



Administration

Entering Expenditures

Interscope + Training



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Entering Expenditures

Entering expenditures is optional in this system since it is not designed to be an accounting system, but the opportunity for these entries was provided to assist users in tracking payments to designers, contractors, and other vendors.



Entering Expenditures

Designer Expenditures



Navigate to the 'Financial Worksheet' > 'Expenditures – Design' tab, and click on 'Add New Row.'

Program #: 9920 - St. Construction - New Office Complex
Project #: 10929 - St. Construction - Construct Building

Project | Cost Estimate | Project Type | Funds Assigned | **Financial Worksheet** | Contracts | P6 Link | Milestones

Estimated vs Committed | Contingency | **Expenditures - Design** | Expenditures - Construction | Expenditures - Other

Close

Expenditure Details Save

Cost Category: Design

Commitment: #1 - SCO Designer

			Add New Row	
Total: Design Contracts	\$3,500,000.00		\$0.00	\$3,500,000.00

Entering Expenditures

Enter the invoice number, date, and amount. If you are tracking multiple funding sources, insert the proper funding code from which the funds were taken for the invoice. Then [Save](#)

Program #: 9920 - St. Construction - New Office Complex

_Project #: 10929 - St. Construction - Construct Building

Closeout Project

Project Cost Estimate Project Type Funds Assigned **Financial Worksheet** Contracts Milestones

Estimated vs Committed Contingency **Expenditures - Design** Expenditures - Construction Expenditures - Other

Expenditure Details [Save](#)

Cost Category: **Design**

Commitment: #1 - SCO Designer [Add New Row](#)

Vendor	Committed	Invoice	Date	Amount	Agency Funding Code	Open
SCO Designer		1	03/17/2015	\$ 60,000.00		Delete
	\$3,500,000.00			\$60,000.00		\$3,440,000.00
Total: Design Contracts	\$3,500,000.00			\$60,000.00		\$3,440,000.00

Entering Expenditures

The amount expended and remaining balance are shown on the *Total Design Contracts* line. Note that if you now go to the 'Estimated vs Committed' tab, the expenditure also appears.

Program #: 9920 - St. Construction - New Office Complex
Project #: 10929 - St. Construction - Construct Building

Project | Cost Estimate | Project Type | Funds Assigned | **Financial Worksheet** | Contracts | Milestones

Estimated vs Committed | Contingency | Expenditures - Design | Expenditures - Construction | Expenditures - Other

Close

Worksheet Summary Save

Assigned Funds:	\$25,000,000.00	Assigned Funds:	\$25,000,000.00
Total Estimated Cost:	\$50,000,000.00	Total Committed:	\$22,000,000.00
Estimated Surplus (Need):	(\$25,000,000.00)	Available to Commit:	\$3,000,000.00

[Assign Funds](#)

Worksheet Detail

	Estimated Cost	Committed		Expended
		Original Contracts	Revised Contracts	
Design Fee \$:	\$ 5,000,000.00	\$ 3,500,000.00	\$ 3,500,000.00	\$ 60,000.00
Construction \$:	\$ 40,100,000.00	\$ 18,500,000.00	\$ 18,500,000.00	\$ 0.00
Contingency \$:	\$ 900,000.00			
Other \$:	\$ 4,000,000.00	\$ 0.00	\$ 0.00	\$ 0.00
Total	\$50,000,000.00	\$22,000,000.00	\$22,000,000.00	\$60,000.00



Construction Expenditures

Construction Expenditures

Construction expenditures are recorded similarly to Designer expenditures. Navigate to the 'Financial Worksheet' > 'Expenditures – Construction' tab, and click on 'Add New Row.'

Program #: 9920 - St. Construction - New Office Complex
Project #: 10929 - St. Construction - Construct Building

Project / Cost Estimate / Project Type / Funds Assigned / **Financial Worksheet** / Contracts / P6 Link / Milestones

Estimated vs Committed / Contingency / Expenditures - Design / **Expenditures - Construction** / Expenditures - Other

 Close

Expenditure Details  Save

Cost Category: **Construction**

Commitment: #1 - SCO Contractor

 Add New Row

Total: Construction Contracts	\$18,500,000.00	\$0.00	\$18,500,000.00
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Construction Expenditures

Enter the invoice number, date, and amount. If you are tracking multiple funding sources, insert the proper funding code from which the funds were taken for the invoice. Then  .

Expenditures Saved successfully

Program #: 9920 - St. Construction - New Office Complex

Project #: 10929 - St. Construction - Construct Building

Project / Cost Estimate / Project Type / Funds Assigned / **Financial Worksheet** / Contracts / P6 Link / Milestones

Estimated vs Committed / Contingency / Expenditures - Design / **Expenditures - Construction** / Expenditures - Other



Expenditure Details 

Cost Category: **Construction**

Commitment: #1 - SCO Contractor [Add New Row](#)

Vendor	Committed	Invoice	Date	Amount	Agency	Open
SCO Contractor		1	04/09/2015	\$ 50,000.00		Delete
\$18,500,000.00				\$50,000.00		\$18,450,000.00
Total: Construction Contracts				\$50,000.00		\$18,450,000.00

Construction Expenditures



The amount expended and remaining balance are shown on the *Total Construction Contracts* line. Again, if you now go to the 'Estimated vs Committed' tab, the expenditure also appears.

Expenditures Saved successfully

Program #: 9920 - St. Construction - New Office Complex
 Project #: 10929 - St. Construction - Construct Building

Project | Cost Estimate | Project Type | Funds Assigned | **Financial Worksheet** | Contracts | P6 Link | Milestones

Estimated vs Committed | Contingency | Expenditures - Design | Expenditures - Construction | Expenditures - Other

Close

Worksheet Summary Save

Assigned Funds:	\$25,000,000.00	Assigned Funds:	\$25,000,000.00
Total Estimated Cost:	\$50,000,000.00	Total Committed:	\$22,000,000.00
Estimated Surplus (Need):	(\$25,000,000.00)	Available to Commit:	\$3,000,000.00

[Assign Funds](#)

Worksheet Detail

	Estimated Cost	Committed		Expended
		Original Contracts	Revised Contracts	
Design Fee \$:	\$ 5,000,000.00	\$ 3,500,000.00	\$ 3,500,000.00	\$ 60,000.00
Construction \$:	\$ 40,100,000.00	\$ 18,500,000.00	\$ 18,500,000.00	\$ 50,000.00
Contingency \$:	\$ 900,000.00			
Other \$:	\$ 4,000,000.00	\$ 0.00	\$ 0.00	\$ 0.00
Total	\$50,000,000.00	\$22,000,000.00	\$22,000,000.00	\$110,000.00



Other Expenditures



Other Expenditures

To enter Other expenditures, a commitment needs to exist first. Please refer to the Training slides for Entering Other Commitments.

Navigate to the 'Financial Worksheet' > 'Expenditures – Other' tab and click "Add Invoice."

Program #: 9920 - St. Construction - New Office Complex
Project #: 10929 - St. Construction - Construct Building

Project | Cost Estimate | Project Type | Funds Assigned | **Financial Worksheet** | Contracts | P6 Link | Milestones

Estimated vs Committed | Contingency | Expenditures - Design | Expenditures - Construction | **Expenditures - Other**

Expenditure Details

Cost Category: **Other**

Add line(s)

HUB?	Commitment #	Purpose	Vendor	Commitment Amt	Open Amt	Invoice	
<input type="checkbox"/>	1	Survey	Survey Master	\$ 12,000.00	\$12,000.00	Add Invoice	Delete Commitment
Total				\$12,000.00	\$12,000.00	\$0.00	



Other Expenditures

As with Design and Construction Expenditures, enter the invoice number, date, and amount. If you are tracking multiple funding sources, insert the proper funding code from which the funds were taken for the invoice. Then .

Commitment(s) and Expenditures Saved successfully

Program #: 9920 - St. Construction - New Office Complex

Project #: 10929 - St. Construction - Construct Building

Expenditure Details

Cost Category: **Other**

Add line(s)

HUB? Commitment #	Purpose	Vendor	Commitment Amt	Open Amt	Invoice								
<input type="checkbox"/> 1	Survey	Survey Master	\$ 12,000.00	\$6,000.00	<table border="1"> <thead> <tr> <th>Invoice #</th> <th>Invoice Date</th> <th>Invoice Amt</th> <th>Agency Funding Code</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>04/09/2015</td> <td>\$ 6,000.00</td> <td></td> </tr> </tbody> </table>	Invoice #	Invoice Date	Invoice Amt	Agency Funding Code	1	04/09/2015	\$ 6,000.00	
Invoice #	Invoice Date	Invoice Amt	Agency Funding Code										
1	04/09/2015	\$ 6,000.00											
Total			\$12,000.00	\$6,000.00	\$6,000.00								

[Delete Commitment](#)

[Add Invoice](#)



Other Expenditures

The amount expended and remaining balance are shown to the *Total* line and the expenditure appears on the 'Estimated vs Committed' tab.

Program #: 9920 - St. Construction - New Office Complex
 Project #: 10929 - St. Construction - Construct Building

Project | Cost Estimate | Project Type | Funds Assigned | **Financial Worksheet** | Contracts | P6 Link | Milestones

Estimated vs Committed | Contingency | Expenditures - Design | Expenditures - Construction | Expenditures - Other

[Close](#)

Worksheet Summary [Save](#)

Assigned Funds:	\$25,000,000.00	Assigned Funds:	\$25,000,000.00
Total Estimated Cost:	\$50,000,000.00	Total Committed:	\$22,012,000.00
Estimated Surplus (Need):	(\$25,000,000.00)	Available to Commit:	\$2,988,000.00

[Assign Funds](#)

Worksheet Detail

	Estimated Cost	Committed		Expended
		Original Contracts	Revised Contracts	
Design Fee \$:	\$ 5,000,000.00	\$ 3,500,000.00	\$ 3,500,000.00	\$ 60,000.00
Construction \$:	\$ 40,100,000.00	\$ 18,500,000.00	\$ 18,500,000.00	\$ 50,000.00
Contingency \$:	\$ 900,000.00			
Other \$:	\$ 4,000,000.00	\$ 12,000.00	\$ 12,000.00	\$ 6,000.00
Total	\$50,000,000.00	\$22,012,000.00	\$22,012,000.00	\$116,000.00



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