beeline®

product & technology training

Intelligent workforce solutions
www.beeline.com

Beeline Standard Reports

Training Guide

Contents

Introduction

Goal

The goal for this training is to educate the Program Office Workforce Intelligence capabilities. The Program Office will be able to create and analyses data using one of Beeline's Workforce Intelligence solutions.

Objective

- Know the Workforce Intelligence solutions products.
- Identify the solution that meets a user's need.
- Recognize the difference between Standard Reports and Report Builder.
- Create a simple report using the Report Builder.

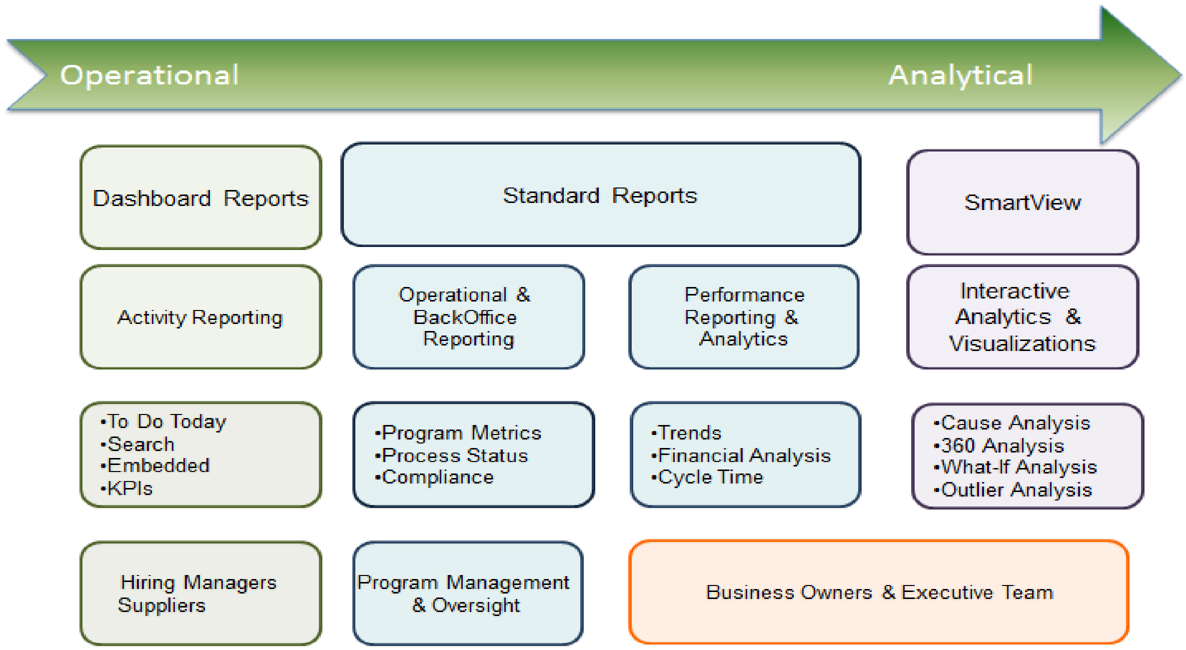
Workforce Intelligence Products

- **Powerful Standard Reports -** Information is the key to managing an efficient and effective workforce. However, information has no value unless you can get it in the front of the right people.

- **Program Analytics – beeline analytics -** The value of any workforce intelligence system is its ability to provide actionable information that effectively drives good strategic decision making.

Workforce Intelligence Matrix

You may ask yourself, "Which report will answer my question?" or "Where should I look to find 'x' information?" A major aspect of successfully using Beeline's Workforce Intelligence is knowing which report type to use. The matrix displayed below is designed to help guide a user to understand the reports available and when to use them.

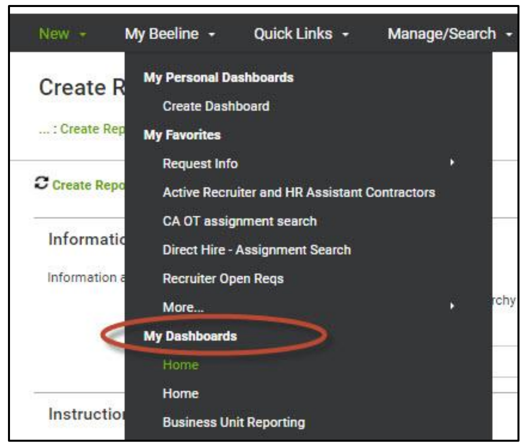


Choosing a Report

Beeline is a "Data Driven" organization. Beeline understands the user's need to gather information and present data. The Beeline tool houses several easy to use dashboard reports, list reports and standard reports. The key to creating a report in Beeline is knowing which report to use.

Dashboard

Dashboards can be found on the user's homepage, within the Main Header. Dashboards are created by user role and can contain list reports and chats. These dashboards can be modified to meet the user needs. A MSP/VMO team can contact their COM to request modifications to the reports on a dashboard or replace the current reports with useful program data



List Reports

List reports are located throughout the Beeline tool. List reports can be modified and exported. Exporting the information allows the user to manipulate the data.

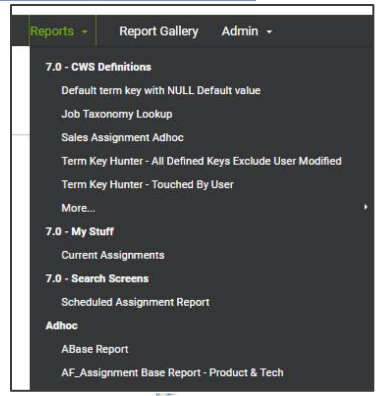
Rows 1 - 20 of 21155

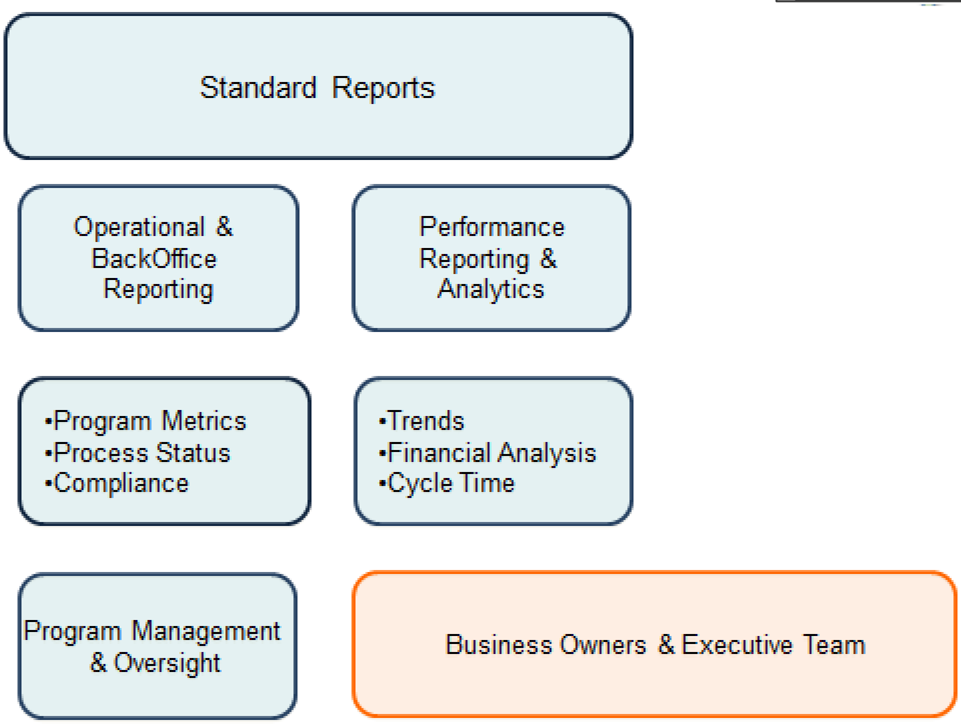
Cost Center Name	Cost Center #	Organization Unit Code	Organization Unit Name	Organization Unit Type	Generation	Business Organization Us
0001667900	0001667900	0002002000216679000	STORE 6679: MIRA MESA	Store	0	
0001667900	0001667900	0002002000210000000	DISTRICT 0021: MIGUEL RIVERA	District	1	
0001667900	0001667900	0002002000000000000	REGION 0020: PACIFIC SOUTH	Region	2	
0001667900	0001667900	0002000000000000000	DIVISION 0002: WESTERN	Division	3	
0001667900	0001667900	Company	Product & Technology Training	Company	4	

Reports Library

The reports library houses many different reports and is role driven. The MSP/VMO has access to all the reports, while the Hiring Manager has access to only the reports assigned to that role. If a user is unable to gain the data from the dashboard reports or created list reports, he/she can customize a standard report.

Use the below information to help determine which report would help you gather the correct data.

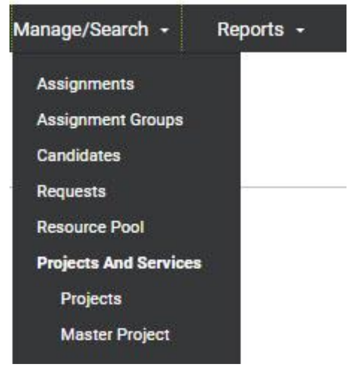




Manage/Search List Reports

Manage/Search can be used to find detailed information. A user can also create, and save reports from this search.

To use Manage/Search, click on the desired area in which to search. The report can be filtered using any combination of search parameters, then click Search. Or you can scroll through the listing at the bottom of all items.

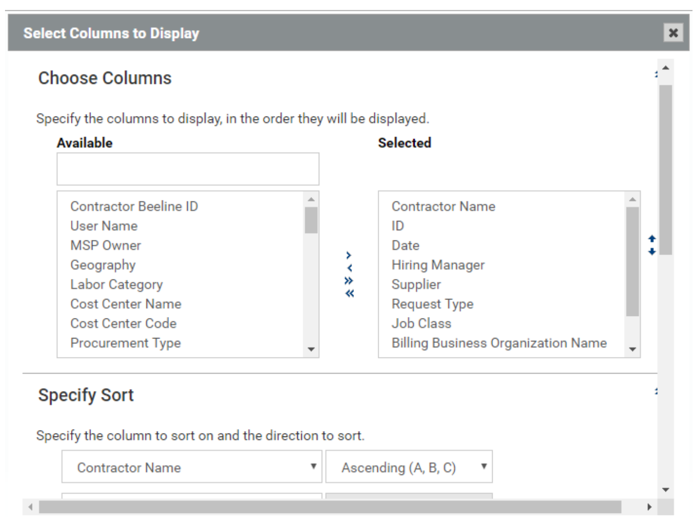


EDIT

Some reports have a set of predetermined fields (e.g., columns). A user can modify the fields to provide a customized list report.

Step 1. Click "Edit" on the lower right corner. The "Select Column to Display" screen will appear

Step 2. From the "Select Column to Display" screen:



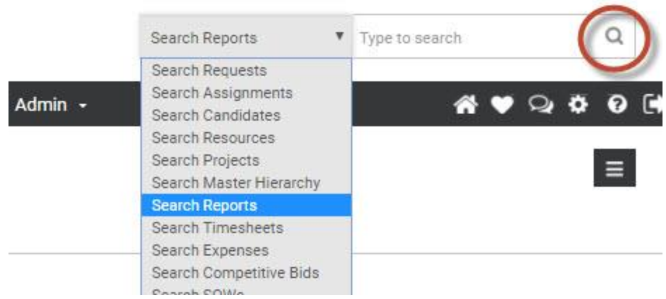
- **Add a new column:** From Available, highlight the columns you would like to include to your list report, then click the arrow ">" to add.

- **Remove a column:** From Selected, highlight the columns you would like to remove from your list report, then click the arrow "<" to delete.

Step3. The Specify Sort allows the user to select the column by which to sort.

Step4. Once all changes have been completed, click "OK".

Simple Search List Reports

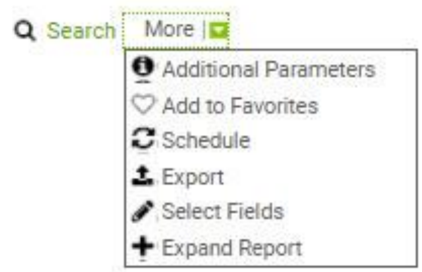


Simple Search can be used to find a specific record or to search for a group of records similar to Manage/Search. To use this feature, select a category from the Simple Search pull-down selection list menu then type your search term in the text box. Results will start to display as you type.

- To **go directly to a record**, click on the record link as soon as it displays in your results.
- To **search for a list of records**, click the advanced search icon (i.e., the magnifying glass) next to the text entry box. A search screen opens. Use the filter options at the top of the screen to refine your search. Click <Search> and the results will display at the bottom of the screen. If you need more options, expand the **More** drop-down selection list.

More Advanced Search Options

The More drop-down selection list gives you additional options for enhancing your search results.



Additional Parameters

Select this option to add more areas to filter data. This option may not be available for all Simple Search categories and the Additional Parameters list will be specific to the category you select.

Step 1. From the More Drop Down, select "Additional Parameters".

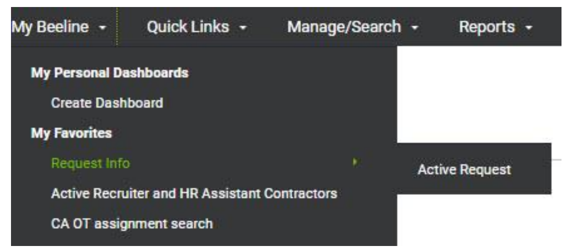
Step 2.
Select the parameters to search by checking the box in front for the field name, then click "Close".

Step 3.
Click "Search" to update the list report.

ADD TO FAVORITES

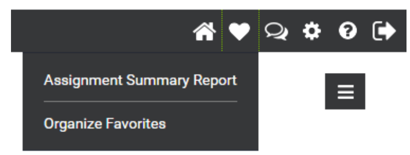
Use this option to convert your search results into a saved favorite report. As a "favorite", it retains the criteria, functions, conditions, and sort parameters of your original search. Instead of needing to repeat your original search, you can now generate this report on-demand which provides ease of access, saves time, and provides consistent reporting across time.

When you click the **Add to Favorites** link, you'll be prompted to enter a name for your report. Use a title that is easily to recognize. Click **OK** to save.



To retrieve your report, expand the **My Beeline** menu in the Header Menu and check under the **My Favorites** section.

Or you can find your favorites from the favorites icon located in the Header Menu



Be sure to complete all format changes to your results list before you select the "Add to Favorites" option.

EXPORT

With the "Export" feature a user can export data to an excel spreadsheet.

- From the More Drop Down, select "Export".

Be sure to complete all format changes to your results list before you select the "Export" option.

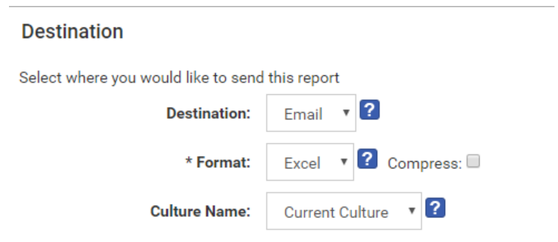
SCHEDULE REPORT

Scheduled reports can be delivered to a user or the individuals of the user's choice. With the ability to set report delivery to occur on your schedule, Beeline helps you stay organized and in control of your data. You can also view your scheduled reports within the application providing you access to all pending and historical delivery information. Reports can be scheduled and emailed from several locations. The following steps can be applied wherever the functionality exists.

Step 1. From the More Drop Down, select "Schedule".

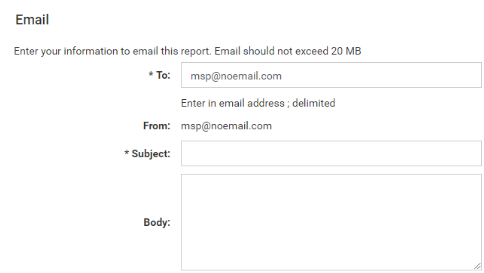
Step 2. Make sure Destination has defaulted to "Email".

Step 3. Click the Format drop-down arrow to view and select the format of your choice.



Step 4. Enter the email address of the user to whom you wish to send this report.

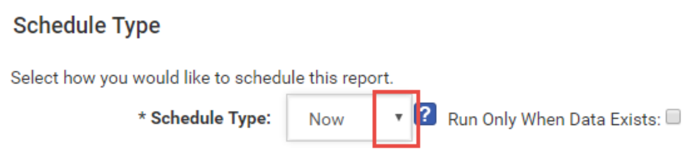
Report visibility is based on the visibility of the person scheduling the report. Everyone that is sent a copy of the report receives the same copy as the scheduler.



Step 5. Enter a subject in the respective field.

Step 6. Enter the body of the email.

Step 7. Select a schedule type from the Schedule Type drop-down.



Delivery can be scheduled for the current day or can recur on a set schedule daily, weekly, or monthly.

Check "Run Only When Data Exists" for a report to be sent only when data exists.

Step 8. Complete all additional fields.

Step 9. Click Schedule Report.

View, edit, copy, or cancel scheduled reports by clicking the My Beeline drop-down arrow and selecting Scheduled Reports.

SELECT FIELDS

The Select Fields in the More Drop Down refer to the columns in the list report. A user can customize the columns in their list report to show needed information.

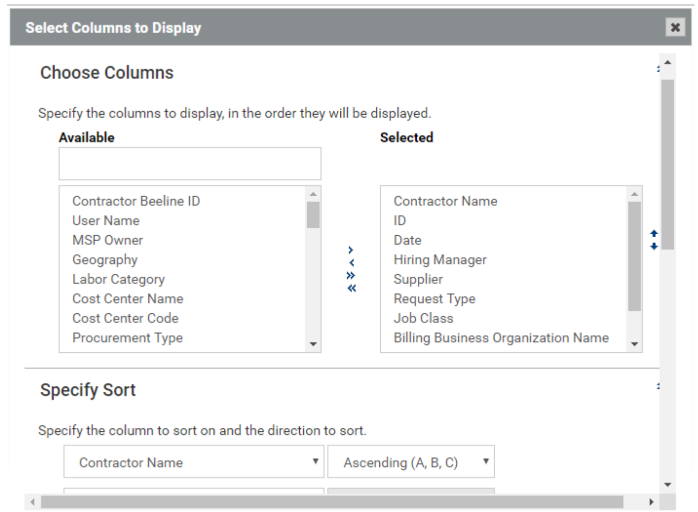
Step 1. From the More Drop Down, select "Select Fields".

Step 2.
To select available columns, select the title in the "Available" section and click the arrow.

The title will appear in the selected section. A user can adjust the order of columns by clicking the up or down arrows on the side of the selected section.

Step 3. To change the sort, click the down arrow under "Specify Sort". All the fields in the selected section will appear. Click on the field to sort the report.

Step 4. Click "OK".



EXPAND REPORT

Need even more adjustments to your results list? Click **Expand Report** and your results list will be pulled into Report Builder with access to its full-range of features. From Simple Search to a full-feature report engine in just a few clicks. What could be simpler!

Expand Report allows a user to create his/her own version of the existing report. There are many benefits to creating from Expand Reports: Fields have been selected, conditions have been added and the user saves time by just customizing a few items.

Step 1. From the More Drop Down, select "Expand Fields".

Step 2. Customize the report as needed. See "***Building a Base (Ad Hoc) Report"*** for additional information.

Report Gallery/Reports Tab

Depending on your client's preference, you may have Beeline's Report Gallery, the Reports Tab, or both. Both options easily allow you to find the report you are looking to use to pull back data.

Report Gallery

Report Gallery introduces visual search, report tiles, searchable tags, and report groupings to give the user an interactive search and visual snapshot of each report. Reports can be grouped together by favorites, recently run, recommended, and additional making it easier to find what you are looking for. Couple this with the visual search that provides a thumbnail view of the data so a user can see what is in the report without even having to open it.

Showcase Tour

This tour will showcase a few of the features of the Report Gallery. You can navigate through the entire tour, or close it after a particular feature is displayed. You can also re-launch the tour at any time should you need a quick refresher.

Step 1. *Selecting "showcase tour"*

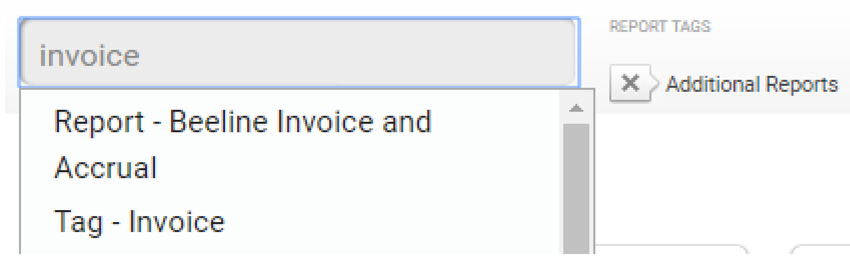
Step 2. *Read each section for information*

Step 3. *Click "Next Feature" to advance to next information page. Click "Close" to close the tour.*

Visual Search

The Visual Search allows a user to search for reports by entering search tags in the type ahead search box. You can type in a search tags that describe report fields and output format. When you select/remove a tag, the tiles layout will shrink or expand.

Tags are easily added and removed. They can be adjusted on the fly.



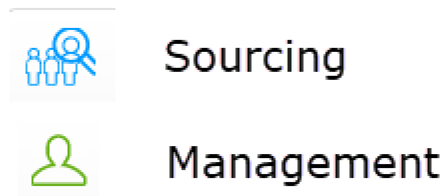
Reports Grouping

Reports Group makes it easier to locate reports tiles. The tiles can be grouped into four (4) groups;

- **Favorites** – These are your reports you have saved as favorites.
- **Recently Run**- Allows you to quickly get to reports you have run in the past.
- **Recommended** – provides all type of reports the organization would like to “serve up” to users as suggestions.
- **Additional** – all other reports – these are reports that have not been recently run or are not part of the set of recommended reports.

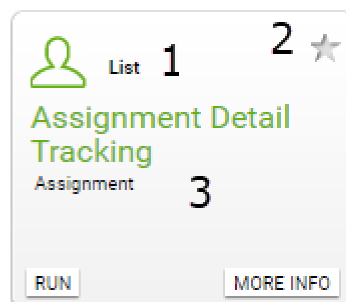
Report Tiles

Report tiles provide a visual preview or thumbnail of the reports so a user can “peek” into the report without having to actually run the report. Report tiles categorize reports into two (2) categories corresponding to parts of the of the contract labor process.



1) **Sourcing** – activity before the assignment starts

2) **Management** - activity after the assignment starts



1. Report Type – The report maybe be a list report, excel, chart or other option.

2. Favorite – A user can add this report to his/her favorite by clicking the star.

3. Report Name – The report name is show.
Run or Create – A user can run a report from the tile.
More Info – A user will see additional information.

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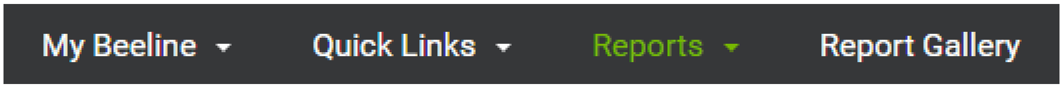
Reports Tab

The Reports Tab within Beeline provides access to a full-featured reporting engine that allows users to create reports and add to favorites. This flexible and adaptable reporting solution allows the building of customized reports.

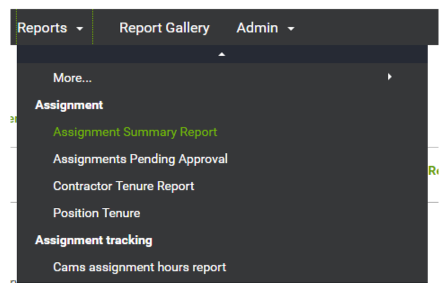


Report Types

Reports are categorized into two sections. There are standard/canned reports and base/Ad hoc reports.

- A standard report is previously created and published with the option to filter the data on a set of parameters.
- A base report allows for a customization build. The steps for running the report will differ depending on the type of report selected.

Running a Standard Report



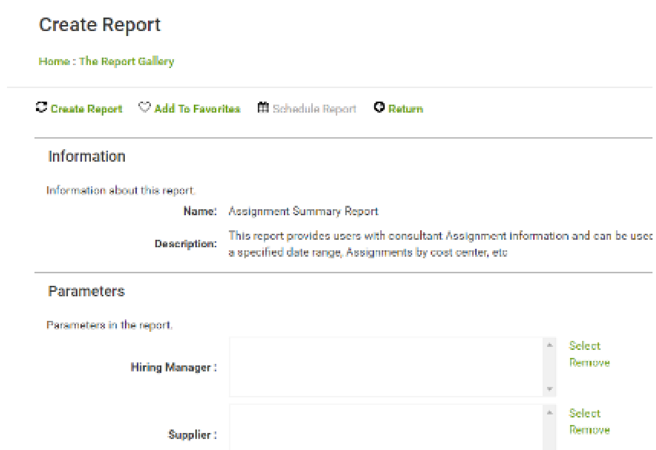
To run a report within Beeline, a user first selects a report from the Reports Tab or Reports Gallery.

Step 1. Select the report from the Report Tab or Reports Gallery, the Create Reports Screen for the selected report displays.

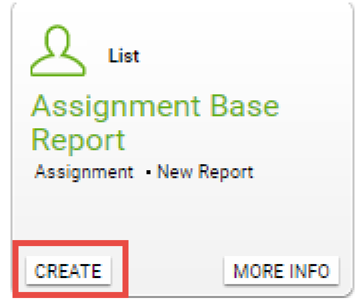
Step 2. – Parameters section: You can filter data by selecting parameters. If you wish to simply run the report to pull back all data you have access to view you can leave the parameters blank.

Step 3. Once all parameters are selected, click Create Report.

If any parameters are required, as noted by an asterisk, they must be selected before the report will pull back any data.



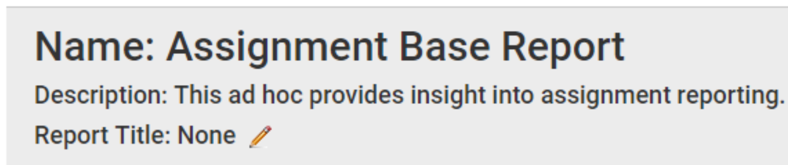
Building a Base (Ad hoc) Report



Step 1. Select the report from the Report Tab or Reports Gallery, the Report Builder Screen for the selected report displays.

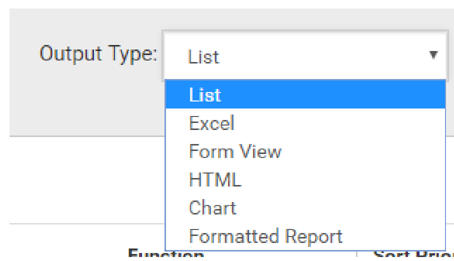
Additional information about how to customize the report can be fround in the showcase tour.

Step 2. – Information section: The information section provides you the generic name of the report, a brief description, and the ability to add your own Report Title, by clicking the pencil icon.



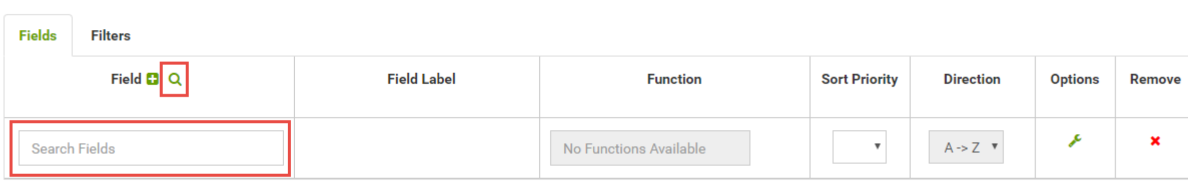
Step 3. – Output Type

Select the desired output format of the report. **Output Type -** defines how the report will be viewed when the user completes and runs the report. (See Appendix for additional information)

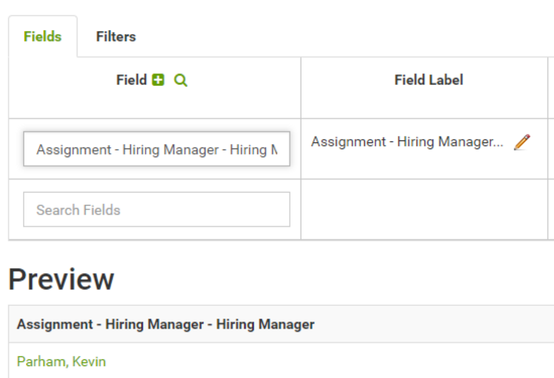


Step 4.- Selecting Report Fields

Within the Fields section of the screen, select a desired field. You can search for a field by typing the name in the search box, or doing an advanced search using the magnifying glass. The selected fields are the fields of data that will appear in the report.



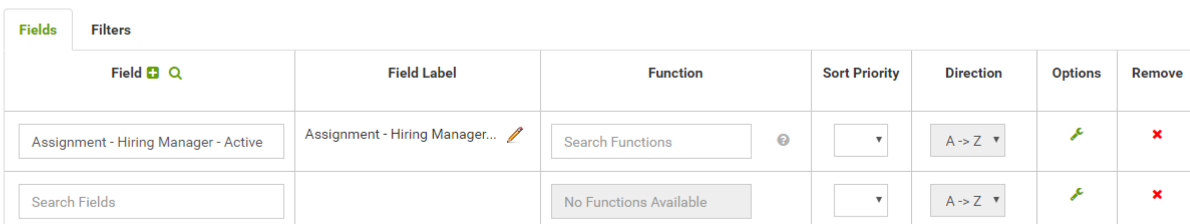
As fields are added, a preview section will appear to provide you with the data you can expect to see when you run the report.

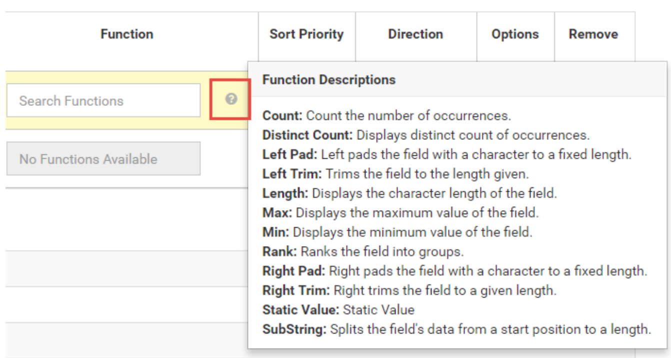


Step 5. – Organizing Report

Report fields can be configured in a variety of ways to enhance how they are displayed on the final report. Configuration options include the ability to rename each field label, to set the alignment of the report data within each column, and to designate the sort order and manner of sorting for each field. Additional configuration options are available based on the selected output option for the report.

- Field Label – to edit the column name, click the pencil icon. This allows you to enter the label you want to show in the column name.
- Sort Priority – here you can select the field by which you want to sort data. If sorting, you can also then select an ascending or descending order.
- Options – here you can select how to group and align the data. To make selections, click the wrench icon for the field you want to organize.
- Reordering columns – to reorder the way the columns appear in the report, simply drag and place the field in the position you want it to appear.
- Remove data – if a column of data is not needed, simply click the X for the field you want to remove from the report.
- Functions - Functions are variables, usually numeric or date/time related that when combined, create a new calculated field. Not all functions will be available for each field. You can find a full function description by hovering over the question mark icon. To add a function, Click the **Search Function** box and select a *function* from the list. For a description of the standard functions, refer to Report Functions.

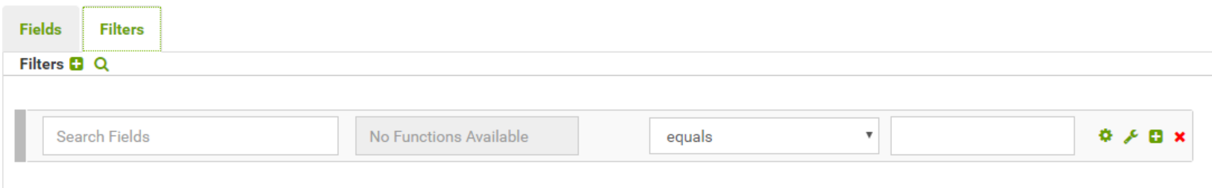




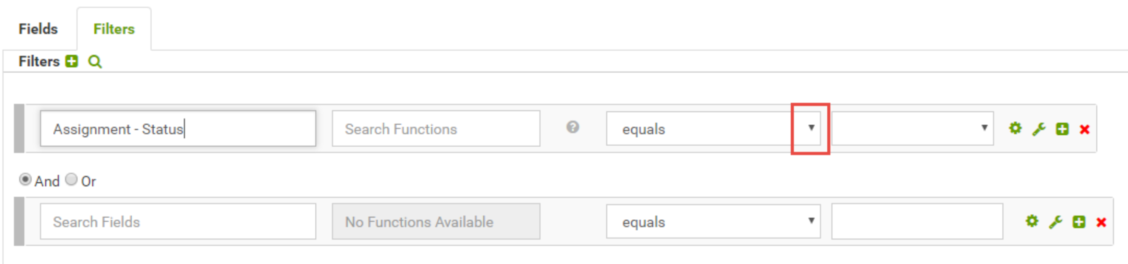
Step 6. – Optional Filters

Filters allow a user to limit the data returned on a report. Multiple filters can be combined with Boolean operators, such as 'and' and 'or' to create complex queries.

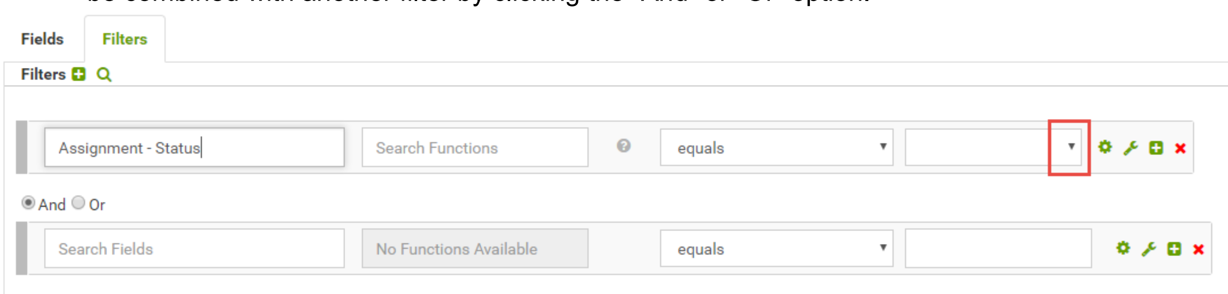
- To add filters, Click the Filters tab. Here you can search for a field to filter by, by typing the name in the search box, or doing an advanced search using the magnifying glass. Data can be filtered by any available field.



- Select the **Operator** drop-down arrow and select an *operator* from the list that defines the condition.



- Select the data you want to appear in the report based on the field and operator. Filters can also be combined with another filter by clicking the "And" or "Or" option.

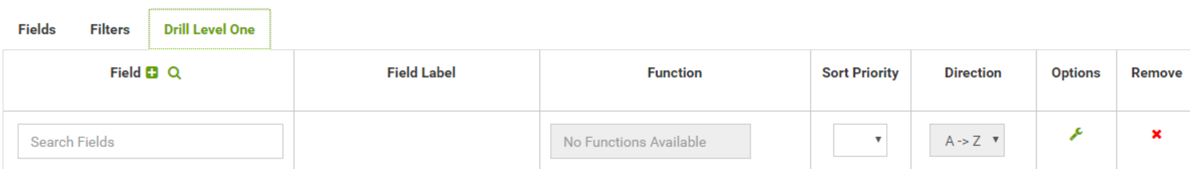


View Beeline Help > Reporting Guides > Adding Aggregate Report Conditions *for additional information.*

Step 7. – Optional –Drill Levels

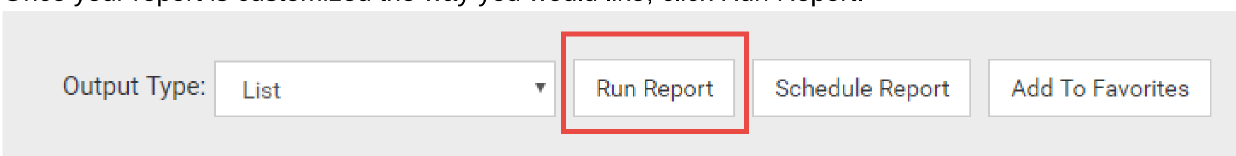
Drill levels are typically used when looking to start with a high level over view, and then drill in deeper for specific information. Drill levels represent the data that is returned in the second (drill-down) layer of reporting and contains a second list of fields. In order for the application to generate this second (drill-down) layer of data, an aggregate function must be selected and added in the Fields section of the screen. If a drill level appears, you can select all fields you want to see once you drill into the data.

Note: Not all output types support drill levels.



Step 8. – Run Report

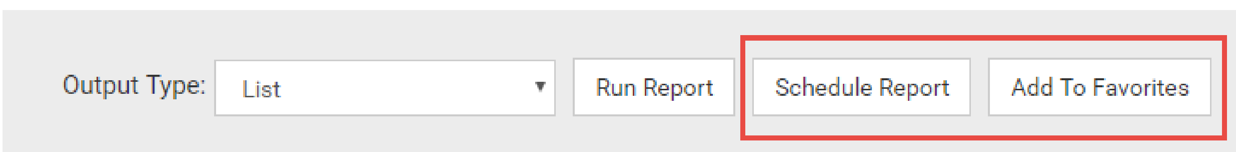
Once your report is customized the way you would like, click Run Report.



Step 9. – Add To Favorites or Schedule

Once your report is created, you can then add the report as a favorite or schedule it to be emailed to you or the individuals of your choice automatically.

- Add to Favorites: use when you may want to run the report on a sporadic basis.
- Schedule Report: use when you want this run on a set schedule.
- Click the appropriate option and follow the instructions.



Appendix

Output Types

- **List** - The report data displays as a list on a new screen within *Beeline*
- **Excel** - The report data displays in a new *Microsoft Excel* workbook.
- **Form View -** This option is used for building form reports or form screens. This Output option takes all fields and pivots them down to display each record in a separate form view.
- **HTML** - The report data displays in a new window as a Web page with no paging options.
- **Chart** - The report data displays in a chart format. There are a number of report options available to customize the appearance of the report.
- **Formatted Report** - The report data is displayed in a predefined template that is selected by the user. Through formatted report templates, clients can produce reports with customization, as well as groupings of report data. There are a number of report options available to customize the appearance of the report. Once created, Formatted Reports include features such as, Page Forward/Back, Zoom, Text Find, Export, and Print.

Functions

- Count – Count the number of occurences
- Distinct Count – Displays distinct count of occurences
- Left Pad – Left pads the field with a character to a fixed length
- Left Trim – Trims the field to the length given (for example – 00001234 with a left trim of 4 would now read – 1234)
- Max – Displays the maximum value of the field
- Min – Displays the minimum value of the field
- Rank – Ranks the fields into Groups
- Right Pad – Right pads the field with a character to a fixed length
- Right Trim – Right trims the field to a given length
- Static Value – Static Value field
- Substring – Splits the field's data from a start position to a length

Report Types

BASE REPORTS

What are the report Definitions? Definitions are the root of Beeline VMS reporting. They list all the possible fields that can be incorporated into any Beeline report broken down by subject category (e.g., Request, Candidate, Assignment, Timesheets, etc.) But ALL fields may not be relevant for a client's usage, especially if they are not active users of all Beeline VMS solutions (e.g., Services Procurement, Resource Tracking.) We then use these Definitions to create base reports. The **base report** allows us to limit the fields we publish to the client's view making it much easier, and faster to build reports since the base reports only include fields that are relevant to the client.

Base Report	Brief Description
Request Base Report	Allows users to create a variety of requisition related reports including Request Pending Approval, Count of Open Requests, Count of Requests Released to Suppliers, etc.
Candidate Base Report	Allows users to create a variety of candidate related reports including Candidates Pending Interviews, DNR (Do Not Re-engage), Candidate Status, etc.
Assignment Base Report	Allows users to create a variety of assignment related reports including Headcount, Assignment Due to Expire, Tenure Tracking, etc.
Timesheets Base Report	Allows users to create a variety of timesheets related reports including Missing Timesheets, Timesheets Pending Approval, Timesheet Summary, etc.
Invoiced Timesheets Base Report	Allows users to create a variety of financial reports including Spend by Labor Category, Annual Spend Report, Overtime Spend, Spend by Hiring Manager, etc.
Expense Base Report	Allows users to create a variety of expense related reports including Expenses by Status, Expenses by Cost Center, Contractor Monthly Expenses, etc.
Combined Spend Base Report	Allows users to create financial reports combining time and material and milestones. NOTE: Clients must have an active Services Procurement module in order to report on milestones.
BTE Projects Base Report	Allows users to create a variety of BTE (Beeline Time & Expense) Project related reports including Active BTE Projects, Project w/ Task, Projects w/ Resources, etc.

STANDARD REPORTS

Beeline provides more than 50 common standard real-time reports with pre-set criteria. These standard reports were developed in collaboration with our clients and organized into the following categories: Sourcing, Management, Administrative, and Financial. Key aspects include:

- Access to data is based on the client's data visibility rules and permissions
- Ability to schedule reports to run once, daily, weekly, or monthly
- Pre-set filters

Contingent Staffing Reports

Standard Report	Brief Description
Sourcing Reports	
MSP Open Requisition Summary	This report provides measures of the performance of the client's MSP or VMO representatives during the specified date range. This report can be used to measure performance on new requisitions, extensions/renewals, or both. This report details each MSP/VMO user, open positions at start, positions created, positions released based on one or multiple suppliers, positions filled based on one or multiple suppliers, positions canceled, and positions on hold.
Open Request Summary	This report is designed to provide a summary view of activity for Requests. It provides at-a-glance activity numbers for open requisitions.
Request Activity Summary	This report provides information about requests that are created for specified dates along with associated supplier activity for each request. This report groups requests by creator and start date and provides details for the requests and candidates submitted from each supplier.
Request Activity Detail	This report provides information about requests created for specified dates and associated supplier activity for each request. This report groups requests by creator and start date and provides details for the requests and candidates submitted from each supplier.
Supplier Performance Summary	This report is used to measure the relative performance of selected suppliers within a defined date range. This report displays the details of jobs received, candidates requested, positions responded to, qualified candidates, response times, and percentage of requested bill rates.
Supplier Performance Summary – Supplier View	The data visibility restrictions ensure that each supplier only sees their own data in this version of the Supplier Performance Summary report.
MSP/VMO Savings	This report provides a summary comparing the supplier-submitted rate and the actual negotiated billing rate. An input parameter allows the user to group the report by line of business (LOB), location, or MSP/VMO contact. In addition, a compliance impact statement provides the annualized difference between the two rates, displaying the amount either saved or overspent.

Standard Report	Brief Description
Request Cycle Time	This report provides the number of days positions are open, filled, rejected, or canceled within the selected time period. This report details the position type, total number of associated positions, and other categories by average number of days. Two versions of this report are available; one includes on-hold time in the cycle time calculation and one excludes it.
SLA – Requests Ready for Offer	This report provides measures for the time it takes to make an offer to the approved candidate. This report details the offer type, industry, count of qualified candidates, and related counts and percentages. This report includes offers for requests and extension requests.
SLA – First Released to First Qualified	This report provides measures for the time it takes after a request is released to a supplier to qualifying a candidate. This report details the industry, count of qualified candidates, and average business hours to respond. The report provides parameters to filter based on industry.
Supplier Activity by Request	This report shows key indicators of supplier activity for each request with limited views for suppliers. This report displays candidate activity grouped by job title. Each job title grouping provides basic request information as well as metrics for candidate activity.
Management Reports	
Assignment Summary	This report provides assignment information and can be used to generate a variety of different reports, including active assignments, assignments within a specified date range, assignments by cost center, etc.
Assignment Detail Tracking	This report provides information about changes to assignment records.
Contractor Tenure Report	This report provides the defined break in service time between assignments to keep within the same tenure period established by the client. This report details a list of contractors by supplier, displays the number of weeks and years on an assignment, and allows a search based on contractor's tenure on each of their assignments.
Miscellaneous Fee	This report provides information to users so it can identify the different fees associated with the contractor and the status of those fees. This report details information about the fee status for a specific organization and job title. The fee represents special codes on assignments, which are outside the standard fee codes.

Standard Report	Brief Description
SLA - Assignment Rate Card to Default Rate Card	This report provides a total count of rate cards, number above rate card, and the percentage above the rate card. This report details variances between the current rates and the default rate within the specified industry.
Early Termination	This report provides a count of assignments that were terminated prior to the scheduled assignment end date. It also allows the user to drill down and view the details of the early termed assignments.
Timesheet Summary	This report provides details for timesheets, which is useful for tracking and managing the time entry process. The report provides parameters to filter based on time period, organizational structure, status, supplier, and manager. Timesheet data is displayed onscreen within a formatted report output and can be exported into other applications for further data manipulation and presentation.
Timesheet Detail	This report provides timesheet details for contractors including work date, hours, timesheet status, submitted date, timesheet approver, and much more.
Missing Timesheet Report	This report provides insight into missing timesheets for the last 30 days. Data elements can be exported into other applications for further data manipulation.
Expense Detail	This report contains detailed expense register information entered into Beeline Time & Expense. This report can be used to generate a variety of reports including expenses by expense date, expense type, status, and contractor for selected date periods.
Assignment Extension Pending Approval	This list report displays approval details for assignment extensions with the ability to filter results. Details show information about the approval process, including resource, assignment, completed approval steps, and assigned approval steps awaiting action.
Assignment Expiration Tracking	This chart with drill-down report provides a summary and details for current active headcount due to off-board from assignments.
Assignment Budget Tracking	This report shows data comparing budget and spend information for each assignment and provides filters to limit the report results.
Tenure Cooling	This chart with drill-down report enumerates resources that are approaching eligibility based on tenure cooling period. The report details provide data about the resource tenure and their break in service.
Active Assignments Tenure Summary	This report provides a summarization of all active assignments and gives visibility into the length of time contractors have been working on assignments.

Standard Report	Brief Description
Headcount by Job Title	This chart report provides a snapshot of the count of active assignments grouped by job title. Users are able to drill into the report to see additional details, such as assignment ID, hiring manager, supplier, start and end dates, bill rate information, and more.
Headcount by Supplier	This chart report provides a snapshot of the count of active assignments grouped by supplier. Users are able to drill into the report to see additional details such as assignment ID, hiring manager, supplier, start and end dates, bill rate information, and more.
Administrative Reports	
Job Taxonomy Lookup	This report details job class/job title mapping against request templates and rate cards. This report can be used for maintaining accurate job information.
User Login Report	This report provides information about user activity and account user status.
Financial Reports	
Invoice and Accrual	This report provides details about the financial billing for the billing period(s) selected.
Expense Register	This report gives users visibility to the expenses that have been paid within a specified expense period.
Real Time Accrual	This report is designed to help users estimate the next billing cycle's financial potential on a real-time basis. This report does not replace the existing accrual report, and is only available for snapshot-in-time reporting.
Beeline Payment Register	This report provides details about the financial billing, including the breakdown of fees for the billing period(s) selected.
Beeline Combined Invoice – Standard	This report provides details about all time and material and milestone payments made to suppliers on projects for a specified billing period.
Beeline Supplier Payment Register	This report provides suppliers with details about the financial billing by contractor for the billing period(s) selected.
Current Year Spend by Job Title	This list with drill-down report shows the year-to-date spend across job titles and statement dates for the manager. The report drills down to details for spend.

Standard Report	Brief Description
Current Year Spend by Supplier	This list with drill-down report shows the year-to-date spend across suppliers and statement dates for the manager. The report drills down to details for spend.
Monthly Spend by Job Class	This list with drill-down report shows the monthly spend across job classes and statement dates for the manager. The report drills down to details for spend.
Monthly Spend by Supplier	This chart with drill-down report shows the year-to-date spend across suppliers and statement dates for the manager. The report drills down to details for spend.
Monthly Spend by Industry	This chart with drill-down report shows the monthly spend across labor categories and statement dates for the manager. The report drills down to details for spend.

Suppliers are provided with similar, client-approved reports within Beeline. Understanding that reporting is important to evaluating internal processes as well as performance within the client environment, suppliers can report on such data as candidate history, success ratios with clients, departments, users, and/or skill sets and internal performance characteristics such as timeliness of candidate submissions.

Services Procurement Reports

Standard Report	Brief Description
Milestone Payments Pending Approval	This report provides a listing of milestone payments that are awaiting approval. The report provides milestone details and financial information.
Project Milestone Payments	This report provides a milestone detail report which will additionally show the budgeted amounts of each milestone and payments.
Project Milestone Payment Threshold	This report provides the ability to use milestone budget values as parameters – leveraging comparators such as >=, <=, and used to help manage, spend and budget a project.
Project Milestone Time Threshold	This report is intended to help manage timelines of project milestones. This report provides the ability to use milestone start and end dates as parameters – leveraging comparators such as >=, <= on a day or week basis.

Standard Report	Brief Description
Project Summary	This report provides combined project information in one report such as approved and available funds, milestone payments, and contractor information if applicable.
Project Budget Status	This report provides budget and spend information that illustrates the financial status of each project record.
Project Funding Report	This report provides budget, spend and remaining funds date for projects. This report summarizes the project financial data by Organization and Project Manager.
Project Headcount by OU	This report provides distinct worker headcount numbers as well as associated assignments for project workers. This report summarizes the headcount data by client organization.
Project Headcount by Supplier	This report provides distinct worker headcount numbers as well as associated assignments for project workers. This report summarizes the headcount data by supplier organization.
Headcount by Supplier/Procurement Type	This report provides distinct worker headcount numbers as well as associated assignments for all workers. This report summarizes the headcount data by Supplier organization and segments the headcount by procurement type.
Headcount by Country/Procurement Type Chart	This chart report provides distinct worker headcount numbers and the associated assignments for all workers. This report summarizes the headcount data by country and segments the headcount by procurement type.
Headcount by OU/Procurement Type	This report provides distinct worker headcount numbers as well as associated assignments for all workers. This report summarizes the headcount data by client organization and segments the headcount by procurement type.
Project Headcount by Country/Procurement Type	This report provides distinct worker headcount numbers as well as associated assignments for all workers. This report summarizes the headcount data by country and segments the headcount by procurement type.
Monthly Spend by Procurement Type	This report provides spend data for all worker types. This report summarizes the data by invoice date and displays the spending trend for each procurement type.
Project Monthly Spend by Organization	This report provides spend data for project workers. This report summarizes the data by invoice date and displays the spending trend for each organization.

Standard Report	Brief Description
Prompt Pay Discounts Not Realized	This report provides information about milestones that are eligible for prompt pay discounts that did not have a prompt pay discount applied
Project Monthly Spend by Organization	This report provides spend data for project workers. This report summarizes the data by invoice date and displays the spending trend for each organization.
Project Resources Due to Start	This report provides assignment information for resources that are getting ready to start on a project assignment.
Project Resources Due to Expire	This report provides assignment information for resources that are getting ready to expire on project assignments.
Financial Reports	
Combined Invoice	This report provides details about all time and material and milestone payments made to suppliers on Projects for a specified billing period.

Resource Tracking Reports

Standard Report	Brief Description
Domestic Headcount Map - Resource Tracking	This report is a graphical representation of non-employee headcount by country with a detailed drill down report.
Global Headcount Map - Resource Tracking	This report is a graphical representation of Resource Tracking headcount by country with a detailed drill down report.
Headcount by Geography - Resource Tracking	This report is a graphical representation of global Resource Tracking headcount by country with a detailed drill down report.
Headcount by Job Title - Resource Tracking	This report is a graphical representation of non-employee headcount by job title with a detailed drill down report.
Headcount by Supplier - Resource Tracking	This report is a graphical representation of non-employee headcount by supplier with a detailed drill down report.

Standard Report	Brief Description
Pending Workers - Resource Tracking	This is a report of non-employee assignments which are pending approval action in list format.
Recertification - Resource Tracking	This is a report of non-employee who are approaching their next recertification date in list format.
Worker Change Activity - Resource Tracking	This is a report of assignment amendments for non-employee for a specified date range in list format.
Worker Terminations - Resource Tracking	This is a report of non-employee assignments which have ended within the specified number of days in list format.
Workers Pending Expiration - Resource Tracking	This is a report of non-employee approaching the end date of their current assignment in list format.