Financial Management for Capitalized Projects

FINANCIAL MANAGEMENT FOR CAPITALIZED PROJECTS

DOCUMENT SUMMARY

This job guide provides step-by-step instruction for accessing and viewing project financial information for capitalized projects.

The purpose of this document is to serve as guided reference and/or new hire training on the functionality of project financials for capitalized projects available to applicable users in Facilities Connect.

VERSION INFORMATION (THIS DOCUMENT)

Version	**1.3**	Release Date	**03/04/2022**
Owner	**NU Facilities**		
Version Notes	**This is the updated version of the document; content within represents delivered system functionality as of 03/04/2022.**		

REVISION HISTORY

	Version	Release Date	Action	Owner
Most Recent →	1.3	09/18/2024	Updated	NU Facilities
	1.2	03/04/2022	Updated	NU Facilities
	1.1	04/08/2021	Updated	NU Facilities
	1.0	02/21/2019	Created	NU Facilities
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▼ GETTING STARTED

❖ To begin, access the **Facilities Connect Home Screen**

❖ In order to review **Project Financials** as outlined in this job guide, the project **must**:

   a) Be an existing project, already created in Facilities Connect.

   b) Have its Project Category selected as **Capitalized** and include a capital Chartstring.

▶ **PROCESS**

▶ **IMPORTANT**

Northwestern | FACILITIES CONNECT

Home

My Bookmarks

Reminders - Projects

▼ Notices
  0 - Action Items
  45 - Notifications

▼ Tasks
  411 - Overdue Tasks
  2 - Tasks Due This Week
  1 - Tasks Over Budget

Reminders - Manage Space Requests

▼ Requests
  6 - My Active Requests

Related Links - Projects

▼ Programs and Funding Sources
  View Programs

▼ Projects
  Create a Capital Project
  My Capital Projects
  All Capital Projects

Project Checklists In Revision

Created By	Project Name	Status	Checklist Type	Comment	Created Date/Time
No data to display.					

⊞ My Projects - Phase 0.0 Initial Request
⊞ My Projects - Phase 1.0 Feasibility
⊞ My Projects - Phase 2.0 Design
⊞ My Projects - Phase 3.0 Construction Procurement
⊞ My Projects - Phase 4.0 Construction

Project Name	Project Status	Plan Complete	Project Manager	Primary Location
Catalysis 1&2 Swearer ...	Active	07/31/2022	Wright,Teri	
Mudd Hall first floor la...	Active		Wright,Teri	
Pancoe Cold Room Re...	Active	01/31/2022	Wright,Teri	
Pancoe Floor Drain Re...	Active	12/31/2021	Wright,Teri	
Tech AB Ground NUAN...	Active	06/01/2020	Wright,Teri	
Tech E210 Lopez Lab ...	Active	10/29/2021	Wright,Teri	
Tech E259 McCue Lab ...	Active	11/01/2021	Wright,Teri	

Items per page: 50   1 - 7 of 7 items   1 of 1 pages

Project Reports

All Progress Reports
Current Budget Balance (Summary by PM) Re
Current Budget Balance (Detail) Report – All
Project Area Summary
Project Financial Summary
Project Schedule Summary
Project Contact List
Scheduled Task Compliance
Vendor Characteristics Query
Workload by Primary Project Manager

Space Information

▶ My Responsible Spaces
▼ Northwestern Spaces
  Area by Space Class Parent
  Assignee Space Report
  Building Data
  Building Occupant Contact List
  Building Occupant Location Contact List
  Building Occupant List
  Department Base Data Report
  Department Base Data v2
  Office Area Capacity
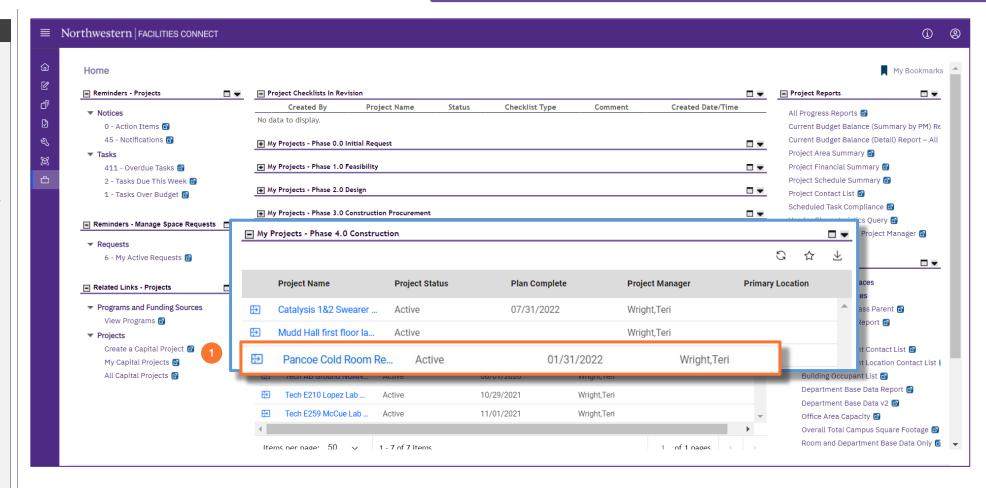 Overall Total Campus Square Footage
  Room and Department Base Data Only

▼ PROCESS

Locate your desired project, contained within the **'My Projects' Phase** portlets (center of **Facilities Connect Home Screen**),

1) Click on the **Project Name** to open project details.

   *<<Upon clicking, the **Capital Project Record** will open as a new window displaying project details>>*
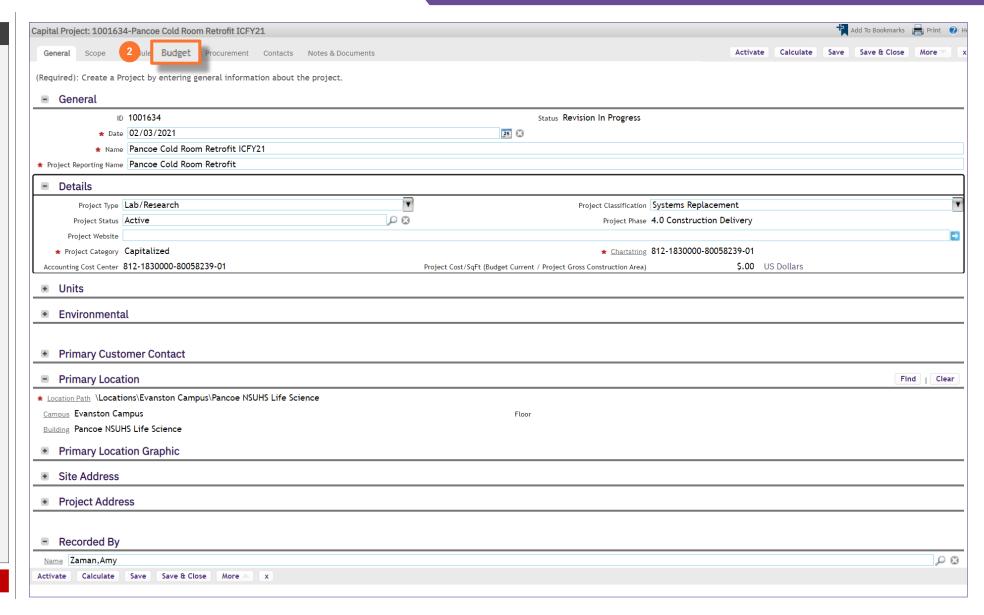
▶ **IMPORTANT**

Northwestern | FACILITIES CONNECT

Home

My Bookmarks

Reminders - Projects		
▼ Notices		
0 - Action Items		
45 - Notifications		
▼ Tasks		
411 - Overdue Tasks		
2 - Tasks Due This Week		
1 - Tasks Over Budget		

Reminders - Manage Space Requests		
▼ Requests		
6 - My Active Requests		

Related Links - Projects
▼ Programs and Funding Sources
View Programs
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Create a Capital Project
My Capital Projects
All Capital Projects

Project Checklists In Revision

Created By	Project Name	Status	Checklist Type	Comment	Created Date/Time
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⊞ My Projects - Phase 1.0 Feasibility

⊞ My Projects - Phase 2.0 Design

⊞ My Projects - Phase 3.0 Construction Procurement

⊟ My Projects - Phase 4.0 Construction

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	Catalysis 1&2 Swearer ...	Active	07/31/2022	Wright,Teri	
	Mudd Hall first floor la...	Active		Wright,Teri	
1	**Pancoe Cold Room Re...**	**Active**	**01/31/2022**	**Wright,Teri**	
	Tech AB Ground NUAN...	Active	06/01/2020	Wright,Teri	
	Tech E210 Lopez Lab ...	Active	10/29/2021	Wright,Teri	
	Tech E259 McCue Lab ...	Active	11/01/2021	Wright,Teri	

Items per page: 50   1 - 7 of 7 items   1 of 1 pages

Project Reports

All Progress Reports
Current Budget Balance (Summary by PM) Re
Current Budget Balance (Detail) Report – All
Project Area Summary
Project Financial Summary
Project Schedule Summary
Project Contact List
Scheduled Task Compliance
Vendor Characteristics Query
Project Manager

...aces
...es
...ass Parent
...Report
...nt Contact List
...nt Location Contact List
Building Occupant List
Department Base Data Report
Department Base Data v2
Office Area Capacity
Overall Total Campus Square Footage
Room and Department Base Data Only

NOW VIEWING   CAPITAL PROJECT RECORD

PROCESS

2) To access and view project financial information, click on the **Budget** tab at the top of the Record.

*<<Upon clicking, **Budget** details will open in the same window>>*

IMPORTANT

Capital Project: 1001634-Pancoe Cold Room Retrofit ICFY21

Add To Bookmarks   Print   He

General   Scope   **②** ule   **Budget**   Procurement   Contacts   Notes & Documents

Activate   Calculate   Save   Save & Close   More   x

(Required): Create a Project by entering general information about the project.

General

ID	1001634	Status	Revision In Progress

★ Date   02/03/2021

★ Name   Pancoe Cold Room Retrofit ICFY21

★ Project Reporting Name   Pancoe Cold Room Retrofit

Details

Project Type   Lab/Research   Project Classification   Systems Replacement

Project Status   Active   Project Phase   4.0 Construction Delivery

Project Website

★ Project Category   Capitalized   ★ Chartstring   812-1830000-80058239-01

Accounting Cost Center   812-1830000-80058239-01   Project Cost/SqFt (Budget Current / Project Gross Construction Area) $.00   US Dollars

Units

Environmental

Primary Customer Contact

Primary Location   Find | Clear

★ Location Path   \Locations\Evanston Campus\Pancoe NSUHS Life Science

Campus   Evanston Campus   Floor

Building   Pancoe NSUHS Life Science

Primary Location Graphic

Site Address

Project Address

Recorded By

Name   Zaman,Amy
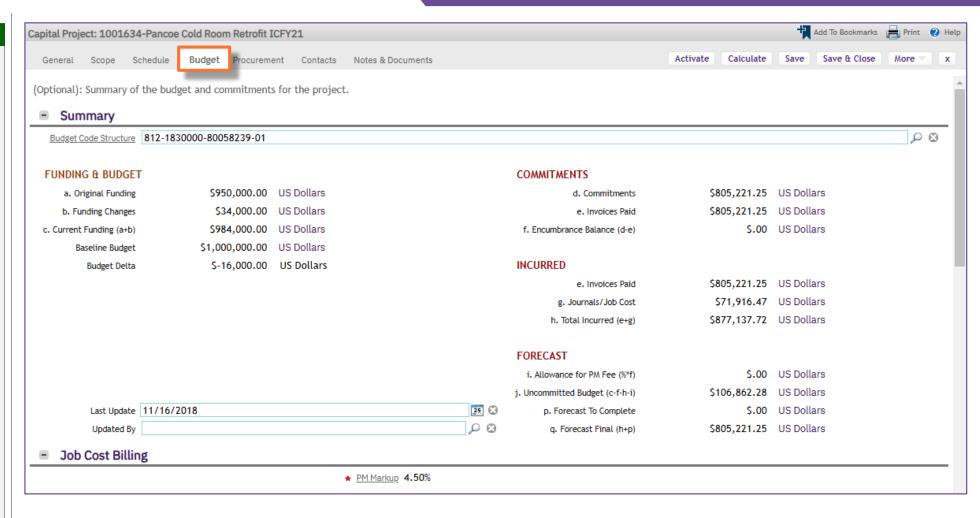
Activate   Calculate   Save   Save & Close   More   x

PROJECT INFORMATION

On the **Budget** tab, you are able to view detailed project financial information, organized across several sections of the **Capital Project Record.**

For **Capitalized** projects, financial information displayed in Facilities Connect is automatically received and refreshed via daily updates from **NU Financials (system of record).**
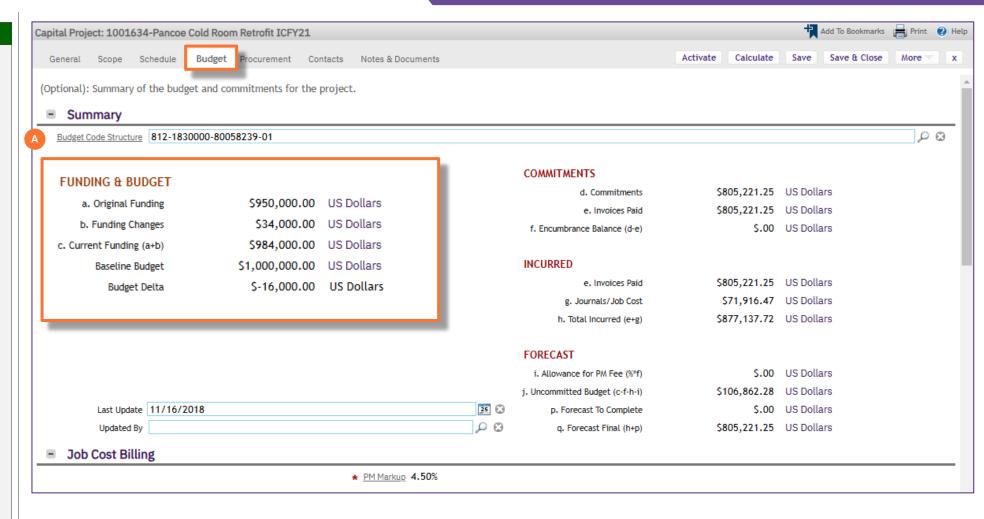
▶ **IMPORTANT**

Capital Project: 1001634-Pancoe Cold Room Retrofit ICFY21

🔖 Add To Bookmarks   🖨 Print   ❓ Help

General   Scope   Schedule   **Budget**   Procurement   Contacts   Notes & Documents

Activate   Calculate   Save   Save & Close   More ▾   x

(Optional): Summary of the budget and commitments for the project.

⊟ Summary

Budget Code Structure   812-1830000-80058239-01   🔍 ⊗

FUNDING & BUDGET

a. Original Funding	$950,000.00	US Dollars
b. Funding Changes	$34,000.00	US Dollars
c. Current Funding (a+b)	$984,000.00	US Dollars
Baseline Budget	$1,000,000.00	US Dollars
Budget Delta	$-16,000.00	US Dollars

COMMITMENTS

d. Commitments	$805,221.25	US Dollars
e. Invoices Paid	$805,221.25	US Dollars
f. Encumbrance Balance (d-e)	$.00	US Dollars

INCURRED

e. Invoices Paid	$805,221.25	US Dollars
g. Journals/Job Cost	$71,916.47	US Dollars
h. Total Incurred (e+g)	$877,137.72	US Dollars

FORECAST

i. Allowance for PM Fee (%*f)	$.00	US Dollars
j. Uncommitted Budget (c-f-h-i)	$106,862.28	US Dollars
p. Forecast To Complete	$.00	US Dollars
q. Forecast Final (h+p)	$805,221.25	US Dollars

Last Update   11/16/2018   📅 ⊗
Updated By   🔍 ⊗

⊟ Job Cost Billing

★ PM Markup **4.50%**

▼ PROJECT INFORMATION

The **Summary** section provides a high-level project financial snapshot, including:

A. **Budget** grouping

- **Original Budget** is the original budgeted amount for the project, established during the creation of the project's capital Chartstring.

- **Funding Changes** represents the net change to project budget (i.e. sum of budget increases and decreases) following the creation of the original project budget.

- **Current Funding** (a+b) is the project's current budget; it represents the sum of the Original Budget and Budget Changes line items.

- **Baseline Budget** represents the amount project leadership thinks the project is going to be, so that performance can be based on that actual thought rather than the initial amount that was funded.

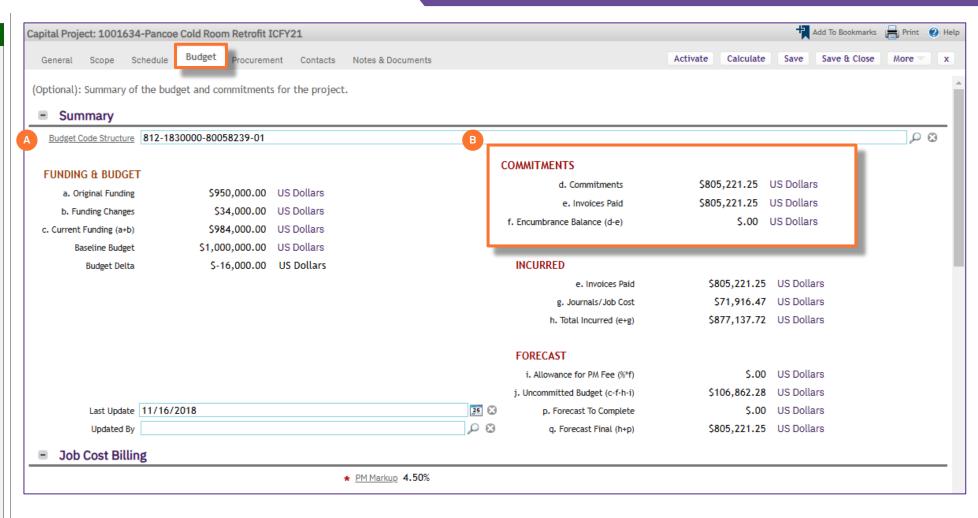- **Baseline Delta (c-Baseline Budget)** represents the delta of the Current Funding and Baseline Budget.

▶ **IMPORTANT**

Capital Project: 1001634-Pancoe Cold Room Retrofit ICFY21

Add To Bookmarks   Print   Help

General   Scope   Schedule   **Budget**   Procurement   Contacts   Notes & Documents

Activate   Calculate   Save   Save & Close   More   x

(Optional): Summary of the budget and commitments for the project.

− Summary

A Budget Code Structure   812-1830000-80058239-01

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Last Update   11/16/2018

Updated By

− Job Cost Billing

★ PM Markup   4.50%

▼ **PROJECT INFORMATION**

The **Summary** section provides a high-level project financial snapshot, including:

B. Commitments grouping

- **Commitments** represents the sum of all vendor purchase orders that have been created for the project

- **Invoices Paid** represents the sum of all vendor invoice payments that have been released for the project

- **Encumbrance Balance (d-e)** is the current balance of encumbrances (i.e. Commitments less Invoice Payments) for the project
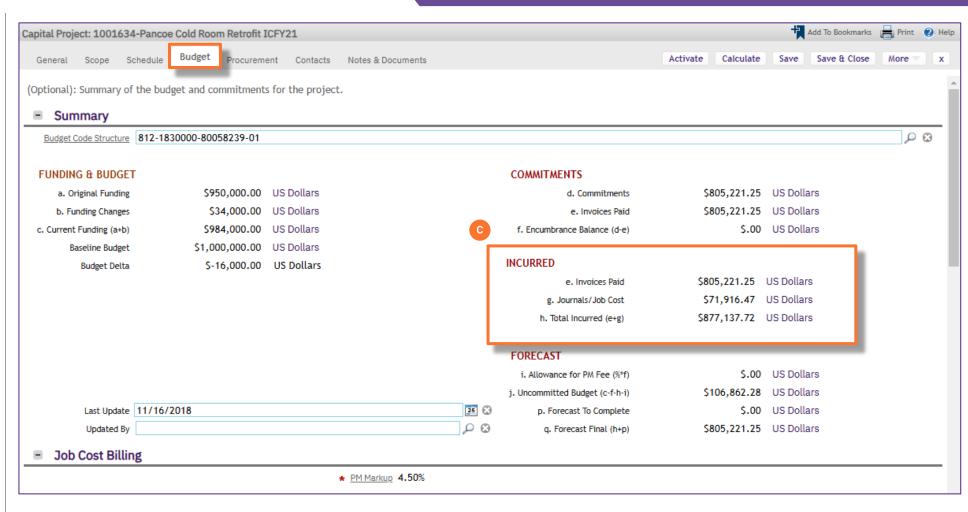
▶ **IMPORTANT**

Capital Project: 1001634-Pancoe Cold Room Retrofit ICFY21   Add To Bookmarks   Print   Help

General   Scope   Schedule   **Budget**   Procurement   Contacts   Notes & Documents   Activate   Calculate   Save   Save & Close   More   x

(Optional): Summary of the budget and commitments for the project.

— **Summary**

(A) Budget Code Structure   812-1830000-80058239-01

FUNDING & BUDGET

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Last Update   11/16/2018
Updated By

— **Job Cost Billing**

★ PM Markup **4.50%**

▼ PROJECT INFORMATION

The **Summary** section provides a high-level project financial snapshot, including:

C. **Incurred** grouping

- **Invoices Paid** represents the sum of all vendor invoice payments that have been released for the project.

- **Journal/Job Cost** represents the sum of all NU Facilities internal costs (e.g. shop time, PM Fees, etc.) billed to the project.

- **Total Incurred** (e+g) represents the combined total of internal and external costs that has been spent on the project.
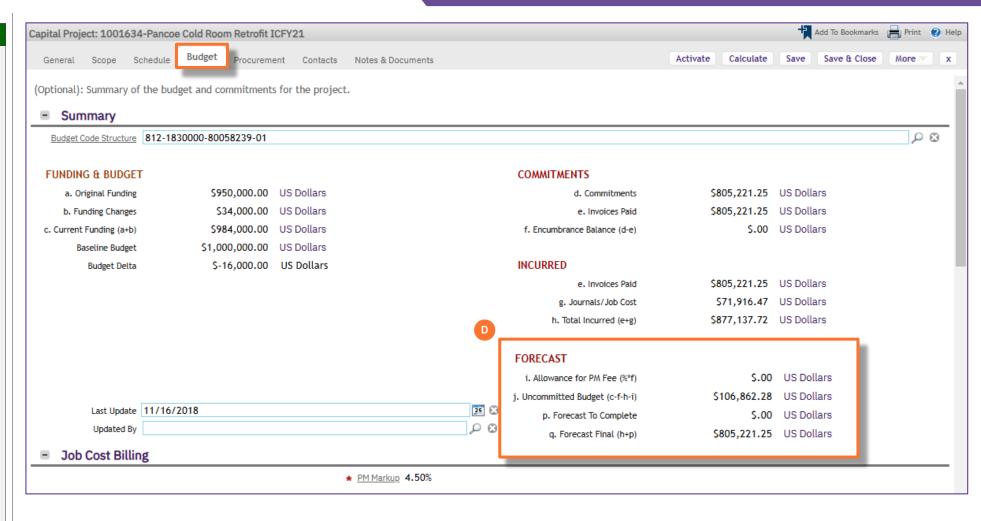
▶ **IMPORTANT**

Capital Project: 1001634-Pancoe Cold Room Retrofit ICFY21   ✚ Add To Bookmarks   🖶 Print   ❓ Help

General   Scope   Schedule   **Budget**   Procurement   Contacts   Notes & Documents

Activate   Calculate   Save   Save & Close   More   x

(Optional): Summary of the budget and commitments for the project.

➖ **Summary**

Budget Code Structure   812-1830000-80058239-01

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C

INCURRED

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Last Update   11/16/2018   📅 ⊗

Updated By   🔍 ⊗

➖ **Job Cost Billing**

★ PM Markup   **4.50%**

▼ PROJECT INFORMATION

The **Summary** section provides a high-level project financial snapshot, including:

D. Forecast grouping

- **Allowance for PM Fee (%*f)** captures the project's currently unrealized, but expected project management fees, based on project Encumbrance Balance and user-entered project management fee percentage

- **Uncommitted Budget (c-f-h-i)** represents the portion of the project's Current Budget that <u>is not</u> committed as a current or expected project cost

- **Forecast to Complete** calculates the remaining amount of the most recent Forecasted Budget.

- **Forecast to Final** (h+p) represents the difference between the **Total Incurred** and the **Forecast to Complete**

▶ IMPORTANT

Capital Project: 1001634-Pancoe Cold Room Retrofit ICFY21

🔖 Add To Bookmarks   🖨 Print   ❓ Help

General   Scope   Schedule   **Budget**   Procurement   Contacts   Notes & Documents

[Activate] [Calculate] [Save] [Save & Close] [More ▾] [x]

(Optional): Summary of the budget and commitments for the project.

⊟ Summary

Budget Code Structure   `812-1830000-80058239-01`   🔍 ⊗

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(D)

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Last Update   `11/16/2018`   📅 ⊗
Updated By   `                    `   🔍 ⊗

⊟ Job Cost Billing
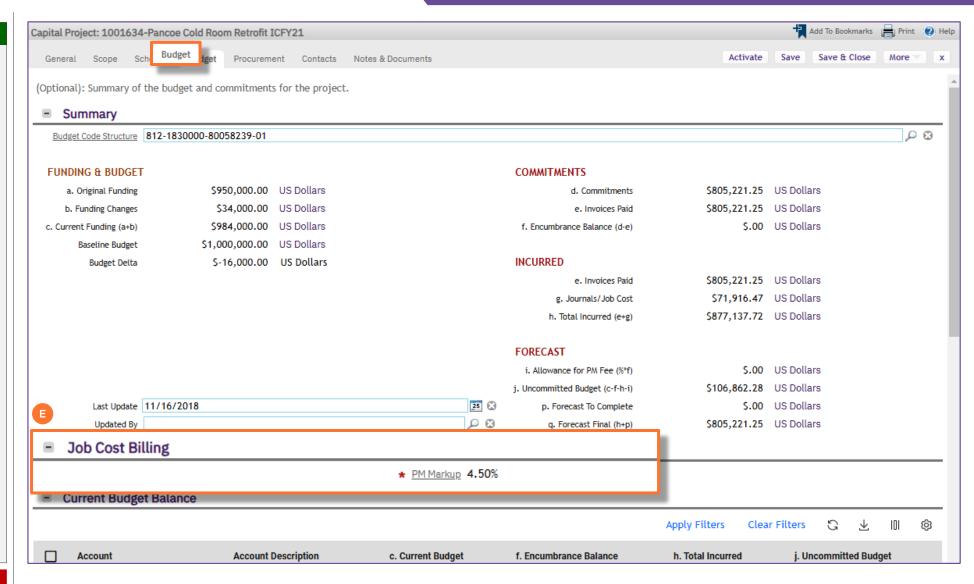
★ PM Markup **4.50%**

▼ PROJECT INFORMATION

The **Job Cost Billing** section allows applicable users to enter the project management fee (PM Fee) for the project

E. PM Markup is the PM Fee for the project, entered as a percentage.

Note: When entering the PM Fee percentage, <u>do not</u> include a percent sign in your entry.

For example:

- Enter "**4**" for a 4% PM Fee
- Enter "**4.5**" for a 4.5% PM Fee

▶ **IMPORTANT**

Capital Project: 1001634-Pancoe Cold Room Retrofit ICFY21

🔖 Add To Bookmarks   🖨 Print   ❓ Help

General   Scope   Sch...   **Budget**   ...get   Procurement   Contacts   Notes & Documents

Activate   Save   Save & Close   More ▾   x

(Optional): Summary of the budget and commitments for the project.

➖ **Summary**

Budget Code Structure   812-1830000-80058239-01   🔍 ⊗

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Last Update   11/16/2018   📅 ⊗
Updated By   🔍 ⊗

(E)

➖ **Job Cost Billing**

★ PM Markup   **4.50%**

➖ **Current Budget Balance**

Apply Filters   Clear Filters   🔄 ⬇ ▯▯ ⚙

☐	Account	Account Description	c. Current Budget	f. Encumbrance Balance	h. Total Incurred	j. Uncommitted Budget

PROJECT INFORMATION

<<*Scroll down to the Current Budget Balance section*>>
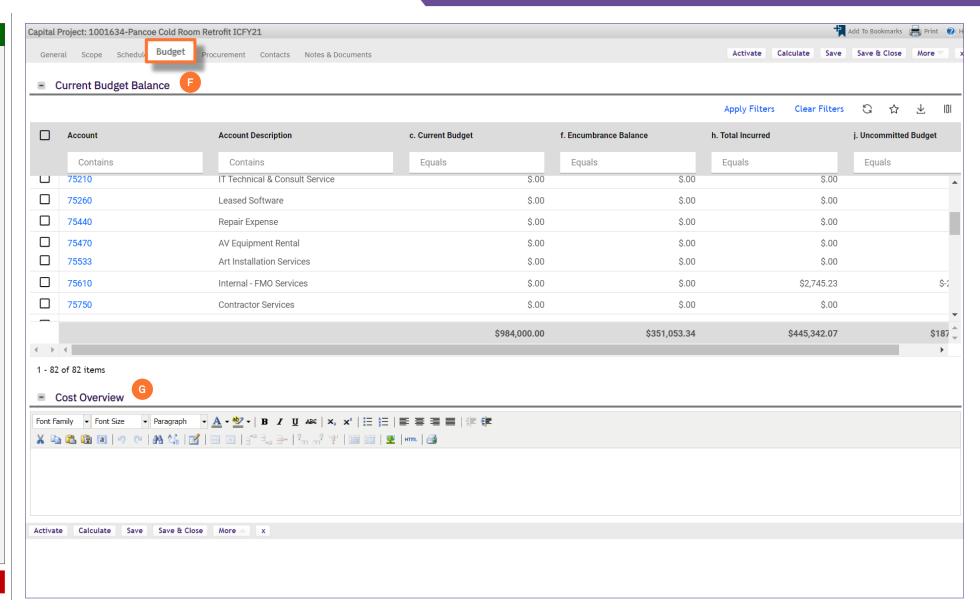
The **Current Budget Balance** section provides project budget and cost information at the account code level.

F. Current Budget Balance is a sortable and filterable table containing budget and cost details for each project account code.

Note: You may click on any account code line item in the table to view additional details

The **Cost Overview** section provides a space to capture any notes or assumptions regarding project financial information.

G. Cost Overview is a free text field, allowing the Project Manager to record any notes or assumptions regarding project financial information.

▶ **IMPORTANT**

Capital Project: 1001634-Pancoe Cold Room Retrofit ICFY21   Add To Bookmarks   Print

General   Scope   Schedule   **Budget**   Procurement   Contacts   Notes & Documents   Activate   Calculate   Save   Save & Close   More

➖ Current Budget Balance **F**

Apply Filters   Clear Filters

☐	Account	Account Description	c. Current Budget	f. Encumbrance Balance	h. Total Incurred	j. Uncommitted Budget
			Equals	Equals	Equals	Equals
☐	75210	IT Technical & Consult Service	$.00	$.00	$.00	
☐	75260	Leased Software	$.00	$.00	$.00	
☐	75440	Repair Expense	$.00	$.00	$.00	
☐	75470	AV Equipment Rental	$.00	$.00	$.00	
☐	75533	Art Installation Services	$.00	$.00	$.00	
☐	75610	Internal - FMO Services	$.00	$.00	$2,745.23	$-2
☐	75750	Contractor Services	$.00	$.00	$.00	
			$984,000.00	$351,053.34	$445,342.07	$187

1 - 82 of 82 items

➖ Cost Overview **G**

Font Family | Font Size | Paragraph | A ▾ | B I U ABC | x₂ x² | ≡ ≡ | ≡ ≡ ≡ ≡ |

Activate   Calculate   Save   Save & Close   More   x
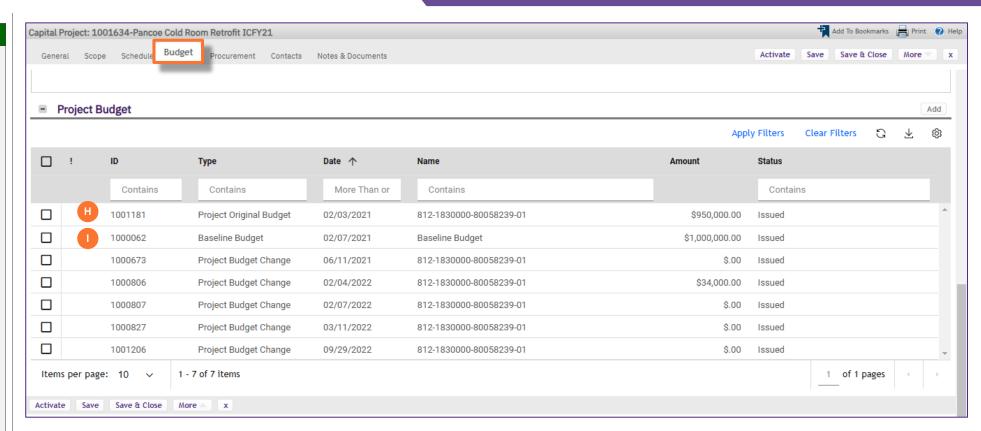
PROJECT INFORMATION

The **Project Budget** section provides a record of project budget updates; this includes the creation of the original project budget as well as budget changes

H. **Project Original Budget** is the original budgeted amount for the project, established during the creation of the project's capital Chartstring.

I. **Baseline Budget** represents the amount project leadership thinks the project is going to be, so that performance can be based on that actual thought rather than the initial amount that was funded. This is entered manually by the Primary Project Manager.

Note: You may click on any line item in this section to view additional details, including amounts by project account code

▶ IMPORTANT

All Project Budget Changes are automatically received and refreshed via daily updates from NU Financials. They do not need to be entered manually.

Capital Project: 1001634-Pancoe Cold Room Retrofit ICFY21   Add To Bookmarks   Print   Help

General   Scope   Schedule   **Budget**   Procurement   Contacts   Notes & Documents   Activate   Save   Save & Close   More   x

Project Budget   Add

Apply Filters   Clear Filters

	!	ID	Type	Date ↑	Name	Amount	Status
☐		Contains	Contains	More Than or	Contains		Contains
☐	H	1001181	Project Original Budget	02/03/2021	812-1830000-80058239-01	$950,000.00	Issued
☐	I	1000062	Baseline Budget	02/07/2021	Baseline Budget	$1,000,000.00	Issued
☐		1000673	Project Budget Change	06/11/2021	812-1830000-80058239-01	$.00	Issued
☐		1000806	Project Budget Change	02/04/2022	812-1830000-80058239-01	$34,000.00	Issued
☐		1000807	Project Budget Change	02/07/2022	812-1830000-80058239-01	$.00	Issued
☐		1000827	Project Budget Change	03/11/2022	812-1830000-80058239-01	$.00	Issued
☐		1001206	Project Budget Change	09/29/2022	812-1830000-80058239-01	$.00	Issued

Items per page: 10 ⌄   1 - 7 of 7 items   1 of 1 pages

Activate   Save   Save & Close   More   x

NOW VIEWING   CAPITAL PROJECT RECORD > BUDGET TAB

PROCESS

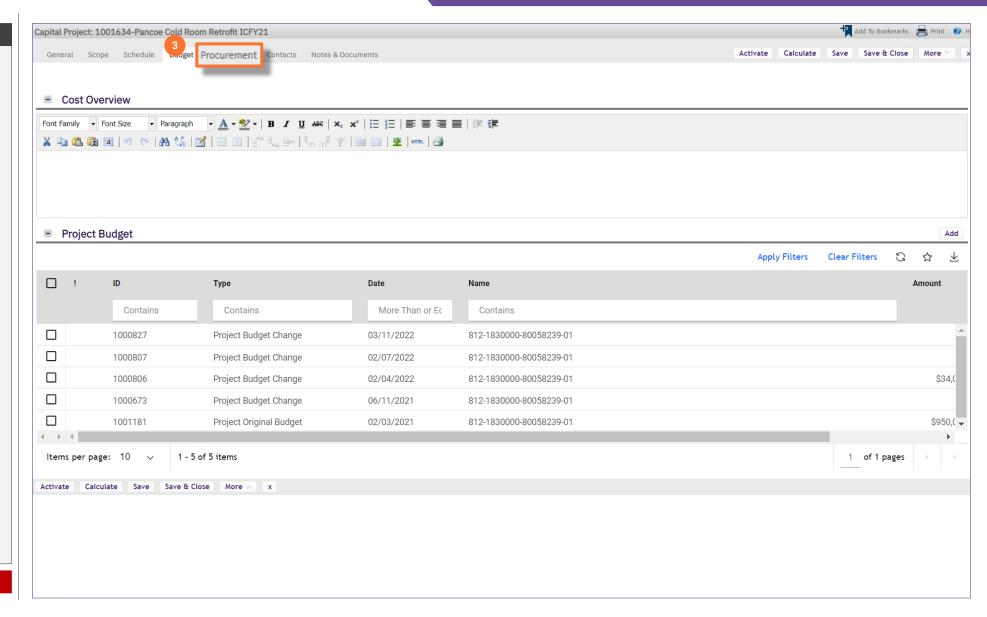3) Next, to view project **Purchase Orders, Invoices, and Payment Releases**, click on the **Procurement** tab at the top of the Record.

*<<Upon clicking, **Procurement** details will open in the same window>>*

IMPORTANT

Capital Project: 1001634-Pancoe Cold Room Retrofit ICFY21

Add To Bookmarks   Print

General   Scope   Schedule   Budget   **Procurement**   Contacts   Notes & Documents

Activate   Calculate   Save   Save & Close   More

Cost Overview

Project Budget   Add

Apply Filters   Clear Filters

	!	ID	Type	Date	Name	Amount
		Contains	Contains	More Than or Eq	Contains	
☐		1000827	Project Budget Change	03/11/2022	812-1830000-80058239-01	
☐		1000807	Project Budget Change	02/07/2022	812-1830000-80058239-01	
☐		1000806	Project Budget Change	02/04/2022	812-1830000-80058239-01	$34,0
☐		1000673	Project Budget Change	06/11/2021	812-1830000-80058239-01	
☐		1001181	Project Original Budget	02/03/2021	812-1830000-80058239-01	$950,0

Items per page: 10   1 - 5 of 5 items   1   of 1 pages

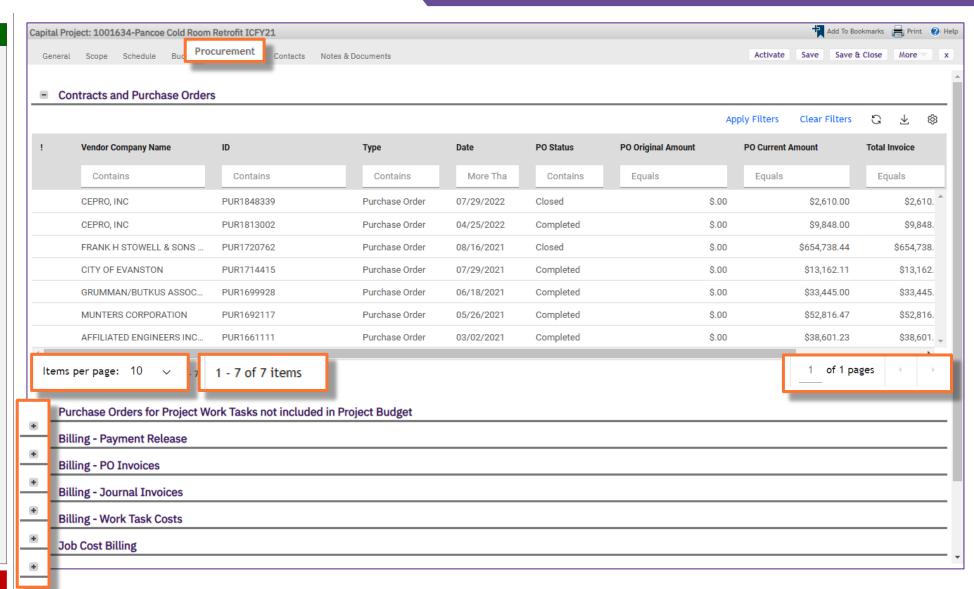Activate   Calculate   Save   Save & Close   More   x

▼ PROJECT INFORMATION

On the **Procurement** tab, you are able to view project purchase order, invoice, and payment release information, organized in seven (7) sections.

Note: On this tab, always be aware of the number of items present within each section (shown on the **Information Bar**)

As a default, Facilities Connect will display the first ten (10) items in each section. This can be adjusted by changing the number of visible records via the **Show** dropdown on the right side of each section.

Click on the **+** sign to Expand or Collapse each section.

▶ IMPORTANT

Capital Project: 1001634-Pancoe Cold Room Retrofit ICFY21

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Activate   Save   Save & Close   More   x

➖ Contracts and Purchase Orders

Apply Filters   Clear Filters   ↻   ⬇   ⚙

!	Vendor Company Name	ID	Type	Date	PO Status	PO Original Amount	PO Current Amount	Total Invoice
	Contains	Contains	Contains	More Tha	Contains	Equals	Equals	Equals
	CEPRO, INC	PUR1848339	Purchase Order	07/29/2022	Closed	$.00	$2,610.00	$2,610.
	CEPRO, INC	PUR1813002	Purchase Order	04/25/2022	Completed	$.00	$9,848.00	$9,848.
	FRANK H STOWELL & SONS ...	PUR1720762	Purchase Order	08/16/2021	Closed	$.00	$654,738.44	$654,738.
	CITY OF EVANSTON	PUR1714415	Purchase Order	07/29/2021	Completed	$.00	$13,162.11	$13,162.
	GRUMMAN/BUTKUS ASSOC...	PUR1699928	Purchase Order	06/18/2021	Completed	$.00	$33,445.00	$33,445.
	MUNTERS CORPORATION	PUR1692117	Purchase Order	05/26/2021	Completed	$.00	$52,816.47	$52,816.
	AFFILIATED ENGINEERS INC...	PUR1661111	Purchase Order	03/02/2021	Completed	$.00	$38,601.23	$38,601.

Items per page: 10 ⌄   **1 - 7 of 7 items**   1 of 1 pages ◂ ▸

➕ Purchase Orders for Project Work Tasks not included in Project Budget

➕ Billing - Payment Release

➕ Billing - PO Invoices

➕ Billing - Journal Invoices

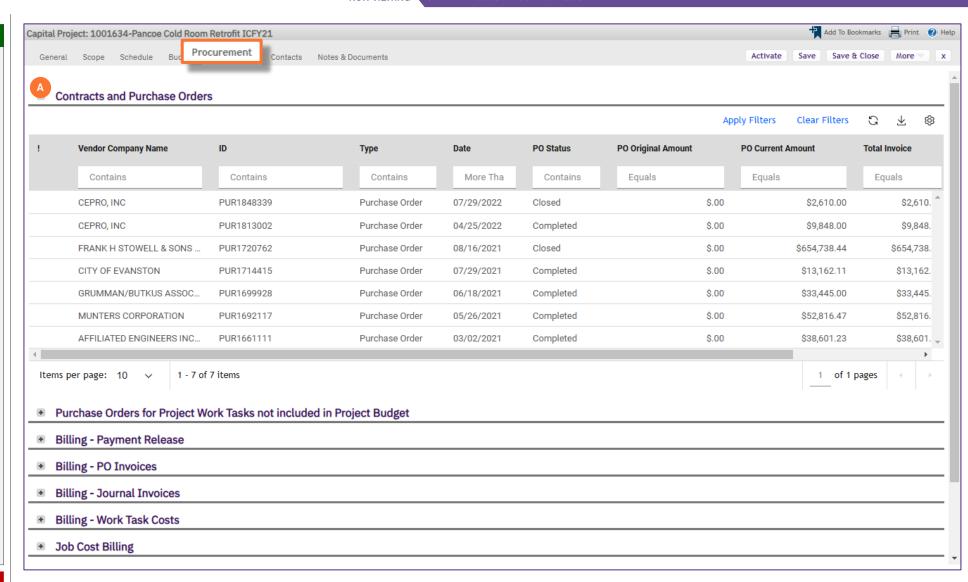➕ Billing - Work Task Costs

➕ Job Cost Billing

➕

NOW VIEWING | CAPITAL PROJECT RECORD > PROCUREMENT TAB

▼ PROJECT INFORMATION

The **Contract and Purchase Orders** section provides a list of project purchase orders, organized by vendor name and purchase order ID number.

A. **Contracts and Purchase Orders** is a sortable and filterable table containing budget and cost details for each project account code.

- **Vendor Company Name** – name of the vendor as indicated on the new purchase order form

- **ID** - purchase order ID number

- **Type -** indicates the record type of the individual line item

- **Date** – date of purchase order creation (or last update to PO amount)

- **PO Amount** – total amount of the purchase order (includes initial amount and any changes)

- **Total Invoice** – total of NU invoice payments applied to the purchase order

Note: You may click on any purchase order line item in the table to view additional details

▶ IMPORTANT

Capital Project: 1001634-Pancoe Cold Room Retrofit ICFY21

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Activate | Save | Save & Close | More | x

(A) **Contracts and Purchase Orders**

Apply Filters   Clear Filters   🔄   ⬇   ⚙

!	Vendor Company Name	ID	Type	Date	PO Status	PO Original Amount	PO Current Amount	Total Invoice
	Contains	Contains	Contains	More Tha	Contains	Equals	Equals	Equals
	CEPRO, INC	PUR1848339	Purchase Order	07/29/2022	Closed	$.00	$2,610.00	$2,610.
	CEPRO, INC	PUR1813002	Purchase Order	04/25/2022	Completed	$.00	$9,848.00	$9,848.
	FRANK H STOWELL & SONS ...	PUR1720762	Purchase Order	08/16/2021	Closed	$.00	$654,738.44	$654,738.
	CITY OF EVANSTON	PUR1714415	Purchase Order	07/29/2021	Completed	$.00	$13,162.11	$13,162.
	GRUMMAN/BUTKUS ASSOC...	PUR1699928	Purchase Order	06/18/2021	Completed	$.00	$33,445.00	$33,445.
	MUNTERS CORPORATION	PUR1692117	Purchase Order	05/26/2021	Completed	$.00	$52,816.47	$52,816.
	AFFILIATED ENGINEERS INC...	PUR1661111	Purchase Order	03/02/2021	Completed	$.00	$38,601.23	$38,601.

Items per page: 10 ⌄   1 - 7 of 7 items   1 of 1 pages ◁ ▷

⊞ **Purchase Orders for Project Work Tasks not included in Project Budget**

⊞ **Billing - Payment Release**

⊞ **Billing - PO Invoices**

⊞ **Billing - Journal Invoices**

⊞ **Billing - Work Task Costs**

⊞ **Job Cost Billing**

▼ PROJECT INFORMATION

The **Purchase Orders for Project Work Tasks (Not included in Project Budget)** section provides a list of the individual PO information for all **Work Tasks** associated with the Project.

B. Click on the **Task ID** field to open and view the individual PO information.

Capital Project: 1001634-Pancoe Cold Room Retrofit ICFY21

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B

⊟ **Purchase Orders for Project Work Tasks not included in Project Budget**

Apply Filters   Clear Filters   🔄   ⬇   ⚙

Task ID	PO Line Name	Vendor Company Name	PO Line	Type	Created on Date	Quantity	Rate
Contains	Contains	Contains	Contains	Equals	More Than or Equ	Equals	Equ
WT-1111314	WT-1111314, Pancoe	ARAMARK CORPORATION	PUR1799137_22	Purchase Order Line Item	03/22/2022	1 each	
WT-1111314	WT-1111314, Pancoe, 1941 ...	ARAMARK CORPORATION	PUR1810575_22	Purchase Order Line Item	04/18/2022	1 each	
WT-1111314	WT-1111314, Pancoe	ARAMARK SERVICES	PUR1822339_21	Purchase Order Line Item	05/19/2022	1 each	
WT-1362472	WT-1362472, Pancoe Cold R...	COMBINED MECHANICAL IN...	PUR2021980_1	Purchase Order Line Item	10/26/2023	1 each	

Items per page: 10 ⌄   1 - 4 of 4 items   1 of 1 pages ◀ ▶

⊞ Billing - Payment Release

⊞ Billing - PO Invoices

⊞ Billing - Journal Invoices

⊞ Billing - Work Task Costs

⊞ Job Cost Billing

⊞ Job Cost Detail

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▶ IMPORTANT
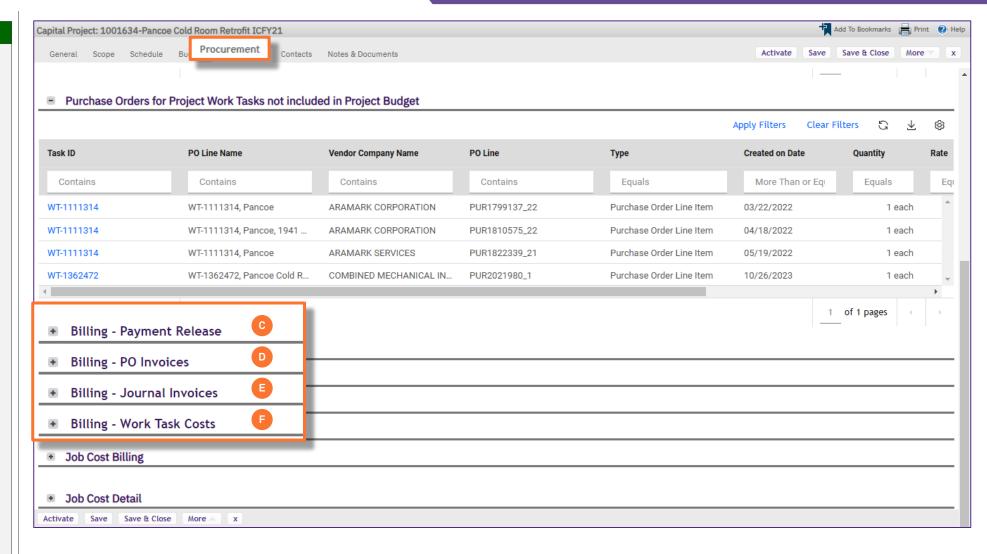
PROJECT INFORMATION

The updated **Billing** information provides four sections to easily track invoice payments, journal charges, and associated work task costs.

C. **Billing - Payment Release**: Lists all payments made to vendors who have POs associated with the project.

D. **Billing - PO Invoices**: List all the vouchered payments to vendors who have POs associated with the projects. Payments may be vouchered but not yet paid due to the Universities shift to Net 30-day payments.

E. **Billing - Journal Invoices**: Lists all the charges to the projects that have come journal charges. Filter charges by date, Journal ID, Line number or amount. View the description to understand the nature of the charge.

F. **Billing - Work Task Costs**: Lists the specific Work Tasks associated with the project. Drill down into a work task to see individual technician labor charges, material costs and any associated comments for the work that was performed.

▶ IMPORTANT

Capital Project: 1001634-Pancoe Cold Room Retrofit ICFY21

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General   Scope   Schedule   Bu   **Procurement**   Contacts   Notes & Documents

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Purchase Orders for Project Work Tasks not included in Project Budget

Apply Filters   Clear Filters

Task ID	PO Line Name	Vendor Company Name	PO Line	Type	Created on Date	Quantity	Rate
Contains	Contains	Contains	Contains	Equals	More Than or Equ	Equals	Eq
WT-1111314	WT-1111314, Pancoe	ARAMARK CORPORATION	PUR1799137_22	Purchase Order Line Item	03/22/2022	1 each	
WT-1111314	WT-1111314, Pancoe, 1941 ...	ARAMARK CORPORATION	PUR1810575_22	Purchase Order Line Item	04/18/2022	1 each	
WT-1111314	WT-1111314, Pancoe	ARAMARK SERVICES	PUR1822339_21	Purchase Order Line Item	05/19/2022	1 each	
WT-1362472	WT-1362472, Pancoe Cold R...	COMBINED MECHANICAL IN...	PUR2021980_1	Purchase Order Line Item	10/26/2023	1 each	

1 of 1 pages

⊞ **Billing - Payment Release** — C

⊞ **Billing - PO Invoices** — D

⊞ **Billing - Journal Invoices** — E

⊞ **Billing - Work Task Costs** — F

⊞ Job Cost Billing

⊞ Job Cost Detail

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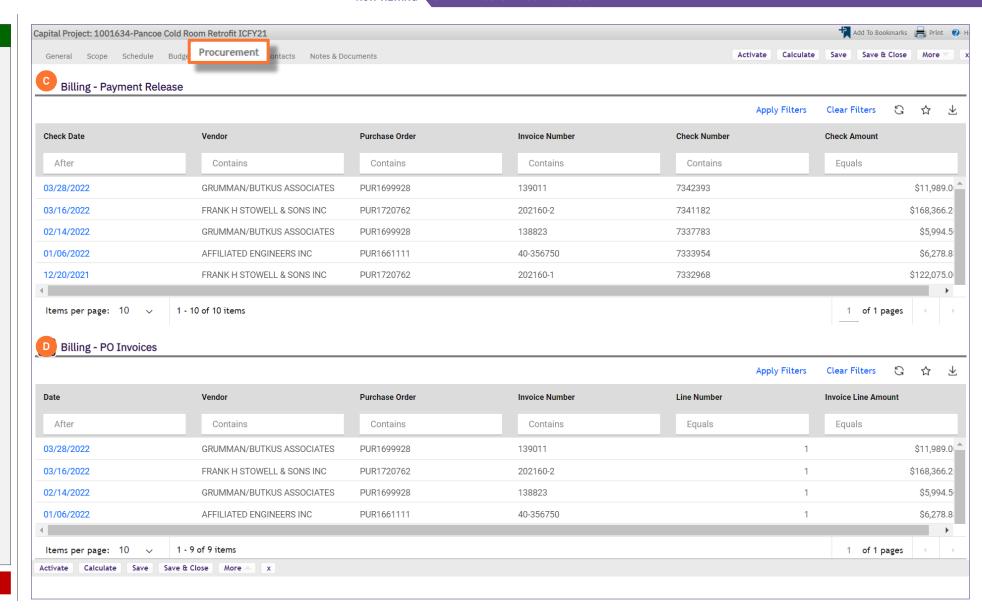
▼ PROJECT INFORMATION

C. Billing – Payment Release

- **Check Date** – the date the payment was released

- **Vendor** – name of the vendor as indicated on the new purchase order form

- **Purchase Order** – purchase order ID number

- **Invoice Number** – invoice ID number

- **Check Number** – check ID number

- **Check Amount** – total amount of the payment

D. Billing – PO Invoices

- **Date** – the date the invoice was received

- **Vendor** – name of the vendor as indicated on the new purchase order form

- **Purchase Order** – purchase order ID number

- **Invoice Number** – invoice ID number

- **Line Number** – the individual item invoice line number

- **Invoice Line Amount** – the total amount of the invoice line

Note: You may click on any invoice or payment release line item in the table to view additional details

▶ IMPORTANT

Capital Project: 1001634-Pancoe Cold Room Retrofit ICFY21

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General   Scope   Schedule   Budge...   Procurement   ...ontacts   Notes & Documents

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C Billing - Payment Release

Apply Filters   Clear Filters   ↻ ☆ ⤓

Check Date	Vendor	Purchase Order	Invoice Number	Check Number	Check Amount
After	Contains	Contains	Contains	Contains	Equals
03/28/2022	GRUMMAN/BUTKUS ASSOCIATES	PUR1699928	139011	7342393	$11,989.0
03/16/2022	FRANK H STOWELL & SONS INC	PUR1720762	202160-2	7341182	$168,366.2
02/14/2022	GRUMMAN/BUTKUS ASSOCIATES	PUR1699928	138823	7337783	$5,994.5
01/06/2022	AFFILIATED ENGINEERS INC	PUR1661111	40-356750	7333954	$6,278.8
12/20/2021	FRANK H STOWELL & SONS INC	PUR1720762	202160-1	7332968	$122,075.0

Items per page: 10 ⌄   1 - 10 of 10 items   1 of 1 pages

D Billing - PO Invoices

Apply Filters   Clear Filters   ↻ ☆ ⤓

Date	Vendor	Purchase Order	Invoice Number	Line Number	Invoice Line Amount
After	Contains	Contains	Contains	Equals	Equals
03/28/2022	GRUMMAN/BUTKUS ASSOCIATES	PUR1699928	139011	1	$11,989.0
03/16/2022	FRANK H STOWELL & SONS INC	PUR1720762	202160-2	1	$168,366.2
02/14/2022	GRUMMAN/BUTKUS ASSOCIATES	PUR1699928	138823	1	$5,994.5
01/06/2022	AFFILIATED ENGINEERS INC	PUR1661111	40-356750	1	$6,278.8

Items per page: 10 ⌄   1 - 9 of 9 items   1 of 1 pages

Activate   Calculate   Save   Save & Close   More   x

▼ PROJECT INFORMATION

E. Billing – Journal Invoices

- **Date** – the date of the journal entry
- **Journal Description** – a description of the expense
- **Journal ID** – the journal entry ID number
- **Line Number** – the individual item invoice line ID number
- **Line Amount** – the total amount of the invoice line

F. Billing – Work Task Costs

- **Date** – the date the Work Task was created
- **Responsible Work Group** – the group that was assigned the Work Task
- **Work Task Description** – a description of the work performed
- **Work Task ID** – the Work Task ID number
- **Amount** – the total cost of the Work Task

Note: You may click on any invoice or payment release line item in the table to view additional details
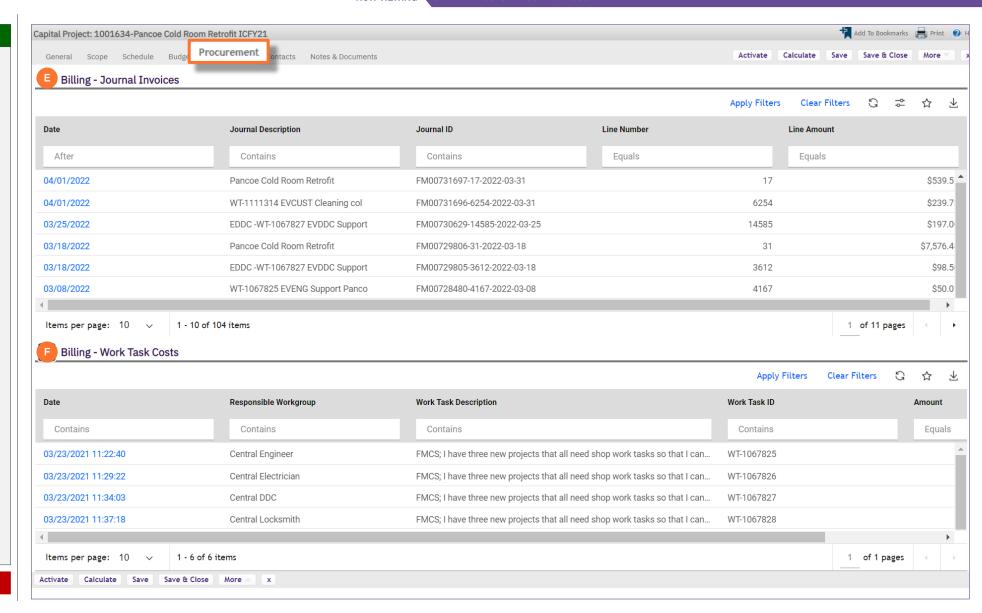
▶ IMPORTANT

Capital Project: 1001634-Pancoe Cold Room Retrofit ICFY21   Add To Bookmarks   Print

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E Billing - Journal Invoices

Apply Filters   Clear Filters

Date	Journal Description	Journal ID	Line Number	Line Amount
After	Contains	Contains	Equals	Equals
04/01/2022	Pancoe Cold Room Retrofit	FM00731697-17-2022-03-31	17	$539.5
04/01/2022	WT-1111314 EVCUST Cleaning col	FM00731696-6254-2022-03-31	6254	$239.7
03/25/2022	EDDC -WT-1067827 EVDDC Support	FM00730629-14585-2022-03-25	14585	$197.0
03/18/2022	Pancoe Cold Room Retrofit	FM00729806-31-2022-03-18	31	$7,576.4
03/18/2022	EDDC -WT-1067827 EVDDC Support	FM00729805-3612-2022-03-18	3612	$98.5
03/08/2022	WT-1067825 EVENG Support Panco	FM00728480-4167-2022-03-08	4167	$50.0

Items per page: 10   1 - 10 of 104 items   1 of 11 pages

F Billing - Work Task Costs

Apply Filters   Clear Filters

Date	Responsible Workgroup	Work Task Description	Work Task ID	Amount
Contains	Contains	Contains	Contains	Equals
03/23/2021 11:22:40	Central Engineer	FMCS; I have three new projects that all need shop work tasks so that I can…	WT-1067825	
03/23/2021 11:29:22	Central Electrician	FMCS; I have three new projects that all need shop work tasks so that I can…	WT-1067826	
03/23/2021 11:34:03	Central DDC	FMCS; I have three new projects that all need shop work tasks so that I can…	WT-1067827	
03/23/2021 11:37:18	Central Locksmith	FMCS; I have three new projects that all need shop work tasks so that I can…	WT-1067828	

Items per page: 10   1 - 6 of 6 items   1 of 1 pages

Activate Calculate Save Save & Close More x

▼ PROJECT INFORMATION

The updated **Job Cost** information provides two sections:

G. **Job Cost Billing**

- **Billing Type** - the type of billing

- **Billing Status** – the status of the project

- **PM Markup** – the amount of the Capital Project Management Fee

► IMPORTANT

Capital Project: 1001634-Pancoe Cold Room Retrofit ICFY21

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Activate   Save   Save & Close   More   x

G

⊟ Job Cost Billing

| Billing Type | Projects | | ★ Billing Status | Active |
| ★ PM Markup | 4.50% | | | |

⊟ Job Cost Detail

Apply Filters   Clear Filters   🔄   ⚙   ⬇   ⚙

ID	Cost Source	Original Cost	Markup	Markup Cost	Debit Chart String	Credit Chart String	Transaction D:
Contains	Contains	Equals	Equals	Equals	Contains	Contains	After
1478547	Service Purchase Order/Invoice	$19,767.79	4.5	$889.55	812-1830000-80058239-01-75882	160-1830100-50854	05/14/202
1505548	Service Purchase Order/Invoice	$8,400.00	4.5	$378.00	812-1830000-80058239-01-75882	160-1830100-50854	06/08/202
1582239	Service Purchase Order/Invoice	$13,162.11	4.5	$592.29	812-1830000-80058239-01-75882	160-1830100-50854	08/10/202
1757114	Service Purchase Order/Invoice	$52,816.47	4.5	$2,376.74	812-1830000-80058239-01-75882	160-1830100-50854	12/09/202
1763884	Service Purchase Order/Invoice	$122,075.00	4.5	$5,493.38	812-1830000-80058239-01-75882	160-1830100-50854	12/20/202
1778568	Service Purchase Order/Invoice	$6,278.88	4.5	$282.55	812-1830000-80058239-01-75882	160-1830100-50854	01/06/202
1826212	Service Purchase Order/Invoice	$5,994.50	4.5	$269.75	812-1830000-80058239-01-75882	160-1830100-50854	02/14/202
1861822	Service Purchase Order/Invoice	$168,366.26	4.5	$7,576.48	812-1830000-80058239-01-75882	160-1830100-50854	03/16/202
1880060	Service Purchase Order/Invoice	$11,989.00	4.5	$539.51	812-1830000-80058239-01-75882	160-1830100-50854	03/28/202
1924002	Service Purchase Order/Invoice	$1,714.20	4.5	$77.14	812-1830000-80058239-01-75882	160-1830100-50854	05/02/202

Items per page: 10 ⌄   1 - 10 of 22 items   1 of 3 pages ◀ ▶

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▼ PROJECT INFORMATION

The updated **Job Cost** information provides two sections:

H. Job Cost Billing

- **ID** – the job cost ID number

- **Cost Source** – Transaction Type (i.e., Labor, Material, Service/Contract PO)

- **Original Cost** – cost to perform the work

- **Markup** – the PM fee

- **Markup Cost** – the PM cost

- **Debit Chart String** – chart string that is being charged the Expense

- **Credit Chart String** – chart string that is receiving the Revenue

- **Transaction Date** – Date when invoice is vouchered

- **Billing Date** – Date the Mark up/PM cost is billed

- **Job Cost Batch ID** – Batch ID the job cost transaction belongs to

- **Job Cost Batch Run By** – name of person running Job Cost

- **Status** – Billing Status of transaction

▶ IMPORTANT

Capital Project: 1001634-Pancoe Cold Room Retrofit ICFY21   Add To Bookmarks Print Help

General   Scope   Schedule   Budget   **Procurement**   Contacts   Notes & Documents   Activate Save Save & Close More x

— Job Cost Billing

Billing Type Projects   ★ Billing Status Active

★ PM Markup 4.50%   H

— Job Cost Detail

Apply Filters   Clear Filters

ID	Cost Source	Original Cost	Markup	Markup Cost	Debit Chart String	Credit Chart String	Transaction D
Contains	Contains	Equals	Equals	Equals	Contains	Contains	After
1478547	Service Purchase Order/Invoice	$19,767.79	4.5	$889.55	812-1830000-80058239-01-75882	160-1830100-50854	05/14/202
1505548	Service Purchase Order/Invoice	$8,400.00	4.5	$378.00	812-1830000-80058239-01-75882	160-1830100-50854	06/08/202
1582239	Service Purchase Order/Invoice	$13,162.11	4.5	$592.29	812-1830000-80058239-01-75882	160-1830100-50854	08/10/202
1757114	Service Purchase Order/Invoice	$52,816.47	4.5	$2,376.74	812-1830000-80058239-01-75882	160-1830100-50854	12/09/202
1763884	Service Purchase Order/Invoice	$122,075.00	4.5	$5,493.38	812-1830000-80058239-01-75882	160-1830100-50854	12/20/202
1778568	Service Purchase Order/Invoice	$6,278.88	4.5	$282.55	812-1830000-80058239-01-75882	160-1830100-50854	01/06/202
1826212	Service Purchase Order/Invoice	$5,994.50	4.5	$269.75	812-1830000-80058239-01-75882	160-1830100-50854	02/14/202
1861822	Service Purchase Order/Invoice	$168,366.26	4.5	$7,576.48	812-1830000-80058239-01-75882	160-1830100-50854	03/16/202
1880060	Service Purchase Order/Invoice	$11,989.00	4.5	$539.51	812-1830000-80058239-01-75882	160-1830100-50854	03/28/202
1924002	Service Purchase Order/Invoice	$1,714.20	4.5	$77.14	812-1830000-80058239-01-75882	160-1830100-50854	05/02/202

Items per page: 10   1 - 10 of 22 items   1   of 3 pages

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