# 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 | **1.2** | 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 → | 1.2 | 03/04/2022 | Updated | NU Facilities |
| | 1.1 | 04/08/2021 | Updated | NU Facilities |
| | 1.0 | 02/21/2019 | Created | NU Facilities |
| | -- | -- | -- | -- |
| | -- | -- | -- | -- |

## ▼ 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
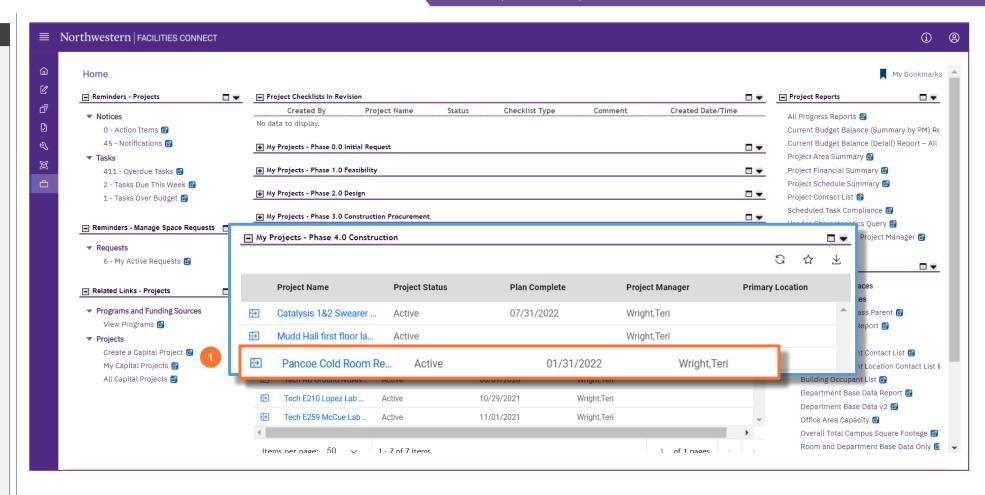
▶ **PROCESS**

▶ **IMPORTANT**

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Northwestern | FACILITIES CONNECT

### Home

**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

🔖 My Bookmarks

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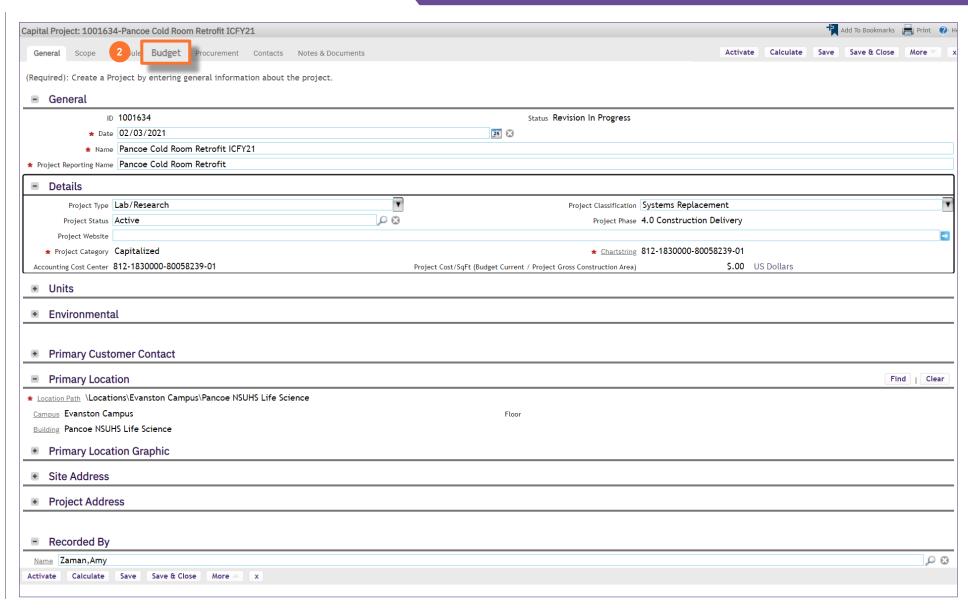
1) Click on the **Project Name** to open project details

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

▶ **IMPORTANT**

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**

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Capital Project: 1001634-Pancoe Cold Room Retrofit ICFY21

Add To Bookmarks    Print    He

General    Scope    **2** 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)**
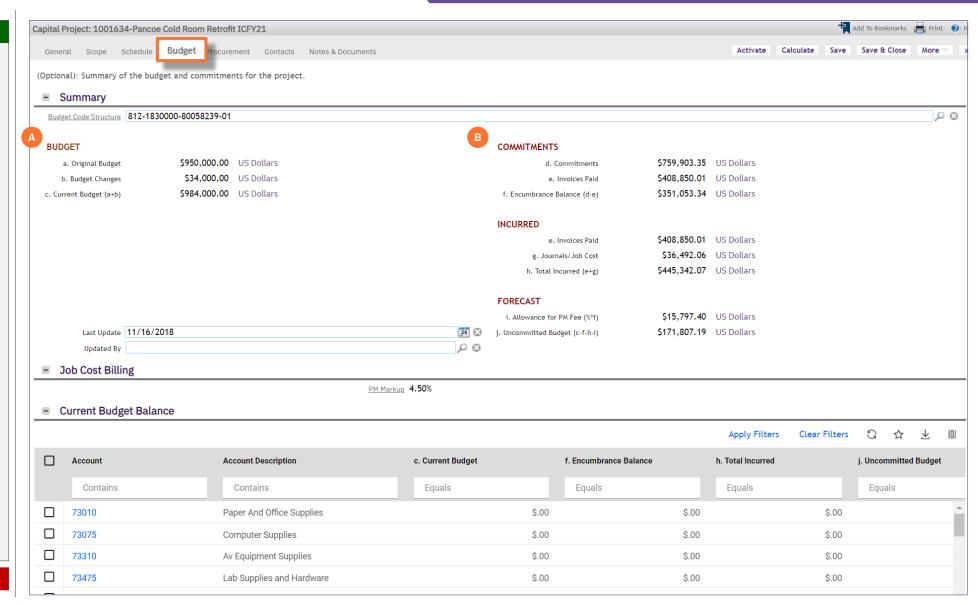
The **Summary** section provides a high-level project financial snapshot, including:

**A. Budget** grouping

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

- **Budget Changes** represents the net change to project budget (i.e. sum of budget increases and decreases) <u>following</u> the creation of the original project budget

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

**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

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Capital Project: 1001634-Pancoe Cold Room Retrofit ICFY21    📑 Add To Bookmarks  🖨 Print  ❓ H

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 | 🔍 ✖

**Ⓐ BUDGET**

| | | | |
|---|---|---|---|
| a. Original Budget | $950,000.00 | US Dollars |
| b. Budget Changes | $34,000.00 | US Dollars |
| c. Current Budget (a+b) | $984,000.00 | US Dollars |

**Ⓑ COMMITMENTS**

| | | |
|---|---|---|
| d. Commitments | $759,903.35 | US Dollars |
| e. Invoices Paid | $408,850.01 | US Dollars |
| f. Encumbrance Balance (d-e) | $351,053.34 | US Dollars |

**INCURRED**

| | | |
|---|---|---|
| e. Invoices Paid | $408,850.01 | US Dollars |
| g. Journals/Job Cost | $36,492.06 | US Dollars |
| h. Total Incurred (e+g) | $445,342.07 | US Dollars |

**FORECAST**

| | | |
|---|---|---|
| i. Allowance for PM Fee (%*f) | $15,797.40 | US Dollars |
| j. Uncommitted Budget (c-f-h-i) | $171,807.19 | US Dollars |

Last Update | 11/16/2018 | 📅 ✖
Updated By | | 🔍 ✖

**− Job Cost Billing**

PM Markup **4.50%**

**− Current Budget Balance**

Apply Filters    Clear Filters    ⟳  ☆  ⬇  ▯▯▯

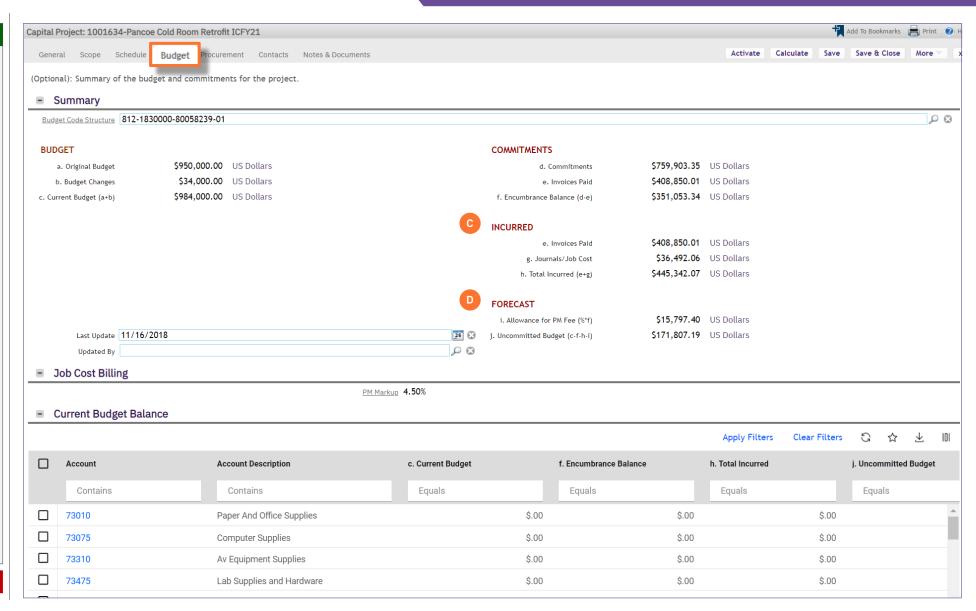| ☐ | Account | Account Description | c. Current Budget | f. Encumbrance Balance | h. Total Incurred | j. Uncommitted Budget |
|---|---|---|---|---|---|---|
| | | | Contains | Contains | Equals | Equals | Equals | Equals |
| ☐ | 73010 | Paper And Office Supplies | $.00 | $.00 | $.00 | |
| ☐ | 73075 | Computer Supplies | $.00 | $.00 | $.00 | |
| ☐ | 73310 | Av Equipment Supplies | $.00 | $.00 | $.00 | |
| ☐ | 73475 | Lab Supplies and Hardware | $.00 | $.00 | $.00 | |

## ▼ 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 processed and released for the project

- **Journals / 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

**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 is not committed as a current or expected project cost

## ► IMPORTANT

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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

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

### ▬ Summary

Budget Code Structure    812-1830000-80058239-01

**BUDGET**

| | | |
|---|---|---|
| a. Original Budget | $950,000.00 | US Dollars |
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**COMMITMENTS**

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**C** **INCURRED**

| | | |
|---|---|---|
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| | | |
|---|---|---|
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Last Update    11/16/2018

Updated By

### ▬ Job Cost Billing

PM Markup  4.50%

### ▬ Current Budget Balance

Apply Filters    Clear Filters

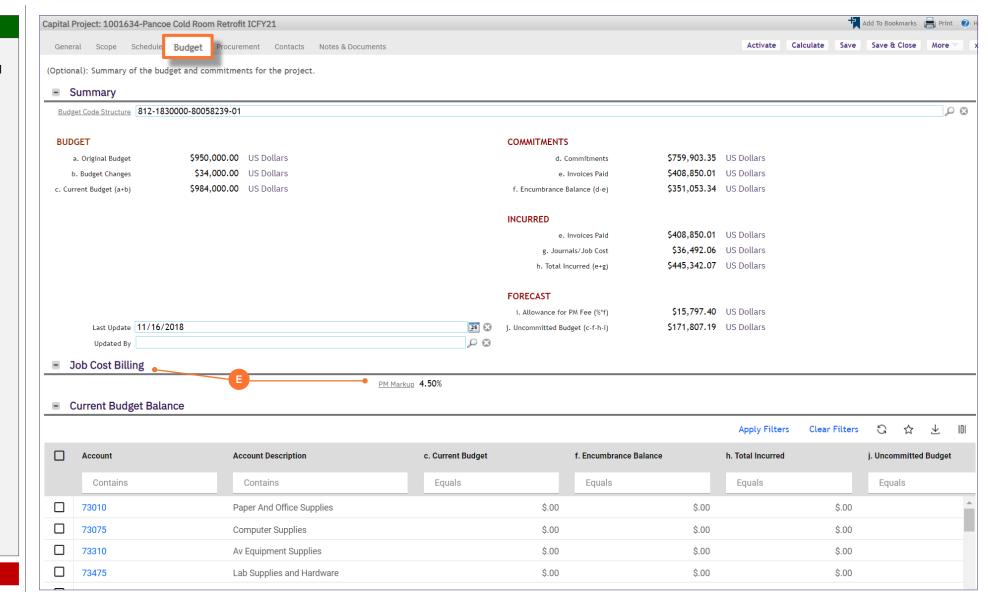| ☐ | Account | Account Description | c. Current Budget | f. Encumbrance Balance | h. Total Incurred | j. Uncommitted Budget |
|---|---|---|---|---|---|---|
| | Contains | Contains | Equals | Equals | Equals | Equals |
| ☐ | 73010 | Paper And Office Supplies | $.00 | $.00 | | $.00 |
| ☐ | 73075 | Computer Supplies | $.00 | $.00 | | $.00 |
| ☐ | 73310 | Av Equipment Supplies | $.00 | $.00 | | $.00 |
| ☐ | 73475 | Lab Supplies and Hardware | $.00 | $.00 | | $.00 |

## ▼ 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, do not include a percent sign in your entry.

Here are some examples of how to enter the PM Fee:

- Enter "**4**" for a 4% PM Fee
- Enter "**3.5**" for a 3.5% PM Fee

▶ **IMPORTANT**

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Capital Project: 1001634-Pancoe Cold Room Retrofit ICFY21

Add To Bookmarks   Print   H

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

**BUDGET**

| | | |
|---|---|---|
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| | | |
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Last Update   11/16/2018

Updated By

### ▬ 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 |
|---|---|---|---|---|---|---|
| | Contains | Contains | Equals | Equals | Equals | Equals |
| ☐ | 73010 | Paper And Office Supplies | $.00 | $.00 | | $.00 |
| ☐ | 73075 | Computer Supplies | $.00 | $.00 | | $.00 |
| ☐ | 73310 | Av Equipment Supplies | $.00 | $.00 | | $.00 |
| ☐ | 73475 | Lab Supplies and Hardware | $.00 | $.00 | | $.00 |

## ▼ PROJECT INFORMATION

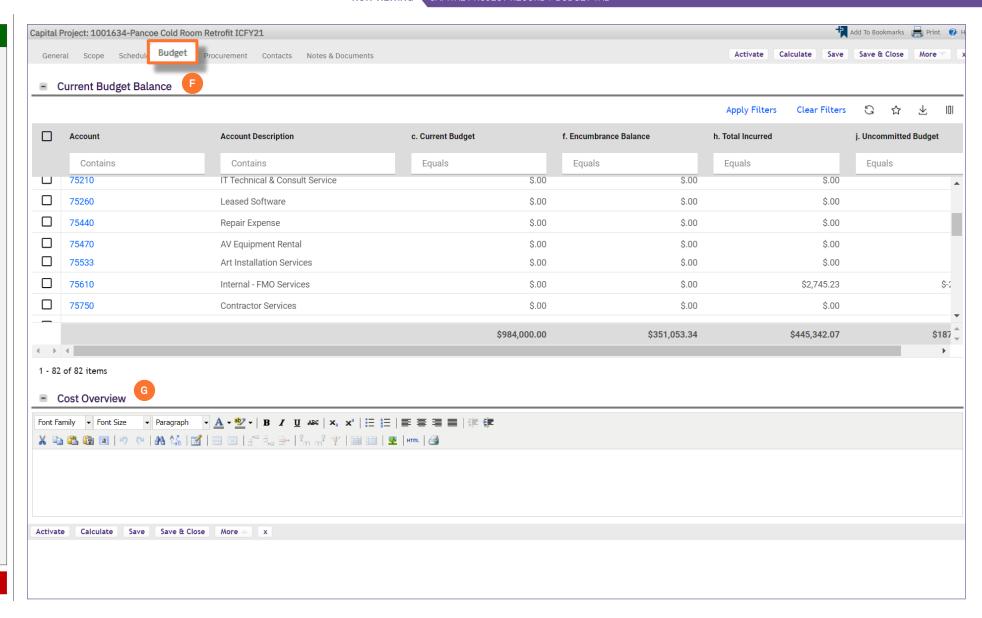*<<Scroll down to the **Current Budget Balance** section>>*

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**

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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 |
|---|---|---|---|---|---|---|
| | | | Contains | 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 | **B** *I* U ...

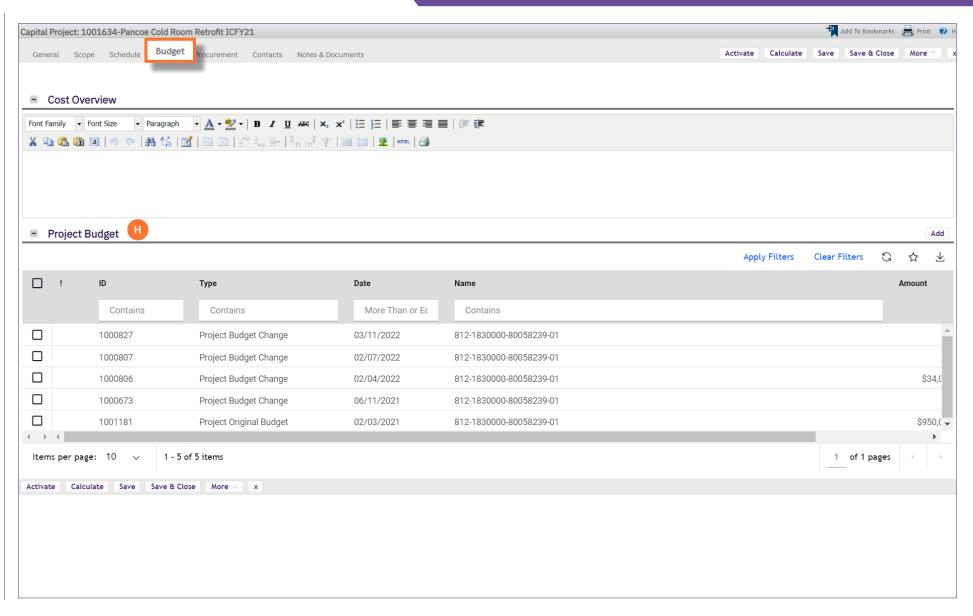Activate   Calculate   Save   Save & Close   More   x

## ▼ 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 Budget** is a log of project budget updates, including the date of each update

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

**Important: <u>Do Not</u> use the Add button in this section. All updates to Project Budget are automatically received and refreshed via daily updates from NU Financials**

▶ **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  x

### ⊟ Cost Overview

Font Family | Font Size | Paragraph | A | B I U ABC | x₂ x² | lists | align | indent

### ⊟ Project Budget (H)    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

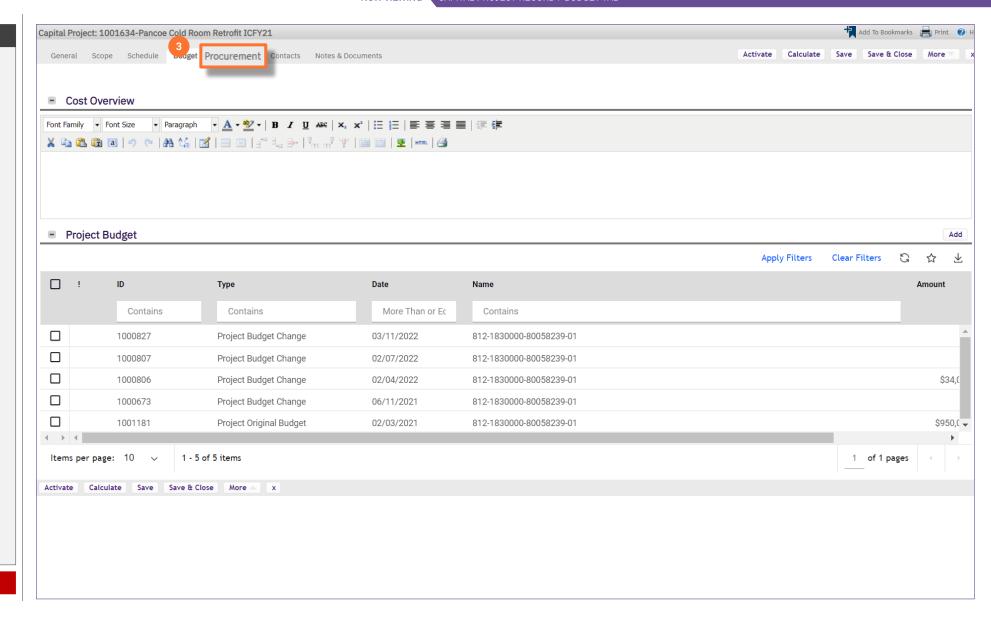Activate    Calculate    Save    Save & Close    More    x

## 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    **3** Budget    Procurement    Contacts    Notes & Documents

Activate    Calculate    Save    Save & Close    More

### Cost Overview

Font Family | Font Size | Paragraph

### 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 | |
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| ☐ | | 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

▶ **IMPORTANT**

Capital Project: 1001634-Pancoe Cold Room Retrofit ICFY21

Add To Bookmarks   Print   H

General    Scope    Schedule    Budge    **Procurement**    ontacts    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 |
|   | FRANK H STOWELL & SONS INC | PUR1720762 | Purchase Order | 08/16/2021 | $592,079.77 | $29 |
|   | CITY OF EVANSTON | PUR1714415 | Purchase Order | 07/29/2021 | $13,162.11 | $1 |
|   | GRUMMAN/BUTKUS ASSOCIATES | PUR1699928 | Purchase Order | 06/18/2021 | $59,945.00 | $1 |
|   | MUNTERS CORPORATION | PUR1692117 | Purchase Order | 05/26/2021 | $52,816.47 | $5 |
|   | AFFILIATED ENGINEERS INC | PUR1661111 | Purchase Order | 03/02/2021 | $41,900.00 | $3 |

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

### ☐ Billing - Payment Release

### ☐ Billing - PO Invoices

### ☐ Billing - Journal Invoices

### ☐ Billing - Work Task Costs

### ☐ Job Cost Billing

### ☐ Job Cost Detail

Activate   Calculate   Save   Save & Close   More   x
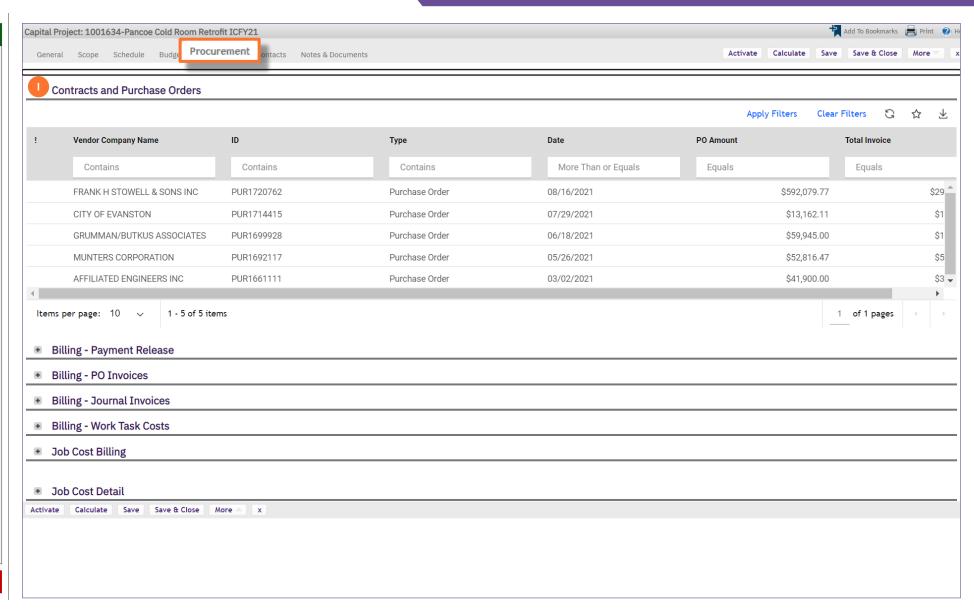
## ▼ PROJECT INFORMATION

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

I. **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          Add To Bookmarks    Print

General    Scope    Schedule    Budge    **Procurement**    ontacts    Notes & Documents          Activate    Calculate    Save    Save & Close    More    x

**ⅰ  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 |
| | FRANK H STOWELL & SONS INC | PUR1720762 | Purchase Order | 08/16/2021 | $592,079.77 | $29 |
| | CITY OF EVANSTON | PUR1714415 | Purchase Order | 07/29/2021 | $13,162.11 | $1 |
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Items per page:    10        1 - 5 of 5 items                                        1    of 1 pages

**⊞  Billing - Payment Release**

**⊞  Billing - PO Invoices**

**⊞  Billing - Journal Invoices**

**⊞  Billing - Work Task Costs**

**⊞  Job Cost Billing**

**⊞  Job Cost Detail**

Activate    Calculate    Save    Save & Close    More    x
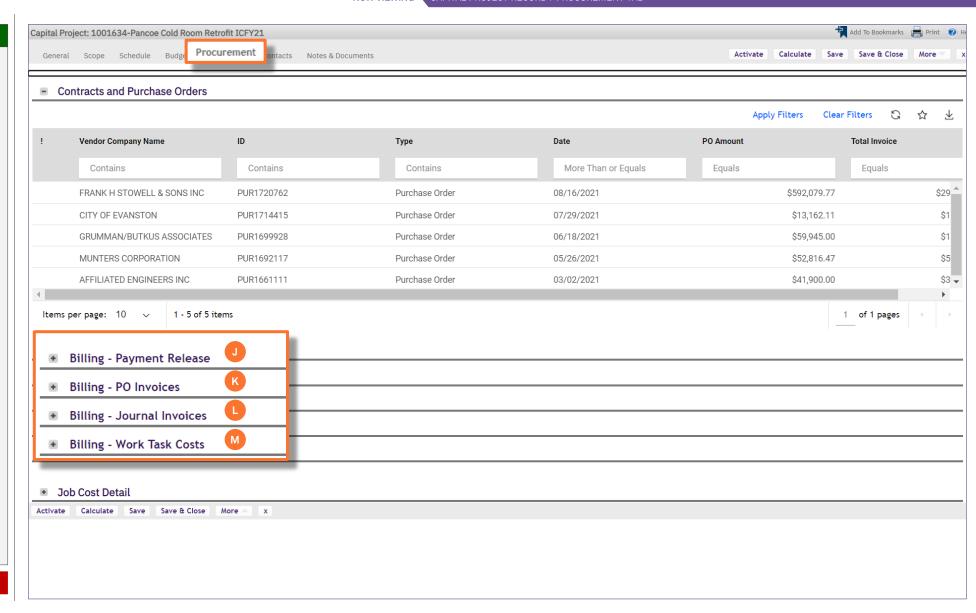
## ▼ PROJECT INFORMATION

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

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

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

**L.** **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.

**M.** **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.

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

## ▶ IMPORTANT

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Capital Project: 1001634-Pancoe Cold Room Retrofit ICFY21    ⚲ Add To Bookmarks   🖨 Print   ❓ He

General   Scope   Schedule   Budge   **Procurement**   ontacts   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 |
| | FRANK H STOWELL & SONS INC | PUR1720762 | Purchase Order | 08/16/2021 | $592,079.77 | $29 |
| | CITY OF EVANSTON | PUR1714415 | Purchase Order | 07/29/2021 | $13,162.11 | $1 |
| | GRUMMAN/BUTKUS ASSOCIATES | PUR1699928 | Purchase Order | 06/18/2021 | $59,945.00 | $1 |
| | MUNTERS CORPORATION | PUR1692117 | Purchase Order | 05/26/2021 | $52,816.47 | $5 |
| | AFFILIATED ENGINEERS INC | PUR1661111 | Purchase Order | 03/02/2021 | $41,900.00 | $3 |

Items per page:  10  ⌄    1 - 5 of 5 items          1  of 1 pages  ‹  ›

➕ **Billing - Payment Release**  J

➕ **Billing - PO Invoices**  K

➕ **Billing - Journal Invoices**  L

➕ **Billing - Work Task Costs**  M

➕ **Job Cost Detail**

Activate   Calculate   Save   Save & Close   More ▲   x

## ▼ PROJECT INFORMATION

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

**J.   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

**K.   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

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Capital Project: 1001634-Pancoe Cold Room Retrofit ICFY21          📌 Add To Bookmarks   🖨 Print   ❓ H

General    Scope    Schedule    Budge    **Procurement**    ontacts    Notes & Documents          Activate   Calculate   Save   Save & Close   More   x

**J**  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

**K**  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

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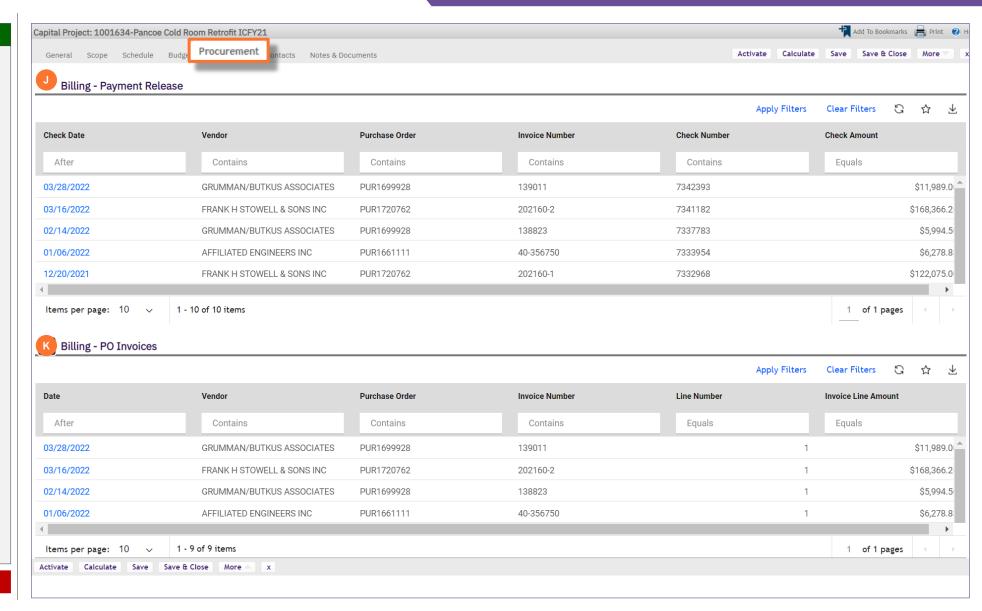
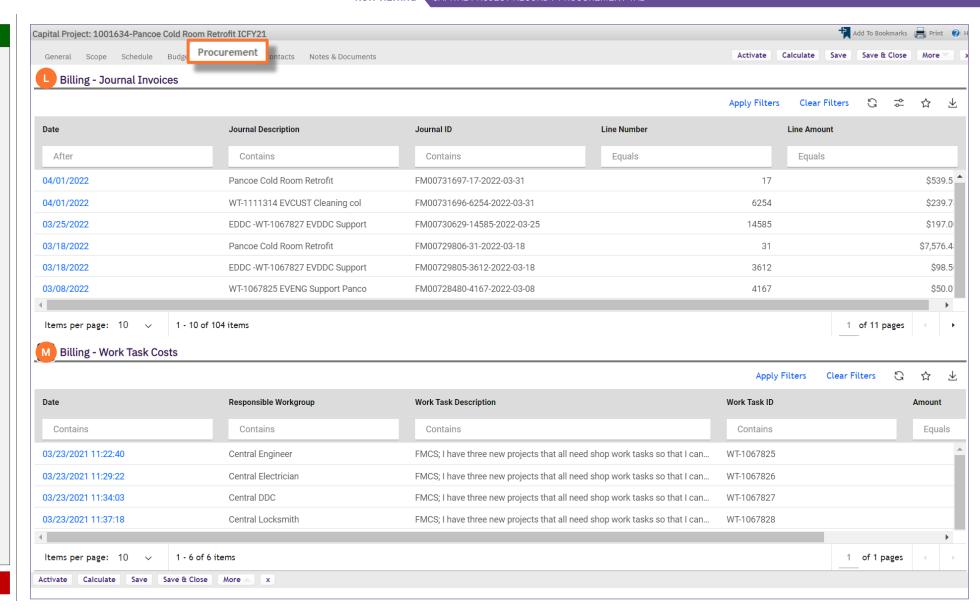**L.    Billing – Journal Invoices**

- **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

**M.    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

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

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

Activate    Calculate    Save    Save & Close    More    x

**L    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

**M    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:

**N.  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

**O.  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

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

Activate   Calculate   Save   Save & Close   More   x

**N  Job Cost Billing**

Billing Type  Projects                           ★ Billing Status  Active

**O  Job Cost Detail**

Apply Filters   Clear Filters

| ID | Cost Source | Original Cost | Markup | Markup Cost | Debit Chart String | Credit Chart String | Transaction Date | Billing Date | Job Cost Batch ID | Job Cost Batch Run By | Status |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Contair | Contains | Equals | Equal: | Equals | Contains | Contains | After | Contains | Contains | Contains | Contains |
| 1478547 | Service Purchase Order… | $19,767.79 | 4.5 | $889.55 | 812-1830000-8005… | 160-1830100-50854 | 05/14/2021 | 05/21/2021 … | 1000259 | System System | Billed |
| 1505548 | Service Purchase Order… | $8,400.00 | 4.5 | $378.00 | 812-1830000-8005… | 160-1830100-50854 | 06/08/2021 | 06/11/2021 … | 1000269 | System System | Billed |
| 1582239 | Service Purchase Order… | $13,162.11 | 4.5 | $592.29 | 812-1830000-8005… | 160-1830100-50854 | 08/10/2021 | 08/13/2021 … | 1000299 | System System | Billed |
| 1757114 | Service Purchase Order… | $52,816.47 | 4.5 | $2,376.74 | 812-1830000-8005… | 160-1830100-50854 | 12/09/2021 | 12/17/2021 … | 1000363 | System System | Billed |
| 1763884 | Service Purchase Order… | $122,075.00 | 4.5 | $5,493.38 | 812-1830000-8005… | 160-1830100-50854 | 12/20/2021 | 12/24/2021 … | 1000366 | System System | Billed |
| 1778568 | Service Purchase Order… | $6,278.88 | 4.5 | $282.55 | 812-1830000-8005… | 160-1830100-50854 | 01/06/2022 | 01/14/2022 … | 1000377 | System System | Billed |
| 1826212 | Service Purchase Order… | $5,994.50 | 4.5 | $269.75 | 812-1830000-8005… | 160-1830100-50854 | 02/14/2022 | 02/18/2022 … | 1000393 | System System | Billed |
| 1861822 | Service Purchase Order… | $168,366.26 | 4.5 | $7,576.48 | 812-1830000-8005… | 160-1830100-50854 | 03/16/2022 | 03/18/2022 … | 1000407 | System System | Billed |
| 1880060 | Service Purchase Order… | $11,989.00 | 4.5 | $539.51 | 812-1830000-8005… | 160-1830100-50854 | 03/28/2022 | 04/01/2022 … | 1000413 | System System | Billed |

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

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