

PROJECT MANAGEMENT

F, **M**

C, **P**



FINANCIAL MANAGEMEN FOR CAPI ALI ED PROJEC S

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This job guide provides step-by-step instruction for accessing and viewing project financial information for capitalized projects.

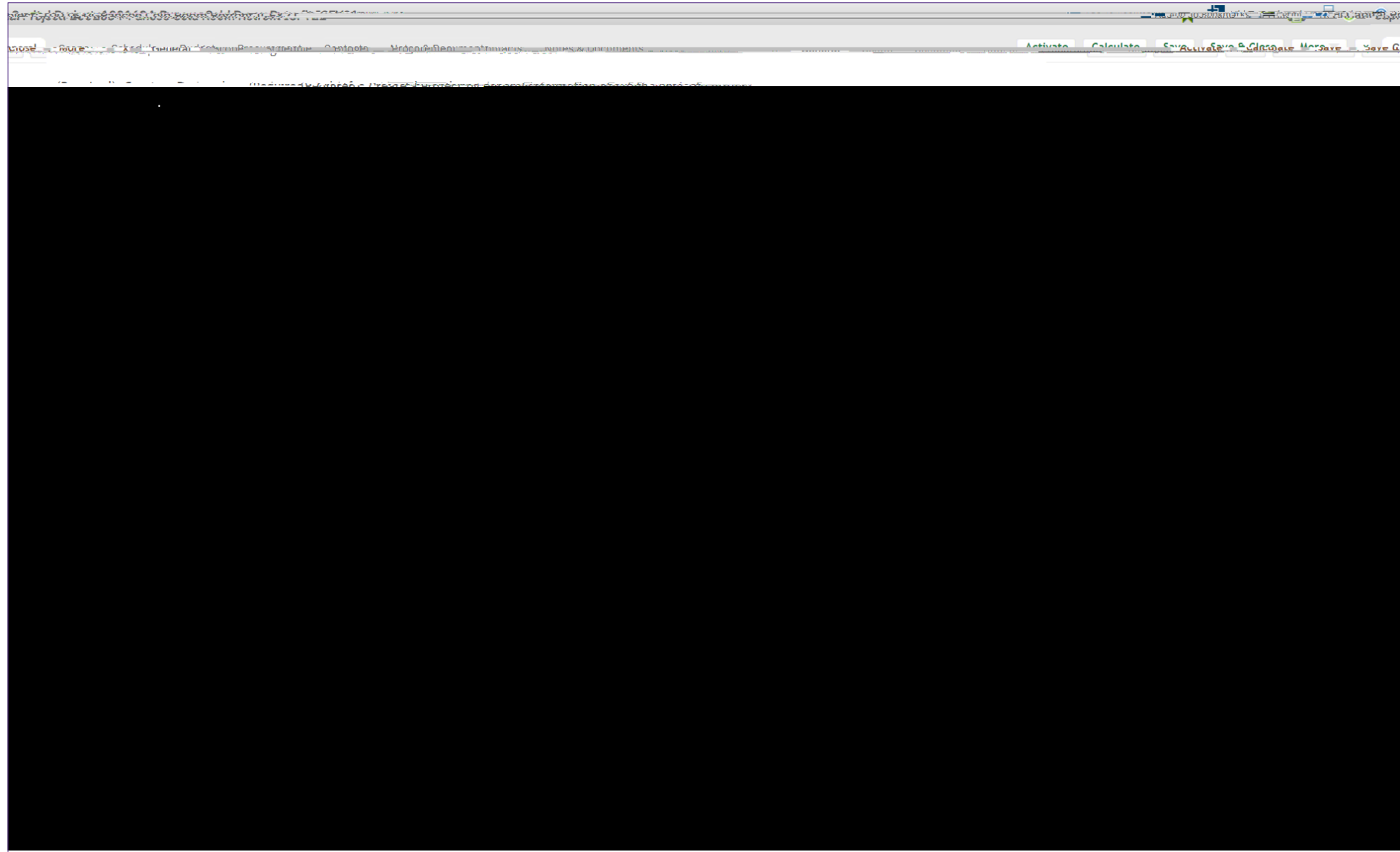
The purpose of this document is to serve as guided reference and/or new hire training on the functionality of project financials for capitalized projects available to applicable users in Facilities Connect.

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Most Recent

Version	Release Date	Action	Owner

- 2) To access and view project financial information, click on the **B**



PROJECT INFORMATION

The **S** **Project Budget** section provides a high-level project financial snapshot, including:

A **B** **Original Budget** grouping

- **O** **B** is the original budgeted amount for the project, established during the creation of the project's capital Chartstring.
- **E** **C** represents the net change to project budget (i.e. sum of budget increases and decreases) following the creation of the original project budget.
- **C** **E** (a+b) is the project's current budget; it represents the sum of the Original Budget and Budget Changes line items.
- **B** **B** represents the amount project leadership thinks the project is going to be, so that performance can be based on that actual thought rather than the initial amount that was funded.
- **B** **D** **B** **B** represents the delta of the Current Funding and Baseline Budget.

IMPORTANT

The screenshot displays a software interface for budget management. A dialog box titled 'FUNDING & BUDGET' is open, showing a table with the following data:

Amount	Currency	Description
\$950,000.00	US Dollars	a. Original Funding
\$34,000.00	US Dollars	b. Funding Changes

The background interface shows a 'COMMITMENTS' table with columns for amount, currency, and description. The table is partially obscured by the dialog box.

PROJECT INFORMATION

The **S** section provides a high-level project financial snapshot, including:

B C grouping

- **C** represents the sum of all vendor purchase orders that have been created for the project
- **I P** represents the sum of all vendor invoice payments that have been released for the project
- **E B** is the current balance of encumbrances (i.e. Commitments less Invoice Payments) for the project

The screenshot displays a financial management system interface. At the top, there are navigation buttons: 'Activate', 'Calculate', 'Save', 'Save & Close', and 'More'. Below this, a 'Project' tab is selected. The main content area is titled 'FUNDING & BUDGET' and shows a table with columns for 'Original Funding' and 'Funding Changes'. A 'COMMITMENTS' pop-up window is overlaid on the table, showing the following data:

COMMITMENTS	
d. Commitments	\$805,221.25 US Dollars
f. Encumbrance Balance (d-e)	\$0.00 US Dollars

The background table also includes a 'FORECAST' section at the bottom.

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The screenshot displays a software interface for financial management. At the top, there is a menu bar with options like 'Activate', 'Calculate', 'Save', 'Save & Close', and 'More'. Below this, a 'Budget Code Structure' is shown as '812-1830000-80058239-01'. The main area is divided into two sections: 'FUNDING & BUDGET' and 'COMMITMENTS'. Under 'FUNDING & BUDGET', there are rows for 'a. Original Funding' and 'b. Funding Changes', with values in US Dollars. Under 'COMMITMENTS', there are rows for 'd. Commitments', 'e. Incurred', 'f. Journal of the Year', and 'g. Total Incurred (1-1-23)'. A 'FORECAST' section is also visible at the bottom. A red box highlights a 'Print' button in the top left corner of the software window.



The J C B section allows



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<<Sc. d // e Current Budget Balance ec// >>

The **C B B** section provides project budget and cost information at the account code level.

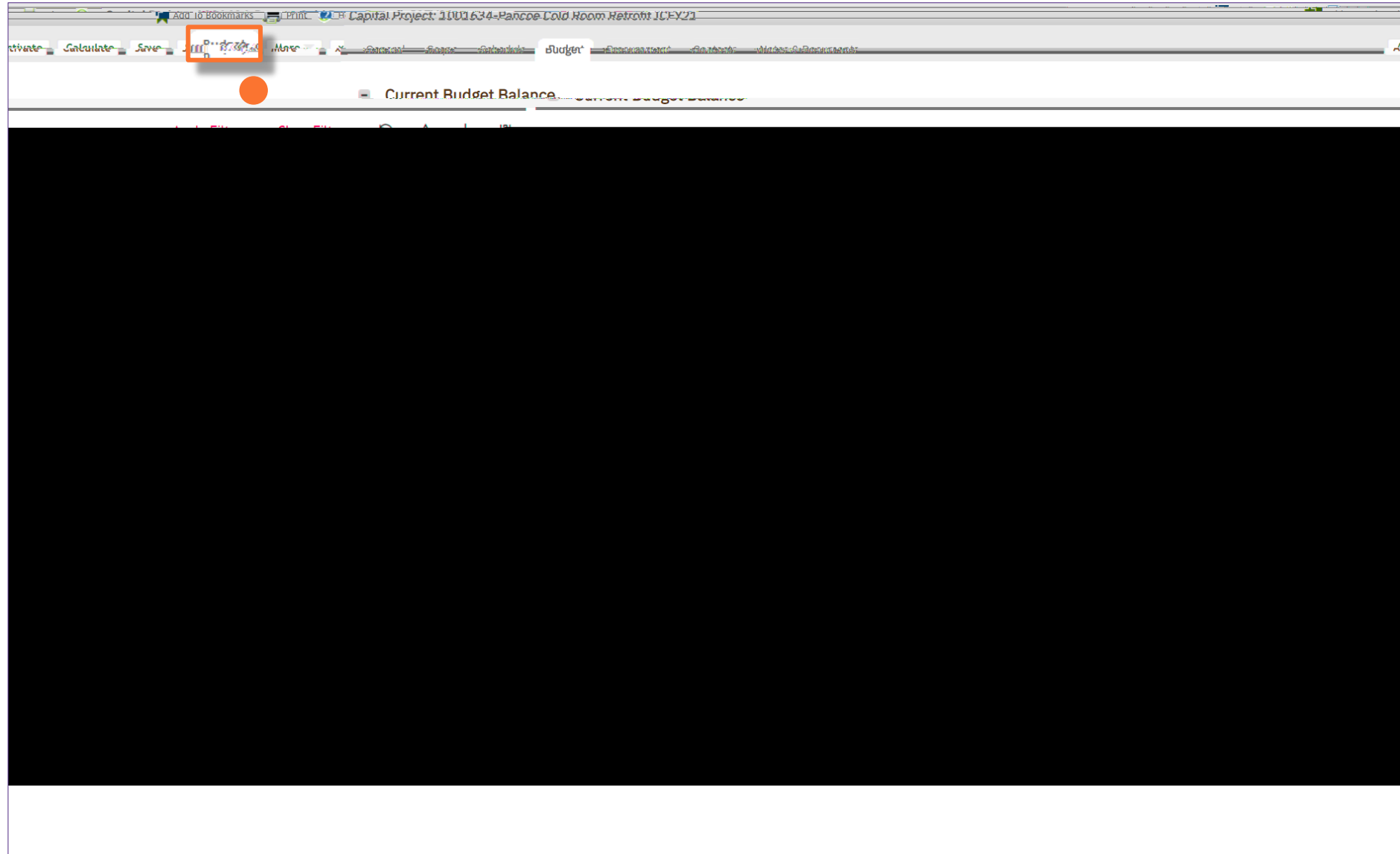
F C B B is a sortable and filterable table containing budget and cost details for each project account code.

N You may click on any account code line item in the table to view additional details

The **C O** section provides a space to capture any notes or assumptions regarding project financial information.

G C O is a free text field, allowing the Project Manager to record any notes or assumptions regarding project financial information.

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The **P** **B** section provides a record of project budget updates; this includes the creation of the original project budget as well as budget changes

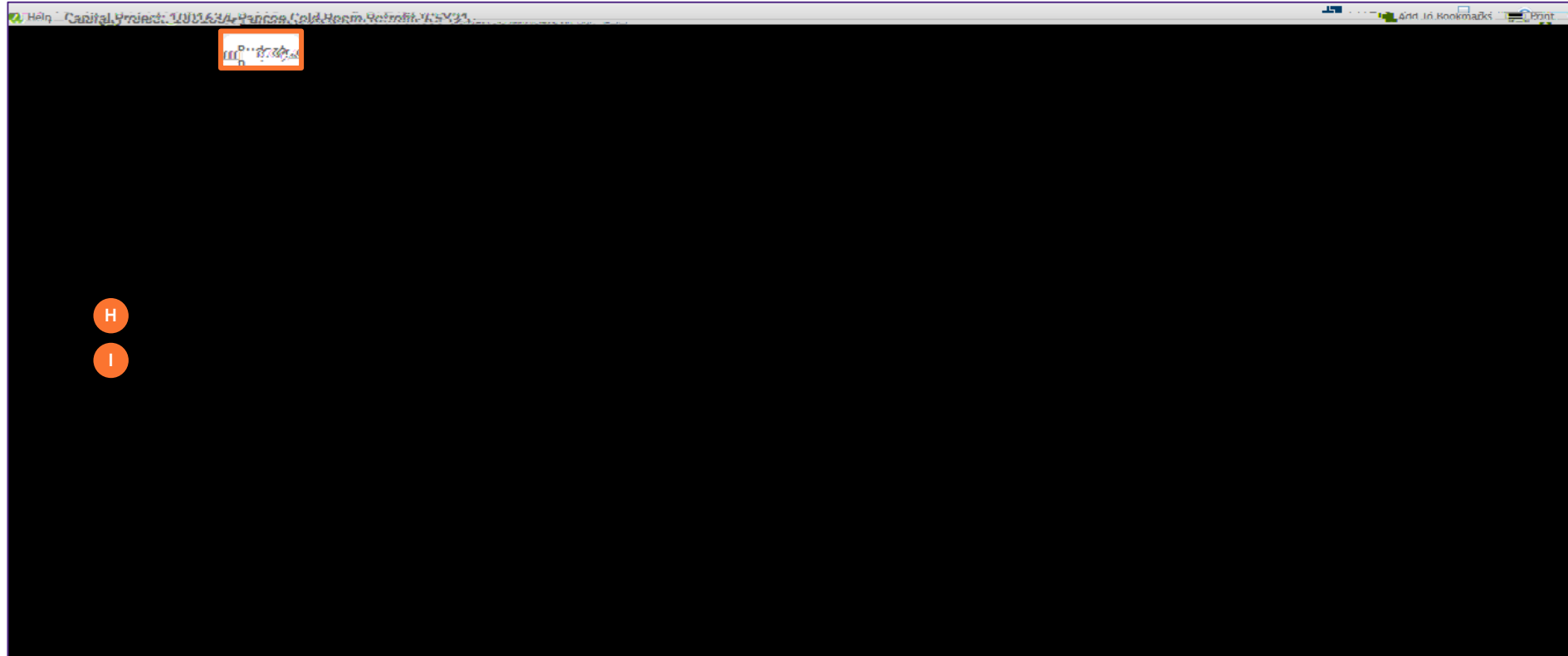
H P O B is the original budgeted amount for the project, established during the creation of the project's capital Chartstring.

I B B represents the amount project leadership thinks the project is going to be, so that performance can be based on that actual thought rather than the initial amount that was funded. This is entered manually by the Primary Project Manager.

N You may click on any line item in this section to view additional details, including amounts by project account code

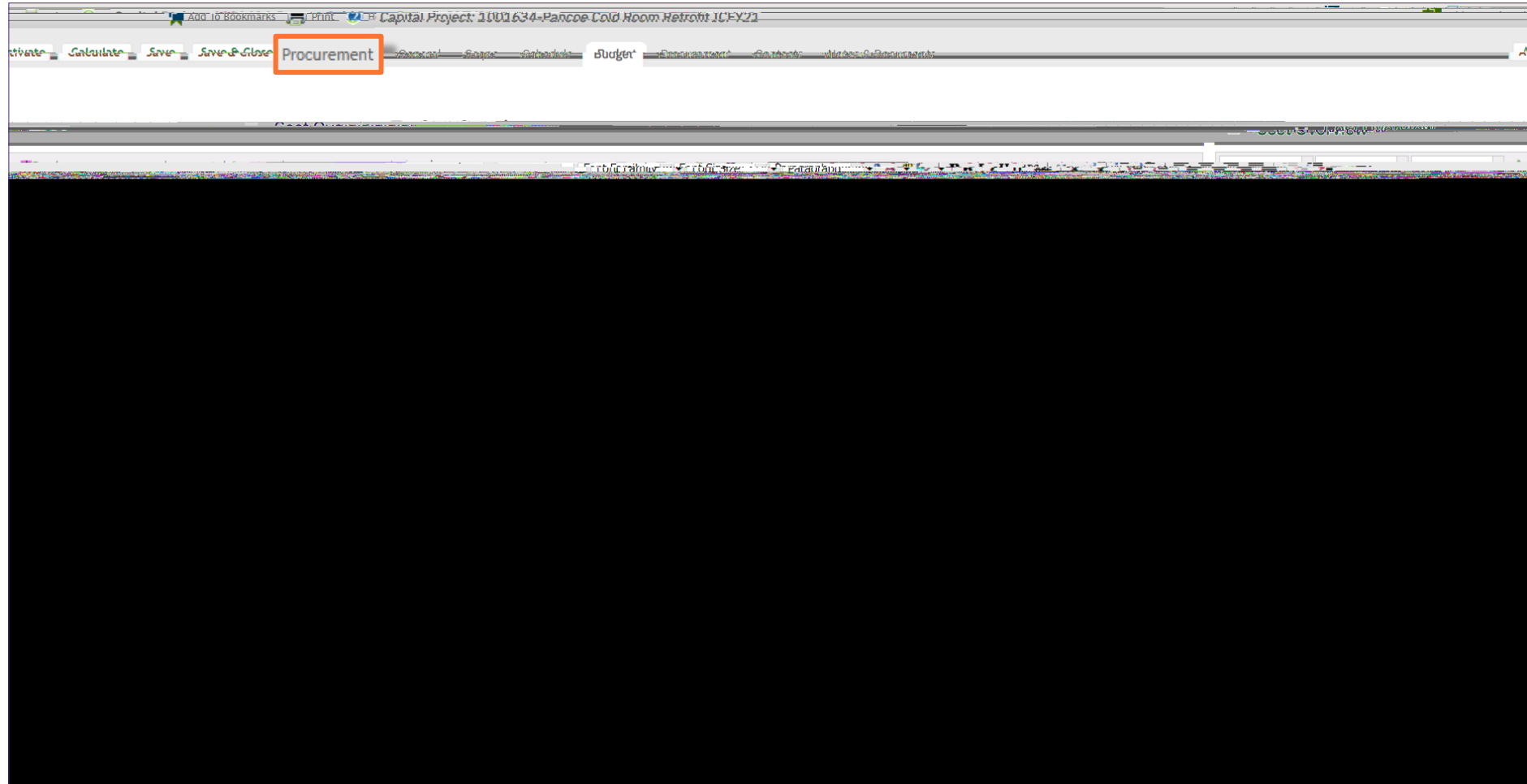
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All Project Budget Changes are automatically received and refreshed via daily updates from NU Financials. They do not need to be entered manually.



3) Next, to view project P O I P R , click on the P tab at the top of the Record.

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On the **P** tab, you are able to view project purchase order, invoice, and payment release information, organized in seven (7) sections.

N On this tab, always be aware of the number of items present within each section (shown on the **I** , **B**)

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 **S** dropdown on the right side of each section.

Click on the **+** sign to Expand or Collapse each section.

The screenshot displays the 'Procurement' tab interface. At the top, there is a navigation bar with a 'Procurement' tab highlighted. Below this, there are filter options: 'Apply Filters' and 'Clear Filters'. The main content area is currently collapsed, showing a vertical stack of '+' icons on the left side. At the bottom of the interface, there are two boxes: 'Items per page: 10' with a dropdown arrow, and '1 - 7 of 7 items'. On the right side, there is a pagination control showing 'Page 1 of 1'.

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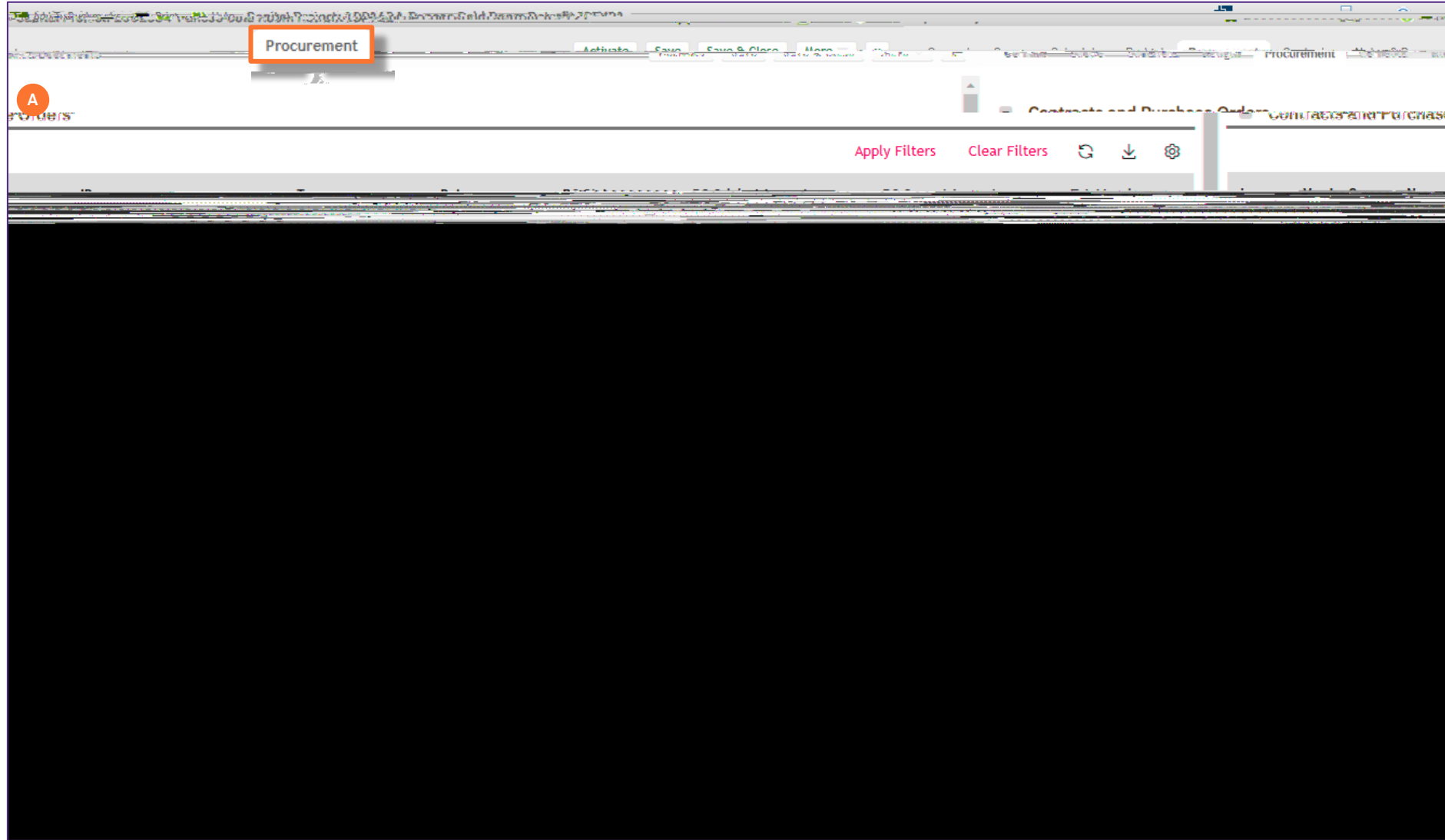
The **C P O** section provides a list of project purchase orders, organized by vendor name and purchase order ID number.

A C P O is a sortable and filterable table containing budget and cost details for each project account code.

- **C** ✓ **N** – name of the vendor as indicated on the new purchase order form
- **ID** - purchase order ID number
- ✓ indicates the record type of the individual line item
- **D** – date of purchase order creation (or last update to PO amount)
- **PO A** – total amount of the purchase order (includes initial amount and any changes)
- **I** – total of NU invoice payments applied to the purchase order

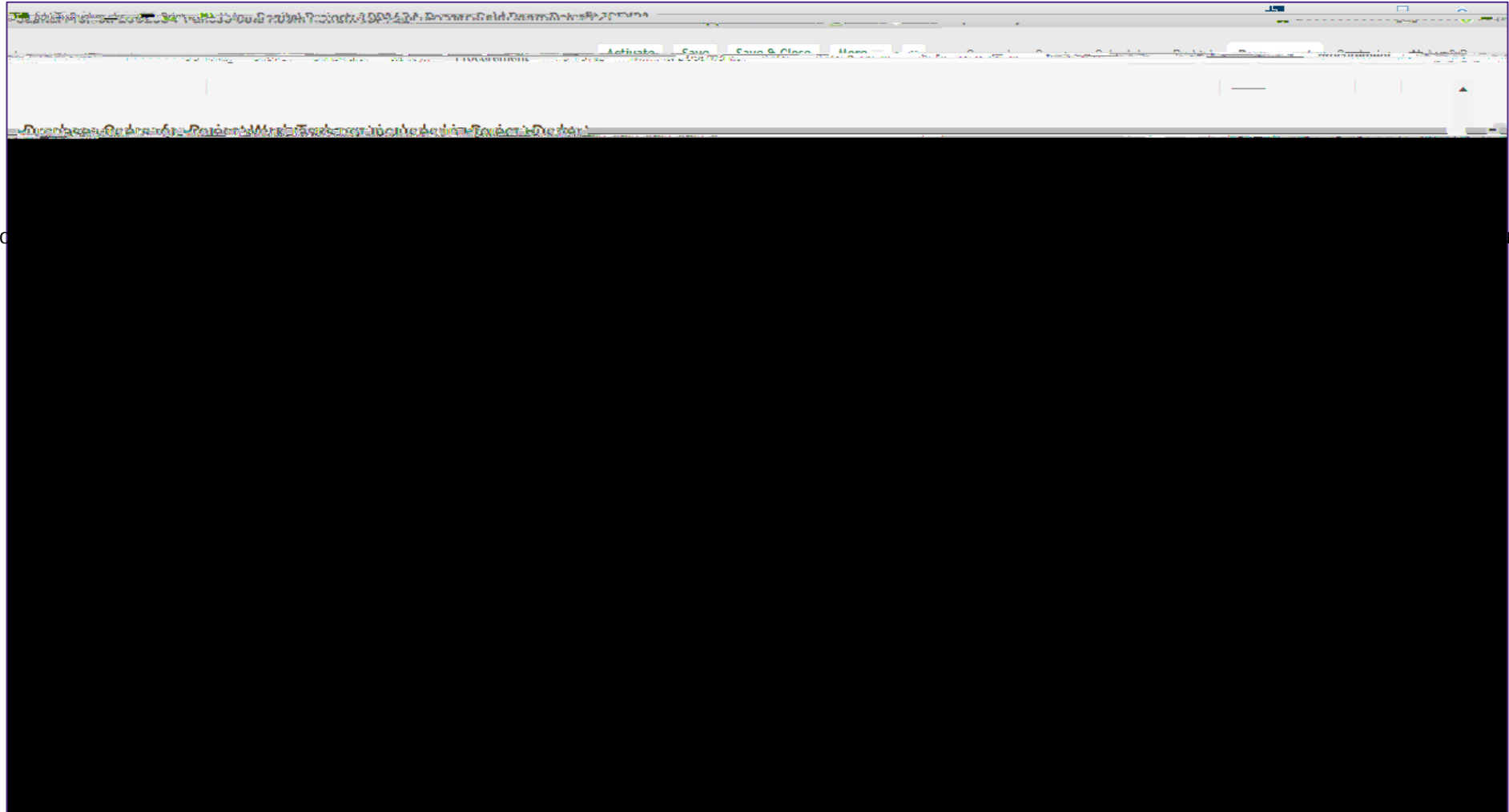
N You may click on any purchase order line item in the table to view additional details

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The **P** **O** **P** **B** section provides a list of the individual PO information for all associated with the Project.

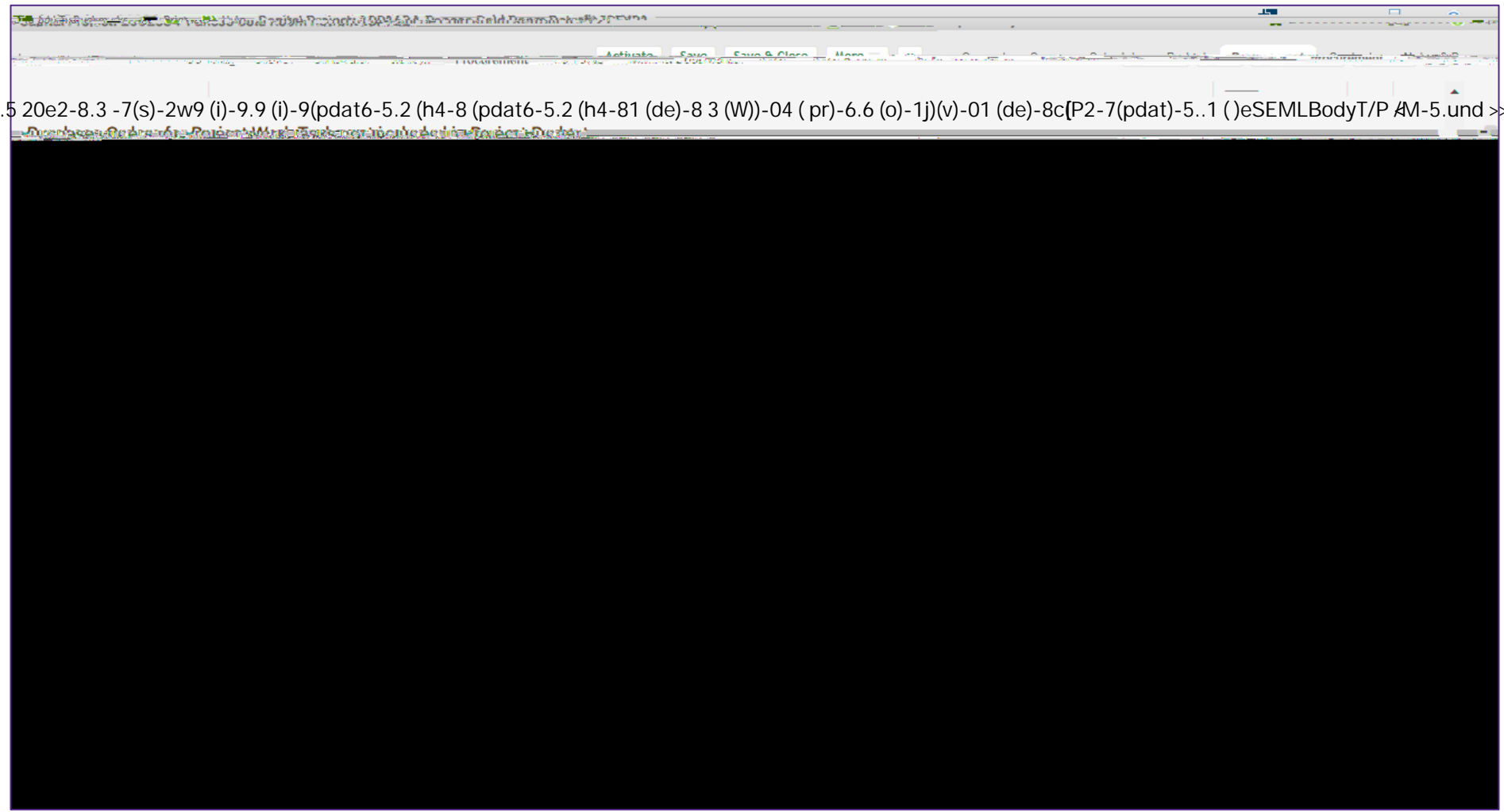
B. Click on the **ID** field to asd tefN45 0.1 (d





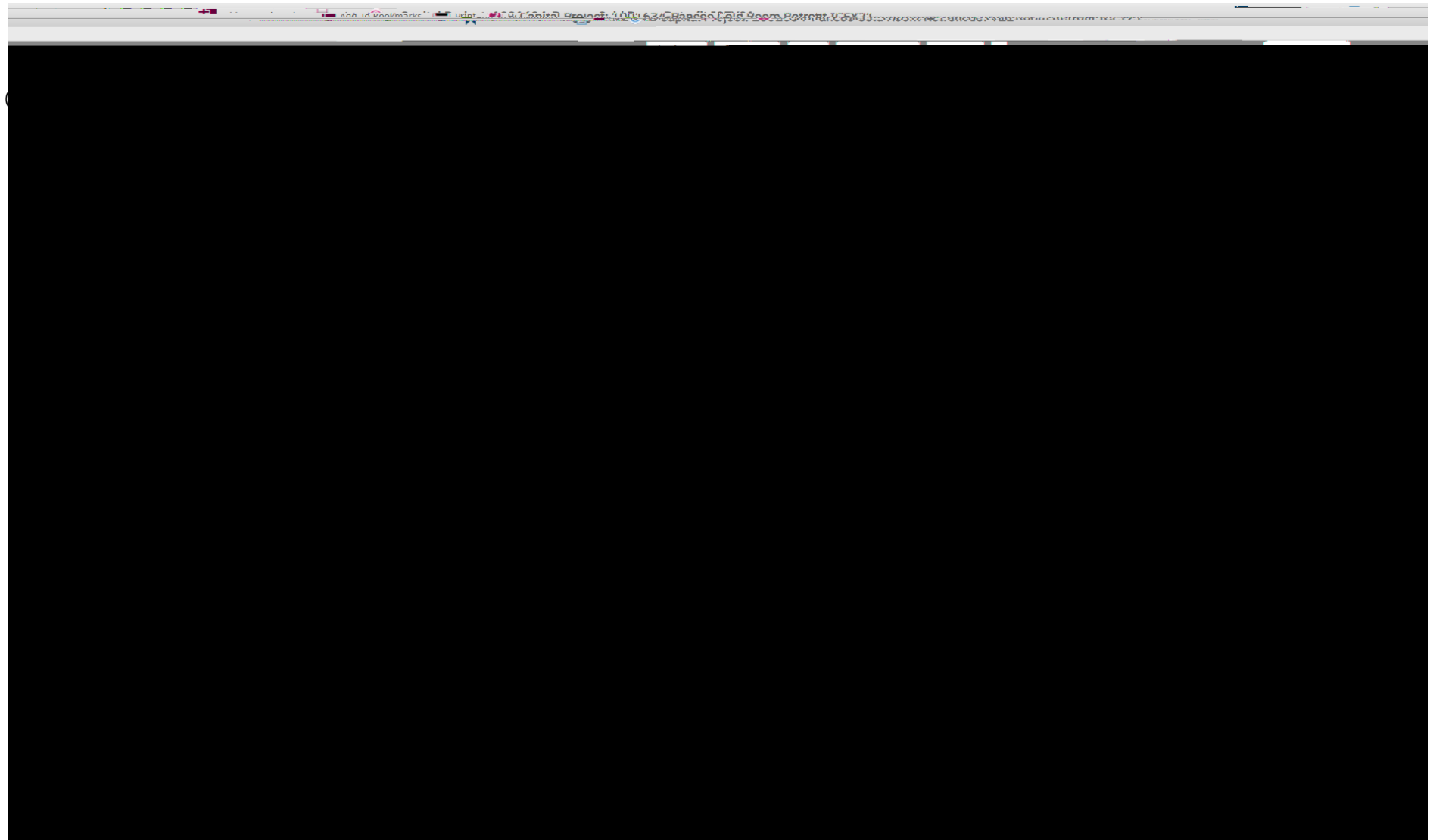
The updated B information provides

IP-5 (s) 2-7.9 (i)-9 (pd-5.5 20e2-8.3 -7(s)-2w9 (i)-9.9 (i)-9 (pd-5.2 (h4-8 (pd-5.2 (h4-81 (de)-8 3 (W))-04 (pr)-6.6 (o)-1j)(v)-01 (de)-8c(P2-7(pdat)-5..1 ()eSEMLBodyT/P #M-5.und >B



C B . > P r R

- C D - the date the paym (th)2i5k(AL)em (





PROJECT INFORMATION

The updated J C information provides two sections:

G J C B

- B - the type of billing
- B S - the status of the project
- PM M - the amount of the Capital Project Management Fee

IMPORTANT

Procurement

Job Cost Billing

PM Markup 4.50%

Apply Filters Clear Filters

ID	Cost Source	Original Cost	Markup	Markup Cost	Debit Chart String	Credit Chart String	Transaction
160-1830100-50954	812-1830000-8005R239-01-75882	130547	05/02/2024	1505540	Service Purchase Order/Invoice	812-1830000-8005R239-01-75882	\$13,162.11

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Job Cost Billing

★ Billing Status Active

Billing Type Projects
★ PM Markup 4.50%

Apply Filters Clear Filters

ID	Cost Source	Original Cost	Markup	Markup Cost	Debit Chart String	Credit Chart String	Transaction I
70.00	812-1830000-80050239-01-75882	160-1830100-50954	05/02/2020	1505540	Service Purchase Order/Invoice	812-1830100-50954	\$9,400.00
4.5	812-1830000-80050239-01-75882	160-1830100-50954	08/10/2020	1582239	Service Purchase Order/Invoice	812-1830100-50954	\$13,162.11