



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:**
 - Be an existing project, already created in Facilities Connect.
 - Have its Project Category selected as **Capitalized** and include a capital Chartstring.

▶ PROCESS

▶ IMPORTANT

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

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>>

Northwestern | FACILITIES CONNECT

Home

Reminders - Projects

Project Checklists In Revision

Project Reports

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	
Tech AB Ground NCAR...	Active	08/01/2020	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

▶ IMPORTANT



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

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

(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

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			COMMITMENTS		
a. Original Funding	\$950,000.00	US Dollars	d. Commitments	\$805,221.25	US Dollars
b. Funding Changes	\$34,000.00	US Dollars	e. Invoices Paid	\$805,221.25	US Dollars
c. Current Funding (a+b)	\$984,000.00	US Dollars	f. Encumbrance Balance (d-e)	\$0.00	US Dollars
Baseline Budget	\$1,000,000.00	US Dollars			
Budget Delta	\$-16,000.00	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)	\$0.00	US Dollars
			j. Uncommitted Budget (c-f-h-i)	\$106,862.28	US Dollars
			p. Forecast To Complete	\$0.00	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

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			COMMITMENTS		
a. Original Funding	\$950,000.00	US Dollars	d. Commitments	\$805,221.25	US Dollars
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c. Current Funding (a+b)	\$984,000.00	US Dollars	f. Encumbrance Balance (d-e)	\$0.00	US Dollars
Baseline Budget	\$1,000,000.00	US Dollars	INCURRED		
Budget Delta	\$-16,000.00	US Dollars	e. Invoices Paid	\$805,221.25	US Dollars
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			p. Forecast To Complete	\$0.00	US Dollars
			q. Forecast Final (h+p)	\$805,221.25	US Dollars

Last Update 11/16/2018 25 x

Updated By x

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

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

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

Summary

A Budget Code Structure **812-1830000-80058239-01** **B**

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)	\$0.00	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)	\$0.00	US Dollars
j. Uncommitted Budget (c-f-h-i)	\$106,862.28	US Dollars
p. Forecast To Complete	\$0.00	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:

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

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

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

Summary

Budget Code Structure 812-1830000-80058239-01

FUNDING & BUDGET			COMMITMENTS		
a. Original Funding	\$950,000.00	US Dollars	d. Commitments	\$805,221.25	US Dollars
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INCURRED

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p. Forecast To Complete	\$0.00	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:

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
- **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

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

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

Summary

Budget Code Structure 812-1830000-80058239-01

FUNDING & BUDGET			COMMITMENTS		
a. Original Funding	\$950,000.00	US Dollars	d. Commitments	\$805,221.25	US Dollars
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Baseline Budget	\$1,000,000.00	US Dollars			
Budget Delta	\$-16,000.00	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)	\$0.00	US Dollars
j. Uncommitted Budget (c-f-h-i)	\$106,862.28	US Dollars
p. Forecast To Complete	\$0.00	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%

D



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.

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

General Scope Schedule Budget Budget Procurement Contacts Notes & Documents

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

Summary

Budget Code Structure 812-1830000-80058239-01

FUNDING & BUDGET			COMMITMENTS		
a. Original Funding	\$950,000.00	US Dollars	d. Commitments	\$805,221.25	US Dollars
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Budget Delta	\$-16,000.00	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
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			p. Forecast To Complete	\$0.00	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%

Current Budget Balance

Apply Filters Clear Filters

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

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	Contains	Equals	Equals	Equals	Equals
<input type="checkbox"/> 75210	IT Technical & Consult Service	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/> 75260	Leased Software	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/> 75440	Repair Expense	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/> 75470	AV Equipment Rental	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/> 75533	Art Installation Services	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/> 75610	Internal - FMO Services	\$0.00	\$0.00	\$2,745.23	\$-
<input type="checkbox"/> 75750	Contractor Services	\$0.00	\$0.00	\$0.00	
		\$984,000.00	\$351,053.34	\$445,342.07	\$187

1 - 82 of 82 items

Cost Overview G

Font Family Font Size Paragraph

Activate Calculate Save Save & Close More



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

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

Project Budget

ID	Type	Date	Name	Amount	Status
1001181	Project Original Budget	02/03/2021	812-1830000-80058239-01	\$950,000.00	Issued
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



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

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

Activate Calculate Save Save & Close More

Cost Overview

Font Family Font Size Paragraph

Project Budget

Apply Filters Clear Filters

<input type="checkbox"/>	!	ID	Type	Date	Name	Amount
		Contains	Contains	More Than or Ec	Contains	
<input type="checkbox"/>		1000827	Project Budget Change	03/11/2022	812-1830000-80058239-01	
<input type="checkbox"/>		1000807	Project Budget Change	02/07/2022	812-1830000-80058239-01	
<input type="checkbox"/>		1000806	Project Budget Change	02/04/2022	812-1830000-80058239-01	\$34,0
<input type="checkbox"/>		1000673	Project Budget Change	06/11/2021	812-1830000-80058239-01	
<input type="checkbox"/>		1001181	Project Original Budget	02/03/2021	812-1830000-80058239-01	\$950,C

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

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

Contracts and Purchase Orders

!	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 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

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

Contracts and Purchase Orders

!	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

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

Activate Save Save & Close More x

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

Apply Filters Clear Filters Refresh Download Settings

Task ID	PO Line Name	Vendor Company Name	PO Line	Type	Created on Date	Quantity	Rate
Contains	Contains	Contains	Contains	Equals	More Than or Eql	Equals	Eql
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	

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- Billing - Payment Release
- Billing - PO Invoices
- Billing - Journal Invoices
- Billing - Work Task Costs
- Job Cost Billing
- Job Cost Detail

Activate Save Save & Close More x

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

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

Purchase Orders for Project Work Tasks not included in Project Budget

Apply Filters Clear Filters Refresh Download Settings

Task ID	PO Line Name	Vendor Company Name	PO Line	Type	Created on Date	Quantity	Rate
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

Activate Save Save & Close More x



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

General Scope Schedule Budget **Procurement** Contacts 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

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

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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

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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



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

Capital Project: 1001634-Pancoe Cold Room Retrofit ICFY21

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

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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

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IMPORTANT



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

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

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

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