

---

---

# AiM™ User Guide

## Capital Planning and Project Management (CPPM) System

---

---

© 2011 AssetWorks Inc.  
1777 NE Loop 410, Suite 1250  
San Antonio, Texas 78217  
(800) 268-0325

## TABLE OF CONTENTS

<b>INTRODUCTION.....</b>	<b>5</b>
<b>CHAPTER 1: CAPITAL PROJECT .....</b>	<b>7</b>
KEY CONCEPTS.....	7
CAPITAL PROJECT VIEWS.....	15
PROJECT COMPONENT GROUP SCREEN .....	17
PROJECT COMPONENT GROUP VIEWS.....	18
PROJECT COMPONENT SCREEN .....	19
PROJECT COMPONENT VIEWS .....	20
CHECKLIST SCREEN .....	21
<b>CHAPTER 2: DATE MANAGER .....</b>	<b>23</b>
KEY CONCEPTS.....	23
DATE MANAGER VIEW.....	23
<b>CHAPTER 3: BUDGET MANAGER.....</b>	<b>24</b>
KEY CONCEPTS.....	24
<b>CHAPTER 4: BUDGET REVISION .....</b>	<b>25</b>
KEY CONCEPTS.....	25
BUDGET REVISION VIEWS .....	27
<b>CHAPTER 5: PROGRESS REPORT .....</b>	<b>28</b>
KEY CONCEPTS.....	28
PROGRESS REPORT VIEWS.....	29
<b>CHAPTER 6: ISSUE .....</b>	<b>30</b>
KEY CONCEPTS.....	30
ISSUE VIEWS .....	31
ISSUE LINE ITEM SCREEN.....	31
ISSUE LINE ITEM VIEWS.....	32
<b>CHAPTER 7: MEETING MINUTES .....</b>	<b>34</b>
KEY CONCEPTS.....	34
MEETING MINUTES VIEWS.....	35
<b>AIM FINANCE MODULE .....</b>	<b>36</b>
<b>CHAPTER 8: FUNDING GROUP .....</b>	<b>36</b>
KEY CONCEPTS.....	36
FUNDING GROUP VIEWS .....	38
<b>CHAPTER 9: FUNDING SOURCE.....</b>	<b>39</b>
KEY CONCEPTS.....	39
FUNDING SOURCE VIEWS.....	40
<b>CHAPTER 10: DIRECT EXPENSE .....</b>	<b>41</b>

KEY CONCEPTS .....	41
DIRECT EXPENSE VIEWS .....	43
<b>CHAPTER 11: DIRECT EXPENSE APPROVAL .....</b>	<b>44</b>
KEY CONCEPTS .....	44
<b>CHAPTER 12: CAPITAL PROJECT FUNDING.....</b>	<b>45</b>
KEY CONCEPTS .....	45
ACCOUNTS .....	45
FUNDING SOURCE .....	45
<b>CHAPTER 13: FUNDING SOURCE ADJUSTMENT .....</b>	<b>46</b>
KEY CONCEPTS .....	46
FUNDING SOURCE ADJUSTMENT VIEWS .....	46
<b>CHAPTER 14: CONTRACT ENCUMBRANCE ADJUSTMENT .....</b>	<b>47</b>
KEY CONCEPTS .....	47
ACCOUNTS .....	48
FUNDING SOURCE .....	49
<b>CHAPTER 15: WORK ORDER ALLOCATION.....</b>	<b>50</b>
KEY CONCEPTS .....	50
<b>TIME MANAGEMENT MODULE .....</b>	<b>52</b>
<b>CHAPTER 16: CAPITAL PROJECT TIMESHEET .....</b>	<b>52</b>
KEY CONCEPTS .....	52
<b>CONTRACT ADMINISTRATION MODULE .....</b>	<b>53</b>
<b>CHAPTER 17: CONSULTANT CONTRACT.....</b>	<b>53</b>
KEY CONCEPTS .....	53
CONSULTANT CONTRACT VIEWS .....	55
CONSULTANT CONTRACT LINE ITEM SCREEN .....	56
CONSULTANT CONTRACT LINE ITEM VIEWS .....	58
<b>CHAPTER 18: CONSTRUCTION CONTRACT .....</b>	<b>59</b>
KEY CONCEPTS .....	59
CONSTRUCTION CONTRACT VIEWS .....	62
CONSTRUCTION CONTRACT LINE ITEM SCREEN .....	63
CONSTRUCTION CONTRACT LINE ITEM VIEWS .....	64
<b>CHAPTER 19: CONSTRUCTION CHANGE ORDER.....</b>	<b>66</b>
KEY CONCEPTS .....	66
CONSTRUCTION CHANGE ORDER VIEWS .....	67
CONSTRUCTION CHANGE ORDER LINE ITEM SCREEN .....	67
CONSTRUCTION CHANGE ORDER LINE ITEM VIEWS .....	68
<b>CHAPTER 20: CONSTRUCTION CHANGE DIRECTIVE.....</b>	<b>69</b>
KEY CONCEPTS .....	69

---

CONSTRUCTION CHANGE DIRECTIVE VIEWS.....	71
<b>CHAPTER 21: CONSTRUCTION CHANGE PROPOSAL.....</b>	<b>72</b>
KEY CONCEPTS.....	72
CONSTRUCTION CHANGE PROPOSAL VIEWS .....	73
<b>CHAPTER 22: REQUEST FOR INFORMATION .....</b>	<b>75</b>
KEY CONCEPTS.....	75
REQUEST FOR INFORMATION VIEWS.....	76
<b>CHAPTER 23: ARCHITECT SUPPLEMENTAL INSTRUCTIONS .....</b>	<b>78</b>
KEY CONCEPTS.....	78
ARCHITECT SUPPLEMENTAL INSTRUCTIONS VIEWS.....	79
<b>CHAPTER 24: SUBMITTAL .....</b>	<b>80</b>
KEY CONCEPTS.....	80
SUBMITTAL VIEWS .....	81
<b>CHAPTER 25: COMMISSIONING PLAN .....</b>	<b>82</b>
KEY CONCEPTS.....	82
COMMISSIONING PLAN VIEWS .....	83
COMMISSIONING PLAN LINE ITEM SCREEN .....	83
COMMISSIONING PLAN LINE ITEM VIEWS.....	84
<b>CHAPTER 26: PUNCH LIST .....</b>	<b>85</b>
KEY CONCEPTS.....	85
PUNCH LISTS VIEWS.....	86
PUNCH LIST LINE ITEM SCREEN.....	86
PUNCH LIST LINE ITEM VIEWS .....	87
SUBCONTRACTORS SCREEN .....	87
<b>ACCOUNTS PAYABLE MODULE .....</b>	<b>88</b>
<b>CHAPTER 27: CONSULTANT INVOICE .....</b>	<b>88</b>
KEY CONCEPTS.....	88
CONSULTANT INVOICE VIEWS.....	90
CONSULTANT INVOICE LINE ITEM SCREEN.....	90
CONSULTANT INVOICE LINE ITEM VIEWS .....	91
<b>CHAPTER 28: PAYMENT APPLICATION.....</b>	<b>93</b>
KEY CONCEPTS.....	93
PAYMENT APPLICATION VIEWS .....	95
PAYMENT APPLICATION LINE ITEM SCREEN.....	96
PAYMENT APPLICATION LINE ITEM VIEWS .....	97
<b>APPENDICES .....</b>	<b>98</b>
<b>LIST OF TABLES .....</b>	<b>98</b>
<b>GLOSSARY .....</b>	<b>99</b>

---

## INTRODUCTION

---

The Capital Planning and Project Management (CPPM) system was developed through the efforts of a Special Interest Group (SIG). The purpose of this product is to enhance significantly Capital Planning and Project Management from an owner's perspective. Many products serve a General Contractor's needs, or provide data from a strictly financial perspective, but the CPPM system will provide the data an owner (and manager working on behalf of the owner) will find useful. Items such as Budget Estimates, Expenses, Anticipated Costs, Commitments, Contracts, Change Orders, Payment Applications, Funding Sources, Document Management, Workflow Control, Accountability, Time Management, and more are included in this system

The CPPM license includes additional screens in other modules in AiM. Discussion of these screens follows the CPPM module screens. Below is a table showing all of the CPPM license screens.

The CPPM System User Guide is a living document and every effort will be made to keep it current. In addition, customer input is highly encouraged to enhance this product further. Please submit your suggestions for approval to [facilitysupport@assetworks.com](mailto:facilitysupport@assetworks.com).

TABLE 1: CPPM LICENSE SCREENS

Modules	Screens
CPPM	Capital Project Project Component Group Project Component Date Manager Budget Manager Budget Revision Progress Report Issue Meeting Minutes
Finance	Funding Group Funding Source Direct Expense Direct Expense Approval Funding Source Adjustment Capital Project Funding Contract Encumbrance Adjustment Work Order Allocation
Time Management	Capital Project Timesheet
Contract Administration	Consultant Contract Construction Contract Construction Change Order Construction Change Directive Construction Change Proposal Request For Information Architect Supplemental Instructions Submittal Commissioning Plan Punch List
Accounts Payable	Consultant Invoice Payment Application

## CPPM SYSTEM


### CHAPTER 1: CAPITAL PROJECT









---


The Capital Project Screen is the main source of information on a project. The capital project is the central hub to which all other transactions will be associated. Most of the associations are made at the project component level, where the component is the most detailed level of tracking for the capital project. These components can then be grouped into component groups for easier management and reporting within a single project. All the financial and date information related to the capital project is easily accessible at any level.

#### **KEY CONCEPTS**





---

 **Capital Projects:** Organizations develop multi-year [budgets](#) in order to meet their strategic, long-range goals. [Capital budgets](#) are prepared to ensure accomplishment of the organization's goals and to achieve its vision. Capital projects are part of this multi-year budget and are designed to meet the needs identified in the overall budget. The exact definition of capital projects is different for most customers but they all represent one of two broad categories: acquisition/construction of new assets or improvements on existing assets that extend their useful life. Here are some general examples:

-  Acquisitions of land or easements
-  Constructing a new building
-  Demolition or replacement of a [capital asset](#)
-  Major renovation that surpasses a specified dollar figure and extends useful life of an asset
-  New equipment purchases
-  Construction fees
-  Finance charges
-  Infrastructure improvements

 **Project Delivery Method:** The project delivery method will often determine how the CPPM system will be set up and utilized. Often different types of delivery are used within the same organization. Some examples of project delivery include:

-  [Design-Bid-Build](#)
  -  [Design-Build](#)
  -  [Construction Manager \(at Risk\)](#)
  -  Construction Manager (as Advisor)
  -  Integrated Project Delivery
-

-  **Capital Project Lifecycle:** The project lifecycle is dictated by the project delivery method. Every capital project will go through similar stages, to include planning, design, construction, and closeout. How each stage is executed depends upon the project delivery method employed.
-  **Component Groups and Components:** Within AiM, a capital project can be broken down into component groups and components. A project component is a user-defined portion of a project that is specifically set up to have dates, people, activities and costs tracked separately for management, financial or reporting purposes. [Budgets](#) are tracked at the component level. These components are then grouped together into component groups further enhancing the management of a project. At least one component group and one component are necessary to track budgets and expenses against a capital project. Component groups are pre-defined and validated in order to keep reporting and management of projects consistent. Components, however, can be either pre-defined and validated or defined on the fly. This allows for flexibility in how each capital project is managed and tracked.
-  **Budget versus Financial Transactions:** The Capital Project Screen is built to display the project from both budgetary and financial standpoints. While the project manager needs to view the project in terms of how they are doing against the overall budget, the finance manager is interested in transactions associated to the accounts and funding sources for that project. An example of this difference is illustrated by the definitions of committed cost versus encumbered cost. Committed costs will post against the overall project budget via a project component. An encumbered cost is a hold put on monies in a specific account or funding source for a project. In other words, one is budget centric, the other is account/funding source centric.
-  **Workflow:** Workflow is a powerful tool tied to status flow and is found throughout CPPM. The workflow template is located in the AiM System Administration Module and can be set up to generate workflows automatically based on a new record being created or a specific status being reached. Routing of notifications between users can be made in a serial or parallel fashion. Responses can even be set up to be required and even based on a series of validated selections. The user can then select the go state (action status) and subsequent routing could be based on a selection of *unanimous*, *majority* or *any responses*.



## TITLE BLOCK

The user defines the capital project both in terms of the definition itself and capital project code (this is the primary key and can be user defined if desired; this code is locked once the record is saved). The description field can accommodate up to 255 characters and the Capital Project Screen also has extra description, notes log, and related documents views to capture additional information.

## STATUS BLOCK

Capital project statuses are associated to capital project types. These types can be set up to drive errors based on budgetary and financial data (see [Project Budget/Financial Hard Error Setup](#)). This provides a way to inject hard errors against transactions based on the [budget](#) views and separate error management for the financial views. Capital project types can default component group, milestone and project team information. There are two views as well on the Capital Project Type Setup Screen and they can be used to filter labor rates and direct expense approvers when populated.

Capital project statuses are predefined based on user business process flows determined during the implementation and are unique to each capital project type. Each type has its own set of statuses but all statuses must be associated with a status flag (see [Capital Project Status Setup](#) below).

**Note:** Workflow plays an important role in CPPM statuses and is discussed in this chapter on page 8 above. Briefly, workflows could be set up with statuses and user identifications associated to a particular CPPM screen. These workflows could help automate user-defined routing in order to manage approvals, surveys and other user inputs.

TABLE 2: CAPITAL PROJECT STATUS SETUP

Status Flags	Actions
Pending	This status flag allows edits on the screen. No financial transactions are allowed.
Active	This status flag activates the capital project. This allows components to be activated. Once active, the capital project type can no longer be changed.
Canceled	If the project is saved as canceled, no new charges are allowed. If charges are present, the capital project cannot be canceled.
Closed	This status will mark the project as closed. No new charges are allowed. The user cannot move to this status if there are any pending transactions.
Capital Project Status Settings	
Edit Planned Budget	The planned budget is a planning tool and is an approximation that is determined during the earliest stages of the project. It is not a roll up from components. It provides a snapshot of the project cost prior to design and detailed estimates. For any status, selecting "Yes" enables editing on the planned budget field, both in the status block and at the component level. Selecting "No" prohibits the edit of planned budget fields.
Edit Baseline Dates	<a href="#">Baseline</a> dates typically represent a schedule that is expected and/or approved so that it can be compared to estimated and actual dates. For any status, selecting "Yes" enables editing of the baseline dates at the component level. These dates roll up to the capital project, dates block. Selecting "No" locks down the baseline dates on the capital project.
Edit Reference Number	Some organizations use reference numbers to track an additional unique identifier for that project. Sometimes a number is generated when a project is first being planned, and then another number is generated during the approval process from a higher authority. For any status, selecting "Yes" enables edit of the reference number. Selecting "No" prohibits any further edits.

TABLE 3: PROJECT BUDGET/FINANCIAL HARD ERROR SETUP

Project Budget Hard Error Setup	
Capital Project	There are three options: No hard error (allows transactions to process with only a warning notice), a hard error only when expenses exceed overall capital project <a href="#">budget</a> (expenses cannot be processed until the budget is revised) and when expenses plus committed costs exceed the capital project budget (expenses cannot be processed until the budget is revised).
Component Group	There are three options: No hard error (allows transactions to process with warning notice), a hard error only when expenses exceed component group budget (expenses cannot be processed until the budget is revised) and when expenses plus committed costs exceed component group budget (expenses cannot be processed until the budget is revised).
Component	There are three options: No hard error (allows transactions to process with warning notice), a hard error only when expenses exceed component budget (expenses cannot be processed until the budget is revised) and when expenses plus committed costs exceed component budget (expenses cannot be processed until the budget is revised).

Project Financial Hard Error Setup	
Account Budget	There are three options: No hard error (allows transactions to process with only a warning notice), a hard error only when expenses exceed <a href="#">budget</a> (this prevents expenses from being processed until the account budget is revised for that project), and lastly, when expenses plus <a href="#">encumbrances</a> exceed budget (this prevents expenses from being processed until the account budget for that project is revised).
Manage Funding Source	Selecting “Yes” means funding sources are required for the capital project, selecting “No” means funding sources are not required on the capital project.
Funds Available	There are three options: No hard error (allows transactions to process with only a warning notice), a hard error only when expenses exceed the capital project total allotment (this prevents expenses from being processed until the allotment is revised) and lastly, when expenses plus encumbrances exceed the capital project total allotment (this prevents expenses from being processed until the capital project total allotment is revised).
Funding Source Budget	There are three options: No hard error (allows transactions to process with only a warning notice), a hard error only when expenses exceed budget (this prevents expenses from being processed until the funding source budget is revised for that project), and lastly, when expenses plus encumbrances exceed budget (this prevents expenses from being processed until the funding source budget for that project is revised).

### OWNER BLOCK

The owner's block is used to enter the overall owner/benefactor of the capital project. The owner codes are set up using the organizational hierarchy setup screens found in the AiM Human Resources Module.

### MANAGER BLOCK

These fields are used to enter the person responsible for managing the capital project. This is the project manager responsible for the entire capital project and is selected from the list of employees. These codes are set up in the AiM Human Resources Module.

### DATES BLOCK

These dates roll up from the components using the earliest and latest dates, as appropriate, for the whole project. The percent complete field does not roll up from the components or progress reports, it is user defined only.

## TOTALS BLOCK

This block provides a project manager's perspective about how the project is meeting its [budget](#). The following table will describe the budget roll up fields and budget transactions with their respective actions.

TABLE 4: CAPITAL PROJECT BUDGET TRANSACTIONS

---

Budget Roll ups	Actions
Total Allotment	This total is derived from pooling the <a href="#">allotments</a> from all <a href="#">funding sources</a> associated to the project.
Original Budget	This is a roll up of all the components' original budget figures. Original budget entry is restricted to the component being in a pending status.
Budget Revisions	This is the total of approved budget revisions. The hyperlink enables the user to review data down to the transaction level.
Total Budget	Total Budget = Original Budget + Budget Revisions

Budget Transactions	Actions
<p>Anticipated (Expected costs not formalized by change order or approval)</p>	<p>Approved Capital Project Timesheet Opened Direct Expense Opened Construction Contract Opened Consultant Contract Opened Issue Opened <a href="#">Amendment</a> Opened Construction Change Directive Opened Construction Change Proposal</p> <p><i>(Canceling these records will back out the anticipated budget transactions and remove them from the capital project. <a href="#">Anticipated costs</a> for approved capital project timesheets are backed out when the appropriate <a href="#">Direct Expense Screen</a> record is canceled).</i></p>
<p>Committed (Contractual costs)</p>	<p>Finalized Purchase Order Awarded Construction Contract Awarded Consultant Contract Approved Amendment Approved Construction Change Order</p>
<p>Expensed (Actual charges against the project)</p>	<p>Released Purchase Order Invoice Released Consulting Invoice Released Payment Application Approved Direct Expense</p> <p><u>Allocation from Work Order Required</u></p> <p>Saved Purchase Disbursement (for both Spot Purchase and Purchase Card) Saved Counter Release Approved Shop Stock Approved Time Cards Approved External Charge Approved Equipment Rental Returned Asset Rental Released Keys Released Service Contract Invoice</p>

## ***CAPITAL PROJECT VIEWS***

---

### EXTRA DESCRIPTION

The extra description block provides an additional 4000 characters to describe the parent record further. This information is included in the parent record's search screen and is ideal when the basic 255-character description is insufficient.

### WORKFLOW

Workflows can default based on the workflow template setup or can be added on the fly by pressing the green plus button (this opens the Workflow Screen). See Workflow Section on the bottom of page 8 for more details.

### ACCOUNT SETUP

The Account setup screen shows accounts and [funding sources](#) linked to the project for cost allocation and tracking. The user manages financials by loading accounts and funding sources as needed. The set up of the accounts/funding sources occurs in the AiM Finance Module. This list is the master list of accounts and funding sources for the project. This list will filter the selections for project components and contracts. The view within the account setup view allows for the set up of an offset and markup account for the capital project. An offset account is required for any transactions that will be applied via a work order.

### PROJECT TEAM

This is a list of responsible parties managing the capital project. This list can be defaulted when set up on the Capital Project Type Setup Screen or added manually. Employees can be associated to the responsibility code. External contact information (i.e., non-employee) can also be added to the responsibility code setup. The project team setup is used in workflows to automate the routing of information.

### MILESTONES

These are key dates for the capital project. This list can be defaulted when set up on the Capital Project Type Setup Screen or selected manually from a predefined list of milestones. Milestones may also be linked to capital project components and be automatically driven based on date changes from those components.

### PROPERTY/ASSET LIST

Properties and assets are linked to a capital project from this view. Work orders assigned to this project are validated against this property list. The gross square footage and net square footage represent the amount of square footage affected by this project. There is no AiM logic between these square footage values and the property square footage values.

Adding new properties to the list will take the user to an entry screen where a property code can be selected and the square footage increments can be entered.

Properties cannot be removed if there are any active work orders assigned to the capital project linked to these properties.

### LABOR CHARGES

This view provides a transactional listing of all labor charges via the [Direct Expense Screen](#) (either by going directly to this screen or using the [Capital Project Timesheet Screen](#) to enter time and then the Direct Expense Screen) associated to the capital project. The view of “Labor Rates” within this screen defines which rates will be used on the Capital Project Timesheet Screen.

### WORK ORDERS

This view displays all the work orders associated to the capital project. In addition to a hyperlink to the work order and phase, the view displays costs at the capital project component level.

### ISSUES

This view displays all the opened issues (issue is open status) associated to the capital project. These issues are also associated to a responsibility code, type of issue and the due date. The view of “Resolved Issues” lists all issues that have been closed related to the given project.

### RECEIVED EMAIL

This view displays all the received emails relating to the capital project. Emails can only be received and listed in this view if an email address has been set up in the view “Email Address” of this screen. A corresponding email address/alias must be set up on an email server and associated with AiM via the System Administration Email Configuration Setup Screen.

### SENT EMAIL

A display of sent emails is shown on this view. This will display all emails created by using the email button in the capital project toolbar.

### NOTES LOG

The notes log enables the user to add notes specific to the parent record. The note log allows for 2000 characters and can be further classified by a note type. Notes, once saved, cannot be edited. The notes log can display notes on the WorkDesk and optionally display a filtered list of notes by type.



## USER DEFINED FIELDS

User defined fields (UDFs) provide the ability to create fields for data entry not provided in the baseline system. UDFs must be built in the AiM System Administration Module for the module screen where the UDF will be employed. The UDF can be linked to a validation table enabling the user to select values from a pre-defined list. The UDF may even be marked as required to complete a record. User defined fields create additional customized reporting and management capabilities.

## STATUS HISTORY

Status history provides a view-only record of statuses over time. Status history is automatically updated as statuses change. The status editor and date are included as a part of this history. The status history provides an excellent metric for turnaround time on projects.

## RELATED DOCUMENTS

The related documents function allows the user to attach any electronic record, such as a document, spreadsheet, or image from the document repository to the record on which the user is working. Related documents could also be a URL (web) shortcut.

## ***PROJECT COMPONENT GROUP SCREEN***

---

The project component group is a reporting element that represents a roll up of all the project component information. They must be predefined but are not required to save a capital project record (only capital project code, capital project type, and status are required to save a capital project record). Once component groups are associated to a capital project record, project components (validated or defined on the fly) specific to that project component group, can be associated.

The component group displays as a detail listing to the capital project on the [Capital Project Screen](#) and exists as a standalone screen found in the CPPM module menu. The standalone screen is provided to allow for searching and building queries specifically at the component group level.

## TITLE BLOCK

The capital project component group description is displayed in this block. This code is predefined and is set up in the [Project Component Group Screen](#).

## SEQUENCE BLOCK

This block determines the display order of capital project component groups. This enables the user to establish a logical order of component groups within an existing capital project.

## PROJECT BLOCK

The project block displays the capital project code and description. Note that the capital project code is a hyperlink. This is a common theme throughout AiM and provides quick and easy access to information, especially if accessed via the standalone screen.

## MANAGER BLOCK

This block defines the manager responsible for tracking information for this component group. This provides a way of establishing responsible parties at each level of the capital project.

## DATES BLOCK

These fields are populated by the earliest start date and latest end date from all the components associated to that group.

## TOTALS BLOCK

These fields display the [budget](#) totals rolled up from the project components (see [Capital Project Totals Block](#)). This block provides a view of the capital project totals in manageable layers to track [commitments](#) and other budgeted costs.

## ***PROJECT COMPONENT GROUP VIEWS***

---

### LABOR CHARGES

This view provides a transactional listing of all labor charges via the [Direct Expense Screen](#) (either by going directly to this screen or using the [Capital Project Timesheet Screen](#) to enter time and then the Direct Expense Screen) associated to the component group.

### STANDARD VIEWS

[Extra Description](#)

[Sent Email Description](#)

[Notes Log Description](#)

[Related Documents Description](#)

---

## PROJECT COMPONENT SCREEN

---

Project components are sorted by project component groups and can be selected from a validated list or created as needed for the capital project.

The capital project component displays as a detail listing to the capital project component group on the [Capital Project Screen](#) and exists as a standalone screen found in the CPPM module menu. The standalone screen is provided to allow for searching and building queries specifically at the component level.

### TITLE BLOCK

This block houses the project component description. These descriptions are typically displayed based on prior setup but can be set up on the fly. The description field can accommodate up to 255 characters and the capital project component has extra description, notes log, and related documents views to capture additional information.

### STATUS BLOCK

This block is used to enter the project component's statuses. A capital project may be active for years, but components can be completed any time and thus need statuses to accurately depict progress.

TABLE 5: CAPITAL PROJECT COMPONENT STATUS FLAGS

Status Flags	Actions
Pending	The pending status does not allow transactions and is for planning purposes only. Original budget figures can be entered.
Active	Transactions can take place when the project component status is set to active. Once active, the component status cannot be set back to pending. Original budget modifications are not allowed and must be changed via the <a href="#">Budget Revision Screen</a> .
Work Complete	This status does not allow new transactions but does allow the completion of transactions started prior to work complete.
Canceled	This status does not allow any transactions. This status cannot be selected if there are unprocessed transactions associated to this component.
Closed	Project is closed and no transactions are allowed. This status cannot be selected if there are unprocessed transactions associated to this component.

## PROJECT BLOCK

The capital project code and capital project component group are displayed here. These are both provided as hyperlinks to allow for easy navigation to the higher levels of the hierarchy if accessed via the standalone screen. A component could also be re-associated to a different component group with the capital project at any time.

## MANAGER BLOCK

This block defines the responsible person for this component. It is important to note that the capital project provides fields to associate managers to the capital project, component group, and component levels.

## DATES BLOCK

The dates block allows for entry of [baseline](#), estimated and actual start/end dates for the component. Baseline entry may be locked based on the status of the component. This information can also be entered in bulk across multiple components from the [Date Manager Screen](#).

## TOTALS BLOCK

These fields display the [budget](#) totals for the project component (see [Capital Project Totals Block](#)). This block provides a view of the capital project totals in yet another manageable layer to track [commitments](#) and other budgeted costs.

## ***PROJECT COMPONENT VIEWS***

---

### ACCOUNT SETUP

The Account Setup Screen shows accounts and [funding sources](#) linked to the project component for cost allocation and tracking. Account setup is not required at the component level, but if entered, financial transactions will utilize the component's account setup instead of the overall capital project account setup. Accounts and funding sources to be selected for the component are filtered by the accounts and funding sources setup at the capital project level. If only one account and funding source is selected, or if percent splits are defined, the financial transactions will automatically be allocated and applied to the expenses total for the component.

### PROPERTY/ASSET

A property and/or asset can be linked to a capital project at the component level. Work orders assigned to this project are validated against the property, if populated.

## LABOR CHARGES

This view provides a transactional listing of all labor charges via the [Direct Expense Screen](#) (either by going directly to this screen or using the [Capital Project Timesheet Screen](#) to enter time and then the Direct Expense Screen) associated to the capital project component.

## CONTRACTS

This view displays all contracts associated to the capital project component. This view also displays the contractor, award amount and lists changes to the contract(s).

## WORK ORDERS

This view displays all the work orders associated to the capital project component. In addition to a hyperlink to the work order and phase, the view displays costs at the capital project component level.

## ISSUES

This view displays all the opened issues (issue is open status) associated to the capital project component. Issues can be associated to a capital project component as an issue line item. Any costs associated to that line item are then added to the [anticipated costs](#) of the component.

## STANDARD VIEWS

[Extra Description](#)

[Workflow Description](#)

[Sent Email Description](#)

[Notes Log Description](#)

[User Defined Fields Description](#)

[Status History Description](#)

[Related Documents Description](#)

## **CHECKLIST SCREEN**

---

This screen can be accessed by clicking on the green button with a plus sign in the detail portion of the [Project Component Screen](#).

Checklists are filtered by project components and can be defaulted based on setup. Checklists are helpful to track significant activities and dates related to a single component.

### ITEM BLOCK

This is the description of the checklist item. Descriptions can either display predefined checklist items (which are set up using the [Project Component Screen](#)) or on the fly using the green button with the plus sign. The description field can accommodate up to 255 characters.

### RESPONSIBILITY BLOCK

The responsible party completes the checklist item. This block also tracks expected dates along with completed dates to track progress of the checklist item. The responsibility code is set up in the AiM System Administration Module and is associated to an employee code, which is set up in the AiM Human Resources Module.





## CHAPTER 2: DATE MANAGER

---

The Date Manager Screen will enable the user to quickly view and coordinate [baseline](#), estimated and actual dates for all the project component records for a capital project. The save function will save all modifications at the component level. If there are any components linked to milestones, those dates will then be updated as well. This screen is useful when the project is first being set up.

### **KEY CONCEPTS**

---

-  Date manager records use the capital project code as the key code for retrieving records.
-  An icon on the [Capital Project Screen](#) takes the user directly to this screen with the appropriate capital project record.
-  Milestone dates are updated from this screen's milestone view.
-  This screen enables the user to establish start and end dates for comparison of the baseline, estimated and actual dates at the component level. These dates, in turn, roll up to the capital project component group and overall capital project.

### TITLE BLOCK

This block houses the title of the retrieved capital project. The date manager does not have an insert icon; rather specific records are retrieved by using the capital project code to retrieve the capital project for managing dates at the component level.

### DATES BLOCK

The current dates for the capital project are displayed as a view in this block. These dates are a reference to the overall project as dates are rolled up from the component.

### COMPONENT GROUP/COMPONENT DATE BLOCK

Dates are listed by component group and component and are modifiable from this screen. Once in edit mode, the user can enter the appropriate date for a given component. Multiple dates on multiple components can be edited at the same time.

### **DATE MANAGER VIEW**

---

### MILESTONES

This view provides a reference to the capital project milestones as component dates are being updated.





## CHAPTER 3: BUDGET MANAGER

---

The Budget Manager Screen will enable the user to quickly view and modify original budget estimates for capital projects in a pending status. The budget manager is another view of the capital project record itself that emphasizes the budget and cost values.

### **KEY CONCEPTS**

---

-  Budget manager records use the capital project code as the key code for retrieving records.
-  An icon on the [Capital Project Screen](#) takes the user directly to this screen with the appropriate capital project record.
-  Original budgets can be modified after a capital project record is saved as long as the component is in a status associated to the pending status flag.
-  If components are active and budget changes are required, budget revisions can be added by utilizing the icon in the toolbar of this screen.

### TITLE BLOCK

This block houses the title of the retrieved capital project. The budget manager does not have an insert icon; instead specific records are retrieved by using the capital project code to retrieve the capital project for managing budgets at the component level.

### BUDGET BLOCK

The current capital project budget fields are displayed in this block. This is the roll up from component to component group and finally capital project level.

### COMPONENT GROUP/COMPONENT BLOCK

[Budgets](#) are listed by component group and component and are modifiable from this screen as long as the capital project component is in pending status. Once in edit mode, the user can enter the appropriate budget for a given component. The original budget for multiple components can be updated at once from this screen, which is especially helpful during project setup.






## CHAPTER 4: BUDGET REVISION

---

The Budget Revision Screen enables budget adjustments for one or more components from the same project. Revisions are stored historically for auditing purposes. Only components in a status associated to an active status flag are displayed.

### **KEY CONCEPTS**

---

-  Workflows could play an important role in budget revisions if reviews and approvals are required.
-  Budget revision types do not have a hierarchical relationship with budget revision statuses, unlike most type/status relationships in AiM.
-  Budget revision reasons provide helpful insight into why budgets change throughout the project lifecycle.

### TITLE BLOCK

The user provides the budget revision description in this block. The description field can accommodate up to 255 characters and the Budget Revision Screen also has extra description, notes log, and related documents views.

### STATUS BLOCK

This block houses the status of the budget revision. The budget revision type code could be used to drive defaulting of workflows. Budget revision reasons provide helpful insight into why budgets change throughout the project lifecycle. The budget revision status flags and their system logic are defined in the following table:

TABLE 6: BUDGET REVISION STATUS FLAGS

Status Flags	Actions
Open	Budget revision edits are possible and total revision appears in the change block but does not appear on the capital project or in the budget revision transaction list.
Finalized	Budget revisions are no longer editable. The detail line items are filtered to only the lines affected by the current budget revision. The total revision appears in the change block but does not appear on the capital project or in the budget revision transaction list.
Approved	Budget revisions are posted and now appear on the capital project and in the budget revision transaction history.
Rejected	Budget revisions are no longer editable and no budget revision amounts appear on the capital project.
Canceled	Budget revisions are no longer editable and no budget revision amounts appear on the capital project.

### PROJECT BLOCK

The capital project code is entered in this block and drives the line items (components) utilized in the budget revision transaction. Once saved, the capital project code becomes a hyperlink to the capital project record.

### ORIGINAL BLOCK

This block displays the current budget information for the associated capital project, as it exists before the current budget revision is posted. This, along with the change block, provides a side-by-side view of both past and present [budgets](#).

### CHANGE BLOCK

This block displays the future budget information for the associated capital project, as it would look if the budget revision were posted.

## COMPONENT GROUP/COMPONENT BLOCK

The budget revision field allows for both positive and negative values. In this way, you could perform a budget revision that merely transfers budget from one component to another, or add/subtract budgeted costs altogether. A typical use of the [Budget Revision Screen](#) is to manage project contingency costs by having contingency set up as a separate component and deducting from it when needed on another component. Multiple components can be affected by one budget revision transaction and will be saved as a group once approved.

## ***BUDGET REVISION VIEWS***

---

### STANDARD VIEWS

[Extra Description](#)

[Workflow Description](#)

[Sent Email Description](#)

[Notes Log Description](#)

[Status History Description](#)

[Related Documents Description](#)

---



## CHAPTER 5: PROGRESS REPORT

---

The Progress Report Screen enables the capture of day-to-day project observations as well as progress reporting at the capital project component level. This includes the tracking of weather conditions and provides a mechanism for associating drawings, pictures, other types of documentation pertinent to the capital project.

### **KEY CONCEPTS**

---

-  The ability to track on-site progress reports at the component level is vital to managing risk.
-  The progress report can easily update multiple capital project components at once.

### TITLE BLOCK

The progress report description is entered in this block. The field allows 255 characters and the Progress Report Screen also has extra description, notes log, and related documents views to capture additional information.

### STATUS BLOCK

The Progress Report Screen has a progress report type but this type does not form a relationship with the status to create a hierarchy. The progress report status flags are displayed below:

TABLE 7: PROGRESS REPORT STATUS FLAGS

Status Flags	Actions
Open	This status allows for additional edits.
Finalized	This status locks down the project and responsibility blocks and the capital project component section.
Closed	This status updates the percent complete of the capital project components based on the values shown in the detail line items of the progress report. It also locks down the progress report; no further edits are allowed.
Canceled	Canceled progress reports do not appear in standard reports.

## WEATHER BLOCK

The weather block is used to enter on-site weather observations, including the weather code (set up in the AiM System Administration Module), temperature range, and observation date. This information is important if the component related to a contract line item has committed deadlines.

## RESPONSIBILITY BLOCK

The responsibility block enables entry of the responsible party for the progress report, who it was prepared by and the date the progress report was submitted. The preparer and the submitted date must be populated to finalize the record.

## PROJECT COMPONENT BLOCK

Components are not required on a progress report record. If desired, a user may add as many components of the project to a progress report to indicate progress of the component observed. The percent complete of the component will not be updated to the value indicated on the progress report until the progress report is moved to a closed status.

## ***PROGRESS REPORT VIEWS***

---

### STANDARD VIEWS

[Extra Description](#)

[Workflow Description](#)

[Sent Email Description](#)

[Notes Log Description](#)

[Status History Description](#)

[Related Documents Description](#)

---




## CHAPTER 6: ISSUE

---

The Issue Screen is used to manage financial or non-financial issues that may arise during the project lifecycle. If the issue has a financial impact, the issue line item cost will automatically update the [anticipated cost](#) on the capital project itself. Issues can be associated with capital project meeting minutes for tracking purposes by date and by meeting. Issues can also be promoted to construction change proposals, direct expenses, and construction change directives. This screen assists greatly with the day-to-day management of project activities that could ultimately change the scope of the project.

### KEY CONCEPTS

---

-  Only line item costs update the anticipated cost on the capital project. The header “planned cost” is merely for planning purposes and does not update any project totals.
-  Issues do not require line items.
-  Issues can be linked to one or multiple meeting minutes to indicate which meeting included the discussion of the issue.

### TITLE BLOCK

This block is used to enter the issue description. The field allows 255 characters and the Issue Screen also has extra description, notes log, and related documents views to capture additional information.

### STATUS BLOCK

Once the capital project is associated to the issue, the issue will appear in the capital project issues view menu and issue line items can be associated to the appropriate components. The issue type is useful for defaulting workflows in order to route the issue to the responsible persons to complete the issue.

TABLE 8: ISSUE STATUS FLAGS

---

Status Flags	Actions
Open	This status enables further edits and can be associated to construction change directives, construction change proposals, and direct expenses.
Closed	The issue is closed and cannot be edited.
Canceled	The issue is canceled and all anticipated costs are rolled back.

## RESPONSIBILITY BLOCK

The responsibility block is used to enter the person responsible for tracking the issue. Priority and due date can be entered for tracking the issue relative to a given completion time. The review date is helpful for periodic updates of the issue using searches based on this date.

## ***ISSUE VIEWS***

---

### MEETING HISTORY

This view displays all meetings associated to this issue. An issue can be associated to more than one meeting if it was discussed multiple times.

### STANDARD VIEWS

[Extra Description](#)

[Workflow Description](#)

[Sent Email Description](#)

[Notes Log Description](#)

[Status History Description](#)

[Related Documents Description](#)

## ***ISSUE LINE ITEM SCREEN***

---

Specific issue line items can be added to the issue record in this portion of the Issue Screen. This is where the issue is tied to capital project components and proposed and/or estimated costs can be associated to the issue creating the anticipated budget transaction for the capital project.

### TITLE BLOCK

The title of the issue line item is entered in the title block. The description field can accommodate up to 255 characters and the issue line item portion of the Issue Screen also has extra description, notes log, and related documents views to capture additional information.

### STATUS BLOCK

Issue line item statuses are displayed in this block. Manually updating statuses is necessary when tracking issue line items that will not be promoted to other transactions. If the line item is linked to a change proposal or change directive, the status will be managed by AiM automatically.

TABLE 9: ISSUE LINE ITEM STATUS FLAGS

Status Flags	Actions
Open	This status enables further edits and the issue can be associated to construction change directives, construction change proposals requests for information, and direct expenses.
Closed	The issue is closed and cannot be edited.
Canceled	The issue is canceled and any anticipated costs are rolled back.

### PROJECT BLOCK

The project block enables the association of the issue line item to a capital project component by selecting component group and component. A component is required in order to direct the anticipated cost to the proper budget line item and have it roll up properly.

### CHANGE BLOCK

The change block displays the issue line item information if it has been associated to a change proposal or a change directive. If the change proposal or change directive is promoted into a change order, the change order and line item that represents the issue line item information is also displayed.

### TOTALS BLOCK

Proposed and estimated values are entered in this block. This includes a proposed days field that predicts the amount of days affected by the issue. The estimated amount will be used first to create the anticipated budget transaction. If the estimate amount field is blank, the system will use the proposed amount to create the anticipated budget transaction.

## ***ISSUE LINE ITEM VIEWS***

### REQUEST FOR INFORMATION

This view displays any requests for information associated to this issue. Multiple RFIs can be associated to each issue line item. This allows for the tracking of any clarifications made while this issue line item was open.



## STANDARD VIEWS

[Extra Description](#)

[Notes Log Description](#)

[Related Documents Description](#)

---




## CHAPTER 7: MEETING MINUTES

---

This screen captures meeting details and enables the user to begin a paper trail of the issue lifecycle, from inception to change order. Meeting minutes can track multiple types of meetings, from design meetings to weekly progress meetings. This screen also optionally allows for the quick creation of the next meeting so queries can be built for future meetings and meeting locations.

### **KEY CONCEPTS**

---

-  Issues associated to the meeting minutes have a significant impact on capital project planning by providing the earliest notice of potential problems affecting project cost, scope, and schedule.
-  The meeting minutes type code does not have a hierarchical relationship with statuses.
-  Issues are not required to manage meeting minutes.

### TITLE BLOCK

This block is used to enter the meeting minutes description. The field allows 255 characters and the Meeting Minutes Screen also has extra description, notes log, and related documents views to capture additional information.

### STATUS BLOCK

The type of meeting is helpful for defaulting workflows for proper routing of meeting information to participants. The status could drive the automatic creation of the next meeting if the data is populated on in the next meeting block.

---

TABLE 10: MEETING MINUTES STATUS FLAGS

---

Status Flags	Actions
Open	Meeting minutes in this status allow for the association of issues.
Closed	No edits are allowed and the record is locked down. If the next meeting data is populated, the next meeting will be generated upon successful save of this status.
Canceled	No edits are allowed. The next meeting <u>will not</u> be generated even if populated.

### MEETING DETAILS BLOCK

The actual start time and end time are indicated in this block. These times are helpful in queries by participants. The person who prepared the meeting minutes can be indicated here even if someone is other than the user currently logged in. If this meeting was generated based on a previous meeting, the previous meeting will be available as a hyperlink.

### LOCATION BLOCK

The meeting location is entered in this block. These codes are part of the property hierarchy, which is set up in the AiM Property Module.

### NEXT MEETING BLOCK

The when and where of the next meeting is entered in this block. If this information is populated, the next meeting minutes record can be generated when the current meeting minutes record is closed.

### ISSUES LIST

Existing issues can be associated to the meeting by loading issues, or issues can be added by clicking the green button with the plus sign, which opens the [Issue Screen](#). The same issue can be associated to multiple meetings if it is discussed during multiple meetings.

## ***MEETING MINUTES VIEWS***

---

### STANDARD VIEWS

[Extra Description](#)

[Workflow Description](#)

[Sent Email Description](#)

[Notes Log Description](#)

[Status History Description](#)

[Related Documents Description](#)

## AIM FINANCE MODULE


### CHAPTER 8: FUNDING GROUP






---


Funding groups are a reporting element for grouping [funding sources](#). This screen shows a breakdown of costs for all the funding sources associated to the funding group.


#### **KEY CONCEPTS**

---

 **Funding Groups and Funding Sources:** Funding groups are roll ups of funding sources and are used for reporting purposes (often referred to as the “color of money”). Funding sources come in many forms but are essentially the original source of the money. **There is no relationship in AiM between the funding source and the AiM account (although in many cases they use the same dollars).** It is important to note that these funding sources can sometimes come with limitations as to how the money is spent. Below are examples of funding sources:

-  Legislative [appropriations](#) (these could be state or federal)
-  [Bonds](#)
-  Grants
-  Gifts
-  In-house funding

 **Appropriations and Allotments:** An appropriation is an authorization to spend money while an [allotment](#) is money in the bank. Approved funding amounts are added to funding sources in AiM as appropriations. These funding sources are then applied to one or more capital projects as required. Once the money is available, it is applied to the funding source as an allotment. The total allotments cannot exceed the total appropriations.

 **Allotment schedule versus cost schedule:** Once a project is approved and money is appropriated, it does not necessarily mean the money will be immediately available. In fact, the arrival of the money is often phased in during the capital project lifecycle. The finance manager determines when money is needed and builds an allotment schedule to determine when to initiate funding sources and specify when they arrive, often over a period of years. A cost schedule is often developed by the project manager to specify when and how those funds will be spent. In essence, these two schedules work in tandem to determine how money comes in and how it goes out in a capital project. It is important to note that funding sources are set up with beginning, end, and expiration dates. The beginning and end dates represent when the funding source is expected to be used and the expiration date means no transactions are allowed after the specified date.

---

### TITLE BLOCK

This block is used to enter the funding group description. The field allows 255 characters and the [Funding Group Screen](#) also has extra description and notes log views to capture additional information.

### ACTIVE BLOCK

This block provides a field for determining if the funding group is active or not.

### DATES BLOCK

The start, end, and expiration dates are entered in this block. The start and end dates are the estimated dates the funding group is expected to be used but do not enforce selection of the funding group. The funding group cannot be selected after the expiration date occurs.

### APPROPRIATION BLOCK

This block displays the [appropriation](#) totals snapshot for all capital projects using funding sources that are associated to this funding group. The amounts in this block are described in the following chart:

TABLE 11: APPROPRIATION TOTALS

Appropriation Rollups	Description
Appropriated	The appropriated amount on the funding group screen represents a rollup of all appropriated amounts for the funding sources associated to the funding group.
Budgeted	The budgeted amount represents a rollup of capital project budgeted amounts of all associated funding sources tied to the funding group.
Uncommitted	Uncommitted amount = Appropriated Amount – Budgeted Amount

## ALLOTMENT BLOCK

This block displays the [allotment](#) totals snapshot for all capital projects using funding sources in this funding group. The amounts in this block are described in the following chart:

TABLE 12: ALLOTMENT TOTALS

Allotment Rollups	Description
Allotted	The allotted amount on the <a href="#">Funding Group Screen</a> represents a rollup of all allotted amounts for the <a href="#">funding sources</a> associated to the funding group.
Encumbered	The encumbered amount represents a rollup of all capital project encumbered amounts for the funding sources associated to the funding group.
Expensed	The expensed amount represents a rollup of all capital project expensed amounts for the funding sources associated to the funding group.
Current Balance	Current balance = Allotted - Encumbered - Expensed

## FUNDING SOURCE

All funding sources associated to the funding group are displayed in this section of the screen. Funding sources can be added to this list from the funding source screen by selecting the funding group. This block displays the budgeted, allotted, encumbered, expensed, and current balance of the funding source.

## ***FUNDING GROUP VIEWS***

---

### STANDARD VIEWS

[Extra Description](#)

[Notes Log Description](#)

---

## CHAPTER 9: FUNDING SOURCE

---

Funding sources come in many forms but essentially this is where money originates (e.g., the original source of money). Funding sources are not required to manage financial transactions in CPPM. They can be turned on/off by capital project type by updating the Manage Funding Source field.

### KEY CONCEPTS

---

 See [Funding Group Key Concepts](#).

#### TITLE BLOCK

This block is used to enter the funding source description. The field allows 255 characters and the Funding Source Screen also has extra description and notes log views to capture additional information.

#### ACTIVE BLOCK

This block provides a field for determining if the funding source is active or not. This is also where a funding source can be related to a funding group for rollup and reporting purposes.

#### DATES BLOCK

The start, end, and expiration dates are entered in this block. The start and end dates are the estimated dates the funding source is expected to be used but do not enforce selection of the funding source. The funding group cannot be selected after the expiration date occurs.

#### APPROPRIATION BLOCK

This block displays the [appropriation](#) totals for all capital projects using this funding source. The amounts in this block are described in the following chart:

TABLE 13: APPROPRIATION TOTALS

Appropriation Rollups	Description
Appropriated	The appropriated amount on the Funding Source Screen represents a rollup of all appropriated amount transactions for the funding source.
Budgeted	The budgeted amount represents a rollup of capital project budgeted amounts for the funding source.
Uncommitted	Uncommitted amount = Appropriated Amount – Budgeted Amount

## ALLOTMENT BLOCK

This block displays the [allotment](#) totals for all capital projects using this funding source. The amounts in this block are described in the following chart:

TABLE 14: ALLOTMENT TOTALS

---

Allotment Rollups	Description
Allotted	The allotted amount on the <a href="#">Funding Source Screen</a> represents a rollup of all allotted amount transactions for the <a href="#">funding source</a> .
Encumbered	The encumbered amount represents a rollup of capital project encumbered amounts for the funding source.
Expensed	The expensed amount represents a rollup of capital project expensed amounts for the funding source.
Current Balance	Current balance = Allotted – Encumbered - Expensed

## CAPITAL PROJECT

All capital projects using the funding source are displayed in the detail portion of the screen. Budgeted, allotted, encumbered, expensed, and current balance fields provide a quick view of current funding source activity.

## ***FUNDING SOURCE VIEWS***

---

### STANDARD VIEWS

[Extra Description](#)

[Notes Log Description](#)






## CHAPTER 10: DIRECT EXPENSE

---

The Direct Expense Screen has two primary functions: first, to directly process expense transactions (labor, material, equipment, and contract) and associate them to the capital project, and second, to find existing approved capital project timesheet records and process them to add labor costs to the capital project.

### **KEY CONCEPTS**

---

-  Approved capital project timesheet entries automatically create a direct expense record in the open status. Before processing them on the [Direct Expense Approval Screen](#), expense allocation for each record must be performed. The direct expense record is saved in the open status after expense allocation is performed and then the capital project timesheets can be processed by the Direct Expense Approval Screen.
-  Mass import of transactions can be accomplished with manually prepared files that can be imported directly into the Direct Expense Screen using the Direct Expense Import Screen (located in the setup portion of the AiM Finance Module).
-  Workflow can play a critical role in ensuring direct expenses are reviewed and allocated prior to approving the direct expense.

### TITLE BLOCK

The title block enables the user to enter a definition for the direct expense transaction. The description field can accommodate up to 255 characters and the Direct Expense Screen also has extra description, notes log, and related documents views to capture additional information.

### STATUS BLOCK

The status block houses the direct expense status, type, subledger (i.e., labor, material, equipment, and contract) and a display of total cost. The type code does not enforce a hierarchical relationship with the status but does have additional setup options. The direct expense type can be set to be the defaulted type and whether or not the type is associated to timesheets (e.g., the type is often set to default the timesheet setting to expedite processing).

TABLE 15: DIRECT EXPENSE STATUS FLAGS

Status Flags	Actions
Open	Once the open status flag is saved it creates an <a href="#">anticipated cost</a> transaction against the capital project. This transaction requires approval to post as an expense. When the direct expense is re-edited while in the open status flag, the available status flags are open, posted, rejected, and canceled.
Posted	When this status flag is saved it changes the anticipated cost to an expensed cost. Re-editing the direct expense record does not allow edits to any field other than the status and the only status available is voided.
Canceled	When a status flag is saved it removes the anticipated cost from the capital project and does not allow further editing.
Rejected	This status flag is like the cancel status flag in that it removes the anticipated cost from the capital project but it allows edits to enable re-opening the direct expense record.
Voided	This status flag is only available after the direct expense record is saved with the posted status flag. Once saved, it removes the expensed transaction from the capital project such that another entry can be made representing the corrected amount.

### CAPITAL PROJECT BLOCK

This block is used to associate the capital project, component group, and component in order to associate the direct expense cost to the component level of the capital project.

### LABOR/MATERIAL BLOCK

The fields displayed in this block are dependent on the direct expense type code associated to the direct expense record. If the direct expense type is associated to a timesheet, the labor fields will populate the block and the labor subledger will default in the direct expense record (of note, the labor subledger field is no longer editable once this direct expense type code is selected). If the direct expense type code is not associated to a timesheet, the material subledger defaults and the block displays material fields (of note, the fields do not enforce validation against the current AiM Inventory Module, thus enabling direct costs for materials not already set up in AiM).

## PAYMENT BLOCK

This block captures payment information such as cash transaction, purchase order code, batch code and payment date. These are informational fields and not validated against the AiM Purchasing Module.

## CONTRACTOR BLOCK

This block enables the user to associate a contractor and address code to the direct expense record. This typically represents the vendor providing the labor/material for the transaction.

## ISSUE BLOCK

This block enables the user to associate validated issues to the direct expense record. When the direct expense record is saved, the [anticipated cost](#) produced by the issue is removed from the capital project and the anticipated cost from the direct expense record replaces the issue's anticipated cost.

## INVOICE DATA BLOCK

This block captures any applicable invoice data such as the invoice number and date and associates them to the direct expense record. This is for information purposes only and not validated against the AiM Accounts Payable Module.

## ***DIRECT EXPENSE VIEWS***

---

### EXPENSE ALLOCATION

The [Expense Allocation View Screen](#) shows accounts and [funding sources](#) linked to the parent record for cost allocation and tracking. In edit mode, the user can allocate the cost against the accounts and funding sources populated based on the association of the direct expense to the capital project. The total amount of the direct expense must be allocated completely before approval of the transaction.

### STANDARD VIEWS

[Extra Description](#)

[Workflow Description](#)

[Notes Log Description](#)

[Status History Description](#)

[Related Documents Description](#)





## CHAPTER 11: DIRECT EXPENSE APPROVAL

---

The Direct Expense Approval Screen retrieves all direct expense records where the status flag is set to open (posted direct expense records do not appear). The transactions are also filtered based on the relationship of the direct expense approver to the user logged in. Approvers are set up by capital project type.

### **KEY CONCEPTS**

---

-  Submitted capital project timesheets automatically create direct expense records, which must be reviewed for expense allocations before they can be approved on the Direct Expense Approval Screen (the transactions show up but will error out unless the expense allocation is saved in the [Direct Expense Screen](#)).
-  The three icons in the upper right of the screen enable the user to approve or reject line items, and view an error log should a transaction fail.
-  The capital project component, total cost, and number of transactions are displayed but more information is available by selecting the more detailed hyperlink. This provides additional information to assist in making approval decisions.
-  Upon approval, the anticipated transaction created by the approved capital project timesheets or open direct expense records is changed to an expensed transaction (just as in posting direct expense records).




## CHAPTER 12: CAPITAL PROJECT FUNDING

---

The Capital Project Funding Screen enables the user to change account setup information after the project has been put into an active status. Accounts and funding sources can be added or deleted from the project, post-activation, as an auditable transaction using this screen. [Appropriations](#) and allotment adjustments that need to be made relative to the capital project can also be done.

### **KEY CONCEPTS**

---

-  Only capital projects in active status can be selected from this screen. If the project is still pending, the account setup is still editable from the [Capital Project Screen](#) itself.
-  Appropriations apply to both accounts and funding sources but [allotments](#) only apply to the [funding sources](#).
-  The amounts in the account setup view of the capital project represent a rollup of all capital project funding transactions posted.

### TITLE BLOCK

The description field can accommodate up to 255 characters to describe the capital project funding transaction to be applied to the capital project.

### CAPITAL PROJECT BLOCK

The capital project, type of transaction ([budget](#) or allotment), and date of transaction are entered in this block. Only capital projects in active status can be selected.

### **ACCOUNTS**

---

Accounts are added or deleted by clicking the green or red buttons with a plus sign or minus sign, respectively. Budget adjustments are enabled for the existing accounts or any new accounts added as a part of the transaction.

### **FUNDING SOURCE**

---

Funding sources are added or deleted by clicking the green or red buttons with a plus sign or minus sign, respectively. Budget adjustments (or allotment adjustments) are enabled for the existing funding sources or any new funding sources added as a part of the transaction.

## CHAPTER 13: FUNDING SOURCE ADJUSTMENT

---

The Funding Source Adjustment Screen enables the user to manage [appropriations](#) and [allotments](#).

### **KEY CONCEPTS**

---



Initial funding and subsequent positive and negative adjustments ensure proper funding of the [funding sources](#).

### TITLE BLOCK

This block contains the description of the funding transaction. The title field contains 255 characters and the screen has views extra description and related documents to ensure all necessary documentation is associated to the record.

### TYPE BLOCK

This block is used to determine the type of transaction (i.e., appropriation or allotment), the funding source to be adjusted, and date of the transaction.

### CURRENT APPROPRIATION/ALLOTMENT BLOCK

This block displays the funding situation with the selected funding source prior to making the adjustment. This block displays the appropriated, budgeted, and uncommitted costs for the funding source.

### CHANGE BLOCK

The adjustment amount is entered in this block. The adjustment can be either positive or negative and the change amount will be displayed once the record is saved.

### NEW APPROPRIATION/ALLOTMENT BLOCK

This block displays the funding situation with the selected funding source after making the adjustment. This block displays the appropriated, budgeted, and uncommitted costs for the funding source.

### **FUNDING SOURCE ADJUSTMENT VIEWS**

---

#### STANDARD VIEWS

[Extra Description](#)

[Sent Email Description](#)

[Related Documents Description](#)





## CHAPTER 14: CONTRACT ENCUMBRANCE ADJUSTMENT

---

This screen enables the user to encumber funds for construction and consultant contracts. [Encumbrances](#) in AiM typically happen automatically but are manually added in CPPM due to the nature of [funding sources](#). The primary factors affecting funding sources are when they are active and applied to a capital project, when funds are allotted, and what restrictions are in place concerning the type of work being done. Obviously, it is extremely difficult to predict which funding source(s) should be encumbered at any given time and thus are manually added in CPPM.

### **KEY CONCEPTS**

---

-  Encumbrances are financial transactions and must be applied manually in CPPM (finalized purchase orders are the lone exception).
-  The construction and consultant contracts enable the input of an encumbered amount (in the account setup views) before a contract is awarded. When the contract is saved in the awarded status, those funds will be encumbered. After the contracts are saved in awarded status, encumbrances are managed via this screen.
-  Encumbrances are not required for contracts in CPPM.
-  [Commitments](#) on budgets will still roll up to the capital project budget totals even without encumbrances on the accounts or funding sources.

### TITLE BLOCK

This block contains the description of the encumbrance transaction. The title field allows for 255 characters for the description.

### TYPE BLOCK

The user can select from contract or line item to apply the encumbrance adjustment and the associated capital project. This is an important distinction. Line item encumbrances must be used if a component has an account setup populated. One contract could have both line item and contract header encumbrances applied.

### CONTRACT BLOCK

The user can select either a construction or a consultant type of contract to be encumbered, and the contract itself. The accounts and funding sources to be adjusted are based on this selection.

### LINE ITEM BLOCK (IF LINE ITEM TYPE SELECTED)

The specific line item to be encumbered is selected in this block. Once selected the line item group and line total will display. The accounts and funding sources to be adjusted are based on this selection.

**TOTALS BLOCK**

This block has two different looks depending upon the type selection. The following tables describe the fields displayed by type:

TABLE 16: TOTALS (CONTRACT TYPE)

Encumbered Rollups	Description
Line Encumbered	The line encumbered amount represents a rollup of all encumbrance adjustment transactions with a “line” type minus any expenses applied.
Contract Encumbered	The contract encumbered amount represents a rollup of all encumbrance adjustment transactions with a “contract” type minus any expenses applied.
Total Encumbered	Total Encumbered = Line Encumbered + Contract Encumbered
Contract Remaining	Contract Remaining = Total Awarded – Total Expenses – Total Encumbered
Difference	Difference = Total Encumbered – Contract Remaining

TABLE 17: TOTALS (LINE TYPE)

Encumbered Rollups	Description
Line Encumbered	The line encumbered amount represents a rollup of all encumbrance adjustment transactions with a “line” type minus any expenses applied.
Line Remaining	Line Remaining = Total Awarded for the Line – Total Line Expenses – Line Encumbered
Difference	Difference = Line Encumbered – Line Remaining

**ACCOUNTS**

Accounts default from the capital project and display the current encumbrance by account. Encumbrance adjustments can be positive or negative and apply to one or multiple accounts.



***FUNDING SOURCE***

---

Funding Sources default from the capital project and display the current encumbrance by funding source. Encumbrance adjustments can be positive or negative and apply to one or multiple funding sources.





## CHAPTER 15: WORK ORDER ALLOCATION

---

Transactions applied to work orders that are linked to a capital project must be allocated. If only one account and funding source is applicable for a capital project component, the allocation step will be handled by AiM automatically. Similarly, if an account setup has been defined at the component level and has percent split values associated, the allocation step can be handled by AiM automatically. Barring these two situations, all work order transactions must be manually allocated before the expense transaction will appear against the capital project.

### **KEY CONCEPTS**

---

-  Unallocated transactions do not have an allocation date and the edit button is enabled to process the allocation to accounts and [funding sources](#).
-  Transactions already allocated are display only.
-  Allocation records are created by AiM at the point of processing the work order related transaction. No insert action is available on this screen.
-  Allocations are posted immediately upon saving the record.

### TITLE BLOCK

This block contains the description of the work order allocation. The title field allows for 255 characters for the description.

### ALLOCATION DATE BLOCK

The allocation date is automatically set once the work order allocation transaction takes place.

### PROJECT BLOCK

The capital project information is displayed in this block. This is where the capital project component associated to the transaction is displayed. This is populated based on the information associated in the capital project block for the phase to which the transaction is posted.

### WORK ORDER BLOCK

The source work order code and phase code, with their respective descriptions, are displayed in this block.

### WORK ORDER COST BLOCK

The amount to allocate is displayed in this block. This block also displays the transaction type and source transaction number.

## ACCOUNTS

Only the accounts available to be allocated will appear listed in this section. Allocations can be added to one or multiple accounts in order to satisfy the total transaction amount.

## FUNDING SOURCE

Only the [funding sources](#) available to be allocated will appear listed in this section. Allocations can be added to one or multiple funding sources in order to satisfy the total transaction amount.

## TIME MANAGEMENT MODULE







### CHAPTER 16: CAPITAL PROJECT TIMESHEET

---

The Capital Project Timesheet Screen provides a form to create timesheets associated to a capital project component. Each day of the week populated with hours will create a labor-based direct expense record that must be approved before posting to the capital project.

#### **KEY CONCEPTS**

---

-  Upon insert, the screen requires input of a start date and employee against which the time is entered.
-  Clicking on the next icon in the upper right hand corner of the screen retrieves the capital project timesheet. The screen defaults any components where the employee is listed as the manager. Additional components are added using the load components hyperlink.
-  The rate field is required and is limited to those rates listed on the capital project (labor rates view, labor charges view, [Capital Project Screen](#)).
-  Time is entered in the fields provided. The week displays as Sunday through Saturday for the week containing the date specified during the initial insert of the record. There is a notepad icon in each of the day fields to enable editing of the description for each timesheet entry.
-  Once the record is saved, the user must select the correct icon to proceed (keep in mind no transactions have taken place at this point). The icons in the upper right hand corner of the screen enable the user to edit the timesheet, copy it, submit it (thus creating an anticipated cost transaction against the capital project component), and delete (this deletes the entire timesheet record).
-  Submitted capital project timesheet records automatically create direct expense records in the open status. These records must be reviewed to ensure the expense allocation is performed. The capital project timesheet records can then be posted individually using the [Direct Expense Screen](#) (use posted status flag) or the [Direct Expense Approval Screen](#) where the timesheet records can be approved en masse.

## CONTRACT ADMINISTRATION MODULE





### CHAPTER 17: CONSULTANT CONTRACT

---

Consultant contracts are contracts linked to a capital project for consulting services. This contract is typically used during the design phase of the project lifecycle (depending upon delivery method), and for all professional services utilized on the project.

#### ***KEY CONCEPTS***

---

-  A consultant contract uses an [amendment](#) to change dates or amounts post-award. It does not have a multi-step change management process like a construction contract.
-  Consultant contracts do not require a “Notice to Proceed” step.
-  Retainage is not tracked on a consultant contract.
-  Subcontractors are not tracked on a consultant contract and are only found on the construction contract.

#### TITLE BLOCK

This block contains the description of the consultant contract. The title field contains 255 characters and the screen has views like extra description, notes log, and related documents views to ensure all necessary documentation is associated to the record.

#### STATUS BLOCK

The statuses are filtered by consultant contract type code. The type can optionally be set up to produce hard errors preventing processing of expenses when expenses exceed the encumbrance amounts at both the account and funding source level.

TABLE 18: CONSULTANT CONTRACT STATUS FLAGS

Status Flags	Actions
Open	This status flag allows edits but the contract cannot be invoiced against until awarded. All accounts and funding sources from the associated capital project are available in account setup to allow encumbrances to be applied quickly.
Awarded	This status flag locks down the contract data and allows invoices to be processed. Any changes to dates or award amounts would now require an <a href="#">amendment</a> . Any changes to <a href="#">encumbrances</a> would require a contract encumbrance adjustment transaction.
Closed	No edits are allowed and all remaining encumbrances (if any) are relieved. Invoices can no longer be posted against this contract.
Canceled	No edits are allowed and all remaining encumbrances (if any) are relieved. Invoices can no longer be posted against this contract.

### CONTRACTOR BLOCK

The contractor and contractor address code are entered in this block. The contractor is not a required field until award, which allows pre-planning setup prior to awarding the contract.

### DATES BLOCK

Key dates for the consultant contract are entered in this block. The award and start dates are required when saving the contract in awarded status.

## TOTALS BLOCK

This block displays a roll up of all the contract line items as described in the following table:

TABLE 19: TOTALS (CONTRACT TYPE)

Total Rollups	Description
Currency	This field indicates the currency being used on the base contract. If this currency is different from the baseline currency (set up in the AiM System Administration Module), the exchange rate will be factored in before applying the cost to the project totals.
Award	The award amount is a rollup of all award amounts for every line item on the contract.
Amendment	After award, changes to the award amount are made via amendments. This amount is a total of all <a href="#">amendments</a> approved for this contract. A hyperlink is available to drill into the transactional history of the amendments.
Total	Total = Award + Amendment
Expensed	The expensed amount displays the total of all released invoices against the contract. A hyperlink is available to drill into the transactional history of the invoices.
Remaining	Remaining = Total - Expensed

## ***CONSULTANT CONTRACT VIEWS***

### ACCOUNT SETUP

The Account setup screen shows accounts and [funding sources](#) linked to the consultant contract for encumbrance and cost allocation tracking. [Encumbrances](#) can be entered on this screen when the contract is open. Post award, an icon is available in the toolbar to insert new contract encumbrance adjustments. Account setup is available by contract line as well. If encumbrances are made at the line item level of the contract they will display under “line encumbered” and be added to the contract header level encumbrances to provide the total encumbrance per account or funding source. The offset account must be populated before awarding the contract. The invoice transaction will be offset by the contract, not the capital project itself.

## CONTACT INFORMATION

Contacts are entered in this view screen. The contact code is set up in the Contractor Screen, address code, and contact information view. Only contacts setup for the contractor associated to the consultant contract will be available for selection.

## COMMISSIONING PLAN

This view will display all the commissioning plans associated with the consultant contract. This block includes the line item and status of the commissioning plan.

## STANDARD VIEWS

[Extra Description](#)

[Workflow Description](#)

[Sent Email Description](#)

[Notes Log Description](#)

[User Defined Fields Description](#)

[Status History Description](#)

[Related Documents Description](#)

---

## ***CONSULTANT CONTRACT LINE ITEM SCREEN***

Contract line items are created in this portion of the [Consultant Contract Screen](#) and can be added by selecting the green button with the plus sign (there is also a red button with a minus sign to delete contract line items for edit purposes). Contract line items link to project components and contain the award amount to be applied as a committed cost to the component. The award amount will also roll up to the overall contract award amount.

## TITLE BLOCK

The description field can accommodate up to 255 characters and the Consultant Contract Line Item Screen also has extra description, notes log, and related documents views to capture additional information.

## LINE GROUP BLOCK

This block displays the contract code and the line group code. The line group code is a non-required reporting element for grouping contract line items.



## PROJECT BLOCK

The component group and capital project component applicable to the contract line item are entered in this block.

## COMPONENT TOTALS BLOCK

This block displays current cost figures for the selected capital project component. This block displays the total [budget](#), remaining amount, and percent complete fields.

## CONTRACT LINE TOTALS BLOCK

Cost figures at the contract line item level are displayed in this block. This is also where the award amount for a given contract line item is entered.

---

TABLE 20: CONTRACT (LINE TYPE)

---

Line Totals	Description
Currency	The currency value here is defaulted from the base contract and is displayed for reference.
Award	The award amount is entered here before the contract is awarded.
Amendment	After award, changes to the award amount are made via amendments. This amount is a total of all <a href="#">amendments</a> approved for this contract line item. A hyperlink is available to drill into the transactional history of the amendments.
Line Total	Line Total = Award + Amendment
Expensed	The expensed amount displays the total of all released invoices against the contract line item. A hyperlink is available to drill into the transactional history of the invoices.
Remaining	Remaining = Line Total - Expensed

***CONSULTANT CONTRACT LINE ITEM VIEWS***

---

**ACCOUNT SETUP**

This view displays the accounts and [funding sources](#) associated to the contract line item. Account setup here is optional and only necessary to restrict the accounts or funding sources to be used for invoice line items related to this contract line item. This is helpful if a contract line item links to a capital project component that has specific accounting requirements.

**STANDARD VIEWS**

[Extra Description](#)

[Notes Log Description](#)

[Related Documents Description](#)




## CHAPTER 18: CONSTRUCTION CONTRACT

---

The project delivery method for a capital project affects the construction contract more than any other factor. Often the types defined for a construction contract represent the different delivery methods used by the capital project group. This contract is used for the bulk of the work and the cost related to the project. The contract will enable tracking of sub-contractors and retainage.

### **KEY CONCEPTS**

---

-  A construction contract requires a change order to change award amounts or dates. Change orders are different from [amendments](#) used on consultant contracts in that they could consist of change proposals or change directives.
-  Construction contracts require a “Notice to Proceed” step.
-  Retainage can optionally be tracked on a construction contract.

### TITLE BLOCK

The description field can accommodate up to 255 characters and the Construction Contract Screen also has extra description, notes log, and related documents views to capture additional information.

### STATUS BLOCK

The statuses are filtered by construction contract type code. The construction contract type determines if the contract will be days based or if the end date is editable (a choice enables the construction contracts to be awarded based on the number of days required to complete the contract or based on a completion date). The type can also be optionally set up to produce hard errors (preventing processing of the expenses) when expenses exceed the encumbrance at both the account and funding source level.

TABLE 21: CONSTRUCTION CONTRACT STATUS FLAGS

Status Flags	Actions
Open	This status flag allows edits but the contract cannot have pay applications applied until notice to proceed. All accounts and funding sources from the associated capital project are available in account setup to allow <a href="#">encumbrances</a> to be applied quickly.
Awarded	This status flag locks down the contract data but still does not allow payment applications to be processed. Any changes to dates or award amounts would now require a change order. Any changes to encumbrances would require a contract encumbrance adjustment transaction.
Notice to Proceed	This status flag signals the contract is available for processing payment applications.
Closed	No edits are allowed and all remaining encumbrances (if any) are relieved. Payment applications can no longer be posted against this contract.
Canceled	No edits are allowed and all remaining encumbrances (if any) are relieved. Payment applications can no longer be posted against this contract.

### CONTRACTORS BLOCK

The contractor and contractor address code are entered in this block. The contractor is not a required field, which allows pre-planning set up prior to awarding the contract.

### DATES BLOCK

Based on the construction contract type code this block could include a start and end date (end date editable), or an award days field (days based). If it is days based, there will also be a rollup of all change order days processed, and a hyperlink to the transactional detail representing the date changes. There would also be a calculated expected end date using this type. If the type of the construction contract indicates editable end date, the dates block would work simply based on an award date and a start and end date of the contract.

## TOTALS BLOCK

This block displays a rollup of all the contract line items as described in the following table:

TABLE 22: TOTALS (CONTRACT TYPE)

Total Rollups	Description
Currency	This field indicates the currency being used on the base contract. If this currency is different from the baseline currency (set up in the AiM System Administration Module), the exchange rate will be factored in before applying the cost to the project totals.
Retainage	This field indicates the retainage percentage to be used on all payment applications. Once a line item allows for release of retainage, this percent will no longer be subtracted from the payment application line item.
Retainage Balance	This is a rollup of all line item retainage balances that have been collected through payment applications processed thus far.
Award	The award amount is a rollup of all award amounts for every line item on the contract.
Change Order	After award, changes to the award amount are made via change orders. This amount is a total of all change orders approved for this contract. A hyperlink is available to drill into the transactional history of the change orders.
Total	Total = Award + Change Order
Expensed	The expensed amount displays the total of all released payment applications against the contract. A hyperlink is available to drill into the transactional history of the payment applications.
Remaining	Remaining = Total - Expensed

## ***CONSTRUCTION CONTRACT VIEWS***

---

### ACCOUNT SETUP

The Account Setup Screen shows accounts and [funding sources](#) linked to the construction contract for encumbrance and cost allocation tracking. [Encumbrances](#) can be entered on this screen when the contract is open. Post award, an icon is available in the toolbar to insert new contract encumbrance adjustments. Account setup is available by contract line also. If encumbrances are made at the line item level of the contract they will display under “line encumbered” and be added to the contract header level encumbrances to provide the total encumbrance per account or funding source. The offset account must be populated before awarding the contract. The payment application transaction will be offset by the contract, not the capital project itself.

### CONTACT INFORMATION

Contacts are entered in this view screen. The contact code is set up in the Contractor Screen, address code, and contact information view. Only contacts set up for the contractor associated to the construction contract will be available for selection.

### SUBCONTRACTORS

The Subcontractors View Screen provides the ability to add predefined, qualified contractors as subcontractors and to enter the total cost of services performed. This information can be associated to punch list line items as necessary for tracking purposes.

### STANDARD VIEWS

[Extra Description](#)

[Workflow Description](#)

[Notes Log Description](#)

[User Defined Fields Description](#)

[Status History Description](#)

[Related Documents Description](#)

## CONSTRUCTION CONTRACT LINE ITEM SCREEN

Contract line items are created in this portion of the [Construction Contract Screen](#) and can be added by selecting the green button with the plus sign (there is also a red button with a minus sign to delete contract line items for edit purposes). Contract line items link to project components and contain the award amount to be applied as a committed cost to the component. The award amount will also roll up to the overall contract award amount.

### TITLE BLOCK

The capital project component description will default in this block once the project component is selected from the project block defined below and can be modified if desired.

### LINE GROUP BLOCK

This block displays the contract and provides a line group reporting element to classify the line item. The retainage setting field provides three options for managing construction contract retainage (see table below). It is important to note all three occur at the line item level, thus allowing retainage management at the lowest level.

TABLE 23: CONSTRUCTION CONTRACT RETAINAGE SETTINGS

Retainage Setting Flags	Actions
No Retain/Release All	This retainage setting is the default for construction contracts that do not retain funds (zero retainage percent amount on construction contract header). This also allows retainage to be waived in cases where work at the component/line item is not required or the work has been completed.
Retain All	This retainage setting is the default for construction contracts that do retain funds. This retainage setting enforces all payment applications associated to this line item to hold-back the retainage and place the retainage amount into a retainage (escrow) account while also adding to the retainage balance of the line item.
Retain Future/Allow Release	This retainage setting flag enables releasing of the current retainage balance but future retainage will be withheld.

### PROJECT BLOCK

The component group and capital project component applicable to the contract line item are entered in this block.

## COMPONENT TOTALS BLOCK

This block displays current cost figures for the selected capital project component. This block includes total [budget](#), remaining, and percent complete fields.

## LINE TOTALS BLOCK

TABLE 24: CONTRACT (LINE TYPE)

Line Totals	Description
Currency	The currency value here is defaulted from the base contract and is displayed for reference.
Retainage	The retainage value here is defaulted from the base contract and is displayed for reference.
Retainage Balance	This is a rollup of all retainage withheld for this line item.
Award	The award amount is entered here before the contract is awarded.
Change Order	After award, changes to the award amount are made via change order. This amount is a total of all change orders approved for this contract line item. A hyperlink is available to drill into the transactional history of the change orders.
Line Total	Line Total = Award + Change Order
Expensed	The expensed amount displays the total of all released payment applications against the contract line item. A hyperlink is available to drill into the transactional history of the payment applications.
Remaining	Remaining = Line Total - Expensed

## ***CONSTRUCTION CONTRACT LINE ITEM VIEWS***

### ACCOUNT SETUP

This view displays the accounts and [funding sources](#) associated to the contract line item. Account setup here is optional and only necessary to restrict the accounts or funding sources to be used for payment application line items related to this contract line item. This is helpful if a contract line item links to a capital project component that has specific accounting requirements.



## STANDARD VIEWS

[Extra Description](#)

[Notes Log Description](#)

[Related Documents Description](#)

---


## CHAPTER 19: CONSTRUCTION CHANGE ORDER

---

The Construction Change Order Screen processes change orders in AiM to account for additive or deductive changes in work, contract sum, and/or contract time (all at the contract line item level).

### **KEY CONCEPTS**

---

-  Change orders are derived in a variety of ways: loading construction change proposals and construction change directives (both of which could have originated as issues and then associated to proposals or directives), modifying existing contract line items and creating new contract line items on the fly (both of which use the green button with the plus sign).

### TITLE BLOCK

This block provides a way to describe the change order transaction. A detailed explanation can be entered into the extra description view and documentation can be attached via the related documents view.

### STATUS BLOCK

Construction change order status flags are not linked to a change order type. The status flags generate budget transactions for the whole change order while reason codes and time/cost changes are tracked at the line item level.

---

TABLE 25: CONSTRUCTION CHANGE ORDER STATUS FLAGS

---

Status Flags	Actions
Open	This status flag generates an anticipated budget transaction on the capital project associated to the change order upon the initial save of the change order record.
Approved	This status flag generates a committed budget transaction on the capital project associated to the change order and updates the contract header with the new amounts or dates. No edits are allowed once this status flag is saved.
Canceled	This status flag signals the change order has been canceled and backs out anticipated budget costs.

## CONTRACTOR BLOCK

This block enables the association of the contractor, contractor address code, and contract to the change order.

## ORIGINAL BLOCK

This block displays the original contract award amount and the change order amount that existed before the current change order is processed. Change orders can adjust the contract award amount and the amount of time required to satisfy the contract.

## CHANGE BLOCK

This block is similar to the original block but displays an updated view of the cost/time values, as it would look once the current change order is processed.

## ***CONSTRUCTION CHANGE ORDER VIEWS***

---

### STANDARD VIEWS

[Extra Description](#)

[Workflow Description](#)

[Notes Log Description](#)

[Status History Description](#)

[Related Documents Description](#)

## ***CONSTRUCTION CHANGE ORDER LINE ITEM SCREEN***

---

The line item portion of the [Construction Change Order Screen](#) provides four options for creating change order line items: loading existing construction change directives, loading existing construction change proposals and either creating new line items or modifying existing ones. All line items must be associated to a capital project component to save the record.

## CONSTRUCTION CHANGE ORDER TYPE

Upon selection of the green button with the plus sign, the user is prompted to select either “Add New Contract Line” or “Adjust Contract Line,” thus producing the appropriate line item screen.

### TITLE BLOCK

The line item code defaults to 001, 002, etc. and the component title will default to the description block if the Adjust Contract Line radio button is selected. New contract line items will not default information into the description field - the user enters the line item description.

### CHANGE AMOUNT BLOCK

This block is used to determine the amount of change to the line item, for cost or cost plus time.

### PROJECT BLOCK

This block associates the capital project, capital project component group, and capital project component to the change order line item. Creating new line items requires the selection of the component group and component in order to save the record. Adjusting existing line items will display the associated capital project components.

### CONTRACT LINE ITEM BLOCK

This block enables the user to associate the line group reporting element and the contract line item code (this code displays the contract line item as opposed to the change order line item code at the top of the [Construction Change Order Line Item Screen](#)).

### REASON BLOCK

This block associates the reason code reporting element to the line item being changed. If construction directives or proposals are loaded to create this line item, they will display in this block.

## ***CONSTRUCTION CHANGE ORDER LINE ITEM VIEWS***

---

### STANDARD VIEWS

[Extra Description](#)

[Notes Log Description](#)

[Related Documents Description](#)

---

## CHAPTER 20: CONSTRUCTION CHANGE DIRECTIVE

---

The Construction Change Directive Screen provides a mechanism for directing the contractor to perform additional work. This is typically done when a change needs to be made to an existing contract and the work must start immediately. Sometimes the cost and schedule adjustments are agreed upon after work has already begun.

### KEY CONCEPTS

---



Change directives can be submitted directly from this screen or defaulted by associating issues to the change directive.

### TITLE BLOCK

The construction change directive title block provides fields for entering a user defined key and appropriate description. The description field can hold up to 255 characters. For more space to add pertinent information, the user can take advantage of the extra description, related documents, or notes log views.

### STATUS BLOCK

The construction change directive type code is a reporting element only and does not enforce a hierarchy with the statuses associated to this screen.

TABLE 26: CONSTRUCTION CHANGE DIRECTIVE STATUS FLAGS

Status Flags	Actions
Open	Saving this status flag creates an anticipated budget cost transaction.
Finalized	After saving in this status only subsequent status changes can be made, all other fields are locked. In addition, the construction change directive can now be selected and associated on the <a href="#">Construction Change Order Screen</a> .
Processed	This status flag will automatically be changed on the construction change directive record when it is associated to a construction change order.
Canceled	Construction change directive records can be canceled while the record is associated to open or finalized status flags. Saving the record in canceled status will back out the anticipated budget transaction created when the record was first created.

### CONTRACT BLOCK

This block captures the construction contract to be associated with the construction change directive. Note that all changes happen at the contract line item level, which typically has a one-to-one relationship with capital project components.

### PROJECT BLOCK

This block captures the capital project, component group, and component associated to the construction change directive. This information will default based on the contract line selected, and is used to direct the [anticipated cost](#) to the appropriate component.

### CHANGE BLOCK

The change block is used to enter the number of days and/or amount of cost associated with the change. Number of days, proposed amount, and estimated amount can be defaulted from an associated issue. Based on defaulted data, if present, the system first looks for a negotiated amount, then an estimated amount and finally a proposed amount to determine which figure will be used to create an anticipated budget transaction against the capital project component associated to the construction change directive.

### ISSUE BLOCK

The issue block associates issue line items to the construction change directive record. If an issue is selected, the line item is required and there is a one-to-one relationship between issue line items, capital project components, and construction change directives.

### REFERENCE BLOCK

This block enables the association of specification sections based on documentation from the capital project. In addition, a field is provided to capture the internal reference number for this change directive.

### REASON BLOCK

This block provides a field for the reason code reporting element. This data is helpful for reporting on changes and improving upon performance in the future for similar activities.

## ***CONSTRUCTION CHANGE DIRECTIVE VIEWS***

---

### STANDARD VIEWS

[Extra Description](#)

[Workflow Description](#)

[Sent Email Description](#)

[Notes Log Description](#)

[Status History Description](#)

[Related Documents Description](#)

---

## CHAPTER 21: CONSTRUCTION CHANGE PROPOSAL

---

The Construction Change Proposal Screen provides a mechanism to manage potential changes to a construction contract. Change proposals typically differ from change directives in that they may or may not happen, and can be approved or canceled at any time. Typically, all change directives are processed immediately.

### KEY CONCEPTS

---



Change proposals can be submitted directly from this screen or be defaulted by associating an issue to the change proposal.

### TITLE BLOCK

The construction change proposal title block provides fields for entering a user defined key and appropriate description. The description field can hold up to 255 characters. For more space to add pertinent information the user can take advantage of the extra description, related documents or notes log views.

### STATUS BLOCK

The construction change proposal type code is a reporting element only and does not enforce a hierarchy with the statuses associated to this screen.

TABLE 27: CONSTRUCTION CHANGE PROPOSAL STATUS FLAGS

Status Flags	Actions
Open	Saving this status flag creates an anticipated budget cost transaction.
Finalized	After saving in this status only subsequent status changes can be made, all other fields are locked. In addition, the construction change proposal can now be selected and associated on the <a href="#">Construction Change Order Screen</a> .
Processed	This status flag will automatically be changed on the construction change proposal record when it is associated to a construction change order.
Canceled	Construction change proposal records can be canceled while the record is associated to open or finalized status flags. Saving the record in canceled status will back out the anticipated budget transaction created when the record was first created.



## CONTRACT BLOCK

This block captures the construction contract to be associated to the construction change proposal. Note that all changes happen at the contract line item level, which typically has a one-to-one relationship with capital project components.

## PROJECT BLOCK

This block captures the capital project, component group, and component associated to the construction change proposal. This information will default based on the contract line selected, and is used to direct the [anticipated cost](#) to the appropriate component.

## CHANGE BLOCK

The change block is used to enter the number of days and/or amount of cost associated with the change. Number of days, proposed amount, and estimated amount can be defaulted from an associated issue. Based on defaulted data, if present, the system first looks for a negotiated amount, then an estimated amount and finally a proposed amount to determine which figure will be used to create an anticipated budget transaction against the capital project associated to the construction change proposal.

## ISSUE BLOCK

The issue block associates an issue line item to the construction change proposal record. If an issue is selected, the line item is required and there is a one-to-one relationship between issue line items, capital project components, and construction change proposals.

## REFERENCE BLOCK

This block enables the association of specification sections based on documentation from the capital project. In addition, a field is provided to capture the internal reference number for this change proposal.

## REASON BLOCK

This block provides a field for the reason code reporting element. This data is helpful for reporting on changes and improving upon performance in the future for similar activities.

## ***CONSTRUCTION CHANGE PROPOSAL VIEWS***

---

### STANDARD VIEWS

[Extra Description](#)

[Workflow Description](#)

[Notes Log Description](#)

[Status History Description](#)

[Related Documents Description](#)

---



## CHAPTER 22: REQUEST FOR INFORMATION

---

The Request For Information (RFI) Screen acts as a partnering tool to resolve gaps in understanding construction documents. This can take place during the bidding process to get clarification on drawings, resolve conflicts, or define ambiguities or early in the construction process to eliminate the need for costly corrective measures.

### **KEY CONCEPTS**

---

-  RFIs can be copied to create a child record and maintain the chain of dialogue should multiple RFIs be required to resolve the issue.
-  The responder and response blocks appear when the RFI is saved with the submitted status flag.

### TITLE BLOCK

The RFI title block provides fields for entering a user defined key and appropriate description. The description field can hold up to 255 characters. Remember that a request description will be used for the actual question being submitted. This description is just for search and reporting purposes.

### STATUS BLOCK

The RFI type code is a reporting element only and does not enforce a hierarchy with the statuses associated to this screen.

TABLE 28: REQUEST FOR INFORMATION STATUS FLAGS

---

Status Flags	Actions
Open	This status flag allows edits to the request.
Submitted	The responder and response blocks are enabled once the RFI is saved with this status flag.
Canceled	No edits are allowed and RFI is withdrawn from consideration.
Closed	The RFI has been successfully satisfied and no further edits are allowed.

### DATES BLOCK

This block captures pertinent dates including when the RFI was submitted, when it should be reviewed and most importantly, when the response is due.

### REFERENCE DATA BLOCK

This block enables the association of specification sections based on documentation from the capital project. In addition, a field is provided to capture the internal reference number for this RFI.

### ISSUE BLOCK

The issue block associates an issue line item to the RFI. A single issue line item could have multiple RFI's associated to it. This provides a full audit trail as to how an issue gets resolved.

### REQUESTOR BLOCK

This block captures the contract information for the contractor requesting the information. The contract list is limited to construction contracts only.

### REQUEST BLOCK

The actual request for information is entered into the description field in this block. The person placing the request and a date/time stamp are also in the request block.

### RESPONDER BLOCK

This block optionally captures the contract information for the contractor responding to the request. The contract list is limited to consultant contracts only. If the response is an internal response this block may be left blank.

### RESPONSE BLOCK

The actual response to the RFI is entered into the description field in this block. The person placing the response and a date/time stamp are also in the response block.

## ***REQUEST FOR INFORMATION VIEWS***

---

### RFI HISTORY

This screen provides a view of all RFIs associated to this record in a parent child relationship. Once an RFI is saved, it can be copied to create a child RFI record. This enables the user to create a chain of dialogue should multiple RFIs be required to resolve the conflict.

## STANDARD VIEWS

[Workflow Description](#)

[Sent Email Description](#)

[User Defined Field Definition](#)

[Status History Description](#)

[Related Documents Description](#)

---

## CHAPTER 23: ARCHITECT SUPPLEMENTAL INSTRUCTIONS

---

Architect's Supplemental Instructions (ASIs) are issued for any additional work or clarifications not included in the contract documents that will not increase the contract amount or extend the contract end date. These transactions are logged to create an auditable record that these instructions have been provided.

### KEY CONCEPTS

---



[ASIs](#) can be copied to create child records and maintain the chain of dialogue should multiple ASIs be required to resolve the issue.

### TITLE BLOCK

The ASI title block provides fields for entering a user defined key and appropriate description. The description field can hold up to 255 characters. This description does not include the work instructions, which has its own block on this screen. This description is for search and reporting purposes.

### STATUS BLOCK

The ASI type code is a reporting element only and does not enforce a hierarchy with the statuses associated to this screen.

---

TABLE 29: ARCHITECT SUPPLEMENTAL INSTRUCTIONS STATUS FLAGS

---

Status Flags	Actions
Open	Edits are possible when the record is saved in this status.
Submitted	The record can no longer be edited and the instructions are assumed to be passed along to the contractor at this status.
Canceled	Record is canceled and the work instructions are assumed not to be needed.

### CONSULTANT CONTRACT BLOCK

This block houses the consultant contract information, including the contractor, contractor address code, and contract fields. This is provided in case the architect or designer providing the work instructions is an outside entity being manage in AiM by a consultant contract.

### CONSTRUCTION CONTRACT BLOCK

This block houses the construction contract information, including the contractor, contractor address code, and contract fields. This contract is the contract in question as it relates to the work instruction on the ASI.

### SPECIFICATIONS BLOCK

This block enables the association of specification sections based on documentation from the capital project. In addition, a field is provided to capture the internal reference number for this ASI.

### WORK INSTRUCTIONS BLOCK

Work instructions are entered in this block and are meant to be the primary reason for generating an ASI transaction. These work instructions should be clear and concise instructions for the contractor.

## ***ARCHITECT SUPPLEMENTAL INSTRUCTIONS VIEWS***

---

### ASI HISTORY

This screen provides a view of all [ASIs](#) associated to this record in a parent child relationship. Once an ASI is saved, it can be copied to create a child ASI record. This enables the user to create a chain of dialogue should multiple ASIs be required for further instructions.

### STANDARD VIEWS

[Workflow Description](#)

[Status History Description](#)

[Sent Email Description](#)

[Related Documents Description](#)

---




## CHAPTER 24: SUBMITTAL

---

Submittals are samples, manufacturer's data, shop drawings, or other such items submitted to the owner or the design professional by the contractor for the purpose of approval or other action, usually a requirement of the contract documents.

### KEY CONCEPTS

---

-  The submittal screen enables users to track items submitted at the capital project component level and in some cases return the items submitted.
-  The related document obviously is very important in this case enabling the attachment of many of the items typically supplied in electronic format as submittals.
-  Workflow can be utilized on submittals to ensure the right person receives the submittal.

### TITLE BLOCK

The submittal title block provides fields for entering a user defined key and appropriate description. The description field can hold up to 255 characters. For more space to add pertinent information the user can take advantage of the extra description, related documents or notes log views.

### STATUS BLOCK

The submittal type code is a reporting element only and does not enforce a hierarchy with the statuses associated to this screen.

TABLE 30: SUBMITTALS STATUS FLAGS

Status Flags	Actions
Open	Edits are possible when the record is saved in this status.
Finalized	The only fields editable after the record is saved in this status are the submittal description, submittal status, and return date fields. This status is used as an indicator to the approver of the submittal that it is ready for review.
Approved	The submittal is approved and edits are no longer allowed.
Canceled	The submittal record is canceled and edits are not allowed.



## PROJECT BLOCK

This block links the capital project, capital project component group, and capital project component to the submittal record.

## CONTRACT BLOCK

This block provides the option of associating a submittal to either a consultant or construction contract to include the contractor and contractor's address.

## RESPONSIBILITY BLOCK

This block tracks the person responsible for the submittal (selected from the responsibility codes) and the return date for submittals the contractor wants returned (e.g., a carpet sample book). The scheduled date is used to create a submittal schedule by contract for all items that need to be reviewed.

## ***SUBMITTAL VIEWS***

---

### STANDARD VIEWS

[Extra Description](#)

[Workflow Description](#)

[Sent Email Description](#)

[Notes Log Description](#)

[Status History Description](#)

[Related Documents Description](#)

---

## CHAPTER 25: COMMISSIONING PLAN

---

Commissioning plans are well-planned and managed approaches to the installation, start-up, turnover, and verification of facilities, systems, and equipment to the end user. This results in a safe, productive environment that meets the designer's intent and the owner's quality expectations. The Commissioning Plan Screen enables the user to meet these goals by establishing line items for verifying, documenting, and training personnel to ensure increased operational efficiency.

### KEY CONCEPTS

---



Commissioning plan line items provide a systematic way of implementing tests or other verification methods and associating them to capital project components, locations and/or assets.

### TITLE BLOCK

The commissioning plans title block provides fields for entering a user defined key and appropriate description. The description field can hold up to 255 characters. For more space to add pertinent information the user can take advantage of the extra description, related documents or notes log views.

### STATUS BLOCK

The commissioning plan status flags simply capture whether or not the record is still editable. Of note, the commissioning plan type code enforces a hierarchy with the commissioning plan statuses.

TABLE 31: COMMISSIONING PLANS STATUS FLAGS

Status Flags	Actions
Open	Record is open and allows edits.
Closed	Record is closed and no longer allows edits.

### COMMISSIONING AGENT BLOCK

The commissioning agent block provides a way to associate the contractor/consultant responsible for the overall commissioning plan from the contractual side. Of note, the commissioning plan line items are viewable from the [Consultant Contract Screen](#), commissioning plan view.

### RESPONSIBILITY BLOCK

The responsibility block provides a way to associate the owner's representative responsible for the overall commissioning plan from the owner's side.

## DEFAULTS BLOCK

This block enables the user to establish capital project component groups or both component groups and components for each commissioning plan line item.

## ***COMMISSIONING PLAN VIEWS***

---

### STANDARD VIEWS

[Extra Description](#)

[Workflow Description](#)

[Notes Log Description](#)

[Status History Description](#)

[Related Documents Description](#)

## ***COMMISSIONING PLAN LINE ITEM SCREEN***

---

The Commissioning Plan Line Item Screen enables the user to add as many tasks and tests as are necessary to accomplish the overall commissioning plan goals and to associate those tasks to the appropriate capital project component, location and/or asset. Additional line items are added by clicking the green button with the plus sign.

### TITLE BLOCK

The commissioning plan line item title block provides fields for entering a user-defined key and commissioning plan element description. The description field can hold up to 255 characters. For more space to add pertinent information the user can take advantage of the extra description, related documents or notes log views.

## STATUS BLOCK

The commissioning plan line item status flags simply capture whether or not the record is still editable. This block also displays the association of the capital project to the commissioning plan line item record.

---

TABLE 32: COMMISSIONING PLANS LINE ITEM STATUS FLAGS

---

Status Flags	Actions
Open	Record is open and allows edits.
Closed	Record is closed and no longer allows edits.

## LOCATION BLOCK

This block captures the location of the commissioning line item. This is the property hierarchy, which is set up in the AiM Property Module.

## ASSET BLOCK

This block captures the asset associated to the commissioning plan line item including the asset code, asset group code, and asset type code.

## PROJECT BLOCK

This block is used to associate the commissioning plan line item to the capital project, capital project component group, and capital project component.

## ***COMMISSIONING PLAN LINE ITEM VIEWS***

---

### STANDARD VIEWS

[Extra Description](#)

[Notes Log Description](#)

[Status History Description](#)

[Related Documents Description](#)

---

## CHAPTER 26: PUNCH LIST

---

The Punch List Screen enables the user to develop a list of items within a capital project, prepared by the owner or his representative, and confirmed by the contractor, which remain to be completed in accordance with the requirements of the contract for construction at the time of substantial completion.

### **KEY CONCEPTS**

---



Punch list line items provide a systematic way of managing items earmarked for completion and associating them to capital project components, locations and/or assets.

### TITLE BLOCK

The punch list title block provides fields for entering a user-defined key and appropriate description. The description field can hold up to 255 characters. This description is a summary description for the punch list as a whole. Each punch list item will be created as a detail line.

### STATUS BLOCK

The punch list status flags simply capture whether or not the record is still editable. This block also enables the association of the capital project to the punch list record.

TABLE 33: PUNCH LIST STATUS FLAGS

Status Flags	Actions
Open	Record is open and allows edits.
Closed	Record is closed and no longer allows edits.

### CONTRACT BLOCK

The block creates the association of the construction contract to the punch list record including the contractor, contractor address code, and contract.

### DEFAULTS BLOCK

This block enables the user to establish capital project component groups or both component groups and components for each punch list line item.

## ***PUNCH LISTS VIEWS***

---

### STANDARD VIEWS

[Extra Description](#)

[Workflow Description](#)

[Notes Log Description](#)

[Status History Description](#)

[Related Documents Description](#)

## ***PUNCH LIST LINE ITEM SCREEN***

---

The Punch List Line Item Screen enables the user to add as many tasks and tests as are necessary to accomplish the overall punch list goals and to associate those tasks to the appropriate capital project component, location, and/or asset. Additional line items are added by clicking the green button with the plus sign.

### TITLE BLOCK

The punch list line item title block provides fields for entering a user-defined key and appropriate description. The description field can hold up to 255 characters. For more space to add pertinent information the user can take advantage of the extra description, related documents or notes log views.

### STATUS BLOCK

The punch list line item status flags simply capture whether or not record is complete and still editable. This block also displays the association of the capital project to the punch list record.

TABLE 34: PUNCH LIST LINE ITEM STATUS FLAGS

Status Flags	Actions
Open	Record is open and allows edits.
Closed	Record is closed and no longer allows edits.

### LOCATION BLOCK

This block captures the location of the punch list line item. This is the property hierarchy, which is set up in the AiM Property Module.

### ASSET BLOCK

This block captures the asset associated to the punch list line item including the asset code, asset group code, and asset type code. Assets are set up in the AiM Asset Management Module

### PROJECT BLOCK

This block is used to associate the punch list line item to the capital project, capital project component group, and capital project component.

## ***PUNCH LIST LINE ITEM VIEWS***

### STANDARD VIEWS

[Extra Description](#)

[Notes Log Description](#)

[Status History Description](#)

[Related Documents Description](#)

## ***SUBCONTRACTORS SCREEN***

Subcontractors are associated to the punch list line item by clicking on the load contractors hyperlink. Those subcontractors saved with the construction contract listed on the punch list header filter the subcontractor selection list. This list is used to identify further the party responsible for completing the punch list line item.

## ACCOUNTS PAYABLE MODULE



### CHAPTER 27: CONSULTANT INVOICE

---

The Consultant Invoice Screen enables the user to process invoices to be applied as expenses against the contract and capital project. Invoices can only be processed if the consultant invoice is in an awarded status.

#### ***KEY CONCEPTS***

---

-  Consultant Invoices are processed by contract line item, each of which is associated to a capital project component.
-  Workflows are helpful for managing the routing throughout the consultant invoice approval process.

#### TITLE BLOCK

This block is used to enter the invoice description and invoice code. The description field can hold up to 255 characters.

#### STATUS BLOCK

The status block enables the user to select from a list of available statuses based on the previously saved status, if any. The capital project is also associated to the invoice from this block. Below is a list of invoice status flags:



TABLE 35: CONSULTANT INVOICES STATUS FLAGS

Status Flags	Actions
Open	The open status flag allows for edits but does not create a financial transaction.
Approved	The approved status locks down many of the invoice record fields in order to preserve the record until it can be released. Once saved in the approved status the invoice record locks down the following header information: the capital project code, contract, invoice number and date, and date submitted. The line item fields locked down are capital project component, contract line item, invoiced amount and accepted amounts.
Released	The released status flag reduces the appropriate amount of committed funds for the capital project and increases the same amount in expensed funds. On the contract, the <a href="#">encumbrance</a> is reduced (if applicable) and expenses are posted.
Rejected	The invoice can be rejected after the open status flag is saved and no transactions will take place.
Voided	The voided status flag can only be selected after the invoice has been released. After saving the status, the expense transaction is backed out, the committed funds are added back to the capital project and the encumbrance is reapplied to the accounts and <a href="#">funding sources</a> .

### CONTRACT BLOCK

The consultant contract associated to the invoice is entered in this block. The list is filtered by the consultant contracts associated to the capital project listed in the status block.

### INVOICE INFORMATION BLOCK

The invoice information block captures the administrative details of the invoice. Of note, the invoice number, invoice date, and date submitted are required to save the invoice in an approved status. The date paid can be manually updated or can be an interface candidate from the financial system paying the invoice.

## TOTALS BLOCK

The totals block provides a rollup display of all the accepted amounts from the line items associated to the consultant invoice. The currency code field is populated from the currency used on the contract itself.

## ***CONSULTANT INVOICE VIEWS***

---

### EXPENSE ALLOCATION

The expense allocation view enables the user to enter the amount to be expensed for the account(s) and [funding source\(s\)](#) associated to the capital project at the invoice total level. Expense allocations can optionally be applied at the line item level also. The total allocation of the line items plus the total allocation at the invoice header level must equal the total accepted amount of the invoice.

### STANDARD VIEWS

[Extra Description](#)

[Workflow Description](#)

[Sent Email Description](#)

[Notes Log Description](#)

[User Defined Fields Description](#)

[Status History Description](#)

[Related Documents Description](#)

## ***CONSULTANT INVOICE LINE ITEM SCREEN***

---

The Consultant Invoice Line Item Screen enables the user to add as many invoice line items as are necessary to process the overall consultant invoice. Additional line items are added by clicking on the Load Contract Line Items hyperlink. The selection of contract line items will produce another screen, which enables the user to enter the consultant invoice line item amount.

### TITLE BLOCK

The title block captures the line item code and a description of the consultant invoice line items. The description field can hold up to 255 characters. Additional space is available using the extra description and notes log views.

### TRANSACTION BLOCK

The transaction block provides a hyperlink to navigate easily to the consultant invoice record. This block also displays whether or not the line item has been voided.

### PROJECT BLOCK

The project block enables the association of capital project component groups and components to the consultant invoice line item. The information defaults based on the contract line item selected. This component will accrue the expense for this line item once the invoice is released.

### CONTRACT LINE ITEM BLOCK

The contract line item block enables the association of consultant contract line items to the consultant invoice line item. This contract line item will accrue the expense once the invoice is released.

### TOTALS BLOCK

The totals block displays the total invoiced for the consultant invoice line item. The accepted amount can be used if the invoice amount is not acceptable and another amount will actually be paid. The accepted amount, not the invoiced amount, will be used as the expensed value.

## ***CONSULTANT INVOICE LINE ITEM VIEWS***

---

### EXPENSE ALLOCATION

The expense allocation view enables the user to enter the amount to be expensed for the account(s) and [funding source\(s\)](#) associated to the capital project at the invoice line item level. These allocations will be added to the invoice header to derive the complete expense allocation to be used. If [encumbrances](#) where setup, the invoice will de-encumber the account or funding source and add the expenses once released.

### STANDARD VIEWS

[Extra Description](#)

[Notes Log Description](#)






## CHAPTER 28: PAYMENT APPLICATION

---

The Payment Application Screen processes formal written requests for payment by a contractor for work completed on a construction contract.

### **KEY CONCEPTS**

---

-  Payment applications are processed by contract line item, each of which is associated to a capital project component.
-  Retainage is automatically withheld based on the construction contract setup and the retained funds are placed in the retainage account as an actual transaction. The total payment application amount appears as expensed on both the capital project and construction contract. The retainage balance is displayed on both the [Construction Contract Screen](#) and the Account Management Screen for the contract offset account.
-  The Payment Application Screen is also used to pay retainage when released.

### TITLE BLOCK

This block is used to enter the payment application description. The description field can hold up to 255 characters. For more space to add pertinent information the user can take advantage of the extra description, related documents or notes log views.

### STATUS BLOCK

The status block enables the user to select from a list of available statuses based on the previously saved status, if any. The capital project is also associated to the payment application from this block. Below is a list of payment application status flags.

TABLE 36: PAYMENT APPLICATION STATUS FLAGS

Status Flags	Actions
Open	The open status flag allows for edits but does not create a financial transaction.
Approved	The approved status locks down many of the payment application fields in order to preserve the record until it can be released. Once saved in the approved status the payment application locks down the following header information: the capital project code, contract, payment application number and date, and date submitted. The line item fields locked down are capital project component, contract line item, invoiced amount and accepted amounts.
Released	The released status flag reduces the appropriate amount of committed funds for the capital project and increases the same amount in expensed funds. This also creates actual transactions for the offset account to hold retained funds in escrow until they are released. These retainage transactions are displayed on the Account Management Screen, sub code, offset account transaction view, and show as actual transactions (e.g., Payment Application Retain Held, Payment Application Retain Paid, and Payment Application Retain Void). If <a href="#">encumbrances</a> were used, the account and <a href="#">funding sources</a> will be de-encumbered appropriately once the expense is posted to the contract.
Rejected	The payment application can be rejected after the status is set to open or approved. If rejected, no transactions will take place.
Voided	The voided status flag can only be selected after the payment application has been released. After saving the status, the expense transaction is backed out and the committed funds are added back to the capital project. In addition, actual transactions take place to de-encumber funds or void actual retainage transactions.

### CONTRACT BLOCK

The construction contract associated to the payment application is entered in this block. The list is filtered by the construction contracts associated to the capital project listed in the status block.

### PAYMENT APPLICATION INFORMATION BLOCK

The payment application information block captures the administrative details of the invoice. Of note, the payment application number, pay application date, and submitted date are required to save the payment application in an approved status. The date paid can be manually updated or can be an interface candidate from the financial system paying the payment application.

### TOTALS BLOCK

The totals block contains a rollup of the amounts indicated in the payment application line items as indicated in the following table:

TABLE 37: PAYMENT APPLICATION TOTALS

Rollup Amount	Actions
Currency	This value is a display only reference based on the setup of the currency on the contract header.
Subtotal	The subtotal is a sum of all line item accepted amounts for the payment application.
Retained	The retained field displays the percent being retained based on the setup from the contract header and the amount calculated based on the subtotal for this payment application.
Retainage Paid	If retainage is being paid, the sum of the retainage paid for all line items would be displayed here. Retainage can be paid and withheld on different line items for the same payment application.
Total	Total = Subtotal – Retained + Retainage Paid

### ***PAYMENT APPLICATION VIEWS***

---

### EXPENSE ALLOCATION

The expense allocation view enables the user to enter the amount to be expensed for the account(s) and [funding source\(s\)](#) associated to the capital project at the payment application total level. Expense allocations can optionally be applied at the line item level also. The total allocation of the line items plus the total allocation at the payment application header level must equal the total accepted amount of the payment application.

## STANDARD VIEWS

[Extra Description](#)

[Workflow Description](#)

[Sent Email Description](#)

[Notes Log Description](#)

[User Defined Fields Description](#)

[Status History Description](#)

[Related Documents Description](#)

---

## ***PAYMENT APPLICATION LINE ITEM SCREEN***

The Payment Application Line Item Screen enables the user to add as many payment application line items as is necessary to process the overall payment application. Additional line items are added by clicking on the Load Contract Line Items hyperlink. The selection of contract line items will produce another screen, which enables the user to enter the payment application line item amount and any retainage to be paid.

### TITLE BLOCK

This block is used to enter the payment application line item description and payment application line item code. The description field can hold up to 255 characters. For more space to add pertinent information the user can take advantage of the extra description and notes log views.

### TRANSACTION BLOCK

The transaction block provides a hyperlink to navigate easily to the payment application record. This block also displays the retainage setting (see [Construction Contract Retainage Settings](#)). The retainage setting is set up for each construction contract line item and determines the behavior of the total amounts for the line item.

### CONTRACT LINE BLOCK

This block is used to create the association between construction contract line item and capital project components.

### INVOICED BLOCK

The invoiced block enables the user to input the amount of funds invoiced for a given payment application line item. It also provides a field for paying retainage (assuming the retainage setting permits this action).



## ACCEPTED BLOCK

The accepted block performs the same functions as the invoiced block except the accepted amounts will be what is actually paid. If a short pay is necessary for a contractor, the accepted block is how AiM will provide this functionality.

## ***PAYMENT APPLICATION LINE ITEM VIEWS***

---

### EXPENSE ALLOCATION

The expense allocation view enables the user to enter the amount to be expensed for the account(s) and [funding source\(s\)](#) associated to the capital project at the payment application line item level. These allocations will be added to the payment application header to derive the complete expense allocation to be used. If [encumbrances](#) where setup, the payment application will unencumber the account or funding source and add the expenses once released.

### STANDARD VIEWS

[Extra Description](#)

[Notes Log Description](#)

## APPENDICES

LIST OF TABLES

---

TABLE 1: CPPM LICENSE SCREENS.....	6
TABLE 2: CAPITAL PROJECT STATUS SETUP.....	10
TABLE 3: PROJECT BUDGET/FINANCIAL HARD ERROR SETUP.....	11
TABLE 4: CAPITAL PROJECT BUDGET TRANSACTIONS.....	13
TABLE 5: CAPITAL PROJECT COMPONENT STATUS FLAGS.....	19
TABLE 6: BUDGET REVISION STATUS FLAGS.....	26
TABLE 7: PROGRESS REPORT STATUS FLAGS.....	28
TABLE 8: ISSUE STATUS FLAGS.....	30
TABLE 9: ISSUE LINE ITEM STATUS FLAGS.....	32
TABLE 10: MEETING MINUTES STATUS FLAGS.....	34
TABLE 11: APPROPRIATION TOTALS.....	37
TABLE 12: ALLOTMENT TOTALS.....	38
TABLE 13: APPROPRIATION TOTALS.....	39
TABLE 14: ALLOTMENT TOTALS.....	40
TABLE 15: DIRECT EXPENSE STATUS FLAGS.....	42
TABLE 16: TOTALS (CONTRACT TYPE).....	48
TABLE 17: TOTALS (LINE TYPE).....	48
TABLE 18: CONSULTANT CONTRACT STATUS FLAGS.....	54
TABLE 19: TOTALS (CONTRACT TYPE).....	55
TABLE 20: CONTRACT (LINE TYPE).....	57
TABLE 21: CONSTRUCTION CONTRACT STATUS FLAGS.....	60
TABLE 22: TOTALS (CONTRACT TYPE).....	61
TABLE 23: CONSTRUCTION CONTRACT RETAINAGE SETTINGS.....	63
TABLE 24: CONTRACT (LINE TYPE).....	64
TABLE 25: CONSTRUCTION CHANGE ORDER STATUS FLAGS.....	66
TABLE 26: CONSTRUCTION CHANGE DIRECTIVE STATUS FLAGS.....	69
TABLE 27: CONSTRUCTION CHANGE PROPOSAL STATUS FLAGS.....	72
TABLE 28: REQUEST FOR INFORMATION STATUS FLAGS.....	75
TABLE 29: ARCHITECT SUPPLEMENTAL INSTRUCTIONS STATUS FLAGS.....	78
TABLE 30: SUBMITTALS STATUS FLAGS.....	80
TABLE 31: COMMISSIONING PLANS STATUS FLAGS.....	82
TABLE 32: COMMISSIONING PLANS LINE ITEM STATUS FLAGS.....	84
TABLE 33: PUNCH LIST STATUS FLAGS.....	85
TABLE 34: PUNCH LIST LINE ITEM STATUS FLAGS.....	87
TABLE 35: CONSULTANT INVOICES STATUS FLAGS.....	89
TABLE 36: PAYMENT APPLICATION STATUS FLAGS.....	94
TABLE 37: PAYMENT APPLICATION TOTALS.....	95

## GLOSSARY

<b>ALLOTMENT</b>	An allotment is money in the bank; an <a href="#">appropriation</a> authorizes the spending of money.	
		An <a href="#">appropriation</a> authorizes the spending of money.
<b>AMERICAN INSTITUTE OF ARCHITECTS (AIA)</b>	The AIA sets the standard for design, bid, and construction documents (in addition to other documentation). It is important any system comply with the terminology and processes defined by the AIA (see <a href="http://www.aia.org">www.aia.org</a> ).	
<b>AMENDMENT</b>	A formal contract used to change the professional services provisions of an agreement.	
<b>ANTICIPATED COST</b>	Anticipated costs are items that could affect the cost of a project but are not approved or processed transactions. They could be pending transactions or potential change orders.	
<b>APPROPRIATION</b>	An appropriation is an authorization to spend money for an approved capital project. This is not necessarily money in the bank.	
<b>ARCHITECT SUPPLEMENTAL INSTRUCTIONS (ALSO KNOWN AS MINOR CHANGE)</b>	An ASI is a modification that can be made to the contract under the general conditions. The architect is authorized to order minor changes in the work that do not involve changes to the contract sum (up or down) or an extension of the contract time.	
<b>BASELINE</b>	A schedule baseline is the planned schedule for the project that is frozen, usually once the schedule is finalized. This allows metrics to be done comparing the actuals to the baseline.	

<b>BUILDING PROGRAM</b>	The building program is a document consisting of written and graphical representations of the requirements of the project. It is approved by all those involved in the project and is the basis for the architect's design.
<b>BOND</b>	Typically, a written promise to pay a specified sum of money, at a specified date or dates in the future, the maturity date(s), together with periodic interest at a specified rate.
<b>BUDGET</b>	<p>A budget is an estimate of costs, revenues, and resources over a specified period, reflecting a reading of future financial conditions and goals. One of the most important administrative tools in capital projects, a budget serves also as a (1) plan of action for achieving quantified objectives, (2) standard for measuring performance, and (3) device for coping with foreseeable adverse situations.</p> <p>Capital project budgets have an original budget that once approved, cannot be changed. The budget is created by project component, which rolls up the budget information to component groups. Budgets are modified using budget revisions that are subject to prior review and approval. In AiM, the <a href="#">Budget Manager Screen</a> shows detailed budget information in a spreadsheet format.</p>
<b>CAPITAL ASSET</b>	Capital assets, also known as fixed assets, are those assets such as land, buildings and equipment acquired to carry on the business of an organization or company with a useful life exceeding one year. In financial records, these fixed assets are usually expressed as the cost of the asset minus depreciation.
<b>CAPITAL BUDGET</b>	The section of a multi-year capital plan that covers the upcoming fiscal year, itemizing major projects and creating allocations for groups of mid-sized projects.

<b>CHANGE ORDER</b>	One of several forms of modification that can be made to the contract under the general conditions. A change order represents the full agreement by the parties to the three essential terms of the contract: the scope, price, and time.
<b>CHANGE ORDER PROPOSAL</b>	A change order proposal is the written document before it has been approved by the contractor and owner. Once approved, change order proposals are processed onto a change order in the form of a change order line item.
<b>COMMISSIONING</b>	Building Commissioning is the systematic process of ensuring, through documented verification, that all building systems are installed and perform in accordance with the design intent. There are many types of commissioning including: building, green and system.
<b>COMMITMENT</b>	A commitment is something that takes money in the <a href="#">budget</a> and promises it. In AiM, the awarding of a contract creates a commitment (i.e., a budget transaction) of funds on the capital project.
<b>COMPONENT</b>	In AiM, components represent different stages of a capital project and lowest level of tracking work, time, and cost against budgets. Component information rolls up to component groups, and subsequently up to the capital project.
<b>CONSTRUCTION SPECIFICATION INSTITUTE (CSI)</b>	<p>The CSI is an organization that maintains and advances the standardization of construction language as it pertains to building specifications. CSI authored MasterFormat, which is an indexing system for organizing construction data, particularly construction specifications.</p> <p>For many years, MasterFormat consisted of 16 Divisions of construction, such as <i>Masonry</i>, <i>Electrical</i>, <i>Finishes</i>, or <i>Mechanical</i>. In November 2004, MasterFormat was expanded to 50 Divisions, reflecting the growing complexity of the construction industry, as well as the need to incorporate facility life cycle and maintenance information into the building knowledge base. In this way, MasterFormat will eventually help facilitate Building Information Modeling (BIM) to contain project specifications.</p>

<b>CONSTRUCTION CHANGE DIRECTIVE</b>	One of several forms of modification affecting contracts. A construction change directive is used to authorize and direct work to begin on a change in the contract before the full agreement by the parties to the three essential terms of the contract - scope, price, and time - are reached.
<b>CONSTRUCTION CONTRACT</b>	A construction contract is a written agreement between the owner of a project (client) and a firm of professionals (called construction manager) for planning, design, construction, and commissioning of a construction project.
<b>CONSTRUCTION MANAGER AT RISK (NEW CONSTRUCTION)</b>	In this project delivery method, the contractor is engaged early in the process and heavily involved so that a fixed price contract can be used.
<b>CONSULTANT CONTRACT</b>	The contract between the owner and the architect is referred to as the "agreement." This term is also used for the contract between the architect and its consultants, and the owner and its professional consultants.
<b>CONTENT MANAGEMENT</b>	Content management is the set of processes and technologies that support the collection, managing, and publishing of information in any form or medium. In recent times, this information is typically referred to as content or, to be precise, digital content. Digital content may take the form of text, such as documents, multimedia files, such as audio or video files, or any other file type, which follows a content lifecycle, which requires management.
<b>DESIGN-BUILD (NEW CONSTRUCTION)</b>	A short cut method for organizations that have a preferred vendor or sometimes used in an emergency where you need to quickly engage the contractor in the design process and move forward.

<b>DESIGN-BID-BUILD (NEW CONSTRUCTION)</b>	The most common new construction type where a building is designed, bid requests are sent out, a contract is awarded, and then the building is built.
<b>DIRECT EXPENSE</b>	An expense that directly affects the <a href="#">budget</a> but is not part of a contract.
<b>ENCUMBRANCE</b>	This is a claim against funding and is used to keep the funds from being allocated anywhere else.
<b>FUNDING SOURCE</b>	Funding sources come in many forms but are essentially the original source of the money. Funding sources are associated to capital projects and track funds including <a href="#">appropriations</a> , bond authority, general operating funds, contracts, grants, and gifts.
<b>GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB) 34</b>	GASB 34 requires that major infrastructure assets acquired or having major additions or improvements in fiscal years beginning after June 15, 1980, is capitalized in financial statements.
<b>ISSUE</b>	An issue is something identified that is or has the potential to create a risk to the project's scope, budget, and / or schedule. An issue can have a planned cost, which is what the project manager thinks it will, cost (has no impact on the financials), then can have a proposed cost then estimated cost which does affect the <a href="#">anticipated cost</a> on the project. Issues can be associated with meeting minutes, change proposals, and change directives. This is a key part of risk management in the system.
<b>MEETING MINUTES</b>	The <a href="#">Meeting Minutes Screen</a> is a way to record minutes from a meeting, and very importantly, associate issues to meetings for future reference.

<b>MILESTONES</b>	Milestones are key dates in the project schedule. CPPM tracks <a href="#">baseline</a> , estimated, and actual dates for metrics.
<b>PAYMENT APPLICATION</b>	An application for payment is the contractor's monthly invoice or requisition to the owner. An accompanying form, a continuation sheet, is used to provide detail as is commonly used as a form for the schedule of values (or bid breakdown). This continuation form is typically attached as a related document in AiM.
<b>REQUEST FOR INFORMATION</b>	The RFI procedure is used in the construction industry in cases where it is necessary to confirm the interpretation of a detail, specification, or note on the construction drawings or to secure a documented directive or clarification from the architect or client that is needed to continue work. It is common and accepted practice for a subcontractor or supplier to use an RFI to state his/her concern related to the omission or misapplication of a product, and seek further clarification of the building owner's intended use or the building official acceptance of the specified product. It is also acceptable for the subcontractor to use an RFI to call attention to an inferior product that may not meet the building owner's needs, and use his/her expertise to recommend the better/correct product.
<b>SUBMITTAL</b>	Submittals in construction management are shop drawings, material data, and samples. Product data submittals, samples, and shop drawings are required primarily for the architect and engineer to verify that the correct products will be installed on the project.
<b>VIEWFINDER</b>	The ViewFinder opens a list of everything associated to the capital project and hyperlinks to information down to the transaction level.