



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 Refresh Star Download

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
IMEG CORP	PUR1608372	Purchase Order	09/21/2020	\$17,900.00	\$17,900.30

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+ 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

- 1 **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.
- 2 **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.
- 3 **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.
- 4 **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.

Vendor Company Name	ID	Type	Date	PO Amount	Total Invoice
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. OLSON 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

In the new 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

(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
 Name PUR1707808
 Description SRV
 Due Date 07/13/2021
 Fulfillment Date

Revision 1 Status Completed
 Date 07/13/2021

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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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.

2b Status Completed

2d Line Item Total \$3,506.04

General

ID PUR1707808 Revision 0

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

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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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

ID	Name	Revision	Date	Status
PUR1830284	PUR1830284	0	07/12/2022	History

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DIRECTIONS:

- 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.

Capital Project: 1001578-Tech Helium Storage Vessel FY20

General Scope Schedule Budget Procurement Contacts Notes & Documents

Contracts and Purchase Orders

Billing - Payment Release

Apply Filters Clear Filters

Check Date	Vendor	Purchase Order	Invoice Number	Check Number	Check Amount
After	Contains	Contains	Contains	Contains	Equals
08/23/2021	IMEG CORP	PUR1608372	20003992.00-8	6044960	\$600.01
08/19/2021	BEAR CONSTRUCTION	PUR1688820	206100-003	5794174	\$30,873.01
08/06/2021	STANDARD CARTAGE INC	PUR1688420	86019	6042953	\$4,779.21
08/06/2021	BEAR CONSTRUCTION	PUR1688820	206100-002	7318577	\$35,797.01
08/19/2021	IMEG CORP	PUR1608372	20003992.00-7	6044579	\$1,092.01
07/19/2021	BEAR CONSTRUCTION	PUR1688820	206100-001	7316556	\$31,018.01
08/04/2021	STANDARD CARTAGE INC	PUR1688420	86016	6042594	\$18,500.01
07/22/2021	IMEG CORP	PUR1608372	20003992.00-6	6041204	\$1,350.01
04/20/2021	IMEG CORP	PUR1608372	20003992.00-5	6030220	\$187.51
04/07/2021	IMEG CORP	PUR1608372	20003992.00-4	6028904	\$187.51

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- 4 **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.

Capital Project: 1001578-Tech Helium Storage Vessel FY20

General Scope Schedule Budget Procurement Contacts Notes & Documents

Contracts and Purchase Orders

Billing - Payment Release

Billing - PO Invoices

Billing - Journal Invoices

Billing - Work Task Costs

Apply Filters Clear Filters

Date	Responsible Workgroup	Work Task Description	Work T
Contains	Contains	Contains	Co
08/31/2020 09:51:42	Central Engineer	FMCS: Shop work tasks. Can I please get work tasks set up for the following shops: Mechanical EL...	WT
08/31/2020 10:21:20	Central Electrician	FMCS: Shop work tasks. Can I please get work tasks set up for the following shops: Mechanical EL...	WT
08/31/2020 10:43:25	Central Landscape	FMCS: Shop work tasks. Can I please get work tasks set up for the following shops: Mechanical EL...	WT
08/31/2020 10:48:35	Central Locksmith	FMCS: Shop work tasks. Can I please get work tasks set up for the following shops: Mechanical EL...	WT

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