

TRAINING AGENDA

August 14, 2017

1. Overview of Software at Georgia Tech Design & Construction [\[Graphic\]](#)

- a. AiM for CPPM See graphic Page 2
- b. AIM for Work Orders
- c. AIM Web Interface
- d. Peoplesoft [Work Day will ultimately replace]
- e. Image Now
- f. BuzzMart / SciQuest
- g. Shadow Spreadsheets

2. Overview of Reporting Tools [\[Sample Reports + How To Guide\]](#)

- a. AIM Reports from CPPM
- b. AIM Web Interface See reconciliation issue example Page 4
- c. Image Now See AiM report printing How To Guide Page 7
 - i. Project Folders
 - ii. Searching + Filters
- d. People Soft Reports
 - i. Project Manger's PS Report
 - ii. Excel Pivot Table
 - iii. Expense Ledger Reports

3. Best Practices Tips – Budget Management [\[Project Examples\]](#)

- a. Setting Up Project Budget for Success – Using CR6 for Small Projects
- b. Budgeting Management in AIM on Small Projects
- c. Budgeting Management on Large Projects

Using CR6 for small projects p 30, 31

Budget management CAP p 32

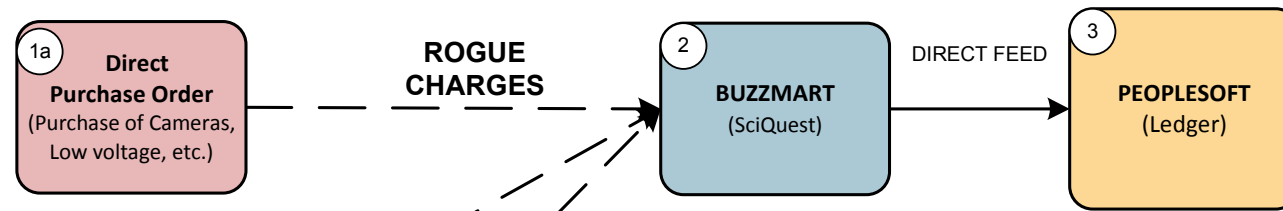
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4. Overview of Accounting Terminology [\[Definition Sheet\]](#)

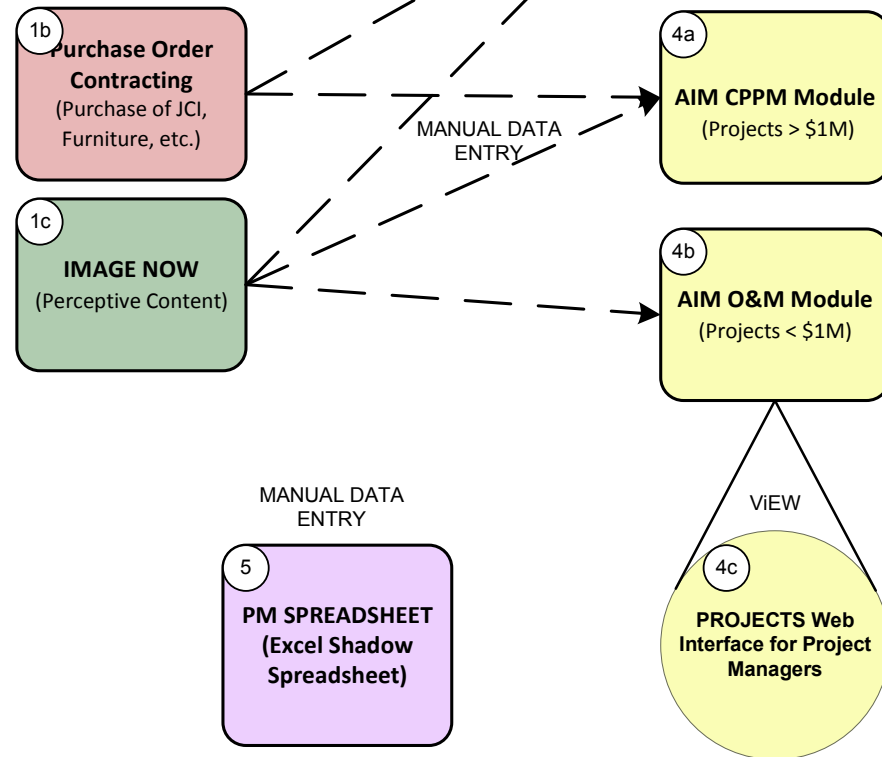
Accounting Terminology p 35

Accounting Software Overview at GT Facilities

CAMPUS



FACILITIES



ACCOUNTING SOFTWARE OVERVIEW

1a) Direct Purchase Orders initiated outside of Facilities or orders placed in Buzzmart ARE NOT entered into AIM. The only way to see these charge, sometimes called 'Rogue Charges' is to run a Peoplesoft [Ledger] report. If customers are utilizing a single Peoplesoft accounts with multiple projects [catch all or slush fund], you may need their assistance in tracking costs.

1b) Purchase Orders initiated within Facilities utilize Campus PO purchasing power. Facilities PO's ARE entered into AIM and Buzzmart / Peoplesoft.

1c) Image Now is used as a workflow approval software for Invoices, Contracts, and Budget Amendments. It is also a document repository that can be searched and queried and is the official copy of these documents. When documents route through the Facilities work flow, the Facilities accounting department logs them into both AIM and Buzzmart /Peoplesoft.

2) Buzzmart is Georgia Tech's eBusiness system, providing a single point of access using SciQuest and PeopleSoft. It incorporates eProcurement, eCatalogs, ePayables, eReceipt of goods & services, electronic workflows and approvals.

3) Peoplesoft is Georgia Tech's Financial and Human Capital Management System. It is the ledger of record (accounting system) at Georgia Tech. All payments and financial commitments (encumbrances) are made through Peoplesoft.

4) AIM is used as a 'shadow' accounting system at Facilities. It DOES NOT tie directly to Buzzmart / Peoplesoft. AIM and Buzzmart / Peoplesoft often have discrepancies due to timing lag between software, rogue charges, and human error (dual systems). AIM has two Modules: AIM CPPM and AIM for Workorders.

4a) AIM CPPM [Capital Planning and Project Management] is the module developed for Capital Project Management. Projects in the AIM CPPM have a 'C' in the AIM number.

4b) AIM's Operations and Maintenance Module was customized to handle projects and is utilized on smaller capital projects, less than \$1M. These projects do not have a 'C' in the AIM project number.

4c) A web interface has been developed that allows a PM to update and view data in the AIM O&M module in a more streamlined way. Limited data from the AIM CPPM module is also visible in the Web Interface.

5) Project Manager's often maintain their own spreadsheets to track project costs, sometimes referred to as 'Shadow Spreadsheets'

2 Overview of Reporting Tools [\[Sample Reports + How To Guide\]](#)

- a. AIM Reports from CPPM
- b. AIM Web Interface
- c. Image Now
 - i. Project Folders
 - ii. Searching + Filters
- d. People Soft Reports
 - i. Project Manger's PS Report
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RECONCILE EXAMPLE

PROJECT BUDGET FORM

WORKING CR6 - CURRENT

Project:	Curran Deck Reconfiguration of Top Of Deck	Project No.:	0120-2015
Institution:	Georgia Institute of Technology	Funding PS#:	54513223
Location:	875 Curran Street		
Design Team:	Breedlove Land Planning	Date:	3/3/2017
Project Manager:	Spencer Sheffield	Revised:	
Contractor:	New South Construction	Design Status:	Construction Estimate

A. CONSTRUCTION

1. Construction Cost			
Scope of Work Description Here		\$459,960	New South Proposal
Headache Bar	Included		New South Proposal
Additional light poles	Included		New South Proposal
Traffic coating Add Alternate		\$0	
		<u>\$459,960</u>	
2. CM Proposed Costs			
Preconstruction Services (Fee, Costs & Expenses 0.5 - 0.85%)	1.74%	\$8,000	New South Proposal
CM Fee (7.5%)	7.50%	included	
General Conditions (8% - 9.5%)	7.50%	included	
3. Construction Total (Stated Cost Limitation)	16.73%	<u>\$467,960</u>	

B. PROJECT OVERSIGHT

1. Facilities Project Management Fee (Percentage of Total Project Budget)	2.00%	\$12,357	
2. Total for Project Oversight	2.00%	<u>\$12,357</u>	← FEES

C. ARCHITECTURAL & ENGINEERING SERVICES

Basic Design Services (Fixed Fee)			
1. Programming / Early Studies	allowance		
2. Design Documents	9.67%	\$45,250	Breedlove Contract
3. Basic Construction Administration	0.00%	included	
4. Special Consultants - Additional Services	2.78%	\$13,000	WJE Proposal
5. Reimbursable Expenses		included	
6. Total for A & E Services	12.45%	<u>\$58,250</u>	

D. LOOSE EQUIPMENT

1. Fixtures, Furnishings & Equipment	0.0%	\$0	
2. A/V Equip / Network Electronics	0.00%	\$0	
3. Total for Loose Equipment	0.00%	<u>\$0</u>	

E. TESTING

1. Abatement Testing	0.00%	\$0	
2. Material Testing	0.25%	\$1,166	
3. Total for Testing	0.25%	<u>\$1,166</u>	PEM Contract

United Consult ²⁴⁰⁰ missing

F. OWNER CONTINGENCY (on Items "A" through "E")

\$533,483

1. New Construction - 5%	0.00%	\$0	
2. Renovation - 10%	10.00%	\$53,348	
3. Total Contingency	10.00%	<u>\$53,348</u>	← CONT.

G. SPECIAL COSTS - Not Subject to Contingency

1. ADA Review	0.00%	\$0	
2. Total Other Special Cost	0.00%	<u>\$0</u>	

H. TOTAL PROJECT COST

Total Project Budget \$593,081 ←

Total Spaces	67	
Project cost per space		\$8,851.96
Construction cost per space		\$6,984.48

correct total ~
 + 593,081
 2,400
 595,481

AIM REPORT

Dept	Proj No.	Project Name	Phase	Status	Budget	Proj Mgr	Project Balance		
PARKING & TRANSPORTATION	120-2015	CURRAN DECK STRUCTURAL STUDY	6A - CONSTRUCTION	CONSTRUCTION IN PROGRESS	\$593,001.00	SHEFFIELD			
Contract No		Contract Title	Contractor	Date	PO Number	PS #	Amount	Tranx Type	
0064D-17		IDIQ 0659-16-2: CURRAN DECK DESIGN DOCUMENTS FOR ADDITIONAL PARKING ON TOP LEVEL (KIM WILSON)	BREEDLOVE LAND PLANNING, INC.	8/1/16	9010333642	54513223	\$39,000.00	Original Amt	
0064D-17		IDIQ 0659-16-2: CURRAN DECK DESIGN DOCUMENTS FOR ADDITIONAL PARKING ON TOP LEVEL (KIM WILSON)	BREEDLOVE LAND PLANNING, INC.	3/13/17	9010333642	54513223	\$1,250.00	Change Order	
0064D-17		IDIQ 0659-16-2: CURRAN DECK DESIGN DOCUMENTS FOR ADDITIONAL PARKING ON TOP LEVEL (KIM WILSON)	BREEDLOVE LAND PLANNING, INC.	3/13/17	9010333642	54513223	\$5,000.00	Change Order	
Contract Total:							\$45,250.00	Paid Amt: 44,125.00	Balance: \$1,125.00
0402D-15		CURRAN STREET DECK STRUCTURAL REVIEW FOR PLAZA USE (KIM WILSON)	WISS, JANNEY, ELSTNER ASSOCIATES, INC.	12/18/14	9010223243	54540010	\$7,900.00	Original Amt	
Contract Total:							\$7,900.00	Paid Amt: 7,900.00	Balance: \$0.00
0576D-16		IDIQ 0728-15-2: CURRAN DECK PARKING UTILIZATION STUDY (KIM WILSON)	BREEDLOVE LAND PLANNING, INC.	2/9/16	9010298163	54540010	\$3,500.00	Original Amt	
Contract Total:							\$3,500.00	Paid Amt: 3,500.00	Balance: \$0.00
0587D-17		IDIQ 0147-17-1: CURRAN STREET DECK (139) ACM SURVEY (SPENCER SHEFFIELD)	PROFESSIONAL ENVIRONMENTAL MANAGEMENT / AET ENVIRONMENTAL, INC.	3/2/17	9010375725	54513223	\$1,166.05	Original Amt	
Contract Total:							\$1,166.05	Paid Amt: 0.00	Balance: \$1,166.05
0637-17		DA GCC: CURRAN STREET PARKING DECK IMPROVEMENTS DESIGN REVIEW & CA SERVICES (0637-17/0120-2015/SPENCER SHEFFIELD)	WISS, JANNEY, ELSTNER ASSOCIATES, INC.	4/25/17	9010381363	54513223	\$13,000.00	Original Amt	
Contract Total:							\$13,000.00	Paid Amt: 6,885.00	Balance: \$6,115.00
0689-15		IDIQ 593-14-2 CURRAN ST PARKING DECK CONCEPTUAL CONSTRUCTION ESTIMATE (SPENCER SHEFFIELD)	GILBANE BUILDING COMPANY	4/16/15	9010243359	54540010	\$8,500.00	Original Amt	
Contract Total:							\$8,500.00	Paid Amt: 8,500.00	Balance: \$0.00
0770B-17		DA: CURRAN STREET PARKING DECK (BLDG 139) - ADD (67) PARKING SPACES TO THE TOP LEVEL (0770B-17/0120-2015/ SPENCER SHEFFIELD)	UNITED CONSULTING GROUP LTD.	4/24/17	9010389676	54513223	\$2,400.00	Original Amt	
Contract Total:							\$2,400.00	Paid Amt: 0.00	Balance: \$2,400.00
0788-17		001-15-4-2 TASK AWARD: CURRAN STREET PARKING DECK IMPROVEMENTS ADDTL TOP LEVEL PARKING (0788-17/0120-2015/SPENCER SHEFFIELD)	NEW SOUTH CONSTRUCTION CO	4/28/17	9010391076	54513223	\$459,960.00	Original Amt	
Contract Total:							\$459,960.00	Paid Amt: 97,621.20	Balance: \$362,338.80
Project Total:							\$541,076.05	8168,831.20	\$373,144.85

541,676
 (19,900) early studies not part of project budget
 + 53,348 contingency
 + 12,357 fees
 + 8,000 missing contract!!
595,481

Georgia Institute of Technology
 Facilities Project Management Report - LTD Detail
 Through Fiscal Period 2 In Fiscal Year 2018

Facilities Project Number: 0120-2015
 Project ID Sort

PS Project	PO/GT Campus Ref	Fac: Contract #	Date	Account SRC	Line Descr	Jnl Ln Ref	Committed	Actuals Amt (Expended)	Encumb Amt (Balance)
54513223	9010333642	0064-17	07/27/2016	860921 PO	Breedlove Land Planning Inc				
54513223	9010333642	0064-17	11/28/2016	860921 AP	Breedlove Land Planning Inc	01080649		0.00	39,000.00
54513223	9010333642	0064-17	11/28/2016	860921 PO	Breedlove Land Planning Inc	01080649		5,000.00	0.00
54513223	9010333642	0064-17	01/25/2017	860921 AP	Breedlove Land Planning Inc	01085637		0.00	-5,000.00
54513223	9010333642	0064-17	01/25/2017	860921 PO	Breedlove Land Planning Inc	01085637		9,500.00	0.00
54513223	9010333642	0064-17	03/06/2017	860921 AP	Breedlove Land Planning Inc	01089640		0.00	-9,500.00
54513223	9010333642	0064-17	03/06/2017	860921 PO	Breedlove Land Planning Inc	01089640		5,000.00	0.00
54513223	9010333642	0064-17	03/14/2017	860921 AP	Breedlove Land Planning Inc	01091266		0.00	-5,000.00
54513223	9010333642	0064-17	03/23/2017	860921 PO	Breedlove Land Planning Inc	01091266		0.00	6,250.00
54513223	9010333642	0064-17	03/23/2017	860921 AP	Breedlove Land Planning Inc	01091266		10,000.00	0.00
54513223	9010333642	0064-17	04/20/2017	860921 PO	Breedlove Land Planning Inc	01094501		0.00	-10,000.00
54513223	9010333642	0064-17	04/20/2017	860921 AP	Breedlove Land Planning Inc	01094501		10,000.00	0.00
54513223	9010333642	0064-17	06/26/2017	860921 PO	Breedlove Land Planning Inc	01102309		0.00	-10,000.00
54513223	9010333642	0064-17	06/26/2017	860921 AP	Breedlove Land Planning Inc	01102309		2,375.00	0.00
54513223	9010333642	0064-17	07/28/2017	860921 PO	Breedlove Land Planning Inc	01104316		0.00	-2,375.00
54513223	9010333642	0064-17	07/28/2017	860921 AP	Breedlove Land Planning Inc	01104316		2,250.00	0.00
								0.00	-2,250.00
Contract 0064-17 Total							45,250.00	44,125.00	1,125.00
54513223	9010372818	0533-17	02/16/2017	860903 PO	New South Construction Company			0.00	8,000.00
Contract 0533-17 Total							8,000.00	0.00	8,000.00
54513223	9010375725	0587-17	02/28/2017	860955 PO	Professional Environmental Man			0.00	1,166.05
Contract 0587-17 Total							1,166.05	0.00	1,166.05
54513223	9010381363	0637-17	03/22/2017	860950 PO	Wiss Janney Elstner Associates			0.00	13,000.00
54513223	9010381363	0637-17	07/31/2017	860950 AP	Wiss Janney Elstner Associates	01104462		6,885.00	0.00
54513223	9010381363	0637-17	07/31/2017	860950 PO	Wiss Janney Elstner Associates	01104462		0.00	-6,885.00
Contract 0637-17 Total							13,000.00	6,885.00	6,115.00
54513223	9010389676	0770-17	04/24/2017	860955 PO	United Consulting Group Inc			0.00	2,400.00
Contract 0770-17 Total							2,400.00	0.00	2,400.00
54513223	9010391076	0788-17	04/27/2017	860900 PO	New South Construction Company			0.00	459,960.00
54513223	9010391076	0788-17	07/31/2017	860900 AP	New South Construction Company	01104453		97,621.20	0.00
54513223	9010391076	0788-17	07/31/2017	860900 PO	New South Construction Company	01104453		0.00	-97,621.20
Contract 0788-17 Total							459,960.00	97,621.20	362,338.80
Total for PS Project 54513223 - Curran Deck-Visitor/Accessible							529,776.05	148,631.20	381,144.85

→ **529,776.05**
 + 53,348 contingency
 + 12,357 fees
595,481

Accounting Software Resources for Project Managers

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Reporting for Projects under \$1M

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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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2. AIM CPPM - CAP Projects Briefing Rollup Report by Project

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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			
DINING	0151-2015	BRITAIN 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: BRITAIN 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	BRITAIN DINING HALL FLOORING REPLACEMENT	MAKE3 ARCHITECTURE PLANNING & DESIGN, LLC	3/9/15	9010235489	53912544	\$29,182.00	Original Amt		
0593-15	BRITAIN DINING HALL FLOORING REPLACEMENT	MAKE3 ARCHITECTURE PLANNING & DESIGN, LLC	10/1/15	9010235489	53917130	\$1,660.00	Change Order		
0593-15	BRITAIN DINING HALL FLOORING REPLACEMENT	MAKE3 ARCHITECTURE PLANNING & DESIGN, LLC	10/26/16	9010235489	53917130	-\$1,660.00	Change Order		
0593-15	BRITAIN 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: BRITAIN 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

Click the blue hyperlink to see invoice history for each contract.

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**

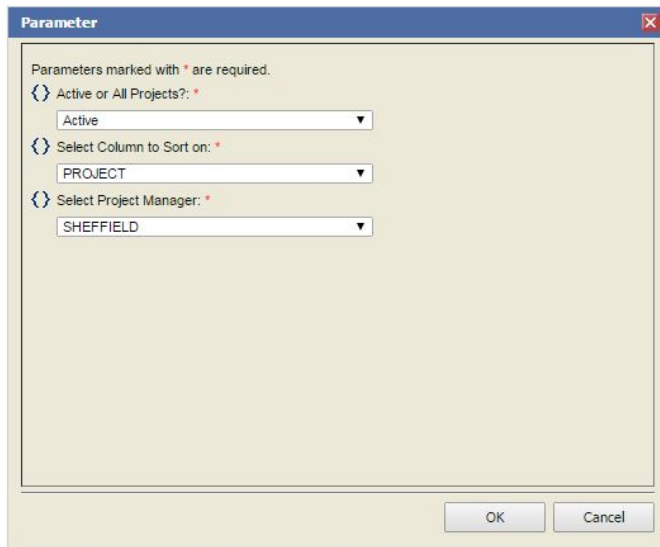
Criteria 2: How Do You Want the Report Organized?

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

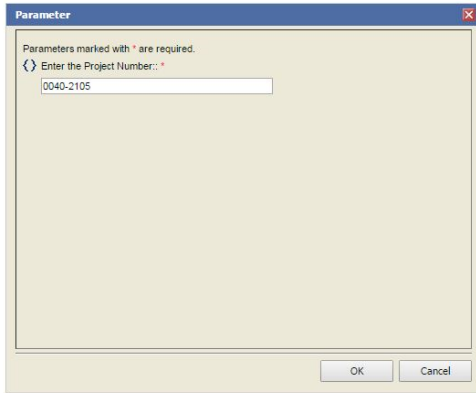
Select your name or the name of another project manager to run the report for projects assigned to that Project Manager.



PM report by Project Number

Criteria 1: Project Number

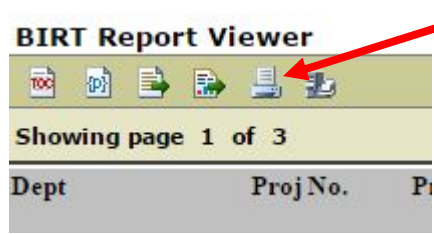
Enter the project number in the field provided. The number should be entered as XXXX-YEAR. Please note that some of the older AIM numbers did not follow XXXX-YEAR this format and you'll have to enter the number the way it is listed in AIM (e.g. 020-2016)



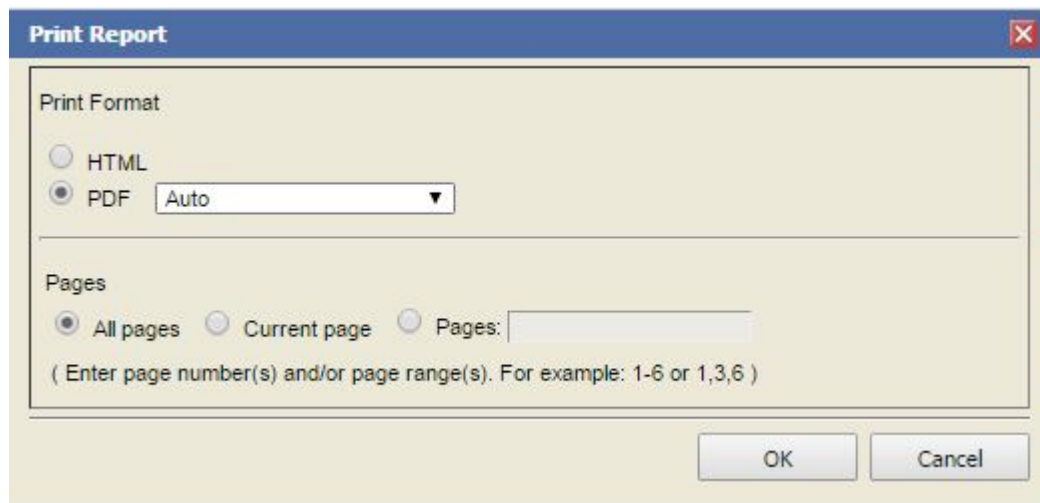
Sample Report – Run by Single Project Number

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			
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

Destination  Adobe PDF

Pages All

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

Color

Paper size

Quality

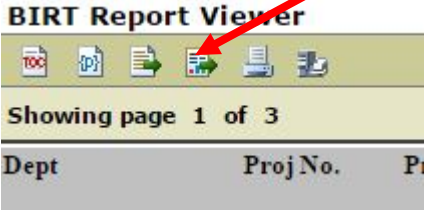
Options Fit to page

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

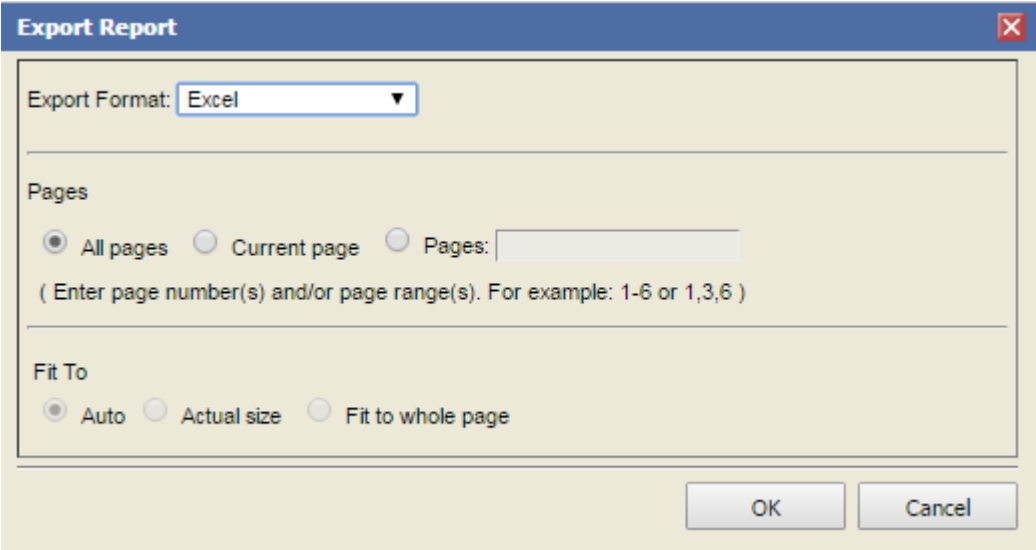
Dept	Proj No.	Project Name
HOUSING	0011-2016	CAMPUS SERVICES WARE
Contract No		Contract Title
0049-16		CAMPUS SERVICES WARE ABATEMENT (KIM WILSON)
0049-16		CAMPUS SERVICES WARE ABATEMENT (KIM WILSON)
0072-16		HOUSING WAREHOUSE RC (WILSON)
0073-16		HOUSING WAREHOUSE AB (KIM WILSON)
0074-16		IDIQ 090-15-4: 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	BRITAIN 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: BRITAIN 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	BRITAIN DINING HALL FLOORING REPLACEMENT		MAKE3 ARCHITECTURE PLANNING & DESIGN, LLC	3/9/15	9010235489	53912544	\$29,182.00	Original Amt	
0593-15	BRITAIN DINING HALL FLOORING REPLACEMENT		MAKE3 ARCHITECTURE PLANNING & DESIGN, LLC	10/1/15	9010235489	53917130	\$1,660.00	Change Order	
0593-15	BRITAIN DINING HALL FLOORING REPLACEMENT		MAKE3 ARCHITECTURE PLANNING & DESIGN, LLC	10/26/16	9010235489	53917130	-\$1,660.00	Change Order	
0593-15	BRITAIN 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: BRITAIN 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	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	
Budget	
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"/>
G. Other Costs	
<input type="text"/>	<input type="text" value="0.00"/>
<input type="text"/>	<input type="text" value="0.00"/>
<input type="text"/>	<input type="text" value="0.00"/>
<input type="text"/>	<input type="text" value="0.00"/>
H. Total Project Budget	<input type="text" value="\$182,500.00"/>

<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
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 Amnt (Expended)	Encumb Amnt (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		

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:

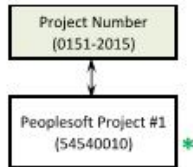
- The report will only work if the project has dedicated peoplesoft numbers. See example scenarios next page.
- Reports cannot be run on 'slush' fund accounts, where multiple projects are booked to a single peoplesoft account number.
- You'll need to ask Facilities Accounting to enter the project number 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:

SCENARIOS THAT WORK

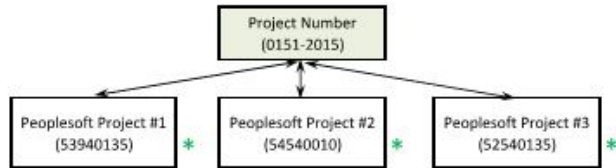
Scenario A:

* Single PeopleSoft project account# aligned to one AIM Project Number. All costs are project costs.



Scenario B:

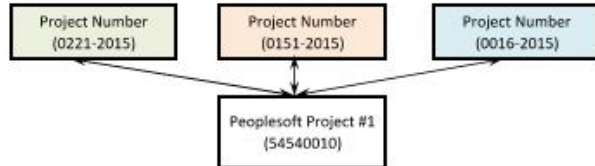
* Multiple PeopleSoft project account#s aligned to one AIM Project Number. All costs are project costs.
 * This scenario should only be used when funding is 'different' colors. This should be the exception, not the rule.



SCENARIOS THAT DO NOT WORK

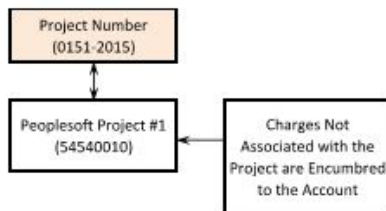
Scenario C:

* Single PeopleSoft project account# aligned to multiple AIM Project Number. All costs are project costs but PeopleSoft account combines all costs.



Scenario D:

* Single PeopleSoft project account# aligned to a single AIM Project Number. PeopleSoft account has not project charges 'slush account'.



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	<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		
	Total Paid: \$20,824,853.65		Remaining Balance: \$2,856,787.67				
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		
	Total Paid: \$10,375.00		Remaining Balance: \$0.00				
0749-17	DA: WEST CAMPUS DINING COMMONS (0749-17/C0268-2015)	BLACKBOARD, INC.		\$31,444.79	<u>\$0.00</u>	\$31,444.79	
	Total Paid: \$0.00		Remaining Balance: \$31,444.79				
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		
	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	

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	\$0.00	\$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

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.

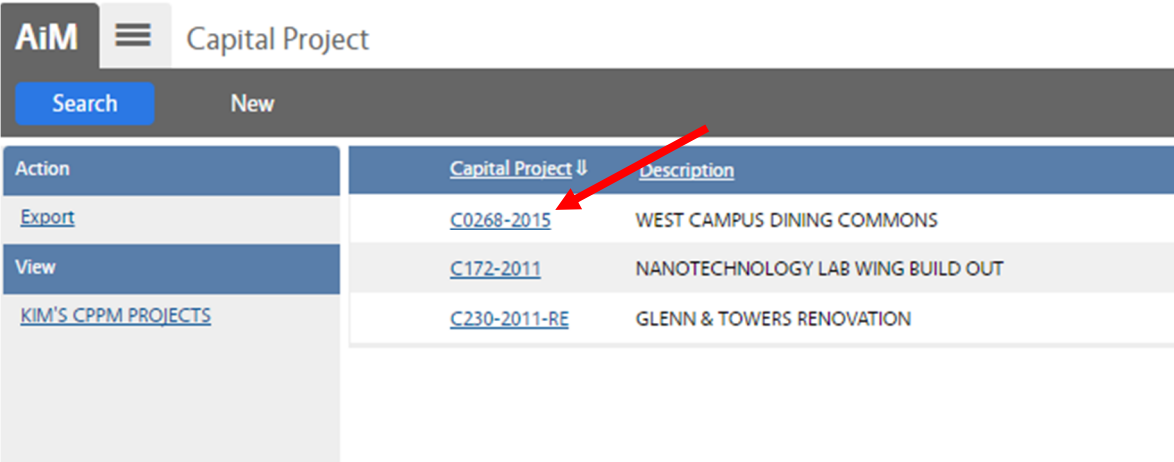
<https://fmax2.fac.gatech.edu/fmax/screen/WORKDESK>



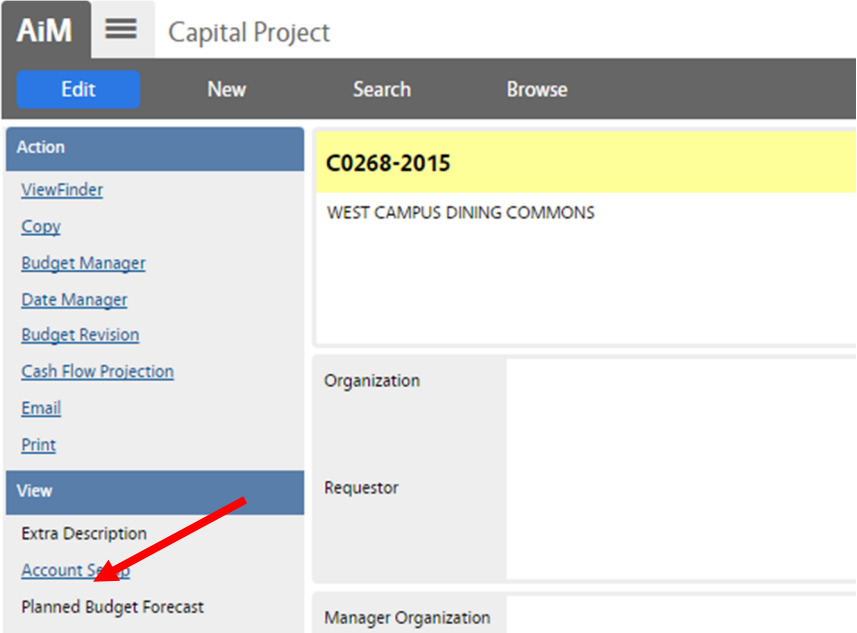
2. Look under Personal Query Count for a live link to you CAP Projects. Click on the Link. If your CPPM projects are not shown here, the AIM admin can set up your dashboard.

The screenshot shows the AiM WorkDesk interface. The top navigation bar includes the AiM logo and 'WorkDesk'. Below this is a secondary bar with 'Add' and 'IQ' buttons. The main content area is divided into a left sidebar and a right main panel. The sidebar contains a 'Menu' section with items: Work Management, Accounts Payable, Asset Management, Capital Projects, Contract Administration, Project Management, and System Administration. Below the menu is a 'Report Listing' section with items: ACTIVE PROJECT BY PHASE, ACTIVE PROJECTS >= \$250, ACTIVE PROJECTS BY BLDG, ACTIVE PROJECTS BY PM, BOR REPORT, and CONSTR WORK BY FAC D&C. The right main panel features a 'Personal Query Count' section with two entries: '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 entry in the Personal Query Count section.

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

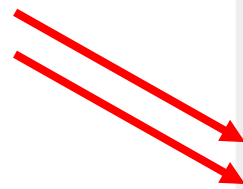


4. Click on Print to access the report list.



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](#)

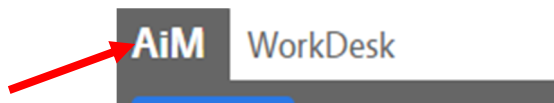


6. Note that reports can be printed to Excel, PDF, or a printer at the top bar on the page.

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.



3. Best Practices Tips – Budget Management [\[Project Examples\]](#)

- a.** Setting Up Project Budget for Success – Using CR6 for Small Projects
- b.** Budgeting Management in AIM on Small Projects
- c.** Budgeting Management on Large Projects

PROJECT BUDGET FORM

Project: Living Learning Center at Curran Deck	Project No.: 0340-2016
Institution: Georgia Institute of Technology	Funding PS#: 6141201
Location: Curran Parking Deck	
Design Team: Warner Summers	Date: 05/16/17
Project Manager: Daniel Powell	Revised:
Contractor: HITT	Design Status: Construction Estimate

A. CONSTRUCTION		Construction Cost per SF (2840): \$ 71.28	\$ 63.42	
		Original	Final Costs	DELTA
1.	Construction Cost			
	Build-out	161,890	173,930 HITT	
	CO - #001 (P&P Bond, Whiteboard Paint & AD400 Credits)		-1,616	
	CO - #002 (4 - Dr Hrdwr; 5 - drywall; 6 - Oper Part Support; 7 - Floor Prep & 8 - Storefront Hrdwr)		7,799	
		<u>11,360</u>		
		<u>\$ 173,250</u>	<u>\$ 180,113</u>	
2.	CM Proposed Costs			
	Preconstruction Services (Fee, Costs & Expenses 0.5 - 0.85%)	0.85% 1,473	Included	
	CM Fee (7.5%)	7.50% 12,994	Included	
	General Conditions (8% - 9.5%)	8.50% 14,726	Included	
3.	Construction Total (Stated Cost Limitation)	\$ 202,443	\$ 180,113	\$ (22,330)
B. PROJECT OVERSIGHT				
1.	Facilities Project Management Fee (Percentage of Total Project Budget)	3.00% \$10,790	\$ 11,000	
2.	Total for Project Oversight	3.00% \$ 10,790	\$ 11,000	\$ 210
C. ARCHITECTURAL & ENGINEERING SERVICES				
Basic Design Services (Fixed Fee)				
1.	Programming / Early Studies	fee \$5,000	\$5,000	
2.	Design Documents	6.30% \$12,750	\$12,750	
3.	Basic Construction Administration	0.99% \$2,000	\$2,000	
4.	Special Consultants - MEP	3.51% \$7,100	\$7,100	
5.	Reimbursable Expenses	\$1,000	\$1,000	
6.	Total for A & E Services	10.79% \$ 27,850	\$ 27,850	\$ -
D. LOOSE EQUIPMENT				
1.	Fixtures, Furnishings & Equipment	10.00% \$51,975	\$ 54,000 <i>confirm</i>	
2.	A/V Equip / Network Electronics	0.00% Included in GC #	\$ 41,000	
3.	Wireless Extension	0.50% \$0	\$ 11,520	
4.	Security (Buzzcard)	0.50% \$1,012	\$ 4,770	
5.	Total for Loose Equipment	10.00% \$ 51,975	\$ 111,290	\$ 59,315
E. TESTING				
1.	Abatement Testing	1.00% \$0	\$ 1,692	
2.	Material Testing	0.00% \$0		
3.	Total for Testing	0.00% \$ -	\$ 1,692	\$ 1,692
F. OWNER CONTINGENCY (on Items "A" through "E")				
		\$293,058		
		\$331,945		
1.	New Construction - 5%	5.00%		
2.	Renovation - 10%	10.00% \$29,306	\$ 26,393	
3.	Total Contingency	15.00% \$ 29,306	\$ 26,393	\$ (2,913)
G. SPECIAL COSTS - Not Subject to Contingency				
1.	ADA Review	0.00% \$0		
2.	Other	0.00% \$0	\$ -	
3.	Total Other Special Cost	0.00% \$ -	\$ -	\$ 35,974
H. TOTAL PROJECT COST				
	Total Project Budget	\$ 322,364	\$ 358,338	\$ 35,974
	Funds Available	\$ 325,000	\$ 363,691	\$ 35,974
	Difference	\$ 2,636	\$ (5,353)	

PROJECT BUDGET FORM

WORKING CR6 - CURRENT

Project:	Curran Deck Reconfiguration of Top Of Deck	Project No.:	0120-2015
Institution:	Georgia Institute of Technology	Funding PS#:	54513223
Location:	875 Curran Street		
Design Team:	Breedlove Land Planning	Date:	3/3/2017
Project Manager:	Spencer Sheffield	Revised:	
Contractor:	New South Construction	Design Status:	Construction Estimate

A. CONSTRUCTION

1. Construction Cost			
Scope of Work Description Here		\$459,960	New South Proposal
Headache Bar	Included		New South Proposal
Additional light poles	Included		New South Proposal
Traffic coating Add Alternate		\$0	
		<u>\$459,960</u>	
2. CM Proposed Costs			
Preconstruction Services (Fee, Costs & Expenses 0.5 - 0.85%)	1.74%	\$8,000	New South Proposal
CM Fee (7.5%)	7.50%	included	
General Conditions (8% - 9.5%)	7.50%	included	
3. Construction Total (Stated Cost Limitation)	16.73%		<u>\$467,960</u>

B. PROJECT OVERSIGHT

1. Facilities Project Management Fee (Percentage of Total Project Budget)	2.00%	\$12,357	
2. Total for Project Oversight	2.00%		<u>\$12,357</u>

C. ARCHITECTURAL & ENGINEERING SERVICES

Basic Design Services (Fixed Fee)			
1. Programming / Early Studies	allowance		
2. Design Documents	8.33%	\$39,000	Breedlove Contract
3. Basic Construction Administration	0.00%	included	
4. Special Consultants - Additional Services	2.78%	\$13,000	WJE Proposal
5. Reimbursable Expenses		included	
6. Total for A & E Services	11.11%		<u>\$52,000</u>

D. LOOSE EQUIPMENT

1. Fixtures, Furnishings & Equipment	0.00%	\$0	
2. A/V Equip / Network Electronics	0.00%	\$0	
3. Total for Loose Equipment	0.00%		<u>\$0</u>

E. TESTING

1. Abatement Testing	0.00%	\$0	
2. Material Testing	0.25%	\$1,166	PEM Contract
3. Total for Testing	0.25%		<u>\$1,166</u>

F. OWNER CONTINGENCY (on Items "A" through "E")

			\$533,483
1. New Construction - 5%	0.00%	\$0	
2. Renovation - 10%	10.00%	\$53,348	
3. Total Contingency	10.00%		<u>\$53,348</u>

G. SPECIAL COSTS - Not Subject to Contingency

1. ADA Review	0.00%	\$0	
2. Total Other Special Cost	0.00%		<u>\$0</u>

H. TOTAL PROJECT COST

Total Project Budget		\$586,831
Total Spaces	67	
Project cost per space		\$8,758.68
Construction cost per space		\$6,984.48

PROJECT BUDGET
Construction Management Delivery Method (CM/GC)

Project :	West Campus Dining Commons	Project No.:	
Institution:	Georgia Institute of Technology	Date:	
Location:	Atlanta, GA	Revised:	
Architect:	Cooper Cary / Lake Flato		
Const. Mgr.:	Juneau Construction		

9121453 West Campus Academic FFE	\$500,000
54513229: West Campus Dining Bridge/Curran Project	\$32,500
53915427: West Village Dining Seating	\$300,000
53612556 - West Side Dining	\$8,000,000
53912527 - West Campus Dining	\$15,700,000
PS#9121430	\$5,000,000
	\$29,532,500

Projected Costs

A. CONSTRUCTION

	BOR Submission BUDGET 12.5.14	ENCUMBERED	BUDGET FORECAST	Budget Delta Current to Encumbered	Budget Delta GMP to Baseline
1. Construction Cost (New South Construction) Component Change Order #1	\$15,806,600	\$ 11,217,782.00 \$ 10,183,229.00	\$ 11,217,782.00 \$ 10,183,229.00		
Change Order #3		\$ 811,913.86	\$ 811,913.86		
Change Order #4 (AV Budget)		\$ 460,497.27	\$ 460,497.27		
Change Order #5		\$ 251,601.63	\$ 251,601.63		
Change Order #6		\$ 184,612.98	\$ 184,612.98		
Change Order #7		\$ 375,615.46	\$ 375,615.46		
Change Order #8		\$ 196,389.12	\$ 196,389.12		
2. CM Proposed Costs	\$706,451				
B. Preconstruction Services (Contract \$195,400)	\$134,810				
C. General Conditions (Contract: \$1,960,234)	\$1,250,163				
D. CM Contingency	\$475,800				
E. SUBTOTAL	\$2,567,224	\$23,681,641			
4. Total for Construction (referred to as Stated Cost Limitation)	\$18,373,824	\$23,681,641	\$ 23,681,641	\$0	\$5,307,817
B. PROJECT OVERSIGHT (RCI, PM, ETC.)					
1. GT Facilities Fee	\$290,000	\$143,037			
2. Other Facilities Fees (Shops)		\$3,297			
2. Total for Oversight Services	\$290,000	\$146,334	\$290,000	\$143,666	\$0
C. ARCHITECTURAL & ENGINEERING SERVICES					
1. Base Contract	\$2,329,686	\$2,330,000	\$2,330,000		
2. Add Service #1 - Energy Modeling and Music Building Acoustical	-	\$130,500	\$130,500		
3. Add Service #2 - Increase GMP	-	\$0	\$0		
4. Add Service #3 - Move Kitchen Equipment to GMP	-	\$0	\$0		
5. Add Service #4 - Acoustical CCA	\$2,746,021	\$116,286	\$116,286		
6. Add Service #5a - Change Order #5 and Change Order #6 (P)	\$2,548,276		\$37,078		
7. Add Service #5b - Additional Trips During Construction (Pending)			\$27,000		
7. Add Service #5c - Additional Cost for Trip by Acoustical (Pending)			\$2,500		
7. Total for A & E Services (Cooper Carry / Lake Flato)	\$2,329,686	\$2,576,786	\$2,643,364	\$66,578	\$313,678
D. LOOSE EQUIPMENT (Institution's estimate)					
1. Fixtures, Furnishings & Equipment	\$1,286,678	\$818,831	\$1,002,903		
2. Starbucks (\$45,000) + Panera (\$4,032)			\$49,032		
3. Release Additional Outdoor Furniture and Banquettes			included		
4. A/V Equip./Network Electronics AIM	\$1,000,000	\$41,820	\$388,378		
A/V Equip./Network Electronics Peoplesoft		\$121,419	above		
5. Security Cameras		\$59,458	above		
6. Food Service Equipment (\$1.1M carried in SCL)	\$2,900,000	-	\$473,000		
7. Total for Loose Equipment	\$5,186,678	\$1,041,528	\$1,913,313	\$871,785	(\$3,273,365)
E. TESTING, SURVEYS, ETC - Subject to Contingency Allowance					
1. Testing, Surveys, Etc. (Pass Through - Cooper Carry)	\$192,582	\$161,235	\$161,235		
2. Printing Documents (Pass Through - Cooper Carry) (Pending)		\$8,000	\$8,000		
3. Site Survey (prior to project - excluded)	Included	-	-		
4. ESA GEPA Report (PEM)	Included	\$7,261	\$7,261		
5. Total for Testing	\$192,582	\$176,496	\$176,496	\$0	(\$16,086)
F. OWNER CONTINGENCY (on Items "A" through "E")					
1. New Construction (5%)	\$28,704,815	\$1,322,688	\$0		
2. Parking Funding for Bridge (\$32,500)					
3. Wishlist Funding (\$500k)					
4. Furniture Savings Moved to Replenish Contingency (\$200k)					
5. AV Savings Moved to Replenish Contingency (\$300k)					
6. Total Contingency	1.30%	\$1,322,688	\$0	\$372,992	\$372,992 (\$949,696)
G. SPECIAL COSTS - Not Subject to Contingency					
1. Cost Management (RIB)	\$137,804	\$89,734	\$89,734		
2. Project Utilities		\$2,303	\$20,000		
3. Window Testing (Terracon)		\$12,800	\$14,900		
4. Escalation to March 2016 (5%)	\$918,691	-	-		
5. Breedlove - Special Permitting - Stockpile Storage		\$6,000	\$6,000		
6. Folk Cauldwell: Replace Transfer Switch Control Panel (part of generator work)		\$1,111	\$2,750		
7. Landscape Maintenance Agreement (Davis Landscape)		-	\$45,150		
8. Graphic Design - Logo (Sodexo)		-	\$5,000		
9. Commissioning (Working Buildings)	\$183,738	\$225,145	\$233,060		
10. Public Art - Murals (Buckhead)	\$64,308	-	\$38,100		
11. Total Other Special Cost	\$1,304,542	\$337,093	\$454,694	\$117,601	(\$849,848)
H. TOTAL PROJECT COST					
	\$29,000,000	\$27,959,879	\$ 29,532,500	\$1,572,622	\$532,501
	\$29,532,500	\$29,532,500	\$ 29,532,500		\$0

(\$1,572,621)

PROJECT BUDGET

Construction Management Delivery Method (CM/GC)

Project :	Renovation of Glenn & Towers Residence Halls	Total Project Budget
Institution:	Georgia Institute of Technology	Project No.: BR-30-1204
Location:	Atlanta, GA	Date: June 24, 2010
Architect:	VMDO / Stevens Wilkinson	Revised: January 31, 2012
Const. Mgr.:	New South Construction	July 1, 2013

Total Gross SF (GSF)	121,175
Total Construction Cost/GSF	\$267.07
Total Beds	630
Construction Cost per Bed (Including Connector)	\$51,369

A1. CONSTRUCTION	Concept Design BUDGET 1.31.12	Schematic Design BUDGET 9.7.12	Final Budget Decisions		Final Budget Decisions		Final Budget Decisions		Budget Delta GMP Budget to GMP Final
			Design Development BUDGET 11.26.12	Design Development BUDGET 12.14.12	50% CDs BUDGET 4.5.13	50% CDs BUDGET 4.16.13	GMP BUDGET 6.3.13	GMP FINAL 7.1.13	
1. Construction Cost exclusive of "A" 3 Below									
A. Phase 1 - Towers & Connector	\$15,540,929	\$14,743,908	\$15,022,575	\$15,022,575	\$ 16,067,482	\$ 16,067,482	\$ 16,565,379	\$ 16,154,033	
B. Phase 2 - Glenn	\$11,430,438	\$13,016,937	\$12,746,911	\$12,746,911	\$ 12,693,455	\$ 12,693,455	\$ 12,572,265	\$ 12,383,746	
C. Added Scope Delta				\$176,000				(\$282,500)	
** D. SUBTOTAL Construction Costs	\$26,971,367	\$27,769,845	\$27,769,486	\$27,945,486	\$ 28,760,937	\$ 28,478,437	\$ 29,137,644	\$ 28,537,779	
2. CM Proposed Costs (New South Construction)									
A. CM Fee (Contract: \$1,030,000)	3.82%	1,030,000	\$933,262	\$933,262	\$1,024,135	\$1,024,135	\$1,047,263	\$1,026,996	
B. Preconstruction Services (Contract \$195,400)	0.72%	195,400	\$195,400	\$195,400	\$195,400	\$195,400	\$195,400	\$195,400	
C. General Conditions (Contract: \$1,960,234)	7.27%	1,960,234	\$1,657,950	\$1,657,950	\$1,657,950	\$1,657,950	\$1,657,950	\$1,657,950	
D. Insurance, Bonds			\$292,825	\$292,825	\$312,400	\$312,400	\$324,416	\$318,260	
E. SUBTOTAL			\$3,188,239	\$3,079,437	\$3,189,885	\$3,189,885	\$3,225,029	\$3,198,606	
** Construction costs include contingency.									
4. Total for Construction (referred to as Stated Cost Limitation)	\$30,159,605	\$30,810,602	\$30,848,923	\$31,024,922	\$31,950,822	\$31,668,322	\$32,362,673	\$31,736,385	(\$626,288)
A2. UTILITY INFRASTRUCTURE (Glenn and Towers Site)									
1. Site Utility Costs - Glenn & Towers Site									
A. Electrical Infrastructure		\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	
B. Telecom Infrastructure		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	
C. Fire Line Infrastructure		\$150,000	in construction cost	in construction cost	\$220,000	\$220,000	\$220,000	\$220,000	
D. Steam Line Engineering / Potholing		\$48,700	\$48,700	\$48,700	\$ -	\$ -	\$ -	\$ -	
E. Relocate AT&T Line			\$100,000	\$100,000	\$7,500	\$7,500	\$7,500	\$7,500	
D. Gas Line Relocation			\$50,000	\$50,000	\$43,000	\$43,000	\$43,000	\$43,000	
2. Total for Utility Infrastructure	\$0	\$798,700	\$798,700	\$798,700	\$870,500	\$870,500	\$870,500	\$870,500	\$0
B. PROJECT OVERSIGHT (RCI, PM, ETC.)									
1. Auxiliary Services PM Fee	\$361,915	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	
2. Total for Program Management Services (1.5% - 3%)		\$130,000	\$130,000	\$130,000	\$130,000	\$130,000	\$130,000	\$130,000	
3. Regents Construction Inspector.									
4. GT Facilities Fee	\$226,197	\$231,000	\$231,000	\$231,000	\$231,000	\$231,000	\$231,000	\$231,000	
5. Total for Oversight Services	\$588,112	\$561,000	\$561,000	\$561,000	\$561,000	\$561,000	\$561,000	\$561,000	\$0
C. ARCHITECTURAL & ENGINEERING SERVICES									
Pre-Planning Services									
1. Historic Structures Report (Ray & Associates)		\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	
2. Early Preconstruction Services (New South)		\$32,500	\$32,500	\$32,500	\$32,500	\$32,500	\$32,500	\$32,500	
3. Early Programming (Niles Bolton)		\$136,800	\$136,800	\$136,800	\$136,800	\$136,800	\$136,800	\$136,800	
4. Sector Master Plan (Niles Bolton)		\$37,000	\$37,000	\$37,000	\$37,000	\$37,000	\$37,000	\$37,000	
5. Total for Pre-Planning Services	\$0	\$221,300	\$221,300	\$221,300	\$197,800	\$197,800	\$197,800	\$197,800	\$0
Basic Design Services									
5. Programming	\$150,798	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	
6. Design Documents	\$1,507,980	\$1,894,220	\$1,894,220	\$1,894,220	\$1,894,220	\$1,894,220	\$1,894,220	\$1,894,220	
Consultants (included in basic services fee)									
Cost Estimating	\$105,559	Included	Included	Included	Included	Included	Included	Included	
7. Basic Construction Administration	\$603,192	\$565,780	\$565,780	\$565,780	\$565,780	\$565,780	\$565,780	\$565,780	
8. Special Consultants - Additional Services									
LEED Documentation	\$150,798	Included	Included	Included	Included	Included	Included	Included	
9. Reimbursable Expenses (Fixed Fee)		Included	Included	Included	Included	Included	Included	Included	
10. Add Service #1	None	None	None	None	\$218,235	\$218,235	\$218,235	\$218,235	
10. Add Service #2 (Pending)	None	None	None	None	\$35,000	\$35,000	\$62,000	\$62,000	
11. Total for A & E Services (VMDO with S&W)	\$2,518,327	\$2,510,000	\$2,585,000	\$2,585,000	\$2,763,235	\$2,763,235	\$2,790,235	\$2,790,235	\$0
D. LOOSE EQUIPMENT (Institution's estimate)									
1. Fixtures, Furnishings & Equipment	\$1,577,414	\$1,578,000	\$1,578,000	\$1,578,000	\$1,578,000	\$1,578,000	\$1,578,000	\$1,578,000	
2. A/V Equip./Network Electronics	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$155,000	\$155,000	
3. Total for Loose Equipment	\$1,727,414	\$1,728,000	\$1,728,000	\$1,728,000	\$1,728,000	\$1,728,000	\$1,733,000	\$1,733,000	\$0
E. TESTING, SURVEYS, ETC - Subject to Contingency Allowance									
1. Special Inspections	\$400,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$100,000	\$100,000	
2. Material Testing	Included	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	above	above	
3. Waterproofing Consultant	Included	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	
4. Civil Survey (Rochester & Associates)	Included	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	
5. Borings (Rochester & Associates)	Included	\$44,500	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	
6. Environmental Assessment, ESA GEPA Reporting (PES Inc.)	Included	\$50,800	\$50,800	\$50,800	\$50,800	\$50,800	\$54,000	\$54,000	
7. Attic Testing (Nova)	Included	\$3,900	\$3,900	\$3,900	\$3,900	\$3,900	\$3,900	\$3,900	
8. Tree Survey Work (One Bark)	Included	\$900	\$900	\$900	\$900	\$900	\$1,500	\$1,500	
9. Environmental Monitoring	Included	\$60,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	
10. Steam Line Design Services (Steam Line on Site)			\$45,000	\$45,000	\$ -	\$ -	\$ -	\$ -	
11. Steam vs. Gas Study (RMF)			\$34,000	\$34,000	\$34,000	\$34,000	\$34,000	\$34,000	
12. Extra Drawings & Specifications	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	
13. Total for Testing	\$415,000	\$480,100	\$604,600	\$604,600	\$559,600	\$559,600	\$513,400	\$513,400	\$0
F. OWNER CONTINGENCY (on Items "A" through "E")									
Sum of A to E									
1. Renovation (10.00%)	\$3,609,986	\$3,711,000	\$3,734,752	\$2,616,477	\$2,704,167	\$2,704,167	\$2,704,167	\$2,677,680	6.97%
2. Regents Contingency (Rounding - 0.10%)	\$348,203	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
3. Total Contingency	\$3,958,189	\$3,711,000	\$3,734,752	\$2,616,477	\$2,704,167	\$2,704,167	\$2,704,167	\$2,677,680	\$0
G. SPECIAL COSTS - Not Subject to Contingency									
1. Cost Management	\$150,798	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	
2. Peer Review (Colins Cooper Carusi - Housing Standards)	\$30,160	\$30,000	\$30,000	\$30,000	\$20,000	\$20,000	\$20,000	\$20,000	
3. Commissioning (Epstein Group)	\$452,394	\$350,000	\$350,000	\$350,000	\$325,000	\$325,000	\$325,000	\$325,000	
4. Techwood Drive / 3rd Street Utility Relocation	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	excluded	excluded	
4. Total Other Special Cost	\$2,133,352	\$1,955,000	\$1,955,000	\$1,955,000	\$1,920,000	\$1,920,000	\$420,000	\$420,000	
H. TOTAL PROJECT COST	\$41,500,000	\$42,775,700	\$43,037,280	\$42,095,000	\$43,255,120	\$42,972,620	\$42,152,770	\$41,500,000	
Funding Sources:									
Auxiliary Services	\$ 40,000,000								
Campus Funded (Budget Deficit)	\$ 1,500,000								
Total Anticipated Funding	\$ 41,500,000								

Total Project Budget
Funds Available
Difference

\$ 40,000,000
\$ 1,500,000
\$ 41,500,000

3.07%
overage

3.70%
overage

1.43%
overage

4.23%
overage

3.55%
overage

5.38%
overage

3.75%
overage

(\$680,150)

4. Overview of Accounting Terminology [\[Definition Sheet\]](#)

ACCOUNTING TERMINOLOGY

Account Code / Expense Account

A cost code used to identify financing use. Facilities has set up a series of account codes in alignment with the project budget format (CR6) utilized by the Board of Regents. This allows for costs to be appropriately categorized and reported out.

Actuals / Expenses / Expended Costs

Costs that have been paid out through invoicing (expenses). These expended costs (invoices) are posted against encumbrances and tracked within the "Actuals" ledger in PeopleSoft. Due to the ledger name, expended costs/invoices are often referred to as Actuals on PeopleSoft Reports. Actuals can be confusing when viewed on a PeopleSoft Report because they are posted twice on the ledger (once as a deduct to the corresponding encumbrance, once as an add to the Actuals ledger).

Budget Amendment / Budget Request

This is a request for funds that is submitted to the GT Budget Office. The terms are used interchangeably to refer to an initial or subsequent request for funds.

Catch All PeopleSoft Numbers / 'Slush Fund' PeopleSoft Numbers

Some PeopleSoft numbers are utilized by customers as a 'Catch All' for various projects. The slang term for this is 'slush fund'. For example, a customer may have a PeopleSoft number set up for various 'Roofing' projects. This is an important distinction. A PeopleSoft report run from a 'catch all' number will show all project commitments and expenses for all of the various projects and will not be useful in reconciling a single project's accounting.

Color of Money / Buckets of Money

Slang term for funding sources from different departments or for different accounting functions. Some funding sources are financed with monies (Federal, State, and/or private) that are designated for a specific use. You may hear the budget office say that 'that color of money' cannot be applied to that purchase.

CR6 Budget / Project Budget

Standardized budget format utilized by Board of Regents and Georgia Tech for developing project budgets.

Dedicated PeopleSoft Number (Dedicated PeopleSoft Project ID)

A PeopleSoft number that has a one to one relationship with a single project. A PeopleSoft report run on a dedicated funding number will accurately provide a reporting of project costs for the project.

Encumbrance / Committed Costs

An encumbrance is a committed cost in the PeopleSoft system that is tracked within the "Encumbrance" ledger. Encumbrances are recorded when the Institute incurs a legal obligation or liability for them. For example, when a contract is entered into the PeopleSoft system, the full amount of the contract is committed or encumbered. The funds cannot be used for another purpose

once they are encumbered without de-encumbering the funds with a deductive change order. Note that if an encumbrance is from a prior fiscal year and funded with State funds (lapsable funds), de-encumbering the funds with a deductive change order will result in a “lapse” or loss of GT funds. In other words, the funds must be given back to the State. This should be avoided whenever possible.

PeopleSoft Expense Ledger

PeopleSoft report that lists all current year expense and encumbrance activity for a specific PeopleSoft number along with the current remaining unencumbered or uncommitted balance for the project associated with the PeopleSoft number (assuming a dedicated PeopleSoft number that has a one to one relationship with the project).

Fiscal Year End

The 12 month fiscal accounting period, or fiscal year, at Georgia Tech runs July 1st to June 30th. Fiscal Year End spending takes place over the last few months of the fiscal year culminating on June 30th (fiscal year end).

Forecast / Projected Costs / Cost Projection

Forecasting involves the estimation by the project manager of anticipated costs that may arise. Contingency forecasting and overall budget forecasting is a key responsibility of a project manager to ensure that costs are managed throughout the project, and that the project does not go over budget.

Lapsed Funds / 'Sweep Accounts'

The focus of lapsable governmental fund accounting is on the current and prior fiscal accounting periods. Many PeopleSoft numbers at Georgia Tech do not 'roll over' into the next fiscal year. These numbers are typically funded with State funds and are “use it or lose it” in nature. In other words, these funds must be encumbered by fiscal year end or refunded to the State. Please keep in mind that although lapsable funds may be encumbered in a prior fiscal year, they can still be lost if not used. De-encumbering these funds with a deductive change order in a subsequent fiscal year will result in a “lapse” or loss of GT funds. Basically, even though the funds were encumbered in a prior fiscal year, we did not ultimately use them; therefore, we lose them and must give them back to the State. This should be avoided whenever possible.

Ledger

Georgia Tech uses PeopleSoft as their accounting system of record, to record all financial transactions.

Ledger Report

A ledger report is a cost accounting report run from PeopleSoft.

MRR Funds / Major Repair and Renovation

Major Repair and Renovation (MRR) funds, which are requested annually and provided by the Board of Regents to Georgia Tech are used ~~to~~ for projects that involve major repair, replacement, or renovation of critical building systems, site components and infrastructure. MRR funding works in conjunction with maintenance and operations (M & O) funding and capital funding (for large or comprehensive renovation projects) to fulfill the USG institutions' overall physical inventory stewardship

responsibilities and protect the State of Georgia's investment in higher education facilities. MRR funds must be encumbered during the same fiscal year that funds are received. MRR funds are lapsable funds.

PeopleSoft Project ID / PS # / PeopleSoft Number / Funding # / Fund Account / Plant Fund

The number assigned to a funding source or 'bucket of money' in PeopleSoft. Some accounting staff also call PeopleSoft Numbers the '*project number*' or '*project account*', not to be confused with the GT Facilities AIM Project Number or PeopleSoft expense account code.

PO/Invoice Inquiry

Request for status of payment on a contract invoice or purchase order. Georgia Tech has several self-help invoice inquiry websites where you can look up invoice status by vendor, and other key data.

Rogue Charges

Slang term for charges that appear on the ledger for a project. They may be anticipated by a project manager if permission was provided to purchase goods on the account or they may be 'rogue' charges that are not a part of the project. Rogue charges do not pass through the GT Facilities Contracting system and are not visible to a project manager unless the GT Facilities Accounting team runs a PeopleSoft Report. Rogue charges are not included in AIM.

Remaining Balance

Remaining balance refers to the unspent (uncommitted / unencumbered) funds that remain on a project.

Shadow Spreadsheet

Slang term for a spreadsheet maintained by a project manager to track all project costs. Spreadsheets are sometimes required for complex accounting, and to account for rogue charges, or forecast anticipated costs.

Uncommitted Costs

Funding that is not yet encumbered. Funding that is available for use / spending.