Quick Guide 3

PROJECT MANAGEMENT: REDESIGNED PROCUREMENT TAB

Under the guidance of the Facilities’ Finance department and a group of Project Managers, the Billing Sections of the Procurement tab of a Capital Project have been improved. You can now easily track invoice payments, journal charges and associated work task costs.

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.

   ![Redesigned Sections (currently collapsed)]

   **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.

   **Billing - PO Invoices**: List all the encumbered payments to vendors whom 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.
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DIRECTIONS:

2 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.

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