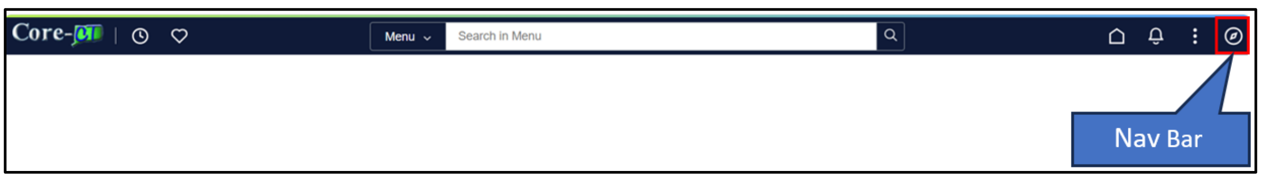
Projects WorkCenter

The Projects WorkCenter is designed to be a navigational center for end users. The New Core-CT Fluid functionality provides new ways to organize and navigate to some of your most commonly used pages. The Projects WorkCenter features a revamped Fluid look which helps end users become more efficient by accessing frequently used pages and pagelets, based on their project costing security roles. This job aid walks users through the basic functionalities of the new fluid Projects WorkCenter.

***Important Note*:** *Users must have their Filters defined to see results in the **My Work** section. For more information on how to define **Filters**, refer to the* [WorkCenter Personalization](#) *job aid.*

Projects WorkCenter

Navigation:



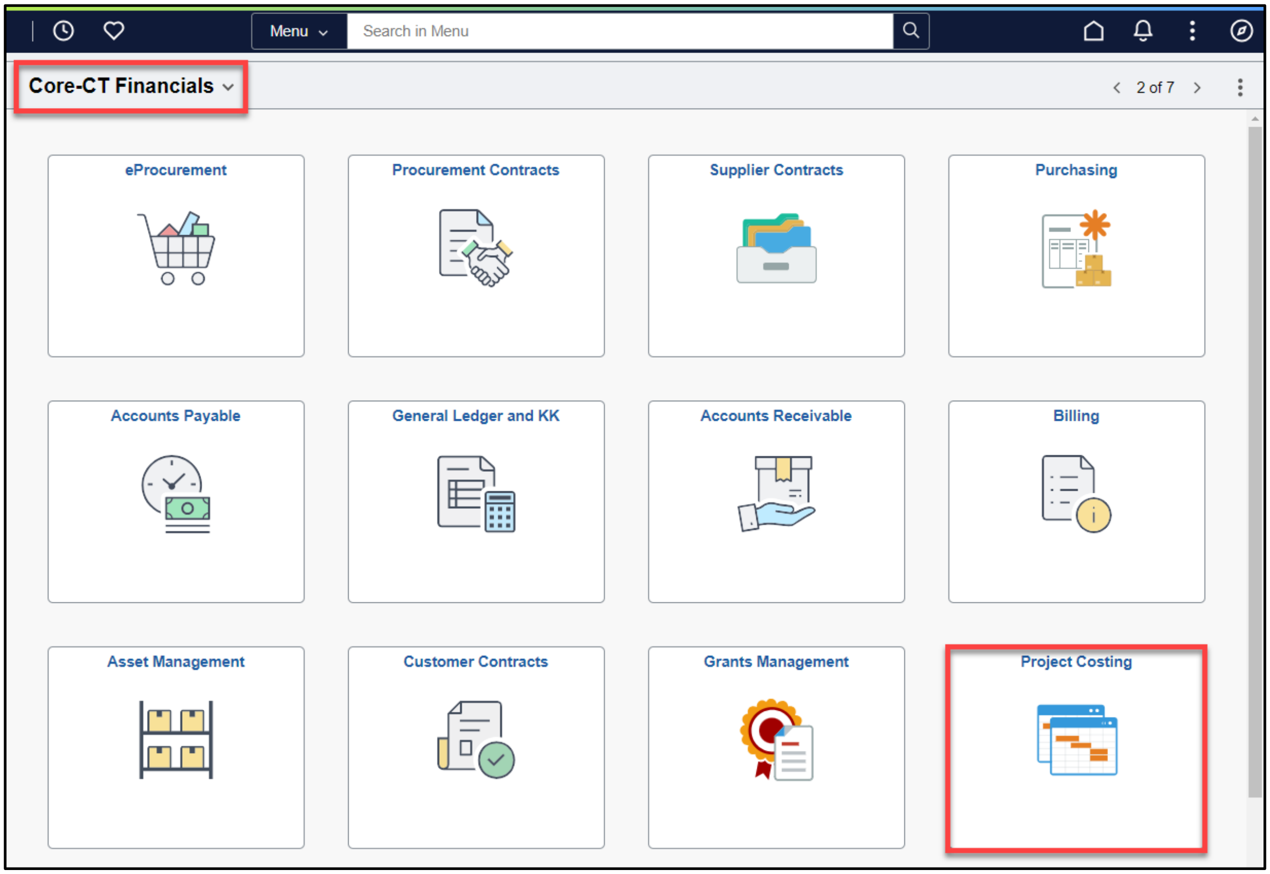
Nav Bar > Menu > Project Costing > Projects WorkCenter

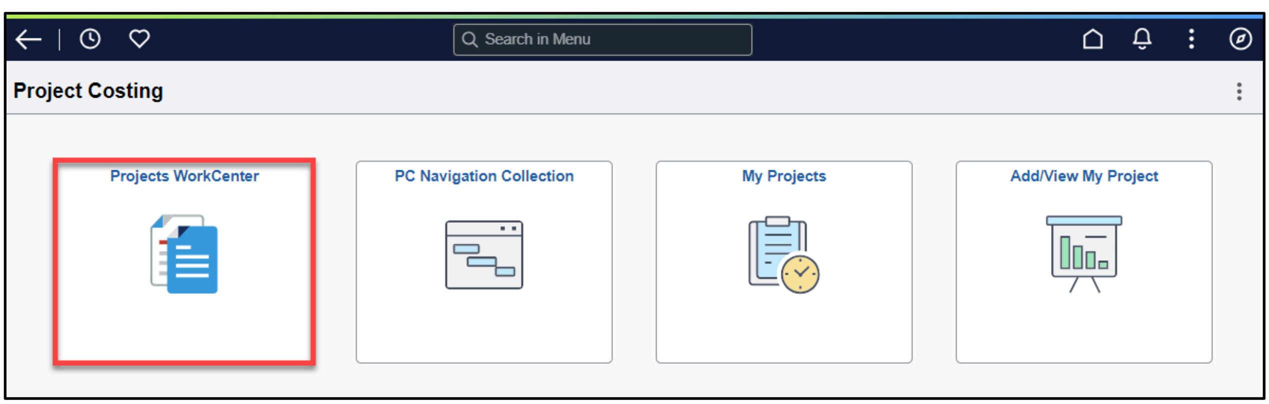
Or

*Select **Core-CT Financials***

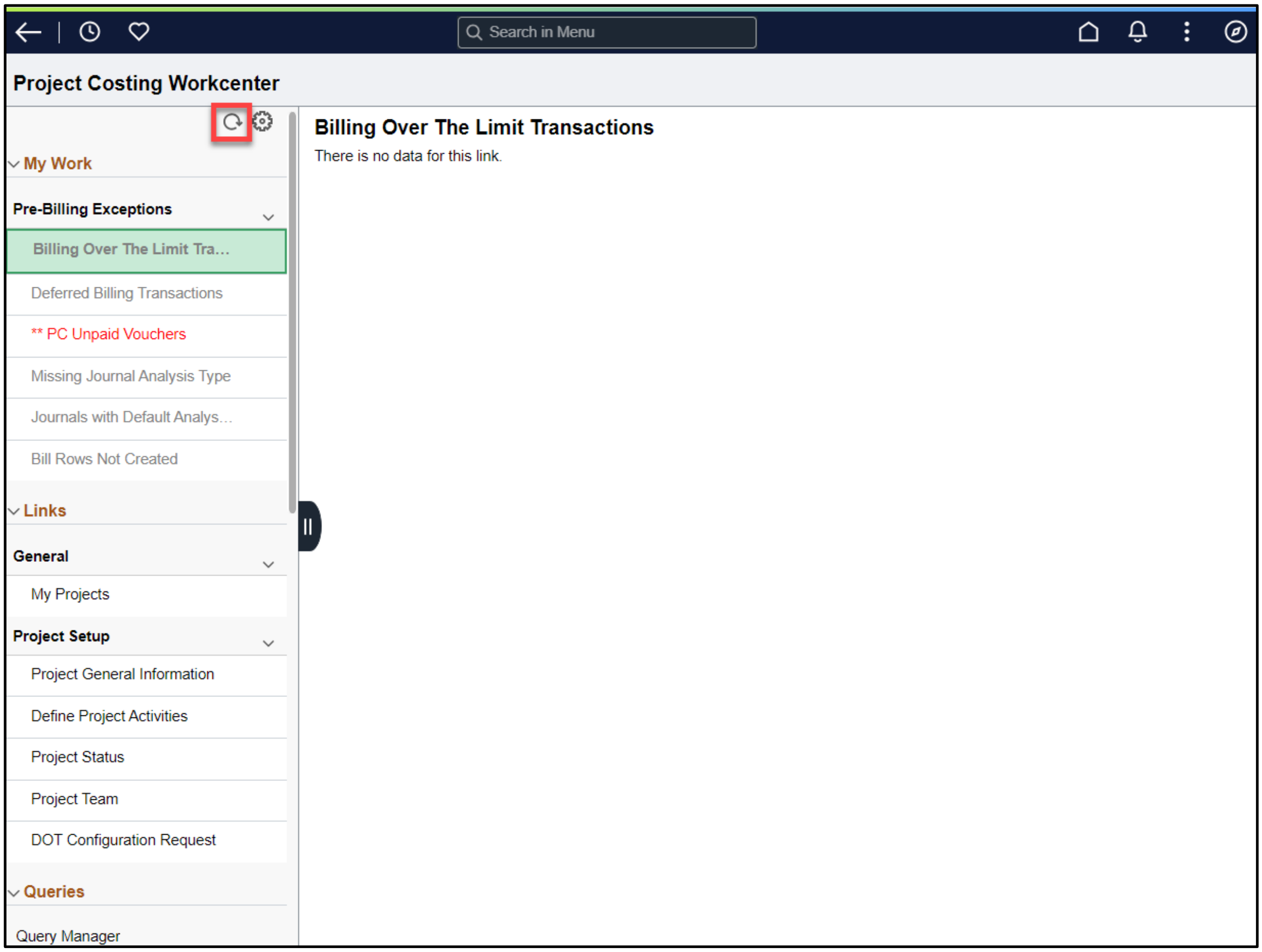
*Click **Project Costing** Tile*

*Click **Projects WorkCenter***

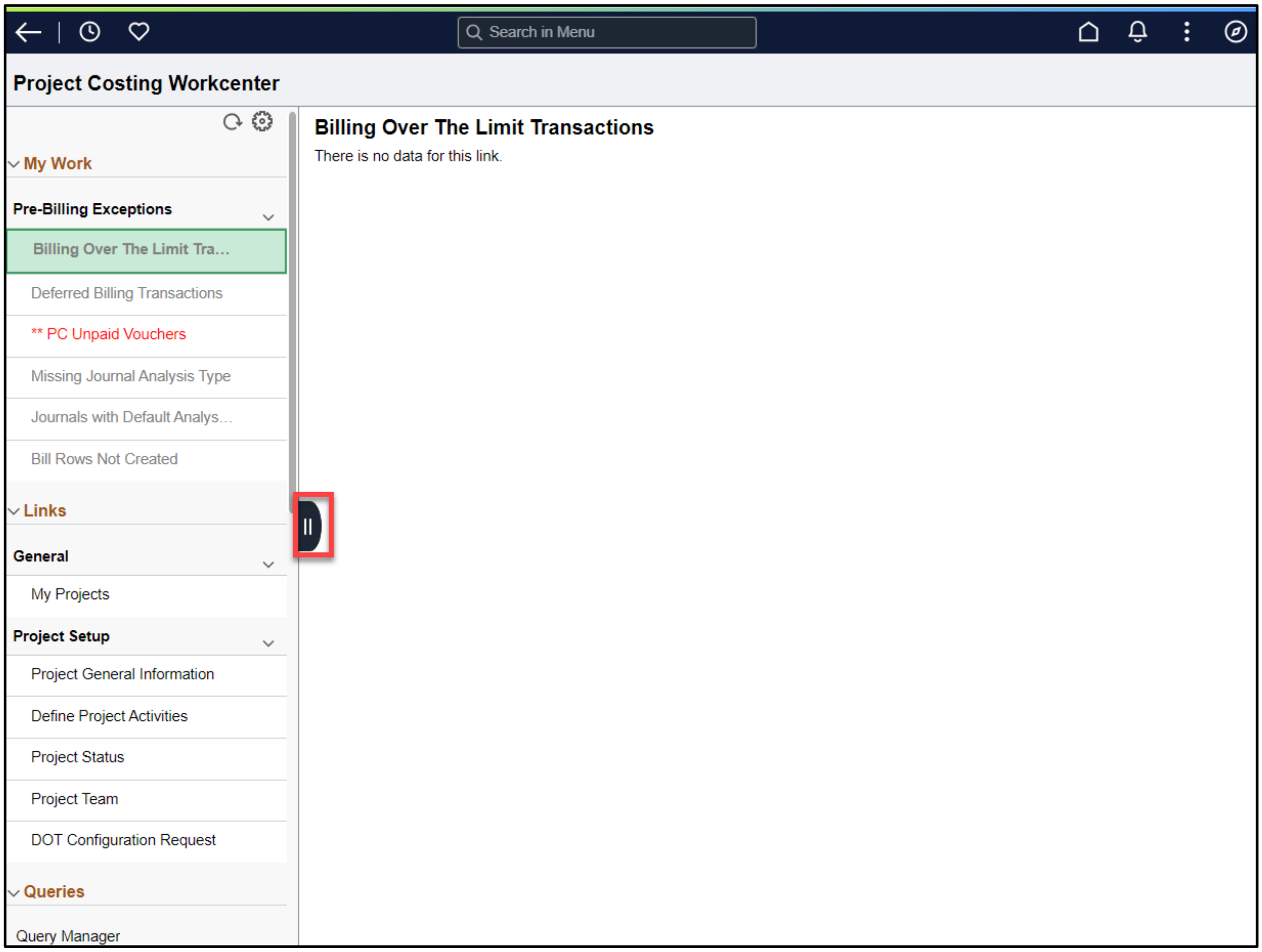




- **Using the Projects WorkCenter**
- To refresh the page, click the **Refresh** button located in the upper left-hand corner**.**



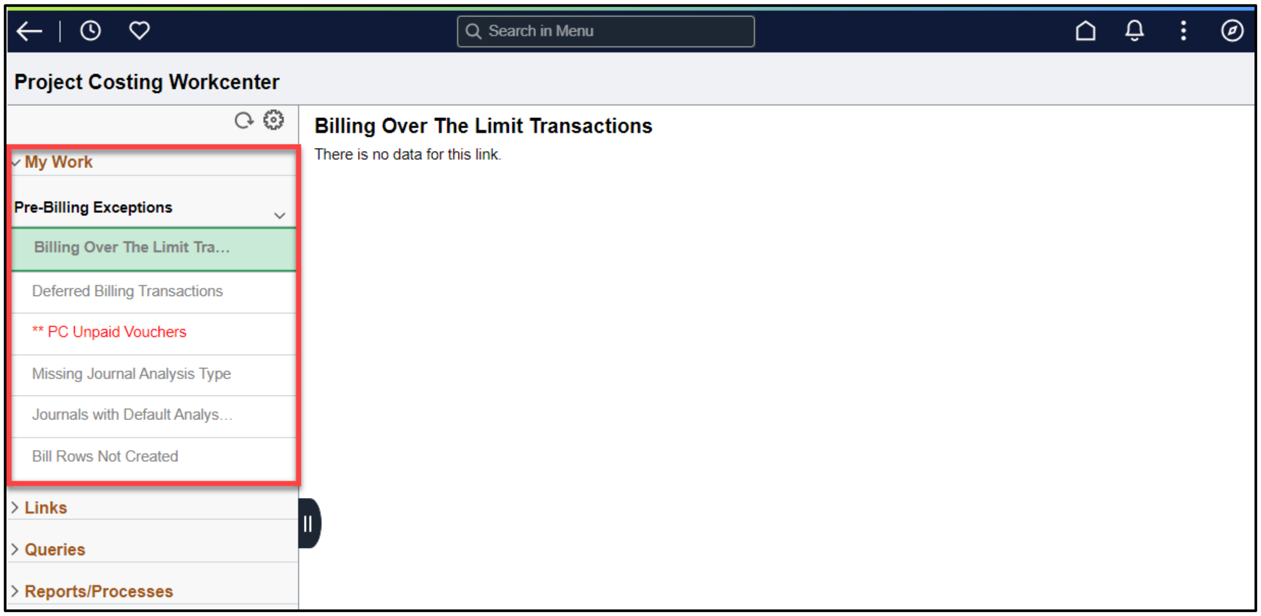
- To minimize the **Projects WorkCenter**, click the **Minimize** button located in the middle of the left-hand **Navigation Bar**.



➢ **My Work**.

The **My Work** dropdown includes links to pages that an end user would need to access daily. Additionally, it can include exceptions and alters, where the user must take action.

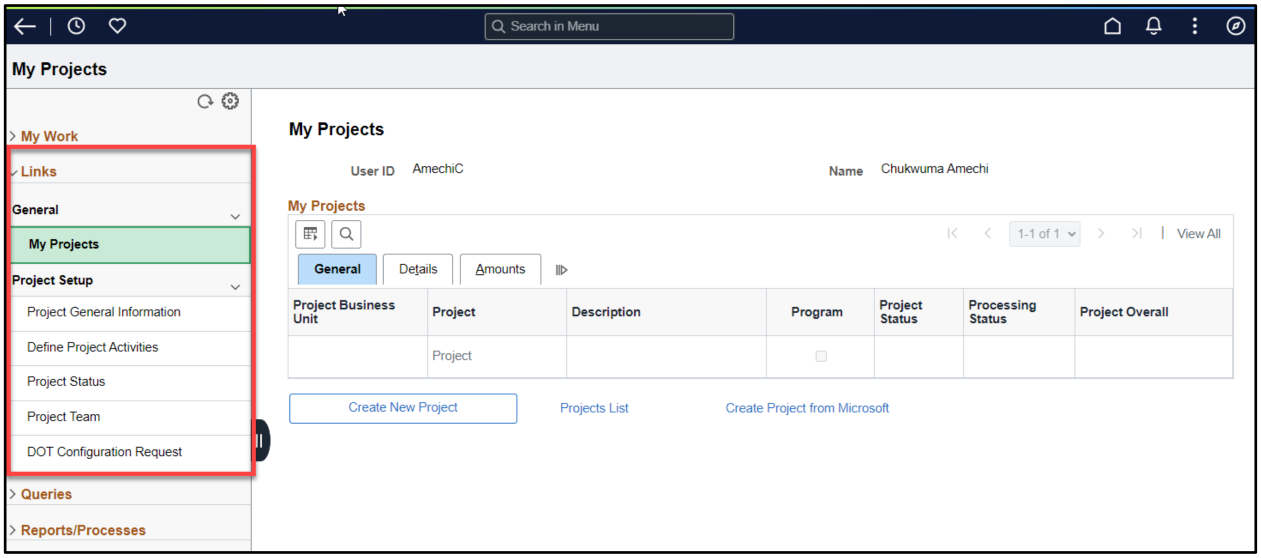
❖ **Pre-Billing Exceptions**
- Billing Over the Limit Transactions
- Deferred Billing Transactions
- PC Unpaid Vouchers
- Missing Journal Analysis Type
- Journals with Default Analysis
- Bill Row Not Created



- **Links**.

The **Links** dropdown includes additional links to pages, or other areas of interest, for the user.

- **General**
  - My Projects
- **Project Setup**
  - Project General Information
  - Define Project Activities
  - Project Status
  - Project Team
  - DOT Configuration Request



➢ **Queries**

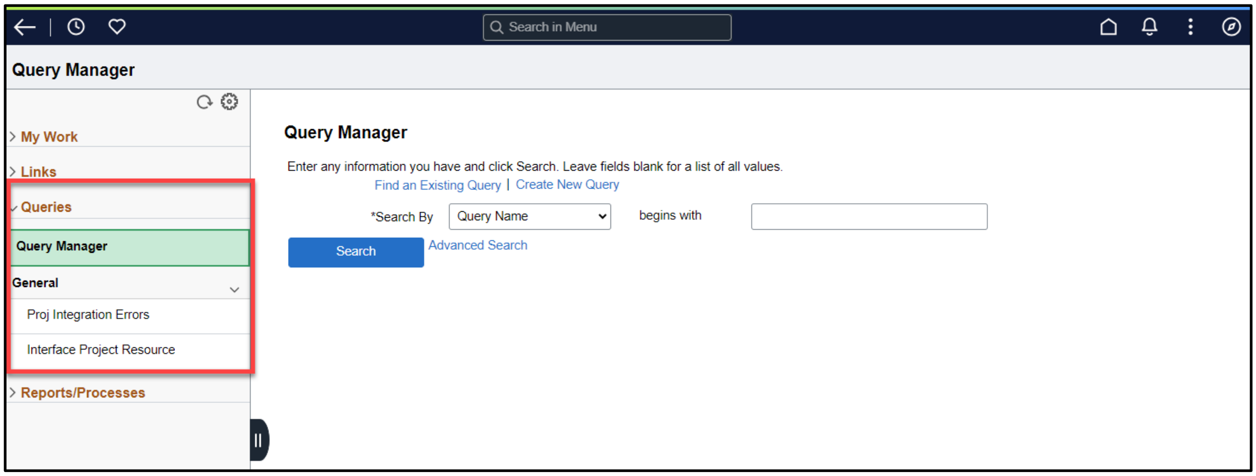
The **Queries** section includes links to **Query Manager**, public and private queries, and pivot grids.

❖ **Query Manager**.

- Using the **Search** function, users can pull up existing queries.
- Users may also click the **Create New Query** instead of the **Find an Existing Query** link. – Note: Only Central agency users can add their favorite queries to their Query manager. This functionality is NOT for EPM Queries.

❖ **General**

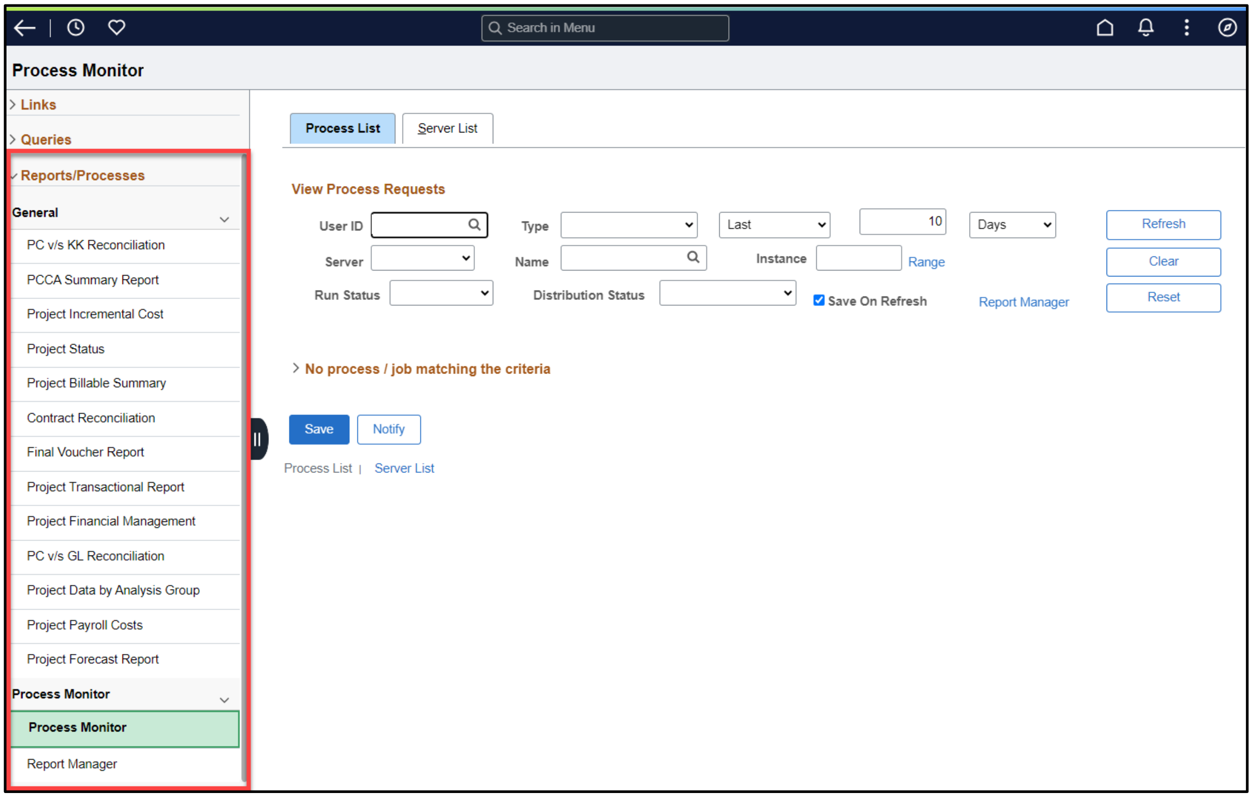
- Proj Integration Errors
- Interface Project Resource



- **Reports/Processes**

The **Reports/Processes** dropdown stores different reports and processes users may need to perform daily.

- **General**
  - PC v/s KK Reconciliation
  - PCCA Summary Report
  - Project Incremental Cost
  - Project Status
  - Project Billable Summary
  - Contract Reconciliation
  - Final Voucher Report
  - Project Transactional Report
  - Project Financial Management
  - PC v/s GL Reconciliation
  - Project Data by Analysis Group
  - Project Payroll Costs
  - Project Forecast Report
- **Process Monitor**
  - Process Monitor
  - Report Manager


Search in Menu
Process Monitor
Links
Queries
Reports/Processes
General
PC v/s KK Reconciliation
PCCA Summary Report
Project Incremental Cost
Project Status
Project Billable Summary
Contract Reconciliation
Final Voucher Report
Project Transactional Report
Project Financial Management
PC v/s GL Reconciliation
Project Data by Analysis Group
Project Payroll Costs
Project Forecast Report
Process Monitor
Process Monitor
Report Manager
Process List
Server List
View Process Requests
User ID
Type
Last
10
Days
Refresh
Server
Name
Instance
Range
Clear
Run Status
Distribution Status
Save On Refresh
Report Manager
Reset
No process / job matching the criteria
Save
Notify
Process List | Server List