

Accounting Software Resources for Project Managers

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Accounting Software Resources for Project Managers

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Reporting for Projects over \$1M

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Coming Soon!

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

Coming Soon!

3. PeopleSoft Report for Project Managers

Instructions for Project Management Based PeopleSoft Report

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

Project Managers can access a detailed accounting report for their projects in AIM CPPM. (The full version of AIM). 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.

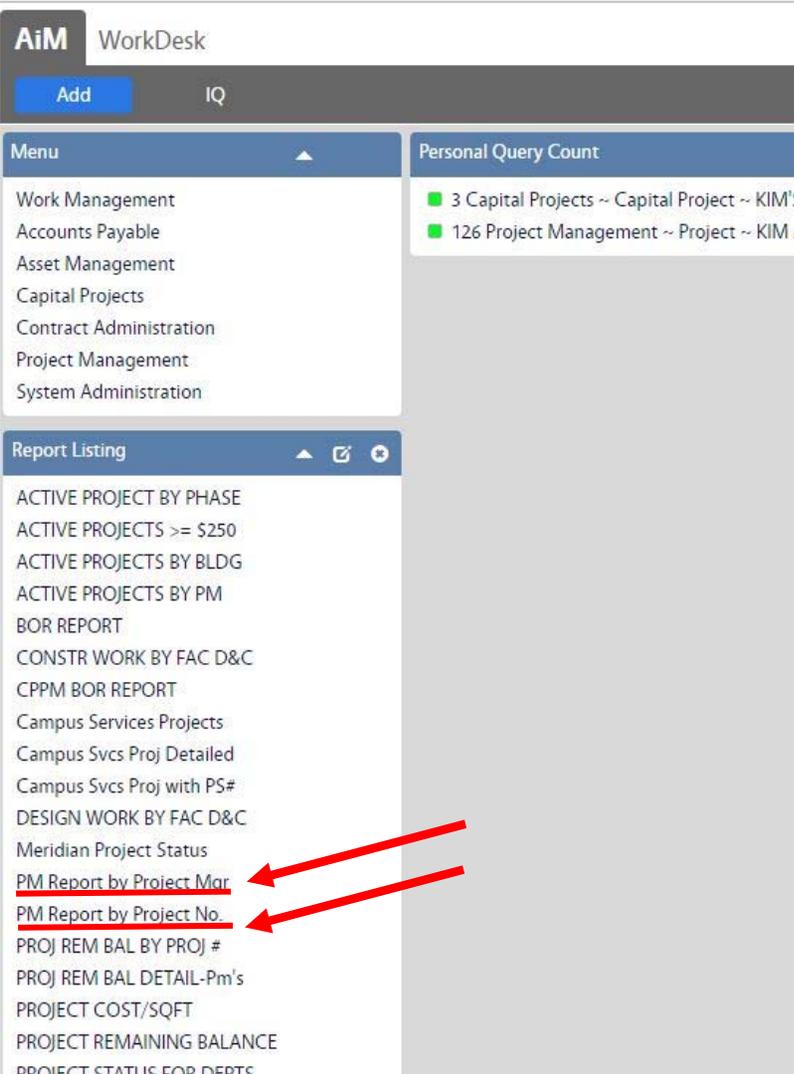
<https://fmax2.fac.gatech.edu/fmax/screen/WORKDESK>



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.



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**

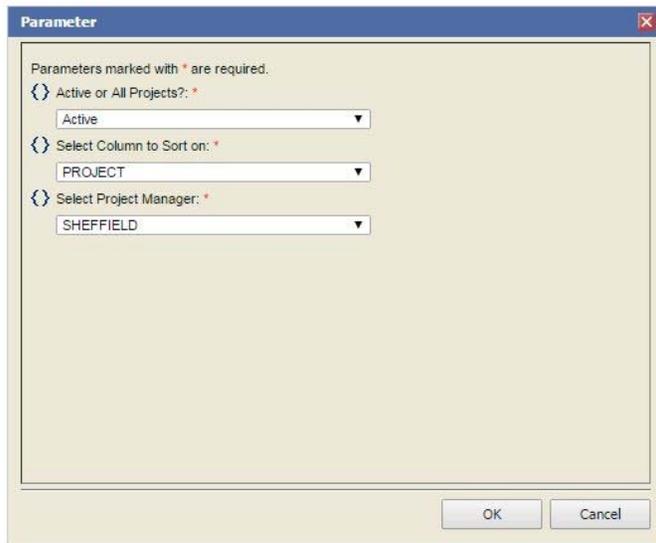
Criteria 2: How Do You Want the Report Organized?

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

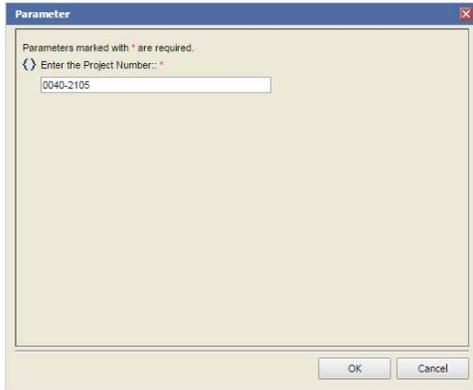
Select your name or the name of another project manager to run the report for projects assigned to that Project Manager.



PM report by Project Number

Criteria 1: Project Number

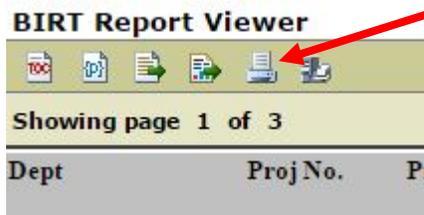
Enter the project number in the field provided. The number should be entered as XXXX-YEAR. Please note that some of the older AIM numbers did not follow XXXX-YEAR this format and you'll have to enter the number the way it is listed in AIM (e.g. 020-2016)



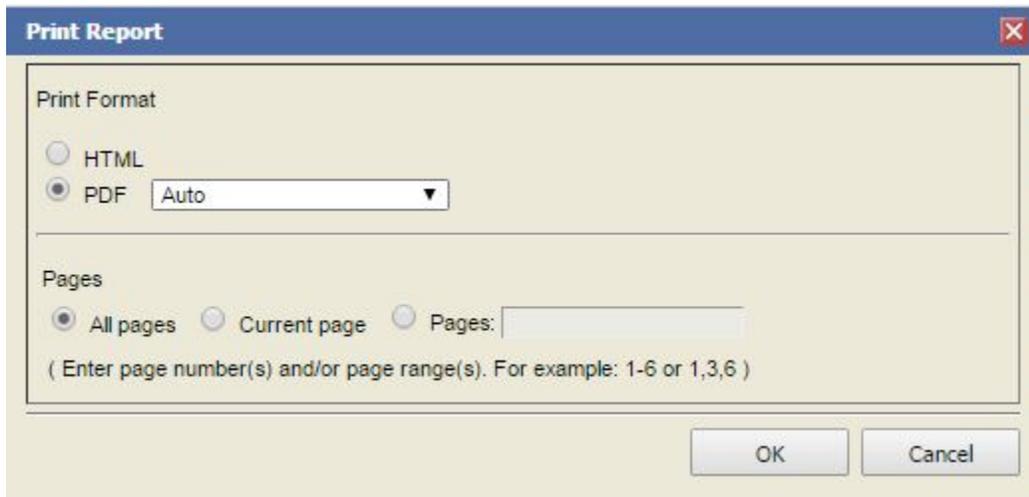
Sample Report – Run by Single Project Number

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

[Print](#) [Cancel](#)

Destination  Adobe PDF

[Change...](#)

Pages All

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

Color [Color](#)

Paper size [Letter](#)

Quality [1,200 dpi](#)

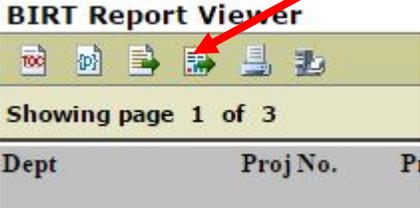
Options Fit to page

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

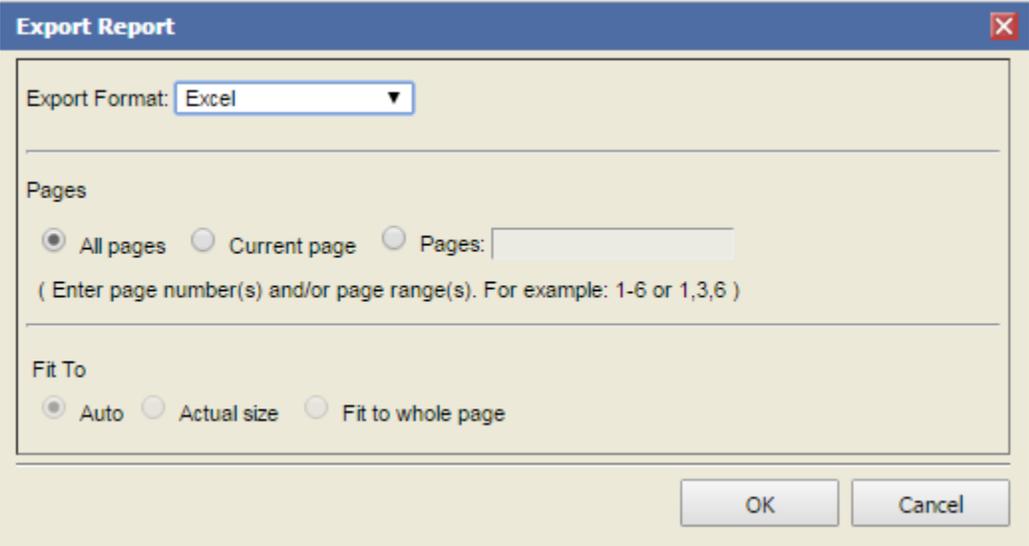
Dept	Proj No.	Project Name
HOUSING	0011-2016	CAMPUS SERVICES WARE
Contract No		Contract Title
0049-16		CAMPUS SERVICES WARE ABATEMENT (KIM WILSON)
0049-16		CAMPUS SERVICES WARE ABATEMENT (KIM WILSON)
0072-16		HOUSING WAREHOUSE RC (WILSON)
0073-16		HOUSING WAREHOUSE AB (KIM WILSON)
0074-16		IDIQ 090-15-4: 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 TOTAL PROJECT BUDGET USING AIM WEB INTERFACE

Project Managers can now update their current 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	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.

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"/>
H. Total Project Budget	\$182,500.00

<input type="text"/>
<input type="text" value="\$0.00"/>
<input type="text"/>
<input type="text" value="37800"/>
<input type="text" value="\$0.00"/>
<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 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 against each peoplesoft number in order for the report to run.
- Accounting has to print the report for you, and can provide you with a PDF or an Excel file.

Report limitations:

