



Office of School Construction and Grants Review Reports

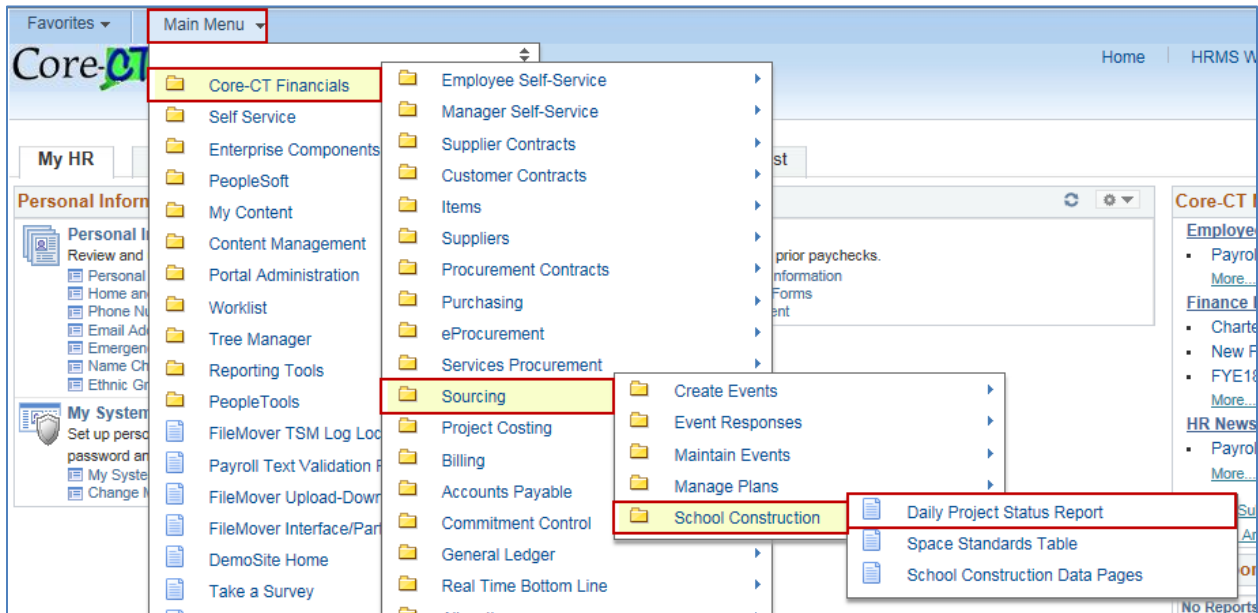
This Job Aid describes the process for running the following reports:

- Daily Project Status
- Cumulative Grant Payments
- Payment Request Report

All information on reports associated with the Payment Calculator are located in the Payment Calculator Job Aid.

Daily Project Status Report

Navigation: *Main Menu*> *Core-CT Financials*> *Sourcing*> *School Construction*> *Daily Project Status Report*



1. Click "Find an Existing Value" and search for Daily Project Status Report.
 - Run Control IDs cannot have any spaces.

Daily Project Status Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

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

▼ **Search Criteria**

Search by: Run Control ID begins with

Case Sensitive

Limit the number of results to (up to 300):

[Search](#) [Advanced Search](#)

The first time you run this report, click "Add a New Value" and enter the Run Control ID "Daily_Project_Status_Report".

2. Enter the **Contract ID**. If needed, click the magnifying glass icon to search for the Contract ID.
3. Select the Report Type.
 - The OSCGR report contains the project notes.
 - The Audit report contains the same information as the OSCGR report, with the exception of the project notes.
4. Click **Save**.
5. Click **Run**.

Daily Project Status Report

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

*Contract ID 🔍

Report Type

OSCGR

Audit

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

1 2 3 4

6. The Process Scheduler Request will appear. On this page you can schedule reoccurring runs of this report, or click **Ok** to run the report immediately.

Process Scheduler Request Help

User ID ACC_ZUCKERL Run Control ID Project_Daily_Status_Report

Server Name Run Date 09/11/2018

Recurrence Run Time 2:36:57PM

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Daily Project Status Report	CTSSPRJSTAT	BI Publisher	Web	PDF	Distribution

7. The report parameter page is displayed. Click the Report Manager link to review the report.

- Note the Process Instance. This instance can be used for troubleshooting purposes, if needed.
- You can click the Process Monitor link to track the progress of the report.

Daily Project Status Report

Run Control ID Project_Daily_Status_Report

Process Instance: 1290

*Contract ID 19DASY0020011

Report Type

OSCGR

Audit

8. Click the first CT_Daily_Status Hyperlink.

List Explorer Administration Archives

View Reports For

Folder Instance to Refresh

Name Created On Last 1 Days

Reports Personalize | Find | View All | First 1-2 of 2 Last

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 CTSSPRJSTAT - CT_DAILY_STATUS_20092018.pdf	CTSSPRJSTAT - CT_DAILY_STATUS_20092018.PDF	General	09/20/18 8:13PM	1764	1903
2 CTSSPRJSTAT - CT_DAILY_STATUS_20092018.pdf	CTSSPRJSTAT - CT_DAILY_STATUS_20092018.PDF	General	09/20/18 8:12PM	1762	1902

9. Click the PDF file to open the report.

Report

Report ID 1764 Process Instance 1903 [Message Log](#)

Name XMLP Process Type XML Publisher

Run Status Success

CTSSPRJSTAT - CT_DAILY_STATUS_20092018.pdf

Distribution Details

Distribution Node PRODRPTFTP Expiration Date 10/20/2018

File List

Name	File Size (bytes)	Datetime Created
AE_CTSSPRJSTAT_1903.log	497	09/20/2018 8:13:28.671390PM EDT
AE_CTSSPRJSTAT_1903.trc	3,610	09/20/2018 8:13:28.671390PM EDT
CTSSPRJSTAT.xml	6,064	09/20/2018 8:13:28.671390PM EDT
CTSSPRJSTAT.xsd	23,895	09/20/2018 8:13:28.671390PM EDT
CT_DAILY_STATUS_20092018.pdf	24,089	09/20/2018 8:13:28.671390PM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	ACC_ZUCKERL



10. The report will open in a new tab. The PDF can be saved or printed, if needed.

Browser address bar: https://corefn92uat.ct.gov/psreports/FN92UAT/1165/CT_DAILY_STATUS_11092018.pdf

Page No: 1
Run Date: 9/11/2018
Run Time: 15:52:08 PM

School Construction Project Status Report

Department of Administrative Services
Office of School Construction Grants and Review

Report ID: CTSSPRJSTAT

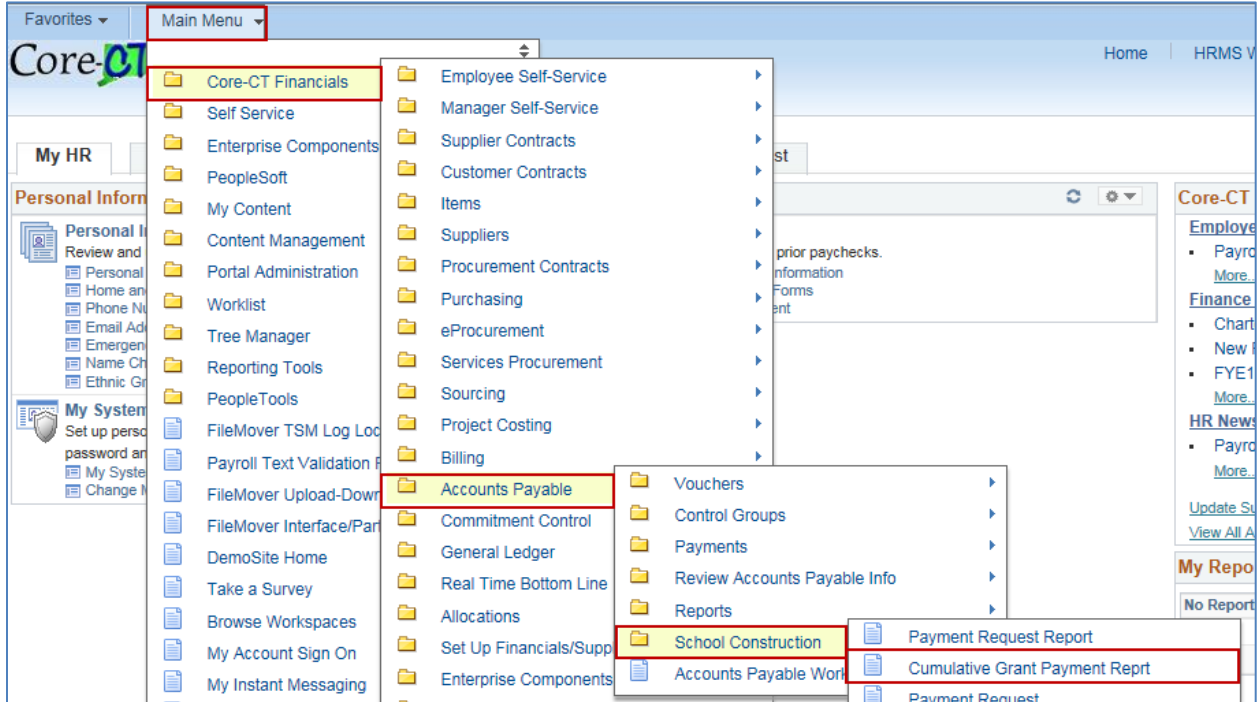
Contract ID	18DASC169-0026	Eligible Costs		Square Footage	
District Name	WOODSTOCK TOWN TREASURER	1 Architectural Design	\$40,000	Year of Original Construction	0
School Name	Woodstock Middle School	2 Site Acquisition	\$0	Floor Area Built Prior to 1950	0
Project Type	RR	3 Facility Purchase	\$0	Total Prior Floor Area	0
Payment Request Form Type	Final Request	4 Other Professional Fees	\$36,000	Floor Area to be Removed	0
Modified By	CTSSCONVR	5 Construction Fully Eligible	\$780,065	Floor Area to be Added	0
Modification Date	2018-08-07T13:39:54-04:00	6 Bonus Costs - School Readiness	\$0	Total Floor Area at Completion	0
		7 Bonus Costs - Full Day K	\$0		
		8 Equipment/ Furnishing	\$0	Eligible Auditorium Seating Area	
PROJECT DATA		9 Roof 15-19 years Cost	\$0	Auditorium Seating Capacity	0
Application Submission Date	7/28/2015	- Sub-Total	\$856,065	Total Square Footage of Auditorium	0
Original GA/ DAS Auth Date	9/3/2015	Limited Eligible Costs		Square Footage of Seating Area	0
Reimbursement Rate	55.36	10 Outdoor Athletic Facilities	\$0	Total Construction Costs of Seating Area	\$0
Local Funding Authorization	5/19/2015	11 Natatorium	\$0	Cost of Seats and Installation	\$0
Plan Approval Date	2/11/2016	12 Auditorium Seating Summation	\$0	Total Costs of Auditorium Seating Area	\$0
Start of Construction Date	5/9/2016	13 Gym Seating Area	\$0		
Start of Construction Deadline		- Sub-Total	\$0	General Funding Data	
Apply Space Standards	N	Ineligible Costs		State Construction Grant	\$447,180
Space Standard %	0	14 Ineligible Site Acquisition Co	\$0	General Fund	\$0
Space Standard Waiver	N	15 Ineligible Facility Purchase P	\$0	Current Bonds/Notes	\$449,353
Award Amount	\$896,533	16 Ineligible Construction Costs	\$43,112	Anticipated Bond/Notes	\$0
Payment Request Entry Date	8/30/2018	17 Ineligible Bonus Costs - Schoo	\$0	Subtotal General Funding	\$896,533
Payment Request Batch Date	8/30/2018	18 Ineligible Bonus Costs - Full	\$0		
Local Board Acceptance Comp	1/11/2018	19 Unauthorized Cost Increase	\$0	Other Funding	
Final Request Entry Date	8/30/2018	20 Contingency	\$0	Rebates	\$0
Final Payment Batch Date	8/30/2018	21 Roof Ineligible	\$0	Insurance Proceeds	\$0
Lighthouse School Choice	N	22 Other	\$7,272	Federal / State Grant	\$0
		- Sub-Total	\$50,384	Roof Monies Recovered	\$0
				Other	\$0
FACILITY DATA				Subtotal Other Funding	\$0
Program Type	Standard Program				
School Type	Middle School				
Highest Projected Enrollment	0	Total Project Costs:	\$906,449	Total Project Funding:	\$896,533
Grades					
Notes:	tmp-169-gpxg entire roof replacement				

PDF viewer controls: 1 / 1



Cumulative Grant Payments Report

Navigation: *Main Menu > Core-CT Financials > Accounts Payable > School Construction > Cumulative Grant Payment Reprt*



1. The first time you run this report, click Add a New Value, and create the Run Control ID "Cumulative_Grant_Payment". After that first time, click "Find an Existing Value" and search for Cumulative_Grant_Payment Run Control ID that you have previous created.

Cumulative Grant Payment Reprt

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

Run Control ID

Case Sensitive

Limit the number of results to (up to 300):

2. Enter the **Scheduled Payment Date** OR **Contract ID**. If needed, click the magnifying glass icon to search for these values.
3. Click **Save**.
4. Click **Run**.

Run Control ID Cumulative_Grant_Payment Report Manager Process Monitor **Run**

Process Request Parameters ?

Scheduled Payment Date

Contract ID

Please contact Michelle Dixon (michelle.dixon@ct.gov) at (860) 713 -6477 if you have questions regarding the grant calculation and Robert Ficeto (robert.ficeto@ct.gov) at (860) 713-6485 if you have questions regarding payments.

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

5. The Process Scheduler Request will appear. On this page you can schedule reoccurring runs of this report, or click **Ok**.

Process Scheduler Request x

Help

User ID ACC_ZUCKERL Run Control ID Cumulative_Grant_Payment

Server Name Run Date 09/11/2018

Recurrence Run Time 2:59:31PM **Reset to Current Date/Time**

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Cumulative Grant Payment Repor	CTSSCUMGRANT	Application Engine	Web	TXT	Distribution

OK **Cancel**

6. The report parameter page is displayed. Click the Report Manager link to review the report.
 - Note the Process Instance. This instance can be used for troubleshooting purposes, if needed.

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

Process Instance:1294

Process Request Parameters ?

Scheduled Payment Date

Contract ID

Please contact Michelle Dixon (michelle.dixon@ct.gov) at (860) 713 -6477 if you have questions regarding the grant calculation and Robert Ficeto (robert.ficeto@ct.gov) at (860) 713-6485 if you have questions regarding payments.

7. Click either of the CTSSCUMGRANT Hyperlinks. They both contain the same report.

List Explorer Administration Archives

View Reports For

Folder Instance to

Name Created On Last 1 Days

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 CTSSCUMGRANT	CUMULATIVE GRANT PAYMENT REPOR	General	09/11/18 3:47PM	1161	1294
2 CTSSCUMGRANT - CTSSCUMGRANT_2018-09-11.pdf	CTSSCUMGRANT - CTSSCUMGRANT_2018-09-11.PDF	General	09/11/18 3:47PM	1162	1294

8. In the Report page, click the link to the .pdf file.

Report

Report ID	1162	Process Instance	1294	Message Log
Name	XMLP	Process Type	XML Publisher	
Run Status	Success			

CTSSCUMGRANT - CTSSCUMGRANT_2018-09-11.pdf

Distribution Details

Distribution Node	PRODRPTFTP	Expiration Date	10/11/2018
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File List

Name	File Size (bytes)	Datetime Created
AE_CTSSCUMGRANT_1294.log	603	09/11/2018 3:47:03.621353PM EDT
AE_CTSSCUMGRANT_1294.trc	3,790	09/11/2018 3:47:03.621353PM EDT
CTSSCUMGRANT_2018-09-11.pdf	5,832	09/11/2018 3:47:03.621353PM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	ACC_ZUCKERL

9. The report will open in a new tab. The PDF can be saved or printed, if needed.

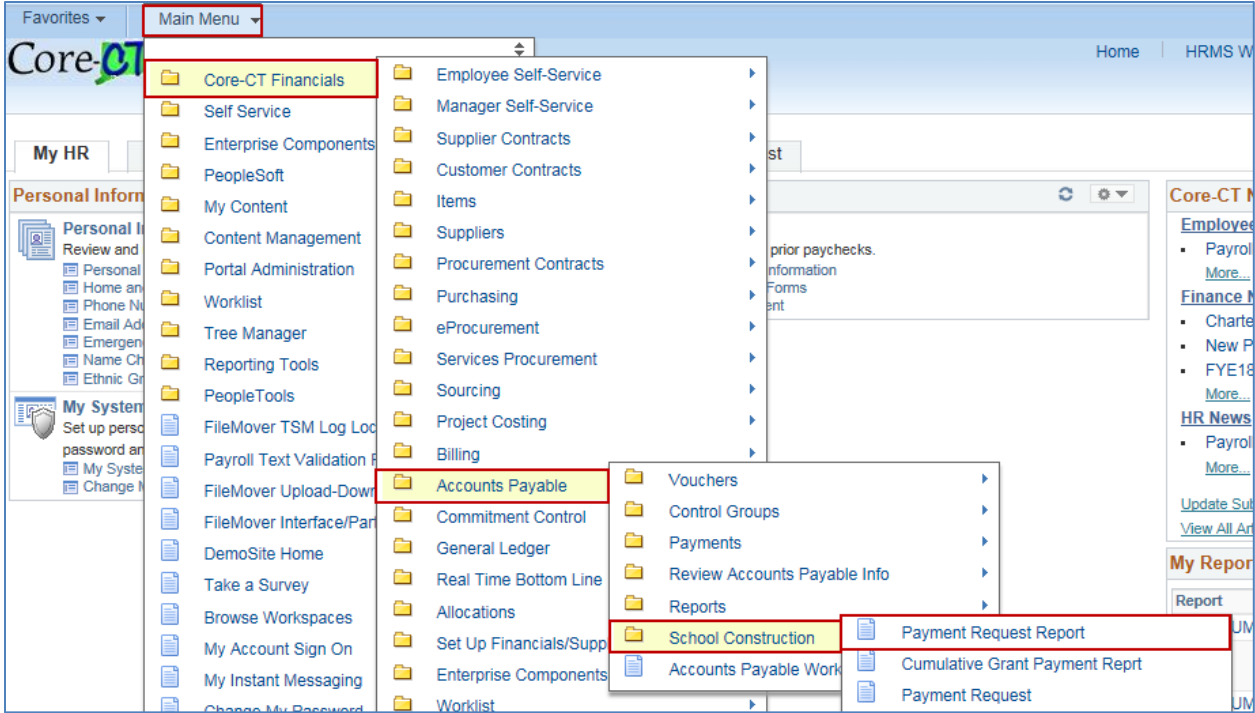
The screenshot shows a web browser window with the following details:

- Address bar: https://corefn92uat.ct.gov/psreports/FN92UAT/1161/CTSSCUMGRANT_2018-09-11.pdf
- Page title: Report Index
- Report content:

	Report ID: CTSSCUMGRANT State of Connecticut Cumulative Grant Payment Report	Page No 1 Run Date 9/11/2018 Run Time 15:45:49 PM
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Payment Request Report

Navigation: *Main Menu > Core-CT Financials > Accounts Payable > School Construction > Payment Request Report*



1. The first time you run this report, click Add a New Value, and create the Run Control ID "Payment_Request_Report". Click "Find an Existing Value" and search for the Payment Request Report Run Control ID that you have previous created.

Payment Request Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search by: Run Control ID begins with

Case Sensitive

Limit the number of results to (up to 300):

2. Enter the **Scheduled Payment Date** OR **Contract ID**. If needed, click the magnifying glass icon to search for these values.
3. Click **Save**.
4. Click **Run**.

Payment Request Report

Run Control ID Payment_Request_Report
Report Manager
Process Monitor
Run

Process Request Parameters

Scheduled Payment Date

Contract ID

Save
Notify

Add
Update/Display

5. The Process Scheduler Request will appear. On this page you can schedule reoccurring runs of this report, or click **Ok**.

Process Scheduler Request
Help

User ID ACC_ZUCKERL
Run Control ID Payment_Request_Report

Server Name

Recurrence

Time Zone

Run Date

Run Time

Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Payment Request Report	CTSSXPRQ1	BI Publisher	Web	PDF	Distribution

OK
Cancel

6. The report parameter page is displayed. Click the Report Manager link to review the report.
 - Note the Process Instance. This instance can be used for troubleshooting purposes, if needed.

Payment Request Report

Run Control ID: Payment_Request_Report

[Report Manager](#) Process Monitor [Run](#)

Process Instance: 1298

Process Request Parameters

Scheduled Payment Date:

Contract ID:

7. Click the CTSSXPRQ1 Hyperlink.

List Explorer Administration Archives

View Reports For

Folder: Instance: to [Refresh](#)

Name: Created On: Last 1 Days

Reports Personalize | Find | View All |

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 CTSSXPRQ1 - FINAP0100 - PRQ1 Reports_09112018.pdf	CTSSXPRQ1 - FINAP0100 - PRQ1 REPORTS_09112018.PDF	General	09/11/18 4:22PM	1168	1298



8. In the Report page, click the link to the .pdf file

Report

Report ID 1168 Process Instance 1298 Message Log
 Name XMLP Process Type XML Publisher
 Run Status Success

CTSSXPRQ1 - FINAP0100 - PRQ1 Reports_09112018.pdf

Distribution Details

Distribution Node PRODRPTFTP Expiration Date 10/11/2018

File List

Name	File Size (bytes)	Datetime Created
AE_CTSSXPRQ1_1298.log	1,444	09/11/2018 4:22:39.396161PM EDT
AE_CTSSXPRQ1_1298.trc	3,841	09/11/2018 4:22:39.396161PM EDT
CTSSXPRQ1.xml	8,325	09/11/2018 4:22:39.396161PM EDT
FINAP0100 - PRQ1 Reports_09112018.pdf	10,551	09/11/2018 4:22:39.396161PM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	ACC_ZUCKERL

9. The report will open in a new tab. The PDF can be saved or printed, if needed.

Report ID: CTSSXPRQ1 State of Connecticut Page No 1
 Run Date 9/11/18
 Run Time 10:22:24 PM

Payment Request Report for Scheduled Payment Date: 9/11/2018

Contract ID	18DASC542-0006	Project Type	E,N,PS	School Name	CT River Academy	Penalty	No	Form Type	Revision
Contract Status	Approved								
Processing Status	Locked								
Payment Request Status	Submitted								
General Funds	0	Architectural Design	850,000						
Current Bonds/ Notes	0	Site Acquisition	0						
Anticipated Bonds/ Notes	0	Facility Purchase	0						
State Construction Grant	10,500,000	Other Professional Fees	734,453						
Rebates	0	Construction	9,290,797						
Insurance Proceeds	0	Bonuses	0						
Federal/ State Grants	0	Equipment/ Furnishings	500,000						
Other	0	Roof Costs	0						
Total Project Funding	10,500,000	Unauthorized Cost Increase	0						
Total Project Costs	12,471,327	Contingency	924,041						
		Other	122,036						
		Total Costs	11,375,250						
			1,096,077						
			0						
Bonuses:		Square Footage per Grade:							
School Readiness Program	No	Outdoor Athletic Facilities	0	Pre-K/K	0	Roofs under 20 Years?	No		
Lighthouse School	No	Natorium	0	Grade 1	0	Grade 5	0	Grade 9	176
CHOICE	No	Auditorium Seating	0	Grade 2	0	Grade 6	0	Grade 10	190
Full Day KG / Reduced Class Size:	No	Gymnasium Seating	0	Grade 3	0	Grade 7	0	Grade 11	190
		Total Limited Eligible Costs	0	Grade 4	0	Grade 8	0	Grade 12	190