Job Guide #6

Financial Management for Capitalized Projects
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)**

<table>
<thead>
<tr>
<th>Version</th>
<th>Release Date</th>
<th>Action</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>4/08/2021</td>
<td>Updated</td>
<td>NU Facilities</td>
</tr>
<tr>
<td>1.0</td>
<td>2/21/2019</td>
<td>Created</td>
<td>NU Facilities</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**REVISION HISTORY**

- This is the updated version of the document; content within represents delivered system functionality as of 04/08/2021.
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.

---

**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**
GETTING STARTED

- Locate your desired project, contained within the ‘My Projects’ Phase portlets (center of Facilities Connect Home Screen)

PROCESS

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

<<Upon clicking, the Capital Project Form will open as a new window displaying project details>>
2) To access and view project financial information, click on the **Budget** tab at the top of the form.

<<Upon clicking, Budget details will open in the same window>>
On the Budget tab, you are able to view detailed project financial information, organized across several sections of the Capital Project Form.

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) following 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**

Capital Project Form > Budget Tab

---

**Project Information**

**A. Budget grouping**
- Original Budget is the original budgeted amount for the project.
- Budget Changes represents the net change to project budget following creation of the original project budget.
- Current Budget (a+b) is the project’s current budget, representing the sum of Original Budget and Budget Changes.

**B. Commitments grouping**
- Commitments is the sum of all vendor purchase orders created for the project.
- Invoices Paid is the sum of all vendor invoice payments released for the project.
- Encumbrance Balance (d-e) is the current balance of encumbrances (i.e., Commitments less Invoice Payments) for the project.
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

Capital Project Form > Budget Tab
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

CAPITAL PROJECT FORM > BUDGET TAB
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.
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:** Do Not use the Add button in this section. All updates to Project Budget are automatically received and refreshed via daily updates from NU Financials.
3) Next, to view project Purchase Orders, Invoices, and Payment Releases, click on the Procurement tab at the top of the form.

<<Upon clicking, Procurement details will open in the same window>>
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.
### I. Contracts and Purchase Orders

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.
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.

---

**Figure 1:**

<table>
<thead>
<tr>
<th>Vendor Company Name</th>
<th>ID</th>
<th>Date</th>
<th>PO Amount</th>
<th>Total Invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td>HINRODER &amp; CO</td>
<td></td>
<td></td>
<td>561,249.26</td>
<td>561,249.26</td>
</tr>
<tr>
<td>FASTSIGNS CHICAGO</td>
<td></td>
<td></td>
<td>51,994.33</td>
<td>51,994.33</td>
</tr>
<tr>
<td>CEILIC ENVIRONMENTAL</td>
<td></td>
<td></td>
<td>1,000.00</td>
<td>1,000.00</td>
</tr>
<tr>
<td>SISTEMEX</td>
<td></td>
<td></td>
<td>51,200.00</td>
<td>51,200.00</td>
</tr>
<tr>
<td>CARNDY CONRAD &amp; ASSO</td>
<td></td>
<td></td>
<td>2,100.00</td>
<td>2,100.00</td>
</tr>
<tr>
<td>CLINIC INC</td>
<td></td>
<td></td>
<td>1,250.00</td>
<td>1,250.00</td>
</tr>
<tr>
<td>EIC INDUSTRIES INC</td>
<td></td>
<td></td>
<td>51,880.00</td>
<td>51,880.00</td>
</tr>
<tr>
<td>HINRODER</td>
<td></td>
<td></td>
<td>51,887.09</td>
<td>51,887.09</td>
</tr>
<tr>
<td>ART ELECTRONICS &amp; APPL CO</td>
<td></td>
<td></td>
<td>51,856.00</td>
<td>51,856.00</td>
</tr>
</tbody>
</table>

**Diagram:**

- **Billing - Payment Release**
- **Billing - PO Invoices**
- **Billing - Journal Invoices**
- **Billing - Work Task Costs**
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.
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

Version 1.0
© 2019 Northwestern University
Page 17 of 15
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 FORM > PROCUREMENT TAB