

Quarterly Capital Projects Status Report System
LRC Capital Projects and Bond Oversight Committee (CPBOC)
INSTRUCTIONS FOR USE OF THE WEB-BASED APPLICATION

(Note: Only the status reporting portion of the system is currently available. In the future, other project data will be available for agencies to review on a read-only basis.)

Effective October 2005, the quarterly capital projects status reports required by KRS 45.793 are to be submitted to the Capital Projects and Bond Oversight Committee through the web-based application only. The electronic system does include the capability to print the data either directly from the screen or in formatted reports. However, **do not send hard copies of the data to the Committee.**

The following formats, etc. are used in the Quarterly Status Report System Instructions:

<Key>	Keyboard keys (e.g., <Tab> means press the tab key)
[Button]	Graphical buttons on the screen (e.g., [Cancel] represents the Cancel button on a screen form)
Underline	Options on the application menu (e.g., Previous represents the previous page option)
SMALL CAPS	Pages in the system (e.g., HOME means the home page).

ACCESSING THE SYSTEM

The Quarterly Status Report System may be accessed from the CPBOC web site <http://www.lrc.ky.gov/Statcomm/CPBOC/homepage.htm>. Under Information, select Quarterly Capital Projects Status Reports System.

NAVIGATING THE FORMS/PAGES

The banner/menu bar at the top of each page of the application has two sections.

1. Information on the **left** identifies where the user is currently working – the name of the form, the quarter, and the reporting agency (e.g., Finance and Administration Cabinet, or the postsecondary institution).
2. Navigation to major sections of the application can be done by selecting an item on the **right**.
 - Select Quarter -
 - Select Option – goes to the list of functions to which the user has authorization (e.g., View/Enter/Edit Project Data, View/Print Report, Validate Status, Submit Quarterly Report to CPBOC).
 - Return to QRS System Info – goes to the Quarterly Status Report System **HOME** page. The login section will allow the user to choose to [Return to Previous Page] or to [Log Off].
 - Logoff – terminates access to the data. It takes the user to the Quarterly Status Report System **HOME** page with the “Account Login” information displayed. From this point, the user may close the application by clicking the close box (x) in the upper right corner of the Internet browser – or login again.

HOME PAGE

The **HOME** page is comprised of two sections:

1. The Account Login section of the **HOME** Page is the location for users to log-in to the system to access the data for which they have authorization to review and or change.
2. System Information is provided on the **HOME** Page as follows:
 - An Overview of the quarterly status reporting requirements,
 - Announcements about the Quarterly Report System,
 - Links to related information (e.g., instructions, the CPBOC website),
 - Contacts for Questions, and
 - Application Requirements, including a PDF reader installation link.

Users should regularly check the Announcements on this page as they will be updated periodically.

LOGGING-IN TO THE SYSTEM

1. The user's e-mail address and the password assigned by CPBOC staff are required to login.
2. Upon entering these items, the user will be taken to the **SELECT QUARTER** page to choose a calendar quarter in which to update or review data on authorized capital construction projects.
3. Upon selecting the Quarter, the user will be taken to the **SELECT OPTION** page from which a function or report may be chosen.

LOGGING OFF OF THE SYSTEM

1. When the user wants to end a session in the system, the ***Logoff option in the upper right corner of the application page should be used.***
2. Selecting Logoff returns the **HOME PAGE** with the Account Login field displayed. Two options are available at this point.
 - To completely close out of the Quarterly Report System application, click the red close box (x) in the upper right corner of the Internet browser.
 - To return for further work in the application, the user will need to login again.

ENTERING / EDITING PROJECT STATUS INFORMATION

(Contents of the data entry are addressed in a separate document entitled "Instructions and Definitions - Quarterly Capital Projects Status Report")

1. On the **SELECT OPTION** page, click [Select] next to View/Edit Projects.
2. A list of projects currently in the system will be displayed. ONLY CPBOC staff may add, delete, or change projects from active to inactive.
 - To retrieve the status information for a specific project to review and edit, click on [Status] to the right of the Project Title.
 - To search for a particular project, enter the phrase, word, or group of letters from the Project Title in the space provided above the project list and click on [Search].
To return to the complete project listing after the search list has been displayed, press [Reset] next to the search box.

- To sort and display the project list based on any of the headings/categories that are shown, click on the heading that is to be the basis of the sort.
 - To view and/or print the information for a single project, select [View/Print] to the far right of the Project Tile.
3. Status information is comprised of selections from picklists, text, and numeric entries.
 - Picklists - Click on the down arrow to the right of the data entry field to access the available options. Use the up and down arrows to view all available options.
 - Text - Enter text as in a word processing application. Use the up and down arrows to view contents of the field.
 - Numbers - Do not enter dollar or percent symbols. Percentages will automatically round to the nearest whole number. Dollar amounts may be entered with or without commas. Commas and decimals (two digits) will automatically be displayed after selecting [Save Changes] and returning to the project.
 4. To move between fields on the form, use the <Tab> key, or the mouse.
 5. To save data that have been entered and return to the Project List, select [Save Changes] at the top or bottom of the page. Selecting [Cancel] will return to the Project List, without saving the data /changes entered since the last time [Save Changes] was invoked.

VIEWING/PRINTING REPORTS

1. Data for individual projects may be viewed and printed by choosing [View/Print] on the Project Title line on the **PROJECT LIST** page.
2. Data in the Quarterly Report Format and the Quarterly Report Supplement Format can be viewed and/or printed by choosing the desired report on the **SELECT OPTION** page.
3. Also available are reports that sort the data by Project Manager and by Biennium in which the project was authorized.
4. All reports are provided in PDF, which requires the Adobe Acrobat Reader. This software may be downloaded from the Quarterly Report System home page.
5. Always use the Back button on the web browser to close a report. Using the red close button (x) in the upper right corner will close the application and require the user to login again.

VALIDATING THE STATUS INFORMATION

1. On the **SELECT OPTION** page, click [Select] next to Validate Status.
2. On the **VALIDATE STATUS DATA** page, click [Validate] to display a report listing those projects for which the required data have not been provided or are not consistent. The project title is followed by a listing of the "errors" for that project. (See the attached listing of items that will be checked.)
3. After printing the Validation Report, if desired, ***use the back button on the web browser*** to return to the **VALIDATE STATUS DATA** page.
4. At this point, clicking on [Return to Select Option] will return to the **SELECT OPTION** page:
 - The date on which all data validate successfully will be reflected to the right of the Validate Status option, and the [Select] button for this option will be disabled.

If the user is an Agency Submitter, the [Select] button next to the Submit Quarterly Report to CPBOC option will be enabled.

5. ANY changes to the status data will remove the validation date and disable the submit option. The data must be successfully validated again in order to enable the [Submit] button.

SUBMITTING THE QUARTERLY REPORT TO CPBOC

1. On the **SELECT OPTION** page, click [Select] next to Submit Quarterly Report to CPBOC.
2. On the **SUBMIT QUARTERLY REPORT TO CPBOC** page, click [Return] to stop the submit process, or click the [Submit] button to do the following:
 - Set the data in the system for the current quarter to read only, and
 - Display a box to allow the user to enter a brief narrative (approximately 200 words) if desired.
3. Click the [Submit] button below the space for narrative to display the Transmittal Notification, including any narrative that has been entered. This Notification is to be printed, signed and sent to CPBOC at the address noted on the cover page. (Do not transmit the cover page.)
4. After printing the Transmittal Notification, use the back button on the web browser to return to the **SUBMIT QUARTERLY REPORT TO CPBOC** page.
5. At this point, selecting [Return to Select Option] will take the user to the **SELECT OPTION** page.
The date on which the report was submitted will now be reflected to the right of the Submit Quarterly Report to CPBOC option, and the [Select] button for this option will be disabled.
6. Upon submission, the data for the quarter are set to read only. However, the data and reports may continue to be viewed and printed as desired.

THE VALIDATION FUNCTION

The validation function will check for the following on each project:

- Is a Project Status reported?
- If the Project Status is In Construction, has a Construction Percent Complete been reported?
- If the Project Status is In Construction, Complete/In Warranty, Complete/Closed Out, or Complete/Not Closed Out, is a Contract Completion Date reported?
- If the Project Status is Other, is an Explanation provided in the Status Comments field?
- If the Project Status is Complete/In Warranty, Complete/Closed Out, or Complete/Not Closed Out, is a Substantial Completion Date reported?
- If the Project Status is Complete/Not Closed Out, is a Balance in Project Account reported?
- If the Project Status is Complete/Not Closed Out, is the Explanation field completed?
- If the current date is later than the Scheduled Close Out Date, is the Project Status reported as Complete/Not Closed Out?
- If the Project Status is OTHER THAN Complete/In Warranty, Complete/Closed Out, or Complete/Not Closed Out and the current date is later than the Contract Completion date, is an explanation provided in the Status Comments field?