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.

**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.
Contracts and Purchase Orders:

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

In the new Purchase Order Record, window you can view:

- The current **Status** of the PO
- If there have been any changes or **Revisions** made to the PO
- The **original amount** of the PO – updates to the paid amount on Closure.
- The **amount paid** on PO
Contracts and Purchase Orders (cont):

DIRECTIONS:

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.

**PO Status Reference Sheet**

<table>
<thead>
<tr>
<th>PO DTO Status</th>
<th>PO Status NUFIN</th>
<th>PO Status FC</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>Dispatched/Open</td>
<td>Completed</td>
</tr>
<tr>
<td>C</td>
<td>Closed</td>
<td>Closed</td>
</tr>
<tr>
<td>X</td>
<td>Cancelled</td>
<td>Cancelled</td>
</tr>
</tbody>
</table>

**IMPORTANT**

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**

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.
Contracts and Purchase Orders (cont):

On the **History** tab of the **PO Record**, you can view:

- Original PO amount, quantity, and line items
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 - 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.