

# Accounting Software Resources for Project Managers

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Image Now is a great tool for access data on contracts, invoices, and budgets.

See the Image Now manual on the GT Facilities Forms Website for information on how to sort and filter data.

# Accounting Software Resources for Project Managers

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### Reporting for Projects over \$1M

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#### **3. PeopleSoft Report for Project Managers**

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#### **4. Mining Data in Image Now**

Image Now is a great tool for access data on contracts, invoices, and budgets.

See the Image Now manual on the GT Facilities Forms Website for information on how to sort and filter data.

## PRINTING A DETAILED AIM PROJECT ACCOUNTING REPORT BY PM (Facilities PM Report – PS#)

Project Managers can access a detailed accounting report for their projects in AIM for small projects that are not in the AIM CPPM module. See example of output on a project below. These reports can also be exported into Excel as needed.

Customer	Project Number	Project Name	Project Status	Project Status	Total Project Budget	Project Manager	Click the blue hyperlink to see invoice history for each contract.		
DINING	0151-2015	BRITTAIN DINING HALL NEW FLOORING	4 - CONSTRUCTION DOCS	AWAITING FUNDING	\$500,000.00	SHEFFIELD			
Contract No	Contract Title	Contractor	Date	PO Number	PS #	Amount	Tranx Type		
0389-16	DA GCC: BRITTAIN DINING HALL FLOORING REPLACEMENT MATERIALS TESTING SCOPE (0389-16/SPENCER SHEFFIELD)	NOVA ENGINEERING & ENVIRONMENTAL INC.	12/4/15	9010287292	53917130	\$4,400.00	Original Amt		
						<b>Contract Total:</b>	<b>\$4,400.00</b>	<b>Paid Amt:</b> <a href="#">4,400.00</a>	<b>Balance:</b> \$0.00
0593-15	BRITTAIN DINING HALL FLOORING REPLACEMENT	MAKE3 ARCHITECTURE PLANNING & DESIGN, LLC	3/9/15	9010235489	53912544	\$29,182.00	Original Amt		
0593-15	BRITTAIN DINING HALL FLOORING REPLACEMENT	MAKE3 ARCHITECTURE PLANNING & DESIGN, LLC	10/1/15	9010235489	53917130	\$1,660.00	Change Order		
0593-15	BRITTAIN DINING HALL FLOORING REPLACEMENT	MAKE3 ARCHITECTURE PLANNING & DESIGN, LLC	10/26/16	9010235489	53917130	-\$1,660.00	Change Order		
0593-15	BRITTAIN DINING HALL FLOORING REPLACEMENT	MAKE3 ARCHITECTURE PLANNING & DESIGN, LLC	10/26/16	9010235489	53912544	-\$23,465.09	Change Order		
						<b>Contract Total:</b>	<b>\$5,716.91</b>	<b>Paid Amt:</b> <a href="#">5,716.91</a>	<b>Balance:</b> \$0.00
0817-16	DA DPC: BRITTAIN DINING HALL FLOOR REFRESH/ TUNNEL REPAIR DESIGN SVCS (0817-16/SPENCER SHEFFIELD/0151-2015)	NOVA ENGINEERING & ENVIRONMENTAL INC.	4/27/16	9010314551	53917130	\$11,000.00	Original Amt		
						<b>Contract Total:</b>	<b>\$11,000.00</b>	<b>Paid Amt:</b> <a href="#">6,400.00</a>	<b>Balance:</b> \$4,600.00
						<b>Project Total:</b>	<b>\$21,116.91</b>	<b>\$16,516.91</b>	<b>\$4,600.00</b>

Contract Totals for Committed, Paid and Funds Remaining at each Double Line

Total Project Committed to Date

Total Project Paid to Date

Total Project Funds Remaining

### Instructions for accessing the report in AIM CPPM

1. Log into AiM CPPM using your **Facilities Log** in credentials. If you don't have the icon on your desk top, it can be access here and you'll want to put a shortcut on your computer. The shortcut can also be access from the Home Page of the Facilities AIM Web Interface.

<https://fmax2.fac.gatech.edu/fmax/screen/WORKDESK>



2. Look under Report Listing and find the Report titled **Facilities PM Report by Project Manager** or **PM Report by Project Number** Click on the report name to run the report. These reports work for non-capital projects only.

The **PM report by Project Manager** will print all projects that a PM is assigned to manage in the Project Manager Field in AIM.

The **PM report by Project Number** will print a single project report for a project number that you provide.

The screenshot shows the AiM WorkDesk interface. At the top, there is a navigation bar with 'AiM' and 'WorkDesk' labels, and buttons for 'Add' and 'IQ'. Below this is a 'Menu' section with a list of categories: Work Management, Accounts Payable, Asset Management, Capital Projects, Contract Administration, Project Management, and System Administration. To the right of the menu is a 'Personal Query Count' section showing two items: '3 Capital Projects ~ Capital Project ~ KIM!' and '126 Project Management ~ Project ~ KIM!'. Below the menu is a 'Report Listing' section with a list of reports. Two red arrows point to the reports 'PM Report by Project Mar' and 'PM Report by Project No.' in the list. The list of reports includes: ACTIVE PROJECT BY PHASE, ACTIVE PROJECTS >= \$250, ACTIVE PROJECTS BY BLDG, ACTIVE PROJECTS BY PM, BOR REPORT, CONSTR WORK BY FAC D&C, CPPM BOR REPORT, Campus Services Projects, Campus Svcs Proj Detailed, Campus Svcs Proj with PS#, DESIGN WORK BY FAC D&C, Meridian Project Status, PM Report by Project Mar, PM Report by Project No., PROJ REM BAL BY PROJ #, PROJ REM BAL DETAIL-Pm's, PROJECT COST/SQFT, PROJECT REMAINING BALANCE, and PROJECT STATIS FOR DEPTC.

3. Sort Criteria options are provided. Select the sort criteria in each category that you prefer, and select OK.

**PM report by Project Manager**

**Criteria 1: Active Projects or All Projects**

Do you want all of your projects for your entire career to print, or only projects that are currently active?

Typically you will use **ACTIVE PROJECTS**

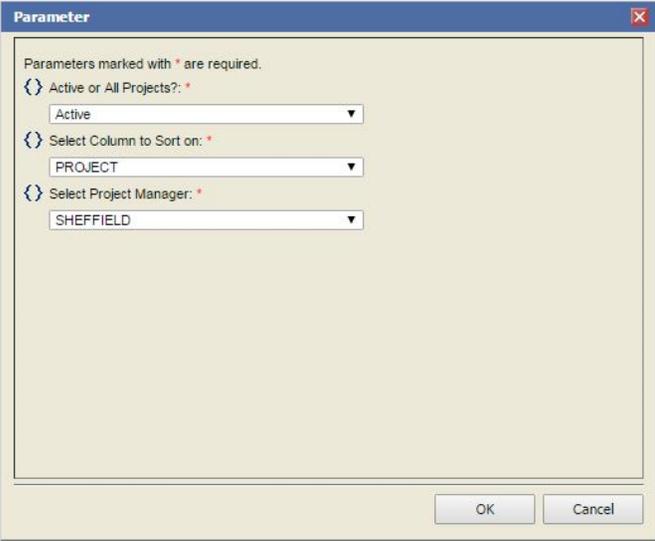
**Criteria 2: How Do You Want the Report Organized?**

Report can be sorted by Department or customer, by Phase of work, by AIM Project Number, or AIM Project Title

Typically you will use **PROJECT NUMBER**

**Criteria 3: Project Manager Name**

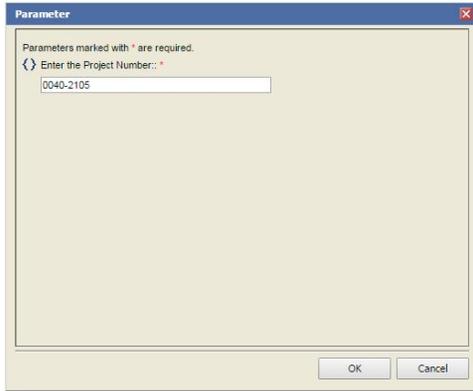
Select your name or the name of another project manager to run the report for projects assigned to that Project Manager.



**PM report by Project Number**

**Criteria 1: Project Number**

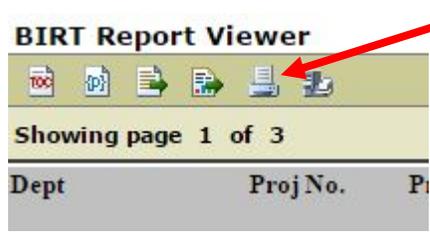
Enter the project number in the field provided. The number should be entered as XXXX-YEAR. Please note that some of the older AIM numbers did not follow XXXX-YEAR this format and you'll have to enter the number the way it is listed in AIM (e.g. 020-2016)



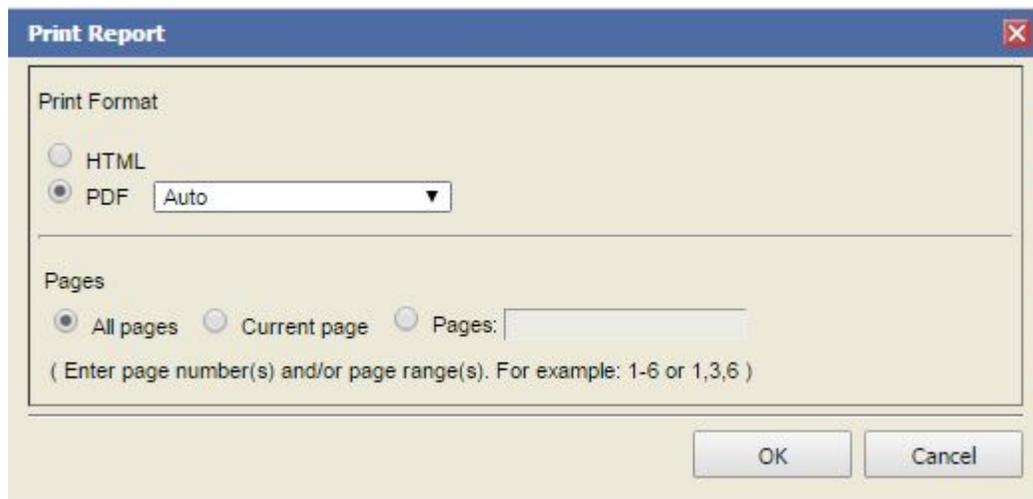
**Sample Report – Run by Single Project Number**

Dept	Proj No.	Project Name	Phase	Status	Budget	Proj Mgr	Project Balance		
PARKING & TRANSPORTATIO	040-2015	NORTH CAMPUS PARKING DECK REPAIRS AND RESTORATION	6A - CONSTRUCTION	PUNCH LIST	\$500,000.00	BARBOUR			
<b>Contract No</b>		<b>Contract Title</b>	<b>Contractor</b>	<b>Date</b>	<b>PO Number</b>	<b>PS #</b>	<b>Amount</b>	<b>Tranx Type</b>	
0431-15		NORTH CAMPUS PARKING DECK REPAIRS ASSESSMENT	WISS, JANNEY, ELSTNER ASSOCIATES, INC.	1/16/15	9010328357	903194120	\$53,400.00	Original Amt	
0431-15		NORTH CAMPUS PARKING DECK REPAIRS ASSESSMENT	WISS, JANNEY, ELSTNER ASSOCIATES, INC.	3/20/15	9010328357	54517155	\$8,200.00	Change Order	
0431-15		NORTH CAMPUS PARKING DECK REPAIRS ASSESSMENT	WISS, JANNEY, ELSTNER ASSOCIATES, INC.	8/12/16	9010328357	54517155	\$7,800.00	Change Order	
					<b>Contract Total:</b>		<b>\$69,400.00</b>	<b>Paid Amt: 69,400.00</b>	<b>Balance: \$0.00</b>
0471-15		NORTH CAMPUS DECK BORING WORK	GOLDER ASSOCIATES INC	1/30/15	9010228902	54517155	\$19,600.00	Original Amt	
					<b>Contract Total:</b>		<b>\$19,600.00</b>	<b>Paid Amt: 19,600.00</b>	<b>Balance: \$0.00</b>
0910-15		NORTH CAMPUS PARKING DECK RESTORATION GC SCOPE (SPENCER SHEFFIELD)	SUNCOAST RESTORATION & WATERPROOFING	10/22/15	9010279909	54517155	\$536,195.00	Original Amt	
					<b>Contract Total:</b>		<b>\$536,195.00</b>	<b>Paid Amt: 366,933.74</b>	<b>Balance: \$169,261.26</b>
					<b>Project Total:</b>		<b>\$625,195.00</b>	<b>\$455,933.74</b>	<b>\$169,261.26</b>

4. You can print the report to a printer or a PDF by clicking the icon below.



5. Next Click PDF and All Pages



6. Next, click Print to Print to PDF, or change to a local printer by clicking System Dialog Box

Print

Total: 9 sheets of paper

Destination  Adobe PDF

Pages  All

e.g. 1-5, 8, 11-13

Color

Paper size

Quality

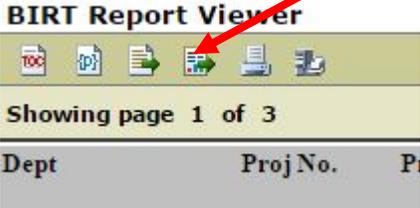
Options  Fit to page

[Print using system dialog... \(Ctrl+Shift+P\)](#)

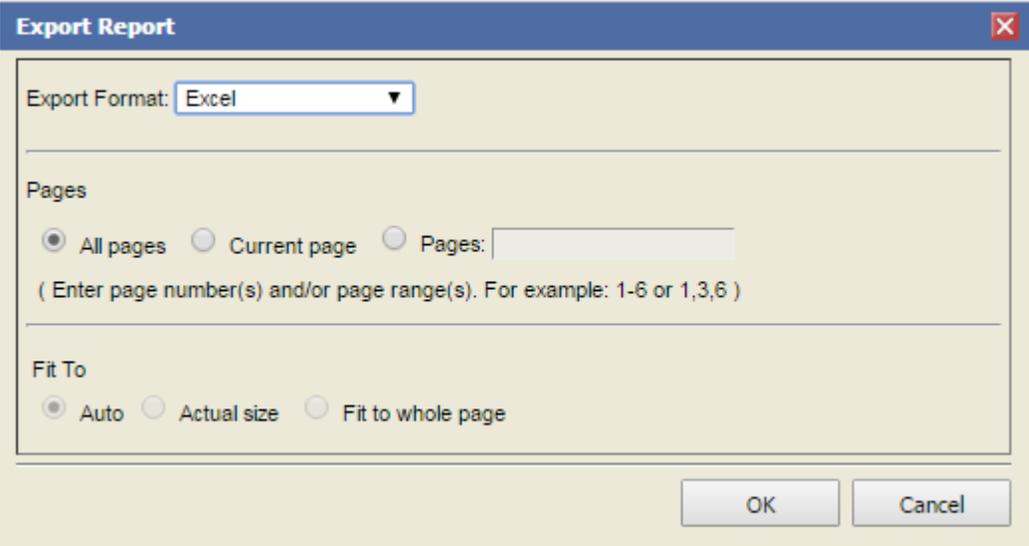
Dept	Proj No.	Project Name
HOUSING	0011-2016	CAMPUS SERVICES WARE
<b>Contract No</b>		<b>Contract Title</b>
0049-16		CAMPUS SERVICES WAREH ABATEMENT (KIM WILSON)
0049-16		CAMPUS SERVICES WAREH ABATEMENT (KIM WILSON)
0072-16		HOUSING WAREHOUSE RC WILSON)
0073-16		HOUSING WAREHOUSE AB (KIM WILSON)
0074-16		IDIQ 090-15-4: HOUSING W/ ASSESSMENT (KIM WILSON)
0365D-16		IDIQ 090-15-4: CAMPUS SEF SERVICES (KIM WILSON)
0365D-16		IDIQ 090-15-4: CAMPUS SEF SERVICES (KIM WILSON)
0365D-16		IDIQ 090-15-4: CAMPUS SEF SERVICES (KIM WILSON)
0391-16		DA: CAMPUS SERVICES W/ LOW VOLTAGE (GLEN HIC)
0581D-16		IDIQ 0728-15-2: CAMPUS SE DESIGN (KIM WILSON)



7. You can export the report to Excel by clicking the icon below.



8. Select Excel from the pulldown menu, then OK



## UPDATING PROJECT BUDGET USING AIM WEB INTERFACE

Project Managers can now update their project budgets utilizing the AIM web interface. Instructions below. This will show up on the detailed project report (see page 3) when updated.

Total Project Budget

DINING	0151-2015	BRITTAIN DINING HALL NEW FLOORING	4 - CONSTRUCTION DOCS	AWAITING FUNDING	\$500,000.00	SHEFFIELD			
Contract No	Contract Title		Contractor	Date	PO Number	PS #	Amount	Tranx Type	
0389-16	DA GCC: BRITTAIN DINING HALL FLOORING REPLACEMENT MATERIALS TESTING SCOPE (0389-16/ SPENCER SHEFFIELD)		NOVA ENGINEERING & ENVIRONMENTAL INC.	12/4/15	9010287292	53917130	\$4,400.00	Original Amt	
<b>Contract Total:</b>							<b>\$4,400.00</b>	<b>Paid Amt: 4,400.00</b>	<b>Balance: \$0.00</b>
0593-15	BRITTAIN DINING HALL FLOORING REPLACEMENT		MAKE3 ARCHITECTURE PLANNING & DESIGN, LLC	3/9/15	9010235489	53912544	\$29,182.00	Original Amt	
0593-15	BRITTAIN DINING HALL FLOORING REPLACEMENT		MAKE3 ARCHITECTURE PLANNING & DESIGN, LLC	10/1/15	9010235489	53917130	\$1,660.00	Change Order	
0593-15	BRITTAIN DINING HALL FLOORING REPLACEMENT		MAKE3 ARCHITECTURE PLANNING & DESIGN, LLC	10/26/16	9010235489	53917130	-\$1,660.00	Change Order	
0593-15	BRITTAIN DINING HALL FLOORING REPLACEMENT		MAKE3 ARCHITECTURE PLANNING & DESIGN, LLC	10/26/16	9010235489	53912544	-\$23,465.09	Change Order	
<b>Contract Total:</b>							<b>\$5,716.91</b>	<b>Paid Amt: 5,716.91</b>	<b>Balance: \$0.00</b>
0817-16	DA DPC: BRITTAIN DINING HALL FLOOR REFRESH/ TUNNEL REPAIR DESIGN SVCS (0817-16/SPENCER SHEFFIELD/0151-2015)		NOVA ENGINEERING & ENVIRONMENTAL INC.	4/27/16	9010314551	53917130	\$11,000.00	Original Amt	
<b>Contract Total:</b>							<b>\$11,000.00</b>	<b>Paid Amt: 6,400.00</b>	<b>Balance: \$4,600.00</b>
<b>Project Total:</b>							<b>\$21,116.91</b>	<b>\$16,516.91</b>	<b>\$4,600.00</b>

1. Log into the AIM Web Interface using your GT Log In credentials. If you don't have the icon on your desk top, it can be access here and you'll want to put a shortcut on your computer.

<http://aimweb.fac.gatech.edu/#/projects>

2. Sort project view using pull down menus. Click on blue project number to open project view.

Project List

**Project Manager** WILSON, KIMBERLY ▼  
**Project State** ACTIVE ▼  
**Fiscal Year** ALL ▼  
**Project Type** ALL ▼

[Export to Excel](#) [Export to PDF](#)

Search results...

Project	Title
0325-2016	CLEAN STUDENT CENTER DECK
0011-2016	CAMPUS SERVICES WAREHOUSE
0045-2016	WOODRUFF INVESTIGATIVE STUDIES
0084-2017	IBB NECTAR EQUIPMENT FIT UP
0101-2017	YOGI LOW VOLTAGE DESIGN GUIDE

3. Click on Budget Worksheet tab.

Project Details: 0045-2016

WOODRUFF INVESTIGATIVE STUDIES

[Direct Link to AiM Project](#)

Use the above link to add notes to the project. Please login using your computer username and password. Let us know if you have trouble accessing AiM directly. Call the helpdesk with any issues you have at: 404-385-8326.

Project Details		Budget Worksheet	
Building Name	116 -- GEORGE & IRENE WOODRUFF RESIDENCE HALL	Phase	3 - PRELIMINARY DESIGN
College/Department	HOUSING	Project Budget	\$182,500.00
Custom/POC		Proposed Funding	\$0.00
Project Manager	WILSON, KIMBERLY	Balance	\$182,500.00
Project Unit Qty		Auth. No.	
UOM		SCL	
MRR <input type="checkbox"/>	Fiscal Year	Campus Svs Manager	WILSON, KIMBERLY
Status	APPROVED TO PROCEED	Mechanical Engineer	
Delivery Method			
Architect			
Electrical Engineer			
Interior Designer			
Design Pro	FACILITIES D&C		
Design % Complete	80		
Construction Manager	WILSON, KIMBERLY		



4. Update Budget Worksheet – enter information into the fields and click apply changes at the bottom of the screen. **NEXT Click F5 to refresh /save the changes.** This may kick you back to the Project List Page.

Work Plan	
<b>Budget</b>	
A. Construction	<input type="text" value="0.00"/>
B. PM Services	<input type="text" value="0.00"/>
C. A & E Services	<input type="text" value="0.00"/>
D. Loose Equipment	<input type="text" value="0.00"/>
E. Special Costs	<input type="text" value="0.00"/>
F. Contingency	<input type="text" value="0.00"/>
<b>G. Other Costs</b>	
<input type="text"/>	<input type="text" value="0.00"/>
<b>H. Total Project Budget</b>	<b>\$182,500.00</b>



<input type="text"/>	<input type="text" value="\$0.00"/>
<input type="text"/>	<input type="text" value="37800"/>
<input type="text"/>	<input type="text" value="\$0.00"/>
<input type="text"/>	<input type="text" value="\$37,800.00"/>

[Discard Changes](#) [Apply Changes](#)

Edited by: N/A on  
[Return to Project Details](#)

# PEOPLESOFT REPORT FOR PROJECT MANAGERS

A PeopleSoft report for project managers has been developed that is formatted to be organized by contract totals, showing committed, expended, and remaining funds for the contracts and project. The costs are also sorted by account code.

**This report is most useful for the following:**

- Projects that have multiple PeopleSoft accounts
- Projects with funding that crosses fiscal years
- To identify accounting issues and discrepancies that may occur between PeopleSoft and AIM
- To identify and quantify charges that hit the project Peoplesoft account that do not run through the Facilities AIM system ‘Rogue Charges’

**Report Format:**

- Provides a recap of committed, expended, and balance of funds for each contract, PO, or charge type.
- Provides a recap of committed, expended, and balance of funds for each PeopleSoft # on the project.
- Provides a recap of committed, expended, and balance of funds for the Total Project (all PeopleSoft Numbers)

Report ID: GTGLR741

Georgia Institute of Technology  
Facilities Project Management Report - LTD Detail  
Through Fiscal Period 2 In Fiscal Year 2017

Page 1 of 6  
Run Date 25-OCT-2016  
Run Time 13:50:09

Facilities Project Number: 0268-2015  
Project ID Sort

AIM  
Project #

PS Project	PO/GT Campus Ref	Fac Contract #	Date	Account SRC	Line Descr	Jrnl Ln Ref	Committed	Actuals Amnt (Expended)	Encumb Amnt (Balance)
53612556	9010306597	0313-16	03/18/2016	860961	PO Working Buildings LLC			0.00	225,145.00
53612556	9010306597	0313-16	04/21/2016	860961	AP Working Buildings LLC	01058220		6,220.53	0.00
53612556	9010306597	0313-16	04/21/2016	860961	PO Working Buildings LLC	01058220		0.00	-6,220.53
53612556	9010306597	0313-16	05/12/2016	860961	AP Working Buildings LLC	01060550		8,768.37	0.00
53612556	9010306597	0313-16	05/12/2016	860961	PO Working Buildings LLC	01060550		0.00	-8,768.37
53612556	9010306597	0313-16	07/21/2016	860961	AP Working Buildings LLC	01068965		8,687.06	0.00
53612556	9010306597	0313-16	07/21/2016	860961	PO Working Buildings LLC	01068965		0.00	-8,687.06
53612556	9010306597	0313-16	08/26/2016	860961	AP Working Buildings LLC	01072440		7,898.33	0.00
53612556	9010306597	0313-16	08/26/2016	860961	PO Working Buildings LLC	01072440		0.00	-7,898.33
53612556	9010306597	0313-16	08/26/2016	860961	AP Working Buildings LLC	01072441		4,288.77	0.00
53612556	9010306597	0313-16	08/26/2016	860961	PO Working Buildings LLC	01072441		0.00	-4,288.77
<b>Contract 0313-16 Total</b>							<b>225,145.00</b>	<b>35,863.06</b>	<b>189,281.94</b>

AIM  
Contract  
Number

Company  
Name

Total  
Committed  
for Contract

Total Paid  
Out for  
Contract

Total Owed  
for Contract

Facilities Project Number: 0268-2015  
 Project ID Sort

PS Project	PO/GT Campus Ref	Fac Contract #	Date	Account SRC	Line Descr	Jrnl Ln Ref	Committed	Actuals Amnt (Expended)	Encumb Amnt (Balance)
<b>Total for PS Project 53912527 - West Campus Dining</b>							<b>10,826,209.42</b>	<b>3,187,277.21</b>	<b>7,638,932.21</b>
<b>Total Budget Posted for PS Proj 53912527 - West Campus Dining</b>							<b>2,811,370.00</b>		
<b>FAC Project Total</b>							<b>14,625,971.42</b>	<b>3,224,251.42</b>	<b>11,401,720.00</b>
<b>Total Budget Posted for FAC Project</b>							<b>1,811,370.00</b>		
<b>Unencumbered Balance</b>							<b>-12,814,601.42</b>		
<b>Total BOR Approved CAP Budget Available for FAC Project</b>							<b>29,000,000.00</b>		

Totals for Each PS# on the Project

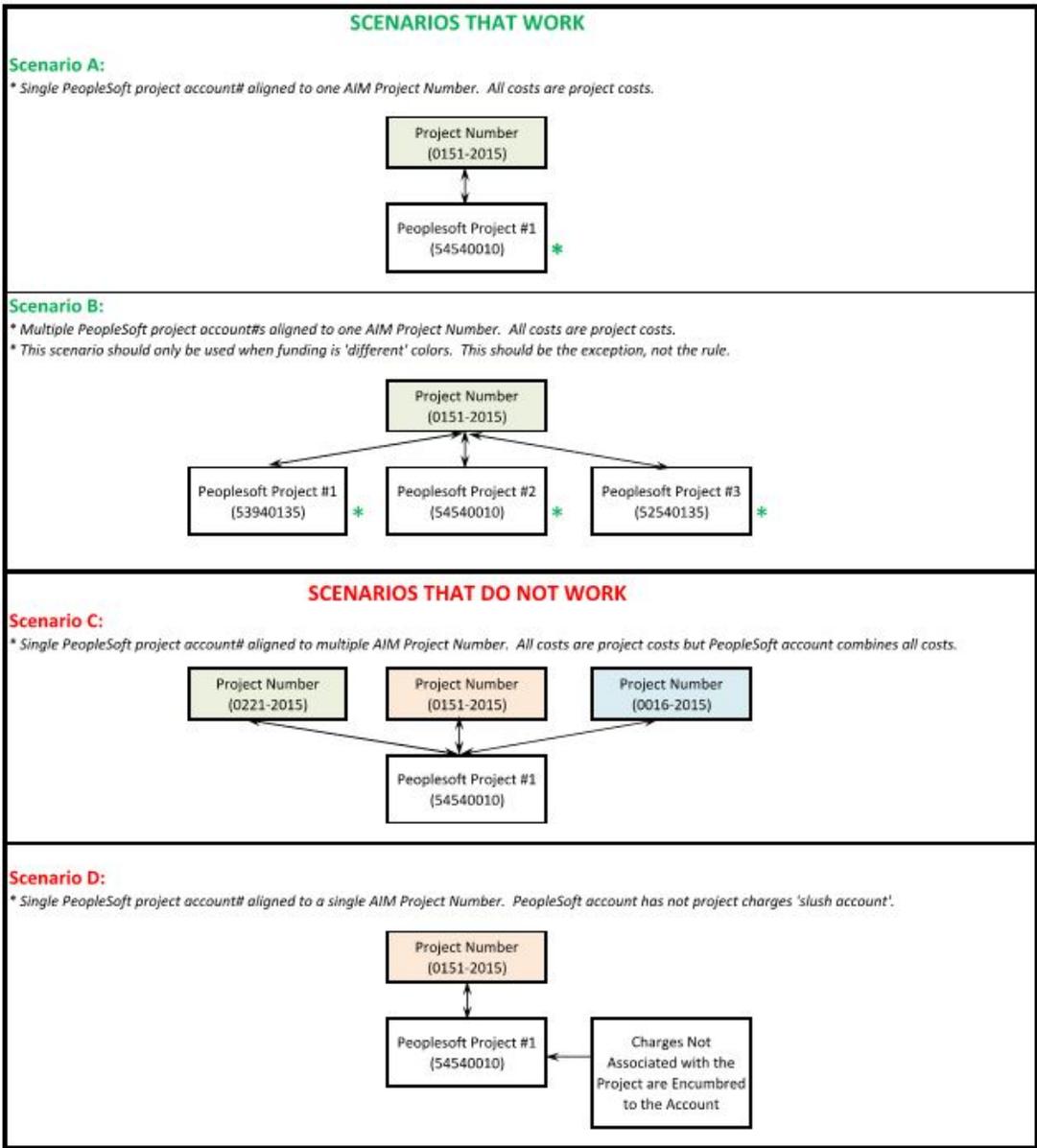
Total Committed, Expended and Balance for Project

PeopleSoft Projects for Facilities Project 0268-2015:  
 53612556 - West Side Dining  
 53912527 - West Campus Dining

**Report limitations:**

- The report will only work if the project has dedicated peoplesoft numbers. See example scenarios next page.
- Reports cannot be run on 'slush' fund accounts, where multiple projects are booked to a single peoplesoft account number.
- You'll need to ask Facilities Accounting to enter the project number into Peoplesoft for each peoplesoft number so the report can run.
- Accounting has to print the report for you, and can provide you with a PDF or an Excel file.

**Report limitations:**



# DETAILED AIM PROJECT ACCOUNTING REPORT FOR CAPITAL PROJECST 'C' Projects

## CONTRACT STATUS REPORT

Project Managers can access a detailed accounting report for their projects in AIM for CAPITAL projects that are in the AIM CPPM module. See example of output on a project below. These reports can also be exported into Excel as needed. See page xxx for how to access and print this report.

### BIRT Report Viewer

Showing page 2 of 9

PROJECT COMPONENT GROUP - CONSTRUCTION		GROUP BUDGET : \$18,373,824.00		COMMITTED : \$23,768,941.11		EXPENSED : \$20,843,528.65	
<b>PROJECT COMPONENT - CONSTRUCTION</b>							
Contract No	Contract Desc	Contractor		Award Amt	CO Amt	Total Award	
0047-16	WEST CAMPUS DINING COMMONS CM-BOR CONTRACT (KIM WILSON)	JUNEAU CONSTRUCTION COMPANY LLC		\$134,810.00	<u>\$23,546,831.32</u>	\$23,681,641.32	
	<u>Invoice No.</u>	<u>PO number</u>	<u>Invoice Amount</u>	<u>Invoice Date</u>	<u>Date Submitted</u>		
	PA #0047-16-8	9010262473	\$2,435,908.12	2/23/17	3/8/17		
	PA # 0047-16-13	9010262473	\$2,851,920.84	7/27/17	8/2/17		
	<b>Total Paid: \$20,824,853.65</b>		<b>Remaining Balance: \$2,856,787.67</b>				
Contract No	Contract Desc	Contractor		Award Amt	CO Amt	Total	
0699-16	DA: WEST CAMPUS DINING COMMONS (0699-16/GLEN HICKMAN/C0268-2015)	COMMUNICATION CABLING SPECIALISTS, INC.		\$10,375.00	<u>\$0.00</u>	\$10,375.00	
	<u>Invoice No.</u>	<u>PO number</u>	<u>Invoice Amount</u>	<u>Invoice Date</u>	<u>Date Submitted</u>		
	9010308791	9010308791	\$10,375.00	4/29/16	5/3/16		
	<b>Total Paid: \$10,375.00</b>		<b>Remaining Balance: \$0.00</b>				
Contract No	Contract Desc	Contractor		Award Amt	CO Amt	Total Award	
0749-17	DA: WEST CAMPUS DINING COMMONS (0749-17/C0268-2015)	BLACKBOARD, INC.		\$31,444.79	<u>\$0.00</u>	\$31,444.79	
	<b>Total Paid: \$0.00</b>		<b>Remaining Balance: \$31,444.79</b>				
Contract No	Contract Desc	Contractor		Award Amt	CO Amt	Total Award	
1030-17	DA: WEST CAMPUS DINING COMMONS (1030-17/C0268-2015/KIM WILSON)	BUCKHEAD MURALS		\$35,600.00	<u>\$0.00</u>	\$35,600.00	
	<u>Invoice No.</u>	<u>PO number</u>	<u>Invoice Amount</u>	<u>Invoice Date</u>	<u>Date Submitted</u>		
	BM4617	9010408103	\$8,300.00	7/31/17	8/2/17		
	<b>Total Paid: \$8,300.00</b>		<b>Remaining Balance: \$27,300.00</b>				
<b>COMPONENT BUDGET \$18,373,824.00</b>		<b>EXPENSED : \$20,843,528.65</b>		<b>COMMITTED : \$23,768,941.11</b>		<b>BALANCE : \$2,925,412.46</b>	

Contract Totals for Committed, Paid and Funds Remaining at each Yellow Line

Click the blue hyperlink to see change order or add service history for each contract.

PROJECT COMPONENT - COST/SCHEDULING						
Contract No	Contract Desc	Contractor		Award Amt	CO Amt	Total Award
0058D-17	IDIQ 0659-16-2: 799 MARIETTA ST. EROSION CONTROL & PERMITTING (KIM WILSON)	BREEDLOVE LAND PLANNING, INC.		\$6,000.00	<u>\$0.00</u>	\$6,000.00
	<u>Invoice No</u>	<u>PO number</u>	<u>Invoice Amount</u>	<u>Invoice Date</u>	<u>Date Submitted</u>	
	11368	9010333362	\$6,000.00	8/18/16	8/25/16	
	<b>Total Paid: \$6,000.00</b>		<b>Remaining Balance: \$0.00</b>			
COMPONENT BUDGET \$137,804.00		EXPENSED : \$6,000.00		COMMITTED : \$6,000.00		BALANCE : \$0.00
PROJECT COMPONENT - PUBLIC ART						
COMPONENT BUDGET \$64,308.00		EXPENSED : \$0.00		COMMITTED : \$0.00		BALANCE : \$0.00
<b>Total Project Budget: \$29,000,000.00</b>		<b>Total Project Expensed: \$23,891,454.55</b>		<b>Project Committed: \$27,738,976.95</b>		<b>Balance : \$3,847,522.40</b>

Aug 12, 2017, 10:44 AM



## ROLLED UP AIM PROJECT ACCOUNTING REPORT FOR CAPITAL PROJECST 'C' Projects

### CAP PROJECT BRIEFING REPORT

Project Managers can access a detailed accounting report for their projects in AIM for CAPITAL projects that are in the AIM CPPM module. See example of output on a project below. These reports can also be exported into Excel as needed. See page xxx for how to access and print this report.

#### BIRT Report Viewer

WEST CAMPUS DINING COMMONS			
Activity	Budget \$	Committed \$	Expended \$
ARCH & ENG SERVICES	\$2,329,686.00	\$3,060,900.00	\$2,918,264.50
CONSTRUCTION	\$18,373,824.00	\$23,768,941.11	\$20,843,528.65
LOOSE EQUIPMENT	\$5,186,678.00	\$773,074.44	\$0.00
OWNER CONTINGENCY	\$2,241,380.00	\$0.00	\$0.00
PROJECT OVERSIGHT	\$290,000.00	\$0.00	\$0.00
SPECIAL COSTS	\$385,850.00	\$6,000.00	\$6,000.00
TESTING, SURVEY, ETC.	\$192,582.00	\$130,061.40	\$123,661.40
<b>Total Project Budget</b>	<b>\$29,000,000.00</b>	<b>\$27,738,976.95</b>	<b>\$23,891,454.55</b>
BOR Total Project Cost Authorization:	\$29,000,000.00		

## PRINTING AND ACCESSING AIM CPPM PROJECT ACCOUNTING REPORT FOR CAPITAL PROJECST 'C' Projects

### Instructions for accessing the report in AIM CPPM

1. Log into AiM CPPM using your **Facilities Log** in credentials. If you don't have the icon on your desk top, it can be access here and you'll want to put a shortcut on your computer. The shortcut can also be access from the Home Page of the Facilities AIM Web Interface.

<https://fmax2.fac.gatech.edu/fmax/screen/WORKDESK>

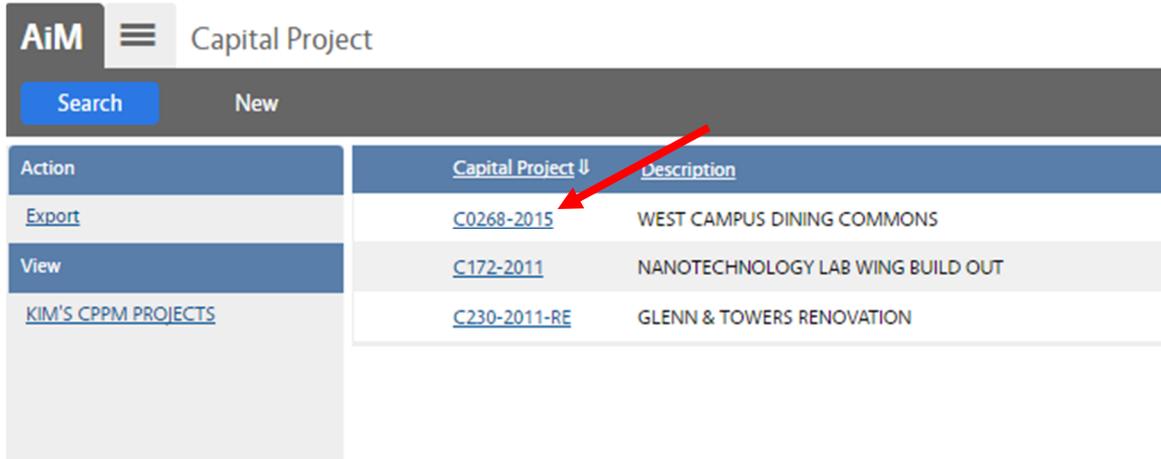


2. Look under Personal Query Count for a live link to you CAP Projects. Click on the Link. If your CPPM projects are not shown here, the AIM admin can set up your dashboard.

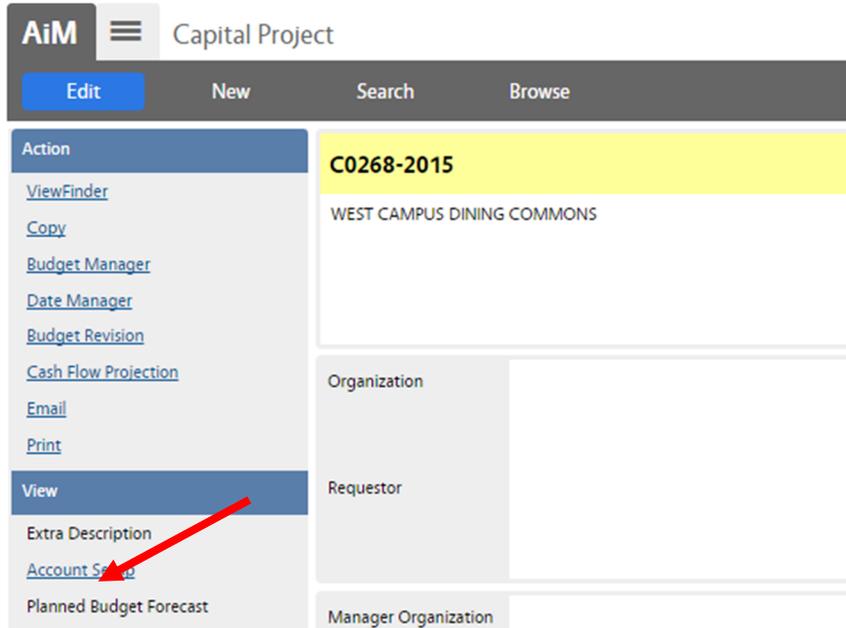
The screenshot shows the AiM WorkDesk interface. The top navigation bar includes the AiM logo and 'WorkDesk', with 'Add' and 'IQ' buttons. A left sidebar contains a 'Menu' with options like Work Management, Accounts Payable, Asset Management, Capital Projects, Contract Administration, Project Management, and System Administration. Below the menu is a 'Report Listing' section with various report titles. The main content area is titled 'Personal Query Count' and displays two items: '3 Capital Projects ~ Capital Project ~ KIM'S CPPM PROJECTS' and '149 Project Management ~ Project ~ KIM AND SPENCER'S PROJECT'. A red arrow points to the first item.

Personal Query Count
3 Capital Projects ~ Capital Project ~ KIM'S CPPM PROJECTS
149 Project Management ~ Project ~ KIM AND SPENCER'S PROJECT

3. Click on the project that you want to open.

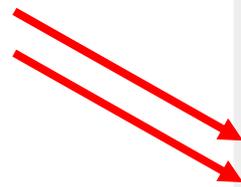


4. Click on Print to access the report list.



5. Click on the report that you would like to see.

- [701-CAP PROJECT](#)
- [702-CAP PROJECT TRANS DET](#)
- [703-ISSUES LIST](#)
- [751-CAP PROJECT WKF SUM](#)
- [752-CAP PROJECT WKF DET](#)
- [CAP Project Briefing](#)
- [Contract Status Report](#)
- [Ledger Reconciliation](#)
- [Invoice Reconciliation](#)



6. Note that reports can be printed to Excel, PDF, or a printer at the top bar on the page.

**BIRT Report Viewer**



7. To return to the main Work Desk home page click the tab, or the AiM icon in the upper left corner of the page.

