## University of Toronto

# Capital Project Report

## When to Use

This report is used to produce the monthly Project Cost Summary Report. The report defaults to an Excel download that is used to populate the data in the Project Cost Summary template. The report can also be run on-line to view financial data for single or multiple Project #'s (internal orders).

## Steps:

1. Determine the Project number you are reporting on
2. Run the Capital Project Report
3. Save the Excel data file in the I:\Project management\reports folder under file name 'Data'
4. a) First time – open the 'Project Cost Summary' Excel template that can be found in the I:\Project management\reports

   b) On going – open last months Project Cost Summary report from your personal H:\ drive
5. Update Estimated to Complete figures and save document

## Detailed Procedures

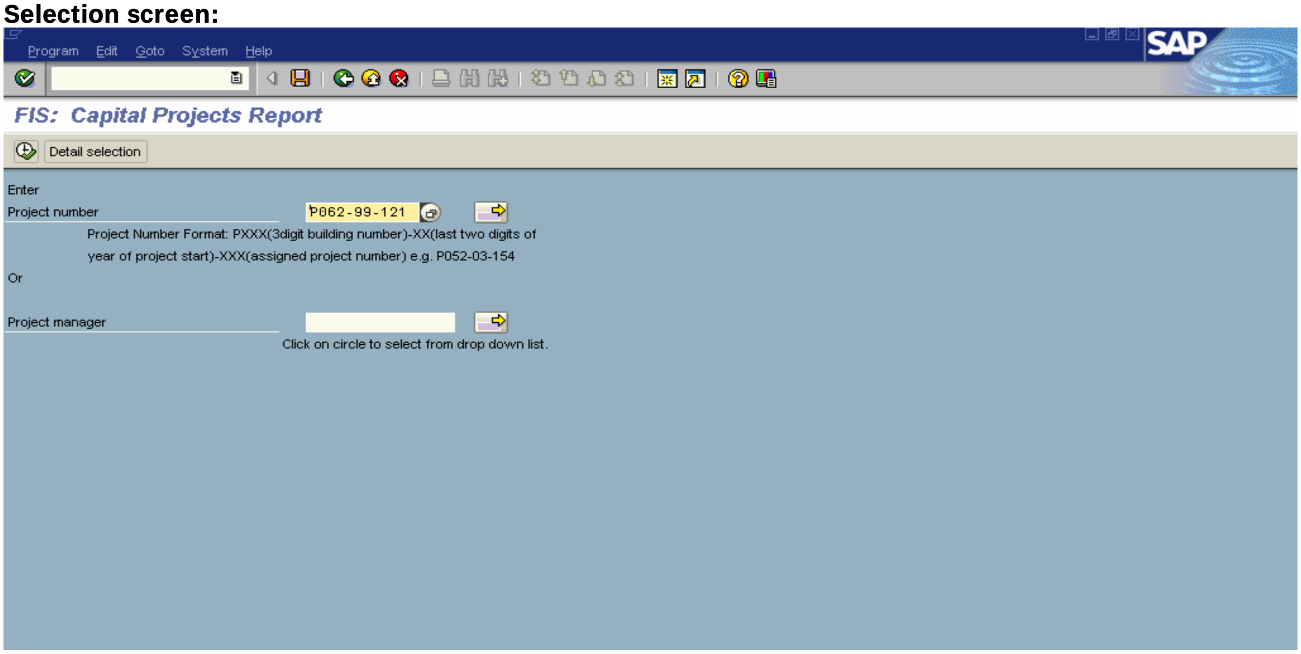
**Access the transaction using:**

| | |
|---|---|
| **Menu** | *Service Management >> Building Manager >> Financials >> Capital Projects Report* |
| **Transaction code** | ZFIR076 |

**NOTE: From the reporting tree you can click on the Capital Projects Report and drag it into your 'Favorites' folder at the top. This will avoid having to go through the menu tree each time.**

**<u>STEP 2 – Run the Capital Project Report</u>**

**Selection screen:**



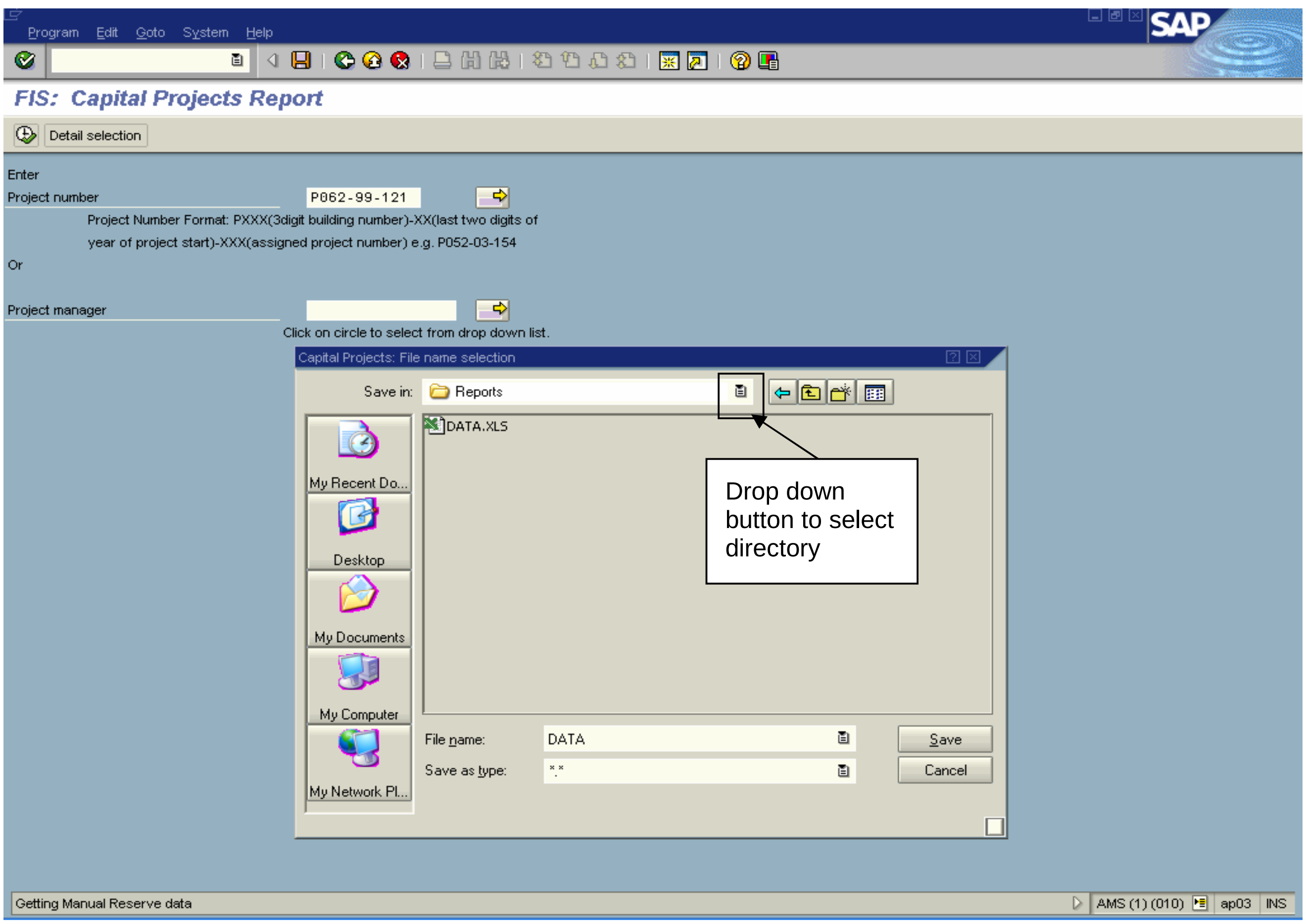
| Field Name | Required (R) / Optional (O) | Description of Field Content |
|---|---|---|
| Project Number<br><br>(internal order) | R | Enter the Project Number you would like to report on. The required format is PXXX-XX-XXX.<br><br>If you do not know the project number you can search using the match code button. To see a complete list of project numbers type in P* and the click on the match code button . To select a project number from the list double click on it. |

Click on  to run the report.

Note: The following defaults have been set:

1. Life-to-date view up to the last complete month
2. Direct download to Excel

**STEP 3 – Save Excel data file download**




The report data needs to be saved in the following directory with the File name ‘DATA’:

I:\Project Management\Reports

To select the proper directory click on the drop down button in the 'Save in' field. Once you have the right directory enter DATA as the file name.

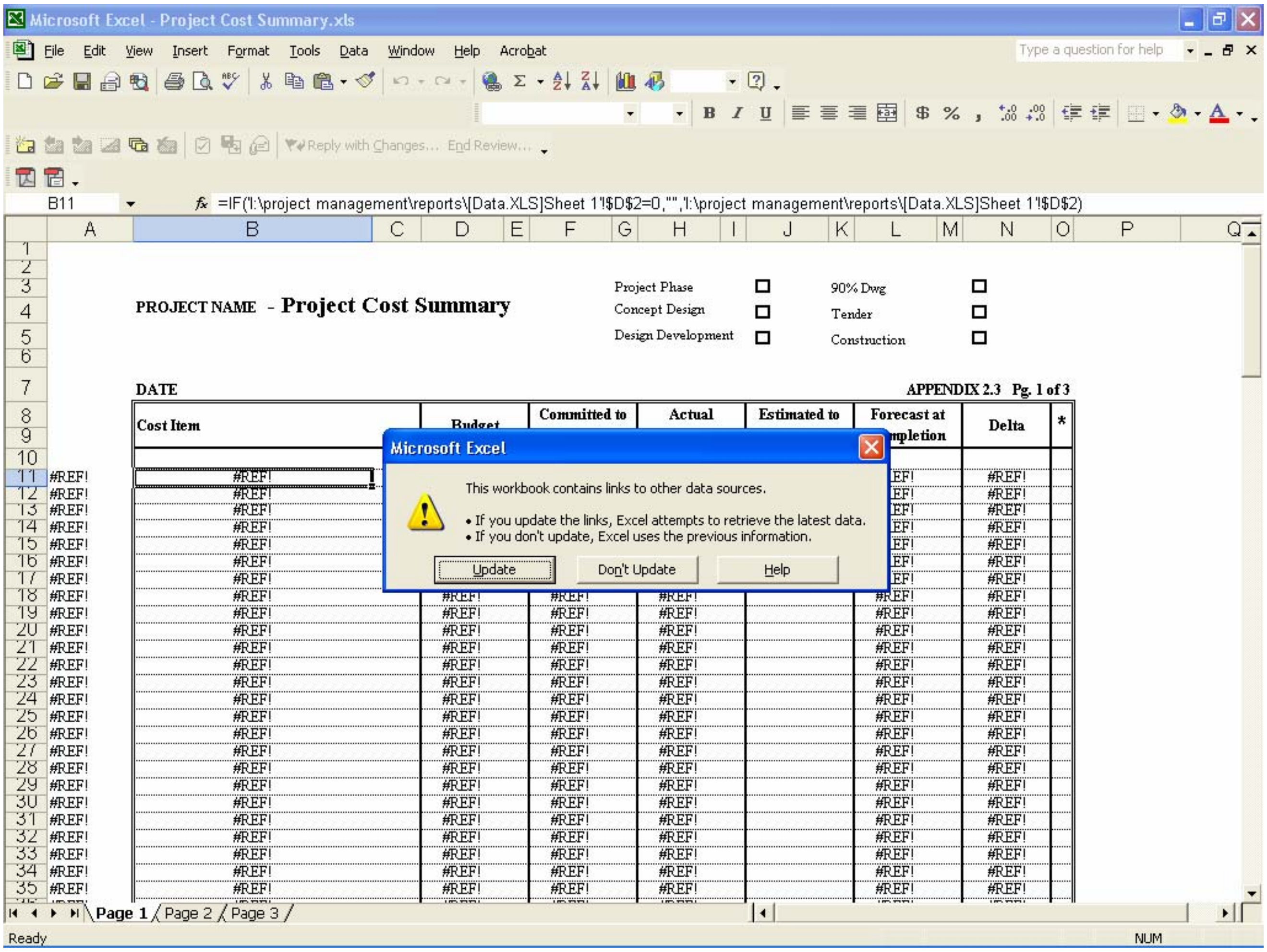
Click on .


## STEP 4 – Open Project Cost Summary Template or Prior Months Report

Go to the I:\Project management\reports and open the 'Project Cost Summary' file

or

Go to your personal H:\ drive and open last months Project Cost Summary report for the project you are reporting on.




Click on Update – this will take the downloaded data from the 'Data' file you saved in Step 3 and populate the Budget, Committed to date and Actual to date columns in the report.

Go to File >> Save As and save the file in the appropriate H:\ directory with a unique file name (ie; project number and month)

## STEP 5 – Update the Estimated to Complete Column

Click into the appropriate cells and update the Estimated to Complete Figures

NOTE: The Project Cost Summary file has three worksheets

Page 1-Project Cost Summary Report

Page 2-Contingency Detail

Page 3-Approval, Fund Sources and Cash flow Status

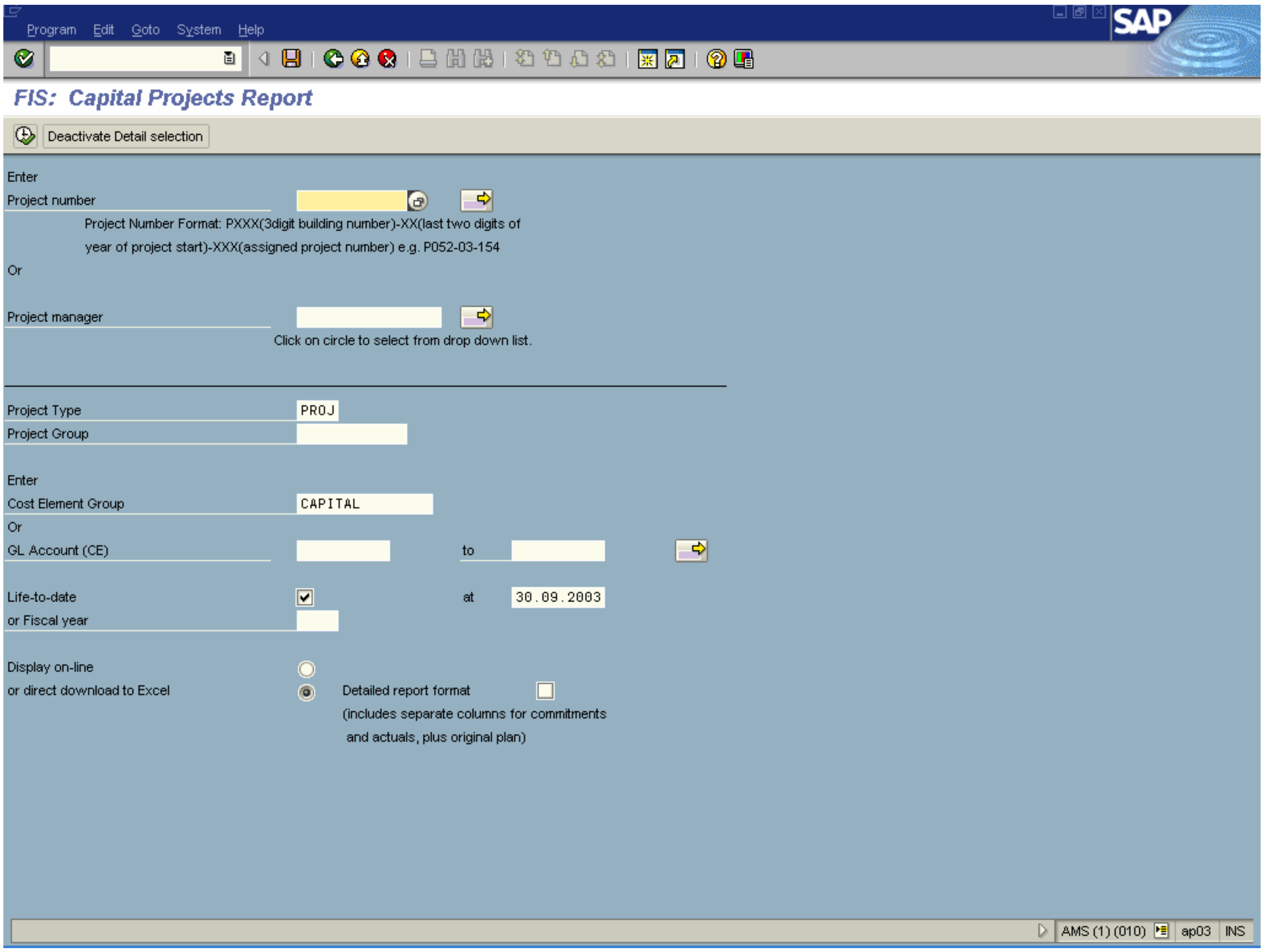
When all updates are complete click on the Save button .

**END OF PROCEDURE**

# Additional Report Functionality

## Detailed Selection Criteria

Click on Detail selection to view all the available selection criteria.

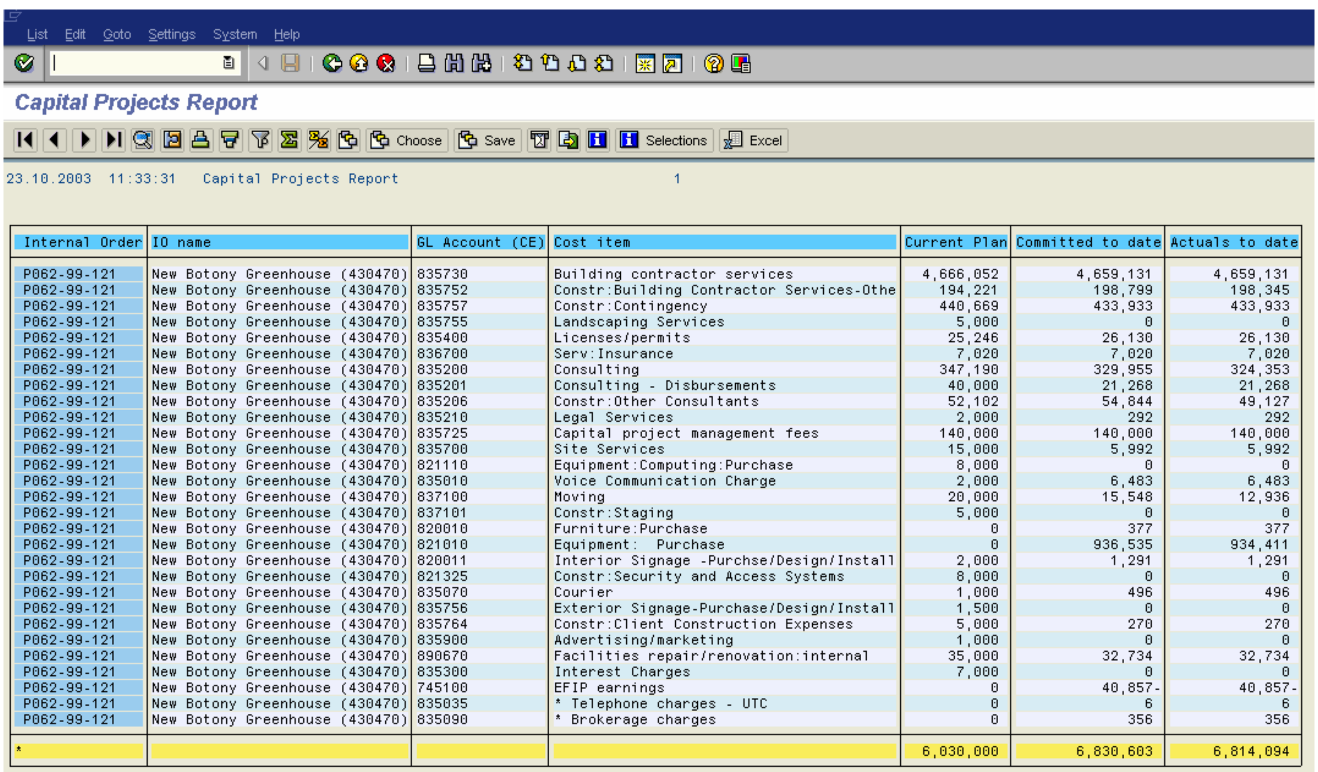



| Field Name | Description of Field Content |
|---|---|
| Project Manager | Enter the project manager's name to run the report for all the project number assigned to the project manager. Click on the match code button to select the project manager's name from a drop down list. **NOTE:** This is not recommended for producing the Project Cost Summary report, as the template will not work. |
| Project Type | Defaults to PROJ and should not be changed. All active capital projects have been converted to the type PROJ and all new projects will be set up using this type. |

| | |
|---|---|
| Project Group | Currently Capital Projects are not grouped. Project numbers (internal orders) can be grouped and reported on as a group. |
| Cost Element Group | Defaults to 'Capital' which includes the cost elements (G/L accounts) and Groups specified in the TPS and Project Cost Summary Report. **NOTE:** The report output will include any cost elements (G/L accounts) used outside of this group and mark them with an *. |
| G/L Account (CE) | This field is used in place of the Cost Element Group to report on an individual G/L account or on specific G/L accounts. You can enter either a Cost element Group of specific G/L(s) not both. To enter multiple G/L's click on the multiple selection button . |
| Life to date (recommended) | Click on the box to include all transactions from the start of the Project up to the date specified. Default is set to include life to date up to the end of the last completed month. |
| Fiscal Year | Enter a fiscal year to report on one fiscal year at a time. |
| Display on-line | Click on button to display the report on-line instead of going directly to an Excel download. |
| Direct download to Excel | This is the default setting. The report will run and automatically prompt you to save the output as an Excel file. |
| Detailed report format | The detailed report format will include the following additional columns: Original Plan, Commitments and Available Balance. ***It will allow you to drill down to the line items for Commitments as well as Actuals.*** |

## Report Output

### On-line View: Standard Output




| Internal Order | IO name | GL Account (CE) | Cost item | Current Plan | Committed to date | Actuals to date |
|---|---|---|---|---|---|---|
| P062-99-121 | New Botony Greenhouse (430470) | 835730 | Building contractor services | 4,666,052 | 4,659,131 | 4,659,131 |
| P062-99-121 | New Botony Greenhouse (430470) | 835752 | Constr:Building Contractor Services-Othe | 194,221 | 198,799 | 198,345 |
| P062-99-121 | New Botony Greenhouse (430470) | 835757 | Constr:Contingency | 440,669 | 433,933 | 433,933 |
| P062-99-121 | New Botony Greenhouse (430470) | 835755 | Landscaping Services | 5,000 | 0 | 0 |
| P062-99-121 | New Botony Greenhouse (430470) | 835400 | Licenses/permits | 25,246 | 26,130 | 26,130 |
| P062-99-121 | New Botony Greenhouse (430470) | 836700 | Serv:Insurance | 7,020 | 7,020 | 7,020 |
| P062-99-121 | New Botony Greenhouse (430470) | 835200 | Consulting | 347,190 | 329,955 | 324,353 |
| P062-99-121 | New Botony Greenhouse (430470) | 835201 | Consulting - Disbursements | 40,000 | 21,268 | 21,268 |
| P062-99-121 | New Botony Greenhouse (430470) | 835206 | Constr:Other Consultants | 52,102 | 54,844 | 49,127 |
| P062-99-121 | New Botony Greenhouse (430470) | 835210 | Legal Services | 2,000 | 292 | 292 |
| P062-99-121 | New Botony Greenhouse (430470) | 835725 | Capital project management fees | 140,000 | 140,000 | 140,000 |
| P062-99-121 | New Botony Greenhouse (430470) | 835700 | Site Services | 15,000 | 5,992 | 5,992 |
| P062-99-121 | New Botony Greenhouse (430470) | 821110 | Equipment:Computing:Purchase | 8,000 | 0 | 0 |
| P062-99-121 | New Botony Greenhouse (430470) | 835010 | Voice Communication Charge | 2,000 | 6,483 | 6,483 |
| P062-99-121 | New Botony Greenhouse (430470) | 837100 | Moving | 20,000 | 15,548 | 12,936 |
| P062-99-121 | New Botony Greenhouse (430470) | 837101 | Constr:Staging | 5,000 | 0 | 0 |
| P062-99-121 | New Botony Greenhouse (430470) | 820010 | Furniture:Purchase | 0 | 377 | 377 |
| P062-99-121 | New Botony Greenhouse (430470) | 821010 | Equipment: Purchase | 0 | 936,535 | 934,411 |
| P062-99-121 | New Botony Greenhouse (430470) | 820011 | Interior Signage -Purchse/Design/Install | 2,000 | 1,291 | 1,291 |
| P062-99-121 | New Botony Greenhouse (430470) | 821325 | Constr:Security and Access Systems | 8,000 | 0 | 0 |
| P062-99-121 | New Botony Greenhouse (430470) | 835070 | Courier | 1,000 | 496 | 496 |
| P062-99-121 | New Botony Greenhouse (430470) | 835756 | Exterior Signage-Purchase/Design/Install | 1,500 | 0 | 0 |
| P062-99-121 | New Botony Greenhouse (430470) | 835764 | Constr:Client Construction Expenses | 5,000 | 270 | 270 |
| P062-99-121 | New Botony Greenhouse (430470) | 835900 | Advertising/marketing | 1,000 | 0 | 0 |
| P062-99-121 | New Botony Greenhouse (430470) | 890670 | Facilities repair/renovation:internal | 35,000 | 32,734 | 32,734 |
| P062-99-121 | New Botony Greenhouse (430470) | 835300 | Interest Charges | 7,000 | 0 | 0 |
| P062-99-121 | New Botony Greenhouse (430470) | 745100 | EFIP earnings | 0 | 40,857- | 40,857- |
| P062-99-121 | New Botony Greenhouse (430470) | 835035 | * Telephone charges - UTC | 0 | 6 | 6 |
| P062-99-121 | New Botony Greenhouse (430470) | 835090 | * Brokerage charges | 0 | 356 | 356 |
| * | | | | 6,030,000 | 6,830,603 | 6,814,094 |

## On-line View: Detailed Report Format

List Edit Goto Settings System Help

**Capital Projects Report**

Choose Save Selections Excel

23.10.2003 11:42:59 Capital Projects Report 1

| Internal Order | IO name | Cost element group | GL Account | Cost item | Original Pla | Current Plan | Committed to da | Actuals to date | Commitmen | Available bala |
|---|---|---|---|---|---|---|---|---|---|---|
| P062-99-121 | New Botony Gree | CONSTRUCTION | 835730 | Building contractor services | 0 | 4,666,052 | 4,659,131 | 4,659,131 | 0 | 6,921 |
| P062-99-121 | New Botony Gree | CONSTRUCTION | 835752 | Constr:Building Contractor Ser | 0 | 194,221 | 198,799 | 198,345 | 454 | 4,578- |
| P062-99-121 | New Botony Gree | CONSTRUCTION | 835757 | Constr:Contingency | 0 | 440,669 | 433,933 | 433,933 | 0 | 6,736 |
| P062-99-121 | New Botony Gree | LANDSCAPING | 835755 | Landscaping Services | 0 | 5,000 | 0 | 0 | 0 | 5,000 |
| P062-99-121 | New Botony Gree | PERMITS, INSURANCE | 835400 | Licenses/permits | 0 | 25,246 | 26,130 | 26,130 | 0 | 884- |
| P062-99-121 | New Botony Gree | PERMITS, INSURANCE | 836700 | Serv:Insurance | 0 | 7,020 | 7,020 | 7,020 | 0 | 0 |
| P062-99-121 | New Botony Gree | PROFESSIONAL FEES | 835200 | Consulting | 0 | 347,190 | 329,955 | 324,353 | 5,602 | 17,235 |
| P062-99-121 | New Botony Gree | PROFESSIONAL FEES | 835201 | Consulting - Disbursements | 0 | 40,000 | 21,268 | 21,268 | 0 | 18,732 |
| P062-99-121 | New Botony Gree | PROFESSIONAL FEES | 835206 | Constr:Other Consultants | 0 | 52,102 | 54,844 | 49,127 | 5,717 | 2,742- |
| P062-99-121 | New Botony Gree | PROFESSIONAL FEES | 835210 | Legal Services | 0 | 2,000 | 292 | 292 | 0 | 1,708 |
| P062-99-121 | New Botony Gree | PROFESSIONAL FEES | 835725 | Capital project management fee | 0 | 140,000 | 140,000 | 140,000 | 0 | 0 |
| P062-99-121 | New Botony Gree | SERVICES TO SITE | 835700 | Site Services | 0 | 15,000 | 5,992 | 5,992 | 0 | 9,008 |
| P062-99-121 | New Botony Gree | COMPUTER WIRING AND | 821110 | Equipment:Computing:Purchase | 0 | 8,000 | 0 | 0 | 0 | 8,000 |
| P062-99-121 | New Botony Gree | COMPUTER WIRING AND | 835010 | Voice Communication Charge | 0 | 2,000 | 6,483 | 6,483 | 0 | 4,483- |
| P062-99-121 | New Botony Gree | MOVING AND STAGING | 837100 | Moving | 0 | 20,000 | 15,548 | 12,936 | 2,612 | 4,452 |
| P062-99-121 | New Botony Gree | MOVING AND STAGING | 837101 | Constr:Staging | 0 | 5,000 | 0 | 0 | 0 | 5,000 |
| P062-99-121 | New Botony Gree | FURNINSHINGS AND EQU | 820010 | Furniture:Purchase | 0 | 0 | 377 | 377 | 0 | 377- |
| P062-99-121 | New Botony Gree | FURNINSHINGS AND EQU | 821010 | Equipment:  Purchase | 0 | 0 | 936,535 | 934,411 | 2,124 | 936,535- |
| P062-99-121 | New Botony Gree | OTHER | 820011 | Interior Signage -Purchse/Desi | 0 | 2,000 | 1,291 | 1,291 | 0 | 709 |
| P062-99-121 | New Botony Gree | OTHER | 821325 | Constr:Security and Access Sys | 0 | 8,000 | 0 | 0 | 0 | 8,000 |
| P062-99-121 | New Botony Gree | OTHER | 835070 | Courier | 0 | 1,000 | 496 | 496 | 0 | 504 |
| P062-99-121 | New Botony Gree | OTHER | 835756 | Exterior Signage-Purchase/Desi | 0 | 1,500 | 0 | 0 | 0 | 1,500 |
| P062-99-121 | New Botony Gree | OTHER | 835764 | Constr:Client Construction Exp | 0 | 5,000 | 270 | 270 | 0 | 4,730 |
| P062-99-121 | New Botony Gree | OTHER | 835900 | Advertising/marketing | 0 | 1,000 | 0 | 0 | 0 | 1,000 |
| P062-99-121 | New Botony Gree | OTHER | 890670 | Facilities repair/renovation:i | 0 | 35,000 | 32,734 | 32,734 | 0 | 2,266 |
| P062-99-121 | New Botony Gree | FINANCE COSTS | 835300 | Interest Charges | 0 | 7,000 | 0 | 0 | 0 | 7,000 |
| P062-99-121 | New Botony Gree | REVENUES AND RECOVER | 745100 | EFIP earnings | 0 | 0 | 40,857- | 40,857- | 0 | 40,857 |
| P062-99-121 | New Botony Gree | | 835035 | * Telephone charges - UTC | 0 | 0 | 6 | 6 | 0 | 6- |
| P062-99-121 | New Botony Gree | | 835090 | * Brokerage charges | 0 | 0 | 356 | 356 | 0 | 356- |
| * | | | | | 0 | 6,030,000 | 6,830,603 | 6,814,094 | 16,509 | 800,603- |

The on-line view of the report does allow you to sort, sub-total, filter and download to excel. To drill down to the line items for actuals or commitments (on detailed view) double click on the amount in the column that you would like to see.

**End of procedure.**