eTIP User Training
Generating, Reading, and Understanding
Financial Constraint Reports

April 2017
Report Filters

• Standard filtering for most reports
  – TIP Action: Include amendments? Include pending changes?
  – Limit to a certain: Project Type, Lead Agency, and/or County
  – Option to show all funds
Report Features

• Drill-down to additional information by clicking on row label (including subtotals and grand totals)
  – Varies by report: Lead Agencies or Fund Sources
  – List of projects that are contributing to the information you’re viewing

• Open project records by clicking on TIP ID (Hint: right-click to “open in a new tab” so you don’t have to re-run the report)

• Export to Excel
Financial Constraint Reports

- Two Versions:
  - Agency Financial Constraints (certain FTA funds, STP-L)
  - (Regional) Financial Constraints (all others)
- Standard TIP Action and Status selections
- Standard filters
- Options: Show Balance Detail, Show All Funds
- Recommended Option: Show Balance Detail
- Drill-downs
- Export to Excel
Financial Constraint Reports
Agency Revenue and Balance Detail

• Fields: Prior (programmed), Revenue Carried Over, Revenue, Programmed, Balance
• Duplicate fund lines with (AC) show how much additional is programmed in Advance Construction
• Drill-Downs
  – Click on agency name in each source group to view list of agency’s projects with that source
  – Click on fund source subtotal link for a list of all projects with that source
  – List includes indication of ACC
  – From project list, click ID to open project
# Financial Constraint Reports

## Agency Revenue and Balance Detail

### $ Agency Financial Constraints

<table>
<thead>
<tr>
<th>PROGRAM DESCRIPTION</th>
<th>PRIOR CARRY-OVER</th>
<th>REV 2017</th>
<th>REV 2017</th>
<th>TOTAL REV 2017</th>
<th>TOTAL PROG 2017</th>
<th>BAL 2017</th>
<th>BAL FROM 2017</th>
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</thead>
<tbody>
<tr>
<td><strong>FTA 5307 Urban Formula</strong></td>
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<td><strong>STP - Locally Prgmd</strong></td>
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<tr>
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<td>$13,437,147</td>
<td>$9,868,205</td>
<td>$23,305,352</td>
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<td>$18,050,909</td>
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</tbody>
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Chicago Metropolitan Agency for Planning
# Financial Constraint Reports

## Agency Revenue and Balance Detail

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<td><strong>STP - Locally Prgmd (AC) SUBTOTAL</strong></td>
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</tr>
</tbody>
</table>

CONTACT CMAP

Chicago Metropolitan Agency for Planning
Financial Constraint Reports
(Regional) Revenue and Balance Detail

- Fields: Same as Agency Report
- Amounts are for the entire region.
  - Revenues are sum of individual agencies’ amounts
  - Programmed captures all projects from all agencies
- Drill-downs
  - Click on fund source to view list of projects with that source
  - List includes indication of ACC
  - From project list, click ID to open project
Financial Constraint (Region)

- **Carryover + Allotment**
- Funds in AC shown separately – not constrained
- Balance “rolls forward” to next FFY
- Click fund source to drill-down to a list of projects
- Reset each FFY using admin forms
Financial Constraint Reports
Show All Funds

• Fields: Same as others
• Amounts are for the entire region or selected agencies
• Includes sources that are not constrained: state, local, other
• Drill-downs
  – Click on fund source to view list of projects with that source
  – List includes indication of ACC
  – From project list, click ID to open project
GETTING HELP
Q&A
Additional Training

- Mini-Session Recordings
  - Understanding Program, Project, and Amendment Versions and Status | Monday, April 10 at 9:00 am
  - Using the eTIP Public Website | Monday, April 10 at 10:30 am
  - Mapping Projects and Attaching Documents | Monday, April 10 at 1:30 pm
  - Generating, Reading, and Understanding Financial Constraint Reports | Thursday, April 13 at 9:00 am
  - Understanding Obligation Information (for non-transit users) | Thursday, April 13 at 11:00 am
  - Completing the TIP Programming Form | Friday, April 14 at 9:00 am
- Review Agency Training | TBD in Springfield
Getting Help - CMAP

• CMAP Staff
  Kama Dobbs | 312-386-8710 | kdobbs@cmap.illinois.gov
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  Russell Pietrowiak | 312-386-8798 | rpietrowiak@cmap.illinois.gov
  Barbara Zubek | 312-386-8836 | bzubek@cmap.illinois.gov

• CMAP website: TIP Programmer Resources
  http://www.cmap.illinois.gov/programs-and-resources/tip/tip-programmer-resources