

Prompt Selections

Revision History

Item Vendors - Drill Thru

1 Company 1

Item	Rev	Vendor ID	Vendor Name	Approved/Preferred	Last PO Number	Last PO Date	Last Quote	Last Quote Date
MMGDS-C1-01		VEND00000001	Staples	Not Approved	PO-10623	10/24/07		
MMGDS-C1-01		VEND00000005	Miller's		PO-10654	11/17/14		
MMGDS-C1-01		VEND00000008	ABC Systems, Inc.	Approved	PO-10588	11/17/14		
MMGDS-C1-01		VEND00000010	GE Inspection Tech	Approved	PO-10610	10/22/07		
MMGDS-C1-01		VEND00000011	Sony PPG		PO-10631	10/26/07		
MMGDS-C1-01		VEND00000013	Office Depot	Approved	PO-10542	09/18/07		

## Sales Order Status Report

The Sales Order Status report allows you to analyze sales orders.

### Prompts

Select prompt values before running the Sales Order Status report.

Prompt Message	Description
<b>Company</b>	Select one company from the list.
<b>Sales Order Status</b>	<p>Select the current status of the sales order that you want to include on the report.</p> <p>The available options are the following:</p> <ul style="list-style-type: none"> <li>Approved</li> <li>Closed</li> <li>In Approval</li> <li>Pending</li> <li>System Closed</li> <li>Void</li> </ul> <p>The default option is <b>Approved</b>.</p>
<b>Sales Order Date Range</b>	<p>In the <b>From:</b> field, enter the start date assigned to sales orders or click the calendar icon to select the date.</p> <p>In the <b>To:</b> field, enter the end date assigned to sales orders or click the calendar icon to select the date.</p> <p>You can opt to select the <b>Earliest date</b> or the <b>Latest date</b> possible for the sales order dates.</p>
<b>Sales Order Line Status</b>	<p>Select the sales order line status that you want to include on the report.</p> <p>The available options are the following:</p> <ul style="list-style-type: none"> <li>Closed</li> <li>Open</li> <li>System Closed</li> </ul> <p>The default option is <b>Open</b>.</p>
<b>Line Order Due Date</b>	<p>In the <b>From:</b> field, enter the start date assigned to line orders or click the calendar icon to select the date.</p> <p>In the <b>To:</b> field, enter the end date assigned to line orders or click the calendar icon to select the date.</p> <p>You can opt to select the <b>Earliest date</b> or the <b>Latest date</b> possible for the need line order dates.</p>



Prompt Message	Description
<b>Suppress sensitive columns</b>	<p>Select the option to suppress the net unit price or the original total amount on the report.</p> <p>The default option is <b>Original Total Amount</b>.</p>
<b>Limit SO number(s)</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more SO numbers in the to be added on the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Limit customer(s)</b>	<p>In the <b>Keywords: (ID + Name)</b> field, enter a portion or the entire ID of one or more customers to be added on the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Limit sales representative(s)</b>	<p>In the <b>Keywords: (ID + Name)</b> field, enter a portion or the entire ID of one or more sales representatives to be added on the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Limit warehouse(s)</b>	<p>In the <b>Keywords: (ID + Name)</b> field, enter a portion or the entire ID of one or more warehouses to be added on the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Limit project(s)</b>	<p>In the <b>Keywords: (ID + Name)</b> field, enter a portion or the entire ID of one or more projects to be added on the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>

## Sample Report

The following is a sample Sales Order Status report.

### Sales Order Status

1 - Company 1

Order Date	Sales Order Number	Sales Order Status	SO Line No	SO Ln Description	SO Line Status	SO Line Type	Customer Name	Customer Purchase Order	Commodity Code	Item	Item Rev No.	Net Unit Price	Order Quantity	U/M	Line Desired Date	Line Due Date	Line Ship By Date	Invoiced Qty	Shipped Qty	Issued Qty	Backlog Quantity	Open SO Ln Amt	SO Line Extended Amt
4/18/19	SC102-0445	A	1	KH.MES282.1 DESC	O	INV	Global Technologies, Inc.			KH.MES282.1		0.00	5.0000	EA	4/25/19	4/25/19	4/25/19	0.0000	0.0000	0.0000	0.0000	0.00	0.00
4/18/19	SC102-0446	A	1	KH.MES282.2 desc	O	INV	Global Technologies, Inc.			KH.MES282.2		1,250.00	1.0000	EA	4/25/19	4/25/19	4/18/19	0.0000	0.0000	0.0000	0.0000	0.00	1,250.00
4/22/19	SC102-0447	A	1	KH.MES282.2 desc	O	INV	Computer Resources Corp.			KH.MES282.2		100.00	10.0000	EA	4/22/19	4/22/19	4/22/19	0.0000	0.0000	0.0000	0.0000	0.00	1,000.00
10/2/19	AD-ST00001	A	1	AD-STANDARD TEXT	O	INV	AD-CUSTOMER1			AD-STANDARD TEXT		111.00	123.0000	EA		10/2/19	10/2/19	0.0000	0.0000	0.0000	0.0000	0.00	13,653.00
10/2/19	AD-ST00002	P	1	AD-STANDARD TEXT	O	INV	AD-CUSTOMER1			AD-STANDARD TEXT		111.00	123.0000	EA		10/2/19	10/2/19	0.0000	0.0000	0.0000	0.0000	0.00	13,653.00
10/2/19	AD-ST00003	P	1	AD-ST PART 001	O	INV	AD-CUSTOMER			AD-ST PART 001		123.00	123.0000	EA		10/2/19	10/2/19	0.0000	0.0000	0.0000	0.0000	0.00	15,129.00
10/2/19	AD-ST00003	P	2	AD-ST PART 001	O	INV	AD-CUSTOMER			AD-ST PART 001		123.00	123.0000	EA		10/2/19	10/2/19	0.0000	0.0000	0.0000	0.0000	0.00	15,129.00
10/14/19	AD-ORG0001	I	1	AD-INVOICE 001	O	INO	AD-CUSTOMER	DDDDDD		AD-INVOICE 001		122.00	123.0000	EA		10/14/19		0.0000	0.0000	0.0000	0.0000	0.00	15,006.00
10/14/19	AD-ORG0002	A	1	AD-INVOICE 001	O	INO	AD-CUSTOMER			AD-INVOICE 001		122.00	123.0000	EA		10/14/19		0.0000	0.0000	0.0000	0.0000	0.00	15,006.00
10/14/19	AD-ORG0003	I	1	AD-INVOICE 001	O	INO	AD-CUSTOMER			AD-INVOICE 001		122.00	123.0000	EA		10/14/19		0.0000	0.0000	0.0000	0.0000	0.00	15,006.00
10/14/19	AD-	A	1	AD-PART	O	INV	AD-			AD-PART		111.00	120.0000	EA		10/14/19	10/14/19	0.0000	0.0000	120.0000	0.0000	0.00	13,320.00

## Services List Report

The Services List generates a list of items that are categorized as services. The list includes item classification and procurement information.

## Prompts

Select prompt values before running the Services List report.

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

Prompt Message	Description
	the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b> .
<b>Limit buyer(s)</b>	In the <b>Keywords: (ID + Name)</b> field, enter a portion of one or more buyer IDs to be added on the report.  To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b> .

## Sample Report

The following is a sample Services List report.

### Services List

1 - Company 1

Service	Rev	Description	Active	U/M	Commodity	Industry Class	Product Class	Product Type Description	Overshipment Allowed	Receipt Tolerance	Buyer
<a href="#">BCC1005-02</a>		Training, Broadcast Tech, DV Camera Shooting Guides	Y	EA	SIC7812A		SIG781	Photographic Equip & Supplies	N	0.00%	
<a href="#">BCC1005-03</a>		Consultant Services, Broadcast	Y	\$\$	SIC7819A		SIG781	Photographic Equip & Supplies	N	0.00%	
<a href="#">BOMB01</a>		Bomb Detection Training	Y	EA					N	0.00%	
<a href="#">CAD PLATE</a>		CAD PLATE PER DRAWING SPECIFICATIONS	Y	EA	OS	SAT	V3	SPARES	Y	0.00%	CHRISTENSEN, KEITH
<a href="#">CC-SERVICE-ITEM</a>		CC Service Item	Y	HRS					N	0.00%	
<a href="#">CLEANING</a>	1	OFFICE CLEANING	Y	EA	005				N	0.00%	Dreskin, Anita
<a href="#">CONCRETE FINISHERS</a>		Concrete Finishers - Smooth and level, apply broom finish	Y	DAY	02	MFG	CLAS-2	TEST SETS	Y	0.00%	Will, Thomas
<a href="#">CP-REPAIR</a>	1	COPIER REPAIR	Y	HRS	008				N	0.00%	
<a href="#">DEF7801</a>		Basic Guard Dog Defense Training	Y	EA					N	0.00%	
<a href="#">DELIVERY SERVICE</a>		Delivery service	Y	EA					N	0.00%	Will, Thomas

Click the **Service** value to drill through the Item Vendor List.

Report Page

Prompt Selections

Revision History

Item Vendors - Drill Thru

1 Company 1

Item	Rev	Vendor ID	Vendor Name	Approved/Preferred	Last PO Number	Last PO Date	Last Quote	Last Quote Date
MMGDS-C1-01		VEND00000001	Staples	Not Approved	PO-10623	10/24/07		
MMGDS-C1-01		VEND00000005	Miller's		PO-10654	11/17/14		
MMGDS-C1-01		VEND00000008	ABC Systems, Inc.	Approved	PO-10588	11/17/14		
MMGDS-C1-01		VEND00000010	GE Inspection Tech	Approved	PO-10610	10/22/07		
MMGDS-C1-01		VEND00000011	Sony PPG		PO-10631	10/28/07		
MMGDS-C1-01		VEND00000013	Office Depot	Approved	PO-10542	09/18/07		

## Shipped Revenue Report

The Shipped Revenue report displays sales order revenue by line, determined by sales orders that have been invoiced

## Prompts

Select prompt values before running the Shipped Revenue report.

Prompt Message	Description
<b>Company</b>	Select one company from the list.
<b>Sales Order Date</b>	<p>In the <b>From:</b> field, enter the start date assigned to sales orders or click the calendar icon to select the date.</p> <p>In the <b>To:</b> field, enter the end date assigned to sales orders or click the calendar icon to select the date.</p> <p>You can opt to select the <b>Earliest date</b> or the <b>Latest date</b> possible for the sales order dates.</p>
<b>Limit invoice number(s)</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more invoice numbers to be added on the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Limit sales order number(s)</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more SO numbers to be added on the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Limit project(s)</b>	<p>In the <b>Keywords: (ID + Name)</b> field, enter a portion or the entire ID of one or more projects to be added on the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Limit customer(s)</b>	<p>In the <b>Keywords: (ID + Name)</b> field, enter a portion or the entire ID of one or more customers to be added on the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Limit sales representative(s)</b>	<p>In the <b>Keywords: (ID + Name)</b> field, enter a portion or the entire ID of one or more sales representatives to be added on the report.</p>

## Materials

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

## Sample Report

This is a sample Shipped Revenue report.

### Shipped Revenue

1 - Company 1

Invoice ID	Invoice Packed/Unpacked	Invoice Date	Order Date	Sales Order Number	Fiscal Year	Period Number	Subgroup Number	Project ID	Customer Name	Customer Purchase Order ID	Sales Representative ID	Sales Representative Name	Invoice Line Number	Inventory Type	Item ID	Item Revision ID	Invoice Line Description	Original Quantity	Original Amount	Shipped Quantity	Shipped Amount
INV1008	Unpacked	7/12/00	7/12/00	SO08-0022	2000	10	1	K931	No Country Code Issuing				1	LEASH			6R Pet Leash	1.0000	7.32	1.0000	7.32
INV1008	Unpacked	7/12/00	7/12/00	SO08-0022	2000	10	1	K931	No Country Code Issuing				2	FEEDER			Water Dish/Pet Feeder Combo	1.0000	17.77	1.0000	17.77
INV1009	Packed	8/28/00	8/28/00	SO08-0024	2000	12	1	K931	Nico's Family Pet Shop				1	MD001			Small Dog Combo	2.0000	80.00	2.0000	80.00
INV1009	Packed	8/28/00	8/28/00	SO08-0024	2000	12	1	K931	Nico's Family Pet Shop				2	MD002			Medium Dog Combo	1.0000	350.00	1.0000	350.00
INV1009	Packed	8/28/00	8/28/00	SO08-0024	2000	12	1	K931	Nico's Family Pet Shop				3	MD003			Large Dog Combo	3.0000	1,350.00	3.0000	1,350.00
INV1009	Packed	8/28/00	8/28/00	SO08-0024	2000	12	1	K931	Nico's Family Pet Shop				4	MD004			Extra-Large Dog Combo	1.0000	850.00	1.0000	850.00
INV1009	Packed	8/28/00	8/28/00	SO08-0024	2000	12	1	K931	Nico's Family Pet Shop				5	DO01			Small Dog	5.0000	1,250.00	5.0000	1,250.00
INV1009	Packed	8/28/00	8/28/00	SO08-0024	2000	12	1	K931	Nico's Family Pet Shop				6	DO03			Large Dog	3.0000	1,200.00	3.0000	1,200.00
INV1009	Packed	8/28/00	8/28/00	SO08-0024	2000	12	1	K931	Nico's Family Pet Shop				7	MCAT1			Short Haired Cat Combo	3.0000	800.00	3.0000	800.00
INV1009	Packed	8/28/00	8/28/00	SO08-0024	2000	12	1	K931	Nico's Family Pet Shop				8	MCAT2			Long Haired Cat Combo	1.0000	300.00	1.0000	300.00
INV1009	Packed	8/28/00	8/28/00	SO08-0024	2000	12	1	K931	Nico's Family Pet Shop				9	MCAT3			Asian Hairless Cat Combo	4.0000	1,600.00	4.0000	1,600.00
INV1009	Packed	8/28/00	8/28/00	SO08-0024	2000	12	1	K931	Nico's Family Pet Shop				10	MCAT4			Manga Cat Combo	8.0000	800.00	8.0000	800.00
INV1009	Packed	8/28/00	8/28/00	SO08-0024	2000	12	1	K931	Nico's Family Pet Shop				11	CAT3			Asian Hairless Cat	5.0000	1,750.00	5.0000	1,750.00
INV1010	Packed	9/7/01	9/7/01	SO08-0028	2001	8	1	AAA	AAA				1	G-	1		GENERAL CONSULTING	2.0000	2,253.47	0.0000	2,253.47

## Stock Status Report

The Stock Status report provides a listing of inventory sorted by the following combinations: warehouse/location, project/part revision, inventory abbreviation/part revision, or part/revision/project.

This report is generated in real-time. The Excel output for the report excludes headers, footers, subtotals, and so on, making the data easier to manipulate. A drill-thru report is available to view serial/lot tracking information.

**Note:** You can create Stock Status reports that can be exported to PDF and saved to a specified location. These jobs can be scheduled at recurring intervals and run on-demand. The exported PDF files contain date/time stamp information

## Prompts

Use the Stock Status prompts to configure the Stock Status report.

Prompt Message	Description
<b>Company</b>	Select one company from the list.
<b>Group By</b>	Select the option to use for the report from the drop-down list. The options available are the following: <ul style="list-style-type: none"> <li><b>Warehouse\Location:</b> Select this option to print the report by warehouse and location. This is the default option.</li> </ul>

Prompt Message	Description
	<ul style="list-style-type: none"> <li>▪ <b>Project\Part Rev:</b> Select this option to print the report by project and part/revision.</li> <li>▪ <b>Inventory Abbreviation Code\Part Rev:</b> Select this option to print the report by inventory abbreviation code and part/revision.</li> <li>▪ <b>Part Rev\Project:</b> Select this option to print the report by part/revision and project.</li> </ul>
<b>Limit Warehouse(s)</b>	<p>In the <b>Keywords: (ID + Name)</b> field, enter a portion or the entire ID of one or more warehouses, projects, inventory abbreviation codes, or part/revisions to be added on the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Limit Inventory Location ID(s)</b>	<p>In the <b>Keywords: (ID + Name)</b> field, enter a portion or the entire ID of one or more inventory locations to be added on the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Location Type</b>	<p>Select the location type you want to include on the report. The location type is a system-defined code used to classify inventory records by locations. These system-defined location types are the following:</p> <ul style="list-style-type: none"> <li>▪ <b>Incoming Inspection:</b> Select this option to indicate that this location contains parts that have been received, but have not been accepted or rejected.</li> <li>▪ <b>Materials Review Board (MRB):</b> Select this option to indicate that this location contains parts that are within quality control, and that the items do not meet the drawings. The items may be kept as they are, disposed, or returned to the vendor.</li> <li>▪ <b>On-Hand:</b> Select this option to indicate that this location contains parts that should be counted as available. This is the default option.</li> </ul>

Prompt Message	Description
	<ul style="list-style-type: none"> <li>▪ <b>On-Hold:</b> Select this option to indicate that this location contains parts that should not be counted as available.</li> <li>▪ <b>Reinspection:</b> Select this option to indicate that this location contains parts that have already been accepted or rejected but need to go back through that process.</li> <li>▪ <b>Shipping:</b> Select this option to indicate that this location contains parts that have been removed from stock for shipping.</li> </ul> <p>The <b>Shipping</b> type and the <b>On-Hold</b> type are used in a similar fashion.</p> <p>Location types that are not selected do not print.</p>
<b>Account Type</b>	<p>Select the account type(s) of the inventory records you want to include on the report.</p> <p>The account types are the following:</p> <ul style="list-style-type: none"> <li>▪ Assets</li> <li>▪ Expense</li> <li>▪ Government Furnished Materials</li> </ul> <p>You can select more than one account type by pressing and holding the CTRL key and selecting the options you want to include on the report.</p> <p>Account types that are not selected do not print.</p> <p>All account types are selected by default.</p>
<b>Inventory Type</b>	<p>Select the inventory type of the inventory records you want to include on the report.</p> <p>The inventory types are the following:</p> <ul style="list-style-type: none"> <li>▪ Raw</li> <li>▪ Finished</li> </ul> <p>Both inventory types are selected by default.</p>
<b>Excel Format</b>	<p>Select the option to indicate if you want to produce a report version that has no headers, footers, and subtotals for easier sorting and manipulation. The default option is <b>No</b>.</p>

## Sample Report

This is a sample Stock Status report.

### Stock Status

1 - Company 1 Y

Part ID	Revision	Item Description	Inventory Abbreviation Code	Project	Inventory Account Description	Inventory Type	Quantity	U/M	Unit Cost Amount	Inventory Balance
Warehouse: <a href="#">ADWHSE</a> Location Type: On-Hand										
B-LOT-1		DESC FOR B-LOT-1; REV = BLANK	INVT1	1008.001.10	Expense	Raw	101	EA	0.5389	54.43
MKA-PART-01		test	51501	5150.001	Expense	Raw	1	EA	4,938,797.912	4,938,797.91
Subtotal for Inventory Location ID L:										4,938,852.34
Subtotal for Warehouse 'ADWHSE':										4,938,852.34
Warehouse: <a href="#">TEST</a> Location Type: On-Hand										
Inventory Location ID: <a href="#">ONHANDLOC1</a>										
M515705-808		WASHER,FLAT-MET,RND	98041R	9800.004.10	Expense	Raw	300	EA	0.7800	234.00
Subtotal for Inventory Location ID ONHANDLOC1:										234.00
Subtotal for Warehouse 'TEST':										234.00
Warehouse: <a href="#">1000</a> Location Type: On-Hand										
Inventory Location ID: <a href="#">A100</a>										
00621		TEFLON TAPE	1234567890POLY/TREWQ	5150.001	Expense	Raw	1	EA	0.0000	0.00
1234567890POLY/TREWQASDFGHJKLPOLY/TREWQ1234567890V		1234567890	1234567890123456789012345678901234567890123456789012345678901234567890	5150.001	Expense	Raw	103	EA	0.0291	3.00
32338-40121-10		A01 CABLE ASSY,MISC AC	INVT4	1003.001.10	Assets	Finished	8	EA	0.0000	0.00
A010715		EAO	51501	5150.001	Expense	Raw	100	EA	0.0000	0.00
A021414		EAO	51501	5150.001	Expense	Raw	7	EA	1.0000	7.00
A022814		EAO	51501	5150.001	Expense	Raw	10	EA	1.0000	10.00
A022814-0		EAO	51501	5150.001	Expense	Raw	10	EA	1.0000	10.00
A022814-1		EAO	51501	5150.001	Expense	Raw	10	EA	1.0000	10.00
A022814-2		EAO	51501	5150.001	Expense	Raw	10	EA	1.0000	10.00
A050620		EAO	51501	5150.001	Expense	Raw	100	EA	3.0000	300.00
A080617		EAO	51501	5150.001	Expense	Raw	10	EA	1.0000	10.00
A091813		EAO	51501	5150.001	Expense	Raw	100	EA	1.0000	100.00

Click the **Warehouse** or **Inventory Location ID** values to drill thru the Stock Status - Serial Lot Detail.

Stock Status - Serial Lot Detail

Note: Close this window to return to Main.

Part ID	Part Revision ID	Inventory Abbreviation Code	Project ID	Warehouse ID	Inventory Location ID	Serial Number	Lot Number ID	Shelf-Life Expiration Date	Order Reference Type Code	Original Order ID	Original Purchase Order Release Number	Order Line	Serial Lot Quantity
B-LOT-1		INVT1	1008.001.10	'ADWHSE'	L		BLOT20150000000000284						100.0000
B-LOT-1		INVT1	1008.001.10	'ADWHSE'	L		BLOT20150000000000329					0	1.0000

## Summarized Bills of Material Report

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

This report allows you to select a range of assemblies.

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

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

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

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



## Prompts

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

Prompt Message	Description
<b>Company</b>	Select a company.
<b>Limit Assembly(s)</b>	<p>In the <b>Keywords: (ID + Name)</b> field, enter a portion or the entire ID of one or more assemblies to add in the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>BOM Type</b>	<p>Select which type of bills of material (BOM) you want to include on this report. The available options are the following:</p> <ul style="list-style-type: none"> <li>▪ <b>Manufacturing:</b> Select this option to print the MBOM for the selected assembly part. You can only select standard components for this BOM type.</li> <li>▪ <b>Engineering:</b> Select this option to print the EBOM for the selected assembly part. You can select either standard or provisional components for this BOM type.</li> </ul>

## Sample Report

This is a sample Summarized Bill of Material report.

### Summarized Bill of Material

1 - Company 1

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

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

#### Component Alternate Parts

Note: Close this window to return to Main.

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

## Payroll

The Payroll folder stores standard Payroll reports and dashboards for the people administrator and payroll staff.

Contents of the Payroll folder are available to the following user groups:

- CER All
- CER Payroll Secure
- CER People

## Employee Earnings Report

This report shows a complete view of all employee earnings data. Filter the report on payroll dates, employees, and company.

## Prompts

Select the company and pay period range to run the Employee Earnings report.

Prompt Message	Description
<b>Company</b>	Select the company for which you are generating the report.
<b>Starting Pay Period</b>	Enter or select the starting pay period of the pay period range for the report. The report includes earnings information for pay periods in this range.
<b>Ending Pay Period</b>	Enter or select the ending pay period of the pay period range for the report. The report includes earnings information for pay periods in this range.
<b>Limit Employee(s)</b>	<p>Use this option to limit the report to selected employees. (If you make no selections, the report includes all employees.)</p> <p>In <b>Keywords</b>, enter one or more characters for which you want to search to retrieve employees. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces.</p> <p>Click <b>Options</b> to specify how you want the search to match your entries with the IDs or names. (If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options.) Click <b>Search</b> to list the matching employees in Results.</p> <p>In Results, select the employees you want to include and click <b>Insert</b> to move them to Choices. To select multiple employees that are together in the list, click the first employee in the group, and then press SHIFT as you click the last one in the</p>

Prompt Message	Description
	<p>group. To select multiple employees that are not listed together, press CTRL as you click each one.</p> <p>When you generate the report, it includes only records for the employees in Choices.</p>

## Sample Report

The report shows employee earnings for the selected pay periods.

### Employee Earnings

1 - Applied Technologies Inc

Employee Name (ID)	Last Name	First Name	Employee Status Code	Pay Cycle End Date	Check Date	Check Number	Gross Amount	Net Amount	Total Hours	Federal Exempt Deduction Amount	Federal Taxable Amount	Social Security Exempt Deduction Amount	Social Security Taxable Amount	Medicare Exempt Deduction Amount	Medicare Taxable Amount	Federal Withheld Amount	So Se Wi An
Ambler, Suzette (1185)	Ambler	Suzette	ACT	Jun 15, 2020	Jun 22, 2020	52479	2,069.90	1,493.00	88.00	102.50	1,967.40	102.50	1,967.40	102.50	1,967.40	222.58	
Ambler, Suzette (1185)	Ambler	Suzette	ACT	Jun 30, 2020	Jul 7, 2020	52620	2,069.90	1,493.00	88.00	102.50	1,967.40	102.50	1,967.40	102.50	1,967.40	222.58	
Ambler, Suzette (1185)	Ambler	Suzette	ACT	Jul 15, 2020	Jul 20, 2020	52761	2,069.90	1,493.00	88.00	102.50	1,967.40	102.50	1,967.40	102.50	1,967.40	222.58	
Total for Employee: Ambler, Suzette (1185)							6,209.70	4,479.00	264.00	307.50	5,902.20	307.50	5,902.20	307.50	5,902.20	667.74	
Anderson, Eve (1027)	Anderson	Eve	ACT	Jun 15, 2020	Jun 22, 2020	52480	1,439.52	900.77	88.00	332.71	1,106.81	332.71	1,106.81	332.71	1,106.81	7.35	
Anderson, Eve (1027)	Anderson	Eve	ACT	Jun 30, 2020	Jul 7, 2020	52621	1,439.52	900.77	88.00	332.71	1,106.81	332.71	1,106.81	332.71	1,106.81	7.35	
Anderson, Eve (1027)	Anderson	Eve	ACT	Jul 15, 2020	Jul 20, 2020	52762	1,398.88	868.20	88.00	332.71	1,066.17	332.71	1,066.17	332.71	1,066.17	3.28	
Total for Employee: Anderson, Eve (1027)							4,277.92	2,669.74	264.00	998.13	3,279.79	998.13	3,279.79	998.13	3,279.79	17.98	
Applegate, Richard S (1046)	Applegate	Richard	ACT	Jun 15, 2020	Jun 22, 2020	52481	6,231.07	4,255.43	88.00	333.00	5,898.07	158.00	6,073.07	158.00	6,073.07	758.83	

## Planning

This folder stores standard Planning reports and dashboards for the project planners and others with project roles.

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

- CER All
- CER Planning (Projects)
- CER Planning (Projects) Secure

You can supplement standard Costpoint Planning reports with:

- Predefined reports in the reporting package
- Production reports that you create for your company using Costpoint Business Intelligence and the Planning model
- Ad hoc reports that you create for specialized or one-time reporting needs

This chapter also provides procedures for reconciling data on the Costpoint Business Intelligence reports with data in Costpoint Planning

**Attention:** Due to performance issues, the Org Mgr Planning Performance Analytics and PM Planning Performance Analytics dashboards that resided in the Planning folder in previous versions of CBI have been replaced with dashboards in the SMART AI area. You can access these dashboards in **Team Content » SMART AI Admin » SMART AI » Planning**. Refer to the Costpoint Business Intelligence SMART AI Guide for more information.

## Update Reporting Tables

You need to turn on the Update feature for populating the reporting tables for Costpoint Planning.

With this feature turned on:

- When you commit a budget, the tables populate with updated Budget data only.
- When you run a refresh process, the tables populate with Actuals and Budget data that has not been updated.

## Enable Update of Reporting Tables

To populate the reporting tables in Planning, configure the Update BI Reporting Tables option in the Planning configuration settings.

**To enable the feature in updating reporting tables for Costpoint Planning:**

1. In Costpoint, launch the Configuration Settings application in **Planning » Administration » Administration Controls » Configuration Settings**.
2. Click the **General** tab.
3. In the **Update BI Reporting Tables** list, select **All Projects** or **Active Projects**.



## Reporting Areas

The Framework Manager model for Planning has several reporting areas.

Reporting Area	Purpose
<b>Project Status Trend</b>	Generate reports that display either or both of the following types of data: Current status of existing projects using current period, YTD, and ITD actual hours and amounts. (ITD and YTD values are through the latest closed fiscal period. They do not include the current period in Costpoint Planning.) Projected (trended) performance for existing and new business projects for up to 24 future fiscal periods using data from the baseline budget or the most recent budget or estimate at completion (EAC).
<b>Project Status Details</b>	Generate detailed reports on project actual and budgeted performance using detail data from all past, current, and future fiscal periods and subperiods. Data from all budget and EAC versions is available.
<b>General Ledger Detail</b>	Generate reports that display or summarize actual Costpoint transaction detail for existing projects. This reporting area contains no budget data. It is commonly used for drill-through reports.
<b>A/R Header History</b>	Generate reports that display current Costpoint AR invoice balance information for existing projects. This reporting area contains no AR history and no budget data. It is commonly used for drill-through reports.

## Reporting Areas and Standard Reports

In addition to serving as starting points for your custom reports, the standard reports included with Planning provide a variety of examples of how to use the reporting areas in the Framework Manager model.

The following table lists the standard reports that use each of the reporting areas.

Reporting Area	Standard Reports
<b>Project Status Trend</b>	<ul style="list-style-type: none"> <li>Project Subcontractor Status</li> <li>Project Labor Hours Status</li> <li>Project Status Cost Summary</li> <li>Project Report with Labor Detail</li> <li>Revenue Forecast</li> <li>T&amp;M Profitability</li> </ul>

Reporting Area	Standard Reports
<b>Project Status Details</b>	<ul style="list-style-type: none"> <li>■ Labor Utilization</li> <li>■ Labor Utilization (drill through report)</li> <li>■ Labor Variance by PLC</li> </ul>
<b>General Ledger Detail</b>	None
<b>A/R Header History</b>	None

## Project Status Trend Reporting Area

The Project Status Trend reporting area enables you to report both on the current status of projects and on their projected performance, based on budget, for up to 24 future periods.

You can display report columns containing the following actual performance information:

- Hours and amounts for the current period in Costpoint Planning
- Hours and amounts year to date through the latest closed fiscal period
- Hours and amounts inception to date through the latest closed fiscal period

These values are directly available as measures. You do not need to set up your reports to calculate them.

In addition, you can include report columns for project budget data for the current period and up to 24 future periods.

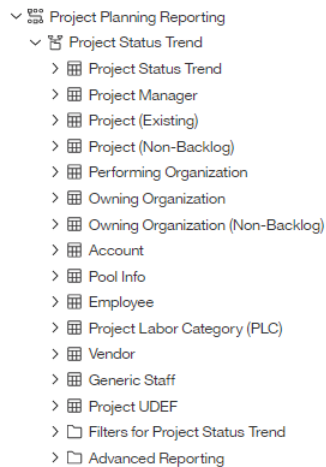
If you need to report on other budget versions, you can do so using the Project Status Details reporting area that gives you access to data from all budget versions.

Note that this reporting area has no time-related attributes for filtering actual performance data (for a range of fiscal periods, for example.) All actual hours and amounts are period to date for the current period, year to date for the current year through the last closed period, or inception to date through the last closed period. An administrator can set the current period in Costpoint in the Maintain Current Period application (**Planning » Administration » Administration Controls » Maintain Current Period**).



## Structure

Cognos Analytics displays the Project Status Trend reporting area as shown.



The Project Status Trend query subject, the first item listed in the reporting area, is the fact table. If you expand that node of the tree, the list displays the identifier and attribute fields, followed by a series of folders that contain the measures, the actual and budget data fields. The other query subjects provide additional data related to the data in the fact table that you may want to use or display in your reports.

The Filters for Project Status Trend folder contains the pre-built filters for the reporting area.

The Advanced Reporting folder contains the query subjects and fields that you can use to implement rollups by project level and organization level, to report based on home organization, or to report based on reorganization.

## Project Status Details Reporting Area

The Project Status Details reporting area enables you to generate detailed reports on project actual and budgeted performance using detail data from all past, current, and future fiscal periods and subperiods.

Unlike the Project Status Trend reporting area, the Project Status Details reporting area stores data by rows instead of columns. So while the Project Status Trend reporting area limits you to a maximum of 24 future periods, the Project Status Details reporting area gives you access to virtually an unlimited number of past and future fiscal periods. (Despite this difference between the two reporting areas, advanced users can pivot the data in the Project Status Details table to present it in period columns for a trended view.)

Another difference between this reporting area and the Project Status Trend reporting area is that the Project Status Details reporting area provides access to data in all budget or EAC versions. This enables you, for example, to use a filter to specify the budget version you want for the report or to select two budget versions to compare. That budget data can come from the baseline budget, from the most recent budget version or EAC, or from both the baseline budget and the most recent budget or EAC version (to provide a comparison of the two, for example).

Information from budget versions other than the baseline budget and the most current budget or EAC is not available in this reporting area.

**Note:** The pre-built filters that Deltek provides in the Framework Manager model for the Project Status Details reporting area include a filter for selecting the current budget version.

In addition, this reporting area includes time-related attributes, so you can filter data based on fiscal year, period, and subperiod. Be aware, however, that if you want to see year-to-date or inception-to-date amounts or hours, you must set up the reports to calculate them from the detailed records.

**Note:** The pre-built filters that Deltek provides in the Framework Manager model for the Project Status Details reporting areas include filters for selecting current period data only or future periods data only.

## Current Budget vs. Final Version

This section describes the differences in the Final Version and Current Budget Flag Y/N columns in the Project Status Details table in Business Intelligence.

Only one version of a committed BUD/EAC can be designated as the final in the Planning module in Costpoint.

### Final Version

The final version column reflects the final committed EAC and the final committed budget (BUD) version for a project in the Planning module (i.e. the final BUD and EAC).

### Current Budget Flag

The Current Budget Flag (Y/N) column indicates the final version of the committed Budget unless there is an estimate at completion (EAC) defined for the project. If there is an EAC, the Current Budget Flag indicates the final version of the committed EAC (i.e. the final BUD or EAC).

## Structure

The Cognos Analytics displays the Project Status Details reporting area as shown.

- ▼ Project Planning Reporting
  - > Project Status Trend
  - ▼ Project Status Details
    - > Project Status Details
    - > Project Manager
    - > Project (Existing)
    - > Project (Non-Backlog)
    - > Performing Organization
    - > Owning Organization
    - > Owning Organization for Project (Non-Backlog)
    - > Account
    - > Project Labor Category
    - > Employee
    - > Vendor
    - > Generic Staff
    - > Pool Info
    - > Subperiod
    - > Project UDEF
    - > Filters for Project Status Details
    - > Advanced Reporting

The Project Status Details query subject, the first item listed in the reporting area, is the fact table. If you expand that node of the tree, the list displays the identifier and attribute fields, followed by a Measures folder that contains the hours and amount fields.

The other query subjects provide additional data related to the data in the fact table that you may want to use or display in your reports. Of special note is the Subperiod query subject. It not only lists accounting period information but also provides a yes/no flag that identifies the current open period.

- ▼ Subperiod
  - Fiscal Year
  - # Period
  - Fiscal Year Period
  - # Subperiod
  - ⌚ Start Date
  - ⌚ End Date
  - Status
  - # Work Days
  - # Period Count
  - # Bill Days
  - ⌚ Current Period End Date
  - Current Period End Date (Y/N)
  - ⌚ Maximum Current Period End Date
  - Period End Date With Current Period Flagged - Display
  - Current Fiscal Year Flagged - Display
  - Current Period Flagged - Display
  - Current Subperiod Flagged - Display
  - Current Year (Y/N)
  - Current Period (Y/N)
  - > Other Information
    - Last 12 Periods
    - Most Recent 48 Periods
    - Future 12 Periods
    - Future 6 Periods

The following is a sample output from this query subject:

Fiscal Year	Period	Subperiod	Start Date	End Date	Status	Work Days	Period Count	Bill Days	Current Period End Date	Current Period End Date (Y/N)
2010	5	1	05/01/10	05/31/10	HISTORY	21	5	21		N
2010	6	1	06/01/10	06/30/10	HISTORY	22	6	22		N
2010	7	1	07/01/10	07/31/10	HISTORY	22	7	22		N
2010	8	1	08/01/10	08/31/10	HISTORY	22	8	22		N
2010	9	1	09/01/10	09/30/10	HISTORY	22	9	22		N
2010	10	1	10/01/10	10/31/10	HISTORY	21	10	21		N
2010	11	1	11/01/10	11/30/10	HISTORY	22	11	22		N
2010	12	1	12/01/10	12/31/10	HISTORY	23	12	23		N
2011	1	1	01/01/11	01/31/11	CURRENT	21	1	20		N
2011	2	1	02/01/11	02/28/11	CURRENT	20	2	20		N
2011	3	1	03/01/11	03/31/11	CURRENT	23	3	23		N
2011	4	1	04/01/11	04/30/11	CURRENT	21	4	21		N
2011	5	1	05/01/11	05/31/11	CURRENT	22	5	21		N
2011	6	1	06/01/11	06/30/11	CURRENT	22	6	22		N
2011	7	1	07/01/11	07/31/11	CURRENT	21	7	20	07/31/11	Y
2011	8	1	08/01/11	08/31/11	CURRENT	23	8	23		N
2011	9	1	09/01/11	09/30/11	CURRENT	22	9	21		N
2011	10	1	10/01/11	10/31/11	CURRENT	21	10	21		N

The Filters for Project Status Details folder contains the pre-built filters for the reporting area.

The Advanced Reporting folder contains the query subjects and fields that you can use to implement rollups by project level and organization level, to report based on home organization, or to report based on reorganization.

## Existing Projects and New Business Projects

Both the Project Status Trend reporting area and the Project Status Detail reporting area give you the option to include existing projects, new business projects, or both.

In contrast, the General Ledger Detail and A/R Header History reporting areas only include data for existing projects.

If you include new business projects on a report, keep the following in mind:

- New business projects do not have the same set of attributes that existing projects have.
- You cannot roll up data for new business projects based on project or organization levels.

**Note:** The pre-built filters that Deltak provides in the Framework Manager model for the Project Status Trend and Project Status Details reporting areas include filters for selecting existing projects, new business projects, or both.

## Major and Minor Group Numbers

You can use the Major and Minor Group Numbers to include or exclude data categories and select and group data that was identified by the Major Group Numbers.

Records in the Project Status Trend reporting area and the Project Status Detail reporting area include the following attribute fields to enable you to include or exclude categories of data from your report:

- Major Group Number

- Minor Group Number

## Major Group Number

Use the **Major Group Number** attribute field in filters to include or exclude the data categories from the reports.

The following table lists the categories of data that you can include or exclude from the reports:

Data Category	Major Group Number
Revenue	1
Direct costs	2
Indirect costs by resource	3
Indirect costs by pool	4

For example, to include revenue, direct costs, and indirect costs by resource on a report, use a filter that selects records with 1, 2, or 3 as the **Major Group Number** value.

You can also group data on a report based on the value in **Major Group Number**.

To include indirect costs on a report, use a filter that selects records with one, but not both, of the indirect costs values in **Major Group Number**. If you select both, the report will include duplicate records, and the indirect costs will be overstated.

## Minor Group Number

The **Minor Group Number** attribute field provides a way to select and group subsets of the data identified by the **Major Group Number** values.

Each **Minor Group Number** value is only valid for a single **Major Group Number** value.

Major Group Number/ Description	Valid Minor Group Number/Description
1 – Revenue	0 – Actual revenue 1 – Labor revenue 2 – Non-labor revenue
2 – Direct costs	3 – Direct labor costs 4 – Direct non-labor costs
3 – Indirect costs by resource	5 – Indirect labor costs 6 – Indirect non-labor costs
4 – Indirect costs by pool	7 – Indirect labor costs 8 – Indirect non-labor costs

For example, to include only labor revenue, direct labor costs, and indirect labor costs by resource on a report, use a filter that selects records with one of the following sets of values:

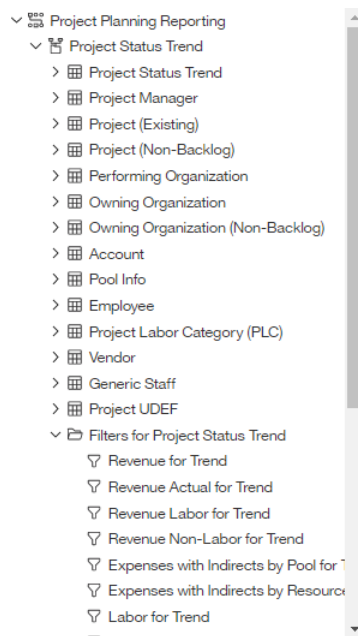
- 1 as the **Major Group Number** value and 1 as the **Minor Group Number** value
- 2 as the **Major Group Number** value and 3 as the **Minor Group Number** value
- 3 as the **Major Group Number** value and 5 as the **Minor Group Number** value

## Pre-Built Filters and Major and Minor Group Numbers

In most cases, you do not need to set up your own filters to take advantage of major and minor group numbers.

Instead you can use the pre-built filters that Deltek provides in the Framework Manager model for the Project Status Trend and Project Status Details reporting areas.

To view and select from the list of filters in Cognos Analytics, expand the reporting area in the **Source** tab of the **Data** pane and expand the Filters for... folder. The filter name indicates the categories of data that the filter selects for inclusion in the report.



## Project Access

Costpoint Business Intelligence provides access to budgeting and planning data based on the existing projects (actual projects set up in Costpoint) to which the user is granted access in Costpoint Planning.

When you define a user's access to project data in Costpoint Planning, you can grant or deny access to the whole project tree, or to any individual branch or project ID in the project tree.

Project security applies only to transaction and budget data. It does not apply to the projects themselves or their attributes (project type or project manager, for example). As a result, the following are true:

- You can create ad hoc queries and reports in Cognos that return master file data for projects to which Costpoint Planning security does not give you access. However, you cannot create queries that return transaction or budget data for those projects.
- For reports that enable you to select the projects that are included, you can select any projects at any project level. You are not restricted to the projects to which you have access. However, the data on the reports will not include any actual or budget hours or amounts for projects to which you do not have access. (If you do not have access to any of the selected projects, the report displays only **No Rows Found**.)

Example: You do not have access to the level 1 project, 1000. You also do not have access to the level 2 project 1000.01, but you do have access to 1000.02. When you generate a Revenue Forecast report, you can generate it at level 1 for project 1000. However, the values rolled up for 1000 will be partial values because they only include data for 1000.02. Data for 1000.01 is excluded because you do not have access to that project.

## New Business Project Access

Project security applies only to actual projects set up in Costpoint.

It does not apply to budget data for new business projects set up in Costpoint Planning. All Costpoint Business Intelligence for Budgeting and Planning users can view data for all available new business projects.

All new business projects may not be available, however. The data only includes new business projects that are designated as "shared" in Costpoint Planning. (Proposals are never included in the data.)

## Organization Access

The Framework Manager model for the budgeting and planning data in Costpoint Business Intelligence only includes project budget data.

It does not include organization budgets. Security for this data is based only on access to projects which does use organization security since each project is tied to an organization.

## Planning Reports

There are three report templates for the Planning area and they are the BnP PSR Trending Analysis, Planning Revenue Summary Report Template and PSR Report Template.

Use the BnP PSR Trending Analysis report to show how the pre-determined time analysis dimension can be used for trending PSR data in a report.

Use the Planning Revenue Summary Template as a starting point when you create project reports from reporting views in Budgeting & Planning. It is easy to use and you can make your own reports based on it.

The PSR Report Template can be used when you want to create reports based on PSR Report tables in Budgeting & Planning. Similar with the Revenue Summary Report Template, you can modify it and customize based on the needs of your business.

## BnP PSR Trending Analysis

The BnP Trending Analysis report uses the Planning Analysis model which leverages the pre-determined time analysis dimension that is useful for trending PSR data in a report.

### Prompts

The prompt for the BnP PSR Trending Analysis includes the selection for project .

Prompt Message	Description
<b>Select Level 1 Project(s)</b>	Select the projects that you want to include in the report.

### Sample Report

This is an example of the BnP PSR Trending Report

BnP PSR Trending Analysis System: CTB82PSMDEMC

			2019-09	2019-10	2019-11	2019-12	2020-01	2020-02	2020-03	2020-04	2020-05	2020-06	2020-07	2020-08
IWO20 - IWO Departmental Sending	Total Revenue	Actual (at Actual Rate)	0	0	0	0	0	0	0	0	0	0	0	0
		Budget	33,600	37,840	30,960	36,120	36,120	32,680	37,840	37,840	34,400	29,240	37,840	36,120
		Variance (at Actual Rate)	-33,600	-37,840	-30,960	-36,120	-36,120	-32,680	-37,840	-37,840	-34,400	-29,240	-37,840	-36,120
	Total Direct Cost	Actual (at Actual Rate)	0	0	0	0	0	0	0	0	0	0	0	0
		Budget	15,120.83	15,193.17	13,601.5	7,295.14	14,821.34	15,424.03	16,235.82	16,235.82	15,424.03	12,545.86	15,497.83	16,235.8224
		Variance (at Actual Rate)	-15,120.83	-15,193.17	-13,601.5	-7,295.14	-14,821.34	-15,424.03	-16,235.82	-16,235.82	-15,424.03	-12,545.86	-15,497.83	-16,235.8224
	Total Indirect Cost by POOL	Actual (at Actual Rate)	0	0	0	0	0	0	0	0	0	0	0	0
		Budget	13,457.5387	13,521.9213	12,105.3351	12,874.5642	13,190.9926	13,727.3868	14,449.8799	14,449.8799	13,727.3868	11,165.8154	13,793.0687	14,449.8822
		Variance (at Actual Rate)	-13,457.5387	-13,521.9213	-12,105.3351	-12,874.5642	-13,190.9926	-13,727.3868	-14,449.8799	-14,449.8799	-13,727.3868	-11,165.8154	-13,793.0687	-14,449.8822
	<b>Profit</b>	Actual (at Actual Rate)	0	0	0	0	0	0	0	0	0	0	0	0
		Budget	5,021.6313	9,124.9087	5,253.1649	15,950.2958	8,107.6674	3,528.5832	7,154.3001	7,154.3001	5,248.5832	5,528.3246	8,549.1013	5,434.2954
		Variance (at Actual Rate)	-5,021.6313	-9,124.9087	-5,253.1649	-15,950.2958	-8,107.6674	-3,528.5832	-7,154.3001	-7,154.3001	-5,248.5832	-5,528.3246	-8,549.1013	-5,434.2954
MANUF - Manufacturing Overhead	Total Direct Cost	Actual (at Actual Rate)	0	0	0	0	0	0	0	0	0	0	0	0
		Budget	25,971.87	30,378.37	29,521.4	27,682.2	25,204.54	22,768.35	34,070.31	25,805.78	25,173.9	30,604.38	29,671.12	33,529.3604
		Variance (at Actual Rate)	-25,971.87	-30,378.37	-29,521.4	-27,682.2	-25,204.54	-22,768.35	-34,070.31	-25,805.78	-25,173.9	-30,604.38	-29,671.12	-33,529.3604
	Total Indirect Cost by POOL	Actual (at Actual Rate)	0	0	0	0	0	0	0	0	0	0	0	0
		Budget	9,356.7421	11,084.09	10,748.1539	3,240.0264	9,055.9527	8,110.3232	12,540.6837	9,300.9958	9,053.3027	10,225.6022	9,859.7684	12,328.1496
		Variance (at Actual Rate)	-9,356.7421	-11,084.09	-10,748.1539	-3,240.0264	-9,055.9527	-8,110.3232	-12,540.6837	-9,300.9958	-9,053.3027	-10,225.6022	-9,859.7684	-12,328.1496
OVRHD - Overhead Co 1	Total Direct Cost	Actual (at Actual Rate)	0	0	0	0	0	0	0	0	0	0	0	0
		Budget	209,584.47	208,952.8	202,918.28	220,163.33	218,502.11	218,778.12	224,418.09	224,844.19	211,581.11	228,694.55	222,725.03	225,862.7401

## Burdened Labor Costs by Project

Use the Burdened Labor Costs by Project Report to see burdened costs charged or budgeted to a project as well as burdened costs against the budget for the current period, year to date, and inception to date timeframes.

Data from this report comes from Deltek Costpoint Planning and it displays:

- Project ID and Name
- Account Level based on selection
- Account ID and Name



- Current Period Actual, EAC, and Variance
- Year to Date Actual, EAC, and Variance
- Inception to Date Actual, EAC, and Variance
- Subtotal by Account
- Subtotal by Account Level
- Total by Project

## Prompts

Select prompt settings to run the Burdened Labor Costs by Project report.

Prompt Message	Description
<b>Company</b>	Select the company for the report.
<b>Rate Type</b>	Select to include the <b>Actual</b> or <b>Target</b> rate type the report.
<b>Project Level</b>	Select the level of the project to roll data up to for the report.
<b>Budget Type</b>	Choose <b>BUD</b> to use the latest budget information. Choose <b>EAC</b> to use the latest EAC information.
<b>Limit projects</b>	<p>Select the project(s) for the report.</p> <p>To search with <b>Keywords</b>, enter one or more characters that will help retrieve the item(s) you want to select for the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>

## Sample Report

This is a sample of the Burdened Labor Costs by Project report.

Burdened Labor Costs by Project										
Company: 1										
	Current Period			YTD			ITD			
	Actual	EAC	Variance	Actual	EAC	Variance	Actual	EAC	Variance	
Project: 10120 - Construction and Design										
Account Level 1: 50 - Direct Labor										
50-100-10 - Direct Labor Client Site										
Employee	Rivera, Nick	0.00	0.00	0.00	0.00	0.00	186,506.22	199,466.60	12,960.38	
Employee	Robinson, Pat	0.00	0.00	0.00	0.00	0.00	66,478.47	55,040.20	(11,438.27)	
Employee	Rodgers, Matthew	0.00	59,323.64	59,323.64	0.00	0.00	98,809.07	97,600.88	(1,208.19)	
Employee	Romero, Daniel	0.00	17,569.75	17,569.75	0.00	0.00	68,555.12	74,929.76	6,374.64	
Employee	Silverson, Max	0.00	99,757.59	99,757.59	0.00	0.00	54,838.45	99,757.59	44,919.14	
Employee	Thompson, Kate	0.00	82,050.95	82,050.95	0.00	0.00	45,105.08	82,050.95	36,945.87	
Employee	Thompson, Sam	0.00	0.00	0.00	0.00	0.00	207,897.43	189,935.64	(17,961.79)	
Employee	Turner, Amy	0.00	0.00	0.00	0.00	0.00	181,497.32	194,884.80	13,387.48	
Employee	Walters, Michael	0.00	0.00	0.00	0.00	0.00	109,594.92	112,695.12	3,100.20	
Subtotal by Account 50-100-10 - Direct Labor Client Site		0.00	1,074,046.65	1,074,046.65	0.00	51,301.80	51,301.80	2,578,109.48	3,436,438.99	858,329.50
50-100-20 - Direct Labor Corp Site										
Employee	Carr, Robert	0.00	54,969.81	54,969.81	0.00	0.00	143,868.37	131,866.97	(12,001.40)	
Employee	Lim, Christopher	0.00	14,839.60	14,839.60	0.00	0.00	139,598.15	157,994.95	18,396.80	
Employee	Parker, Donald	0.00	112,636.59	112,636.59	0.00	0.00	163,047.88	199,456.91	36,409.03	
Subtotal by Account 50-100-20 - Direct Labor Corp Site		0.00	182,446.00	182,446.00	0.00	0.00	446,514.40	489,318.83	42,804.43	
Subtotal by Account Level 1 50 - Direct Labor		0.00	1,256,492.64	1,256,492.64	0.00	51,301.80	51,301.80	3,024,623.88	3,925,757.81	901,133.93
Total by Project 10120 - Construction and Design		0.00	1,256,492.64	1,256,492.64	0.00	51,301.80	51,301.80	3,024,623.88	3,925,757.81	901,133.93

## Labor Utilization Forecast

Use the Labor Utilization Forecast to review forecasted labor utilization for labor resources to identify potential under-staffing or over-staffing issues.

For each employee, the report displays forecasted labor utilization rates for the current period in Costpoint Planning and for the five periods following that one. (The report excludes vendor resources.)

The report also provides labor utilization rates for those six periods for each organization as a whole.

### Labor Utilization Rate Calculation

Costpoint Business Intelligence calculates labor utilization rates by comparing a resource's budgeted hours for a fiscal period to the standard hours for that period.

Standard hours for a fiscal period are 8 hours per work day, multiplied by the number of business days in the period, less any holidays or other excluded days.

### Budget Used

Budgeted hours for this report come from the current budget.

## Reconcile Labor Utilization with Drill Through

Use the Costpoint Planning reports to reconcile data on the Labor Utilization with Drill Through report.

These reports include the following:

- Labor Hours Analysis
- Hours Breakdown
- Labor Cost Analysis
- Raw Cost Breakdown

### To reconcile the Costpoint Business Intelligence Labor Utilization Report with Drill Through with Costpoint Planning:

1. Run the Labor Utilization report in Costpoint Business Intelligence.
2. Obtain the data for each component of the utilization calculation by running the following Costpoint Planning reports, and then compile data to compare to the Utilization %.  
This allows you to independently calculate and confirm the Utilization %.

- a) Run the Labor Hours Analysis report in Costpoint Planning (**Planning » Project Budgeting » Top Level (All Projects) Reports » Labor Hours Analysis**) to list the labor hours for each project.

- b) Run the Hours Breakdown report in Costpoint Planning (**Planning » Project Budgeting » Active Level Reports » Hours Breakdown**) to verify the labor utilization by hours.

Calculate the standard hours and run a SQL script to identify the standard hours by period. These are computed by multiplying the number of work days by 8 hours. Work days are defined in the Subperiod table (eSub\_PD.Work\_Days).

In the **Report Type** field, select **Budget**.

In the **Budget Type** field, select **EAC**. The labor utilization calculation for hours is:

EAC hours/Standard hours

The report shows monthly EAC hours by employee, but you can expand the employee to view the breakdown by project for the drill-through.

- c) Run the Labor Cost Analysis report in Costpoint Planning (**Planning » Organization Budgeting » Labor Analysis Reports » Labor Cost Analysis**) to list the projects that each employee charged.

Calculate the standard hours and run a SQL script to identify the standard hours by period. These are computed by multiplying the number of work days by 8 hours. Work days are defined in the Subperiod table (eSub\_PD.Work\_Days).

In the **Report Type** field, select **Budget**.

In the **Budget Type** field, select **EAC**. The labor utilization calculation for cost by employee is:

EAC amount/(Standard hours \* hourly amount)

The labor utilization calculation for cost by generic staff is:

EAC amount/(Standard hours \* avg hourly amount)

3. The report displays monthly EAC cost by employee, but you can expand the employee to view the breakdown by project for the drill-through.

- a) Determine the current hourly amount for each employee.

This information is available to those users with access rights to the Costpoint EMPL\_LAB\_INFO.HRLY\_AMT table. You can use a SQL script to determine this information.

- b) Find the average hourly rate for generic staff.

**Attention:** To do this, you must refer to the **Maintain Generic Staff** report at **(Planning » Organization Budgeting » Controls and Utilities » Maintain Generic Staff )**.

- c) Run the Raw Cost Breakdown report in Costpoint Planning (**Planning » Project Budgeting » Active Level Reports » Raw Cost Breakdown**) for each project that was listed in the Labor Cost Analysis report to display the unburdened labor costs.

If an employee has charged multiple projects, you must run this report for each charge and then manually compile the total EAC labor costs.

4. Export the data into an Excel spreadsheet to view all calculations and comparisons.

## Prompts

Use the prompts to run the Labor Utilization Forecast.

Prompt Message	Description
<b>Primary Group</b>	Indicate if you want the report to group data by owning organization or by performing organization.
<b>Organizational Level</b>	Select the level of the organization structure at which you want to review labor utilization rates. The report rolls up all data to that level.
<b>Exclude New Business</b>	Select <b>Yes</b> to exclude new business (non-backlog) projects from the calculation of labor utilization rates. Select <b>No</b> to include new business projects in the calculation of labor utilization rates.
<b>Limit Organization(s)</b>	Limit the report to selected organizations or leave this field blank to include all organizations. In the <b>Keywords</b> field, enter one or more characters to search for organizations.

## Sample Report

The following image is a sample of the Labor Utilization Forecast report.

### Labor Utilization

Current Period End Date: 05/31/19

01 Applied Technologies, Inc

Resource	06/30/2019 Forecast	07/31/2019 Forecast	08/31/2019 Forecast	09/30/2019 Forecast	10/31/2019 Forecast	11/30/2019 Forecast	12/31/2019 Forecast	01/31/2020 Forecast	02/29/2020 Forecast	03/31/2020 Forecast	04/30/2020 Forecast	05/31/2020 Forecast	06/30/2020 Forecast
1023 - Jackson, Antoine (Employee)	102%	97%	93%	107%	89%	153%	112%	79%	86%	79%	79%	89%	81%
1024 - Carlson, Jerry (Employee)	211%	175%	183%	201%	172%	220%	192%	135%	162%	138%	138%	157%	142%
1025 - Rodriguez, Nathan (Employee)	199%	174%	173%	200%	162%	251%	201%	77%	100%	83%	83%	96%	83%
1027 - Anderson, Eric (Employee)	178%	136%	134%	155%	131%	190%	187%	85%	94%	86%	86%	94%	86%

If you identify a resource that is under or over-utilized in the report, click the resource ID to open the Labor Utilization drill through and see the projects on which the resource is currently scheduled to work and the budgeted hours for each project.

### Labor Utilization

Resource	Project ID	06/30/2019 Forecast	07/31/2019 Forecast	08/31/2019 Forecast	09/30/2019 Forecast	10/31/2019 Forecast	11/30/2019 Forecast
1001 - Parmenter, Megan	FRG01.TS.PTO	16.00	24.00	24.00	8.00	8.00	16.00
	GNADM.19.BSDEV	37.00	42.00	40.00	38.00	42.00	38.00
	GNADM.19.CONTR	37.00	42.00	40.00	38.00	42.00	38.00
	GNADM.19.EXECV	37.00	42.00	40.00	38.00	42.00	38.00
	GNADM.19.HUMAN	37.00	42.00	40.00	38.00	42.00	38.00
	FRG01.TS.HOL		8.00		8.00		24.00
Total Hours		164.00	200.00	184.00	168.00	176.00	192.00
Standard Hours		160.00	176.00	176.00	160.00	184.00	144.00
Utilization		102%	114%	105%	105%	96%	133%

The Labor Utilization drill through displays the resource's budgeted hours for each project for the current period in Costpoint Planning and the next five fiscal periods following the current period. For each period, the report also provides the resource's total budgeted hours for all projects, the standard hours, and the labor utilization rate. (Budgeted hours come from the most recent budget version.)

Your selection for the **Exclude new business** prompt for the main report determines whether or not the drill report displays new business (non-backlog) projects along with the existing projects.

## Labor Variance by PLC Report

Use the Labor Variance by PLC report to review actual and budgeted employee labor hours for a single existing project at any project level, broken down by project labor category (PLC).

For each PLC for the project, the report displays the following for a selected fiscal period and for the year to date:

- Actual hours
- Budget hours
- Variance (Budget hours – Actual hours)
- Variance percentage (Variance / Budget hours)

The report provides totals for all columns for the project as a whole.

**Note:** The standard version of this report is filtered to display employee labor hours only. It does not include subcontractor or consultant labor hours. If you want to display all labor hours, you can modify the Labor for Details filter expression to match the following: **[DeltekBP].[Labor for Details]** or **[DeltekBP].[Non-Labor for Details]**.

## Budgets

If different budget versions exist for the selected project tree, the report uses only the most current budget version.

## Reconcile Labor Variance by PLC

Use the Costpoint Planning reports to reconcile data on the Labor Variance by PLC report.

These reports include the following:

- Project Status Report
- Hours Breakdown Report

### To reconcile the Costpoint Business Intelligence Labor Variance by PLC report with Costpoint Planning:

1. Run the Labor Variance by PLC report in Costpoint Business Intelligence.
2. Run the Project Status report in Costpoint Planning (**Planning » Project Budgeting » Supplemental Reports**).
3. Compare the following:

Costpoint Business Intelligence	Costpoint Planning Report
Current Period Actual Hours	Current Period Labor Hours
YTD Actual Hours	Fiscal Yr to Date Labor Hours

4. Run the Hours Breakdown report in Costpoint Planning (**Planning » Project Budgeting » Active Level Reports**).
5. Select **Budget**.
6. In the **Budget Type** field, select **EAC**.
7. Click **All Periods**.

8. Compare the following:

Costpoint Business Intelligence	Costpoint Planning Report
Total for Current Period Budget Hours column	Total labor (employee labor) from the current period column. (Do not include subcontractor or consultant hours.)
Total for YTD Budget Hours column	Total labor (employee labor) from adding the monthly columns that should be included in YTD. (Do not include subcontractor or consultant hours.)

**Note:** **Current Period**, **YTD Variance**, and **Variance %** columns in the Labor Variance by PLC report are calculations that can be independently verified.

## Prompts

Select prompt values to run the Labor Variance by PLC report.

Prompt Message	Description
<b>Fiscal year</b>	Select the fiscal year for which you want to generate the report.
<b>Period</b>	Select the fiscal period for which you want to generate the report.
<b>Project Level</b>	Select the project level at which you want to generate the report. The report rolls up all data to that level.
<b>Project</b>	<p>Select one project at the level specified in the Project level prompt.</p> <p>In <b>Keywords</b>, enter one or more characters for which you want to search to retrieve projects. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces.</p> <p>Click in the dropdown list to specify how you want the search to match your entries with the IDs or names. (If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options.) Click <b>Search</b> to list the matching projects.</p>
<b>Show Pending Charges</b>	Select this check box to include pending charges in the report. If selected, columns for ITD will be displayed. Also, the pending hours will be part of the <b>Actual</b> columns in the report. In addition, a note will be displayed that will indicate that pending hours are included in the report.

## Sample Report

This is a sample of the Labor Variance by PLC report.

Labor Variance by PLC

for Fiscal Year 2020 and Period 8

System: CTB82PSMDEMO

PLC Cd	PLC Description	Current Period Actual Hours	Current Period Budget Hours	Current Period Variance	Current Period Variance %	YTD Actual Hours	YTD Budget Hours	YTD Variance	YTD Variance %	ITD Actual Hours	ITD Budget Hours	ITD Variance	ITD Variance %
10105 Cybersecurity Diag & Mitg													
DEVELO	Developer	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	3,775.90	5,133.30	1,357.40	26.44%
INSCTR	Instructor	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	14,940.80	20,766.40	5,825.60	28.05%
ITDEVP	IT Developer	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	2,242.60	3,184.50	941.90	29.58%
ITGENL	IT Generalist	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	57.40	36.00	(21.40)	(59.44%)
ITMNGR	IT Manager	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	138.80	808.00	669.20	82.82%
NETSYS	Network System Engineer	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	1,465.60	3,022.20	1,556.60	51.51%
PROJMG	Project Manager	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	203.80	852.00	648.20	76.08%
SFTARC	Software Architect	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	5,050.40	7,006.80	1,956.40	27.92%
SOFENG	Software Engineer	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	3,293.60	6,769.80	3,476.20	51.35%
SYSENG	Systems Engineer	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	179.80	640.00	460.20	71.91%
SYSREQ	Systems Requirement Analyst	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	139.40	432.00	292.60	67.73%
TECWRT	Technical Writer	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	5,999.10	10,345.40	4,346.30	42.01%
Total		0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	37,487.20	58,996.40	21,509.20	36.46%

## Pending Charges Detail Report

Use the Pending Charges Detail Report to view labor details, an expense report, and other direct expenses that are in a pending state, those charges that are not yet posted to the project.

This report displays in detail every pending charge broken out by:

- Labor Hours
- Employee Expenses
- Other Direct Costs

Pending charges include:

- Hours on timesheets not yet posted in Costpoint
- Employee Expense reports not yet posted in Costpoint
- Employee Expense Commitments where an expense report has not been turned
- Other Direct Expenses for unposted vouchers and purchase orders

In addition, the report includes the following:

- Resource/Vendor ID
- Resource/Vendor Name
- Project Labor Category/Account
- Charge Date
- Pending Hours
- Pending Cost with Burden



You have the option to show detailed Labor Cost. There might be cases where you want to remove Labor Cost for security purposes.

Cost detail is hidden by default.

## Prompts

Use the Pending Charges Detail Report prompts to configure the report.

Prompt Message	Description
<b>Company</b>	Select the company for the report.
<b>Project Level</b>	Select the project level at which you want to generate the report. The report rolls up all data to that level.
<b>Limit Project(s)</b>	<p>Limit the report to selected projects or leave this field blank to include all projects.</p> <p>In <b>Keywords</b>, enter one or more characters for which you want to search to retrieve projects. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Organization Type</b>	<p>Select the organization type that you want to include in the report. Valid options are:</p> <ul style="list-style-type: none"> <li>▪ Owning Organization</li> <li>▪ Performing Organization</li> </ul>
<b>Organization Level</b>	Select the Organization level at which you want to generate the report.
<b>Limit Organization(s)</b>	<p>Use this option to limit the report to selected organizations. (If you make no selections, the report includes all organizations.)</p> <p>In <b>Keywords</b>, enter one or more characters for which you want to search to retrieve organizations. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>

Prompt Message	Description
	<p>Select the organizations in Results that you want to include and click <b>Insert</b> to move them to Choices. To select multiple organizations that are together in the list, click the first organization in the group and then press SHIFT as you click the last one in the group. To select multiple organizations that are not listed together, press CTRL as you click each one.</p> <p>When you generate the report, it includes only records for the organizations in Choices.</p>
<b>Limit Project Manager(s)</b>	<p>Use this option to limit the report to selected project managers. (If you make no selections, the report includes all project managers.)</p> <p>In <b>Keywords</b>, enter one or more characters for which you want to search to retrieve project managers. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p> <p>Select the project managers in Results that you want to include and click <b>Insert</b> to move them to Choices. To select multiple project managers that are together in the list, click the first project manager in the group and then press SHIFT as you click the last one in the group. To select multiple project managers that are not listed together, press CTRL as you click each one.</p> <p>When you generate the report, it includes only records for the project managers in Choices.</p>

## Sample Report

This is an example of the Pending Charges Detail report.

### Pending Charges Detail Report

Resource ID/Vendor ID	Resource Name/Vendor Name	PLC Description	Charge Date	Pending Hours	Pending Cost
<b>Project 10250</b>					
<b>Pending Labor Hours and Cost</b>					
V100013	Balmar Consulting		2/12/18	0.00	
			10/1/18	0.00	
Subtotal for Balmar Consulting				0.00	
Subtotal for Pending Labor Hours and Cost				0.00	681,150.00
<b>Pending Other Direct Cost</b>					
V100013	Balmar Consulting		2/12/18	0.00	5,000.00
			10/1/18	0.00	5,000.00
Subtotal for Balmar Consulting				0.00	10,000.00
Subtotal for Pending Other Direct Cost				0.00	10,000.00
Total Pending Burdens					412,890.00
Total Pending Cost with Burden					3,853,640.00
Total Pending Revenue					28,560.00
<b>Project 10400</b>					
<b>Pending Labor Hours and Cost</b>					
1092	Stewart, Kevin		9/1/20	3.20	
			9/2/20	3.20	
			9/3/20	3.20	
			9/4/20	3.20	
			9/8/20	3.20	
			9/9/20	3.20	
			9/10/20	3.20	
			9/11/20	3.20	
			9/14/20	3.20	
			9/15/20	3.20	
			9/16/20	3.20	
			9/17/20	3.20	
			9/18/20	3.20	

## Planning Revenue Summary Report Template

The Planning Revenue Summary Report Template helps you to get started in creating project budgeting reports with data that comes from Costpoint Planning.

## Prompts

The prompts for the Planning Revenue Summary Report Template include fields such as Rate Type, Project Level, and Organization.

Prompt Message	Description
<b>Company</b>	Select the company that you want to display in the report.
<b>Rate Type:</b>	Select the Rate Type that you want to display in the report.
<b>Project Level</b>	Select the project level at which you want the report printed.
<b>Select Project(s)</b>	Similar with selecting organizations, select the projects that you want to include in the report.
<b>Select Organization(s)</b>	Use this option to limit the report to selected organizations. (If you make no selections, the report includes all organizations.)

Prompt Message	Description
	<p>In <b>Keywords</b>, enter one or more characters for which you want to search to retrieve organizations. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>

## Sample Report

This is a sample Planning Revenue Summary Report Template.

Report Page

Selection Criteria

Revision History

Planning Revenue Summary Report Template

Company: 1

Project ID Name	Organization	Funded Total Value	ITD Revenue	Backlog	ITD Direct Cost	ITD Indirect Cost	ITD Profit	ITD Profit %
10105 - Cybersecurity Diag & Mitg	01.01.01	6,200,000.00	4,791,749.69	1,408,250.31	0.00	0.00	4,791,749.69	100.00%
10110 - Defense HC Mgmt Sys Modtn	01.01.03	4,000,000.00	3,506,844.52	493,155.48	0.00	0.00	3,506,844.52	100.00%
10115 - Base Rec Center	01.02.01	1,450,000.00	1,470,624.94	-20,624.94	0.00	0.00	1,470,624.94	100.00%
10120 - Construction and Design	01.01.02	13,205,000.00	12,290,873.66	914,126.34	0.00	0.00	12,290,873.66	100.00%
10140 - DHA Network Review	01.01.01	2,000,000.00	1,374,962.00	625,038.00	0.00	0.00	1,374,962.00	100.00%
10150 - Surveillance Services	01.01.05	400,000.00	898,273.92	-498,273.92	0.00	0.00	898,273.92	100.00%
10160 - Airborne Early Warn Radar	01.02.01	16,950,000.00	14,756,968.90	2,193,031.10	0.00	0.00	14,756,968.90	100.00%
10180 - Health Svcs Policy Devel	01.01.03	800,000.00	800,000.00	0.00	0.00	0.00	800,000.00	100.00%
10200 - Global Cmnd Satellite Supt	01.01.05	5,300,000.00	4,928,132.05	371,867.95	0.00	0.00	4,928,132.05	100.00%
10210 - Mesquite Solar Powr Plant	01.01.02	2,000,000.00	2,000,000.00	0.00	0.00	0.00	2,000,000.00	100.00%
10215 - Base Rec Center 2020	01.02.01	1,880,000.00	1,880,000.00	0.00	0.00	0.00	1,880,000.00	100.00%
10220 - NETCENTS II	01.01.01	39,500,100.00	35,095,378.73	4,404,721.27	0.00	0.00	35,095,378.73	100.00%
10225 - DOT DO WJHTC	01.01.05	756,000.00	714,277.40	41,722.60	0.00	0.00	714,277.40	100.00%
10250 - USAID Program Management	01.03.04	4,400,000.00	3,324,249.49	1,075,750.51	691,150.00	691,150.00	1,941,949.49	58.42%
10280 - IT Development Plan	01.01.01	1,450,000.00	1,341,529.80	108,470.20	0.00	0.00	1,341,529.80	100.00%
10300 - Navy Modeling & Simulatn	01.01.05	21,800,000.00	20,076,186.49	1,723,813.51	0.00	0.00	20,076,186.49	100.00%
10370 - IT Staff Augmentation	01.01.01	1,250,000.00	1,094,289.10	155,710.90	0.00	0.00	1,094,289.10	100.00%
10400 - Navy Unmanned Air Systems	01.01.05	5,850,000.00	6,068,366.72	-218,366.72	240,971.69	240,971.69	5,586,423.34	92.06%
10500 - ACRN Hybrid Project	01.01.05	5,397,000.00	5,105,982.60	291,017.40	0.00	0.00	5,105,982.60	100.00%
10600 - NG Satellite Components	01.02.01	5,300,000.00	4,441,073.15	858,926.85	0.00	0.00	4,441,073.15	100.00%

## Project Labor Hours Status Report

Use the Project Labor Hours Status report to monitor and manage labor hours at the resource level for existing projects.

To provide the most up-to-date picture, the report includes all unposted timesheet hours from Deltak Time Collection.

For each resource, the report displays the following:

- Inception-to-date (ITD) actual hours through the period preceding the current period in Costpoint Planning
- Unposted hours
- Actual hours for the current period in Costpoint Planning (<current period end date> **Actuals** column)
- Budget hours for the current fiscal period in Costpoint Planning (<current period end date> **Forecast** column)
- Estimate-at-completion (EAC) hours
- Hours spent to date (ITD actual hours + Unposted hours + Current period actual hours)
- Hours remaining (EAC hours – Hours spent to date)

The report displays subtotals for each project level and totals for the report as a whole.

## Reconcile Project Labor Hours Status

Use the Costpoint Planning reports to reconcile data on the Project Labor Hours Status report.

These reports include the following:

- Project Status Report
- Hours Breakdown Report

### To reconcile the Costpoint Business Intelligence Project Labor Hours Status report with Costpoint Planning:

1. Run the Project Labor Hours Status report in Costpoint Business Intelligence.
2. Run the Project Status report in Costpoint Planning (**Planning » Project Budgeting » Supplemental Reports » Project Status**).
3. In the **Budget Type** field, select **EAC**.
4. Compare the following:

Costpoint Business Intelligence	Costpoint Planning Report
ITD Actual Hours + Current Period Actuals	Labor Hours for Contract to Date – you can expand these fields to verify hours by employee
Unposted Hours	Labor Hours for Unposted Time – you can expand these fields to verify hours by employee
Current Period Actuals	Labor Hours for Current Period – you can expand these fields to verify hours by employee

5. Run the Hours Breakdown report in Costpoint Planning (**Planning » Project Budgeting » Active Level Reports » Hours Breakdown**).
6. Select **Budget**.
7. In the **Budget Type** field, select **EAC**.

8. Compare the following:

Costpoint Business Intelligence	Costpoint Planning Report
Total EAC Hours	Tot Hrs Bgt
Current Period Forecast	Total for monthly column (current period)

## Prompts

Select the parameters for the Project Labor Hours Status report.

Prompt Message	Description
<b>Project</b>	Enter all or part of a project ID. The report includes all projects with IDs that begin with your entry in this prompt.
<b>Budget Type</b>	Select <b>BUD</b> to use the latest budget information. Select <b>EAC</b> to use the latest EAC information.
<b>Show Pending Charges</b>	Select this check box to include pending charges in the report. If selected, the following are displayed: <ul style="list-style-type: none"> <li>▪ Pending charges (in hours) for each employee</li> <li>▪ <b>ITD Plus Pending</b> column that has the ITD Actual Hours plus pending hours</li> <li>▪ Hours Spent to Date which are pending hours in addition to ITD and Current Month Actual</li> </ul>

## Sample Report

This is a sample of the Project Labor Hours Status report.

### Project Labor Hours Status

Resource ID	Resource Name	Resource Type Description	ITD Actual Hours 07/31/2020	ITD Burn Rate	08/31/2020 Actuals	08/31/2020 Forecast	Total EAC Hours	Hours Remain
10105.10.001: Local Computing Environ								
1003	Baker, Peggy	Employee	116.10	1.16	0.00	0.00	864.00	747.90
1004	Hunter, Margaret	Employee	147.60	1.48	0.00	0.00	864.00	716.40
1041	Boyd, Edward	Employee	130.00	1.30	0.00	0.00	756.00	626.00
1042	Mitchell, Martha	Employee	772.00	7.72	0.00	0.00	2,592.00	1,820.00
1044	Ingram, Duane	Employee	1,384.80	13.85	0.00	0.00	2,160.00	775.20
1052	Sherman, Belle	Employee	132.00	1.32	0.00	0.00	864.00	732.00
1054	Simmons, Nancy	Employee	49.20	0.49	0.00	0.00	432.00	382.80
1056	West, Kim	Employee	616.40	6.16	0.00	0.00	1,350.00	733.60
1105	Carlson, Justin	Employee	115.20	1.15	0.00	0.00	648.00	532.80
1106	Brown, Donald	Employee	230.80	2.31	0.00	0.00	1,134.00	903.20
1110	Wright, Ted	Employee	89.60	0.90	0.00	0.00	648.00	558.40
1119	Carson, Michelle	Employee	484.70	4.85	0.00	0.00	648.00	163.30
1140	Slansky, Trevor	Employee	190.40	1.90	0.00	0.00	432.00	241.60
1142	Taussig, Stephen	Employee	97.80	0.98	0.00	0.00	432.00	334.20
1144	Zahn, Carl	Employee	90.20	0.90	0.00	0.00	432.00	341.80
1160	Watson, Jennifer	Employee	173.40	1.73	0.00	0.00	864.00	690.60
1162	Gomez, Anna	Employee	173.40	1.73	0.00	0.00	432.00	258.60
1163	Henderson, Alex	Employee	182.80	1.83	0.00	0.00	648.00	465.20
1168	Samson, Eli	Employee	775.20	7.75	0.00	0.00	1,080.00	304.80
1169	Montoya, Luis	Employee	234.00	2.34	0.00	0.00	432.00	198.00
Subtotal for 10105.10.001			6,185.60		0.00	0.00	17,712.00	11,526.40

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## Project Report with Labor Detail

Use the Project Report with Labor Detail to view, for individual resources, an analysis of project labor hours to date and forecasted hours through the completion of the project.

In addition, the report displays the costs related to the labor hours shown in the detail section, the related revenue, and the resulting profit or loss.

For each resource for the project, the report displays the following:

- Inception-to-date (ITD) actual hours through the period preceding the current period in Costpoint Planning
- Actual hours for the current period in Costpoint Planning (<current period end date> **Actuals** column)
- Budget hours for the current fiscal period in Costpoint Planning (<current period end date> **Budget** column)
- Budget hours for each of the next six fiscal periods following the current period in Costpoint Planning
- Remaining budget hours beyond the next six fiscal periods (**Through Completion** column)
- Total estimate-to-complete (ETC) hours
- Total forecast hours (ITD actual hours + Total ETC hours)

- Total estimate-at-completion (EAC) hours

For each project, the report also provides the totals listed below. These are broken down into the same report columns as the resource labor costs (ITD actual, period budgets, remaining budget, and so on):

- Total labor hours
- Total labor cost
- Total labor burden
- Total labor cost with burden
- Other direct costs with burden
- Total cost
- Total revenue
- Profit or loss

## Options

You can select how to display the report.

When you generate this report, you can:

- Select the project level at which you want to review labor detail.
- Select the projects, at the selected project level, that you want to include on the report.

## Forecast Amounts

In most cases, amounts in the **Total Forecast** column match those in the **Total EAC** column.

If the EAC for a project in Costpoint Planning is not up to date, for example, those amounts may be different. In that case, the amounts in **Total Forecast**, which the report calculates from ITD actual amounts and from budget amounts, may provide more accurate approximations of the expected completion amounts.

## Reconcile Project Report with Labor Detail

Use the Costpoint Planning reports to reconcile data on the Project Report with Labor Detail.

These reports include the following:

- Project Status
- Current Forecast
- Hours Breakdown
- Burdened Cost Breakdown



**To reconcile the Costpoint Business Intelligence Project Report with Labor Detail report with Costpoint Planning:**

1. Run the Project Report with Labor Detail in Costpoint Business Intelligence.
2. Run the Project Status report in Costpoint Planning. (**Planning » Project Budgeting » Supplemental Reports » Project Status**).
3. Select **Revenue**.
4. Compare the following:

Costpoint Business Intelligence: ITD to <prior period> Column	Costpoint Planning Report: (Fiscal Year To Date Column + Prior Years Column – Current Period Column)
Total Revenue	Revenue
Total Labor Hours	Labor Hours
Total Labor cost	Labor Cost
Total Cost	Total Expense
Profit/Loss	Profit

Costpoint Business Intelligence: Current Period Actuals Column	Costpoint Planning Report: Current Period Column
Total Revenue	Revenue
Total Labor Hours	Labor Hours
Total Labor cost	Labor Cost
Total Cost	Total Expense
Profit/Loss	Profit

5. Expand the **Labor Hours** section to view the actual hours by employee.  
Check the actual hours by employee.

Costpoint Business Intelligence: ITD Actual Column	Costpoint Planning Report: Contract to Date Column
<b>Actual Hours</b> — You can expand these fields to view employee detail	<b>Total Labor Hours</b> — you can expand these fields to view employee detail

6. Run the Current Forecast report in Costpoint Planning (**Planning » Project Budgeting » Active Level Reports » Current Forecast**).
7. Compare the following for the six months of forecasts between the two reports:

**Note:** This report must be run for the next period.

Costpoint Business Intelligence: Total Forecast Budget Column	Costpoint Planning Report: Forecast Total Column
Total Revenue	Revenue
Total Labor Cost	Labor Cost
Total Cost	Add the following columns: Labor Cost, Non-Labor Cost, and Indirect Cost.
Profit/Loss	Profit
EAC	Bgt/EAC Total

8. Select **EAC**.
9. Run the Hours Breakdown report in Costpoint Planning (**Planning » Project Budgeting » Active Level Reports**).
10. Compare the following:

Costpoint Business Intelligence: EAC Column	Costpoint Planning Report: Total HRS BGT Column
Total Labor Hours	Total
Lines by employee from the 6 monthly forecast columns and EAC column	Lines by employee from the 6 Monthly Forecast columns and Total HRS BGT column

11. Run the Burdened Cost Breakdown report (**Planning » Project Budgeting » Active Level Reports » Burdened Cost Breakdown**). Compare the following for **ITD to <prior period>** and **Current Period Actuals** amounts:

Costpoint Business Intelligence: ITD to <prior period> Column	Costpoint Planning Report: ITD Total – Current Period
Total Labor Cost with Burden	Labor
Other Direct Cost with Burden	Calculated by Total - Labor
Total Costs	Total

Costpoint Business Intelligence: Current Period Actuals Column	Costpoint Planning Report: Current Period
Total Labor Cost with Burden	Labor
Other Direct Cost with Burden	Calculated by Total - Labor
Total Costs	Total

Costpoint Business Intelligence: Current Period Actuals Column	Costpoint Planning Report: Current Period
Costpoint Enterprise Report Current Period Actual Column	Budgeting and Planning Report Current Period

12. Run the Burdened Cost Breakdown report (**Planning » Project Budgeting » Active Level Reports » Burdened Cost Breakdown**).
13. Select **Budget**.
14. In the **Budget Type** field, select **EAC**.
15. Compare the following for the six months of forecasts between the two reports:

Costpoint Business Intelligence: ETC Periods	Costpoint Planning Report: ETC Period
Total Labor Cost with Burden	Labor
Other Direct Cost with Burden	Calculated by Total - Labor
Total Costs	Total

Costpoint Business Intelligence: EAC column	Costpoint Planning Report: Tot Burd Budget column
Total Labor Cost with Burden	Labor
Other Direct Cost with Burden	Calculated by Total – Labor
Total Costs	Total

Costpoint Business Intelligence: Total Forecast Budget column	Costpoint Planning Report: Forecast Total column
Total Labor Cost with Burden	Labor
Other Direct Cost with Burden	Calculated by Total - Labor
Total Costs	Total

## Prompts

Use the following prompts to run the Project Report with Labor Detail report.

Prompt Message	Description
<b>Project Level</b>	Select the project level at which you want to generate the report. The report rolls up all data to that level.

Prompt Message	Description
<b>Budget Type</b>	<p>Select <b>BUD</b> to use the latest budget information.</p> <p>Select <b>EAC</b> to use the latest EAC information.</p>
<b>Limit Project(s)</b>	<p>Use this option to limit the report to selected projects. (If you make no selections, the report includes all projects.)</p> <p>In <b>Keywords</b>, enter one or more characters for which you want to search to retrieve projects. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p> <p>Select the projects in Results that you want to include and click <b>Insert</b> to move them to Choices. To select multiple projects that are together in the list, click the first project in the group and then press SHIFT as you click the last one in the group. To select multiple projects that are not listed together, press CTRL as you click each one.</p> <p>When you generate the report, it includes only records for the projects in Choices.</p>
<b>Show Pending Charges</b>	<p>Select this check box if you want to display the pending charges. If selected, the <b>Pending Charges</b> column will display which includes the hourly detail by employee, labor cost, labor burden, other direct cost with burden and revenue. In addition, the <b>ITD Plus Pending</b> column will be included in the report that displays the total of ITD previous Period plus Current Month Actuals amount plus pending charges.</p>

## Sample Report

This is a sample of the Project Report with Labor Detail report.

### Project Report with Labor Details

Line Description	ITD to 11/30/2018	12/31/2018 Actuals	12/31/2018 Budget	01/31/2019	02/28/2019	03/31/2019	04/30/2019	05/31/2019	06/30/2019	Through Completion	Total ETC	Total Forecast Budget	EAC
10140 - DHA Network Review													
1003: Baker, Peggy (E)	737.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	737.70	0.00
1004: Hunter, Margaret (E)	1,085.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,085.30	0.00
1046: Applegate, Richard (E)	474.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	474.30	0.00
1051: Schneider, Tim (E)	438.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	438.50	0.00
1102: Reid, Douglas (E)	565.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	565.60	0.00
1119: Carson, Michelle (E)	438.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	438.50	0.00
1122: Boxer, Glen (E)	438.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	438.50	0.00
1140: Slansky, Trevor (E)	332.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	332.00	0.00
1146: Kelso, Linda (E)	384.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	384.60	0.00
1147: Kelly, Larry (E)	682.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	682.40	0.00
1156: Negaro, Lisa (E)	92.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	92.60	0.00
1161: Fung, Tuan (E)	332.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	332.00	0.00
1163: Henderson, Alex (E)	448.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	448.80	0.00
Total Labor Hours	6,450.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,450.80	0.00
Total Labor Cost	267,304.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	267,304.23	0.00
Total Labor Burden	214,928.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	214,928.21	0.00
Total Labor Cost with Burden	482,232.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	482,232.44	0.00
Other Direct Cost with Burden	650,668.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	650,668.65	0.00
Total Cost	1,132,901.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,132,901.09	0.00
Total Revenue	1,374,962.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,374,962.00	0.00
Profit/Loss	242,060.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	242,060.91	0.00

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## Project Status Cost Summary

Use the Project Status Cost Summary report to monitor the cost status of the projects for an organization or set of organizations by comparing estimate-at-completion (EAC) cost amounts, as of the current fiscal period, to total baseline budget cost amounts.

For each project, the report displays the following:

- Inception-to-date (ITD) actual burdened cost through the period preceding the current period in Costpoint Planning
- Estimate-to-complete (ETC) burdened cost
- Forecast burdened cost (ITD actual burdened cost + ETC burdened cost)
- Total baseline budget burdened cost
- Variance between forecast cost and baseline budget cost (Total baseline budget burdened cost – Forecast burdened cost)
- Variance percentage (Variance / Total baseline budget burdened cost)

To call your attention to potential issues, the report highlights negative or positive variances greater than \$25,000 and variance percentages of 5 percent or more.

## Options

You can select options on how you want the report to be displayed.

When you generate this report, you can do the following:

- Group projects based on owning organization or performing organization.
- Specify the organization level to which you want to roll up the data.
- Select the project level to which you want to roll up the data.
- Select the organizations, at the specified organization level, that you want to include on the report.
- Select the projects, at the specified project level, that you want to include on the report.

**Note:** If you do not filter the report for specific projects, and if costs for any projects have been charged to, or budgeted at, a higher project level than the project rollup level you specify on the prompts page, the report displays the total of those additional costs in a separate detail row without a project ID. It also includes those costs in the organization subtotals so those subtotals reflect the total costs for the organization.

## Reconcile Project Status Cost Summary

Use the Costpoint Planning reports to reconcile data on the Project Status Cost Summary report.

These reports include the following:

- Project Status Cost Summary
- Current Forecast

**To reconcile the Costpoint Business Intelligence Project Status Cost Summary report with Costpoint Planning:**

1. Run the Project Status Cost Summary report in Costpoint Business Intelligence.
2. Run the Project Status report in Costpoint Planning (**Planning » Project Budgeting » Supplemental Reports**).
3. Compare the following:

Costpoint Business Intelligence	Costpoint Planning Report
ITD Actual Amount	Contract to Date Total Expense

4. Run the Current Forecast report in Costpoint Planning (**Planning » Project Budgeting » Active Level Reports**).

**Note:** This report must be run for the next period.

5. Select **Budget**.

6. Compare the following:

Costpoint Business Intelligence	Costpoint Planning Report
Baseline Budget Amount	The sum of Labor Cost, Non-Labor Cost, and Indirect Cost from the Bgt/EAC Total column

7. In the **Budget Type** field, select **EAC**.

8. Compare the following:

Costpoint Business Intelligence	Costpoint Planning Report
Forecast Amount	The sum of Labor Cost, Non-Labor Cost, and Indirect Cost from the Forecast Total column

9. Verify that the **ETC Amount** total in the Project Status Cost Summary report in Costpoint Business Intelligence is equal to the **Forecast Amount** column less the **ITD Actual Amount** column in the same report.

**Note:** **Variance Amount** and **Variance Percentage** are report calculations that can be verified independently once the other figures are confirmed against Costpoint Planning.

## Prompts

Use the prompts to run the Project Status Cost Summary report.

Prompt Message	Description
<b>Primary Group</b>	Indicate if you want the report to group data by owning organization or by performing organization.
<b>Budget Type</b>	Select <b>BUD</b> to use the latest budget information. Select <b>EAC</b> to use the latest EAC information.
<b>Organization Level</b>	Select the level of the organization structure at which you want to review project costs. The report rolls up all data to that level.
<b>Project Level</b>	Select the project level at which you want to review project costs. The report rolls up all data to that level.
<b>Show Pending Charges</b>	Select this check box if you want to display the pending charges. If selected, a column with pending charges will be included in the report with the total of all charges for labor plus burden, and other direct costs plus burden. Also, a column for ITD Plus Pending (total of ITD amount plus pending charged) will display.
<b>Limit Organizations</b>	Use this option to limit the report to selected organizations. (If you make no selections, the report includes all organizations.)

Prompt Message	Description
	<p>In <b>Keywords</b>, enter one or more characters for which you want to search to retrieve organizations. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p> <p>Select the organizations in Results that you want to include and click <b>Insert</b> to move them to Choices. To select multiple organizations that are together in the list, click the first organization in the group and then press SHIFT as you click the last one in the group. To select multiple organizations that are not listed together, press CTRL as you click each one.</p> <p>When you generate the report, it includes only records for the organizations in Choices.</p>
<b>Limit Projects</b>	<p>Use this option to limit the report to selected projects. (If you make no selections, the report includes all projects.)</p> <p>In <b>Keywords</b>, enter one or more characters for which you want to search to retrieve projects. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p> <p>Select the projects in Results that you want to include and click <b>Insert</b> to move them to Choices. To select multiple projects that are together in the list, click the first project in the group and then press SHIFT as you click the last one in the group. To select multiple projects that are not listed together, press CTRL as you click each one.</p> <p>When you generate the report, it includes only records for the projects in Choices.</p>



## Sample Report

This is a sample of the Project Status Cost Summary report.

### Project Status Cost Summary

Project ID	Project Name	ITD Actual Amount 11/30/2018	Pending Charges	ITD Plus Pending	ETC Amount	Forecast Amount	Baseline Budget Amount	Variance Amount	Variance %
<b>Organization: 02 DMI, LLC</b>									
US2UK	US Proj UK Bill	29,256.35	3,200.00	32,456.35	0.00	29,256.35	0.00	(29,256.35)	0.00%
Subtotal for Organization 02		29,256.35	3,200.00	32,456.35	0.00	29,256.35	0.00	(29,256.35)	0.00%
<b>Organization: 03 Golden Gekko Spain SL</b>									
GGSP	GGSP	4,300.00	2,800.00	7,100.00	0.00	4,300.00	0.00	(4,300.00)	0.00%
Subtotal for Organization 03		4,300.00	2,800.00	7,100.00	0.00	4,300.00	0.00	(4,300.00)	0.00%
<b>Organization: 04 Golden Gekko, Ltd.</b>									
GGCAM	GGCAM	4,141.72	2,046.84	6,188.56	0.00	4,141.72	0.00	(4,141.72)	0.00%
Subtotal for Organization 04		4,141.72	2,046.84	6,188.56	0.00	4,141.72	0.00	(4,141.72)	0.00%
Total		120,072,852.32	11,125,449.51	131,198,301.83	594,832.48	120,667,684.80	93,161,305.76	(27,506,379.03)	(29.53%)

## Project Subcontractor Status Report

Use the Project Subcontractor Status report to monitor and manage subcontractor labor and other subcontractor costs for existing projects.

To provide a more complete picture, the report includes the cost of unfulfilled materials and services commitments from Costpoint.

**Note:** This report only includes costs identified as subcontractor costs in Costpoint Planning. It does not include other direct costs.

For each subcontractor resource, the report displays the following:

- Inception-to-date (ITD) actual burdened cost through the period preceding the current period in Costpoint Planning
- Actual burdened cost for the current period in Costpoint Planning (<current period end date> **Actuals** column)
- Burdened commitment cost
- Total cost to date (ITD actual burdened cost + Current period actual burdened cost + Commitment burdened cost)
- Estimate-at-completion (EAC) burdened cost
- Balance remaining (EAC burdened cost – Total cost to date)

The report displays subtotals for each project level and totals for the report as a whole.

## Reconcile Project Subcontractor Status

Use the Costpoint Planning reports to reconcile data on the Project Subcontractor Status report.

These reports include the following:

- Burdened Cost Breakdown (Cost Analysis)
- Burdened Cost Breakdown (Budget Development)

**To reconcile the Costpoint Business Intelligence Project Subcontractor Status report with Costpoint Planning:**

1. Run the Project Subcontractor Status report in Costpoint Business Intelligence.
2. Run the Burdened Cost Breakdown report in Costpoint Planning (**Planning » Project Budgeting » Active Level Reports » Burdened Cost Breakdown**).
3. Click **Mtls&Subs**.
4. Compare the following:

Costpoint Business Intelligence	Costpoint Planning Report
ITD Actual Costs	Total of the 'Subs' line from ITD Total column
Commitments	Total of the 'Subs' line from Commit column
Current Period Actuals	Total of the 'Subs' line from Current Period column

5. Run the Burdened Cost Breakdown report in Costpoint Planning (**Planning » Project Budgeting » Active Level Reports » Burdened Cost Breakdown**).
6. Click **Subcontracts**.
7. In the **Budget Type** field, select **EAC**.
8. Compare the following:

Costpoint Business Intelligence	Costpoint Planning Report Total Burden Budget Column
EAC	Subcontracts and Other Mtls & Subs

## Prompt

Use the prompts to run the Project Subcontractor Status report.

Prompt Message	Description
<b>Project</b>	Enter all or part of a project ID. The report includes all projects with IDs that begin with your entry in this prompt.
<b>Budget Type</b>	Select <b>BUD</b> to use the latest budget information. Select <b>EAC</b> to use the latest EAC information.

## Sample Report

EAC is the selected Budget Type for this Project Subcontractor Status report.

### Project Subcontractor Status

Resource ID	Resource Name	Resource Type Description	ITD Actual Costs 04/30/2020	05/31/2020 Actuals	Commitment Amounts	Total Costs	EAC	Balance Remaining
<b>1003.001: Launchpad Prep last</b>								
	Beginning Balance	Summary Description Line	3,500.00	0.00	0.00	3,500.00	0.00	(3,500.00)
<b>Subtotal for 1003.001</b>			3,500.00	0.00	0.00	3,500.00	0.00	(3,500.00)
<b>1003.001.10: Concrete Base Repair</b>								
	Beginning Balance	Summary Description Line	12,457.62	0.00	0.00	12,457.62	0.00	(12,457.62)
<b>Subtotal for 1003.001.10</b>			12,457.62	0.00	0.00	12,457.62	0.00	(12,457.62)
<b>1003.003.10: Mechanical Interfacex</b>								
	Beginning Balance	Summary Description Line	7,288.93	0.00	0.00	7,288.93	0.00	(7,288.93)
<b>Subtotal for 1003.003.10</b>			7,288.93	0.00	0.00	7,288.93	0.00	(7,288.93)
<b>1003.003.20: Computer Interfacex</b>								
	Beginning Balance	Summary Description Line	21,488.65	0.00	0.00	21,488.65	0.00	(21,488.65)
<b>Subtotal for 1003.003.20</b>			21,488.65	0.00	0.00	21,488.65	0.00	(21,488.65)
<b>1006.001.10: Prototype Design</b>								
	Beginning Balance	Summary Description Line	89,560.00	0.00	0.00	89,560.00	0.00	(89,560.00)
	PSR Prior Year Sum Adj	Summary Description Line	29,738.72	0.00	0.00	29,738.72	0.00	(29,738.72)
<b>Subtotal for 1006.001.10</b>			119,298.72	0.00	0.00	119,298.72	0.00	(119,298.72)
<b>1006.001.20: Build Prototype</b>								
	PSR Prior Year Sum Adj	Summary Description Line	35,477.24	0.00	0.00	35,477.24	0.00	(35,477.24)
<b>Subtotal for 1006.001.20</b>			35,477.24	0.00	0.00	35,477.24	0.00	(35,477.24)
<b>1007.001.10: Building Base Repair</b>								
	PSR Prior Year Sum Adj	Summary Description Line	24,574.27	0.00	0.00	24,574.27	0.00	(24,574.27)
<b>Subtotal for 1007.001.10</b>			24,574.27	0.00	0.00	24,574.27	0.00	(24,574.27)
<b>1007.002.10: Building Attachment</b>								
	PSR Prior Year Sum Adj	Summary Description Line	29,770.22	0.00	0.00	29,770.22	0.00	(29,770.22)
<b>Subtotal for 1007.002.10</b>			29,770.22	0.00	0.00	29,770.22	0.00	(29,770.22)
<b>1007.003.20: Building Computer Interfa</b>								
	PSR Prior Year Sum Adj	Summary Description Line	36,161.59	0.00	0.00	36,161.59	0.00	(36,161.59)
<b>Subtotal for 1007.003.20</b>			36,161.59	0.00	0.00	36,161.59	0.00	(36,161.59)
<b>Total</b>			290,017.24	0.00	0.00	290,017.24	0.00	(290,017.24)

## PSR Report Template

The PSR Report Template helps you to get started in creating reports based on PSR Report tables in Costpoint Planning.

### Prompts

The prompts for the PSR Report Template include fields such as Company, Rate Type, Project Level, and others.

Prompt Message	Description
<b>Company</b>	Select the Company that you want to display in the report.
<b>Rate Type</b>	Select the Rate Type that you want to display in the report.

Prompt Message	Description
<b>Budget/EAC</b>	Select either <b>Budget</b> or <b>EAC</b> to indicate if you want to use budget or EAC in the report.
<b>Project Level</b>	Select the project level at which you want the report printed.
<b>Account Level</b>	Select the account level at which you want the report printed.
<b>Select Project(s)</b>	Select the projects that you want to include in the report. To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b> .
<b>Select Project Manager(s)</b>	Select the project manager(s) that you want to include in the report. To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b> .

## Sample Report

This is a sample PSR Report Template.

PSR Template				Current Period Actual Amount	Current Period Budget	ITD Actual	ITD Budget	Pending	Total to Date	Balance Remaining
Project	Revenue/Expense/Profit	PSR Line Description	Account							
10115 - Base Rec Center	Revenue	Revenue	Revenue	0.00	0.00	20,624.94	0.00	0.00	20,624.94	20,624.94
	Profit Margin	Profit		0.00	0.00	20,624.94	0.00	0.00	20,624.94	20,624.94
10210 - Mesquite Solar Powr Plant	Revenue	Revenue	Revenue	0.00	0.00	767,047.15	0.00	0.00	767,047.15	767,047.15
	Profit Margin	Profit		0.00	0.00	767,047.15	0.00	0.00	767,047.15	767,047.15
99001 - Common Inventory	Expense	Labor Cost	15 - Inventory & WIP	0.00	0.00	17,261.25	0.00	0.00	17,261.25	17,261.25
		Non-Labor Cost	15 - Inventory & WIP	0.00	0.00	(8,149.45)	0.00	330,750.00	322,600.55	322,600.55
		Indirect Cost	Fringe Benefits	0.00	0.00	5,572.19	0.00	0.00	5,572.19	5,572.19
			OH Applied Manufacturing	0.00	0.00	8,110.31	0.00	0.00	8,110.31	8,110.31
	Profit Margin	Profit		0.00	0.00	(22,794.30)	0.00	(330,750.00)	(353,544.30)	(353,544.30)
99002 - WIP Inventory	Expense	Labor Cost	15 - Inventory & WIP	10,616.89	3,362.52	402,220.93	289,446.03	0.00	402,220.93	112,774.90
		Non-Labor Cost	15 - Inventory & WIP	(24,462.04)	0.00	(893,130.00)	1,294,536.42	1,507,385.00	614,255.00	(680,281.42)
		Indirect Cost	Fringe Benefits	1,445.54	1,176.88	131,484.84	101,306.11	0.00	131,484.84	30,178.73
			Matl Handl Applied Manuf	0.00	0.00	0.00	21,617.42	60,295.40	60,295.40	38,677.98
			OH Applied Manufacturing	4,957.82	2,017.51	226,572.35	155,330.46	0.00	226,572.35	71,241.89
	Profit Margin	Profit		7,441.79	(6,556.92)	132,851.88	(1,862,236.45)	(1,567,680.40)	(1,434,828.52)	427,407.93
MM001 - Pool test - FY_CD	Revenue	Revenue	Revenue	0.00	0.00	2,853.69	0.00	0.00	2,853.69	2,853.69
	Expense	Labor Cost	50 - Direct Labor	0.00	0.00	1,200.00	0.00	0.00	1,200.00	1,200.00
		Indirect Cost	Fringe Benefits	0.00	0.00	388.50	0.00	0.00	388.50	388.50
			GENERAL & ADMINISTRATIVE	0.00	0.00	223.41	0.00	0.00	223.41	223.41

## Real Time Project Status Report


Use the Real Time Project Status Report to view the most current status of a project or group of projects versus the budget or estimate to complete.


If you are entering your budgets and estimate to complete forecasts in the Costpoint Planning module and calculating the pending charges in that module, you can get a real time status of

projects. The report includes real time calculations of your revenue, labor, non-labor, and burdens compared to your most recent baseline budget or estimate at completion (EAC) forecast.

## Prompts

Use the prompts to run the Real Time Project Status report.

Prompt Message	Description
<b>Primary Group</b>	Select the primary grouping for the report: <ul style="list-style-type: none"> <li>Project</li> <li>Project Manager</li> <li>Owning Organization</li> <li>Performing Organization</li> <li>Customer</li> </ul>
<b>Rate Type</b>	Select either <b>Actual</b> or <b>Target</b> to indicate if you want to use actual rates or target rates in the report.
<b>Budget/EAC</b>	Select either <b>Budget</b> or <b>EAC</b> to indicate if you want to use budget or EAC forecast in the report.
<b>Calculate profit as percentage of</b>	Select whether to calculate profit as percent of <b>Costs</b> or <b>Revenue</b> .
<b>Limit Projects</b>	<p>Use this option to limit the report to selected projects. (If you make no selections, the report includes all projects.)</p> <p>In <b>Keywords</b>, enter one or more characters for which you want to search to retrieve projects. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p> <p>Click  to list the matching projects in Results.</p> <p>Select the projects in Results that you want to include and click <b>Insert</b> to move them to Choice. To select multiple projects that are together in the list, click the first project in the group and then press SHIFT as you click the last one in the group. To select multiple projects that are not listed together, press CTRL as you click each one.</p> <p>When you generate the report, it includes only records for the projects in Choice.</p>

Prompt Message	Description
<b>Limit Project Managers</b>	<p>Use this option to limit the report to selected project managers. (If you make no selections, the report includes all project managers.)</p> <p>In <b>Keywords</b>, enter one or more characters for which you want to search to retrieve project managers. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p> <p>Click  to list the matching project managers in Results.</p> <p>Select the project managers in Results that you want to include and click <b>Insert</b> to move them to Choice. To select multiple project managers that are together in the list, click the first project manager in the group and then press SHIFT as you click the last one in the group. To select multiple project managers that are not listed together, press CTRL as you click each one.</p> <p>When you generate the report, it includes only records for the project managers in Choice.</p>
<b>Project Level</b>	Select the project level at which you want the report printed. All lower levels will be rolled up for the report.
<b>Organization Level</b>	Select the organization level at which you want the report printed. All lower levels will be rolled up for the report.
<b>Account Level</b>	Select the account level at which you want the report printed. All lower levels will be rolled up for the report.
<b>Column 1-7</b>	Select the data you want the report to display in each column.

## Sample Report

This is a sample of the Real Time Project Status report.

### Real Time Project Status Report

Project: 10140 - DHA Network Review

Project ID	10140	Active (Y/N)	Inactive	Project Value Fee	575,000.00
Project Name	DHA Network Review	Project Classification	DIRECT PROJECT	Project Value Cost	1,825,000.00
Organization ID	01.01.01 - High Tech	Project Type Desc	SEE LOWER LEVEL	Project Value Total Amount	2,400,000.00
Customer ID	100017 - Dpt of Homeland Sec	Period of Performance	5/1/12 - 6/30/14	Funded Value Fee	375,000.00
Prime Contract ID	DHA-97-29485G	Project Manager Name	Applegate, Richard S	Funded Value Cost	1,625,000.00
Subcontractor ID		Rate Type:	Target	Funded Value Total Amount	2,000,000

Account Name	Current Period Actual	Current Period Budget	Inception to Date Actual	Pending	TTD Plus Pending	Total Budget	Balance Remaining
Revenue	0.00	0.00	1,374,962.00	0.00	1,374,962.00	1,996,060.00	621,098.00
Total Revenue	0.00	0.00	1,374,962.00	0.00	1,374,962.00	1,996,060.00	621,098.00
15 - Inventory & WIP	0.00	0.00	71,303.76	0.00	71,303.76	0.00	(71,303.76)
50 - Direct Labor	0.00	0.00	196,000.47	0.00	196,000.47	0.00	(196,000.47)
Labor Cost Total	0.00	0.00	267,304.23	0.00	267,304.23	0.00	(267,304.23)
50 - Direct Labor	0.00	0.00	0.00	0.00	0.00	264,912.70	264,912.70
51 - Travel	0.00	0.00	18,313.00	0.00	18,313.00	75,000.00	56,687.00
52 - Subs & Consultants	0.00	0.00	557,165.64	0.00	557,165.64	1,065,000.00	507,834.36
54 - Manufacturing Expenses	0.00	0.00	0.00	0.00	0.00	40,000.00	40,000.00
Non-Labor Cost Total	0.00	0.00	575,478.64	0.00	575,478.64	1,444,912.70	869,434.06
10 - Fringe Benefits	0.00	0.00	56,328.60	0.00	56,328.60	92,719.45	36,390.85
31 - OH Applied Service Corp	0.00	0.00	90,890.37	0.00	90,890.37	178,816.07	87,925.70
40 - GENERAL & ADMINISTRATIVE	0.00	0.00	96,550.08	0.00	96,550.08	230,059.32	133,509.24
Indirect Cost Total	0.00	0.00	243,769.05	0.00	243,769.05	501,594.83	257,825.78
Total Expense	0.00	0.00	1,086,551.92	0.00	1,086,551.92	1,946,507.53	869,955.61
Profit \$			288,410.08	0.00	288,410.08	49,552.47	(238,857.61)
Profit %			26.54%		26.54%	2.55%	(27.78%)

## Revenue Forecast Report

Use the Revenue Forecast report to review projected revenue for one or more organizations for the next 12 months based on data for both existing projects and new business projects.

You can control how firm the forecasted revenue amounts are by specifying a minimum win probability for new business projects.

For each project, the report displays the following:

- Win probability (100 percent for all existing projects)
- Contract value
- Forecast revenue amounts for the next 12 months following the current period in Costpoint Planning

For each organization, the report displays backlog revenue, non-backlog revenue, and total forecast revenue subtotals for each of these columns, along with totals for the report as a whole.

## Options

You can choose how to display the report.

When you generate this report, you can do the following:

- Group projects based on owning organization or performing organization.
- Specify the organization level to which you want to roll up the data.
- Select the project level to which you want to roll up the data.

- Specify a minimum win probability. Only projects with a higher win probability than this percentage are included.
- Exclude or include new business projects.
- Select the organizations, at the specified organization level, that you want to include on the report.

## Contract Value

There are different contract values for backlog projects and new business projects.

For backlog projects, the contract value is calculated as Project Value Fee + Project Value Costs. For new business projects, the contract value is the total revenue budget.

## Project Rollup Notes

The report rolls up revenue for backlog projects to the project level that you specify on the prompts screen.

Note the following about the project rollup option:

- The report does not roll up revenue for new business projects. Those amounts are always displayed at the level they are entered in Costpoint Planning.
- If you do not filter the report for specific projects, and if revenue for any projects has been budgeted at a higher project level than the project rollup level you specify on the prompts page, the report displays the total of that additional revenue in a separate detail row without a project ID. It also includes that revenue in the organization subtotals so those subtotals reflect the total projected revenue for the organization.

## Reconcile Revenue Forecast

These are the Costpoint Planning reports you can use to reconcile data on the Revenue Forecast report.

These reports include the following:

- Project Status
- Current Forecast
- Audit/Modify Non-Backlog Project Budget

### To reconcile the Costpoint Business Intelligence Revenue Forecast report with Costpoint Planning:

1. Run the Revenue Forecast report in Costpoint Business Intelligence.

**Note:** Projects that do not have monthly forecasts within the next 6 months are excluded from the report. Use the Current Forecast report to confirm if there are monthly forecasts for each of the detail projects. See Step 4 for details.



2. Run the Project Status report in Costpoint Planning (**Planning » Project Budgeting » Supplemental Reports**) to validate **Contract Value** for existing projects.
3. Compare the following:

Costpoint Business Intelligence	Costpoint Planning Report Contract Value Total Column
Contract Value for the line item with the same Project ID	Total Expense

4. Run the Current Forecast in Costpoint Planning (**Planning » Project Budgeting » Active Level Reports**) to validate the monthly forecasts for each of the detail projects.

**Note:** This report must be run for the next period.

5. Compare the following:

Costpoint Business Intelligence	Costpoint Planning Report
Backlog projects	Total Revenue for each monthly forecast

6. Run the Audit/Modify Non-Backlog Project Budget report in Costpoint Planning (**Planning » New Business Budgeting » Actions/Processing » New Business Budgets**) to validate the contract value and monthly forecasts of non-backlog/new business projects.
7. Click **View** next to the desired project and latest budget version number, and select **REVBD** from the drop-down list.
8. Export the report to Microsoft Excel to generate the totals.
9. Compare the following:

Costpoint Business Intelligence	Costpoint Planning Report
Total Contract	Totals
Monthly forecast	Monthly columns

**Note:** If there are no forecasts in the specified period for a particular line item, the line is excluded from the Costpoint Business Intelligence report.

## Prompts

Select the parameters to run the Revenue Forecast report.

Prompt Message	Description
<b>Primary Group</b>	Indicate if you want the report to group data by owning organization or by performing organization.

Prompt Message	Description
<b>Budget Type</b>	Select <b>BUD</b> to use the latest budget information. Select <b>EAC</b> to use the latest EAC information.
<b>Organization Level</b>	Select the level of the organization structure at which you want to review project costs. The report rolls up all data to that level.
<b>Project Level</b>	Select the project level at which you want to review project costs. The report rolls up all data to that level.
<b>Include projects with probability greater than</b>	Enter a win probability cutoff percentage. Only projects with a win probability greater than your entry are included on the report.
<b>Exclude New Business</b>	Select <b>No</b> to include new business projects on the report. The report includes new business projects that satisfy the probability requirement you specify in <b>Include projects with probability greater than</b> . Select <b>Yes</b> to exclude all new business projects from the report.
<b>Limit Organization(s)</b>	Limit the report to selected organizations or leave this field blank to include all organizations.  In <b>Keywords</b> , enter one or more characters to search for organizations. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces.  To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b> .

## Sample Report

This is a sample of the Revenue Forecast report.

### Revenue Forecast

System: CTB82PSMDEMO

Project ID (Existing and New)	Source Description	Probability	Contract Value	08/31/2020 Budget	09/30/2020	10/31/2020	11/30/2020	12/31/2020	01/31/2021	02/28/2021	03/31/2021	04/30/2021	05/31/2021	06/30/2021	07/31/2021
01 Applied Technologies, Inc															
10400	Backlog (Existing Projects)	100%	6,700,000.00	60,055.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10625	Backlog (Existing Projects)	100%	2,000,000.00	14,434.00	14,824.00	14,824.00	14,434.00	15,277.00	9,277.00	9,277.00	9,277.00	9,277.00	0.00	0.00	0.00
20215	Backlog (Existing Projects)	100%	4,923,000.00	213,230.57	213,230.57	230,753.11	230,762.56	230,870.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20216	Backlog (Existing Projects)	100%	1,400,000.00	5,000.00	9,000.00	5,000.00	5,000.00	9,000.00	5,000.00	4,000.00	0.00	0.00	0.00	0.00	0.00
20220	Backlog (Existing Projects)	100%	21,920,000.00	602,754.65	619,188.64	596,727.57	635,713.50	625,200.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20400	Backlog (Existing Projects)	100%	4,000,000.00	123,866.93	127,922.12	124,822.04	137,264.24	132,166.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20500	Backlog (Existing Projects)	100%	3,662,000.00	150,000.00	150,000.00	150,000.00	150,000.00	150,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20620	Backlog (Existing Projects)	100%	6,457,000.00	269,298.25	280,193.25	282,625.25	264,138.25	289,662.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20625	Backlog (Existing Projects)	100%	1,000,000.00	38,923.68	40,653.68	40,653.68	38,923.68	42,605.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20660	Backlog (Existing Projects)	100%	4,600,000.00	436,588.33	442,113.40	441,928.75	442,115.52	247,657.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20670	Backlog (Existing Projects)	100%	0.00	255,000.00	255,000.00	253,000.00	253,000.00	253,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20700	Backlog (Existing Projects)	100%	1,500,000.00	28,152.94	29,587.94	29,587.94	28,152.94	30,812.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20950	Backlog (Existing Projects)	100%	2,000,000.00	82,822.65	82,822.65	80,542.08	91,184.70	82,822.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00
IWO20	Backlog (Existing Projects)	100%	800,000.00	36,120.00	36,120.00	37,840.00	30,960.00	36,120.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal for Backlog (Existing Projects)			60,962,000.00	2,316,247.25	2,300,656.25	2,288,304.41	2,321,649.38	2,145,195.98	14,277.00	13,277.00	9,277.00	9,277.00	0.00	0.00	0.00
Subtotal for Organization 01			60,962,000.00	2,316,247.25	2,300,656.25	2,288,304.41	2,321,649.38	2,145,195.98	14,277.00	13,277.00	9,277.00	9,277.00	0.00	0.00	0.00
Total			60,962,000.00	2,316,247.25	2,300,656.25	2,288,304.41	2,321,649.38	2,145,195.98	14,277.00	13,277.00	9,277.00	9,277.00	0.00	0.00	0.00

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## T&M Profitability Report

Use the T&M Profitability report to review actual employee contributions to revenue and profit for existing Time and Materials (T&M) projects through the current fiscal period in Costpoint Planning, along with projected contributions for the next six fiscal periods.

Employees are grouped by project and by project labor category (PLC).

For each employee, the report displays the following revenue, burdened cost, and profit amounts:

- Inception-to-date (ITD) amounts through the period preceding the current period in Costpoint Planning
- Projected amounts for the current period in Costpoint Planning (<current period end date> **Budget** column)
- Projected amounts for the next five fiscal periods
- Projected amount beyond the next six fiscal periods (ETC amount – Sum of the projected period amounts)
- Estimate-to-complete (ETC) amount

- Estimate-at-completion (EAC) amount
- Forecast amount (ITD amount + ETC amount)

## Revenue Amounts

The report calculates employee revenue amounts for a PLC using the PLC billing rate.

The report uses the following calculation for the employee revenue amounts: Employee's actual or budgeted hours for the PLC × PLC billing rate.

## Forecast Amounts

In most cases, amounts in the **Forecast** column match those in the **EAC** column.

If the EAC for a project in Costpoint Planning is not up to date, for example, those amounts may be different. In that case, the amounts in **Forecast**, which the report calculates from ITD actual amounts and from budget amounts, may provide more accurate approximations of the expected completion amounts.

## Reconcile T&M Profitability

Use the Costpoint Planning reports to reconcile your T&M Profitability reports.

These Costpoint Planning reports include the following:

- T&M Billable Revenue Breakdown
- Burdened Cost Breakdown
- Revenue Breakdown
- Burdened Cost Breakdown

### To reconcile the Costpoint Business Intelligence T&M Profitability report with Costpoint Planning:

1. Run the T&M Profitability report in Costpoint Business Intelligence.
2. Run the T&M Billable Revenue Breakdown report in Costpoint Planning (**Planning » Project Budgeting » Active Level Reports » T&M Billable Revenue Breakdown**).
3. Compare the following:

Costpoint Business Intelligence ITD Amount Column	Costpoint Planning Report ITD Amt Column
Revenue	ITD Amt

4. Run the Burdened Cost Breakdown report in Costpoint Planning (**Planning » Project Budgeting » Active Level Reports » Burdened Cost Breakdown**).
5. Compare the following:

Costpoint Business Intelligence ITD Amount Column	Costpoint Planning Report ITD Total Column
Revenue	Labor

6. Run the T&M Billable Revenue Breakdown report in Costpoint Planning (**Planning » Project Budgeting » Active Level Reports » T&M Billable Revenue Breakdown**).
7. Select **Latest EAC**.
8. Compare the following:

Costpoint Business Intelligence	Costpoint Planning Report
Billing Rate	Bill Rate
Revenue from EAC Column	Total Revenue Labor Amount from ITD Amt Column
Revenue from Monthly Forecast Columns	Total Revenue Labor from Monthly Forecast Columns

9. Run the Burdened Cost Breakdown report in Costpoint Planning (**Planning » Project Budgeting » Active Level Reports » Burdened Cost Breakdown**).
10. Select the **Latest EAC**.
11. Compare the following:

Costpoint Business Intelligence	Costpoint Planning Report
Burdened Labor from EAC Column	Labor from Tot Burd Bgt Column
Burdened Labor from Monthly Forecast Columns	Labor from Monthly Forecast Columns

## Prompts

Select the parameters to run the T&M Profitability report.

Prompt Message	Description
<b>Project (starts with)</b>	Enter all or part of a project ID. The report includes all projects with IDs that begin with your entry in this prompt.
<b>Budget Type</b>	Select <b>BUD</b> to use the latest budget information. Select <b>EAC</b> to use the latest EAC information.

## Sample Report

This is a sample of the T&M Profitability report.

### T&M Profitability

Line Description	ITD Amount 04/30/2020	05/31/2020 Budget	06/30/2020	07/31/2020	08/31/2020	09/30/2020	10/31/2020	To Completion	ETC	EAC	Forecast
<b>Project: 1006.001.10 Prototype Design</b>											
<b>PLC: Billing Rate:</b>											
<b>Employee: 555241A</b>											
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	10,816.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,816.00
	(10,816.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(10,816.00)
<b>Employee: 555241B</b>											
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	5,440.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,440.00
	(5,440.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(5,440.00)
<b>Employee: ACALE01 David, Thomas</b>											
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	5,779.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,779.20
	(5,779.20)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(5,779.20)
<b>Employee: ACALE02 David, Christian</b>											
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	9,920.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,920.00
	(9,920.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(9,920.00)
<b>Employee: ACALE03 Burbank, Tim</b>											
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	4,084.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,084.25
	(4,084.25)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(4,084.25)
<b>Employee: ACAUE01 Holmes, Miranda</b>											
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	4,214.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,214.40
	(4,214.40)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(4,214.40)
<b>PLC: AD Billing Rate:</b>											
<b>Employee: RIVERO01 OZYMANDIAS, MELANCHOLIA RAMESSES</b>											
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	3,400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,400.00
	(3,400.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(3,400.00)
<b>Employee: RIVERO02 Babbage, Charles L</b>											
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	(37,208.40)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(37,208.40)
	37,208.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	37,208.40
<b>Employee: RIVERO03 JACKSON, ANDREW R</b>											
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	(1,939.20)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(1,939.20)
	1,939.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,939.20
<b>PLC: QA QUALITY ANALYST Billing Rate: 0.00</b>											
<b>Employee: DFSAB1 Biweekly, Tuesday</b>											
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	6,054.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,054.40
	(6,054.40)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(6,054.40)
<b>Employee: DFSAS1 SemiMonthly, Friday Middle</b>											
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	36.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36.52
	(36.52)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(36.52)
<b>Employee: ESSPRE1 Doyle, Melissa R</b>											
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	4,300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,300.00
	(4,300.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(4,300.00)
<b>Employee: MFSAM3 Creese, Charles</b>											
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	12,384.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,384.00
	(12,384.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(12,384.00)

# Procurement

The Procurement folder stores standard Procurement reports and dashboards for manufacturing administrators and procurement staff.

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

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

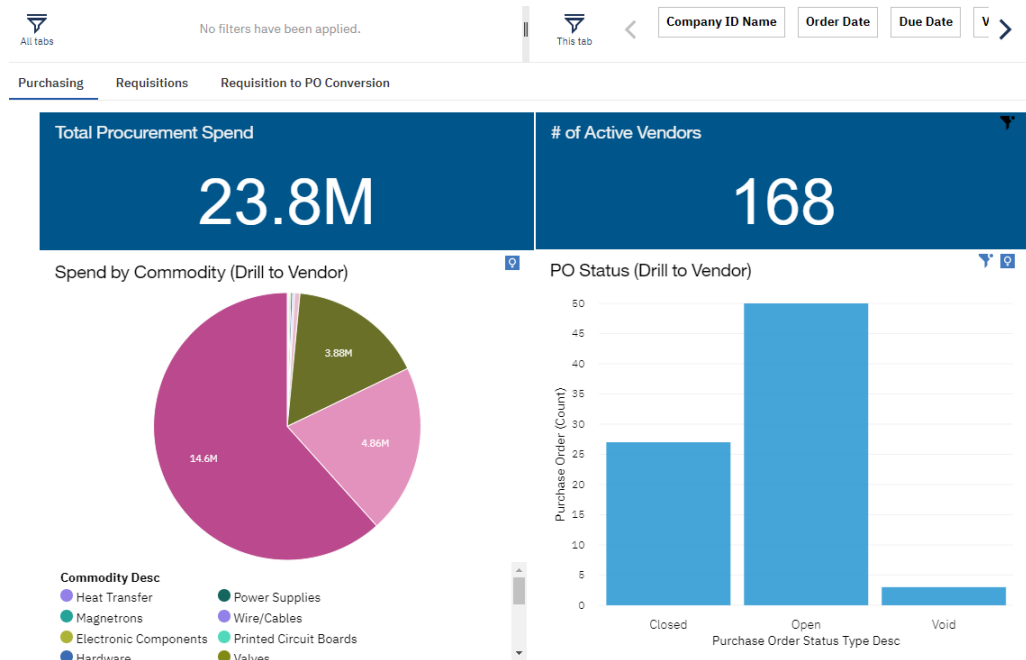
## Procurement Dashboards

The template dashboards for Procurement allow you to create and share interactive analytical dashboards that use data from the Procurement package.

## Procurement Dashboard (Header or Line Level Approval)

The Procurement dashboard displays analytics for both purchasing and procurement planning with requisitions.

The data provided is based on the Requisition Approval Assignments (Header or by Line) that are set in the Procurement Planning module.



The Procurement dashboard includes three tabs.

## Purchasing Tab

- **Total Procurement Spend:** This report displays the total amount spent on procurement, organized by purchase order (PO) type. This information helps you track your spending for the year, whether you are above or below budget, and if you need to make adjustments.
- **# of Active Vendors:** This report displays the total number of vendors with an Active status, by Company ID. This number adjusts as you interact with other areas on the dashboard, providing visibility into your vendor count for multiple procurement scenarios.
- **Spend by Commodity (Drill to Vendor):** This report displays the total purchases by commodity code. To see which vendors you are using the most, you can drill down to view each commodity spend by vendor.

**Note:** Lines without commodity are excluded. Alternatively, you can remove this filter.

- **PO Status (Drill to Vendor):** This report displays the number of purchase orders that are closed, open, and void. You can modify this view to show other PO statuses. Drill through to see the status count for an individual vendor.

## Requisitions Tab

- **Requisitions Awaiting Approval by Approver:** This report displays the requisitions awaiting approval. Viewing requisitions that are In-Approval by the current approver can help you understand where the approval process has stalled and where to take action to move the requisitions through the pipeline.  
The drill-thru detail report allows you to select one or more approvers and see a list of requisitions that are in their bucket for approval. It also shows how many days the requisitions have been awaiting approval.
- **Requisition Status by Requisitioner:** This report displays a requisition status count for each requisitioner. The counts are for approved, pending, rejected, and in approval statuses.

## Requisition to PO Conversion Tab

- **Approved Requisitions Awaiting PO Conversion by Buyer (Drill Thru to Detail):** This report displays the number of requisitions that have been approved but are awaiting conversion to a PO. This information is shown for each buyer so that you can analyze buyer performance.  
The drill thru detail report shows the date the requisition was approved, the number of days since approval, the target date to create the PO, and the number of days until or past the target release or place date. The number of unassigned requisitions are also provided and included in the drill thru report.

## Procurement Reports

The Procurement folder contains multiple reports that use the Procurement framework model.

These reports are:

- Buyer Requisition Worksheet



- PO Commitments Detail
- PO Payment & Remaining Balance
- Purchase Order
- Requisitions
- Requisitions Pending PO Conversion
- Vendor Exclusion


## Buyer Requisition Worksheet


The Buyer Requisition Worksheet provides buyers with the critical information needed to make purchasing decisions.

Use this worksheet to view past purchasing activity and approved vendor information for items listed on approved requisitions.

### Prompts

Complete the required prompts to run the Buyer Requisition Worksheet.

Prompt Message	Description
<b>Company</b>	Select the company to use when running the report.
<b>Primary group</b>	Select the primary group to sort on: <ul style="list-style-type: none"> <li>▪ Buyer</li> <li>▪ Item</li> <li>▪ Requisition</li> </ul>
<b>Requisition status</b>	Select the status of the requisitions to include on the report: <ul style="list-style-type: none"> <li>▪ Approved</li> <li>▪ In Approval</li> <li>▪ Pending</li> </ul>
<b>Number of PO lines to display</b>	Enter the number of purchase order lines to display.
<b>Number of vendor quote lines to display</b>	Enter the number of vendor quote lines to display.
<b>Number of RFQ lines to display</b>	Enter the number of RFQ lines to display.
<b>Exclude items older than</b>	Enter the date to exclude older objects.
<b>Select one or more requisitions</b>	In the <b>Keywords</b> field, enter a portion of one or more requisition IDs and click  to return requisitions to include on the report.

Prompt Message	Description
	To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b> .
<b>Select one or more buyers</b>	In the <b>Keywords</b> field, enter a portion of one or more buyer IDs and click  to return buyers to include on the report. To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b> .
<b>Include requisition lines with no items</b>	Select whether or not to include requisition lines with no items.

## Sample Report

The following is a sample Buyer Requisition Worksheet.

Buyer Requisition Worksheet										
Company: 1 - Applied Technologies Inc										
Group by Buyer										
<b>Buyer: 12 Davidson, Mark</b>										
Requisition:	PR-0000091	Requisition Date:	02/15/2018	Requisitioner:	Arnold, Deborah	Status:	Approved	Currency:	USD	
Estimate Cost:	60,500	Target Place Date:	03/01/2018	Procurement Type:	SC					
Requisition Details										
Line:	1	Item:	S-CAD OPERATOR	Rev:	S-CAD Operator	Target Place Date:	03/01/2018			
Quantity:	500.00	U/M	HR	Requested Date:	01/15/2018	Buyer:	12			
Procurement Type:	SC	Inv Abbrev:		Status:	Approved	Est Unit Cost:	75.00	Rev:		
Sugg Blanket PO:		Manufacturer:	V100013 Balmar Consulting	Mfg part:		Vend Part:		Rev:		
Pref Vendor:		Notes:								
Internal Notes:										
PO	Rel	Line	Status	Vendor Name	Buyer	Order Date	U/M	Order Quantity	Net Unit Cost	Line Charge Amount
PC-0000149	0	1	O	Balmar Consulting	12	03/01/2018	HR	500.00	75.00	0.00
Quote	Status	Vendor Name	Buyer	Quote Date	Expiration Date	Line	U/M	Quantity Breakpoint	Net Unit Cost	Line Charge Amount
VQT-000033	C	Balmar Consulting	12	02/23/2018		1	HR	500.00	75.00	0.00
VQT-000034	C	Mollo Design	12	02/26/2018		1	HR	500.00	80.00	0.00
VQT-000035	C	Specialty Subcontractors	12	02/27/2018		1	HR	500.00	80.00	0.00
RFQ	Status	Vendor Name	Buyer ID	RFQ Date	Line	U/M	Quantity Breakpoint			
RFQ-000046	Closed	Specialty Subcontractors	12	02/15/2018	4	HR	500.00			
RFQ-000045	Closed	Mollo Design	12	02/15/2018	4	HR	500.00			
No Preferred Vendor to satisfy result.										
Line:	2	Item:	S-SURVEY	Rev:	S-Surveyor	Target Place Date:	03/01/2018			
Quantity:	80.00	U/M	HR	Requested Date:	01/15/2018	Buyer:	12			
Procurement Type:	SC	Inv Abbrev:		Status:	Approved	Est Unit Cost:	150.00	Rev:		
Sugg Blanket PO:		Manufacturer:	V100013 Balmar Consulting	Mfg part:		Vend Part:		Rev:		
Pref Vendor:		Notes:								
Internal Notes:										
PO	Rel	Line	Status	Vendor Name	Buyer	Order Date	U/M	Order Quantity	Net Unit Cost	Line Charge Amount
PC-0000149	0	2	O	Balmar Consulting	12	03/01/2018	HR	160.00	150.00	0.00
Quote	Status	Vendor Name	Buyer	Quote Date	Expiration Date	Line	U/M	Quantity Breakpoint	Net Unit Cost	Line Charge Amount
VQT-000033	C	Balmar Consulting	12	02/23/2018		2	HR	80.00	150.00	0.00
VQT-000034	C	Mollo Design	12	02/26/2018		2	HR	80.00	155.00	0.00
VQT-000035	C	Specialty Subcontractors	12	02/27/2018		2	HR	80.00	150.00	0.00
RFQ	Status	Vendor Name	Buyer ID	RFQ Date	Line	U/M	Quantity Breakpoint			
RFQ-000046	Closed	Specialty Subcontractors	12	02/15/2018	2	HR	80.00			
RFQ-000045	Closed	Mollo Design	12	02/15/2018	2	HR	80.00			
RFQ-000044	Closed	Balmar Consulting	12	02/15/2018	2	HR	80.00			
No Preferred Vendor to satisfy result.										
Line:	3	Item:	S-TECWRT	Rev:	S-Technical Writer	Target Place Date:	03/01/2018			
Quantity:	100.00	U/M	HR	Requested Date:	01/15/2018	Buyer:	12			
Procurement Type:	SC	Inv Abbrev:		Status:	Approved	Est Unit Cost:	110.00	Rev:		
Sugg Blanket PO:		Manufacturer:	V100013 Balmar Consulting	Mfg part:		Vend Part:		Rev:		
Pref Vendor:		Notes:								
Internal Notes:										
PO	Rel	Line	Status	Vendor Name	Buyer	Order Date	U/M	Order Quantity	Net Unit Cost	Line Charge Amount
PC-0000149	0	3	O	Balmar Consulting	12	03/01/2018	HR	240.00	110.00	0.00
Quote	Status	Vendor Name	Buyer	Quote Date	Expiration Date	Line	U/M	Quantity Breakpoint	Net Unit Cost	Line Charge Amount
VQT-000033	C	Balmar Consulting	12	02/23/2018		3	HR	100.00	110.00	0.00
VQT-000034	C	Mollo Design	12	02/26/2018		3	HR	100.00	115.00	0.00
VQT-000035	C	Specialty Subcontractors	12	02/27/2018		3	HR	100.00	125.00	0.00
RFQ	Status	Vendor Name	Buyer ID	RFQ Date	Line	U/M	Quantity Breakpoint			
RFQ-000046	Closed	Specialty Subcontractors	12	02/15/2018	3	HR	100.00			

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## PO Commitments Detail Report

The PO Commitments Detail report provides details of the purchase order commitments shown on the Project Status Report and serves as a drill-thru from that report.

You can run this report as a stand-alone report or as a drill-thru target from other reports.

### Before You Run This Report

You must run **Compute/Print Purchasing Commitments** in Costpoint before running the Purchase Order Commitments Detail report.



The following options are available in the Compute/Print Purchasing Commitments screen in Costpoint:

- **Real Time:** If this option is selected, the commitments data is stored in the PO\_RT\_COMMIT\_SUM and PO\_RT\_COMMIT\_DETL tables. The report includes all transactions regardless of the transaction dates, so you do not need to enter prompt information for fiscal year, period, or subperiod.
- **By Period End Date:** If this option is selected, the commitments data is stored in the PO\_COMMIT\_SUM and PO\_COMMIT\_DETL tables. The report calculates commitments based on fiscal year, period, and subperiod, and you must enter information for these prompts, which display when you select a company.

### Prompts

Select values for the required prompts to run the PO Commitments Detail report.

Prompt Message	Description
<b>Company</b>	Select the company to include in the report.
<b>Inquiry Method</b>	<p>Select <b>By Period</b> to show commitments for the fiscal year, period, and subperiod entered in the prompts. Use this option if the Print/Compute Purchasing Commitments was calculated By Period End Date.</p> <p>Select <b>Real Time</b> to show commitments for all purchase requisition/purchase order activity in Costpoint, regardless of the transaction dates. Use this option if the Print/Compute Purchasing Commitments was calculated by Real Time.</p>
<b>Fiscal Year</b>	Enter the fiscal year to use for the report. This option displays only if you selected <b>By Period</b> for the <b>Inquiry Method</b> prompt.
<b>Period</b>	Select the period to use for the report. This option displays only if you selected <b>By Period</b> for the <b>Inquiry Method</b> prompt.
<b>Subperiod</b>	Select the subperiod to use. This option displays only if <b>By Period</b> is selected for the <b>Inquiry Method</b> prompt.

Prompt Message	Description
<b>Project starts with</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more project IDs and click <b>Search</b> to list projects to include on the report. Then, select a project.</p> <p>To narrow the search, select an option in the dropdown list. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options.</p>
<b>Account</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more account IDs and click  to list accounts to include on the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Organization</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more organizations and click  to list organizations to include on the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>

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

## Sample Report

The following is a summary view of the PO Commitments Detail report.

### PO Commitments Detail

Company: 1 - Company 1												
For \$150 - Sales Order Testing PROJ												
Purchase Order	PO Type	Vendor Name	Account	Account Name	Organization	Organization Name	PO Accepted Amount	PO Open Amount	PO Pending Amount	PO Received Amount	PO Vouchered Amount	PO Total Amount
PO-10578	P	DELTA DYNAMICS	05230	Comm. - Materials	1.2.210	Field Operations	0.00	102.00	0.00	0.00	0.00	102.00
PURCH-0330	P	41 CUSTOMER CLONE	51501	5150 Commercial FG	1.2.210	Field Operations	0.00	2,000.00	0.00	0.00	0.00	2,000.00
PURCH-0330	P	41 CUSTOMER CLONE	05230	Comm. - Materials	1.2.210	Field Operations	0.00	151,368.75	0.00	0.00	0.00	151,368.75
REQ-100065	R		05230	Comm. - Materials	1.2.200	Product Development	0.00	0.00	0.00	0.00	0.00	0.00
REQ-100239	R		05100	Cost of Goods Sold	1.2.200	Product Development	0.00	0.00	0.00	0.00	0.00	0.00
REQ-100240	R		05100	Cost of Goods Sold	1.2.200	Product Development	0.00	0.00	0.00	0.00	0.00	0.00
REQ-1151	R		05230	Comm. - Materials	1.2.200	Product Development	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal for \$150							0.00	153,470.75	0.00	0.00	0.00	153,470.75
For \$150.001 - 3.1A Commercial Catalogs												
Purchase Order	PO Type	Vendor Name	Account	Account Name	Organization	Organization Name	PO Accepted Amount	PO Open Amount	PO Pending Amount	PO Received Amount	PO Vouchered Amount	PO Total Amount
00-BLANKET	P	Jakki's Vendor/DONT EDIT	05230	Comm. - Materials	1.2.200	Product Development	0.00	1.05	0.00	0.00	0.00	1.05
0307-1	P	41 Customer 1009 update P	05230	Comm. - Materials	1.2.200	Product Development	0.00	300.00	0.00	0.00	0.00	300.00
102590-01	P	Mega/Vendor Company 1	05230	Comm. - Materials	1.2.200	Product Development	15,725.00	0.00	0.00	0.00	0.00	15,725.00
102590-02	P	Mega/Vendor Company 1	05230	Comm. - Materials	1.2.200	Product Development	0.00	15,725.00	0.00	0.00	0.00	15,725.00
102590-03	P	Mega/Vendor Company 1	05230	Comm. - Materials	1.2.200	Product Development	0.00	15,725.00	0.00	0.00	0.00	15,725.00
1102590-02	R		05230	Comm. - Materials	1.2.200	Product Development	0.00	0.00	0.00	0.00	0.00	0.00
142124	R		05210-100	Comm. - Travel - Airfare	1.2.200	Product Development	0.00	0.00	0.00	0.00	0.00	0.00
18124	P	DELTA DYNAMICS	05230	Comm. - Materials	1.2.200	Product Development	0.00	0.00	0.00	0.00	4.00	4.00
19788-1	P	DELTA DYNAMICS	05230	Comm. - Materials	1.2.200	Product Development	0.00	0.00	0.00	0.00	3.00	3.00
19791	P	DELTA DYNAMICS	05230	Comm. - Materials	1.2.200	Product Development	0.00	0.00	0.00	0.00	40.00	40.00
22658	P	DELTA DYNAMICS	05230	Comm. - Materials	1.2.200	Product Development	0.00	0.00	0.00	0.00	6.00	6.00
23372-NE	P	DELTA DYNAMICS	05230	Comm. - Materials	1.2.200	Product Development	0.00	0.00	0.00	0.00	10.00	10.00
23372-NE2	P	DELTA DYNAMICS	05230	Comm. - Materials	1.2.200	Product Development	0.00	10.00	0.00	0.00	0.00	10.00

## PO Payment & Remaining Balance Report

Use the PO Payment & Remaining Balance report to view the total PO amount, payments made (cash disbursements), and the remaining balance for each purchase order.

### Prompts

Select prompt values before running the PO Payment & Remaining Balance report.

Prompt Message	Description
<b>Company</b>	Select the company to use when running the report.
<b>Currency Type</b>	Choose the type of currency to display in the report. <ul style="list-style-type: none"> <li><b>Functional:</b> View amounts in the Functional Currency</li> <li><b>Transactional:</b> View amounts in the Transactional Currency</li> </ul>
<b>PO Type</b>	Select one or more purchase order types for the report.
<b>PO Status</b>	Select one or more purchase order statuses for the report.
<b>Select PO Number(s)</b>	In the <b>Keywords</b> field, enter a portion of one or more purchase order numbers and click the <b>Search</b> icon to view results and select purchase orders for the report.  To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options.

Prompt Message	Description
	If applicable, click the right-arrow to move your selected results to <b>Choices</b> .
<b>Select Account(s)</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more accounts and click the <b>Search</b> icon to view results and select accounts for the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Select Org(s)</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more organizations and click the <b>Search</b> icon to view results and select organizations for the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Select Project(s)</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more project IDs or names and click the <b>Search</b> icon to view results and select projects for the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Select Buyer(s)</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more buyers and click the <b>Search</b> icon to view results and select buyers for the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Select Vendor(s)</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more vendors and click the <b>Search</b> icon to view results and select vendors for the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>

Prompt Message	Description
<b>Remaining Balance</b>	<p>In the <b>From:</b> field, enter the beginning value for the remaining balance range.</p> <p>In the <b>To:</b> field, enter the end value for the remaining balance range.</p> <p>You can opt to select the <b>Lowest value</b> or the <b>Highest value</b> possible for the remaining balances.</p>
<b>Order Date</b>	<p>In the <b>From:</b> field, enter the start date assigned to purchase orders or click the calendar icon to select the date.</p> <p>In the <b>To:</b> field, enter the end date assigned to purchase orders or click the calendar icon to select the date.</p> <p>You can opt to select the <b>Earliest date</b> or the <b>Latest date</b> possible for the purchase order dates.</p>

### Sample Report

This is a sample of the PO Payment & Remaining Balance Report.

You can click posted and unposted amount values to see the related vouchers and their line details.



## PO Payment & Remaining Balance Report

System: C81PSM17

10 - Applied Technologies Inc1

Purchase Order	Purchase Order Release Number	Buyer Name	Vendor ID	Vendor Name	Purchase Order Type Desc	Purchase Order Status Desc	Order Date	PO Total Amount	Posted Check Amount	Unposted Check Amount	Remaining Amount to Pay	Posted Voucher Amount (No Check)	Unposted Voucher Amount	Transaction Currency Code
8625	0	Applegate, Richard S	V100029	Computer Rentals	Purchase Order	System Closed	02/05/2016	1,000.00	0.00	0.00	1,000.00	0.00	0.00	USD
PO-000011	0	Walsh, Timothy	V100001	AAA Electronics Distrib	Purchase Order	Closed	02/18/2009	302,869.22	0.00	0.00	302,869.22	0.00	0.00	USD
PO-000012	0	Zone, Francis	V100001	AAA Electronics Distrib	Purchase Order	Closed	01/10/2008	302,539.22	0.00	0.00	302,539.22	0.00	0.00	USD
PO-000016	0	Zone, Francis	V100046	Esquire Electronics	Purchase Order	System Closed	02/23/2009	103,529.25	103,529.25	0.00	0.00	0.00	0.00	USD

### Posted Check Detail Drill Thru

System: C81PSM17

Voucher Number	Pay Vendor ID	Voucher Vendor Name	Check Number	Check Date	Check Amount	Cash Organization	Amount Paid	Currency Code
15396	V100046	Esquire Electronics	15396	2/23/09	103,529.25	10	103,529.25	USD

### Voucher Line Detail Drill Thru

Purchase Order	PO-000016						
Voucher Number	549						
Amount Paid	103,529.25						
Voucher Line Number	Voucher Line Desc	PO Line	Quantity	Unit Cost	Extended Cost	Net Amount	Currency
1	Magnetron 1000 watt	1	94	140.25	13,183.50	13,183.50	USD
2	Magnetron 1000 watt	2	94	165.00	15,510.00	15,510.00	USD
3	Magnetron 1000 watt	3	94	165.00	15,510.00	15,510.00	USD
4	Power Supply	4	423	140.25	59,325.75	59,325.75	USD
Overall - Total				610.50	103,529.25	103,529.25	

## PO Header and Line Detail

PO: PO-000016	Release: 0	Change Order: 0	Order Date: 02/23/2009	Status: System Closed	Buyer: Zone, Francis
Currency: USD	Vendor: V100046	Esquire Electronics	PO Total Amt: 103,529.25	Terms: 60 DAYS	
Notes: Address: 4747 Great Huron Blvd					
Suite 700					
St Paul MN					
76194 USA					

Line: 1	Item: 102302-1	Rev: F	Magnetron 1000 watt	Requisition: PO-000012
Due Date: 05/19/2009	Orig Due Date: 05/19/2009	Desired Date: 05/19/2009	Line Charge Amt: 0.00	
U/M: EA	Net Unit Cost: 140.25	Extended Cost: 13,183.50	Order Amt: 13,183.50	
Order Qty: 94.00		Received Amt: 13,183.50	Accepted Amt: 13,183.50	
Received Qty: 94.00		Rejected Amt: 0.00	Vouchered Amt: 13,183.50	
Accepted Qty: 94.00		Posted Amt: 13,183.50		
Rejected Qty: 0.00				
Vouchered Qty: 94.00				
Posted Qty: 94.00				
Notes:				

Project	Account	Organization	Allocation
10200 03 IMAGING	54-570-10 Subassembly/Finished Gds	10 10 2 3 Gov- Manufacturing	13,183.50 100.00%

Line: 2	Item: 102302-1	Rev: F	Magnetron 1000 watt	Requisition: PO-000012
Due Date: 03/16/2009	Orig Due Date: 03/16/2009	Desired Date: 03/16/2009	Line Charge Amt: 0.00	
U/M: EA	Net Unit Cost: 165.00	Extended Cost: 15,510.00	Order Amt: 15,510.00	
Order Qty: 94.00		Received Amt: 15,510.00	Accepted Amt: 15,510.00	
Received Qty: 94.00		Rejected Amt: 0.00	Vouchered Amt: 15,510.00	
Accepted Qty: 94.00		Posted Amt: 15,510.00		
Rejected Qty: 0.00				
Vouchered Qty: 94.00				
Posted Qty: 94.00				
Notes:				

Project	Account	Organization	Allocation
10200 03 IMAGING	54-570-10 Subassembly/Finished Gds	10 10 2 3 Gov- Manufacturing	15,510.00 100.00%

Line: 3	Item: 102302-1	Rev: F	Magnetron 1000 watt	Requisition: PO-000012
Due Date: 06/30/2009	Orig Due Date: 06/30/2009	Desired Date: 06/30/2009	Line Charge Amt: 0.00	
U/M: EA	Net Unit Cost: 165.00	Extended Cost: 15,510.00	Order Amt: 15,510.00	
Order Qty: 94.00		Received Amt: 15,510.00	Accepted Amt: 15,510.00	
Received Qty: 94.00		Rejected Amt: 0.00	Vouchered Amt: 15,510.00	
Accepted Qty: 94.00		Posted Amt: 15,510.00		
Rejected Qty: 0.00				
Vouchered Qty: 94.00				
Posted Qty: 94.00				
Notes:				

Project	Account	Organization	Allocation
10200 03 IMAGING	54-570-10 Subassembly/Finished Gds	10 10 2 3 Gov- Manufacturing	15,510.00 100.00%

Line: 4	Item: 105067-1	Rev: C	Power Supply	Requisition: PO-000012
Due Date: 02/27/2009	Orig Due Date: 02/27/2009	Desired Date: 02/27/2009	Line Charge Amt: 0.00	
U/M: EA	Net Unit Cost: 140.25	Extended Cost: 59,325.75	Order Amt: 59,325.75	
Order Qty: 423.00		Received Amt: 59,325.75	Accepted Amt: 59,325.75	
Received Qty: 423.00		Rejected Amt: 0.00	Vouchered Amt: 59,325.75	
Accepted Qty: 423.00		Posted Amt: 59,325.75		
Rejected Qty: 0.00				
Vouchered Qty: 423.00				
Posted Qty: 423.00				
Notes:				

Project	Account	Organization	Allocation
10200 03 IMAGING	54-570-10 Subassembly/Finished Gds	10 10 2 3 Gov- Manufacturing	59,325.75 100.00%

## Purchase Order Report





The Purchase Order report uses a basic purchase order format.

This report provides the flexibility to select the additional information needed from the header and line levels to print on the report. The Purchase Order report is written with US dollars as the currency.

### Prompts

Select values for the Purchase Order prompts to run the report.

Prompt Message	Description
<b>Company</b>	Select the company to use to run the report.
<b>Purchase Order Type</b>	Select one or more purchase order types for the report.
<b>Include Previously Printed PO's</b>	Select an option to specify whether or not POs that have been printed before will be included in the report.
<b>Include Project/Acct/Org Breakdown</b>	Select an option to specify whether or not the project account organization breakdown will be included in the report.
<b>Print Original Due Date</b>	Select an option to specify whether or not the original due date will be printed.
<b>Print Line Charge Type Code</b>	Select <b>Yes</b> or <b>No</b> to specify whether the line charge type code will be printed.
<b>Print NAICS Code</b>	Specify whether to print the NAICS code in the header of the purchase order.
<b>Print NAICS SBA Size Standards for All Bus Size</b>	Specify whether to print the corresponding SBA Size and Business Size standards linked to the PO Header NAICS code regardless of the business size.
<b>Position of Header Notes</b>	Specify where to place the header notes on the report. Select <b>Top</b> or <b>Bottom</b> .
<b>Position of Header Text/Doc/SOW</b>	Specify where to place the header on the report. Select <b>Top</b> or <b>Bottom</b> .
<b>Select Purchase Order(s)</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more purchase order IDs and click <b>Search</b> to list purchase orders to include on the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>

Prompt Message	Description
<b>Select PO Release Number(s)</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more PO release numbers and click  to list PO release numbers to include on the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Select Buyer(s)</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more buyer IDs and click  to list buyers to include on the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Select the Return Address Branch Location</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more address codes and click  to list addresses to include on the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Select the Transaction Currency of PO's</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more transaction currencies and click  to list purchase orders to include on the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>

## Sample Report

This is a sample of the Purchase Order report.

### Purchase Order

System:

1 - Applied Technologies Inc

Purchase Order: PO-0000002  
Order Date: 10/25/2015  
Status: System Closed  
Page 1 of ?  
Date Printed: Mar 1, 2023

ORDER ADDRESS	SHIPPING ADDRESS
Best Buy, Inc. (V100015) 394 San antonio Blvd  Atlanta, GA, 84976	Falls Church Warehouse 6711 Arlington Blvd Loading Dock A  Falls Church, VA, 22047

ORDER DATE	BUYER	TERMS	DELIVERY TERMS	SALES ORDER	SHIP VIA	DELIVERY TO
10/25/2015	Anderson, Eve	NET 10				Y

This contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

Header Doc: Rev: Header Doc Type:  
Header Doc Name:

LINE	ITEM/DESCRIPTION	REV	U/M	DUE DATE	DESIRED DATE	QUANTITY	NET UNIT COST	EXTENDED COST
1	G-CAPITAL-EQUIPMENT	EA		1/15/2013	1/15/2013	1.0000	1,000.0000	1,000.00
	Flashforge Dreamer 3d Printer, Dual Extruder, Fully Enclosed						Tax:	53.00

Bill To:  
Falls Church, VA  
3662 FAIRVIEW PARK DRIVE  
SUITE 500  
FALLS CHURCH, 22042-5231, VA

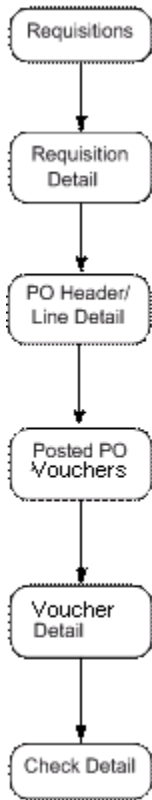
Subtotal Amt: 1,000.00  
PO Total Tax: 53.00  
PO Total Amt: 1,053.00

Authorized Signature(s)

## Requisitions Report

Run the Requisitions report to view a requisition and the related purchase order, voucher, and check information.

Here is a visual of the drill-thru path from the Requisitions report to the Check Detail.



## Prompts

Select prompt values for the Requisitions report.

Prompt Message	Description
<b>Company</b>	Select the company to use when running the report.
<b>Primary group</b>	Select the primary grouping for the report: <ul style="list-style-type: none"> <li>Requisition</li> <li>Requisitioner</li> <li>Requisitioner Organization</li> </ul>
<b>Requisition status</b>	Select one or more requisition statuses to use as a filter to include on the report. Options are: <ul style="list-style-type: none"> <li>Approved</li> <li>Closed</li> <li>In-Approval</li> <li>PO Generated</li> </ul>

Prompt Message	Description
	<ul style="list-style-type: none"> <li>Pending</li> <li>Rejected</li> <li>Voided</li> </ul>
<b>Select one or more requisition IDs</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more requisition IDs to list requisitions to include on the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Select one or more requisitioners</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more requisitioner names to list requisitioners to include on the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Select one or more requisitioner's organizations</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more organization IDs to list requisitioner's organizations to include on the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Select one or more projects</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more IDs to list projects to include on the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>

## Sample Report

This is a sample of the Requisitions report.

### Requisitions

Company: 10 - Applied Technologies Inc1

Requisition ID	Rvsn Number	Requisition Status	Full Name	Transaction Crncy Cd	Transaction Crncy Total Requested Amt	Total Estimated Requisition Amount	Requisition Date	Requisitioner Organization ID	Buyer Name	Requisition Approval Process Cd	Entry User ID	Entry Date/Time	Approver Name	Approval Date
<b>Requisition: 10</b>														
<a href="#">CWM-001</a>	0	PO Generated	Arnold, Deborah	USD	171,006.75	171,006.75	01/06/2010	10.10.3.0	Zone, Francis	STD	ADMIN	01/06/2010 12:27:58 PM		
<a href="#">DRS-0001</a>	0	PO Generated	Adams, Jack K	USD	0.00	0.00	04/28/2011	10.10.3.2	Zone, Francis	STD	ADMIN	04/28/2011 2:11:20 PM		
<a href="#">DRS-0002</a>	0	Approved	Adams, Jack K	USD	325.00	325.00	05/07/2011	10.10.3.2		STD	ADMIN	05/07/2011 5:57:59 PM		
<a href="#">MSB-00015</a>	0	Approved	Applegate, Richard S	USD	0.00	0.00	04/15/2013	10.10.2.1	Applegate, Richard	STD	X1048	04/15/2013 2:36:18 PM	Chadwick, Bill S	4/15/13

Click a **Requisition ID** to view the requisition details for the requisition.

### Requisition Detail

Requisition Header									
Requisition:	CWM-001	Requisition Date:	01/06/2010	Requisitioner:	Arnold, Deborah	Status:	PO Generated		
		Buyer:	1	Tgt Place Date:	12/23/2009	Procurement Type:			
		Currency:	USD	Total Est Amt:	171,006.75	Total Est Func Amt:	171,006.75		
Requisition Line Details									
Line:	1	Item: 105067-1	Rev: C Power Supply						
		Requested Qty:	1,219.00	PO Generated Qty:	1,219.00	U/M:	EA		
		Est Unit Cost:	140.25	Extended Cost:	170,964.75	Line Charge Amt:	0.00		
		Requested Date:	01/12/2010	Status:	PO Generated	Tgt Place Date:	12/23/2009		
		Procurement Type:		Inv Abbrev:	R20002	Inv Proj:	10200.02		
		Sugg Blanket PO:		Buyer:	1				
		Manufacturer:	SIEMENS		Mfg Part:	485864-TJ78		Rev:	
		Prof Vendor:	V100001	AAA Electronics Distrib	Vend Part:	485864-TJ78		Rev:	
		Notes:							
		Internal Notes:							
Project	Account	Organization	Allocation						
10200.02	54-570-20	10.10.2.3	170,964.75						
RADAR	Raw Materials	Gov- Manufacturing	100.00%						
P/O Number	Release Number	Line Number	PO_Generated	Order Qty	Unit of Measure	Transaction Crncy Cd			
<a href="#">PO-02-0055</a>	0	1	Y	350.00	EA	USD			
<a href="#">PO-02-0057</a>	0	1	Y	1,219.00	EA	USD			
Line:	2	Item: NAS-2540	Rev: Screw 1/8" x 1"						
		Requested Qty:	350.00	PO Generated Qty:	350.00	U/M:	EA		
		Est Unit Cost:	0.12	Extended Cost:	42.00	Line Charge Amt:	0.00		
		Requested Date:	01/21/2010	Status:	PO Generated	Tgt Place Date:	01/18/2010		
		Procurement Type:		Inv Abbrev:	R20002	Inv Proj:	10200.02		
		Sugg Blanket PO:		Buyer:	1				
		Manufacturer:			Mfg Part:			Rev:	
		Prof Vendor:	V2000001	Akermann	Vend Part:			Rev:	
		Notes:							
		Internal Notes:							
Project	Account	Organization	Allocation						
10200.02	54-570-20	10.10.2.3	42.00						
RADAR	Raw Materials	Gov- Manufacturing	100.00%						
P/O Number	Release Number	Line Number	PO_Generated	Order Qty	Unit of Measure	Transaction Crncy Cd			
<a href="#">PO-02-0055</a>	0	1	Y	350.00	EA	USD			
<a href="#">PO-02-0057</a>	0	1	Y	1,219.00	EA	USD			

In the Requisition Detail - Drill Thru report, click a **P/O Number** to view purchase order details.

## PO Header and Line Detail

PO: <a href="#">PO-02-0055</a>	Release: 0	Change Order: 0	Order Date: 01/06/2010	Status: Open	Buyer: Zone, Francis
Currency: USD	PO Total Amt: 42.00		Terms: NET 30		
Vendor: V2000001 Akermann	Notes: The Hazardous Materials Table (Table) in this section designates the materials listed therein as hazardous materials for the purpose of transportation of those materials. For each listed material, the Table identifies the hazard class or specifies that the material is forbidden in transportation, and gives the proper shipping name or directs the user to the preferred proper shipping name. In addition, the Table specifies or references requirements in this subchapter pertaining to labeling, packaging, quantity limits aboard aircraft and stowage of hazardous materials aboard vessels.				
Address: 7562 ENGLEWOOD PLACE					
ANNADALE	VA				
22004	USA				

Line:	1	Item:	NAS-2540	Rev:		Screw 1/8" x 1"		
Due Date:	01/21/2010	Orig Due Date:	01/21/2010	Desired Date:	01/21/2010	Requisition:	CWM-001	
U/M:	EA	Net Unit Cost:	0.12	Extended Cost:	42.00	Line Charge Amt:	0.00	
Order Qty:	350.00			Order Amt:	42.00			
Received Qty:	0.00			Received Amt:	0.00			
Accepted Qty:	0.00			Accepted Amt:	0.00			
Rejected Qty:	0.00			Rejected Amt:	0.00			
Vouchered Qty:	0.00			Vouchered Amt:	0			
Posted Qty:	0.00			Posted Amt:	0			
Notes:								
Project	Account	Organization	Allocation					
10200.02 RADAR	54-570-20 Raw Materials	10.10.2.3 Gov- Manufacturing	42.00 100.00%					

In the PO Header and Line Detail drill thru, click a PO number to view its posted vouchers.

### Posted PO Vouchers

<b>Voucher No:</b> <a href="#">3286</a>	<b>Pay Vendor:</b> V2013004	Speedline Technologies	<b>Currency:</b> USD								
<b>Invoice:</b> 011613	<b>Invoice Date:</b> 01/16/13	<b>Invoice Amt:</b> 29,484.00									
<b>Terms:</b> 15 MO	<b>Fiscal Year:</b> 2013	<b>Period:</b> 1	<b>Subperiod:</b> 1								
<b>Due Date:</b> 02/15/13	<b>Due Amt:</b> 29,484.00	<b>Discount Taken:</b> 0.00									
<b>PO Discrepancy:</b>	<b>Receipt Discrepancy:</b>										
<b>Vchr Line: 1 PO Line: 1 Misc Type: SINGLE Wave Soldering Machine U/M: EA</b> <b>Vouchered Qty: 1 Unit Cost: 28,000.00 Total Vouchered Amt: 29,484.00</b> <b>Qty Discrepancy: 0% Unit Cost Discrepancy: 0% Total Discrepancy Amt: 0.00</b> <b>Notes:</b> <table border="1"> <thead> <tr> <th>Project</th> <th>Account</th> <th>Organization</th> <th>Allocation</th> </tr> </thead> <tbody> <tr> <td>16-160-40</td> <td>P&amp;E: Machinery &amp; Tools</td> <td>01.02</td> <td>29,484.00 100%</td> </tr> </tbody> </table>				Project	Account	Organization	Allocation	16-160-40	P&E: Machinery & Tools	01.02	29,484.00 100%
Project	Account	Organization	Allocation								
16-160-40	P&E: Machinery & Tools	01.02	29,484.00 100%								

In the Posted PO Vouchers drill thru, click a voucher number to view the voucher details.

### Voucher Detail

Company: 1 Applied Technologies Inc

Vendor	Vendor Name	Voucher Type	Approved Flag	Status	Voucher Line Number	Account	Project	Organization	Voucher Line Description	Quantity	PO #	Total Before Discount	Discount Amount	Sales Tax	Net Amt
3286	V2013004	Speedline Technologies	PO	Y	PAID	1	16-160-40	01.02	Wave Soldering Machine	1	PO-0000010	29,484.00	0.00	1,484.00	29,484.00
Total for 3286												29,484.00	0.00	1,484.00	29,484.00

Click the voucher number in the Voucher Details to view check details.



## Check Detail

For Voucher Number 3286

Vendor ID	Vendor Name	Check Number	Check Date	Cash Account ID	Cash Organization ID	Amount Paid
V2013004	Speedline Technologies	33113034	03/31/13	10-100-10	01	29,484.00


## Requisitions Pending PO Conversion Report

The Requisitions Pending report gives buyers and purchasing managers the ability to see requisitions for which purchase orders have not yet been generated.

The report includes requisitions that are in a pending, in-approval, approved, or rejected status.

### Prompts

Use the prompts to select data for the Requisitions Pending PO Conversion report.

Prompt Message	Description
<b>Company</b>	Select the company to use when running the report.
<b>Primary Group</b>	Select the primary grouping for the report: <ul style="list-style-type: none"> <li>Approver</li> <li>Buyer</li> <li>Requisition</li> <li>Requisition Status</li> <li>Requisitioner</li> </ul>
<b>Requisition status</b>	Select the statuses of the requisitions to include: <ul style="list-style-type: none"> <li>Approved</li> <li>In Approval</li> <li>Pending</li> <li>Rejected</li> </ul>
<b>Include Requisitions without Assigned Buyer</b>	Select <b>Yes</b> to include only those requisitions without an assigned buyer.
<b>Limit Requisitions</b>	Enter a portion of one or more IDs in the <b>Keywords</b> field and click  to narrow the primary group you selected in the previous field.  To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b> .

## Sample Report

This is a sample of the Requisitions Pending PO Conversion report.

Report Page

Prompt Selections

Revision History

Requisitions Pending

1 - Company 1

Requisition / Req Date	Req Status	Requisitioner ID / Requisitioner Name	Requisitioner Org	Approval Process	Buyer ID / Buyer Name	Procurement Type	Estimated Total Amt
<a href="#">CER-REQ-01</a> May 7, 2020	Approved	RELY001 RELY, RELY	1		RELY Jackson, Alan		0.00

## Vendor Exclusion Report

The Vendor Exclusion report provides a list of purchase orders that have vendors on the Exclusion list so that you can take action to stop those purchase orders.



If you are configured for the GovWin IQ to Costpoint Vendor integration, with the [Import GovWin IQ Vendor Data](#), then the Vendor Exclusion list report will display any purchase orders where the PO Vendor has been flagged as Active on the SAM.gov Exclusion list.


The exclusion data comes from GovWin IQ and is updated every time the GovWin IQ to Costpoint Vendor integration is run. Note, however, that the exclusion data may not be a complete representation of exclusions.

**Attention:** For details on the source data and vendor fields updated by the GovWin IQ integration, see the field mapping information in the [GovWin IQ Integration Setup Guide](#).

## Prompts

Select prompt values before running the Vendor Exclusion report.

Prompt Message	Description
<b>Company</b>	Select a company to use when running the report.
<b>Select Purchase Order(s)</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more purchase order IDs and click  to list purchase orders to include on the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Select PO Release Number(s)</b>	In the <b>Keywords</b> field, enter a portion of one or more PO release numbers and click  to list PO release numbers to include on the report.

Prompt Message	Description
	To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b> .
<b>Select Buyer(s)</b>	In the <b>Keywords</b> field, enter a portion of one or more buyer IDs and click  to list buyers to include on the report. To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b> .
<b>PO Status</b>	Select one or more PO statuses to use as a filter to include in the report.
<b>Order Date Range</b>	In the <b>From</b> field, enter the beginning value for the order date range. In the <b>To</b> field, enter the end value for the order date range. You can opt to select the <b>Lowest value</b> or the <b>Highest value</b> possible for the date range.
<b>Active Date Range</b>	In the <b>From</b> field, enter the beginning value for the active date range. In the <b>To</b> field, enter the end value for the active date range. You can opt to select the <b>Lowest value</b> or the <b>Highest value</b> possible for the date range.

## Sample

This is a sample of the Vendor Exclusion report.

### Vendor Exclusion

System: C81PSM17

10 - Applied Technologies Inc1

Purchase Order	Purchase Order Release Number	Buyer Name	PO Status	Order Date	Vendor ID	Vendor Name	Exclusion Type	Active Date	Termination Date	Last GovWin IQ Synch date
<a href="#">PO-40-9401</a>	0	Applegate, Richard S	Open	04/1/2021	A100001	ACME Supplies	IPP	01/1/2019	01/1/2022	01/1/2021

## Procurement Drill-Thru Reports

Certain reports are drill-thru only, meaning they are not intended to be run on their own, but accessed from the links in other parent reports.

The necessary information that is retrieved to run the report is based on the parent report, such as the Requisitions Pending PO Conversion report. No input is required.

The PO Header and Line Detail report shows detailed information for a specific purchase order.

This is a sample PO Header and Line Detail Drill-Thru report.

### Requisition Detail

Information from the requisition header, requisition line, and requisition line account tables is displayed for a selected requisition or requisition line. This report can be used as a drill-thru target from other reports, such as the Requisitions report and Requisitions Pending PO Conversion report, but not as a standalone report.

This is a sample Requisition Detail - Drill Thru Only report.

## Requisition Detail - Drill Thru Only

Requisition Header							
Requisition:	00-0002	Requisition Date:	03/13/2000	Requisitioner:	Archer7890112345XXXXXXXXXX	Status:	Approved
		Buyer:	Jackson, Alan	Tgt Place Date:	05/06/2015	Procurement Type:	
		Currency:	USD	Total Est Amt:	29.26	Total Est Func Amt:	29.26

Requisition Line Details							
Line:	1	Item:	100	Rev:	1/4" TEST PLUG		
		Requested Qty:	10.00	PO Generated Qty:	10.00	U/M:	EA
		Est Unit Cost:	2.00	Extended Cost:	20.00	Line Charge Amt:	0.00
		Requested Date:	04/04/2000	Status:	PO Generated	Tgt Place Date:	
		Procurement Type:		Inv Abbrev:		Inv Proj:	
		Sugg Blanket PO:		Buyer:	Jackson, Alan		
		Manufacturer:		Mfg Part:		Rev:	
		Pref Vendor:		Vend Part:		Rev:	
		Notes:					
		Internal Notes:					

Project	Account	Organization	Allocation
	00512-020	1.1	20.90
	GOVT - MEALS	Administration	100.00%

P/O Number	Release Number	Line Number	P/O Generated	Order Qty	Unit of Measure	Currency
PURCH-0908	0	1	Y	10	EA	USD

Line:	2	Item:	001AJ	Rev:	1 Pilot Instruction		
		Requested Qty:	0.00	PO Generated Qty:	0.00	U/M:	HR
		Est Unit Cost:	0.00	Extended Cost:	8.00	Line Charge Amt:	0.00
		Requested Date:	04/04/2000	Status:	Approved	Tgt Place Date:	
		Procurement Type:		Inv Abbrev:		Inv Proj:	
		Sugg Blanket PO:		Buyer:	Jackson, Alan		
		Manufacturer:		Mfg Part:		Rev:	
		Pref Vendor:		Vend Part:		Rev:	
		Notes:					
		Internal Notes:					

Project	Account	Organization	Allocation
	00512-020	1.1	8.36
	GOVT - MEALS	Administration	100.00%

P/O Number	Release Number	Line Number	P/O Generated	Order Qty	Unit of Measure	Currency
PURCH-0908	0	1	Y	10	EA	USD

## Projects

This folder stores Delttek standard reports and dashboards for Projects.

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

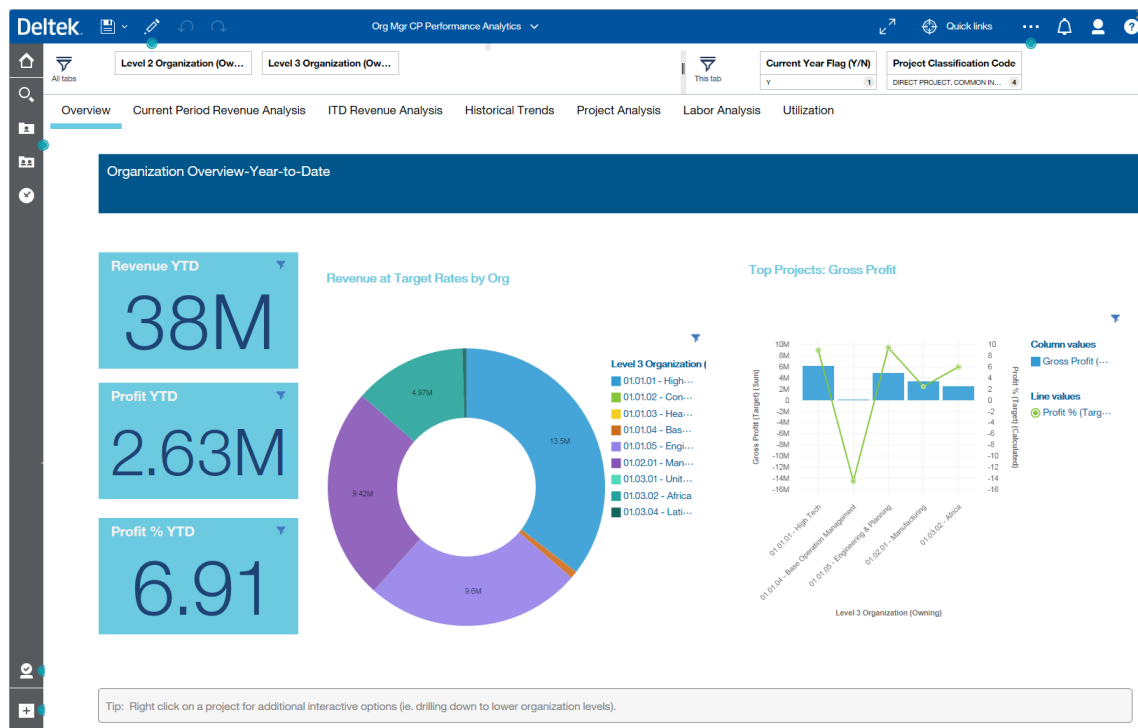
- CER All
- CER Projects
- CER Projects Secure

## Projects Dashboards

The template dashboards for Projects allow you to create and share interactive analytical dashboards that uses the Costpoint Projects Data.

## Org Mgr CP Performance Analytics

Use the Org Mgr CP Performance Analytics dashboard to see project performance, utilization, and other metrics of the owning organization.

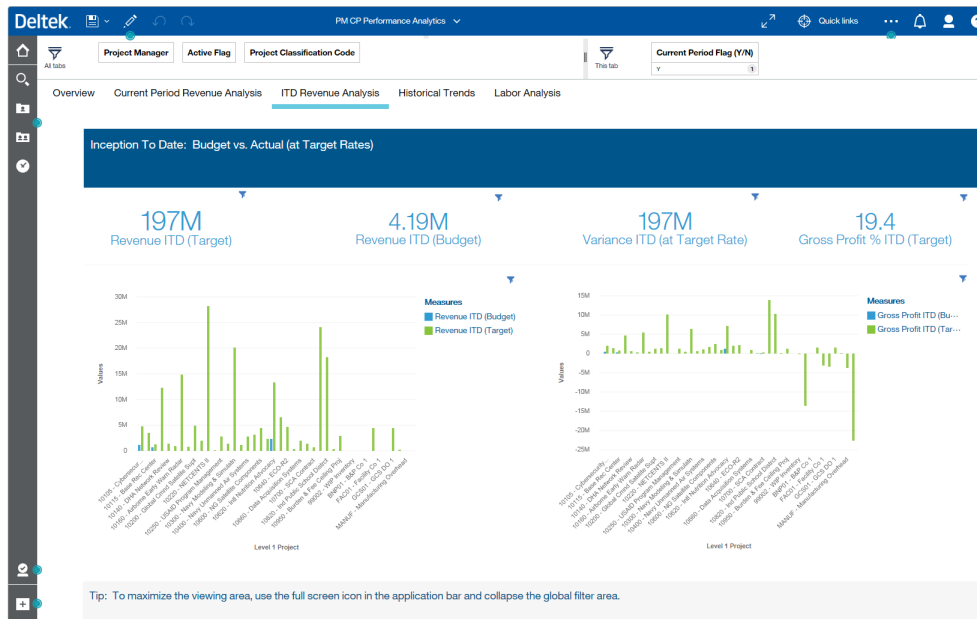


The filters for Owning Organization levels 2 and 3 are preset in the dashboard but can be easily changed to other levels. Additionally the Organization folder has levels that will show the data by performing organization if that is desired. This dashboard has 7 tabs that cover the different views of the organization data.

- **Overview** - This tab shows year-to-date information leveraging the current year flag, so it will always show the YTD information through the current month which is controlled by your CBI Administrator. Measures include Revenue, Profit, and Profit % as well as charts that compare actual revenue (at target rates) versus budgets.
- **Current Period Revenue Analysis** - This tab focuses on the current period performance showing revenue versus budget and gross profit (that is, revenue less direct expenses). The dashboard is filtered for Direct Projects only.
- **ITD Revenue Analysis** - This tab will show ITD revenue for all projects to get an idea of historical performance showing revenue vs. budget and gross profit. The dashboard is filtered for Direct Projects only. Note that all projects are shown whether Active or Inactive.
- **Historical Trends** - This tab shows comparison trends of actual versus budget for each Org at Level 3 leveraging the Repeat (row) capability in Dashboards to automatically create a separate chart for each Org at level 3.
- **Project Analysis** - This tab goes deeper than the org level to show project performance by Project Manager and % complete for largest 10 projects. The % complete chart shows the top 10 projects labor cost to date and determines % of the total EAC budget for labor.
- **Labor Analysis** - This tab leverages the "tree map" visualization where each block is a level 1 project, the size of the block represents the number of hours spent in the current period. Note that since budgeted hours are not available in Costpoint projects module, leveraging Deltak Project Planning can be used to track hour variances.
- **Utilization** - This tab breaks out the utilization by project classification. In aggregate, direct, indirect, total hours and average hourly rate are shown. In the bar chart, Org level 3 is broken out by project classification to show the utilization by % of hours spent in each category.

## PM CP Performance Analytics

Use the PM CP Performance Analytics to review project performance.



If Organization security is used in Costpoint, users will only see the projects that belong to the organizations they have access to. However, if Project Manager Security is enable they will see only projects they are assigned to as PM. The dashboard has 5 tabs covering a different view of the project data. Note that all project results use Target Rates for actual results.

There are 5 tabs with different views of the project performance data:

- **Overview** - This tab shows inception-to-date information leveraging the current period flag, so it will always show the Inception To Date information through the current month which is controlled by your CBI Administrator. Measures include Revenue, Profit, and Profit % as well as charts that show the top 5 and bottom 5 performing projects.
- **Current Period Review Analysis** - This tab focuses on the current period performance showing revenue versus budget and gross profit (that is, revenue less direct expenses).
- **ITD Revenue Analysis** - This tab will show Inception To Date revenue for all projects to get an idea of historical performance showing revenue versus budget and gross profit.
- **Historical Trends** - This tab shows comparison trends of actual versus budget for each project leveraging the Repeat (row) capability in Dashboards to automatically create a separate chart for each project at level 1.
- **Labor Analysis** - This tab leverages the "tree map" visualization where each block is an employee, the size of the block represents the number of hours spent on the project. Note that since budgeted hours are not available in Costpoint projects module, leveraging Delttek Project Planning can be used to track hour variances.



## Project Reports

The following reports are in the Projects folder:

- Burdened Labor and ODC's
- Labor Detail
- PLC Exception Report for Missing Rates
- Project Health
- Project Ledger Detail
- Project Master (Form and List)
- Project Percent Complete
- Project Revenue Summary with Backlog
- Project Status
- Project Work Force
- PSR Template
- PSR Trending Analysis
- Revenue Summary Report Template

### Burdened Labor and ODC's Report

The Burdened Labor and ODC's report displays the burdened costs by resource for labor and by account for non-labor, by project.

This report uses specific tables, which need to be created by a specific process in Costpoint, relating to Deltek Cobra integration. You do not have to be licensed or use COBRA to run this report. Refer to the user guide for more details about specific setup instructions before running this report.

**Note:** Before you run this report, data that coincides with the prompts you select must exist in the CB\_SUM and CB\_BURD\_SUM tables. These tables are populated during the Compute Cobra Burden Costs process for projects that are identified as Cobra programs. This means that if you want to run a report that includes data for certain projects for Fiscal Year 2022, Period 10, Subperiod 1, you must first run the Compute Cobra Burden Costs process for these projects for Fiscal Year 2022, Period 10, Subperiod 1. A project is identified as a Cobra program by selecting the **Cobra Program** checkbox on the Manage Project User Flow screen in Costpoint. This option can only be selected at the top level of the project, and if selected, the entire project tree will be included in the Compute Cobra Burden Costs process.

## Prompts

Use the Burdened Labor and ODC's prompts to configure the report.

Prompt Message	Description
<b>Company</b>	Select the company to use to run the report.
<b>Fiscal Year</b>	Select the fiscal year.
<b>Period</b>	Select the period.
<b>Subperiod</b>	Select the subperiod.
<b>Rate Type</b>	Select the rate type to include: <ul style="list-style-type: none"> <li>▪ <b>Actual</b>: Print the report using actual burden rates from the tables.</li> <li>▪ <b>Target</b>: Print the report using target burden rates from the tables.</li> </ul>
<b>Primary Group</b>	Select the primary grouping: <ul style="list-style-type: none"> <li>▪ Organization</li> <li>▪ Project</li> <li>▪ Project Manager</li> </ul>
<b>Secondary Group</b>	Select a secondary sort, different from the primary, if desired: <ul style="list-style-type: none"> <li>▪ Labor Detail</li> <li>▪ Organization</li> <li>▪ Project Manager</li> </ul>
<b>Labor Category</b>	Select <b>General Lab Cat</b> or <b>Project Lab Cat</b> to add a column that displays the general labor or project labor category associated with the detail line. Select <b>None</b> to hide this detail.
<b>Limit Projects</b>	In the <b>Keywords</b> field, enter a portion of one or more project IDs or names to narrow the primary group you selected in the previous field.  To narrow the search, click <b>Options</b> to select filter criteria. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right arrow to move your selected results to <b>Choices</b> .
<b>Display Burden Costs</b>	Select <b>Yes</b> to display detailed burden costs. Select <b>No</b> to hide this detail.
<b>Include the Following Details</b>	Select which details to display: <ul style="list-style-type: none"> <li>▪ Account</li> <li>▪ Labor</li> </ul>

## Sample Report

View a sample of the Burdened Labor and ODC's report.

System: CTB82PSMDemo

Burdened Labor and ODC's														
Company - 1 Applied Technologies Inc														
Project	Organization	Name	Pool Number	Pool Rate	Subperiod Amount	Subperiod Burdens	Period Amount	Period Burdens	YTD Amount	YTD Burdens	Prior Year Amount	Prior Year Burdens	ITD Amount	ITD Burdens
10400.MIL2 Navy UM AirSys Milestone1														
LABOR														
	01.01.02 Construction Management	Marsden, June (1158)			4,145.99		4,145.99		4,145.99		0.00		4,145.99	
	01.01.05 Engineering & Planning	Stewart, Kevin (1092)			2,662.56		2,662.56		2,662.56		0.00		2,662.56	
Burdens														
Fringe Benefits			10	43.80%		1,816.06		1,816.06		1,816.06		1,816.06		3,632.12
GENERAL & ADMINISTRATIVE			40	21.99%		1,800.45		1,800.45		1,800.45		1,800.45		3,600.90
OH Applied Service Client			30	37.30%		2,224.11		2,224.11		2,224.11		2,224.11		4,448.22
Fringe Benefits			10	43.80%		1,166.28		1,166.28		1,166.28		1,166.28		2,332.56
GENERAL & ADMINISTRATIVE			40	21.99%		1,156.25		1,156.25		1,156.25		1,156.25		2,312.50
OH Applied Service Client			30	37.30%		1,428.33		1,428.33		1,428.33		1,428.33		2,856.66
Total Burdens														
LABOR					6,808.55	9,591.48	6,808.55	9,591.48	6,808.55	9,591.48	0.00	9,591.48	6,808.55	19,182.96
NON-LABOR														
	01.01.05 Engineering & Planning	52-410-10 Consultants - Labor ODC			41,860.50		41,860.50		41,860.50		0.00		41,860.50	
Burdens														
GENERAL & ADMINISTRATIVE			40	21.99%		9,206.71		9,206.71		9,206.71		9,206.71		18,413.42
Total Burdens														
NON-LABOR					41,860.50	9,206.71	41,860.50	9,206.71	41,860.50	9,206.71	0.00	9,206.71	41,860.50	18,413.42
Total for 10400.MIL2 Navy UM AirSys Milestone1					48,669.05	18,798.19	48,669.05	18,798.19	48,669.05	18,798.19	0.00	18,798.19	48,669.05	37,596.38

## Labor Detail Report

The Labor Detail report provides a detailed look at the labor activity related to a project.

You can use this report as a stand-alone report or as a drill-through target from other reports, like the Project Status Report.

**Note:** The Labor Detail report retrieves data from one database table (Labor Summary) designed to provide a snapshot of results for a particular point in time, while the Project Status Report retrieves data from a different database table (PSR) also designed to provide a snapshot of results for a particular point in time. If the database tables were updated at different times, when you drill through from the Project Status Report, some results may vary. To ensure that drill-through data is the same as the parent Project Status Report, update the PSR and Labor Summary tables on the same schedule.

## Prompts

Use the Labor Detail prompts to configure the report.

Prompt Message	Description
<b>Company</b>	Select a company from the list.
<b>Fiscal Year</b>	Select the fiscal year.
<b>Period</b>	Select a period for the report.
<b>Starting Subperiod</b>	Select the starting subperiod to use on the report.
<b>Ending Subperiod</b>	Select the ending subperiod.
<b>Primary Group</b>	Select the primary grouping: <ul style="list-style-type: none"> <li>Organization</li> <li>Project</li> <li>Project Manager</li> <li>Reorganization</li> </ul>
<b>Select Projects</b>	Enter a portion of one or more project IDs or names in the <b>Keywords</b> field to display a list of projects to select for the report.  To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b> .

**Note:** To optimize the display of project IDs in **Select Projects** when you select project as the primary group, this prompt screen limits the number of project IDs returned to 1000. Because of this, you should enter as much of the project ID as possible when you search for projects. If your search is too general, the projects you want may not be included in the 1000 that are returned.

## Labor Detail Report

This is a sample of the Labor Detail report.

### Labor Detail

10 Applied Technologies Inc.1

Employee ID	Employee Name	Labor Code	Labor Description	PD Actual Hours	PD Allowable Hours	PD Actual Amount	Revenue Rate	Revenue Amount
<b>MM005.001.AA.M01 - M01 Task</b>								
<b>50-100-10 - DIR: Corp Site Dir Lbr</b>								
D-0891	Mason Knox	DATASP	Data Recovery Specialist	35.00	0.00	10,529.84	0.00	0.00
D-0893	Joe Martin	DATASP	Data Recovery Specialist	23.00	0.00	6,919.61	0.00	0.00
D-0894	Murphy, Linda	DEVELO	Developer	77.00	0.00	24,538.64	0.00	0.00
D-0895	Noar, Brenda	CADD	Cadd Operator	80.00	0.00	26,256.24	0.00	0.00
Subtotal for 50-100-10 - DIR: Corp Site Dir Lbr				215.00	0.00	68,244.33		0.00
<b>50-100-20 - DIR: Client Site Dir Lbr</b>								
D-0892	Jennifer Smith	CSANAL	Computer Systems Analyst	8.00	0.00	2,538.10	0.00	0.00
Subtotal for 50-100-20 - DIR: Client Site Dir Lbr				8.00	0.00	2,538.10		0.00
<b>54-570-40 - MFG WIP LABOR</b>								
D-0892	Jennifer Smith	CSANAL	Computer Systems Analyst	7.00	0.00	2,105.97	0.00	0.00
Subtotal for 54-570-40 - MFG WIP LABOR				7.00	0.00	2,105.97		0.00
Subtotal for MM005.001.AA.M01 - M01 Task				230.00	0.00	72,888.40		0.00
<b>MM007.001.AA.M01 - M01 Task</b>								
<b>50-100-10 - DIR: Corp Site Dir Lbr</b>								
1008	Armstrong, Melvin	ENVPM	Proj Mgr MM007	10.00	0.00	1,000.00	0.00	0.00
Subtotal for 50-100-10 - DIR: Corp Site Dir Lbr				10.00	0.00	1,000.00		0.00
<b>50-100-20 - DIR: Client Site Dir Lbr</b>								
1153	Chan, Mary A	HYDRO	Hydro for MM007	8.00	0.00	800.00	0.00	0.00
Subtotal for 50-100-20 - DIR: Client Site Dir Lbr				8.00	0.00	800.00		0.00
<b>54-570-40 - MFG WIP LABOR</b>								
1149	Hursh, Jesse	ENG-EN	Eng Env for MM007	7.00	0.00	500.00	0.00	0.00
Subtotal for 54-570-40 - MFG WIP LABOR				7.00	0.00	500.00		0.00
Subtotal for MM007.001.AA.M01 - M01 Task				25.00	0.00	2,300.00		0.00
Total				255.00	0.00	75,188.40		0.00

## PLC Exception Report for Missing Rates

The PLC Exception Report for Missing Rates report provides a list of employees, grouped by project and PLC, with revenue rates of zero.

This information can help you determine if there is an error in the revenue rate, before revenue and billing are computed.

### Prompts

Use the PLC Exception Report for Missing Rates prompts to configure the report.

Prompt Message	Description
<b>Company</b>	Select the company to use to run the report.
<b>Fiscal Year</b>	Select the fiscal year.
<b>Period</b>	Select the period.
<b>Subperiod</b>	Select the subperiod.
<b>Select one or more projects</b>	In the <b>Keywords</b> field, enter a portion of one or more project IDs or names to include on the report.

Prompt Message	Description
	To narrow the search, click <b>Options</b> to select filter criteria. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right arrow to move your selected results to <b>Choices</b> .
<b>Select one or more employees</b>	In the <b>Keywords</b> field, enter a portion of one or more employee IDs or names to include in the report. To narrow the search, click <b>Options</b> to select filter criteria. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right arrow to move your selected results to <b>Choices</b> .

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

## Sample Report

The following image shows a PLC Exception Report for Missing Rates.

PLC Exception Report for Missing Rates								
1 Applied Technologies Inc					System: CTB82PSMDEMO			
					FY 2019, PD 1, SubPD 1			
Project	Project Name	Revenue Formula	PLC	PLC Description	Employee	Employee Name	Actual Hours	Revenue Rate
20220.10.02.AB.001	System Master Test Plan	LLRCINL	TECWRT	Technical Writer	1106	Brown, Donald (1106)	50.40	0.00
							PLC Count: 1	
							Total PLC Count: 1	

## Project Health

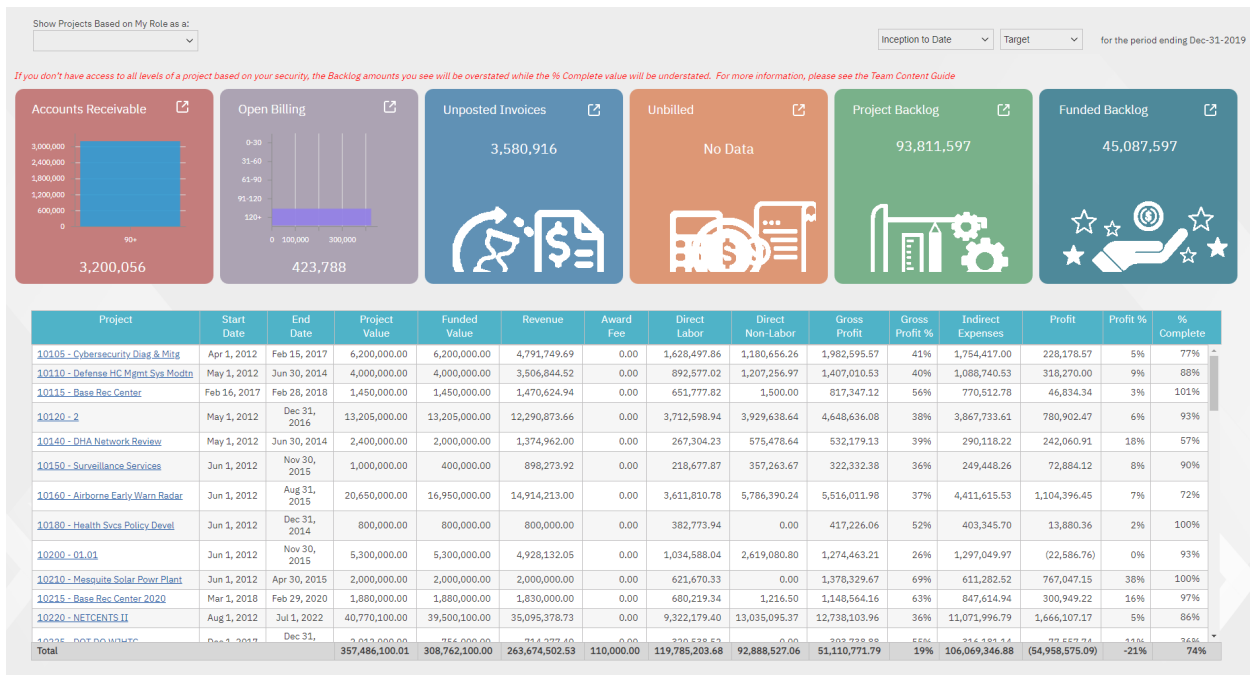
The Project Health report is a dashboard style report that shows key financial data related to projects and allows you to drill to supporting details.

You only can see your projects when Project Role security is enabled.

**Note:** There might be a timing/reconciliation difference present when drilling into details. For example, the backlog that displays on Summary boxes comes from the PSR but drills into details from the RPT\_REV\_SUM table. If these tables are not updated at the same time, there could be differences in the results.

## Sample Report

A summary of key data displays at the top of the Project Health report. Select a role and click a summary item to drill through to a report with more information.



**Note:** Gross Profit, Gross Profit %, Profit, and Profit % values are based on Revenue.

The following table shows which drill through report opens for each summary item.

Summary Item	Drill Through Report
Accounts Receivable	Accounts Receivable Aging
Open Billing	Aged Open Billing Detail
Unposted Invoices	Unposted Invoice
Unbilled	Unbilled Analysis
Project Backlog	Project Revenue Summary with Backlog
Funded Backlog	Project Revenue Summary with Backlog

In the Project column, click the **project ID and name** to open its Project Status report or to drill down to the next project level.

### Summary Item and Column Calculations

This section lists the formulas used to calculate the values in the summary boxes and columns.

Summary Item / Column	Formula
Project Backlog	(Total) Project Value - (Total) Revenue (when ITD)
Funded Backlog	(Total) Funded Value - (Total) Revenue (when ITD)
% Complete	Revenue / Project Value Total Amount
Gross Profit %	Gross Profit / (Award Fee + Revenue)
Total Gross Profit %	(Total) Gross Profit / [(Total) Revenue + (Total) Award Fee]
Total Profit %	[(Total) Profit / (Total) Revenue] + (Total) Award Fee
Profit %	Profit / (Revenue + Award Fee)
Gross Profit	Revenue + Award Fee - (Direct Labor + Direct Non-Labor + Indirect Expense)
Profit	Revenue + Award Fee - (Direct Labor + Direct Non-Labor)

## Project Ledger Detail Report

Run the Project Ledger Detail report to review detail postings to the general ledger for project/account/organization combinations.

This report helps you analyze project activity and balances.

### Prompts

Select the prompts to run the Project Ledger Details report.

Prompt Message	Description
<b>Company</b>	Select a company.
<b>Fiscal Year</b>	Select the fiscal year for the report.
<b>Starting Period and Subperiod</b>	Select the beginning period and subperiod for the report.
<b>Ending Period and Subperiod</b>	Select the period and subperiod to end with in the report.
<b>Organization Type</b>	Choose to run the report for base organizations or reorganizations.
<b>Display</b>	Choose to display the amount, transactional amount (for Multicurrency use), or both.
<b>Primary Group</b>	Choose to run the report for projects or alternate projects.



Prompt Message	Description
<b>Select Project(s)</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more IDs or names to narrow the search for projects.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Select Account(s)</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more IDs or names to narrow the search for accounts.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Select Organization(s)</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more IDs or names to narrow the search for organizations.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>

## Sample Report

View a sample of the Project Ledger Detail report.

### Project Ledger Detail

System: CTB82PSMDEMO

1 Applied Technologies Inc

Period	Sub Period	Posting Sequence Number	ID	Name	Organization ID	Organization Name	Voucher Number	ID Type	PO Number	Journal Code	Check Number	Cash Receipt Number	Cash Receipt Date	Invoice ID	GLC	PLC	Time Stamp	JN
Project:10215 - Base Rec Center 2020										Owning Org: 01.02.01 - Manufacturing								
Account: 11-111-10 - AR Unbilled: Service																		
1	1	1			01.02.01	Manufacturing				SJ							08/05/2021 11:34 AM	
Subtotal for 11-111-10 AR Unbilled: Service																		
Subtotal for 10215 - Base Rec Center 2020																		
Project:10215.01 - Base Rec Cntr Design 2020										Owning Org: 01.02.01 - Manufacturing								
Account: 40-100-01 - Revenue: Government																		
1	1	1			01.02.01	Manufacturing				SJ							08/05/2021 11:34 AM	
Subtotal for 40-100-01 Revenue: Government																		
Subtotal for 10215.01 - Base Rec Cntr Design 2020																		
Project:10400.MIL2 - Navy UM AirSys Milestone1										Owning Org: 01.01.05 - Engineering & Planning								
Account: 11-111-10 - AR Unbilled: Service																		
1	1	1			01.01.05	Engineering & Planning				SJ							08/05/2021 11:34 AM	
Subtotal for 11-111-10 AR Unbilled: Service																		
Account: 40-100-01 - Revenue: Government																		
1	1	1			01.01.05	Engineering & Planning				SJ							08/05/2021 11:34 AM	
Subtotal for 40-100-01 Revenue: Government																		
Subtotal for 10400.MIL2 - Navy UM AirSys Milestone1																		

## Project Master (Form/List)

The Project Master report is a one-page report that contains project master file information in a form or list format.

Users can click links in this report to see more detailed information regarding the project. This report is used as a drillthrough report from other reports, such as the Aged Open Billing Detail Report and the Project Status Report, and is intended to be a snapshot of a project.

This report includes three sections:

- A section with basic project information
- A section with charging information
- A section with billing and revenue information

The report also displays the project hierarchy for the whole project structure.

## Prompts

Use the Project Master prompts to configure the report.

Prompt Message	Description
<b>Company</b>	Select the company to use to run the report.

Prompt Message	Description
<b>Project Level</b>	Select the project level at which you want the report printed. All lower levels will be rolled up for the report.
<b>Primary Group</b>	Select the primary grouping: <ul style="list-style-type: none"> <li>Customer</li> <li>Project</li> <li>Project Classification</li> <li>Project Manager</li> <li>Project Type</li> </ul>
<b>Limit Projects</b>	In the <b>Keywords</b> field, enter a portion of one or more IDs or names to narrow the primary group you selected in the previous field.  To narrow the search, click <b>Options</b> to select filter criteria. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right arrow to move your selected results to <b>Choices</b> .

## Sample Report

View a sample of the Project Master report as a list and as a form.

Click the Owning Organization link to view the Organization List.

The following image shows the report as a form.

## Project Master

1 - Applied Technologies Inc

For Project : 20660 - Data Acquisition Systems

<table border="1"> <tr><td>Owning Organization</td><td><a href="#">01.02.01 - Manufacturing</a></td></tr> <tr><td>Project Manager</td><td>1014 - Arnold, Deborah</td></tr> <tr><td>Project Type</td><td>COMSERVICE-CP</td></tr> <tr><td>Customer</td><td>100015 - Department of Army</td></tr> </table>	Owning Organization	<a href="#">01.02.01 - Manufacturing</a>	Project Manager	1014 - Arnold, Deborah	Project Type	COMSERVICE-CP	Customer	100015 - Department of Army	<table border="1"> <tr><td>Contract Number</td><td></td></tr> <tr><td>Classification</td><td>WORK IN PROCESS</td></tr> <tr><td>Status</td><td>Active</td></tr> <tr><td>Period of Performance</td><td>01/01/19 - 12/31/20</td></tr> </table>	Contract Number		Classification	WORK IN PROCESS	Status	Active	Period of Performance	01/01/19 - 12/31/20	<table border="1"> <tr><td>Total Contract Value</td><td>4,600,000.00</td></tr> <tr><td>Total Funded Value</td><td>4,600,000.00</td></tr> <tr><td>Export Project</td><td>None</td></tr> <tr><td>Cobra Project</td><td>No</td></tr> </table>	Total Contract Value	4,600,000.00	Total Funded Value	4,600,000.00	Export Project	None	Cobra Project	No						
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<b>Project Tree</b> <p><a href="#">20660 - Data Acquisition Systems</a></p>																																

This image shows the report as a list.

## Project Master (List)

1 - Applied Technologies Inc

Project ID	Project Name	Owning Organization	Project Manager	Project Type	Customer	Contract Number	Classification	Status	Project Start Date	Project End Date	Contract Fee	Contract Cost	Total Contract Value	Funded Fee	Funded Cost	Total Funded Value
IWO02.10	IWO Intercompany Sending	<a href="#">01.01.01 - High Tech</a>	1014 - Arnold, Deborah	GOVSERVICE	<a href="#">100055 - ATA Div 3</a>		INTER-COMPANY	Active			0.00	0.00	0.00	0.00	0.00	
IWO20	IWO Departmental Sending	<a href="#">01.01.01 - High Tech</a>	1014 - Arnold, Deborah	GOVSERVICE	<a href="#">100055 - ATA Div 3</a>		INTER-COMPANY	Inactive	01/01/19	12/31/20	0.00	800,000.00	800,000.00	0.00	800,000.00	800,000.00
IWO20.001	IWO_Dept_TBD	<a href="#">01.01.01 - High Tech</a>	1014 - Arnold, Deborah	GOVSERVICE	<a href="#">100055 - ATA Div 3</a>		INTER-COMPANY	Active	01/01/19	12/31/20	0.00	800,000.00	800,000.00	0.00	800,000.00	800,000.00

## Project Percent Complete Report

The Project Percent Complete Report provides a list of projects whose revenue has reached a certain percentage of their contract or funded value.

You can use this report to track how close a project is to reaching its value to ensure adequate funding is available to complete performance requirements or to prepare necessary documents for the government, such as showing the contracting officer that 75% of funding has been reached.

This report provides drill-down capability to a lower summary level of the percent complete report. You can drill from one summary level to another summary level until the end of the project tree is reached. Note that this drill is a reflection of only what is stored at a particular level and below. If amounts are stored at a higher level, they are not reflected.

### Before You Run the Report

You must complete certain processes before you run this report.

Perform the following steps:

- Update the Project Report tables
- Compute Burden
- Compute Revenue
- Update Project Status Reports
- Create Project Report Tables (with the **Revenue Summary** checkbox selected)

## Prompts

Use the Project Percent Complete Report prompts to configure the report.

Prompt Message	Description
<b>Company</b>	Select the company to use to run the report.
<b>Fiscal Year</b>	Select the fiscal year.
<b>Period</b>	Select the period.
<b>Subperiod</b>	<p>Select the subperiod.</p> <p>If adjustment subperiods are available for the selected period, they are displayed in the <b>Subperiod</b> drop-down list including the adjustment period type which can either be <b>Interim</b> or <b>Final</b>.</p> <p>For example:</p> <ul style="list-style-type: none"> <li>Interim adjustment period 1 will display as <b>1 Adj Pd - Interim</b>.</li> <li>Final adjustment period 1 will display as <b>1 Adj Pd - Final</b>.</li> </ul>
<b>Primary Group</b>	<p>Select the primary grouping for the report:</p> <ul style="list-style-type: none"> <li>Alternate Project</li> <li>Organization - Owning</li> <li>Organization - Performing</li> <li>Project</li> <li>Project Manager</li> <li>Reorganization</li> </ul> <p>Reorganization, Alternate Project, and Project Manager are optional prompts that require some prior setup in Costpoint before you can use them.</p> <p>To use Reorganization, first establish Reorganization structure in <b>Accounting » General Ledger » Reorganizations</b>.</p> <p>To use Alternate Project, first establish alternate project structure in <b>Projects » Project Setup » Alternate Projects</b>.</p> <p>To use Project Managers, link project managers to projects on the Manage Project User Flow screen in Costpoint.</p>
<b>Rate Type</b>	<p>Select the rate type to include:</p> <ul style="list-style-type: none"> <li><b>Actual:</b> Print the report using actual burden rates from the tables.</li> <li><b>Target:</b> Print the report using target burden rates from the tables.</li> </ul>

Prompt Message	Description
<b>Basis</b>	<p>Choose one of the following:</p> <ul style="list-style-type: none"> <li>▪ <b>Contract Value:</b> Select this option to include projects on the report that compute and post revenue based on the signed value of the project.</li> <li>▪ <b>Funded Value:</b> Select this option to include projects on the report that compute and post revenue based on the funded value of the project.</li> </ul>
<b>Operator</b>	<p>Select one of the following to indicate the relation to the percent complete:</p> <ul style="list-style-type: none"> <li>▪ Greater than or Equal To</li> <li>▪ Less than or Equal To</li> <li>▪ Equal to</li> <li>▪ None (Show All)</li> </ul>
<b>Percent Complete</b>	Enter a value as a percentage of total project work completed.
<b>Revenue Level</b>	Select <b>Yes</b> to display project data at the revenue level.
<b>Project Level</b>	Select the project level at which you want the report printed. All lower levels will be rolled up for the report.
<b>Organization Level</b>	Select the organization level at which you want the report printed. All lower levels will be rolled up for the report.
<b>Limit Project(s)</b>	<p>Enter a portion of one or more project IDs in the <b>Keywords</b> field and click <b>Search</b> to list projects to include on the report.</p> <p>To narrow the search, click <b>Options</b> to select filter criteria. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right arrow to move your selected results to <b>Choices</b>.</p>
<b>Exclude Future Modifications</b>	Select <b>Yes</b> to not include any modifications past the selected fiscal year, period, and subperiod. Select <b>No</b> to include all modifications, regardless of the date.

## Sample Report

View a sample of the Project Percent Complete Report.

### Project Percent Complete Report

System: CTB82PSMDEMO

1 Applied Technologies Inc

Revenue Project	Project Name	ITD Revenue	Contract Value	Percent Complete	Start Date	End Date
10105.10	Endpoint Integrity	1,749,743.08	3,000,000.00	58.32%	04/01/2012	11/30/2014
10105.30	Boundary Protection	3,042,006.61	3,200,000.00	95.06%	01/01/2014	02/15/2017
10110.01	System Design	1,090,450.03	1,250,000.00	87.24%	05/01/2012	10/31/2013
10110.02	System Deployment	2,416,394.49	2,750,000.00	87.87%	05/01/2012	06/30/2014
10115.01	Base Rec Center Design	1,450,000.00	1,450,000.00	100.00%	02/16/2017	02/28/2018
10120.01.001	Sustainable Design	3,005,000.00	3,005,000.00	100.00%	05/01/2012	12/31/2013
10120.01.002	Engineering	2,700,000.00	2,700,000.00	100.00%	05/01/2012	12/31/2014
10120.03.001	Planning	4,282,443.19	4,500,000.00	95.17%	01/01/2014	03/31/2015
10120.03.999	System Design	2,303,430.47	3,000,000.00	76.78%	01/01/2014	07/31/2015
10140.01.001	DHS Network Phase I	900,000.00	900,000.00	100.00%	05/01/2012	12/31/2013
10140.01.002	DHS Network Phase II	275,265.60	850,000.00	32.38%	05/01/2012	12/31/2013
10140.02.001	Design T.O. #9489752	199,696.40	650,000.00	30.72%	10/01/2013	06/30/2014
10150.10	Surveillance Services	898,273.92	1,000,000.00	89.83%	06/01/2012	11/30/2015
10160.10	Engineering Tasks	14,756,968.90	15,250,000.00	96.77%	06/01/2012	08/31/2015
10160.30.01.01	Receiver - Lot 1 Bld 1	0.00	0.00	0.00%		
10180.10	Health Svcs Policy Devel	800,000.00	800,000.00	100.00%	06/01/2012	12/31/2014
10200.01	Information Technology	2,255,942.52	2,500,000.00	90.24%	06/01/2012	11/30/2015
10200.02	Engineering Support Svcs	1,803,773.58	1,900,000.00	94.94%	06/01/2012	11/30/2015
10200.03	System Modernization	868,415.95	900,000.00	96.49%	06/01/2012	11/30/2015

⏮ Top ⏴ Page up ⏵ Page down ⏭ Bottom

## Project Revenue Summary with Backlog Report

The Project Revenue Summary with Backlog report provides revenue, cost, budget, and backlog information for an individual project or a group of projects.

This information can help with the analysis of project results. Users can view information on the report at the organization level and select the levels for organization and project. This report provides drill-down capability to a lower, summary level of the Project Revenue Summary with Backlog report. You can drill from one summary level to another summary level until the end of the project tree is reached. Note that this drill is a reflection of only what is stored at a particular level and below. If amounts are stored at a higher level, they will not be reflected.

Users can select the columns they want displayed out of the extensive list of project measures.

### Prerequisites for Administrators

Before you run the report, you must update the report tables for the reporting period. This process usually is completed on a weekly or monthly basis.

Perform the following steps:

- Compute Burden
- Compute Revenue
- Update Project Status Reports
- Create Project Report Tables (with **Revenue Summary** selected)

- If you want to use budget data on the report, the following setup screens and processes should be run prior to updating and creating the project report tables:
  - If you are using Standard Budgeting (Budgeting and ETC module):
    - Manage Project Total Budget or Manage Project Budgets by Period
    - Update Budget Report Tables
  - If you are using Advanced Budgeting (Advanced Project Budgeting module):
    - Manage Project Budgets and ETC
    - Create PSR Budget Report Tables
- If you are reporting a backlog, the **Contract Value** and/or **Funded Value** amounts must be entered on the Manage Modifications screen prior to updating and creating the project report tables.

## Prompts

Use the Project Revenue Summary with Backlog prompts to run the report.

Prompt Message	Description
<b>Company</b>	Select the company to use to run the report.
<b>Fiscal Year</b>	Select the fiscal year.
<b>Period</b>	Select the period.
<b>Subperiod</b>	<p>Select the subperiod.</p> <p>If adjustment subperiods are available for the selected period, they are displayed in the <b>Subperiod</b> drop-down list including the adjustment period type which can either be <b>Interim</b> or <b>Final</b>.</p> <p>For example:</p> <ul style="list-style-type: none"> <li>■ Interim adjustment subperiod 1 will display as <b>3 Adj Pd - Interim</b>.</li> <li>■ Final adjustment period 1 will display as <b>Adj Pd - Final</b>.</li> </ul>
<b>Primary Group</b>	<p>Select the primary grouping for the report.</p> <p>Reorganization, Alternate Project, and Project Manager are optional prompts that require some prior setup in Costpoint before you can use them.</p> <p>To use Reorganization, first establish the Reorganization structure on the Reorganizations screen in Costpoint.</p> <p>To use Alternate Project, first establish an alternate project structure on the Alternate Reporting screen in Costpoint.</p> <p>To use Project Managers, link project managers to projects on the Manage Project User Flow screen in Costpoint.</p>



Prompt Message	Description
<b>Revenue Level</b>	Select <b>Yes</b> to display project data at revenue level. Select <b>No</b> and then select a project level in the next field to display data at project level.
<b>Project Level</b>	Select the project level at which to generate the report.
<b>Organization Level</b>	Select the organization level at which you want the report printed. All lower levels will be rolled up for the report.
<b>Active Projects Only?</b>	Select whether to include only active projects in the report.
<b>Billable Projects Only</b>	Select whether to include only billable projects in the report.
<b>Columns to Display</b>	Select the data you want to display from the list of columns.
<b>Limit Projects</b>	In the <b>Keywords</b> field, enter a portion of one or more project IDs and click <b>Search</b> to list projects to include in the report. To narrow the search, click <b>Options</b> to select filter criteria. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right arrow to move your selected results to <b>Choices</b> .

## Sample Report

View a sample Project Revenue Summary with Backlog report.

### Project Revenue Summary with Backlog

System: CTB82P5MDEMO

1 Applied Technologies Inc

Project Number	Project Name	ITD Value	Actual ITD Revenue	Budget ITD Revenue	Actual YTD Revenue	Actual YTD Prior Year Revenue	Budget YTD Revenue	Budget YTD Costs	Actual Period Revenue	Actual Period Prior Year Revenue	Budget Period Revenue	Budget Period Costs	Actual Subperiod Revenue	Actual Subperiod Prior Year Revenue	Budget Subperiod Revenue	Budget Subperiod Costs	Budget Subperiod Profit
Projects																	
10220.10.01	Engineering Services	0.00	860,306.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10225.01	T&M Labor Hours	2,000,000.00	708,277.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10225.02	Monthly Service Fee	6,000.00	6,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10900.MB.2	Navy UM AirSys Milestone1	0.00	626,553.49	671,794.99	8,587.86	0.00	4,415.30	4,415.30	8,587.86	0.00	4,415.30	4,415.30	8,587.86	0.00	4,415.30	4,415.30	0.00
	Navy UM AirSys Milestone1	0.00	151,792.62	173,397.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Navy UM AirSys Milestone1	2,600,000.00	1,388,369.09	1,203,790.35	55,367.34	0.00	47,283.95	44,772.32	55,367.34	0.00	47,283.95	44,772.32	55,367.34	0.00	47,283.95	44,772.32	2,511.63
10625.10	INA India II	0.00	384,449.20	0.00	8,038.40	0.00	0.00	0.00	8,038.40	0.00	0.00	0.00	8,038.40	0.00	0.00	0.00	0.00
	INA India II	0.00	105,016.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	INA India II	2,000,000.00	126,000.00	0.00	6,000.00	0.00	0.00	0.00	6,000.00	0.00	0.00	0.00	6,000.00	0.00	0.00	0.00	0.00
20215.01	Labor and Supplies	0.00	196,210.52	187,841.96	13,223.65	0.00	0.00	0.00	13,223.65	0.00	0.00	0.00	13,223.65	0.00	0.00	0.00	0.00
	Labor and Supplies	0.00	133,693.47	122,937.65	10,673.17	0.00	0.00	0.00	10,673.17	0.00	0.00	0.00	10,673.17	0.00	0.00	0.00	0.00
	Labor and	0.00	81,418.13	77,870.83	6,591.16	0.00	0.00	0.00	6,591.16	0.00	0.00	0.00	6,591.16	0.00	0.00	0.00	0.00

## Project Status Report

The Project Status Report (PSR) displays revenue, direct costs (labor and non-labor), indirect costs, and profitability by project.

This report allows the user to select any level of the project, account, and organization to be displayed.

Drill-through links provide more transactional detail for labor and non-labor charges, including voucher, purchase order, and requisition information. This drill-through to transactional detail applies to transactions in the current period only. Commitment detail can also be accessed from a drill-through link in this report.

**Note:** The Project Status Report retrieves data from a database table designed to provide a snapshot of results for a particular point in time, while the General Ledger Detail report retrieves data from a database table designed to provide real-time, up to the minute results. Because of this, when you drill through from the Project Status Report to the General Ledger Detail report, some results may vary. To generate updated results, you can refresh the reporting tables before you run the report.

When you include the columns that pertain to prior year, those columns may display zero values on the report. This happens when there is no adjustment period for that prior year, thus, the report displays no values. To fix this, you need to open Costpoint and add a corresponding adjustment period in that prior year and update the reporting tables.

### Prompts

Select prompt values to run the Project Status Report (PSR).

Prompt Message	Description
<b>Company:</b>	Select the Company that you want to display in the report.
<b>Fiscal Year:</b>	Select the fiscal year that you want to include in the report.
<b>Period:</b>	Select the period.
<b>Subperiod:</b>	Select the subperiod.
<b>Primary Group:</b>	Select the primary group for the report: <ul style="list-style-type: none"> <li>▪ Owning Organization</li> <li>▪ Performing Organization</li> <li>▪ Project</li> <li>▪ Reorganization</li> <li>▪ Alternate Project</li> </ul>
<b>Rate Type:</b>	Select the rate type to include in the report: <ul style="list-style-type: none"> <li>▪ <b>Actual:</b> Print the report using actual burden rates from the tables.</li> </ul>

Prompt Message	Description
	<ul style="list-style-type: none"> <li>▪ <b>Target:</b> Print the report using target burden rates from the tables.</li> <li>▪ <b>Actual/Target:</b> Print the report using actual and target burden rates from the tables.</li> </ul>
<b>Calculate profit as percentage of:</b>	Select whether to calculate profit as percent of: <ul style="list-style-type: none"> <li>▪ Costs</li> <li>▪ Revenue</li> </ul>
<b>Columns 1 to 7:</b>	Select the data you want the report to display in each column.
<b>Project Level:</b>	Select the project level at which you want the report printed. All lower levels will be rolled up for the report.
<b>Organization Level:</b>	Select the organization level at which you want the report printed. All lower levels will be rolled up for the report.
<b>Account Level:</b>	Select the account level at which you want the report printed. All lower levels will be rolled up for the report.
<b>Limit Projects:</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more IDs or names to narrow the search for values you selected in the previous field.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>

## Sample Report

This is the sample Project Status Report that uses the Project Reporting model.

Use the links in the report to drill through to supporting information.

## Project Status Report

Company: 1 Applied Technologies Inc  
By Project

System: CTB82PSMDEMO

For Fiscal Year 2020 Period 1 Subperiod 1

Project: 10105.10.001 Local Computing Environ

				ITD Amounts (w/o Future Mods)	Total Amounts (All Mods)
Project ID	10105.10.001	Active (Y/N)	Inactive	Project Value Fee	0.00
Project Name	Local Computing Environ	Project Classification	DIRECT PROJECT	Project Value Cost	0.00
Organization ID	01.01.01 - High Tech	Project Type Desc	GOVSERVICE	Project Value Total Amount	0.00
Customer ID	100017 - Dpt of Homeland Sec	Period of Performance:	-	Fee Funded	0.00
Prime Contract ID	FDA8974-8539-B474	Project Manager Name	Boyd, Edward	Cost Funded	0.00
Subcontractor ID		Rate Type:	AT	Total Funded	0.00
P/O Number		Project Budget Rvsn ID		Amount Billed	0.00
				Balance Due Amount	0.00
				Retainage Amount	0.00

Account Name	Prior Year Actual	Current Subperiod Actual	Current Period Actual	Year To Date Actual	Contract To Date Actual
Direct Labor Corp Site	272,474.27	0.00	0.00	0.00	272,474.27
<b>Total Direct Labor</b>	<b>272,474.27</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>272,474.27</b>
Direct Airfare	63,592.35	0.00	0.00	0.00	63,592.35
Direct Auto Rental	10,024.90	0.00	0.00	0.00	10,024.90
Direct Hotel	26,103.24	0.00	0.00	0.00	26,103.24
Subs - Labor ODC	178,980.00	0.00	0.00	0.00	178,980.00
Subs - Non-Labor	21,692.00	0.00	0.00	0.00	21,692.00
WIP Expense Finished GD	32,334.00	0.00	0.00	0.00	32,334.00
<b>Total Direct Non-Labor</b>	<b>332,726.49</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>332,726.49</b>
<b>Total Expense</b>	<b>605,200.76</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>605,200.76</b>
Profit \$	(605,200.76)	0.00	0.00	0.00	(605,200.76)
Profit %	(100.00%)				(100.00%)

	Prior Year	Subperiod	Current Period	Year To Date	Contract To Date
Labor Hours	6,185.60	0.00	0.00	0.00	6,185.60
Units	0.00	0.00	0.00	0.00	0.00


## Project Work Force




The Project Work Force report displays a list of all employees, vendors, or vendor employees on a project workforce with PLC Rates.

### Prompts

Select a company and workforces for the Project Work Force report.

### Contents

Prompt	Description
<b>Company</b>	Select the Company that you want to display in the report.
<b>Display</b>	Select the check boxes to display the employee, vendor, and/or employee vendor workforce.
<b>Select Project(s)</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more project IDs or names and then click .</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of</p>

Prompt	Description
	the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b> .
<b>Select Vendor(s)</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more vendor IDs or names and then click .</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Select Employee(s)</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more employee IDs or names and then click .</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Select Vendor Employee(s)</b>	<p>In the <b>Keywords</b> field, enter a portion of one or more vendor employee IDs or names and then click .</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>

## Sample Report

View information for the selected work forces and company in the report.

System: CTB82P-SMDemo

Project Work Force

Employee Work Force

Project	Project Name	Project Manager Name	Organization ID	Project Work Force Required (Y/N)	Employee ID	Employee ID Name	Employee Status	Overtime Authorization Flag (Y/N)	Project Labor Category (PLC)	PLC Desc	Billing Rate Amount	Start Date	End Date
10215	Base Rec Center 2020	Sherman, Belle	01.02.01	N	1019	Sexton,Tina (1019)	ACT	N	PROGMG	Program Manager	0.00		
10215	Base Rec Center 2020	Sherman, Belle	01.02.01	N	1050	Campbell,Sue (1050)	ACT	N	NETSYS	Network System Engineer	0.00		
10215	Base Rec Center 2020	Sherman, Belle	01.02.01	N	1055	Hardy,George (1055)	ACT	N	NETSYS	Network System Engineer	0.00		
10215	Base Rec Center 2020	Sherman, Belle	01.02.01	N	1057	Jones,Eleanor (1057)	ACT	N	NETSYS	Network System Engineer	0.00		
10215	Base Rec Center 2020	Sherman, Belle	01.02.01	N	1060	Fox,Georgia (1060)	ACT	N	ENGCIV	Engineer-Civil	0.00		
10215	Base Rec Center 2020	Sherman, Belle	01.02.01	N	1094	Collins,Justin (1094)	ACT	N	NETSYS	Network System Engineer	0.00		
10215	Base Rec Center 2020	Sherman, Belle	01.02.01	N	1123	Wainwright,Laura (1123)	ACT	N	ITGENL	IT Generalist	0.00		
10215	Base Rec Center 2020	Sherman, Belle	01.02.01	N	1157	Jarvis,Kelsy (1157)	ACT	N	NETSYS	Network System Engineer	0.00		
10215	Base Rec Center 2020	Sherman, Belle	01.02.01	N	1164	LaCroix,Pepper (1164)	ACT	N	NETSYS	Network System Engineer	0.00		
10215	Base Rec Center 2020	Sherman, Belle	01.02.01	N	1166	Chavez,Peter (1166)	ACT	N	NETSYS	Network System Engineer	0.00		
10215	Base Rec Center 2020	Sherman, Belle	01.02.01	N	1167	Chang,Joe (1167)	ACT	N	NETSYS	Network System Engineer	0.00		
10215	Base Rec Center 2020	Sherman, Belle	01.02.01	N	1168	Samson,Eli (1168)	ACT	N	NETSYS	Network System Engineer	0.00		
10215	Base Rec Center 2020	Sherman, Belle	01.02.01	N	1169	Montoya,Luis (1169)	ACT	N	NETSYS	Network System Engineer	0.00		
10215	Base Rec Center 2020	Sherman, Belle	01.02.01	N	1177	Tracy,Richard (1177)	ACT	N	NETSYS	Network System Engineer	0.00		
10215	Base Rec Center 2020	Sherman, Belle	01.02.01	N	1209	Plamondon,Larry (1209)	ACT	N	NETSYS	Network System Engineer	0.00		
10220.10.01.AC.001	System Interoperability	Boyd, Edward	01.01.01	N	1046	Applegate,Richard (1046)	ACT	N	SYSENG	Systems Engineer	0.00		
10220.10.01.AC.001	System Interoperability	Boyd, Edward	01.01.01	N	1051	Schneider,Tim (1051)	ACT	N	SOFENG	Software Engineer	0.00		

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## PSR Template

The PSR Template is a basic project status report with prompts that you can customize. Use the PSR Template when you want to use a starting point when creating a report from PSR data.

### Prompts

The PSR Template prompt includes selections such as Company, Project Level, Rate Type and others.

Prompt Message	Description
<b>Company</b>	Select the Company that you want to display in the report.
<b>Use Current</b>	Select <b>Yes</b> if you want to use the current period in the settings which automatically fills in the year, period, and subperiod.
<b>Fiscal Year</b>	Select the Fiscal Year to display in the report.
<b>Period</b>	Select the Period to display in the report.
<b>Subperiod</b>	Select the Subperiod to include in the report
<b>Account Level</b>	Select the account level at which you want the report printed.

Prompt Message	Description
<b>Rate Type</b>	Select either <b>Actual</b> or <b>Target</b> to indicate if you want to use actual rates or target rates in the report.
<b>Project Level</b>	Select the project level at which you want the report printed.
<b>Select Project(s)</b>	Select the projects that you want to include in the report. To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b> .
<b>Select Project Manager(s)</b>	Select the project manager(s) that you want to include in the report. To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b> .

## Sample Report

This is a sample PSR Template report.

PSR Template									
Project	Revenue/Expense/Profit	PSR Line Description	Account	PTD	PTD Budget	PTD Variance	ITD	ITD Budget	ITD Variance
10105 - Cybersecurity Diag & Mitg	Revenue	Revenue	Revenue	(3,927.49)	0.00	3,927.49	4,791,749.69	1,200,239.27	(3,591,510.42)
	Expense	Direct Labor	50 Direct Labor	0.00	0.00	0.00	1,628,497.86	412,956.99	(1,215,540.87)
		Direct Non-Labor	52 Subs & Consultants	0.00	0.00	0.00	205,797.00	0.00	(205,797.00)
			54 Manufacturing Expenses	0.00	0.00	0.00	358,517.28	164,904.75	(193,612.53)
			53 Other Direct Costs	0.00	0.00	0.00	1,500.00	0.00	(1,500.00)
			51 Travel	0.00	0.00	0.00	614,841.98	119,642.59	(495,199.39)
	Indirect Expenses	GENERAL & ADMINISTRATIVE		(288.19)	0.00	288.19	437,380.37	0.00	(437,380.37)
		Fringe Benefits		(2,878.53)	0.00	2,878.53	504,699.44	0.00	(504,699.44)
		OH Applied Service Corp		(573.75)	0.00	573.75	812,337.19	0.00	(812,337.19)
	Profit	Profit Margin		(187.02)	0.00	187.02	228,178.57	502,734.94	274,556.37
10110 - Defense HC Mgmt Sys Modtn	Revenue	Revenue	Revenue	0.00	0.00	0.00	3,506,844.52	0.00	(3,506,844.52)
	Expense	Direct Labor	50 Direct Labor	0.00	0.00	0.00	892,577.02	0.00	(892,577.02)
		Direct Non-Labor	51 Travel	0.00	0.00	0.00	219,940.64	0.00	(219,940.64)
			52 Subs & Consultants	0.00	0.00	0.00	987,316.33	0.00	(987,316.33)
		Indirect Expenses	OH Applied Service Corp	0.00	0.00	0.00	230,019.09	0.00	(230,019.09)
			GENERAL & ADMINISTRATIVE	0.00	0.00	0.00	319,907.90	0.00	(319,907.90)
			Fringe Benefits	0.00	0.00	0.00	274,528.33	0.00	(274,528.33)
			OH Applied Foundation CL	0.00	0.00	0.00	89,573.76	0.00	(89,573.76)
			OH Applied Foundation CO	0.00	0.00	0.00	174,711.45	0.00	(174,711.45)
	Profit	Profit Margin		0.00	0.00	0.00	3,506,844.52	0.00	(3,506,844.52)
				0.00	0.00	0.00	892,577.02	0.00	(892,577.02)

## PSR Trending Analysis

Use the PSR Trending Analysis report template to show trending PSR data in a report based on the pre-determined time analysis dimension.

## Prompts - PSR Trending Analysis

The selections included in the PSR Trending Analysis prompt page are for projects and company.

Prompt Message	Description
<b>Select Project(s)</b>	Select the projects that you want to include in the report.
<b>Select Company</b>	Select the company that you want to include in the report.

## Sample Report

This is a sample PSR Trending Analysis report.

Deltek		PSR Trending Analysis												
			2017-01	2017-02	2017-03	2017-04	2017-05	2017-06	2017-07	2017-08	2017-09	2017-10	2017-11	2017-12
10105 - Cybersecurity Diag & Mitg	Revenue	Actual (at Actual Rate)	92,310.33	62,147.2	6,830.2	-1,631.65	-30.87	141.8	694.95	-25.63	171.46	13.44	615.16	-3,927.49
		Budget	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Variance (at Actual Rate)	92,310.33	62,147.2	6,830.2	-1,631.65	-30.87	141.8	694.95	-25.63	171.46	13.44	615.16	-3,927.49
	Direct Labor	Actual (at Actual Rate)	26,973.18	13,486.55	0	0	0	0	0	0	0	0	0	0
		Budget	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Variance (at Actual Rate)	26,973.18	13,486.55	0	0	0	0	0	0	0	0	0	0
	Direct Non-Labor	Actual (at Actual Rate)	30,076.27	30,076.27	0	0	0	0	0	0	0	0	0	0
		Budget	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Variance (at Actual Rate)	30,076.27	30,076.27	0	0	0	0	0	0	0	0	0	0
	Indirect Expenses	Actual (at Actual Rate)	30,865.15	15,624.98	6,504.95	-1,553.95	-29.4	135.05	661.86	-24.42	163.3	12.79	585.88	-3,740.47
		Budget	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Variance (at Actual Rate)	30,865.15	15,624.98	6,504.95	-1,553.95	-29.4	135.05	661.86	-24.42	163.3	12.79	585.88	-3,740.47
	Cost of Money	Actual (at Actual Rate)	0	0	0	0	0	0	0	0	0	0	0	0
		Budget	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Variance (at Actual Rate)	0	0	0	0	0	0	0	0	0	0	0	0
	Profit	Actual (at Actual Rate)	4,395.73	2,959.4	325.25	-77.7	-1.47	6.75	33.09	-1.21	8.16	0.65	29.28	-187.02
		Budget	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Variance (at Actual Rate)	4,395.73	2,959.4	325.25	-77.7	-1.47	6.75	33.09	-1.21	8.16	0.65	29.28	-187.02

## Revenue Summary Report Template

Use the Revenue Summary Report template as a starting point when you want to create a report based on the revenue summary report tables in Costpoint.

## Prompts

The Revenue Summary Report Template prompt page includes selections such as Company, Project Level, and Projects.

Prompt Message	Description
<b>Company</b>	Select the Company that you want to display in the report.
<b>Use Current</b>	Select <b>Yes</b> if you want to use the current period in the settings which automatically fills in the year, period, and subperiod.
<b>Fiscal Year</b>	Select the Fiscal Year to display in the report.
<b>Period</b>	Select the Period to display in the report.
<b>Subperiod</b>	Select the Subperiod to include in the report



Prompt Message	Description
<b>Rate Type</b>	Select either <b>Actual</b> or <b>Target</b> to indicate if you want to use actual rates or target rates in the report.
<b>Project Level</b>	Select the project level at which you want the report printed.
<b>Select Project(s)</b>	Select the projects that you want to include in the report. To search with <b>Keywords</b> , enter one or more characters that will help retrieve the item(s) you want to select for the report. To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b> .
<b>Select Owning Org</b>	Select the owning organization to include in the report. To search with <b>Keywords</b> , enter one or more characters that will help retrieve the item(s) you want to select for the report. To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b> .

## Sample Report

This is a sample Revenue Summary Report Template

Revenue Summary Report Template									
Project	Owning Organization	Total Funded	ITD Revenue	Backlog	ITD Costs	ITD COM	ITD Profit	ITD Profit %	
10105 - Cybersecurity Diag & Mitg	01.01.01 High Tech	15,600,000.00	4,791,749.69	10,808,250.31	4,563,571.12	0.00	228,178.57	4.76%	
10110 - Defense HC Mgmt Sys Modtn	01.01.03 Health Services	8,000,000.00	3,506,844.52	4,493,155.48	3,188,574.52	0.00	318,270.00	9.08%	
10115 - Base Rec Center	01.02.01 Manufacturing	2,900,000.00	1,326,993.59	1,573,006.41	1,180,236.50	0.00	146,757.09	11.06%	
10120 - Construction and Design	01.01.01 High Tech	39,615,000.00	12,290,873.66	27,324,126.34	11,493,482.83	0.00	797,390.83	6.49%	
10140 - DHA Network Review	01.01.01 High Tech	5,350,000.00	1,374,962.00	3,975,038.00	1,132,901.09	0.00	242,060.91	17.60%	
10150 - Surveillance Services	01.01.05 Engineering & Planning	800,000.00	898,273.92	(98,273.92)	825,389.80	0.00	72,884.12	8.11%	
10160 - Airborne Early Warn Radar	01.02.01 Manufacturing	34,600,000.00	14,914,213.00	19,685,787.00	13,604,689.61	0.00	1,309,523.39	8.78%	
10180 - Health Svcs Policy Devel	01.01.03 Health Services	1,600,000.00	800,000.00	800,000.00	786,119.64	0.00	13,880.36	1.74%	
10200 - Global Cmnd Satellite Supt	01.01.05 Engineering & Planning	10,600,000.00	4,928,132.05	5,671,867.95	4,950,718.81	0.00	(22,586.76)	(0.46%)	
10210 - Mesquite Solar Powr Plant	01.01.02 Construction Management	2,000,000.00	2,000,000.00	0.00	1,232,952.85	0.00	767,047.15	38.35%	
10220 - NETCENTS II	01.01.01 High Tech	100,000,000.00	28,225,465.14	71,774,534.86	26,768,283.78	0.00	1,457,181.36	5.16%	
10225 - T&M_Schedule_Combo	01.01.05 Engineering & Planning	256,000.00	66,149.00	189,851.00	56,874.51	0.00	9,274.49	14.02%	
10250 - USAID Program Management	01.03.04 Latin America	6,800,000.00	2,725,556.35	4,074,443.65	2,671,895.76	0.00	53,660.59	1.97%	
10280 - IT Development Plan	01.01.01 High Tech	2,900,000.00	1,341,529.80	1,558,470.20	1,197,610.79	0.00	143,919.01	10.73%	
10300 - Navy Modeling & Simulatn	01.01.05 Engineering & Planning	43,600,000.00	20,076,186.49	23,523,813.51	18,625,533.02	0.00	1,450,653.47	7.23%	
10370 - IT Staff Augmentation	01.01.01 High Tech	2,500,000.00	1,094,289.10	1,405,710.90	907,150.48	0.00	187,138.62	17.10%	
10400 - Navy Unmanned Air Systems	01.01.05 Engineering & Planning	6,000,000.00	2,790,000.00	3,210,000.00	2,562,254.16	0.00	227,745.84	8.16%	
10500 - ACRN Hybrid Project	01.01.05 Engineering & Planning	4,031,000.00	3,154,308.21	876,691.79	2,914,918.45	0.00	239,389.76	7.59%	
10600 - NG Satellite Components	01.02.01 Manufacturing	9,550,000.00	4,441,073.15	5,108,926.85	4,182,383.12	0.00	258,690.03	5.82%	

## Shop Floor Time

This folder stores reports for Shop Floor Time and is intended for use by time administrators.

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

- CER All
- CER People

## Report Package

The template report in Shop Floor Time is published in the Costpoint Shop Floor Time package.

## Costpoint Shop Floor Time Reconciliation Report

This section shows a sample prompt screen and output of the Costpoint Shop Floor Time Reconciliation report.

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

**Note:** This report only runs for on-premise Costpoint users.

## Prompts

These are Costpoint Shop Floor Time Reconciliation Report prompts.

Prompt Message	Description
<b>Starting Date</b>	Enter the start date for the range of timesheets you would like to reconcile.
<b>Ending Date</b>	Enter the end date for the range.
<b>Exclude SFT Pay Type(s)</b>	Select the SFT pay type(s) that you want to be omitted in the report.

## Sample Report



Sample Costpoint Shop Floor Time Reconciliation report.

Costpoint Shop Floor Time Reconciliation Report										
Sep 23, 2016 to Oct 7, 2016										
Date	CP Project	CP MO	CP Pay Type	CP Hours	SFT Project	SFT MO	SFT Pay Type	Split Half Indicator	SFT Hours	Variance (CP Hours - SFT Hours)
Employee: 701COMB3 - 701COMB3, Devra3 3					Employee: 701COMB3 - 701COMB3, Devra3 3					
Oct 3, 2016				0.00			UNP		0	1.00
Oct 4, 2016	0414-LEAVINGLASVEGASGREAT		R	8.00	0414-LEAVINGLASVEGASGREAT		R		0	8.00
Oct 4, 2016	0414-LEAVINGLASVEGASGREAT		SP2	0.98						0.98
Oct 4, 2016				0.00			UNP		0	1.00
Oct 5, 2016	0414-LEAVINGLASVEGASGREAT		R	8.00	0414-LEAVINGLASVEGASGREAT		R		0	8.00
Oct 5, 2016	0414-LEAVINGLASVEGASGREAT		SP2	0.98						0.98
Oct 5, 2016				0.00			UNP		0	1.00
Oct 6, 2016	0414-LEAVINGLASVEGASGREAT		R	8.00	0414-LEAVINGLASVEGASGREAT		R		0	8.00
Oct 6, 2016	0414-LEAVINGLASVEGASGREAT		SP2	0.98						0.98
Oct 6, 2016				0.00			UNP		0	1.00
Oct 7, 2016	0414-LEAVINGLASVEGASGREAT		R	8.00						8.00
Oct 7, 2016	0414-LEAVINGLASVEGASGREAT		SP2	0.98						0.98
Oct 7, 2016				0.00	0414-LEAVINGLASVEGASGREAT		R		1	4.00
Oct 7, 2016				0.00	0414-LEAVINGLASVEGASGREAT		R		2	4.00
Oct 7, 2016				0.00			UNP		2	1.00
Total for 701COMB3 - 701COMB3, Devra3 3				44.90						81.00
Employee: 701COMB4 - 701COMB4, Devra4 4					Employee: 701COMB4 - 701COMB4, Devra4 4					(36.10)

## Adding New Joins in the Costpoint Shop Floor Time Reconciliation Report

You may want to further customize your Costpoint Shop Floor Time Reconciliation Report by defining new join relationships. Do this in the Edit mode.

**To add join relationships in the Costpoint Shop Floor Time Reconciliation report:**

1. Open the Costpoint Shop Floor Time Reconciliation Report in Edit mode.
2. Click the **Queries** () icon on the left-hand side of the screen.
3. Expand **QUERIES** and look for **Query 1**.
4. Expand **Query 1** and click **Join** (yellow boxes) .
5. On the **Join Relationships** dialog box, click a query object in the **CP TS DATA** box that you like to create a new join relationship from (for example, **Employee ID**).
6. Click the **New Link** button.
7. Click a query object in the **SFT DATA** box to link to (for example, **Pay Type**).  
Before joining, carefully examine the implications of joining (you do not want to create a loop join).
8. Click **OK**.

## Configuring the Timesheet Line Source Code

Your organization may be using an automatic interface between Shop Floor Time and Costpoint.

This interface uses the Timesheet Line Source Code that makes the integration between the two systems possible. You can change the source code value in the Costpoint Shop Floor Time Reconciliation Report if needed.

### Timesheet Line Source Code Values

If your organization uses the automatic interface, the Timesheet Line Source Code value should be **SFT**.

This is the default value for the source code in the Costpoint Shop Floor Time Reconciliation Report. However, if your organization uses the Import Timesheet function instead of the automatic interface, the Timesheet Line Source code value must be **AOPUTLTS**.

### Changing the Source Code Value in the Costpoint Shop Floor Time Reconciliation Report

The default value for the source code in the Costpoint Shop Floor Time Reconciliation Report is **SFT**.

**To change the Source Code value in the Costpoint Shop Floor Time Reconciliation report:**

1. Edit the Costpoint Shop Floor Time Reconciliation Report.
2. Select **Queries** from the Navigation bar, and click the **CP TS DATA** query.
3. In the Detail Filters pane, double-click the appropriate filter for **Source Code**.
4. On the Detail Filter Expression dialog box, change the **Timesheet Line Source Code** text to either **SFT** or **AOPUTLTS**.

**Note:** For the automatic interface, **[Timesheet Line Source Code] = 'SFT'**.  
For the Import Timesheet function, **[Timesheet Line Source Code] = 'AOPUTLTS'**.

5. Click **OK**, and save the report.

## SOX Controls Reporting

This chapter includes a section on scheduling Sarbanes-Oxley Controls Reports.

The section also lists the report categories and links to their sample reports.

The contents of the SOX Controls Reporting folder are available to the following user groups:

- CER Accounting
- CER All

### Scheduling SOX Controls Reporting

Deltek has provided predefined jobs so that you can schedule your Sarbanes-Oxley (SOX) control reports to run in batch mode.

These jobs, defined in the **SOX Controls Reporting.zip** file, will run the reports and save the output in the PDF file format. Also available is a batch program, which renames these PDF files so that the run date/time of each report is appended to its file name.

This document will help you to configure the output location, batch file, and Cognos server, to execute these jobs, and to run the renaming script.

The following are the steps in configuring your SOX reports:

- Step 1: Import the deployment zip file.
- Step 2: Customize the rename program and set the output location.
- Step 3: Configure the Cognos Analytics server to save the report output and call the batch file.
- Step 4: Execute the predefined jobs to run the reports in batch mode.

### Step 1: Import the Deployment Zip File

You must complete this step during the installation process to make the predefined scheduling jobs available.

For instructions on importing this file, see the *Deltek Costpoint Business Intelligence 8.0 Upgrade Installation Guide*, available at the Knowledge Center tab of the Deltek Support Center site, <https://support.deltek.com>.

After you have completed the import, browse to the **Team content » SOX Controls Reporting** directory, where you will find the Report Generation Schedules folder. This folder contains all the predefined scheduling jobs.

The SOX Controls Reporting job runs all the SOX reports for Costpoint and Time Collection. There are also predefined jobs for specific modules. For example, Costpoint Accounting and for sub-modules, such as **Costpoint Accounting » Accounts Payable**.

### Step 2: Customize the Batch Renaming Script

The reports generated by Cognos scheduler are given cryptic names.

For example, **Approver Settings** could potentially be generated as a file named 397\_1163638261400.pdf. For each PDF file, the Cognos server also generates a descriptor file

in .xml format. This file contains the mapping of the generated PDF file name to the report's original name on the Cognos Server.

**Note:** When the Cognos scheduler generates a report, it saves this PDF file to a “Work” subfolder at the output location you specify in Step 3. Make sure to create these folders before running your job.

Deltek provides a script which, when run, takes the mapping information from the xml file to rename the PDF files to their original report names. This script then also appends the date and time of the report generation to the end of the file name. There is then an option to delete these descriptor files upon completion of the renaming process.

To customize the batch renaming script for your firm, you must edit the renameFiles.bat file (located at C:\Program Files (x86)\Deltek\CostpointEnterpriseReporting\CER723\SOX\Scripts), as necessary. The areas to edit are in italics in the following sample.

When you are through, save the renameFiles.bat file. Ensure that the renameFiles.bat, renameFiles.java, and renameFiles.class files are saved to the desired output location.

**Note:** The renaming script will not run if special characters exist in the name. Therefore, exclude special characters from path and report names. Examples of special characters are: > < “ ’ & + / ? % # + , . : ; = [ ]

```
@echo off
REM
REM Please update the following information before executing the
program:

REM COGNOS_HOME:          Your cognos install directory

Set COGNOS_HOME=C:\Program Files\ibm\cognos\analytics

REM JAVA_HOME:           Combining Cognos_Home with this location
REM                       should result in a folder location where
REM                       “bin” folder can be found. Make sure there
REM                       is a java.exe inside the “bin” folder.

set JAVA_HOME=%COGNOS_HOME%\jre

set PATH=%JAVA_HOME%\bin;%PATH%

REM CMOUTPUT_LOCATION:   Location where your CRN Server will
REM                       save files. This is the directory
REM                       where the files “renameFiles.bat”,
REM                       “renameFile.class” and
REM                       “renameFiles.java” should exist.

Set CMOUTPUT_LOCATION=C:\Output

REM WORK_LOCATION:       Location where all files will be moved
REM                       before renaming them. By default this
REM                       is the ‘Work’ subfolder of the
REM                       CM_OUTPUT_LOCATION. You can use the
REM                       alternate code below for specifying another
```

```

REM          location altogether. Just remember to "REM"
REM          the line of code not in use.

Set WORK_LOCATION=%CMOUTPUT_LOCATION%\work
REM set WORK_LOCATION=C:\test

REM Call the java program to rename the output file
REM -cp option specifies the classpath information i.e. location of
renameFiles.class
REM The files (%1 and %2) that the server will pass to the batch
file will be renamed

REM Set the last parameter of the code below to "Y" or "y" for the
program to put files
REM under a subfolder; "N" or "n" otherwise
Call "%JAVA_HOME%\bin\java" -cp "%CMOUTPUT_LOCATION%" renameFiles
"%WORK_LOCATION%" "%1" "%2" n

REM Delete the XML descriptor files
REM Remove "REM" from the line below if you want descriptor files
deleted
REM Deltek %WORK_LOCATION%\*.xml

```

### Step 3: Configure the IBM Cognos Analytics Server

You must log on to Cognos Analytics and set the server parameters in order to save the output of reports in the proper folder structure on the file system.

To set the server parameters:

1. From the Navigation bar, click **Manage » Administration Console**.
2. On the IBM Cognos Administration page, click the Configuration tab, select the **COSTPOINT** check box, and click **Dispatchers and Services**.
3. Click the link for the dispatcher you want to configure.



4. Select **ContentManagerService** from the list of objects to configure.

Name	Modified	Actions
AgentService	January 24, 2012 12:04:12 PM	More...
AnnotationService	January 24, 2012 12:04:12 PM	More...
BatchReportService	January 24, 2012 12:04:12 PM	More...
ContentManagerCacheService	January 24, 2012 12:04:12 PM	More...
ContentManagerService	January 24, 2012 12:04:12 PM	More...
DeliveryService	January 24, 2012 12:04:12 PM	More...
EventManagerService	January 24, 2012 12:04:12 PM	More...
GraphicsService	January 24, 2012 12:04:12 PM	More...
HumanTaskService	January 24, 2012 12:04:12 PM	More...
IndexDataService	January 24, 2012 12:04:12 PM	More...
IndexSearchService	January 24, 2012 12:04:12 PM	More...
IndexUpdateService	January 24, 2012 12:04:12 PM	More...
JobService	January 24, 2012 12:04:12 PM	More...
LogService	January 24, 2012 12:04:12 PM	More...
MetadataService	January 24, 2012 12:04:12 PM	More...

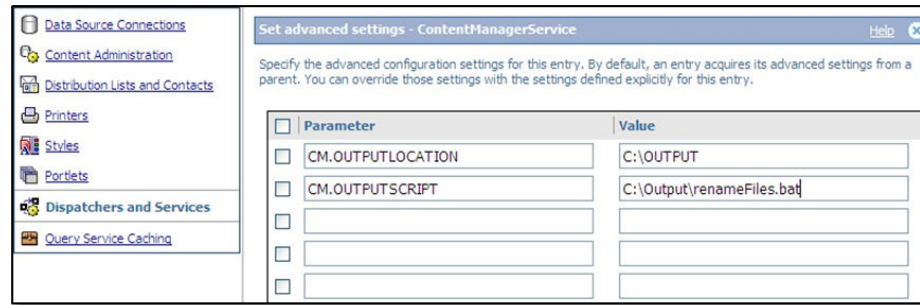
Last refresh time: March 16, 2012 2:13:32 AM

5. Under the **Actions** column, click the **Set properties** button.
6. Click the Settings tab.
7. Under the **Value** column, click **Edit of Environment » Advanced Settings**.
8. Select the **Override the settings acquired from the parent entry** check box.  
A table displays, in which you can add parameters.
9. Under **Parameter**, enter **CM.OUTPUTLOCATION**.
10. Under **Value**, enter the file system location where you want to store report outputs (for example, **C:\Output**).

**Note:** This will not work if you specify a UNC name. If you must specify a network location, use a mapped drive from the local machine.

11. Complete the following steps to add the batch renaming script file, which runs after a report output is saved to the target directory:
  - a) Under **Parameter**, click an empty cell and enter **CM.OUTPUTSCRIPT**.
  - b) In the corresponding **Value** cell, enter the location and the name of the script (for example, **C:\Output\renameFiles.bat**).
  - c) Click **OK**.





12. Complete the configuration of Cognos Analytics Server:

- On the computer where you installed Content Manager, start IBM Cognos Configuration. You can find the IBM Cognos Configuration file (cogconfigw.exe) at C:\Program Files\ibm\cognos\analytics\bin64.
- In the Explorer window, under **Data Access**, click **Content Manager**.
- In the **Save report outputs to a file system** field, select **True**.
- On the menu, click **File » Save**.
- Restart the IBM Cognos service.

## Step 4: Execute Job on Recurring Schedule

Browse to the job you want to run.

To execute the job:

- Find a predefined SOX job in **Team content » SOX Controls Reporting » Report Generation Schedules**.
- Click the **More** icon (dotted vertical line) to the right of the report, and select **Properties**.
- Click **Job » Advanced**.
- Under **Advanced**, do the following:
  - Click **Set** to the right of **Properties** to edit the job and set parameters, and click **OK**.
  - Click **Set** to the right of **Schedule Job** to set the desired schedule, and click **OK**.

After the job has completed running, browse to the specified output location to see the report output.

## SOX Controls Reporting Report Categories

SOX Controls Reporting includes several report categories.

These report categories include the following:

- Costpoint Accounting
- Costpoint Materials
- Costpoint People

- Costpoint Projects
- Costpoint Other
- Deltek Time Collection
- Report Generation Schedules

## SOX Controls Reports

The SOX Controls Reporting includes several report categories and their reports.

These report categories include the following:

Costpoint Accounting	
<b>Accounts Payable</b>	<ul style="list-style-type: none"> <li>▪ Accounts Payable Accounts</li> <li>▪ Accounts Payable Settings</li> <li>▪ Accounts Payable Voucher Settings</li> <li>▪ Approver Settings</li> <li>▪ Cash Accounts</li> <li>▪ Purchase Order Voucher Settings</li> <li>▪ Vendor Settings</li> <li>▪ Vendor Terms</li> </ul>
<b>Accounts Receivable</b>	<ul style="list-style-type: none"> <li>▪ Accounts Receivable Settings</li> <li>▪ System-Assigned Cash Receipt Number</li> <li>▪ Transfer Accounts</li> </ul>
<b>Fixed Assets</b>	<ul style="list-style-type: none"> <li>▪ Accumulated Depreciation Account Codes</li> <li>▪ Asset or Template Change Settings</li> <li>▪ Asset Template Information</li> <li>▪ Auto-Creation Settings for Purchase Orders or Receiving Data</li> <li>▪ Depreciation Expense Account Allocation Codes</li> <li>▪ Depreciation Methods - Basic Setup</li> <li>▪ Fixed Assets Accounting Periods</li> <li>▪ Fixed Assets Fiscal Years</li> <li>▪ Fixed Assets Settings</li> </ul>

Costpoint Accounting	
	<ul style="list-style-type: none"> <li>Posting Settings</li> <li>Template Information Global Changes</li> </ul>
<b>General Ledger</b>	<ul style="list-style-type: none"> <li>Account Entry Groups</li> <li>Accounting Periods</li> <li>Account-Org Links</li> <li>Accounts</li> <li>Bank Statements</li> <li>Banks</li> <li>Company Bank Accounts</li> <li>Company Information</li> <li>Financial Statement Setup</li> <li>Fiscal Years</li> <li>General Ledger Settings</li> <li>Journal Entry Cycles</li> <li>Mass Links of Accounts-Orgs</li> <li>Organization Elements</li> <li>Organization Structures</li> <li>Subperiods</li> <li>System-Assigned Journal Entry Number</li> </ul>
<b>Multicurrency</b>	<ul style="list-style-type: none"> <li>Exchange Rate Groups</li> <li>Multicurrency Accounts</li> <li>Multicurrency Settings</li> </ul>
Costpoint Materials	
<b>Inventory</b>	<ul style="list-style-type: none"> <li>Default WIP Asset Accounts</li> <li>Inventory Accounts</li> <li>Inventory Projects</li> <li>Inventory Settings</li> <li>Serial-Lot Settings</li> </ul>
<b>Procurement Planning</b>	<ul style="list-style-type: none"> <li>Requisition Approval Processes</li> </ul>

Costpoint Materials	
	<ul style="list-style-type: none"> <li>Requisition Approval Titles</li> <li>Requisition Settings</li> <li>Vendor Settings</li> <li>Vendor Terms</li> </ul>
<b>Purchasing</b>	<ul style="list-style-type: none"> <li>Buyers</li> <li>Buyer Organization Accounts</li> <li>Buyer Organization Accounts - Drill-Through</li> <li>Buyer Projects</li> <li>Buyer Projects - Drill-Through</li> <li>Branch Locations</li> <li>Purchase Order Line Charge Types</li> <li>Purchase Order Settings</li> <li>Units of Measure</li> <li>Vendor Settings</li> <li>Vendor Terms</li> </ul>
<b>Receiving</b>	<ul style="list-style-type: none"> <li>Receiving Settings</li> </ul>
<b>Sales Order Entry</b>	<ul style="list-style-type: none"> <li>Approval Processes</li> <li>Approval Titles</li> <li>Catalog Settings</li> <li>Cost Types</li> <li>Defaults</li> <li>Line Charge Types</li> <li>Project Settings</li> <li>Sales Order Settings</li> <li>Serial-Lot Settings</li> </ul>
Costpoint People	
<b>Labor</b>	<ul style="list-style-type: none"> <li>Allowances</li> <li>Allowance Accounts</li> </ul>

Costpoint People	
	<ul style="list-style-type: none"> <li>▪ Labor Groups - Unions</li> <li>▪ Labor Location - Locals</li> <li>▪ Labor Settings</li> <li>▪ Overtime Premium Recast</li> <li>▪ Overtime Rules by Location</li> <li>▪ Overtime Rules by State</li> <li>▪ Overtime Settings</li> <li>▪ Pay Types</li> <li>▪ Timesheet Periods</li> </ul>
Leave	<ul style="list-style-type: none"> <li>▪ Leave Period</li> <li>▪ Leave Settings</li> <li>▪ Leave Tables</li> <li>▪ Leave Types</li> </ul>
Payroll	<ul style="list-style-type: none"> <li>▪ Contribution Matching Rates</li> <li>▪ Contribution Matching Rates - Drill-Through</li> <li>▪ Deductions</li> <li>▪ Deduction Schedules</li> <li>▪ Direct Deposit Banks</li> <li>▪ Direct Deposit Setup</li> <li>▪ Local Taxable Deductions</li> <li>▪ Local Taxable Deductions - Drill-Through</li> <li>▪ Modify Codes</li> <li>▪ Pay Periods</li> <li>▪ Pay Type Taxability</li> <li>▪ Pay Type Taxability - Local</li> <li>▪ Pay Type Taxability - Local - Drill-Through</li> <li>▪ Pay Type Taxability - State</li> <li>▪ Pay Type Taxability - State - Drill-Through</li> </ul>

Costpoint People	
	<ul style="list-style-type: none"> <li>▪ Paycheck Setup</li> <li>▪ Payroll Settings</li> <li>▪ Savings Bond Info by Taxable Entity</li> <li>▪ State Taxable Deductions</li> <li>▪ State Taxable Deductions - Drill Through</li> <li>▪ Workers' Compensation Modify Codes</li> <li>▪ Workers' Compensation State Rates</li> </ul>
<b>Time Collection Interface</b>	<ul style="list-style-type: none"> <li>▪ Time Collection Account Types</li> <li>▪ Time Collection Accounts</li> <li>▪ Time Collection Projects</li> </ul>
Costpoint Projects	
<b>Billing</b>	<ul style="list-style-type: none"> <li>▪ Billing Accounts</li> <li>▪ Billing Settings</li> <li>▪ Generic Billing Formats</li> <li>▪ Other Charges</li> <li>▪ Remittance Addresses</li> <li>▪ Taxable Sales Accounts</li> </ul>
<b>Cost and Revenue Processing</b>	<ul style="list-style-type: none"> <li>▪ Cost Pools</li> <li>▪ Pool Base Accounts</li> <li>▪ Pool Base Accounts - Drill-Through</li> <li>▪ Pool Cost Accounts</li> <li>▪ Pool Cost Accounts - Drill-Through</li> <li>▪ Pool Rates</li> <li>▪ Pool Rates - Drill-Through</li> </ul>
<b>Intercompany Work Orders</b>	<ul style="list-style-type: none"> <li>▪ IWO Expense Mapping</li> <li>▪ IWO Locations</li> <li>▪ IWO Project Setup</li> </ul>
<b>Project Setup</b>	<ul style="list-style-type: none"> <li>▪ Mass Link Project-Account-Orgs</li> </ul>

Costpoint Projects	
	<ul style="list-style-type: none"> <li>Project Account Groups</li> <li>Project Labor Categories</li> <li>Project Settings</li> <li>Valid Project-Account-Orgs</li> </ul>
Costpoint Other	
<b>System Administration</b>	<ul style="list-style-type: none"> <li>System Settings</li> </ul>
Deltek Time Collection	
<ul style="list-style-type: none"> <li>Account Types</li> <li>Charge Trees</li> <li>Charge Trees - Drill-Through</li> <li>Charge Trees 1-Level</li> <li>Configuration Tables</li> <li>Employee Group Supervisor</li> <li>Employee Group Supervisor - Drill-Through</li> <li>Employee Group Types</li> <li>Employee Groups</li> <li>Employee Info - Charge Employees</li> <li>Employee Info - Charge Employees - Drill-Through</li> <li>Employee Information</li> <li>Functional Roles</li> <li>Leave Types</li> <li>Links and Miscellaneous</li> <li>Security Roles</li> <li>Timesheet Class - Leave</li> <li>Timesheet Class - Leave - Drill-Through</li> <li>Timesheet Class - UDT10</li> </ul>	<ul style="list-style-type: none"> <li>UDT01 Controls - UDT02 Links</li> <li>UDT01 Controls - UDT02 Links - Drill-Through</li> <li>UDT01 Controls - UDT09 Links</li> <li>UDT01 Controls - UDT09 Links - Drill-Through</li> <li>UDT02 Controls</li> <li>UDT02 Controls - UDT01 Links</li> <li>UDT02 Controls - UDT01 Links Drill-Through</li> <li>UDT02 Controls - UDT07 Links</li> <li>UDT02 Controls - UDT07 Links Drill-Through</li> <li>UDT02 Controls - UDT09 Links</li> <li>UDT02 Controls - UDT09 Links Drill-Through</li> <li>UDT03 Controls</li> <li>UDT04 Controls</li> <li>UDT05 Controls</li> <li>UDT07 Controls</li> <li>UDT09 Controls</li> <li>UDT09 Controls - UDT01 Links</li> <li>UDT09 Controls - UDT01 Links Drill-Through</li> </ul>

Deltek Time Collection	
<ul style="list-style-type: none"> <li>▪ Timesheet Class - UDT10 - Drill-Through</li> <li>▪ Timesheet Classes</li> <li>▪ Timesheet Schedules</li> <li>▪ UDT01 Controls</li> </ul>	<ul style="list-style-type: none"> <li>▪ UDT09 Controls - UDT02 Links</li> <li>▪ UDT09 Controls - UDT02 Links Drill-Through</li> <li>▪ UDT10 Controls</li> <li>▪ Utilization</li> </ul>



# Subcontractor Management

This chapter describes the reports in the Subcontractor Management folder.

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

- CER All
- CER Subcontract Mgmt Secure

## Subcontractor Management Reports

The Subcontractor Management folder includes the Subcontractor Status report and the Work Assignment Charge Detail report.

Subcontractor Management reports use row-level security based on the Owning Org of a project. Only the work assignments and PO rows for projects that belong to Owning Orgs you have access to are visible.

## Subcontractor Status Report

Run the Subcontractor Status report to view the work assignments associated with purchase order (PO) lines.

The report displays PO line information, including PO line amount, vouchered amount, and remaining amount. You can also view the work assignments (ID, start date, end date) associated with a PO or PO line in the Subcontractor Status report.

Drill down from a work assignment to see the hours planned for vendor employees on the work assignment and timesheet charges posted against the work assignment for each vendor employee.

## Prompts

Select the prompts to filter or run the report.

### Contents

Prompt Message	Description
<b>Company</b>	Select the company that you want to include in the report.
<b>Select Purchase Order(s)</b>	<p>Use this prompt to limit the report to selected purchase orders.</p> <p>In the <b>Keywords</b> field, enter one or more characters for the purchase orders you want to retrieve. To enter more than one search string, separate them with spaces.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>

Prompt Message	Description
<b>Select PO Release Number(s)</b>	<p>Use this prompt to limit the report to selected PO release numbers.</p> <p>In the <b>Keywords</b> field, enter one or more characters for the PO release numbers you want to retrieve. To enter more than one search string, separate them with spaces.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Select Vendor(s)</b>	<p>Use this prompt to limit the report to selected vendors.</p> <p>In the <b>Keywords</b> field, enter one or more characters for the vendors you want to retrieve. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Work Assignment Start Date Range</b>	<p>Filter the report to only include work assignments that start within a specified date range.</p> <p>In the <b>From</b> field, enter the earliest start for the date range or click the Calendar to select the date.</p> <p>In the <b>To</b> field, enter the latest date for the date range or click the Calendar icon to select the date.</p> <p>You can opt to select the Earliest date or the Latest date possible for the work assignments.</p>
<b>Select Project(s)</b>	<p>Use this prompt to limit the report to selected projects.</p> <p>In the <b>Keywords</b> field, enter one or more characters for the projects you want to retrieve. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Select Account(s)</b>	<p>Use this prompt to limit the report to selected accounts.</p> <p>In the <b>Keywords</b> field, enter one or more characters for the accounts you want to retrieve. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces.</p>

Prompt Message	Description
	To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b> .
<b>Select Organization(s)</b>	<p>Use this prompt to limit the report to selected organizations.</p> <p>In the <b>Keywords</b> field, enter one or more characters for the organizations you want to retrieve. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>

## Sample Report

This is a sample of the Subcontractor Status report.

## Subcontract Status Report

1 - Applied Technologies Inc

Work Assignment ID	Description	WA Start Date	WA End Date	Approver	Project	Organization	Account	Amount
PO Number: PO-0000028 PO Release: 0 Vendor: Balmar Consulting (V100013)								
PO Line: 1	Line Amount: 100,000.00	Vouchered Amount:	(38,000.00)	Remaining Amount:	138,000.00			
WA-0000001	S-SUBCONTRACT-LABOR-Davis	10/1/2015	09/30/2016	X1019	10250.001	01.01.05	52-400-11	20,000.00
PO Line: 2	Line Amount: 125,000.00	Vouchered Amount:	(47,500.00)	Remaining Amount:	172,500.00			
WA-0000001	S-SUBCONTRACT-LABOR-Barnes	10/1/2015	09/30/2016	X1019	10250.002	01.01.05	52-400-11	62,500.00
PO Line: 3	Line Amount: 60,000.00	Vouchered Amount:	(37,200.00)	Remaining Amount:	97,200.00			
WA-0000001	S-SUBCONTRACT-LABOR-OBrien	10/1/2015	09/30/2016	X1019	10250.002	01.01.05	52-400-11	60,000.00
PO Line: 4	Line Amount: 75,000.00	Vouchered Amount:	(29,250.00)	Remaining Amount:	104,250.00			
WA-0000001	S-SUBCONTRACT-LABOR-Meyers	10/1/2015	09/30/2016	X1019	10250.001	01.01.05	52-400-11	22,500.00
PO Number: PO-0000064 PO Release: 0 Vendor: Balmar Consulting (V100013)								
PO Line: 1	Line Amount: 100,000.00	Vouchered Amount:	0.00	Remaining Amount:	100,000.00			
WA-0000002	S-SUBCONTRACT-LABOR-Davis	10/1/2015	09/30/2016	X1019	10250.001	01.01.05	52-400-11	100,000.00
PO Line: 2	Line Amount: 125,000.00	Vouchered Amount:	0.00	Remaining Amount:	125,000.00			
WA-0000002	S-SUBCONTRACT-LABOR-Barnes	10/1/2015	09/30/2016	X1019	10250.002	01.01.05	52-400-11	125,000.00
PO Line: 3	Line Amount: 60,000.00	Vouchered Amount:	0.00	Remaining Amount:	60,000.00			
WA-0000002	S-SUBCONTRACT-LABOR-OBrien	10/1/2015	09/30/2016	X1019	10250.002	01.01.05	52-400-11	60,000.00
PO Line: 4	Line Amount: 75,000.00	Vouchered Amount:	0.00	Remaining Amount:	75,000.00			
WA-0000002	S-SUBCONTRACT-LABOR-Meyers	10/1/2015	09/30/2016	X1019	10250.001	01.01.05	52-400-11	75,000.00
PO Number: PO-0000072 PO Release: 0 Vendor: Balmar Consulting (V100013)								
PO Line: 1	Line Amount: 250,000.00	Vouchered Amount:	0.00	Remaining Amount:	250,000.00			
WA-0000003	S-SUBCONTRACT-LABOR-IT Developer	09/1/2016	06/30/2017	X1019	10250.001	01.01.05	52-400-11	100,000.00
WA-0000013	S-SUBCONTRACT-LABOR-IT Developer			X1019	10250.001	01.01.05	52-400-11	150,000.00
PO Line: 2	Line Amount: 312,500.00	Vouchered Amount:	(1,500.00)	Remaining Amount:	314,000.00			
WA-0000003	S-SUBCONTRACT-LABOR-Systems Engineer	09/1/2016	06/30/2017	X1019	10250.002	01.01.05	52-400-11	125,000.00
PO Line: 3	Line Amount: 300,000.00	Vouchered Amount:	0.00	Remaining Amount:	300,000.00			

Click a **Work Assignment ID** to view the Subcontractor Status Report Drill Thru.

## Subcontract Status Report - Drill Thru

Work Assignment ID	Vendor Employee	Vendor Employee Name	WA Hours	TS Hours	Remaining Hours
WA-0000001	VE-0001	Gus Davis	100.00	190.00	(90.00)
	VE-0002	James Barnes	250.00	190.00	60.00
	VE-0003	Roger O'Brien	200.00	136.00	64.00
	VE-0004	Patricia Meyers	150.00	195.00	(45.00)
Total			700.00	711.00	(11.00)

The drill thru report shows the planned, actual, and remaining hours of each vendor employee assigned to the work assignment, based on the charges from their timesheets. If the TS Hours (actual hours) is greater than the WA Hours (planned), the Remaining Hours will display in parenthesis, indicating that the vendor employee worked more hours than planned for the work assignment.

## Work Assignment Charge Detail Report

View a detailed report of work assignments for subcontractor management purchase orders.

You can run the Work Assignment Charge Detail report for a range of items, including vendors, customers, purchase orders, work assignments, and/or work assignment start and end dates.

### Prompts

Select the prompts to run the Work Assignment Charge Detail report.

### Contents

Prompt Message	Description
<b>Company</b>	Select the company to include in the report.
<b>Select Purchase Order(s)</b>	<p>Use this prompt to limit the report to selected purchase orders.</p> <p>In the <b>Keywords</b> field, enter one or more characters for the purchase orders you want to retrieve. To enter more than one search string, separate them with spaces.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Select PO Release Number(s)</b>	<p>Use this prompt to limit the report to selected PO release numbers.</p> <p>In the <b>Keywords</b> field, enter one or more characters for the PO release numbers you want to retrieve. To enter more than one search string, separate them with spaces.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the</p>

Prompt Message	Description
	<p><b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Select Customer(s)</b>	<p>Use this prompt to limit the report to selected customers.</p> <p>In the <b>Keywords</b> field, enter one or more characters for the customers you want to retrieve. To enter more than one search string, separate them with spaces.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Select Vendor(s)</b>	<p>Use this prompt to limit the report to selected vendors.</p> <p>In the <b>Keywords</b> field, enter one or more characters for the vendors you want to retrieve. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Work Assignment Start Date Range</b>	<p>Filter the report to only include work assignments that start within a specified date range.</p> <p>In the <b>From</b> field, enter the earliest start for the date range or click the Calendar to select the date.</p> <p>In the <b>To</b> field, enter the latest date for the date range or click the Calendar icon to select the date.</p> <p>You can opt to select the <b>Earliest date</b> or the <b>Latest date</b> possible for the work assignments.</p>
<b>Select Project(s)</b>	<p>Use this prompt to limit the report to selected projects.</p> <p>In the <b>Keywords</b> field, enter one or more characters for the projects you want to retrieve. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Select Account(s)</b>	<p>Use this prompt to limit the report to selected accounts.</p> <p>In the <b>Keywords</b> field, enter one or more characters for the accounts you want to retrieve. The list displays values as a combination of ID</p>

Prompt Message	Description
	<p>and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Select Organization(s)</b>	<p>Use this prompt to limit the report to selected organizations.</p> <p>In the <b>Keywords</b> field, enter one or more characters for the organizations you want to retrieve. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>

## Sample Report

This is a sample of the Work Assignment Charge Detail report.

### Work Assignment Charge Detail Report

System: C81PSM17

1 - Applied Technologies Inc

Charge Line Number	PO Line Number	Description	Project	Account	Organization	Vendor Employee	GLC	PLC	Transaction Rate	Hours	Amount	Approval Status	Approver Name	Start Date	End Date
Vendor: V100013															
Work Assignment: WA-0000001			PO: PO-0000028			Rel: 0			Customer: 100050						
1	1	S-SUBCONTRACT-LABOR-Davis	10250.001	52-400-11	01.01.05	VE-0001	ITPRO	ITDEVP	200.00	100.00	20,000.00	Inactive		10/1/2015	09/30/2016
2	2	S-SUBCONTRACT-LABOR-Barnes	10250.002	52-400-11	01.01.05	VE-0002	ITPRO	NETSYS	250.00	250.00	62,500.00	Inactive		10/1/2015	09/30/2016
3	3	S-SUBCONTRACT-LABOR-OBrien	10250.002	52-400-11	01.01.05	VE-0003	ITPRO	FINCON	300.00	200.00	60,000.00	Inactive		10/1/2015	09/30/2016
4	4	S-SUBCONTRACT-LABOR-Meyers	10250.001	52-400-11	01.01.05	VE-0004	ITPRO	DEVELO	150.00	150.00	22,500.00	Inactive		10/1/2015	09/30/2016
WA-0000001 - Total										700.00	165,000.00				
V100013 - Total										700.00	165,000.00				
Overall - Total										700.00	165,000.00				

## Time

This folder stores standard Time reports for the time administrator, time supervisor, and other managers who approve time.

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

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

### Time Reports

The following reports are in the Time folder:

- Charge Activity Report
- Resource Activity Report
- Work Hous by Day by Project
- Work Hours by Day by Resource

### Charge Activity Report

Project managers can use the Charge Activity report to review the activity on their projects.

#### Before You Run the Report

Certain processes must be performed before you run this report.

Because this report contains sensitive labor information, you may decide to restrict it to selected individuals.

This report may contain Unposted (unprocessed) information, which may change any time new postings are made. Unprocessed Hours include both Open (O) and Sent (S) T&E.TS\_CELL.S\_CELL\_STATUS\_CD. Unprocessed Expenses include both Under Review (U) and Approved (A) T&E.EXP\_RPT.S\_EXP\_RPT\_STATUS\_CD.

You must set up the following or run the following processes in Costpoint:

- You must be using both Time & Expense and Costpoint.
- The report is designed with the idea that the primary way to break out labor is PLC. However, the report will also function without PLCs.
- You should be using Billable Labor Rates. You must execute the Load Labor Rates process to populate the rates tables. You must also run the Retrieve Labor Rates process from **Projects » Budgeting and ETC » Budget Interfaces**.

Time

## Prompts

Use the Charge Activity report prompts to configure the report.

Prompt Message	Description
Company	Select a company from the list.
Date Range	<p>Enter or select the starting date for the report in <b>From</b> and the ending date in <b>To</b>. The report will include projects that satisfy the date range you specify.</p> <p>You can opt to select the <b>Earliest date</b> or the <b>Latest date</b> possible for the sales order dates.</p>
Functional Role(s)	Select the functional role code(s) to only include the employees related to the role(s) in the report.
Project Prompt Type	<p>Choose a method that will help you find the projects you want to select for the report.</p> <p>Select <b>Listview Prompt</b> to select projects from a list or select <b>Search and Select Prompt</b> to search and select individual projects using keywords.</p>
Project	Based on the project prompt type specified, select the project(s) to include in the report from the project list or using keywords.

## Sample Report

This is a sample Charge Activity report.

## Charge Activity Report

1 - Company 1

Employee ID	Employee Name	Hours Date	Line Number	PO Number	Account ID	Account Name	Labor Location Name	Reference 1 Name	Reference 2 Name	GLC Name	PLC Name	Work Assignment ID	Org ID	Org Name	Regular Hours	Overtime Hours	Total Hours
Project: Sales Order Testing PROJ-3.1A Commercial Catalogo(\$150,001)																	
AD-MASTER001	AD-MASTER001, AD-MASTER001 (AD-MASTER001)	2/21/20	1	PO-0000023	05230	Comm. - Materials	SUMMARY			Accounting Clerk II	QUALITY ANALYST	WA00000000000000000000000000000064	1.2	Product Developmentx	8.00	0.00	8.00
AD-MASTER001	AD-MASTER001, AD-MASTER001 (AD-MASTER001)	2/22/20	1	PO-0000023	05230	Comm. - Materials	SUMMARY			Accounting Clerk II	QUALITY ANALYST	WA00000000000000000000000000000064	1.2	Product Developmentx	8.00	0.00	8.00
AD-MASTER001	AD-MASTER001, AD-MASTER001 (AD-MASTER001)	2/23/20	1	PO-0000023	05230	Comm. - Materials	SUMMARY			Accounting Clerk II	QUALITY ANALYST	WA00000000000000000000000000000064	1.2	Product Developmentx	8.00	0.00	8.00
AD-MASTER001	AD-MASTER001, AD-MASTER001 (AD-MASTER001)	2/24/20	1	PO-0000023	05230	Comm. - Materials	SUMMARY			Accounting Clerk II	QUALITY ANALYST	WA00000000000000000000000000000064	1.2	Product Developmentx	5.00	0.00	5.00
AD-MASTER001	AD-MASTER001, AD-MASTER001 (AD-MASTER001)	2/25/20	1	PO-0000023	05230	Comm. - Materials	SUMMARY			Accounting Clerk II	QUALITY ANALYST	WA00000000000000000000000000000064	1.2	Product Developmentx	8.00	0.00	8.00
AD-MASTER001	AD-MASTER001, AD-MASTER001 (AD-MASTER001)	2/26/20	1	PO-0000023	05230	Comm. - Materials	SUMMARY			Accounting Clerk II	QUALITY ANALYST	WA00000000000000000000000000000064	1.2	Product Developmentx	8.00	0.00	8.00
AD-SC0000001	DOMINGO, ANNABELLE Y (AD-SC0000001)	2/12/20	1	AD-SC000001	05230	Comm. - Materials	SUMMARY			Accounting Clerk I	QUALITY ANALYST	AD-WA00000000000000000000000000000001	1.2	Product Developmentx	8.00	0.00	8.00
AD-SC0000001	DOMINGO, ANNABELLE Y (AD-SC0000001)	2/13/20	2	SCCJP00001	05240	Comm. - Subcontractors	SUMMARY			Engineer	QC Specialist	SCJWA0001	1	SuperTech, Inc.,_711)mr2	8.00	0.00	8.00
AD-SC0000001	DOMINGO, ANNABELLE Y (AD-SC0000001)	2/14/20	2	SCCJP00001	05240	Comm. - Subcontractors	SUMMARY			Engineer	QC Specialist	SCJWA001	1	SuperTech, Inc.,_711)mr2	8.00	0.00	8.00
AD-SC0000001	DOMINGO, ANNABELLE Y (AD-SC0000001)	2/17/20	1	AD-SC000001	05230	Comm. - Materials	SUMMARY			Accounting Clerk I	QUALITY ANALYST	AD-WA00000000000000000000000000000001	1.2	Product Developmentx	8.00	0.00	8.00
AD-SC0000002	YOO, GONG (AD-SC0000002)	2/27/20	1	AD-SC000025	05230	Comm. - Materials	SUMMARY			Accounting Clerk I	Administrative	AD-WA00000000000000000000000000000004	1.2	Product Developmentx	8.00	0.00	8.00
AD-SC0000002	YOO, GONG (AD-SC0000002)	2/28/20	1	AD-SC000025	05230	Comm. - Materials	SUMMARY			Accounting Clerk I	Administrative	AD-WA00000000000000000000000000000004	1.2	Product Developmentx	12.00	0.00	12.00
AD-SC0000002	YOO, GONG (AD-SC0000002)	2/29/20	1	AD-SC000025	05230	Comm. - Materials	SUMMARY			Accounting Clerk I	Administrative	AD-WA00000000000000000000000000000004	1.2	Product Developmentx	8.00	0.00	8.00
AD-SC0000003	DOMINGO, BAYANI ELON (AD-SC0000003)	2/27/20	1	AD-SC000025	05230	Comm. - Materials	SUMMARY			Accounting Clerk I	Administrative	AD-WA00000000000000000000000000000004	1.2	Product Developmentx	5.00	0.00	5.00
AD-SC0000003	DOMINGO, BAYANI ELON (AD-SC0000003)	2/28/20	1	AD-SC000025	05230	Comm. - Materials	SUMMARY			Accounting Clerk I	Administrative	AD-WA00000000000000000000000000000004	1.2	Product Developmentx	5.00	0.00	5.00
AD-SC0000003	DOMINGO, BAYANI ELON (AD-SC0000003)	2/29/20	1	AD-SC000025	05230	Comm. - Materials	SUMMARY			Accounting Clerk I	Administrative	AD-WA00000000000000000000000000000004	1.2	Product Developmentx	13.00	0.00	13.00
\$150,001 - Total															128.00	0.00	128.00
Overall - Total															128.00	0.00	128.00



## Resource Activity Report

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

You can only view the activity of the resources you have a role over.

### Prompts

Use the Resource Activity Report prompts to select a company and run the report.

Prompt Message	Description
<b>Company</b>	Select a company from the list.
<b>Date From</b>	Enter or select the starting date for the report in <b>From</b> and the ending date in <b>To</b> . The report will include the records that satisfy the date range you specify. You can opt to select the <b>Earliest date</b> or the <b>Latest date</b> possible for the sales order dates.
<b>Functional Role(s)</b>	Select the functional role code(s) to only include the employees related to the role(s) in the report.
<b>Group(s)</b>	Select the employee group(s) to include in the report.
<b>Employee(s)</b>	Select the employee(s) you want to display in the report. In <b>Keywords</b> , enter one or more characters to search with to retrieve this information. To narrow the search, select one of the following in the dropdown list: <ul style="list-style-type: none"> <li>Starts with any of these keywords</li> <li>Starts with the first keyword and contains all of the remaining keywords</li> <li>Contains any of these keywords</li> <li>Contains all of these keywords</li> </ul> If you search by name, use one of the Contains... options, rather than the Starts with... options. Click the arrow to list the matching employees in <b>Choices</b> .

## Sample Report

This is a sample Resource Activity report.

## Resource Activity Report

1 - Company 1

Hours Date	Line Number	PO Number	Account ID	Account Name	Project ID	Project Name	Labor Location Name	Reference 1 Name	Reference 2 Name	GLC Name	PLC Name	Work Assignment ID	Org ID	Org Name	Regular Hours	Overtime Hours	Total Hours
Employee: AD-MASTER001,AD-MASTER001 (AD-MASTER001)																	
2/21/20	1	PO-0000023	05230	Comm. - Materials	5150 001	Sales Order Testing PROJ/3 1A Commercial Catalogs		SUMMARY		Accounting Clerk II	QUALITY ANALYST	WA000000000000000000000000000064	1.2 200	Product Developmentx	8.00	0.00	8.00
2/22/20	1	PO-0000023	05230	Comm. - Materials	5150 001	Sales Order Testing PROJ/3 1A Commercial Catalogs		SUMMARY		Accounting Clerk II	QUALITY ANALYST	WA000000000000000000000000000064	1.2 200	Product Developmentx	8.00	0.00	8.00
2/23/20	1	PO-0000023	05230	Comm. - Materials	5150 001	Sales Order Testing PROJ/3 1A Commercial Catalogs		SUMMARY		Accounting Clerk II	QUALITY ANALYST	WA000000000000000000000000000064	1.2 200	Product Developmentx	8.00	0.00	8.00
2/24/20	1	PO-0000023	05230	Comm. - Materials	5150 001	Sales Order Testing PROJ/3 1A Commercial Catalogs		SUMMARY		Accounting Clerk II	QUALITY ANALYST	WA000000000000000000000000000064	1.2 200	Product Developmentx	5.00	0.00	5.00
2/25/20	1	PO-0000023	05230	Comm. - Materials	5150 001	Sales Order Testing PROJ/3 1A Commercial Catalogs		SUMMARY		Accounting Clerk II	QUALITY ANALYST	WA000000000000000000000000000064	1.2 200	Product Developmentx	8.00	0.00	8.00
2/26/20	1	PO-0000023	05230	Comm. - Materials	5150 001	Sales Order Testing PROJ/3 1A Commercial Catalogs		SUMMARY		Accounting Clerk II	QUALITY ANALYST	WA000000000000000000000000000064	1.2 200	Product Developmentx	8.00	0.00	8.00
AD-MASTER001,AD-MASTER001 (AD-MASTER001) - Total															45.00	0.00	45.00
Employee: DOMINGO, ANNABELLE Y. (AD-SC00000001)																	
2/13/20	1	AD-SC000001	05230	Comm. - Materials	5150 001	Sales Order Testing PROJ/3 1A Commercial Catalogs		SUMMARY		Accounting Clerk I	QUALITY ANALYST	AD-WA000000000000000000000000000001	1.2 200	Product Developmentx	8.00	0.00	8.00
2/13/20	2	SCCJPO0001	05240	Comm. - Subcontractors	5150 001	Sales Order Testing PROJ/3 1A Commercial Catalogs		SUMMARY		Engineer	QC Specialist	SCJWA0001	1	SuperTech, Inc_711[mr2	8.00	0.00	8.00
2/14/20	2	SCCJPO0001	05240	Comm. - Subcontractors	5150 001	Sales Order Testing PROJ/3 1A Commercial Catalogs		SUMMARY		Engineer	QC Specialist	SCJWA0001	1	SuperTech, Inc_711[mr2	8.00	0.00	8.00
2/17/20	1	AD-SC000001	05230	Comm. - Materials	5150 001	Sales Order Testing PROJ/3 1A Commercial Catalogs		SUMMARY		Accounting Clerk I	QUALITY ANALYST	AD-WA000000000000000000000000000001	1.2 200	Product Developmentx	8.00	0.00	8.00
DOMINGO, ANNABELLE Y. (AD-SC00000001) - Total															32.00	0.00	32.00
Employee: YOO, GONG (AD-SC00000002)																	
2/27/20	1	AD-SC000025	05230	Comm. - Materials	5150 001	Sales Order Testing PROJ/3 1A Commercial Catalogs		SUMMARY		Accounting Clerk I	Administrative	AD-WA000000000000000000000000000004	1.2 200	Product Developmentx	8.00	0.00	8.00
2/28/20	1	AD-SC000025	05230	Comm. - Materials	5150 001	Sales Order Testing PROJ/3 1A Commercial Catalogs		SUMMARY		Accounting Clerk I	Administrative	AD-WA000000000000000000000000000004	1.2 200	Product Developmentx	12.00	0.00	12.00
2/29/20	1	AD-SC000025	05230	Comm. - Materials	5150 001	Sales Order Testing PROJ/3 1A Commercial Catalogs		SUMMARY		Accounting Clerk I	Administrative	AD-WA000000000000000000000000000004	1.2 200	Product Developmentx	8.00	0.00	8.00
YOO, GONG (AD-SC00000002) - Total															28.00	0.00	28.00
Employee: DOMINGO, BAYANI ELON (AD-SC00000003)																	
2/27/20	1	AD-SC000025	05230	Comm. - Materials	5150 001	Sales Order Testing PROJ/3 1A Commercial Catalogs		SUMMARY		Accounting Clerk I	Administrative	AD-WA000000000000000000000000000004	1.2 200	Product Developmentx	5.00	0.00	5.00
2/28/20	1	AD-SC000025	05230	Comm. - Materials	5150 001	Sales Order Testing PROJ/3 1A Commercial Catalogs		SUMMARY		Accounting Clerk I	Administrative	AD-WA000000000000000000000000000004	1.2 200	Product Developmentx	5.00	0.00	5.00
2/29/20	1	AD-SC000025	05230	Comm. - Materials	5150 001	Sales Order Testing PROJ/3 1A Commercial Catalogs		SUMMARY		Accounting Clerk I	Administrative	AD-WA000000000000000000000000000004	1.2 200	Product Developmentx	13.00	0.00	13.00
DOMINGO, BAYANI ELON (AD-SC00000003) - Total															23.00	0.00	23.00
Overall - Total															128.00	0.00	128.00

## Work Hours by Day by Project

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

## Prompts

Select a company, date range, and projects to run the Work Hours by Day by Project report.

## Contents

Field	Description
<b>Company</b>	Select the company for the report.
<b>Date Range</b>	Enter or select the starting date for the report in <b>From</b> and the ending date in <b>To</b> . The report will include projects that satisfy the date range you specify.
<b>Functional Role Card</b>	Select the functional role code to include only the employees related to the role in the report.
<b>Project Starts With (This project list is restricted to projects you have rights to view in T&amp;E)</b>	<p>In the <b>Keywords</b> field, enter one or more project names or IDs to search for and select for the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>
<b>Resource Starts With</b>	<p>In the <b>Keywords</b> field, enter one or more resource names or IDs to search for and select for the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>

Time

## Sample Report

Total hours for each employee and each day are provided in the report.

### Work Hours by Day by Project

Between Mar 1, 2020 and Jun 22, 2020

Project ID Name	Employee Name	Account ID Name	PLC ID	Status	Total	2020-04-01	2020-04-02	2020-04-03	2020-04-06	2020-04-07	2020-04-08	2020-04-09	2020-04-10	2020-04-13	2020-04-16	2020-04-17	2020-04-24	2020-04-27	2020-04-28	2020-04-30	2020-05-18	2020-05-19	2020-05-20	2020-05-21	2020-05-22
10220.10.01 - Engineering Services	Test, Supplier (SP001)	52-400-11 - Subs - Labor T&M	AEROEN	Processed	72.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00											
	Parry, Philipe (PHILP)	50-100-10 - Direct Labor - WorkSite A		Open	34.00																8.00	8.00			
10625.10 - INA India II	Evans, Tony (1005)	50-100-20 - Direct Labor Corp Site	RLFVWR	Processed	84.00										8.00	8.00	8.00	8.00	8.00	8.00					
10027.00.000.00.000 - Project 1027 Base DO1 Lab	Danielson, Valerie (DANIELSONV)	50-100-10 - Direct Labor - WorkSite A		Signed	72.00																8.00	8.00	8.00	8.00	8.00
10220.10.01.AB - Conceptual Design	Lark, Heather (7777)	50-100-10 - Direct Labor - WorkSite A		Open	15.00																				
	Parmenter, Megan R. (1001)	50-100-10 - Direct Labor - WorkSite A		Open	24.00																				
Total					301.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	16.00	16.00	8.00	8.00	8.00

Page 1 of 1

## Work Hours by Day by Resource

Use the Work Hours by Day by Resource report to get a breakdown of the work hours charged by day, based on resources that you have a functional role over in Time & Expense.

## Prompts

Select a company and resources to run the Work Hours by Day by Resource report.

## Contents

Field	Description
Company	Select a company for the report.
Date Range	<p>Enter or select the starting date for the report in <b>From</b> and the ending date in <b>To</b>. The report will include the records that satisfy the date range you specify.</p> <p>You can opt to select the <b>Earliest date</b> and the <b>Latest date</b> possible for the date range.</p>

Time

Field	Description
<b>Functional Role Code</b>	Select the functional roles to include only the employees related to the roles in the report.
<b>Group(s)</b>	Select the employee groups to include in the report.
<b>Resource Starts With (This project list is restricted to projects you have rights to view in T&amp;E)</b>	<p>In the <b>Keywords</b> field, enter one or more resource names or IDs to search for and select for the report.</p> <p>To narrow the search, select an option in the <b>Starts with any of these keywords</b> field. If you search by name, use one of the <b>Contains...</b> options, rather than the <b>Starts with...</b> options. If applicable, click the right-arrow to move your selected results to <b>Choices</b>.</p>

## Sample Report

Work hours for each employee are displayed.

### Work Hours by Day by Resource

Employee Name	Project ID Name	Account ID Name	PLC ID	Status	Total	2020-06-01	2020-06-02	2020-06-03	2020-06-04	2020-06-05	2020-06-08	2021-03-01	2021-03-08	2021-03-09	2021-03-10	2021-03-11	2021-03-12	2021-03-13	2021-03-14	2021-03-22	2021-03-23	2021-03-24	2021-03-25	2021-03-26	2021-03-27
1 - CA, GILBERT M. (EMP1)	10250.001 - Operations Support	50-100-10 - Direct Labor - WorkSite A		Open																					
			DEVELO	Open	126.00								9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00
			10-0-1	Open	117.00																				
			ITGENL	Signed	234.00																				
			PROJMG	Signed	0.00																				
	FRG01.TS.HOL - Holiday	21-211-40 - Accrued Leave: Holiday		Open																					
				Signed	0.00																				
			10-0-1	Open																					
			21-211-41 - Accrued Leave: Holiday		Open																				
		Signed	72.00																						
	10-0-1	Open	0.00									0.00													
	GNADM.19.ACCTG - G&A Accounting	80-100-10 - GA: Labor	10-0-1	Processed																					
	20220.30.01 - COTS Systems	50-100-10 - Direct Labor - WorkSite A	DEVELO	Processed	224.10	35.10	54.00	72.00			63.00														
	20670.10.002 - Commercial Sales Maint	50-100-10 - Direct Labor - WorkSite A	10-0-1	Processed	194.40	38.70	20.70		72.00	63.00															
Total					967.50	73.80	74.70	72.00	72.00	63.00	63.00	0.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	
Total					967.50	73.80	74.70	72.00	72.00	63.00	63.00	0.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	

## Appendix A: Dashboard Drill Thru Reports

Some dashparts provide more details for their data in a drill thru report. To access a drill report, right-click on the dashpart and then click **Drill Through**.

**Table 1: Dashboard Drill Thrus**

Dashboard	Tab	Dashpart	Drill Thru Report
Executive Dashboard	Backlog Tab	<ul style="list-style-type: none"> <li>Funding Backlog (Target) by Contract Type</li> <li>Contract Backlog (Target) by Contract Type</li> </ul>	Contract details
Procurement Dashboard(Header and Line Level)	Requisitions Tab	Requisitions Awaiting Approval by Approver	Days In Approval
	Requisition to PO Conversion Tab	Approved Requisitions Awaiting PO Conversion by Buyer	Approved Requisitions
Manufacturing Dashboard	Manufacturing Tab	Release On-Time %/On-Time/Late	Release Date vs Planned Date
		In-Shop On-Time%/On-Time/Late	In-Shop Date vs Planned In-Shop Date
		Mo Production Status	MO Production Status Details
		# of ECNs by Status	ECN Impact to MOs
	Work Center Dispatch Tab	<ul style="list-style-type: none"> <li>Active</li> <li>Upcoming</li> <li>Not Scheduled</li> </ul>	Operation Status
Inventory Dashboard	Inventory Tab	Count of Parts by Status with Negative Net Available Qty	Negative Net Available
		Value of Obsolete Inventory	
	Count Tab	Inventory Count Accuracy %	Inventory Count Accuracy

## Appendix B: Legacy vs New Reports

Legacy reports are no longer accessible in Costpoint BI 8.2. However, new reports have been introduced that replace most of the legacy reports.

To help you access the new reports easily, you can use the [Deltek Costpoint Business Intelligence 8.2.x Legacy vs New Reports](#) spreadsheet that lists the legacy reports, their previous and new report locations, and the new report names. Refer to the spreadsheet for more information.

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## 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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