PROJECT MANAGER
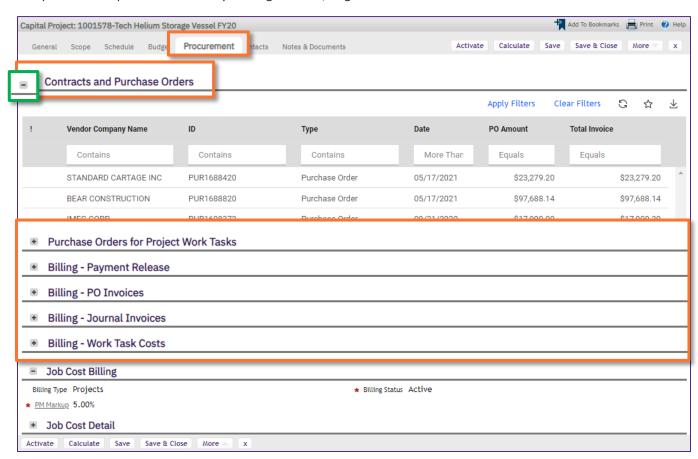# CAPITAL PROJECT WORK TASKS: PROCUREMENT TAB

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.

1 **Contracts and Purchase Orders:** All the Contracts and Purchase Orders associated with the Project.

2 **Purchase Orders for Project Work Tasks:** List of the individual PO information from all Work Tasks associated with the Project.

3 **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.

4 **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.

5 **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.

6 **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.

PROJECT MANAGER
CAPITAL PROJECT WORK TASKS: PROCUREMENT TAB

DIRECTIONS:

2 **Contracts and Purchase Orders:**

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

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

PROJECT MANAGER
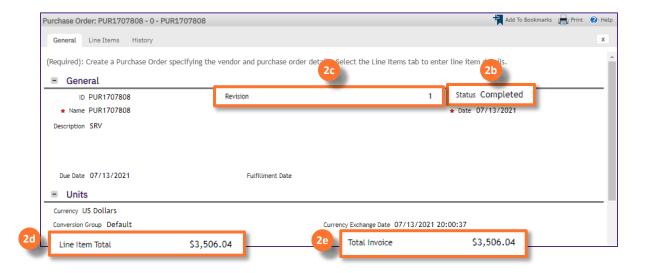# CAPITAL PROJECT WORK TASKS: PROCUREMENT TAB

DIRECTIONS:

2 **Contracts and Purchase Orders (cont):**

▼ 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.

PROJECT MANAGER
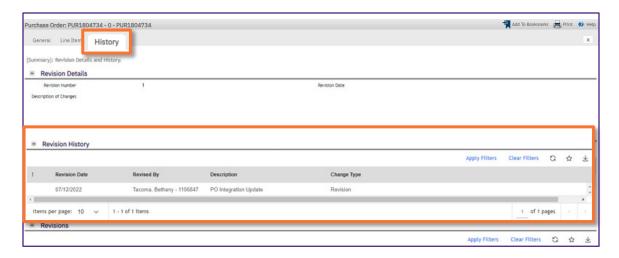# CAPITAL PROJECT WORK TASKS: PROCUREMENT TAB

DIRECTIONS:

2

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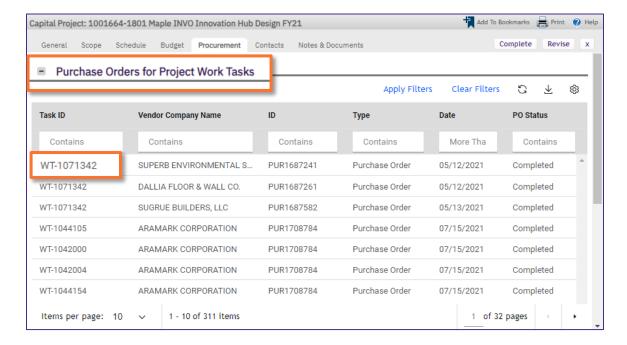
On the **History** tab of the **PO Record**, you can view:

2f Original PO amount, quantity, and line items

Purchase Order: PUR1804734 - 0 - PUR1804734	Add To Bookmarks Print Help

General   Line Item   **History**   x

(Summary): Revision Details and History.

Revision Details

Revision Number	1	Revision Date
Description of Changes		

Revision History

Apply Filters   Clear Filters

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

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

Revisions

Apply Filters   Clear Filters

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	Add To Bookmarks Print Help

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

Purchase Orders for Project Work Tasks

Apply Filters   Clear Filters

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

Items per page: 10   1 - 10 of 311 items   1   of 32 pages

PROJECT MANAGER
CAPITAL PROJECT WORK TASKS: PROCUREMENT TAB

DIRECTIONS:

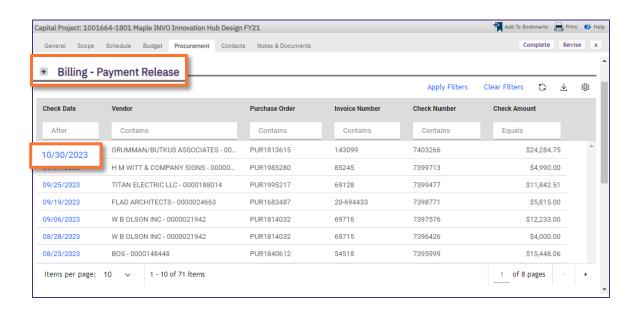**4**   **Billing - Payment Release**: Lists all payments made to vendors who have POs associated with the project. Easily search by date, vendor, PO Number, Invoice Number, Check Number or Check Amount.

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

5   **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.