

Accounting Software Resources 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.

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

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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		
						Contract Total:	\$4,400.00	Paid Amt: 4,400.00	Balance: \$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		
						Contract Total:	\$5,716.91	Paid Amt: 5,716.91	Balance: \$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		
						Contract Total:	\$11,000.00	Paid Amt: 6,400.00	Balance: \$4,600.00
						Project Total:	\$21,116.91	\$16,516.91	\$4,600.00

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's a header with 'AiM' and 'WorkDesk'. Below this is a navigation bar with 'Add' and 'IQ' buttons. The main content area is divided into two sections. On the left, there's a 'Menu' section with a list of categories: Work Management, Accounts Payable, Asset Management, Capital Projects, Contract Administration, Project Management, and System Administration. Below this is a 'Report Listing' section with a list of reports. Two red arrows point to the reports 'PM Report by Project Manager' and 'PM Report by Project No.' in the list. On the right, there's a 'Personal Query Count' section showing two queries: '3 Capital Projects ~ Capital Project ~ KIM!' and '126 Project Management ~ Project ~ KIM!'.

Menu	Personal Query Count
Work Management	3 Capital Projects ~ Capital Project ~ KIM!
Accounts Payable	126 Project Management ~ Project ~ KIM!
Asset Management	
Capital Projects	
Contract Administration	
Project Management	
System Administration	

Report Listing
ACTIVE PROJECT BY PHASE
ACTIVE PROJECTS >= \$250
ACTIVE PROJECTS BY BLDG
ACTIVE PROJECTS BY PM
BOR REPORT
CONSTR WORK BY FAC D&C
CPM BOR REPORT
Campus Services Projects
Campus Svcs Proj Detailed
Campus Svcs Proj with PS#
DESIGN WORK BY FAC D&C
Meridian Project Status
<u>PM Report by Project Manager</u>
<u>PM Report by Project No.</u>
PROJ REM BAL BY PROJ #
PROJ REM BAL DETAIL-Pm's
PROJECT COST/SQFT
PROJECT REMAINING BALANCE
PROJECT STATUS FOR DEFEC

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**

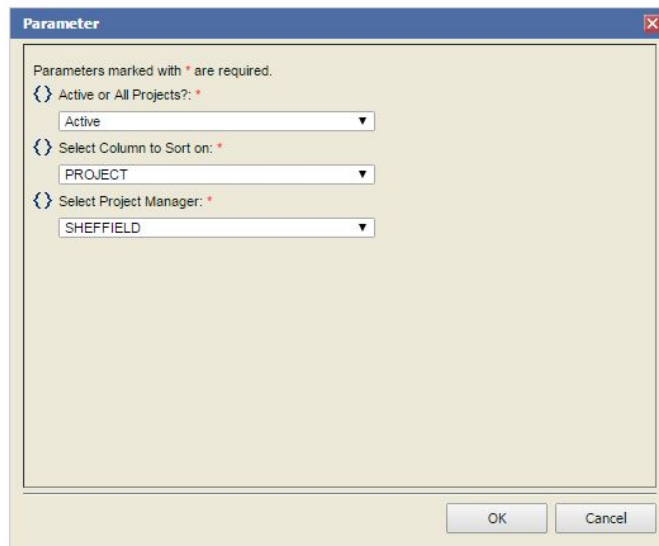
Criteria 2: How Do You Want the Report Organized?

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.



The screenshot shows a 'Parameter' dialog box with a title bar and a close button. Inside, a message states 'Parameters marked with * are required.' Below this are three dropdown menus, each preceded by a required field icon (a curly brace with an asterisk). The first dropdown is labeled 'Active or All Projects?: *' and has 'Active' selected. The second is labeled 'Select Column to Sort on: *' and has 'PROJECT' selected. The third is labeled 'Select Project Manager: *' and has 'SHEFFIELD' selected. At the bottom right are 'OK' and 'Cancel' buttons.

PM report by Project Number

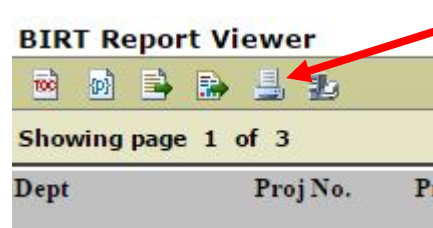
Criteria 1: Project Number

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)

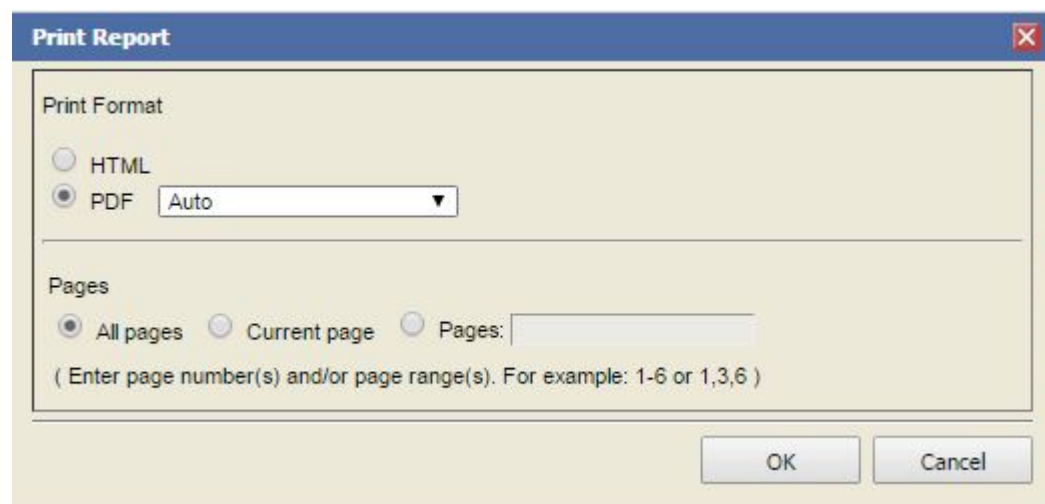
Sample Report – Run by Single Project Number

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	
Contract No	Contract Title	Contractor	Date	PO Number	PS #	Amount	Tranx Type
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
Contract Total:						\$69,400.00	Paid Amt: 69,400.00 Balance: \$0.00
0471-15	NORTH CAMPUS DECK BORING WORK	GOLDER ASSOCIATES INC	1/30/15	9010228902	54517155	\$19,600.00	Original Amt
Contract Total:						\$19,600.00	Paid Amt: 19,600.00 Balance: \$0.00
0910-15	NORTH CAMPUS PARKING DECK RESTORATION GC SCOPE (SPENCER SHEFFIELD)	SUNCOAST RESTORATION & WATERPROOFING	10/22/15	9010279909	54517155	\$536,195.00	Original Amt
Contract Total:						\$536,195.00	Paid Amt: 366,933.74 Balance: \$169,261.26
Project Total:						\$625,195.00	\$455,933.74 \$169,261.26

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

PrintCancel

Destination

Adobe PDF

Change...

Pages

All

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

Color

Color

Paper size

Letter

Quality

1,200 dpi

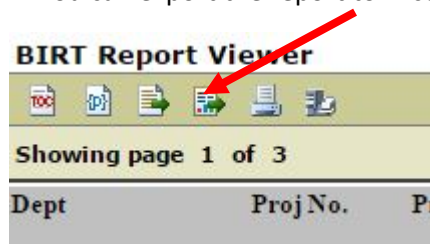
Options

☒ Fit to page

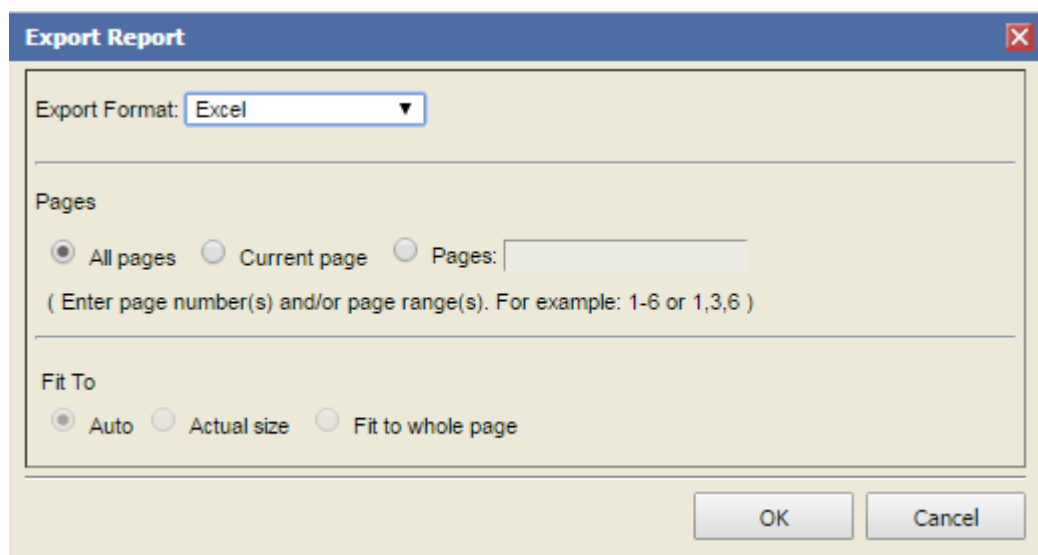
Print using system dialog... (Ctrl+Shift+P)

Dept	Proj No.	Project Name
HOUSING	0011-2016	CAMPUS SERVICES WAREHOUSE
Contract No		Contract Title
0049-16		CAMPUS SERVICES WAREHOUSE ABATEMENT (KIM WILSON)
0049-16		CAMPUS SERVICES WAREHOUSE ABATEMENT (KIM WILSON)
0072-16		HOUSING WAREHOUSE RENOVATION (KIM WILSON)
0073-16		HOUSING WAREHOUSE ABATEMENT (KIM WILSON)
0074-16		IDIQ 090-15-4: HOUSING WAREHOUSE ASSESSMENT (KIM WILSON)
0365D-16		IDIQ 090-15-4: CAMPUS SERVICES (KIM WILSON)
0365D-16		IDIQ 090-15-4: CAMPUS SERVICES (KIM WILSON)
0365D-16		IDIQ 090-15-4: CAMPUS SERVICES (KIM WILSON)
0391-16		DATA CENTER: CAMPUS SERVICES WAREHOUSE LOW VOLTAGE (GLEN HICK)
0581D-16		IDIQ 0728-15-2: CAMPUS SERVICES 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
Contract Total:						\$4,400.00	Paid Amt: 4,400.00 Balance: \$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
Contract Total:						\$5,716.91	Paid Amt: 5,716.91 Balance: \$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
Contract Total:						\$11,000.00	Paid Amt: 6,400.00 Balance: \$4,600.00
Project Total:						\$21,116.91	\$16,516.91 \$4,600.00

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		
College/Department	HOUSING		
Custom/POC			
Project Manager	WILSON, KIMBERLY	Phase	3 - PRELIMINARY DESIGN
		Project Budget	\$182,500.00
Project Unit Qty		Proposed Funding	\$0.00
UOM		Balance	\$182,500.00
MRR		Auth. No.	
Status	APPROVED TO PROCEED	SCL	
Delivery Method			
Architect		Campus Svs Manager	WILSON, KIMBERLY
Electrical Engineer		Mechanical 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

Budget

A. Construction

0.00

B. PM Services

0.00

C. A & E Services

0.00

D. Loose Equipment

0.00

E. Special Costs

0.00

F. Contingency

0.00

G. Other Costs

0.00

0.00

0.00

0.00

0.00

H. Total Project Budget

\$182,500.00

\$0.00

37800

\$0.00

\$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	Pac 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
Contract 0313-16 Total							225,145.00	35,863.06	189,281.94

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 Amt (Expended)	Encumb Amt (Balance)
Total for PS Project 53912527 - West Campus Dining							10,826,209.42	3,187,277.21	7,638,932.21
Total Budget Posted for PS Proj 53912527 - West Campus Dining							2,811,370.00		
FAC Project Total							14,625,971.42	3,224,251.42	11,401,720.00
Total Budget Posted for FAC Project							1,811,370.00		
Unencumbered Balance							-12,814,601.42		
Total BOR Approved CAP Budget Available for FAC Project							29,000,000.00		

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

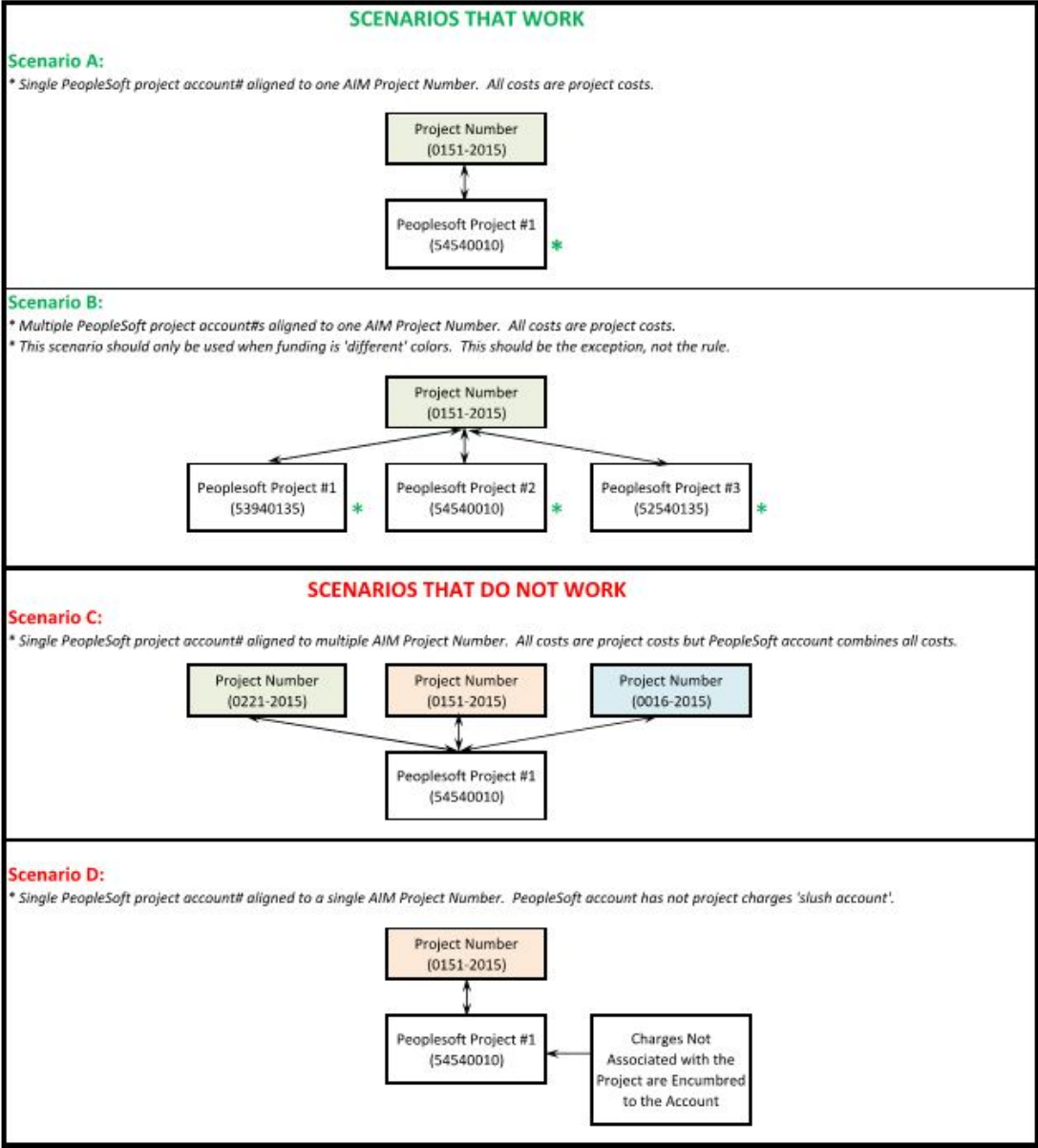
Totals for
Each PS# on
the Project

Total
Committed,
Expended
and Balance
for Project

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	
PROJECT COMPONENT - CONSTRUCTION							
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	\$23,546,831.32	\$23,681,641.32		
	Invoice No.	PO number	Invoice Amount	Invoice Date	Date Submitted		
	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		
	Total Paid: \$20,824,853.65		Remaining Balance: \$2,856,787.67				
Contract No	Contract Desc	Contractor	Award Amt	CO Amt	Total		
0699-16	DA: WEST CAMPUS DINING COMMONS (0699-16/GLEN HICKMAN/C0268-2015)	ER OPTIC CABLING COMMUNICATION CABLING SPECIALISTS, INC.	\$10,375.00	\$0.00	\$10,375.00		
	Invoice No.	PO number	Invoice Amount	Invoice Date	Date Submitted		
		9010308791	\$10,375.00	4/29/16	5/3/16		
	Total Paid: \$10,375.00		Remaining Balance: \$0.00				
Contract No	Contract Desc	Contractor	Award Amt	CO Amt	Total Award		
0749-17	DA: WEST CAMPUS DINING COMMONS (0749-17/C0268-2015)	CONTROLS (0749- BLACKBOARD, INC.	\$31,444.79	\$0.00	\$31,444.79		
	Total Paid: \$0.00		Remaining Balance: \$31,444.79				
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	\$0.00	\$35,600.00		
	Invoice No.	PO number	Invoice Amount	Invoice Date	Date Submitted		
	BM4617	9010408103	\$8,300.00	7/31/17	8/2/17		
	Total Paid: \$8,300.00		Remaining Balance: \$27,300.00				
COMPONENT BUDGET \$18,373,824.00		EXPENSED : \$20,843,528.65		COMMITTED : \$23,768,941.11		BALANCE : \$2,925,412.46	

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

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

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	
	Total Paid: \$6,000.00		Remaining Balance: \$0.00			
	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
	:					
	Total Project Budget: \$29,000,000.00	Total Project Expensed: \$23,891,454.55		Project Committed: \$27,738,976.95		Balance : \$3,847,522.40

Aug 12, 2017, 10:44 AM

Total Project
Budget

Total Project
Paid to Date

Total Project
Committed to Date

Total Project Funds
Remaining

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

Showing page 1 of 1			
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
Total Project Budget	\$29,000,000.00	\$27,738,976.95	\$23,891,454.55
BOR Total Project Cost Authorization:	\$29,000,000.00		

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

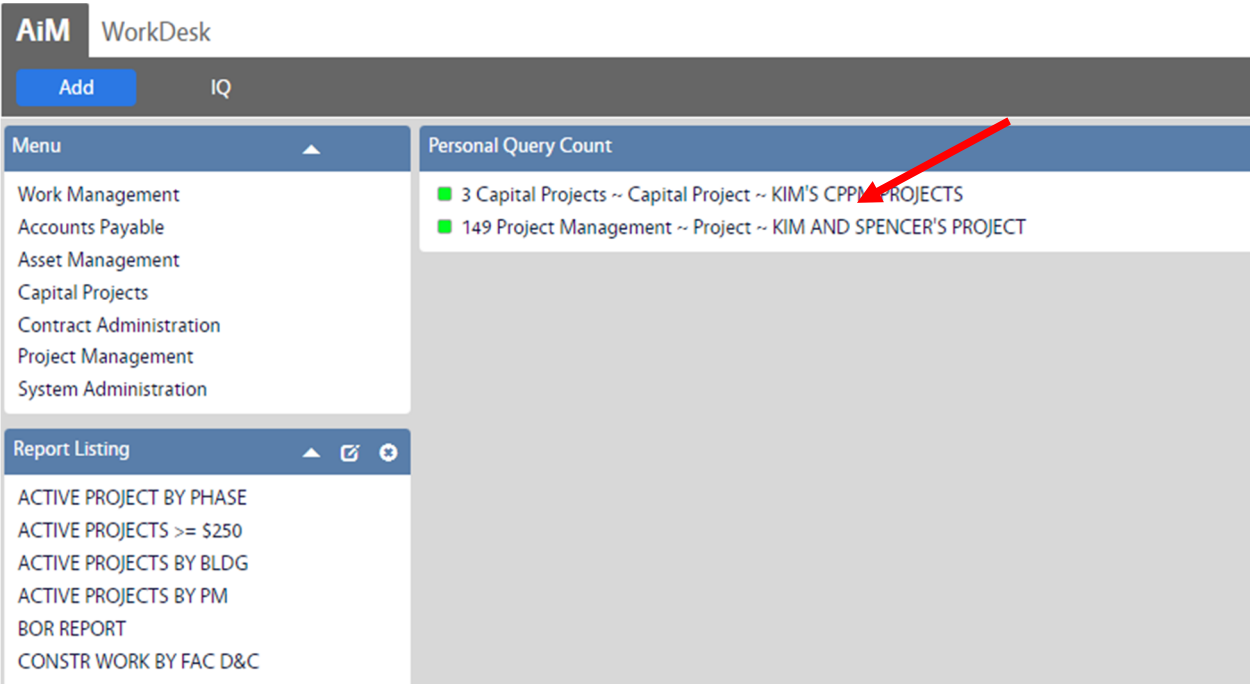
Instructions for accessing the report in AIM CPPM

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.

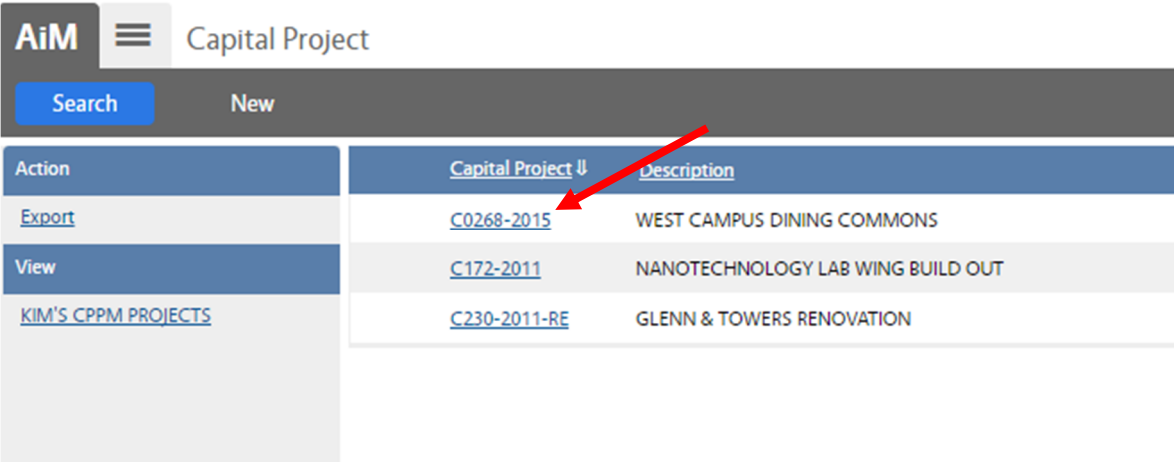
<https://fmax2.fac.gatech.edu/fmax/screen/WORKDESK>



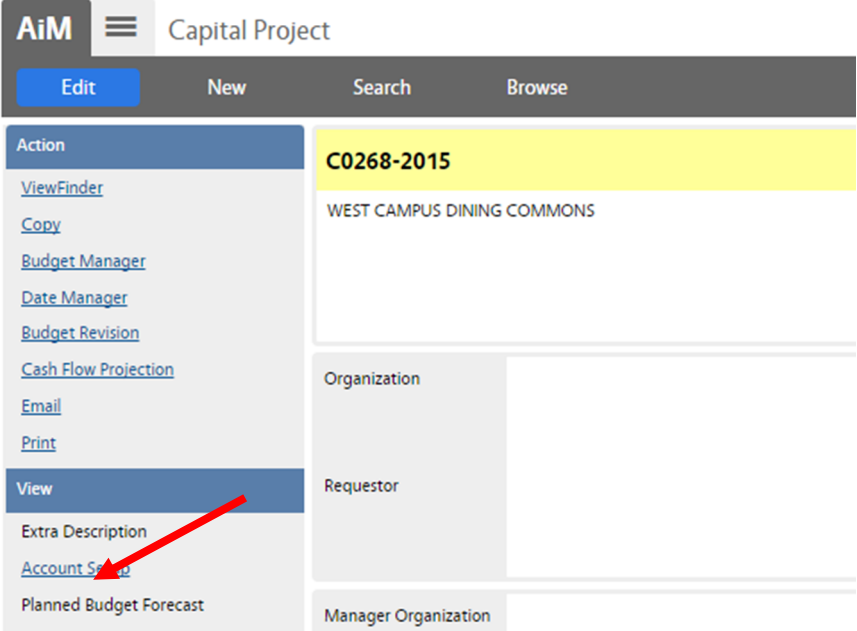
2. Look under Personal Query Count for a live link to you CAP Projects. Click on the Link. If your CPPM projects are not shown here, the AIM admin can set up your dashboard.



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.

