



STATE OF NEW JERSEY

SCHOOLS DEVELOPMENT AUTHORITY

Section 16

Project Cost Report Module

ORACLE Primavera

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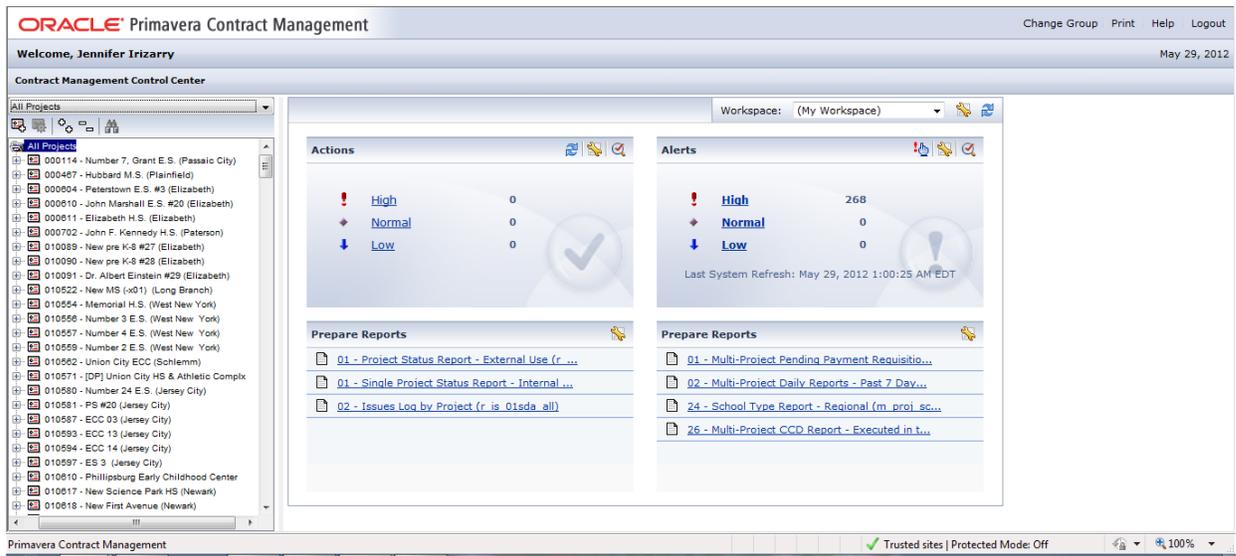
I. THE PROJECT COST REPORT MODULE

The Project Cost Report module provides a central location for analyzing budgeted, committed and actual project costs. It is located within the Contract Information module.

The cost codes associated with this report are loaded in at the time the project is created in Contract Management. As costs are incurred against a project, the applicable cost codes are updated. The various columns in the report allow the user to track project costs as they are entered and approved in the system.

For descriptions of all available cost codes, refer to Section 34 (Appendix B) of the User Manual.

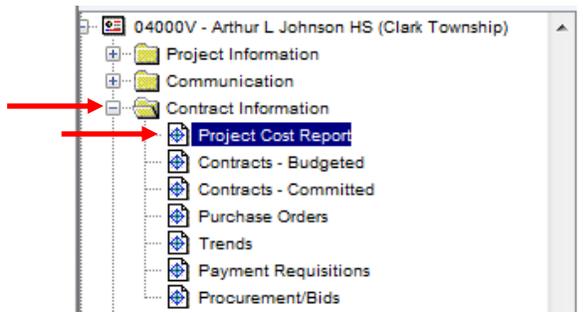
1. Once logged into Primavera, the **Contract Management Control Screen** displays (as shown).



2. Select your desired project.



- Open the **Contract Information** folder (a list of modules will display) and click the **Project Cost Report** module.



- The **Project Cost Report** log view displays.

Control Center >

Project Cost Report (Displayed in U.S. dollar) Layout: <my layout> Go

[First] << Previous 1 2 3 4 5 6 7 8 9 10 [Next >>] [Last] Find

Code	Title	Original Budget	Approved Budget Revisions
010	Real Estate Services	\$0.00	\$0.00
010.10	Predevelopment	\$689,003.00	\$0.00
010.10.01	Site Survey	\$0.00	\$0.00
010.10.080	Predevelopment Relocation	\$0.00	\$0.00
010.10.090	Predevelop Agremnt not to lease	\$0.00	\$0.00
010.10.091	Predevelopment Reimbursements	\$0.00	\$0.00
010.20	Property/Land Purchase	\$1,381,901.00	\$0.00
010.20.01	Relocation Consultant	\$0.00	\$0.00
010.20.01.081	Relo Consult Program Costs	\$0.00	\$0.00
010.20.01.082	Relo Consult Labor Costs	\$0.00	\$0.00
010.20.01.083	Relo Consult Other Direct Costs	\$0.00	\$0.00
010.20.01.084	Relo Consult Moving Estimates	\$0.00	\$0.00
010.20.01.085	Relo Consult Property Manage Svcs	\$0.00	\$0.00
010.20.01.086	Relo Consult Delivery Cost	\$0.00	\$0.00
010.20.02	Title Search Fees	\$0.00	\$0.00
010.20.100	Land Acq. Negotiator Labor	\$0.00	\$0.00
010.20.110	Land Acq. Negotiator Other Direct	\$0.00	\$0.00
010.20.200	Land Acq. (Purchase)	\$0.00	\$0.00
010.20.210	Land Acq. (Condemnation))	\$0.00	\$0.00
010.20.215	Land Acq. Legal	\$0.00	\$0.00
010.20.220	Real Estate Taxes	\$0.00	\$0.00
010.20.225	Deed Notice	\$0.00	\$0.00
010.30	Environmental	\$0.00	\$0.00
010.30.10	Environmental Consultant	\$0.00	\$0.00
010.30.20	Remediation Services	\$0.00	\$0.00
Log Totals:		\$35,860,566.00	\$0.00

II. Viewing Data in the Project Cost Report

A. Project Cost Report Layouts

Layouts are used to define a filter, sort, and group items in a log view. For example, if a user desires to utilize a certain combination of columns repeatedly, a layout can be modified and applied to the relevant log window.

Layouts are applied by selecting the **Layout** dropdown box at the upper right corner of the log view.



There are a number of custom layouts that have been predefined for the Project Cost Report.



All Codes	Displays all cost codes created for this project and all available columns
Below the Line	Filters to show only Below the Line budget and commitment amounts (the B at the end of each of these codes is the indicator that this is a below the line cost). All Below the Line costs are coded for reporting purposes
Construction	Filters to show Construction cost codes that start with 030
Cost Codes w/values	Filters to show only line items with budget values
Design Fees	Filters to show all Design Fee cost codes that start with 020
Real Estate Services	Filters to show all Real Estate Services cost codes that start with 010

B. The Split Bar

A **split bar** is provided in the Project Cost Report module to allow users to divide the screen into two scrollable sections. This allows one side of the screen to remain constant, while the other can be moved to display more information.

Just place the cursor over the red vertical bar on the right side of the window and click and drag it to display the columns you want, or move it all the way to the left to disable it. Double-click the red bar to return it to its original position



Original Budget	Approved
\$6,738,000.00	
\$0.00	
\$0.00	

C. Exporting The Project Cost Report to Excel

The log view will display the overall summary details of the Project Cost Report; however, this log view can be exported to Excel for reporting purposes. Once exported, you can manipulate the information to create a customized report.

IMPORTANT: Information can only be exported from Contract Management. You cannot import or upload information into the system.

1. To export the Project Cost Report, choose the **Excel icon** located on the upper right hand corner of the screen.



Cost Code	Title	Budget Adjustments	Projected Budget	Original Commitment	App
010	Real Estate Services	\$0.00	\$0.00	\$0.00	
010.10	Predevelopment	\$0.00	\$0.00	\$0.00	
010.10.01	Site Survey	\$0.00	\$0.00	\$0.00	
010.10.080	Predevelopment Relc	\$0.00	\$0.00	\$0.00	

- If you receive the following error message after you click the Excel icon, perform the steps listed below:



Add <http://pe.njsda.gov> to Trusted Sites Zone (bookmarks).

- Go to Tools -> Internet Options -> Security -> Trusted Sites (Green Circle)
 - Click **Sites** Button
 - Uncheck require [https:](https://) on the bottom of the Trusted Sites page
 - Add <http://pe.njsda.gov>
 - Close and re-open your browser.
- If Microsoft Excel still does not open, contact the PE Helpdesk (pehelpdesk@njsda.gov) to assist in troubleshooting your Internet browser settings.
 - If no error message displays, Microsoft Excel will automatically open and display the Project Cost Report. You can now manipulate this output as desired to create your customized report.

Cost Code	Title	Original Budget (\$)	Approved Budget Revisions (\$)	Revised Budget (\$)	Pending Budget Revisions (\$)
010	Estate Services	0.00	0.00	0.00	0.00
010 10	Predevelopment	0.00	0.00	0.00	0.00
010 10 01	Site Survey	0.00	0.00	0.00	0.00
010 10 080	Predevelopment Relocation	0.00	0.00	0.00	0.00
010 10 090	Predevelopment Agromt not to lease	0.00	0.00	0.00	0.00
010 10 091	Predevelopment Reimbursements	0.00	0.00	0.00	0.00
010 20	Property/Land Purchase	0.00	0.00	0.00	0.00
010 20 01	Relocation Consultant	0.00	0.00	0.00	0.00
010 20 01 081	Relo Consult Program Costs	0.00	0.00	0.00	0.00
010 20 01 082	Relo Consult Labor Costs	0.00	0.00	0.00	0.00
010 20 01 083	Relo Consult Other Direct Costs	0.00	0.00	0.00	0.00
010 20 01 084	Relo Consult Moving Estimates	0.00	0.00	0.00	0.00
010 20 01 085	Relo Consult Property Manage Svcs	0.00	0.00	0.00	0.00
010 20 01 086	Relo Consult Delivery Cost	0.00	0.00	0.00	0.00
010 20 02	Title Search Fees	0.00	0.00	0.00	0.00
010 20 100	Land Acq. Negotiator Labor	0.00	0.00	0.00	0.00
010 20 110	Land Acq. Negotiator Other Direct	0.00	0.00	0.00	0.00
010 20 200	Land Acq. (Purchase)	0.00	0.00	0.00	0.00
010 20 210	Land Acq. (Condemnation))	0.00	0.00	0.00	0.00
010 20 215	Land Acq. Legal	0.00	0.00	0.00	0.00
010 20 220	Real Estate Taxes	0.00	0.00	0.00	0.00
010 20 225	Deed Notice	0.00	0.00	0.00	0.00
010 30	Environmental	0.00	0.00	0.00	0.00
010 30 10	Environmental Consultant	0.00	0.00	0.00	0.00
010 30 20	Remediation Services	0.00	0.00	0.00	0.00
010 40	Relocation	0.00	0.00	0.00	0.00
010 40 075	Owner Housing Supplement	0.00	0.00	0.00	0.00
010 40 076	Tenant Rent Supplement	0.00	0.00	0.00	0.00
010 40 077	Replacement Housing Closing Costs	0.00	0.00	0.00	0.00

D. Available Columns in the Project Cost Report Log View

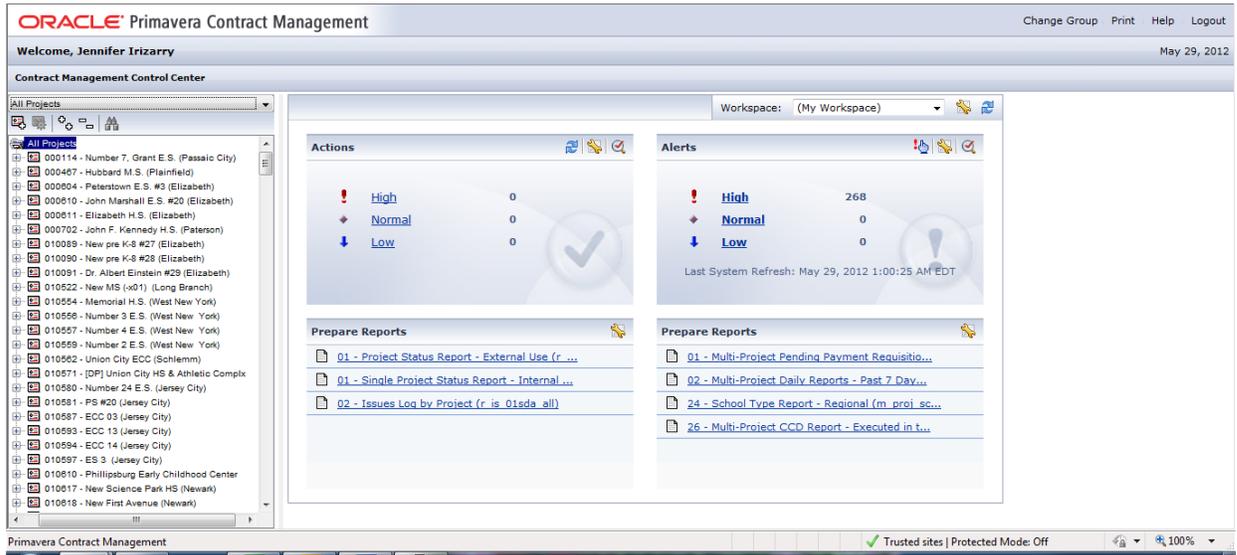
Column Heading	Definition
Cost Code	A break down of cost elements for a project
Title	A description of the cost code
<i>Budget Data</i>	
Original Budget	Costs that have been distributed from a contract or trend
Approved Budget Revisions	Costs that have been distributed from an approved budget trend
Revised Budget	The sum of the Original Budget and the Approved Budget Revisions
Pending Budget Revisions	Not using
Estimated Budget Revisions	Not using
Budget Adjustments	Costs distributed from a budget adjustment trend
Projected Budget	The sum of the Original Budget, the Approved Budget Revisions, the Pending and Estimated Budget Revisions, and the Budget Adjustments
<i>Commitment Data</i>	
Original Commitment	Costs distributed from a contract
Approved Commitment	Costs distributed from an approved change order
Revised Commitment	The sum of the Original Commitment and the Approved Commitment
Pending Commitment	Costs distributed from an Authority Agent Recommendation (AAR) or an unapproved change order
Estimated Commitment Revisions	Cost estimates distributed from a Contract Change Request/Authority (CCR/A)
Commitment Adjustments	Not using
Projected Commitment	The sum of the Original Commitment, the Approved Commitment, the Pending and Estimated Commitments, and the Commitment Adjustments
<i>Actuals Data</i>	
Actuals Received	Costs distributed from an invoice (if the contract/payment requisition is distributed to Committed)
Actuals Issued	Costs distributed from an invoice (if the contract/payment requisition is distributed to Budgeted)

Column Heading	Definition
<i>Variance Data</i>	
Original Variance	The Original Budget minus the Original Commitment
Approved Variance	The Revised Budget minus the Revised Commitment
Pending Variance	(Revised Budget + Pending Budget Revisions) - (Revised Commitment + Pending Commitment)
Project Variance	The Projected Budget minus the Projected Commitment
<i>Percent of Total Data</i>	
Budget Percent	This amount represents the percentage of the total amount budgeted for the line item
Commitment Percent	This amount represents the percentage of the total amount committed for the line item

III. Printing Data in the Project Cost Report

There are a variety of reports available from this module.

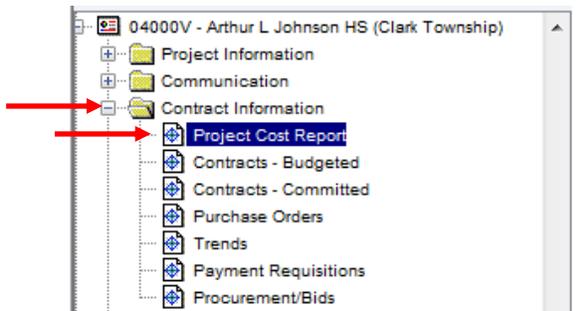
1. Once logged into Primavera, the **Contract Management Control Screen** displays (as shown).



2. Select your desired project.



3. Open the **Contract Information** folder (a list of modules will display) and click the **Project Cost Report** module.



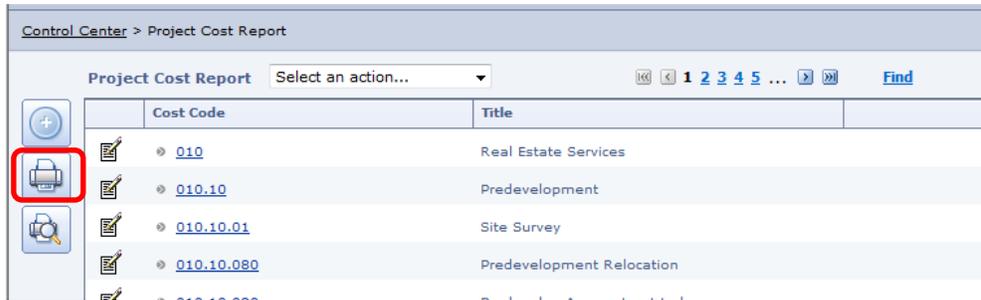
4. The **Project Cost Report** log view displays.

A screenshot of the Primavera Contract Management software interface. The window title is 'Control Center > Project Cost Report'. The main area displays a table with the following columns: 'Cost Code', 'Title', 'Original Budget', 'Approved Budget Revisions', and 'Revised Bud'. The table contains 15 rows of data, including a 'Log Totals' row at the bottom. The 'Original Budget' column shows \$0.00 for all items, and the 'Revised Bud' column shows \$0.00 for all items.

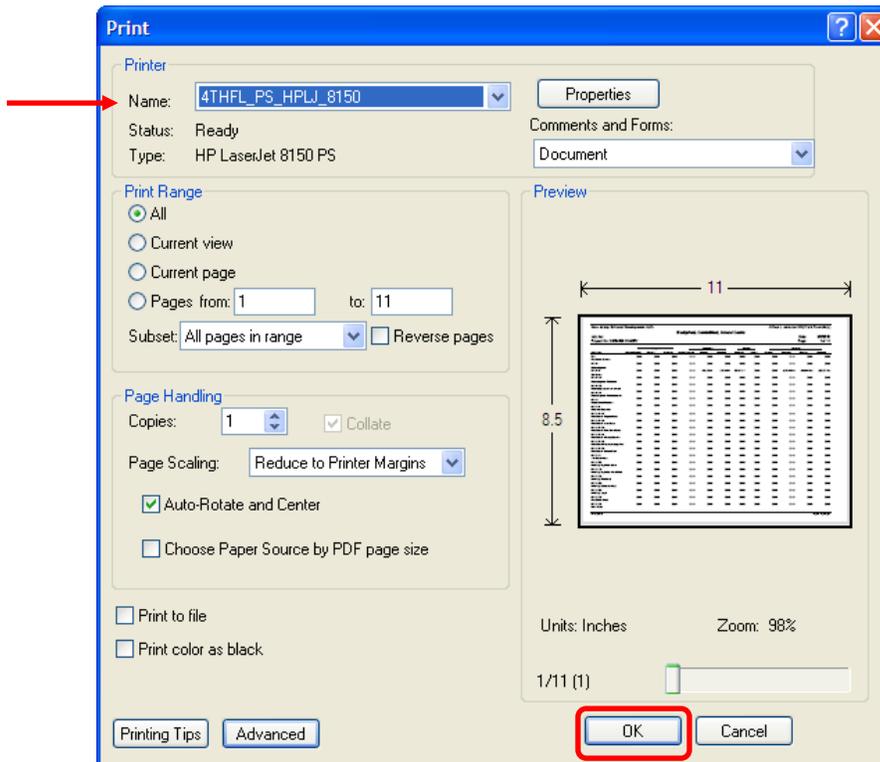
Cost Code	Title	Original Budget	Approved Budget Revisions	Revised Bud
010	Real Estate Services	\$0.00	\$0.00	\$0
010.10	Predevelopment	\$0.00	\$0.00	\$0
010.10.01	Site Survey	\$0.00	\$0.00	\$0
010.10.080	Predevelopment Relocation	\$0.00	\$0.00	\$0
010.10.090	Predevelop Agremnt not to lease	\$0.00	\$0.00	\$0
010.10.091	Predevelopment Reimbursements	\$0.00	\$0.00	\$0
010.20	Property/Land Purchase	\$0.00	\$0.00	\$0
010.20.01	Relocation Consultant	\$0.00	\$0.00	\$0
010.20.01.081	Relo Consult Program Costs	\$0.00	\$0.00	\$0
010.20.01.082	Relo Consult Labor Costs	\$0.00	\$0.00	\$0
010.20.01.083	Relo Consult Other Direct Costs	\$0.00	\$0.00	\$0
010.20.01.084	Relo Consult Moving Estimates	\$0.00	\$0.00	\$0
010.20.01.085	Relo Consult Property Manage Svcs	\$0.00	\$0.00	\$0
Log Totals:		\$0.00	\$0.00	\$0.0

A. Budgeted, Committed and Actuals Report

1. To print the Project Cost Report, click the **Print Report** button on the left side of the screen.



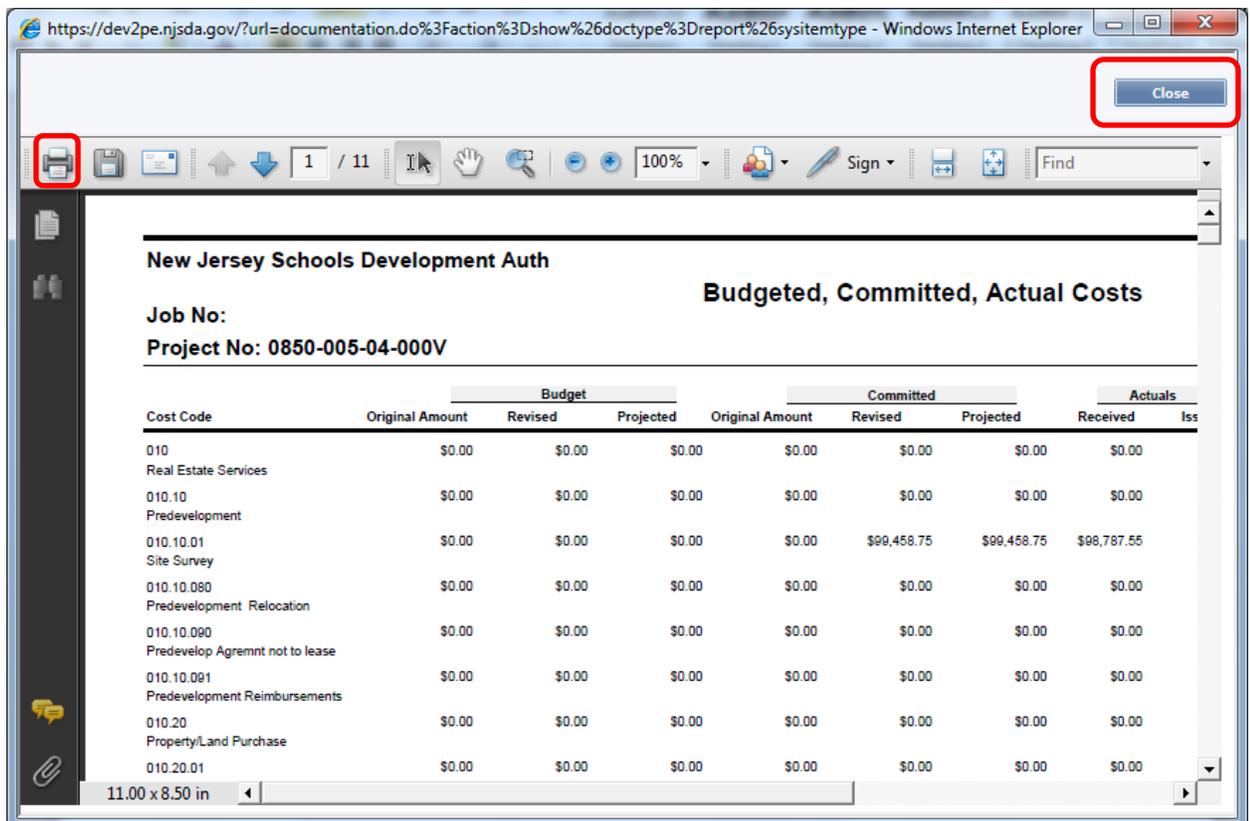
2. The **Print** dialog box will display. Choose your desired printer number or Adobe PDF from the **Name** drop down box. Choose any other desired options and click the **OK** button when finished. You will return to the Project Cost Report log view.



- If you would prefer to see the report before it is printed, click the **Print Preview** button on the left side of the screen.



- The report output will display as shown. If you are satisfied with the output, click the **Print** button on the top of the screen. You can choose to receive a printed output or choose to save the file as an Adobe PDF file. When completed, click the **Close** button.



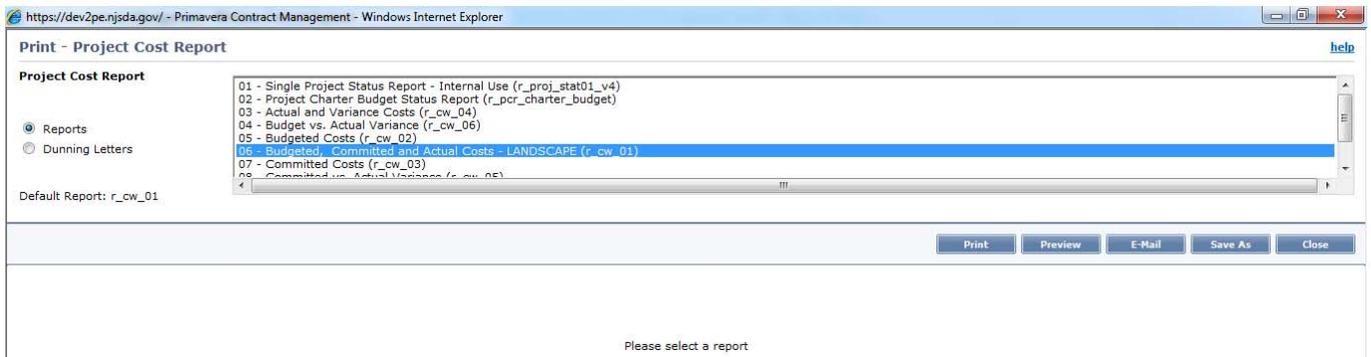
B. Advanced Reports

There are a variety of additional reports available.

1. From the Project Cost Report log view, choose **Advanced Print** from the drop down box. You can also click the **Print** link at the top right side of the page.



2. The **Print – Project Cost Report** dialog window displays.



3. Choose the desired report from the report window, then click one of the following buttons.



- Click **Print** to get a printed output.
- Click **Preview** to see your output displayed in the window.
- Click **E-Mail** to electronically send the output to another user.
- Click **Save As** to save the output to your local computer or other desired location.
- Click **Close** when finished to return to the Project Cost Report log view.