STATE OF NEW JERSEY
SCHOOLS DEVELOPMENT AUTHORITY

Section 16

Project Cost Report Module
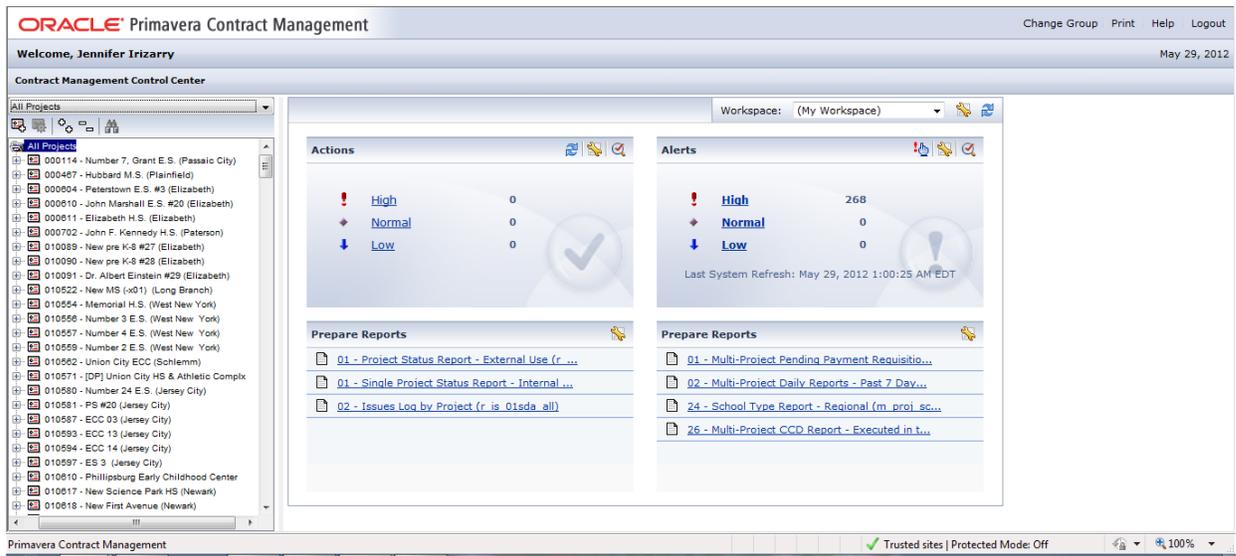
ORACLE® Primavera

Table of Contents

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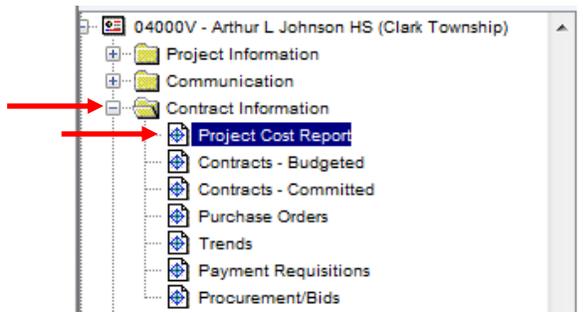
1. Once logged into Primavera, the **Contract Management Control Screen** displays (as shown).

2. Select your desired project.

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.

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

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.

2. 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).
   a) Go to Tools -> Internet Options -> Security -> Trusted Sites (Green Circle)
   b) Click **Sites** Button
   c) Uncheck require https: on the bottom of the Trusted Sites page
   d) Add http://pe.njsda.gov
   e) Close and re-open your browser.

3. If Microsoft Excel still does not open, contact the PE Helpdesk (pehelpdesk@njsda.gov) to assist in troubleshooting your Internet browser settings.

4. 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.

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
Budget Data	
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
Commitment Data	
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
Actuals Data	
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
Variance Data	
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
Percent of Total Data	
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

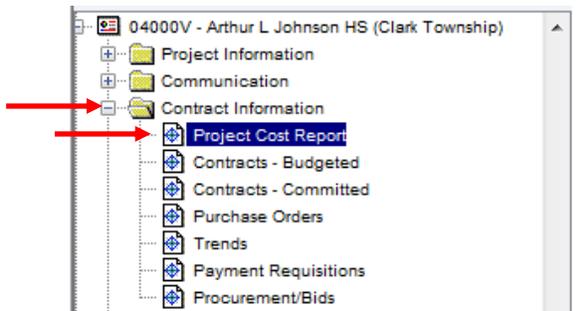There are a variety of reports available from this module.

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.
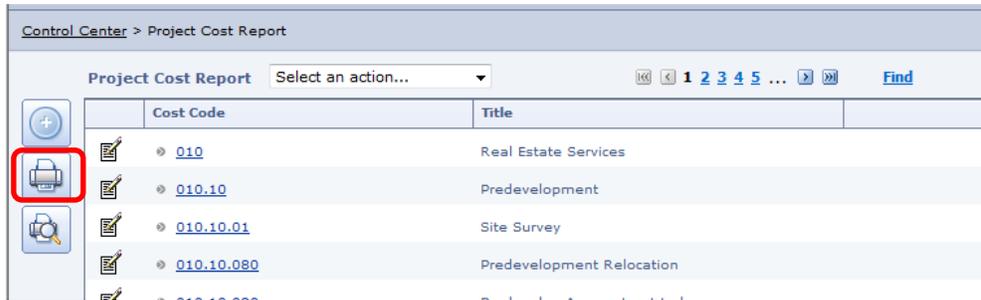

4. The **Project Cost Report** log view displays.

A. Budgeted, Committed and Actuals Report

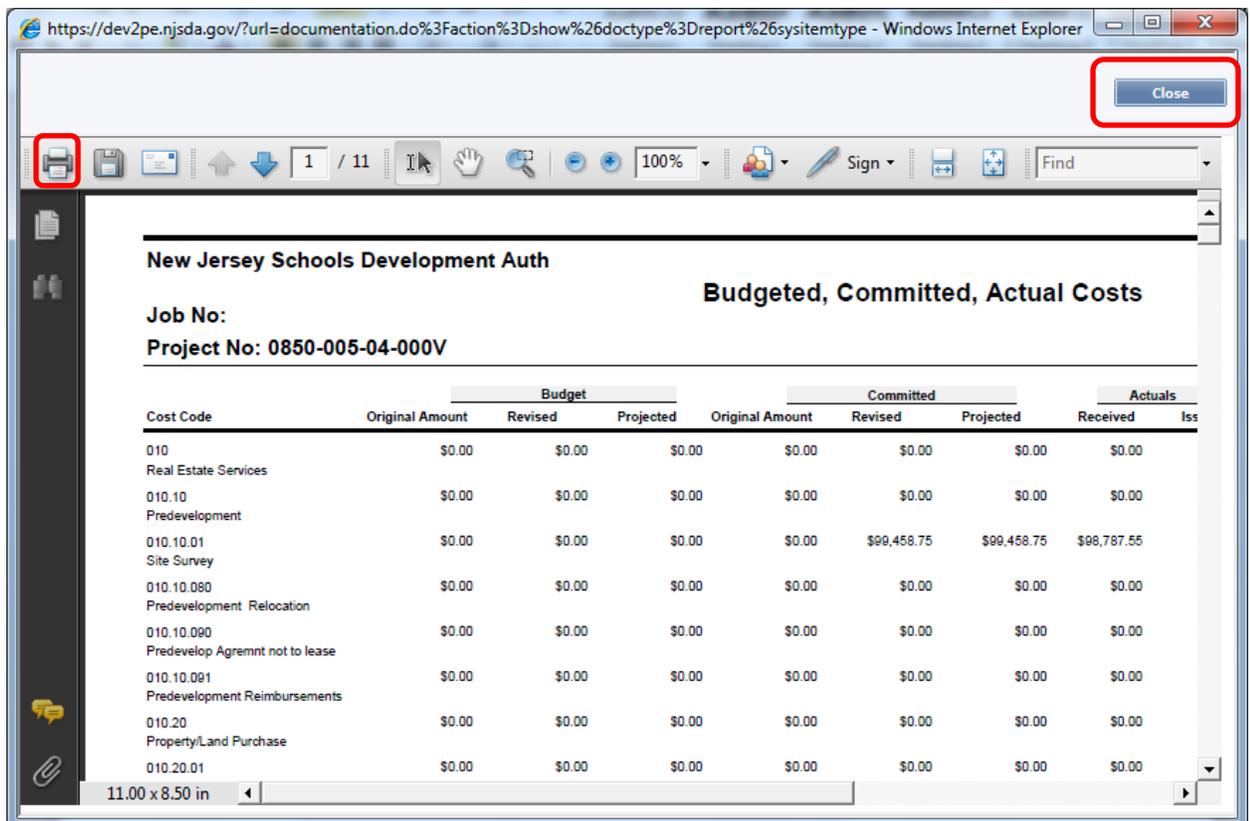1. To print the Project Cost Report, click the **Print Report** button on the left side of the screen.

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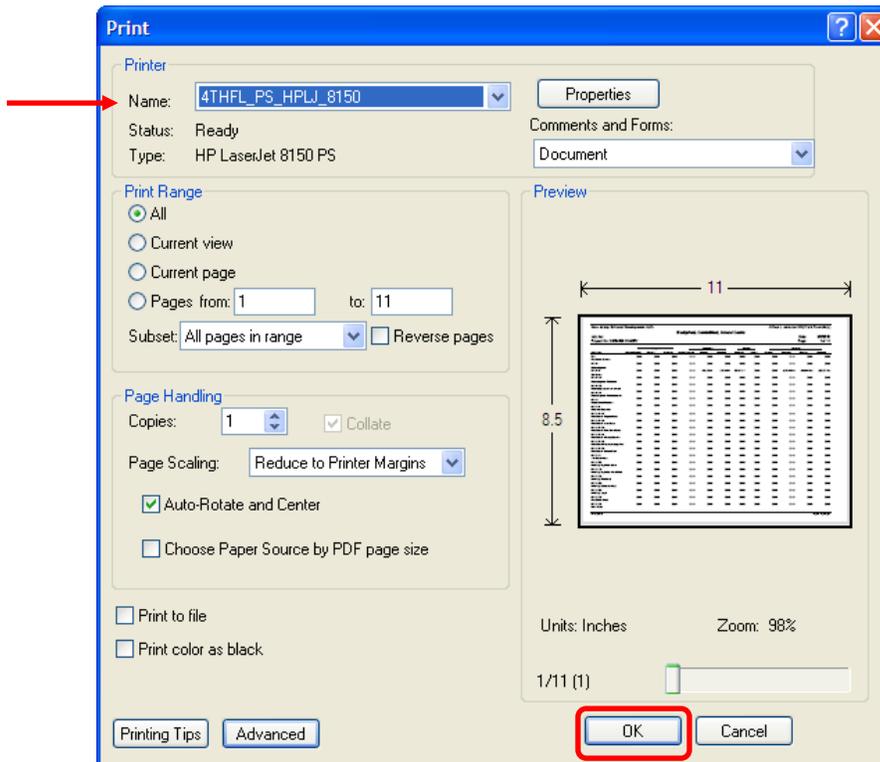
3. If you would prefer to see the report before it is printed, click the **Print Preview** button on the left side of the screen.

4. 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.
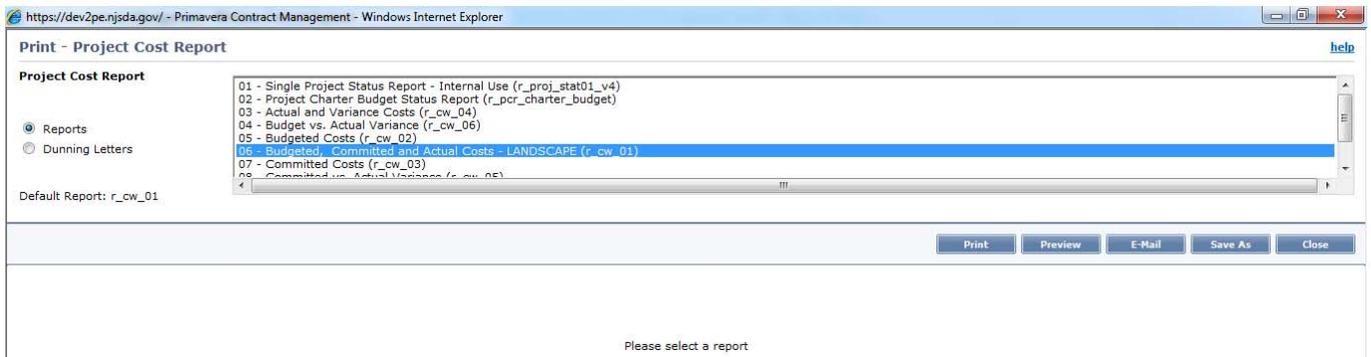
B. Advanced Reports

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.