



PROJECT MANAGER

CAPITAL PROJECT WORK TASKS: PROCUREMENT TAB

Provides guidance for Purchase Orders, tracking invoice payments, journal charges and associated work task costs for Project Work Tasks in Facilities Connect.

DIRECTIONS:

1

Once you have located and opened the Capital Project Record, navigate to the **Procurement** tab

Expand or Collapse each section by clicking on the +/- sign.

Capital Project: 1001578-Tech Helium Storage Vessel FY20

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

Activate Calculate Save Save & Close More x

Contracts and Purchase Orders

Apply Filters Clear Filters

Vendor Company Name	ID	Type	Date	PO Amount	Total Invoice
STANDARD CARTAGE INC	PUR1688420	Purchase Order	05/17/2021	\$23,279.20	\$23,279.20
BEAR CONSTRUCTION	PUR1688820	Purchase Order	05/17/2021	\$97,688.14	\$97,688.14
IMEC CORP	PUR1688373	Purchase Order	05/17/2021	\$17,000.00	\$17,000.00

- Purchase Orders for Project Work Tasks**
- Billing - Payment Release**
- Billing - PO Invoices**
- Billing - Journal Invoices**
- Billing - Work Task Costs**

Job Cost Billing

Billing Type Projects ★ Billing Status Active

★ PM Markup 5.00%

Job Cost Detail

Activate Calculate Save Save & Close More x

- Contracts and Purchase Orders:** All the Contracts and Purchase Orders associated with the Project.
- Purchase Orders for Project Work Tasks:** List of the individual PO information from all Work Tasks associated with the Project.
- Billing - Payment Release:** Lists all payments made to vendors who have POs associated with the project. Easily search by date, vendor, PO Number, Invoice Number, Check Number or Check Amount.
- Billing - PO Invoices:** List all the encumbered payments to vendors who have POs associated with the projects. Payments maybe encumbered but not yet paid due to the Universities shift to Net 30-day payments.
- 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.
- 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.



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CAPITAL PROJECT WORK TASKS: PROCUREMENT TAB

DIRECTIONS:

2

Contracts and Purchase Orders:

2a To open an individual PO, click anywhere on the PO line.

Capital Project: 1001658-Tech E259 McCue Lab FY21

General Scope Schedule Budget Procurement Contacts Notes & Documents

Activate Calculate Save Save & Close More x

Contracts and Purchase Orders

Apply Filters Clear Filters

	Vendor Company Name	ID	Type	Date	PO Amount	Total Invoice
	Contains	Contains	Contains	More Than or Equals	Equals	Equals
	FACILITIES SURVEY, INC.	PUR1827102	Purchase Order	06/02/2022	\$7,085.00	
	FACILITIES SURVEY, INC.	PUR1824541	Purchase Order	05/25/2022	\$7,085.00	
	CEPRO, INC	PUR1732473	Purchase Order	09/16/2021	\$6,500.00	\$
	W.R.OI.SON, INC.	PUR1720127	Purchase Order	08/13/2021	\$189,652.45	\$18
	CITY OF EVANSTON	PUR1707808	Purchase Order	07/13/2021		\$3,506.04
	LABORATORY BUILDERS INC	PUR1707281	Purchase Order	07/12/2021	\$37,730.00	\$3
	CITY OF EVANSTON	PUR1707279	Purchase Order	07/12/2021	\$5,474.55	\$
	STANDARD CARTAGE INC	PUR1688923	Purchase Order	05/18/2021	\$9,150.00	\$
	FLAD ARCHITECTS	PUR1674050	Purchase Order	04/06/2021	\$29,850.00	\$2

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In the Purchase Order Record, window you can view:

- 2b The current **Status** of the PO
- 2c If there are been any changes or **Revisions** made to the PO
- 2d The **original amount** of the PO – updates to the paid amount on Closure.
- 2e The **amount paid** on PO

Purchase Order: PUR1707808 - 0 - PUR1707808

General Line Items History

(Required): Create a Purchase Order specifying the vendor and purchase order details. Select the Line Items tab to enter line item details.

General

ID PUR1707808 Revision 1 Status Completed

Name PUR1707808 Date 07/13/2021

Description SRV

Due Date 07/13/2021 Fulfillment Date

Units

Currency US Dollars

Conversion Group Default

Currency Exchange Date 07/13/2021 20:00:37

Line Item Total \$3,506.04 Total Invoice \$3,506.04



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CAPITAL PROJECT WORK TASKS: PROCUREMENT TAB

DIRECTIONS:

2

Contracts and Purchase Orders (cont):

Purchase Order: PUR1707808 - 0 - PUR1707808

General Line Items History

(Required): Create a Purchase Order specifying the vendor and purchase order details. Select the Line Items tab to enter line item details.

General

ID PUR1707808 Revision 0 Status **Completed** 2b

Name PUR1707808 Date 07/13/2021

Description SRV

Due Date 07/13/2021 Fulfillment Date

Units

Currency US Dollars

Conversion Group Default

Currency Exchange Date 07/13/2021 20:00:37

Line Item Total \$3,506.04 2d Total Invoice \$3,506.04

▼ TIP & TRICKS

2b

PO Status Reference Sheet

PO DTO Status	PO Status NUFIN	PO Status FC
D	Dispatched/Open	Completed
C	Closed	Closed
X	Cancelled	Cancelled

▼ IMPORTANT

2b

When a PO is closed in NUFIN (10 days after full payment) that Closed status will integrate to FC and update on the PO.

▼ INFORMATION

2d

The **Total Line Item** amount is updated to the **Total Invoice** amount when a PO is closed so that partially paid POs read as fully paid / zero encumbrance.

To view the **Encumbrance balance** on a Capital Project, navigate to the **Budget** tab on the Project Record and locate line f.



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CAPITAL PROJECT WORK TASKS: PROCUREMENT TAB

DIRECTIONS:

- 2** **Contracts and Purchase Orders (cont):**
- On the **History** tab of the **PO Record**, you can view:

2f Original PO amount, quantity, and line items

Purchase Order: PUR1804734 - 0 - PUR1804734

General Line Item **History**

(Summary): Revision Details and History.

Revision Details

Revision Number	Revision Date
1	

Description of Changes

Revision History

Revision Date	Revised By	Description	Change Type
07/12/2022	Tacoma, Bethany - 1106847	PO Integration Update	Revision

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Revisions

- 3** **Purchase Orders for Project Work Tasks:** List the individual PO information for all Work Tasks associated with the Project.

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

Capital Project: 1001664-1801 Maple INVO Innovation Hub Design FY21

General Scope Schedule Budget **Procurement** Contacts Notes & Documents Complete Revise x

Purchase Orders for Project Work Tasks

Task ID	Vendor Company Name	ID	Type	Date	PO Status
Contains	Contains	Contains	Contains	More Tha	Contains
WT-1071342	SUPERB ENVIRONMENTAL S...	PUR1687241	Purchase Order	05/12/2021	Completed
WT-1071342	DALLIA FLOOR & WALL CO.	PUR1687261	Purchase Order	05/12/2021	Completed
WT-1071342	SUGRUE BUILDERS, LLC	PUR1687582	Purchase Order	05/13/2021	Completed
WT-1044105	ARAMARK CORPORATION	PUR1708784	Purchase Order	07/15/2021	Completed
WT-1042000	ARAMARK CORPORATION	PUR1708784	Purchase Order	07/15/2021	Completed
WT-1042004	ARAMARK CORPORATION	PUR1708784	Purchase Order	07/15/2021	Completed
WT-1044154	ARAMARK CORPORATION	PUR1708784	Purchase Order	07/15/2021	Completed

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DIRECTIONS:

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Billing - Payment Release: Lists all payments made to vendors who have POs associated with the project. Easily search by date, vendor, PO Number, Invoice Number, Check Number or Check Amount.

Click on the **Check Date** field to open and view the individual PO information.

Check Date	Vendor	Purchase Order	Invoice Number	Check Number	Check Amount
After	Contains	Contains	Contains	Contains	Equals
10/30/2023	GRUMMAN/BUTKUS ASSOCIATES - 00...	PUR1813615	143099	7403266	\$24,284.75
09/25/2023	H M WITT & COMPANY SIGNS - 00000...	PUR1985280	85245	7399713	\$4,990.00
09/19/2023	TITAN ELECTRIC LLC - 0000188014	PUR1995217	69128	7399477	\$11,842.51
09/06/2023	FLAD ARCHITECTS - 0000024663	PUR1683487	20-694433	7398771	\$5,815.00
09/06/2023	W B OLSON INC - 0000021942	PUR1814032	69716	7397576	\$12,233.00
08/28/2023	W B OLSON INC - 0000021942	PUR1814032	69715	7396426	\$4,000.00
08/23/2023	BOS - 0000148448	PUR1840612	54518	7395999	\$15,448.06

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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.

Click on the **Date** field to open the individual Work Task.

Date	Responsible Workgroup	Work Task Description	Work Task ID	Amount
Contains	Contains	Contains	Contains	Equals
04/27/2021 09:22:20	Central Engineer	The second is the 1801 Maple INVO project...	WT-1071326	\$325.48
04/27/2021 09:27:02	Central Electrician	The second is the 1801 Maple INVO project...	WT-1071328	\$84.28
04/27/2021 09:30:25	Central DDC	The second is the 1801 Maple INVO project...	WT-1071329	\$666.63
04/27/2021 09:57:11	Central Engineer	The second is the 1801 Maple INVO project...	WT-1071335	\$13,191.33
04/27/2021 10:13:20	Central Electrician	The second is the 1801 Maple INVO project...	WT-1071339	\$1,789.91
04/27/2021 10:21:59	Central DDC	The second is the 1801 Maple INVO project...	WT-1071340	\$0.00
04/27/2021 10:41:57	Central Carpenter	The second is the 1801 Maple INVO project...	WT-1071342	\$3,650.98