



Telford & Wrekin  
COUNCIL



# ContrOCC Reporting User Guide

# ContrOCC Reports

## Course Aims

The purpose of this training is to enable staff to access ContrOCC use the inbuilt reports

## Objectives

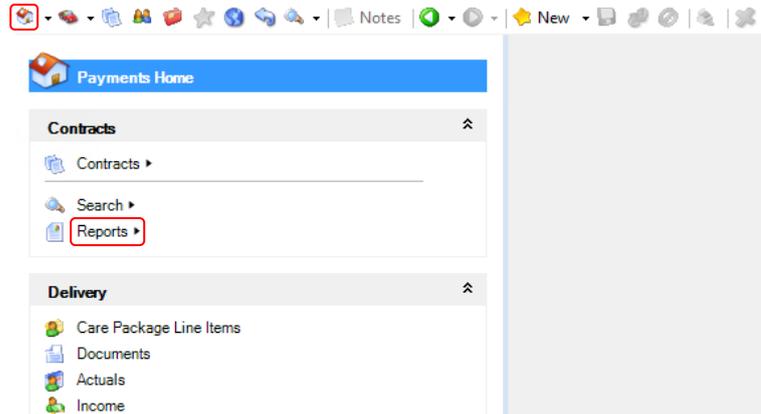
Upon completion of the training, the delegate will, with the aid of any course handouts, desk aids or manuals, be able to...

- Access the system in accordance with organisational security requirements
- Search and run inbuilt system reports

# Reports

On the following page there is a list of reports that you are able to pull from within ContrOCC. To pull a Report:

1. Go to Payments Home and click on 'Reports'



2. Select the Report you wish to generate from the list  
**Note:** you can filter the list to quickly find the report you are looking for



3. Select the Report you wish to generate from the list  
**Note:** you can filter the list to quickly find the report you are looking for

4. Use the filters available on the selected report and click 'Generate'

A screenshot of the 'Pending Scheduled Payments' report generation form. The form has a title 'Pending Scheduled Payments' and a subtitle 'Report'. It contains several input fields for filtering the report: 'Organisation', 'Contract Type' (with a dropdown menu showing '[All]'), 'Status' (with a dropdown menu showing '[All]'), 'Budget' (with a dropdown menu showing '[All]'), 'Cost Centre' (with a dropdown menu showing '[All]'), 'Subjective' (with a dropdown menu showing '[All]'), 'Sub Detail' (with a dropdown menu showing '[All]'), 'Date From', and 'Date To'. There are also checkboxes for 'Summary' and a '<< Hide Parameters' button. At the bottom, there are three buttons: 'Generate' (highlighted with a red box), 'Save Data', and 'Reset'.

Report	Description
Invoices Exceptions	<p>Report with exceptions associated with invoices (e.g. an invoice total amount is higher than a specific value or is negative).</p> <p>A list, stating which exceptions are enabled/disabled, is at the end of the report.</p>
Payments Exceptions	<p>Report with exceptions associated with payments (e.g. a payment item is a manual adjustment, an item is paid in a period different from the period it is for).</p> <p>A list, stating which exceptions are enabled/disabled, is at the end of the report.</p>
Pending Payments Exceptions	Report with exceptions associated with pending payments.
Pending Scheduled Payments	Report with unfinalised scheduled payments
Provider Payment	<p>Report with a list of payment items and their statuses, separated by client and related to a specific contract, for a particular period.</p> <p>Payment ID – An ID for all payments made, related to a contract, for a particular period. The Payment ID is in the table of payment items in the middle of the Finalised Batches tab.</p>
Provider Payments In Batch	Report with a list of payments, related to a specific contract, recorded in a particular batch file.
Remittance Advice Direct Payments	Report showing, for each client, the total direct payment made within a specific period.
Remittance Advice Provider Payments	Report with a list of paid items, separated by client and related to a specific contract, for a particular period.
Remittance Advice Provider Payments In Batch	Report with a list of payments, related to a specific contract, recorded in a particular batch file.

Scheduled Payments Exceptions	Report with exceptions associated with scheduled payments.
Commissioned Vs Actuals	This report compares the Commissioned (Care Package Line Item) quantity to the Actual quantity. Differences are shown in terms of quantity and cost. The report can be limited by date range, Service Group Class, Organisation and Client and be restricted to show only differences. It is also possible to display weeks where no actual has been recorded.
Commissioned Vs Actuals With Timetabled Detail	This is the same as the Commissioned Vs Actuals report except that it lists visits individually in cases where the Service being supplied is both timetabled and hourly. For these, the date of each visit is given in addition to the commissioned times and the actual times of the visit. Daily timetabled Services continue to be displayed as before.  Where visits are made which are in addition to the commissioned timetable, these will also be shown.
Cost Centre Commitment Breakdown Cost And Income	This report shows, for a given financial year, a breakdown of the remaining commitment for either a selected Cost Centre or all Cost Centres.
Clients With No Financial Reference By Provider	This report shows clients who have no charging/billing finance reference number and are currently in receipt of services from the specified provider.
Accounts Items By Client With Balance	<i>This report is only available if enabled for your Local Authority.</i>  This report produces a detailed summary of accounts for selected accounts runs.
Accounts Summary By Accounts Run	This report shows a summary of accounts
Clients Pending Financial Assessment	This report shows clients pending financial assessments of a particular type

Clients Pending Review	This report shows a list of clients for who reviews are pending
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