PROJECT MANAGEMENT



Budget Management for Non-Capitalized Projects



DOCUMENT SUMMARY

This job guide provides step-by-step instruction for accessing and updating project budget information for non-capitalized projects.

The purpose of this document is to serve as guided reference and/or new hire training on budget management functionality for non-capitalized projects available to applicable users in Facilities Connect.

VERSION INFORMATION (THIS DOCUMENT)

Version 1.1 Release Date 03/04/2022

Owner **NU Facilities**

Version This is the original version of the document; content within represents delivered system functionality at PM Module go-live (11/27/2018), and

has been verified as up-to-date of this document's release (3/22/19)

REVISION HISTORY

Most Recent →

Version	Release Date	Action	Owner
1.1	03/04/2022	Updated	NU Facilities
1.0	03/22/2019	Created	NU Facilities

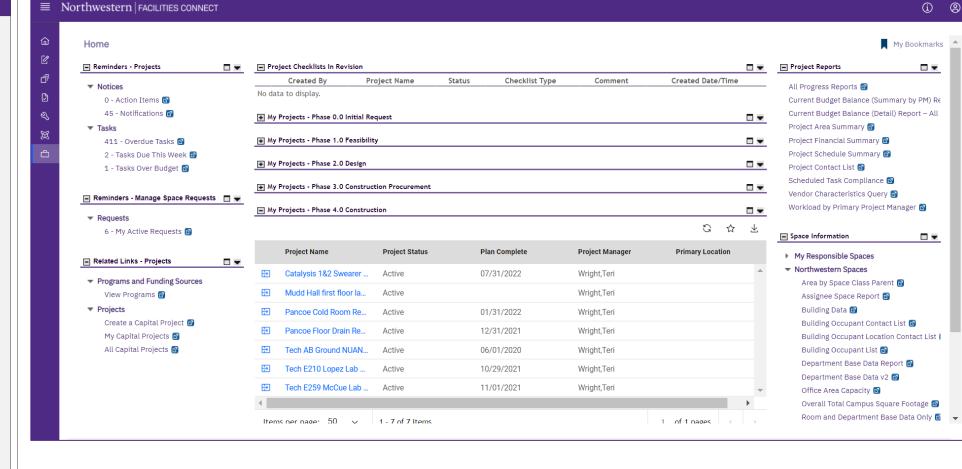


NOW VIEWING

HOME SCREEN (COMPANY FOCUS)

▼ GETTING STARTED

- To begin, access the Facilities Connect Home Screen
- In order to perform the Project Budget Management tasks as outlined in this job guide, the project must:
 - a) Be an existing project, already created in Facilities Connect
 - b) Have its Project Category selected as **Non-Capitalized**



▶ PROCESS



NOW VIEWING

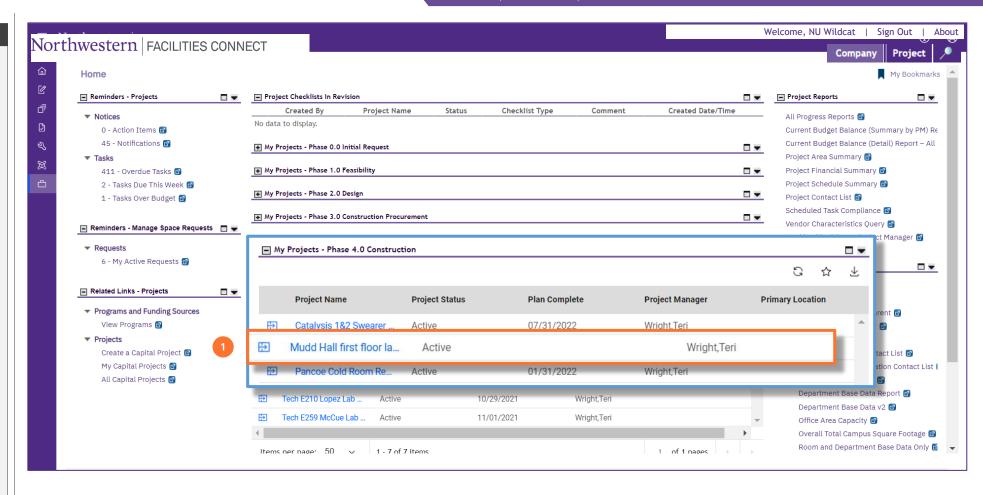
HOME SCREEN (COMPANY FOCUS)



Locate your desired project, contained within the 'My Projects' Phase portlets (center of Facilities Connect Home Screen)

Click on the **Project Name** to open project details

<<Upon clicking, the Capital Project Record will
open as a new window displaying project details>>



🕇 Add To Bookmarks 📄 Print 🕡 H

Find | Clear

NOW VIEWING HOME > CAPITAL PROJECT RECORD

▼ PROCESS

2) To access project budget information, click on the Budget tab at the top of the record

<<Upon clicking, **Budget** details will open in the same window>>

Capital Project: 1001768-Mudd Hall first floor lab 1190 FY22 Budget Procurement Contacts Notes & Documents Calculate Save Save & Close More Activate (Required): Create a Project by entering general information about the project. General ID 1001768 Status Draft 25 * Date 02/03/2022 * Name Mudd Hall first floor lab 1190 FY22 * Project Reporting Name Mudd Hall first floor lab 1190 Details Project Type Project Classification Project Status Active Project Phase 4.0 Construction Delivery Project Website * Project Category Non-Capitalized Accounting Cost Center 1001768 Project Cost/SqFt (Budget Current / Project Gross Construction Area) \$.00 US Dollars Units Environmental Primary Customer Contact Primary Location * Location Path \Locations\Evanston Campus\Mudd Hall Campus Evanston Campus Building Mudd Hall Primary Location Graphic Site Address Project Address Recorded By Activate Calculate Save Save & Close More



NOW VIEWING HOME > CAPITAL PROJECT RECORD > BUDGET TAB

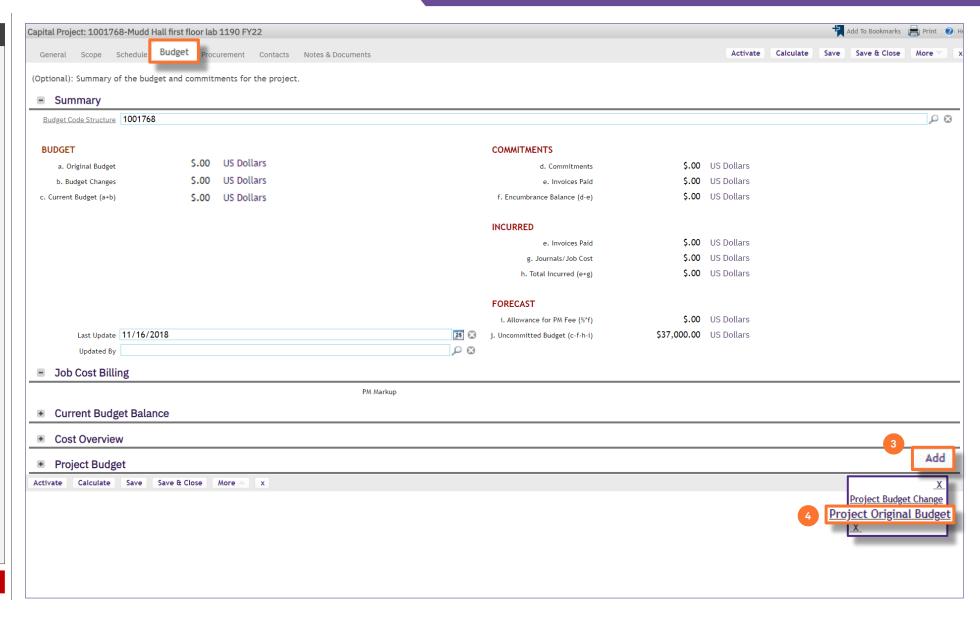
▼ PROCESS

On the **Budget** tab, you are able to manage project budget information, organized across several sections of the **Capital Project Record**

For **Non-Capitalized** projects, **you will begin with a blank budget template**

- To begin, setup an original budget for your project. Locate the Project Budget section, and click on the Add button (right side of the screen)
- 4) The Project Budget Add menu will now appear directly below; click the option labeled Project Original Budget

<<Upon clicking, the Project Original Budget
Record will open as a new window>>



NOW VIEWING

HOME > CAPITAL PROJECT RECORD > BUDGET TAB > PROJECT ORIGINAL BUDGET RECORD

▼ PROCESS

In the Project Original Budget record:

5) Update the **Name** field with a name for your **Project Original Budget**

Tip: When naming the Project Original Budget, it is best to use a simple convention such as, "Original Budget" (shown here). For Budget Changes (covered later in this job guide), additional details in the Name field can be a useful add in clarifying the nature of the change for future reference

Once you have added a **Budget Name**, click on the Create Draft button (upper right)

<<Upon clicking, the **Project Original Budget Record** will be saved as a draft, and new action buttons will appear at the upper right of the Record>>

Add To Bookmarks 📄 Print 🕢 Help **Project Original Budget:** Create Draft General Notes & Documents (Required): Create an Project Original Budget by selecting budget codes and entering the desired amounts. This process can be done through several Project Original Budget documents to facilitate documentation and tracking. Select the Notifications tab to enter approval and distribution information for this document. General 0 Revision Status 04/04/2022 * Name Original Budget Items Find | Remove Recorded By Create Draft x

NOW VIEWING HOME > CAPITAL PROJECT RECORD > BUDGET TAB > PROJECT ORIGINAL BUDGET RECORD

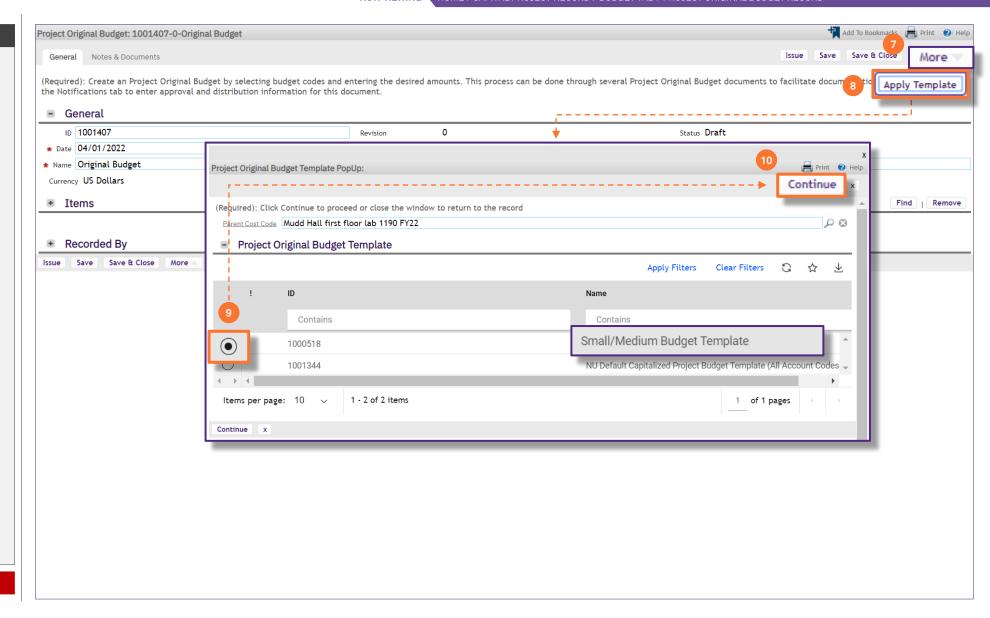
▼ PROCESS

- 7) To continue setting up the **Project Original Budget**, click on the **More** button (upper right of the screen)
- 8) The Apply Template option will now appear directly below; click on Apply Template

<<Upon clicking, the **Project Original Budget Template Menu** will open in a separate popup window>>

- 9) In the popup window, select the radio button for **Small/Medium Budget Template**
- Click the Continue button to confirm the selection and continue

<<Upon clicking, the Project Original Budget
Template Menu popup window will close>>



NOW VIEWING

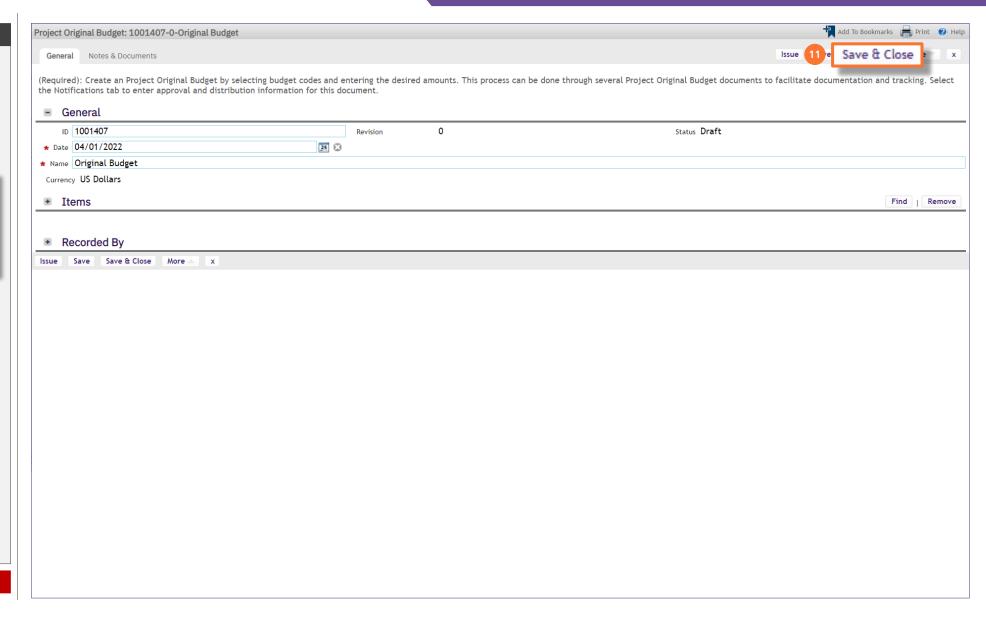
HOME > CAPITAL PROJECT RECORD > BUDGET TAB > PROJECT ORIGINAL BUDGET RECORD

▼ PROCESS

Immediately following step #10, Facilities Connect will run several processes to build the **Project Original Budget** template; it is best to **Save & Close** your project while this takes place

11) Click on the **Save & Close** button (upper right of the screen)

Important: Once you have saved and closed your project, please <u>wait 5-10 minutes</u> before revisiting the project budget. This will provide ample time for the system to generate the Project Original Budget Template, and help avoid any potential system errors or timing out during this phase





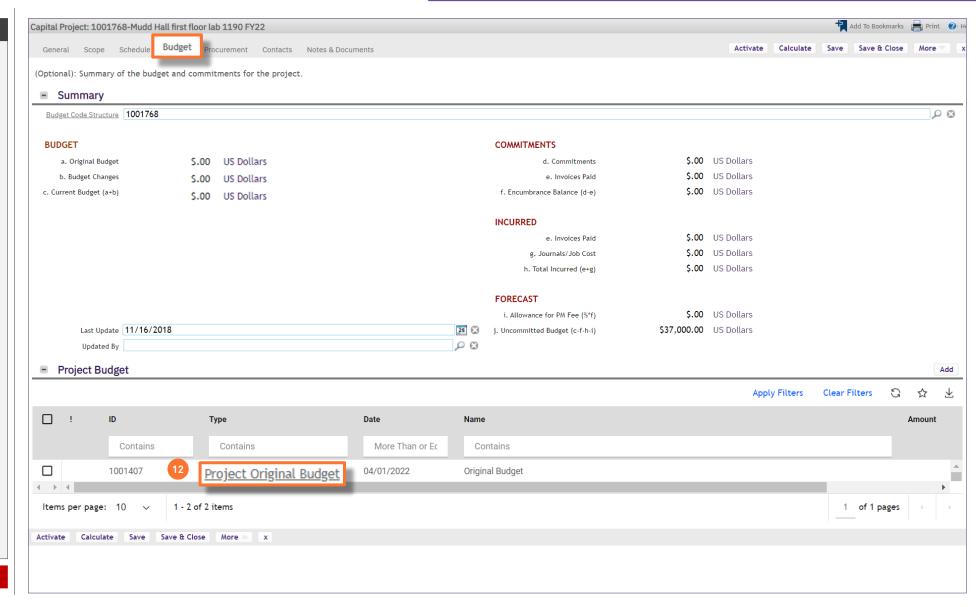
NOW VIEWING HOME > CAPITAL PROJECT RECORD > BUDGET TAB

▼ PROCESS

After waiting **5-10 minutes** following completion of step #11, return to your project and access the **Budget** tab

12) In the **Project Budget** section, click on the **Project Original Budget** line item to re-open the record

<<Upon clicking, the Project Original Budget
Record will re-open as a new window>>





NOW VIEWING

HOME > CAPITAL PROJECT RECORD > BUDGET TAB > PROJECT ORIGINAL BUDGET RECORD

▼ PROCESS

Upon re-opening the **Project Original Budget Record**, the **Items** section is now populated with a comprehensive listing of account codes and descriptions, to be used for allocation of budgeted project funds

Add To Bookmarks 🚔 Print 🕡 H Project Original Budget: 1001407-0-Original Budget General Notes & Documents Save Save & Close More (Required): Create an Project Original Budget by selecting budget codes and entering the desired amounts. This process can be done through several Project Original Budget documents to facilitate documentation and tracking. Select the Notifications tab to enter approval and distribution information for this document. General ID 1001407 0 Status Draft Revision * Date 04/01/2022 25 * Name Original Budget Currency US Dollars Items Find | Remove Export 82 total found Apply Filters Clear Filters **Item Cost** ! ID Name **Cost Code ID Total Cost** Contains Contains Contains Equals Equals \$.00 US Dollars 1078906 Paper And Office Supplies 1001768-73010 \$.00 1078907 1001768-73075 \$.00 US Dollars \$.00 Computer Supplies \$.00 \$.00 US Dollars 1078908 Av Equipment Supplies 1001768-73310 1078909 1001768-73475 \$.00 US Dollars \$.00 Lab Supplies and Hardware \$.00 1078910 Books 1001768-73910 \$.00 US Dollars 1078911 \$.00 US Dollars \$.00 Professional & Consulting Svcs 1001768-75010 \$.00 US Dollars \$.00 1078912 Professional Svcs-Reimbursment 1001768-75015 1078913 Internal-Printing&Duplicating 1001768-75120 \$.00 US Dollars \$.00 \$.00 1078914 1001768-75130 \$.00 US Dollars External-Printing Services 1078915 Internal-Univ Relations Svcs 1001768-75140 \$.00 US Dollars \$.00 1078916 IT Technical & Consult Service 1001768-75210 \$.00 US Dollars \$.00 1078917 1001768-75260 \$.00 US Dollars \$.00 Leased Software \$.00 US Dollars \$.00 1078918 Repair Expense 1001768-75440 1078919 1001768-75470 \$.00 US Dollars \$.00 AV Equipment Rental \$.00 US Dollars 1078920 External Space Rental 1001768-75490 \$.00

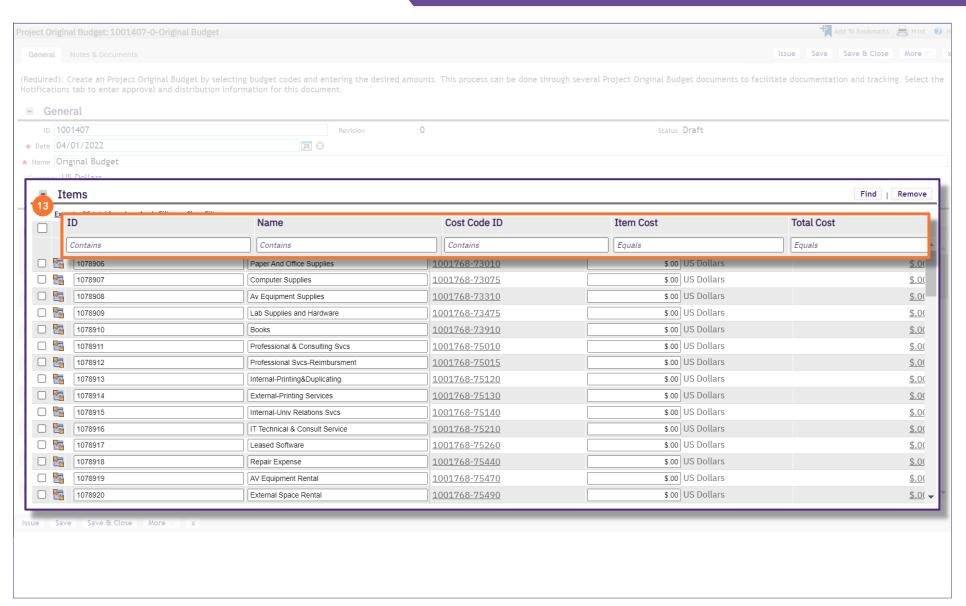
NOW VIEWING

HOME > CAPITAL PROJECT RECORD > BUDGET TAB > PROJECT ORIGINAL BUDGET RECORD

▼ PROCESS

To assist in locating and sorting applicable account codes for the project budget:

- 13) Use available **Sort / Filter** functionality within this table
 - To Sort, click on any column header (e.g. ID, Name, Cost Code ID, etc.) to toggle an ascending / descending sort order for the contents of the column
 - To Filter, type your desired criteria (e.g. "construction") into one (or multiple) white filter box(es) beneath the column header row.
 Once all the criteria has been added, press the Enter key to filter results below



NOW VIEWING HOME > CAPITAL PROJECT RECORD > BUDGET TAB > PROJECT ORIGINAL BUDGET RECORD

▼ PROCESS

- 14) To add budget amounts, update the values in the Item Cost column corresponding with each applicable project account code line item
- 15) While working, intermittently save your progress by using the Save button. To save work <u>and</u> exit the Project Original Budget Record, use the Save & Close button

Note: <u>Do not</u> issue the <u>Project Original Budget</u> (i.e. by clicking the <u>Issue</u> button) until all budget amounts have been entered and checked as final. Use the <u>Save</u> and <u>Save & Close</u> buttons to save interim progress while making updates

16) Once all budget values have been entered and checked, click on the Issue button to finalize the Project Original Budget

Note: Once the Project Original Budget has been issued, it cannot be revised. All future budget updates will be entered as a Project Budget Change, separate from the Project Original Budget

<<Once the **Project Original Budget** has been issued, the window will close, returning you to the project **Budget** tab>>

Save (Required): Create an Project Original Budget by selecting budget codes and entering the desired amounts. This process can be done through several Project Original Budget documents to General ID 1001407 Status Draft * Date 04/01/2022 25 14 Items Find Remove **Item Cost** Export 82 total found Apply Filters Clear Filters ! ID Name Cost Code ID Equals Contains Contains Contains \$.00 US Dollars \$.00 1078906 Paper And Office Supplies 1001768-73010 \$.00 US Dollars 1078907 1001768-73075 \$.00 Computer Supplies \$.00 US Dollars 1078908 \$.00 Av Equipment Supplies 1001768-73310 \$.00 US Dollars 1078909 \$.00 Lab Supplies and Hardware 1001768-73475 \$.00 1078910 Books 1001768-73910 \$.00 US Dollars 1078911 Professional & Consulting Svcs 1001768-75010 \$.00 US Dollars \$.00 1078912 Professional Svcs-Reimbursment 1001768-75015 \$.00 \$.00 US Dollars 1078913 Internal-Printing&Duplicating 1001768-75120 \$.00 \$.00 US Dollars \$.00 1078914 External-Printing Services 1001768-75130 \$.00 US Dollars 1078915 Internal-Univ Relations Svcs 1001768-75140 \$.00 \$.00 US Dollars 1078916 1001768-75210 \$.00 IT Technical & Consult Service \$.00 US Dollars 1078917 Leased Software 1001768-75260 \$.00 \$.00 US Dollars 1078918 Repair Expense 1001768-75440 \$.00 1078919 AV Equipment Rental 1001768-75470 \$.00 \$.00 US Dollars 1078920 1001768-75490 \$.00 External Space Renta \$.00 US Dollars \$.00 US Dollars Issue Save Save & Close More

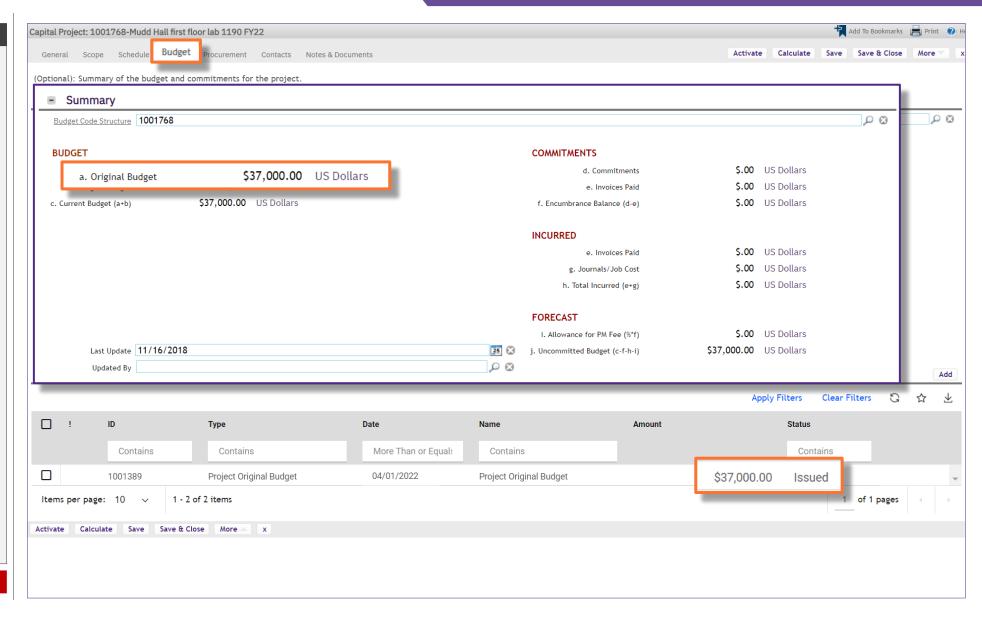
NOW VIEWING HOME > CAPITAL PROJECT RECORD > BUDGET TAB

▼ PROCESS

Upon returning to the project's **Budget** tab, the **Summary** section will display the original budget total based on the project account code line item entries from step #14.

Note: This update is not instantaneous, and may take approximately 30 seconds to update. Make sure you refresh your browser window by clicking on your browser **Refresh** button or by **pressing the F5 key**

Additionally, the **Project Original Budget** line item in the **Project Budget** section will reflect the same total and an status of 'Issued'



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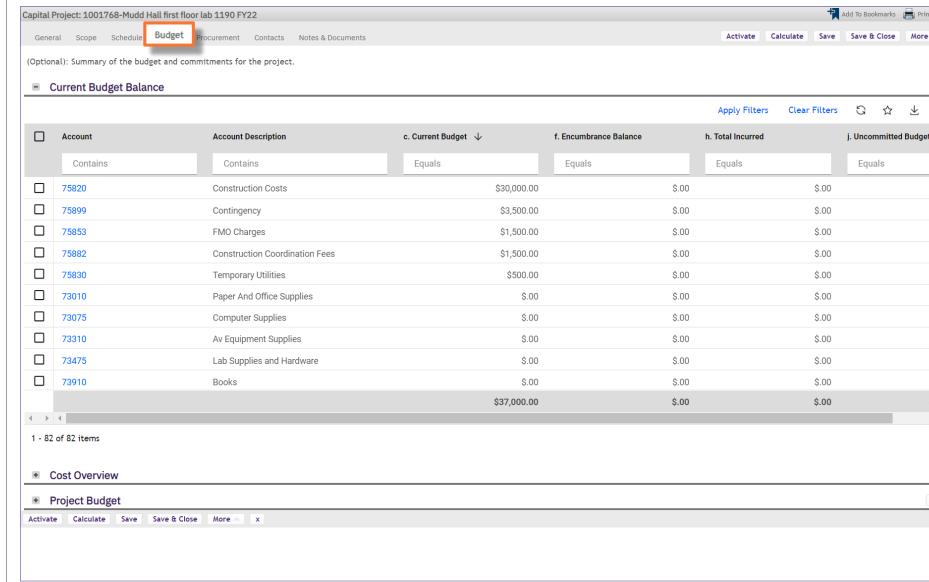
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NOW VIEWING

HOME > CAPITAL PROJECT RECORD > BUDGET TAB

▼ PROCESS <<Scroll down to the Current Budget Balance section>> The Current Budget Balance section displays the current budget for each project account code line item This section will provide up-to-date budget balances based on all budget entries via the Project Original Budget and Project Budget **Changes** functions in Facilities Connect Tip: To sort this table, click on any of the column header labels. For example, clicking on the c. Current Budget to sort in descending order (shown here) will help you locate the account code(s) with a current



► IMPORTANT

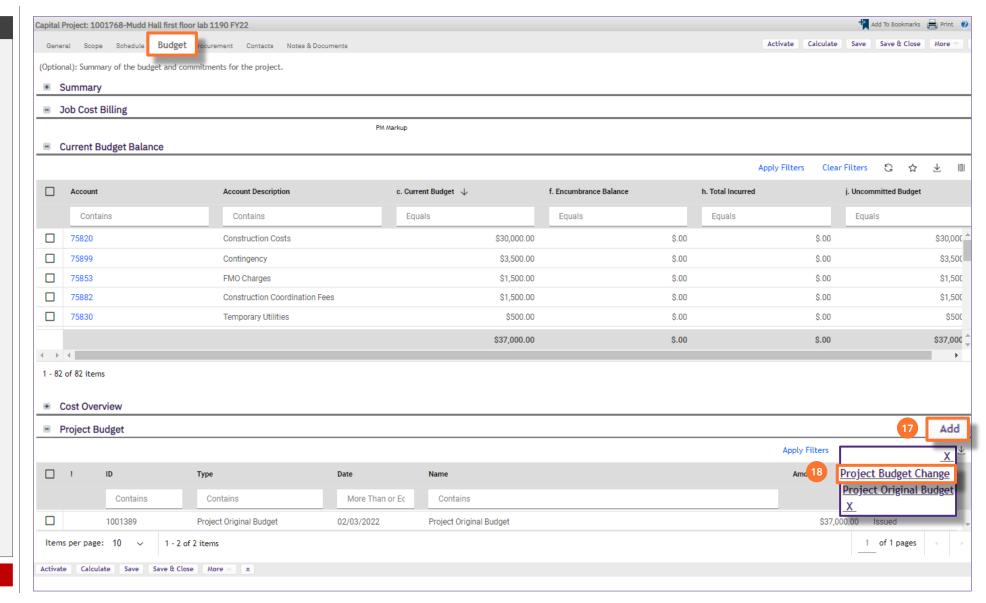
budget balance

NOW VIEWING HOME > CAPITAL PROJECT RECORD > BUDGET TAB

▼ PROCESS

- 17) Next, initiate a budget change for your project. In the **Project Budget** section, click on the **Add** button (right side of the screen)
- 18) The **Project Budget Add** menu will now appear directly below; click the option labeled **Project Budget Change**

<<Upon clicking, the **Project Budget Change Record** will open as a new window>>





NOW VIEWING HOME > CAPITAL PROJECT RECORD > BUDGET TAB > PROJECT BUDGET CHANGE RECORD

PROCESS

19) Update the **Name** field with a name for your **Project Budget Change**

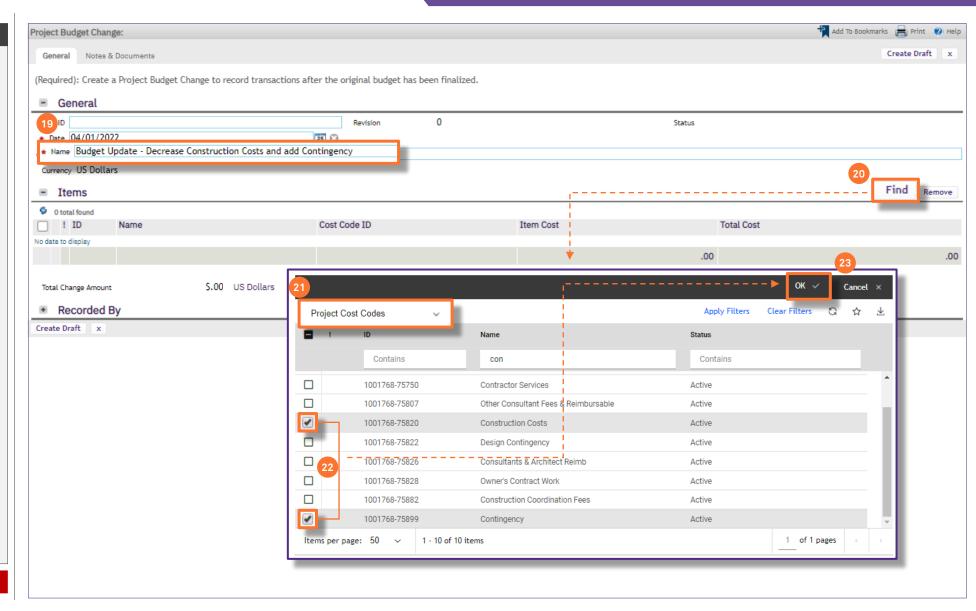
<u>Tip:</u> When naming a **Project Budget Change**, it can be useful to add brief details regarding the nature of change(s) (shown here) for ease of future reference

20) Next, in the Items section, click the Find button

<<Upon clicking, the Account Code Selection
Window will open in a popup window>>

- 21) In the Account Code Selection Window, change the report drop-down menu to Project Cost Codes.
- 22) Use the checkboxes to select each of the account codes which will have a budgetary change. You must select at least one (1) account code, but may select multiple up to and including the full list of account codes
- 23) Once the applicable account codes have been selected, click the **OK** button to confirm the selection

<<Upon clicking, the Account Code Selection Window will close, and the Project Budget Change Record will update with the selected account codes>>



NOW VIEWING HOME > CAPITAL PROJECT RECORD > BUDGET TAB > PROJECT BUDGET CHANGE RECORD

▼ PROCESS

- 24) To add budget change amounts, update the values in the Item Cost column which correspond with each applicable project account code line item. Be sure to enter the amount of each change, not a new budget total for the line item
 - For a **Budget Increase**, enter the amount <u>of the increase</u> as a positive number
 - For a **Budget Decrease**, enter the amount <u>of</u> <u>the decrease</u> as a negative number
- 25) While working, intermittently save your progress by using the Save button. To save work <u>and</u> exit the Project Original Budget Record, use the Save & Close button

Note: <u>Do not</u> issue the <u>Project Budget Change</u> (i.e. by clicking the <u>Issue</u> button) until all budget amounts have been entered and checked as final. Use the <u>Save</u> and <u>Save & Close</u> buttons to save interim progress while making updates

25) Once all budget change values have been entered and checked, click on the Issue button to finalize the Project Budget Change

<<Once the **Project Budget Change** has been issued, the window will close>>

25 Bookmarks | Print W Help Project Budget Change: 1000840 - 0 - Budget Update - Decrease Construction Costs and add Contingency Save & Close Save General Notes & Documents Issue (Required): Create a Project Budget Change to record transactions after the original budget has been finalized. General ID 1000840 0 Status Draft Revision Date 04/01/2022 25 * Name Budget Update - Decrease Construction Costs and add Contingency Currency US Dollars Items Find | Remove S Export 2 total found Apply Filters Clear Filters Cost Code ID ! ID Name Item Cost **Total Cost** Contains Contains Contains Less Than or Equals Less Than or Equals \$-10,000.00 US Dollars \$.00 1036385 Construction Costs 24 \$.00 1036386 \$5,000.00 US Dollars Contingency \$.00 \$.00 -Total Change Amount \$.00 US Dollars Recorded By Save Save & Close x

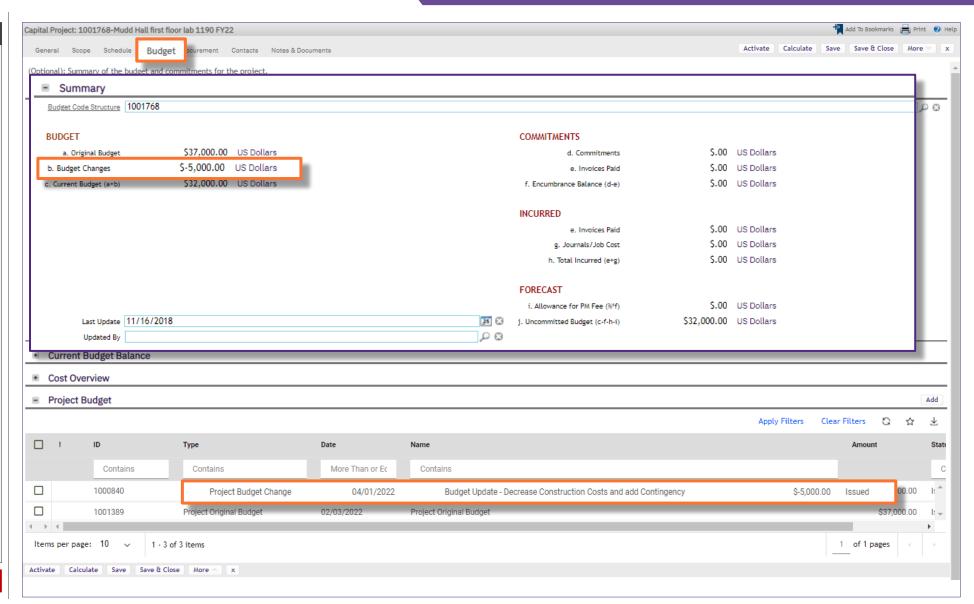
NOW VIEWING HOME > CAPITAL PROJECT RECORD > BUDGET TAB

▼ PROCESS

Upon returning to the project's **Budget** tab, the **Summary** section will now indicate an amount for budget changes

<u>Tip</u>: This update is not instantaneous, and may take approximately 30 seconds to update. Make sure you refresh your browser window by clicking on your browser **Refresh** button or by **pressing the F5 key**

Additionally, a **Project Budget Change** line item in the **Project Budget** section will reflect the same total and an status of '**Issued**'



NOW VIEWING HOME > CAPITAL PROJECT RECORD > BUDGET TAB

▼ PROCESS

<<Scroll down to the Current Budget Balance section>>

The Current Budget Balance section will now provide update budget balances based on the Project Original Budget and Project Budget Change entries in Facilities Connect

In this example, the **Project Budget Change** reduced Construction Costs (from \$5M to \$4M) and increased Contingency (\$0 to \$0.5M)

<u>Tip:</u> To sort this table, click on any of the column header labels. For example, clicking on the **c. Current Budget** to sort in descending order (shown here) will help you locate the account code(s) with a current budget balance

Capital Project: 1001768-Mudd Hall first floor lab 1190 FY22 🕇 Add To Bookmarks 📄 Print 🕐 Calculate Save Save & Close More General Scope Schedule Budget Procurement Contacts Notes & Documents Activate Summary Job Cost Billing Current Budget Balance Current Budget Balance Clear Filters G ☆ Apply Filters f. Encumbrance Balance h. Total Incurred Account Account Description c. Current Budget | \psi j. Uncommitted Budget Contains Contains Equals Equals Equals Equals Construction Costs \$20,000.00 75820 \$.00 \$.00 \$20,000.00 \$8,500.00 Contingency 75899 \$.00 \$.00 \$8,500.00 FMO Charges \$1,500.00 75853 \$.00 \$.00 \$1,500.00 Construction Coordination Fees \$1,500.00 75882 \$.00 \$.00 \$1.500.00 Temporary Utilities \$500.00 75830 \$.00 \$.00 \$500.00 \$32,000.00 \$.00 \$.00 \$32,000.00 Cost Overview Project Budget G Apply Filters Clear Filters ☆ ID Type Date Name Amount Status Contains Contains More Than or Ec Contains Contains 1000840 Project Budget Change 04/01/2022 Budget Update - Decrease Construction Costs and add Contingency \$-5,000.00 Issued 1001389 Project Original Budget 02/03/2022 Project Original Budget \$37,000.00 Issued Items per page: 10 1 - 3 of 3 items 1 of 1 pages Calculate Save Save & Close More x