

Glossary of Terms

Term	Definition
FCPWeb / FAMIS Roles – Roles and related security are set by the Administrator.	
Executive	This role reviews but does not edit information entered into FAMIS.
Director (Executive Project Manager)	This role can perform all tasks associated with the Project Manager role. In addition, this role can authorize and version FAMIS budgets, schedules, and fund sources; it is the only role that can authorize a version. An individual operating in this role monitors projects across the performing organization.
Project Manager	This role enters and monitors project budgets and schedules. This role also monitors project costs. It can enter and revise FAMIS budgets and schedules, and review fund sources; it can also create and update Work Orders and Change Requests.
Financial Manager	This role can enter fund sources, purchase orders, charge accounts, invoices/payments, change orders, and performs project financial closeout.
Director Assistant	This role can enter data in support of the Director role.
Project Manager Assistant	This role can enter data in support of the Project Manager role.
Financial Manager Assistant	This role can enter data in support of the Financial Administrator role.
Project Status – Project status refers to project phase and/or status within a particular phase.	
Pre-Planning	Prior to feasibility study or planning.
Planning	Planning, Conceptualization, Programming and In-house Feasibility Study.
Feasibility	Outsourced Feasibility studies performed by architect/engineering firms.
A/E Selection	Architect/engineering and/or other professional service firm selection.
Design	All sub-phases of the Design phase, including Schematic Design, Design Development, and Construction Documents.
Bid and Award	Bid & Award Phase.

Term	Definition
Construction	Contract award to Substantial Completion.
Substantial Completion	The project is substantially completion and issuance of certificates of substantial completion either has begun or is about to begin.
Punchlist/Warranty	After Substantial Completion, early in the Warranty phase, while punch list items are being corrected.
Warranty	The period during which contractor(s) are responsible for defects and repairs regarding their work.
Complete	Job complete, warranty complete, but not closed out financially within FAMIS.
Master	This status is only used when a project is a Master project, with sub-projects.
Closed	Financially closed out in FAMIS.
Hold	On hold.
Canceled	Canceled.
Open	A status used for data conversion purposes, to designate active projects converted from other financial systems.
Budget Versioning Reason Codes	
Initial Version	The first version of a capital project.
Project Approval	The approved version of the budget, schedule and fund source. This version serves as the source for Original Budget numbers.
Budget Revision	A version created due to the necessity for a budget revision (e.g., scope changes leading to increased/decreased funding). A new Budget Revision does not change the Original Budget numbers. It allows for reviewing budget revisions by versions over time.
Schedule Revision	A revision to the schedule from the project's baseline (initial version). A new Schedule Revision does not change the Original Schedule dates. It allows for reviewing schedule revisions by versions over time.
Architect's Final Estimate	The architect's estimated breakdown of current budget by division of work or bid package.

Term	Definition
RFP/Change Order Justifications	
Client Request	Program or professional services changes requested by the building occupant (or their representative) after the program statement has been approved.
Staff Changes/Scope	Program or professional services changes requested by project team members other than the building occupant after the program statement has been approved.
Delivery/Schedule	Changes during construction relating to project conditions or schedule.
Unforeseen Conditions	Building or subsurface conditions that cannot be determined prior to construction activities.
PSC Error	A change in buildings/systems design, detailing, or documentation in the contract documents that requires repurchase of materials, reconstruction of work in place, or revisions during the construction/warranty process to make the project work properly and that is the result from incorrect information or a lack of information.
PSC Omission	A change or that portion of a change in buildings/systems design that could/should have been included initially in the contract documents and that does not require repurchase of materials or reconstruction of work in place and that is the result from incorrect information or a lack of information.
Closeout	Administrative. Used by financial/business staff to close out open-ended contracts.
Code/Standards	Applicable codes/Campus Building Standards are updated during design or construction and cannot be incorporated into the construction documents.
Claim	A formal demand for compensation filed by any contractor to the owner in accordance with the provisions of the contract documents.
Lien	An encumbrance or charge against or an interest in property to secure payment of a debt or performance of an obligation.

Term	Definition
CM Error	A change in buildings/systems design, detailing, or documentation that requires repurchase of materials, reconstruction of work in place, or revisions during the construction/warranty process and that is the result of incorrect information, lack of coordination, or other oversight, inaccuracy or miscalculation by the CM.
CM Omission	A change or portion of a change in buildings/systems design, detailing, or documentation that does not require repurchase of materials or reconstruction of work in place and that is the result of incorrect information, lack of coordination, or other oversight, inaccuracy or miscalculation by the CM.
RFP / Change Order Status	
Potential	A potential change identified by the project manager
Pending	The vendor’s estimate has been approved by the project manager.
Approved	The approved amount has been added to the agreement / contract. Represents a fully executed change order.
Project Category	
New building	A new facility will be built.
Feasibility	A short-term project designed to determine the feasibility of a larger project.
Remodeling	An existing facility will have modifications made to the existing structure.
Remodeling/Addition	An addition will be attached to an existing facility which will result in some remodeling of the existing facility.
Deferred Maintenance or Infrastructure	Maintenance or infrastructure work.
Master Planning	A project undertaken to plan for long-range space and land use needs for an entire campus.
Site work	Site work.
Utilities	Additions/repairs/upgrades to utilities.
Accounts	
Funding Account – Account	Title of verbal or written promises of funding sources.

Term	Definition
Charge Account	Account: The Banner FOP funding the project Chart: The Banner Chart number
Confirmed	The written promise of funding has been received
Contracts	
Contract Number	TBD. Currently, the encumbrance number obtained from BANNER encumbrance. Eventually to be an auto-generated number through FCPWeb/FAMIS. If internal work, this will be the internal work order number.
Retention %	The percentage of the Total Value of Work Completed to Date to be retained at the time the contract is entered into the system.
Purchase Type	Encumbered: Contract Non-Encumb (Non-Encumbered): All Others Retainer: Retainer Contracts (feature to be implemented later)
Contract Date	Official date of the fully executed contract.
Vendor Number	For Banner vendors, this is the Banner-assigned number; for sub-vendors the vendor number will be assigned by the Financial Manager.
Vendor Address	The contractual address
Payments	
Payment	Vendor payment applications or requests.
Invoice Number	The invoice number is the Contract number followed by a dash followed by the payment request number (e.g., FE001008-4, represents contract no. FE001008's payment number 4).
Invoice Date	Date on the Vendor Payment Request.
Invoice Description	For Encumbered contracts, this field should reflect the dates of service. For Non-Encumbered contracts, this field should contain the description of work.
MAFBE Vendors	Sub-vendors that are certified, by the State as per the CMS website or as per the City of Chicago.
Vendor Site	Remittance address.
Receipt Date	The date the payment is entered into the system.

Term	Definition
Line Item Description (PSC Contract Only)	The Line's Budget Code plus Descriptor
Construction Payments (Fields specific to construction contracts)	
Total Value of Work Completed to Date	The amount of all net invoices to date plus retainage. Includes the current invoice also. This amount is pulled from the Vendor payment Request.
Retention %	An editable auto populated field that is linked to the Contract. Represents the percentage to be withheld on specific payments.
Retention Amount	Calculation but can also be overridden with a numerical entry. Total value Work Completed to Date x Retention %.
Payment Amount	Calculation. Total Value Work Completed to Date less Retainage less Payments Previously Paid.
Credits	
Invoice Number	Number of the credit memo
Credit Date	Date the credit is entered into the system.
Amount	Amount of the credit memo. Note: Do not use minus sign.
Miscellaneous Costs	
Cost Type	Category of the Cost: <ul style="list-style-type: none"> ▪ Parking ▪ Postage ▪ Travel ▪ Miscellaneous
MAFBE Vendors	
Vendor Type	The Vendor's type of service.
Business Type	The legal business structure for the vendor.
Certification Status	The certifying body
MAFBE Categories	<ul style="list-style-type: none"> ▪ Africamer – African American ▪ Disabled ▪ Hispanic ▪ Asianamer – Asian American ▪ Natam-Alas – Native American/Alaskan ▪ Female ▪ Other