

## How to Run Project Costing and Customer Contracts Reports

Click on the links (report titles, underlined and in blue) in the table below to learn, step by step, how to run the reports described. Note that two of these reports are under construction.

Report Number	Report Name
ctpcr103	<p><a href="http://www.core-ct.state.ct.us/reports/docs/ctpcr103.doc">Project Data by Analysis Group(s) Report</a>  <a href="http://www.core-ct.state.ct.us/reports/docs/ctpcr103.doc">http://www.core-ct.state.ct.us/reports/docs/ctpcr103.doc</a></p> <p>Project Data by Analysis Group(s) Report is a flexible report which will allow the user to run and report on project financial data in several different ways such as life to date, year to date, range of period, or by a selected period.</p> <p>Shows project costing data for specified periods, Analysis Groups, Chartfields, Project IDs and Project Trees for a specific Business Unit.</p>
ctpcr106	<p><a href="http://www.core-ct.state.ct.us/reports/docs/ctpcr106.doc">Project Payroll Costs Report</a>  <a href="http://www.core-ct.state.ct.us/reports/docs/ctpcr106.doc">http://www.core-ct.state.ct.us/reports/docs/ctpcr106.doc</a></p> <p>This report is used to list payroll cost details for a project. This report will allow the user to enter criteria such as Project Business Unit, Project ID's, and date range. The report will be subtotaled and sorted either by activity or department, dependent upon the user's selection on the run control.</p>
ctpcr12861	<p><a href="http://www.core-ct.state.ct.us/reports/docs/ctpcr12861.doc">PC and GL Reconciliation Report</a>  <a href="http://www.core-ct.state.ct.us/reports/docs/ctpcr12861.doc">http://www.core-ct.state.ct.us/reports/docs/ctpcr12861.doc</a></p> <p>This report will show any discrepancies between Project Costing and General Ledger expenses. This report will summarize the Project Data by Fiscal Year, Accounting Period, PC Business Unit and Project ID with a balance not equal to zero. If there are no differences then Projects Costing and GL are reconciled on a year to date basis through the last closed accounting period. If there is a Project ID with a balance the agency user must investigate, reconcile and fix the discrepancy if necessary.</p> <p>To facilitate the reconciliation, two new queries were written to provide detail transaction information for a Project ID.</p> <ul style="list-style-type: none"> <li>• CT_PC_TO_GL_PROJ_RES – Provides user with transaction detail from the PROJ_RESOURCE table. This query should be used in conjunction with the CT_PC_TO_GL_LEDGER query to compare results and to isolate differences in the PC to GL Reconciliation Report.</li> <li>• CT_PC_TO_GL_LEDGER - Provides user with transaction detail from the JRNL_LN table. This query should be used in conjunction with the CT_PC_TO_GL_PROJ_RES query to compare results and to isolate differences in the PC to GL Reconciliation Report.</li> </ul> <p><i>It may be necessary to run this report at the end of July using the period of '999' since the OSC frequently makes year end adjustments even after GL has been closed.</i></p>

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ctpcr12862	<p><a href="#">PC and KK Reconciliation Report</a>  <a href="http://www.core-ct.state.ct.us/reports/docs/ctpcr12862.doc">http://www.core-ct.state.ct.us/reports/docs/ctpcr12862.doc</a></p> <p>This report will show any discrepancies between the Project Costing and the Commitment Control budget ledgers. If there is a project ID with balance the agency user must investigate, reconcile, and fix the discrepancy if necessary.</p>
ctpcr5884	<p><a href="#">Project Status Report</a>  <a href="http://www.core-ct.state.ct.us/reports/docs/ctpcr5884.doc">http://www.core-ct.state.ct.us/reports/docs/ctpcr5884.doc</a></p> <p>This report provides high level project status information. The report provides Project attributes, including project status, project manager, project location, project start and end dates, percent complete, project notes, and financial data based on parameter selections made by the user.</p>
ca_lmt	<p><a href="#">Contract Limit Report</a>  <a href="http://www.core-ct.state.ct.us/reports/docs/ca_lmt.doc">http://www.core-ct.state.ct.us/reports/docs/ca_lmt.doc</a></p> <p>This report is used to review the remaining balances on customer contracts. The report example (last page) is sorted by Contract Number, Line, and Transaction ID, and shows the contract limit, remaining balance, remaining percentage, last transaction date, and last processing date.</p> <p><b>Please Note:</b> This report is for use with the Customer Contracts Module and is not related to vendor contracts.</p>
cte14880	<p><a href="#">Project Financial Management Report</a>  <a href="http://www.core-ct.state.ct.us/reports/docs/cte14880.doc">http://www.core-ct.state.ct.us/reports/docs/cte14880.doc</a></p> <p>This report is used by Project Costing agencies to provide a summary of historical &amp; current expenditures together with cumulative budget and available balance. This report provides results for one or multiple specified projects.</p>
cte 14890	<p><a href="#">Project Billable Summary</a>  <a href="http://www.core-ct.state.ct.us/reports/docs/cte14890.doc">http://www.core-ct.state.ct.us/reports/docs/cte14890.doc</a></p> <p>This report is used by Project Costing Agencies to provide a snapshot of Project(s) amount(s) that are billable through the Customer Contracts and Billing modules, typically to the federal government.</p>
cte14935	<p><a href="#">Project Approval Statistics (DOT USE ONLY)</a>  <a href="http://www.core-ct.state.ct.us/reports/docs/ctf14935.doc">http://www.core-ct.state.ct.us/reports/docs/ctf14935.doc</a></p> <p>This report is for DOT use only. The report displays project approval summary data including number of projects approved in selected date range, minimum days for approval, maximum days for approval and average days for approval. This report also provides detail data by project including project ID, project description, date event created, date event approved and number of days between creation and approval.</p>

Report Number	Report Name
cte15473	<p><a href="#">Project Forecast Report</a>  <a href="http://www.core-ct.state.ct.us/reports/docs/cte15473.doc">http://www.core-ct.state.ct.us/reports/docs/cte15473.doc</a></p> <p>The Project Forecast report is intended to serve as a high level estimate and analytical report providing the user an opportunity to see the current funding levels based on the previous 12 month spending pattern. The report provides an average of payroll and/or non payroll related expenses that were incurred during a rolling 12 month period, retroactive 365 days from the date the report is run. This information is meant to function as an "early warning" for funding requests between the agency and the funding source for the project, usually the federal government.</p>
ctprest	<p><a href="#">Project Estimate Mod Approval</a> (DOT USE ONLY)  <a href="http://www.core-ct.state.ct.us/reports/docs/ctprest.doc">http://www.core-ct.state.ct.us/reports/docs/ctprest.doc</a></p> <p>This report is for DOT use only. This report is used by the Department of Transportation to review and to obtain required signed approval(s) of project estimate revisions. This report provides project attributes, including project manager, project location, estimates by activity, fund and SID for the current estimates, regardless of the pending event and for the most recent prior approval of specific events, based on parameter selections made by the user.</p>
CTE17668	<p><a href="#">Contract Reconciliation Report</a>  <a href="http://www.core-ct.state.ct.us/reports/docs/CTE17668">http://www.core-ct.state.ct.us/reports/docs/CTE17668</a></p> <p>This report has been designed for agencies using Projects and Contracts module. This report will integrate with either the Federal Fiscal Management Information System (FMIS) or an external worksheet provided the external source is configured to be uploaded into the CORE specific input template. This report will be used to reconcile differences proactively between CORE data and the FMIS system and/or external source.</p>
CTE18472	<p><a href="#">Final Voucher Report</a> (DOT USE ONLY)  <a href="http://www.core-ct.state.ct.us/reports/docs/CTE18472">http://www.core-ct.state.ct.us/reports/docs/CTE18472</a></p> <p>This Report has been designed for Department of Transportation (DOT) to assist in Final Voucher processing and provide all necessary details about the project transactions for audit purpose. At the end of the Project Life Cycle, DOT has to submit a Final Voucher to the FHWA in order to close the Project and the related Contract. This report will produce the PA worksheet and Final Voucher report along with details of each expenditure transactions. This is not the final report to be submitted to FHWA. This report will form the basis of information needed to prepare the final voucher which will be submitted to FHWA.</p>

Report Number	Report Name
cte14886	<p><a href="http://www.core-ct.state.ct.us/reports/docs/cte14886.doc">Project Incremental Cost</a> (DOT USE ONLY)  <a href="http://www.core-ct.state.ct.us/reports/docs/cte14886.doc">http://www.core-ct.state.ct.us/reports/docs/cte14886.doc</a></p> <p>This report is for DOT use only. The report is used by DOT to meet its legislative mandate to report Special Tax Obligation Bonds set forth in P.A. 05-4, Section 18. This report is an annual requirement, due on or before February 1, in which DOT is expected to provide information on any Project Incremental Cost (cost overrun) in all transportation projects financed with Special Tax Obligation Bonds in the five years preceding the date of the report. The user has unique flexibility to select chartfield combinations and to further specify whether they would like the report based on tree nodes or detail values for selected chartfield(s). Report can be run at a summary or detail level. The report is sorted and subtotaled by project ID. The report is a management tool to monitor projects for all projects funding, regardless of the source.</p>
cte14887	<p><a href="http://www.core-ct.state.ct.us/reports/docs/cte14887.doc">Project and Contract (PCCA) Summary</a>  <a href="http://www.core-ct.state.ct.us/reports/docs/cte14887.doc">http://www.core-ct.state.ct.us/reports/docs/cte14887.doc</a></p> <p>The report provides high level project and contract information. This Report will compare Projects between two selected dates. The Project will be categorized as Federal Funded Projects, State Funded Projects and Other Funded Projects. This report will also give Contract summary as of the day this report is run. Contracts will be categorized as Federal Participation and State/Other Participation.</p>
Cte17296	<p><a href="http://www.core-ct.state.ct.us/reports/docs/CTE17296">Project Transactional Report</a>  <a href="http://www.core-ct.state.ct.us/reports/docs/CTE17296">http://www.core-ct.state.ct.us/reports/docs/CTE17296</a></p> <p>This report is used by Project Costing agencies to review Budget, Expense, Payroll, Purchase Orders, and Pre-Encumbrance information pertaining to a single project. The User has the option of selecting all, or some, of these sections to report on. Each section offers a number of configured options that the information can be totaled by. The User must specify Project Id (required), Fund (optional), SID (optional), and a date range (required).</p> <p>Note: The Budget section ignores the date range and always returns life-to-date information</p>