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.

1. **Contracts and Purchase Orders**: All the Contracts and Purchase Orders associated with the Project.

2. **Purchase Orders for Project Work Tasks**: List of the individual PO information from all Work Tasks associated with the Project.

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.

4. **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.

5. **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.

6. **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.
PROJECT MANAGEMENT

CAPITAL PROJECT WORK TASKS: PROCUREMENT TAB

DIRECTIONS:

2 Contracts and Purchase Orders:

2a To open an individual PO, click anywhere on the PO line.

In the 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
Contracts and Purchase Orders (cont):

DIRECTIONS:

2

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.

INFORMATION:

2d

When a PO is closed in NUFIN (10 days after full payment) that Closed status will integrate to FC and update on the PO.

IMPORTANT:

2b

TIP & TRICKS:

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>

PO Status Reference Sheet:

- **DTO Status**
  - D: Dispatched/Open
  - C: Closed
  - X: Cancelled

- **NUFIN Status**
  - Completed

- **PO Status**
  - Closed
  - Cancelled
1.2 (Updated 04.10.24)

Contracts and Purchase Orders (cont):

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

- Original PO amount, quantity, and line items

**DIRECTIONS:**

**Purchase Orders for Project Work Tasks:** List the individual PO information for all Work Tasks associated with the Project.

Click on the Task ID field to open and view the individual PO information.
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.

Click on the Check Date field to open and view the individual PO information.

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.

Click on the Date field to open the individual Work Task.