

CONNECTICUT RECOVERY INITIATIVE



American Recovery Reinvestment Act (ARRA) of 2009

Federal Stimulus Statewide Reporting

OPM Quarterly Report Requirements

Agency Reporting Instructions

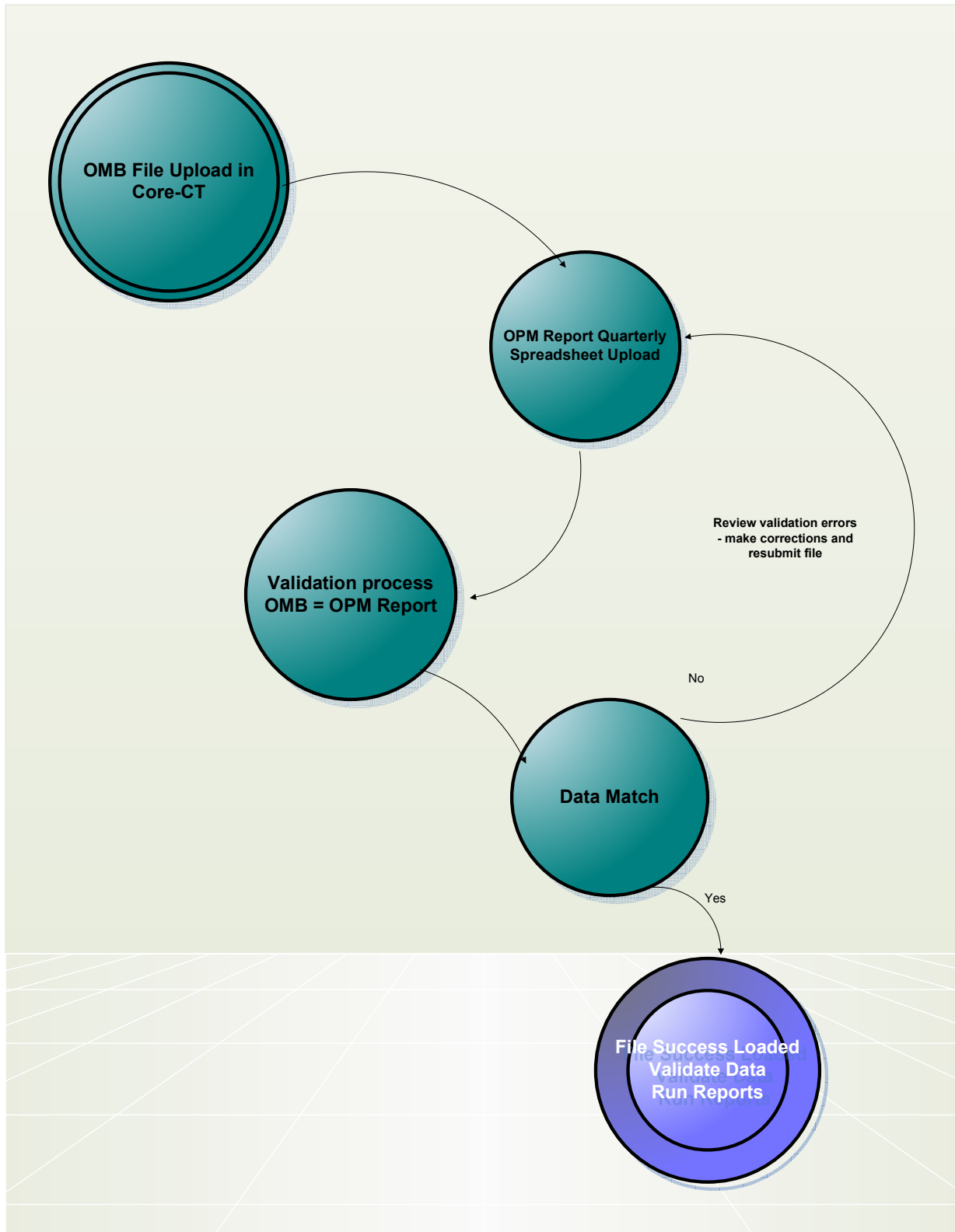
June 2011

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Upload the OMB 1512 Quarterly Report

Report Process Flow



- How to Upload the XLS or XML Files
 - Use a Web Browser – Internet Explorer
 - Secure Web Site: <https://sfile.ct.gov>

ct.gov State of Connecticut

Secure File Transfer

Secure File Transfer

SIGN IN

Enter your user name and password to sign in.

User Name:

Password:

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Login into Secure File Transfer

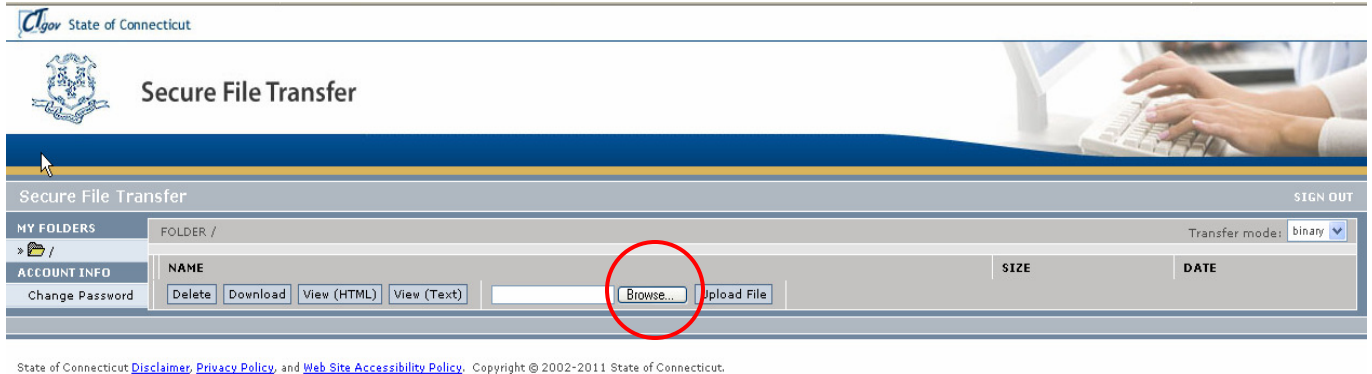
Enter Name: Assigned Login Name

Enter Password: *****

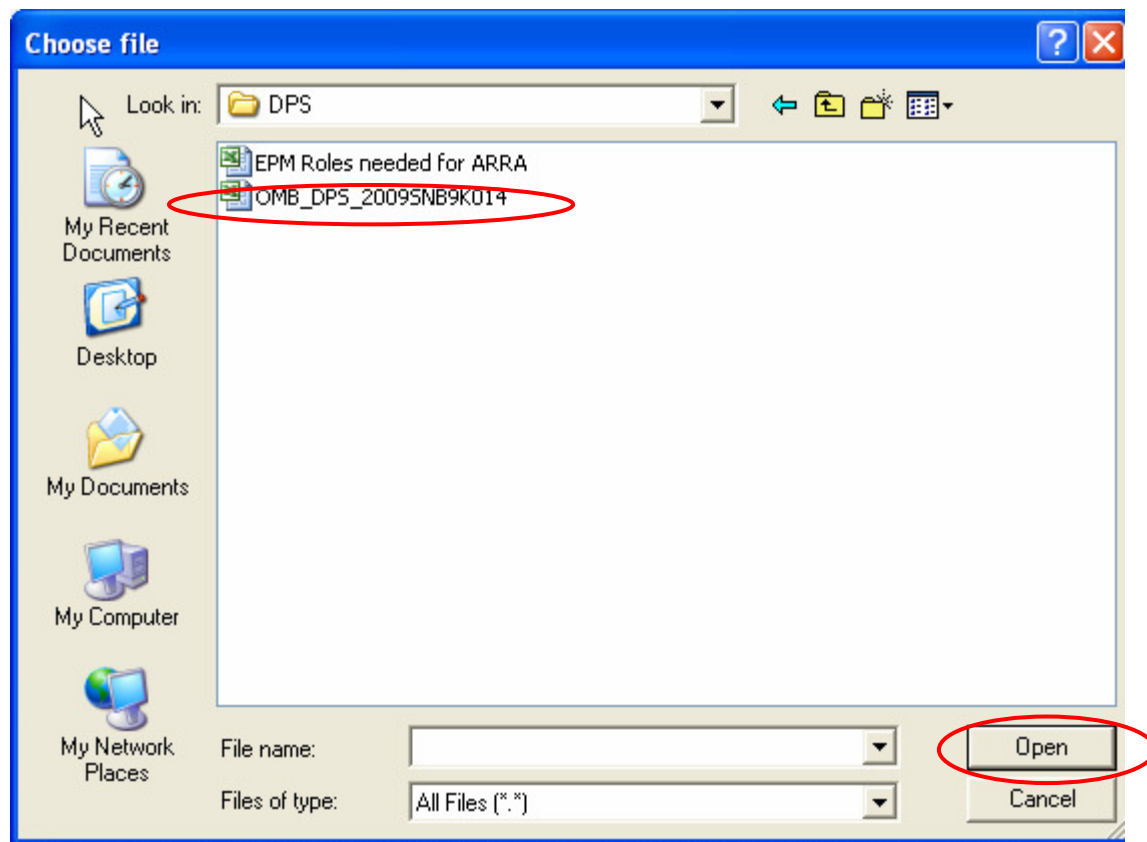
Click

File Upload Page

Click



Select the Directory and File you are uploading.



Click Open. This will populate the file to Upload.



Secure File Transfer

Secure File Transfer SIGN OUT

MY FOLDERS

FOLDER /

Transfer mode: binary

ACCOUNT INFO

Change Password

NAME

Delete

Download

View (HTML)

View (Text)

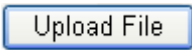
F:\DPS\OMB_DPS_2\

Browse...

Upload File

SIZE

DATE

Click . Continue this process until all files are uploaded.



Secure File Transfer

Secure File Transfer SIGN OUT

MY FOLDERS

FOLDER /

Transfer mode: binary

ACCOUNT INFO

Change Password

NAME

☐
☐

OMB_DPS_2009SNB9K014.xls

Delete

Download

View (HTML)

View (Text)

Browse...

Upload File

SIZE



DATE

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6

Click

SIGN OUT

  **Secure File Transfer**

Secure File Transfer SIGN OUT

MY FOLDERS FOLDER / Transfer mode: binary

ACCOUNT INFO

NAME	SIZE	DATE
OMB_DPS_2009SNB9K014.xls	18432	May 19 11:28

Change Password ☐ ☐

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This completes the upload process for the Quarterly OMB Files.

NOTE: The OMB files must successfully load in Core-CT before you can upload the Quarterly Spreadsheets.

OPM Quarterly Report

EPM Queries

EPM Financial Queries

A series of private EPM queries have been created to facilitate agency compliance with the quarterly reports required by the Connecticut Recovery Act Transparency and Accountability Board. All designated staff members will be given access to the appropriate query for their agency. All queries will produce cumulative financial data by ARRA award number/SID.

Non Core agencies may execute the query to produce a blank template.

EPM Financial Queries

CT_ARRA_QTRLY_FIN_ACTVTY_AGY1

CT_ARRA_QTRLY_FIN_ACTVTY_ALLOT

CT_ARRA_QTRLY_FIN_ACTVTY_DOL

CT_ARRA_QTRLY_FIN_ACTVTY_DPS

CT_ARRA_QTRLY_FIN_ACTVTY_ECD

CT_ARRA_QTRLY_FIN_ACTVTY_NCORE

CT_ARRA_QTRLY_FIN_ACTVTY_PC3

CT_ARRA_QTRLY_FIN_ACTVTY_PRJ1

Query Logic:

For CORE agencies, the financial activity queries draw the data from the commitment control tables. The information on these tables represents a summary of all activity against a specified coding string and ledger group by fiscal year and accounting period.

Navigation to EPM Queries:

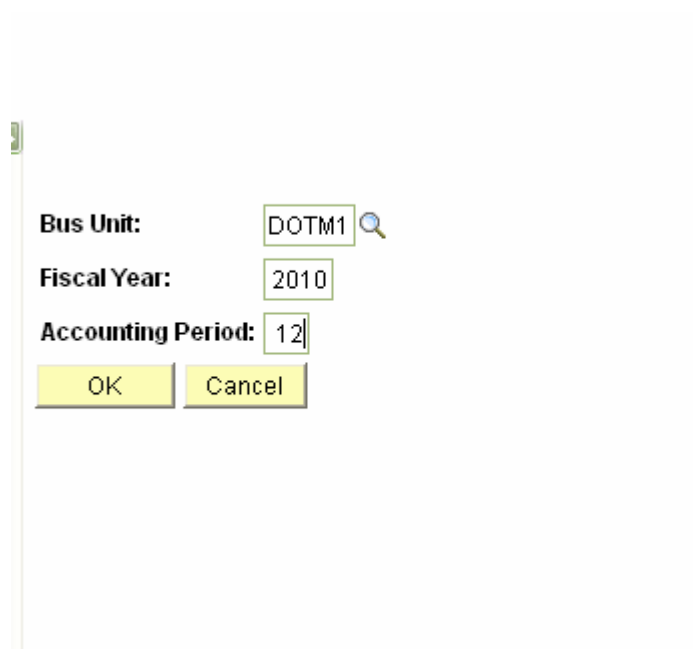
EPM Reporting Tools>Query>Query Manager>

At the ***Search By** field type in: **CT_ARRA_QTRLY**

Execute the query using the scheduling functionality. **Instructions for scheduling a query:**

http://www.core-ct.state.ct.us/epm/docs/schdIng_epm_grs.doc

Prompt values to be entered:

A screenshot of a scheduling prompt dialog box. The dialog box has a light gray background and a thin border. It contains three labeled text input fields: "Bus Unit:" with the value "DOTM1" and a magnifying glass icon to its right; "Fiscal Year:" with the value "2010"; and "Accounting Period:" with the value "12". Below these fields are two yellow buttons with black text: "OK" and "Cancel".

Verify the populated data fields and complete the non Core-CT data fields on the spreadsheet and Save.

IMPORTANT: Do not delete any CORE generated rows. If any of the transactions is incorrect, complete a budget journal correction entry. For instructions please access the link:

http://www.core-ct.state.ct.us/user/finjobaids/docs/budget_spreadsheet_journal_entry.doc

EPM Contract Query

CT_ARRA_CONTRACTS

Example of Data Fields

Records

Query

Expressions

Prompts


Fields

Criteria

Having

View SQL































Run

 **Query Name:** CT_ARRA_CONTRACTS

Description: Agncty Contracts coded to ARRA

View field properties, or use field as criteria in query statement.

Reorder / Sort

Col	Record	Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1			Char15				Award Number		Edit	
2	A.CNTRCT_ID - Contract Id		Char25	1			Contract ID		Edit	
3	A.CT_CNTRCT_STATUS - Contract Status		Char1		N		Contract Status		Edit	
4	A.CNTRCT_LINE_NBR - Buying Agreement Line Nbr		Num5.0				Cntrct Line Nbr		Edit	
5	A.CT_LINE_STATUS - Line Status		Char1		N		Contract Line Status		Edit	
6	B.VENDOR_ID - Vendor ID		Char10				Vendor		Edit	
7	A.CT_STCNTRCT_TYP - State Identified Contract Type		Char3		N		State Cont Type		Edit	
8	TO_CHAR(TO_DATE(A.CNTRCT_BEGIN_DT, 'YYYY-MM-DD'), 'YYYY-MM-DD')		Char10				Contract Beginning Date		Edit	
9	TO_CHAR(TO_DATE(A.CNTRCT_EXPIRE_DT, 'YYYY-MM-DD'), 'YYYY-MM-DD')		Char10				Contract Expiration Date		Edit	
10	A.FUND_CODE - Fund Code		Char5	2			Fund		Edit	
11	A.CT_SID - SID		Char5	3			SID		Edit	
12	A.PROJECT_ID - Project		Char15				Project ID		Edit	
13	A.CT_PROJECT_DESCR - Project ID Description		Char30				Project Descr		Edit	
14	A.CONTRACT_AMT - Contract Amt		SNM16.2				Contract Amt		Edit	
15	B.MONETARY_AMOUNT - Monetary Amount		SNM25.3			Sum	Vouchered Amount		Edit	


Save As

New Query

Preferences

Properties

New Union

 Return to Search

Navigation to EPM Queries:

EPM Reporting Tools>Query>Query Manager>

At the ***Search By** field type in: CT_ARRA_CONTRACTS and click Search

Query Manager
Enter any information you have and click Search. Leave fields blank for a list of all values.
[Find an Existing Query](#) | [Create New Query](#)

*Search By: begins with
 [Advanced Search](#)

Search Results
*Folder View:

*Action:


Query	Customize	Find	View All	First	1 of 1	Last	
Select Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Schedule
<input type="checkbox"/> CT_ARRA_CONTRACTS	Agncy Contracts coded to ARRA	Public	ARRA	Edit	HTML	Excel	Schedule

[Find an Existing Query](#) | [Create New Query](#)

My Favorite Queries

Click [Excel](#). The query will by prompt Business Unit and Accounting Date.

Business Unit:

Acctg Date: 

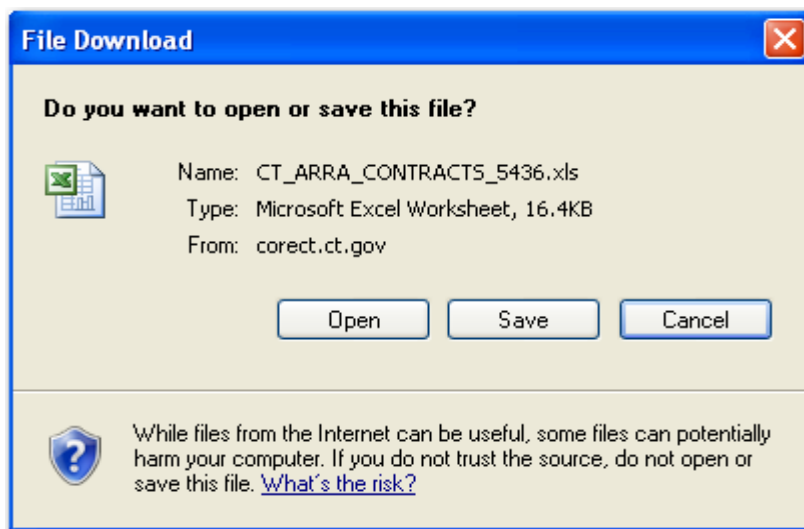
Award Number	Contract ID	Contract Status	Cntrct Line Nbr	Contract Line Status	Vendor	State Cont Type	Contract Beginning Date	Contract Expiration Date	Fund	SID	Project ID	Project Descr	Contract Amt	Vouchered Amount
--------------	-------------	-----------------	-----------------	----------------------	--------	-----------------	-------------------------	--------------------------	------	-----	------------	---------------	--------------	------------------

Enter Business Unit: (example DOT)

Enter Acctg Date: (example June 30, 2010)

Click

You will be prompted to open or save file – click Open




AWARD NUMBER	CONTRACT ID	CNTRCT		LINE	STATUS	VENDOR ID	CONTRACT TYPE	CNTRCT BEGIN DT	CNTRCT EXPIRE DT	FUND	SID	PROJECT	PROJECT DESCRIPTION	CONTRACT AMOUNT	VOUCHER AMOUNT
		STATUS	NBR												
DE-EE0000372	09OPM0180AA	A		1	O	98108	PSN	9/15/2009	4/30/2012	12060	29001	OPM000000001111	No associated pro	238380	75000
DE-EE0000372	09OPM1145AB	A		1	O	23162	GRT	8/1/2009	4/30/2012	12060	29001	OPM000000001111	No associated pro	4000000	600000
DE-EE0000372	09OPM1145AC	A		1	O	23162	GRT	8/1/2009	4/30/2012	12060	29001	OPM000000001111	No associated pro	8000000	2000000
DE-EE0000372	09OPM1145AD	A		1	O	23162	GRT	8/1/2009	4/30/2012	12060	29001	OPM000000001111	No associated pro	3000000	0
DE-EE0000372	09OPM1145AE	A		1	O	10003	GRT	9/1/2009	4/30/2012	12060	29001	OPM000000001111	No associated pro	4600000	1440000
DE-EE0000372	09OPM1145AF	A		1	O	10021	GRT	9/1/2009	4/30/2012	12060	29001	OPM000000001111	No associated pro	1150000	1150000
DE-EE0000372	09OPM1145AG	A		1	O	86676	GRT	9/1/2009	4/30/2012	12060	29001	OPM000000001111	No associated pro	500000	350000
DE-EE0000372	09OPM1145AH	A		1	O	10003	GRT	12/1/2009	4/30/2012	12060	29001	OPM000000001111	No associated pro	2300000	300000
DE-EE0000372	09OPM1145AI	A		1	O	10021	GRT	12/1/2009	4/30/2012	12060	29001	OPM000000001111	No associated pro	575000	75000
DE-EE0000372	09OPM1145AJ	A		1	O	10003	GRT	8/1/2009	4/30/2012	12060	29001	OPM000000001111	No associated pro	2300000	300000
DE-EE0000372	09OPM1145AK	A		1	O	10021	GRT	8/1/2009	4/30/2012	12060	29001	OPM000000001111	No associated pro	575000	75000
DE-EE0000372	09OPM1145AM	A		1	O	69668	GRT	8/1/2009	4/30/2012	12060	29001	OPM000000001111	No associated pro	50000	26467.93
DE-EE0000372	09OPM1145AN	A		1	O	122833	GRT	8/1/2009	4/30/2012	12060	29001	OPM000000001111	No associated pro	50000	31122.88
DE-EE0000372	09OPM1145AO	A		1	O	54328	GRT	8/1/2009	4/30/2012	12060	29001	OPM000000001111	No associated pro	50000	17101.55
DE-EE0000372	09OPM1145AP	A		1	O	55201	GRT	8/1/2009	4/30/2012	12060	29001	OPM000000001111	No associated pro	50000	17453.08
DE-EE0000372	09OPM1145AQ	A		1	O	DPWM1	GRT	8/31/2009	4/30/2012	12060	29001	OPM000000001111	No associated pro	5000000	4775000
DE-EE0000372	09OPM1145AR	A		1	O	DPSM1	GRT	10/1/2009	4/30/2012	12060	29001	OPM000000001111	No associated pro	300000	2491.06
DE-EE0000372	09OPM1145XL	A		1	O	86676	GRT	8/1/2009	4/30/2012	12060	29001	OPM000000001111	No associated pro	500000	350000

Verify the populated data fields and complete the non Core-CT data fields on the spreadsheet and Save as an excel file for your records. The upload process requires the file be saved as CSV (comma delimited). Data returned by the ARRA contracts query is cumulative.

Spreadsheet Templates

The templates are via the link on the Core-CT Home page – ARRA User link.





Production

- Production Login Page (All Users)
- Help Desk Information
- HRMS User Support
- Financials User Support
- EPM User Support
- User Training
- Security

Quick Facts

- Core-CT Staff Directories
- Fact Sheet
- User Introduction

Core-CT News

- Core-CT Daily Mails and Hot Topics
- Document Library
- Presentation Library
- News Archives

Site Navigation

- How to Use This Site

Welcome to the Core-CT Web Site

Welcome to the home page for Core-CT, Connecticut state government's integrated financial, human resources and payroll system. Based on your role, use the links on the right to navigate to pages designed for you.

Popular Core-CT Links

- [HRMS Daily Mail](#)
- [Financials Daily Mail](#)
- [EPM Hot Topics](#)
- [Security Bulletins](#)
- [Catalog of On-Line Financial Reports](#)
- [Catalog of On-Line EPM Queries](#)
- [User Productivity Kit \(UPK\)](#) (Interactive, animated online training for both FIN and HRMS processes)

Help Desk

[Hours and Information](#)
Inquiries:
[Report a Problem](#)
Phone: 860.622.2300
email: core.support@ct.gov

Your Role

- [Financials User](#)
- [HRMS User](#)
- [EPM User](#)
- [State Employee](#)
- [Agency Security Liaison](#)
- [Training Registration Contact](#)
- [SFE/Atlas User](#)
- [ARRA User](#)

Welcome to the American Recovery Reinvestment Act User Support Web Site

This page contains templates needed for quarterly reporting and instructions on how to use them. Reports are due to Office of Policy and Management after the submission and validation of the Quarterly OMB Report to the [Federal Reporting Government website](#). Contact information for questions or help are contained in the reporting instructions.

Documents

[ARRA Award Template](#) 

[ARRA Contract Template](#) 

[ARRA Financial Template](#) 

[ARRA Metric Template](#)  (new 5/12/2011)

[ARRA Non OMB Award Template](#)  (new 3/30/2011)

[ARRA Reporting Instructions](#) 

[Reporting Procedures Presentation](#) 

Links

[Federal Reporting Government website](#) (new window)

[Tumbleweed Secure Server](#) (new window)

[CT Recovery](#) (new window)

There are five templates that need to be completed (if applicable):

- | | |
|-------------------------------|---|
| - ARRA_Award_Template | Application Request and Approval |
| - ARRA_Non_OMB_Award_Template | Application Request and Approval for Non OMB Awards |
| - ARRA_Financial_Template | Financial Activity |
| - ARRA_Contracts_Template | Vendor Contracts and Payments |
| - ARRA_Metric_Template | Award Metric Detail |

To successfully load the required data, the ARRA Award Template **MUST** be loaded first.

ARRA_Award_Template

<u>Application Request</u>
Application Number
Status (Status Types)
CFDA #
Submit Date
Program Category (Program Category Types)
Application Type (Application Types)
Program Type (Program Types)
Requested Amount
Sponsor/Non-OMB Award (Use this field to enter a Sponsor or Non-OMB Award)

Status Types

Field Value	Definition
P	Pending
A	Approval
D	Denied

Program Category Types

Field Value	Definition
ECD	Econ./Comm Development
EDU	Education
EGY	Energy
ENV	Environment
HHS	Health Human Serv
HLS	Homeland Security
HOU	Housing
OTH	Other
PBS	Public Safety
SCR	Science/Research
TRN	Transportation
WKF	Workforce

Application Type

Field Value	Definition
APL	Application
APP	Appropriation
ASC	Assurance
CER	Certification
DSC	Discretionary
LOI	Letter of Intent
OTH	Other

Program Types

Field Value	Definition
C	Competitive
E	Entitlement
F	Formula
O	Other

<u>Application Approval</u>
Application Number
Status (Status Types)
CFDA #
Submit Date
Program Category (Program Category Types)
Application Type (Application Types)
Program Type (Program Types)
Requested Amount
Sponsor/Non-OMB Award (Use this field to enter a Sponsor or Non-OMB Award)
Award/Denied Date
Award Number
Start Date
End Date
Expiration Date
Award Amount
Interest Amount

Note: the highlighted fields are validated against the OMB file

ARRA_Non_OMB Award_Template

<u>Application Request</u>
Application Number
Status (Status Types)
CFDA #
Submit Date
Program Category (Program Category Types)
Application Type (Application Types)
Program Type (Program Types)
Requested Amount
Sponsor/Non-OMB Award (Use this field to enter a Sponsor or Non-OMB Award)

Status Types

Field Value	Definition
P	Pending
A	Approval
D	Denied

Program Category Types

Field Value	Definition
ECD	Econ./Comm Development
EDU	Education
EGY	Energy
ENV	Environment
HHS	Health Human Serv
HLS	Homeland Security
HOU	Housing
OTH	Other
PBS	Public Safety
SCR	Science/Research
TRN	Transportation
WKF	Workforce

Application Type

Field Value	Definition
APL	Application
APP	Appropriation
ASC	Assurance
CER	Certification
DSC	Discretionary
LOI	Letter of Intent
OTH	Other

Program Types

Field Value	Definition
C	Competitive
E	Entitlement
F	Formula
O	Other

<u>Application Approval</u>
Application Number
Status (Status Types)
CFDA #
Submit Date
Program Category (Program Category Types)
Application Type (Application Types)
Program Type (Program Types)
Requested Amount
Sponsor/Non-OMB Award (Use this field to enter a Sponsor or Non-OMB Award)
Award/Denied Date
Award Number
Start Date
End Date
Expiration Date
Award Amount
Interest Amount
YESNO (Required field – Enter the appropriate status of the award - complete – Yes or No)

Note: the highlighted fields are validated against the OMB file

ARRA_Financial_Template

<u>Financial Activity</u>
Award number
Fund
Sid
Project (optional)
Project Description (optional)
Allotment Amount
Obligation Amount
Encumbered Amount
Preencumbered Amount
Expenditure Amount
Drawdown

Note: the highlighted fields are validated against the OMB file

ARRA Contracts Template

<u>Vendor Contracts and Payments</u>
Award Number
Contract ID
Contract Status
Contract Line
Line Status
Vendor ID
Contract Type
Contract Begin Date
Contract Expire Date
Fund
SID
Project (optional)
Project Description (optional)
Contract Amount
Voucher Amount

ARRA Metrics Template

<u>Metric Detail</u>
Award Number
Metric
Unit of Measure
Number/Amount
Metric Description

File Naming Convention

File names are unique – you will need to create a new file name for each file for each quarter.

Example: OPM_Award_July2010

If you are submitting changes for the same file you previously loaded – you will need to change the file name before uploading.

Example: OPM_Award_July2010_v2

Spreadsheet Upload Process

Sign In to Core-CT



User ID:

Password:

[Forgot your password?](#)

Hours of Operation

Monday - Friday	6:00am - 7:00pm
HRMS Confirm Thursday	6:00am - 2:00pm
Saturday	6:00am - 4:00pm

For Help Desk information, and much more, see the [Core-CT Home Page](#)

You are accessing a computer owned by the State of Connecticut. This system contains Government information that is restricted to authorized users ONLY. Unauthorized access or misuse of the data contained herein is prohibited and may subject the individual to criminal and civil penalties.

At the Menu:

Select ARRA File Upload



Select the appropriate upload tool –

Application Upload – Use this tool to upload your ARRA Award template

Fin Activity Upload – Use this tool to upload your ARRA Financial template

Contract Upload – Use this tool to upload your ARRA Contract template

Metric Upload – Use this tool to upload your ARRA Metric template

IMPORTANT: Make sure you use the appropriate tool when uploading your file. If you use the incorrect upload tool your file will not upload properly.

This will bring you to the ARRA File Upload Tool.

The screenshot shows the ARRA File Upload Tool interface. At the top right, a tab labeled "ARRA File Upload 1" is highlighted, with a callout box containing the number "3". Below the tab, there are three buttons: "Report Manager", "Process Monitor", and "Run". The "Run" button is highlighted with a red box. Below these buttons, there are three input fields: "Business Unit" with the value "OPMM1" (highlighted with a red box and callout "1"), "Fiscal Year" with the value "2010", and "Quarter" with the value "3". Below these fields, there is a section titled "File Attachment" with a callout box containing the number "2". This section contains a text input field with the value "OPM_application_approval_2.csv" and a red arrow pointing to it. To the right of the input field are three icons: a pencil (edit), a trash can (delete), and a document with a plus sign (upload). Below the "File Attachment" section, there are two buttons: "Save" and "Notify".

ARRA File Upload 1

Run Control ID: ARRA_FILE_UPLOAD_1 [Report Manager](#) [Process Monitor](#) **Run**

1 Business Unit: OPMM1

Fiscal Year: 2010

Quarter: 3

2 File Attachment

Attached File: OPM_application_approval_2.csv (Only CSV File Format)

Save Notify

1. Enter Business Unit
2. Attach File (CSV File Format) to remove a previous file see page 35
3. Click Run

This will bring you to the Process Scheduler Request page.

Process Scheduler Request

User ID: COREClarkK Run Control ID: ARRA_FILE_UPLOAD_1

Server Name: PSNT Run Date: 06/14/2010
Recurrence: Run Time: 11:35:10AM
Time Zone: Reset to Current Date/Time

Process List						
Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Application Request & Approval	CTSUPLOAD1	Application Engine	Web	TXT	Distribution

OK Cancel

Click: OK

ARRA File Upload 1

Run Control ID: ARRA_FILE_UPLOAD_1

[Report Manager](#)

[Process Monitor](#)

Run

*Business Unit: OPMM1

Fiscal Year: 2010

Quarter: 3

File Attachment

Attached File: OPM_application_approval_2.csv

(Only CSV File Format)

Save Notify

Click: Process Monitor

This will bring you to the Process Monitor page.

Process List [Server List](#)

View Process Request For

User ID: Type: Last: Days

Server: Name: Instance: to

Run Status: Distribution Status: ☒ Save On Refresh

Process List [Customize](#) | [Find](#) | [View All](#) | [First](#) [Last](#)

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1297		Application Engine	CTSUPLOAD1	COREClarkK	06/14/2010 11:35:10AM EDT	Processing	N/A	Details

[Go back to ARRA File Upload 1](#)

[Process List](#) | [Server List](#)

Click: Refresh

Run Status: Success (if the Run Status is Unsuccessful see Resolving Error Messages on page 32)

Distribution Status: Posted


Click: [Details](#) link



Process List **Server List**

View Process Request For

User ID: COREClarkK  Type: Last: 1 Days  Refresh



Server:  Name:  Instance: to

Run Status:  Distribution Status:  ☒ Save On Refresh

Process List [Customize](#) | [Find](#) | [View All](#) |  First  1-2 of 2  Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1298		Application Engine	CTSUPLOAD1	COREClarkK	06/14/2010 1:36:56PM EDT	Success	Posted	Details
<input type="checkbox"/>	1297		Application Engine	CTSUPLOAD1	COREClarkK	06/14/2010 11:35:10AM EDT	No Success	Posted	Details

[Go back to ARRA File Upload 1](#)

 Save  Notify

[Process List](#) | [Server List](#)

This will bring to the Process Detail page.

Process Detail




Process	
Instance: 1298	Type: Application Engine
Name: CTSUPLOAD1	Description: Application Request & Approval
Run Status: Success	Distribution Status: Posted

Run	Update Process
Run Control ID: ARRA_FILE_UPLOAD_1	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSNT	<input type="radio"/> Cancel Request
Recurrence:	<input checked="" type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 06/14/2010 1:37:05PM EDT	Parameters Transfer
Run Anytime After: 06/14/2010 1:36:56PM EDT	Message Log View Locks
Began Process At: 06/14/2010 1:37:21PM EDT	Batch Timings
Ended Process At: 06/14/2010 1:37:33PM EDT	View Log/Trace

Click: [Message Log](#)

Message Log

Process			
Instance:	1298	Type:	Application Engine
Name:	CTSUPLOAD1	Description:	Application Request & Approval
Customize Find View All  First  1-5 of 5  Last			
Severity	Log Time	Message Text	Explain
	1:37:22PM	Process Begins. (99999,999)	Explain
	1:37:23PM	6 lines loaded Successfully. (99999,999)	Explain
	1:37:23PM	Process Ended. (99999,999)	Explain
	1:37:34PM	Published message with Transaction ID of 83588948-77db-11df-8685-ae627f to request to have report added in folder GENERAL	Explain
	1:37:34PM	Successfully posted generated files to the report repository	Explain

[Return](#)

The Message Text will confirm that all lines from the template have been successfully loaded.

Click: Return

End of procedures.

Resolving Error Messages

Process List [Server List](#)

View Process Request For

User ID: Type: Last: Days

Server: Name: Instance: to

Run Status: Distribution Status: ☒ Save On Refresh

Process List [Customize](#) | [Find](#) | [View All](#) | First 1 of 4 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1297		Application Engine	CTSUPLOAD1	COREClarkK	06/14/2010 11:35:10AM EDT	No Success	Posted	Details

[Go back to ARRA File Upload 1](#)

[Process List](#) | [Server List](#)

Click: [Details](#) link

This will bring you to the Process Detail page.

Process Detail

Process	
Instance: 1297	Type: Application Engine
Name: CTSUPLOAD1	Description: Application Request & Approval
Run Status: No Success	Distribution Status: Posted

Run	Update Process
Run Control ID: ARRA_FILE_UPLOAD_1	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSNT	<input type="radio"/> Cancel Request
Recurrence:	<input checked="" type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 06/14/2010 11:37:06AM EDT	Parameters Transfer
Run Anytime After: 06/14/2010 11:35:10AM EDT	Message Log View Locks
Began Process At: 06/14/2010 11:37:12AM EDT	Batch Timings
Ended Process At: 06/14/2010 11:37:24AM EDT	View Log/Trace

Click: [View Log/Trace](#) link

This will bring you to the View Log/Trace page.

View Log/Trace

Report

Report ID: 1156 **Process Instance:** 1297 [Message Log](#)
Name: CTSUPLOAD1 **Process Type:** Application Engine
Run Status: No Success

Application Request & Approval

Distribution Details

Distribution Node: PRODRPTFTP **Expiration Date:** 06/21/2010

File List

Name	File Size (bytes)	Datetime Created
AE_CTSUPLOAD1_1297.log	474	06/14/2010 11:37:24.000000AM EDT
CTSUPLOAD1_1297_Error.LOG	694	06/14/2010 11:37:24.000000AM EDT

Distribute To

Distribution ID Type	Distribution ID
User	COREClarkK

Return

Click: Error Log link

This will take you to Error Detail Log

Process Instance = 1297

Error Details for ARRA Application Request and Award Upload Program are as below:

Line#	COLUMN NUMBER-NAME	COLUMN VALUE	ERROR DETAILS
7	J-AWARD DATE	8/27/2009	Award Date does not match OMB Award Date.
7	K-AWARD NUMBER	DE-EE0001581	Invalid AWARD NUMBER - No matching OMB award.

The Error Detail Log identifies exact data error, line number, column and name, the incorrect value and the rejection reason.

In this example the award date and amount did not match the OMB award.

To remove a previous file, locate the file to be removed and click on the trash can icon. If you are reloading a file due to data errors, you do not need to rename it since the initial load was unsuccessful. If you are correcting a previous successfully loaded file, the file must be renamed.

ARRA File Upload 1


Run Control ID: ARRA_FILE_UPLOAD_1 [Report Manager](#) [Process Monitor](#) Run

'Business Unit:

Fiscal Year: 2010

Quarter: 3

File Attachment

Attached File: 

(Only CSV File Format)

Save Notify

Click 

Note: continue to make corrections to the template until it loads successfully.

Reports

Note: this is a required step. Agencies must run the ARRA reports to validate that the data submitted is accurate and complete.

Sign In to Core-CT

At the Menu

Select ARRA Reports



Select [ARRA Reports](#) link



This will bring you to the Run Control page.

ARRA Reports

[Find an Existing Value](#) **Add a New Value**

Run Control ID:

Add

[Find an Existing Value](#) | [Add a New Value](#)


Type in a Run Control ID (no spaces)

Click: Add

This will bring you to the ARRA Reports page.


ARRA Reports


Run Control ID: [Report Manager](#) [Process Monitor](#) **Run**


Business Unit 

Fiscal Year

Qtr Of Year

Program Category 

Program Type 

Application Type 

Description

Save **Notify** **+ Add** **Update/Display**

Business Unit: Enter Business Unit

Fiscal Year: Enter Fiscal Year

Qtr of Year: Enter Qtr (1-4)

Program Category: Select a program category or leave blank for all categories.

Program Type: Select a program type or leave blank for all types.

Application Type: Select an application type or leave blank for all application types.

Description: Enter a report description

Click: Run

This will bring you to the Process Scheduler Request page.

Process Scheduler Request

User ID:	COREClarkK	Run Control ID:	ARRA_NEW
Server Name:	PSNT	Run Date:	06/08/2011
Recurrence:		Run Time:	9:53:07AM
Time Zone:		Reset to Current Date/Time	

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	App Reqst - Detail by Agency	CTSP2001	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	App Reqst - Summary by Agency	CTSP2002	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	Award - Detail by Agency	CTSP2003	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	Award - Summary by Agency	CTSP2004	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	Reqst & Award Details by Agency	CTSP2005	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	Reqst & Award Summary by Agency	CTSP2006	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	Fin Activity Detail by Agency	CTSP2007	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	Fin Activity Summary by Agency	CTSP2008	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	Contract Detail by Agency	CTSP2009	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	Contract Detail by Contractor	CTSP2010	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	Cont Summ by Award by Agency	CTSP2011	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	Contract Summary by Agency	CTSP2012	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	ARRA Metric Report	CTSP2013	Crystal	Web	PDF	Distribution

[OK](#) [Cancel](#)

Select Server Name (PSNT)

Click: the Select box for the report(s) you want to run.

Process Scheduler Request

User ID: COREClarkK

Run Control ID: ARRA_NEW

Server Name: PSNT

Run Date: 06/08/2011

Recurrence:

Run Time: 9:53:07AM

Reset to Current Date/Time

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	App Reqst - Detail by Agency	CTSP2001	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	App Reqst - Summary by Agency	CTSP2002	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	Award - Detail by Agency	CTSP2003	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	Award - Summary by Agency	CTSP2004	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	Reqst & Award Details by Agency	CTSP2005	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	Reqst & Award Summary by Agency	CTSP2006	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	Fin Activity Detail by Agency	CTSP2007	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	Fin Activity Summary by Agency	CTSP2008	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	Contract Detail by Agency	CTSP2009	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	Contract Detail by Contractor	CTSP2010	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	Contract Summ by Award by Agency	CTSP2011	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	Contract Summary by Agency	CTSP2012	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	ARRA Metric Report	CTSP2013	Crystal	Web	PDF	Distribution

OK

Cancel

Click: OK

This will bring you back to the ARRA Reports page.

ARRA Reports

Run Control ID: [Report Manager](#) [Process Monitor](#)

Business Unit:

Fiscal Year:

Qtr Of Year:

Program Category:

Program Type:

Application Type:

Description:

Click: [Process Monitor](#) link

This will bring you to the Process List page.

Process List [Server List](#)

View Process Request For

User ID: Type: Last: Days

Server: Name: Instance: to

Run Status: Distribution Status: ☒ Save On Refresh

Process List [Customize](#) | [Find](#) | [View All](#) | First 1-2 of 2 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1240		Crystal	CTSP2001	COREClarkK	07/15/2010 3:54:54PM EDT	Success	Posted	Details
<input type="checkbox"/>	1239		Crystal	CTSP2001	COREClarkK	07/15/2010 3:51:04PM EDT	Success	Posted	Details

[Go back to ARRA Reports](#)

[Process List](#) | [Server List](#)

Run Status: Success

Distribution Status: Posted

Click: [Details](#) link

This will bring you to the Process Detail page.



The screenshot shows a web application interface for 'Process Detail'. At the top left, there is a small icon of a document with a right-pointing arrow and a mouse cursor. Below this is the title 'Process Detail' in blue. The main content area is divided into several sections. The 'Process' section has a header bar and contains fields for Instance (1240), Name (CTSP2001), Run Status (Success), Type (Crystal), Description (App Reqst - Detail by Agency), and Distribution Status (Posted). Below this is the 'Run' section with fields for Run Control ID (ARRA_Reports), Location (Server), Server (PSNT), and Recurrence. To the right of the 'Run' section is the 'Update Process' section with five radio button options: Hold Request, Queue Request, Cancel Request, Delete Request (which is selected), and Restart Request. Below the 'Run' section is the 'Date/Time' section with four rows of timestamps: Request Created On, Run Anytime After, Began Process At, and Ended Process At. To the right of the 'Date/Time' section is the 'Actions' section with four links: Parameters, Message Log, Batch Timings, and View Log/Trace (which is highlighted with a red rectangle). At the bottom left, there are two buttons: OK and Cancel.

Process Detail

Process

Instance: 1240 **Type:** Crystal
Name: CTSP2001 **Description:** App Reqst - Detail by Agency
Run Status: Success **Distribution Status:** Posted

Run **Update Process**

Run Control ID: ARRA_Reports ☐ **Hold Request**
Location: Server ☐ **Queue Request**
Server: PSNT ☐ **Cancel Request**
Recurrence: ☒ **Delete Request**
☐ **Restart Request**

Date/Time **Actions**

Request Created On: 07/15/2010 3:54:58PM EDT [Parameters](#) Transfer
Run Anytime After: 07/15/2010 3:54:54PM EDT [Message Log](#)
Began Process At: 07/15/2010 3:55:04PM EDT Batch Timings
Ended Process At: 07/15/2010 3:55:17PM EDT [View Log/Trace](#)

OK Cancel

Click: [View Log/Trace](#) link

This will bring you to the View Log/Trace page.

View Log/Trace

Report

Report ID: 1400 **Process Instance:** 1240 [Message Log](#)
Name: CTSP2001 **Process Type:** Crystal
Run Status: Success

App Reqst- Detail by Agency

Distribution Details

Distribution Node: PRODRPTFTP **Expiration Date:** 07/22/2010

File List

Name	File Size (bytes)	Datetime Created
CRM_CTSP2001_1240.log	0	07/15/2010 3:55:17.000000PM EDT
CTSP2001_1240.PDF	44,008	07/15/2010 3:55:17.000000PM EDT
pgsqltrace.trc	501	07/15/2010 3:55:17.000000PM EDT

Distribute To

Distribution ID Type **Distribution ID**

User COREClarkK

Return

Click: the PDF file link to view the report

Example of an Application Request Detail by Agency Report

STATE OF CONNECTICUT		APPLICATION REQUEST DETAIL BY AGENCY ARRA Reports Qtr March 2010			CT RECOVERY	
Agency	Application Number	Submit Date	Program Category	Application Type	Program Type	Requested Amount
OPM	2009-F2890-CT-SU	4/19/2009	Public Safety	Application	Formula	12,479,843
OPM	2009-X2239-CT-EF	3/24/2009	Public Safety	Application	Formula	1,819,310
OPM	DE-FOA-0000013	5/7/2009	Energy	Application	Formula	9,593,500
OPM	DE-FOA-0000052-A	3/23/2009	Energy	Application	Formula	38,542,000
OPM	DE-FOA-0000091	7/30/2009	Energy	Application	Formula	521,250
OPM	DE-FOA-0000119	8/13/2009	Energy	Application	Formula	3,359,000
OPM - Office of Policy & Management			Total Application: 6			66,314,903
Grand Total:			Total Application: 6			66,314,903