Deltek

Deltek Costpoint Business Intelligence 8.1

Team Content Guide

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Contents

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 8.1 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 8.1 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 properly run the reports discussed in this guide.

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

- Deltek Costpoint 8.0
- Deltek Shop Floor Time 1.3 or 2.0

Also, Costpoint Business Intelligence 8.0 leverages Cognos Analytics 11.1.x

If you use Costpoint 7.0.1 or 7.1.1 and want to upgrade to Cognos Analytics 11.1.x, it is possible to upgrade your Cognos application and remain on a Costpoint 7.0.1 or 7.1.1 compatible CER version. However, Costpoint Business Intelligence 8.0 only supports Costpoint 8.0 or higher. The most recent Costpoint Enterprise Reporting version with Costpoint 7.0.1 compatibility is CER 7.1.4. The most recent version with Costpoint 7.1.1 is CER 7.2.3.

> **Attention:** For more information, see *Deltek Costpoint Business Intelligence 8.1 Installation Guide for New Users* or the *Deltek Costpoint Business Intelligence 8.1 Installation Guide for Users Upgrading from an Earlier Version*.

About This Guide

This guide describes the predefined reports provided with Costpoint Business Intelligence (CBI).

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

This guide includes the following information for each report:

- Report description
- Prompt descriptions
- Sample reports

Use this document as a resource for becoming familiar with the predefined reports and for planning modifications to those reports 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.

Legacy Reports and Secured Reports

This guide contains reports from legacy reporting models that do not include any data security.

Some legacy reports have been enhanced to include data security. Reports that include data security are called secured reports. The names of the secured reports are identical to their legacy version. As a result, you will see the same report names in separate sections of this guide. The legacy versions of reports are located in the Legacy Reports section of this guide.

Reports Included in this Release

Costpoint Business Intelligence 8.1 includes reporting and analytics for a variety of subject areas.

These subject areas include:

- Accounts Payable
- Accounts Receivable
- Contracts
- Costpoint Enterprise Reporting
- Costpoint Enterprise Reporting for Budgeting and Planning
- Costpoint Enterprise Reporting for Costpoint Administration
- Costpoint Enterprise Reporting for Fixed Assets
- Costpoint Enterprise Reporting for Human Resources and Payroll
- Costpoint Enterprise Reporting for Project Manufacturing
- Costpoint Business Intelligence for Shop Floor Time
- Employee
- Executive
- Expense
- General Ledger
- Incurred Cost Submission (ICS)
- Labor
- Materials
- Manufacturing
- Planning
- Procurement
- Projects

- Sarbanes-Oxley (SOX) Controls Reporting
- Subcontractor Management
- Time

Viewing Reports and Internet Explorer Cache

When you view a report in the Cognos Viewer and select **Run HTML** as the display option, depending on your browser cache settings, you may not get minute to minute report updates of data that has changed in the Costpoint database.

Your report may not include vouchers that have just been posted.

If you need to access something that has just changed in the database, do one of the following:

- If viewing your data using the **Run HTML** option, empty all your temporary Internet files and then view the report again, selecting the **Run HTML** option.
- View the report selecting the **Run PDF** or **Run Excel**. When you view a report in Cognos Viewer in PDF for Excel format, the information included on the report is always the most up-to-date information available.

Entering Keywords in Keywords Search Fields

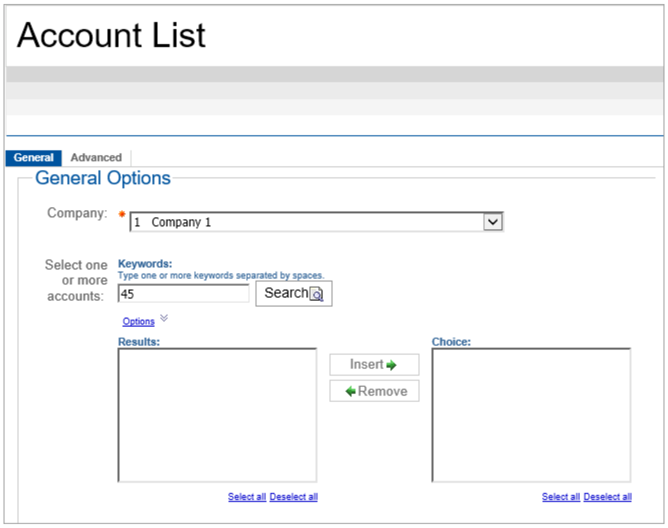
You can use these procedures to search for a variable (such as an account ID) to include on a report using the **Keywords** field.

Many reports in this report set include prompts that allow you to enter a keyword, partial keywords, or groups of keywords to search for results such as accounts, organizations, or projects to include on the report. This section explains in general terms how to use this **Keywords** field to return the results you are looking for.

To search for a variable (such as an account ID) to include on a report using the Keywords field:

1. In the **Keywords** search field of the selected reports prompts page (for example, the **Select one or more Accounts** field on the Account List prompt page), enter the entire ID or name, or a portion of one or more IDs or names.

In this example, we have entered **45** in the **Keywords** field.



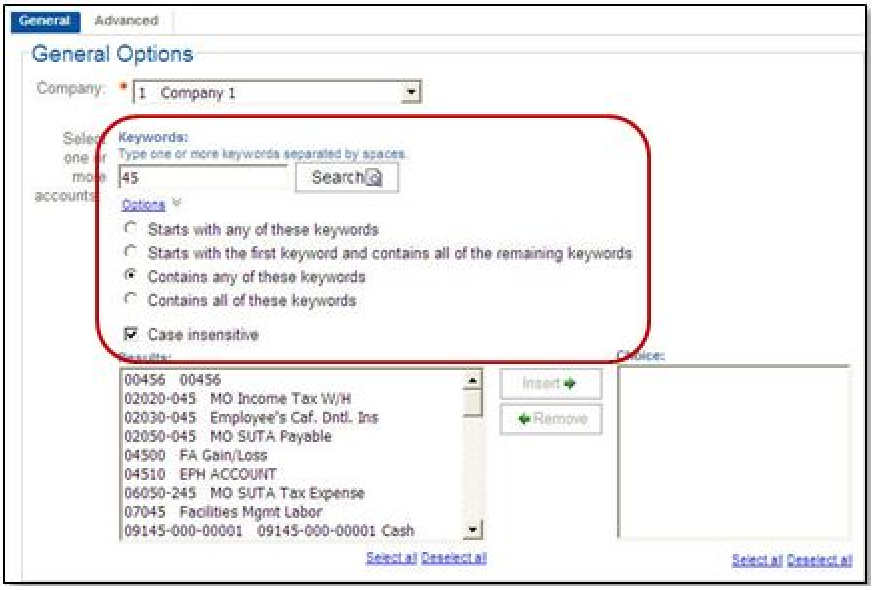
2. Click the **Options** link to display search options.

   If you do not display options and run the search without specifying an option, the default option is **Starts with any of these keywords**. This means that the value or values entered in the **Keywords** field is interpreted as the beginning of the IDs or names that will be searched on.

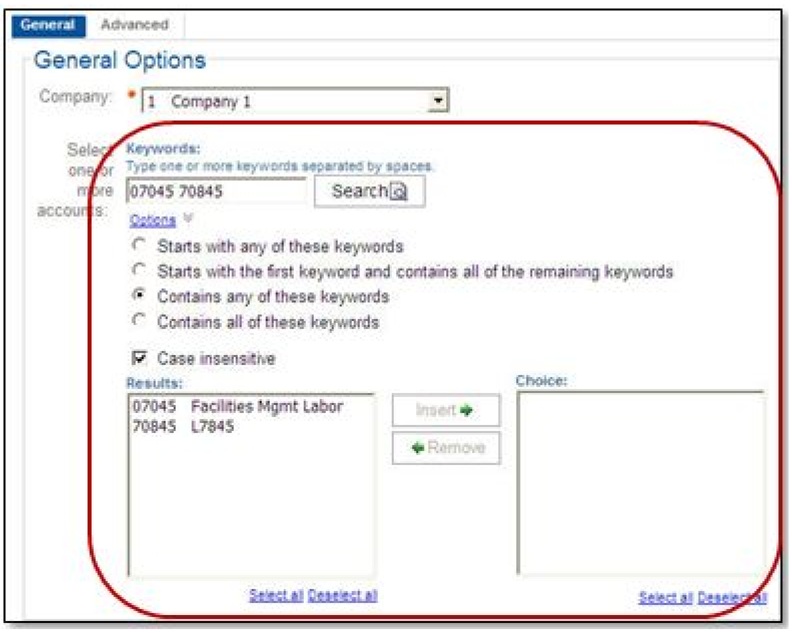
3. Set search options by selecting one of the following:

   - Starts with any of these keywords
   - Starts with the first keyword and contains all of the remaining keywords
   - Contains any of these keywords
   - Contains all of these keywords

   In this example, we have selected **Contains any of these keywords**. Notice that in the list of results returned in the **Results** area, each listing contains the number 45 somewhere in the account ID or name.



4. If you would like to search on more than one complete or partial keyword, separate each individual entry with a space.
   In this example, we are searching for two complete Account IDs: 07045 and 70845. Each entry is typed into the **Keywords** field and separated by a space.



5. Select the **Case insensitive** option if you want the search program to ignore case when performing the search.
6. Click the **Search** button to retrieve the IDs or names you are searching for.
   Results display in the **Results** area.
7. Select the items to include from the list of returned items, and click **Insert**.

8. When you are finished setting all report prompts, click **Run Report**.

Costpoint Business Intelligence

Your system administrator sets up access to reports via Costpoint Business Intelligence, a home page that provides a single access point to all corporate data available in the Costpoint Business Intelligence environment.

On this Web page, business users can access reports and dashboards. You can do the following with reports from Costpoint Business Intelligence:

- Schedule a report or a group of reports to run at a specific time.
- Distribute reports to other users.
- Print a report.
- Select the language used when a report is run.
- Set prompt values.
- Maintain the history of a report.
- Maintain different versions of a report.
- Create report views.

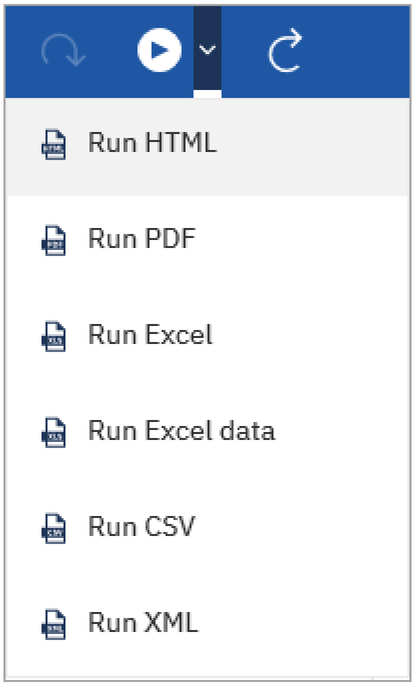
Running Reports

In Costpoint Business Intelligence, you can run reports in several ways.

For example, if you click on the hyperlinked report link, you will either run the report new, if no pre-set options are saved for the report, or view the report with pre-set options.

Although all Deltek reports are shipped without saved options, as you tailor reports to your needs, you may decide to save report options for some or all reports. For example, to use alerts, you must pre-set report options for the Project Percent Complete or Accounts Receivable Aging reports.

The Deltek recommended procedure for running reports is to click the **Run** icon for the selected report.



Clicking this icon for a selected report ensures that you are running a new version of the report, rather than viewing a report with saved options.

Accounts Payable

Use the Accounts Payable reports to view a list of vendors and their classifications designated as small businesses.

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

- 1099 Exceptions
- Vendor History by EEOC Classification

Certain accounts payable reports are drill-thru only, meaning that they are not intended to be run on their own, but accessed by clicking links from other, parent reports.

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

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

Model Information

Detailed information about the structure, table inclusion, and relationships (joins) for the Accounts Payable Framework Manager model is available in spreadsheet format in the release documentation and Costpoint Information Center.

The name of the spreadsheet file is DeltekCostpointBusinessIntelligence81APModel.xlsx.

Model Security

The Procurement data model includes Costpoint Organizational Security.

Organizational Security

Organizational Security will prevent users from seeing data that is related to unauthorized organizations on any standard or custom reports or dashboards.

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

Use the prompts to run the 1099 Exceptions report.

Prompt Message	Description
Company	Select one company from the list.

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

Sample Report

Sample 1099 Exceptions report.

1099 Exceptions

1 - Company 1

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

NVoicePay Payment Report

The NVoicePay Payment Report provides accounts payable information for NVoicepay, a third-party AP invoice payment system.

Use **Run Excel Data** to generate an XLS file you can upload into the Nvoicepay system.

Prompts

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

Contents

Prompt Message	Description
Company	Select the company whose vendors you want to include in the report.

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

Sample Report

The NvoicePay Payment Report includes the accounts payable information you can use with the Nvoicepay system.

NvoicePay Payment Report

Report Subtitle

invoiceID	invoiceAmountToPay	customerVendorName	customerVendorID	address_zipOrPostalCode	address_street1	address_stateOrProvince	address_city	customerAccountIdentifier	locationID	address_country	invoice
	500.00	Richard Applegate	E1046	23218	360 Flag Station Rd	VA	Richmond	BANK	ADDR1	USA	USD
	750.00	Richard Applegate	E1046	23218	360 Flag Station Rd	VA	Richmond	BANK	ADDR1	USA	USD
	1,598.50	AAA Electronics Distributor	V100001	15129	600 Grant Street	PA	Pittsburgh	BANK	SITE1	USA	USD
	1,000.00	AAA Electronics Distributor	V100001	15129	600 Grant Street	PA	Pittsburgh			USA	USD
	1,000.00	Arrow Electronics	V100009	97509	1 Broadway	CA	Cupertino	BANK	ADDR2	USA	USD
	1,000.00	Best Buy, Inc.	V100015	60672	940 Davis Ave	IL	Chicago	BANK	SITE1	USA	USD
	289,023.52	Blue Cross Blue Shield	V100016	20930	PO Box 3466	VA	Richmond	BANK	ADDR1	USA	USD
	127,618.02	Blue Cross Blue Shield	V100016	20930	PO Box 3466	VA	Richmond	BANK	ADDR1	USA	USD
	274,728.52	Blue Cross Blue Shield	V100016	20930	PO Box 3466	VA	Richmond	BANK	ADDR1	USA	USD
	285,701.02	Blue Cross Blue Shield	V100016	20930	PO Box 3466	VA	Richmond	BANK	ADDR1	USA	USD
	269,053.52	Blue Cross Blue Shield	V100016	20930	PO Box 3466	VA	Richmond	BANK	ADDR1	USA	USD
	126,368.02	Blue Cross Blue Shield	V100016	20930	PO Box 3466	VA	Richmond	BANK	ADDR1	USA	USD
	177,843.70	Blue Cross Blue Shield	V100016	20930	PO Box 3466	VA	Richmond	BANK	ADDR1	USA	USD
	127,618.02	Blue Cross Blue Shield	V100016	20930	PO Box 3466	VA	Richmond	BANK	ADDR1	USA	USD
	127,618.02	Blue Cross Blue Shield	V100016	20930	PO Box 3466	VA	Richmond	BANK	ADDR1	USA	USD
	260,052.90	Blue Cross Blue Shield	V100016	20930	PO Box 3466	VA	Richmond	BANK	ADDR1	USA	USD
	209,843.70	Blue Cross Blue Shield	V100016	20930	PO Box 3466	VA	Richmond	BANK	ADDR1	USA	USD

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.

Prompts

These are Vendor History by EEOC Classification prompts.

Prompt Message	Description
Company	Select one company from the list.
Invoice start date	Enter the invoice start date to use or click the calendar icon to select the date.
Invoice end date	Enter the invoice end date to use or click the calendar icon to select a date.
Display Missing Projects Only	Select **Yes** if you only want the report to display data for vouchers that are not linked to a project. Select **No** if you want the report to display data for all vouchers selected by your entries in the prompt fields.
Select one or more Projects	Enter a portion of one or more project IDs in the **Keywords** field and click **Search** to list IDs to include on the report. Instructions for using the **Keywords** field are available in the **Entering Keywords in the Keywords Search Fields** section in the Overview.
Select one or more Agencies	Enter a portion of one or more agency IDs in the **Keywords** field and click **Search** to list IDs to include on the report. Instructions for using the **Keywords** field are available in the **Entering Keywords in the Keywords Search Fields** section in the Overview.

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 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.

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

Sample Report

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

Vendor History by EEOC Classification

1 Company 1

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

Accounts Receivable

The Accounts Receivable folder includes the Accounts Receivable Aging Report. Unlike the legacy version of this report in the Costpoint Enterprise Reporting folder, this new report uses the secured Accounts Receivable model.

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

- CER Accounting
- CER Accounting All Secure
- CER Accounts Receivable Secure
- CER All
- CER Project Manager

Model Information

Detailed information about the structure, table inclusion, and relationships (joins) for the Accounts Receivable framework model is available in spreadsheet format in the release documentation and Costpoint Information Center.

The name of the spreadsheet file is DeltekCostpointBusinessIntelligence81AccountsReceivableModel.xlsx.

Accounts Receivable Aging Report

The new Accounts Receivable (AR) Aging report is similar with the legacy version where it provides a list of all unpaid or partially paid invoices.

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

Prompts

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

Prompt Message	Description
Company:	Select the Company that you want to display in the report.
Subperiod end date:	Enter or select the subperiod end date.
Primary group:	Select any option from the following list: ▪ Customer ▪ Customer Type

Prompt Message	Description
	▪ Organization ▪ Project ▪ Project Manager ▪ Project Type ▪ Reorganization
Secondary sort:	Select any option from the following list to use as the secondary sort on the report: ▪ Customer ▪ Customer Type ▪ Organization ▪ Project ▪ Project Manager ▪ Project Type ▪ Reorganization
Aging method:	Select one of the following options to age by: ▪ Due Date ▪ Invoice Date
Date to age by	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.
Limit customers:	In the **Keywords** field, enter a portion of one or more names or IDs to narrow the primary group you selected in the previous field. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Column 1 aging range:	Enter a range to age by in the following three columns. You can edit the default ranges as necessary as long as date ranges do not overlap from column to column . Defaults from **0** up to **30**.
Column 2 aging range:	Enter the column range for aging. Defaults from **31** up to **60**.
Column 3 aging range:	Enter the column range for aging. Defaults from **61** up to **90**.

Prompt Message	Description
Column 4 aging range:	This defaults to the last number in **Column 3 aging range** plus one.
Set Range:	When you edit the default ranges, click **Set Range** to reset the first numbers in columns 2, 3, and/or 4.

Sample Report - 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, Katina	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**

BI Audit Reports (for Cloud users only)

The BI audit reports provide insight into all the BI content your users execute.

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_Admin

User Login/Logoff Report

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

Prompts

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

Contents

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

Sample Report

This is a sample User Login/Logoff report.

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			

BI Content by User Report

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

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

Prompts

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

Contents

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

Sample Report

View a sample of the BI Content by User report.

You can filter the report by package and type.

BI Content By User Report with Execution Times Greater Than 0

from Earliest Date to Latest Date

Type: Type　　Package: Package

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

BI Content Trended Usage

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

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

Prompts

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

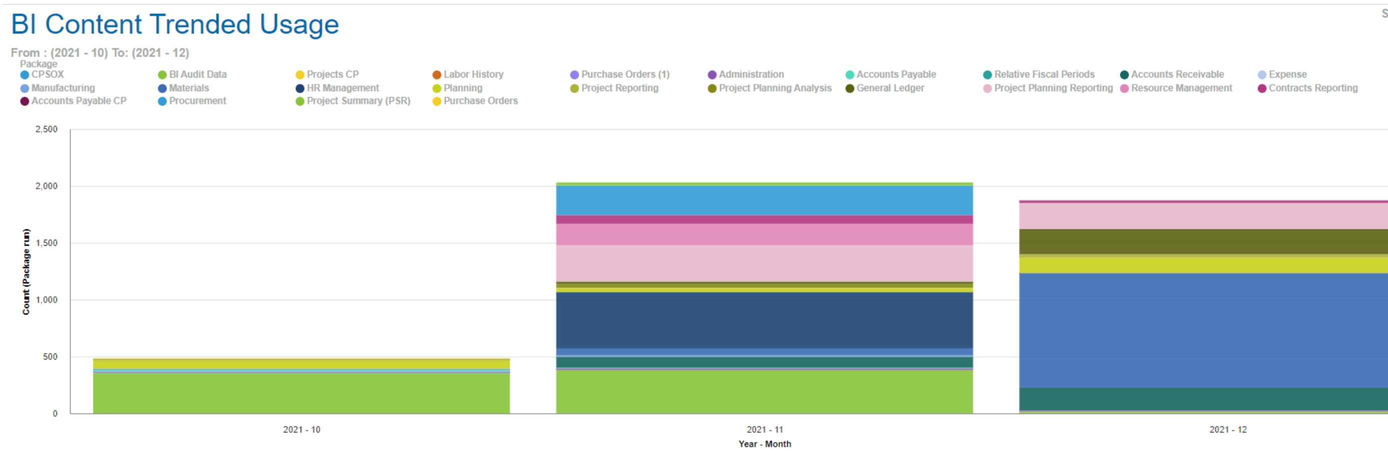
Contents

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

Field	Description
	▪ Active Report

Sample Report

View a sample of the BI Content Trended Usage report.



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

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
Date Range	In the **From** field, enter the beginning value for the active date range. In the **To** field, enter the end value for the date range.

Field	Description
	You can opt to select the **Earliest date** or the **Latest date** possible for the date range.
Content Type	Select one or more content types for the report.
Packages	Select the package to use for the report.
Show Detail Report Path	Choose whether to include each report's location.

Sample Report

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

Main Report | Selection Criteria | Revision History

Summary BI Report Usage

from Earliest Date to Latest Date

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

CRM & Contracts

The CRM & Contracts folder includes dashboards, packages, and report templates that cater to Costpoint Contract Management users.

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.

Model Information

Detailed information about the structure, table inclusion, and relationships (joins) for the Contracts framework model is available in spreadsheet format in the release documentation and Costpoint Information Center.

The name of the spreadsheet file is DeltekCostpointBusinessIntelligence81ContractsModel.xls.

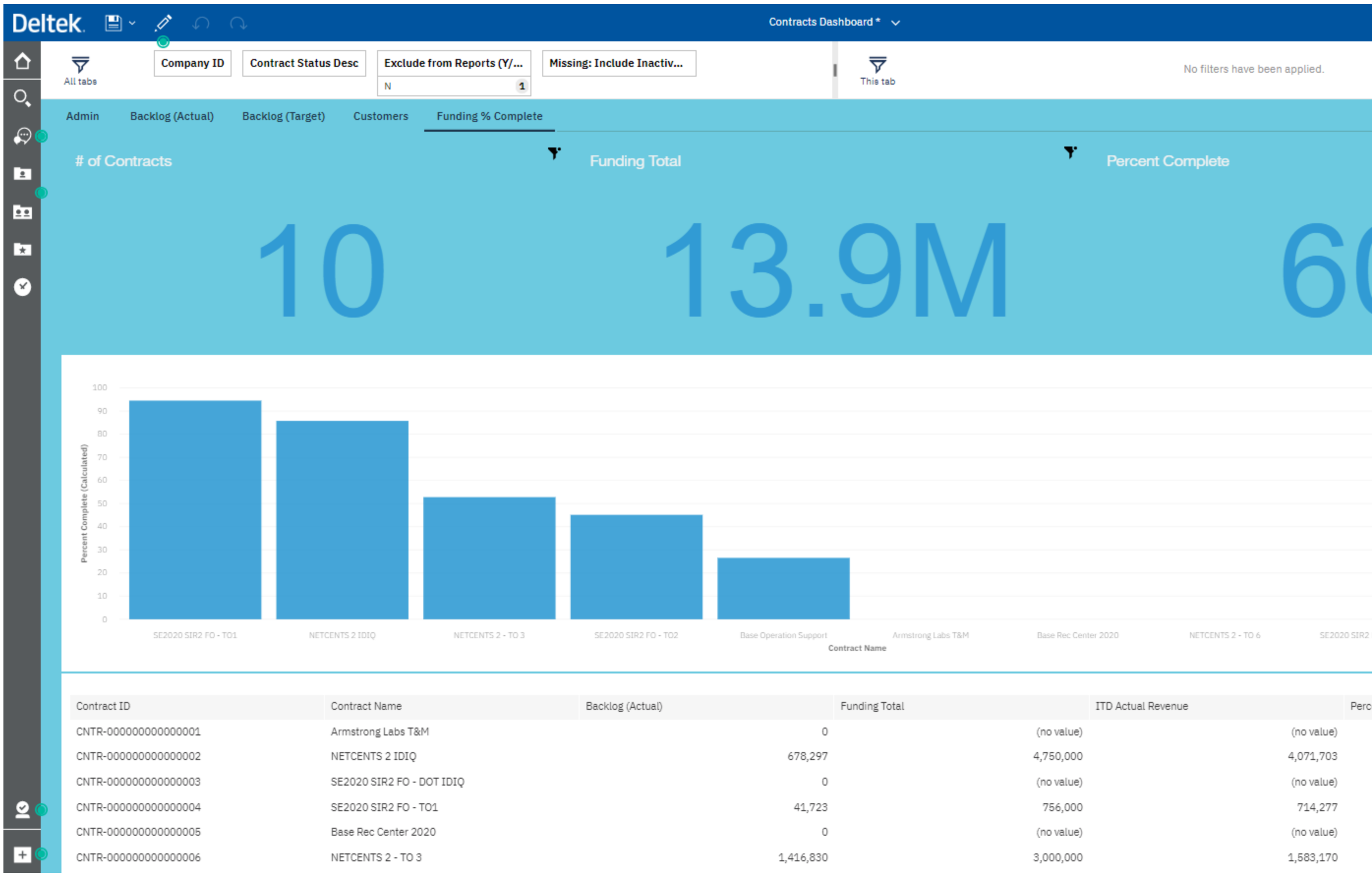
CRM & Contracts Dashboards

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.

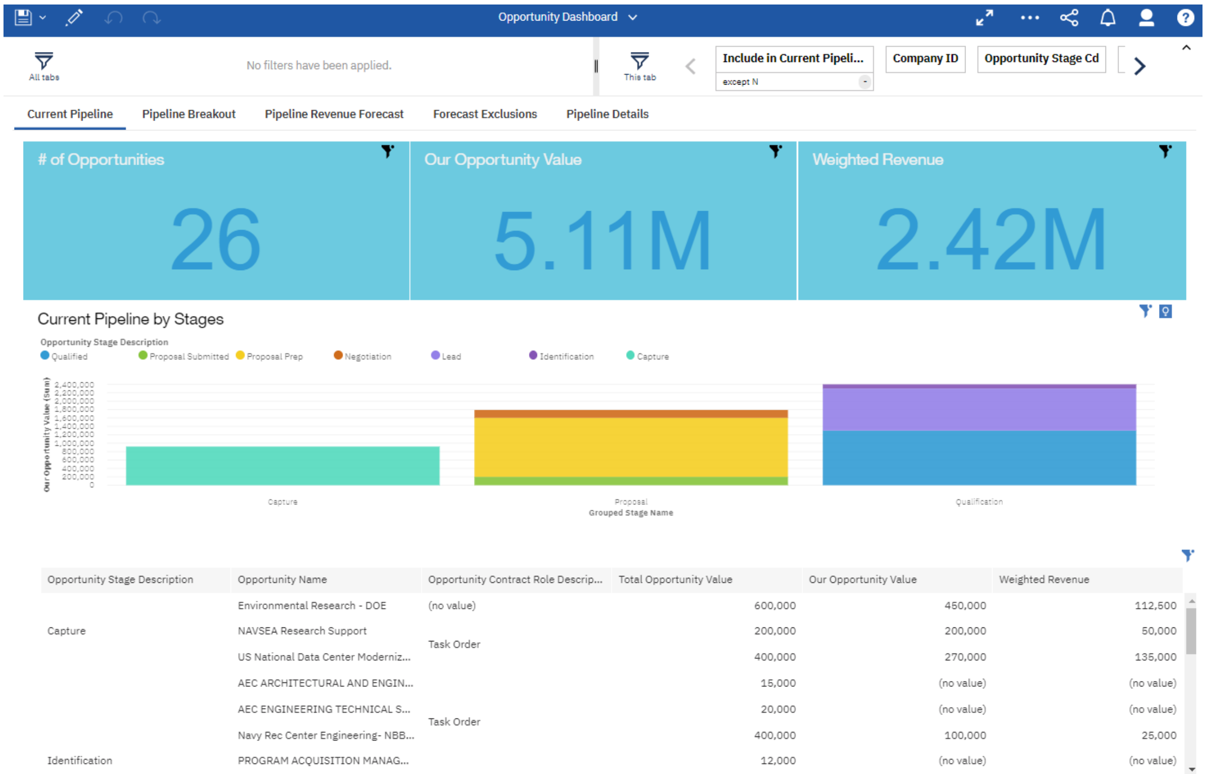


The Contracts Dashboard includes five tabs:

- **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 Breakout:** This tab displays the summary of opportunity pipeline amounts broken out 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.

CRM & Contracts Packages

Contracts Reporting is the report package for Contracts.

CRM & Contracts Reports

Contracts Reporting is the report package for Contracts.

The template reports in Contracts are:

- **Contract Backlog Report** - Created from the Contracts model, this report shows contract backlog and funded percent complete for each contract.
- **Contract Drill Thru** - This report displays the contract details of a customer, such as activities, projects, and subcontracts.
- **Contract Vehicle Report** - Created from the Contracts model, this report shows the task orders that have been assigned to a specific vehicle and the corresponding award values. Task orders per vehicle are also displayed.
- **Customer Inquiry** - Created from the Contracts model, in this report you can see the information about a customer and further broken down into different areas which are opportunities, contracts, projects, and others. Drill-thru reports are included in the report.
- **Opportunity Current Pipeline Report** - This 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 Days Open Report** - This report displays the opportunities that you won and lost as well as the number of days the opportunity has been open. The information helps you to determine the number of days you spend on opportunities.
- **Opportunity Win/Loss Report** - This report displays the opportunities that your company won and lost, as well as the individual weighted revenue and totals. This helps you assess if you company is pursuing the right types of opportunities.

Contract Backlog Report

Use the Contract Backlog 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
Select Company:	Select the Company that you want to display in the report.
Select Prime Contract(s):	Select the contracts that you want to display in the report. In **Keywords**, enter one or more characters for which you want to search to retrieve contract information from. To narrow the search, select one of the following in the dropdown field. ▪ **Starts with any of these keywords** ▪ **Starts with the first keyword and contains all of the remaining keywords** ▪ **Contains any of these keywords** ▪ **Contains all of these keywords** If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options.) Click the arrow to list the matching contracts in **Choices**.
Select Contract Vehicle(s):	Select the contract vehicle that you like to include in the report.
Select Contract Type(s):	Select the types of contract that you like to include in the report.
Basis for Actual % Complete:	Select the basis for the actual percentage completion which can either be **Funded Value** or **Contract Value**.
Select Rate Type	Select the type of rate which can either be **Target** or **Actual**.
Select Inactive Contracts?	Indicate if you like to include inactive contracts (**Yes**) or not (**No**).

Sample Report

This is a sample Contract Backlog report.

Contract Backlog Report

Contract ID	Contract Name	Prime Contract Number	Contract Vehicle	Contract End Date	Contract Type	Funded Value	Total Actual Revenue	Remaining Value	Actual % Complete
CNTR-000000000000008	HHS IT Ops & Maint Srvs 8	1	CIOSP3	May 31, 2022	TM	$20,195,135.06	$15,508,939.15	$4,686,195.91	77%
CNTR-000000000000013	HHS IT Ops & Maint Srvs	1	CIOSP3	May 31, 2022	TM	$8,900,000.00	$2,257,108.84	$6,642,891.16	25%
TOTAL						$29,095,135.06	$17,766,047.99	$11,329,087.07	61%

Contract Brief Report

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

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

Prompts

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

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

Sample

This is a sample Contract Brief report.

Contract Brief

1 - Applied Technologies Inc

Contract Name:	NETCENTS 2 IDIQ	Contract ID:	CNTR-000000000000002
Prime Contract #:	FA877109R0028	Date of Award:	Jun 17, 2018
Task Order #:		Contract Status:	Awarded

Secondary Contract Type:

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

Estimated Actual Costs (Total Value Cost)	$5,404,762	Estimated Fee (Total Value Fee)	$345,238	Total Price (Total Value)	$5,750,000
Estimated Actual Costs (Total Funded Cost)	$4,452,381	Estimated Fee (Total Funded Fee)	$297,619	Total Price (Total Funded)	$4,750,000

Period of Performance From:	Aug 1, 2018	Period of Performance To:	Dec 31, 2020

Prime Contractor Info

Name:	AIR FORCE		
Prime Contract #:	FA877109R0028	Primary Contract Type:	IDIQ

Contact Description	Customer Name	Address Code	Point of Contact	Phone Number	Email Address
Acquisition Customer					
Administrative Contracting Officer (ACO)					
Billing Customer	Armstrong Labs	BILL	Juan Castro	210-225-7866	
Contract Officer					
Contract Representative					
Contracting Officers Technical Representative					
Primary Customer					
Procurement Officer (PCO)					

Cognizant DCAA Office:

Brief Statement of Scope of Work

There is no Statement of Work for this contract.

Procurement Regulations - Check All that Apply

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

Contract Modification Summary

Project ID	Contract Mod No	Mod No	Mod Description	Effective Date	Project Start Date	Project End Date	Contract Value	Funded Value
10220		0000	0000 - Initial Award	Aug 1, 2012	Aug 1, 2012	Dec 31, 2016	0	0
		0001	0001 - Extend POP	Dec 31, 2015	Aug 1, 2012	Dec 31, 2017	0	0
		0002	0002 - Extend POP	Dec 20, 2017	Aug 1, 2012	Dec 31, 2020	0	0
10220.20		0000	0000 - Initial Award	Aug 1, 2012	Aug 1, 2012	Dec 31, 2016	1,500,000	1,250,000
		0001	0001 - Add Funding	Mar 1, 2015	Aug 1, 2012	Dec 31, 2016	0	250,000
		0002	0002 - Add Value and Funding	Jun 1, 2015	Aug 1, 2012	Dec 31, 2016	500,000	500,000
		0003	0003 - Extend POP	Dec 31, 2015	Aug 1, 2012	Dec 31, 2017	0	0
		0004	0004 - Add Value and Funding	Dec 1, 2016	Aug 1, 2012	Dec 31, 2017	600,000	600,000
		0005	0005 - Extend POP	Dec 1, 2017	Aug 1, 2012	Dec 31, 2020	0	0
		0006	0006 - Add Value and Funding	Apr 1, 2018	Aug 1, 2012	Dec 31, 2020	1,500,000	500,000
10220.20.01		0000	0000 - Initial Award	Aug 1, 2012	Aug 1, 2012	Dec 31, 2016	0	0
		0001	0001 - Extend POP	Dec 31, 2015	Aug 1, 2012	Dec 31, 2017	0	0
		0002	0002 - Extend POP	Dec 1, 2017	Aug 1, 2012	Dec 31, 2020	0	0

Contract Vehicle Report

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

Prompts

The prompts for the Contract Vehicle Report includes the selection for company, vehicle, status, contract type, and primary customer.

Prompt Message	Description
Select Company:	Select the Company that you want to display in the report.
Select Vehicle Code(s):	Select the corresponding vehicle code for the company that you like to include in the report.
Select Status(es):	Select the status(es) of the contract that you want to include in the report.
Select Contract Type(s):	Select the type(s) of contract.
Select Primary Customer(s):	Select the customer that you want to display in the report. In **Keywords**, enter one or more characters for which you want to search to retrieve customer information from. To narrow the search, select one of the following in the dropdown field. ▪ **Starts with any of these keywords** ▪ **Starts with the first keyword and contains all of the remaining keywords** ▪ **Contains any of these keywords** ▪ **Contains all of these keywords** If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options.) Click the arrow to list the matching contracts in **Choices**.
Include Inactive Contracts?	Indicate if you like to include inactive contracts (**Yes**) or not (**No**).

Sample Report

This is a sample Contract Vehicle Report.

Contract Vehicle Report

Contract ID	Contract Name	Prime Contract Number	Prime Contract Name	Task Order No	Customer ID	Customer Name	Contract Start Date	Contract End Date	Contract Status	Contract Type	Contract Total	Funding Total
Contract Vehicle:												
8001	Contract 8001								AWARDED	CPFC	$8,500,000.00	$5,000,000.00
CNTR-000000000000012	PC TEST 070918								AWARDED	FFP	$0.00	$0.00
CNTR_MJAV0001	Development						Nov 15, 2018	May 31, 2019	AWARDED	CPAF	$0.00	$0.00
TEST ALEX1	test 2								AWARDED	FFP	$0.00	$0.00
TEST ALEX2	test 2								AWARDED	FFP	$0.00	$0.00
TEST ALEX3	test 2								AWARDED	FFP	$0.00	$0.00
TEST ALEX4	test 2								AWARDED	FFP	$0.00	$0.00
TEST ALEX5	test 2								AWARDED	FFP	$0.00	$0.00
TEST PCHUA1	test 2				100055				AWARDED	FFP	$0.00	$0.00
										Subtotal	$8,500,000.00	$5,000,000.00
Contract Vehicle: CIOSP3												
CNTR-000000000000008	HHS IT Ops & Maint Srvs 8	1	1NAME	HHSP233201700137W	100052	HHS	Jun 1, 2017	May 31, 2022	AWARDED	TM	$31,105,225.31	$20,195,135.06
CNTR-000000000000013	HHS IT Ops & Maint Srvs	1	1NAME	HHSP233201700137W			Jun 1, 2017	May 31, 2022	AWARDED	TM	$23,750,000.00	$8,900,000.00
										CIOSP3 Subtotal	$54,855,225.31	$29,095,135.06
Contract Vehicle: SE2020												
CNTR-000000000000009	SE2020 SIR2 FO - DOT SETA			IDIQ Main	100049	FAA	Jun 29, 2010	Jun 28, 2018	AWARDED	CPFC	$0.00	$0.00
CNTR-000000000000010	DOT FAA DO WJHTC Infr Exp	DTFAWAI0D00030	SE2020 SIR2 FO - DOT SETA	DTFAWA10D00030-0080	100049	FAA	Jun 12, 2017	Dec 30, 2017	AWARDED	TM	$315,000.00	$314,300.00
										SE2020 Subtotal	$315,000.00	$314,300.00
Contract Vehicle: SEAPORT												
10850	SeaPort-e IDIQ	DTFAWAI0D00031	SEAPORT-E	DTFAWA10D00031-0081	100035		Jan 1, 2018	Dec 31, 2018	AWARDED	IDIQ	$1,985,280.00	$1,985,280.00
10851	NAVSEA SeaPort-e Sys Eng	DABWL10D00032		0082	1000050		Jan 1, 2018	Dec 31, 2018	AWARDED	TM	$775,680.00	$775,680.00
10852	NAVSEA Seaport-e - SE	DABWL10D00032			1000050		Jan 1, 2018	Dec 31, 2018	AWARDED	TM	$5,000,000.00	$4,000,000.00
10853	NAVSEA SeaPort-e	DABWL10D00032	NAVSEA SeaPort-e	DABWL10D00032-0083	1000050		Jan 1, 2018	Dec 31, 2018	AWARDED	TM	$1,184,640.00	$1,184,640.00
										SEAPORT Subtotal	$8,945,600.00	$7,945,600.00
TOTAL											$72,615,825.31	$42,355,035.06

Customer Inquiry

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

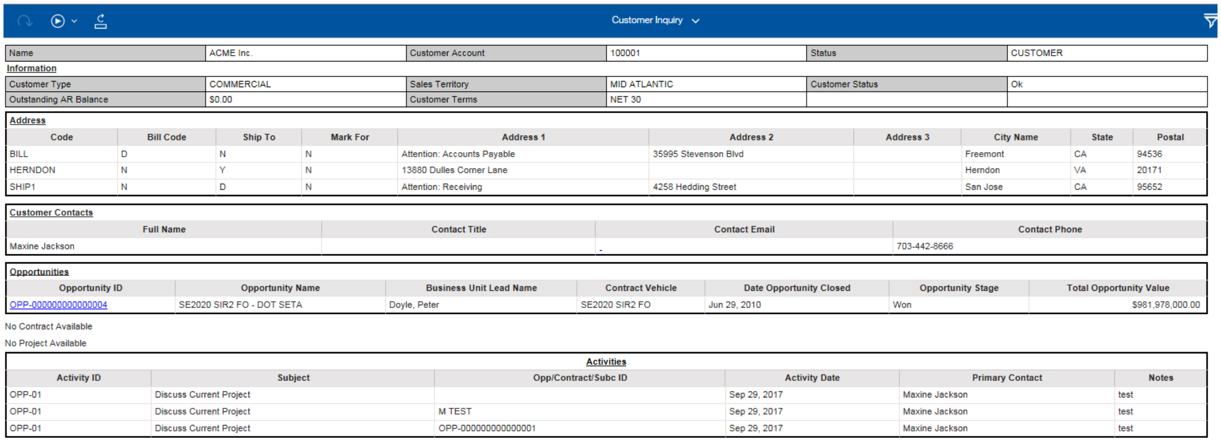
Prompt

Select a customer to include in the Customer Inquiry report.

Prompt Message	Description
Keywords:	Select the customer that you want to display in the report. In **Keywords**, enter one or more characters for which you want to search to retrieve customer information from. To narrow the search, select one of the following in the dropdown field. ▪ **Starts with any of these keywords** ▪ **Starts with the first keyword and contains all of the remaining keywords** ▪ **Contains any of these keywords** ▪ **Contains all of these keywords** If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options.) Click the arrow to list the matching contracts in **Choices**.

Sample Report

This is a sample Customer Inquiry report.



Name	ACME Inc.	Customer Account	100001	Status	CUSTOMER

Information

Customer Type	COMMERCIAL	Sales Territory	MID ATLANTIC	Customer Status	Ok
Outstanding AR Balance	$0.00	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	Attention: Accounts Payable	35995 Stevenson Blvd		Freemont	CA	94536
HERNDON	N	Y	N	13880 Dulles Corner Lane			Herndon	VA	20171
SHIP1	N	D	N	Attention: Receiving	4258 Hedding Street		San Jose	CA	95652

Customer Contacts

Full Name	Contact Title	Contact Email	Contact Phone
Maxine Jackson			703-442-8666

Opportunities

Opportunity ID	Opportunity Name	Business Unit Lead Name	Contract Vehicle	Date Opportunity Closed	Opportunity Stage	Total Opportunity Value
OPP-000000000000004	SE2020 SIR2 FO - DOT SETA	Doyle, Peter	SE2020 SIR2 FO	Jun 29, 2010	Won	$981,978,000.00

No Contract Available

No Project Available

Activities

Activity ID	Subject	Opp/Contract/Subc ID	Activity Date	Primary Contact	Notes
OPP-01	Discuss Current Project		Sep 29, 2017	Maxine Jackson	test
OPP-01	Discuss Current Project	M TEST	Sep 29, 2017	Maxine Jackson	test
OPP-01	Discuss Current Project	OPP-000000000000001	Sep 29, 2017	Maxine Jackson	test

Customer Inquiry Drill-Thru Reports

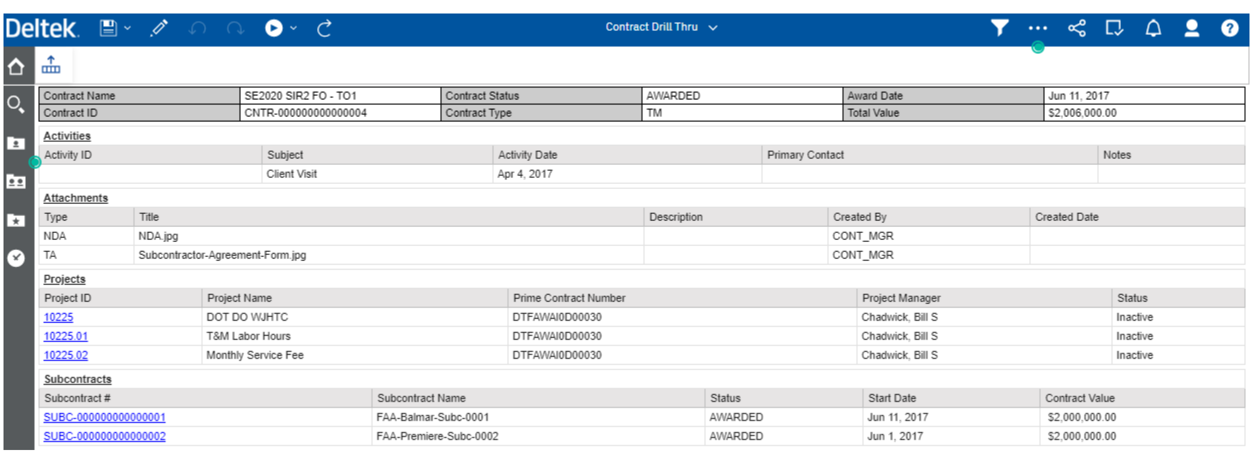
There are several drill-thru reports available in the Customer Inquiry report where you can see details about contracts, opportunities, projects, subcontracts, and organizational conflict of interest (OCIs).

Because drill-thru 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.

This is a sample Contract Drill-Thru report.



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

Activities

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

Attachments

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

Projects

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

Subcontracts

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

Project Drill-Thru

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

This is a sample Project Drill-Thru report.

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

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

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

Opportunity Drill-Thru

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

This is a sample Opportunity Drill-Thru report.

Opportunity Name	MTTEST - CTM - JAN 8, 2019 -001	Stage	IDENT	Total Amount	$100,222,333.33
Opportunity ID	OPP_1-00000000000367	Close Date	Dec 31, 2020		

Activities

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

Attachments

Document Type	File Name	Document Description	Created By	Created Date

Opportunity Stage | Probability History

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

Projects

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

Organizational Conflict of Interest

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

OCI Drill-Thru

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

This is a sample OCI Drill-Thru report.

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

No Activity Available

Opportunities

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

No Project Available

No Employee Available

No Sub/Vendor Available

No Attachment Available

Subcontract Drill-Thru

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

This is a sample Subcontract Drill-Thru report.

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

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

No Activity Available

No Attachment Available

Opportunity Current Pipeline Report

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

Prompts

The prompts for the Opportunity Current Pipeline Report includes the selection of company, customers, stages, and others.

Prompt Message	Description
Select Company:	Select the company that you want to include in the Opportunity Current Pipeline Report.
Select Primary Customer(s):	Select the customer that you want to display in the report. In **Keywords**, enter one or more characters to include in the search for which you want retrieve customer information from. To narrow the search, select one of the following in the dropdown field. ▪ **Starts with any of these keywords** ▪ **Starts with the first keyword and contains all of the remaining keywords**

Prompt Message	Description
	▪ **Contains any of these keywords** ▪ **Contains all of these keywords** If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options.) Click the arrow to list the matching contracts in **Choices**.
Select Stage(s):	Select the opportunity stage that you want to include in the report.
Include Inactive Opportunities?:	Indicate if you like to include the inactive opportunities in the report (**Yes** or **No**).

Sample Report

This is a sample Opportunity Current Pipeline report.

Opportunity Current Pipeline Report

Opportunity ID	Opportunity Name	Primary Customer Name	Primary Contact	Stage	Estimated Start Date (Contract)	Our Value	Probability (%)	Weighted Revenue
COMPANY1	Applied Technologies Inc 1	Air Force Space Command		Lead		3,000,000.00	75%	2,250,000.00
KEVIN TEST	Super Fast Battery			Won				
M TEST	CIO-SP3-TO1-HHS IT O&M	HHS	PCO	Won	Jun 1, 2017	11,853,225.32		10,667,902.79
OPP-000000000000001	CIO-SP3-TO1-HHS IT O&M	HHS	PCO	Qualified	Jun 1, 2017	11,853,225.32	75%	8,889,918.99
OPP-000000000000002	VA GI PACS			Proposal Prep				
OPP-000000000000005	SE2020 SIR2 FO - DOT DO WJHTC Infrastructure Expansion	FAA	CO	Won		240,000.00	90%	216,000.00
OPP-000000000000006	TRIM 7							
OPP-000000000000007	UPS MAINTENANCE							
OPP-000000000000008	MAINTENANCE ON 2 IMMIX SNIFFER INFINISTREAM APPLIANCES							
OPP-000000000000009	SECURITY INFORMATION MANAGEMENT SYSTEM (SIMS) SOFTWARE - ANN							
OPP-000000000000010	SECURITY INFORMATION MANAGEMENT SYSTEM (SIMS) SOFTWARE - ANN							
OPP-000000000000011	POWERBUILDER ENTERPRISE SOFTWARE SUPPORT							
OPP-000000000000012	ORACLE SOFTWARE MAINTENANCE							
OPP-000000000000013	PERFORMANCE WORK STATEMENT - MANAGED SERVICES							
OPP-000000000000014	SERENA BUSINESS MANAGER MAINTENANCE AND SUPPORT RENEWAL							
OPP-000000000000015	BROAD AGENCY ANNOUNCEMENT FOR SAFETY ISSUES WITH COMPLEX DIG	FAA	CO	Proposal Prep		3,450,000.00	50%	1,725,000.00
OPP-000000000000016	RED HAT ENTERPRISE LINUX SERVER LICENSES, NATIONAL INSTITUTE			Identification				
OPP-000000000000017	STS-CERTIFIED OR STS HARVEST COMPLIANT SOFTWARE (RFI)			Identification				
OPP-000000000000018	LEXISNEXIS TEXTMAP LICENSES			Identification				
OPP-000000000000019	DIRECT: CONNECT SOFTWARE/SUPPORT			Identification				

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.

Prompts

Select prompt values to run the Opportunity Days Open report.

Prompt Message	Description
Select Company:	Select the company that you want to include in the report.
Select Opportunity/Primary Customer(s):	Select the opportunity name or customer that you want to display in the report.

Prompt Message	Description
	In **Keywords**, enter one or more characters to include in the search for which you want retrieve customer information from. To narrow the search, select one of the following in the dropdown field. ▪ **Starts with any of these keywords** ▪ **Starts with the first keyword and contains all of the remaining keywords** ▪ **Contains any of these keywords** ▪ **Contains all of these keywords** If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options.) Click the arrow to list the matching contracts in **Choices**.
Select Stage(s):	Select the opportunity stage that you want to include in the report.
Select Type(s)	Select the opportunity type that you want to include in the report.
Date Opened From	Select the date to display opportunities that were opened on or after this date only.
Date Opened To	Select the date to display opportunities that were opened on or before this date only.
Include Inactive Opportunities?:	Indicate if you want to include the inactive opportunities in the report (**Yes** or **No**).

Sample Report

This is a sample Opportunity Days Open report.

Opportunity Days Open Report

Opportunity ID	Opportunity Name	Primary Contact	Stage	Type	Weighted Revenue	Date Opened	Days Open
Primary Customer ID: **Primary Customer Name:**							
OPP-000000000000006	TRIM 7				$0.00	Dec 27, 2017	380
OPP-000000000000007	UPS MAINTENANCE				$0.00	Dec 27, 2017	380
OPP-000000000000008	MAINTENANCE ON 2 IMMIX SNIFFER INFINISTREAM APPLIANCES				$0.00	Dec 27, 2017	380
OPP-000000000000009	SECURITY INFORMATION MANAGEMENT SYSTEM (SIMS) SOFTWARE - ANN				$0.00	Dec 27, 2017	380
OPP-000000000000010	SECURITY INFORMATION MANAGEMENT SYSTEM (SIMS) SOFTWARE - ANN				$0.00	Dec 27, 2017	380
OPP-000000000000011	POWERBUILDER ENTERPRISE SOFTWARE SUPPORT				$0.00	Dec 27, 2017	380
OPP-000000000000012	ORACLE SOFTWARE MAINTENANCE				$0.00	Dec 27, 2017	380
OPP-000000000000013	PERFORMANCE WORK STATEMENT - MANAGED SERVICES				$0.00	Dec 27, 2017	380
OPP-000000000000014	SERENA BUSINESS MANAGER MAINTENANCE AND SUPPORT RENEWAL				$0.00	Dec 27, 2017	380
OPP-000000000000016	RED HAT ENTERPRISE LINUX SERVER LICENSES, NATIONAL INSTITUTE		Identification		$0.00	Jan 4, 2018	372
OPP-000000000000017	STS-CERTIFIED OR STS HARVEST COMPLIANT SOFTWARE (RFI)		Identification		$0.00	Jan 4, 2018	372
OPP-000000000000018	LEXISNEXIS TEXTMAP LICENSES		Identification		$0.00	Jan 4, 2018	372
OPP-000000000000019	DIRECT: CONNECT SOFTWARE/SUPPORT		Identification		$0.00	Jan 4, 2018	372
OPP-000000000000020	DIRECT: CONNECT SOFTWARE/SUPPORT		Identification		$0.00	Jan 4, 2018	372
OPP-000000000000021	ARPC CISCO UC UPGRADE		Identification		$0.00	Jan 4, 2018	372
OPP-000000000000022	M67001-12-Q-0371 IRRS ANNAUL SOFTWARE AND SUSTAINMENT MMLR03		Identification		$0.00	Jan 4, 2018	372
OPP-000000000000023	PUBLIC BRANCH EXCHANGE(PBX)MAINTENANCE		Identification		$0.00	Jan 4, 2018	372
OPP-000000000000024	APPLIANCE & EQUIPMENT MAINTAINANCE & REPAIR SERVICES.		Identification		$0.00	Jan 4, 2018	372
OPP-000000000000025	INHERITED BONE MARROW FAILURE SYNDROME SUPPORT SERVICES		Identification		$0.00	Jan 4, 2018	372
OPP-000000000000026	JOINT READINESS TRAINING CENTER MISSION SUPPORT CONTRACT (JR		Identification		$0.00	Jan 4, 2018	372

Opportunity Win/Loss Report

Use the Opportunity Win/Loss Report to see the won versus lost opportunities including the weighted revenue for each.

Prompts

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

Prompt Message	Description
Select Company:	Select the company that you want to include in the report.
Select Primary Customer(s):	Select the customer that you want to display in the report. In **Keywords**, enter one or more characters to include in the search for which you want retrieve customer information from. To narrow the search, select one of the following in the dropdown field. ▪ **Starts with any of these keywords**

Prompt Message	Description
	▪ **Starts with the first keyword and contains all of the remaining keywords** ▪ **Contains any of these keywords** ▪ **Contains all of these keywords** If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options.) Click the arrow to list the matching contracts in **Choices**.
Date Changed From and **Date Changed To**	Select the date range that you want to include in the report if any.
Include Inactive Opportunities?:	Indicate if you like to include the inactive (**Yes** or **No**) opportunities in the report.

Sample Report

This is a sample Opportunity Win/Loss report.

Opportunity Win/Loss Report

Opportunity ID	Opportunity Name	Primary Customer Name	Our Value	Probability (%)	Weighted Revenue
Lost					
OPP-00000000000158	HVAC MAINTENANCE/EMERGENCY SERVICES		200,000.00	50%	$100,000.00
OPP-00000000000159	(2) COMPACT TRACK LOADERS		100,000.00	75%	$75,000.00
OPP-00000000000160	\"ON-CALL\" CM SERVICES: BUILDING CONSTRUCTION GROUP				$0.00
OPP-00000000000161	Alex Test				$0.00
SAMPLE	SAMPLE				$0.00
				Total opportunities Lost	$175,000.00
Won					
KEVIN TEST	Super Fast Battery				$0.00
M TEST	CIO-SP3-TO1-HHS IT O&M	HHS	11,853,225.32		$10,667,902.79
OPP-00000000000005	SE2020 SIR2 FO - DOT DO WJHTC Infrastructure Expansion	FAA	240,000.00	90%	$216,000.00
				Total opportunities Won	$10,883,902.79

Contract FAR/Supplement Report

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

Prompts

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

Prompt Message	Description
Report Type	Select to display records for contracts or subcontracts in the report.
Active Records Only	Indicate whether to display only active contract records (**Yes**) or not (**No**).

Prompt Message	Description
Show in Lookup Only	Indicate whether to display only the results that have Show in Lookup marked for FAR and/or Supplemental records (**Yes**) or not (**No**).
FAR	Indicate whether to include FAR clauses (**Yes**) or not (**No**).
Supplemental	Indicate if you want to include Supplemental clauses (**Yes**) or not (**No**).
ID / Description	Select the records that you want to display in the report. In **Keywords**, enter one or more characters for which you want to search to retrieve information from. To narrow the search, select one of the following in the drop-down field. ▪ **Starts with any of these keywords** ▪ **Starts with the first keyword and contains all of the remaining keywords** ▪ **Contains any of these keywords** ▪ **Contains all of these keywords**
Risk Level	Select the risk level.
Filter By	Choose to organize records in the report by FAR or Supplemental data.

Sample Report

This is a sample Contract FAR/Supplement report.

Contract FAR / Supplement Report

Contract ID Name	Contract Type	Contract Status	Contract Administrator	Prime Contract No	Customer	Start Date	End Date	Primary Agency
CNTR-000000000000002 - NETCENTS 2 IDIQ	IDIQ	Awarded		FA877109R0028		08/01/2018	12/31/2020	AIR FORCE
CNTR-000000000000004 - SE2020 SIR2 FO - TO1	Time & Materials	Awarded	Long, William	DTFAWAI0D00030		06/11/2017	12/31/2017	Department of Transportation
CNTR-000000000000006 - NETCENTS 2 - TO 3	Firm Fixed Price Contract	Awarded	Chadwick, Bill S	FA877109R0028		08/01/2019	12/31/2020	AIR FORCE
CNTR-000000000000009 - Base Operation Support	Cost Plus Fixed Fee	Awarded	Boyd, Edward	DTFAWAI0D00030		07/01/2017	12/31/2017	Department of Transportation
TEST - test	Cost (No Fee) Contract	Complete Awaiting Close Out		DTFAWAI0D00030		07/01/2017		Department of Transportation

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 wind

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.		

Top | Page up | Page down | Bottom

Employee

The Employee folder includes reports that use the secured Employee model, which leverages the Organization Security and Labor Suppression configuration in Costpoint.

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

- CER Employee Secure
- CER All
- CER People

Model Information

Detailed information about the structure, table inclusion, and relationships (joins) for the Employee framework model is available in spreadsheet format in the release documentation and Costpoint Information Center.

The name of the spreadsheet file is DeltekCostpointBusinessIntelligence81EmployeeModel.xlsx.

Model Security

The Employee data model includes Costpoint Organization Security and Labor Suppression configuration.

Organization Security

Organization Security settings apply to the employee's current home organization and prevent users from seeing data that is related to unauthorized organizations on any standard or custom reports or dashboards. For example, if you are granted rights to Org 1.1, you can see records for all employees who currently belong to Org 1.1.

Labor Suppression

If Labor Suppression is enabled, then amounts related to salary will be zero or will not be displayed.

Note: Fields that have Labor Suppression are highlighted in the Employee model spreadsheet.

Employee Reports

Three secured reports use the Employee model.

The Employee folder includes the following reports:

- Attrition and Retention
- 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 prompts screen:

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

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

Prompts

Use the Attrition and Retention prompts to configure the report.

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

Prompt Message	Description
	with... options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

Here is a sample of the Attrition and Retention report.

Attrition and Retention

1 - Company 1

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

Employee Information Report

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

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

Prompts

Select the prompts to run the Employee Information report.

Prompt Message	Description
Company	Select the company to include on the report.

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

Sample Report

Here is a sample of the Employee Information report.

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

Employee Information

System:

1 - Company 1

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

New Hires / Terminations Report

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

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

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

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

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

Prompts

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

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

Sample Report

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

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

New Hires | Terminations | Prompt Selections | Revision History

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

1 - Company 1

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

The Terminations report is available on the Terminations tab.

New Hires | **Terminations** | Prompt Selections | Revision History

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

1 - Company 1

Employee ID	Employee Name	Position Title	Employee's Manager	Original Hire Date	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 wwww	HARDINAAABBBCCCDDDEEEFFFG	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

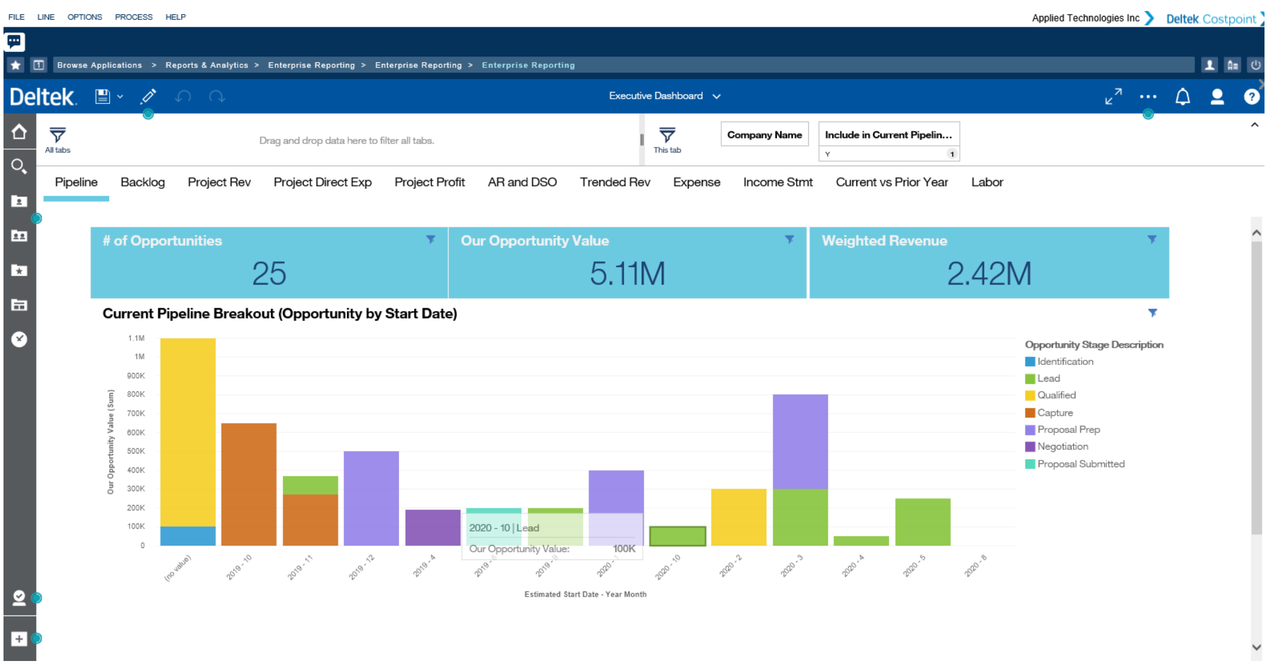
The Executive folder holds the Executive Dashboard that contains metrics that help senior management in decision making.

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 chapter describes the reports in the Expense folder that are useful for project managers and resource managers.

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

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

Model Information

Details about the structure, table inclusion, and relationships (joins) for the Expense framework model are available in spreadsheet format in the release documentation and Costpoint Information Center.

The name of the spreadsheet file is DeltekCostpointBusinessIntelligence81ExpenseModel.xlsx.

Model Security

The Expense model includes Expense security setup using functional roles.

Functional Role Security

Expense security ensures that users can only see records based on their functional roles over employees and/or projects.

- Users who are resource managers should see records based on Functional Role(s) over Employee(s).
- Users who are project managers should see records based on Functional Role(s) over Projects(s).
- Users who are both resource managers and project managers will see the combination of records based on these roles.

Expense Reports

The Expense Charge Activity report and the Expense Resource Activity report use the Expense framework model.

Expense Charge Activity Report

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

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

Prompts

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

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

Sample Report

This is a sample of the Expense Charge Activity report.

Expense Charge Activity Report

1 - SE Capital Holdings

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

Page 1 of 4

Expense Resource Activity Report

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

Prompts

Select a company to run the Expense Resource Activity report.

Prompt Message	Description
Company	Select a company from the list.
Functional Role(s)	Select the functional role to include only the employees related to the role in the report.

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

Sample Report

This is a sample of the Expense Resource Activity report.

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

Expense Daily | Expense Distribution | Selection Criteria | Revision History

Expense Report

10 - Applied Technologies Inc1

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

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

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

Expense Daily | Expense Distribution | Selection Criteria | Revision History

Expense Report

10 - Applied Technologies Inc1

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

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

General Ledger

The General Ledger folder includes reports that use the secured General Ledger model that leverages the Organization Security and Labor Suppression configuration in Costpoint.

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

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

Model Information

Details about the structure, table inclusion, and relationships (joins) for the General Ledger framework model are available in spreadsheet format in the release documentation and Costpoint Information Center.

The name of the spreadsheet file is DeltekCostpointBusinessIntelligence81GeneralLedgerModel.xlsx.

General Ledger Reports

There are two reports that uses the secured General Ledger framework model.

These reports are:

- General Ledger Detail
- Trended Income Statement

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

The GL Detail Report prompts have selections such as company, fiscal year, starting and ending period and subperiod.

Prompt Message	Description
Company:	Select the company that you want to display in the report.
Fiscal year:	Select the desired fiscal year.
Starting period and subperiod:	Select the period to start the range. Select the subperiod to start the range. If adjustment subperiods are available for the selected period, they are displayed in the subperiod drop-down list including the adjustment subperiod type which can either be **Interim** or **Final**. For example: ▪ Interim adjustment subperiod 1 will display as **1 Adj Pd - Interim** ▪ Final adjustment period 1 will display as **1 Adj Pd - Final**.
Ending period and subperiod:	Select the period to end the period range. Select the subperiod to end the subperiod range.
Primary group:	Select an option to use for the report sort: **Organization** or **Reorganization**.
Limit organization	Enter a portion of a specific organization or reorganization that you want to include in the report based on the report sort you selected on the General tab. Click **Search**. In the search results, select one organization. For example, you know that the organization that you are looking for starts with an A. Enter **A** in the **Keywords** field, and then click **Search**. All organizations that start with A will be in the search results. Select the organization to include in the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Account	Enter a portion of a specific account ID in the **Keywords** field and click **Search** to list accounts that match your keyword. Select one account to include in the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options,

Prompt Message	Description
	rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Project	Enter a portion of a specific project ID in the **Keywords** field and click **Search** to list projects that match your keyword. Select the project to include in the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.

Sample Report

Sample General Ledger Detail report.

Report Page | Prompt Values | Revision History

General Ledger Detail

Company: 1 - Applied Technologies Inc   Fiscal Year: 2012 From: Period 11 Subperiod 1 to Period 12 Subperiod 1

Period	Sub Period	ID	Name	Project ID	Voucher Number	PO Number	Journal Code	Invoice ID	GLC	PLC	JE Number	Trans Desc	Hours	Amount
Account: 10-100-10 - Operating Cash														
Organization: 01 - Applied Technologies, Inc														
11	1						CR					Cash Receipts Cash Account	0.00	1,957,708.75
11	1	V100003	Accenture Consulting				CD					Post Cash Disbursements	0.00	(47,870.00)
11	1	V100004	ACME Supplies				CD					Post Cash Disbursements	0.00	(50,180.00)
11	1	V100005	Alcoa Aluminum				CD					Post Cash Disbursements	0.00	(3,510.00)
11	1	V100011	AVIS Car Rental				CD					Post Cash Disbursements	0.00	(15,606.00)
11	1	V100013	Balmar Consulting				CD					Post Cash Disbursements	0.00	(47,524.00)
11	1	V100017	Brickstone				CD					Post Cash Disbursements	0.00	(50,000.00)
11	1	V100018	Cadd Services				CD					Post Cash Disbursements	0.00	(38,603.00)
11	1	V100019	Cellany and Sons				CD					Post Cash Disbursements	0.00	(44,745.00)
11	1	V100029	Computer Rentals				CD					Post Cash Disbursements	0.00	(16,857.44)
11	1	V100030	Computer Service Pro				CD					Post Cash Disbursements	0.00	(3,808.00)
11	1	V100047	Expedia Corporate Travel				CD					Post Cash Disbursements	0.00	(9,187.00)
11	1	V100062	Holly Company Consulting				CD					Post Cash Disbursements	0.00	(47,731.00)
11	1	V100068	J&J Consulting				CD					Post Cash Disbursements	0.00	(1,801.00)
11	1	V100069	J.W. Linthicum Contractin				CD					Post Cash Disbursements	0.00	(33,431.00)
11	1	V100071	Kinko's Copy Service				CD					Post Cash Disbursements	0.00	(6,148.00)
11	1	V100075	Logan Glass and Mirror				CD					Post Cash Disbursements	0.00	(14,525.00)
11	1	V100076	Mammoth Steel				CD					Post Cash Disbursements	0.00	(39,165.00)
11	1	V100077	Marriott Hotels Corp				CD					Post Cash Disbursements	0.00	(14,887.97)
11	1	V100081	McArthur Consulting				CD					Post Cash Disbursements	0.00	(26,670.00)

Page 1 of 6

Top Page up Page down Bottom

Trended Income Statement Report

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

Prompts

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

Prompt Message	Description
Company:	Select the company that you want to display in the report.
Fiscal Year:	Select the fiscal year.

Prompt Message	Description
Period:	Select the period.
Subperiod:	Select the subperiod.
Financial statement code:	Select a financial statement code.
Primary group:	Select to insert page breaks after: ▪ Company ▪ Organization ▪ Reorganization
Account Information:	Select to **Show** or **Hide** the account ID and name.

Sample Report

Sample Trended Income Statement report

Report Page Prompt Selections Revision History

Trended Income Statement

1 Applied Technologies Inc

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

Top Page up Page down Bottom

Incurred Cost Submission Reports

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 All

Costpoint Setup Prerequisites

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

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

- Costpoint must be reconciled between the General Ledger, Project Ledger, and Statement of Indirects.

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

  The default Costpoint pool types are:

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

Security

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

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

Schedule A — Summary of Claimed Indirect Expense Rates

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

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

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

Function	From Schedule
Overhead	Schedule C
Occupancy	Schedule D
G&A	Schedule B

Function	From Schedule
Claimed Allocation Bases	Schedule E

Prompts

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

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

Sample Report

Sample Summary of Claimed Indirect Expense Rates report.

COMPANY 1 SCHEDULE A

Anywhere, USA

Summary of Claimed Indirect Expense Rates

Fiscal Year Ended 12/31/2005

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

07/04/2007 Page 2 of 3 05:23:17 PM

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

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

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

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

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

Prompts

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

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

Sample Report

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

COMPANY 1 **SCHEDULE B**

Anywhere, USA

General and Administrative (G&A) Expenses

Fiscal Year Ended 12/31/2005

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

07/04/2007 Page 2 of 3 05:24:9 PM

Schedule C — Overhead Expenses

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

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

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

Prompts

These are Schedule C — Overhead Expenses prompts.

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

Sample Report

Sample Overhead Expenses report.

COMPANY 1 SCHEDULE C

Anywhere, USA

Overhead Expenses

Fiscal Year Ended 12/31/2005

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

07/04/2007 Page 2 of 14 05:24:40 PM

Schedule D — Intermediate Pool Expenses

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

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

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

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

Prompts

These are Schedule D — Intermediate Pool Expenses prompts.

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

Sample Report

Sample Intermediate Pool Expenses report.

COMPANY 1 **SCHEDULE D**

Anywhere, USA

Intermediate Pool Expenses

Fiscal Year Ended 12/31/2005

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

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

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

07/04/2007 Page 2 of 8 05:25:43 PM

Schedule E — Claimed Allocation Bases

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

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

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

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

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

Prompts

These are Schedule E — Claimed Allocation Bases prompts.

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

Sample Report

Sample Claimed Allocation Bases report.

COMPANY 1 **Schedule E**

Anywhere, USA

Claimed Allocation Bases

Fiscal Year Ended 12/31/2005

Overhead Base

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

07/04/2007 Page 2 of 5 05:26:23 PM

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

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

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

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

Prompts

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

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

Sample Report

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

COMPANY 1 SCHEDULE G

Anywhere, USA

Reconciliation of Books of Account and Claimed Direct Costs

Fiscal Year Ended 12/31/2005

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

07/04/2007 Page 2 of 2 05:26:54 PM

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

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

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

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

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

Prompts

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

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

Sample Report

Sample Contract Direct Cost report.

COMPANY 1 SCHEDULE H

Anywhere, USA

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

Fiscal Year Ended 12/31/2005

			2 Labor Cost	3 Non-Labor Cost				4 Indirect Cost					5 Cost of Money					Total Direct Costs	Total Costs	Grand Total
			500-Reimb Direct Labor	501-Reimb Subcontractors	505-Reimb Direct Travel	507-Reimb Printing	508-Reimb Other Direct Expens	10-Fringe-Org 2	11-G&A Op 2	20-Overhead Services Op 1	25-Overhead Services Op 2	40-G&A CoWide	10-Fringe-Org 2	11-G&A Op 2	20-Overhead Services Op 1	25-Overhead Services Op 2	40-G&A CoWide			
Cost Type	ABC-195689	20003.0001	$2,205,640					$1,500,726	$503,242	$143,203	$638,624	$600,157	$0	$0	$0	$0	$0	**$2,205,640**	**$5,591,593**	**$5,591,593**
	Sub Total for Cost Type		$2,205,640					$1,500,726	$503,242	$143,203	$638,624	$600,157	$0	$0	$0	$0	$0	**$2,205,640**	**$5,591,593**	**$5,591,593**
Firm Fixed Price	None	60245.01.02.440. FC.001.LA	$14,379						$14,472					$0				**$14,379**	**$28,851**	**$28,851**
	Sub Total for Firm Fixed Price		$14,379						$14,472					$0				**$14,379**	**$28,851**	**$28,851**
Time & Materials		20003.1000	$599,210	$57,596	$175,426	$58,149	$61,866	$516,575	$12,178	$83	$308,590	$265,663	$0	$0	$0	$0	$0	**$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**
Total			**$2,819,230**	**$57,596**	**$175,426**	**$58,149**	**$61,866**	**$2,017,302**	**$529,893**	**$143,286**	**$947,214**	**$865,820**	**$0**	**$0**	**$0**	**$0**	**$0**	**$3,172,267**	**$7,675,782**	**$7,675,782**

07/04/2007 Page 2 of 2 05:27:29 PM

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 SCHEDULE H-1

Anywhere, USA

Government Participation in Indirect Cost Pools

Fiscal Year Ended 12/31/2005

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

07/04/2007 Page 2 of 2 05:27:57 PM

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

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

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

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

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

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

Prompts

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

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

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

Sample Report

Sample Schedule of Cumulative Direct and Indirect Costs report.

COMPANY 1 | SCHEDULE I

Anywhere, USA

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

Through Fiscal Year Ended 12/31/2005

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

07/04/2007 Page 2 of 2 05:28:25 PM

Schedule J — Subcontract Information

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

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

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

Prompts

These are Schedule J — Subcontract Information prompts.

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

Sample Report

Sample Subcontract Information report.

COMPANY 1 **SCHEDULE J**

Anywhere, USA

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

07/04/2007 Page 2 of 6 05:42:12 PM

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

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

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

Prompts

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

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

Sample Report

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

COMPANY 1 **SCHEDULE K**

Anywhere, USA

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

Fiscal Year Ended 12/31/2005

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

07/04/2007 Page 2 of 2 05:29:42 PM

Schedule L — Reconciliation of Total Payroll to Total Labor Distribution

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

Total Labor is broken out into direct and indirect costs.

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

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

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

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

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

Prompts

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

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

Prompt Message	Description
Select YTD Period Ending Number	Select the desired YTD period ending number.

Sample Report

Sample Reconciliation of Total Payroll to Total Labor Distributed report.

COMPANY 1 SCHEDULE L

Anywhere, USA

Reconciliation of Total Payroll to Total Labor Distributed

Fiscal Year Ended 12/31/2005

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

07/04/2007 Page 2 of 2 05:30:25 PM

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

Sample Report

Sample Schedule of Contract Closing Information report.

COMPANY 1 | **SCHEDULE O**

Anywhere, USA

Schedule of Contract Closing Information
for those Contracts which Work Effort was Completed

During Fiscal Year Ended 12/31/2006

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

07/04/2007 | Page 2 of 2 | 05:32:35 PM

Labor

The Labor folder includes reports that use the secured Labor model that leverages the Organization security and Labor Suppression configuration in Costpoint.

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

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

- CER All
- CER Labor Secure
- CER People

Model Information

Details about the structure, table inclusion, and relationships (joins) for the Labor framework model is available in spreadsheet format in the release documentation and Costpoint Information Center.

The name of the spreadsheet file is DeltekCostpointBusinessIntelligence81LaborModel.xlsx.

Model Security

The Labor data model includes Costpoint Organization Security and Labor Suppression configuration.

Organization Security

Organization Security prevents users from seeing data that is related to unauthorized organizations on any standard or custom reports or dashboards.

Security for profiles, groups, and users must exist in Costpoint to use Organization Security in BI.

Labor Suppression

If Labor Suppression is enabled, the values in the amount columns will be zero or will not be displayed.

Labor Reports

There are two reports that use the Labor framework model.

Labor reports include:

- Employee Labor
- Labor Utilization

Employee Labor Report

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

Labor hours are grouped by home organization and employee.

Prompts

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

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

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 check boxes. 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 check box prompt.

Prompts

Use the Labor Utilization prompts to configure the report.

Prompt Message	Description
Company	Select the company to use to run the report.
Fiscal Year	Select the fiscal year.

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

Prompt Message	Description
	options. If applicable, click the right-arrow to move your selected results to **Choices**.
Report version	Select one of the options for the report view: ▪ Summary Report ▪ PTD by Project Classification ▪ YTD by Project Classification

Sample Report

This is a sample Labor Utilization report.

Labor Utilization

1 - Company 1

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

Manufacturing

This chapter describes the reports and dashboard in the Manufacturing folder.

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** checkbox 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

Model Information

Details about the structure, table inclusion, and relationships (joins) for the Manufacturing framework model are available in spreadsheet format in the release documentation and Costpoint Information Center.

The name of the spreadsheet file is DeltekCostpointBusinessIntelligence81MFGModel.xlsx.

Model Security

The Manufacturing data model includes Costpoint Organizational Security and Part Security.

Organizational Security

Organizational Security prevents users from seeing data that is related to unauthorized orgs on any standard or custom reports or dashboards.

Part Security

If Part security is turned enabled, an unauthorized user will not have visibility into reports or data that contain unauthorized parts.

If the report contains a parent record with unauthorized parts linked to it, such as a build part or requirement on a Manufacturing Order, build part, or components on a Bill of Materials, then the entire parent record will not be visible.

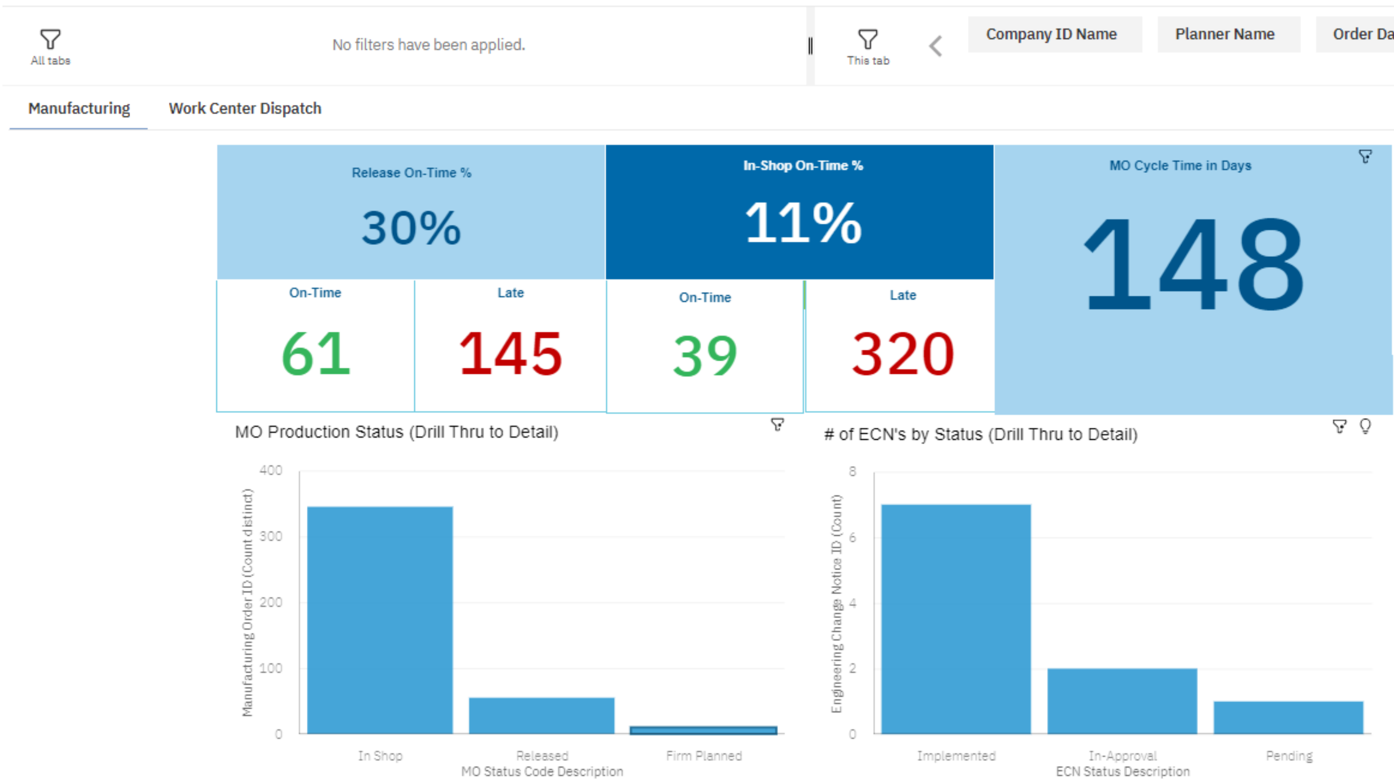
If the report contains unauthorized part records, such as a Part List or Stock Status, then those individual Part records will be suppressed from the report.

A warning displays on the prompt page of each report to let you know that Part Security will suppress report records with parts that are not authorized.

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.

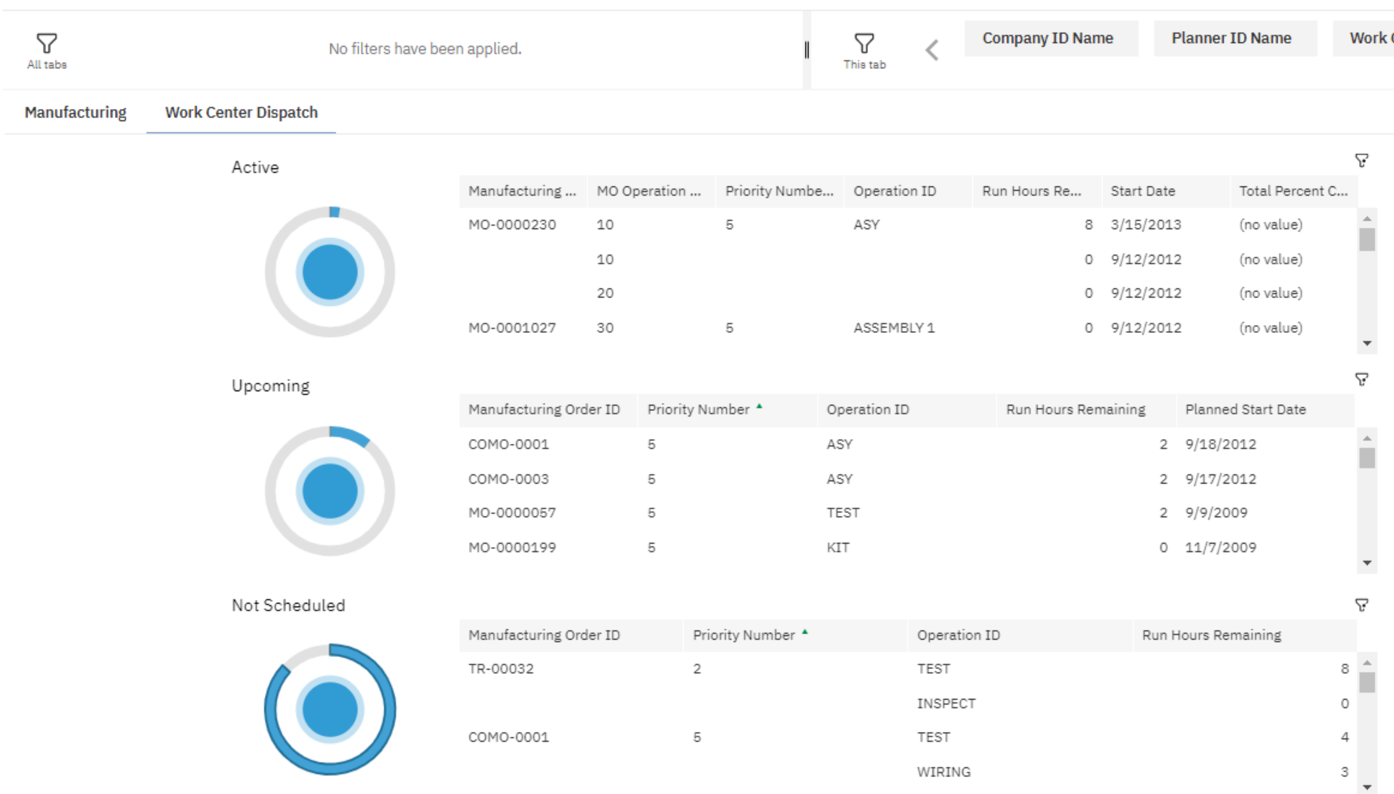
- **MO Production Status (Drill Thru to Detail)**:This area shows where the in-process MOs are in the production, with a count for each status. Use the MO Production Status Details Drill Thru report to see a breakdown of each status by planner and build part. You can also see the number of days the MOs 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

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

Prompt Message	Description
	▪ **SINGLE:** Select this option to include level 1 in the report. ▪ **ALL:** Select this option to include all levels in the report.

Sample Report

This is a sample Indented Bill of Materials report.

Indented Bill of Materials

1 - Applied Technologies Inc

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

MO Build-To Inv Abbrev Report

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

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

Prompts

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

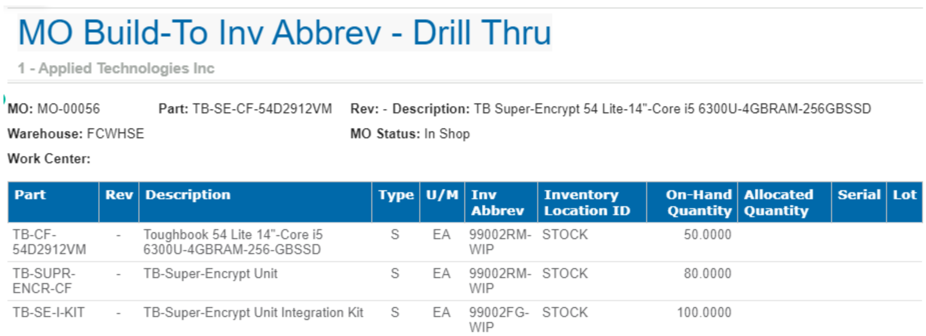
Prompt Message	Description
Company	Select one company from the list.
Secondary Sort	Select the secondary sorting criterion for the report. The available options are the following:

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

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

Sample Report

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



MO Build-To Inv Abbrev - Drill Thru

1 - Applied Technologies Inc

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

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

Work Center:

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

MO Component Shortage

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

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

Prompts

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

Prompt Message	Description
Company	Select one company from the list.
Primary grouping	Select the option to indicate how you want the components to be sorted and grouped. The available options are the following:

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

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

Sample Report

This is a sample MO Component Shortage report.

MO Component Shortage

1 - Company 1

Project: 1003.001.10 Project Name: Concrete Base Repair

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

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

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

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

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

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

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

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

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

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

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

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

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

MO Pick List Report

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

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

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

Prompts

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

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

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

Sample Report

Sample MO Pick List reports.

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

MO Pick List

1 - Company 1

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

Part: KHMES10.2018.M1

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

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

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

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

MO Pick List

1 - Company 1

MO: 'MO010218'
Warehouse: MES119
Work Center:

Part: KHMES10.2018.M1

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

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

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

MO Production Status Report

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

Prompts

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

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

Prompt Message	Description
	▪ Planned ▪ Firm Planned ▪ Released ▪ In Shop ▪ Closed ▪ Completed Only the **Closed** option is not selected by default.
Due Date	In the **From:** field, enter the due date to use, or click the calendar icon to select the date. In the **To:** field, enter the end date to use or click the calendar icon to select the date. Select **Earliest date** to indicate all dates or **Latest date** if you do not want to apply any date filters. These are the default options.
Need Date	In the **From:** field, enter the need start date to use, or click the calendar icon to select the date. In the **To:** field, enter the need end date to use or click the calendar icon to select the date. Select **Earliest date** to indicate all dates or **Latest date** if you do not want to apply any date filters. These are the default options.
Limit Build-To Inventory Abbrv(s)	In the **Keywords** field, enter a portion of one or more build-to inventory abbreviations to to search on and select the abbreviations you want added to the report. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit Build-To Project(s)	In the **Keywords: (ID + Name)** field, enter a portion or the entire ID of one or more build-to projects you want to add on the report. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit Netting Group(s)	In the **Keywords** field, enter a portion of one or more netting groups to be added on the report.

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

Sample Report

This is a sample MO Production Status report.

MO Production Status

1 - Company 1

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

MO Operation Sequence Number	Operation Step Number	Alternate Operation Number	Operation ID	Description	Labor/Subcontractor	Work Center Name	Run Type	Operation Type	Process Type Code	Planned Start Date	Start Date	Need Date	Due Date	Completed Date	Total Completed Quantity	Total Accepted Quantity	Total Rejected Quantity	Total MRB Quantity	Percent 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%

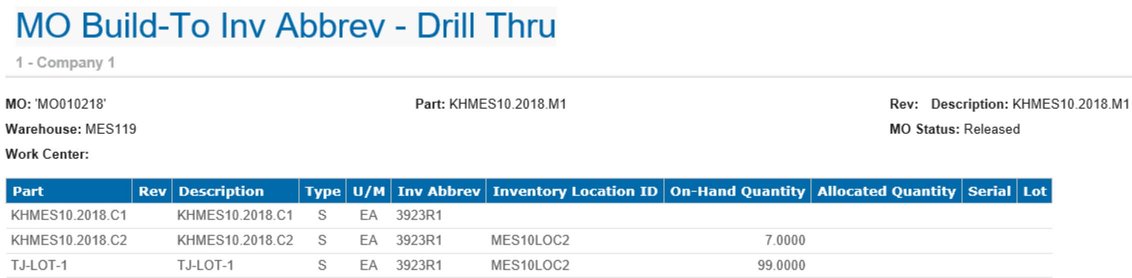
Percent Complete for 1BOMT00002: 100%

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

Component Shortage - Supply Order Detail

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

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



MO Build-To Inv Abbrev - Drill Thru

1 - Company 1

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

Warehouse: MES119 MO Status: Released

Work Center:

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

MRP Message Report

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

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

Prompts

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

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

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

Sample Report

This is a sample MRP Message report.

MRP Message

1 - Company 1

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

Summarized Bills of Material Report

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

This report allows you to select a range of assemblies.

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

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

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

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

Prompts

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

Prompt Message	Description
Company	Select a company from the list.

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

Sample Report

This is a sample Summarized Bill of Material report.

Summarized Bill of Material

1 - Company 1

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

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

Component Alternate Parts

Note: Close this window to return to Main.

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

Materials

This chapter includes descriptions of the reports in the Materials folder.

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

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

Model Information

Details about the structure, table inclusion, and relationships (joins) for the Materials framework model are available in spreadsheet format in the release documentation and Costpoint Information Center.

The name of the spreadsheet file is DeltekCostpointBusinessIntelligence81MaterialsModel.xlsx.

Model Security

The Materials data model includes Costpoint Organizational Security and Part Security.

Organizational Security

Organizational Security will prevent users from seeing data that is related to unauthorized organizations on any standard or custom reports or dashboards.

Part Security

If Part Security is turned enabled, an unauthorized user will not have visibility into reports or data that contain unauthorized parts.

If the report contains a parent record with unauthorized parts linked to it, such as a build part or requirement on a Manufacturing Order, build part or components on a Bill of Materials, then the entire parent record will not be visible to the user.

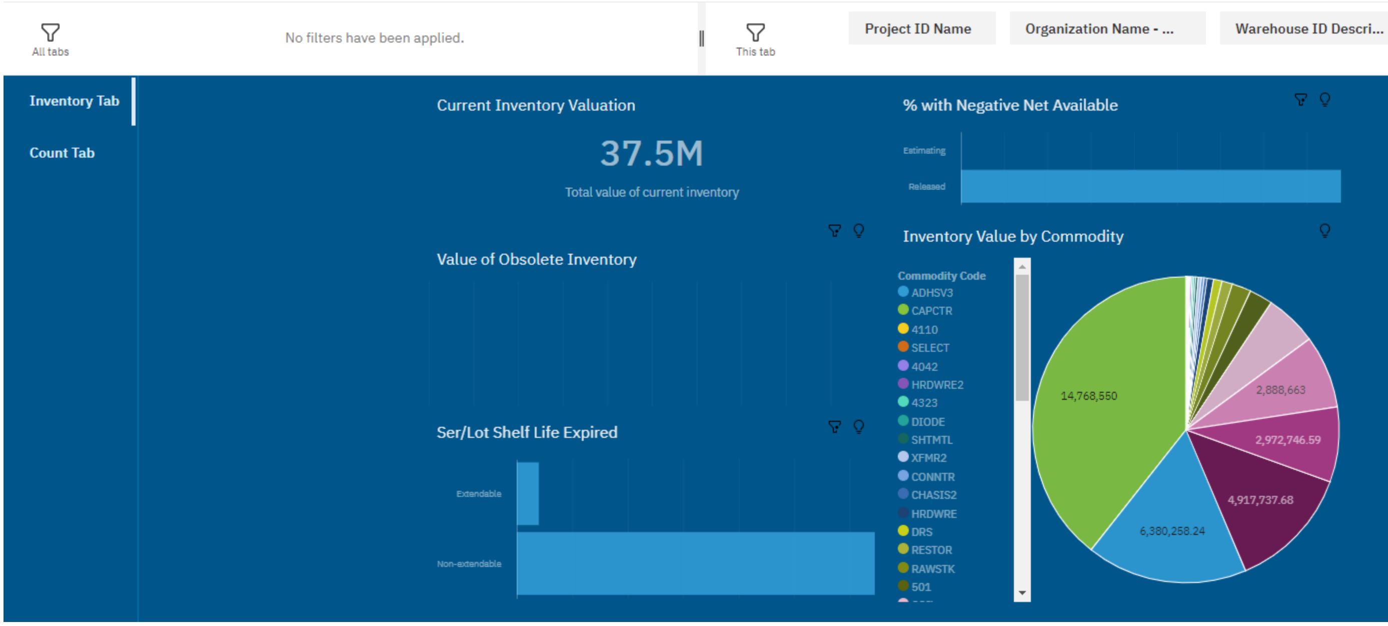
If the report contains unauthorized part records, such as a Part List or Stock Status, then those individual Part records will be suppressed from the report.

A warning displays on the prompt page of each report to let you know that Part Security will suppress report records with parts that are not authorized.

Inventory Dashboard

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

Inventory Tab

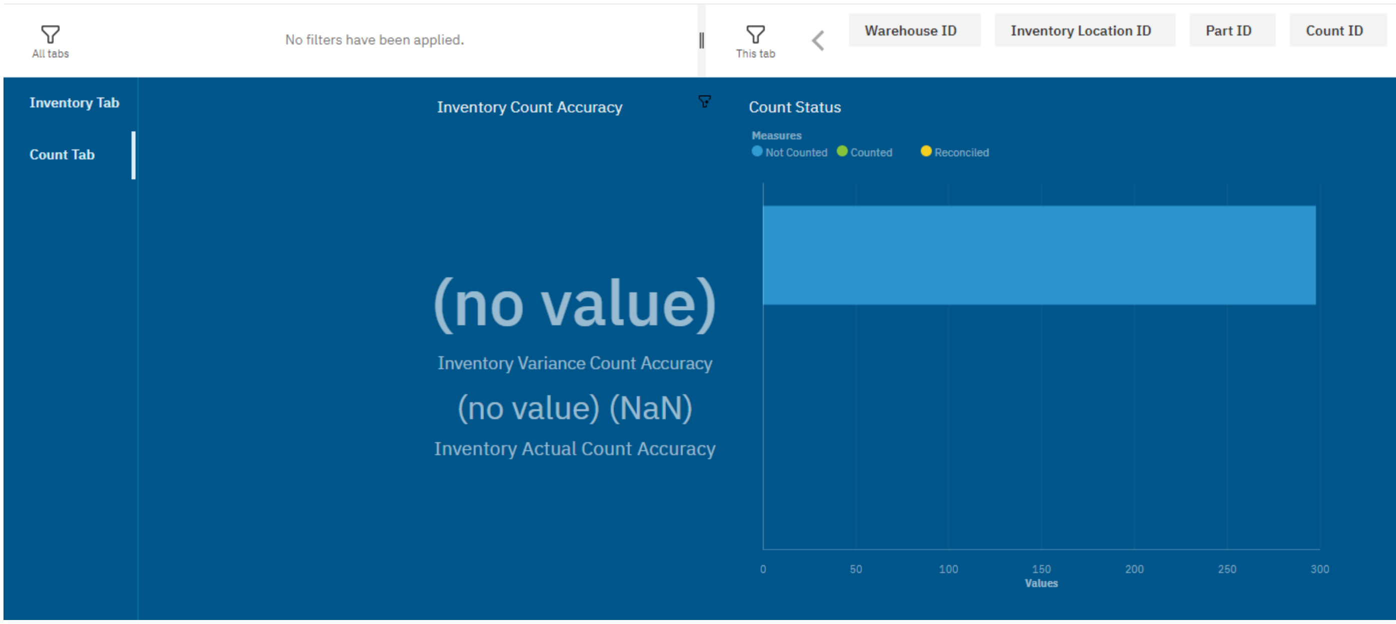


The Inventory Tab provides data to help you analyze your inventory. You can also filter the data based on project, organization, warehouse, and part.

- **Current Inventory Valuation**: This KPI value is the total value of current inventory.
- **Value of Obsolete Inventory**: This bar chart displays the value of obsolete inventory based on the following criteria:
  - Obsolete part status
  - Phase-Out part status
  - Ser/Lot shelf life expired
- **Ser/Lot Shelf Life Expired**: This bar chart shows the total values of the current inventory with extendable and non-extendable expiration dates.
- **% with Negative Net Available**: This KPI percentage shows the percentage of non-obsolete or phase-out parts that have a negative net available quantity.
- **Inventory Value by Commodity**: This pie chart shows the total inventory value by commodity.

Count Tab

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



- **Inventory Count Accuracy**: This KPI component shows the inventory count accuracy percentage based on Actual Count data. Drill through to see 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:

- Audit Log
- Goods List
- Indented Bill of Materials
- Item Vendors - Drill Thru
- Parts List
- Sales Order Status
- Services List
- Shipped Revenue
- Stock Status
- Summarized Bill of Material

Audit Log Report

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

Prompts

These are the Audit Log prompts.

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

Sample Report

This is a sample Audit Log report.

Audit Log

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

Goods List Report

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

Prompts

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

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

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

Sample Report

The following is a sample Goods List report.

Report Page Prompt Selections Revision History

Goods List

1 Company 1

Good	Rev	Description	Active	U/M	Hazmat	Commodity	Industry Class	Product Class	Product Type	Overshipment Allowed	Receipt Tolerance	Buyer	Inspection Type	Universal Product Code
MMGDS-C1-01		Goods - 01 - Company 1	Y	EA	N	SIC3663A	SIC-3663	SIG366	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-02		Goods - 02 - Company 1	Y	EA	N	SIC3663B	SIC-3663	SIG366	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-03		Goods - 03 - Company 1	Y	EA	N	SIC3663C	SIC-3663	SIG366	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-04		Goods - 04 - Company 1	Y	EA	N	SIC3674A	SIC-3674	SIG367	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-05		Goods - 05 - Company 1	Y	EA	N	SIC3691A	SIC-3691	SIG369	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-06		Goods - 06 - Company 1	Y	EA	N	SIC3691B	SIC-3691	SIG369	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-07		Goods - 07 - Company 1	Y	EA	N	SIC3691C	SIC-3691	SIG369	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-08		Goods - 08 - Company 1	Y	EA	N	SIC3691D	SIC-3691	SIG369	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-09		Goods - 09 - Company 1	Y	EA	N	SIC3695A	SIC-3695	SIG369	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-10		Goods - 10 - Company 1	Y	EA	N	SIC3827A	SIC-3827	SIG382	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-11		Goods - 11 - Company 1	Y	EA	N	SIC3861A	SIC-3861	SIG386	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-12		Goods - 12 - Company 1	Y	EA	N	SIC3861B	SIC-3861	SIG386	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-13		Goods - 13 - Company 1	Y	EA	N	SIC3861C	SIC-3861	SIG386	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-14		Goods - 14 - Company 1	Y	EA	N	SIC3861D	SIC-3861	SIG386	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-15		Goods - 15 - Company 1	Y	EA	N	SIC3861E	SIC-3861	SIG386	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-17		Goods - 17 - Company 1	Y	EA	N	SIC3663A		SIG366	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-18		Goods - 18 - Company 1	Y	EA	N	SIC3663A	SIC-3663	SIG366	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-19		Goods - 19 - Company 1	Y	EA	N	SIC3663A	SIC-3663	SIG366	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-20		Goods - 20 - Company 1	Y	EA	N	SIC3663A	SIC-3663	SIG366	Photographic Equip & Supplies	N	0.00%			
MMGDS-C1-21		Goods - 21 - Company 1	Y	EA	N	SIC3663A	SIC-3663	SIG366	Photographic Equip & Supplies	N	0.00%			

Page 1 of 3

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

Report Page Prompt Selections Revision History

Item Vendors - Drill Thru

1 Company 1

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

Indented Bills of Materials Report

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

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

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

Prompts

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

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

Prompt Message	Description
	▪ **ALL:** Select this option to include all levels in the report.

Sample Report

This is a sample Indented Bill of Materials report.

Indented Bill of Materials

1 - Applied Technologies Inc

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

Item Vendors Report

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

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

Prompts

Specify the prompts for the Item Vendors List.

Prompt Message	Description
Company	Select one company from the list.
Limit part/rev(s)	In the **Keywords** field, enter a portion of one or more part/ revisions to be added on the report. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts**

Prompt Message	Description
	with... options. If applicable, click the right-arrow to move your selected results to **Choices**.
Item Type	Select the option to indicate the item type you want to include on this report. The available options are the following: ▪ Good ▪ Part ▪ Service All options are selected by default.
Active	Select the option to indicate whether or not the item is active. The **Yes** and **No** options are both selected as a default.
Limit vendor(s)	In the **Keywords: (ID + Name)** field, enter a portion of one or more vendor IDs to be added on the report. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit buyer(s)	In the **Keywords** field, enter a portion of one or more buyers to be added on the report. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

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

Report Page Prompt Selections Revision History

Item Vendors - Drill Thru

1 Company 1

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

Parts List Report

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

Prompts

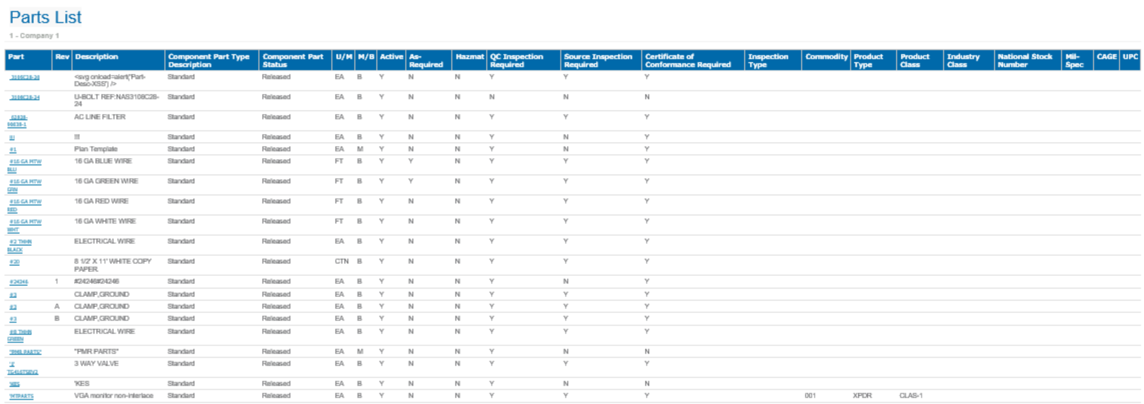
Select prompt values before running the Parts List report.

Prompt Message	Description
Company	Select one company from the list.
Limit part/rev(s)	In the **Keywords** field, enter a portion of one or more part/ revisions to be added on the report. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Make/buy	Select the option to indicate the component parts you want to include on this report. The available options are: ▪ **Make**: Manufactured ▪ **Buy**: Purchased Both options are selected by default.
Status	Select the status(es) of the parts you want to include on this report. The available options are the following: ▪ **E**: Estimating ▪ **O**: Obsolete ▪ **R**: Released All options are selected by default.
Active	Select the option to indicate whether or not the item is active. The **Yes** and **No** options are both selected as a default.
Limit commodity code(s)	In the **Keywords: (ID + Name)** field, enter a portion of one or more commodity code IDs to be added on the report. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Prompt Message	Description
Part type	Select the option to indicate the component part type you want to include on this report. The available options are the following: ▪ **B**: Buy with Components ▪ **L**: MPS Planning-Only ▪ **P**: Phantom ▪ **R**: Reference ▪ **S**: Standard ▪ **T**: Tool All options are selected by default.
As-required	Select the option to indicate which component parts you want to include on this report, based on whether or not the quantity per component part is flagged as "as required." Selecting **No** will include component parts whose exact quantities have been specified. Both options are selected by default.
QC inspection required	Select the option to indicate which component parts you want to include on this report, based on whether or not the parts require inspection by Quality Control. Both options are selected by default.
Source inspection required	Select the option to indicate which component parts you want to include on this report, based on whether or not the parts require source inspection.. Both options are selected by default.
Limit buyer(s)	In the **Keywords: (ID + Name)** field, enter a portion of one or more buyer IDs to be added on the report. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

The following is a sample Parts List report.

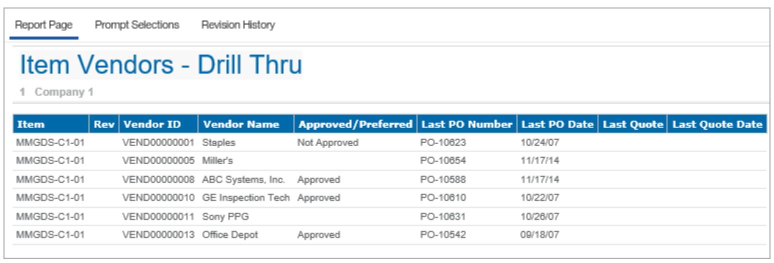


Parts List

1 - Company 1

Part	Rev	Description	Component Part Type Description	Component Part Status	U/M	M/B	Active	As-Required	Hazmat	QC Inspection Required	Source Inspection Required	Certificate of Conformance Required	Inspection Type	Commodity	Product Type	Product Class	Industry Class	National Stock Number	Mil-Spec	CAGE	UPC
3108C18-20		<svg onload=alert('Part-Desc-XSS') />	Standard	Released	EA	B	Y	N	N	Y	Y	Y									
3108C18-24		U-BOLT REF:NAS3108C28-24	Standard	Released	EA	B	Y	N	N	N	N	N									
61828-00038-1		AC LINE FILTER	Standard	Released	EA	B	Y	N	N	Y	Y	Y									
!!!		!!!	Standard	Released	EA	B	Y	N	N	Y	N	Y									
#1		Plan Template	Standard	Released	EA	M	Y	N	N	Y	N	Y									
#16 GA MTW BLU		16 GA BLUE WIRE	Standard	Released	FT	B	Y	Y	N	Y	Y	Y									
#16 GA MTW GRN		16 GA GREEN WIRE	Standard	Released	FT	B	Y	Y	N	Y	Y	Y									
#16 GA MTW RED		16 GA RED WIRE	Standard	Released	FT	B	Y	N	N	Y	Y	Y									
#16 GA MTW WHT		16 GA WHITE WIRE	Standard	Released	FT	B	Y	N	N	Y	Y	Y									
#2 THHN BLACK		ELECTRICAL WIRE	Standard	Released	EA	B	Y	N	N	Y	Y	Y									
#20		8 1/2' X 11' WHITE COPY PAPER	Standard	Released	CTN	B	Y	N	N	Y	Y	Y									
#24246	1	#24246#24246	Standard	Released	EA	B	Y	N	N	Y	N	Y									
#3		CLAMP,GROUND	Standard	Released	EA	B	Y	N	N	Y	Y	Y									
#3	A	CLAMP,GROUND	Standard	Released	EA	B	Y	N	N	Y	Y	Y									
#3	B	CLAMP,GROUND	Standard	Released	EA	B	Y	N	N	Y	Y	Y									
#8 THHN GREEN		ELECTRICAL WIRE	Standard	Released	EA	B	Y	N	N	Y	Y	Y									
"PMR PARTS"		"PMR PARTS"	Standard	Released	EA	M	Y	N	N	Y	N	N									
'2' TG416TSBV2		3 WAY VALVE	Standard	Released	EA	B	Y	N	N	Y	Y	Y									
'KES		'KES	Standard	Released	EA	B	Y	N	N	Y	N	N									
'MTPARTS		VGA monitor non-interlace	Standard	Released	EA	B	Y	N	N	Y	Y	Y		001	XPDR	CLAS-1					

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



Report Page Prompt Selections Revision History

Item Vendors - Drill Thru

1 Company 1

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

Sales Order Status Report

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

Prompts

Select prompt values before running the Sales Order Status report.

Prompt Message	Description
Company	Select one company from the list.
Sales Order Status	Select the current status of the sales order that you want to include on the report. The available options are the following: ▪ Approved ▪ Closed

Prompt Message	Description
	▪ In Approval ▪ Pending ▪ System Closed ▪ Void The default option is **Approved**.
Sales Order Date Range	In the **From:** field, enter the start date assigned to sales orders or click the calendar icon to select the date. In the **To:** field, enter the end date assigned to sales orders or click the calendar icon to select the date. You can opt to select the **Earliest date** or the **Latest date** possible for the sales order dates.
Sales Order Line Status	Select the sales order line status that you want to include on the report. The available options are the following: ▪ Closed ▪ Open ▪ System Closed The default option is **Open**.
Line Order Due Date	In the **From:** field, enter the start date assigned to line orders or click the calendar icon to select the date. In the **To:** field, enter the end date assigned to line orders or click the calendar icon to select the date. You can opt to select the **Earliest date** or the **Latest date** possible for the need line order dates.
Suppress sensitive columns	Select the option to suppress the net unit price or the original total amount on the report. The default option is **Original Total Amount**.
Limit SO number(s)	In the **Keywords** field, enter a portion of one or more SO numbers in the to be added on the report. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit customer(s)	In the **Keywords: (ID + Name)** field, enter a portion or the entire ID of one or more customers to be added on the report. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name,

Prompt Message	Description
	use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit sales representative(s)	In the **Keywords: (ID + Name)** field, enter a portion or the entire ID of one or more sales representatives to be added on the report. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit warehouse(s)	In the **Keywords: (ID + Name)** field, enter a portion or the entire ID of one or more warehouses to be added on the report. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit project(s)	In the **Keywords: (ID + Name)** field, enter a portion or the entire ID of one or more projectsto be added on the report. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

The following is a sample Sales Order Status report.

Sales Order Status

1 - Company 1

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

Services List Report

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

Prompts

Select prompt values before running the Services List report.

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

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

Sample Report

The following is a sample Services List report.

Services List

1 - Company 1

Service	Rev	Description	Active	U/M	Commodity	Industry Class	Product Class	Product Type Description	Overshipment Allowed	Receipt Tolerance	Buyer
BCC100S-02		Training, Broadcast Tech, DV Camera Shooting Guides	Y	EA	SIC7812A		SIG781	Photographic Equip & Supplies	N	0.00%	
BCC100S-03		Consultanting Services, Broadcast	Y	$$	SIC7819A		SIG781	Photographic Equip & Supplies	N	0.00%	
BOMB01		Bomb Detection Training	Y	EA					N	0.00%	
CAD PLATE		CAD PLATE PER DRAWING SPECIFICATIONS	Y	EA	OS	SAT	V3	SPARES	Y	0.00%	CHRISTENSEN, KEITH
CC-SERVICE-ITEM		CC Service Item	Y	HRS					N	0.00%	
CLEANING	1	OFFICE CLEANING	Y	EA	005				N	0.00%	Dreskin, Anita
CONCRETE FINISHERS		Concrete Finishers - Smooth and level, apply broom finish	Y	DAY	02	MFG	CLAS-2	TEST SETS	Y	0.00%	Will, Thomas
CP-REPAIR	1	COPIER REPAIR	Y	HRS	008				N	0.00%	
DEFTR01		Basic Guard Dog Defense Training	Y	EA					N	0.00%	
DELIVERY SERVICE		Delivery service	Y	EA					N	0.00%	Will, Thomas

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

Report Page Prompt Selections Revision History

Item Vendors - Drill Thru

1 Company 1

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

Shipped Revenue Report

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

Prompts

Select prompt values before running the Shipped Revenue report.

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

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

Sample Report

This is a sample Shipped Revenue report.

Shipped Revenue

1 - Company 1

Invoice ID	Invoice Posted/Unposted	Invoice Date	Order Date	Sales Order Number	Fiscal Year	Period Number	Subperiod Number	Project ID	Customer Name	Customer Purchase Order ID	Sales Representative ID	Sales Representative Name	Invoice Line Number	Inventory Type	Item ID	Item Revision ID	Invoice Line Description	Original Quantity	Original Amount	Shipped Quantity	Shipped Amount
INV1008	Unposted	7/12/00	7/12/00	SO98-0022	2000	10	1	K931	No Country Code testing				1		LEASH		6ft Pet Leash	1.0000	7.32	1.0000	7.32
INV1008	Unposted	7/12/00	7/12/00	SO98-0022	2000	10	1	K931	No Country Code testing				2		FEEDER		Water Dish/Pet Feeder Combo	1.0000	17.77	1.0000	17.77
INV1009	Posted	8/29/00	8/29/00	SO98-0024	2000	12	1	K931	Nico's Family Pet Shop				1		MDOG1		Small Dog Combo	2.0000	60.00	2.0000	60.00
INV1009	Posted	8/29/00	8/29/00	SO98-0024	2000	12	1	K931	Nico's Family Pet Shop				2		MDOG2		Medium Dog Combo	1.0000	350.00	1.0000	350.00
INV1009	Posted	8/29/00	8/29/00	SO98-0024	2000	12	1	K931	Nico's Family Pet Shop				3		MDOG3		Large Dog Combo	3.0000	1,350.00	3.0000	1,350.00
INV1009	Posted	8/29/00	8/29/00	SO98-0024	2000	12	1	K931	Nico's Family Pet Shop				4		MDOG4		Extra-Large Dog Combo	1.0000	550.00	1.0000	550.00
INV1009	Posted	8/29/00	8/29/00	SO98-0024	2000	12	1	K931	Nico's Family Pet Shop				5		DOG1		Small Dog	5.0000	1,250.00	5.0000	1,250.00
INV1009	Posted	8/29/00	8/29/00	SO98-0024	2000	12	1	K931	Nico's Family Pet Shop				6		DOG3		Large Dog	3.0000	1,200.00	3.0000	1,200.00
INV1009	Posted	8/29/00	8/29/00	SO98-0024	2000	12	1	K931	Nico's Family Pet Shop				7		MCAT1		Short Haired Cat Combo	3.0000	900.00	3.0000	900.00
INV1009	Posted	8/29/00	8/29/00	SO98-0024	2000	12	1	K931	Nico's Family Pet Shop				8		MCAT2		Long Haired Cat Combo	1.0000	300.00	1.0000	300.00
INV1009	Posted	8/29/00	8/29/00	SO98-0024	2000	12	1	K931	Nico's Family Pet Shop				9		MCAT3		Asian Hairless Cat Combo	4.0000	1,600.00	4.0000	1,600.00
INV1009	Posted	8/29/00	8/29/00	SO98-0024	2000	12	1	K931	Nico's Family Pet Shop				10		MCAT4		Mangy Cat Combo	8.0000	800.00	8.0000	800.00
INV1009	Posted	8/29/00	8/29/00	SO98-0024	2000	12	1	K931	Nico's Family Pet Shop				11		CAT3		Asian Hairless Cat	5.0000	1,750.00	5.0000	1,750.00
INV1010	Posted	6/7/01	6/7/01	SO98-0026	2001	8	1		AAA				1		G-	1	GENERAL CONSULTING	2.0000	2,263.47	0.0000	2,263.47

Stock Status Report

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

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

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

Prompts

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

Prompt Message	Description
Company	Select one company from the list.
Group By	Select the option to use for the report from the drop-down list. The options available are the following: ▪ **Warehouse\Location**: Select this option to print the report by warehouse and location. This is the default option.

Prompt Message	Description
	- **Project\Part Rev**: Select this option to print the report by project and part/revision. - **Inventory Abbreviation Code\Part Rev**: Select this option to print the report by inventory abbreviation code and part/revision. - **Part Rev\Project**: Select this option to print the report by part/revision and project.
Limit Warehouse(s)	In the **Keywords: (ID + Name)** field, enter a portion or the entire ID of one or more warehouses, projects, inventory abbreviation codes, or part/revisions to be added on the report. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Limit Inventory Location ID(s)	In the **Keywords: (ID + Name)** field, enter a portion or the entire ID of one or more inventory locations to be added on the report. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Location Type	Select the location type you want to include on the report. The location type is a system-defined code used to classify inventory records by locations. These system-defined location types are the following: - **Incoming Inspection**: Select this option to indicate that this location contains parts that have been received, but have not been accepted or rejected. - **Materials Review Board (MRB)**: Select this option to indicate that this location contains parts that are within quality control, and that the items do not meet the drawings. The items may be kept as they are, disposed, or returned to the vendor. - **On-Hand**: Select this option to indicate that this location contains parts that should be counted as available. This is the default option.

Prompt Message	Description
	On-Hold: Select this option to indicate that this location contains parts that should not be counted as available. **Reinspection**: Select this option to indicate that this location contains parts that have already been accepted or rejected but need to go back through that process. **Shipping**: Select this option to indicate that this location contains parts that have been removed from stock for shipping. The **Shipping** type and the **On-Hold** type are used in a similar fashion. Location types that are not selected do not print.
Account Type	Select the account type(s) of the inventory records you want to include on the report. The account types are the following: - Assets - Expense - Government Furnished Materials You can select more than one account type by pressing and holding the CTRL key and selecting the options you want to include on the report. Account types that are not selected do not print. All account types are selected by default.
Inventory Type	Select the inventory type of the inventory records you want to include on the report. The inventory types are the following: - Raw - Finished Both inventory types are selected by default.
Excel Format	Select the option to indicate if you want to produce a report version that has no headers, footers, and subtotals for easier sorting and manipulation. The default option is **No**.

Sample Report

This is a sample Stock Status report.

Stock Status

1 - Company 1 Y

Part ID	Revision	Item Description	Inventory Abbreviation Code	Project	Inventory Account Description	Inventory Type	Quantity	U/M	Unit Cost Amount	Inventory Balance
Warehouse: 'ADWHSE'	:									
Inventory Location ID: L	Location Type: : On-Hand									
B-LOT-1		DESC FOR B-LOT-1, REV = BLANK	INVT1	1006.001.10	Expense	Raw	101	EA	0.5389	54.43
MKA-PART-01		test	51501	5150.001	Expense	Raw	1	EA	4,938,797.9112	4,938,797.91
Subtotal for Inventory Location ID L:							102			4,938,852.34
Subtotal for Warehouse 'ADWHSE':										4,938,852.34
Warehouse: 'TEST	:									
Inventory Location ID: ONHANDLOC1	Location Type: : On-Hand									
MS15795-808		WASHER,FLAT-MET,RND	98041R	9800.004.10	Expense	Raw	300	EA	0.7800	234.00
Subtotal for Inventory Location ID ONHANDLOC1:							300			234.00
Subtotal for Warehouse 'TEST:										234.00
Warehouse: 1000	:									
Inventory Location ID: A100	Location Type: : On-Hand									
005621		TEFLON TAPE	1234567890POIUYTREWQ	5150.001	Expense	Raw	1	EA	0.0000	0.00
1234567890POIUYTREWQASDFGHJKLPOIUYTREWQ1234567890V	1234567890	12345678901234567890123456789012345678901234567890	1234567890POIUYTREWQ	5150.001	Expense	Raw	103	EA	0.0291	3.00
32338-40121-10	A01	CABLE ASSY,MISC AC	INVT4	1003.001.10	Assets	Finished	8	EA	0.0000	0.00
A010715		EAO	51501	5150.001	Expense	Raw	100	EA	0.0000	0.00
A021414		EAO	51501	5150.001	Expense	Raw	7	EA	1.0000	7.00
A022814		EAO	51501	5150.001	Expense	Raw	10	EA	1.0000	10.00
A022814-0		EAO	51501	5150.001	Expense	Raw	10	EA	1.0000	10.00
A022814-1		EAO	51501	5150.001	Expense	Raw	10	EA	1.0000	10.00
A022814-2		EAO	51501	5150.001	Expense	Raw	10	EA	1.0000	10.00
A050620		EAO	51501	5150.001	Expense	Raw	100	EA	3.0000	300.00
A080617		EAO	51501	5150.001	Expense	Raw	10	EA	1.0000	10.00
A091813		EAO	51501	5150.001	Expense	Raw	100	EA	1.0000	100.00

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

Stock Status - Serial Lot Detail

Note: Close this window to return to Main.

Part ID	Part Revision ID	Inventory Abbreviation Code	Project ID	Warehouse ID	Inventory Location ID	Serial Number	Lot Number ID	Shelf-Life Expiration Date	Order Reference Type Code	Original Order ID	Original Purchase Order Release Number	Order Line	Serial Lot Quantity
B-LOT-1		INVT1	1006.001.10	'ADWHSE'	L		BLOT2015000000000284						100.0000
B-LOT-1		INVT1	1006.001.10	'ADWHSE'	L		BLOT2015000000000329					0	1.0000

Summarized Bills of Material Report

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

This report allows you to select a range of assemblies.

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

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

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

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

Prompts

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

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

Sample Report

This is a sample Summarized Bill of Material report.

Summarized Bill of Material

1 - Company 1

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

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

Component Alternate Parts

Note: Close this window to return to Main.

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

Procurement

This chapter includes descriptions of the dashboard and reports in the Procurement folder.

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

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

Model Information

Details about the structure, table inclusion, and relationships (joins) for the Procurement framework model are available in spreadsheet format in the release documentation and Costpoint Information Center.

The name of the spreadsheet file is DeltekCostpointBusinessIntelligence81ProcurementModel.xlsx.

Model Security

The Procurement data model includes Costpoint Organizational Security and Part Security

Organizational Security

Organizational Security will prevent users from seeing data that is related to unauthorized orgs on any standard or custom reports or dashboards.

Part Security

If Part security is enabled in Costpoint, an unauthorized user will not have visibility into reports or data that contain unauthorized parts.

If the report contains a parent record with unauthorized parts linked to it, such as a build part or requirement on a Manufacturing Order, build part, or components on a Bill of Materials, then the entire parent record will not be visible to the user.

If the report contains unauthorized part records, such as a Part List or Stock Status, then those individual Part records will be suppressed from the report.

A warning displays on the prompt page of each report to let you know that Part Security will suppress report records with parts that are not authorized.

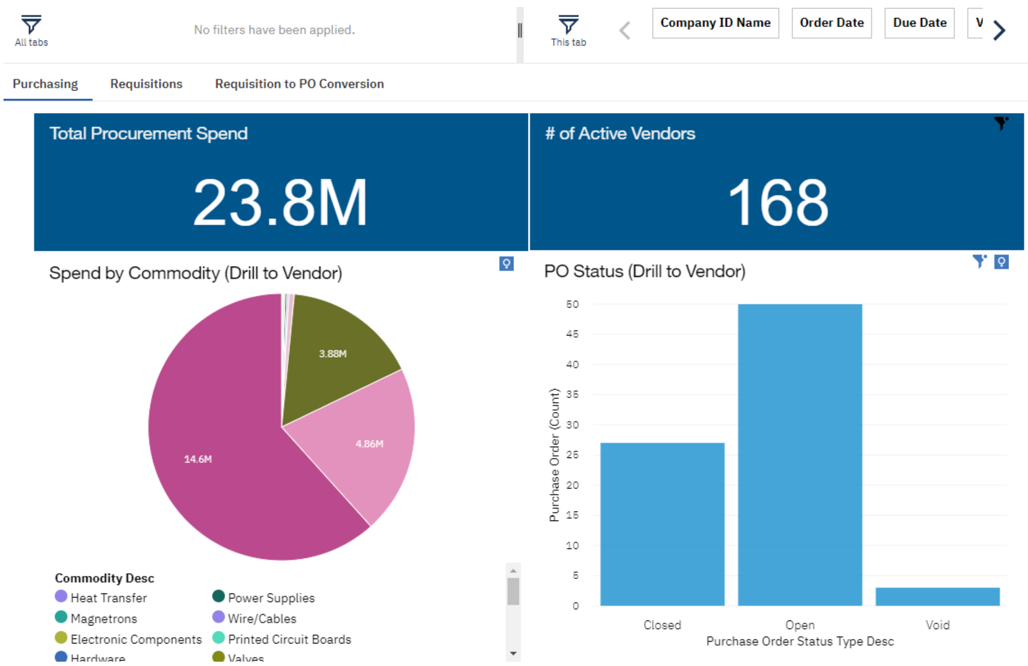
Procurement Dashboards

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
Company	Select the company to use when running the report.
Primary group	Select the primary group to sort on: ▪ Buyer ▪ Item ▪ Requisition
Requisition status	Select the status of the requisitions to include on the report: ▪ Approved ▪ In Approval ▪ Pending
Number of PO lines to display	Enter the number of purchase order lines to display.
Number of vendor quote lines to display	Enter the number of vendor quote lines to display.
Number of RFQ lines to display	Enter the number of RFQ lines to display.
Exclude items older than	Enter the date to exclude older objects.
Select one or more requisitions	Iin the **Keywords** field, enter a portion of one or more requisition IDs and click to return requisitions to include on the report. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select one or more buyers	In the **Keywords** field, enter a portion of one or more buyer IDs and click to return buyers to include on the report. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Include requisition lines with no items	Select whether or not to include requisition lines with no items.

Sample Report

The following is a sample Buyer Requisition Worksheet.

Buyer Requisition Worksheet

Company: 1 - Applied Technologies Inc   Group by Buyer

Buyer: 12   Davidson, Mark

Requisition:	PR-0000091	Requisition Date:	02/15/2018	Requisitioner:	Arnold, Deborah	Status:	Approved	Currency:	USD
		Estimate Cost:	60,500	Target Place Date:	03/01/2018	Procurement Type:	SC		

Requisition Details

Line: 1
Item: S-CAD OPERATOR **Rev:** S-CAD Operator **Target Place Date:** 03/01/2018
Quantity: 500.00 **U/M** HR **Requested Date:** 01/15/2018 **Buyer:** 12
Procurement Type: SC **Inv Abbrev:**
Sugg Blanket PO: **Status:** Approved **Est Unit Cost:** 75.00
Manufacturer: **Mfg part:** **Rev:**
Pref Vendor: V100013 Balmar Consulting **Vend Part:** **Rev:**
Notes:
Internal Notes:

PO	Rel	Line	Status	Vendor Name	Buyer	Order Date	U/M	Order Quantity	Net Unit Cost	Line Charge Amount
PO-0000140	0	1	O	Balmar Consulting	12	03/01/2018	HR	500.00	75.00	0.00

Quote	Status	Vendor Name	Buyer	Quote Date	Expiration Date	Line	U/M	Quantity Breakpoint	Net Unit Cost	Line Charge Amount
VQT-000033	C	Balmar Consulting	12	02/23/2018		1	HR	500.00	75.00	0.00
VQT-000034	C	Mollo Design	12	02/26/2018		1	HR	500.00	80.00	0.00
VQT-000035	C	Specialty Subcontractors	12	02/27/2018		1	HR	500.00	80.00	0.00

RFQ	Status	Vendor Name	Buyer ID	RFQ Date	Line	U/M	Quantity Breakpoint
RFQ-000046	Closed	Specialty Subcontractors	12	02/15/2018	4	HR	500.00
					1	HR	500.00
RFQ-000045	Closed	Mollo Design	12	02/15/2018	4	HR	500.00

No Preferred Vendor to satisfy result.

Line: 2
Item: S-SURVEY **Rev:** S-Surveyor **Target Place Date:** 03/01/2018
Quantity: 80.00 **U/M** HR **Requested Date:** 01/15/2018 **Buyer:** 12
Procurement Type: SC **Inv Abbrev:**
Sugg Blanket PO: **Status:** Approved **Est Unit Cost:** 150.00
Manufacturer: **Mfg part:** **Rev:**
Pref Vendor: V100013 Balmar Consulting **Vend Part:** **Rev:**
Notes:
Internal Notes:

PO	Rel	Line	Status	Vendor Name	Buyer	Order Date	U/M	Order Quantity	Net Unit Cost	Line Charge Amount
PO-0000140	0	2	O	Balmar Consulting	12	03/01/2018	HR	160.00	150.00	0.00

Quote	Status	Vendor Name	Buyer	Quote Date	Expiration Date	Line	U/M	Quantity Breakpoint	Net Unit Cost	Line Charge Amount
VQT-000033	C	Balmar Consulting	12	02/23/2018		2	HR	80.00	150.00	0.00
VQT-000034	C	Mollo Design	12	02/26/2018		2	HR	80.00	155.00	0.00
VQT-000035	C	Specialty Subcontractors	12	02/27/2018		2	HR	80.00	150.00	0.00

RFQ	Status	Vendor Name	Buyer ID	RFQ Date	Line	U/M	Quantity Breakpoint
RFQ-000046	Closed	Specialty Subcontractors	12	02/15/2018	2	HR	80.00
RFQ-000045	Closed	Mollo Design	12	02/15/2018	2	HR	80.00
RFQ-000044	Closed	Balmar Consulting	12	02/15/2018	2	HR	80.00

No Preferred Vendor to satisfy result.

Line: 3
Item: S-TECWRT **Rev:** S-Technical Writer **Target Place Date:** 03/01/2018
Quantity: 100.00 **U/M** HR **Requested Date:** 01/15/2018 **Buyer:** 12
Procurement Type: SC **Inv Abbrev:**
Sugg Blanket PO: **Status:** Approved **Est Unit Cost:** 110.00
Manufacturer: **Mfg part:** **Rev:**
Pref Vendor: V100013 Balmar Consulting **Vend Part:** **Rev:**
Notes:
Internal Notes:

PO	Rel	Line	Status	Vendor Name	Buyer	Order Date	U/M	Order Quantity	Net Unit Cost	Line Charge Amount
PO-0000140	0	3	O	Balmar Consulting	12	03/01/2018	HR	240.00	110.00	0.00

Quote	Status	Vendor Name	Buyer	Quote Date	Expiration Date	Line	U/M	Quantity Breakpoint	Net Unit Cost	Line Charge Amount
VQT-000033	C	Balmar Consulting	12	02/23/2018		3	HR	100.00	110.00	0.00
VQT-000034	C	Mollo Design	12	02/26/2018		3	HR	100.00	115.00	0.00
VQT-000035	C	Specialty Subcontractors	12	02/27/2018		3	HR	100.00	125.00	0.00

RFQ	Status	Vendor Name	Buyer ID	RFQ Date	Line	U/M	Quantity Breakpoint
RFQ-000046	Closed	Specialty Subcontractors	12	02/15/2018	3	HR	100.00

Page 1 of 2

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 **Print/Compute 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 Open Period**: If this option is selected, the commitments data is stored in the PO_COMMIT_SUM and PO_COMMIT_DETL tables. The report calculates by fiscal year, period, and subperiod, and you must enter information for these prompts, which display when you select a company.

Prompts

Select values for the required prompts to run the PO Commitments Detail report.

Prompt Message	Description
Company	Select the company to include in the report.
Inquiry Method	Select **By Period** to show commitments for the fiscal year, period, and subperiod entered in the prompts. Use this option if the Print/Compute Purchasing Commitments was calculated By Period End Date. Select **Real Time** to show commitments for all purchase requisition/purchase order activity in Costpoint, regardless of the transaction dates. Use this option if the Print/Compute Purchasing Commitments was calculated by Real Time.
Fiscal Year	Enter the fiscal year to use for the report. This option displays only if you selected**By Period** for the **Inquiry Method** prompt.
Period	Select the period to use for the report. This option displays only if you selected **By Period** for the **Inquiry Method** prompt.
Subperiod	Select the subperiod to use. This option displays only if **By Period** is selected for the **Inquiry Method** prompt.

Prompt Message	Description
Project starts with	In the **Keywords** field, enter a portion of one or more project IDs and click **Search** to list projects to include on the report. Then, select a project. To narrow the search, select an option in the dropdown list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options.
Account	In the **Keywords** field, enter a portion of one or more account IDs and click to list accounts to include on the report. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Organization	In the **Keywords** field, enter a portion of one or more organizations and click to list organizations to include on the report. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

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

Sample Report

The following is a summary view of the PO Commitments Detail report.

PO Commitments Detail

Company: 1 - Company 1

For 5150 - Sales Order Testing PROJ

Purchase Order	PO Type	Vendor Name	Account	Account Name	Organization	Organization Name	PO Accepted Amount	PO Open Amount	PO Pending Amount	PO Received Amount	PO Vouchered Amount	PO Total Amount
PO-10578	P	DELTA DYNAMICS	05230	Comm. - Materials	1.2.210	Field Operations	0.00	102.00	0.00	0.00	0.00	102.00
PURCH-0303	P	41 CUSTOMER CLONE	51501	5150 Comercial FG	1.2.210	Field Operations	0.00	2,000.00	0.00	0.00	0.00	2,000.00
PURCH-0330	P	41 CUSTOMER CLONE	05230	Comm. - Materials	1.2.210	Field Operations	0.00	151,368.75	0.00	0.00	0.00	151,368.75
REQ-100065	R		05230	Comm. - Materials	1.2.200	Product Developmentx	0.00	0.00	0.00	0.00	0.00	0.00
REQ-100239	R		05100	Cost of Goods Sold	1.2.200	Product Developmentx	0.00	0.00	0.00	0.00	0.00	0.00
REQ-100240	R		05100	Cost of Goods Sold	1.2.200	Product Developmentx	0.00	0.00	0.00	0.00	0.00	0.00
RQ1151	R		05230	Comm. - Materials	1.2.200	Product Developmentx	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal for 5150							0.00	153,470.75	0.00	0.00	0.00	153,470.75

For 5150.001 - 3.1A Comercial Catalogs

Purchase Order	PO Type	Vendor Name	Account	Account Name	Organization	Organization Name	PO Accepted Amount	PO Open Amount	PO Pending Amount	PO Received Amount	PO Vouchered Amount	PO Total Amount
00-BLANKET	P	Jakki's Vendor/DON'T EDIT	05230	Comm. - Materials	1.2.200	Product Developmentx	0.00	1.05	0.00	0.00	0.00	1.05
0307-1	P	41 Customer 1099 update p	05230	Comm. - Materials	1.2.200	Product Developmentx	0.00	300.00	0.00	0.00	0.00	300.00
1025RQ-01	P	MegaVendor Company 1	05230	Comm. - Materials	1.2.200	Product Developmentx	15,725.00	0.00	0.00	0.00	0.00	15,725.00
1025RQ-02	P	MegaVendor Company 1	05230	Comm. - Materials	1.2.200	Product Developmentx	0.00	15,725.00	0.00	0.00	0.00	15,725.00
1025RQ-03	P	MegaVendor Company 1	05230	Comm. - Materials	1.2.200	Product Developmentx	0.00	15,725.00	0.00	0.00	0.00	15,725.00
1105RQ-02	R		05230	Comm. - Materials	1.2.200	Product Developmentx	0.00	0.00	0.00	0.00	0.00	0.00
142124	R		05210-100	Comm. - Travel - Airfare	1.2.200	Product Developmentx	0.00	0.00	0.00	0.00	0.00	0.00
18124	P	DELTA DYNAMICS	05230	Comm. - Materials	1.2.200	Product Developmentx	0.00	0.00	0.00	0.00	4.00	4.00
19788-1	P	DELTA DYNAMICS	05230	Comm. - Materials	1.2.200	Product Developmentx	0.00	0.00	0.00	0.00	3.00	3.00
19791	P	DELTA DYNAMICS	05230	Comm. - Materials	1.2.200	Product Developmentx	0.00	0.00	0.00	0.00	40.00	40.00
22658	P	DELTA DYNAMICS	05230	Comm. - Materials	1.2.200	Product Developmentx	0.00	0.00	0.00	0.00	6.00	6.00
23373-NF	P	DELTA DYNAMICS	05230	Comm. - Materials	1.2.200	Product Developmentx	0.00	0.00	0.00	0.00	10.00	10.00
23373-NF2	P	DELTA DYNAMICS	05230	Comm. - Materials	1.2.200	Product Developmentx	0.00	10.00	0.00	0.00	0.00	10.00

PO Payment & Remaining Balance Report

Use the PO Payment & Remaining Balance report to view the total PO amount, payments made (cash disbursements), and the remaining balance for each purchase order.

Prompts

Select prompt values before running the PO Payment & Remaining Balance report.

Prompt Message	Description
Company	Select the company to use when running the report.
Currency Type	Choose the type of currency to display in the report. ▪ **Functional**: View amounts in the Functional Currency ▪ **Transactional**: View amounts in the Transactional Currency
PO Type	Select one or more purchase order types for the report.
PO Status	Select one or more purchase order statuses for the report.
Select PO Number(s)	In the **Keywords** field, enter a portion of one or more purchase order numbers and click the **Search** icon to view results and select purchase orders for the report. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...**

Prompt Message	Description
	options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select Account(s)	In the **Keywords** field, enter a portion of one or more accounts and click the **Search** icon to view results and select accounts for the report. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select Org(s)	In the **Keywords** field, enter a portion of one or more organizations and click the **Search** icon to view results and select organizations for the report. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select Project(s)	In the **Keywords** field, enter a portion of one or more project IDs or names and click the **Search** icon to view results and select projects for the report. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select Buyer(s)	In the **Keywords** field, enter a portion of one or more buyers and click the **Search** icon to view results and select buyers for the report. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select Vendor(s)	In the **Keywords** field, enter a portion of one or more vendors and click the **Search** icon to view results and select vendors for the report. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Prompt Message	Description
Remaining Balance	In the **From:** field, enter the beginning value for the remaining balance range. In the**To:** field, enter the end value for the remaining balance range. You can opt to select the **Lowest value** or the **Highest value** possible for the remaining balances.
Order Date	In the **From:** field, enter the start date assigned to purchase orders or click the calendar icon to select the date. In the**To:** field, enter the end date assigned to purchase orders or click the calendar icon to select the date. You can opt to select the **Earliest date** or the **Latest date** possible for the purchase order dates.

Sample Report

This is a sample of the PO Payment & Remaining Balance Report.

You can click posted and unposted amount values to see the related vouchers and their line details.

PO Payment & Remaining Balance Report

System: C81PSM17

10 - Applied Technologies Inc1

Purchase Order	Purchase Order Release Number	Buyer Name	Vendor ID	Vendor Name	Purchase Order Type Desc	Purchase Order Status Type Desc	Order Date	PO Total Amount	Posted Check Amount	Unposted Check Amount	Remaining Amount to Pay	Posted Voucher Amount (No Check)	Unposted Voucher Amount	Transaction Currency Code
8825	0	Applegate, Richard S	V100029	Computer Rentals	Purchase Order	System Closed	02/05/2016	1,000.00	0.00	0.00	1,000.00	0.00	0.00	USD
PO-000011	0	Walsh, Timothy	V100001	AAA Electronics Distrib	Purchase Order	Closed	02/18/2009	302,869.22	0.00	0.00	302,869.22	0.00	0.00	USD
PO-000012	0	Zone, Francis	V100001	AAA Electronics Distrib	Purchase Order	Closed	01/10/2008	302,539.22	0.00	0.00	302,539.22	0.00	0.00	USD
PO-000016	0	Zone, Francis	V100046	Esquire Electronics	Purchase Order	System Closed	02/23/2009	103,529.25	103,529.25	0.00	0.00	0.00	0.00	USD

Posted Check Detail Drill Thru

System: C81PSM17

Voucher Number	Pay Vendor ID	Voucher Vendor Name	Check Number	Check Date	Cash Account ID	Cash Organization	Amount Paid	Currency Code
549	V100046	Esquire Electronics	1596	2/23/09	10-100-10	10	103,529.25	USD

Voucher Line Detail Drill Thru

Purchase Order	PO-000016
Voucher Number	549
Amount Paid	103,529.25

Voucher Line Number	Voucher Line Desc	PO Line	Quantity	Unit Cost	Extended Cost	Net Amount	Currency
1	Magnetron 1000 watt	1	94	140.25	13,183.50	13,183.50	USD
2	Magnetron 1000 watt	2	94	165.00	15,510.00	15,510.00	USD
3	Magnetron 1000 watt	3	94	165.00	15,510.00	15,510.00	USD
4	Power Supply	4	423	140.25	59,325.75	59,325.75	USD
Overall - Total				610.50	103,529.25	103,529.25	

PO Header and Line Detail

PO: PO-000016 | Release: 0 | Change Order: 0 | Order Date: 02/23/2009 | Status: System Closed | Buyer: Zone, Francis

Currency: USD | PO Total Amt: 103,529.25

Vendor: V100046 Esquire Electronics | Terms: 60 DAYS

Notes:

Address: 4747 Great Huron Blvd
Suite 700

St Paul | MN
76394 | USA

Line: 1

Item:	102302-1	Rev:	F	Magnetron 1000 watt			
Due Date:	05/19/2009	Orig Due Date:	05/19/2009	Desired Date:	05/19/2009	Requisition:	REQ-000013
U/M:	EA	Net Unit Cost:	140.25	Extended Cost:	13,183.50	Line Charge Amt:	0.00
Order Qty:	94.00			Order Amt:	13,183.50		
Received Qty:	94.00			Received Amt:	13,183.50		
Accepted Qty:	94.00			Accepted Amt:	13,183.50		
Rejected Qty:	0.00			Rejected Amt:	0.00		
Vouchered Qty:	94.00			Vouchered Amt:	13,183.5		
Posted Qty:	94.00			Posted Amt:	13,183.5		
Notes:							

Project	Account	Organization	Allocation
10200.03 IMAGING	54-570-10 Subassembly/Finished Gds	10.10.2.3 Gov- Manufacturing	13,183.50 100.00%

Line: 2

Item:	102302-1	Rev:	F	Magnetron 1000 watt			
Due Date:	03/16/2009	Orig Due Date:	03/16/2009	Desired Date:	03/16/2009	Requisition:	REQ-000013
U/M:	EA	Net Unit Cost:	165.00	Extended Cost:	15,510.00	Line Charge Amt:	0.00
Order Qty:	94.00			Order Amt:	15,510.00		
Received Qty:	94.00			Received Amt:	15,510.00		
Accepted Qty:	94.00			Accepted Amt:	15,510.00		
Rejected Qty:	0.00			Rejected Amt:	0.00		
Vouchered Qty:	94.00			Vouchered Amt:	15,510		
Posted Qty:	94.00			Posted Amt:	15,510		
Notes:							

Project	Account	Organization	Allocation
10200.03 IMAGING	54-570-10 Subassembly/Finished Gds	10.10.2.3 Gov- Manufacturing	15,510.00 100.00%

Line: 3

Item:	102302-1	Rev:	F	Magnetron 1000 watt			
Due Date:	06/30/2009	Orig Due Date:	06/30/2009	Desired Date:	06/30/2009	Requisition:	REQ-000013
U/M:	EA	Net Unit Cost:	165.00	Extended Cost:	15,510.00	Line Charge Amt:	0.00
Order Qty:	94.00			Order Amt:	15,510.00		
Received Qty:	94.00			Received Amt:	15,510.00		
Accepted Qty:	94.00			Accepted Amt:	15,510.00		
Rejected Qty:	0.00			Rejected Amt:	0.00		
Vouchered Qty:	94.00			Vouchered Amt:	15,510		
Posted Qty:	94.00			Posted Amt:	15,510		
Notes:							

Project	Account	Organization	Allocation
10200.03 IMAGING	54-570-10 Subassembly/Finished Gds	10.10.2.3 Gov- Manufacturing	15,510.00 100.00%

Line: 4

Item:	105067-1	Rev:	C	Power Supply			
Due Date:	02/27/2009	Orig Due Date:	02/27/2009	Desired Date:	02/27/2009	Requisition:	REQ-000013
U/M:	EA	Net Unit Cost:	140.25	Extended Cost:	59,325.75	Line Charge Amt:	0.00
Order Qty:	423.00			Order Amt:	59,325.75		
Received Qty:	423.00			Received Amt:	59,325.75		
Accepted Qty:	423.00			Accepted Amt:	59,325.75		
Rejected Qty:	0.00			Rejected Amt:	0.00		
Vouchered Qty:	423.00			Vouchered Amt:	59,325.75		
Posted Qty:	423.00			Posted Amt:	59,325.75		
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
Company	Select the company to use to run the report.
Purchase Order Type	Select one or more purchase order types for the report.
Include Previously Printed PO's	Select an option to specify whether or not POs that have been printed before will be included in the report.
Include Blanket PO's	Select an option to specify whether or not blanket POs will be included in the report.
Include Subcontract PO's	Select an option to specify whether or not subcontract POs will be included in the report.
Include Project/Acct/Org Breakdown	Select an option to specify whether or not the project account organization breakdown will be included in the report.
Print the Original Due Date	Select an option to specify whether or not the original due date will be printed.
Print Line Charge Type Code	Select **Yes** or **No** to specify whether the line charge type code will be printed.
Position of Header Notes	Specify where to place the header notes on the report. Select **Top** or **Bottom**.
Position of Header Text/Doc/SOW	Specify where to place the header on the report. Select **Top** or **Bottom**.
Select one or more Purchase Orders	In the **Keywords** field, enter a portion of one or more purchase order IDs and click **Search** to list purchase orders to include on the report. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select one or more PO Release Numbers	In the **Keywords** field, enter a portion of one or more PO release numbers and click to list PO release numbers to include on the report.

Prompt Message	Description
	To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select one or more Buyers	In the **Keywords** field, enter a portion of one or more buyer IDs and click to list buyers to include on the report. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select the Return Address Branch Location	In the **Keywords** field, enter a portion of one or more address codes and click to list addresses to include on the report. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select the Transaction Currency of PO's	In the **Keywords** field, enter a portion of one or more transaction currencies and click to list purchase orders to include on the report. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

This is a sample of the Purchase Order report.

Purchase Order

1 - Company 1

Purchase Order: 0307-1
Order Date: 3/1/18
Status: Open

Date Printed: May 11, 2020

ORDER ADDRESS	SHIPPING ADDRESS
41 Customer 1099 update p (41 VENDOR)	DIGITAL EQUIPMENT CORP.
9999 North Howard Ave	address line 1
Suite 9999 with 1099 exempt address code	address line 2
Unit 9999 beach boys	address line 3
Washington, DC, 20002	city, VA, 22222
United States of America	United States of America

Contact: Olivia Napucao Phone: 789-678-7890 Fax: 801-0987865

ORDER DATE	BUYER	TERMS	DELIVERY TERMS	SALES ORDER	SHIP VIA	DELIVERY TO
3/1/18	Jackson, Alan	NET 30				Y

LINE	ITEM/DESCRIPTION	REV	U/M	DUE DATE	DESIRED DATE	QUANTITY	NET UNIT COST	EXTENDED COST
	This is a rated order certified for national defense use, and the contractor shall follow all requirements of the Defense Allocations System Regulation (15 CFR Part 700).							
1	0307-1		EA	3/1/18	3/1/18	30.0000	10.0000	300.00
	part1						Tax:	0.00

QC Insp Required

Prime Contract #: Contract#1

Cost: 100.00% Account: 05230 Organization: 1.2.200 Project: 5150.001

MAGNETRON MUST BE PACKED IN NON-METALLIC CONTAINER AND STORED AT LEAST 5 INCHES

FROM A METALLIC SURFACE.

PO Standard text

The S_WHERE_USED_CD = P and R for both "Purchase Orders and Purchase Requisitions". The AUTODFLT_FL = Y for both which means that this code will autoload in RQ_HDR_TEXT and PO_TEXT. Regardless of the setting for the RQ_HDR.COMBINE_RQ_FL, this code should load in PO_TEXT because of it's S_WHERE_USED_CD.

This is my standard text rev 0 that is active but there is no effective dates in this screen....

This is my standard text rev 0 that is not active but there is no effective dates in this screen....

Town Hall Recording Now Available

The recording of our Thursday, July 28 Global Employee Town Hall is now available for viewing. Please check it out here. This recording will be available until COB on Friday, August 19.

Union Square Call Recording Now Available

The recording of our July 20 call with Mike Corkery regarding Deltek's Union Square acquisition is now available for viewing. Please check it out here. This recording will be available until COB on Friday, August 5.

from ITeM Standard PO

kes-po

Header Doc: Rev: Header Doc Type:
Header Doc Name:

Bill To:
DELTEK-MCLEAN
1000 INTERNATIONAL DRIVE
SUITE 220
2ND FLOOR
MCLEAN, 22010, VA
United States of America

Subtotal Amt:	300.00
PO Total Tax:	0.00
PO Total Amt:	300.00

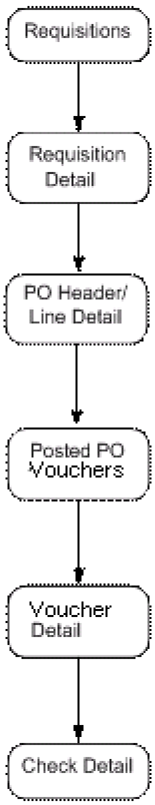
Authorized Signature(s)

Top Page up Page down Bottom

Requisitions Report

Run the Requisitions report to view a requisition and the related purchase order, voucher, and check information.

Here is a visual of the drill-thru path from the Requisitions report to the Check Detail.



Prompts

Select prompt values for the Requisitions report.

Prompt Message	Description
Company	Select the company to use when running the report.
Primary group	Select the primary grouping for the report: ▪ Requisition ▪ Requisitioner ▪ Requisitioner Organization
Requisition status	Select one or more requisition statuses to use as a filter to include on the report. Options are:

Prompt Message	Description
	▪ Approved ▪ Closed ▪ In-Approval ▪ PO Generated ▪ Pending ▪ Rejected ▪ Voided
Select one or more requisition IDs	In the **Keywords** field, enter a portion of one or more requisition IDs to list requisitions to include on the report. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select one or more requisitioners	In the **Keywords** field, enter a portion of one or more requisitioner names to list requisitioners to include on the report. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select one or more requisitioner's organizations	In the **Keywords** field, enter a portion of one or more organization IDs to list requisitioner's organizations to include on the report. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select one or more projects	In the **Keywords** field, enter a portion of one or more IDsto list projects to include on the report. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

This is a sample of the Requisitions report.

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	Ent Da
Requisition: 10												
CWM-001	0	PO Generated	Arnold, Deborah	USD	171,006.75	171,006.75	01/06/2010	10.10.3.0	Zone, Francis	STD	ADMIN	01/0 12:2
DRS-0001	0	PO Generated	Adams, Jack K	USD	0.00	0.00	04/28/2011	10.10.3.2	Zone, Francis	STD	ADMIN	04/2 2:11
DRS-0002	0	Approved	Adams, Jack K	USD	325.00	325.00	05/07/2011	10.10.3.2		STD	ADMIN	05/0 5:57
MSB-00015	0	Approved	Applegate, Richard S	USD	0.00	0.00	04/15/2013	10.10.2.1	Applegate, Richard	STD	X1048	04/1 2:36

Click a **Requisition ID** to view the requisition details for the requisition.

Requisition Detail

Requisition Header

Requisition:	CWM-001	**Requisition Date:**	01/06/2010	**Requisitioner:**	Arnold, Deborah	**Status:**	PO Generated
		Buyer:	1	**Tgt Place Date:**	12/23/2009	**Procurement Type:**	
		Currency:	USD	**Total Est Amt:**	171,006.75	**Total Est Func Amt:**	171,006.75

Requisition Line Details

Line: 1 **Item:** 105067-1 **Rev:** C Power Supply

Requested Qty:	1,219.00	**PO Generated Qty:**	1,219.00	**U/M:**	EA
Est Unit Cost:	140.25	**Extended Cost:**	170,964.75	**Line Charge Amt:**	0.00
Requested Date:	01/12/2010	**Status:**	PO Generated	**Tgt Place Date:**	12/23/2009
Procurement Type:		**Inv Abbrev:**	R20002	**Inv Proj:**	10200.02
Sugg Blanket PO:		**Buyer:**	1		
Manufacturer:	SIEMENS SIEMENS	**Mfg Part:**	485864-TJ78	**Rev:**	
Pref Vendor:	V100001 AAA Electronics Distrib	**Vend Part:**	485864-TJ78	**Rev:**	
Notes:					
Internal Notes:					

Project	Account	Organization	Allocation
10200.02 RADAR	54-570-20 Raw Materials	10.10.2.3 Gov- Manufacturing	170,964.75 100.00%

P/O Number	Release Number	Line Number	PO_Generated	Order Qty	Unit of Measure	Transaction Crncy Cd
PO-02-0055	0	1	Y	350.00	EA	USD
PO-02-0057	0	1	Y	1,219.00	EA	USD

Line: 2 **Item:** NAS-2540 **Rev:** Screw 1/8" x 1"

Requested Qty:	350.00	**PO Generated Qty:**	350.00	**U/M:**	EA
Est Unit Cost:	0.12	**Extended Cost:**	42.00	**Line Charge Amt:**	0.00
Requested Date:	01/21/2010	**Status:**	PO Generated	**Tgt Place Date:**	01/18/2010
Procurement Type:		**Inv Abbrev:**	R20002	**Inv Proj:**	10200.02
Sugg Blanket PO:		**Buyer:**	1		
Manufacturer:		**Mfg Part:**		**Rev:**	
Pref Vendor:	V2000001 Akermann	**Vend Part:**		**Rev:**	
Notes:					
Internal Notes:					

Project	Account	Organization	Allocation
10200.02 RADAR	54-570-20 Raw Materials	10.10.2.3 Gov- Manufacturing	42.00 100.00%

P/O Number	Release Number	Line Number	PO_Generated	Order Qty	Unit of Measure	Transaction Crncy Cd
PO-02-0055	0	1	Y	350.00	EA	USD
PO-02-0057	0	1	Y	1,219.00	EA	USD

In the Requisition Detail - Drill Thru report, click a **P/O Number** to view purchase order details.

PO Header and Line Detail

PO: PO-02-0055 Release: 0 Change Order: 0 Order Date: 01/06/2010 Status: Open Buyer: Zone, Francis

Currency: USD PO Total Amt: 42.00

Vendor: V2000001 Akermann Terms: NET 30

Notes: The Hazardous Materials Table (Table) in this section designates the materials listed therein as hazardous materials for the purpose of transportation of those materials. For each listed material, the Table identifies the hazard class or specifies that the material is forbidden in transportation, and gives the proper shipping name or directs the user to the proper shipping name. In addition, the Table specifies or references requirements in this subchapter pertaining to labeling, packaging, quantity limits aboard aircraft and stowage of hazardous materials aboard vessels.

Address: 7562 ENGLEWOOD PLACE

ANNADALE VA

22004 USA

Line: 1 Item: NAS-2540 Rev: Screw 1/8" x 1"

Due Date: 01/21/2010 Orig Due Date: 01/21/2010 Desired Date: 01/21/2010 Requisition: CWM-001

U/M: EA Net Unit Cost: 0.12 Extended Cost: 42.00 Line Charge Amt: 0.00

Order Qty: 350.00 Order Amt: 42.00

Received Qty: 0.00 Received Amt: 0.00

Accepted Qty: 0.00 Accepted Amt: 0.00

Rejected Qty: 0.00 Rejected Amt: 0.00

Vouchered Qty: 0.00 Vouchered Amt: 0

Posted Qty: 0.00 Posted Amt: 0

Notes:

Project	Account	Organization	Allocation
10200.02 RADAR	54-570-20 Raw Materials	10.10.2.3 Gov- Manufacturing	42.00 100.00%

In the PO Header and Line Detail drill thru, click a PO number to view its posted vouchers.

Posted PO Vouchers

Voucher No: 3286 **Pay Vendor:** V2013004 Speedline Technologies **Currency:** USD

Invoice: 011613 **Invoice Date:** 01/16/13 **Invoice Amt:** 29,484.00

Terms: 15 MO **Fiscal Year:** 2013 **Period:** 1 **Subperiod:** 1

Due Date: 02/15/13 **Due Amt:** 29,484.00 **Discount Taken:** 0.00

PO Discrepancy: **Receipt Discrepancy:**

Vchr Line: 1 **PO Line:** 1 **Misc Type:** SINGLE Wave Soldering Machine **U/M:** EA

Vouchered Qty: 1 **Unit Cost:** 28,000.00 **Total Vouchered Amt:** 29,484.00

Qty Discrepancy: 0% **Unit Cost Discrepancy:** 0% **Total Discrepancy Amt:** 0.00

Notes:

Project	Account	Organization	Allocation
	16-160-40 P&E: Machinery & Tools	01.02 Applied Manufacturing	29,484.00 100%

In the Posted PO Vouchers drill thru, click a voucher number to view the voucher details.

Voucher Detail

Company: 1 Applied Technologies Inc

Vendor	Vendor Name	Voucher Type	Approved Flag	Status	Voucher Line Number	Account	Project	Organization	Voucher Line Description	Quantity	PO #	Total Before Discount	Discount Amount	Sales Tax	Net Amt
3286															
V2013004	Speedline Technologies	PO	Y	PAID	1	16-160-40		01.02	Wave Soldering Machine	1	PO-0000010	29,484.00	0.00	1,484.00	29,484.00
											Total for 3286	**29,484.00**	**0.00**	**1,484.00**	**29,484.00**

Click the voucher number in the Voucher Details to view check details.

Check Detail

For Voucher Number 3286

Vendor ID	Vendor Name	Check Number	Check Date	Cash Account ID	Cash Organization ID	Amount Paid
V2013004	Speedline Technologies	33113034	03/31/13	10-100-10	01	29,484.00

Requisitions Pending PO Conversion Report

The Requisitions Pending report gives buyers and purchasing managers the ability to see requisitions for which purchase orders have not yet been generated.

The report includes requisitions that are in a pending, in-approval, approved, or rejected status.

Prompts

Use the prompts to select data for the Requisitions Pending PO Conversion report.

Prompt Message	Description
Company	Select the company to use when running the report.
Primary Group	Select the primary grouping for the report: ▪ Approver ▪ Buyer ▪ Requisition ▪ Requisition Status ▪ Requisitioner
Requisition status	Select the statuses of the requisitions to include: ▪ Approved ▪ In Approval ▪ Pending ▪ Rejected
Include Requisitions without Assigned Buyer	Select **Yes** to include only those requisitions without an assigned buyer.
Limit Requisitions	Enter a portion of one or more IDs in the **Keywords** field and click to narrow the primary group you selected in the previous field. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

This is a sample of the Requisitions Pending report.

Report Page   Prompt Selections   Revision History

Requisitions Pending

1 - Company 1

Requisition / Req Date	Req Status	Requisitioner ID / Requisitioner Name	Requisitioner Org	Approval Process	Buyer ID / Buyer Name	Procurement Type	Estimated Total Amt
CER-REQ-01 May 7, 2020	Approved	RELY001 RELY, RELY	1		RELY Jackson, Alan		0.00

Vendor Exclusion Report

The Vendor Exclusion report provides a list of purchase orders that have vendors on the Exclusion list so that you can take action to stop those purchase orders.

If you are configured for the GovWin IQ to Costpoint Vendor integration, with the Import GovWin IQ Vendor Data, then the Vendor Exclusion list report will display any purchase orders where the PO Vendor has been flagged as Active on the SAM.gov Exclusion list.

The exclusion data comes from GovWin IQ and is updated every time the GovWin IQ to Costpoint Vendor integration is run. Note, however, that the exclusion data may not be a complete representation of exclusions.

> **Attention:** For details on the source data and vendor fields updated by the GovWin IQ integration, see the field mapping information in the GovWin IQ Integration Setup Guide.

Prompts

Select prompt values before running the Vendor Exclusion report.

Prompt Message	Description
Company	Select a company to use when running the report.
Select Purchase Order(s)	In the **Keywords** field, enter a portion of one or more purchase order IDs and click to list purchase orders to include on the report. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select PO Release Number(s)	In the **Keywords** field, enter a portion of one or more PO release numbers and click to list PO release numbers to include on the report.

Prompt Message	Description
	To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select Buyer(s)	In the **Keywords** field, enter a portion of one or more buyer IDs and click 🔍 to list buyers to include on the report. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
PO Status	Select one or more PO statuses to use as a filter to include in the report.
Order Date Range	In the **From** field, enter the beginning value for the order date range. In the **To** field, enter the end value for the order date range. You can opt to select the **Lowest value** or the **Highest value** possible for the date range.
Active Date Range	In the **From** field, enter the beginning value for the active date range. In the **To** field, enter the end value for the active date range. You can opt to select the **Lowest value** or the **Highest value** possible for the date range.

Sample

This is a sample of the Vendor Exclusion report.

Vendor Exclusion

System: C81PSM17

10 - Applied Technologies Inc1

Purchase Order	Purchase Order Release Number	Buyer Name	PO Status	Order Date	Vendor ID	Vendor Name	Exclusion Type	Active Date	Terminiation Date	Last GovWin IQ Synch date
PO-AO-0401	0	Applegate, Richard S	Open	04/1/2021	A100001	ACME Supplies	IPP	01/1/2019	01/1/2022	01/1/2021

Procurement Drill-Thru Reports

Certain reports are drill-thru only, meaning they are not intended to be run on their own, but accessed from the links in other parent reports.

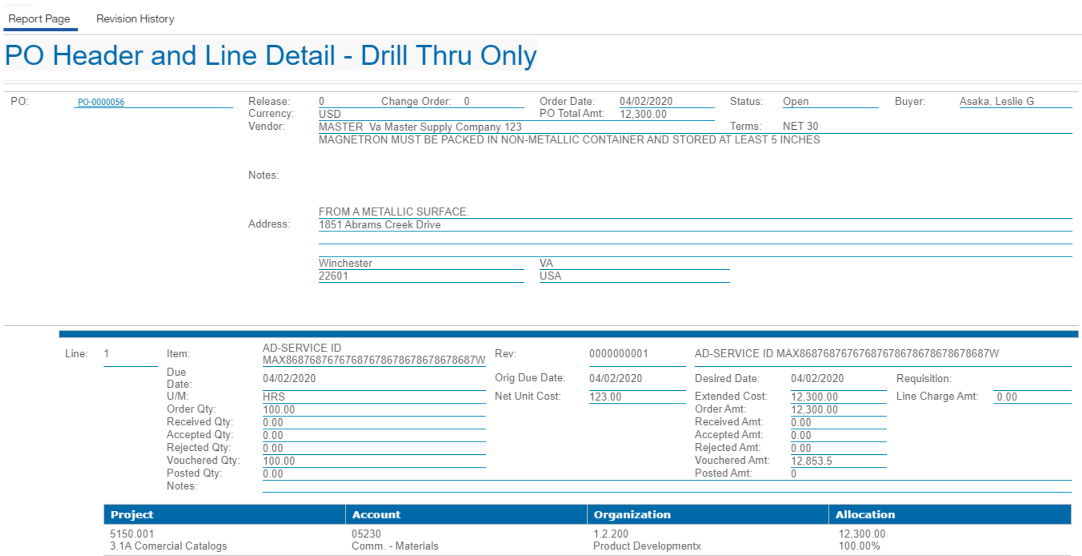
The necessary information that is retrieved to run the report is based on the parent report, such as the Requisitions Pending PO Conversion report. No input is required.

PO Header and Line Detail - Drill Thru Only

The PO Header and Line Detail report shows detailed information for a specific purchase order.

This report displays information from the Purchase Order header, Purchase Order line, and Purchase Order line account for a selected purchase order. Use this report as a drill-through from the Requisitions report.

This is a sample PO Header and Line Detail Drill-Thru report.


Report Page Revision History

PO Header and Line Detail - Drill Thru Only

PO: PO-0000056
Release: 0 Change Order: 0 Order Date: 04/02/2020 Status: Open Buyer: Asaka, Leslie G
Currency: USD PO Total Amt: 12,300.00
Vendor: MASTER Va Master Supply Company 123 Terms: NET 30
Notes: MAGNETRON MUST BE PACKED IN NON-METALLIC CONTAINER AND STORED AT LEAST 5 INCHES FROM A METALLIC SURFACE.
Address: 1851 Abrams Creek Drive
Winchester VA
22601 USA

Line: 1
Item: AD-SERVICE ID MAX86876876767687678678678678678687W
Rev: 0000000001
AD-SERVICE ID MAX86876876767687678678678678678687W
Due Date: 04/02/2020
Orig Due Date: 04/02/2020
Desired Date: 04/02/2020
Requisition:
U/M: HRS
Net Unit Cost: 123.00
Extended Cost: 12,300.00
Line Charge Amt: 0.00
Order Qty: 100.00
Order Amt: 12,300.00
Received Qty: 0.00
Received Amt: 0.00
Accepted Qty: 0.00
Accepted Amt: 0.00
Rejected Qty: 0.00
Rejected Amt: 0.00
Vouchered Qty: 100.00
Vouchered Amt: 12,853.5
Posted Qty: 0.00
Posted Amt: 0
Notes:

Project	Account	Organization	Allocation
5150.001 3.1A Comercial Catalogs	05230 Comm. - Materials	1.2.200 Product Developmentx	12,300.00 100.00%

Requisition Detail

The Requisition Detail report displays detailed information for a specific purchase requisition.

Information from the requisition header, requisition line, and requisition line account tables is displayed for a selected requisition or requisition line. This report can be used as a drill-thru target from other reports, such as the Requisitions report and Requisitions Pending PO Conversion report, but not as a standalone report.

This is a sample Requisition Detail - Drill Thru Only report.

Requisition Detail - Drill Thru Only

Requisition Header

Requisition:	00-0002	**Requisition Date:**	03/13/2000	**Requisitioner:**	Archer7890112345XXXXXXXXX	**Status:**	Approved
		Buyer:	Jackson, Alan	**Tgt Place Date:**	05/06/2015	**Procurement Type:**	
		Currency:	USD	**Total Est Amt:**	29.26	**Total Est Func Amt:**	29.26

Requisition Line Details

Line: 1 Item: 100 Rev: 1/4' TEST PLUG

Requested Qty:	10.00	PO Generated Qty:	10.00	U/M:	EA
Est Unit Cost:	2.00	Extended Cost:	20.00	Line Charge Amt:	0.00
Requested Date:	04/04/2000	Status:	PO Generated	Tgt Place Date:	
Procurement Type:		Inv Abbrev:		Inv Proj:	
Sugg Blanket PO:		Buyer:	Jackson, Alan		
Manufacturer:		Mfg Part:		Rev:	
Pref Vendor:		Vend Part:		Rev:	
Notes:					
Internal Notes:					

Project	Account	Organization	Allocation
	00512-020 GOV'T - MEALS	1.1 Administration	20.90 100.00%

P/O Number	Release Number	Line Number	P/O Generated	Order Qty	Unit of Measure	Currency
PURCH-0908	0	1	Y	10	EA	USD

Line: 2 Item: 001AJ Rev: 1 Pilot Instruction

Requested Qty:	0.00	PO Generated Qty:	0.00	U/M:	HR
Est Unit Cost:	0.00	Extended Cost:	8.00	Line Charge Amt:	0.00
Requested Date:	04/04/2000	Status:	Approved	Tgt Place Date:	
Procurement Type:		Inv Abbrev:		Inv Proj:	
Sugg Blanket PO:		Buyer:	Jackson, Alan		
Manufacturer:		Mfg Part:		Rev:	
Pref Vendor:		Vend Part:		Rev:	
Notes:					
Internal Notes:					

Project	Account	Organization	Allocation
	00512-020 GOV'T - MEALS	1.1 Administration	8.36 100.00%

P/O Number	Release Number	Line Number	P/O Generated	Order Qty	Unit of Measure	Currency
PURCH-0908	0	1	Y	10	EA	USD

Page 1 of 2

Planning

The Planning folder includes packages and standard reports for Costpoint Planning users.

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 firm 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:

- An overview of the Framework Manager model for Planning
- A description of the optional security that can be applied to control access to data in the Planning model.
- Procedures for reconciling data on the Costpoint Business Intelligence reports with data in Costpoint Planning

The following standard reports are in the Planning folder:

- BnP PSR Trending Analysis
- Burdened Labor Costs by Project
- Labor Utilization
- Labor Utilization Drill-through
- Labor Variance by PLC
- Pending Charges Detail Report
- Project Labor Hours Status
- Project Report with Labor Detail
- Project Status Cost Summary
- Project Subcontractor Status
- Real Time Project Status Report
- Revenue Forecast
- T&M Profitability

Attention: Due to performance issues, the Org Mgr Planning Performance Analytics and PM Planning Performance Analytics dashboards that resided in the Planning folder in previous versions of CBI have been replaced with dashboards in the SMART AI area. You can access these dashboards in **Team Content** » **SMART AI Admin** » **SMART AI** » **Planning**. Refer to the Costpoint Business Intelligence SMART AI Guide for more information.

Update Reporting Tables

You need to turn on the Update feature for populating the reporting tables for Costpoint Planning.

With this feature turned on:

- When you commit a budget, the tables populate with updated Budget data only.
- When you run a refresh process, the tables populate with Actuals and Budget data that has not been updated.

Enable Update of Reporting Tables

To populate the reporting tables in Planning, configure the Update BI Reporting Tables option in the Planning configuration settings.

To enable the feature in updating reporting tables for Costpoint Planning:

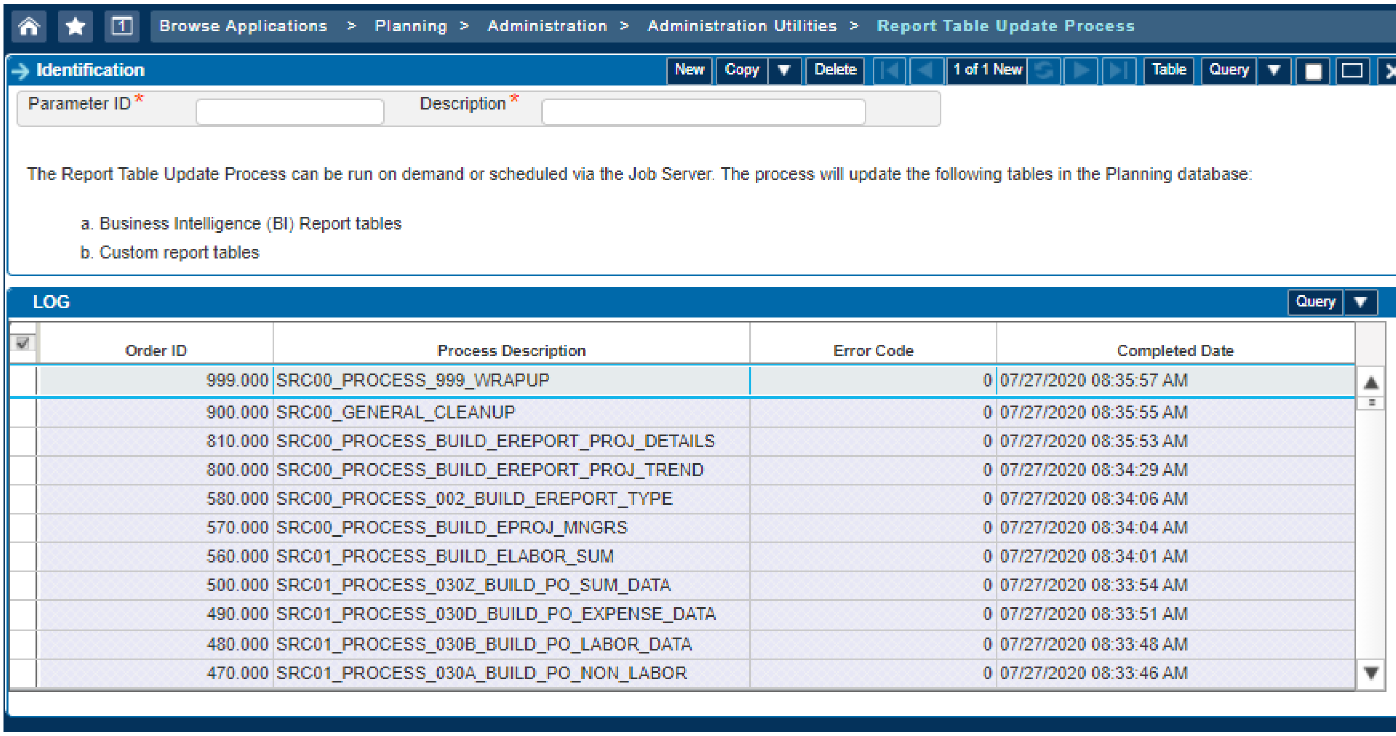
1. In Costpoint, launch the Configuration Settings application in **Planning** » **Administration** » **Administration Controls** » **Configuration Settings**.
2. Click the **General** tab.
3. In the **Update BI Reporting Tables** list, select **All Projects** or **Active Projects**.
4. **Save**.

Report Table Update Process

The Report Table Update process updates BI Report tables, custom report tables, and project security tables.

As part of the Backend integration between Costpoint and Costpoint Planning, the Refresh Process in previous Costpoint versions has been removed and is no longer required to update the tables. The runtime will be significantly shorter because all of the tables are updated through a more direct integration using Link Views.

Note: Refer to the Costpoint online Help for more information about running the Report Table Update Process utility.



Model Information

Detailed information about the structure, table inclusion, and relationships (joins) for the Planning framework model is available in spreadsheet format in the release documentation and the Cloud Information Center.

The name of the spreadsheet file is DeltekCostpointBusinessIntelligence81PlanningModel.xlsx.

Report Package

The standard reports in Planning are published in the Project Planning Reporting package.

Reporting Areas

The Framework Manager model for Planning has several reporting areas.

Reporting Area	Purpose
Project Status Trend	Generate reports that display either or both of the following types of data: Current status of existing projects using current period, YTD, and ITD actual hours and amounts. (ITD and YTD values are through the latest closed fiscal period. They do not include the current period in Costpoint Planning.)

Reporting Area	Purpose
	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).
Project Status Details	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.
General Ledger Detail	Generate reports that display or summarize actual Costpoint transaction detail for existing projects. This reporting area contains no budget data. It is commonly used for drill-through reports.
A/R Header History	Generate reports that display current Costpoint AR invoice balance information for existing projects. This reporting area contains no AR history and no budget data. It is commonly used for drill-through reports.

Reporting Areas and Standard Reports

In addition to serving as starting points for your custom reports, the standard reports included with Planning provide a variety of examples of how to use the reporting areas in the Framework Manager model.

The following table lists the standard reports that use each of the reporting areas.

Reporting Area	Standard Reports
Project Status Trend	▪ Project Subcontractor Status ▪ Project Labor Hours Status ▪ Project Status Cost Summary ▪ Project Report with Labor Detail ▪ Revenue Forecast ▪ T&M Profitability
Project Status Details	▪ Labor Utilization ▪ Labor Utilization (drill through report) ▪ Labor Variance by PLC
General Ledger Detail	None
A/R Header History	None

Project Status Trend Reporting Area

The Project Status Trend reporting area enables you to report both on the current status of projects and on their projected performance, based on budget, for up to 24 future periods.

You can display report columns containing the following actual performance information:

- Hours and amounts for the current period in Costpoint Planning
- Hours and amounts year to date through the latest closed fiscal period
- Hours and amounts inception to date through the latest closed fiscal period

These values are directly available as measures. You do not need to set up your reports to calculate them.

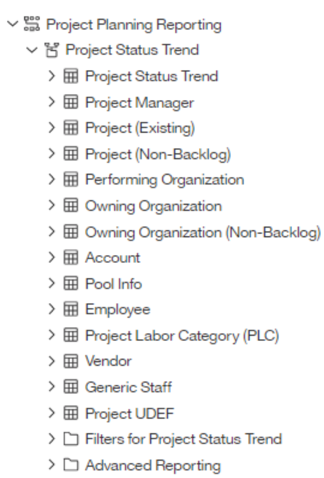
In addition, you can include report columns for project budget data for the current period and up to 24 future periods.

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

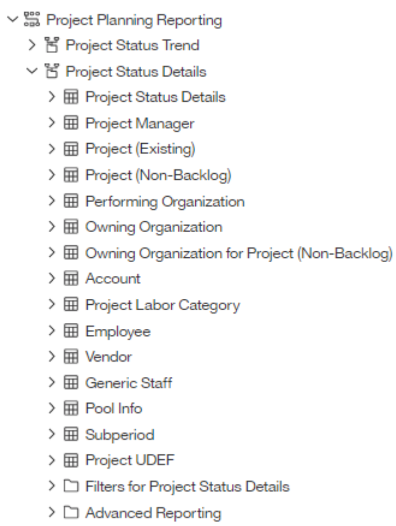
The final version column reflects the final committed EAC and the final committed budget (BUD) version for a project in the Planning module (i.e. the final BUD and EAC).

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.



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 Deltek provides in the Framework Manager model for the Project Status Trend and Project Status Details reporting areas include filters for selecting existing projects, new business projects, or both.

Major and Minor Group Numbers

You can use the Major and Minor Group Numbers to include or exclude data categories and select and group data that was identified by the Major Group Numbers.

Records in the Project Status Trend reporting area and the Project Status Detail reporting area include the following attribute fields to enable you to include or exclude categories of data from your report:

- Major Group Number
- Minor Group Number

Major Group Number

Use the **Major Group Number** attribute field in filters to include or exclude the data categories from the reports.

The following table lists the categories of data that you can include or exclude from the reports:

Data Category	Major Group Number
Revenue	1
Direct costs	2
Indirect costs by resource	3
Indirect costs by pool	4

For example, to include revenue, direct costs, and indirect costs by resource on a report, use a filter that selects records with 1, 2, or 3 as the **Major Group Number** value.

You can also group data on a report based on the value in **Major Group Number**.

To include indirect costs on a report, use a filter that selects records with one, but not both, of the indirect costs values in **Major Group Number**. If you select both, the report will include duplicate records, and the indirect costs will be overstated.

Minor Group Number

The **Minor Group Number** attribute field provides a way to select and group subsets of the data identified by the **Major Group Number** values.

Each **Minor Group Number** value is only valid for a single **Major Group Number** value.

Major Group Number/ Description	Valid Minor Group Number/Description
1 – Revenue	**0** – Actual revenue **1** – Labor revenue **2** – Non-labor revenue
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:

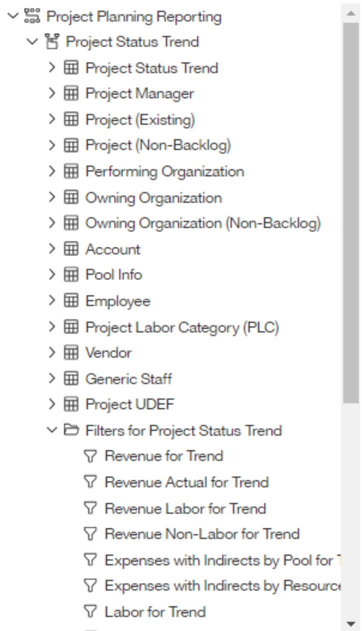
- 1 as the **Major Group Number** value and 1 as the **Minor Group Number** value
- 2 as the **Major Group Number** value and 3 as the **Minor Group Number** value
- 3 as the **Major Group Number** value and 5 as the **Minor Group Number** value

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 customized 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.

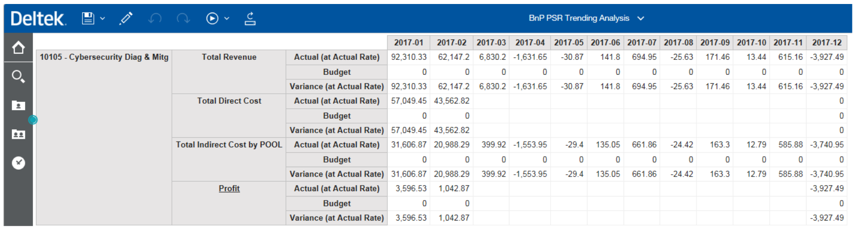
Prompts

The prompt for the BnP PSR Trending Analysis includes the selection for project .

Prompt Message	Description
Select Level 1 Project(s)	Select the projects that you want to include in the report.

Sample Report

Sample BnP PSR Trending Report



Deltek
BnP 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	Total 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	0	0	0	0	0	0	0	0	0	0	0
		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
	Total Direct Cost	Actual (at Actual Rate)	57,049.45	43,562.82										0
		Budget	0	0										0
		Variance (at Actual Rate)	57,049.45	43,562.82										0
	Total Indirect Cost by POOL	Actual (at Actual Rate)	31,606.87	20,988.29	399.92	-1,553.95	-29.4	135.05	661.86	-24.42	163.3	12.79	585.88	-3,740.95
		Budget	0	0	0	0	0	0	0	0	0	0	0	0
		Variance (at Actual Rate)	31,606.87	20,988.29	399.92	-1,553.95	-29.4	135.05	661.86	-24.42	163.3	12.79	585.88	-3,740.95
	Profit	Actual (at Actual Rate)	3,596.53	1,042.87										-3,927.49
		Budget	0	0										0
		Variance (at Actual Rate)	3,596.53	1,042.87										-3,927.49

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

These are the Burdened Labor Costs by Project Report prompts.

Prompt Message	Description
Company	Select the company that you want to display in the report.
Rate Type	Select the Rate Type that you want to display in the report.
Project level	Select the level of project that you want to display in the report.
Limit projects	Select the project(s) that you want in the report. To search with **Keywords**, enter one or more characters that will help retrieve the item(s) you want to select for the report.

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

Sample Report

This is a sample of the Burdened Labor Costs by Project report.

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	0.00	186,506.22	199,466.60	12,960.38
Employee	Robinson, Pat	0.00	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	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	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	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	0.00	45,105.08	82,050.95	36,945.87
Employee	Thompson, Sam	0.00	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	0.00	181,497.32	194,884.80	13,387.48
Employee	Walters, Michael	0.00	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	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	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	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**	**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 Report

Use the Labor Utilization report to review forecasted labor utilization for labor resources to identify potential under- or over-utilization issues.

For each resource, the report displays forecasted labor utilization rates for the current period in Costpoint Planning and for the five periods following that one. (The report excludes vendor resources.)

The report also provides labor utilization rates for those six periods for each organization as a whole.

Labor Utilization Rate Calculation

Costpoint Business Intelligence calculates labor utilization rates by comparing a resource's budgeted hours or cost for a fiscal period to the standard hours for that period or to the cost of the standard hours.

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.

Cost for an employee is calculated based on his or her hourly rate and does not include labor burden. For generic resources, the report uses the average hourly rate. You can view the average hourly rate on the Maintain Generic Staff report in Costpoint Planning.

Budget Used

Budgeted hours and cost for this report come from the current budget.

Reconcile Report Data

Refer to Reconcile Labor Utilization with Drill Through in the Appendix for guidelines on how to reconcile data on this report with data in Costpoint Planning.

Prompts

Use the prompts to run the Labor Utilization report.

Prompt Message	Description
Primary group	Indicate if you want the report to group data by owning organization or by performing organization.
Organizational Level	Select the level of the organization structure at which you want to review labor utilization rates. The report rolls up all data to that level.
Calculation Type	Indicate if you want the report to calculate labor utilization rates based on labor cost or labor hours.
Exclude New Business	Select **Yes** to exclude new business (non-backlog) projects from the calculation of labor utilization rates. Select **No** to include new business projects in the calculation of labor utilization rates.
Organization(s)	Use this option to limit the report to selected organizations. (If you make no selections, the report includes all organizations.) To search with **Keywords**, enter one or more characters that will help retrieve the item(s) you want to select for the report. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

This is a sample of the Labor Utilization 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
1023 - Jackson, Antoine (Employee)	102%	97%	93%	107%	89%	153%	112%	79%	86%	79%	79%	89%
1024 - Carlson, Jerry (Employee)	211%	175%	183%	201%	172%	220%	192%	135%	162%	138%	138%	157%
1025 - Rodriquez, Nathan (Employee)	199%	174%	173%	200%	162%	251%	201%	77%	100%	83%	83%	96%
1027 - Anderson, Eve (Employee)	178%	136%	134%	155%	131%	190%	187%	85%	94%	86%	86%	94%

Labor Utilization Drill Through

If you identify a resource that is under- or over-utilized, you can click a resource ID on the main Labor Utilization report to drill through to the Labor Utilization drill report to quickly see the projects on which the resource is currently scheduled to work and the budgeted hours for each project.

This report offers another level of detail to help you analyze utilization issues that you identify on the main report.

The Labor Utilization drill report displays the resource's budgeted hours for each project for the current period in Costpoint Planning and for 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.)

> **Note:** The Labor Utilization drill report always calculates labor utilization rates based on labor hours. As a result, if you calculated labor utilization rates based on cost on the Labor Utilization report, the rates on the drill report may not match those on the main report.

Your selection in 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 Report Data

There are guidelines on how to reconcile data on this report with data in Costpoint Planning.

You can use Reconcile Labor Variance by PLC in the Appendix for guidelines on how to reconcile data on this report with data in Costpoint Planning.

Prompts

These are Labor Variance by PLC prompts.

Prompt Message	Description
Fiscal year	Select the fiscal year for which you want to generate the report.
Period	Select the fiscal period for which you want to generate the report.
Project Level	Select the project level at which you want to generate the report. The report rolls up all data to that level.
Project	Select one project at the level specified in the Project level prompt. In **Keywords**, enter one or more characters for which you want to search to retrieve projects. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces. 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 **Contains...** options, rather than the

Prompt Message	Description
	Starts with... options.) Click **Search** to list the matching projects.
Show Pending Charges	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 **Actual** 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

(*Includes Pending Labor)

for Fiscal Year 2012 and Period 4

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*
10105 Cybersecurity Diag & Mitg										
DEVELO	Developer	2,544.50	0.00	(2,544.50)	0.00%	2,797.50	224.00	(2,573.50)	(1,148.88%)	0.00
INSCTR	Instructor	9,898.40	0.00	(9,898.40)	0.00%	11,045.60	1,068.00	(9,977.60)	(934.23%)	0.00
ITDEVP	IT Developer	1,470.50	0.00	(1,470.50)	0.00%	1,676.20	152.00	(1,524.20)	(1,002.76%)	0.00
ITGENL	IT Generalist	10.00	0.00	(10.00)	0.00%	67.40	36.00	(31.40)	(87.22%)	0.00
ITMNGR	IT Manager	0.00	0.00	0.00	0.00%	138.80	208.00	69.20	33.27%	0.00
NETSYS	Network System Engineer	1,007.80	0.00	(1,007.80)	0.00%	1,180.00	144.00	(1,036.00)	(719.44%)	0.00
PROJMG	Project Manager	0.00	0.00	0.00	0.00%	203.80	208.00	4.20	2.02%	0.00
SFTARC	Software Architect	3,406.80	0.00	(3,406.80)	0.00%	3,792.00	256.00	(3,536.00)	(1,381.25%)	0.00
SOFENG	Software Engineer	1,947.00	0.00	(1,947.00)	0.00%	2,487.20	536.00	(1,951.20)	(364.03%)	0.00
SYSENG	Systems Engineer	0.00	0.00	0.00	0.00%	179.80	176.00	(3.80)	(2.16%)	0.00
SYSREQ	Systems Requirement Analyst	0.00	0.00	0.00	0.00%	139.40	64.00	(75.40)	(117.81%)	0.00
TECWRT	Technical Writer	3,940.80	0.00	(3,940.80)	0.00%	4,752.50	816.00	(3,936.50)	(482.41%)	0.00
Total		**24,225.80**	**0.00**	**(24,225.80)**	**0.00%**	**28,460.20**	**3,888.00**	**(24,572.20)**	**(632.00%)**	**0.00**

Pending Charges Detail Report

Use the Pending Charges Detail Report to view labor details, an expense report, and other direct expenses that are in a pending state, those charges that are not yet posted to the project.

This report 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
Project Level	Select the project level at which you want to generate the report. The report rolls up all data to that level.
Limit Project(s)	Use this option to limit the report to selected projects. (If you make no selections, the report includes all projects.) In **Keywords**, enter one or more characters for which you want to search to retrieve projects. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**. Select the projects in the results that you want to include and click the arrow 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. When you generate the report, it includes only records for the projects in Choices.

Prompt Message	Description
Show Labor Cost	Select this check box if you want to display the pending cost detail with burden. However, the total burden cost always displays regardless of the selection in this check box.
Organization Type	Select the organization type that you want to include in the report. Valid options are: ▪ Owning Organization ▪ Performing Organization
Organization Level	Select the Organization level at which you want to generate the report.
Limit Organization(s)	Use this option to limit the report to selected organizations. (If you make no selections, the report includes all organizations.) In **Keywords**, enter one or more characters for which you want to search to retrieve organizations. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**. Select the organizations in Results that you want to include and click **Insert** to move them to Choices. To select multiple organizations that are together in the list, click the first organization in the group and then press SHIFT as you click the last one in the group. To select multiple organizations that are not listed together, press CTRL as you click each one. When you generate the report, it includes only records for the organizations in Choices.
Limit Project Manager(s)	Use this option to limit the report to selected project managers. (If you make no selections, the report includes all project managers.) In **Keywords**, enter one or more characters for which you want to search to retrieve project managers. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Prompt Message	Description
	Select the project managers in Results that you want to include and click **Insert** 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. When you generate the report, it includes only records for the project managers in Choices.

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
1138	Escobar, Mario	General Engineer	12/7/15	1.60	46.43
			12/8/15	1.60	46.43
			12/9/15	1.60	46.43
			12/10/15	1.60	46.43
			12/11/15	1.60	46.43
			12/14/15	1.60	46.43
			12/15/15	1.60	46.43
Subtotal for Escobar, Mario				**17.60**	**510.73**
Subtotal for Pending Labor Hours and Cost				**173.80**	**5,584.48**
Total Pending Burdens					**0.00**
Total Pending Cost with Burden					**552,863.52**
Total Pending Revenue					**586,045.35**
Project 10200.01					
Pending Labor Hours and Cost					
1019	Sexton, Tina	Project Manager	12/15/15	15.00	448.36
Subtotal for Sexton, Tina				**15.00**	**448.36**
1023	Jackson, Antoine	Electrician	12/15/15	15.00	525.00
Subtotal for Jackson, Antoine				**15.00**	**525.00**
Subtotal for Pending Labor Hours and Cost				**30.00**	**973.36**
Total Pending Burdens					**0.00**
Total Pending Cost with Burden					**3,893.44**
Total Pending Revenue					**4,321.72**
Project 10200.03					
Pending Labor Hours and Cost					
1019	Sexton, Tina	Project Manager	12/15/15	8.00	239.13
Subtotal for Sexton, Tina				**8.00**	**239.13**
Subtotal for Pending Labor Hours and Cost				**8.00**	**239.13**
Total Pending Burdens					**0.00**
Total Pending Cost with Burden					**478.26**
Total Pending Revenue					**502.18**
Project 10250.002					
Pending Labor Hours and Cost					
1005	Evans, Tony	Relief Worker	12/1/15	4.00	63.03
			12/2/15	4.00	63.03
			12/3/15	4.00	63.03
			12/4/15	4.00	63.03
			12/7/15	4.00	63.03
			12/8/15	4.00	63.03
			12/9/15	4.00	63.03
			12/10/15	4.00	63.03
			12/11/15	4.00	63.03
			12/14/15	4.00	63.03

Page 9 of 13

Top Page up Page down Bottom

Planning Revenue Summary Report Template

The Planning Revenue Summary Report Template helps you to get started in creating project budgeting reports with data that comes from Costpoint Planning.

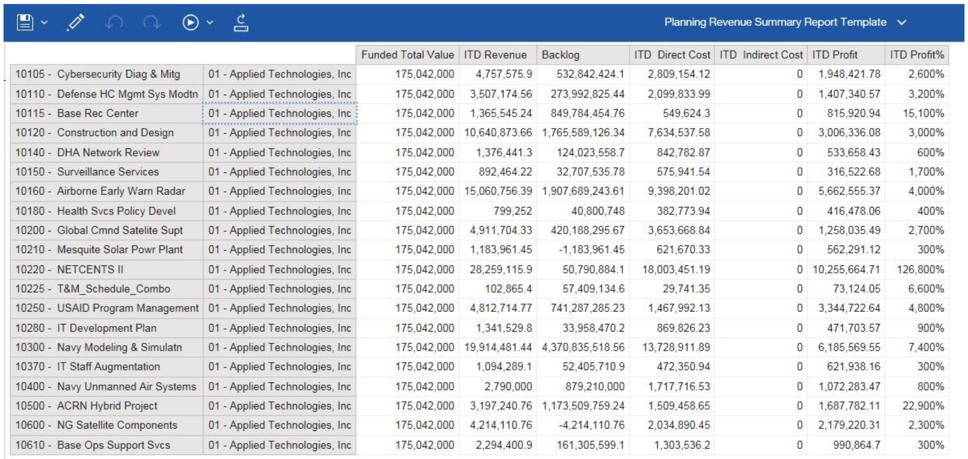
Prompts

The prompts for the Planning Revenue Summary Report Template include fields such as Rate Type, Project Level, and Organization.

Prompt Message	Description
Company	Select the company that you want to display in the report.
Rate Type:	Select the Rate Type that you want to display in the report.
Project Level	Select the project level at which you want the report printed.
Select Project(s)	Similar with selecting organizations, select the projects that you want to include in the report.
Select Organization(s)	Use this option to limit the report to selected organizations. (If you make no selections, the report includes all organizations.) In **Keywords**, enter one or more characters for which you want to search to retrieve organizations. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

This is a sample Planning Revenue Summary Report Template.


Planning Revenue Summary Report Template

		Funded Total Value	ITD Revenue	Backlog	ITD Direct Cost	ITD Indirect Cost	ITD Profit	ITD Profit%
10105 - Cybersecurity Diag & Mitg	01 - Applied Technologies, Inc	175,042,000	4,757,575.9	532,842,424.1	2,809,154.12	0	1,948,421.78	2,600%
10110 - Defense HC Mgmt Sys Modtn	01 - Applied Technologies, Inc	175,042,000	3,507,174.56	273,992,825.44	2,099,833.99	0	1,407,340.57	3,200%
10115 - Base Rec Center	01 - Applied Technologies, Inc	175,042,000	1,365,545.24	849,784,454.76	549,624.3	0	815,920.94	15,100%
10120 - Construction and Design	01 - Applied Technologies, Inc	175,042,000	10,640,873.66	1,765,589,126.34	7,634,537.58	0	3,006,336.08	3,000%
10140 - DHA Network Review	01 - Applied Technologies, Inc	175,042,000	1,376,441.3	124,023,558.7	842,782.87	0	533,658.43	600%
10150 - Surveillance Services	01 - Applied Technologies, Inc	175,042,000	892,464.22	32,707,535.78	575,941.54	0	316,522.68	1,700%
10160 - Airborne Early Warn Radar	01 - Applied Technologies, Inc	175,042,000	15,060,756.39	1,907,689,243.61	9,398,201.02	0	5,662,555.37	4,000%
10180 - Health Svcs Policy Devel	01 - Applied Technologies, Inc	175,042,000	799,252	40,800,748	382,773.94	0	416,478.06	400%
10200 - Global Cmnd Satelite Supt	01 - Applied Technologies, Inc	175,042,000	4,911,704.33	420,188,295.67	3,653,668.84	0	1,258,035.49	2,700%
10210 - Mesquite Solar Powr Plant	01 - Applied Technologies, Inc	175,042,000	1,183,961.45	-1,183,961.45	621,670.33	0	562,291.12	300%
10220 - NETCENTS II	01 - Applied Technologies, Inc	175,042,000	28,259,115.9	50,790,884.1	18,003,451.19	0	10,255,664.71	126,800%
10225 - T&M_Schedule_Combo	01 - Applied Technologies, Inc	175,042,000	102,865.4	57,409,134.6	29,741.35	0	73,124.05	6,600%
10250 - USAID Program Management	01 - Applied Technologies, Inc	175,042,000	4,812,714.77	741,287,285.23	1,467,992.13	0	3,344,722.64	4,800%
10280 - IT Development Plan	01 - Applied Technologies, Inc	175,042,000	1,341,529.8	33,958,470.2	869,826.23	0	471,703.57	900%
10300 - Navy Modeling & Simulatn	01 - Applied Technologies, Inc	175,042,000	19,914,481.44	4,370,835,518.56	13,728,911.89	0	6,185,569.55	7,400%
10370 - IT Staff Augmentation	01 - Applied Technologies, Inc	175,042,000	1,094,289.1	52,405,710.9	472,350.94	0	621,938.16	300%
10400 - Navy Unmanned Air Systems	01 - Applied Technologies, Inc	175,042,000	2,790,000	879,210,000	1,717,716.53	0	1,072,283.47	800%
10500 - ACRN Hybrid Project	01 - Applied Technologies, Inc	175,042,000	3,197,240.76	1,173,509,759.24	1,509,458.65	0	1,687,782.11	22,900%
10600 - NG Satellite Components	01 - Applied Technologies, Inc	175,042,000	4,214,110.76	-4,214,110.76	2,034,890.45	0	2,179,220.31	2,300%
10610 - Base Ops Support Svcs	01 - Applied Technologies, Inc	175,042,000	2,294,400.9	161,305,599.1	1,303,536.2	0	990,864.7	300%

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 Deltek Time Collection.

For each resource, the report displays the following:

- Inception-to-date (ITD) actual hours through the period preceding the current period in Costpoint Planning
- Unposted hours
- 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 Report Data

These are guidelines on how to reconcile Project Labor Hours Status data on this report with data in Costpoint Planning.

Prompts

Use the following prompts for the Project Labor Hours Status report.

Prompt Message	Description
Project	Enter all or part of a project ID. The report includes all projects with IDs that begin with your entry in this prompt.
Show Pending Charges	Select this check box to include pending charges in the report. If selected, the following are displayed: ▪ Pending charges (in hours) for each employee ▪ **ITD Plus Pending** column that has the ITD Actual Hours plus pending hours ▪ Hours Spent to Date which are pending hours in addition to ITD and Current Month Actual

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 04/30/2020	05/31/2020 Actuals	05/31/2020 Forecast	Total EAC Hours	Hours Remaining
1000.003: TASK C							
AV05	LDPRETRO AV05 LDPRETRO AV, AV05	Employee	22.00	0.00	0.00	0.00	(22.00)
AV06	LDPRETRO AV06, AV06	Employee	17.00	0.00	0.00	0.00	(17.00)
AV07	LDPRETRO AV07, AV07	Employee	20.00	0.00	0.00	0.00	(20.00)
AV08	LDPRETRO AV08, AV08	Employee	16.00	0.00	0.00	0.00	(16.00)
PY_DIFF	Unknown	Employee	(75.00)	0.00	0.00	0.00	75.00
Subtotal for 1000.003			**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
1003: PE USE DO NOT MODIFY							
072922	MLLast, MLFirst	Employee	159.00	0.00	0.00	0.00	(159.00)
072923	MLLast, MLFirst	Employee	150.00	0.00	0.00	0.00	(150.00)
1234	Theo, Yassine	Employee	(160.00)	0.00	0.00	0.00	160.00
21221	LAST21221, FIRST21221	Employee	4.00	0.00	0.00	0.00	(4.00)
21222	LAST21222, FIRST21222	Employee	4.00	0.00	0.00	0.00	(4.00)
21223	LAST21223, FIRST21223	Employee	4.00	0.00	0.00	0.00	(4.00)
A100	Perry, Larry	Employee	44.00	0.00	0.00	0.00	(44.00)
AMPAROAIAN	AmparoWWWWWWWWWWWWWWWWWWWW, AianWWWWWWWWWWWWWWWWWWW	Employee	480.00	0.00	0.00	0.00	(480.00)
AMPAROGLO	Amparo, Gloria	Employee	80.00	0.00	0.00	0.00	(80.00)
AMPAROGLO2	Amparo, Gloria	Employee	160.00	0.00	0.00	0.00	(160.00)
AMSEC1	amsec1, amsec1	Employee	8.00	0.00	0.00	0.00	(8.00)
AMSEC2	amsec1, amsec1	Employee	8.00	0.00	0.00	0.00	(8.00)
AMSEC3	amsec1, amsec1	Employee	8.00	0.00	0.00	0.00	(8.00)
AMTEST1	matira, almar	Employee	75.00	0.00	0.00	0.00	(75.00)
ASAKA	Asaka, Leslie	Employee	30.00	0.00	0.00	0.00	(30.00)

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 options on how you want the report to be displayed.

When you generate this report, you can do the following:

- 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 Report Data

There are guidelines on how to reconcile data on this report with data in Costpoint Planning.

Refer to the Reconcile Project Report with Labor Detail topic in the Appendix section for more information.

Prompts

Use the following prompts to run the Project Report with Labor Detail report.

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

Prompt Message	Description
Limit Project(s)	Use this option to limit the report to selected projects. (If you make no selections, the report includes all projects.) In **Keywords**, enter one or more characters for which you want to search to retrieve projects. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**. Select the projects in Results that you want to include and click **Insert** 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. When you generate the report, it includes only records for the projects in Choices.
Show Pending Charges	Select this check box if you want to display the pending charges. If selected, the **Pending Charges** column will display which includes the hourly detail by employee, labor cost, labor burden, other direct cost with burden and revenue. In addition, the **ITD Plus Pending** column will be included in the report that displays the total of ITD previous Period plus Current Month Actuals amount plus pending charges.

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

Page 1 of ?

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 Report Data

There are guidelines on how to reconcile data on this report with data in Costpoint Planning.

Refer to the Reconcile Project Status Cost Summary topic in the Appendix for guidelines.

Prompts

Use the prompts to run the Project Status Cost Summary report.

Prompt Message	Description
Primary Group	Indicate if you want the report to group data by owning organization or by performing organization.
Organization Level	Select the level of the organization structure at which you want to review project costs. The report rolls up all data to that level.
Project Level	Select the project level at which you want to review project costs. The report rolls up all data to that level.
Show Pending Charges	Select 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.

Prompt Message	Description
Limit Organizations	Use this option to limit the report to selected organizations. (If you make no selections, the report includes all organizations.) In **Keywords**, enter one or more characters for which you want to search to retrieve organizations. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**. Select the organizations in Results that you want to include and click **Insert** to move them to Choices. To select multiple organizations that are together in the list, click the first organization in the group and then press SHIFT as you click the last one in the group. To select multiple organizations that are not listed together, press CTRL as you click each one. When you generate the report, it includes only records for the organizations in Choices.
Limit Projects	Use this option to limit the report to selected projects. (If you make no selections, the report includes all projects.) In **Keywords**, enter one or more characters for which you want to search to retrieve projects. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**. Select the projects in Results that you want to include and click **Insert** 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. When you generate the report, it includes only records for the projects in Choices.

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 %
Organization: 02 DMI, LLC									
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
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**
Organization: 03 Golden Gekko Spain SL									
GGSPL	GGSPL	4,300.00	2,800.00	7,100.00	0.00	4,300.00	0.00	(4,300.00)	0
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**
Organization: 04 Golden Gekko, Ltd.									
GGCAM	GGCAM	4,141.72	2,046.84	6,188.56	0.00	4,141.72	0.00	(4,141.72)	0
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 Report Data

Use the Reconcile Project Subcontractor Status guidelines in the Appendix to reconcile data on this report with data in Costpoint Planning.

Prompt

Use the prompts to run the Project Subcontractor Status report.

Prompt Message	Description
Project	Enter all or part of a project ID. The report includes all projects with IDs that begin with your entry in this prompt.

Sample Report

This is a sample of the 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
1003.001: Launchpad Prep last								
	Beginning Balance	Summary Description Line	3,500.00	0.00	0.00	3,500.00	0.00	(3,500.00)
Subtotal for 1003.001			3,500.00	0.00	0.00	3,500.00	0.00	(3,500.00)
1003.001.10: Concrete Base Repair								
	Beginning Balance	Summary Description Line	12,457.62	0.00	0.00	12,457.62	0.00	(12,457.62)
Subtotal for 1003.001.10			12,457.62	0.00	0.00	12,457.62	0.00	(12,457.62)
1003.003.10: Mechanical Interfacex								
	Beginning Balance	Summary Description Line	7,288.93	0.00	0.00	7,288.93	0.00	(7,288.93)
Subtotal for 1003.003.10			7,288.93	0.00	0.00	7,288.93	0.00	(7,288.93)
1003.003.20: Computer Interfacex								
	Beginning Balance	Summary Description Line	21,488.65	0.00	0.00	21,488.65	0.00	(21,488.65)
Subtotal for 1003.003.20			21,488.65	0.00	0.00	21,488.65	0.00	(21,488.65)
1006.001.10: Prototype Design								
	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)
Subtotal for 1006.001.10			119,298.72	0.00	0.00	119,298.72	0.00	(119,298.72)
1006.001.20: Build Prototype								
	PSR Prior Year Sum Adj	Summary Description Line	35,477.24	0.00	0.00	35,477.24	0.00	(35,477.24)
Subtotal for 1006.001.20			35,477.24	0.00	0.00	35,477.24	0.00	(35,477.24)
1007.001.10: Building Base Repair								
	PSR Prior Year Sum Adj	Summary Description Line	24,574.27	0.00	0.00	24,574.27	0.00	(24,574.27)
Subtotal for 1007.001.10			24,574.27	0.00	0.00	24,574.27	0.00	(24,574.27)
1007.002.10: Building Attachment								
	PSR Prior Year Sum Adj	Summary Description Line	29,770.22	0.00	0.00	29,770.22	0.00	(29,770.22)
Subtotal for 1007.002.10			29,770.22	0.00	0.00	29,770.22	0.00	(29,770.22)
1007.003.20: Building Computer Interfa								
	PSR Prior Year Sum Adj	Summary Description Line	36,161.59	0.00	0.00	36,161.59	0.00	(36,161.59)
Subtotal for 1007.003.20			36,161.59	0.00	0.00	36,161.59	0.00	(36,161.59)
Total			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.

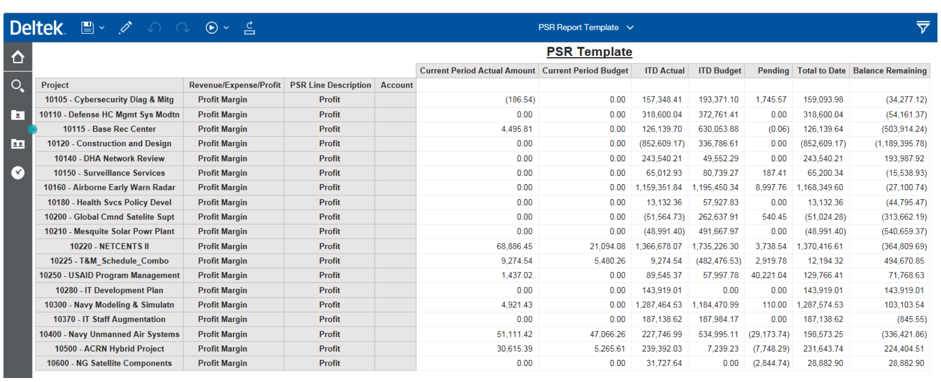
Prompts

The prompts for the PSR Report Template include fields such as Company, Rate Type, Project Level, and others.

Prompt Message	Description
Company	Select the Company that you want to display in the report.
Rate Type	Select the Rate Type that you want to display in the report.
Budget/EAC	Select either **Budget** or **EAC** to indicate if you want to use budget or EAC in the report.
Project Level	Select the project level at which you want the report printed.
Account Level	Select the account level at which you want the report printed.
Select Project(s)	Select the projects that you want to include in the report. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select Project Manager(s)	Select the project manager(s) that you want to include in the report. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

Sample PSR Report Template



PSR Template

Project	Revenue/Expense/Profit	PSR Line Description	Account	Current Period Actual Amount	Current Period Budget	ITD Actual	ITD Budget	Pending	Total to Date	Balance Remaining
10105 - Cybersecurity Diag & Mitg	Profit Margin	Profit		(186.54)	0.00	157,348.41	193,371.10	1,745.57	159,093.98	(34,277.12)
10110 - Defense HC Mgmt Sys Modtn	Profit Margin	Profit		0.00	0.00	318,600.04	372,761.41	0.00	318,600.04	(54,161.37)
10115 - Base Rec Center	Profit Margin	Profit		4,495.81	0.00	126,139.70	630,053.88	(0.06)	126,139.64	(503,914.24)
10120 - Construction and Design	Profit Margin	Profit		0.00	0.00	(852,609.17)	336,786.61	0.00	(852,609.17)	(1,189,395.78)
10140 - DHA Network Review	Profit Margin	Profit		0.00	0.00	243,540.21	49,552.29	0.00	243,540.21	193,987.92
10150 - Surveillance Services	Profit Margin	Profit		0.00	0.00	65,012.93	80,739.27	187.41	65,200.34	(15,538.93)
10160 - Airborne Early Warn Radar	Profit Margin	Profit		0.00	0.00	1,159,351.84	1,195,450.34	8,997.76	1,168,349.60	(27,100.74)
10180 - Health Svcs Policy Devel	Profit Margin	Profit		0.00	0.00	13,132.36	57,927.83	0.00	13,132.36	(44,795.47)
10200 - Global Cmnd Satelite Supt	Profit Margin	Profit		0.00	0.00	(51,564.73)	262,637.91	540.45	(51,024.28)	(313,662.19)
10210 - Mesquite Solar Powr Plant	Profit Margin	Profit		0.00	0.00	(48,991.40)	491,667.97	0.00	(48,991.40)	(540,659.37)
10220 - NETCENTS II	Profit Margin	Profit		68,886.45	21,094.08	1,366,678.07	1,735,226.30	3,738.54	1,370,416.61	(364,809.69)
10225 - T&M_Schedule_Combo	Profit Margin	Profit		9,274.54	5,480.26	9,274.54	(482,476.53)	2,919.78	12,194.32	494,670.85
10250 - USAID Program Management	Profit Margin	Profit		1,437.02	0.00	89,545.37	57,997.78	40,221.04	129,766.41	71,768.63
10280 - IT Development Plan	Profit Margin	Profit		0.00	0.00	143,919.01	0.00	0.00	143,919.01	143,919.01
10300 - Navy Modeling & Simulatn	Profit Margin	Profit		4,921.43	0.00	1,287,464.53	1,184,470.99	110.00	1,287,574.53	103,103.54
10370 - IT Staff Augmentation	Profit Margin	Profit		0.00	0.00	187,138.62	187,984.17	0.00	187,138.62	(845.55)
10400 - Navy Unmanned Air Systems	Profit Margin	Profit		51,111.42	47,066.26	227,746.99	534,995.11	(29,173.74)	198,573.25	(336,421.86)
10500 - ACRN Hybrid Project	Profit Margin	Profit		30,615.39	5,265.61	239,392.03	7,239.23	(7,748.29)	231,643.74	224,404.51
10600 - NG Satellite Components	Profit Margin	Profit		0.00	0.00	31,727.64	0.00	(2,844.74)	28,882.90	28,882.90

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
Primary Group	Select the primary grouping for the report: ▪ Project ▪ Project Manager ▪ Owning Organization ▪ Performing Organization ▪ Customer
Rate Type	Select either **Actual** or **Target** to indicate if you want to use actual rates or target rates in the report.
Budget/EAC	Select either **Budget** or **EAC** to indicate if you want to use budget or EAC forecast in the report.
Calculate profit as percentage of	Select whether to calculate profit as percent of **Costs** or **Revenue**.
Limit Projects	Use this option to limit the report to selected projects. (If you make no selections, the report includes all projects.) In **Keywords**, enter one or more characters for which you want to search to retrieve projects. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**. Click to list the matching projects in Results. Select the projects in Results that you want to include and click **Insert** to move them to Choice. To select multiple

Prompt Message	Description
	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. When you generate the report, it includes only records for the projects in Choice.
Limit Project Managers	Use this option to limit the report to selected project managers. (If you make no selections, the report includes all project managers.) In **Keywords**, enter one or more characters for which you want to search to retrieve project managers. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**. Click to list the matching project managers in Results. Select the project managers in Results that you want to include and click **Insert** to move them to Choice. To select multiple project managers that are together in the list, click the first project manager in the group and then press SHIFT as you click the last one in the group. To select multiple project managers that are not listed together, press CTRL as you click each one. When you generate the report, it includes only records for the project managers in Choice.
Project Level	Select the project level at which you want the report printed. All lower levels will be rolled up for the report.
Organization Level	Select the organization level at which you want the report printed. All lower levels will be rolled up for the report.
Account Level	Select the account level at which you want the report printed. All lower levels will be rolled up for the report.
Column 1-7	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: 10120 - Construction and Design

Project ID	10120	**Active (Y/N)**	Active	**Project Value Fee**	367,924.53
Project Name	Construction and Design	**Project Classification**	DIRECT PROJECT	**Project Value Cost**	11,837,075.47
Organization ID	01.01.02 - Construction Management	**Project Type Desc**	SEE LOWER LEVEL	**Project Value Total Amount**	12,205,000.00
Customer ID	100008 - BND Engineering, Inc.	**Period of Performance**	5/1/12 - 12/31/19	**Funded Value Fee**	367,924.53
Prime Contract ID	435-03FRE-W	**Project Manager Name**	Applegate, Richard S	**Funded Cost Fee**	11,837,075.47
Subcontractor ID		**Rate Type:**	Actual		

Account Name	Current Period Actual	Current Period Budget	Inception to Date Actual	Pending Revenue and Expenses	Total to Date	Total Contract Budget/EAC	Balance Remaining
Revenue	0.00	0.00	10,337,443.19	530,919.65	10,868,362.84	9,175,002.66	(1,693,360.18)
Total Revenue	0.00	0.00	10,337,443.19	530,919.65	10,868,362.84	9,175,002.66	(1,693,360.18)
50 - Direct Labor	0.00	0.00	3,705,469.27	5,584.48	3,711,053.75	3,779,317.79	68,264.04
52 - Subs & Consultants	0.00	0.00	0.00	500,000.00	500,000.00	126,936.48	(373,063.52)
Labor Cost Total	0.00	0.00	3,705,469.27	505,584.48	4,211,053.75	3,906,254.27	(304,799.48)
51 - Travel	0.00	0.00	41,400.00	0.00	41,400.00	74,100.00	32,700.00
52 - Subs & Consultants	0.00	0.00	3,888,238.64	25,000.00	3,913,238.64	3,699,862.80	(213,375.84)
53 - Other Direct Costs	0.00	0.00	0.00	0.00	0.00	2,560.00	2,560.00
54 - Manufacturing Expenses	0.00	0.00	0.00	0.00	0.00	8,000.00	8,000.00
Non-Labor Cost Total	0.00	0.00	3,929,638.64	25,000.00	3,954,638.64	3,784,522.80	(170,115.84)
Fringe Benefits	0.00	0.00	1,050,278.20	0.00	1,050,278.20	1,156,947.86	106,669.66
GENERAL & ADMINISTRATIVE	0.00	0.00	1,095,095.63	0.00	1,095,095.63	1,311,462.15	216,366.52
OH Applied Manufacturing	0.00	0.00	76,109.61	0.00	76,109.61	67,527.98	(8,581.63)
OH Applied Service Client	0.00	0.00	1,214,711.66	0.00	1,214,711.66	1,579,969.96	365,258.30
OH Applied Service Corp	0.00	0.00	153,967.17	0.00	153,967.17	173,571.49	19,604.32
US Fringe Benefits	0.00	0.00	0.00	0.00	0.00	75,917.26	75,917.26
Indirect Cost Total	0.00	0.00	3,590,162.27	0.00	3,590,162.27	4,365,396.70	775,234.43
Total Expense	0.00	0.00	11,225,270.18	530,584.48	11,755,854.66	12,056,173.77	300,319.11
Profit $ **Profit %**	0.00	0.00	(887,826.99) (7.91%)	335.17 0.06%	(887,491.82) (7.55%)	(2,881,171.11) (23.90%)	(1,993,679.29) (663.85%)

Revenue Forecast Report

Use the Revenue Forecast report to review projected revenue for one or more organizations for the next six fiscal periods 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 six fiscal periods 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 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.
- 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 Report Data

Refer to Reconcile Revenue Forecast in the Appendix for guidelines on how to reconcile data on this report with data in Costpoint Planning.

Prompts

Use the prompts to configure the Revenue Forecast report.

Prompt Message	Description
Primary Group	Indicate if you want the report to group data by owning organization or by performing organization.
Organization Level	Select the level of the organization structure at which you want to review project costs. The report rolls up all data to that level.
Project Level	Select the project level at which you want to review project costs. The report rolls up all data to that level.
Include projects with probability greater than	Enter a win probability cutoff percentage. Only projects with a win probability greater than your entry are included on the report.
Exclude New Business	Select **No** to include new business projects on the report. The report includes new business projects that satisfy the probability requirement you specify in **Include projects with probability greater than**. Select **Yes** to exclude all new business projects from the report.
Limit Organization(s)	Use this option to limit the report to selected organizations. (If you make no selections, the report includes all organizations.) In **Keywords**, enter one or more characters for which you want to search to retrieve organizations. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**. Select the organizations in Results that you want to include and click **Insert** to move them to Choices. To select multiple organizations that are together in the list, click the first organization in the group and then press SHIFT as you click the last one in the group. To select multiple organizations that are not listed together, press CTRL as you click each one. When you generate the report, it includes only records for the organizations in Choices.

Sample Report

This is a sample of the Revenue Forecast report.

Revenue Forecast

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	03/31/20
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.
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.
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.
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.
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.
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.
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.
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.
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.
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.
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.
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.
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.
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.
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.**
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.**
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.**

Page 1 of 3

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 Report Data

View Reconcile T&M Profitability in the Appendix for guidelines on how to reconcile data on this report with data in Costpoint Planning.

Prompt

Use the prompt to select a project for the T&M Profitability report.

Prompt Message	Description
Project	Enter all or part of a project ID. The report includes all projects with IDs that begin with your entry in this prompt.

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
Project: 1006.001.10 Prototype Design											
PLC: Billing Rate:											
Employee: 555241A											
	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)
Employee: 555241B											
	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)
Employee: ACALE01 David, Thomas											
	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)
Employee: ACALE02 David, Christian											
	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)
Employee: ACALE03 Burbank, Tim											
	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)
Employee: ACAUE01 Holmes, Miranda											
	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)
PLC: AD Billing Rate:											
Employee: RIVERO01 OZYMANDIAS, MELANCHOLIA RAMESSES											
	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)
Employee: RIVERO02 Babbage, Charles L											
	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
Employee: RIVERO03 JACKSON, ANDREW R											
	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
PLC: QA QUALITY ANALYST Billing Rate: 0.00											
Employee: DFSAB1 Biweekly, Tuesday											
	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)
Employee: DFSAS1 SemiMonthly, Friday Middle											
	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)
Employee: ESSPRE1 Doyle, Melissa R											
	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)
Employee: MFSAM3 Creese, Charles											
	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)

Projects

The Projects folder includes dashboards, packages, and report templates that cater to Deltek Costpoint Project users.

The report templates and dashboards in Projects are interactive where you can customize and make your own to be more useful to your business needs.

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

- CER All
- CER Projects
- CER Projects Secure
- CER Project Manager

Model Information

Details about the structure, table inclusion, and relationships (joins) for the Projects framework model are available in spreadsheet format in the release documentation and Costpoint Information Center.

The name of the spreadsheet file is DeltekCostpointBusinessIntelligence81ProjectsModel.xlsx.

Model Security

The Projects data model includes Costpoint Organization Security, Project Security, and Labor Suppression configuration.

Organization Security

Organization Security prevents users from seeing data that is related to unauthorized organizations on any standard or custom reports or dashboards. Security for profiles, groups, and users must exist in Costpoint to use Organization Security in BI.

Labor Suppression

If Labor Suppression is enabled, the values in the amount columns will be zero or will not display.

Project Management Security

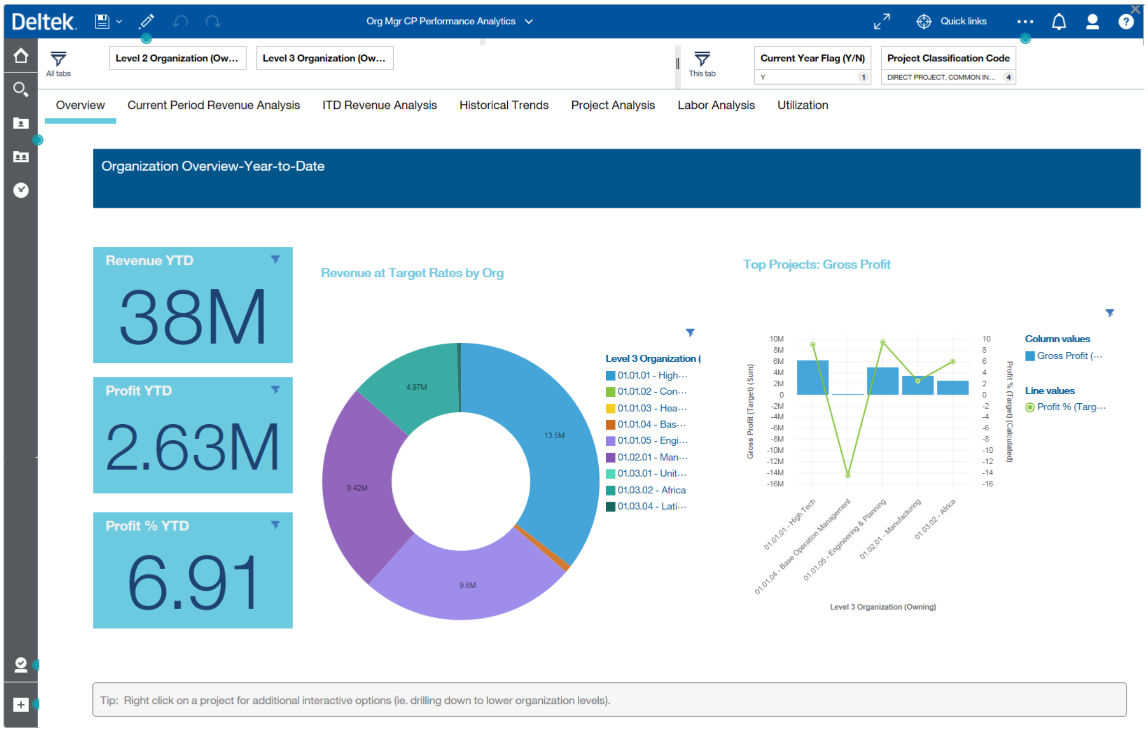
If Project Management Security feature is enabled in Costpoint, users will only see projects that they are assigned to as a PM.

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.



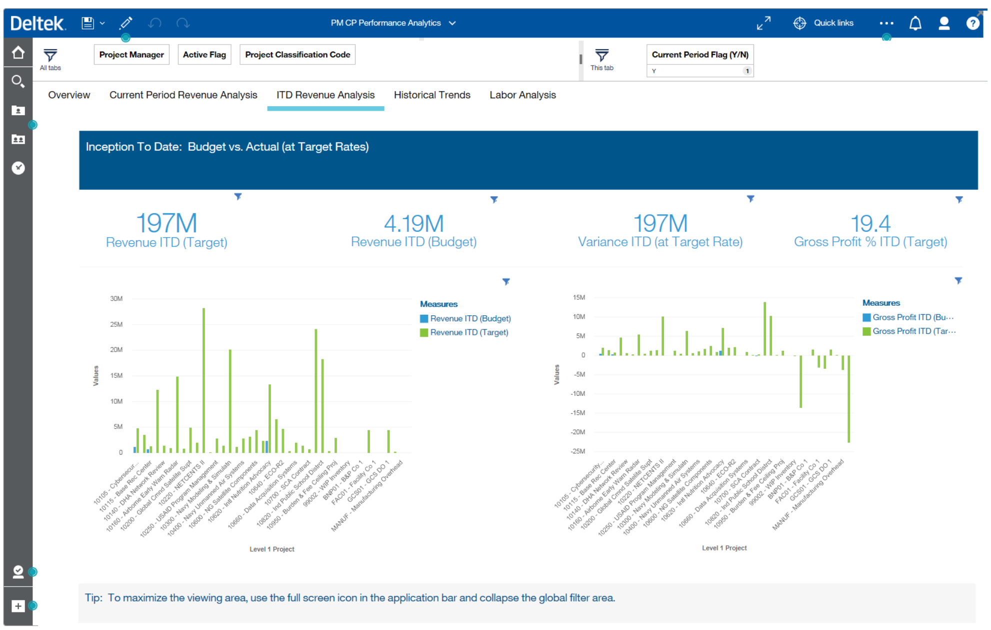
The filters for Owning Organization levels 2 and 3 are preset in the dashboard but can be easily changed to other levels. Additionally the Organization folder has levels that will show the data by performing organization if that is desired. This dashboard has 7 tabs that cover the different views of 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 dasbhoard is filtered for Direct Projects only. Note that all projects are shown whether Active or Inactive.
- **Historical Trends** - This tab shows comparison trends of actual versus budget for each Org at Level 3 leveraging the Repeat (row) capability in Dashboards to automatically create a separate chart for each Org at level 3.

- **Project Analysis** - This tab goes deeper than the org level to show project performance by Project Manager and % complete for largest 10 projects. The % complete chart shows the top 10 projects labor cost to date and determines % of the total EAC budget for labor.
- **Labor Analysis** - This tab leverages the "tree map" visualization where each block is a level 1 project, the size of the block represents the number of hours spent in the current period. Note that since budgeted hours are not available in Costpoint projects module, leveraging Deltek Project Planning can be used to track hour variances.
- **Utilization** - This tab breaks out the utilization by project classification. In aggregate, direct, indirect, total hours and average hourly rate are shown. In the bar chart, Org level 3 is broken out by project classification to show the utilization by % of hours spent in each category.

PM CP Performance Analytics

Use the PM CP Performance Analytics to review project performance.



If Organization security is used in Costpoint, users will only see the projects that belong to the organizations they have access to. However, if Project Manager Security is enable they will see only projects they are assigned to as PM. The dashboard has 5 tabs covering a different view of the project data. Note that all project results use Target Rates for actual results.

There are 5 tabs with different views of the project performance data:

- **Overview** - This tab shows inception-to-date information leveraging the current period flag, so it will always show the Inception To Date information through the current month which is controlled by your CBI Administrator. Measures include Revenue, Profit, and Profit % as well as charts that show the top 5 and bottom 5 performing projects.
- **Current Period Review Analysis** - This tab focuses on the current period performance showing revenue versus budget and gross profit (that is, revenue less direct expenses).

- **ITD Revenue Analysis** - This tab will show Inception To Date revenue for all projects to get an idea of historical performance showing revenue versus budget and gross profit.
- **Historical Trends** - This tab shows comparison trends of actual versus budget for each project leveraging the Repeat (row) capability in Dashboards to automatically create a separate chart for each project at level 1.
- **Labor Analysis** - This tab leverages the "tree map" visualization where each block is an employee, the size of the block represents the number of hours spent on the project. Note that since budgeted hours are not available in Costpoint projects module, leveraging Deltek Project Planning can be used to track hour variances.

Project Packages

The report packages in Projects are Project Analysis and Project Reporting.

Project Reports

There are many reports in the Projects area that use the Project Reporting model.

The Project Status report provides project revenue, costs, and profitability for a selected period of time.

The PSR Template is a basic project status report with prompts that you can customize.

The PSR Trending Analysis report template provides trending PSR data in a report based on a pre-determined time analysis dimension.

The Project Ledger Detail report displays detail postings to the general ledger for projects, accounts, and organizations.

The Revenue Summary report template is a basic revenue summary report with prompts.

The Labor Detail report provides a detailed look at the labor activity related to a project.

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
Company	Select a company from the list.
Fiscal Year	Select the fiscal year.
Period	Select a period for the report.
Starting Subperiod	Select the starting subperiod to use on the report.
Ending Subperiod	Select the ending subperiod.
Primary Group	Select the primary grouping: ▪ Organization ▪ Project ▪ Project Manager ▪ Reorganization
Select Projects	Enter a portion of one or more project IDs or names in the **Keywords** field to display a list of projects to select for the report. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Note: To optimize the display of project IDs in **Select Projects** when you select project as the primary group, this prompt screen limits the number of project IDs returned to 1000. Because of this, you should enter as much of the project ID as possible when you search for projects. If your search is too general, the projects you want may not be included in the 1000 that are returned.

Labor Detail Report

This is a sample of the Labor Detail report.

Labor Detail

10 Applied Technologies Inc1

Employee ID	Employee Name	Labor Code	Labor Description	PD Actual Hours	PD Allowable Hours	PD Actual Amount	Revenue Rate	Revenue Amount
MM005.001.AA.M01 - M01 Task								
50-100-10 - DIR: Corp Site Dir Lbr								
D-0891	Mason Knox	DATASP	Data Recovery Specialist	35.00	0.00	10,529.84	0.00	0.00
D-0893	Joe Martin	DATASP	Data Recovery Specialist	23.00	0.00	6,919.61	0.00	0.00
D-0894	Murphy, Linda	DEVELO	Developer	77.00	0.00	24,538.64	0.00	0.00
D-0895	Noar, Brenda	CADD	Cadd Operator	80.00	0.00	26,256.24	0.00	0.00
Subtotal for 50-100-10 - DIR: Corp Site Dir Lbr				215.00	0.00	68,244.33		0.00
50-100-20 - DIR: Client Site Dir Lbr								
D-0892	Jennifer Smith	CSANAL	Computer Systems Analyst	8.00	0.00	2,538.10	0.00	0.00
Subtotal for 50-100-20 - DIR: Client Site Dir Lbr				8.00	0.00	2,538.10		0.00
54-570-40 - MFG WIP LABOR								
D-0892	Jennifer Smith	CSANAL	Computer Systems Analyst	7.00	0.00	2,105.97	0.00	0.00
Subtotal for 54-570-40 - MFG WIP LABOR				7.00	0.00	2,105.97		0.00
Subtotal for MM005.001.AA.M01 - M01 Task				230.00	0.00	72,888.40		0.00
MM007.001.AA.M01 - M01 Task								
50-100-10 - DIR: Corp Site Dir Lbr								
1008	Armstrong, Melvin	ENVPM	Proj Mgr MM007	10.00	0.00	1,000.00	0.00	0.00
Subtotal for 50-100-10 - DIR: Corp Site Dir Lbr				10.00	0.00	1,000.00		0.00
50-100-20 - DIR: Client Site Dir Lbr								
1153	Chan, Mary A	HYDRO	Hydro for MM007	8.00	0.00	800.00	0.00	0.00
Subtotal for 50-100-20 - DIR: Client Site Dir Lbr				8.00	0.00	800.00		0.00
54-570-40 - MFG WIP LABOR								
1149	Hursh, Jesse	ENG-EN	Eng Env for MM007	7.00	0.00	500.00	0.00	0.00
Subtotal for 54-570-40 - MFG WIP LABOR				7.00	0.00	500.00		0.00
Subtotal for MM007.001.AA.M01 - M01 Task				25.00	0.00	2,300.00		0.00
Total				255.00	0.00	75,188.40		0.00

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.

Secured Data

If Model Security is applied, you will only see projects within the owning organizations in your assigned group/profile.

If you are unassigned to the Project Manager Security user group in Costpoint, you will only see projects where you are assigned as the PM. (Organization Security is disregarded in this case.)

If Model Security is applied and the labor suppression flag is enabled for your user, then amounts related to Labor transactions will be 0 in the report. This will impact the totals.

Prompts

Select the prompts to run the Project Ledger Details report.

Prompt Message	Description
Company	Select the Company that has the data you want to include in the report.
Fiscal Year	Select the fiscal year for the report.
Starting Period and Subperiod	Select the period and subperiod that will begin the range of periods included in the report.
Ending Period and Subperiod	Select the period and subperiod that will end the range of periods included in the report.
Organization Type	Choose to run the report for base organizations or reorganizations.
Display	Choose to display the amount and/or transactional amount in the report.
Select Project(s)	In the **Keywords** field, enter a portion of one or more IDs or names to narrow the search for projects. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select Account(s)	In the **Keywords** field, enter a portion of one or more IDs or names to narrow the search for accounts. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select Organization(s)	In the **Keywords** field, enter a portion of one or more IDs or names to narrow the search for organizations. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

This is a sample of the Project Ledger Detail report.

Project Ledger Detail

10 Applied Technologies Inc1

Period	Sub Period	ID	Name	Organization ID	Organization Name	Voucher Number	PO Number	Journa
Project: 10100.10 - ENGINEERING DESIGN							Owning Org: 10.10.2.1 -	
Account: 11-110-10 - AR Billed: Service								
6	1	100011	Clean Environment, Inc.	10.10.2.1	Gov- Engineering			BLJ
Subtotal for 11-110-10 AR Billed: Service								
Account: 11-111-10 - AR Unbilled: Service								
6	1			10.10.2.1	Gov- Engineering			BLJ
Subtotal for 11-111-10 AR Unbilled: Service								
Subtotal for 10100.10 ENGINEERING DESIGN								
Project: 10100.10.01 - BLUEPRINTING & LAYOUT								Owning Org: 10
Account: 50-100-10 - DIR: Corp Site Dir Lbr								
6	1	V100001	AAA Electronics Distrib	10.10.1.1	Com- Engineering	2889		APV
Subtotal for 50-100-10 DIR: Corp Site Dir Lbr								
Account: 52-400-20 - Subs-Non-Labor								
6	1	V2000012	AJAX	10.10.1.2	Com - Services	2891		APV
Subtotal for 52-400-20 Subs-Non-Labor								
Subtotal for 10100.10.01 BLUEPRINTING & LAYOUT								
Project: 10130.02.002 - AFRL-DO 02 CLIN 102AA TRV								Ownin
Account: 51-120-10 - Direct Airfare								
6	1	V2000001	Akermann	10.10.1.1	Com- Engineering	2890		APV
Subtotal for 51-120-10 Direct Airfare								
Subtotal for 10130.02.002 AFRL-DO 02 CLIN 102AA TRV								
Total								

Project Status Report

The Project Status Report (PSR) displays revenue, direct costs (labor and non-labor), indirect costs, and profitability by project.

Prompts

The Project Status Report (PSR) prompts include selections such as company, fiscal year, period, and subperiod.

Prompt Message	Description
Company:	Select the Company that you want to display in the report.
Fiscal Year:	Select the fiscal year that you want to include in the report.

Prompt Message	Description
Period:	Select the period.
Subperiod:	Select the subperiod.
Primary Group:	Select the primary group for the report: ▪ Alternate project ▪ Customer ▪ Owning organization ▪ Performing organization ▪ Project ▪ Project Manager ▪ Reorganization
Rate Type:	Select the rate type to include in the report: ▪ **Actual**: Print the report using actual burden rates from the tables. ▪ **Target**: Print the report using target burden rates from the tables.
Calculate profit as percentage of:	Select whether to calculate profit as percent of: ▪ Costs ▪ Revenue
Columns 1 to 7:	Select the data you want the report to display in each column.
Project Level:	Select the project level at which you want the report printed. All lower levels will be rolled up for the report.
Organization Level:	Select the organization level at which you want the report printed. All lower levels will be rolled up for the report.
Account Level:	Select the account level at which you want the report printed. All lower levels will be rolled up for the report.
Limit Projects:	In the **Keywords** field, enter a portion of one or more IDs or names to narrow the search for values you selected in the previous field. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

This is the sample Project Status Report that uses the Project Reporting model.

Use the links in the report to drill through to supporting information.

Project Status Report

Company: 10 Applied Technologies Inc1
By Project

Project: 10100.10.01 BLUEPRINTING & LAYOUT

Project ID	10100.10.01	Active (Y/N)	Active	Project Value Fee	
Project Name	BLUEPRINTING & LAYOUT	Project Classification	DIRECT PROJECT	Project Value Cost	
Organization ID	10.10.2.1 - Engineering Department	Project Type Desc	ENGINEERING	Project Value Total Amount	
Customer ID	100011 - Clean Environment, Inc.	Period of Performance:	-	Fee Funded	
Prime Contract ID	W56HZV-05-C-0729	Project Manager Name	ARNOLD, DEBORAH	Cost Funded	
Subcontractor ID		Rate Type:	Actual	Total Funded	
P/O Number		Project Budget Rvsn ID	INITIAL	Amount Billed	2,595,8
				Balance Due Amount	145,0
				Retainage Amount	

Account Name	Prior Year Actual	Current Subperiod Actual	Current Period Actual	Year To Date Actual	Contract To Dat
Revenue	2,540,814.05	74,275.76	74,275.76	437,311.72	2,9
Total Revenue	**2,540,814.05**	**74,275.76**	**74,275.76**	**437,311.72**	**2,9**
DIR: Corp Site Dir Lbr	151,644.51	8,161.74	8,161.74	38,223.50	1
DIR: Client Site Dir Lbr	343,582.84	18,584.42	18,584.42	40,981.50	38
Subs-Labor	74,218.34	652.49	652.49	49,509.79	1
Consultants-Labor	0.00	574.67	574.67	3,317.63	
Total Direct Labor	**569,445.69**	**27,973.32**	**27,973.32**	**132,032.42**	
Direct Airfare	6,232.40	2,423.22	2,423.22	4,815.58	
Direct Auto Rental	4,077.87	4,680.11	4,680.11	12,923.93	
Direct Hotel	5,133.91	7,899.18	7,899.18	17,247.46	
Direct Meals	7,985.09	3,501.24	3,501.24	7,951.21	
Direct Mileage	253.75	648.98	648.98	1,873.26	
Direct Miscellaneous	545.72	566.00	566.00	849.00	

PSR Template

The PSR Template is a basic project status report with prompts that you can customize. Use the PSR Template when you want to use a starting point when creating a report from PSR data.

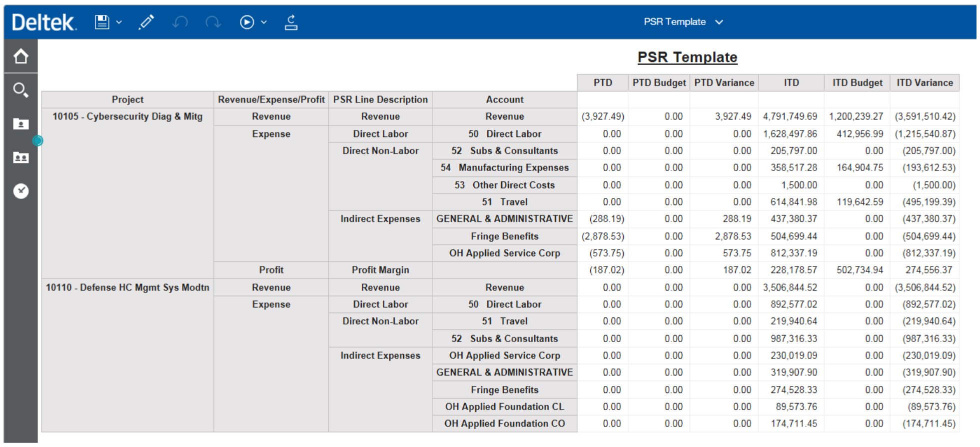
Prompts

The PSR Template prompt includes selections such as Company, Project Level, Rate Type and others.

Prompt Message	Description
Company	Select the Company that you want to display in the report.
Use Current	Select **Yes** if you want to use the current period in the settings which automatically fills in the year, period, and subperiod.
Fiscal Year	Select the Fiscal Year to display in the report.
Period	Select the Period to display in the report.
Subperiod	Select the Subperiod to include in the report
Account Level	Select the account level at which you want the report printed.
Rate Type	Select either **Actual** or **Target** to indicate if you want to use actual rates or target rates in the report.
Project Level	Select the project level at which you want the report printed.
Select Project(s)	Select the projects that you want to include in the report. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select Project Manager(s)	Select the project manager(s) that you want to include in the report. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

This is a sample PSR Template report.



PSR Template

Project	Revenue/Expense/Profit	PSR Line Description	Account	PTD	PTD Budget	PTD Variance	ITD	ITD Budget	ITD Variance
10105 - Cybersecurity Diag & Mitg	Revenue	Revenue	Revenue	(3,927.49)	0.00	3,927.49	4,791,749.69	1,200,239.27	(3,591,510.42)
	Expense	Direct Labor	50 Direct Labor	0.00	0.00	0.00	1,628,497.86	412,956.99	(1,215,540.87)
		Direct Non-Labor	52 Subs & Consultants	0.00	0.00	0.00	205,797.00	0.00	(205,797.00)
			54 Manufacturing Expenses	0.00	0.00	0.00	358,517.28	164,904.75	(193,612.53)
			53 Other Direct Costs	0.00	0.00	0.00	1,500.00	0.00	(1,500.00)
			51 Travel	0.00	0.00	0.00	614,841.98	119,642.59	(495,199.39)
		Indirect Expenses	GENERAL & ADMINISTRATIVE	(288.19)	0.00	288.19	437,380.37	0.00	(437,380.37)
			Fringe Benefits	(2,878.53)	0.00	2,878.53	504,699.44	0.00	(504,699.44)
			OH Applied Service Corp	(573.75)	0.00	573.75	812,337.19	0.00	(812,337.19)
	Profit	Profit Margin		(187.02)	0.00	187.02	228,178.57	502,734.94	274,556.37
10110 - Defense HC Mgmt Sys Modtn	Revenue	Revenue	Revenue	0.00	0.00	0.00	3,506,844.52	0.00	(3,506,844.52)
	Expense	Direct Labor	50 Direct Labor	0.00	0.00	0.00	892,577.02	0.00	(892,577.02)
		Direct Non-Labor	51 Travel	0.00	0.00	0.00	219,940.64	0.00	(219,940.64)
			52 Subs & Consultants	0.00	0.00	0.00	987,316.33	0.00	(987,316.33)
		Indirect Expenses	OH Applied Service Corp	0.00	0.00	0.00	230,019.09	0.00	(230,019.09)
			GENERAL & ADMINISTRATIVE	0.00	0.00	0.00	319,907.90	0.00	(319,907.90)
			Fringe Benefits	0.00	0.00	0.00	274,528.33	0.00	(274,528.33)
			OH Applied Foundation CL	0.00	0.00	0.00	89,573.76	0.00	(89,573.76)
			OH Applied Foundation CO	0.00	0.00	0.00	174,711.45	0.00	(174,711.45)

PSR Trending Analysis

Use the PSR Trending Analysis report template to show trending PSR data in a report based on the pre-determined time analysis dimension.

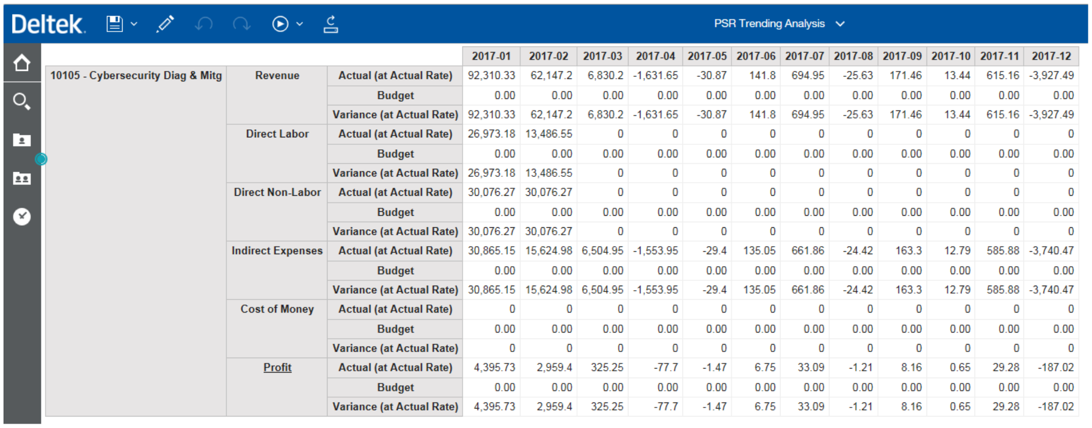
Prompts - PSR Trending Analysis

The selections included in the PSR Trending Analysis prompt page are for projects and company.

Prompt Message	Description
Select Project(s)	Select the projects that you want to include in the report.
Select Company	Select the company that you want to include in the report.

Sample Report

This is a sample PSR Trending Analysis report.



			2017-01	2017-02	2017-03	2017-04	2017-05	2017-06	2017-07	2017-08	2017-09	2017-10	2017-11	2017-12
10105 - Cybersecurity Diag & Mitg	Revenue	Actual (at Actual Rate)	92,310.33	62,147.2	6,830.2	-1,631.65	-30.87	141.8	694.95	-25.63	171.46	13.44	615.16	-3,927.49
		Budget	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Variance (at Actual Rate)	92,310.33	62,147.2	6,830.2	-1,631.65	-30.87	141.8	694.95	-25.63	171.46	13.44	615.16	-3,927.49
	Direct Labor	Actual (at Actual Rate)	26,973.18	13,486.55	0	0	0	0	0	0	0	0	0	0
		Budget	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Variance (at Actual Rate)	26,973.18	13,486.55	0	0	0	0	0	0	0	0	0	0
	Direct Non-Labor	Actual (at Actual Rate)	30,076.27	30,076.27	0	0	0	0	0	0	0	0	0	0
		Budget	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Variance (at Actual Rate)	30,076.27	30,076.27	0	0	0	0	0	0	0	0	0	0
	Indirect Expenses	Actual (at Actual Rate)	30,865.15	15,624.98	6,504.95	-1,553.95	-29.4	135.05	661.86	-24.42	163.3	12.79	585.88	-3,740.47
		Budget	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Variance (at Actual Rate)	30,865.15	15,624.98	6,504.95	-1,553.95	-29.4	135.05	661.86	-24.42	163.3	12.79	585.88	-3,740.47
	Cost of Money	Actual (at Actual Rate)	0	0	0	0	0	0	0	0	0	0	0	0
		Budget	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Variance (at Actual Rate)	0	0	0	0	0	0	0	0	0	0	0	0
	Profit	Actual (at Actual Rate)	4,395.73	2,959.4	325.25	-77.7	-1.47	6.75	33.09	-1.21	8.16	0.65	29.28	-187.02
		Budget	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Variance (at Actual Rate)	4,395.73	2,959.4	325.25	-77.7	-1.47	6.75	33.09	-1.21	8.16	0.65	29.28	-187.02

Revenue Summary Report Template

Use the Revenue Summary Report template as a starting point when you want to create a report based on the revenue summary report tables in Costpoint.

Prompts

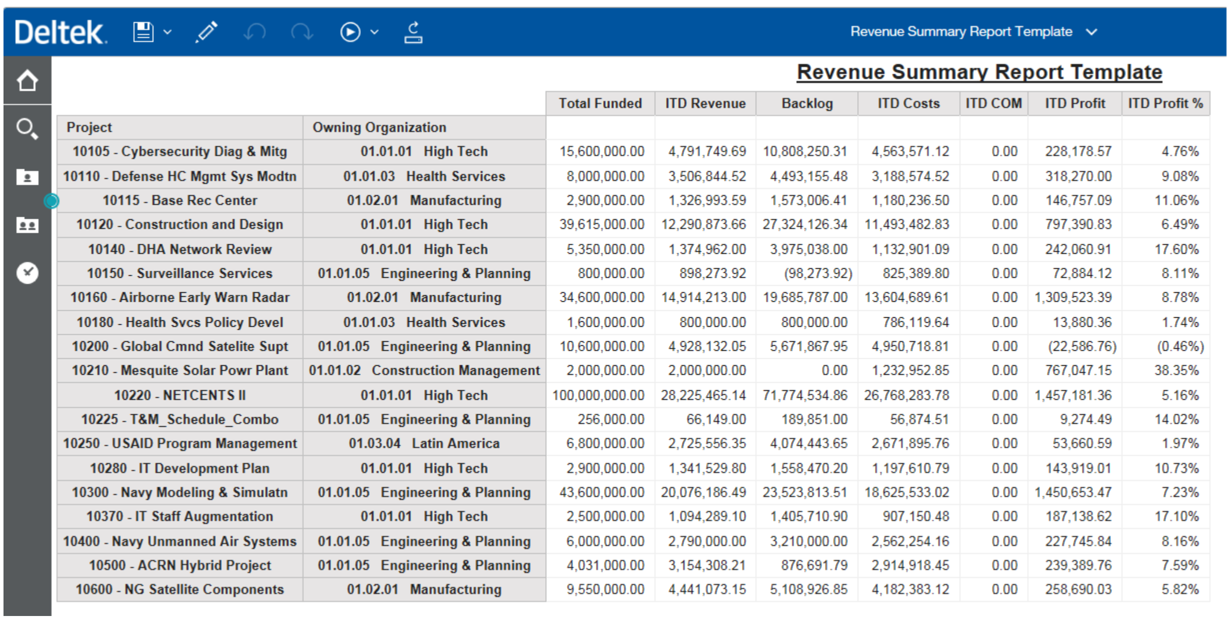
The Revenue Summary Report Template prompt page includes selections such as Company, Project Level, and Projects.

Prompt Message	Description
Company	Select the Company that you want to display in the report.
Use Current	Select **Yes** if you want to use the current period in the settings which automatically fills in the year, period, and subperiod.
Fiscal Year	Select the Fiscal Year to display in the report.
Period	Select the Period to display in the report.
Subperiod	Select the Subperiod to include in the report
Rate Type	Select either **Actual** or **Target** to indicate if you want to use actual rates or target rates in the report.
Project Level	Select the project level at which you want the report printed.
Select Project(s)	Select the projects that you want to include in the report. To search with **Keywords**, enter one or more characters that will help retrieve the item(s) you want to select for the report. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Prompt Message	Description
Select Owning Org	Select the owning organization to include in the report. To search with **Keywords**, enter one or more characters that will help retrieve the item(s) you want to select for the report. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

This is a sample Revenue Summary Report Template



Revenue Summary Report Template

Project	Owning Organization	Total Funded	ITD Revenue	Backlog	ITD Costs	ITD COM	ITD Profit	ITD Profit %
10105 - Cybersecurity Diag & Mitg	01.01.01 High Tech	15,600,000.00	4,791,749.69	10,808,250.31	4,563,571.12	0.00	228,178.57	4.76%
10110 - Defense HC Mgmt Sys Modtn	01.01.03 Health Services	8,000,000.00	3,506,844.52	4,493,155.48	3,188,574.52	0.00	318,270.00	9.08%
10115 - Base Rec Center	01.02.01 Manufacturing	2,900,000.00	1,326,993.59	1,573,006.41	1,180,236.50	0.00	146,757.09	11.06%
10120 - Construction and Design	01.01.01 High Tech	39,615,000.00	12,290,873.66	27,324,126.34	11,493,482.83	0.00	797,390.83	6.49%
10140 - DHA Network Review	01.01.01 High Tech	5,350,000.00	1,374,962.00	3,975,038.00	1,132,901.09	0.00	242,060.91	17.60%
10150 - Surveillance Services	01.01.05 Engineering & Planning	800,000.00	898,273.92	(98,273.92)	825,389.80	0.00	72,884.12	8.11%
10160 - Airborne Early Warn Radar	01.02.01 Manufacturing	34,600,000.00	14,914,213.00	19,685,787.00	13,604,689.61	0.00	1,309,523.39	8.78%
10180 - Health Svcs Policy Devel	01.01.03 Health Services	1,600,000.00	800,000.00	800,000.00	786,119.64	0.00	13,880.36	1.74%
10200 - Global Cmnd Satelite Supt	01.01.05 Engineering & Planning	10,600,000.00	4,928,132.05	5,671,867.95	4,950,718.81	0.00	(22,586.76)	(0.46%)
10210 - Mesquite Solar Powr Plant	01.01.02 Construction Management	2,000,000.00	2,000,000.00	0.00	1,232,952.85	0.00	767,047.15	38.35%
10220 - NETCENTS II	01.01.01 High Tech	100,000,000.00	28,225,465.14	71,774,534.86	26,768,283.78	0.00	1,457,181.36	5.16%
10225 - T&M_Schedule_Combo	01.01.05 Engineering & Planning	256,000.00	66,149.00	189,851.00	56,874.51	0.00	9,274.49	14.02%
10250 - USAID Program Management	01.03.04 Latin America	6,800,000.00	2,725,556.35	4,074,443.65	2,671,895.76	0.00	53,660.59	1.97%
10280 - IT Development Plan	01.01.01 High Tech	2,900,000.00	1,341,529.80	1,558,470.20	1,197,610.79	0.00	143,919.01	10.73%
10300 - Navy Modeling & Simulatn	01.01.05 Engineering & Planning	43,600,000.00	20,076,186.49	23,523,813.51	18,625,533.02	0.00	1,450,653.47	7.23%
10370 - IT Staff Augmentation	01.01.01 High Tech	2,500,000.00	1,094,289.10	1,405,710.90	907,150.48	0.00	187,138.62	17.10%
10400 - Navy Unmanned Air Systems	01.01.05 Engineering & Planning	6,000,000.00	2,790,000.00	3,210,000.00	2,562,254.16	0.00	227,745.84	8.16%
10500 - ACRN Hybrid Project	01.01.05 Engineering & Planning	4,031,000.00	3,154,308.21	876,691.79	2,914,918.45	0.00	239,389.76	7.59%
10600 - NG Satellite Components	01.02.01 Manufacturing	9,550,000.00	4,441,073.15	5,108,926.85	4,182,383.12	0.00	258,690.03	5.82%

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
```

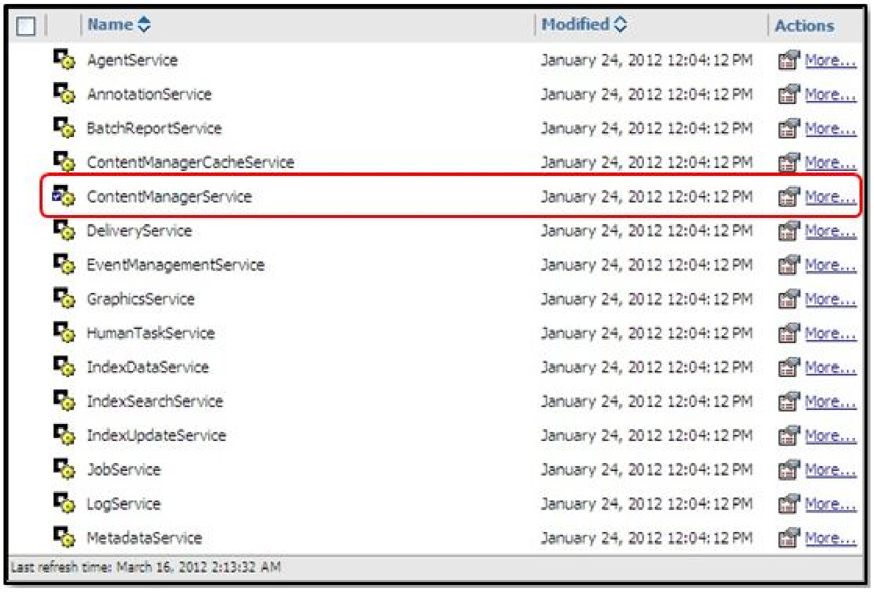
Step 3: Configure the IBM Cognos Analytics Server

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.

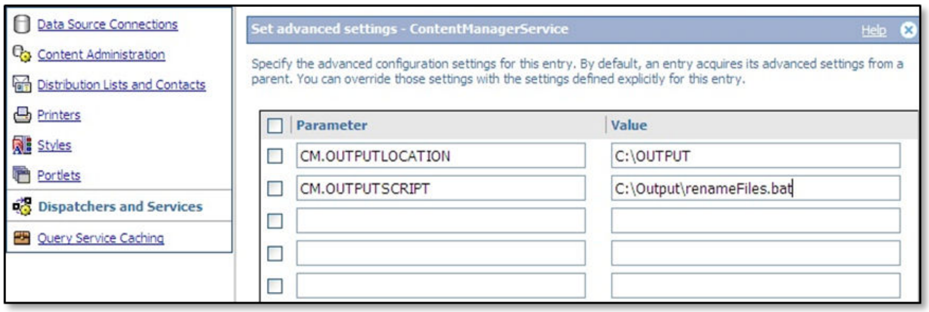
4. Select **ContentManagerService** from the list of objects to configure.



5. Under the **Actions** column, click the **Set properties** button.
6. Click the Settings tab.
7. Under the **Value** column, click **Edit** of **Environment** » **Advanced Settings**.
8. Select the **Override the settings acquired from the parent entry** check box.
   A table displays, in which you can add parameters.
9. Under **Parameter**, enter **CM.OUTPUTLOCATION**.
10. Under **Value**, enter the file system location where you want to store report outputs (for example, **C:\Output**).

    > **Note:** This will not work if you specify a UNC name. If you must specify a network location, use a mapped drive from the local machine.

11. Complete the following steps to add the batch renaming script file, which runs after a report output is saved to the target directory:
    a) Under **Parameter**, click an empty cell and enter **CM.OUTPUTSCRIPT**.
    b) In the corresponding **Value** cell, enter the location and the name of the script (for example, **C:\Output\renameFiles.bat**).
    c) Click **OK**.



12. Complete the configuration of Cognos Analytics Server:
    a) On the computer where you installed Content Manager, start IBM Cognos Configuration. You can find the IBM Cognos Configuration file (cogconfigw.exe) at C:\Program Files\ibm\cognos\analytics\bin64.
    b) In the Explorer window, under **Data Access**, click **Content Manager**.
    c) In the **Save report outputs to a file system** field, select **True**.
    d) On the menu, click **File** » **Save**.
    e) Restart the IBM Cognos service.

Step 4: Execute Job on Recurring Schedule

Browse to the job you want to run.

To execute the job:

1. Find a predefined SOX job in **Team content** » **SOX Controls Reporting** » **Report Generation Schedules**.
2. Click the **More** icon (dotted vertical line) to the right of the report, and select **Properties**.
3. Click **Job** » **Advanced**.
4. Under **Advanced**, do the following:
    a) Click **Set** to the right of **Properties** to edit the job and set parameters, and click **OK**.
    b) Click **Set** to the right of **Schedule Job** to set the desired schedule, and click **OK**.

After the job has completed running, browse to the specified output location to see the report output.

SOX Controls Reporting Report Categories

SOX Controls Reporting includes several report categories.

These report categories include the following:

- Costpoint Accounting
- Costpoint Materials
- Costpoint People

- Costpoint Projects
- Costpoint Other
- Deltek Time Collection
- Report Generation Schedules

Model Information

Details about the structure, table inclusion, and relationships (joins) for the SOX Controls Framework Manager model are available in spreadsheet format in the release documentation and Costpoint Information Center.

The name of the spreadsheet file is DeltekCostpointBusinessIntelligence81CPSOXModel.xls.

SOX Controls Reports

The SOX Controls Reporting includes several report categories and their reports.

These report categories include the following:

Costpoint Accounting	
Accounts Payable	▪ Accounts Payable Accounts ▪ Accounts Payable Settings ▪ Accounts Payable Voucher Settings ▪ Approver Settings ▪ Cash Accounts ▪ Purchase Order Voucher Settings ▪ Vendor Settings ▪ Vendor Terms
Accounts Receivable	▪ Accounts Receivable Settings ▪ System-Assigned Cash Receipt Number ▪ Transfer Accounts
Fixed Assets	▪ Accumulated Depreciation Account Codes ▪ Asset or Template Change Settings ▪ Asset Template Information ▪ Auto-Creation Settings for Purchase Orders or Receiving Data

Costpoint Accounting	
	■ Depreciation Expense Account Allocation Codes ■ Depreciation Methods - Basic Setup ■ Fixed Assets Accounting Periods ■ Fixed Assets Fiscal Years ■ Fixed Assets Settings ■ Posting Settings ■ Template Information Global Changes
General Ledger	■ Account Entry Groups ■ Accounting Periods ■ Account-Org Links ■ Accounts ■ Bank Statements ■ Banks ■ Company Bank Accounts ■ Company Information ■ Financial Statement Setup ■ Fiscal Years ■ General Ledger Settings ■ Journal Entry Cycles ■ Mass Links of Accounts-Orgs ■ Organization Elements ■ Organization Structures ■ Subperiods ■ System-Assigned Journal Entry Number
Multicurrency	■ Exchange Rate Groups ■ Multicurrency Accounts ■ Multicurrency Settings

Costpoint Materials	
Inventory	▪ Default WIP Asset Accounts ▪ Inventory Accounts ▪ Inventory Projects ▪ Inventory Settings ▪ Serial-Lot Settings
Procurement Planning	▪ Requisition Approval Processes ▪ Requisition Approval Titles ▪ Requisition Settings ▪ Vendor Settings ▪ Vendor Terms
Purchasing	▪ Buyers ▪ Buyer Organization Accounts ▪ Buyer Organization Accounts - Drill-Through ▪ Buyer Projects ▪ Buyer Projects - Drill-Through ▪ Branch Locations ▪ Purchase Order Line Charge Types ▪ Purchase Order Settings ▪ Units of Measure ▪ Vendor Settings ▪ Vendor Terms
Receiving	▪ Receiving Settings
Sales Order Entry	▪ Approval Processes ▪ Approval Titles ▪ Catalog Settings ▪ Cost Types ▪ Defaults ▪ Line Charge Types ▪ Project Settings

Costpoint Materials	
	▪ Sales Order Settings ▪ Serial-Lot Settings

Costpoint People	
Labor	▪ Allowances ▪ Allowance Accounts ▪ Labor Groups - Unions ▪ Labor Location - Locals ▪ Labor Settings ▪ Overtime Premium Recast ▪ Overtime Rules by Location ▪ Overtime Rules by State ▪ Overtime Settings ▪ Pay Types ▪ Timesheet Periods
Leave	▪ Leave Period ▪ Leave Settings ▪ Leave Tables ▪ Leave Types
Payroll	▪ Contribution Matching Rates ▪ Contribution Matching Rates - Drill-Through ▪ Deductions ▪ Deduction Schedules ▪ Direct Deposit Banks ▪ Direct Deposit Setup ▪ Local Taxable Deductions ▪ Local Taxable Deductions - Drill-Through ▪ Modify Codes ▪ Pay Periods

Costpoint People	
	▪ Pay Type Taxability ▪ Pay Type Taxability - Local ▪ Pay Type Taxability - Local - Drill-Through ▪ Pay Type Taxability - State ▪ Pay Type Taxability - State - Drill-Through ▪ Paycheck Setup ▪ Payroll Settings ▪ Savings Bond Info by Taxable Entity ▪ State Taxable Deductions ▪ State Taxable Deductions - Drill Through ▪ Workers' Compensation Modify Codes ▪ Workers' Compensation State Rates
Time Collection Interface	▪ Time Collection Account Types ▪ Time Collection Accounts ▪ Time Collection Projects

Costpoint Projects	
Billing	▪ Billing Accounts ▪ Billing Settings ▪ Generic Billing Formats ▪ Other Charges ▪ Remittance Addresses ▪ Taxable Sales Accounts
Cost and Revenue Processing	▪ Cost Pools ▪ Pool Base Accounts ▪ Pool Base Accounts - Drill-Through ▪ Pool Cost Accounts ▪ Pool Cost Accounts - Drill-Through

Costpoint Projects	
	▪ Pool Rates ▪ Pool Rates - Drill-Through
Intercompany Work Orders	▪ IWO Expense Mapping ▪ IWO Locations ▪ IWO Project Setup
Project Setup	▪ Mass Link Project-Account-Orgs ▪ Project Account Groups ▪ Project Labor Categories ▪ Project Settings ▪ Valid Project-Account-Orgs

Costpoint Other	
System Administration	▪ System Settings

Deltek Time Collection	
▪ Account Types ▪ Charge Trees ▪ Charge Trees - Drill-Through ▪ Charge Trees 1-Level ▪ Configuration Tables ▪ Employee Group Supervisor ▪ Employee Group Supervisor - Drill-Through ▪ Employee Group Types ▪ Employee Groups ▪ Employee Info - Charge Employees ▪ Employee Info - Charge Employees - Drill-Through ▪ Employee Information ▪ Functional Roles ▪ Leave Types	▪ UDT01 Controls - UDT02 Links ▪ UDT01 Controls - UDT02 Links - Drill-Through ▪ UDT01 Controls - UDT09 Links ▪ UDT01 Controls - UDT09 Links - Drill-Through ▪ UDT02 Controls ▪ UDT02 Controls - UDT01 Links ▪ UDT02 Controls - UDT01 Links Drill-Through ▪ UDT02 Controls - UDT07 Links ▪ UDT02 Controls - UDT07 Links Drill-Through ▪ UDT02 Controls - UDT09 Links ▪ UDT02 Controls - UDT09 Links Drill-Through ▪ UDT03 Controls

Deltek Time Collection	
- Links and Miscellaneous - Security Roles - Timesheet Class - Leave - Timesheet Class - Leave - Drill-Through - Timesheet Class - UDT10 - Timesheet Class - UDT10 - Drill-Through - Timesheet Classes - Timesheet Schedules - UDT01 Controls	- UDT04 Controls - UDT05 Controls - UDT07 Controls - UDT09 Controls - UDT09 Controls - UDT01 Links - UDT09 Controls - UDT01 Links Drill-Through - UDT09 Controls - UDT02 Links - UDT09 Controls - UDT02 Links Drill-Through - UDT10 Controls - Utilization

Subcontractor Management

This chapter describes the reports in the Subcontractor Management folder.

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

- CER All
- CER Subcontractor Management Secure

Model Information

Details about the structure, table inclusion, and relationships (joins) for the Subcontractor framework model are available in spreadsheet format in the release documentation and Costpoint Information Center.

The name of the spreadsheet file is DeltekCostpointBusinessIntelligence81SubKModel.xlsx.

Model Security

The Subcontractor Management data model includes Costpoint Organizational Security.

Organizational Security will prevent users from seeing data that is related to unauthorized orgs on any standard or custom reports or dashboards.

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
Company	Select the company that you want to include in the report.
Select Purchase Order(s)	Use this prompt to limit the report to selected purchase orders. In the **Keywords** field, enter one or more characters for the purchase orders you want to retrieve. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select PO Release Number(s)	Use this prompt to limit the report to selected PO release numbers. In the **Keywords** field, enter one or more characters for the PO release numbers you want to retrieve. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select Vendor(s)	Use this prompt to limit the report to selected vendors. In the **Keywords** field, enter one or more characters for the vendors you want to retrieve. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Work Assignment Start Date Range	Filter the report to only include work assignments that start within a specified date range. In the **From** field, enter the earliest start for the date range or click the Calendar to select the date. In the **To** field, enter the latest date for the date range or click the Calendar icon to select the date. You can opt to select the Earliest date or the Latest date possible for the work assignments.

Prompt Message	Description
Select Project(s)	Use this prompt to limit the report to selected projects. In the **Keywords** field, enter one or more characters for the projects you want to retrieve. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select Account(s)	Use this prompt to limit the report to selected accounts. In the **Keywords** field, enter one or more characters for the accounts you want to retrieve. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select Organization(s)	Use this prompt to limit the report to selected organizations. In the **Keywords** field, enter one or more characters for the organizations you want to retrieve. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

This is a sample of the Subcontractor Status report.

Subcontract Status Report

1 - Applied Technologies Inc

Work Assignment ID	Description	WA Start Date	WA End Date	Approver	Project	Organization	Account	Amount
PO Number: PO-0000028	PO Release: 0 Vendor: Balmar Consulting (V100013)							
PO Line: 1	Line Amount: 100,000.00	Vouchered Amount:		(38,000.00)	Remaining Amount:		138,000.00	
WA-0000001	S-SUBCONTRACT-LABOR-Davis	10/1/2015	09/30/2016	X1019	10250.001	01.01.05	52-400-11	20,000.00
PO Line: 2	Line Amount: 125,000.00	Vouchered Amount:		(47,500.00)	Remaining Amount:		172,500.00	
WA-0000001	S-SUBCONTRACT-LABOR-Barnes	10/1/2015	09/30/2016	X1019	10250.002	01.01.05	52-400-11	62,500.00
PO Line: 3	Line Amount: 60,000.00	Vouchered Amount:		(37,200.00)	Remaining Amount:		97,200.00	
WA-0000001	S-SUBCONTRACT-LABOR-OBrien	10/1/2015	09/30/2016	X1019	10250.002	01.01.05	52-400-11	60,000.00
PO Line: 4	Line Amount: 75,000.00	Vouchered Amount:		(29,250.00)	Remaining Amount:		104,250.00	
WA-0000001	S-SUBCONTRACT-LABOR-Meyers	10/1/2015	09/30/2016	X1019	10250.001	01.01.05	52-400-11	22,500.00
PO Number: PO-0000064	PO Release: 0 Vendor: Balmar Consulting (V100013)							
PO Line: 1	Line Amount: 100,000.00	Vouchered Amount:		0.00	Remaining Amount:		100,000.00	
WA-0000002	S-SUBCONTRACT-LABOR-Davis	10/1/2015	09/30/2016	X1019	10250.001	01.01.05	52-400-11	100,000.00
PO Line: 2	Line Amount: 125,000.00	Vouchered Amount:		0.00	Remaining Amount:		125,000.00	
WA-0000002	S-SUBCONTRACT-LABOR-Barnes	10/1/2015	09/30/2016	X1019	10250.002	01.01.05	52-400-11	125,000.00
PO Line: 3	Line Amount: 60,000.00	Vouchered Amount:		0.00	Remaining Amount:		60,000.00	
WA-0000002	S-SUBCONTRACT-LABOR-OBrien	10/1/2015	09/30/2016	X1019	10250.002	01.01.05	52-400-11	60,000.00
PO Line: 4	Line Amount: 75,000.00	Vouchered Amount:		0.00	Remaining Amount:		75,000.00	
WA-0000002	S-SUBCONTRACT-LABOR-Meyers	10/1/2015	09/30/2016	X1019	10250.001	01.01.05	52-400-11	75,000.00
PO Number: PO-0000072	PO Release: 0 Vendor: Balmar Consulting (V100013)							
PO Line: 1	Line Amount: 250,000.00	Vouchered Amount:		0.00	Remaining Amount:		250,000.00	
WA-0000003	S-SUBCONTRACT-LABOR-IT Developer	09/1/2016	06/30/2017	X1019	10250.001	01.01.05	52-400-11	100,000.00
WA-0000013	S-SUBCONTRACT-LABOR-IT Developer			X1019	10250.001	01.01.05	52-400-11	150,000.00
PO Line: 2	Line Amount: 312,500.00	Vouchered Amount:		(1,500.00)	Remaining Amount:		314,000.00	
WA-0000003	S-SUBCONTRACT-LABOR-Systems Engineer	09/1/2016	06/30/2017	X1019	10250.002	01.01.05	52-400-11	125,000.00
PO Line: 3	Line Amount: 300,000.00	Vouchered Amount:		0.00	Remaining Amount:		300,000.00	

Click a **Work Assignment ID** to view the Subcontractor Status Report Drill Thru.

Subcontract Status Report - Drill Thru

Work Assignment ID	Vendor Employee	Vendor Employee Name	WA Hours	TS Hours	Remaining Hours
WA-0000001	VE-0001	Gus Davis	100.00	190.00	(90.00)
	VE-0002	James Barnes	250.00	190.00	60.00
	VE-0003	Roger O'Brien	200.00	136.00	64.00
	VE-0004	Patricia Meyers	150.00	195.00	(45.00)
Total			700.00	711.00	(11.00)

The drill thru report shows the planned, actual, and remaining hours of each vendor employee assigned to the work assignment, based on the charges from their timesheets. If the TS Hours (actual hours) is greater than the WA Hours (planned), the Remaining Hours will display in parenthesis, indicating that the vendor employee worked more hours than planned for the work assignment.

Work Assignment Charge Detail Report

View a detailed report of work assignments for subcontractor management purchase orders.

You can run the Work Assignment Charge Detail report for a range of items, including vendors, customers, purchase orders, work assignments, and/or work assignment start and end dates.

Prompts

Select the prompts to run the Work Assignment Charge Detail report.

Contents

Prompt Message	Description
Company	Select the company to include in the report.
Select Purchase Order(s)	Use this prompt to limit the report to selected purchase orders. In the **Keywords** field, enter one or more characters for the purchase orders you want to retrieve. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select PO Release Number(s)	Use this prompt to limit the report to selected PO release numbers. In the **Keywords** field, enter one or more characters for the PO release numbers you want to retrieve. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select Customer(s)	Use this prompt to limit the report to selected customers. In the **Keywords** field, enter one or more characters for the customers you want to retrieve. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select Vendor(s)	Use this prompt to limit the report to selected vendors. In the **Keywords** field, enter one or more characters for the vendors you want to retrieve. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces.

Prompt Message	Description
	To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Work Assignment Start Date Range	Filter the report to only include work assignments that start within a specified date range. In the **From** field, enter the earliest start for the date range or click the Calendar to select the date. In the **To** field, enter the latest date for the date range or click the Calendar icon to select the date. You can opt to select the **Earliest date** or the **Latest date** possible for the work assignments.
Select Project(s)	Use this prompt to limit the report to selected projects. In the **Keywords** field, enter one or more characters for the projects you want to retrieve. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select Account(s)	Use this prompt to limit the report to selected accounts. In the **Keywords** field, enter one or more characters for the accounts you want to retrieve. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select Organization(s)	Use this prompt to limit the report to selected organizations. In the **Keywords** field, enter one or more characters for the organizations you want to retrieve. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Sample Report

This is a sample of the Work Assignment Charge Detail report.

Work Assignment Charge Detail Report

1 - Applied Technologies Inc

Charge Line Number	PO Line Number	Description	Project	Account	Organization	Vendor Employee	GLC	PLC	Tra Rat
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	
2	2	S-SUBCONTRACT-LABOR-Barnes	10250.002	52-400-11	01.01.05	VE-0002	ITPRO	NETSYS	
3	3	S-SUBCONTRACT-LABOR-OBrien	10250.002	52-400-11	01.01.05	VE-0003	ITPRO	FINCON	
4	4	S-SUBCONTRACT-LABOR-Meyers	10250.001	52-400-11	01.01.05	VE-0004	ITPRO	DEVELO	
WA-0000001 - Total									
V100013 - Total									
Overall - Total									

Time

This chapter describes the reports in the Time folder.

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

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

Model Information

Details about the structure, table inclusion, and relationships (joins) for the Time framework model are available in spreadsheet format in the release documentation and Costpoint Information Center.

The name of the spreadsheet file is DeltekCostpointBusinessIntelligence81TimeModel.xlsx.

Model Security

The Time data model includes Time security setup using functional roles.

Functional Role Security

Time security ensures that users can only see records based on their functional roles over employees and/or projects.

- Users who are resource managers should see records based on Functional Role(s) over Employee(s).
- Users who are project managers should see records based on Functional Role(s) over Projects(s).
- Users who are both resource managers and project managers will see the combination of records based on these roles.

Time Reports

The Charge Activity Report and the Resource Activity Report use the Time framework model.

Charge Activity Report

Project managers can use the Charge Activity report to review the activity on their projects.

Prompts

Use the Charge Activity report prompts to configure the report.

Prompt Message	Description
Company	Select a company from the list.
Date Range	Enter or select the starting date for the report in **From** and the ending date in **To**. The report will include projects that satisfy the date range you specify. You can opt to select the **Earliest date** or the **Latest date** possible for the sales order dates.
Functional Role(s)	Select the functional role code(s) to only include the employees related to the role(s) in the report.
Project Prompt Type	Choose a method that will help you find the projects you want to select for the report. Select **Listview Prompt** to select projects from a list or select **Search and Select Prompt** to search and select individual projects using keywords.
Project	Based on the project prompt type specified, select the project(s) to include in the report from the project list or using keywords.

Sample Report

This is a sample Charge Activity report.

Charge Activity Report

1 - Company 1

Employee ID	Employee Name	Hours Date	Line Number	PO Number	Account ID	Account Name	Labor Location Name	Reference 1 Name	Reference 2 Name	GLC Name	PLC Name	Work Assignment ID	Org ID	Org Name	Regular Hours	Overtime Hours	Total Hours
Project: Sales Order Testing PROJ/3.1A Comercial Catalogs(5150.001)																	
AD-MASTER001	AD-MASTER001, AD-MASTER001 (AD-MASTER001)	2/21/20	1	PO-0000023	05230	Comm. - Materials		SUMMARY		Accounting Clerk II	QUALITY ANALYST	WA0000000000000000000000000064	1.2.200	Product Developmentx	8.00	0.00	8.00
AD-MASTER001	AD-MASTER001, AD-MASTER001 (AD-MASTER001)	2/22/20	1	PO-0000023	05230	Comm. - Materials		SUMMARY		Accounting Clerk II	QUALITY ANALYST	WA0000000000000000000000000064	1.2.200	Product Developmentx	8.00	0.00	8.00
AD-MASTER001	AD-MASTER001, AD-MASTER001 (AD-MASTER001)	2/23/20	1	PO-0000023	05230	Comm. - Materials		SUMMARY		Accounting Clerk II	QUALITY ANALYST	WA0000000000000000000000000064	1.2.200	Product Developmentx	8.00	0.00	8.00
AD-MASTER001	AD-MASTER001, AD-MASTER001 (AD-MASTER001)	2/24/20	1	PO-0000023	05230	Comm. - Materials		SUMMARY		Accounting Clerk II	QUALITY ANALYST	WA0000000000000000000000000064	1.2.200	Product Developmentx	5.00	0.00	5.00
AD-MASTER001	AD-MASTER001, AD-MASTER001 (AD-MASTER001)	2/25/20	1	PO-0000023	05230	Comm. - Materials		SUMMARY		Accounting Clerk II	QUALITY ANALYST	WA0000000000000000000000000064	1.2.200	Product Developmentx	8.00	0.00	8.00
AD-MASTER001	AD-MASTER001, AD-MASTER001 (AD-MASTER001)	2/26/20	1	PO-0000023	05230	Comm. - Materials		SUMMARY		Accounting Clerk II	QUALITY ANALYST	WA0000000000000000000000000064	1.2.200	Product Developmentx	8.00	0.00	8.00
AD-SC0000001	DOMINGO, ANNABELLE Y. (AD-SC0000001)	2/12/20	1	AD-SC00001	05230	Comm. - Materials		SUMMARY		Accounting Clerk I	QUALITY ANALYST	AD-WA0000000000000000000000001	1.2.200	Product Developmentx	8.00	0.00	8.00
AD-SC0000001	DOMINGO, ANNABELLE Y. (AD-SC0000001)	2/13/20	2	SCCJPO0001	05240	Comm. - Subcontractors		SUMMARY		Engineer	QC Specialist	SCJWA0001	1	SuperTech, Inc._711|mr2	8.00	0.00	8.00
AD-SC0000001	DOMINGO, ANNABELLE Y. (AD-SC0000001)	2/14/20	2	SCCJPO0001	05240	Comm. - Subcontractors		SUMMARY		Engineer	QC Specialist	SCJWA0001	1	SuperTech, Inc._711|mr2	8.00	0.00	8.00
AD-SC0000001	DOMINGO, ANNABELLE Y. (AD-SC0000001)	2/17/20	1	AD-SC00001	05230	Comm. - Materials		SUMMARY		Accounting Clerk I	QUALITY ANALYST	AD-WA0000000000000000000000001	1.2.200	Product Developmentx	8.00	0.00	8.00
AD-SC0000002	YOO, GONG (AD-SC0000002)	2/27/20	1	AD-SC00025	05230	Comm. - Materials		SUMMARY		Accounting Clerk I	Administrative	AD-WA0000000000000000000000004	1.2.200	Product Developmentx	8.00	0.00	8.00
AD-SC0000002	YOO, GONG (AD-SC0000002)	2/28/20	1	AD-SC00025	05230	Comm. - Materials		SUMMARY		Accounting Clerk I	Administrative	AD-WA0000000000000000000000004	1.2.200	Product Developmentx	12.00	0.00	12.00
AD-SC0000002	YOO, GONG (AD-SC0000002)	2/29/20	1	AD-SC00025	05230	Comm. - Materials		SUMMARY		Accounting Clerk I	Administrative	AD-WA0000000000000000000000004	1.2.200	Product Developmentx	8.00	0.00	8.00
AD-SC0000003	DOMINGO, BAYANI ELON (AD-SC0000003)	2/27/20	1	AD-SC00025	05230	Comm. - Materials		SUMMARY		Accounting Clerk I	Administrative	AD-WA0000000000000000000000004	1.2.200	Product Developmentx	5.00	0.00	5.00
AD-SC0000003	DOMINGO, BAYANI ELON (AD-SC0000003)	2/28/20	1	AD-SC00025	05230	Comm. - Materials		SUMMARY		Accounting Clerk I	Administrative	AD-WA0000000000000000000000004	1.2.200	Product Developmentx	5.00	0.00	5.00
AD-SC0000003	DOMINGO, BAYANI ELON (AD-SC0000003)	2/29/20	1	AD-SC00025	05230	Comm. - Materials		SUMMARY		Accounting Clerk I	Administrative	AD-WA0000000000000000000000004	1.2.200	Product Developmentx	13.00	0.00	13.00
5150.001 - Total															128.00	0.00	128.00
Overall - Total															128.00	0.00	128.00

Resource Activity Report

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

You can only view the activity of the resources you have a role over.

Prompts

Use the Resource Activity Report prompts to select a company and run the report.

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

Sample Report

This is a sample Resource Activity report.

Resource Activity Report

1 - Company 1

Hours Date	Line Number	PO Number	Account ID	Account Name	Project ID	Project Name	Labor Location Name	Reference 1 Name	Reference 2 Name	GLC Name	PLC Name	Work Assignment ID	Org ID	Org Name	Regular Hours	Overtime Hours	Total Hours
Employee: AD-MASTER001, AD-MASTER001 (AD-MASTER001)																	
2/21/20	1	PO-0000023	05230	Comm. - Materials	5150.001	Sales Order Testing PROJ/3.1A Comercial Catalogs		SUMMARY		Accounting Clerk II	QUALITY ANALYST	WA0000000000000000000000064	1.2.200	Product Developmentx	8.00	0.00	8.00
2/22/20	1	PO-0000023	05230	Comm. - Materials	5150.001	Sales Order Testing PROJ/3.1A Comercial Catalogs		SUMMARY		Accounting Clerk II	QUALITY ANALYST	WA0000000000000000000000064	1.2.200	Product Developmentx	8.00	0.00	8.00
2/23/20	1	PO-0000023	05230	Comm. - Materials	5150.001	Sales Order Testing PROJ/3.1A Comercial Catalogs		SUMMARY		Accounting Clerk II	QUALITY ANALYST	WA0000000000000000000000064	1.2.200	Product Developmentx	8.00	0.00	8.00
2/24/20	1	PO-0000023	05230	Comm. - Materials	5150.001	Sales Order Testing PROJ/3.1A Comercial Catalogs		SUMMARY		Accounting Clerk II	QUALITY ANALYST	WA0000000000000000000000064	1.2.200	Product Developmentx	5.00	0.00	5.00
2/25/20	1	PO-0000023	05230	Comm. - Materials	5150.001	Sales Order Testing PROJ/3.1A Comercial Catalogs		SUMMARY		Accounting Clerk II	QUALITY ANALYST	WA0000000000000000000000064	1.2.200	Product Developmentx	8.00	0.00	8.00
2/26/20	1	PO-0000023	05230	Comm. - Materials	5150.001	Sales Order Testing PROJ/3.1A Comercial Catalogs		SUMMARY		Accounting Clerk II	QUALITY ANALYST	WA0000000000000000000000064	1.2.200	Product Developmentx	8.00	0.00	8.00
AD-MASTER001, AD-MASTER001 (AD-MASTER001) - Total															45.00	0.00	45.00
Employee: DOMINGO, ANNABELLE Y. (AD-SC0000001)																	
2/12/20	1	AD-SC00001	05230	Comm. - Materials	5150.001	Sales Order Testing PROJ/3.1A Comercial Catalogs		SUMMARY		Accounting Clerk I	QUALITY ANALYST	AD-WA0000000000000000000001	1.2.200	Product Developmentx	8.00	0.00	8.00
2/13/20	2	SCCJPO0001	05240	Comm. - Subcontractors	5150.001	Sales Order Testing PROJ/3.1A Comercial Catalogs		SUMMARY		Engineer	QC Specialist	SCJWA0001	1	SuperTech, Inc._711|mr2	8.00	0.00	8.00
2/14/20	2	SCCJPO0001	05240	Comm. - Subcontractors	5150.001	Sales Order Testing PROJ/3.1A Comercial Catalogs		SUMMARY		Engineer	QC Specialist	SCJWA0001	1	SuperTech, Inc._711|mr2	8.00	0.00	8.00
2/17/20	1	AD-SC00001	05230	Comm. - Materials	5150.001	Sales Order Testing PROJ/3.1A Comercial Catalogs		SUMMARY		Accounting Clerk I	QUALITY ANALYST	AD-WA0000000000000000000001	1.2.200	Product Developmentx	8.00	0.00	8.00
DOMINGO, ANNABELLE Y. (AD-SC0000001) - Total															32.00	0.00	32.00
Employee: YOO, GONG (AD-SC0000002)																	
2/27/20	1	AD-SC00025	05230	Comm. - Materials	5150.001	Sales Order Testing PROJ/3.1A Comercial Catalogs		SUMMARY		Accounting Clerk I	Administrative	AD-WA0000000000000000000004	1.2.200	Product Developmentx	8.00	0.00	8.00
2/28/20	1	AD-SC00025	05230	Comm. - Materials	5150.001	Sales Order Testing PROJ/3.1A Comercial Catalogs		SUMMARY		Accounting Clerk I	Administrative	AD-WA0000000000000000000004	1.2.200	Product Developmentx	12.00	0.00	12.00
2/29/20	1	AD-SC00025	05230	Comm. - Materials	5150.001	Sales Order Testing PROJ/3.1A Comercial Catalogs		SUMMARY		Accounting Clerk I	Administrative	AD-WA0000000000000000000004	1.2.200	Product Developmentx	8.00	0.00	8.00
YOO, GONG (AD-SC0000002) - Total															28.00	0.00	28.00
Employee: DOMINGO, BAYANI ELON (AD-SC0000003)																	
2/27/20	1	AD-SC00025	05230	Comm. - Materials	5150.001	Sales Order Testing PROJ/3.1A Comercial Catalogs		SUMMARY		Accounting Clerk I	Administrative	AD-WA0000000000000000000004	1.2.200	Product Developmentx	5.00	0.00	5.00
2/28/20	1	AD-SC00025	05230	Comm. - Materials	5150.001	Sales Order Testing PROJ/3.1A Comercial Catalogs		SUMMARY		Accounting Clerk I	Administrative	AD-WA0000000000000000000004	1.2.200	Product Developmentx	5.00	0.00	5.00
2/29/20	1	AD-SC00025	05230	Comm. - Materials	5150.001	Sales Order Testing PROJ/3.1A Comercial Catalogs		SUMMARY		Accounting Clerk I	Administrative	AD-WA0000000000000000000004	1.2.200	Product Developmentx	13.00	0.00	13.00
DOMINGO, BAYANI ELON (AD-SC0000003) - Total															23.00	0.00	23.00
Overall - Total															128.00	0.00	128.00

Legacy Reports

This chapter includes the reporting areas and reports that use unsecured legacy reporting packages.

The reports in the following folders do not have secured models available to them:

- Costpoint Enterprise Reporting - Billing folder
- Costpoint Enterprise Reporting for Costpoint Administration
- Costpoint Enterprise Reporting for Fixed Assets
- Costpoint Enterprise Reporting for Human Resources and Payroll

Costpoint Enterprise Reporting

This chapter describes the reports and report prompts in the Costpoint Enterprise Reporting folder. These reports belong to the Costpoint Enterprise Reporting legacy package. There is no data security for reports in a legacy package.

This folder includes reports in the following categories:

- Accounts Payable Reports
- Accounts Receivable Reports
- Basic Information Reports
- Billing Reports
- General Ledger Reports
- Procurement Reports
- Projects Reports
- Purchasing Reports
- Drill Thru Only CP Reports
- Time and Expense Reports
- Drill Thru Only TESS Reports

Model Information

Detailed information about the structure, table inclusion, and relationships (joins) for the Costpoint Business Intelligence Framework Manager models is available in spreadsheet format in the release documentation and Costpoint Information Center.

Accounts Payable Reports

The Accounts Payable folder includes three reports.

- 1099 Exceptions

- Vendor History by EEOC Classification

Certain accounts payable reports are drill-thru only, meaning that they are not intended to be run on their own, but accessed by clicking links from other, parent reports.

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

Use the prompts to run the 1099 Exceptions report.

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

Sample Report

Sample 1099 Exceptions report.

1099 Exceptions

1 - Company 1

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

Vendor History by EEOC Classification Report

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.

Prompts

Use the Vendor History by EEOC Classification prompts to run the Vendor History by EEOC Classification.

Prompt Message	Description
Company	Select a company from the list.
Invoice start date	Enter the invoice start date to use or click the calendar icon to select the date.
Invoice end date	Enter the invoice end date to use or click the calendar icon to select a date.
Display Missing Projects Only	Select **Yes** if you only want the report to display data for vouchers that are not linked to a project. Select **No** if you want the report to display data for all vouchers selected by your entries in the prompt fields.
Select one or more Projects	Enter a portion of one or more project IDs in the **Keywords** field and click 🔍 to list IDs to include on the report. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.
Select one or more Agencies	Enter a portion of one or more agency IDs in the **Keywords** field and click 🔍 to list IDs to include on the report. To narrow the search, select an option in the **Starts with any of these keywords** drop-down list. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right-arrow to move your selected results to **Choices**.

Note: To optimize the display of project IDs in **Select one or more projects**, this prompts screen limits the number of project IDs returned to 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.

> 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

Sample Vendor History by EEOC Classification report.

Vendor History by EEOC Classification

1 Company 1

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

Accounts Receivable Reports

Use the Accounts Receivable reports to view a list of all unpaid or partially paid invoices and graphical representation of Accounts Receivable Aging data.

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

- Accounts Receivable Aging
- A/R Charts

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

- CER Accounting
- CER All

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. This report can be used as a drill-thru report from the A/R Charts report, or as a standalone report.

Prompts

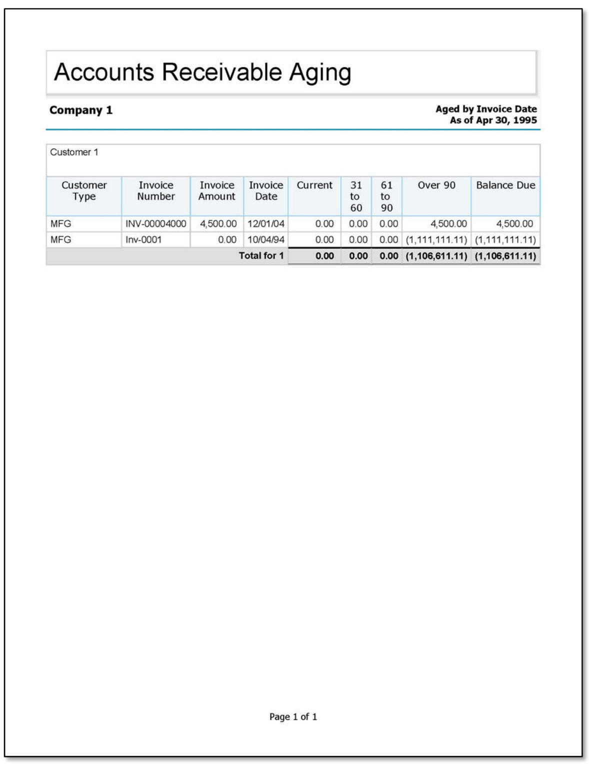
These are Accounts Receivable Aging prompts.

Prompt Message	Description
Company	Select one company from the list.
Subperiod end date	Enter or select the subperiod end date.
Primary group	Select any option from the following list: ▪ Customer ▪ Customer Type ▪ Organization ▪ Project ▪ Project Manager ▪ Project Type ▪ Reorganization
Secondary sort	Select any option from the following list to use as the secondary sort on the report: ▪ Customer ▪ Customer Type ▪ Organization ▪ Project ▪ Project Manager ▪ Project Type ▪ Reorganization
Aging method	Select one of the following options to age by: ▪ Due Date ▪ Invoice Date
Date to age by	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.
Limit customers	Enter a portion of one or more names or IDs in the **Keywords** field to narrow the primary group you selected in the previous field. Instructions for using the **Keywords** field are available in the **Entering Keywords in the Keywords Search Fields** section in the Overview.

Prompt Message	Description
Column 1 aging range	Enter a range to age by in the following three columns. You can edit the default ranges as necessary as long as date ranges do not overlap from column to column. Defaults from **0** up to **30**.
Column 2 aging range	Enter the column range for aging. Defaults from **31** up to **60**.
Column 3 aging range	Enter the column range for aging. Defaults from **61** up to **90**.
Column 4 aging days	This defaults to the last number in **Column 3 aging range** plus one.
Set Range	When you edit the default ranges, click this button to reset the first numbers in columns 2, 3, and/or 4.

Sample Report

Sample Accounts Receivable Aging report.



Accounts Receivable Aging

Company 1

Aged by Invoice Date
As of Apr 30, 1995

Customer 1

Customer Type	Invoice Number	Invoice Amount	Invoice Date	Current	31 to 60	61 to 90	Over 90	Balance Due
MFG	INV-00004000	4,500.00	12/01/04	0.00	0.00	0.00	4,500.00	4,500.00
MFG	Inv-0001	0.00	10/04/94	0.00	0.00	0.00	(1,111,111.11)	(1,111,111.11)
			Total for 1	**0.00**	**0.00**	**0.00**	**(1,106,611.11)**	**(1,106,611.11)**

Page 1 of 1

A/R Charts Report

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

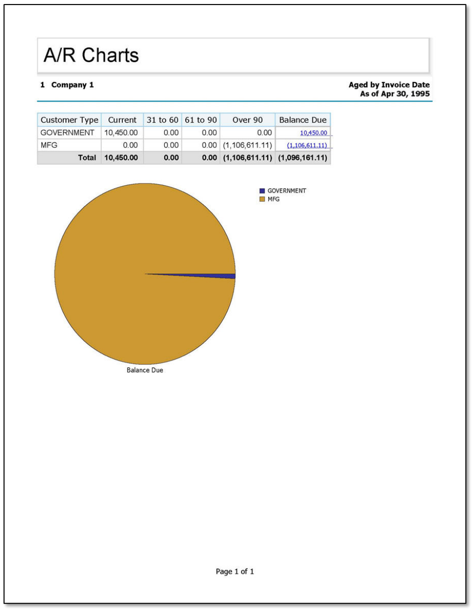
Prompts

These are A/R Charts prompts.

Prompt Message	Description
Company	Select one company from the list.
Subperiod end date	Enter or select the subperiod end date.
Primary group	Select an option from the following list: ▪ Customer Type ▪ Organization ▪ Project Type ▪ Project Manager ▪ Reorganization
Aging method	Select one of the following options to age by: ▪ Due Date ▪ Invoice Date
Date to age by	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.
Column 1 aging range	Enter a range to age by in the following three columns. You can edit the default ranges as necessary as long as date ranges do not overlap from column to column. Defaults from **0** up to **30**.
Column 2 aging range	Enter the column range for aging. Defaults from **31** up to **60**.
Column 3 aging range	Enter the column range for aging. Defaults from **61** up to **90**.
Column 4 aging days	This defaults to the last number in **Column 3 aging range** plus one.
Set Range	When you edit the default ranges, click this button to reset the first numbers in columns 2, 3, and/or 4.

Sample Report

Sample report for A/R Charts.



A/R Charts

1 Company 1

Aged by Invoice Date
As of Apr 30, 1995

Customer Type	Current	31 to 60	61 to 90	Over 90	Balance Due
GOVERNMENT	10,450.00	0.00	0.00	0.00	10,450.00
MFG	0.00	0.00	0.00	(1,106,611.11)	(1,106,611.11)
Total	**10,450.00**	**0.00**	**0.00**	**(1,106,611.11)**	**(1,096,161.11)**

Page 1 of 1

Basic Information Reports

This folder displays sample prompt screens and sample reports for the Basic Information reports.

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

- CER Accounting
- CER All
- CER Projects
- CER People
- CER Time & Expense
- CER Materials
- CER HR

Basic Information reports include the following:

- Account List
- Customer Master Information
- Employee Basic Information
- Organization List
- Reorganization Structure
- Vendor Employee

- Vendor Master

Account List

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

It is one in a series of reports called master reports. This report provides a basic listing of the account structure. It can be used as a stand-alone report, or as a drill-thru target from other reports, like the Balance Sheet and Income Statement.

Prompts

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

Prompt Message	Description
Company	Select one company from the list.
Select one or more accounts	Enter a portion of one or more account IDs in the **Keywords** field and click to list accounts to include on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Account level	Select the account level at which you want the report printed. All lower levels will be rolled up for the report.
Account status	Select one of the following options: ▪ **Active**: Include accounts currently in use on the report. ▪ **Inactive**: Include accounts not currently used on the report.
Project required	Select one of the following options: ▪ **Non-Project Required Accounts**: Include accounts with the **Project Required** option unchecked. ▪ **Project Required Accounts**: Include accounts with the **Project Required** option checked, which indicates that whenever the account is used, a project must be charged.

Sample Report

Sample report for Account List.

Account List

1 - Company 1

Account	Account Name	Account Type Code	Account Type Desc	Active Flag	Project Entry Req	Account Entry Grp Code	Account Entry Grp Desc	Detail Flag	Level Number
40500-001	gain on exchange	I	Income	Y	N	ALL	ALL	Y	2
40500-002	loss on exchange	I	Income	Y	N	ALL	ALL	Y	2
44444	Employee's Vacation Expen	N	Non-labor Expense	Y	N	ALL	ALL	Y	1
								Account ID Count	**3**

Page 1 of 1

Customer Master Information Report

The Customer Master Information report can be used as a drill-through report from reports with a customer field.

This report provides a list of customers with the relevant master file information.

Prompts

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

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

Prompt Message	Description
Status	Select a customer status to filter the report results by one or more of the following statuses: ▪ **Hold**: Include customers whose sales order processing has been suspended. ▪ **OK**: Include customers with credit in good standing. ▪ **Warning**: Include customers whose sales orders are still being processed, but whose orders are marked with a warning message during sales order entry indicating the customer's credit status.
Customer type	Select one or more types of customers to include on the report.
Sales territory	Select the territory or territories of customers you want to include on the report. Territories are established in the Sales Territories table in Costpoint Accounts Receivable.

Sample Report

Sample Customer Master Information report.

Customer Master Information

1 Company 1

Customer ID	Customer Name	Customer Name (Long)	Sales Territory	Customer Type	Customer Status	Customer Terms
1	BND Engineering, Inc.	BND Engineering, Inc.	CENTRAL	MFG	OK	1 MO
10040000	Port San Diego	Port San Diego		GOVERNMENT	OK	
10223	RINGO SALES	RINGO SALES	CENTRAL	MFG	OK	1 MO
10224	Dollar General	Dollar General	CENTRAL	MFG	OK	1 MO
1245	Blue Circle	Blue Circle Plc	WEST	COMMERCIAL	OK	1% NET 15
					Customer Count:	**5**

Page 1 of 1

Employee Basic Information Report

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

It is one in a series of master information reports. This report can also be used as a drill-through target from other reports.

Prompts

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

Prompt Message	Description
Company	Select a company from the list.
Status	Select one or more of the following employee statuses to narrow the list of employees to include on the report: ▪ Active ▪ Family Medical Leave ▪ Inactive Accruing Leave ▪ Inactive
Employee type	Select one or more of the following employee types to narrow the list of employees to include on the report: ▪ Part Time ▪ Regular ▪ Temporary
Select one or more organizations	Enter a portion of one or more organization IDs in the **Keywords** field and click to list organizations to include on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Select one or more supervisors	In the **Keywords** field, enter a portion of one or more supervisor names and click to list supervisors to include on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.

Prompt Message	Description
Select one or more locator codes	In the **Keywords** field, enter a portion of one or more locator codes and click 🔍 to list codes to use as filters for employee's to include on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**. 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).

Sample Report

Sample Employee Basic Information report.

Employee Basic Information

1 - Company 1

Employee ID	Employee Name	Position Title	Type	Email ID	Status	Location	Supervisor Name
1 SuperTech, Inc.							
078788	Last078788, First078788	QC Analyst HR	Regular		Active	Arizona Airfield 1234567890000	
187	Last187 Jr, First187 M	Junior programmer	Regular		Active	Arizona Airfield 1234567890000	
187A	Last187A Jr, First187A M	Junior programmer	Regular		Active	Arizona Airfield 1234567890000	
221IN	Last221IN Jr, First221IN	QC Analyst HR	Regular		Active	Arizona Airfield 1234567890000	
221MD1	Last221MD1 Jr, First221MD	QC Analyst HR	Regular		Active	Arizona Airfield 1234567890000	
221MD2	Last221MD2 Jr, First221MD	QC Analyst HR	Regular		Active	Arizona Airfield 1234567890000	
221OH	Last221OH Jr, First221OH	QC Analyst HR	Regular		Active	Arizona Airfield 1234567890000	
221OR	Last221OR Jr, First221OR	QC Analyst HR	Regular		Active	Arizona Airfield 1234567890000	
28625	Last28625, First28625	QC Analyst HR	Regular		Active	Arizona Airfield 1234567890000	
28686	Last28686, First28686	QC Analyst HR	Regular		Active	Arizona Airfield 1234567890000	
28686A	Last28686A, First28686A	QC Analyst HR	Regular		Active	Arizona Airfield 1234567890000	
28686B	Last28686B, First28686B	QC Analyst HR	Regular		Active	Arizona Airfield 1234567890000	
28794	Last28794, First28794	QC Analyst HR	Regular		Active	Arizona Airfield 1234567890000	
2REG	Last2Reg, First2Reg	QC Analyst HR	Regular		Active	Arizona Airfield 1234567890000	
3REG	Last3Reg, First3Reg	QC Analyst HR	Regular		Active	Arizona Airfield 1234567890000	
AAA	Geronimo, Anj C	Accounting Clerk	Regular		Active	McLean Corporate Office	
ACG	Geronimo, Angeline C	Accounting Clerk	Regular		Active	McLean Corporate Office	
ACG01	Geronimo, Angie C	Accounting Clerk	Regular		Active	McLean Corporate Office	
ACG199C	display name	Accounting Clerk	Regular		Active	Arizona Airfield 1234567890000	S007
ACG199D	display name	Accounting Clerk	Regular		Active	Arizona Airfield 1234567890000	S007
ACTS	ACTS, ACTS A	Accounting Clerk	Regular		Active	McLean Corporate Office	
ACTSPA	ACTSPA, ACTSPA A	Accounting Clerk	Regular		Active	McLean Corporate Office	
ACTSPA1	ACTSPA1, ACTSPA1 A	Accounting Clerk	Regular		Active	McLean Corporate Office	
ACTSUT	ACTSUT, ACTSUT A	Accounting Clerk	Regular		Active	McLean Corporate Office	
ACTSVA	ACTSVA, ACTSVA A	Accounting Clerk	Regular		Active	McLean Corporate Office	
ADD	LastAdd, FirstAdd	QC Analyst HR	Regular		Active	Arizona Airfield 1234567890000	
AGC	Cambusa, Angelie Jayne G	Accounting Clerk	Regular		Active	McLean Corporate Office	
AJG	Gutierrez, Allen James F	Accounting Clerk	Regular		Active	McLean Corporate	

Page 1 of 25

Organization List Report

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

This report can be used as a stand-alone report and can also be used as a 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.

Prompts

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

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

Sample Report

Sample Organization List report.

Organization List

1 Company 1

Top Org ID	0

Level Number	Level Desc
1	Stmt Cash Flows
2	SCF

Org	Org Name	Org Abbreviation Code	Active Flag	Level Number
0	Karen B. & Kate M.	K&K	Y	1
0.2	Karen B & Kate M	K&K2	Y	2
Org ID Count:	**2**			

Page 1 of 63

Reorganization Structure

The Reorganization Structure report is a list report that displays reorganization setup information, which allows you to review the reorganization structure set up in Costpoint.

This report can be used as a standalone report. It can also be used as a drill-thru target from other reports, such as the Income Statement and Balance Sheet.

Prompts

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

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

Sample Report

Sample Reorganization Structure report.

Reorganization Structure

1 Company 1

Setup for Reorganization Structure: 01

Level Number	Level Length	Level Description
1	2	Reorg Zero One Level One
2	2	Reorg Zero One Level Two
3	2	Reorg Zero One Level Three
Total Levels:	**3**	

Reorganization ID	Level Number	Reorganization Name	Organization ID	Organization Name	Organization Status	Organization Level
01	1	Reorg Zero One	1	SuperTech, Inc.	Active	1
				Number of Orgs mapped to this reorg node:		**1**
01.00	2	Reorg Top Level S	S	Steve Anderson Orgnzation	Active	1
				Number of Orgs mapped to this reorg node:		**1**
01.01	2	Reorg Zero 1 Level Two	1	SuperTech, Inc.	Active	1
				Number of Orgs mapped to this reorg node:		**1**
01.01.01	3	Reorg Zero 1Level3 Node1	S.01.01	Steve's Org 1Level3 Node1	Active	3
				Number of Orgs mapped to this reorg node:		**1**
01.01.02	3	Reorg Zero 1Level3 Node2	S.01.02	Steve's Org 1Level3 Node2	Active	3
				Number of Orgs mapped to this reorg node:		**1**

Page 1 of 8

Vendor Employee

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

It can be used to validate vendor employee information and identify errors or obsolete vendor employees.

Prompts

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

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

Sample Report

Sample Vendor Employee report.

Vendor Employee

1 Company 1

Employee	Employee Name	PLC	PLC Description	GLC	GLC Description
1M-ARQ - Advanced Research Quest					
SOUTHERTONSX	Susy Southertonsx			31010	Airplane Pilot
				Employee Count:	**1**
1M-ART - Advanced Research					
SWINGLINE	M. Cornett			07070	Dishwasher
				Employee Count:	**1**
41 VENDOR - 41 Customer					
HOLLEMAN	Kevin Holleman			01014	Accounting Clerk IV
JONES	Thomas Jones			01011	Accounting Clerk I
MALONE	Anthony Malone			01013	Accounting Clerk III
STEWART	Jay Stewart			01012	Accounting Clerk II
				Employee Count:	**4**
A00011 - AMS INC.					
AMS INC.	John Dolittle			PR	Programmer
WILLIAMS	Denise Williams			PR	Programmer
				Employee Count:	**2**
ABC - ABC TRAVEL AGENCY					
ANITA	Anita Knowles			01013	Accounting Clerk III
				Employee Count:	**1**
ABE - ABE ALVORD					
JACKSONCF	Jackson C Farnworth			01011	Accounting Clerk I
				Employee Count:	**1**
AC028VENDOR - TESTING_AOPUTLJE					
JAMDEF2	JAMM	ACT	Actor		
				Employee Count:	**1**
BEEMER - EDWARD BEEMER					
BEEMEMPL	Edward Beemer			01090	Duplicating Machine Operator
				Employee Count:	**1**
BOO'S BARBER - BOO'S BARBER SHOP & SUPPL					
AJACKSON	Alan Jackson			01011	Accounting Clerk I

Page 1 of 3

Vendor Master Report

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

This report displays 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-thru report from reports with a customer field.

Prompts

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

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

Sample Report

Sample Vendor Master report.

Vendor Master

Company: 1 Company 1

Vendor:	00001
Vendor Name/Loc:	GTE Telecom at Tyson/ VA
Vendor Group:	GROUP2
Pay Vendor:	00001

Terms:	NET 30	Payment Control:	N	Pay When Paid:	Y
PO Status:	OK	Customer Account No:	CRC	Entry User:	LEITKAMC
Payment Status:	Pay Vouchers	Employee ID:	DSM1	Entry Date:	10/26/1996 12:00 AM

Shipping	
FOB:	
Via:	

Classification:	Small Business; Disadvantaged, Historical Black Colleges and Universities, Woman Owned, HUB Zone Business, Veteran Owned, Service Disabled Veteran Owned, Alaskan Native Corporations and Indian Tribes

Address Code	Address Line 1/2/3	City/State, Postal/Country	Phone/Fax/Other Phone	Payment/Order Address Type	Ship ID
EFT-ADDR	123 West Palm	Manassas VA 22110 USA		Default Payment Order	
GTE-PMT1	88 GTE West Park Drive Suite 100 Attn: Mr. GTE		703-123-1234 703-234-3456 703-88-OTHER	Not Payment Not Order	

Notes:	Notes can be recorded up to 125 characters.

Page 1 of 221

Billing Reports

This folder displays sample prompt screens and sample reports for the Billing reports.

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

- CER All
- CER Projects

Billing reports include the following:

- Aged Open Billing Detail
- Milestone Invoice
- Pre-Bill Report
- Standard Invoice with Backup
- 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.

This report enables you to link to the following information to drill through to more detail, as indicated in this table.

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
Company	Select the company to use when running the report.
Fiscal Year	Select the desired fiscal year.
Period	Select the period number.
Subperiod	Select the subperiod number.

Prompt Message	Description
Primary Group	Select the primary grouping for the report: ▪ Account ▪ Customer ▪ Organization ▪ Project ▪ Project Manager
Secondary Group	Select a secondary sort option: ▪ None ▪ Account ▪ Customer ▪ Organization ▪ Project ▪ Project Manager
Date to Age By	Enter or select the date to age by.
Project Level	Select the project level at which you want the report printed. All lower levels will be rolled up for the report. Select **Transaction Level** to include all levels of detail.
Organization Level	Select the organization level at which you want the report printed. All lower levels will be rolled up for the report. Select **Transaction Level** to include all levels of detail.
Account Level	Select the account level at which you want the report printed. All lower levels will be rolled up for the report. Select **Transaction Level** to include all levels of detail.
Limit projects	In the **Keywords** field, enter a portion of one or more IDs or names to narrow the primary group you selected in the previous field. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Column 1 Aging Range	Enter a range to age by in the following three columns. You can edit the default ranges as necessary as long as date ranges do not overlap from column to column. Defaults from **0** up to **30**.
Column 2 Aging Range	Enter the column range for aging. Defaults from **31** up to **60**.
Column 3 Aging Range	Enter the column range for aging. Defaults from **61** up to **90**.

Prompt Message	Description
Column 4 Aging Range	This defaults to the last number in **Column 3 aging range** plus one.
Set Range	When you edit the default ranges, click this button 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 Company 1
As of Subperiod Ending 2001-01-31

Aged as of May 29, 2008

Project	Current	31 to 60	61 to 90	Over 90	Total
0300.001	0.00	0.00	0.00	76,007.73	76,007.73
0300.002	0.00	0.00	0.00	21,257.10	21,257.10
0400.001	0.00	0.00	0.00	26,168.20	26,168.20
0400.002.01	0.00	0.00	0.00	20,403.37	20,403.37
0400.002.02	0.00	0.00	0.00	24,833.72	24,833.72
0400.003	0.00	0.00	0.00	21,382.81	21,382.81
0414.LEAVINGLASVEGASGREAT	0.00	0.00	0.00	46,000.00	46,000.00
0600	0.00	0.00	0.00	30,119.55	30,119.55
1003	0.00	0.00	12,100.01	276,570.10	288,670.11
1003.001	0.00	0.00	0.00	9,857.42	9,857.42
1003.001.10	0.00	0.00	0.00	7,750.00	7,750.00
1003.002.10	0.00	0.00	0.00	1,560.00	1,560.00
1006.001.10	0.00	0.00	0.00	931.35	931.35
1007	0.00	0.00	0.00	8,120.00	8,120.00
1007.001.10	0.00	0.00	0.00	0.00	0.00
1007.002.10	0.00	0.00	0.00	0.00	0.00
1022	0.00	0.00	0.00	30,000.00	30,000.00
1025.1000.010	0.00	0.00	0.00	606.00	606.00
1026.1000.010	0.00	0.00	0.00	2,016,100.00	2,016,100.00
1026.2000.010	0.00	0.00	0.00	400,000.00	400,000.00
1027.1000.010	0.00	0.00	0.00	115,400.00	115,400.00
1190.1.001	0.00	0.00	0.00	12,500.00	12,500.00
1899	0.00	0.00	0.00	237,185.00	237,185.00
1950	0.00	0.00	0.00	13,000.00	13,000.00
1950.001	0.00	0.00	0.00	56,937.84	56,937.84
1950.002	0.00	0.00	0.00	69,311.83	69,311.83
1X00.021	0.00	0.00	0.00	2,507.70	2,507.70
2001	0.00	0.00	0.00	540.00	540.00
2520	0.00	0.00	0.00	20,187.50	20,187.50
2520.001	0.00	0.00	0.00	36,120.00	36,120.00
2525	0.00	0.00	0.00	191,722.83	191,722.83
2530	0.00	0.00	0.00	124,459.47	124,459.47
3420.001.001	0.00	0.00	0.00	582,049.16	582,049.16
3420.001.002	0.00	0.00	0.00	654,629.91	654,629.91
3420.002.001	0.00	0.00	0.00	788,681.65	788,681.65

Page 1 of 6

Milestone Invoice Report

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

Before You Run This Report

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

Perform the tasks in the following list:

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

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

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

Prompts

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

Prompt Message	Description
Company	Select one company from the list.
Primary group	Select an option to use as a primary grouping for the report: ▪ Billing Cycle ▪ Billing Group ▪ Customer

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

Sample Report

Sample Milestone Bill report.

Milestone Bill

Invoice Details

Invoice : INV-0000005698
Invoice Amount : 597.50

Invoice Date : 02/01/08
Invoice Due Date : 03/02/08

Bill To :
System Resource Corp.
4578 Rain Drop Way

Lorton VA 24399
USA

Remit To :
PETE PAVIN
8280 GREENSBORO DRIVE
SUITE 300
NADEL BUILDING
MCLEAN VA 22180
USA

Project ID : 0700
Project Name : PHELPS Project-MILESTONE
Bill Number : CT01-0001-101

Description	TEST SCHEDULED VALUE	TEST PERCENT COMPLETE	TEST AMOUNT BILLABLE	TEST PREVIOUS AMT BILLED	TEST CURRENT AMT DUE
TESTING	1,000.00	50.00%	500.00	0.00	500.00
	1,000.00		**500.00**	**0.00**	**500.00**

Sub Total : 500.00
Retainage : (25.00)
State of VA, Davidson County (Code 0312) Tax rate is 0.045 : 22.50
No Project required : 100.00
Total Due : 597.50

Outstanding Invoices :

Invoice ID	Bill Number	Invoice Date	Due Date	Invoice Amount	Receipt Amount	Balance Due
0700-01		01/01/08	04/30/08	1,500.00	0.00	1,500.00
					Total Outstanding Invoice Amount:	**1,500.00**

Page 1 of 1

Pre-Bill Report

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

As part of the pre-bill review process, you will have the ability to view the data in summary or drill from the summary and view the detail.
Only invoices with a status of Unselected are available to be printed on the report.

Prompts

These are Pre-Bill Report prompts.

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

Sample Report

Sample Pre-Bill Report report.

Pre-Bill Report

Company: 1   Company 1

Project	0400 - PHELPS Project - T&M/TLB	Billing Formula	LLRCINL
Project Manager	Basinger, Lisa B	Period of Performance	04/01/96 - 02/28/00
Customer	TAMSCO - Tamsco Corporation	Contract Value	10,819,000.00
		Funded Value	3,725,000.00

Group							Bill Amount						
Labor							**0.00**						
	0400.001	CA	05000-010	1.2.210	BARBA	BARBA, KATHERINE G	0.00	08/31/98	1998	8	H	LD	1
	0400.001	PM	05000-010	1.2.210	PHELPS	PHELPS, GEMMA B	0.00	09/15/98	1998	9	H	LD	1
	0400.002.01	CA	05000-010	1.2.210	BARBA	BARBA, KATHERINE G	0.00	08/31/98	1998	8	H	LD	1
	0400.002.01	PM	05000-010	1.2.210	PHELPS	PHELPS, GEMMA B	0.00	09/15/98	1998	9	H	LD	1
	0400.002.02	CA	05000-010	1.2.210	BARBA	BARBA, KATHERINE G	0.00	08/31/98	1998	8	H	LD	1
	0400.002.02	PM	05000-010	1.2.210	PHELPS	PHELPS, GEMMA B	0.00	09/15/98	1998	9	H	LD	1
	0400.003	PM	05000-010	1.2.210	PHELPS	PHELPS, GEMMA B	0.00	09/15/98	1998	9	H	LD	1
	Total Labor						**0.00**						
Non-Labor							**87,681.74**						
	0400.001	PM	05020	1.2.210	PROUTY	Diane Prouty	720.00		1998	9	C	APV	2
	0400.001	PS	05020	1.2.210	PINNELLI	Sheryl Pinnelli	400.00		1998	8	C	APV	1
	0400.001	SP	05020	1.2.210	HARTWELL	Alfred Hartwell	1,280.00		1998	8	C	APV	1
	0400.001	SY	05020	1.2.210	WOLF	Joyce Wolf	400.00		1998	9	C	APV	2
	0400.001		05010-100	1.2.210	AMEX	AMERICAN EXPRESS	2,675.00		1998	8	C	APV	1
	0400.001		05010-110	1.2.210	AMEX	AMERICAN EXPRESS	1,500.00		1998	8	C	APV	1
	0400.001		05010-120	1.2.210	AMEX	AMERICAN EXPRESS	450.00		1998	8	C	APV	1
	0400.001		05030	1.2.210	CARMAE	CARMAE OFFICE PRODUCTS	350.02		1998	9	C	APV	1
	0400.001		05040	1.2.210	AED	ACADEMY FOR INTNL DEVPMT	15,000.00		1998	8	C	APV	1
	0400.001		05080-010	1.2.210			1,500.00		1998	9	C	AJE	4
	0400.001		05090	1.2.210			50.00		1998	9	C	AJE	4
	0400.001		05090	1.2.210			400.00		1998	8	C	AJE	1

Page 1 of 8

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 info
- Manage ACRN bills, if 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 Manage Standard Bills application
- Calculate ACRN billings
- Make necessary edits in the Manage ACRN Bills application

Prompts

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

Prompt Message	Description
Company	Select a company from the list.
Primary Group	Select an option to use as a primary grouping for the report: ▪ Billing Cycle ▪ Billing Group ▪ Customer ▪ Invoice ▪ Project Billing Group and Billing Cycle are optional in Costpoint. If you use these options and want to use them in your report, you must perform the following steps within Costpoint to populate the necessary data: ▪ **Billing Cycle**: To use Billing Cycle on the report, you must first select **Use Billing Cycles** check box on the Configure Billing Settings screen. Then establish the Billing Cycle in **Projects** » **Billing** » **Billing Controls** »

Prompt Message	Description
	Manage Billing Cycles. Then link the Billing Cycle to the project via the Manage Project Billing Information screen. - **Billing Groups**: To use Billing Groups on the report, select the **Assign Bills to User Groups** check box on the Configure Billing Settings screen. Then 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.
Print status	Select the status of bills to include on the report: - Selected - Unselected
Limit billing cycles/billing groups/customers/invoices/ projects	In the **Keywords** field, enter a portion of one or more IDs or billing cycles to narrow the primary group you selected in the previous field. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Print detail invoices	Select this option to print the individual transactions lines that make up the overall bill.
Print supporting schedules	Select this option to print supporting schedules along with the bill.

Sample Report

Sample Standard Invoice with Backup report.

Standard Invoice with Backup

Standard Bill
Invoice Details

Invoice: INV-0000023123
Invoice Amount: 5,332.58

Invoice Date: 12/29/14
Invoice Due Date: 12/30/20

Bill To	Remit To
ARMY 555 ARTHUR WAY TULSA OK 55555 United States of America	PETE PAVIN 8280 GREENSBORO DRIVE SUITE 300 NADEL BUILDING MCLEAN VA 22180 USA

Project ID: 0100
Project Name: YVONNES PROJECT
Bill Number: 0000001

Description	Rate/Unit Price	Hours/Unit	Amount
TOTAL OTH. DIR. COST			
Govt. - Travel			100.00
Inventory II			1.70
Warranty expense TES		80.00	866.67
Subtotal for TOTAL OTH. DIR. COST		**80.00**	**968.37**
TOTAL INDIRECTS			
G&A	50.0000 %		563.34
Overhead Pool	30.0000 %		260.00
Subtotal for TOTAL INDIRECTS			**823.34**
TOTAL FEE			
Fee	10.0000 %		179.17
Subtotal for TOTAL FEE			**179.17**

Invoice Subtotal	**1,970.88**
Retainage	(295.63)
Global Withholding	0.00
Withholding Release	0.00
Subtotal	**1,675.25**
0006AA Other Charges	100.00
Advanced Payments 2	1,000.00
No Project required	15,000.00
Total	**17,775.25**

Page 1 of 2

Standard Invoice with Backup

Standard Bill
Invoice Details

Customer Contribution Percent	30.00 %
Total Amount Due	5,332.58

Accounting Appropriation Data :

ACRN	Line Item	Amount
AA	1	1,675.25
	Total:	1,675.25

Outstanding Invoices :

Invoice ID	Bill Number	Invoice Date	Due Date	Invoice Amount	Receipt Amount	Balance Due
1002		03/01/13	03/31/13	2,000.00	0.00	2,000.00
INV-0000024530		06/01/13	07/01/13	1,100.00	500.00	572.00
				Total Outstanding Invoice Amount:		2,572.00

Page 2 of 2

Zero Rate Billing Exception Report

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

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

Prompts

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

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

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 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

Sample Zero Rate Billing Exception Report.

Zero Rate Billing Exception Report

1 Company 1 | FY 2007 Period 1 SubPeriod 1

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

Page 1 of 1

General Ledger Reports

This folder displays sample prompt screens and sample reports for the General Ledger reports.

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

- CER Accounting
- CER All

General Ledger reports include the following:

- General Ledger Detail
- Balance Sheet
- Cash Forecast
- Income Statement

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

Use the General Ledger Detail prompts to run the General Ledger Detail report.

Prompt Message	Description
Company	Select the single company to use when running the report.
Fiscal year	Select the desired fiscal year.
Starting period and subperiod	Select the period to start the range. Select the subperiod to start the range. If adjustment subperiods are available for the selected period, they are displayed in the subperiod drop-down list including the adjustment subperiod type which can either be **Interim** or **Final**. For example:

Prompt Message	Description
	▪ Interim adjustment subperiod 1 will display as **1 Adj Pd – Interim**. ▪ Final adjustment period 1 will display as **1 Adj Pd – Final**.
Ending period and subperiod	Select the period to end the period range. Select the subperiod to end the period range.
Primary group	Select an option to use for the report sort: **Organization** or **Reorganization**.
Limit organization	Enter a portion of a specific organization or reorganization that you want to include in the report based on the report sort you selected on the General tab. Click **Search**. In the search results, select one organization. For example, you know that the organization that you are looking for starts with an A. Enter **A** in the **Keywords** field, and then click **Search**. All organizations that start with A will be in the search results. Select one organization to include in the report.
Account	Enter a portion of a specific account ID in the **Keywords** field and click **Search** to list accounts that match your keyword. Select one account to include in the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Project	Enter a portion of a specific project ID in the **Keywords** field and click **Search** to list projects that match your keyword. Select one project to include in the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.

Note: To optimize the display of project IDs in **Project**, 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

Sample General Ledger Detail report.

General Ledger Detail

Company: 1 Company 1 — FY 2001 Period between 1 and 1

00212 NOTES PAYABLE
1.1.100 Accounting

Period	ID	Name	Voucher Number	PO Number	Journal Code	Invoice ID	GLC	PLC	JE Number	Trans Desc	Hours	Amount
1					AJE				18	TESTING PROJ ID FCRT	0.00	(85,000.00)
Total for Project -											**0.00**	**(85,000.00)**
Total for Organization 1.1.100 - Accounting											**0.00**	**(85,000.00)**
Total for Account 00212 - NOTES PAYABLE											**0.00**	**(85,000.00)**

00513 UTILITY EXPENSE
1 SuperTech, Inc.

Period	ID	Name	Voucher Number	PO Number	Journal Code	Invoice ID	GLC	PLC	JE Number	Trans Desc	Hours	Amount
1	NIKKI	NIKKI VENDOR	970001390		APV					UTILITY EXPENSE	0.00	10,000.00
Total for Project -											**0.00**	**10,000.00**
Total for Organization 1 - SuperTech, Inc.											**0.00**	**10,000.00**
Total for Account 00513 - UTILITY EXPENSE											**0.00**	**10,000.00**

01000-020 Cash Payroll
1 SuperTech, Inc.

Period	ID	Name	Voucher Number	PO Number	Journal Code	Invoice ID	GLC	PLC	JE Number	Trans Desc	Hours	Amount
1	BEEMER	Beemer, Edward			AJE		29011		3	DR04 Incurred Costs	(20.00)	(1,200.00)
1					AJE				4	DR04 Budgeting	0.00	(700.00)
1					AJE				5	DR04 Budgeting	0.00	(1,650.00)
1					AJE				6	DR05 Test	0.00	(1,200.00)
1					AJE				7	DR05 Budgeting	0.00	(700.00)
1					AJE				8	DR05 Budgeting	0.00	(1,650.00)
1					AJE				9	Hours Worked	0.00	(3,550.00)
1					AJE				10	Hours Worked	0.00	(3,550.00)
1					AJE				11	Hours Worked	0.00	(3,550.00)
1					AJE				12	Hours Worked	0.00	(3,550.00)
1					AJE				13	Hours Worked	0.00	(3,550.00)
1					AJE				14	Hours Worked	0.00	(3,550.00)
1					AJE				15	expenses for DRAB	0.00	(1,000.00)
1					AJE				16	Exceed LREAC	0.00	(10,500.00)
1					AJE				17	Bug 23350 LREAC	0.00	(25,000.00)
Total for Project -											**(20.00)**	**(64,900.00)**
Total for Organization 1 - SuperTech, Inc.											**(20.00)**	**(64,900.00)**
Total for Account 01000-020 - Cash Payroll											**(20.00)**	**(64,900.00)**

01100-011 Billed A/R-Government
1 SuperTech, Inc.
FWJ2 TEST PROJECT 2 CPFC

Period	ID	Name	Voucher Number	PO Number	Journal Code	Invoice ID	GLC	PLC	JE Number	Trans Desc	Hours	Amount
1	JORDAN	JORDAN CUSTOMER			BLJ	INV-0000001057				Standard Bill Posting	0.00	5,028.27
Total for Project FWJ2 - TEST PROJECT 2 CPFC											**0.00**	**5,028.27**
Total for Organization 1 - SuperTech, Inc.											**0.00**	**5,028.27**
Total for Account 01100-011 - Billed A/R-Government											**0.00**	**5,028.27**

01100-030 A/R Unbilled
1 SuperTech, Inc.
FWJ2 TEST PROJECT 2 CPFC

Period	ID	Name	Voucher Number	PO Number	Journal Code	Invoice ID	GLC	PLC	JE Number	Trans Desc	Hours	Amount
1					BLJ	INV-0000001057				Standard Bill Posting	0.00	(5,033.51)

Page 1 of 11

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

These are Balance Sheet prompts.

Prompt Message	Description
Company	Select the single company to use when running the report.
Financial statement code	Select a financial statement code.
Fiscal year	Select the fiscal year for the report.
Period	Select the period. If adjustment periods are available for the selected fiscal year, they are displayed in the **Period** drop-down list including the adjustment period type which can either be **Interim** or **Final**. For example: ▪ Interim adjustment period 13 will display as **13 Adj Pd – Interim**. ▪ Final adjustment period 14 will display as **Adj Pd – Final**.
Primary group	Select the primary group to sort on: ▪ Company ▪ Organization ▪ Reorganization
Columns to display	Select columns to display: ▪ Actual Amount ▪ Prior Year Amount ▪ Prior Year Variance

Prompt Message	Description
	▪ Budget Amount ▪ Budget Variance
Account information	Select to **Show** or **Hide** the account ID and name.

Sample Report

Sample Balance Sheet report.

Balance Sheet

Company: 1   Company 1   For FY 2014 Period 14 Ending Dec 31, 2014

	Account	Account Name	Actual Amt	PY Actual Amt	PY Variance	Budget Amt	Budget Variance
MAJOR-1 Assets							
MAJOR-1,GROUP-1 Current Assets							
MAJOR-1,GROUP-1,L2 Bill Rec							
	09145-000-00002	09145-000-00002 Bill Rec	0.00	-7,623.95	7,623.95	0.00	0.00
			0.00	-7,623.95	7,623.95	0.00	0.00
Total MAJOR-1 Assets			**0.00**	**-7,623.95**	**7,623.95**	**0.00**	**0.00**
MAJOR-3 Stockholder's Equity							
MAJOR-3,GROUP-2 RE							
MAJOR-3,GROUP-2,L3 CY RE							
	09144-000-00001	09144-000-00001 Gov Rev	985.00	-64.00	1,049.00	0.00	985.00
	09144-001-00002	09144-001-00002 Man Labor	0.00	-22,728.51	22,728.51	0.00	0.00
			985.00	-22,792.51	23,777.51	0.00	985.00
Total MAJOR-3 Stockholder's Equity			**985.00**	**-22,792.51**	**23,777.51**	**0.00**	**985.00**

Page 1 of 1

Cash Forecast

The Cash Forecast report provides a forecast for up to 6 months, based on the cash forecasting information calculated within Costpoint.

This information can be helpful in forecasting future cash sources and needs.

Prompts

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

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

Sample Report

Sample Cash Forecast view.

Cash Forecast

1 - Company 1
Template: CF-ALF01 - Cash Forecast Template - 01
Start Date: 12/02/07

All Organizations
Frequency Code: Monthly

1 - SuperTech, Inc.	01/01/08	02/01/08	03/01/08	04/01/08	05/01/08	06/01/08
Beginning Cash Balance	(628,141.14)	(628,141.14)	(10,957,321.14)	(10,957,321.14)	(10,957,321.14)	(10,957,321.14)
Cash Forecast Line Items	Amount 1	Amount 2	Amount 3	Amount 4	Amount 5	Amount 6
Total Forecasted Payments1						
Total AP Expense1						
Test Line1	0.00	(5,445,180.00)	0.00	0.00	0.00	0.00
Total AP Expense1	0.00	(5,445,180.00)	0.00	0.00	0.00	0.00
Total Forecasted Payments1	**0.00**	**(5,445,180.00)**	**0.00**	**0.00**	**0.00**	**0.00**
Total Forecasted Payments2						
Total AP Expense2						
Test Line2	0.00	(4,884,000.00)	0.00	0.00	0.00	0.00
Total AP Expense2	0.00	(4,884,000.00)	0.00	0.00	0.00	0.00
Total Forecasted Payments2	**0.00**	**(4,884,000.00)**	**0.00**	**0.00**	**0.00**	**0.00**
Expected Cash Balance	**(628,141.14)**	**(10,957,321.14)**	**(10,957,321.14)**	**(10,957,321.14)**	**(10,957,321.14)**	**(10,957,321.14)**

Report Calculation Date: 01/28/2008 6:40 PM

Disclosures

disclosure
org : 1
fc: monthly

Page 1 of 1

Income Statement

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

You can 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. To fix this, you need to perform some steps using 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

These are Income Statement prompts.

Prompt Message	Description
Company	Select the single company to use when running the report.
Financial statement code	Select a financial statement code.
Fiscal year	Select the fiscal year for the report.
Period	Select the period.

Prompt Message	Description
	If adjustment periods are available for the selected fiscal year, they are displayed in the **Period** drop-down list including the adjustment period type which can either be **Interim** or **Final**. For example: ▪ Interim adjustment period 13 will display as **13 Adj Pd – Interim**. ▪ Final adjustment period 14 will display as **Adj Pd – Final**.
Primary group	Select to insert page breaks after: ▪ Company ▪ Organization ▪ Reorganization
Columns to display	Select one or more options to determine information to display on the report: ▪ Current Period Amount ▪ Prior Year Amount ▪ Current Period Variance ▪ Current Period Budget Amount ▪ Current Period Budget Variance ▪ YTD Amount ▪ Prior Year YTD Amount ▪ YTD Variance ▪ YTD Budget Amount ▪ YTD Budget Variance
Account information	Select to **Show** or **Hide** the account ID and name.

Sample Report

Sample Income Statement report.

Income Statement

Company: 1 Company 1

For FY 2014 Period 14 Ending Dec 31, 2014

Account	Account Name	Current Period Amount	Prior Year Amount	Current Period Variance	Current Period Budget Amount	Current Period Budget Variance	YTD Amount	Prior Year YTD Amount	YTD Variance	YTD Budget Amount	YTD Budget Variance
Revenue											
Government Revenue											
00101	Test A/R Sales Abbrev1	0.00	0.00	0.00	0.00	0.00	985.00	0.00	985.00	0.00	985.00
04000	Government Sales	0.00	1,000.00	(1,000.00)	0.00	0.00	140,931.24	10,000,856,369.74	(10,000,715,438.50)	0.00	140,931.24
05000	Govt. - Direct Labor	0.00	0.00	0.00	0.00	0.00	0.00	274,400.00	(274,400.00)	0.00	0.00
09144-000-00001	09144-000-00001 Gov Rev	0.00	0.00	0.00	0.00	0.00	985.00	(64.00)	1,049.00	0.00	985.00
70002	GOVT REV 1	0.00	0.00	0.00	0.00	0.00	0.00	(312,028.00)	312,028.00	0.00	0.00
70003	GOVT REV 2	0.00	0.00	0.00	0.00	0.00	0.00	352.00	(352.00)	0.00	0.00
	Total	0.00	1,000.00	(1,000.00)	0.00	0.00	142,901.24	10,000,819,029.74	(10,000,676,128.50)	0.00	142,901.24
Commercial Revenue											
04100-010	Service Sales	0.00	0.00	0.00	0.00	0.00	1,200.75	100,000,009,392.49	(100,000,008,191.74)	0.00	1,200.75
04100-020	Commercial Sales	0.00	0.00	0.00	0.00	0.00	0.00	25,000.00	(25,000.00)	0.00	0.00
04300	Dft Sales Account	0.00	0.00	0.00	0.00	0.00	464,500.00	17,000.00	447,500.00	0.00	464,500.00
05030	Govt. - Materials	0.00	(200.00)	200.00	0.00	0.00	(81,735.75)	(1,000,377,424.05)	1,000,295,688.30	0.00	(81,735.75)
70001	COMM REV 2	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	(2,000.00)	0.00	0.00
	Total	0.00	(200.00)	200.00	0.00	0.00	383,965.00	98,999,675,968.44	(98,999,292,003.44)	0.00	383,965.00
Total Revenue		**0.00**	**800.00**	**(800.00)**	**0.00**	**0.00**	**526,866.24**	**109,000,494,998.18**	**(108,999,968,131.94)**	**0.00**	**526,866.24**
Direct Costs											
Engineering Labor											
05000-001	Govt. - Part-Time Labor	0.00	0.00	0.00	0.00	0.00	0.00	20,740,740,936.79	(20,740,740,936.79)	0.00	0.00
05000-005	Govt. - Off-Site Labor	0.00	0.00	0.00	0.00	0.00	0.00	987,654,321.99	(987,654,321.99)	0.00	0.00
05000-010	Govt. - Direct Labor Eng	(7,100.00)	5,500.00	(12,600.00)	0.00	(7,100.00)	12,351,082,121.88	3,296,671,054.44	9,054,411,067.44	0.00	12,351,082,121.88
05000-011	Govt. - Unallowable Labor	0.00	0.00	0.00	0.00	0.00	2,000.00	50.00	1,950.00	0.00	2,000.00
05000-015.10000	Engineering Labor	0.00	0.00	0.00	0.00	0.00	0.00	35,017.50	(35,017.50)	0.00	0.00
05200-010	Comm. - Direct Labor Eng	0.00	0.00	0.00	0.00	0.00	7,000.00	0.00	7,000.00	0.00	7,000.00
09001	Fringe Alloc- Direct Labor	0.00	0.00	0.00	0.00	0.00	(11,479.27)	0.00	(11,479.27)	0.00	(11,479.27)
FRINGE-010	Fringe Debit Allocation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FRINGE-020	Fringe Debit Allocation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FRINGE-CR	Fringe Credit Allocation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total	(7,100.00)	5,500.00	(12,600.00)	0.00	(7,100.00)	12,351,079,642.61	25,025,101,360.72	(12,674,021,738.11)	0.00	12,351,079,642.61
Manufacturing Labor											
05000-015.20000	Manufacturing Labor	0.00	0.00	0.00	0.00	0.00	0.00	75.00	(75.00)	0.00	0.00
05000-020	Govt. - Direct Labor Mfg	0.00	0.00	0.00	0.00	0.00	40,003.59	237,739.04	(197,735.45)	0.00	40,003.59
09144-001-00002	09144-001-00002 Man Labor	0.00	0.00	0.00	0.00	0.00	0.00	22,728.51	(22,728.51)	0.00	0.00
	Total	0.00	0.00	0.00	0.00	0.00	40,003.59	260,542.55	(220,538.96)	0.00	40,003.59
Commercial Revenue											
00411-020	COMMERCIAL - SALES	0.00	0.00	0.00	0.00	0.00	0.00	(4,721.78)	4,721.78	0.00	0.00
	Total	0.00	0.00	0.00	0.00	0.00	0.00	(4,721.78)	4,721.78	0.00	0.00
Travel											
05010-100	Govt. - Travel - Airfare	0.00	0.00	0.00	0.00	0.00	2,000.00	12,605.42	(10,605.42)	0.00	2,000.00
05010-110	Govt. - Travel - Lodging	0.00	0.00	0.00	0.00	0.00	0.00	4,600.00	(4,600.00)	0.00	0.00
05010-120	Govt. - Travel - Meals	0.00	2,300.00	(2,300.00)	0.00	0.00	16,000.00	61,994.81	(45,994.81)	0.00	16,000.00
61004	Meals- PROJ REQ	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	2,300.00	(2,300.00)	0.00	0.00	18,000.00	79,200.23	(61,200.23)	0.00	18,000.00
Consultants											

Page 1 of 3

Procurement Reports

This section shows sample prompt screens and sample reports for the Procurement reports.

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

- CER All
- CER Materials

Procurement reports include the following:

- Requisitions Pending
- Requisitions
- Buyer Requisition Worksheet

The Requisitions Detail report is drill-thru only, meaning it is not intended to be run on its own, but accessed by clicking links from other, parent reports.

Requisitions Pending Report

The Requisitions Pending report gives buyers and purchasing managers the ability to see requisitions for which purchase orders have not yet been generated.

It includes requisitions that are in a pending, in-approval, approved, or rejected status.

Prompts

Use the Requisitions Pending prompts to configure the report.

Prompt Message	Description
Company	Select the single company to use when running the report.
Primary group	Select the primary grouping for the report: ▪ Approver ▪ Buyer ▪ Requisition ▪ Requisition Status ▪ Requisitioner
Requisition status	Select the statuses of the requisitions to include: ▪ Approved ▪ In Approval ▪ Pending ▪ Rejected

Prompt Message	Description
Include requisitions without an assigned buyer	Select **Yes** to include only those requisitions without an assigned buyer.
Limit requisitions	Enter a portion of one or more IDs in the **Keywords** field and click **Search** to narrow the primary group you selected in the previous field. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.

Sample Report

Sample Requisitions Pending report.

Requisitions Pending

Company: 1 Company 1

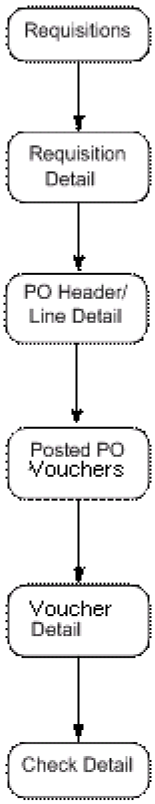
Requisition Req Date	Req Status	Requisitioner Requisitioner Name	Requisitioner Org	Approval Process	Buyer Buyer Name	Proc Type	Est Total Amt
'002 Sep 10, 2007	Approved	261 Trobi, Afeni S	1.2.200		MASTER Pan, Peter A		418.00
00-0002 Mar 13, 2000	Approved	1JEAN Archer, 1JEAN O	1.1		A001 Asaka, Leslie S C.P.A.		29.26
2008-00001 Feb 6, 2008	Approved	DEPUY DePuy, Daniel Jr.	1.2.200	LEVEL01	KIMBA Coyote, Wiley E		1,003,200.00
97-00425 Feb 7, 1997	Approved	BUI001 BUILD, BRUNO B III	1	APPRV02			522.50
97-00431 Feb 11, 1997	Approved	BUI001 BUILD, BRUNO B III	1	APPRV02			1,000.00
97-00434 Feb 12, 1997	Approved	BUI001 BUILD, BRUNO B III	1	GEOFF			261.25
97-00438 Feb 18, 1997	Approved	BUI001 BUILD, BRUNO B III	1	GEOFF			1,306.25
97-00439 Feb 18, 1997	Approved	BUI001 BUILD, BRUNO B III	1	GEOFF			1,306.25
97-00455 Mar 5, 1997	Approved	SLATER Slater, Kirk C Phd.	1.3.310	RQ-APRVL			3,550.00
97-00458 Mar 11, 1997	Approved	SLATER Slater, Kirk C Phd.	1.3.310	GEOFF			104.50
97-00460 Mar 11,	Approved	SLATER	1.3.310	GEOFF			0.00

Page 1 of 17

Requisitions Report

The Requisitions report is one in a series of reports that allow users to start with a requisition and see the related Purchase Order, Voucher, and Check information.

Here is a visual of the drill-through path from the Requisitions report to the Check Detail.



Prompts

These are Requisitions prompts.

Prompt Message	Description
Company	Select the single company to use when running the report.
Primary group	Select the primary grouping for the report: ▪ Requisition ▪ Requisitioner ▪ Requisitioner Organization
Requisition status	Select one or more requisition statuses to use as a filter to include on the report. Options are:

Prompt Message	Description
	▪ Approved ▪ Closed ▪ In-Approval ▪ PO Generated ▪ Pending ▪ Rejected ▪ Voided
Select one or more requisition IDs	Enter a portion of one or more requisition IDs in the **Keywords** field to list requisitions to include on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Select one or more requisitioners	Enter a portion of one or more requisitioner names in the **Keywords** field to list requisitioners to include on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Select one or more requisitioner's organizations	Enter a portion of one or more organization IDs in the **Keywords** field to list requisitioner's organizations to include on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Select one or more projects	Enter a portion of one or more IDs in the **Keywords** field to list projects to include on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.

Sample Report

Sample Requisitions report.

Requisitions

1 Company 1 — Group By Requisition

Requisition	Rev	Status	Requisitioner	Trans Currency	Est Total Amt (Trans Curr)	Est Total Amt (Func Curr)	Requisition Date	Requisitioner Organization ID	Buyer	Approval Process	Entry User ID	Entry Date/ Time
'002	0	Approved	Pan, Peter A	USD	418.00	418.00	09/10/2007	1.2.200	MASTER		PTIBOR	09/10/2007 03:10:50
00-0002	0	Approved	Asaka, Leslie S C.P.A.	USD	29.26	29.26	03/13/2000	1.1	A001		HUYENP	03/13/2000 12:00:0
2008-00001	0	Approved	Coyote, Wiley E	USD	1,003,200.00	1,003,200.00	02/06/2008	1.2.200	KIMBA	LEVEL01	DELTEK	02/06/2008 06:33:7
97-00403	0	PO Generated	Johnson, Fred T Jr.	USD	1,611.76	1,611.76	06/02/1997	1.1.100	HARDWARE	RQ-APRVL	JONESG	02/05/1997 12:00:0
97-00404	0	PO Generated	Johnson, Fred T Jr.	USD	27,640.00	27,640.00	06/02/1997	1.2.200	HARDWARE	RQ-APRVL	PRITCHET	06/10/1997 12:00:0
97-00405	0	PO Generated	Pan, Peter A	USD	2,500.00	2,500.00	06/02/1997	1	MASTER	APPRV02	JONESG	05/09/1997 12:00:0
97-00425	0	Approved		USD	522.50	522.50	02/07/1997	1		APPRV02	JONESG	02/07/1997 12:00:0
97-00426	0	PO Generated	Pan, Peter A	USD	1,000.00	1,000.00	02/10/1997	1	MASTER	APPRV02	JONESG	02/10/1997 12:00:0
97-00427	0	PO Generated	Pan, Peter A	USD	1,000.00	1,000.00	02/10/1997	1	MASTER	APPRV02	JONESG	02/10/1997 12:00:0
97-00428	0	PO Generated	Pan, Peter A	USD	16,225.00	16,225.00	02/10/1997	1	MASTER	APPRV02	JONESG	02/10/1997 12:00:0
97-00430	2	PO Generated	Pan, Peter A	USD	23,500.00	23,500.00	02/10/1997	1	MASTER	APPRV02	JONESG	02/10/1997 12:00:0
97-00431	0	Approved		USD	1,000.00	1,000.00	02/11/1997	1		APPRV02	JONESG	02/12/1997 12:00:0
97-00434	2	Approved		USD	261.25	261.25	02/12/1997	1		GEOFF	JONESG	02/12/1997 12:00:0
97-00437	0	PO Generated	Pan, Peter A	USD	10,000.00	10,000.00	02/12/1997	1	MASTER	GEOFF	JONESG	02/12/1997 12:00:0
97-00438	0	Approved		USD	1,306.25	1,306.25	02/18/1997	1		GEOFF	JONESG	02/18/1997 12:00:0
97-00439	1	Approved		USD	1,306.25	1,306.25	02/18/1997	1		GEOFF	JONESG	02/18/1997 12:00:0

Page 1 of 19

Buyer Requisition Worksheet

The Buyer Requisition Worksheet provides buyers with the critical information needed to make buying decisions.

The buyer will be able to see past purchasing activity and approved vendor information for items listed on open, approved requisitions.

Prompts

Use the Buyer Requisition Worksheet prompts to configure the report.

Prompt Message	Description
Company	Select the single company to use when running the report.
Primary group	Select the primary group to sort on:

Prompt Message	Description
	■ Buyer ■ Item ■ Requisition
Requisition status	Select the status of the requisitions to include on the report: ■ Approved ■ In Approval ■ Pending
Number of PO lines to display	Enter the number of purchase order lines to display.
Number of vendor quote lines to display	Enter the number of vendor quote lines to display.
Number of RFQ lines to display	Enter the number of RFQ lines to display.
Exclude items older than	Enter the date to exclude older objects.
Select one or more requisitions	Enter a portion of one or more requisition IDs in the **Keywords** field and click **Search** to return requisitions to include on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Select one or more buyers	Enter a portion of one or more buyer IDs in the **Keywords** field and click **Search** to return buyers to include on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Include requisition lines with no items	Select whether or not to include requisition lines with no items.

Sample Report

Sample Buyer Requisition Worksheet report.

Buyer Requisition Worksheet

Company: 1 Company 1 | Group by Buyer

Buyer: MASTER Pan, Peter A

Requisition:	'002	Requisition Date:	09/10/2007	Requisitioner:	Pan, Peter A	Status:	Approved	Currency:	USD
		Estimate Cost:	418.00	Target Place Date:		Procurement Type:			

Requisition Details

Line: 1 **Item:** N70-1 **Rev:** Nokia N70 Music Edition **Target Place Date:**

Quantity: 1.00 **U/M** EA **Requested Date:** 09/10/2007 **Buyer:** MASTER

Procurement Type: **Inv Abbrev:**

Sugg Blanket PO: **Status:** Approved **Est Unit Cost:** 400.00

Manufacturer: **Mfg part:** **Rev:**

Pref Vendor: **Vend Part:** **Rev:**

Notes:

Internal Notes:

No Purchase Orders to satisfy result.

No Vendor Quotes to satisfy result.

No Requisition for Quotes to satisfy result.

Vendor	Vendor Name	Appr/ Pref	Size	Disadvantaged	Women	HBC/MI	HUBZone	Vet	Vet SD	ANC Indian
YUTADCO	Speed Yutadco	Y	L	N	N	N	N	N	N	N

Buyer Notes:

Page 1 of 2

Projects Reports

This section shows sample prompt screens and sample reports for the Projects reports.

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

- CER All
- CER Projects

Projects reports include the following:

- Project Status Report
- Burdened Labor and ODC's
- Labor Detail
- Labor Utilization

- PLC Exception Report for Missing Rates
- Project Master
- Project Percent Complete Report
- Project Revenue Summary with Backlog
- Time & Expense Charge Activity Report

Project Status Report

The Project Status Report 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.

This report enables you to link to the following information to drill through to more detail, as indicated in this table.

Name of Report That Opens (Drills Through) From the Project Status Report	How to Open this Report
General Ledger Detail	This report displays when you click the ODC account name. This will drill through to current period information only.
Voucher Detail	This report displays when you click the voucher number from the General Ledger Detail report.
Check Detail	This report displays when you click a voucher number from the Voucher Detail report.
Labor Detail	This report displays when you click the labor account name.
Organization List	This report displays when you click the project's owning organization.
Project Master Report	This report displays when you click the project ID or project name.
Purchase Orders	This report displays when you click the total commitments column.

Note: For those using the alternate project option in the Cognos reports, it is important to understand that the Framework Manager model and Project Status Report were developed assuming that the option in Costpoint to include lower-level projects is set to **No**.

When this option is set to **Yes**, amounts in Costpoint roll up from the child project up to the parent project that is linked to the alternate project before the amounts roll up again to the reporting level of the alternate project. Since the Framework Manager models and the Project Status Report were developed with the assumption that this option is set to **No**, if you have linked projects, this double rollup of amounts does not pass through to the Project Status Report.

You determine whether or not to include lower-level projects from the Manage Alternate Projects screen in Costpoint.

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

Use the Project Status Report prompts to configure the report.

Prompt Message	Description
Company	Select the single company to use when running the report.
Fiscal year	Select the fiscal year.
Period	Select the period.
Subperiod	Select the subperiod.
Primary group	Select the primary grouping for the report: ▪ Alternate Project ▪ Customer ▪ Owning Organization ▪ Performing Organization ▪ Project ▪ Project Manager ▪ Reorganization
Rate type	Select the rate type to include: ▪ **Actual**: Print the report using actual burden rates from the tables.

Prompt Message	Description
	▪ **Target**: Print the report using target burden rates from the tables.
Calculate profit as percentage of	Select whether to calculate profit as percent of: ▪ Costs ▪ Revenue
Column 1-7	Select the data you want the report to display in each column.
Project level	Select the project level at which you want the report printed. All lower levels will be rolled up for the report.
Organization level	Select the organization level at which you want the report printed. All lower levels will be rolled up for the report.
Account level	Select the account level at which you want the report printed. All lower levels will be rolled up for the report.
Limit projects	Enter a portion of one or more IDs or names in the **Keywords** field to narrow the search for values you selected in the previous field. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.

Sample Report

Sample Project Status Report.

Project Status Report

Company: 1   Company 1
By Project

For Fiscal Year 2014 Period 6 Subperiod 1

Project: CB38.007.02   TASK LEVEL-NON-LABOR

Project ID	CB38.007.02	Active (Y/N)	Active	Project Value Fee	0.00
Project Name	TASK LEVEL-NON-LABOR	Project Classification	DIRECT PROJECT	Project Value Cost	0.00
Organization ID	1.2.200 - Product Development	Project Type Desc	CPFF	Project Value Total Amount	0.00
Customer ID	BROOKE - BROOKE	Period of Performance:	-	Fee Funded	0.00
Prime Contract ID		Project Manager Name	Asaka, Leslie S C.P.A.	Cost Funded	0.00
Subcontractor ID		Rate Type:	Actual	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
Revenue	13,600.00	0.00	0.00	8,980.48	22,580.48
Award Fee	860.00	0.00	0.00	0.00	860.00
Total Revenue	**14,460.00**	**0.00**	**0.00**	**8,980.48**	**23,440.48**
Govt. - Travel - Meals	4,000.00	0.00	0.00	0.00	4,000.00
Govt. - Materials	4,000.00	0.00	0.00	0.00	4,000.00
Govt. - Subcontractors	3,000.00	0.00	0.00	0.00	3,000.00
Total Non-Labor Cost	**11,000.00**	**0.00**	**0.00**	**0.00**	**11,000.00**
G&A COST POOL	2,600.00	0.00	0.00	0.00	2,600.00
Total Indirect Cost	**2,600.00**	**0.00**	**0.00**	**0.00**	**2,600.00**
Total Expense	**13,600.00**	**0.00**	**0.00**	**0.00**	**13,600.00**
Profit $	860.00	0.00	0.00	8,980.48	9,840.48
Profit %	6.32%				72.36%

	Prior Year	Subperiod	Current Period	Year To Date	Contract To Date
Labor Hours	0.00	0.00	0.00	0.00	0.00
Units	0.00	0.00	0.00	0.00	0.00

Page 1 of ?

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; information that was previously unavailable in Costpoint.

This report utilizes specific tables, which need to be created by a specific process in Costpoint, relating to Deltek Cobra integration. 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 2007, Period 10, Subperiod 1, you must first run the Compute Cobra Burden Costs process for these projects for Fiscal Year 2007, Period 10, Subperiod 1. A project is identified as a Cobra program by checking the **Cobra Program** check box 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
Company	Select the company to use to run the report.
Fiscal Year	Select the fiscal year.
Period	Select the period.
Subperiod	Select the subperiod.
Rate Type	Select the rate type to include: ▪ **Actual**: Print the report using actual burden rates from the tables. ▪ **Target**: Print the report using target burden rates from the tables.
Primary Group	Select the primary grouping: ▪ Organization ▪ Project ▪ Project Manager
Secondary Group	Select a secondary sort, different from the primary, if desired: ▪ Labor Detail ▪ Organization ▪ Project Manager
Labor Category	Select **General Lab Cat** or **Project Lab Cat** to add a column that displays the general labor or project labor category associated with the detail line. Select **None** to hide this detail.
Limit Projects	Enter a portion of one or more project IDs or names in the **Keywords** field to narrow the primary group you selected in the previous field. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Display Burden Costs	Select **Yes** to display detailed burden costs. Select **No** to hide this detail.

Prompt Message	Description
Include the Following Details	Select one of these options to display detail: ▪ Account ▪ Labor ▪ Organization

Sample Report

Sample Burdened Labor and ODC's report.

Burdened Labor and ODC's

Company: 1 Company 1 — FY 2008 Period 1 Subperiod 1

Project	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
Summary													
1025 Pilot & Maintenance Train													
LABOR													
	VER ilago, forever a			480.77	0.00	480.77	0.00	480.77	0.00	0.00	0.00	480.77	0.00
LABOR				**480.77**	**0.00**	**480.77**	**0.00**	**480.77**	**0.00**	**0**	**0**	**480.77**	**0**
TOTAL for 1025 Pilot & Maintenance Train				**480.77**	**0.00**	**480.77**	**0.00**	**480.77**	**0.00**	**0.00**	**0.00**	**480.77**	**0.00**
AR40 top level													
LABOR													
	1JEAN Archer, 1JEAN O			2,500.00	6,875.00	2,500.00	6,875.00	2,500.00	6,875.00	0.00	0.00	2,500.00	6,875.00
	2JEAN Watson, Marcia			2,500.00	6,875.00	2,500.00	6,875.00	2,500.00	6,875.00	0.00	0.00	2,500.00	6,875.00
LABOR				**5,000.00**	**13,750.00**	**5,000.00**	**13,750.00**	**5,000.00**	**13,750.00**	**0**	**0**	**5,000**	**13,750**
NON-LABOR													
				5,000.00	0.00	5,000.00	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00
				5,000.00	13,750.00	5,000.00	13,750.00	5,000.00	13,750.00	0.00	0.00	5,000.00	13,750.00
NON-LABOR				**10,000.00**	**13,750.00**	**10,000.00**	**13,750.00**	**10,000.00**	**13,750.00**	**0**	**0**	**10,000**	**13,750**
TOTAL for AR40 top level				**15,000.00**	**27,500.00**	**15,000.00**	**27,500.00**	**15,000.00**	**27,500.00**	**0.00**	**0.00**	**15,000.00**	**27,500.00**
JT26 JT PROJECT													

Page 1 of 2

Labor Detail Report

The Labor Detail report provides a detailed look at the labor activity related to a project.

It can be used 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
Company	Select one company from the list.
Fiscal year	Select the fiscal year.
Starting period	Select the starting period to use on the report.
Ending period	Select the ending period.
Primary group	Select the primary grouping: ▪ Organization ▪ Project ▪ Project Manager ▪ Reorganization
Limit projects	Enter a portion of one or more IDs or names in the **Keywords** field to display a list of records from the primary group so you can select the one you want to view on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.

> **Note:** To optimize the display of project IDs in **Limit projects** when you select project as the primary group, 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

Sample Labor Detail report.

Labor Detail

Company: 1 Company 1 FY 1994 Period between 1 and 1

Account	Account Name	Employee ID	Employee Name	Labor Code	Labor Description	PD Actual Hours	PD Allowable Hours	PD Actual Amount	Revenue Rate	Revenue Amount
1003.001.10 - Concrete Base Repair										
05000-010	Govt. - Direct Labor Eng	DRESKIN	Dreskin, Anita J	AD	Administrative	0.00	0.00	0.00		
05000-010	Govt. - Direct Labor Eng	DRESKIN	Dreskin, Anita J	CA	Contract Admin.	0.00	0.00	0.00		
05000-010	Govt. - Direct Labor Eng	LANGSTON	Langston, Hope M	EN	Engineer	0.00	0.00	0.00		
05000-010	Govt. - Direct Labor Eng	LANGSTON	Langston, Hope M	SE	Senior Engineer	0.00	0.00	0.00		
05020	Govt. - Consultants	LANGSTON	Langston, Hope M	PS	Procurement Specialist	112.00	0.00	1,500.00		
05040	Govt. - Subcontractors	BEEMER	Beemer, Edward	PS	Procurement Specialist	56.00	0.00	1,500.00		
					Total for 1003.001.10 - Concrete Base Repair	**168.00**	**0.00**	**3,000.00**		
1003.002.10 - Scaffold Attachment										
05020	Govt. - Consultants	LANGSTON	EDWARD J. LANGSTON	PS	Procurement Specialist	24.00	0.00	480.00		
					Total for 1003.002.10 - Scaffold Attachment	**24.00**	**0.00**	**480.00**		
1003.003.10 - Mechanical Interface										
05000-010	Govt. - Direct Labor Eng	DRESKIN	Dreskin, Anita J	AD	Administrative	0.00	0.00	0.00		
05000-010	Govt. - Direct Labor Eng	DRESKIN	Dreskin, Anita J	CA	Contract Admin.	0.00	0.00	0.00		
05000-010	Govt. - Direct Labor Eng	DWORKIN	Dworkin, Vada L	PS	Procurement Specialist	0.00	0.00	0.00		
05000-010	Govt. - Direct Labor Eng	LANGSTON	Langston, Hope M	EN	Engineer	0.00	0.00	0.00		
05000-010	Govt. - Direct Labor Eng	LANGSTON	Langston, Hope M	SE	Senior Engineer	0.00	0.00	0.00		
					Total for 1003.003.10 - Mechanical Interface	**0.00**	**0.00**	**0.00**		
1007.001.10 - Building Base Repair										
05020	Govt. - Consultants	LANGSTON	Langston, Hope M			40.00	0.00	1,500.00		
					Total for 1007.001.10 - Building Base Repair	**40.00**	**0.00**	**1,500.00**		
CHEV - BLAZER96										
05000-010	Govt. - Direct Labor Eng	1M-ARQ	Advanced Research Quest			5.00	0.00	5,000.00		
					Total for CHEV - BLAZER96	**5.00**	**0.00**	**5,000.00**		
CHEV.0001.01 - BLAZER-1/1										
05000-015-10000	Engineering Labor	Q002	Ashton, Paul			15.00	0.00	15,000.00		
					Total for CHEV.0001.01 - BLAZER-1/1	**15.00**	**0.00**	**15,000.00**		
CHEV.0002 - BLAZER-002										
05000-011	Govt. - Unallowable Labor	DAVIS	Davis, Willie			5.00	0.00	5,000.00		
05000-015-20000	Manufacturing Labor	BASINGER	Basinger, Lisa B			2.00	0.00	2,000.00		
					Total for CHEV.0002 - BLAZER-002	**7.00**	**0.00**	**7,000.00**		
CHEV.0002.01 - BLAZER-002/1										
05000-020	Govt. - Direct Labor Mfg	BUI001	BUILD, BRUNO B III			26.00	0.00	26,000.00		
					Total for CHEV.0002.01 - BLAZER-002/1	**26.00**	**0.00**	**26,000.00**		
CHEV.0002.02 - BLAZER-002/2										
05000-001	Govt. - Part-Time Labor	Q004	Brando, Cody			15.75	0.00	15,757.00		
					Total for CHEV.0002.02 - BLAZER-002/2	**15.75**	**0.00**	**15,757.00**		
GALE.678901234567890123456 7890 - test proj length										

Page 1 of 5

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 check boxes. 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, let us use 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 check box prompt.

Prompts

Use the Labor Utilization prompts to configure the report.

Prompt Message	Description
Company	Select the company to use to run the report.
Fiscal Year	Select the fiscal year.

Prompt Message	Description
Period	Select the period.
Subperiod	Select the subperiod.
Primary group	Select the primary grouping: ▪ Employee ID ▪ Employee Name ▪ Home Organization
Secondary sort	Select the secondary sort: ▪ None ▪ Employee ID ▪ Employee Name
Include as direct hours	Select one or more options from the list. Click the **Select all** link to select all options.
Report version	Select one of the options for the report view: ▪ Summary Report ▪ PTD by Project Classification ▪ YTD by Project Classification
Limit home organizations	Enter a portion of one or more IDs or names in the **Keywords** field to narrow the primary group you selected in the previous field. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.

Sample Report

Sample Labor Utilization report.

Labor Utilization

Company : 1 Company 1

By Home Organization, Employee Name
Accounting Period : 01/31/01
Subperiod 1 to 1

Employee Name		Accounting Period to Date: Direct Hours	Indirect Hours	Total Hours	DL Util	Fiscal YTD: Direct Hours	Indirect Hours	Total Hours	DL Util
Home Organization : 1									
Holleman, Rochelle D		220.00	0.00	220.00	100.00%	220.00	0.00	220.00	100.00%
Wright, Andre J		40.00	0.00	40.00	100.00%	40.00	0.00	40.00	100.00%
	Total :	**260.00**	**0.00**	**260.00**	**100.00%**	**260.00**	**0.00**	**260.00**	**100.00%**
Home Organization : 1.1									
Ashton, Paul ESQ.		95.00	0.00	95.00	100.00%	145.00	0.00	145.00	100.00%
	Total :	**95.00**	**0.00**	**95.00**	**100.00%**	**145.00**	**0.00**	**145.00**	**100.00%**
Home Organization : 1.1.110									
Beemer, Edward		260.00	(20.00)	240.00	108.33%	320.00	(20.00)	300.00	106.67%
	Total :	**260.00**	**(20.00)**	**240.00**	**108.33%**	**320.00**	**(20.00)**	**300.00**	**106.67%**
Home Organization : 1.1.130									
Butler, Leslie M.D.		100.00	0.00	100.00	100.00%	160.00	0.00	160.00	100.00%
	Total :	**100.00**	**0.00**	**100.00**	**100.00%**	**160.00**	**0.00**	**160.00**	**100.00%**
Employee(s) : 5	**Totals :**	**715.00**	**(20.00)**	**695.00**	**102.88%**	**885.00**	**(20.00)**	**865.00**	**102.31%**

Page 1 of 1

PLC Exception Report for Missing Rates

The PLC Exception Report for Missing Rates report provides a list of employees, grouped by project and PLC, with revenue rates of zero.

This information can help you determine if there is an error in the revenue rate, before revenue and billing are computed.

Prompts

Use the PLC Exception Report for Missing Rates prompts to configure the report.

Prompt Message	Description
Company	Select the company to use to run the report.
Fiscal Year	Select the fiscal year.
Period	Select the period.
Subperiod	Select the subperiod.
Select one or more projects	Enter a portion of one or more project IDs or names in the **Keywords** field to include on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Select one or more employees	Enter a portion of one or more employee IDs or names in the **Keywords** field to include on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.

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 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

Sample PLC Exception Report for Missing Rates report.

PLC Exception Report for Missing Rates

1 - Company 1 FY 2007, PD 1 , SubPD 1

Project	Project Name	Revenue Formula	PLC	PLC Description	Employee	Employee Name	Actual Hours	Revenue Rate
BC01	TEST FOR PROJ 25586	LLRCINBF	AC	ACCOUNTANT	1JEAN	1JEAN Archer	20.00	0.00
FC40.001	PJ040 ML	LLRCINL		ACCOUNTANT	2JEAN	Marcia Watson	56.00	0.00
FC40.001	PJ040 ML	LLRCINL		ACCOUNTANT	BARBA	KATHERINE BARBA	8.00	0.00
							PLC Count:	**3**
BC01	TEST FOR PROJ 25586	LLRCINBF	AD	Administrative	2JEAN	Marcia Watson	20.00	0.00
FC40.001	PJ040 ML	LLRCINL		Administrative	BARBA	KATHERINE BARBA	56.00	0.00
FC40.001	PJ040 ML	LLRCINL		Administrative	WINKO	Michael Winkel	16.00	0.00
							PLC Count:	**3**
							Total PLC Count:	**6**

Page 1 of 1

Project Master

The Project Master report is a one-page form report that contains project master file information.

Users can click links in this report to see more detailed information regarding the project. This report is used as a drill-through 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 is divided into three sections: a section containing basic project information, one containing charging information, and another containing billing and revenue information. The report also displays the project hierarchy for the whole project structure.

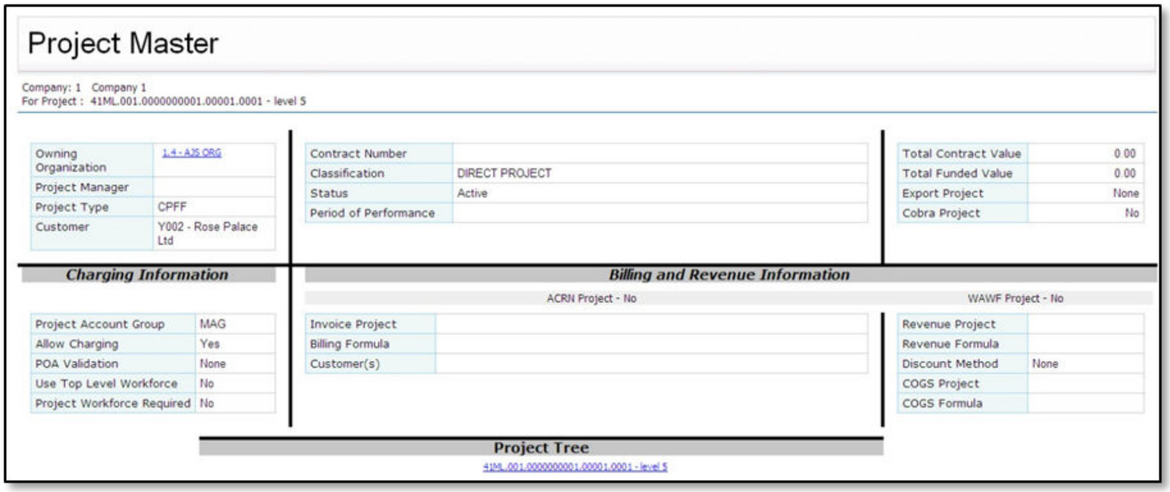
Prompts

Use the Project Master prompts to configure the report.

Prompt Message	Description
Company	Select the company to use to run the report.
Project level	Select the project level at which you want the report printed. All lower levels will be rolled up for the report.
Primary group	Select the primary grouping: ▪ Customer ▪ Project ▪ Project Classification ▪ Project Manager ▪ Project Type
Limit projects	Enter a portion of one or more IDs or names in the **Keywords** field to narrow the primary group you selected in the previous field. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.

Sample Report

Sample Project Master report.



Project Master

Company: 1 Company 1
For Project : 41ML.001.0000000001.00001.0001 - level 5

Owning Organization	1.4 - AJS ORG
Project Manager	
Project Type	CPFF
Customer	Y002 - Rose Palace Ltd

Contract Number	
Classification	DIRECT PROJECT
Status	Active
Period of Performance	

Total Contract Value	0.00
Total Funded Value	0.00
Export Project	None
Cobra Project	No

Charging Information

Project Account Group	MAG
Allow Charging	Yes
POA Validation	None
Use Top Level Workforce	No
Project Workforce Required	No

Billing and Revenue Information

ACRN Project - No

Invoice Project	
Billing Formula	
Customer(s)	

WAWF Project - No

Revenue Project	
Revenue Formula	
Discount Method	None
COGS Project	
COGS Formula	

Project Tree

41ML.001.0000000001.00001.0001 - level 5

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 (for example, 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 only a reflection of what is stored at a particular level and below. If amounts are stored at a higher level, they will not be reflected.

> **Note:** For those using the alternate project option in the Cognos reports, it is important to understand that the framework manager model and Project Percent Complete Report were developed assuming that the option in Costpoint to include lower-level projects is set to **No**.
>
> When this option is set to **Yes**, amounts in Costpoint roll up from the child project up to the parent project that is linked to the alternate project before the amounts roll up again to the reporting level of the alternate project. Since the framework manager models and the project status report were developed with the assumption that this option is set to **No**, if you have linked projects, this double rollup of amounts does not pass through to the Project Percent Complete Report.
>
> You determine whether or not to include lower-level projects from the Manage Alternate Projects screen in Costpoint.

Before You Run the Report

Certain steps must be performed 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** check box selected)

Prompts

Use the Project Percent Complete Report prompts to configure the report.

Prompt Message	Description
Company	Select the company to use to run the report.
Fiscal year	Select the fiscal year.
Period	Select the period.
Subperiod	Select the subperiod. If adjustment subperiods are available for the selected period, they are displayed in the **Subperiod** drop-down list including the adjustment period type which can either be **Interim** or **Final**. For example: ▪ Interim adjustment period 1 will display as **1 Adj Pd - Interim**. ▪ Final adjustment period 1 will display as **1 Adj Pd - Final**.
Primary group	Select the primary grouping for the report: ▪ Alternate Project ▪ Organization - Owning ▪ Organization - Performing ▪ Project ▪ Project Manager ▪ Reorganization Reorganization, Alternate Project, and Project Manager are optional prompts that require some prior setup in Costpoint before you can use them.

Prompt Message	Description
	To use Reorganization, first establish Reorganization structure in **Accounting** » **General Ledger** » **Reorganizations**. To use Alternate Project, first establish alternate project structure in **Projects** » **Project Setup** » **Alternate Projects**. To use Project Managers, link project managers to projects on the Manage Project User Flow screen in Costpoint.
Rate type	Select the rate type to include: ▪ **Actual**: Print the report using actual burden rates from the tables. ▪ **Target**: Print the report using target burden rates from the tables.
Basis	Choose one of the following: ▪ **Contract Value**: Select this option to include projects on the report that compute and post revenue based on the signed value of the project. ▪ **Funded Value**: Select this option to include projects on the report that compute and post revenue based on the funded value of the project.
Operator	Select one of the following to indicate the relation to the percent complete: ▪ Greater than or Equal To ▪ Less than or Equal To ▪ Equal to ▪ None (Show All)
Percent complete	Enter a value as a percentage of total project work completed.
Revenue level	Select **Yes** to display project data at the revenue level.
Project level	Select the project level at which you want the report printed. All lower levels will be rolled up for the report.
Organization level	Select the organization level at which you want the report printed. All lower levels will be rolled up for the report.
Limit projects	Enter a portion of one or more project IDs in the **Keywords** field and click **Search** to list projects to include on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.

Sample Report

Sample Project Percent Complete Report.

Project Percent Complete Report

Company: 1 Company 1 For FY 2013 Period 1 Subperiod 1 Ending 01/07/13
By:Project

Project Number	Project Name	Contract to Date Revenue	Contract Value	Percent Complete	Contract Start Date	Contract End Date
0100	YVONNES PROJECT	100.00	1.00	10,000.00%		
1007.001.10	Bulding Base Repair	250,785.55	150,000.00	167.19%	01/01/1988	12/31/1996
AKBL.001	Task 1	73,599.00	6,000.00	1,226.65%	01/01/2006	12/31/2013
GP01.02	GP01, LEVEL 2B	50,000.00	50,000.00	100.00%	01/01/2000	02/29/2004
GP08.04.A	GP08, LEVEL 3D	50,000.00	50,000.00	100.00%	01/01/2000	02/29/2004
GP21.01	GP21, LEVEL 2A	50,000.00	50,000.00	100.00%	01/01/2000	02/29/2004
GP21.02	GP21, LEVEL 2B	50,000.00	50,000.00	100.00%	01/01/2000	02/29/2004
GP21.03	GP21, LEVEL 2C	100,000.00	50,000.00	200.00%	01/01/2000	02/29/2004
MJS1	Work In Process	8,321.62	1,500.00	554.77%	06/01/2007	12/31/2007
MLR0.001	Task 1	7,748.02	5,000.00	154.96%	01/01/2005	12/31/2020
MLR0.002	Task 2	13,074.02	6,500.00	201.14%	01/01/2005	12/31/2020
TRCE.001	POST REV TESTING 26685 RL	7,841.69	5,100.00	153.76%	01/01/2007	12/31/2007
TW01.01	TW 1, Task 1	19,200.00	10,000.00	192.00%	03/01/1993	02/28/1998
TW04.01	TW 4, Task 1	50,250.00	5,000.00	1,005.00%	01/01/1996	12/31/1998
TW09.01	TW Tour, Task 1	25,000.00	10,000.00	250.00%	07/01/1994	06/30/1999
	Total:	755,919.90	449,101.00			
	Grand Total:	**755,919.90**	**449,101.00**			

Page 1 of 1

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 only a reflection of 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.

> **Note:** For those using the alternate project option in the Cognos reports, it is important to understand that the framework manager model and Project Revenue Summary with Backlog Report were developed assuming that the option in Costpoint to include lower-level projects is set to **No**.
>
> When this option is set to **Yes**, amounts in Costpoint roll up from the child project up to the parent project that is linked to the alternate project before the amounts roll up again to the reporting level of the alternate project. Since the framework manager models and the project status report were developed with the assumption that this option is set to **No**, if you have linked projects, this double rollup of amounts does not pass through to the Project Revenue Summary with Backlog Report.
>
> You determine whether or not to include lower-level projects from the Manage Alternate Projects screen in Costpoint.

Before You Run the Report

Certain steps must be performed before you run this report.

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 using Standard Budgeting (Budgeting and ETC Module)
    - Manage Project Total Budget or Manage Project Budgets by Period
    - Update Budget Report Tables
  - If using Advance Budgeting (Advanced Project Budgeting)
    - Manage Project Budgets and ETC
    - Create PSR Budget Report Tables

- If you are reporting a backlog, the **Contract Value** and/or **Funded Value** amounts must be entered on the Manage Modifications screen prior to updating and creating the project report tables.

Prompts

Use the Project Revenue Summary with Backlog prompts to run the report.

Prompt Message	Description
Company	Select the company to use to run the report.
Fiscal year	Select the fiscal year.
Period	Select the period.
Subperiod	Select the subperiod. If adjustment subperiods are available for the selected period, they are displayed in the **Subperiod** drop-down list including the adjustment period type which can either be **Interim** or **Final**. For example: ▪ Interim adjustment subperiod 1 will display as **3 Adj Pd - Interim**. ▪ Final adjustment period 1 will display as **Adj Pd - Final**.
Primary group	Select the primary grouping for the report: ▪ Alternate Project ▪ Organization - Owning ▪ Organization - Performing ▪ Project ▪ Project Classification ▪ Project Manager ▪ Project Type ▪ Reorganization Reorganization, Alternate Project, and Project Manager are optional prompts that require some prior setup in Costpoint before you can use them. To use Reorganization, first establish Reorganization structure in **Accounting** » **General Ledger** » **Reorganizations**. To use Alternate Project, first establish alternate project structure in **Projects** » **Project Setup** » **Alternate Reporting**. To use Project Managers, link project managers to projects on the Manage Project User Flow screen in Costpoint.

Prompt Message	Description
Rate type	Select the rate type to include: ▪ **Actual**: Print the report using actual burden rates from the tables. ▪ **Target**: Print the report using target burden rates from the tables. ▪ **Actual/Target**: Print the report using both actual and target burden rates from the tables.
Columns to display	Select the data you want to display from the list of columns.
Revenue level	Select **Yes** to display project data at revenue level. Select **No** and then select a project level in the next field to display data at project level.
Project level	Select the project level at which you want the report printed. All lower levels will be rolled up for the report.
Organization level	Select the organization level at which you want the report printed. All lower levels will be rolled up for the report.
Limit projects	Enter a portion of one or more project IDs in the **Keywords** field and click **Search** to list projects to include on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Include	Select the types of projects to include: ▪ Active projects only ▪ Billable projects only
Project page break	Specify whether or not page breaks per project will be included in the report.

Sample Report

Sample Project Revenue Summary with Backlog report.

Project Revenue Summary with Backlog

Company: 1 Company 1
By Project

For Fiscal Year 1994 Period 1 SubPeriod 1

Project Number	Project Name	Period Costs	Period Profit	Subperiod Award Fee	Subperiod Cost Variance	Subperiod Costs	Year to Date Costs	Year to Date Profit	Year to Date Revenue
Projects									
0100	YVONNE'S PROJECT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0300	PHELPS Project - CPFF/TLB	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0300.001	PHELPS Project-R1 CPFF/TL	1,255.89	39.26	0.00	(1,255.89)	1,255.89	1,255.89	39.26	1,295.15
0400	PHELPS Project - T&M/TLB	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0400.001	PHELPS Project T1-T&M/TLB	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0400.002	PHELPS Project T2-T&M/TLB	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0400.003	PHELPS Project T3-T&M/TLB	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0500	PHELPS Project - UNITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0600	PHELPS Project - PRGPMT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0800	PHELPS Project - LLB	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0800.001	PHELPS Project-D01-FP/LLB	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0800.002	PHELPS ProjectDO2-T&M/LLB	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0900	PHELPS Project-CPFF Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1003	Launch Maintenance Suppt	209.32	(209.32)	0.00	(212.20)	209.32	209.32	(209.32)	0.00
1003.001	Launchpad Preparation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1003.002	Scaffold Structure Maint	4,089.59	(34.36)	0.00	(4,089.59)	4,089.59	4,089.59	(34.36)	4,055.23
1003.002.10	Scaffold Attachment	57,046.35	(19,788.61)	0.00	(57,046.35)	57,046.35	57,046.35	(19,788.61)	37,257.74
1003.003	Spacecraft Interface Syst	22,369.35	1,691.49	0.00	(22,677.34)	22,369.35	22,369.35	1,691.49	24,060.84
1003.003.10	Mechanical Interface	38,877.04	(9,507.90)	0.00	(33,648.04)	38,877.04	38,877.04	(9,507.90)	29,369.14
1003.003.20	Computer Interface	75,367.52	(31,941.55)	0.00	(75,367.52)	75,367.52	75,367.52	(31,941.55)	43,425.97
1003.004	Launchpad Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1003.004.10	Mechanical Maint	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1003.004.20	Cable Maint	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1006	Ramjet Engine Development	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1006.001	Prototype Development	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1006.001.10	Prototype Design	172,452.40	15,918.03	0.00	(174,814.03)	172,452.40	172,452.40	15,918.03	188,370.43
1006.001.20	Build Prototype	184,073.19	(184,073.19)	0.00	(184,073.19)	184,073.19	184,073.19	(184,073.19)	0.00
1006.002	Prototype Testing	8,929.74	456.26	0.00	(8,929.74)	8,929.74	8,929.74	456.26	9,386.00
1006.002.10	Testing	51,214.84	2,616.83	0.00	(51,214.84)	51,214.84	51,214.84	2,616.83	53,831.67
1007	Building Maintenance Supp	24,757.38	(24,757.38)	0.00	(24,757.38)	24,757.38	24,757.38	(24,757.38)	0.00
1007.001.10	Building Base Repair	238,022.55	(1,839.72)	0.00	(238,022.55)	238,022.55	238,022.55	(1,839.72)	236,182.83
1007.002	Building Structure Mainte	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1007.002.10	Building Attachment	188,012.69	(1,579.48)	0.00	(188,012.69)	188,012.69	188,012.69	(1,579.48)	186,433.21
1007.003	Building Interface System	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1007.003.10	Building Interface	98,694.43	(829.13)	0.00	(98,694.43)	98,694.43	98,694.43	(829.13)	97,865.30
1007.003.20	Building Computer Interfa	38,657.90	(181.02)	0.00	(38,657.90)	38,657.90	38,657.90	(181.02)	38,476.88
1008	Engine Manufacturing	20,175.84	(20,175.84)	0.00	(20,175.84)	20,175.84	20,175.84	(20,175.84)	0.00
1008.001	Engine Manufacturing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1009.001.10	Electronic Base Repair	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1010	Land Escavation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1010.001	California Sites	0.00	350,455.00	0.00	0.00	0.00	0.00	350,455.00	350,455.00
1010.001.10	Los Angeles	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1010.002	Michigan Sites	0.00	15,000.00	0.00	0.00	0.00	0.00	15,000.00	15,000.00
1010.003	New York Sites	0.00	112,500.00	0.00	0.00	0.00	0.00	112,500.00	112,500.00
1010.003.10	Long Island	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1443	Progress Payment	28,877.55	(28,877.55)	0.00	(28,877.55)	28,877.55	28,877.55	(28,877.55)	0.00
1756.1000	Maint - CO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1756.1000.010	AC Wing Fix	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1756.2000	Navy Maint - Wy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1899	Tactical War Simulation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1950.001	Torpedo Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1950.002	Periscope Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1X00.021	1X00.021 21 I/C SENDER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2001	Hazardous Matls Cleanup	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2001.001	Northwest Region Sites	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2520	Interstate Road Maint	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2534	testing bug	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2RTE	PJ040 EAWARD FEE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3420.001.001	Manufacture Guns	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3420.001.002	Artillary Testing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3420.002.001	Assemble Instruments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3420.002.002	Screen Design	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3510	Atlanta Research	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4000	LNR Test	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4000.A	ETTTTTTTTTTTTTTTTP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Page 1 of 11

Time & Expense Charge Activity Report

The Time & Expense Charge Activity report allows you to run a report that will display hours entered, expenses charged, and billable amounts for employees, by project.

The information in this report is pulled from Deltek Time and Expense and includes information from both timesheets and expense reports. You have the option to include processed and/or unprocessed data in this report.

Before You Run the Report

Certain processes must be performed before you run this report.

Because this report contains sensitive labor information, you may decide to restrict it to selected individuals.

This report may contain Unposted (unprocessed) information, which may change any time new postings are made. Unprocessed Hours include both Open (O) and Sent (S) T&E.TS_CELL.S_CELL_STATUS_CD. Unprocessed Expenses include both Under Review (U) and Approved (A) T&E.EXP_RPT.S_EXP_RPT_STATUS_CD.

You must set up the following or run the following processes in Costpoint:

- You must be using both Time & Expense and Costpoint.
- The report is designed with the idea that the primary way to break out labor is PLC. However, the report will also function without PLCs.
- You should be using Billable Labor Rates. You must execute the Load Labor Rates process to populate the rates tables. You must also run the Retrieve Labor Rates process from **Projects** » **Budgeting and ETC** » **Budget Interfaces**.

Prompts

Use the Time & Expense Charge Activity Report prompts to configure the report.

Prompt Message	Description
Company	Select the Costpoint company to use to run the report.
Start date	Select a starting date.
End date	Select an ending date.
Primary group	Select **Organization** or **Project** to designate the major grouping for the report.
Status	Select one or both options for the type of labor to include on the report: ▪ Processed ▪ Unprocessed
Columns to display	Select the columns to include in the report:

Prompt Message	Description
	▪ Labor Hours ▪ Labor Amount ▪ Bill Amount ▪ Expense Amount
Limit projects	Enter a portion of one or more project or organization IDs in the **Keywords** field and click **Search** to list the projects or organizations to include on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Select one or more employees	Enter a portion of one or more employee IDs in the **Keywords** field and click **Search** to list employees to include on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.

Note: To optimize the display of project IDs in **Limit projects**, 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

Sample Time & Expense Charge Activity Report.

Time & Expense Charge Activity Report

Company: 1 Company 1 From Apr 1, 2008 to May 29, 2008

For Project 1003 - Launch Maintenance Suppt

1003 Launch Maintenance Suppt

	Labor Hours	Labor Amount	Billing Amount	Expense Amount
Dizon, Ronald (DUCK01) (DUCK01)	0.00	0.00		1,000.00
Subtotal	**0.00**	**0.00**		**1,000.00**
Total 1003 Launch Maintenance Suppt	**0.00**	**0.00**		**1,000.00**

Page 1 of 1

Purchasing Reports

This section shows sample prompt screens and sample reports for the Purchasing reports.

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

- CER All
- CER Materials

Purchasing reports include the following:

- Purchase Order
- PO Commitments Detail

Certain purchasing reports are drill-thru only, meaning that they are not intended to be run on their own, but accessed by clicking links from other, parent reports.

Purchase Order

The Purchase Order report provides you with a basic purchase order format and the flexibility to customize the report by selecting the additional information you need at the header and line levels.

This report is written with US dollars as the currency.

Prompts

Use the Purchase Order prompts to configure the report.

Prompt Message	Description
Company	Select the company to use to run the report.
Include previously printed PO's	Select an option to specify whether or not POs that have been printed before will be included in the report.
Include blanket PO's	Select an option to specify whether or not blanket POs will be included in the report.
Include subcontract PO's	Select an option to specify whether or not subcontract POs will be included in the report.
Include project account org breakdown	Select an option to specify whether or not the project account organization breakdown will be included in the report.
Print the original due date	Select an option to specify whether or not the original due date will be printed.
Print the misc type code	Select **Yes** or **No** to specify whether the misc type code will be printed.
Position of header notes	Specify where to place the header notes on the report. Select **Top** or **Bottom**.

Prompt Message	Description
Position of standard text	Specify where to place standard text on the report. Select **Top** or **Bottom**.
Select one or more PO's	Enter a portion of one or more purchase order IDs in the **Keywords** field and click **Search** to list purchase orders to include on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Select one or more PO release numbers	Enter a portion of one or more PO release numbers in the **Keywords** field and click **Search** to list PO release numbers to include on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Select one or more buyer IDs	Enter a portion of one or more buyer IDs in the **Keywords** field and click **Search** to list buyers to include on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Select the return address branch location	Enter a portion of one or more address codes in the **Keywords** field and click **Search** to list addresses to include on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Select the transaction currency of PO's	Enter a portion of one or more transaction currencies in the **Keywords** field and click **Search** to list purchase orders to include on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.

Sample Report

Sample PO - PO Header and Line Detail - DT report.

Purchase Order : 8-0521

Date Printed: May 29, 2008

Order To: DELTA DYNAMICS2DD
856 Wicola
Vienna, VA, 22180
United States of America

Ship To: Tyson Corner Center
8500 Greensboro Drive
Suite 400
McLean, VA, 22103
United States of America

Contact: Jose Rizal

ORDER DATE	BUYER	TERMS	FOB	SALES ORDER	SHIP VIA	DELIVERY TO
05/23/08	Trobi, Afeni S	NET 30				

LINE	ITEM/ DESCRIPTION	REV	U/ M	DUE DATE	DESIRED DATE	QUANTITY	NET UNIT COST	EXTENDED COST

CONFIRMATION

1	PT1207		EA	09/30/07	09/30/07	2.0000	10.0000	20.00

Platinum Flakes with Density of #.300 **Tax:** 0.90

QC Insp Required

100.00% **AOP:** 05230 1.2.200 5150.001

PO Total Amt:	**20.00**
PO Total Tax:	**0.90**
	20.90

Authorized Signature (s)

PO Commitments Detail Report

The PO Commitments Detail report provides the details of the purchase order commitments that are shown on the Project Status Report and serves as a drill-through report for that report.

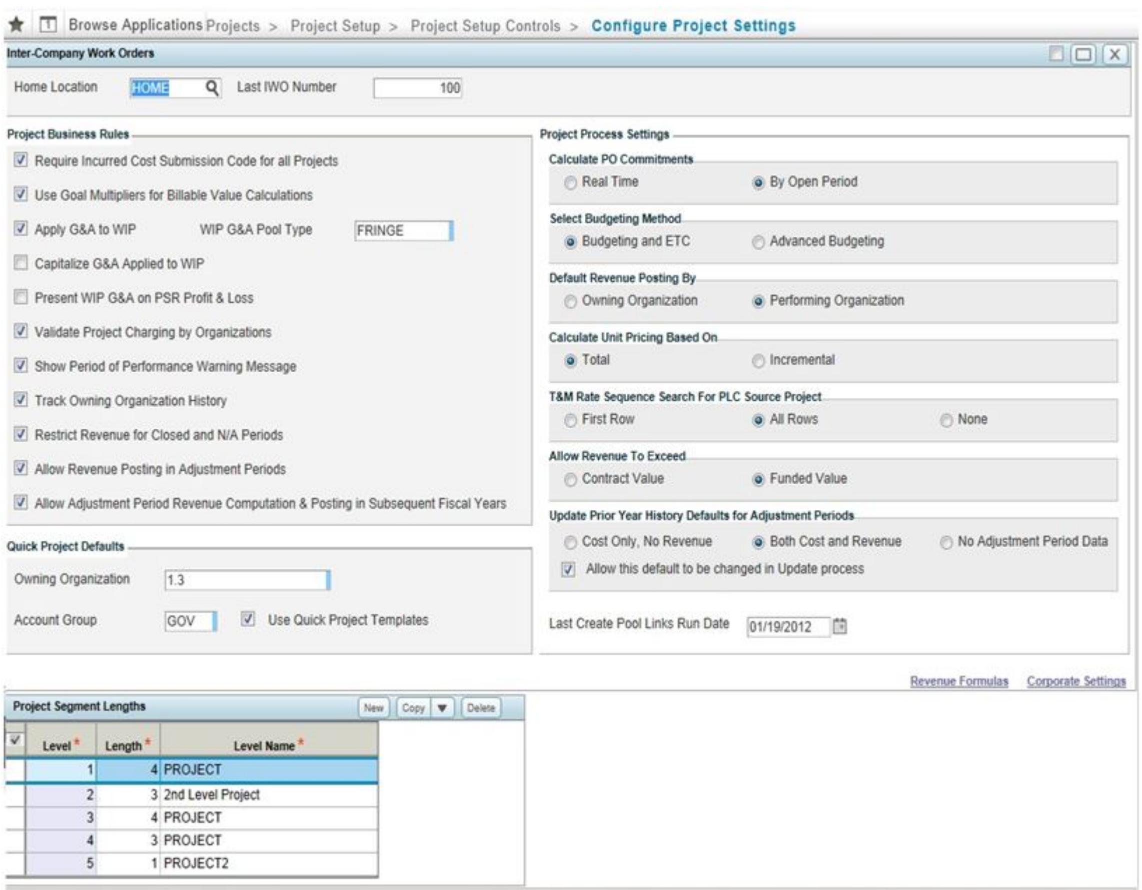
It can be used as a stand-alone report or as a drill-through target from other reports.

Before You Run This Report

You must establish how to calculate purchase order commitments from the Configure Project Settings screen in Costpoint before running the Purchase Order Commitments Detail Report.

Options in the Calculate PO Commitments area are:

- **Real Time** — If this option is selected, the commitments data is stored in the PO_RT_COMMIT_SUM and PO_RT_COMMIT_DETL tables. When this method is selected, 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 Open Period** — If this option is selected, the commitments data is stored in the PO_COMMIT_SUM and PO_COMMIT_DETL tables. When this method is selected, the report calculates by fiscal year, period, and subperiod, and you must enter information for these prompts, which display when you select a company.



Prompts

Use the PO Commitments Detail prompts to configure the report.

Prompt Message	Description
Company	Select the company to include on the report.
Fiscal year	Enter the fiscal year to use for the report. This option displays only if **By Open Period** is selected in the **Calculate PO Commitments** area of the Costpoint Configure Project Settings screen.
Period	Select the period to use for the report. This option displays only if **By Open Period** is selected in the **Calculate PO Commitments** area of the Costpoint Configure Project Settings screen.
Subperiod	Select the subperiod to use. This option displays only if **By Open Period** is selected in the **Calculate PO Commitments** area of the Costpoint Configure Project Settings screen.
Project	Enter a portion of one or more project IDs in the **Keywords** field and click **Search** to list projects to include on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Account	Enter a portion of one or more account IDs in the **Keywords** field and click **Search** to list accounts to include on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.

Note: To optimize the display of project IDs in **Select Project**, 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

Sample PO Commitments Detail report.

PO Commitments Detail

Company: 1 Company 1

For Project 1003 - Launch Maintenance Suppt

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
1003: Launch Maintenance Suppt												
ARC2	P	CBS Software Inc.	05010-100	Govt. - Travel - Airfare	1.2.210	Field Operations	1.00	0.00	0.00	6.00	0.00	7.00
ARC3COMBO	P	CBS Software Inc.	05010-100	Govt. - Travel - Airfare	1.2.210	Field Operations	0.50	0.00	0.00	0.00	0.00	0.50
Subtotal for 1003							1.50	0.00	0.00	6.00	0.00	7.50
1003.001: Launchpad Preparation												
ARC4PROJ	P	CBS Software Inc.	05010-100	Govt. - Travel - Airfare	1.2.210	Field Operations	1.00	0.00	0.00	0.00	0.00	1.00
Subtotal for 1003.001							1.00	0.00	0.00	0.00	0.00	1.00
1003.001.10: Concrete Base Repair												
97-00281	P	AES of Northern Virginia	05030	Govt. - Materials	1.3	Manufacturing	0.00	20.90	0.00	0.00	0.00	20.90
97-00290	P	DELTA DYNAMICS	05030	Govt. - Materials	1.2.210	Field Operations	0.00	0.00	0.00	424.27	0.00	424.27
97-00314	P	DELTA DYNAMICS	05030	Govt. - Materials	1.2.210	Field Operations	0.00	0.00	0.00	3.14	0.00	3.14
97-00315	P	DELTA DYNAMICS	05030	Govt. - Materials	1.2.210	Field Operations	0.00	1.05	0.00	2.09	0.00	3.14
97-00403	P	Speed Yutadco	05030	Govt. - Materials	1.2.210	Field Operations	0.00	2,091.04	0.00	0.00	0.00	2,091.04
ACCTDIST	P	CBS Software Inc.	05030	Govt. - Materials	1.2.210	Field Operations	0.00	1,300.00	0.00	0.00	0.00	1,300.00
ARC1	P	CBS Software Inc.	05030	Govt. - Materials	1.2.210	Field Operations	0.52	10.45	0.00	0.00	0.00	10.97
MAS0024	P	DELTA DYNAMICS	05230	Comm. - Materials	1.2.210	Field Operations	0.00	0.00	0.00	0.00	3,135.00	3,135.00
MAS0038	P	DELTA DYNAMICS	05230	Comm. - Materials	1	SuperTech, Inc.	0.00	0.00	0.00	156.75	0.00	156.75
MAS0038	P	DELTA DYNAMICS	05230	Comm. - Materials	1.2.210	Field Operations	0.00	0.00	0.00	104.50	0.00	104.50
PO-0000002	P	Digital Systems, Inc.	05030	Govt. - Materials	1.2.210	Field Operations	0.00	98,886.53	0.00	0.00	0.00	98,886.53
PO-0000002	P	Digital Systems, Inc.	05040	Govt. - Subcontractors	1.2.210	Field Operations	0.00	500.00	0.00	0.00	0.00	500.00
PO-0000002	P	Digital Systems, Inc.	05090	Govt.- Other Direct Costs	1.3.300	Tool & Die	0.00	500.00	0.00	0.00	0.00	500.00
PO-0000003	P	ACME	05030	Govt. - Materials	1.2.210	Field Operations	0.00	0.00	6,566.28	0.00	0.00	6,566.28
PO-0016	P	CBS Software Inc.	01100-011	Billed A/R-Government	1.2.210	Field Operations	0.00	100.00	0.00	0.00	0.00	100.00
PO-0017	P	CBS Software Inc.	05030	Govt. - Materials	1.2.210	Field Operations	0.00	1.00	0.00	0.00	0.00	1.00
PO-0020	P	CITIBANK PREFERRED	05030	Govt. - Materials	1.2.210	Field Operations	0.00	2,582,279.00	0.00	0.00	0.00	2,582,279.00
PO-0021	P	ABC Systems, Inc.	05030	Govt. - Materials	1.2.210	Field Operations	0.00	1,277,235.98	0.00	0.00	0.00	1,277,235.98
PO-0026	P	ABC Systems, Inc.	05030	Govt. - Materials	1.2.210	Field Operations	0.00	1.00	0.00	0.00	0.00	1.00
PO-0034	P	Digital Systems, Inc.	05030	Govt. - Materials	1.2.210	Field Operations	0.00	96,768.51	0.00	0.00	0.00	96,768.51
PO-0035	P	ABC Systems, Inc.	05030	Govt. - Materials	1.2.210	Field Operations	0.00	161,252.84	0.00	0.00	0.00	161,252.84
PO-0036	P	ABC Systems, Inc.	05030	Govt. - Materials	1.2.210	Field Operations	4.70	1,562.80	0.00	0.00	0.00	1,567.50
PO-0037	P	ABC Systems, Inc.	05030	Govt. - Materials	1.2.210	Field Operations	0.00	373.06	0.00	3.14	0.00	376.20
PO-A000001	P	Digital Systems, Inc.	05030	Govt. - Materials	1.2.210	Field Operations	0.00	5,207.39	0.00	0.00	0.00	5,207.39
PO-BURDEN	P	AES of Northern Virginia	05030	Govt. - Materials	1.3	Manufacturing	0.00	5,658.00	0.00	0.00	0.00	5,658.00
PO-REQ-001	P	AMS INC.	05030	Govt. - Materials	1.2.210	Field Operations	0.00	638,840.25	0.00	0.00	0.00	638,840.25
PRINTAPO	P	ABC	05030	Govt. -	1.2.210	Field	0.00	4,045.48	0.00	0.00	0.00	4,045.48

Page 1 of 2

Drill-Thru Only CP Reports

Certain reports included in the Costpoint Business Intelligence 8.0 release are drill-thru only, meaning that these reports are not run on their own, but accessed by clicking on links from other, parent reports.

This section is divided into four sections, based on the areas that include drill-thru reports:

- Accounts Payable
- Procurement
- Purchasing

This section provides descriptions of each of these reports, and indicates the parent reports from which these reports drill.

Accounts Payable

Use the Accounts Payable to generate Check Detail, Voucher Detail, and Posted PO Vouchers Drill Thru Only reports.

This section provides a description and a link to a sample for the following reports:

- Check Detail — Drill Thru Only
- Voucher Detail — Drill Thru Only
- Posted PO Vouchers — Drill Thru Only

Check Detail – Drill Thru Only

The Check Detail report provides the details of payments made by check for the accounts payable vouchers.

This report is not a stand-alone report. It can be used as a drill-through target only. By clicking on a voucher number in the Voucher Detail report, you can view the Check Detail.

Sample Report

Sample Check Detail report.

Check Detail

For Voucher Number 111107

Vendor ID	Vendor Name	Check Number	Check Date	Cash Account ID	Cash Organization ID	Amount Paid
AJENVEND1	JT VENDOR	26	11/07/07	01000-010	1	8,000.00

Page 1 of 1

Voucher Detail Report – Drill Thru Only

The Voucher Detail report provides the details of the accounts payable vouchers.

It is used as a drill-through target from the Project Status Report.

Sample Report

Sample Voucher Detail report.

Voucher Detail

Company: 1 Company 1

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
110807															
JTVEND1	JTVENDOR	AP	Y	PAY	1	00113		1	LAND	0		8,000.00	0.00	0.00	8,000.00
YUTADCO	Speed Yutadco	PO	Y	PAY	1	05230	5150.001	1.2.200	Audio Board	-1	97-00479	(10.45)	0.00	(0.45)	(10.45)
											Total for 110807	**7,979.10**	**0.00**	**(0.90)**	**7,979.10**

Page 1 of 1

Posted PO Vouchers — Drill Thru Only

The Posted PO Vouchers report lists all vouchers entered and posted against a purchase order from the PO Header and Line Detail report.

Voucher header, line, and line account information is displayed on this report. This report serves as a direct drill-through target from the PO Header and Line Detail report and several layers down from the Requisitions report.

Sample Report

Sample Posted PO Vouchers report.

Posted PO Vouchers

Voucher No: 970001524 **Pay Vendor:** SAIC SAIC VAT Vendor **Currency:** USD

Invoice: 97-00295 **Invoice Date:** 01/01/94 **Invoice Amt:** 1,551.83

Terms: NET 30 **Fiscal Year:** 1994 **Period:** 1 **Subperiod:** 1

Due Date: 01/31/94 **Due Amt:** 1,551.83 **Discount Taken:** 0.00

PO Discrepancy: **Receipt Discrepancy:**

Vchr Line: 1 **PO Line:** 1 **Item:** SAIC PARTS **Rev:** Sample parts only **U/M:** EA

Vouchered Qty: 1 **Unit Cost:** 1,485.00 **Total Vouchered Amt:** 1,551.83

Qty Discrepancy: 0% **Unit Cost Discrepancy:** 0% **Total Discrepancy Amt:** 0.00

Notes:

Project	Account	Organization	Allocation
SAIC SAIC VAT Project	01201-010 Raw Materials II	1 SuperTech, Inc.	1,551.83 100%

Page 1 of 1

Procurement

The procurement drill-through only report is the Requisition Detail — Drill Thru Only.

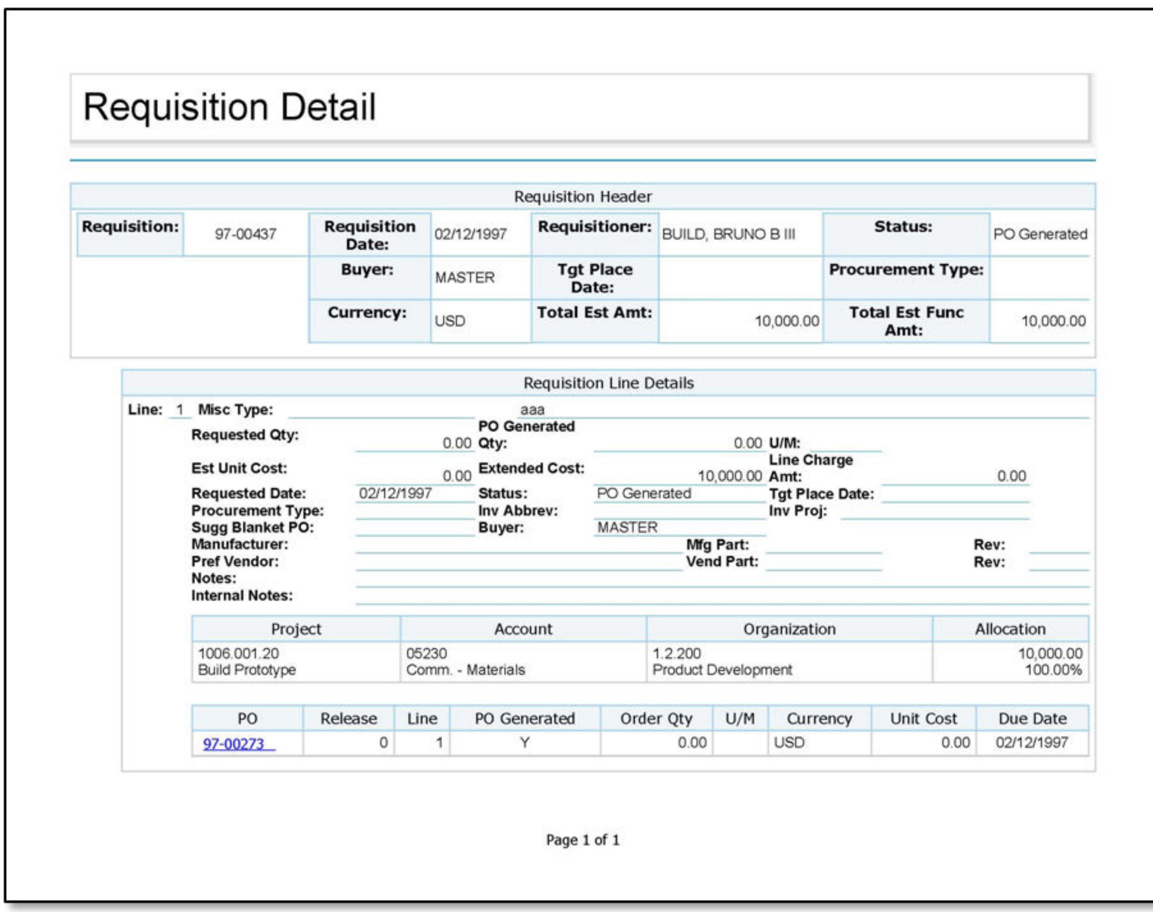
Requisition Detail Report — Drill Thru Only

The Requisition Detail report displays detailed information for a specific purchase requisition.

Information from the requisition header, requisition line, and requisition line account tables is displayed for a selected requisition or requisition line. This report can be used as a drill-through target from other reports, such as the Requisitions report, PO Header and Line Detail report, and Requisitions Pending report, but not as a stand-alone report.

Sample Report

Sample Requisition Detail report.



Requisition Detail

Requisition Header

Requisition:	97-00437	**Requisition Date:**	02/12/1997	**Requisitioner:**	BUILD, BRUNO B III	**Status:**	PO Generated
		Buyer:	MASTER	**Tgt Place Date:**		**Procurement Type:**	
		Currency:	USD	**Total Est Amt:**	10,000.00	**Total Est Func Amt:**	10,000.00

Requisition Line Details

Line: 1 **Misc Type:** aaa

Requested Qty:	0.00	**PO Generated Qty:**	0.00	**U/M:**	
Est Unit Cost:	0.00	**Extended Cost:**	10,000.00	**Line Charge Amt:**	0.00
Requested Date:	02/12/1997	**Status:**	PO Generated	**Tgt Place Date:**	
Procurement Type:		**Inv Abbrev:**		**Inv Proj:**	
Sugg Blanket PO:		**Buyer:**	MASTER		

Manufacturer: **Mfg Part:** **Rev:**
Pref Vendor: **Vend Part:** **Rev:**
Notes:
Internal Notes:

Project	Account	Organization	Allocation
1006.001.20 Build Prototype	05230 Comm. - Materials	1.2.200 Product Development	10,000.00 100.00%

PO	Release	Line	PO Generated	Order Qty	U/M	Currency	Unit Cost	Due Date
97-00273	0	1	Y	0.00		USD	0.00	02/12/1997

Page 1 of 1

Purchasing

The only Purchasing drill-though report is the PO Header and Line Detail — Drill Thru Only.

PO Header and Line Detail Report — Drill Thru Only

The PO Header and Line Detail report shows detailed information for a specific purchaser order.

Information from the Purchase Order header, Purchase Order line, and Purchase Order line account is displayed for a selected purchase order. Use this report as a drill-through target from other reports, such as the Requisition Detail report and the Project Status report.

Sample Report

Sample PO - Purchasing Reports report.

Purchase Order : 8-0521

Date Printed: May 29, 2008

Order To: DELTA DYNAMICS2DD
856 Wicola
Vienna, VA, 22180
United States of America

Ship To: Tyson Corner Center
8500 Greensboro Drive
Suite 400
McLean, VA, 22103
United States of America

Contact: Jose Rizal

ORDER DATE	BUYER	TERMS	FOB	SALES ORDER	SHIP VIA	DELIVERY TO
05/23/08	Trobi, Afeni S	NET 30				

LINE	ITEM/ DESCRIPTION	REV	U/ M	DUE DATE	DESIRED DATE	QUANTITY	NET UNIT COST	EXTENDED COST
1	PT1207		EA	09/30/07	09/30/07	2.0000	10.0000	20.00

CONFIRMATION

Platinum Flakes with Density of #.300 **Tax:** 0.90

QC Insp Required

100.00% **AOP:** 05230 1.2.200 5150.001

PO Total Amt:	**20.00**
PO Total Tax:	**0.90**
	20.90

Authorized Signature (s)

Time and Expense Reports

This section shows sample prompt screens and sample reports for the Time and Expense reports.

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

- CER All
- CER Projects
- CER Time & Expense

Time and Expense reports include the following:

- Blanket Authorization
- Expense Analysis
- Time and Expense Reconciliation

Certain Time and Expense reports are drill-thru only, meaning that they are not intended to be run on their own, but accessed by clicking links from other parent reports.

Drill Thru Only TESS

This section provides descriptions and samples for the Time and Expense Drill Thru reports.

Time and Expense Drill Thru reports include the following:

- Allowable Expense Detail — Drill Thru Only
- Billable Expense Detail — Drill Thru Only
- Non-Billable Expense Detail — Drill Thru Only
- Over Ceiling Expense Detail — Drill Thru Only
- Unallowable Expense Detail — Drill Thru Only
- Under Ceiling Expense Detail — Drill Thru Only

Allowable Expense Detail Report — Drill Thru Only

The Allowable Expense Detail is a drill-through target report from the Expense Analysis Report.

This report shows the expenses that make up the Allowable section of the pie chart in the Expense Analysis report. This report displays details regarding those expenses that have been deemed allowable by Deltek Expense.

Sample Report

Sample Allowable Expense Detail report.

Allowable Expense Detail

Company: 1 Jan 1, 2006 through Jun 16, 2008

Expense Type	Expense Report ID	Expense Date	Employee	Expense Amount	Allowable Amount
Car Rental		2007	(10037)		
	ER00000052	Apr 6, 2007	Munson, Donna J. (10040)	200.00	200.00
	ER00000053	Apr 13, 2007	Vasquez, Carla T. (10041)	498.00	498.00
	ER00000054	Apr 2, 2007	Geringer, Alan Q. (10042)	588.00	588.00
	ER00000056	Feb 16, 2007	Wilcox, Yasmine H. (10044)	498.00	498.00
	ER00000103	Mar 23, 2007	Quiroz, Pedro H. (10034)	189.00	189.00
	ER00000110	Apr 4, 2007	Chawla, Arvinder V. (10024)	100.00	100.00
	ER00000113	May 21, 2007	Pasternak, Laura D. (10010)	183.27	174.11
			Subtotal:	**11,053.09**	**11,043.93**
Client Entertainment	ER00000005	Feb 4, 2006	Rubin, Michael M. (10012)	45.00	37.00
	ER00000017	Feb 8, 2006	Tran, Vy Z. (10019)	68.00	68.00
	ER00000027	Apr 6, 2007	Rubin, Michael M. (10012)	89.45	89.45
	ER00000029	Apr 16, 2007	Purcell, Laurie L. (10014)	56.00	56.00
	ER00000035	Apr 20, 2007	Widlus, Barbara O. (10020)	500.00	500.00
	ER00000040	Apr 3, 2007	Selvaggi, Gustavo V. (10026)	145.00	145.00
	ER00000041	Apr 15, 2007	Linder, Naomi R. (10029)	38.00	38.00
	ER00000045	Apr 24, 2007	Prescott, Wayne D. (10033)	100.00	100.00
	ER00000050	Apr 24, 2007	Noori, Ahmad K. (10038)	100.00	100.00
	ER00000056	Feb 16, 2007	Wilcox, Yasmine H. (10044)	100.00	100.00
			Subtotal:	**1,241.45**	**1,233.45**
Company Car	ER00000007	Feb 9, 2006	Pasternak, Laura D. (10010)	111.03	111.03
	ER00000031	Apr 13,	Biggs, Sidney K.	562.50	562.50

Page 2 of 12

Allowable Expense Detail

Company: 1 — Jan 1, 2006 through Jun 16, 2008

Expense Type	Expense Report ID	Expense Date	Employee	Expense Amount	Allowable Amount
			Widlus, Barbara O. (10020)	0.00	0.00
			Wilcox, Yasmine H. (10044)	0.00	0.00
			Subtotal:	**0.00**	**0.00**
			Total:	**77,376.67**	**77,359.51**

Page 12 of 12

Unallowable Expense Detail Report — Drill Thru Only

The Unallowable Expense Detail report is a drill-through target report from the Expense Analysis Report.

This report shows the expenses that make up the Unallowable section of the pie chart in the Expense Analysis report. This report displays details regarding those expenses that have been deemed unallowable by Deltek Expense.

Sample Report

Sample Unallowable Expense Detail report.

Unallowable Expense Detail

Company: 1

Jan 1, 2006 through Jun 16, 2008

Expense Type	Expense Report ID	Expense Date	Employee	Expense Amount	Unallowable Amount	Reason
Car Rental	ER00000113	May 21, 2007	Pasternak, Laura D. (10010)	183.27	9.16	
			Subtotal:	**183.27**	**9.16**	
Client Entertainment	ER00000005	Feb 4, 2006	Rubin, Michael M. (10012)	45.00	8.00	
			Subtotal:	**45.00**	**8.00**	
			Total:	**228.27**	**17.16**	

Page 1 of 1

Billable Expense Detail Report — Drill Thru Only

The Billable Expense Detail is a drill-through target report from the Expense Analysis Report.

This report shows the expenses that make up the Billable section of the pie chart in the Expense Analysis report. This report displays details regarding those expenses that have been deemed billable by Deltek Expense.

Sample Report

Sample Billable Expense Detail report.

Billable Expense Detail

Company: 1 Jan 16, 2006 through Jun 16, 2008

Expense Type	Expense Report ID	Expense Date	Employee	Expense Amount	Billable Amount	Difference
Car Rental	ER00000103	Mar 23, 2007	Quiroz, Pedro H. (10034)	189.00	189.00	0.00
	ER00000110	Apr 4, 2007	Chawla, Arvinder V. (10024)	100.00	100.00	0.00
	ER00000113	May 21, 2007	Pasternak, Laura D. (10010)	183.27	125.00	58.27
			Subtotal:	**9,367.10**	**9,308.83**	**58.27**
Client Entertainment	ER00000005	Feb 4, 2006	Rubin, Michael M. (10012)	45.00	37.00	8.00
	ER00000027	Apr 6, 2007	Rubin, Michael M. (10012)	89.45	89.45	0.00
	ER00000029	Apr 16, 2007	Purcell, Laurie L. (10014)	56.00	56.00	0.00
	ER00000035	Apr 20, 2007	Widlus, Barbara O. (10020)	500.00	100.00	400.00
	ER00000040	Apr 3, 2007	Selvaggi, Gustavo V. (10026)	145.00	145.00	0.00
	ER00000041	Apr 15, 2007	Linder, Naomi R. (10029)	38.00	38.00	0.00
	ER00000045	Apr 24, 2007	Prescott, Wayne D. (10033)	100.00	80.00	20.00
	ER00000050	Apr 24, 2007	Noori, Ahmad K. (10038)	100.00	100.00	0.00
	ER00000056	Feb 16, 2007	Wilcox, Yasmine H. (10044)	100.00	50.00	50.00
			Subtotal:	**1,173.45**	**695.45**	**478.00**
Company Car	ER00000007	Feb 9, 2006	Pasternak, Laura D. (10010)	111.03	96.25	14.78
	ER00000031	Apr 13, 2007	Biggs, Sidney K. (10016)	562.50	562.50	0.00
			Subtotal:	**673.53**	**658.75**	**14.78**
Domestic Airfare	ER00000002	Jan 6, 2006	Velez, Eduard J. (10011)	784.00	784.00	0.00
	ER00000005	Feb 4, 2006	Rubin, Michael M. (10012)	345.00	345.00	0.00
	ER00000012	Feb 3, 2006	Niu, Lilly P. (10017)	359.50	359.50	0.00
	ER00000020	Jan 27, 2006	Niu, Lilly P. (10017)	789.45	789.45	0.00

Page 2 of 9

Billable Expense Detail

Company: 1 Jan 16, 2006 through Jun 16, 2008

Expense Type	Expense Report ID	Expense Date	Employee	Expense Amount	Billable Amount	Difference
			Subtotal:	**376.00**	**376.00**	**0.00**
Taxi	ER00000014	Feb 3, 2006	Phoung, Kim B. (10032)	26.00	26.00	0.00
	ER00000037	Apr 15, 2007	Taylor, Rachel Q. (10023)	45.00	45.00	0.00
	ER00000102	Mar 5, 2007	Fandino, Ernesto I. (10035)	100.00	100.00	0.00
	ER00000111	Apr 27, 2007	Shaw, Thomas U. (10025)	50.00	50.00	0.00
			Subtotal:	**221.00**	**221.00**	**0.00**
Train	ER00000014	Feb 3, 2006	Phoung, Kim B. (10032)	129.89	129.89	0.00
	ER00000112	Mar 14, 2006	Shaw, Thomas U. (10025)	55.00	55.00	0.00
		Mar 17, 2006	Shaw, Thomas U. (10025)	78.00	78.00	0.00
			Subtotal:	**262.89**	**262.89**	**0.00**
			Total:	**57,210.17**	**52,531.60**	**4,678.57**

Page 9 of 9

Non-Billable Expense Detail Report — Drill Thru Only

The Non-Billable Expense Detail report is a drill-through target report from the Expense Analysis Report.

This report shows the expenses that make up the Non-Billable section of the pie chart in the Expense Analysis report. It displays details regarding those expenses that have been deemed non-billable by Deltek Expense.

Sample Report

Sample Non-Billable Expense Detail report.

Non-Billable Expense Detail

Company: 1 | Jan 1, 2006 through Jun 16, 2008

Expense Type	Expense Report ID	Expense Date	Employee	Expense Amount	Non-Billable Amount	Difference
Domestic Airfare	ER00000028	Apr 16, 2007	Linder, Jeanette S. (10013)	1,104.65	1,104.65	0.00
		Apr 17, 2007	Linder, Jeanette S. (10013)	128.00	128.00	0.00
		Apr 18, 2007	Linder, Jeanette S. (10013)	1,000.00	1,000.00	0.00
	ER00000109	Mar 14, 2007	Safferman, Daryl R. (10022)	479.00	479.00	0.00
	ER00000122	Jun 11, 2008	Shaw, Thomas U. (10025)	5,000.00	3,800.00	1,200.00
			Subtotal:	**11,554.90**	**10,354.90**	**1,200.00**
Dinner	ER00000007	Feb 9, 2006	Pasternak, Laura D. (10010)	20.00	2.66	17.34
			Subtotal:	**20.00**	**2.66**	**17.34**
International Airfare	ER00000003	Jan 12, 2006	Velez, Eduard J. (10011)	1,000.00	1,000.00	0.00
	ER00000006	Jan 13, 2006	Pasternak, Laura D. (10010)	761.89	761.89	0.00
	ER00000101	Mar 31, 2006	Abusaid, Samir P. (10028)	1,256.00	1,256.00	0.00
	ER00000107	Mar 9, 2007	Safferman, Daryl R. (10022)	645.44	645.44	0.00
	ER00000112	Mar 17, 2006	Shaw, Thomas U. (10025)	1,259.00	59.00	1,200.00
			Subtotal:	**4,922.33**	**3,722.33**	**1,200.00**
Lodging	ER00000006	Jan 13, 2006	Pasternak, Laura D. (10010)	606.81	606.81	0.00
	ER00000011	Feb 3, 2006	Biggs, Sidney K. (10016)	505.86	505.86	0.00
	ER00000017	Feb 8, 2006	Tran, Vy Z. (10019)	396.00	396.00	0.00
	ER00000021	Jan 25, 2006	Goswami, Ashok I. (10018)	158.00	158.00	0.00
	ER00000028	Apr 17, 2007	Linder, Jeanette S. (10013)	175.00	175.00	0.00
		Apr 18, 2007	Linder, Jeanette S. (10013)	79.00	79.00	0.00
		Apr 19, 2007	Linder, Jeanette S. (10013)	180.88	180.88	0.00

Page 2 of 4

Non-Billable Expense Detail

Company: 1 Jan 1, 2006 through Jun 16, 2008

Expense Type	Expense Report ID	Expense Date	Employee	Expense Amount	Non-Billable Amount	Difference
Mileage		2006	(10021)			
			Subtotal:	**85.79**	**54.60**	**31.19**
Miscellaneous	ER00000010	Feb 9, 2006	Biggs, Sidney K. (10016)	33.75	33.75	0.00
	ER00000013	Jan 31, 2006	Goswami, Ashok I. (10018)	126.50	126.50	0.00
	ER00000016	Feb 9, 2006	Lightman, Robert L. (10031)	89.00	89.00	0.00
	ER00000018	Feb 9, 2006	Widlus, Barbara O. (10020)	239.78	239.78	0.00
	ER00000026	Apr 1, 2007	Berkhardt, Joan Z. (10045)	465.45	465.45	0.00
	ER00000109	Mar 14, 2007	Safferman, Daryl R. (10022)	200.00	200.00	0.00
			Subtotal:	**1,154.48**	**1,154.48**	**0.00**
Parking	ER00000003	Jan 12, 2006	Velez, Eduard J. (10011)	46.00	46.00	0.00
	ER00000008	Feb 9, 2006	Velez, Eduard J. (10011)	8.00	8.00	0.00
	ER00000011	Feb 3, 2006	Biggs, Sidney K. (10016)	36.00	36.00	0.00
	ER00000019	Feb 8, 2006	Mamo, George K. (10021)	15.00	15.00	0.00
	ER00000028	Apr 19, 2007	Linder, Jeanette S. (10013)	45.00	45.00	0.00
	ER00000107	Mar 9, 2007	Safferman, Daryl R. (10022)	35.00	35.00	0.00
			Subtotal:	**185.00**	**185.00**	**0.00**
Taxi	ER00000008	Feb 9, 2006	Velez, Eduard J. (10011)	12.00	12.00	0.00
			Subtotal:	**12.00**	**12.00**	**0.00**
			Total:	**27,794.64**	**24,523.19**	**3,271.45**

Page 4 of 4

Under Ceiling Expense Detail Report — Drill Thru Only

The Under Ceiling Expense Detail is a drill-through target report from the Expense Analysis Report.

This report shows the expenses that make up the Under Ceiling section of the pie chart in the Expense Analysis report. This report displays details regarding those expenses that have been deemed under ceiling by Deltek Expense.

Sample Report

Sample Under Ceiling Expense Detail report.

Under Ceiling Expense Detail

Company: 1 | Jan 16, 2006 through Jun 16, 2008

Expense Type	Expense Report ID	Expense Date	Employee	Expense Amount	Ceiling Amount	Under Ceiling Amount
Car Rental	ER00000048	Apr 24, 2007	Nobu, Noriko C. (10036)	240.00	250.00	240.00
	ER00000049	Mar 30, 2007	Snider, Edward L. (10037)	325.00	500.00	325.00
	ER00000052	Apr 6, 2007	Munson, Donna J. (10040)	200.00	250.00	200.00
	ER00000053	Apr 13, 2007	Vasquez, Carla T. (10041)	498.00	500.00	498.00
	ER00000054	Apr 2, 2007	Geringer, Alan Q. (10042)	588.00	625.00	588.00
	ER00000056	Feb 16, 2007	Wilcox, Yasmine H. (10044)	498.00	500.00	498.00
	ER00000103	Mar 23, 2007	Quiroz, Pedro H. (10034)	189.00	250.00	189.00
	ER00000110	Apr 4, 2007	Chawla, Arvinder V. (10024)	100.00	125.00	100.00
	ER00000113	May 21, 2007	Pasternak, Laura D. (10010)	183.27	125.01	79.20
			Subtotal:	**11,053.09**	**13,069.53**	**10,949.02**
Client Entertainment	ER00000005	Feb 4, 2006	Rubin, Michael M. (10012)	45.00	40.00	37.00
	ER00000017	Feb 8, 2006	Tran, Vy Z. (10019)	68.00	75.00	68.00
	ER00000027	Apr 6, 2007	Rubin, Michael M. (10012)	89.45	120.00	89.45
	ER00000029	Apr 16, 2007	Purcell, Laurie L. (10014)	56.00	60.00	56.00
	ER00000035	Apr 20, 2007	Widlus, Barbara O. (10020)	500.00	100.00	100.00
	ER00000040	Apr 3, 2007	Selvaggi, Gustavo V. (10026)	145.00	150.00	145.00
	ER00000041	Apr 15, 2007	Linder, Naomi R. (10029)	38.00	40.00	38.00
	ER00000045	Apr 24, 2007	Prescott, Wayne D. (10033)	100.00	80.00	80.00
	ER00000050	Apr 24, 2007	Noori, Ahmad K. (10038)	100.00	100.00	100.00
	ER00000056	Feb 16, 2007	Wilcox, Yasmine H. (10044)	100.00	50.00	50.00
			Subtotal:	**1,241.45**	**815.00**	**763.45**

Page 2 of 9

Under Ceiling Expense Detail

Company: 1 Jan 16, 2006 through Jun 16, 2008

Expense Type	Expense Report ID	Expense Date	Employee	Expense Amount	Ceiling Amount	Under Ceiling Amount
Meals (Per Diem Ceiling)		2007	(10041)			
	ER00000054	Apr 2, 2007	Geringer, Alan Q. (10042)	125.00	352.00	125.00
	ER00000055	Apr 19, 2007	He, Elizabeth X. (10043)	16.00	16.00	16.00
	ER00000056	Feb 16, 2007	Wilcox, Yasmine H. (10044)	180.00	175.50	175.50
	ER00000102	Mar 5, 2007	Fandino, Ernesto I. (10035)	90.00	288.00	90.00
	ER00000103	Mar 23, 2007	Quiroz, Pedro H. (10034)	122.50	122.50	122.50
	ER00000107	Mar 9, 2007	Safferman, Daryl R. (10022)	540.00	545.00	540.00
	ER00000108	Apr 27, 2007	Safferman, Daryl R. (10022)	200.00	243.00	200.00
			Subtotal:	**3,552.24**	**4,112.75**	**3,516.99**
Mileage	ER00000005	Feb 4, 2006	Rubin, Michael M. (10012)	11.34	11.34	11.34
	ER00000007	Feb 9, 2006	Pasternak, Laura D. (10010)	35.97	31.19	31.19
	ER00000017	Feb 8, 2006	Tran, Vy Z. (10019)	31.59	31.59	31.59
	ER00000019	Feb 8, 2006	Mamo, George K. (10021)	18.23	18.23	18.23
			Subtotal:	**97.13**	**92.35**	**92.35**
			Total:	**72,112.44**	**96,432.72**	**67,246.82**

Page 9 of 9

Over Ceiling Expense Detail Report — Drill Thru Only

The Over Ceiling Expense Detail report is a drill-through target report from the Expense Analysis Report.

This report shows the expenses that make up the Over Ceiling section of the pie chart in the Expense Analysis report. It displays details regarding those expenses that have been deemed over ceiling by Deltek Expense.

> **Note:** The calculation for the Over Ceiling amount removes any Personal, Unallowable, or Other Lodging amounts that the user may have entered. These amounts do not display in this report.

Sample Report

Sample Over Ceiling Expense Detail report.

Over Ceiling Expense Detail

Company: 1 | Jan 16, 2006 through Jun 16, 2008

Expense Type	Expense Report ID	Expense Date	Employee	Expense Amount	Ceiling Amount	Over Ceiling Amount	Reason
Car Rental	ER00000113	May 21, 2007	Pasternak, Laura D. (10010)	183.27	125.01	12.44	d
			Subtotal:	**183.27**	**125.01**	**12.44**	
Client Entertainment	ER00000035	Apr 20, 2007	Widlus, Barbara O. (10020)	500.00	100.00	400.00	This expense is for a user group luncheon. There were approximately 75 people that attended from 5 companies. I did not list each person, but listed the companies that attended the meeting
	ER00000045	Apr 24, 2007	Prescott, Wayne D. (10033)	100.00	80.00	20.00	took client to lunch to discuss system solutions
	ER00000056	Feb 16, 2007	Wilcox, Yasmine H. (10044)	100.00	50.00	50.00	client picked restaurant
			Subtotal:	**700.00**	**230.00**	**470.00**	
Company Car	ER00000007	Feb 9, 2006	Pasternak, Laura D. (10010)	111.03	96.25	14.78	
			Subtotal:	**111.03**	**96.25**	**14.78**	
Domestic Airfare	ER00000122	Jun 11, 2008	Shaw, Thomas U. (10025)	5,000.00	1,200.00	3,800.00	ankjs;ank,
			Subtotal:	**5,000.00**	**1,200.00**	**3,800.00**	
Dinner	ER00000007	Feb 9, 2006	Pasternak, Laura D. (10010)	20.00	17.34	2.66	OK.
			Subtotal:	**20.00**	**17.34**	**2.66**	
International Airfare	ER00000101	Mar 31, 2006	Abusaid, Samir P. (10028)	1,256.00	1,200.00	56.00	Price of gas has raised the price of airline tickets for international flights more than domestic flights -
	ER00000112	Mar 17, 2006	Shaw, Thomas U. (10025)	1,259.00	1,200.00	59.00	short notice for trip - cheapest airfare I could find
			Subtotal:	**2,515.00**	**2,400.00**	**115.00**	

Page 1 of 2

Over Ceiling Expense Detail

Company: 1 Jan 16, 2006 through Jun 16, 2008

Expense Type	Expense Report ID	Expense Date	Employee	Expense Amount	Ceiling Amount	Over Ceiling Amount	Reason
Lodging	ER00000040	Apr 3, 2007	Selvaggi, Gustavo V. (10026)	250.00	200.00	50.00	$50 fee includes parking
			Subtotal:	**250.00**	**200.00**	**50.00**	
Per Diem Lodging	ER00000014	Feb 3, 2006	Phoung, Kim B. (10032)	1,271.64	1,072.56	199.08	conference in town, only room I could get
			Subtotal:	**1,271.64**	**1,072.56**	**199.08**	
Meals (Per Diem Ceiling)	ER00000011	Feb 3, 2006	Biggs, Sidney K. (10016)	210.00	186.75	23.25	went over budget on meals on day trip to Los Angeles
	ER00000052	Apr 6, 2007	Munson, Donna J. (10040)	130.00	122.50	7.50	picked up client's lunch because he forgot his wallet
	ER00000056	Feb 16, 2007	Wilcox, Yasmine H. (10044)	180.00	175.50	4.50	went over one meal
			Subtotal:	**520.00**	**484.75**	**35.25**	
Mileage	ER00000007	Feb 9, 2006	Pasternak, Laura D. (10010)	35.97	31.19	4.78	
			Subtotal:	**35.97**	**31.19**	**4.78**	
			Total:	**10,606.91**	**5,857.10**	**4,703.99**	

Page 2 of 2

Blanket Authorization Report

The Blanket Authorization report shows detailed information regarding blanket authorizations that have been entered in Deltek Expense.

A blanket authorization is a single authorization amount on a project that can cover one or more expense reports. This report details the expense reports that are tied to each blanket expense authorization and shows the calculated amount remaining on the blanket authorization.

Prompts

Use the Blanket Authorization prompts to configure the report.

Prompt Message	Description
Select one or more projects	Enter a portion of one or more project IDs in the **Keywords** field and click **Search** to list projects to include on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Select one or more authorization IDs	Enter a portion of one or more authorization IDs in the **Keywords** field and click **Search** to list authorizations to include on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.

Sample Report

Sample Blanket Authorization report.

Blanket Authorization

Expense Authorization ID	Amount Authorized	Amount Expensed	Amount Remaining	Employee Name
10100 E-Commerce Application				
EA00000011	5,443.00	4,862.00	581.00	Shaw, Thomas U. (10025)
EA00000016	330.00	1,257.00	(927.00)	Fandino, Ernesto I. (10035)
EA00000020	500.00	0.00	500.00	He, Elizabeth X. (10043)
Subtotal:	**6,273.00**	**6,119.00**	**154.00**	
20002 Missle Command				
EA00000019	1,100.00	0.00	1,100.00	Wilcox, Yasmine H. (10044)
EA00000021	1,190.00	0.00	1,190.00	Munson, Donna J. (10040)
EA00000022	1,325.00	0.00	1,325.00	Abusaid, Samir P. (10028)
EA00000023	0.00	0.00	0.00	Rodriquez, Elva P. (10015)
EA00000025	1,550.00	0.00	1,550.00	Mamo, George K. (10021)
EA00000026	1,437.50	0.00	1,437.50	Mamo, George K. (10021)
EA00000027	500.00	704.50	(204.50)	Safferman, Daryl R. (10022)
EA00000028	202.50	222.75	(20.25)	Taylor, Rachel Q. (10023)
EA00000029	337.50	0.00	337.50	Chawla, Arvinder V. (10024)
EA00000030	2,149.00	2,149.00	0.00	Shaw, Thomas U. (10025)
EA00000031	1,250.00	0.00	1,250.00	Abusaid, Samir P. (10028)
Subtotal:	**11,041.50**	**3,076.25**	**7,965.25**	
Summary	**17,314.50**	**9,195.25**	**8,119.25**	

Page 1 of 1

Expense Analysis Report

The Expense Analysis report provides a high-level graphical analysis of data in Deltek Expense.

It shows over and under ceiling, billable and non-billable, and allowable and unallowable charges so that management can see the magnitude of these charges and take corrective action. From the charts provided, you can drill through to see a more detailed breakdown of the categories.

This report enables you to link to information to drill through to more detail, as indicated in this table.

Name of Report That Opens (Drills Through) From The Expense Analysis Report	How to Open this Report
Allowable Expense Detail Report	This report displays when you click a charge in the allowable section of the Expense Analysis Report pie chart.
Unallowable Expense Detail Report	This report displays when you click a charge in the unallowable section of the Expense Analysis Report pie chart.
Billable Expense Detail Report	This report displays when you click a charge in the billable section of the Expense Analysis Report pie chart.
Non-Billable Expense Detail Report	This report displays when you click a charge in the non-billable section of the Expense Analysis Report pie chart.
Under Ceiling Expense Detail Report	This report displays when you click a charge in the under ceiling section of the Expense Analysis Report pie chart.
Over Ceiling Expense Detail Report	This report displays when you click a charge in the over ceiling section of the Expense Analysis Report pie chart.

Prompts

These are Expense Analysis prompts.

Prompt Message	Description
Company	Select a company from the list.
Start date	Enter or select a start date.
End date	Enter or select an end date.
Expense report status	Select an expense report status: ▪ Approved

Prompt Message	Description
	▪ Draft ▪ Processed ▪ Submitted ▪ Under Review

Sample Report

Sample Expense Analysis report.

Expense Analysis

Company: 1 Jan 1, 2007 through Dec 31, 2007

Page 1 of 1

Time and Expense Reconciliation Report

The Time and Expense Reconciliation report is an exception report that shows expenses charged to a project that do not have a corresponding labor charge, and therefore have been charged to the project in error.

This report finds these errors prior to their inclusion on an invoice to a client, which helps to prevent erroneous billings that are very costly to fix.

Prompts

Use the TE Reconciliation prompts to configure the report.

Prompt Message	Description
Start date	Enter a starting date.
End date	Enter an ending date.
Project	Enter a portion of one or more projects in the **Keywords** field and click **Search** to list IDs to include on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Organization	Enter a portion of one or more organizations in the **Keywords** field and click **Search** to list IDs to include on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Select one or more employees	Enter a portion of one or more employee IDs in the **Keywords** field and click **Search** to list IDs to include on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.

Sample Report

Sample Time/Expense Reconciliation report.

Time/Expense Reconciliation

Exception Report

For Project: 20002
For Jan 1, 2007 to Dec 31, 2007

The following days have Expenses charged to the selected Project and Labor charged to a different Project or no labor charges identified for the selected date:

Expense Project: 20002

Date:	Employee:	Labor Project:
January 26, 2007	Papel, Ira T. (10030)	No Project Entered
February 15, 2007	Shaw, Thomas U. (10025)	No Project Entered
February 16, 2007	Wilcox, Yasmine H. (10044)	No Project Entered
February 20, 2007	Shaw, Thomas U. (10025)	No Project Entered
February 23, 2007	Shaw, Thomas U. (10025)	No Project Entered
February 28, 2007	Shaw, Thomas U. (10025)	No Project Entered
March 8, 2007	Tran, Vy Z. (10019)	No Project Entered
March 20, 2007	Rodriquez, Elva P. (10015)	No Project Entered
March 22, 2007	Phoung, Kim B. (10032)	No Project Entered
March 30, 2007	Snider, Edward L. (10037)	No Project Entered
April 2, 2007	Geringer, Alan Q. (10042)	25000.001.01
		No Project Entered
April 3, 2007	Quiroz, Pedro H. (10034)	20001.03
		No Project Entered
	Selvaggi, Gustavo V. (10026)	25000.001.01
		No Project Entered
April 5, 2007	Pasternak, Laura D. (10010)	20001.03
		No Project Entered
April 6, 2007	Munson, Donna J. (10040)	20001.03
		No Project Entered
April 9, 2007	Vasquez, Carla T. (10041)	27000.001.01
		30001.01
		30001.02
		No Project Entered
April 13, 2007	Hoang, Phong R. (10039)	20001.03
		No Project Entered
	Vasquez, Carla T. (10041)	27000.001.01
		No Project Entered
April 15, 2007	Linder, Naomi R. (10029)	No Project Entered
	Taylor, Rachel Q. (10023)	No Project Entered
April 17, 2007	Rubin, Michael M. (10012)	20001.03

Page 1 of 2

Costpoint Enterprise Reporting for Budgeting and Planning

Updated versions of the legacy reports in Costpoint Enterprise Reporting for Budgeting and Planning are located in the secured Planning folder.

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

- CER All
- CER Planning (Projects)

Go to the Planning chapter for the latest model and report information.

The Budgeting and Planning legacy reports in Deltek Costpoint Business Intelligence (CBI) enable you to supplement standard Deltek reports for Costpoint Planning with:

- A set of predefined reports included in the reporting package
- Production reports that you create for your firm using CBI and the Budgeting & Planning Framework Manager model
- Ad hoc reports that you create for specialized or one-time reporting needs

Costpoint Enterprise Reporting for Budgeting and Planning includes the following standard reports:

- Burdened Labor Costs by Project
- Labor Utilization
- Labor Utilization Drill-through
- Labor Variance by PLC
- Pending Charges Detail Report
- Project Labor Hours Status
- Project Report with Labor Detail
- Project Status Cost Summary
- Project Subcontractor Status
- Real Time Project Status Report
- Revenue Forecast
- T&M Profitability

Costpoint Enterprise Reporting for Costpoint Administration

This chapter includes descriptions of the report in the Costpoint Enterprise Reporting for Costpoint Administration folder, along with the report prompts and sample report.

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

- CER All
- CER CP Admin

Model Information

The structure of the Costpoint Enterprise Reporting for Costpoint Administration model is available in a spreadsheet in the release documentation and Costpoint Information Center.

The name of the spreadsheet file is DeltekCostpointBusinessIntelligence81CPAdministrationModel.xls.

Report Package and Folder

The report in Costpoint Enterprise Reporting for Costpoint Administration is published in the Security folder.

There is one report package in Costpoint Enterprise Reporting for Costpoint Administration and that is the Administration package. The one report for the Costpoint Enterprise Reporting for Costpoint Administration is in the Security folder.

Effective User Rights Report

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

Prompts

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

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

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

Sample Report

This is a sample of the Effective User Rights report.

Effective User Rights

Company - 1

User ID	User Name	Access Type	Module / Application ID	Module / Application Name	Rights	Company ID	Source	User Group ID
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
User Group(s)	Enter a portion of one or more accounts in the **Keywords** field to be included in the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.

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

Sample Report

The User Group Rights Report has three tabs when viewed on screen—Cover Page, User Group Rights, and User Group Users.

This is a sample User Group Rights page.

User Group Rights

ALL: Permit full access all modules

Module ID (as assigned by Deltek)	Application ID	Application Name	Access Level	Company ID
AP: Accounts Payable			FULL	ALL
	APMVCHRA	Approve Vouchers	FULL	ALL
	APMVEND	Manage Vendors	FULL	ALL
AR: Accounts Receivable			FULL	ALL
BD: Budgeting and ETC			FULL	ALL
BL: Billing			FULL	ALL
BM: Bills of Material			FULL	ALL
BP: Advanced Project Budgeting			FULL	ALL
CM: Cash Management			FULL	ALL
	CMMCOBKI	Manage Company Bank Accounts (Non-US Banks)	FULL	ALL
CO: Consolidations			FULL	ALL
CR: Cost and Revenue Processing			FULL	ALL
EC: Engineering Change Notices			FULL	ALL
EM: Employee			FULL	ALL
FA: Fixed Assets			FULL	ALL
GL: General Ledger			FULL	ALL
HA: Affirmative Action			FULL	ALL
HB: Benefits			FULL	ALL
HK: Deferred Compensation Admin			FULL	ALL
HP: Personnel			FULL	ALL
HS: Compensation			FULL	ALL
IN: Inventory			FULL	ALL

Page 1 of 6

This is a sample User Group Users page.

User Group Rights

ALICEB:

User ID	User Name
ALICEB	ALICEB

ALINOM:

User ID	User Name
ALINOM	ALINOM

ALL: Permit full access all modules

User ID	User Name
9439	W R (C71XAN14)
ACORIZA	A Riza
ADOM	Dom , Abe
AKHMERICAN	Al Jack
ALEXANDE	ALEXANDER
ALLANV	AL VILLA
CARTER	Carter
CPSUPERUSER	Will, TR
CSUMA	Ma Suma
EAORO	Oro , E
EDELG	E Delgado

Costpoint Enterprise Reporting for Fixed Assets

This chapter includes descriptions of the report in the Costpoint Enterprise Reporting for Fixed Assets folder, along with the report prompts and sample report.

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

- CER Accounting
- CER All

Model Information

Detailed information about the structure, table inclusion, and relationships (joins) for the Costpoint Enterprise Reporting for Fixed Assets framework model is available in spreadsheet format in the release documentation and the Cloud Information Center.

The name of the spreadsheet file is DeltekCostpointBusinessIntelligence81FixedAssetsModel.xlsx.

Report Package

The report in Costpoint Enterprise Reporting for Fixed Assets is published in a single package: Fixed Assets.

Fixed Asset Report

This section shows a sample prompt screen and output of the Fixed Asset Report.

This report contains the total cost, accumulated depreciation, book value, and percentage of depreciation of fixed assets.

Prompts

The prompts for the Fixed Asset Report includes the Company ID, Book, Depreciable Status Code, Group, and Status Code.

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

Sample Report

The Fixed Asset Report has both a summary and detailed report.

This is a sample summary of the Fixed Asset Report.

Fixed Assets Report

Company 1 for Book 1: G/L Book

Asset Account ID	Total Cost Amount	Salvage Value Amount	Amount to Depreciate	Depreciation Taken in Prior FYs	Current Pd Depreciation	Fiscal YTD Depreciation	Accumulated Depreciation	Book Value
00001-100	10,000.00	0.00	10,000.00	0.00	(26,481.46)	9,990.00	(16,491.46)	26,491.46
00001-103	15,225.00	0.00	15,225.00	0.00	0.00	0.00	0.00	15,225.00
00101	5.00	0.05	4.95	0.00	4.95	0.00	4.95	0.05
00111-010	198,000.00	0.00	198,000.00	14,201.81	93,563.06	1,610.13	109,375.00	88,625.00
00111-020	5,351,618.00	0.00	5,351,618.00	978.00	0.00	132.00	1,110.00	5,350,508.00
00111-030	36,600.00	1,830.00	34,770.00	100.00	0.00	100.00	200.00	36,400.00
00113	8,959,913.00	0.10	8,959,912.90	15.00	33,178.00	18,385.50	51,578.50	8,908,334.50
00114	10,000.00	0.00	10,000.00	0.00	0.00	333.33	333.33	9,666.67
01600-010	72,432.54	0.00	72,432.54	(1,339.24)	(199,858.86)	8,047.00	(193,151.10)	265,583.64
01600-020	24,637.25	0.00	24,637.25	(410.20)	602.60	510.00	702.40	23,934.85
01600-030	9,387.00	0.00	9,387.00	(167.81)	(25,898.41)	1,040.00	(25,026.22)	34,413.22
01600-040	3,199,199.66	0.00	3,199,199.66	17,177.17	582,069.79	1,032,032.00	1,631,278.96	1,567,920.70
05000-001	1,000,000,011,999.99	0.00	1,000,000,011,999.99	0.00	116,666,666,777.78	10,388.89	116,666,677,166.67	883,333,334,833.32
05000-010	54,915,730,667.00	0.00	54,915,730,667.00	0.00	0.00	0.00	0.00	54,915,730,667.00
07060	2,500.00	0.00	2,500.00	0.00	0.00	0.00	0.00	2,500.00
80808	50,100.00	0.00	50,100.00	0.00	0.00	0.00	0.00	50,100.00
AUTOR	20,000.00	0.00	20,000.00	0.00	1,041.68	1,041.66	2,083.34	17,916.66
FA001-001-00001	1,000.00	0.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00
JASET	142,000.00	0.00	142,000.00	0.00	(355,916.67)	125.00	(355,791.67)	497,791.67
JTACT	3,698.00	0.00	3,698.00	0.00	(901.59)	(986.64)	(1,888.23)	5,586.23
MDG14	987,654.00	0.00	987,654.00	287.00	0.00	114.00	401.00	987,253.00
MFA01	627,000.00	9,900.00	617,100.00	400.00	29,902.00	4,450.00	34,752.00	592,248.00
MT001	108,000.00	0.00	108,000.00	0.00	14,400.00	0.00	14,400.00	93,600.00
MTFA2	1,000.00	0.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00
PC310	254,603.50	0.00	254,603.50	0.00	100,000.00	23,603.50	123,603.50	131,000.00
PC311	4.00	0.00	4.00	0.00	0.00	0.00	0.00	4.00
PC315	63,481,953.00	0.00	63,481,953.00	756.00	0.00	922.00	1,678.00	63,480,275.00
PC650	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOMFA-ON2	6,000.00	0.00	6,000.00	(2,400.00)	5,374.45	(1,975.00)	999.45	5,000.55
WS120-001	222,000.00	0.00	222,000.00	11,100.00	40,472.60	29,600.00	81,172.60	140,827.40
Total for Report	**1,055,002,701,732.94**	**11,779.47**	**1,055,002,689,953.47**	**15,511.73**	**116,666,914,963.04**	**1,158,342.21**	**116,668,088,816.98**	**938,334,612,915.96**

This is a sample detailed Fixed Asset Report.

Fixed Assets Report

Company 1 for Book 1: G/L Book

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: 00001-100											
0000000595	1	Kris Short Description	10,000.00	0.00	10,000.00	0.00	(26,481.46)	0.00	(26,481.46)	36,481.46	-264.81%
ASSET_FC1	1		0.00	0.00	0.00	0.00	0.00	9,990.00	9,990.00	(9,990.00)	
Subtotal for Account 00001-100			**10,000.00**	**0.00**	**10,000.00**	**0.00**	**(26,481.46)**	**9,990.00**	**(16,491.46)**	**26,491.46**	
Account: 00001-103											
0000000598	1	KMF Test 1 Short Desc	15,225.00	0.00	15,225.00	0.00	0.00	0.00	0.00	15,225.00	0.00%
Subtotal for Account 00001-103			**15,225.00**	**0.00**	**15,225.00**	**0.00**	**0.00**	**0.00**	**0.00**	**15,225.00**	
Account: 00101											
0000000498	1	jm	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0000000593	1	jm	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
JM79	1	jm	5.00	0.05	4.95	0.00	4.95	0.00	4.95	0.05	99.00%
Subtotal for Account 00101			**5.00**	**0.05**	**4.95**	**0.00**	**4.95**	**0.00**	**4.95**	**0.05**	
Account: 00111-010											
BT003	1		60,000.00	0.00	60,000.00	0.00	6,000.00	0.00	6,000.00	54,000.00	10.00%
BT006	1		100,000.00	0.00	100,000.00	12,501.81	86,110.19	1,388.00	100,000.00	0.00	100.00%
BT008	1		6,000.00	0.00	6,000.00	1,275.00	433.40	166.60	1,875.00	4,125.00	31.25%
BT009	1		2,000.00	0.00	2,000.00	425.00	144.47	55.53	625.00	1,375.00	31.25%
BT011	1		9,000.00	0.00	9,000.00	0.00	875.00	0.00	875.00	8,125.00	9.72%
JBT0001364	1	CMACTIVE TEMPLATE	1,000.00	0.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00%
JBT0001396	1	CMACTIVE TEMPLATE	10,000.00	0.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00%
JBT0001397	1		10,000.00	0.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00%
Subtotal for Account 00111-010			**198,000.00**	**0.00**	**198,000.00**	**14,201.81**	**93,563.06**	**1,610.13**	**109,375.00**	**88,625.00**	
Account: 00111-020											
TFS105294	1		5,351,618.00	0.00	5,351,618.00	978.00	0.00	132.00	1,110.00	5,350,508.00	0.02%
Subtotal for Account 00111-020			**5,351,618.00**	**0.00**	**5,351,618.00**	**978.00**	**0.00**	**132.00**	**1,110.00**	**5,350,508.00**	
Account: 00111-030											
DEPRE-D	1		36,600.00	1,830.00	34,770.00	100.00	0.00	100.00	200.00	36,400.00	0.55%
Subtotal for Account 00111-030			**36,600.00**	**1,830.00**	**34,770.00**	**100.00**	**0.00**	**100.00**	**200.00**	**36,400.00**	
Account: 00113											
ACTIVE1	1	TEST	10,000.00	0.00	10,000.00	0.00	1,000.00	500.00	1,500.00	8,500.00	15.00%
AILEEN	1	test	10,000.00	0.00	10,000.00	0.00	(669.86)	500.00	(169.86)	10,169.86	-1.70%
AILEEN2	1	TEST	10,000.00	0.00	10,000.00	0.00	1,166.67	500.00	1,666.67	8,333.33	16.67%
BUGTEST1	1		8,658,468.00	0.00	8,658,468.00	8.00	0.00	8,561.00	8,569.00	8,649,899.00	0.10%

Costpoint Enterprise Reporting for Human Resources and Payroll

This chapter includes descriptions of reports in the Costpoint Enterprise Reporting for HR and Payroll folder.

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

- CER All
- CER HR

The human resources and payroll reports in Costpoint Business Intelligence enable human resources and payroll professionals to supplement standard Deltek Costpoint® reports for the Human Resources and Payroll modules with the following:

- A set of predefined reports included in the reporting package
- Production reports that you create for your firm using IBM® Cognos® and the Human Resources and Payroll framework manager model
- Ad hoc reports that you create for specialized or one-time reporting needs

The Costpoint Enterprise Reporting for HR and Payroll includes the following reports:

- Attrition and Retention
- EEO-1 Worksheet

- EEO-4 Worksheet
- Employee Benefits Profile
- Employee Change Report
- Employee Information
- New Hire / Termination
- VETS-4212 Worksheet
- Employee Earnings
- HR Payroll Labor Reconciliation

Costpoint Setup Prerequisites

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

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

- Payroll module, Human Resources module, or both.
- EEO setup, functional job titles, and detail job titles (required for the EEO-1 Worksheet, EEO-4 Worksheet, and VETS-4212 Worksheet).
- Audit file tracking for basic employee information and salary information and history. This is required for the Employee Change report.

Model Information

Detailed information about the structure, table inclusion, and relationships (joins) for the Costpoint Business Intelligence for Human Resources and Payroll Framework Manager model is available in spreadsheet format in the release documentation and Costpoint Information Center.

The name of the spreadsheet file is DeltekCostpointBusinessIntelligence81HRPRModel.xls.

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 prompts 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 break down this information by organization, labor location, or manager.

Prompts

Use the Attrition and Retention prompts to configure the report.

Prompt Message	Description
Company	Select the company for which you are generating the report.
Start date	Select the starting date for the date range. The report includes employees either hired or terminated within the date range you specify.
End date	Select the ending date for the date range. The report includes employees either hired or terminated within the date range you specify.
Primary group	Select one of the following options for grouping data on the report: ▪ Organization ▪ Labor Location ▪ Manager On the Advanced tab, you can also filter the report based on this selection.
Limit organizations/labor locations/managers	This Advanced tab option varies depending on your selection in **Primary group**. Use this option to limit the report to selected organizations, labor locations, or managers. (If you make no selections on the Advanced tab, the report includes all values for the selected grouping option.) To search with **Keywords**, enter one or more characters that will help retrieve the item(s) you want to select for the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.

Sample Report

Sample Attrition and Retention report.

Attrition and Retention

Company: 1 - Company 1

Org ID	Organization Name	Total Employees	New Hires	New Hires % to Total	Terminations	Terms % to Total
1	SuperTech, Inc.	5,238	77	1.47%	7	0.13%
1.1	Adminstration	21	0	0.00%	0	0.00%
1.1.100	Accounting	4	0	0.00%	0	0.00%
1.1.130	Marketing	2	0	0.00%	0	0.00%
1.2	Engineering Services	254	25	9.84%	1	0.39%
1.2.200	Product Development	32	0	0.00%	0	0.00%
1.2.210	Field Operations	95	3	3.16%	0	0.00%
1.3	Manufacturing	64	3	4.69%	0	0.00%
1.3.300	Tool & Die	13	0	0.00%	0	0.00%
1.3.310	Sonar	2	0	0.00%	0	0.00%
1.4	AJS ORG	1	0	0.00%	0	0.00%
1.8	1.8	44	2	4.55%	0	0.00%
1.L	K's Organization	1	0	0.00%	0	0.00%
K.F.DIRAC.MGRAC.ACCT	Kathy's Accounting Org	16	0	0.00%	0	0.00%
K.T	Kathy's CTO Org	1	0	0.00%	0	0.00%
K.T.DIRPG	Kathy's Development Direc	1	0	0.00%	0	0.00%
K.T.DIRPG.MGRPG	Kathy's Programming Mgr	10	0	0.00%	0	0.00%
K.T.DIRPG.MGRPG.PROG	Kathy's Programming Org	20	0	0.00%	0	0.00%
K.T.DIRQA	Kathy's QA Director	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%
GRAND TOTAL		**5,866**	**110**	**1.88%**	**8**	**0.14%**

Page 1 of 1

Benefit Enrollment Report

The Benefit Enrollment report lists the benefit enrollment choices of a company's employees and their dependents.

Use this standard Benefit update file to create your provider change/update file.

Prompts

Select a company for the Benefit Enrollment report.

Prompt Message	Description
Company	Select a company to view the benefit enrollment choices of its employees and their dependents.

Sample Report

Report Page | Selection Criteria | Revision History

Benefit Enrollment Report

1 - Applied Technologies Inc

Organization: Name	Organization: EIN	Employee: System ID	Employee: Username	Employee: SSN	Employee: First Name	Employee: Last Name	Employee: Date of Birth	Employee: Address Line 1
Applied Technologies Inc	85-1234567	1001	1001	111111001	Megan	Parmenter	1957-01-05	2500 Central Parkway
Applied Technologies Inc	85-1234567	1001	1001	111111001	Megan	Parmenter	1957-01-05	2500 Central Parkway
Applied Technologies Inc	85-1234567	1001	1001	111111001	Megan	Parmenter	1957-01-05	2500 Central Parkway
Applied Technologies Inc	85-1234567	1001	1001	111111001	Megan	Parmenter	1957-01-05	2500 Central Parkway
Applied Technologies Inc	85-1234567	1002	1002	111111002	Carter	Smith	1956-02-26	26 S Davis Ave
Applied Technologies Inc	85-1234567	1002	1002	111111002	Carter	Smith	1956-02-26	26 S Davis Ave
Applied Technologies Inc	85-1234567	1002	1002	111111002	Carter	Smith	1956-02-26	26 S Davis Ave
Applied Technologies Inc	85-1234567	1002	1002	111111002	Carter	Smith	1956-02-26	26 S Davis Ave
Applied Technologies Inc	85-1234567	1002	1002	111111002	Carter	Smith	1956-02-26	26 S Davis Ave
Applied Technologies Inc	85-1234567	1002	1002	111111002	Carter	Smith	1956-02-26	26 S Davis Ave

EEO-1 Worksheet Report

Use the EEO-1 Worksheet 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.

Prerequisites

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

The EEO-1 Worksheet 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.

Generating Historical Versions

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.

Prompts

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

Prompt Message	Description
Company	Select the company for which you are generating the report.
As of date	Enter or select the date as of which you want to report EEO-1 data. The worksheet displays the employee counts as of this date.
Limit organizations	Use this option to limit the report to selected organizations. (If you make no selections, the report includes all organizations.) To search with **Keywords**, enter one or more characters that will help retrieve the item(s) you want to select for the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.

Sample Report

Sample EEO-1 Worksheet report.

EEO-1 Worksheet

Company: 1 - Company 1

JOB CATEGORIES	Male				Female				OVERALL TOTALS
	Hispanic or Latino	White (Not Hispanic or Latino)	Asian (Not Hispanic or Latino)	American Indian or Alaska Native (Not Hispanic or Latino)	Hispanic or Latino	White (Not Hispanic or Latino)	Asian (Not Hispanic or Latino)	American Indian or Alaska Native (Not Hispanic or Latino)	
(Job Category no longer used)			65	1	2	2	2	1	**73**
Administrative Support Workers			4	2	1		3	1	**11**
Craft Workers	3		6	1	3	1	1	2	**17**
Laborers and Helpers			1				1		**2**
Operatives	2			1	1		1		**5**
Professionals	7		30	3	7	1	38	4	**90**
Sales Workers				1	1			1	**3**
Service Workers							1		**1**
Student Population	1								**1**
Technicians	20	102	2067	11	22	75	43	7	**2347**
TOTAL	**33**	**102**	**2173**	**20**	**37**	**79**	**90**	**16**	**2550**

EEO-4 Worksheet Report

Use the EEO-4 Worksheet to gather the data you need to complete the EEO-4 report (State and Local Government Information Report) for submission to the Equal Employment Opportunity Commission and the Department of Labor.

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

Prerequisites

Certain tasks must be performed in Costpoint before you run the EEO-4 Worksheet Report.

The EEO-4 Worksheet 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 Info and History screen.

Generating Historical Versions

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.

Prompts

Use the prompts to configure the EEO-4 Worksheet report.

Prompt Message	Description
Company	Select the company for which you are generating the report.
As of date	Enter or select the date as of which you want to report EEO-4 data. The worksheet displays the employee counts as of this date.
Limit organizations	Use this option to limit the report to selected organizations. (If you make no selections, the report includes all organizations.) To search with **Keywords**, enter one or more characters that will help retrieve the item(s) you want to select for the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.

Sample Report

Sample EEO-4 Worksheet report.

EEO-4 Worksheet

Company: 1 - Company 1

JOB CATEGORIES		Male				Female				OVERALL TOTALS
		Hispanic or Latino	White (Not Hispanic or Latino)	Asian (Not Hispanic or Latino)	American Indian or Alaska Native (Not Hispanic or Latino)	Hispanic or Latino	White (Not Hispanic or Latino)	Asian (Not Hispanic or Latino)	American Indian or Alaska Native (Not Hispanic or Latino)	
(Job Category no longer used)	4. $25.0-32.9							2		**2**
	6. $43.0-54.9			1						**1**
	7. $55.0-69.9				1					**1**
	8. $70.0 PLUS			64		2	2		1	**69**
	Subtotal			**65**	**1**	**2**	**2**	**2**	**1**	**73**
Administrative Support Workers	2. $16.0-19.9			1						**1**
	3. $20.0-24.9								1	**1**
	4. $25.0-32.9			2	1			1		**4**
	6. $43.0-54.9				1	1				**2**
	8. $70.0 PLUS			1				2		**3**
	Subtotal			**4**	**2**	**1**		**3**	**1**	**11**
Craft Workers	1. $0.1-15.9							1	1	**2**
	2. $16.0-19.9			1					1	**2**
	3. $20.0-24.9	1		2	1	1				**5**
	4. $25.0-32.9			3		1				**4**

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 that you select on the prompts screen:

- Benefits plan code
- Benefits package code
- Package description
- Benefit type code
- Coverage option code
- Effective date
- End date

Prompts

These are Employee Benefits Profile prompts.

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

Prompt Message	Description
	the last one in the group. To select multiple organizations that are not listed together, press CTRL as you click each one. When you generate the report, it includes only records for the organizations in Choices.

Sample Report

Sample Employee Benefit Profile report.

Employee Benefits Profile

Company: 1 - Company 1

Org ID Name	Employee ID	Last Name	First Name	Benefit Plan Code	Benefits Package Code	Package Description	Benefit Type Code	Coverage Option Code	Effective Date	End Date
1 - SuperTech, Inc.	E001	Tulip	Rembrant	AD & D	EVERYTHING	Lots o' benefits	ADD	ACC/DIS	Jan 1, 2001	Dec 31, 2005
				DENTAL	EVERYTHING	Lots o' benefits	DENTAL	FAM DENTAL	Apr 30, 2002	May 1, 2004
				DISABILITY	EVERYTHING	Lots o' benefits	LTD	LTD	Jan 1, 1999	Dec 31, 2005
				LIFE	EVERYTHING	Lots o' benefits	LIFE	BASICLIFE	Jan 1, 2001	Dec 31, 2005
				OTHER	EVERYTHING	Lots o' benefits	OTHER	EMPL MED	Jan 1, 2001	Dec 31, 2005
				SPOUSE LIFE	EVERYTHING	Lots o' benefits	SPLIFE	DEP CVG	Jan 1, 2001	Dec 31, 2005
				ST DISABIL	EVERYTHING	Lots o' benefits	STD	STD	Jan 1, 2001	Dec 31, 2005
				SUP LIFE INS	EVERYTHING	Lots o' benefits	SUPLIF	SUP LIFE	Jan 1, 2001	Dec 31, 2005
				VISION	EVERYTHING	Lots o' benefits	VISION	VISION	Jan 1, 2001	Dec 31, 2005
	E002	Tulip	Tom	AD & D	EVERYTHING	Lots o' benefits	ADD	NO CVG	Jan 1, 2001	Dec 31, 2005
				DENTAL	EVERYTHING	Lots o' benefits	DENTAL	FAM DENTAL	Apr 30, 2002	May 1, 2004
				DISABILITY	EVERYTHING	Lots o' benefits	LTD	NO CVG	Jan 1, 1999	Dec 31, 2005
				LIFE INS	EVERYTHING	Lots o' benefits	LIFE	BASICLIFE	Jul 1, 2001	Jun 30, 2005
				OTHER	EVERYTHING	Lots o' benefits	OTHER	NO CVG	Jan 1, 2001	Dec 31, 2005
				SPOUSE LIFE	EVERYTHING	Lots o' benefits	SPLIFE	DEP CVG	Jan 1, 2001	Dec 31, 2005
				SUP LIFE INS	EVERYTHING	Lots o' benefits	SUPLIF	NO CVG	Jan 1, 2001	Dec 31, 2005
				VISION	EVERYTHING	Lots o' benefits	VISION	NO CVG	Jan 1, 2001	Dec 30, 2005
	E003	Tulip	Shirley	AD & D	EVERYTHING	Lots o'	ADD	ACC/DIS	Jan 1, 2001	Dec

Page 1 of 5

Employee Change Report

The Employee Change Report provides an audit trail of additions, changes, and deletions of basic employee information and employee salary information and salary history.

The report has a separate section for each of these types of information. You have the option to include either or both of the sections when you generate the report.

Use this report as a tool for tracking what changes were made and who made them, for monitoring the accuracy of data entry, and for restoring information that was incorrectly changed or deleted.

For the date range and employees you specify on the prompts screen, this report displays a row for each version of each employee record that was added, modified, or deleted during the reporting period.

Because the report has many columns, we recommend that you generate the report as a Microsoft® Excel® spreadsheet and work with the data in Excel.

Note: If you use the Import Employee Data application in Costpoint to load employee information, that process does not update the Employee Information Audit table (EMPL_ADT). As a result, those updates do not display on this report.

Prerequisites

Data is only available for this report if auditing is activated on the Configure Payroll Settings screen in Costpoint.

To make full use of this report, select both of the following under **Enable Audit File Tracking** on that screen:

- Basic Employee Information
- Employee Salary Information

Prompts

These are Employee Change Report prompts.

Prompt Message	Description
Company	Select the company for which you are generating the report.
Limit employees	Use this option to limit the report to selected employees. (If you make no selections, the report includes all employees.) In **Keywords**, enter one or more characters for which you want to search to retrieve employees. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces. Click **Options** to specify how you want the search to match your entries with the IDs or names. (If you search by name, use one of the **Contains...** options, rather than the **Starts**

Prompt Message	Description
	with... options.) Click **Search** to list the matching employees in Results. Select the employees in Results that you want to include and click **Insert** to move them to Choices. To select multiple employees that are together in the list, click the first employee in the group and then press SHIFT as you click the last one in the group. To select multiple employees that are not listed together, press CTRL as you click each one. When you generate the report, it includes only records for the employees in Choices.
Date change	Enter or select the starting date of the report date range in **From** and the ending date in **To**. The report includes records that were added, modified, or deleted within this date range. Note that if you enter a date range that is too restrictive, the report may only display one record for an employee, making it difficult to determine what information has changed. In that case, widen the date range enough that the report includes the previous version of the employee's information for comparison purposes.
Show basic employee information changes	Select this check box to generate the **Basic Employee Information** section of the report.
Show salary information & history changes	Select this check box to generate the **Salary Information and History** section of the report.

Sample Report - Basic Employee Information

The following are sample screenshots of the Basic Employee Information report.

Basic Employee Information

Company: 10 - Applied Technologies LLC

Employee ID	Employee Name (Last/First/Mid)	Modification Description	Time Stamp	Modified By	Leave Cycle Code	Taxable Entity (Company ID)	Social Security Number	Original Hire Date
Employee ID - Name: 2222 - Smith, John								
2222	Smith, John	Update	Dec 27, 2010 1:32:41 PM	ADMIN	SEMI	10	123456	Oct 1, 2008 12:00:00 AM
2222	Smith, John	Update	Dec 27, 2010 1:36:37 PM	ADMIN	SEMI	10	123456	Oct 1, 2008 12:00:00 AM
2222	Smith, John	Update	Jan 4, 2011 5:26:18 PM	ADMIN	SEMI	10	123456	Oct 1, 2008 12:00:00 AM
2222	Smith, John	Update	Feb 2, 2011 9:43:58 AM	ADMIN	SEMI	10	123456	Oct 1, 2008 12:00:00 AM
Employee ID - Name: 2328 - Franklin, David J								
2328	Franklin, David J	Add	Apr 22, 2015 12:36:55 PM	X1014	SEMI	10	999999999	Jan 1, 2000 12:00:00 AM
2328	Franklin, David J	Update	Apr 22, 2015 12:38:52 PM	X1014	SEMI	10	999999999	Jan 1, 2000 12:00:00 AM
2328	Franklin, David J	Update	Apr 22, 2015 2:50:37 PM	X1014	SEMI	10	999999999	Jan 1, 2000 12:00:00 AM
2328	Franklin, David J	Update	Apr 22, 2015 3:00:20 PM	X1014	SEMI	10	999999999	Jan 1, 2000 12:00:00 AM
Employee ID - Name: 2596 - Bivek, Ketten D								
2596	Bivek, Ketten D	Add	Apr 22, 2015 12:24:18 PM	X1014	SEMI	10	999999999	Jan 1, 2000 12:00:00 AM

Basic Employee Information

Company: 10 - Applied Technologies LLC

Adjusted Hire Date	Termination Date	Employee Status Code	Supervisor Name	Last Name	First Name	Middle Name	Preferred Name	Name Prefix Code	Name Suffix Code
	Dec 15, 2010 12:00:00 AM	ACT		Smith	John				
	Dec 15, 2010 12:00:00 AM	IN		Smith	John				
	Dec 15, 2010 12:00:00 AM	IAL		Smith	John				
	Dec 15, 2010 12:00:00 AM	IN		Smith	John				
		ACT		Franklin	David	J			
		ACT		Franklin	David	J			
		ACT		Franklin	David	J			
		ACT		Franklin	David	J			
		ACT		Bivek	Ketten	D			

Basic Employee Information

Company: 10 - Applied Technologies LLC

Notes	Timesheet Period Code	Birth Date	City Name	Country Code	Address Line 1	Address Line 2	Address Line 3	Mail State	Postal Code	Locator Code
	SM	Jan 20, 1965 12:00:00 AM	Reston	USA				VA	20190	
	SM	Jan 20, 1965 12:00:00 AM	Reston	USA				VA	20190	
	SM	Jan 20, 1965 12:00:00 AM	Reston	USA				VA	20190	
	SM	Jan 20, 1965 12:00:00 AM	Reston	USA				VA	20190	
	WK	Apr 22, 1994 12:00:00 AM		USA				AL		
	WK	Apr 22, 1994 12:00:00 AM		USA				AL		
	WK	Apr 22, 1994 12:00:00 AM		USA				AL		
	WK	Apr 22, 1994 12:00:00 AM		USA				AL		
	SM	Apr 8, 1993 12:00:00 AM	hemden	USA				AL		

Basic Employee Information

Company: 10 - Applied Technologies LLC

Prior Name	Last Review Date	Next Review Date	Gender Code	Marital Code	Eligible for Auto Pay Flag (Y/N)	Electronic Mail ID	Employee's Race Code	Modified Date	Disabled Flag (Y/N)
		Oct 1, 2009 12:00:00 AM	M	M	N	jsmith@ati.com	WHITE	Dec 27, 2010 12:00:00 AM	
		Oct 1, 2009 12:00:00 AM	M	M	N	jsmith@ati.com	WHITE	Dec 27, 2010 12:00:00 AM	
	Dec 15, 2010 12:00:00 AM	Dec 15, 2011 12:00:00 AM	M	M	N	jsmith@ati.com	WHITE	Jan 4, 2011 12:00:00 AM	
	Dec 15, 2010 12:00:00 AM	Dec 15, 2011 12:00:00 AM	M	M	N	jsmith@ati.com	WHITE	Feb 2, 2011 12:00:00 AM	
	Feb 1, 2015 12:00:00 AM	Feb 1, 2016 12:00:00 AM	M	M	N		BLACK_WHT	Apr 22, 2015 12:00:00 AM	N
	Jan 4, 2015 12:00:00 AM	Jan 4, 2016 12:00:00 AM	M	M	N		BLACK_WHT	Apr 22, 2015 12:00:00 AM	N
	Jan 4, 2015 12:00:00 AM	Jan 4, 2016 12:00:00 AM	M	M	N		BLACK_WHT	Apr 22, 2015 12:00:00 AM	N
	Jan 4, 2015 12:00:00 AM	Jan 4, 2016 12:00:00 AM	M	M	N		BLACK_WHT	Apr 22, 2015 12:00:00 AM	N
	Feb 1, 2015 12:00:00 AM	Feb 1, 2016 12:00:00 AM	M	M	N		BLACK_WHT	Apr 22, 2015 12:00:00 AM	N

Basic Employee Information

Company: 10 - Applied Technologies LLC

Payroll Service Employee ID	County Name	Timesheet Period Regular Hours	Pay Period Regular Hours	Months Between Reviews	Vet Status Armed Forces	Vet Status Disabled	Special Disabled Veteran	Vietnam Era Veteran	Other Eligible Veteran
							Employee ID - Name: 2222 - Smith, John		
					N	N	N	Y	N
					N	N	N	Y	N
					N	N	N	Y	N
					N	N	N	Y	N
							Employee ID - Name: 2328 - Franklin, David J		
		0	0	0	N	N	N	Y	N
		0	0	0	N	N	N	Y	N
		0	0	0	N	N	N	Y	N
		0	0	0	N	N	N	Y	N
							Employee ID - Name: 2596 - Bivek, Ketten D		
		0	0	0	N	N	N	Y	N

Basic Employee Information

Company: 10 - Applied Technologies LLC

Reservist	Vet Status Protected	Contact Name 1	Contact Name 2	Contact Phone Number 1	Contact Phone Number 2	Contact 1, Relationship to Employee	Contact 2, Relationship to Employee	ESS Pin ID	ESS Pin Updated Flag (Y/N)
		Employee ID - Name: 2222 - Smith, John							
N	N								N
N	N								N
N	N								N
N	N								N
		Employee ID - Name: 2328 - Franklin, David J							
N	N								N
N	N								N
N	N								N
N	N								N
		Employee ID - Name: 2596 - Bivek, Ketten D							
N	N								N

Basic Employee Information

Company: 10 - Applied Technologies LLC

ESS Class of Service Code	Home E-mail Address	Union Employee Flag (Y/N)	Visa Type Code	Veteran Release Date	Contractor Flag (Y/N)	Blind Flag (Y/N)	Company ID	Visa Expiration Date	Rowversion
		N			N	N	10		0
		N			N	N	10		0
		N			N	N	10		0
		N			N	N	10		0
1		N			N	N	10		0
1		N			N	N	10		2
1		N			N	N	10		0
1		N			N	N	10		0
1		N			N	N	10		0

Sample Report - Salary Information and History

The following are sample screenshots of the Salary Information and History report.

Salary Information and History

Company: 10 - Applied Technologies LLC

Employee ID	Employee Name (Last/First/ Mid)	Modification Description	Time Stamp	Modified By	Effective Date	Hourly or Salary Code	Hourly Rate	Salary Amount	Annual Amount
Employee ID - Name: 2328 - Franklin, David J									
2328	Franklin, David J	Add	Apr 22, 2015 12:38:52 PM	X1014	Jan 4, 2015 12:00:00 AM	S	43.6058	3,488.46	90,700.08
2328	Franklin, David J	Update	Apr 22, 2015 2:50:37 PM	X1014	Jan 4, 2015 12:00:00 AM	S	43.6058	3,488.46	90,700.08
2328	Franklin, David J	Update	Apr 22, 2015 3:08:45 PM	X1014	Jan 4, 2015 12:00:00 AM	S	43.6058	3,488.46	90,700.08
Employee ID - Name: 2596 - Bivek, Ketten D									
2596	Bivek, Ketten D	Add	Apr 22, 2015 12:24:18 PM	X1014	Feb 1, 2015 12:00:00 AM	S	38.5371	3,339.88	80,157.12
Employee ID - Name: 2937 - Wright, Raymond H									
2937	Wright, Raymond H	Add	Apr 22, 2015 2:43:37 PM	X1014	Jan 4, 2015 12:00:00 AM	H	80.0031	6,400.25	166,406.4
Employee ID - Name: 2949 - Lane, Matthew									
2949	Lane, Matthew	Add	Apr 22, 2015 1:50:17 PM	X1014	Jan 4, 2015 12:00:00 AM	S	39.913	3,193.04	83,019.12
Employee ID - Name: 2965 - Jain, Arihunt									
2965	Jain, Arihunt	Add	Apr 22, 2015 1:22:05 PM	X1014	Jan 4, 2015 12:00:00 AM	S	41.0443	3,283.54	85,372.08
2965	Jain, Arihunt	Update	Apr 22, 2015 2:58:58 PM	X1014	Jan 4, 2015 12:00:00 AM	S	41.0443	3,283.54	85,372.08
Employee ID - Name: 2999 - Lee, Karen									
2999	Lee, Karen	Add	Apr 22, 2015	X1014	Jan 4, 2015	S	25.1822	2,014.58	52,379.04

Salary Information and History

Company: 10 - Applied Technologies LLC

Exempt Flag (Y/N)	Employee Type Code	Organization	Position Title	Overtime State Code (for OT Calculations)	Standard Estimated Annual Hours	Standard Effective Hourly Rate	Labor Group Type
Y	R	10.10.1.1	Account Executive	CA	0	0	
Y	R	10.10.1.1	Account Executive	CA	2,080	43.6058	
Y	R	10.10.1.1	Account Executive	CA	2,080	43.6058	
Y	R	10.10.1.1	Account Executive	AZ	2,080	38.5371	
N	R	10.10.1.1	Account Executive	CO	2,080	80.0031	
Y	R	10.10.1.1	Acct Payable Clerk	GA	2,080	39.913	
Y	R	10.10.1.2	Acct Payable Clerk	AK	0	0	
Y	R	10.10.1.2	Acct Payable Clerk	AK	2,080	41.0443	
Y	R	10.10.1.1	Administrative Clerk	IA	2,080	25.1822	

Salary Information and History

Company: 10 - Applied Technologies LLC

General Labor Category (GLC)	Percent Increase	Home Reference 1	Home Reference 2	Personnel Action Reason Description 1	Detail Job Code	Personnel Action Reason	Labor Location	Merit Percent
23145	0				ACC EXE			0
23145	0				ACC EXE			0
23145	0				ACC EXE			0
23145	0				ACC EXE			0
CAPT	0				ACC EXE			0
23410	0				CLK-AP			0
23145	0				CLK-AP			0
23145	0				CLK-AP			0
23145	0				ADMIN1			0

Salary Information and History

Company: 10 - Applied Technologies LLC

Promotion Percent	Compensation Plan Code	Salary Grade Code	Step Number Values 1-10	Review Form ID	Performance Rating	Modified Date	End Date	Security Organization ID
0	ATI-SAL	PROF	0			Apr 22, 2015 12:00:00 AM	Dec 31, 2078 12:00:00 AM	10.10.1.1
0	ATI-SAL	PROF	0			Apr 22, 2015 12:00:00 AM	Dec 31, 2078 12:00:00 AM	10.10.1.1
0	ATI-SAL	PROF	0			Apr 22, 2015 12:00:00 AM	Dec 31, 2078 12:00:00 AM	10.10.1.1
0	ATI-SAL	PROF	0			Apr 22, 2015 12:00:00 AM	Dec 31, 2078 12:00:00 AM	10.10.1.1
0	ATI-H	PROF	0			Apr 22, 2015 12:00:00 AM	Dec 31, 2078 12:00:00 AM	10.10.1.1
0	ATI-SAL	ASSOC	0			Apr 22, 2015 12:00:00 AM	Dec 31, 2078 12:00:00 AM	10.10.1.1
0	ATI-SAL	ASSOC	0			Apr 22, 2015 12:00:00 AM	Dec 31, 2078 12:00:00 AM	10.10.1.2
0	ATI-SAL	ASSOC	0			Apr 22, 2015 12:00:00 AM	Dec 31, 2078 12:00:00 AM	10.10.1.2
0	ATI-SAL	1-ENTRY	0			Apr 22, 2015	Dec 31, 2078	10.10.1.1

Salary Information and History

Company: 10 - Applied Technologies LLC

Comments	Evaluating Manager's Employee ID	Employee Class Code	Work Hours in Year	Project Labor Category (PLC)	Personnel Action Reason 2	Personnel Action Reason 3	Personnel Action Reason Description 2	Personnel Action Reason Description 3
		ATFS	2,080	OT				
		ATFS	2,080	OT				
		ATFS	2,080	OT				
		ATFS	2,080	OT				
		ATFH	2,080	T				
		ATFS	2,080	OT				
	1104	ATFS	2,080	OT				
	1104	ATFS	2,080	OT				
		ATFS	2,080					

Salary Information and History

Company: 10 - Applied Technologies LLC

Seasonal Employee Flag (Y/N)	Corporate Officer Flag (Y/N)	Effective Hire Date Flag (Y/N)	Effective Term Date Flag (Y/N)	AA Plan Code	Job Group Code	Affirmative Action Comments	TC Work Schedule	TC Timesheet Schedule
N	N	N	N		2C			
N	N	N	N		2C			
N	N	N	N		2C			
N	N	N	N		2C			
N	N	N	N		2C			
N	N	N	N		5A			
N	N	N	N		5A			
N	N	N	N		5A			
N	N	N	N		5A			

Salary Information and History

Company: 10 - Applied Technologies LLC

Human Resource Organization ID	Rowversion
ADMIN	0
ADMIN	1
ADMIN	2
ADMIN	0
ADMIN	0
ADMIN	0
ADMIN	0
ADMIN	1
ADMIN	0

Employee Earnings Report

The Employee Earnings report offers a complete view of all employee earnings and deductions for the payroll dates and employees that you select on the prompts screen.

Prompts

These are Employee Earnings prompts.

Prompt Message	Description
Company	Select the company for which you are generating the report.
Starting pay period	Enter or select the starting pay period of the pay period range for the report. The report includes earnings information for pay periods in this range.
Ending pay period	Enter or select the ending pay period of the pay period range for the report. The report includes earnings information for pay periods in this range.

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

Sample Report

Sample Employee Earnings report.

Employee Earnings

Company: 1 - Company 1

Employee ID	Last Name	First Name	Employee Status Code	Pay Cycle End Date	Check Date	Check Number	Gross Amount	Net Amount	Total Hours	Federal Exempt Deduction Amount	Federal Taxable Amount	Social Security Exempt Deduction Amount	Social Security Taxable Amount	Medicare Exempt Deduction Amount	Medicare Taxable Amount	Federal Withheld Amount	Social Security Withheld Amount	Social Security Accrued Amount	Medicare Withheld Amount	Medicare Accrued Amount	AEIC Amount
E001	Tulip	Rembrant	ACT	Jan 21, 2006	Jan 21, 2006	5	4,000.00	3,975.00	80.00	0.00	4,000.00	0.00	4,000.00	0.00	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00
				Total for Employee: E001			**4,000.00**	**3,975.00**	**80.00**	**0.00**	**4,000.00**	**0.00**	**4,000.00**	**0.00**	**4,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
E003	Tulip	Shirley	ACT	Mar 5, 2005	Mar 5, 2005	501	8,750.00	8,650.00	80.00	100.00	8,650.00	0.00	8,750.00	0.00	8,750.00	0.00	0.00	0.00	0.00	0.00	0.00
				Total for Employee: E003			**8,750.00**	**8,650.00**	**80.00**	**100.00**	**8,650.00**	**0.00**	**8,750.00**	**0.00**	**8,750.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
					Total for Report		**12,750.00**	**12,625.00**	**160.00**	**100.00**	**12,650.00**	**0.00**	**12,750.00**	**0.00**	**12,750.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

Employee Information Report

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

You select both the employees that you want to include and the data columns that you want the report to display for each employee. In addition, you can sort the report by either employee ID or employee name.

Prompts

These are Employee Information prompts.

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

Sample Report

Sample Employee Information report.

Employee Information

Company: APPLEJACK2 - Apple Jacks 2

Employee ID	Employee Name (Last/First/Mid)	Gender Code	Hourly Rate	Annual Amount	Labor Group Type	Labor Location	Org ID	Original Hire Date
504501	Charles, Ramsey	F	21.6346	45,000.00	SCA	TX01OF	B. 01.001	Jan 1, 2001
504502	Maxwell, Kellerman J	M	15.4086	32,050.00	DBA	NJ01PL	B. 01.001	Jan 1, 2002
504503	Martin, Sund J	M	21.6346	45,000.00	DBA	CO202B	B. 01.001	Jan 1, 2002
504504	Kane, Carol J	F	36.7134	76,363.95	SCA	AZ101A	B. 01.002	Jan 1, 2002
504505	Arlis-Kane, Michaels K	M	36.7134	76,363.95	DBA	AZ101A	B. 01.001	Jan 1, 2002
504506	Robert, Brown	F	15.4086	32,050.00	SCA	NJ01PL	B. 01.001	Jan 1, 2002
504507	Edward, Moore A	M	21.6346	45,000.00	DBA		B. 01.001	Jan 1, 2002
504508	Damon, Allen J	F	36.7134	76,363.95	SCA	AZ101A	B	Jan 1, 2002
504509	Kevin, Tony A	M	15.4086	32,050.00	DBA	NJ01PL	L	Jan 1, 2002
504510	Robert, Patrick D	F	21.6346	45,000.00	DBA	AZ101A	B. 01.001	Jan 1, 2002
504511	Julius, Crane J	M	27.0980	56,363.95	SCA		B. 01.001	Dec 31, 2001
504512	Rachel, Nichols J	F	15.4086	32,050.00	DBA	NJ01PL	B. 01.001	Jan 1, 2002
AYA	Phelps , Andrea K	F	50.0000	104,000.00	SCA	AZ101A	B	Jan 1, 2001
C2DERRICOTT	Derricott , Cachetta D	F	42.2500	87,880.00	DBA	AZ101A	B.02	Jan 1, 2001
C2HOLLEMAN	Holleman , Rochelle R	F	42.0100	87,380.80	DBA	AZ101A	B.02	Jan 1, 2002
C2WRIGHTA	Wright , Andre J	M	45.0000	93,600.00	DBA	AZ101A	B.02	Jan 1, 2002
C2WRIGJTR	Wright , Raymond A	M	42.5000	88,400.00	DBA	VA01OF	B.02	Jan 1, 2002
E101	Plum, Stephanie	F	21.2500	44,200.00	DBA	AZ101A	B.02	Feb 1, 2001
E102	Plum, Grandma	F	25.0000	52,000.00	DBA	AZ101A	B.02	Aug 30, 2001
E103	Liatris, Lia	F	25.0000	52,000.00	DBA	AZ101A	B.02	Mar 30,

Page 1 of 4

HR Payroll Labor Reconciliation Report

The HR Payroll Labor Reconciliation report enables you to audit calculated labor and calculated payroll to prevent under- or over-payments and ensure that the two agree.

You select the fiscal period for which you want to generate the report and the employees you want to include.

Prerequisite

This report only provides valid data if you are using Costpoint Payroll.

Prompts

These are HR Payroll Labor Reconciliation prompts.

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

Sample Report

Sample HR Payroll Labor Reconciliation report.

HR Payroll Labor Reconciliation

Company: 1 - Company 1

Employee ID	Employee Name	Earnings Amount	Earnings Hours	Labor Amount	Labor Hours	Amount Difference	Hours Difference
000013	Barnes, Billy G	0.00	0.00	2,500.00	250.00	2,500.00	250.00
000029	Hand, Anita Q	0.00	0.00	10,500.00	60.00	10,500.00	60.00
1JEAN	Archer, Darrel O	0.00	0.00	122,300.00	972.00	122,300.00	972.00
2JEAN	Watson, Marcia	0.00	0.00	10,000.00	150.00	10,000.00	150.00
4JEAN	Eilperin-Baker, Juliet R	0.00	0.00	22,000.00	110.00	22,000.00	110.00
BASINGER	Basinger, Lisa B	0.00	0.00	1,050.00	70.00	1,050.00	70.00
BEEMER	Beemer, Edward	0.00	0.00	240.00	40.00	240.00	40.00
E001	Tulip, Rembrant Q	4,000.00	80.00	0.00	0.00	(4,000.00)	(80.00)
P001	McGregor, Carl	7,777.50	245.50	0.00	0.00	(7,777.50)	(245.50)
P002	Diaz, Cameron	14,796.80	80.00	0.00	0.00	(14,796.80)	(80.00)
RON01	HOCK01, HOCK01 A	2,240.00	40.00	0.00	0.00	(2,240.00)	(40.00)
SIM	Sim, Marvin	0.00	0.00	10,200.00	65.00	10,200.00	65.00
W2KATH1	ZOGLEMAN, ZELLA M	0.00	0.00	3,000.00	300.00	3,000.00	300.00
W2KATH2	ZELLER, YELLA M	0.00	0.00	4,500.00	450.00	4,500.00	450.00

Page 1 of 1

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. You can generate either report alone or both at once.

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
- 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
- Original hire date
- Termination date

Prompts

These are New Hires/Terminations prompts.

Prompt Message	Description
Company	Select the company for which you are generating the report.
Beginning hire/termination date	Select the starting date for the date range. The report includes employees either hired or terminated within the date range you specify.
Ending hire/termination date	Select the ending date for the date range. The report includes employees either hired or terminated within the date range you specify.
Show new hires	Select this check box to generate the New Hires report.
Show terminations	Select this check box to generate the Terminations report.

Sample Report

Sample New Hires report.

New Hires

Company: 1 - Company 1

Organization ID Name	Employee ID	Employee Name	Original Hire Date
1-SuperTech, Inc.	017085	Goldberg, W	Nov 6, 2000
	019214	Young, P M	May 14, 2001
	019646	Bell, Callie M	Feb 5, 2001
	023721	Cobb, M D	Jan 8, 2001
	025860	Wallace, J C	Sep 18, 2000
	026046	Murrell, C R	Nov 26, 2001
	026064	Nguyen, T V	Nov 3, 2001
	026189	Barros, I M	Mar 12, 2001
	026719	Shedler, T A	Sep 25, 2000
	028584	Burks, L C	May 31, 2001
	028954	Milosevic, V	Nov 12, 2001
	028963	McCall, A M	Aug 21, 2000
	028980	Witkowski, S R	Oct 8, 2001
	028981	Wilson, R	Oct 15, 2001
	029384	Knight, P S	Oct 29, 2001
	029545	Lee, T G	Mar 19, 2001
	029562	Kent, D M	Oct 17, 2000
	029595	Rouse, K A	May 14, 2001
	029698	Battle, J J	Dec 26, 2000
	029796	Sons, S J	Sep 25, 2000
	029812	Delos, J U	Sep 25, 2000
	029818	Orlando, J C	Nov 1, 2000
	029821	Duncan, M S	Nov 27, 2000
	029822	Andrade, J G	Dec 4, 2000
	029824	Burton, M E	Dec 18, 2000
	029831	Kreider, D R	Feb 26, 2001
	029840	Balasubramanian, B	Jul 16, 2001
	029842	Boller, S R	Jul 16, 2001
	029847	Husar, A P	Jul 16, 2001
	029850	Nguyen, K H	Jul 16, 2001
	029881	Renner, Jennifer R	Nov 12, 2001
	029882	Lovett, C A	May 21, 2001
	029921	Hnyda, J D	Aug 16, 2000
	029959	Strachan, J A	Aug 14, 2000

Page 1 of 3

Terminations

Company: 1 - Company 1

Organization ID Name	Employee ID	Employee Name	Original Hire Date	Termination Date
1-SuperTech, Inc.	KATH1	KATH1, FRED F	Jan 1, 1994	Jan 2, 2001
	KATH6	KATH6, ETHEL M	Dec 31, 1996	Jan 2, 2001
Total 1-SuperTech, Inc.	**2**			
K.F.DIRAC.MGRAC.ACCT-Kathy's Accounting Org	W2KATH9	XANADU, SIMON S	Jan 1, 2000	Nov 1, 2000
Total K.F.DIRAC.MGRAC.ACCT-Kathy's Accounting Org	**1**			
K.T.DIRPG.MGRPG.PROG-Kathy's Programming Org	W2KATH44	LESTAT, W2KATH44 M	Jan 1, 2000	Dec 31, 2001
Total K.T.DIRPG.MGRPG.PROG-Kathy's Programming Org	**1**			
GRAND TOTAL	**4**			

Page 1 of 1

VETS-4212 Worksheet Report

The worksheet 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 Worksheet provides the Costpoint data you need to complete those forms.

The worksheet 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 Worksheet 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

These are VETS-4212 Worksheet prompts.

Prompt Message	Description
Company	Select the company for which you are generating the report.
As of date	Enter or select the date as of which you want to report VETS-4212 data. The worksheet displays the employee counts as of this date.
Limit organization(s)	Use this option to limit the report to selected organizations. (If you make no selections, the report includes all organizations.) In **Keywords**, enter one or more characters for which you want to search to retrieve organizations. The list displays values as a combination of ID and name, so you can search by ID or by name. To enter more than one search string, separate them with spaces.

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

Sample Report

Sample VETS-4212 Worksheet report.

VETS-4212 Worksheet

Company: 10 - Applied Technologies Inc1

EEO 1 Description	Armed Forces	Disabled	Other Eligible Veteran	Protected	Reservist	Special Disabled Veteran	Vietnam Era Veteran	New Hires* Armed Forces	New Hires* Disabled	New Hires* Other Eligible Veteran	New Hires* Protected	New Hires* Reservist	New Hires* Special Disabled Veteran	New Hires* Vietnam Era Veteran	Total New Hires* Veterans and Non-Veterans	Total
Craft Workers	0	0	1	0	0	1	2	0	0	0	0	0	0	0	0	4
Exec/Sr Lvl Officials & Mgrs	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
First/Mid Lvl Officials & Mgrs	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2
Laborers and Helpers	0	0	0	0	0	0	1	0	0	0	0	0	0	0	2	3
Professionals	0	0	4	0	0	0	1	0	0	0	0	0	0	0	0	5
Technicians	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	2
	0	**0**	**8**	**0**	**0**	**1**	**6**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**17**

*Previous 12 Months

Costpoint Enterprise Reporting for Project Manufacturing

This chapter includes descriptions of reports in the Costpoint Enterprise Reporting for Project Manufacturing folder.

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

- CER All
- CER Materials

The Project Manufacturing reports in Deltek Costpoint Business Intelligence enable you to create a listing of inventory grouped by warehouse and location, project and part-rev, 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.

Model Information

Detailed information about the structure, table inclusion, and relationship (joins) for the Project Manufacturing Framework Manager model is available in spreadsheet format in the release documentation and Costpoint Information Center.

The name of the spreadsheet file is DeltekCostpointBusinessIntelligence81ProjectManufacturingModel.xlsx.

Project Manufacturing

This section shows sample prompt screens and sample reports for Project Manufacturing.

Project Manufacturing reports include the following:

- Audit Log Report
- Goods List Report
- Indented Bill of Materials (BOM) Report
- Item Vendors - Drill Thru Report
- MO Build-To Inv Abbrev - Drill Thru Report
- MO Component Shortage Report
- MO Pick List Report
- MO Production Status Report
- MRP Message Report
- Parts List Report
- Sales Order Status Report
- Services List Report
- Shipped Revenue Report
- Stock Status Report
- Stock Status 'As of' Report (Scheduled Job)
- Summarized Bill of Material (BOM) Report

Audit Log

This report shows the audit log for part data security.

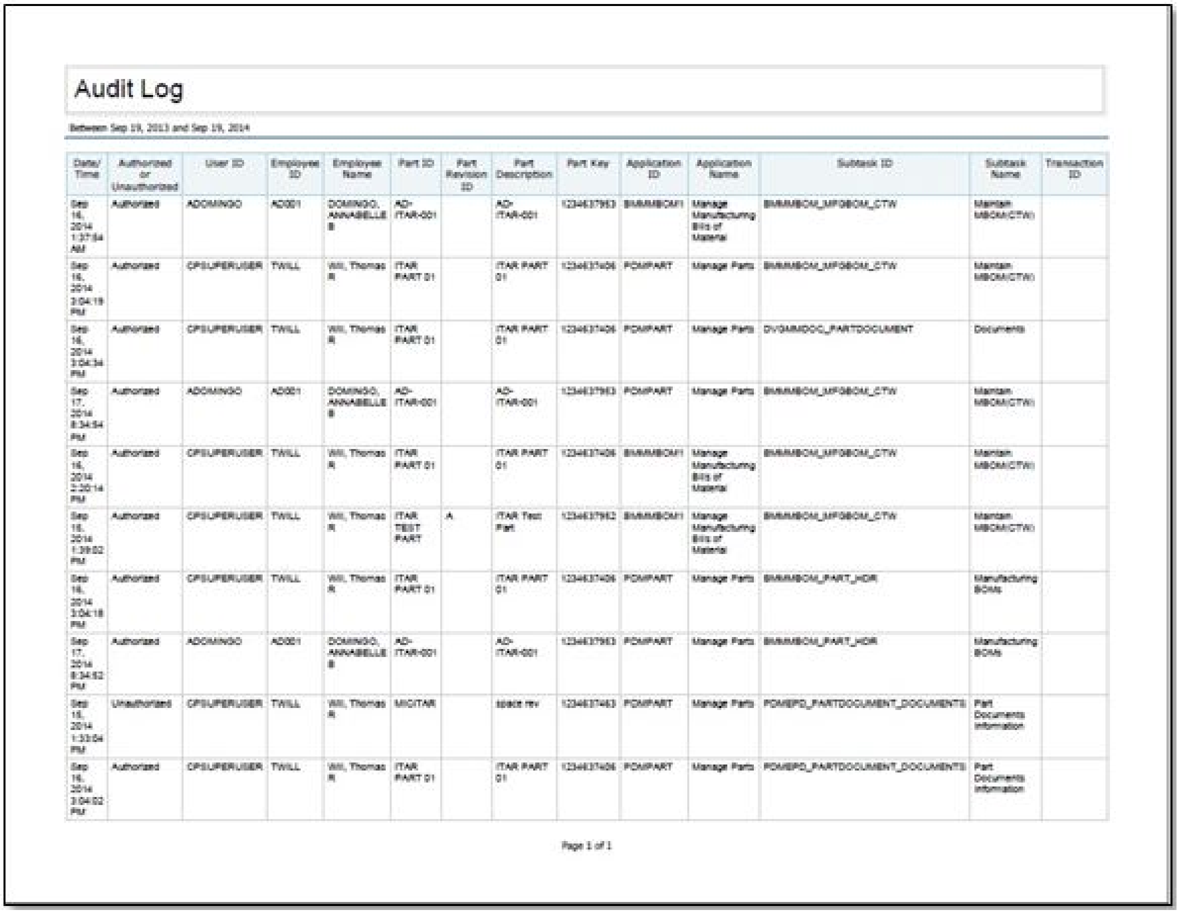
Prompts

Use the Audit Log prompts to configure the report.

Prompt Message	Description
Date Range From	Select the start date for the date range that will be included in the report.
Date Range To	Select the end date for the date range.
Limit log type	Select the log type to be included in the report which can be: ▪ Authorized ▪ Unauthorized
Limit part	Enter a portion of one or more parts in the **Keywords** field to be added on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Limit rev	Select a revision from the drop-down list.
Limit employee(s)	Enter a portion of one or more employees in the **Keywords** field to be added on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.

Sample Report

Sample Audit Log report.



Audit Log

Between Sep 19, 2013 and Sep 19, 2014

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
Sep 16, 2014 1:37:54 AM	Authorized	ADOMINGO	AD001	DOMINGO, ANNABELLE B	AD-ITAR-001		AD-ITAR-001	1234637953	BMMMBOM1	Manage Manufacturing Bills of Material	BMMMBOM_MFGBOM_CTW	Maintain MBOM(CTW)	
Sep 16, 2014 3:04:19 PM	Authorized	CPSUPERUSER	TWILL	Will, Thomas R	ITAR PART 01		ITAR PART 01	1234637406	POMPART	Manage Parts	BMMMBOM_MFGBOM_CTW	Maintain MBOM(CTW)	
Sep 16, 2014 3:04:34 PM	Authorized	CPSUPERUSER	TWILL	Will, Thomas R	ITAR PART 01		ITAR PART 01	1234637406	POMPART	Manage Parts	DVGMMDOC_PARTDOCUMENT	Documents	
Sep 17, 2014 8:34:54 PM	Authorized	ADOMINGO	AD001	DOMINGO, ANNABELLE B	AD-ITAR-001		AD-ITAR-001	1234637953	POMPART	Manage Parts	BMMMBOM_MFGBOM_CTW	Maintain MBOM(CTW)	
Sep 16, 2014 2:20:14 PM	Authorized	CPSUPERUSER	TWILL	Will, Thomas R	ITAR PART 01		ITAR PART 01	1234637406	BMMMBOM1	Manage Manufacturing Bills of Material	BMMMBOM_MFGBOM_CTW	Maintain MBOM(CTW)	
Sep 15, 2014 1:39:02 PM	Authorized	CPSUPERUSER	TWILL	Will, Thomas R	ITAR TEST PART	A	ITAR Test Part	1234637952	BMMMBOM1	Manage Manufacturing Bills of Material	BMMMBOM_MFGBOM_CTW	Maintain MBOM(CTW)	
Sep 16, 2014 3:04:18 PM	Authorized	CPSUPERUSER	TWILL	Will, Thomas R	ITAR PART 01		ITAR PART 01	1234637406	POMPART	Manage Parts	BMMMBOM_PART_HDR	Manufacturing BOMs	
Sep 17, 2014 8:34:52 PM	Authorized	ADOMINGO	AD001	DOMINGO, ANNABELLE B	AD-ITAR-001		AD-ITAR-001	1234637953	POMPART	Manage Parts	BMMMBOM_PART_HDR	Manufacturing BOMs	
Sep 15, 2014 1:33:04 PM	Unauthorized	CPSUPERUSER	TWILL	Will, Thomas R	MICITAR		space rev	1234637463	POMPART	Manage Parts	POMEPD_PARTDOCUMENT_DOCUMENTS	Part Documents Information	
Sep 16, 2014 3:04:02 PM	Authorized	CPSUPERUSER	TWILL	Will, Thomas R	ITAR PART 01		ITAR PART 01	1234637406	POMPART	Manage Parts	POMEPD_PARTDOCUMENT_DOCUMENTS	Part Documents Information	

Page 1 of 1

Goods List Report

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

Prompts

Use the prompts to configure the Goods List report.

Prompt Message	Description
Company	Select a company from the list.
Limit part\rev(s)	Enter a portion of one or more part/revisions in the **Keywords** field to be added on the report.

Prompt Message	Description
	To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Active	Select the option to indicate whether or not the item is active. The **Yes** and **No** options are both selected as a default.
Limit commodity code(s)	Enter a portion of one or more commodity code IDs in the **Keywords: (ID + Name)** field to be added on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Limit buyer(s)	Enter a portion of one or more buyers in the **Keywords** field to be added on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.

Sample Report

Sample Goods List report.

Goods List

Company: 1 SE Capital Holdings

Good	Rev	Description	Active	U/M	Hazmat	Commodity	Industry Class	Product Class	Product Type	Overshipment Allowed	Receipt Tolerance	Buyer	Inspection Type	Universal Product Code
SOFTWARE LICENSE - PERPETUAL		Perpetual Software License	Y	EA	N	101	511210	SFTWR	Computer Systems	N	0.00%	Walsh, Timothy	A	
TEXT BOOK	0	Text Book	Y	EA	N					N	0.00%			
TRAINING MANUAL 1	1	TRAINING MANUAL 1	Y	EA	N					N	0.00%			
TRAINING MANUAL 2	1	TRAINING MANUAL 2	Y	EA	N					N	0.00%			
TRAINING MANUAL 3	1	TRAINING MANUAL 3	Y	EA	N					N	0.00%			

Page 1 of 1

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

Item Vendor List

Company: 1 - SE Capital Holdings

Item	Rev	Vendor ID	Vendor Name	Approved/ Preferred	Last PO Number	Last PO Date	Last Quote	Last Quote Date
011-030		V100001	AAA Electronics Distrib	Preferred	CER	10/01/12		
012-556	A	V100001	AAA Electronics Distrib		PO-02-0116	02/23/11		
052-231		V100001	AAA Electronics Distrib		PO-02-0029	11/11/09		
1"ODX.125WX8-ART-6061-T6		V100005	Alcoa Aluminum		PO-02-0140	09/17/12		
102302-1	F	V100001	AAA Electronics Distrib	Preferred	PO-02-0086	01/12/11		
102302-1	F	V100004	ACME Supplies		PO-02-0093	02/09/11		
102302-1	F	V100010	Aural Alternatives, Elec		PO-02-0108	02/09/11		
102302-1	F	V100046	Esquire Electronics		PO-000016	02/23/09		
103589-1		V100001	AAA Electronics Distrib		PO-02-0086	01/12/11		
103589-1		V100010	Aural Alternatives, Elec		PO-02-0108	02/09/11		
103589-1		V2000003	Que Digital	Preferred	PO-02-0017	10/29/09		
103589-1		V2000010	Alnico		PO-02-0003	12/12/08		
104396-1		V100001	AAA Electronics Distrib		PO-02-0001	12/12/08		
104396-1		V100004	ACME Supplies	Preferred				
104396-1	1	V100001	AAA Electronics Distrib					
104396-1	1	V100004	ACME Supplies	Preferred				

Page 1 of 8

Indented Bill of Material (BOM) Report

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

You can include the first-level components of the assembly 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).

Warning: 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 prompts to configure the Indented Bill of Material report.

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

Sample Report

Sample Indented Manufacturing Bill of Material report.

Indented Manufacturing Bill of Material

For 1 - Company 1

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: 105100-1 - PWB ASSY																
1	0212PC500	VGA monitor non-interlace	1	B	1	1	R	N	Y	EA	1.0000	Standard	A	3/18/96		25
1	101500-1	TEST PART	A	B	2	2	R	N	Y	EA	2.0000	Standard	A	3/18/96		0
1	102302-1	MAGNETRON, 1000 WATT	F	B	4	4	R	N	Y	EA	1.0000	Standard	A	3/18/96		0
1	204597-1	CONNECTOR, 25 PIN	A	B	5	5	R	N	Y	EA	2.0000	Standard	A	3/18/96		0
1	T17	CONDULET		B	6	0006	R		Y	EA	1.0000	Standard	A	7/1/08		5
Assembly: 021-5402-000 - CIRCUIT CARD ASSEMBLY																
1	62402-40017-151	PWB,DATA ACQUISTION		B	1	1			Y	EA	1.0000	Standard	A	1/3/00		0
1	102387-6	CONNECTOR		B	2	2			Y	EA	1.0000	Standard	A	1/3/00		30
1	104893-1	PWB, SIGNAL PROCESSOR	D	B	3	3			Y	EA	1.0000	Standard	A	1/3/00		0

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

Component Alternate Parts

Note: Close this window to return to Main.

Part: 0212PC500 Rev: 1

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
3	3M	3M CORPORATION	MFR-2		VEND00000008	ABC Systems, Inc	VP-2		Y	
5	IBM	International Business Machine	TEST MFG PART	A	CITIBANK	CITIBANK PREFERRED	TEST VEND PART	B	N	
6	VARIAN	VARIAN MICROWAVE	TEST MFG PART	A	VEND00000002	ACME	TEST VEND PART	B	N	
4	IBM	International Business Machine	TEST MFG PART	A	VEND00000009	CBS Software Inc.	TEST VEND PART	B	N	S
2	A0MANUF00Z	A00MANUFACTURER NAME00000000Z	MFR-2		VEND00000002	ACME	VP-2		N	A

Item Vendors - Drill Thru Report

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

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

Prompts

Use the prompts to configure the Item Vendor List report.

Prompt Message	Description
Company	Select a company from the list.
Limit part/rev(s)	Enter a portion of one or more part/revisions in the **Keywords** field to be added on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Item Type	Select the option to indicate the item type you want to include on this report. The available options are the following: ■ Good ■ Part ■ Service All options are selected by default.
Active	Select the option to indicate whether or not the item is active. The **Yes** and **No** options are both selected as a default.
Limit vendor(s)	Enter a portion of one or more vendor IDs in the **Keywords: (ID + Name)** field to be added on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Limit buyer(s)	Enter a portion of one or more buyers in the **Keywords** field to be added on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.

Sample Report

Sample Item Vendor List report.

Item Vendor List

Company: 1 - SE Capital Holdings

Item	Rev	Vendor ID	Vendor Name	Approved/ Preferred	Last PO Number	Last PO Date	Last Quote	Last Quote Date
011-030		V100001	AAA Electronics Distrib	Preferred	CER	10/01/12		
012-556	A	V100001	AAA Electronics Distrib		PO-02-0116	02/23/11		
052-231		V100001	AAA Electronics Distrib		PO-02-0029	11/11/09		
1"CDX 125WX8-ART-6061-T6		V100005	Alcoa Aluminum		PO-02-0140	09/17/12		
102302-1	F	V100001	AAA Electronics Distrib	Preferred	PO-02-0086	01/12/11		
102302-1	F	V100004	ACME Supplies		PO-02-0093	02/09/11		
102302-1	F	V100010	Aural Alternatives, Elec		PO-02-0108	02/09/11		
102302-1	F	V100046	Esquire Electronics		PO-000016	02/23/09		
103589-1		V100001	AAA Electronics Distrib		PO-02-0086	01/12/11		
103589-1		V100010	Aural Alternatives, Elec		PO-02-0108	02/09/11		
103589-1		V2000003	Que Digital	Preferred	PO-02-0017	10/29/09		
103589-1		V2000010	Alnico		PO-02-0003	12/12/08		
104396-1		V100001	AAA Electronics Distrib		PO-02-0001	12/12/08		
104396-1		V100004	ACME Supplies	Preferred				
104396-1	1	V100001	AAA Electronics Distrib					
104396-1	1	V100004	ACME Supplies	Preferred				

Page 1 of 8

MO Build-To Inventory Abbrev - Drill Thru Report

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

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

Prompts

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

Prompt Message	Description
Company	Select a company from the list.
Secondary Sort	Select the secondary sorting criterion for the report.

Prompt Message	Description
	The available options are the following: ▪ Work Center ▪ Component Part ▪ Component Location ▪ Line Number ▪ Find Number
Print Barcode	Select the option to indicate if you want to print the barcode.
Print Previously Printed Documents	Select the option to indicate if you want to print previously printed documents.
MO Status	Select the status of the MO you want to include on this report. The available options are the following: ▪ Released ▪ In Shop All of the options are selected by default.
Limit MO Number(s)	In the **Keywords** field, enter a portion of one or more MO numbers to add on the report and then click 🔍. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
MO Planned Shop Date Cut Off	In the**From:** field, enter the start cutoff date to use, or click the calendar icon to select the date. In the **To:** field, enter the end cutoff date to use, or click the calendar icon to select the date. Select **Earliest date** to indicate all dates or **Latest date** if you do not want any date filters to be applied. These are the default options.
Limit Planner(s)	In the **Keywords: (ID + Name)** field, enter a portion or the entire ID of one or more planners to add on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Limit Work Center(s)	In the **Keywords: (ID + Name)** field, enter a portion or the entire ID of one or more work centers to add on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options,

Prompt Message	Description
	rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Limit Warehouse(s)	In the **Keywords: (ID + Name)** field, enter a portion or the entire ID of one or more warehouses to add on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.

Sample Report

Sample MO Build-To Inventory Abbrev - Drill Thru report.

MO Build-To Inventory Abbrev - Drill Thru

Company: 10 - Applied Technologies LLC

MO: MO-0001230 **Part:** 401135-3E **Rev:** E **Description:** ECO-R2 Aircraft
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
401134-1	B	Fuselage with Vertical Stablizer	S	EA	E2003R	STOCK	10.0000			
400262-2	B	Left Wing	S	EA	E2003F	STOCK	8.0000			
400262-1	B	Right Wing	S	EA	E2003F	STOCK	8.0000			
400275-1	A	Control Center	S	EA	E2003F	STOCK	13.0000			

MO Component Shortage Report

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

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

Prompts

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

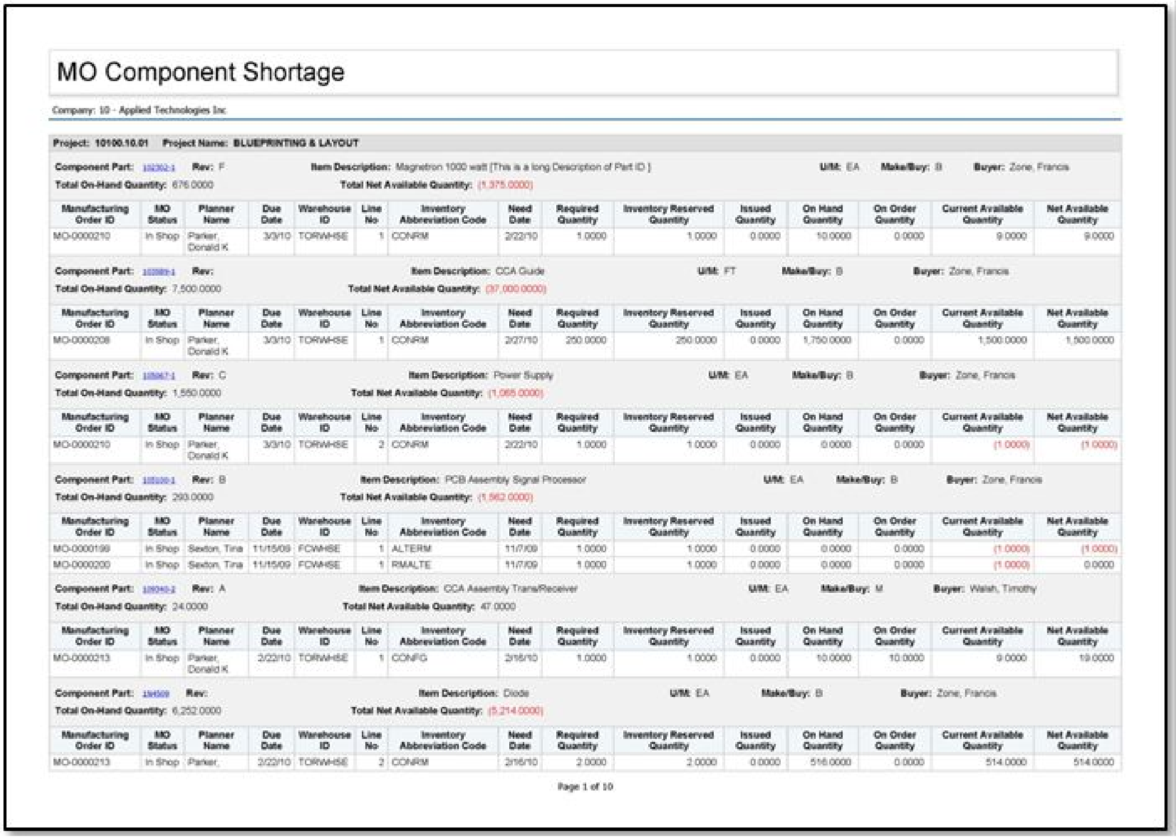
Prompt Message	Description
Company	Select one company from the list.
Primary grouping	Select the option to indicate how you want the components to be sorted and grouped. The available options are the following:

Prompt Message	Description
	▪ Part ID ▪ Project ▪ Manufacturing Order
Limit Warehouse(s)	Enter a portion of one or more warehouse IDs in the **Keywords** field to be added on the report and then click **Search**. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Limit MO Number(s)	In the **Keywords** field, enter a portion of one or more MO numbers to add on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
MO Status	Select the status of the MO you want to include on this report. The available options are the following: ▪ Planned ▪ Firm Planned ▪ Released ▪ In Shop All of the options are selected by default.
Limit Build-to Project(s)	In the **Keywords: (ID + Name)** field, enter a portion of one or more build-to project IDs to add on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Limit planner(s)	In the **Keywords: (ID + Name)** field, enter a portion of one or more planner IDs to add on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Limit Part\Rev(s)	In the **Keywords** field, enter a portion of one or more part/ revisions to add on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options,

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

Sample Report

Sample MO Component Shortage report.



MO Component Shortage

Company: 10 - Applied Technologies Inc

Project: 10100.10.01 **Project Name:** BLUEPRINTING & LAYOUT

Component Part: [illegible] **Rev:** F **Item Description:** Magnetron 1000 watt [This is a long Description of Part ID] **U/M:** EA **Make/Buy:** B **Buyer:** Zone, Francis
Total On-Hand Quantity: 676.0000 **Total Net Available Quantity:** (1,375.0000)

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-0000210	In Shop	Parker, Donald K	3/3/10	TORWHSE	1	CONRM	2/22/10	1.0000	1.0000	0.0000	10.0000	0.0000	9.0000	9.0000

Component Part: [illegible] **Rev:** **Item Description:** CCA Guide **U/M:** FT **Make/Buy:** B **Buyer:** Zone, Francis
Total On-Hand Quantity: 7,500.0000 **Total Net Available Quantity:** (37,000.0000)

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-0000208	In Shop	Parker, Donald K	3/3/10	TORWHSE	1	CONRM	2/27/10	250.0000	250.0000	0.0000	1,750.0000	0.0000	1,500.0000	1,500.0000

Component Part: [illegible] **Rev:** C **Item Description:** Power Supply **U/M:** EA **Make/Buy:** B **Buyer:** Zone, Francis
Total On-Hand Quantity: 1,550.0000 **Total Net Available Quantity:** (1,065.0000)

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-0000210	In Shop	Parker, Donald K	3/3/10	TORWHSE	2	CONRM	2/22/10	1.0000	1.0000	0.0000	0.0000	0.0000	(1.0000)	(1.0000)

Component Part: [illegible] **Rev:** B **Item Description:** PCB Assembly Signal Processor **U/M:** EA **Make/Buy:** B **Buyer:** Zone, Francis
Total On-Hand Quantity: 293.0000 **Total Net Available Quantity:** (1,562.0000)

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-0000199	In Shop	Sexton, Tina	11/15/09	FCWHSE	1	ALTERM	11/7/09	1.0000	1.0000	0.0000	0.0000	0.0000	(1.0000)	(1.0000)
MO-0000200	In Shop	Sexton, Tina	11/15/09	FCWHSE	1	RMALTE	11/7/09	1.0000	1.0000	0.0000	0.0000	0.0000	(1.0000)	0.0000

Component Part: [illegible] **Rev:** A **Item Description:** CCA Assembly Trans/Receiver **U/M:** EA **Make/Buy:** M **Buyer:** Walsh, Timothy
Total On-Hand Quantity: 24.0000 **Total Net Available Quantity:** 47.0000

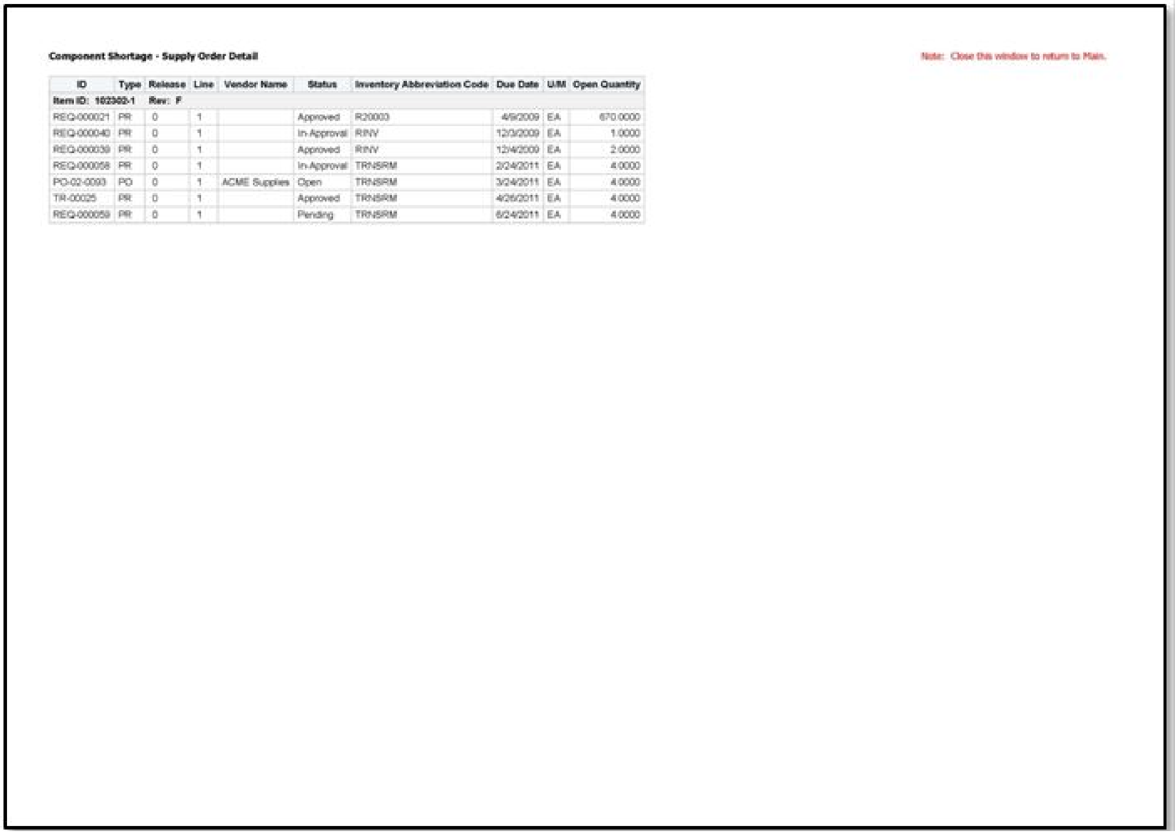
Manufacturing Order ID	MO Status	Planner Name	Due Date	Warehouse ID	Line No	Inventory Abbreviation Code	Need Date	Required Quantity	Inventory Reserved Quantity	Issued Quantity	On Hand Quantity	On Order Quantity	Current Available Quantity	Net Available Quantity
MO-0000213	In Shop	Parker, Donald K	2/22/10	TORWHSE	1	CONFG	2/16/10	1.0000	1.0000	0.0000	10.0000	10.0000	9.0000	19.0000

Component Part: [illegible] **Rev:** **Item Description:** Diode **U/M:** EA **Make/Buy:** B **Buyer:** Zone, Francis
Total On-Hand Quantity: 6,252.0000 **Total Net Available Quantity:** (5,214.0000)

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-0000213	In Shop	Parker,	2/22/10	TORWHSE	2	CONRM	2/16/10	2.0000	2.0000	0.0000	516.0000	0.0000	514.0000	514.0000

Page 1 of 10

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



Component Shortage - Supply Order Detail

Note: Close this window to return to Main.

ID	Type	Release	Line	Vendor Name	Status	Inventory Abbreviation Code	Due Date	U/M	Open Quantity
Item ID: 102302-1	Rev: F								
REQ-000021	PR	0	1		Approved	R20003	4/9/2009	EA	670.0000
REQ-000040	PR	0	1		In-Approval	RINV	12/3/2009	EA	1.0000
REQ-000039	PR	0	1		Approved	RINV	12/4/2009	EA	2.0000
REQ-000058	PR	0	1		In-Approval	TRNSRM	2/24/2011	EA	4.0000
PO-02-0093	PO	0	1	ACME Supplies	Open	TRNSRM	3/24/2011	EA	4.0000
TR-00025	PR	0	1		Approved	TRNSRM	4/26/2011	EA	4.0000
REQ-000059	PR	0	1		Pending	TRNSRM	6/24/2011	EA	4.0000

MO Pick List

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

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

> **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
Company	Select one company from the list.
Secondary Sort	Select the secondary sorting criterion for the report. The available options are the following:

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

Prompt Message	Description
Limit Warehouse(s)	In the **Keywords: (ID + Name)** field, enter a portion or the entire ID of one or more warehouses to add on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.

Sample Report

Sample MO Pick List reports.

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

MO Pick List

Company: 1 - Company 1

MO: 080614-1
080614-1
Warehouse: WHSE1
Work Center: WC-000000007
WC-000000007

Part: 105100-1

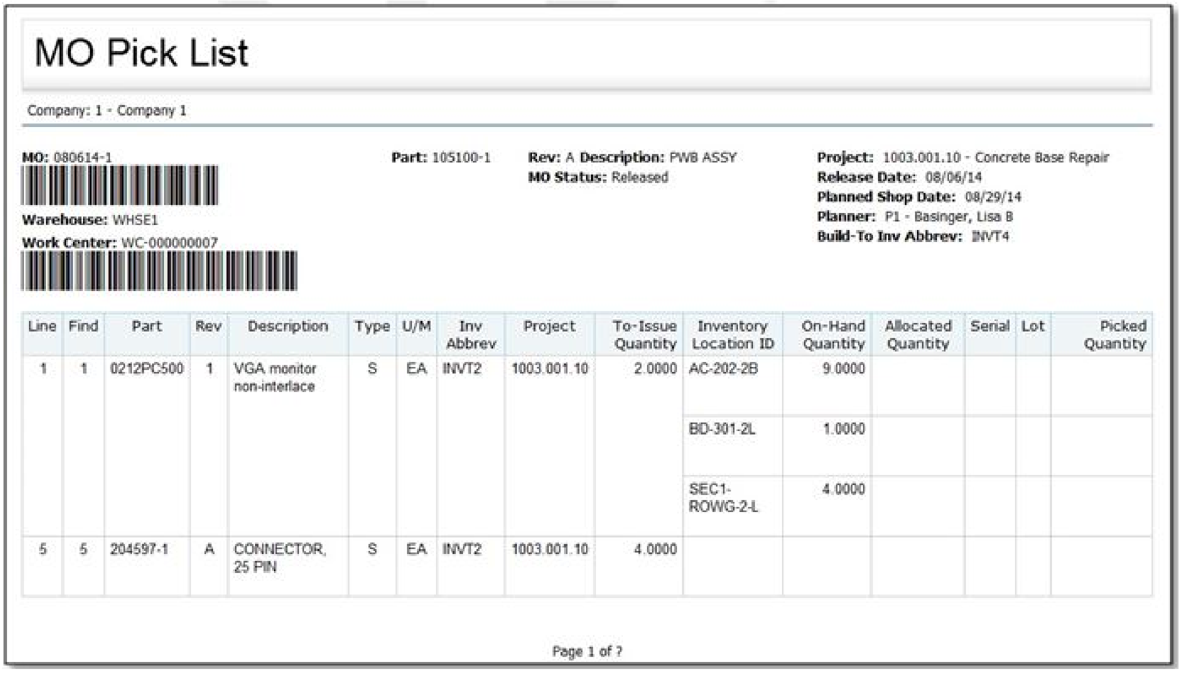
Rev: A **Description:** PWB ASSY
MO Status: Released

Project: 1003.001.10 - Concrete Base Repair
Release Date: 08/06/14
Planned Shop Date: 08/29/14
Planner: P1 - Basinger, Lisa B
Build-To Inv Abbrev: INVT4

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	0212PC500	1	VGA monitor non-interlace	S	EA	INVT2	1003.001.10	2.0000	AC-202-2B	9.0000				
										BD-301-2L	1.0000				
										SEC1-ROWG-2-L	4.0000				
5	5	204597-1	A	CONNECTOR, 25 PIN	S	EA	INVT2	1003.001.10	4.0000						

Page 1 of ?

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



MO Pick List

Company: 1 - Company 1

MO: 080614-1

Warehouse: WHSE1

Work Center: WC-000000007

Part: 105100-1

Rev: A **Description:** PWB ASSY

MO Status: Released

Project: 1003.001.10 - Concrete Base Repair

Release Date: 08/06/14

Planned Shop Date: 08/29/14

Planner: P1 - Basinger, Lisa B

Build-To Inv Abbrev: INVT4

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	0212PC500	1	VGA monitor non-interlace	S	EA	INVT2	1003.001.10	2.0000	AC-202-2B	9.0000				
										BD-301-2L	1.0000				
										SEC1-ROWG-2-L	4.0000				
5	5	204597-1	A	CONNECTOR, 25 PIN	S	EA	INVT2	1003.001.10	4.0000						

Page 1 of ?

MO Production Status Report

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

Prompts

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

Prompt Message	Description
Company	Select one company from the list.
Limit Part\Rev(s)	In the **Keywords** field, enter a portion of one or more part/revisions to add on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Limit MO Number	In the **Keywords** field, enter a portion of one or more manufacturing order numbers to add on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.

Prompt Message	Description
Percent Complete	Enter the percentage of completion that you want to use as a filter for manufacturing orders in the report. For example, enter **100** if you want to include manufacturing orders that are 100 % completed.
Operator	Select the operator to use for the entered value in the **Percent Complete** prompt.
MO Type	Select the type of MO you want to include on this report. The available options are the following: ▪ Standard ▪ Customer Repair ▪ Rework ▪ MRO ▪ Discrepancy Rework
MO Status	Select the status of the MO you want to include on this report. The available options are the following: ▪ Planned ▪ Firm Planned ▪ Released ▪ In Shop ▪ Closed ▪ Completed Only the **Closed** option is not selected by default.
Due Date	In the **From:** field, enter the due date to use, or click the calendar icon to select the date. In the **To:** field, enter the end date to use or click the calendar icon to select the date. Select **Earliest date** to indicate all dates or **Latest date** if you do not want to apply any date filters. These are the default options.
Need Date	In the **From:** field, enter the need start date to use, or click the calendar icon to select the date. In the **To:** field, enter the need end date to use or click the calendar icon to select the date. Select **Earliest date** to indicate all dates or **Latest date** if you do not want to apply any date filters. These are the default options.

Prompt Message	Description
Limit Build-To Inventory Abbrv(s)	In the **Keywords** field, enter a portion of one or more build-to inventory abbreviations to to search on and select the abbreviations you want added to the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Limit Build-To Project(s)	In the **Keywords: (ID + Name)** field, enter a portion or the entire ID of one or more build-to projects you want to add on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Limit Netting Group(s)	In the **Keywords** field, enter a portion of one or more netting groups to be added on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Limit Warehouse(s)	In the **Keywords: (ID + Name)** field, enter a portion or the entire ID of one or more warehouses to be added on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Limit Planner(s)	In the **Keywords: (ID + Name)** field, enter a portion or the entire ID of one or more planners to be added on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Limit Supervisor(s)	In the **Keywords: (ID + Name)** field, enter a portion or the entire ID of one or more supervisors to be added on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.

Sample Report

Sample MO Production Status report.

MO Production Status

Company: 10 - Applied Technologies Inc

MO Number:	MO-0000950	MO Type:	Standard	Order Date:	9/12/2012
Warehouse:	FCWHSE	MO Status:	Completed	Due Date:	9/30/2012
Build Part:	400142-1	Planner:	Smith, John	Need Date:	9/30/2012
Rev:	A	PC Supervisor:		Planned Release Date:	9/6/2012
Part Description:	Accelerometer	MBOM Status:		Release Date:	9/30/2012
End Unit ID:		Build To Invt Abbrev:	E2002F	Planned In Shop Date:	9/7/2012
As of Date:	9/12/2012	Build To Project:	10640.20.002	In Shop Date:	9/21/2012
Total MO Build Quantity:	1.0000	Netting Group:		Completion Date:	11/23/2012
Completed Total Quantity:	1.0000	Routing Number:	201		
Priority:	5				

MO Operation Sequence Number	Operation Step Number	Alternate Operation Number	Operation ID	Description	Labor/Subcontractor	Work Center Name	Run Type	Operation Type	Process Type Code	Planned Start Date	Start Date	Need Date	Due Date	Completed Date	Total Completed Quantity	Total Accepted Quantity	Total Rejected Quantity	Total MRB Quantity	Percent Complete
10	1	0	ASSEMBLY 3	Assemble Accelerometer	L	Avionics 3	V	ASSY	MAN	9/7/2012				9/12/2012	1.0000	1.0000	0.0000	0.0000	100%
20	1	0	SIMULATE01	Simulate Accelerometer Functionality	L	Final Assembly 1	V	TEST	MACH					9/13/2012	1.0000	1.0000	0.0000	0.0000	100%
30	1	0	FIN INSPECT	Final Inspection	L	Final Assembly 1	V	INSP	MAN				9/30/2012	9/13/2012	1.0000	1.0000	0.0000	0.0000	100%
Percent Complete for MO-0000950: 100%																			

MRP Message Report

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

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

Prompts

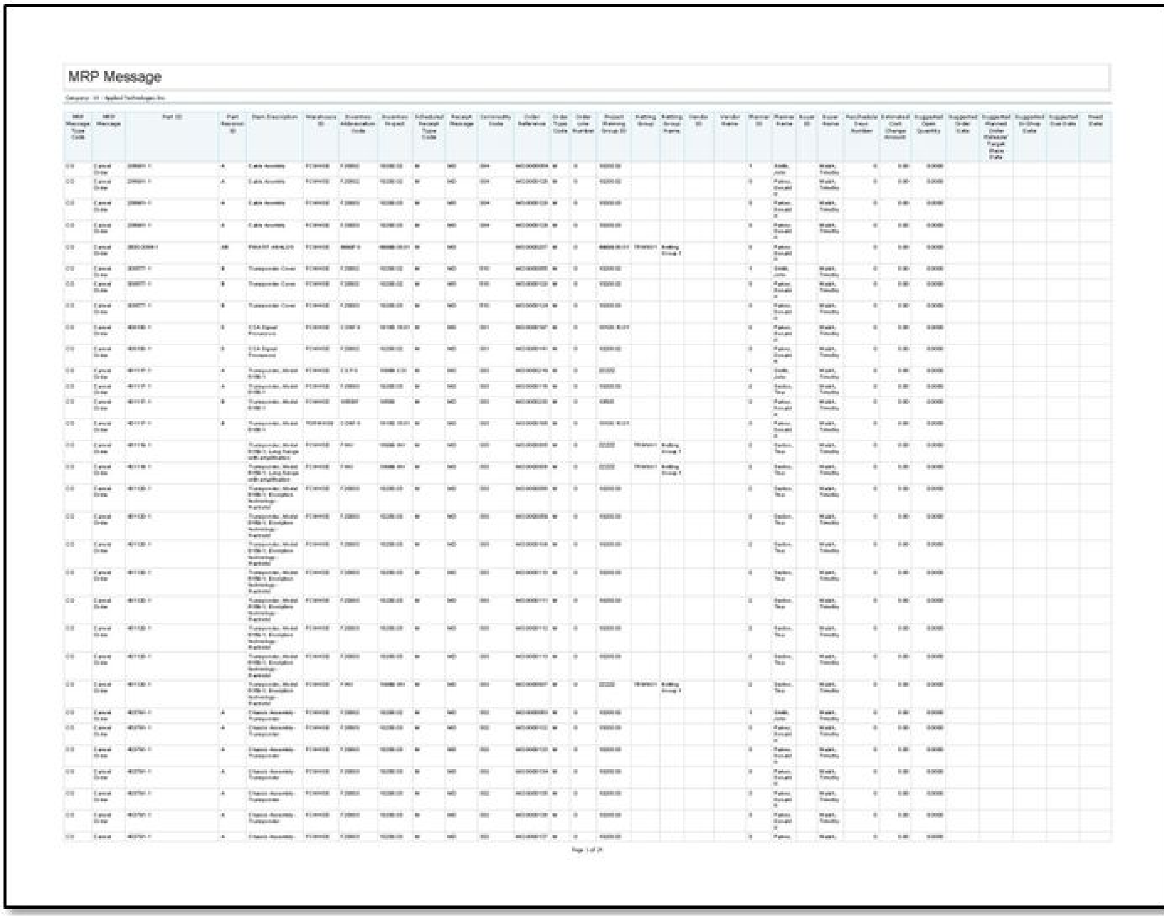
Use the MRP Message prompts to configure the MRP Message report.

Prompt Message	Description
Company	Select one company from the list.
Part\Revision	In the **Keywords** field, enter a portion of one or more part/ revisions to be added on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Limit Project(s)	In the **Keywords: (ID + Name)** field, enter a portion or the entire ID of one or more projects to be added on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options,

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

Sample Report

Sample MRP Message report.



MRP Message

Parts List Report

The Parts List report allows you to generate a listing of the characteristics of parts.

Prompts

Use the Parts List prompts to configure the report.

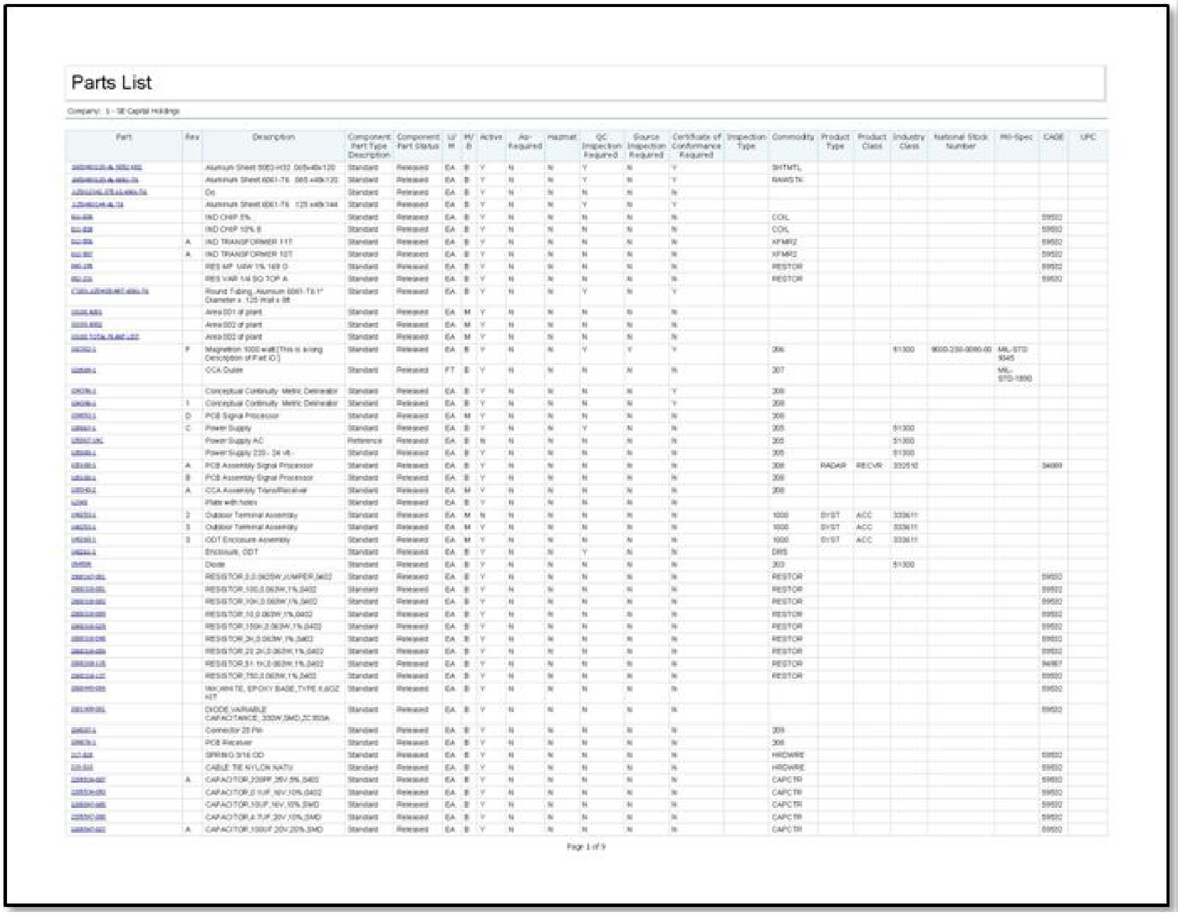
Prompt Message	Description
Company	Select a company from the list.
Limit part/rev(s)	In the **Keywords** field, enter a portion of one or more part/ revisions to be added on the report.

Prompt Message	Description
	To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Make/buy	Select the option to indicate the component parts you want to include on this report. The available options are: ▪ **Make**: Manufactured ▪ **Buy**: Purchased Both options are selected by default.
Status	Select the status(es) of the parts you want to include on this report. The available options are the following: ▪ **E**: Estimating ▪ **O**: Obsolete ▪ **R**: Released All options are selected by default.
Active	Select the option to indicate whether or not the item is active. The **Yes** and **No** options are both selected as a default.
Limit commodity code(s)	In the **Keywords: (ID + Name)** field, enter a portion of one or more commodity code IDs to be added on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Part type	Select the option to indicate the component part type you want to include on this report. The available options are the following: ▪ **B**: Buy with Components ▪ **L**: MPS Planning-Only ▪ **P**: Phantom ▪ **R**: Reference ▪ **S**: Standard ▪ **T**: Tool All options are selected by default.
As-required	Select the option to indicate which component parts you want to include on this report, based on whether or not the quantity

Prompt Message	Description
	per component part is flagged as "as required," since it would not be practical to specify the exact quantity for this part. Selecting **No** will include component parts whose exact quantity has been specified. Both options are selected by default.
QC inspection required	Select the option to indicate which component parts you want to include on this report, based on whether or not the parts have been mandatorily accepted or rejected by QC. Both options are selected by default.
Source inspection required	Select the option to indicate which component parts you want to include on this report, based on whether or not the parts have been mandatorily accepted or rejected by its source. Both options are selected by default.
Limit buyer(s)	In the **Keywords: (ID + Name)** field, enter a portion of one or more buyer IDs to be added on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.

Sample Report

Sample Parts List report.



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

Item Vendor List

Company: 1 - SE Capital Holdings

Item	Rev	Vendor ID	Vendor Name	Approved/ Preferred	Last PO Number	Last PO Date	Last Quote	Last Quote Date
011-030		V100001	AAA Electronics Distrib	Preferred	CER	10/01/12		
012-556	A	V100001	AAA Electronics Distrib		PO-02-0116	02/23/11		
052-231		V100001	AAA Electronics Distrib		PO-02-0029	11/11/09		
1"ODX.125WX8-ART-6061-T6		V100005	Alcoa Aluminum		PO-02-0140	09/17/12		
102302-1	F	V100001	AAA Electronics Distrib	Preferred	PO-02-0086	01/12/11		
102302-1	F	V100004	ACME Supplies		PO-02-0093	02/09/11		
102302-1	F	V100010	Aural Alternatives, Elec		PO-02-0108	02/09/11		
102302-1	F	V100046	Esquire Electronics		PO-000016	02/23/09		
103589-1		V100001	AAA Electronics Distrib		PO-02-0086	01/12/11		
103589-1		V100010	Aural Alternatives, Elec		PO-02-0108	02/09/11		
103589-1		V2000003	Que Digital	Preferred	PO-02-0017	10/29/09		
103589-1		V2000010	Alnico		PO-02-0003	12/12/08		
104396-1		V100001	AAA Electronics Distrib		PO-02-0001	12/12/08		
104396-1		V100004	ACME Supplies	Preferred				
104396-1	1	V100001	AAA Electronics Distrib					
104396-1	1	V100004	ACME Supplies	Preferred				

Page 1 of 8

Sales Order Status Report

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

Prompts

Use the Sales Order Status prompts to configure the report.

Prompt Message	Description
Company	Select a company from the list.
Sales Order Status	Select the current status of the sales order that you want to include on the report. The available options are the following: ▪ Approved ▪ Closed

Prompt Message	Description
	▪ In Approval ▪ Pending ▪ System Closed ▪ Void The default option is **Approved**.
Sales Order Date Range	**From**: Enter the start date assigned to sales orders or click the calendar icon to select the date. **To**: Enter the end date assigned to sales orders or click the calendar icon to select the date. You can opt to select the **Earliest date** or the **Latest date** possible for the sales order dates.
Sales Order Line Status	Select the sales order line status that you want to include on the report. The available options are the following: ▪ Closed ▪ Open ▪ System Closed The default option is **Open**.
Line Order Due Date	**From:**: Enter the start date assigned to line orders or click the calendar icon to select the date. **To:**: Enter the end date assigned to line orders or click the calendar icon to select the date. You can opt to select the **Earliest date** or the **Latest date** possible for the need line order dates.
Suppress sensitive columns	Select the option to suppress the net unit price or the original total amount on the report. The default option is **Original Total Amount**.
Limit SO number(s)	Enter a portion of one or more SO numbers in the **Keywords** field to be added on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Limit customer(s)	Enter a portion or the entire ID of one or more customers in the **Keywords: (ID + Name)** field to be added on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options,

Prompt Message	Description
	rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Limit sales representative(s)	Enter a portion or the entire ID of one or more sales representatives in the **Keywords: (ID + Name)** field to be added on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Limit warehouse(s)	Enter a portion or the entire ID of one or more warehouses in the **Keywords: (ID + Name)** field to be added on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Limit project(s)	Enter a portion or the entire ID of one or more projects in the **Keywords: (ID + Name)** field to be added on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.

Sample Report

Sample Sales Order Status report.

Sales Order Status

Company: 10 - Applied Technologies Inc

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.
11/3/09	SO-0000019	A	1	CCA Signal Processors	O	INV	ACME Inc.	1244		400100-1	D
11/3/09	SO-0000020	A	1	Clutch assembly	O	INT	ACME Inc.			6514-060-1	
11/10/09	SO-0000021	A	1	MODULE ASSY, RF ANALOG	O	INV	ACME Inc.	1343435		2600-1107-1	
11/10/09	SO-0000021	A	2	MODULE ASSY, RF ANALOG	O	INV	ACME Inc.	1343435		2600-1107-1	
11/18/09	SO-0000022	A	1	CCA Signal Processors	O	INV	ACME Inc.			400100-1	E
12/23/09	SO-0000023	A	1	computer system with options	O	INV	ACME Inc.			COMPUTER SYSTEM	
1/25/10	SO-0000024	A	1	Transponder, Model 6157-1; Low power consumption	O	INV	ACME Inc.			401118-1	
2/24/10	SO-0000025	A	4	Perpetual Software License	O	INO	BND Engineering, Inc.	PO-20100201-CWM-01		SOFTWARE LICENSE - PERPETUAL	
2/24/10	SO-0000025	A	5	Maintenance	O	INO	BND Engineering, Inc.	PO-20100201-CWM-01		MAINTENANCE	
2/26/10	SO-0000026	A	1	Perpetual Software License	O	INO	ACME Inc.	PO20100226-CWM		SOFTWARE LICENSE - PERPETUAL	
2/26/10	SO-0000026	A	2	Maintenance	O	INO	ACME Inc.	PO20100226-CWM		MAINTENANCE	
2/26/10	SO-0000027	A	1	Perpetual Software License	O	INO	Adept Solutions			SOFTWARE LICENSE - PERPETUAL	
2/26/10	SO-0000027	A	2	Maintenance	O	INO	Adept			MAINTENANCE	

Page 1 of 14

Sales Order Status

Company: 10 - Applied Technologies Inc

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
10,000.00	10.0000	EA	7/15/11	7/15/11	7/13/11	1.0000	1.0000	1.0000	0.0000	0.00	100,000.00
1,000.00	1.0000	EA	6/15/11	6/15/11	6/13/11	0.0000	0.0000	0.0000	0.0000	0.00	1,000.00
100,000.00	5.0000	EA	7/15/11	7/15/11	7/13/11	3.0000	3.0000	3.0000	0.0000	0.00	500,000.00
100,000.00	5.0000	EA	7/15/11	7/15/11	7/13/11	2.0000	2.0000	2.0000	0.0000	0.00	500,000.00
1,000.00	1.0000	EA	5/20/11	5/20/11	5/15/11	1.0000	1.0000	1.0000	0.0000	0.00	1,000.00
4,000.00	1.0000	EA	6/26/09	8/1/11	7/15/11	1.0000	0.0000	0.0000	1.0000	4,000.00	4,000.00
6,000.00	1.0000	EA	2/28/11	2/28/11	2/20/11	0.0000	0.0000	0.0000	0.0000	0.00	6,000.00
895.00	200.0000	EA	3/5/11	3/5/11	3/1/11	0.0000	0.0000	0.0000	0.0000	0.00	179,000.00
179.00	200.0000	EA	3/5/11	3/5/11	3/1/11	0.0000	0.0000	0.0000	0.0000	0.00	35,800.00
895.00	200.0000	EA	3/5/10	3/5/10	3/1/10	0.0000	0.0000	0.0000	0.0000	0.00	179,000.00
179.00	200.0000	EA	3/5/10	3/5/10	3/1/10	0.0000	0.0000	0.0000	0.0000	0.00	35,800.00
895.00	200.0000	EA	3/5/10	3/5/10	3/1/10	0.0000	0.0000	0.0000	0.0000	0.00	179,000.00
179.00	200.0000	EA	3/5/10	3/5/10	3/1/10	0.0000	0.0000	0.0000	0.0000	0.00	35,800.00

Page 2 of 14

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

Use the Services List prompts to configure the report.

Prompt Message	Description
Company	Select a company from the list.
Limit part/rev(s)	In the **Keywords** field, enter a portion of one or more part/ revisions to be added on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.

Prompt Message	Description
Active	Select the option to indicate whether or not the service is active. The **Yes** and **No** options are both selected as a default.
Limit commodity code(s)	In the **Keywords: (ID + Name)** field, enter a portion of one or more commodity code IDs to be added on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Limit buyer(s)	In the **Keywords: (ID + Name)** field, enter a portion of one or more buyer IDs to be added on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.

Sample Report

Sample Services List report.

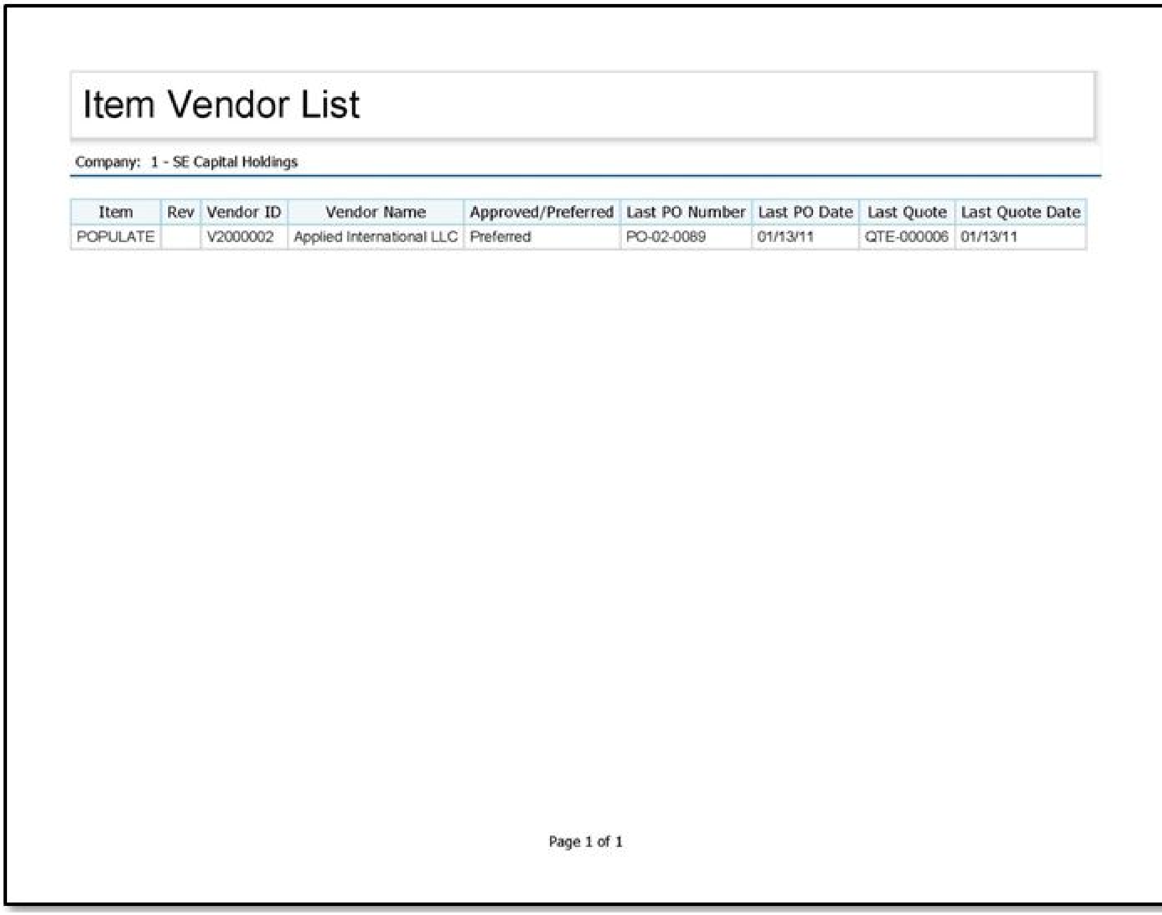
Services List

Company: 1 - SE Capital Holdings

Service	Rev	Description	Active	U/M	Commodity	Industry Class	Product Class	Product Type	Overshipment Allowed	Receipt Tolerance	Buyer
BUILDING MAINTENANCE	1	BUILDING MAINTENANCE	Y	HR			ACC	SYST	N	0.00%	
CARPENTRY	1	CARPENTRY	Y	HR					N	0.00%	
D ENGR 1		Design Engineering	Y	DAY					N	0.00%	
ELECTRICAL	1	ELECTRICAL	Y	HR					N	0.00%	
MAINTENANCE		Maintenance	Y	EA					N	0.00%	
NRE		Non Recurring Engineering	Y	DAY					N	0.00%	
POPULATE		PCBA Population - Outside Processing	Y	LT	900	111110	ACC	SYST	N	0.00%	Zone, Francis
SAFETY CONSULTANT	1	Safety Consultant	Y	DAY	900	111110	TECH	CONSUL	Y	10.00%	Zone, Francis
SECURITY TRAINING	1	Instructor Training	Y	FTE					N	0.00%	
SERV TECH		Service Technician Installation	Y	DAY					N	0.00%	
SNOW REMOVAL	1	SNOW REMOVAL	Y	HR					N	0.00%	
WASTE REMOVAL	1	WASTE REMOVAL	Y	HR					N	0.00%	

Page 1 of 1

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



Item Vendor List

Company: 1 - SE Capital Holdings

Item	Rev	Vendor ID	Vendor Name	Approved/Preferred	Last PO Number	Last PO Date	Last Quote	Last Quote Date
POPULATE		V2000002	Applied International LLC	Preferred	PO-02-0089	01/13/11	QTE-000006	01/13/11

Page 1 of 1

Shipped Revenue Report

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

Prompts

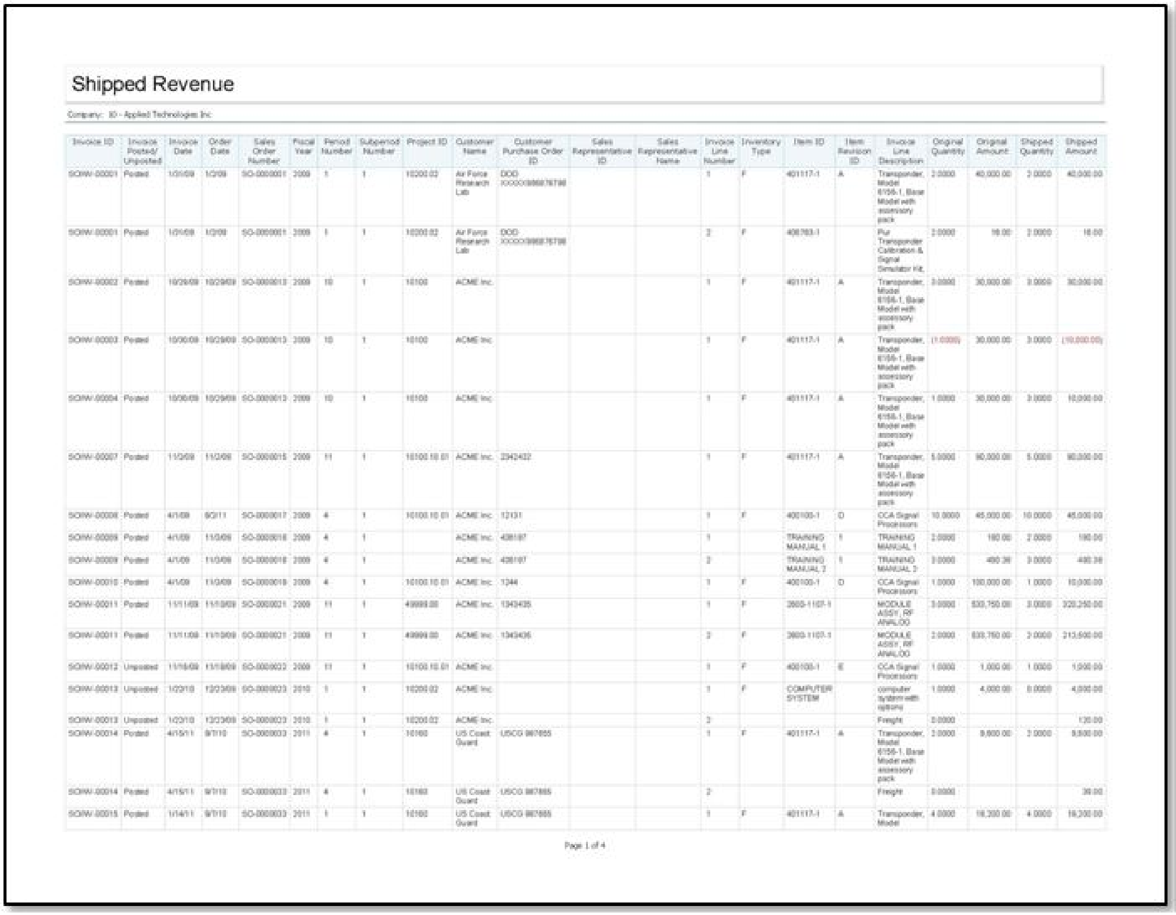
Use the Shipped Revenue prompts to configure the report.

Prompt Message	Description
Company	Select one company from the list.
Sales order date	**From**: Enter the start date assigned to sales orders or click the calendar icon to select the date. **To**: Enter the end date assigned to sales orders or click the calendar icon to select the date. You can opt to select the **Earliest date** or the **Latest date** possible for the sales order dates.

Prompt Message	Description
Limit invoice number(s)	In the **Keywords** field, enter a portion of one or more invoice numbers to be added on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Limit sales order number(s)	In the **Keywords** field, enter a portion of one or more SO numbers to be added on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Limit project(s)	In the **Keywords** field, enter a portion or the entire ID of one or more projects to be added on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Limit customer(s)	In the **Keywords: (ID + Name)** field, enter a portion or the entire ID of one or more customers to be added on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Limit sales representative(s)	In the **Keywords: (ID + Name)** field, enter a portion or the entire ID of one or more sales representatives to be added on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.

Sample Report

Sample Shipped Revenue report.


Shipped Revenue

Company: ID - Applied Technologies Inc

Invoice ID	Invoice Posted/ Unposted	Invoice Date	Order Date	Sales Order Number	Fiscal Year	Period Number	Subperiod Number	Project ID	Customer Name	Customer Purchase Order ID	Sales Representative ID	Sales Representative Name	Invoice Line Number	Inventory Type	Item ID	Item Revision ID	Invoice Line Description	Original Quantity	Original Amount	Shipped Quantity	Shipped Amount
SOIW-00001	Posted	1/31/09	1/2/09	SO-0000001	2009	1	1	10200.02	Air Force Research Lab	DOD XXXXX98878798			1	F	401117-1	A	Transponder, Model 6156-1, Base Model with accessory pack	2.0000	40,000.00	2.0000	40,000.00
SOIW-00001	Posted	1/31/09	1/2/09	SO-0000001	2009	1	1	10200.02	Air Force Research Lab	DOD XXXXX98878798			2	F	408763-1		Pur Transponder Calibration & Signal Simulator Kit.	2.0000	18.00	2.0000	18.00
SOIW-00002	Posted	10/29/09	10/29/09	SO-0000013	2009	10	1	10100	ACME Inc.				1	F	401117-1	A	Transponder, Model 6156-1, Base Model with accessory pack	3.0000	30,000.00	3.0000	30,000.00
SOIW-00003	Posted	10/30/09	10/29/09	SO-0000013	2009	10	1	10100	ACME Inc.				1	F	401117-1	A	Transponder, Model 6156-1, Base Model with accessory pack	(1.0000)	30,000.00	3.0000	(10,000.00)
SOIW-00004	Posted	10/30/09	10/29/09	SO-0000013	2009	10	1	10100	ACME Inc.				1	F	401117-1	A	Transponder, Model 6156-1, Base Model with accessory pack	1.0000	30,000.00	3.0000	10,000.00
SOIW-00007	Posted	11/2/09	11/2/09	SO-0000015	2009	11	1	10100.10.01	ACME Inc.	2342432			1	F	401117-1	A	Transponder, Model 6156-1, Base Model with accessory pack	5.0000	90,000.00	5.0000	90,000.00
SOIW-00008	Posted	4/1/09	6/2/11	SO-0000017	2009	4	1	10100.10.01	ACME Inc.	12131			1	F	400100-1	D	CCA Signal Processors	10.0000	45,000.00	10.0000	45,000.00
SOIW-00009	Posted	4/1/09	11/3/09	SO-0000018	2009	4	1		ACME Inc.	438187			1		TRAINING MANUAL 1	1	TRAINING MANUAL 1	2.0000	180.00	2.0000	180.00
SOIW-00009	Posted	4/1/09	11/3/09	SO-0000018	2009	4	1		ACME Inc.	438187			2		TRAINING MANUAL 2	1	TRAINING MANUAL 2	3.0000	400.38	3.0000	400.38
SOIW-00010	Posted	4/1/09	11/3/09	SO-0000018	2009	4	1	10100.10.01	ACME Inc.	1344			1	F	400100-1	D	CCA Signal Processors	1.0000	100,000.00	1.0000	10,000.00
SOIW-00011	Posted	11/11/09	11/10/09	SO-0000021	2009	11	1	49999.00	ACME Inc.	1343435			1	F	3600-1107-1		MODULE ASSY, RF ANALOG	3.0000	530,750.00	3.0000	320,250.00
SOIW-00011	Posted	11/11/09	11/10/09	SO-0000021	2009	11	1	49999.00	ACME Inc.	1343436			2	F	3600-1107-1		MODULE ASSY, RF ANALOG	2.0000	530,750.00	2.0000	213,500.00
SOIW-00012	Unposted	11/16/09	11/18/09	SO-0000022	2009	11	1	10100.10.01	ACME Inc.				1	F	400100-1	E	CCA Signal Processors	1.0000	1,000.00	1.0000	1,000.00
SOIW-00013	Unposted	1/2/10	12/23/09	SO-0000023	2010	1	1	10200.02	ACME Inc.				1	F	COMPUTER SYSTEM		computer system with options	1.0000	4,000.00	0.0000	4,000.00
SOIW-00013	Unposted	1/2/10	12/23/09	SO-0000023	2010	1	1	10200.02	ACME Inc.				2				Freight	2.0000			130.00
SOIW-00014	Posted	4/15/11	9/7/10	SO-0000033	2011	4	1	10160	US Coast Guard	USCG 987855			1	F	401117-1	A	Transponder, Model 6156-1, Base Model with accessory pack	2.0000	9,800.00	2.0000	9,800.00
SOIW-00014	Posted	4/15/11	9/7/10	SO-0000033	2011	4	1	10160	US Coast Guard	USCG 987855			2				Freight	0.0000			38.00
SOIW-00015	Posted	1/14/11	9/7/10	SO-0000033	2011	1	1	10160	US Coast Guard	USCG 987855			1	F	401117-1	A	Transponder, Model	4.0000	18,300.00	4.0000	18,300.00

Page 1 of 4

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 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 report.

Prompt Message	Description
Company	Select a company from the list.
Group by	Select the option to use for the report from the drop-down list. The options available are the following: ▪ **Warehouse\Location**: Select this option to print the report by warehouse and location. This is the default option. ▪ **Project\Part Rev**: Select this option to print the report by project and part/revision. ▪ **Inventory Abbreviation Code\Part Rev**: Select this option to print the report by inventory abbreviation code and part/revision. ▪ **Part Rev\Project**: Select this option to print the report by part/revision and project.
Limit Warehouse(s)/Project(s)/ Inventory Abbreviation Code(s)/Part\Rev(s)	In the **Keywords: (ID + Name)** field, enter a portion or the entire ID of one or more warehouses, projects, inventory abbreviation codes, or part/revisions to be added on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Limit Inventory location ID(s)	In the **Keywords: (ID + Name)** field, enter a portion or the entire ID of one or more inventory locations to be added on the report. To narrow the search, click **Options** to select filter criteria. If you search by name, use one of the **Contains...** options, rather than the **Starts with...** options. If applicable, click the right arrow to move your selected results to **Choices**.
Location Type	Select the location type you want to include on the report. The location type is a system-defined code used to classify inventory records by locations. These system-defined location types are the following: ▪ **Incoming Inspection**: Select this option to indicate that this location contains parts that have been received, but have not accepted or rejected.

Prompt Message	Description
	▪ **Materials Review Board (MRB)**: Select this option to indicate that this location contains parts that are within QC, and that the items do not meet the drawings. The items may be kept as they are, disposed, or returned to the vendor. ▪ **On-Hand**: Select this option to indicate that this location contains parts that should be counted as available. This is the default option. ▪ **On-Hold**: Select this option to indicate that this location contains parts that should not be counted as available. ▪ **Reinspection**: Select this option to indicate that this location contains parts that have already been accepted or rejected but need to go back through that process. ▪ **Shipping**: Select this option to indicate that this location contains parts that have been removed from stock for shipping. The **Shipping** type and the **On-Hold** type are used in a similar fashion. Location types that are not selected do not print.
Account Type	Select the account type(s) of the inventory records you want to include on the report. The account types are the following: ▪ Assets ▪ Expense ▪ Government Furnished Materials You can select more than one account type by pressing and holding the CTRL key and selecting the options you want to include on the report. Account types that are not selected do not print. All account types are selected by default.
Inventory Type	Select the inventory type of the inventory records you want to include on the report. The inventory types are the following: ▪ Raw ▪ Finished Both inventory types are selected by default.

Prompt Message	Description
Excel Format	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 **No**.

Sample Report

Sample Stock Status report.

Stock Status

Company: 10 - Applied Technologies Inc

Part ID	Revision	Item Description	Inventory Abbreviation Code	Project	Inventory Account Description	Inventory Type	Quantity	U/M	Unit Cost Amount	Inventory Balance
Warehouse: [illegible]										
Inventory Location ID: F1000		**Location Type: On-Hand**								
.125X48X144-AL-T6		Aluminum Sheet 6061-T6 .125 x48x144	4999RM	49999.00.01	Assets	Raw	447.0000	EA	1.9960	892.21
104396-1		Conceptual Continuity Metric Delineator	FINV	10999.INV	Assets	Finished	24.0000	EA	536.0000	12,864.00
MA100284	D	CCA Communications I/O	ALTEFG	10100.10	Expense	Finished	1.0000	EA	46.5731	46.57
MA100284	D	CCA Communications I/O	FINV	10999.INV	Assets	Finished	93.0000	EA	101.1389	9,405.92
Subtotal for Inventory Location ID F1000:							**565.0000**			**23,208.70**
Inventory Location ID: F2000		**Location Type: On-Hand**								
209876-1		PCB Receiver	FINV	10999.INV	Assets	Finished	188.0000	EA	52.8000	9,926.40
236493-1		Phase Shifter, with delay	FINV	10999.INV	Assets	Finished	18.0000	EA	176.0000	3,168.00
236582-1		Antenna	FINV	10999.INV	Assets	Finished	30.0000	EA	158.0000	4,740.00
236723-1		Sequencer, Digital	FINV	10999.INV	Assets	Finished	12.0000	EA	261.0000	3,132.00
236901-1		Cable Asembly	F20003	10200.03	Expense	Finished	6.0000	EA	150.8543	905.13
236901-1	A	Cable Asembly	ALTEFG	10100.10	Expense	Finished	5.0000	EA	219.6597	1,098.30
236901-1	A	Cable Asembly	CONFG	10100.10.01	Assets	Finished	5.0000	EA	209.6000	1,048.00
236901-1	A	Cable Asembly	FINV	10999.INV	Assets	Finished	66.0000	EA	132.7387	8,760.75
236901-1	A	Cable Asembly	TRNSFG	10160.20	Expense	Finished	4.0000	EA	311.4328	1,245.73
942800	A	Guide Card Snap-In	FINV	10999.INV	Assets	Finished	90.0000	EA	0.3700	33.30
WATHCAMACALLIT		a thinga ma jig	10500R	10500	Expense	Raw	2.0000	EA	100.0000	200.00
Subtotal for Inventory Location ID F2000:							**426.0000**			**34,257.61**
Inventory Location ID: F3000		**Location Type: On-Hand**								
052-231		RES VAR 1/4 SQ TOP A	4999RM	49999.00.01	Assets	Raw	20.0000	EA	2.0000	40.00
102302-1	F	Magnetron 1000 watt [This is a long Description of Part ID]	FINV	10999.INV	Assets	Finished	376.0000	EA	165.0000	62,040.00
103589-1		CCA Guide	FINV	10999.INV	Assets	Finished	3,250.0000	FT	6.5300	21,222.50
105067-1	C	Power Supply	FINV	10999.INV	Assets	Finished	234.0000	EA	165.0000	38,610.00
105068-1		Power Supply 220 - 24 vlt -	FINV	10999.INV	Assets	Finished	24.0000	EA	264.7500	6,354.00
148261-1		Enclosure, ODT	TRNSRM	10160.20	Expense	Raw	2.0000	EA	65.0000	130.00
217-028		SPRING 3/16 OD	4999RM	49999.00.01	Assets	Raw	40.0000	EA	3.0000	120.00
260012-8	F	HOUSING MOD RF ANALO	4999RM	49999.00.01	Assets	Raw	5.0000	EA	12.0000	60.00
300577-1	B	Transponder Cover	ALTEFG	10100.10	Expense	Finished	5.0000	EA	0.0000	0.00
300577-1	B	Transponder Cover	CONFG	10100.10.01	Assets	Finished	5.0000	EA	0.0000	0.00
300577-1	B	Transponder Cover	FINV	10999.INV	Assets	Finished	104.0000	EA	0.9489	98.69
300577-1	B	Transponder Cover	TRNSFG	10160.20	Expense	Finished	4.0000	EA	12.4400	49.76
324-049		CONN D-SUB COMBO INS	4999RM	49999.00.01	Assets	Raw	5.0000	EA	1.0000	5.00

Page 1 of 8

Click the **Warehouse** and **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
105067-1	C	TRNSRM	10160.20	FCWHSE	STOCK	98456
105067-1	C	TRNSRM	10160.20	FCWHSE	STOCK	98655
105067-1	C	TRNSRM	10160.20	FCWHSE	STOCK	98742
148261-1		TRNSRM	10160.20	FCWHSE	F3000	ATISP-0000015
148261-1		TRNSRM	10160.20	FCWHSE	F3000	ATISP-0000017
406783-1		FINV	10999.INV	FCWHSE	F4000 02	ATISP-0000002
406783-1		FINV	10999.INV	FCWHSE	F4000 02	ATISP-0000003
406783-1		FINV	10999.INV	FCWHSE	F4000 02	ATISP-0000004
406783-1		FINV	10999.INV	FCWHSE	F4000 02	ATISP-0000005
406783-1		FINV	10999.INV	FCWHSE	F4000 02	ATISP-0000007
406783-1		FINV	10999.INV	FCWHSE	F4000 02	ATISP-0000009
406783-1		FINV	10999.INV	FCWHSE	F4000 02	ATISP-0000010
406783-1		R20003	10200.03	FCWHSE	F4000 03	ATISP-0000013
406783-1		R20003	10200.03	FCWHSE	F4000 03	ATISP-0000014
B-LOT-1		ALTERM	10100.10	FCWHSE	STOCK	
G110785-1	F	4999FG	49999.00.01	FCWHSE	SHIPPING DD250	RMA-102-102-2011
G122633-1	A	4999FG	49999.00.01	FCWHSE	F4000 02	10
G122633-1	A	4999FG	49999.00.01	FCWHSE	F4000 02	11
G122633-1	A	4999FG	49999.00.01	FCWHSE	F4000 02	12
G122633-1	A	4999FG	49999.00.01	FCWHSE	F4000 02	13
G122633-1	A	4999FG	49999.00.01	FCWHSE	F4000 02	14
G122633-1	A	4999FG	49999.00.01	FCWHSE	F4000 02	15
G122633-1	A	4999FG	49999.00.01	FCWHSE	F4000 02	16
G122633-1	A	4999FG	49999.00.01	FCWHSE	F4000 02	17
G122633-1	A	4999FG	49999.00.01	FCWHSE	F4000 02	18
G122633-1	A	4999FG	49999.00.01	FCWHSE	F4000 02	19
G122633-1	A	4999FG	49999.00.01	FCWHSE	F4000 02	2
G122633-1	A	4999FG	49999.00.01	FCWHSE	F4000 02	20
G122633-1	A	4999FG	49999.00.01	FCWHSE	F4000 02	21
G122633-1	A	4999FG	49999.00.01	FCWHSE	F4000 02	22
G122633-1	A	4999FG	49999.00.01	FCWHSE	F4000 02	23
G122633-1	A	4999FG	49999.00.01	FCWHSE	F4000 02	24
G122633-1	A	4999FG	49999.00.01	FCWHSE	F4000 02	25
G122633-1	A	4999FG	49999.00.01	FCWHSE	F4000 02	26
G122633-1	A	4999FG	49999.00.01	FCWHSE	F4000 02	27
G122633-1	A	4999FG	49999.00.01	FCWHSE	F4000 02	28
G122633-1	A	4999FG	49999.00.01	FCWHSE	F4000 02	29

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
148261-1		TRNSRM	10160.20	FCWHSE	F3000	ATISP-0000015	
148261-1		TRNSRM	10160.20	FCWHSE	F3000	ATISP-0000017	

Scheduling Stock Status 'As Of' Report

The Stock Status 'As Of' report is a Stock Status report that can be run at a point in time, exported to PDF and saved to a location that you have specified.

You can schedule the jobs to run on regular intervals as well as run the report on-demand. The reports have date/time stamp information. This will allow you to look back at report outputs for a specific date for historical purposes.

You can find the Report Generation Schedules folder from **Team content** » **Costpoint Enterprise Reporting for Project Manufacturing** » **Costpoint Project Manufacturing**. This folder contains the predefined scheduling jobs.

This section 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 Stock Status 'As Of' reports:

Step 1: Customize the batch renaming script.
Step 2: Configure the IBM Cognos Analytics server.
Step 3: Execute job.

Step 1: Customize the Batch Renaming Script

The reports generated by the 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 will specify in Step 2. Make sure to create these folders before you run 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, as necessary. The areas to edit are in italics in the following sample.

Use the instructions provided in the batch file to determine the appropriate settings for your installation.

When you are finished, save the renameFiles.bat file. Make sure that the renameFiles.bat, renameFiles.java, and renameFiles.class files are saved to the desired output location.

> **Note:** Exclude special characters (> < " ' & + / ? % # , . : ; = [ ]) from the path and report names. The renaming script will not run if special characters exist in them.

```
@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%\bin\jre6

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                   "renameFiles.class" and
REM                   "renameFiles.java" should exist.

set CMOUTPUT_LOCATION=C:\STOCK_STATUS_ARCHIVES

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
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 options specifies the classpath information
ie location of
REM                   renameFiles.class. The files (%1 and %2) that the
server will
REM                   pass to the batch file will be renamed

REM                   Set the last parameter of the code below to "Y"
or "y" for the
REM                   program to put files 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
REM                    deleted
REM                    del %WORK_LOCATION%\*.xml
```

Step 2: 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.

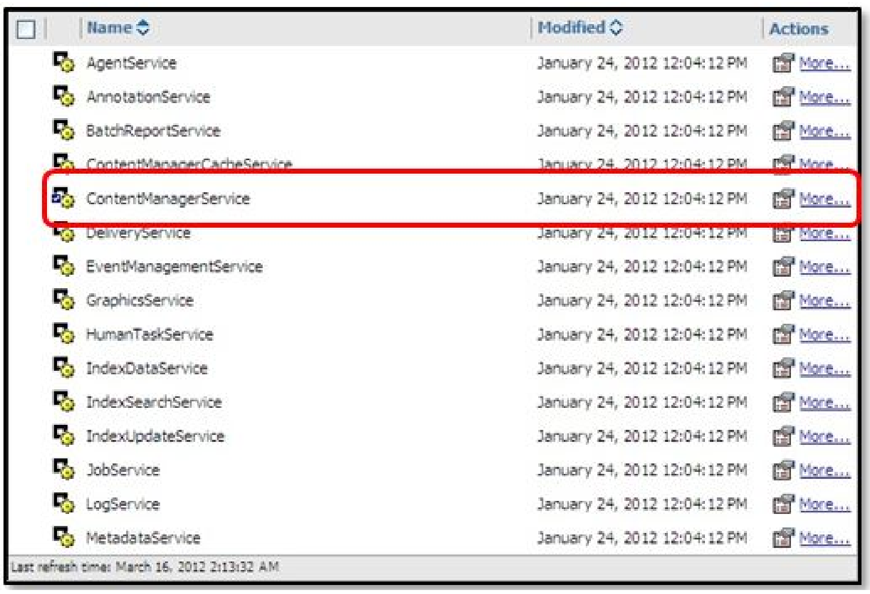
To set the server parameters:

1. From the Navigation bar, click **Manage** » **Administration Console**.
2. On the IBM Cognos Administration page, click the Configuration tab, select the **COSTPOINT** option, and click **Dispatchers and Services**.
3. Click the link for the dispatcher you want to configure.

Name	Modified	Actions
http://hq1dbdev14vs:9300/p2pd	January 24, 2012 12:04:12 PM	More...

Last refresh time: March 16, 2012 1:35:19 AM

4. Select **ContentManagerService** from the list of objects to configure.



Name	Modified	Actions
AgentService	January 24, 2012 12:04:12 PM	More...
AnnotationService	January 24, 2012 12:04:12 PM	More...
BatchReportService	January 24, 2012 12:04:12 PM	More...
ContentManagerCacheService	January 24, 2012 12:04:12 PM	More...
ContentManagerService	January 24, 2012 12:04:12 PM	More...
DeliveryService	January 24, 2012 12:04:12 PM	More...
EventManagementService	January 24, 2012 12:04:12 PM	More...
GraphicsService	January 24, 2012 12:04:12 PM	More...
HumanTaskService	January 24, 2012 12:04:12 PM	More...
IndexDataService	January 24, 2012 12:04:12 PM	More...
IndexSearchService	January 24, 2012 12:04:12 PM	More...
IndexUpdateService	January 24, 2012 12:04:12 PM	More...
JobService	January 24, 2012 12:04:12 PM	More...
LogService	January 24, 2012 12:04:12 PM	More...
MetadataService	January 24, 2012 12:04:12 PM	More...

Last refresh time: March 16, 2012 2:13:32 AM

5. Under the **Actions** column, click the **Set properties** button.
6. Click the Settings tab.
7. Under the **Value** column, click **Edit of Environment** » **Advanced Settings**.
8. Select the **Override the settings acquired from the parent entry** check box.
   A table displays, in which you can add parameters.
9. Under **Parameter**, enter **CM.OUTPUTLOCATION**.
10. Under **Value**, enter the file system location where you want to store report outputs (for example, **C:\Stock Status Archives**).

> **Note:** If you must specify a network location, use a mapped drive from your local machine. Do not use a UNC name.

11. Complete the following steps to add the batch renaming script file, which runs after a report output is saved to the target directory.
    a) Under **Parameter**, click an empty cell and enter **CM.OUTPUTSCRIPT**.
    b) In the corresponding **Value** cell, enter the location and the name of the script (for example, **C:\Output\renameFiles.bat**).
    c) Click **OK**.

12. Complete the configuration of Cognos Analytics Server:
    a) On the computer where you installed Content Manager, start IBM Cognos Configuration.
    b) In the Explorer window, under **Data Access**, click **Content Manager**.
    c) In **Save report outputs to a file system**, select **True**.
    d) From the menu, click **File** » **Save**.
    e) Restart the IBM Cognos service.

Step 3: Execute Job on Recurring Schedule

Browse to the job you want to run (Stock Status 'As Of').

To execute the job:

1. Click**Team content** » **Costpoint Enterprise Reporting for Project Manufacturing** » **Costpoint Project Manufacturing** » **Report Generation Schedules**.
2. Click the **More** icon (dotted vertical line) to the right of the Stock Status 'As Of' report, and select **Properties**.
3. Click **Job** » **Advanced**.
4. Under **Advanced**, do the following:
    a) Click **Set** to the right of **Properties** to edit the job and set parameters, and click **OK**.
    b) Click **Set** to the right of **Schedule Job** to set the desired schedule, and click **OK**.

After the job has completed running, browse to the specified output location to see the report.

> **Note:** There needs to be one instance of Stock Status in the "job" for every unique company number in Costpoint. This predefined job contains two (one for company 1 and one company 10). Clients will need to modify this job for their unique company numbers or add more companies.

Summarized Bill of Material Report

The Summarized Bill of Material report allows you to create a summarized listing of BOM for a selected range of assembly part numbers.

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

> **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

These are Summarized Bill of Material prompts.

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

Sample Report

Sample Summarized Manufacturing Bill of Material report.

Summarized Manufacturing Bill of Material

For 1 - SE Capital Holdings

Part ID	Part Description	Rev	Make/ Buy	Part Status	Part Type	As Required?	U/ M	Quantity Per Assembly	Quantity Per Assembly Order
Assembly: 10100 A001 - Area 001 of plant Rev:									
FL30001	Flange, Slip-on, 316L, 4"		B	R	S	N	EA	6.0000	0.0000
FL30003	Flange, Slip-on, 316L, 8"		B	R	S	N	EA	10.0000	0.0000
HT32599	Heat Transfer Unit, Closed Loop Skid		B	R	S	N	EA	1.0000	0.0000
TS402001	Tubing, Schedule 40, 2" 316L SS, 20 ft Length		B	R	S	N	FT	31.5789	0.0000
V23160039	Valve, ball 8" 2-PC Full Port 1000 Flange Ball Valve		B	R	S	N	EA	2.0000	0.0000
Assembly: 10100 A002 - Area 002 of plant Rev:									
FL40002	Flange, 316L 4" ASA 150 Pound Forged Flange- Welding Neck		B	R	S	N	EA	6.0000	0.0000
PR316002	Pump, Rotary Lobe, Flow 115 m3/hr @ 15 bar 316L wetted parts		B	R	S	N	EA	1.0000	0.0000
TS402001	Tubing, Schedule 40, 2" 316L SS, 20 ft Length		B	R	S	N	FT	15.7895	0.0000
TS404001	Tubing, Schedule 40, 4" 316L SS, 20 ft Length		B	R	S	N	FT	31.5789	0.0000
V23160033	Valve Ball, 2" 2-PC Full Port 1000 WOG Thread		B	R	S	N	EA	2.0000	0.0000
V23160034	Valve, ball 4" 3-PC Full Port 1000 WOG Socket Weld		B	R	S	N	EA	2.0000	0.0000
Assembly: 10100 TOTAL PLANT LIST - Area 002 of plant Rev:									
FL30001	Flange, Slip-on, 316L, 4"		B	R	S	N	EA	6.0000	0.0000
FL30003	Flange, Slip-on, 316L, 8"		B	R	S	N	EA	10.0000	0.0000
FL40002	Flange, 316L 4" ASA 150 Pound Forged Flange- Welding Neck		B	R	S	N	EA	6.0000	0.0000

Page 1 of 32

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

Component Alternate Parts

Part: ACA000005 Rev:

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					SAMPLE 123	Sample Vendor	ACA		N	

Costpoint Enterprise Reporting for Shop Floor Time

This chapter includes descriptions of reports in the Costpoint Shop Floor Time folder, along with the report prompts.

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

- CER All
- CER People

Model Information

Detailed information about the structure, table inclusion, and relationships (joins) for the Costpoint Enterprise Reporting for Shop Floor Time model is available in spreadsheet format in the release documentation and the Costpoint information Center.

The name of the spreadsheet file is DeltekCostpointBusinessIntelligence81SFTModel.xlsx.

Report Package

The template report in Costpoint Enterprise Reporting for 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
Starting Date	Enter the start date for the range of timesheets you would like to reconcile.
Ending Date	Enter the end date for the range.
Exclude SFT Pay Type(s)	Select the SFT pay type(s) that you want to be omitted in the report.

Sample Report

Sample Costpoint Shop Floor Time Reconciliation report.

Costpoint Shop Floor Time Reconciliation Report

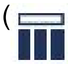
Sep 23, 2016 to Oct 7, 2016

Date	CP Project	CP MO	CP Pay Type	CP Hours	SFT Project	SFT MO	SFT Pay Type	Split Half Indicator	SFT Hours	Variance (CP Hours - SFT Hours)
Employee: 701COMB3 - 701COMB3, Devra3 3									**Employee: 701COMB3 - 701COMB3, Devra3 3**	
Oct 3, 2016				0.00			UNP	0	1.00	(1.00)
Oct 4, 2016	0414.LEAVINGLASVEGASGREAT		R	8.00	0414.LEAVINGLASVEGASGREAT		R	0	8.00	0.00
Oct 4, 2016	0414.LEAVINGLASVEGASGREAT		SP2	0.98					0.00	0.98
Oct 4, 2016				0.00			UNP	0	1.00	(1.00)
Oct 5, 2016	0414.LEAVINGLASVEGASGREAT		R	8.00	0414.LEAVINGLASVEGASGREAT		R	0	8.00	0.00
Oct 5, 2016	0414.LEAVINGLASVEGASGREAT		SP2	0.98					0.00	0.98
Oct 5, 2016				0.00			UNP	0	1.00	(1.00)
Oct 6, 2016	0414.LEAVINGLASVEGASGREAT		R	8.00	0414.LEAVINGLASVEGASGREAT		R	0	8.00	0.00
Oct 6, 2016	0414.LEAVINGLASVEGASGREAT		SP2	0.98					0.00	0.98
Oct 6, 2016				0.00			UNP	0	1.00	(1.00)
Oct 7, 2016	0414.LEAVINGLASVEGASGREAT		R	8.00					0.00	8.00
Oct 7, 2016	0414.LEAVINGLASVEGASGREAT		SP2	0.98					0.00	0.98
Oct 7, 2016				0.00	0414.LEAVINGLASVEGASGREAT		R	1	4.00	(4.00)
Oct 7, 2016				0.00	0414.LEAVINGLASVEGASGREAT		R	2	4.00	(4.00)
Oct 7, 2016				0.00			UNP	2	1.00	(1.00)
Total for 701COMB3 - 701COMB3, Devra3 3				**44.90**					**81.00**	**(36.10)**
Employee: 701COMB4 - 701COMB4, Devra4 4									**Employee: 701COMB4 - 701COMB4, Devra4 4**	

Adding New Joins in the Costpoint Shop Floor Time Reconciliation Report

You may want to further customize your Costpoint Shop Floor Time Reconciliation Report by defining new join relationships. Do this in the Edit mode.

To add join relationships in the Costpoint Shop Floor Time Reconciliation report:

1. Open the Costpoint Shop Floor Time Reconciliation Report in Edit mode.
2. Click the **Queries** () icon on the left-hand side of the screen.
3. Expand QUERIES and look for **Query 1**.
4. Expand **Query 1** and click**Join** (yellow boxes)  .
5. On the **Join Relationships** dialog box, click a query object in the **CP TS DATA** box that you like to create a new join relationship from (for example, **Employee ID**).
6. Click the **New Link** button.
7. Click a query object in the **SFT DATA** box to link to (for example, **Pay Type**).

   Before joining, carefully examine the implications of joining (you do not want to create a loop join).
8. Click **OK**.

Configuring the Timesheet Line Source Code

Your organization may be using an automatic interface between Shop Floor Time and Costpoint.

This interface uses the Timesheet Line Source Code that makes the integration between the two systems possible. You can change the source code value in the Costpoint Shop Floor Time Reconciliation Report if needed.

Timesheet Line Source Code Values

If your organization uses the automatic interface, the Timesheet Line Source Code value should be **SFT**.

This is the default value for the source code in the Costpoint Shop Floor Time Reconciliation Report. However, if your organization uses the Import Timesheet function instead of the automatic interface, the Timesheet Line Source code value must be **AOPUTLTS**.

Changing the Source Code Value in the Costpoint Shop Floor Time Reconciliation Report

The default value for the source code in the Costpoint Shop Floor Time Reconciliation Report is **SFT**.

To change the Source Code value in the Costpoint Shop Floor Time Reconciliation report:

1. Edit the Costpoint Shop Floor Time Reconciliation Report.
2. Select **Queries** from the Navigation bar, and click the **CP TS DATA** query.
3. In the Detail Filters pane, double-click the appropriate filter for **Source Code**.
4. On the Detail Filter Expression dialog box, change the **Timesheet Line Source Code** text to either **SFT** or **AOPUTLTS**.

   Note: For the automatic interface, **[Timesheet Line Source Code] = 'SFT'**.
   For the Import Timesheet function, **[Timesheet Line Source Code] = 'AOPUTLTS'**.

5. Click **OK**, and save the report.

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 the Drill Through icon.

Table 1: Dashboard Drill Thrus

Dashboard	Tab	Dashpart	Drill Thru Report
Executive Dashboard	Backlog Tab	▪ Funding Backlog (Target) by Contract Type ▪ Contract Backlog (Target) by Contract Type	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	▪ Active ▪ Upcoming ▪ Not Scheduled	Operation Status

Appendix B: Reconcile Data with Costpoint Planning

Use the following procedures to reconcile data in Costpoint Business Intelligence with Costpoint Planning.

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.

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.

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)

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
Actual Hours — You can expand these fields to view employee detail	**Total Labor Hours** — 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.

Costpoint Business Intelligence: Total Forecast Budget Column	Costpoint Planning Report: Forecast Total Column
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 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

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.

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

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.

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

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