

PROJECT MANAGEMENT SYSTEM

Purchase Order — Construction Contract

This class will provide training for processing a Purchase Order - Construction Contract for construction projects on the Campus of Michigan State University.

File Edit View Actions Help

Close Window SOV

Construction Purchase Order PO-Construction Contracts

Record Number: CON-0002 Creator: Doug Peterson

Project Name: MARY MAYO HALL RENOVATIONS Creator Company: MSU

Project Number: C06233 Creation Date: 08/01/2008 10:26 AM Local (GMT-5)

Title: Contractor - Mary Mayo Status: Closed

Instructions
To create the purchase order, fill in the purchase order and vendor information, then add line items with the appropriate WBS Codes and amounts.

Purchase Order Information
FAMIS PO Number: CON400289 Amount: 8,756,000.00

Vendor Information
Vendor Number: 9031528 Vendor Name: KARES CONSTRUCTION COMPANY

Task Details

Line Items

Attachments (0) [Linked Records \(0\)](#) [General Comments](#) [Linked uMails \(0\)](#)

To see the entire form, click on "Construction Purchase Order" or use the scroll-bar on the right side of form.

MICHIGAN STATE UNIVERSITY

Physical Plant
Michigan State University
East Lansing, MI 48824-1215

Instructor: Diane Schimizzi

For Assistance, send e-mail to:
unifiersupport@cpa.msu.edu

September 11, 2008

Table of Contents

Part I What is a Construction Contract PO?	2
1 Flowchart.....	2
2 Role Definitions.....	3
3 Terminology.....	3
Part II Creating a Construction Contract PO	4
1 Accessing the Project.....	4
2 Entering the Data.....	8
3 Effect on the Cost Sheet.....	14
4 Schedule of Values.....	18

1 What is a Construction Contract PO?

MSU issues a Purchase Order (PO) to a Contractor based on a Contract to provide specified services on a construction project. This type of Purchase Order is issued on minor and major projects. Construction contract purchase orders are dedicated to one project and cannot be used across multiple projects.

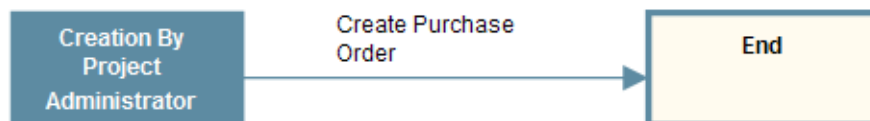
In the Project Management System, the Construction Contract Purchase Order is found at the Project Level. It authorizes a scope of work and commits funds on a specific project.

To create a commitment, a record of the project level purchase order is created with line items identified by Work Breakdown Structure (WBS) Code.

The line items are based on the Schedule of Values provided by the Contractor.

The total of all the line items should amount to the approved purchase order for the Contractor.

1.1 Flowchart



1.2 Role Definitions

Project Administrator

The Project Administrator creates a record of the Construction Contract Purchase Order for the minor or major construction project based on the Contract.

1.3 Terminology

Creation by Project Administrator

The Project Administrator (CPA) begins the process by creating a record of the Construction Contract PO at the Project level.

Create Purchase Order

This is the only action the Project Administrator can take after they enter the cost data for the Construction Contract PO at the Project level.

WBS Code

WBS Code means Work Breakdown Structure and refers to the categorization of project funds within a budget. A WBS Code is an individual line item in the project budget consisting of a number and a description.

The number in the WBS code matches the Budget Code number in the University FAMIS system.

Schedule of Values

The Schedule of Values provided by the Contractor is used to create the line items for the Purchase Order.

End

The process ends when the Project Administrator selects the action of "Create Purchase Order".

Cost Sheet

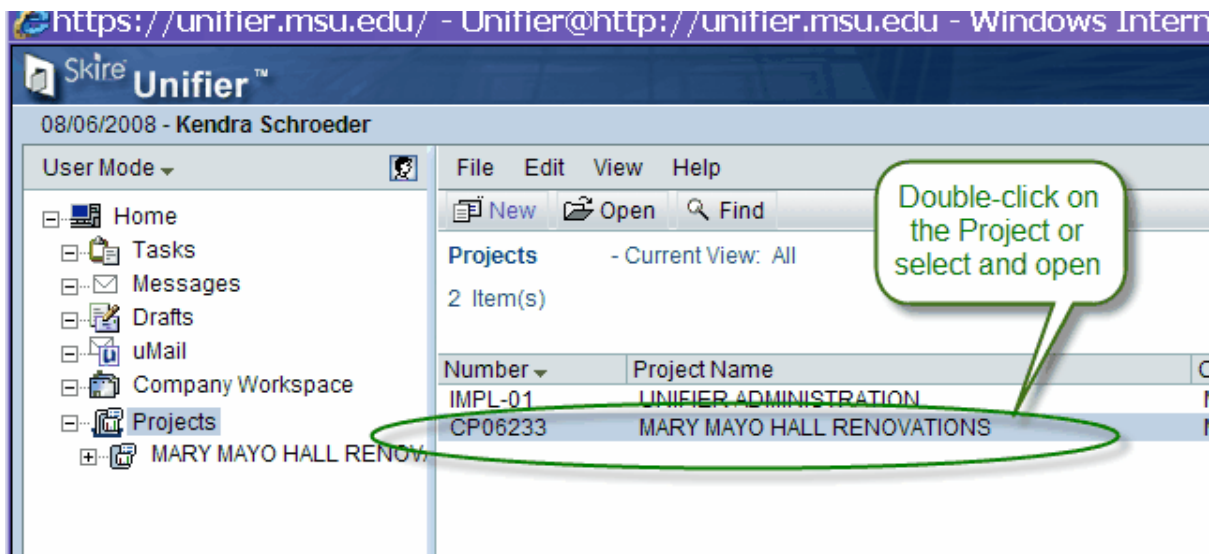
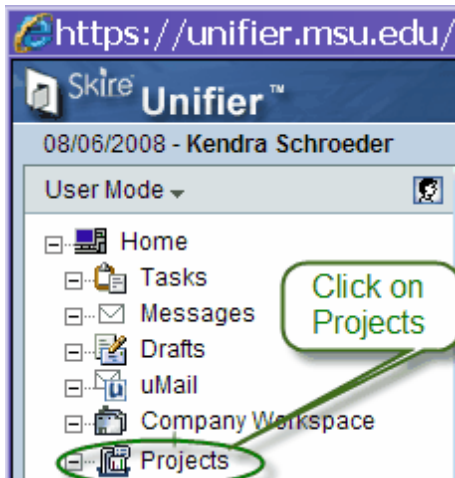
Once the process ends, the Purchase Order amounts appear in the project Cost Sheet under the column named Original PO Amount.

2 Creating a Construction Contract PO

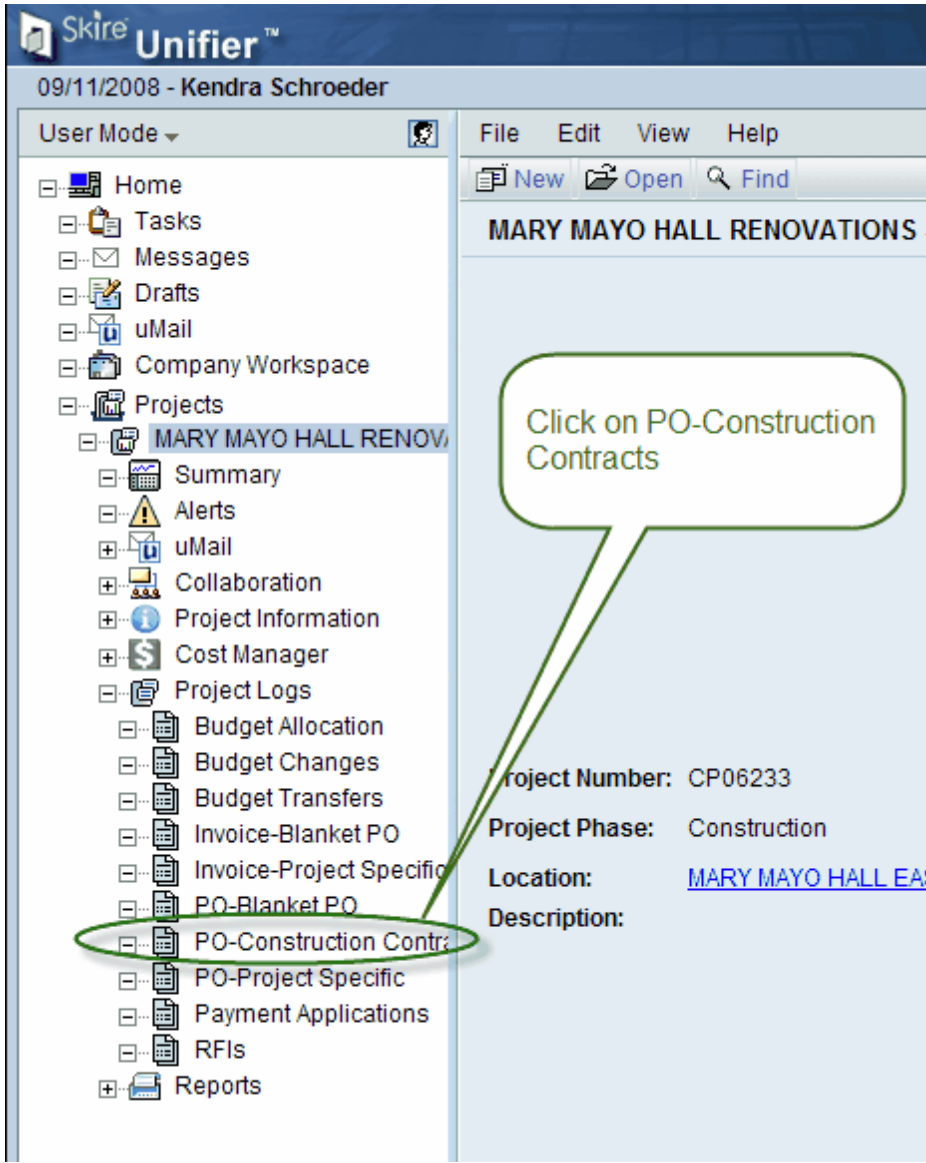
2.1 Accessing the Project

Step 1: Logon to the Project Management System

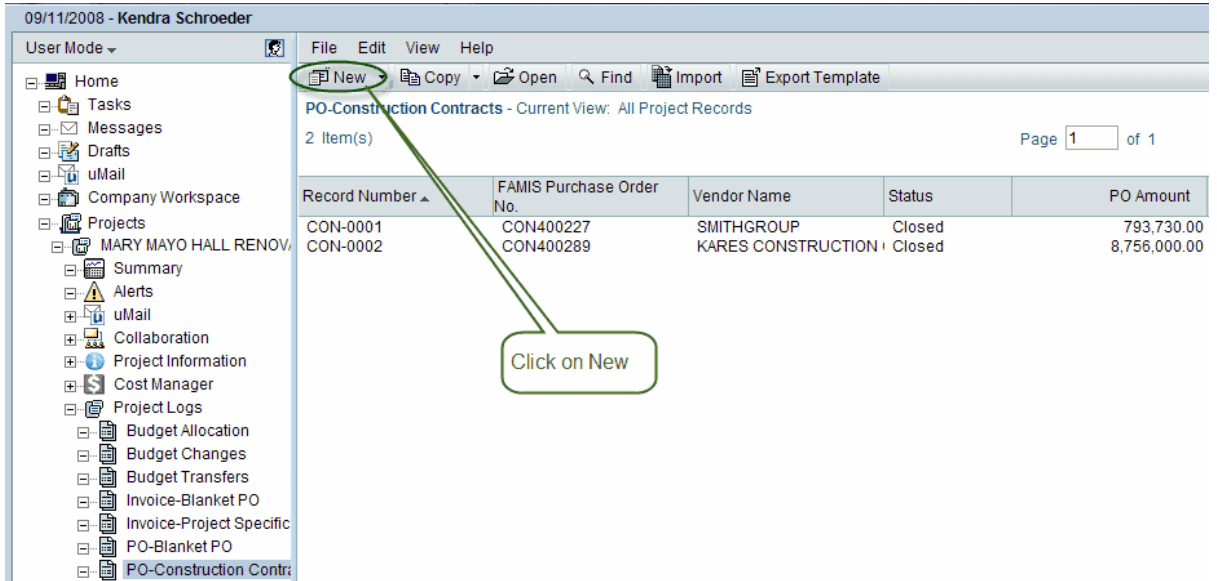
Step 2: Open the Project



Step 3: Open the Project Log for PO-Construction Contract



Step 4: Create a new PO-Construction Contract record



09/11/2008 - Kendra Schroeder

User Mode ▾

File Edit View Help

New Copy Open Find Import Export Template

PO-Construction Contracts - Current View: All Project Records

2 Item(s) Page 1 of 1

Record Number ▲	FAMIS Purchase Order No.	Vendor Name	Status	PO Amount
CON-0001	CON400227	SMITHGROUP	Closed	793,730.00
CON-0002	CON400289	KARES CONSTRUCTION	Closed	8,756,000.00

Click on New

This form will appear:

File Edit View Actions Help Workflow Actions -Select-

Send Save Spelling... Add LI Import LI Remove LI Copy LI Add Attachment Discussion

Construction Purchase Order

Record Number: Creator: TST CPA Project Administrator TST CPA Project Administrator

Project Name: BP SET UP TESTING - STAGE ONE Creator Company: MSU

Project Number: BPSTST-00 Creation Date:

Title: * Status:

Action Details

Create New PO-Construction Contracts

To...

Cc...

Send For:

Task Notes:

Line Items

0 Item(s)

No.	WBS Code	WBS De	Amount
-----	----------	--------	--------

Display 100 items per page

Total Amount: \$ 0.00

Attachments (0) [Linked Records \(0\)](#) [General Comments](#) [Linked uMails \(0\)](#)

To see the entire form, click on "Construction Purchase Order" or click on the box in the top right hand corner or use the scroll-bar on the right side of the form.

2.2 Entering the Data

Shaded Fields - Automatically populated with project information, or contains data previously entered by others.

White Fields - EAS Front Office fills in this information. Fields with a red asterisk (*) are required fields.

Step 1: Fill in the Title and the FAMIS PO Number.

The screenshot displays a web-based form for creating a Construction Purchase Order. The form is titled "Construction Purchase Order" and is part of the "PO-Construction Contracts" system. The form includes several sections:

- Record Information:** Record Number (empty), Project Name (BP SETUP TESTING - STAGE ONE), Project Number (BPSTST-001), Title (empty, circled in green), and Status (empty).
- Creator Information:** Creator (TST CPA Project Administrator TST CPA Project Administrator), Creator Company (MSU), and Creation Date (empty).
- Instructions:** A text box containing the instruction: "To create the purchase order, fill in the purchase order and vendor information, then add line items with the appropriate descriptions and amounts." A callout box labeled "Fill in the Title" points to the Title field.
- Purchase Order Information:** FAMIS PO Number (empty, circled in green, marked with a red asterisk), Amount (0.00).
- Vendor Information:** Vendor Number (empty, marked with a red asterisk), Vendor Name (empty, marked with a red asterisk). A callout box labeled "Fill in the FAMIS PO Number" points to the FAMIS PO Number field.

At the bottom of the form, there are tabs for "Action Details", "Line Items", "Attachments (0)", "Linked Records (0)", "General Comments", and "Linked uMails (0)".

Step 2: Fill in the Vendor Information.

File Edit View Actions Help Workflow Actions -Select-

Send Save Spelling... Add LI Import LI Remove LI Copy LI Add Attachment Discussion

Construction Purchase Order PO-Construction Contracts

Record Number: Creator: TST CPA Project Administrator TST CPA Project Administrator

Project Name: BP SETUP TESTING - STAGE ONE Creator Company: MSU

Project Number: BPSTST-001 Creation Date:

Title: Kares Construction Company * Status:

Instructions
To create the purchase order, fill in the purchase order and vendor information, the appropriate WBS Codes and amounts.

Purchase Order Information
FAMIS PO Number: CON400289 * Amount: 0.00

Vendor Information
Vendor Number: * Vendor Name: *

Action Details

Line Items

Attachments (0) Linked Records (0) General Comments Linked uMails (0)

Step 2: Add line items to create the Purchase Order

The screenshot displays a software interface for managing a Purchase Order. The top menu bar includes 'File', 'Edit', 'View', 'Actions', and 'Help'. The 'Workflow Actions' dropdown is set to '-Select-'. The toolbar contains buttons for 'Send', 'Save', 'Spelling...', 'Add LI', 'Import LI', 'Remove LI', 'Copy LI', 'Add Attachment', and 'Discussion'. The 'Add LI' button is circled in green, with a callout box stating 'Click on Add LI and select Detail Line Item'. Below the toolbar, the 'Construction Purchase Order' section is visible, with 'Detail Line Item' and 'Summary Line Item' buttons. The 'Line Items' tab is selected and circled in green, with a callout box stating 'Click on Line Items tab to view the full Line Item List'. Below the tabs, a table shows '0 Item(s)' with columns for 'No.', 'WBS Code', 'W', 'Description', and 'Amount'. The page is 'Page 1 of 1' and displays '100 items per page'. Below the table, the 'PO-Construction Contracts Line Item' form is shown. It includes fields for 'WBS Code', 'WBS Description', 'Short Description', and 'Amount'. The 'WBS Code' field has a 'Select...' button circled in green, with a callout box stating 'Click on Select to choose the WBS Code'. The 'Short Description' and 'Amount' fields have red asterisks next to them, indicating they are required.

Select the line item to assign funds:

The screenshot shows a web browser window with the URL https://cpa-ustage.qual.ais.msu.edu/?main_budget_id=6.... The main content is a 'Select WBS Code' dialog box. It contains a table with the following columns: a selection box, a checkbox, and a 'WBS Code' column. The table lists 25 items, each with a unique WBS code. Callouts provide instructions: 'click in the white box next to the line item to assign funds to that WBS code.' (pointing to the selection box of item 2), 'Note: Click on the plus sign to access the selection box' (pointing to the plus sign of item 41), and 'Then, click OK' (pointing to the OK button). The 'OK' button is circled at the bottom of the dialog.

		WBS Code	
1	<input type="checkbox"/>	105-Construction-00-00-00-00-100	Cor
2	<input type="checkbox"/>	105-Construction-Summary-00-00-00-100	Cor
3	<input type="checkbox"/>	110-Pre Purchase Equipment-00-00-00-00-100	Pre
5	<input type="checkbox"/>	205-Design (AE/Consultant)-00-00-00-00-200	
7	<input type="checkbox"/>	210-EAS Design-00-00-00-00-200	
9	<input type="checkbox"/>	295-Other Designs-00-00-00-00-200	
11	<input type="checkbox"/>	305-Campus Planning & Administration-00-00-00-00-300	
13	<input type="checkbox"/>	310-EAS Inspection-00-00-00-00-300	
15	<input type="checkbox"/>	325-Hazardous Materials-00-00-00-00-300	HAZ
17	<input type="checkbox"/>	330-Commissioning-00-00-00-00-300	Cor
19	<input type="checkbox"/>	395-Other Project Administration-00-00-00-00-300	Oth
21	<input type="checkbox"/>	405-Printing & Advertising-00-00-00-00-400	Prin
23	<input type="checkbox"/>	410-Surveys-00-00-00-00-400	Sur
25	<input type="checkbox"/>	415-Soil Borings-00-00-00-00-400	Soil
27	<input type="checkbox"/>	420-Testing-00-00-00-00-400	Tes
29	<input type="checkbox"/>	430-Permits-00-00-00-00-400	Per
31	<input type="checkbox"/>	505-Shops-00-00-00-00-500	Phy
33	<input type="checkbox"/>	510-Custodial-00-00-00-00-500	Cus
35	<input type="checkbox"/>	515-Landscape Services-00-00-00-00-500	Lan
37	<input type="checkbox"/>	520-Telecommunications-00-00-00-00-500	Tek
39	<input type="checkbox"/>	525-Academic Technology (ACNS)-00-00-00-00-500	Ac
41	<input type="checkbox"/>	530-Furnishings-00-00-00-00-500	Fur
43	<input type="checkbox"/>	535-Recycling & Waste Management-00-00-00-00-500	Rec
45	<input type="checkbox"/>	545-Police & Public Safety (DPPS)-00-00-00-00-500	Pol
47	<input type="checkbox"/>	595-Construction by Owner Other-00-00-00-00-500	Oth

Step 3: Insert the Description and Amount:

The screenshot shows the "PO-Construction Contracts Line Item" dialog box. The "WBS Code" field contains "105-Construction-Summary-00-00-00-100" and the "WBS Description" field contains "Construction Contract Summary". The "Short Description:" and "Amount:" fields are empty and circled in green. Callout boxes point to these fields with the text "Fill in a Short Description" and "Fill in the amount for that line item". The "OK" button at the bottom is also circled in green, with a callout box pointing to it that says "Then, click OK".

WBS Code: 105-Construction-Summary-00-00-00-100 *

WBS Description: Construction Contract Summary

Short Description: *

Amount: *

Fill in a Short Description

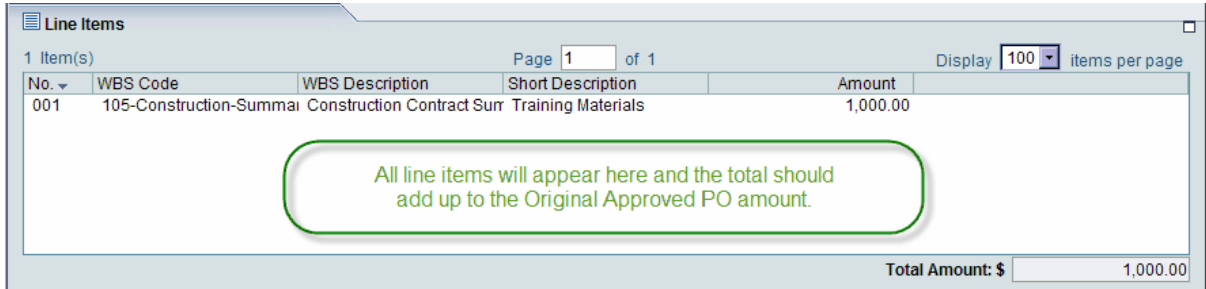
Fill in the amount for that line item

Then, click OK

Attachments (0)

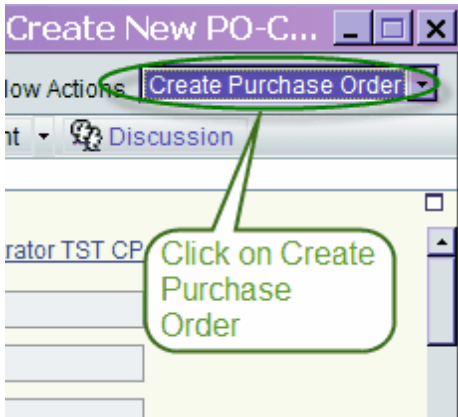
Step 4: Repeat adding Line Items to create the total commitment to the Vendor for the project.

The line items will be shown in the lower portion of the main form.



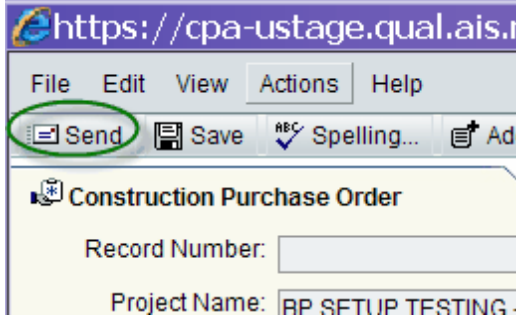
Step 5: Select an Action

In the upper right-hand corner of the form, click on the drop-down menu



Step 6: Finalize the PO

In the Upper left-hand corner of the form, click "Send"



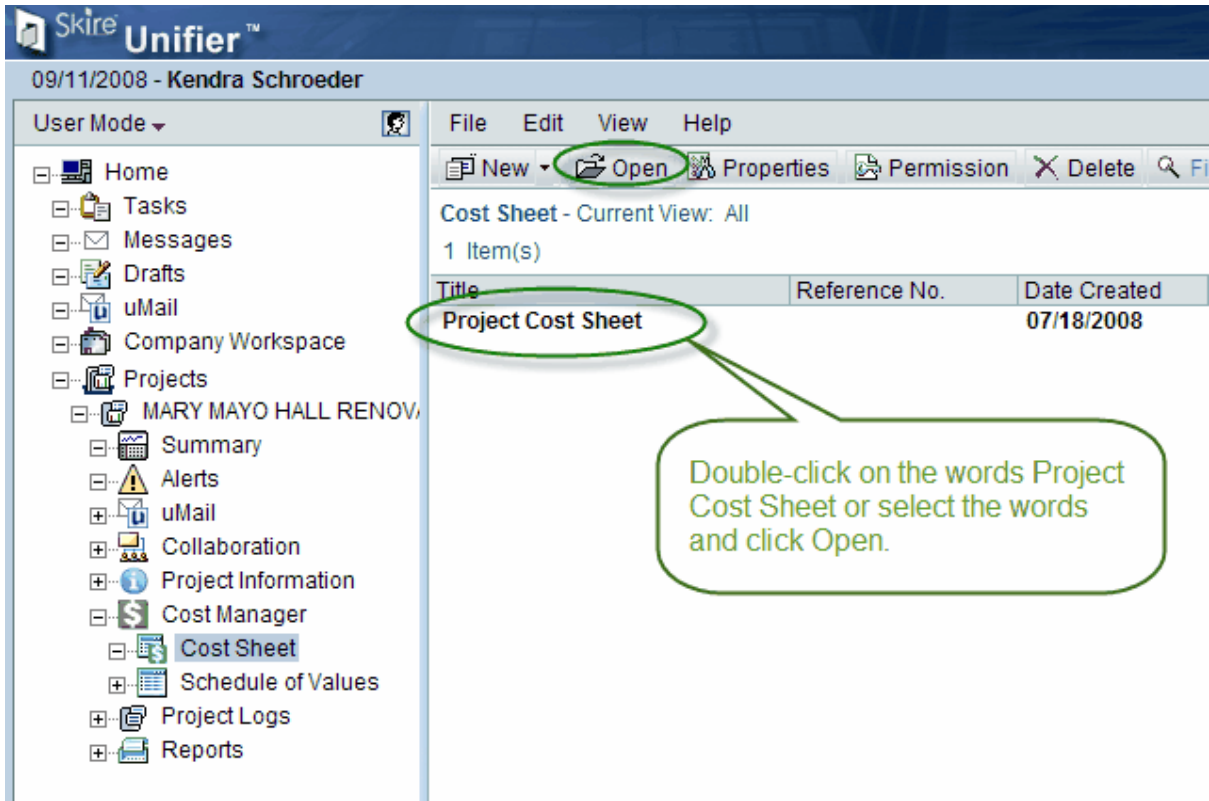
An alert will describe any missing information.

A message will indicate the PO - Project Specific PO has been submitted successfully. The information will appear in the Cost Sheet for the project.

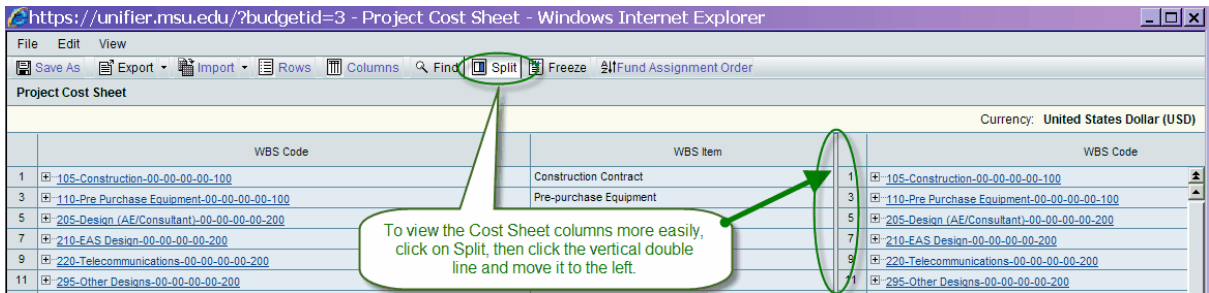
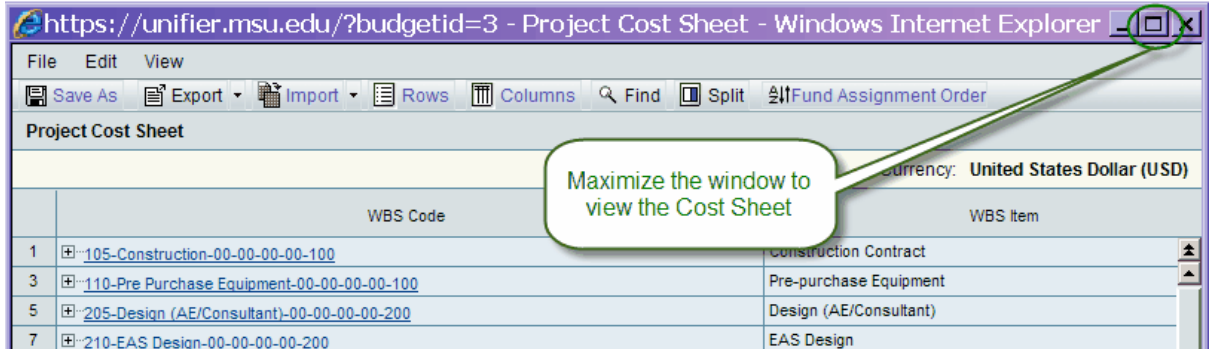
2.3 Effect on the Cost Sheet

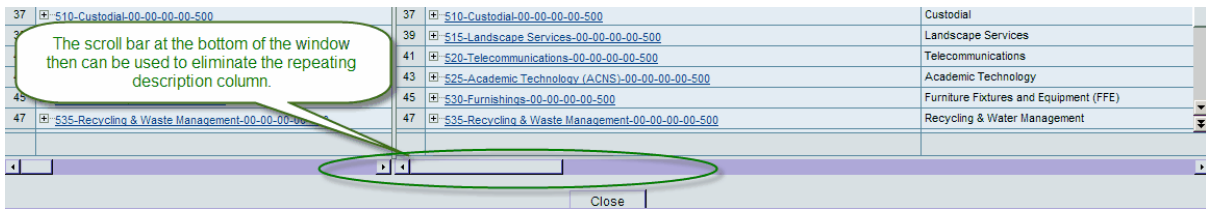
Step 1: Open the Project Cost Sheet

The screenshot displays the Skire Unifier software interface. The top bar shows the date '09/11/2008' and the user 'Kendra Schroeder'. The interface is divided into a navigation panel on the left and a main content area on the right. The navigation panel lists various categories: Home, Tasks, Messages, Drafts, uMail, Company Workspace, and Projects. Under the Projects category, the project 'MARY MAYO HALL RENOVATIONS' is selected, and its sub-items are listed: Summary, Alerts, uMail, Collaboration, Project Information, Cost Manager, Cost Sheet, Schedule of Values, Project Logs, and Reports. The 'Cost Sheet' item is circled in green. A callout box with a green border and text points to this item, stating: 'In the Navigation Panel, below the project name, click on Cost Manager, then click on Cost Sheet'. The main content area shows the project name 'MARY MAYO HALL RENOVATIONS - Home' and project details: 'Project Number: CP06233' and 'Project Phase: Construction'. A menu bar at the top right includes 'File', 'Edit', 'View', and 'Help', with sub-menus for 'New', 'Open', and 'Find'.



Cost Sheet Tips and Tricks:





After Scrolling to the right, the columns are now visible...

Project Cost Sheet						Currency: Un
	WBS Code	Original Authorized Budget	Budget Transfer	Budget Change	Current Budget	Q
1	105-Construction-00-00-00-100	8,756,000.00	0.00	0.00	8,756,000.00	
3	110-Pre Purchase Equipment-00-00-00-100	0.00	0.00	0.00	0.00	
5	205-Design (AE/Consultant)-00-00-00-200	772,700.00	0.00	0.00	772,700.00	
7	210-EAS Design-00-00-00-200	218,900.00	0.00	0.00	218,900.00	
9	220-Telecommunications-00-00-00-200	20,000.00	0.00	0.00	20,000.00	
11	295-Other Designs-00-00-00-200	50,000.00	0.00	0.00	50,000.00	
13	305-Campus Planning & Administration-00-00-00-300	76,500.00	0.00	0.00	76,500.00	

Step 2: View the Construction Contract PO data in the Cost Sheet

Project Cost Sheet					
	WBS Code	WBS Item	Original PO Amount		
1	105-Construction-00-00-00-100	Construction Contract	9,388,100.00		
2	105-Construction-Summary-00-00-00-100	Construction Contract Summary	9,388,100.00		
3	110-Pre Purchase Equipment-00-00-00-100	Pre-purchase Equipment	0.00		
5	205-Design (AE/Consultant)-00-00-00-200		0.00		
7	210-EAS		0.00		
9	295-Other		0.00		
11	305-Campus Planning & Administration-00-00-00-300	Campus Planning & Administration	0.00		
13	310-EAS	EAS Inspection	0.00		
15	325-Hazardous Materials-00-00-00-300	Hazardous Materials	26,000.00		
17	330-Commissioning-00-00-00-300	Commissioning	0.00		
19	305-Other Project Administration-00-00-00-300	Other Project Administration	0.00		

Click on the plus sign to see what type of fund allocation makes up the WBS Code.

The Original PO Amount column reflects the Construction Contract PO

If the amount here is a hyper-link, click on it to see what line items comprise the amount for the WBS Code.

Step 3: Click on the Hyper-link in the Cost Sheet to view the Line Items:

File Edit View Help

Attach Add Notes Add Line Item Remove Line Item Copy Line Item Close Window

Cell Details

WBS Code: 105-Construction-Summary-00-00-00-100 Currency: United States Dollar (USD)

WBS Item: Construction Contract Summary Cell Total Amount: \$ 9,388,100.00

Status: Open

Column Name: Original PO Amount [\(formula\)](#) Notes (0) Attachments (0)

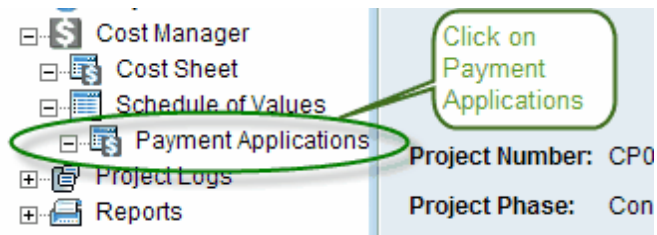
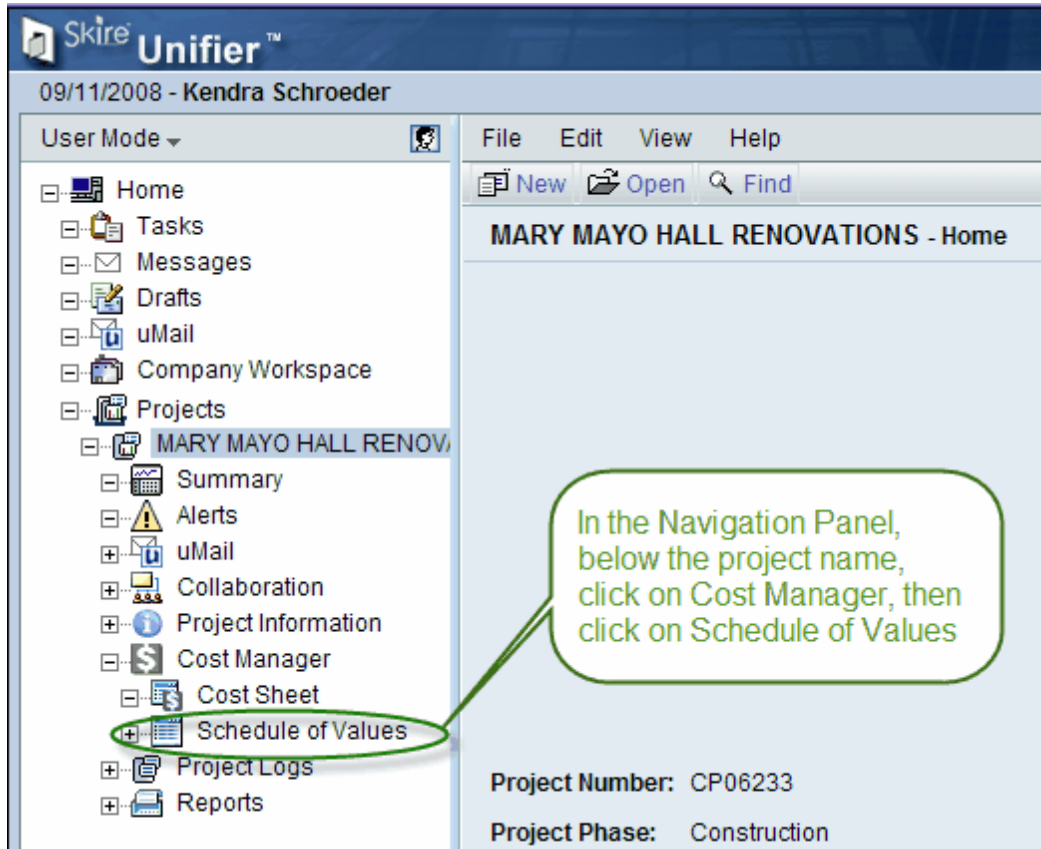
Transactions

28 Item(s) Page 1 of 1 Display 100 items per page Group By: -All- View By: -All Types-

No	Title	Work Pkg	Description	Amount
PO-0002	PO60198		MARY MAYO HALL - CONSTRUCTION	7,100.00
CON-0004	Kares Construction Com		Training Materials	1,000.00
CON-0003	Kares Construction - Mar		Electrical	947,000.00
CON-0003	Kares Construction - Mar		Mechanical	1,807,000.00
CON-0003	Kares Construction - Mar		Fire Protection	228,497.00
CON-0003	Kares Construction - Mar		Conveying Systems	277,000.00
CON-0003	Kares Construction - Mar		Furnishings	16,682.00
CON-0003	Kares Construction - Mar		Specialties	110,400.00
CON-0003	Kares Construction - Mar		Painting	123,973.00
CON-0003	Kares Construction - Mar		Flooring	924,900.00
CON-0003	Kares Construction - Mar		Drywall and Plaster	715,000.00
CON-0003	Kares Construction - Mar		Doors and Windows	1,297,012.00
CON-0003	Kares Construction - Mar		Thermal and Moisture Protection	213,580.00
Total Amount: \$				9,388,100.00

2.4 Schedule of Values

Step 1: Open the Schedule of Values (SOV) for the Project



Open the Construction Contract to view the Schedule of Values:

