



# Budget Management for Non-Capitalized Projects



# 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 Notes **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

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



## 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**:
  - Be an existing project, already created in Facilities Connect
  - Have its Project Category selected as **Non-Capitalized**

## PROCESS

## IMPORTANT

Northwestern | FACILITIES CONNECT

Home

**Reminders - Projects**

**Notices**

- 0 - Action Items
- 45 - Notifications

**Tasks**

- 411 - Overdue Tasks
- 2 - Tasks Due This Week
- 1 - Tasks Over Budget

**Reminders - Manage Space Requests**

**Requests**

- 6 - My Active Requests

**Related Links - Projects**

- Programs and Funding Sources
  - View Programs
- Projects
  - Create a Capital Project
  - My Capital Projects
  - All Capital Projects

**Project Checklists In Revision**

Created By	Project Name	Status	Checklist Type	Comment	Created Date/Time
No data to display.					

- My Projects - Phase 0.0 Initial Request
- My Projects - Phase 1.0 Feasibility
- My Projects - Phase 2.0 Design
- My Projects - Phase 3.0 Construction Procurement
- My Projects - Phase 4.0 Construction

Project Name	Project Status	Plan Complete	Project Manager	Primary Location
Catalysis 1&2 Swearer ...	Active	07/31/2022	Wright,Teri	
Mudd Hall first floor la...	Active		Wright,Teri	
Pancoe Cold Room Re...	Active	01/31/2022	Wright,Teri	
Pancoe Floor Drain Re...	Active	12/31/2021	Wright,Teri	
Tech AB Ground NUAN...	Active	06/01/2020	Wright,Teri	
Tech E210 Lopez Lab ...	Active	10/29/2021	Wright,Teri	
Tech E259 McCue Lab ...	Active	11/01/2021	Wright,Teri	

Items per page: 50 | 1 - 7 of 7 items | 1 of 1 pages

**Project Reports**

- All Progress Reports
- Current Budget Balance (Summary by PM) Re
- Current Budget Balance (Detail) Report - All
- Project Area Summary
- Project Financial Summary
- Project Schedule Summary
- Project Contact List
- Scheduled Task Compliance
- Vendor Characteristics Query
- Workload by Primary Project Manager

**Space Information**

- My Responsible Spaces
- Northwestern Spaces
  - Area by Space Class Parent
  - Assignee Space Report
  - Building Data
  - Building Occupant Contact List
  - Building Occupant Location Contact List
  - Building Occupant List
  - Department Base Data Report
  - Department Base Data v2
  - Office Area Capacity
  - Overall Total Campus Square Footage
  - Room and Department Base Data Only



## PROCESS

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

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

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

▶ IMPORTANT

Northwestern FACILITIES CONNECT

Welcome, NU Wildcat | Sign Out | About

Company Project

My Bookmarks

Home

Reminders - Projects

Project Checklists In Revision

Project Reports

Notices

Tasks

Reminders - Manage Space Requests

Requests

Related Links - Projects

Programs and Funding Sources

Projects

My Projects - Phase 0.0 Initial Request

My Projects - Phase 1.0 Feasibility

My Projects - Phase 2.0 Design

My Projects - Phase 3.0 Construction Procurement

My Projects - Phase 4.0 Construction

Project Name	Project Status	Plan Complete	Project Manager	Primary Location
Catalysis 1&2 Swearer ...	Active	07/31/2022	Wright,Teri	
Mudd Hall first floor la...	Active		Wright,Teri	
Pancoe Cold Room Re...	Active	01/31/2022	Wright,Teri	
Tech E210 Lopez Lab ...	Active	10/29/2021	Wright,Teri	
Tech E259 McCue Lab ...	Active	11/01/2021	Wright,Teri	

Items per page: 50 | 1 - 7 of 7 items | 1 of 1 pages

All Progress Reports

Current Budget Balance (Summary by PM) Re

Current Budget Balance (Detail) Report - All

Project Area Summary

Project Financial Summary

Project Schedule Summary

Project Contact List

Scheduled Task Compliance

Vendor Characteristics Query

Department Base Data Report

Department Base Data v2

Office Area Capacity

Overall Total Campus Square Footage

Room and Department Base Data Only



## 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>>

▶ IMPORTANT

Capital Project: 1001768-Mudd Hall first floor lab 1190 FY22

General Scope **Budget** Procurement Contacts Notes & Documents

Activate Calculate Save Save & Close More x

(Required): Create a Project by entering general information about the project.

**General**

ID 1001768 Status Draft

\* 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** Find Clear

\* Location Path \Locations\Evanston Campus\Mudd Hall

Campus Evanston Campus Floor

Building Mudd Hall

**Primary Location Graphic**

**Site Address**

**Project Address**

**Recorded By**

Activate Calculate Save Save & Close More x



## 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)
- 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>>

**IMPORTANT**

Capital Project: 1001768-Mudd Hall first floor lab 1190 FY22

General Scope Schedule **Budget** Procurement Contacts Notes & Documents

Activate Calculate Save Save & Close More

(Optional): Summary of the budget and commitments for the project.

**Summary**

Budget Code Structure 1001768

<b>BUDGET</b>		<b>COMMITMENTS</b>	
a. Original Budget	\$ .00 US Dollars	d. Commitments	\$ .00 US Dollars
b. Budget Changes	\$ .00 US Dollars	e. Invoices Paid	\$ .00 US Dollars
c. Current Budget (a+b)	\$ .00 US Dollars	f. Encumbrance Balance (d-e)	\$ .00 US Dollars
<b>INCURRED</b>		<b>FORECAST</b>	
		e. Invoices Paid	\$ .00 US Dollars
		g. Journals/Job Cost	\$ .00 US Dollars
		h. Total Incurred (e+g)	\$ .00 US Dollars
		i. Allowance for PM Fee (%*f)	\$ .00 US Dollars
		j. Uncommitted Budget (c-f-h-i)	\$37,000.00 US Dollars

Last Update 11/16/2018

Updated By

**Job Cost Billing**

PM Markup

**Current Budget Balance**

**Cost Overview**

**Project Budget**

Activate Calculate Save Save & Close More

3 Add

4 Project Original Budget



## PROCESS

In the **Project Original Budget** record:

- 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>>

▶ IMPORTANT

Project Original Budget: Add To Bookmarks Print Help

General Notes & Documents 6 **Create Draft** x

(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**

5 ID  Revision 0 Status

04/01/2022

\* Name

Currency US Dollars

+ Items Find | Remove

+ Recorded By

Create Draft x



## 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**

10) Click the **Continue** button to confirm the selection and continue

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

▶ IMPORTANT

Project Original Budget: 1001407-0-Original Budget

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 document creation. Use the Notifications tab to enter approval and distribution information for this document.

**General**

ID: 1001407 Revision: 0 Status: Draft

Date: 04/01/2022

Name: Original Budget

Currency: US Dollars

**Items**

**Recorded By**

Issue Save Save & Close More

Apply Filters Clear Filters

Parent Cost Code: Mudd Hall first floor lab 1190 FY22

**Project Original Budget Template**

ID	Name
Contains	Contains
1000518	Small/Medium Budget Template
1001344	NU Default Capitalized Project Budget Template (All Account Codes)

Items per page: 10 1 - 2 of 2 items 1 of 1 pages

Continue

Apply Template

Continue



## 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 wait 5-10 minutes 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

▶ IMPORTANT

Project Original Budget: 1001407-0-Original Budget

General Notes & Documents Issue 11 **Save & Close**

(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 Revision: 0 Status: Draft

\* Date: 04/01/2022

\* Name: Original Budget

Currency: US Dollars

**Items** Find Remove

**Recorded By**

Issue Save Save & Close More x



## 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>>

**▶ IMPORTANT**

Capital Project: 1001768-Mudd Hall first floor lab 1190 FY22

General Scope Schedule **Budget** Procurement Contacts Notes & Documents

(Optional): Summary of the budget and commitments for the project.

**Summary**

Budget Code Structure: 1001768

<b>BUDGET</b>		<b>COMMITMENTS</b>	
a. Original Budget	\$ .00 US Dollars	d. Commitments	\$ .00 US Dollars
b. Budget Changes	\$ .00 US Dollars	e. Invoices Paid	\$ .00 US Dollars
c. Current Budget (a+b)	\$ .00 US Dollars	f. Encumbrance Balance (d-e)	\$ .00 US Dollars
<b>INCURRED</b>		<b>FORECAST</b>	
		e. Invoices Paid	\$ .00 US Dollars
		g. Journals/Job Cost	\$ .00 US Dollars
		h. Total Incurred (e+g)	\$ .00 US Dollars
		i. Allowance for PM Fee (%f)	\$ .00 US Dollars
		j. Uncommitted Budget (c-f-h-i)	\$37,000.00 US Dollars

Last Update: 11/16/2018  
Updated By:

**Project Budget**

ID	Type	Date	Name	Amount
1001407	Project Original Budget	04/01/2022	Original Budget	

Items per page: 10 | 1 - 2 of 2 items | 1 of 1 pages

Activate Calculate Save Save & Close More x



## 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

## IMPORTANT

Project Original Budget: 1001407-0-Original Budget

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**

ID: 1001407 Revision: 0 Status: Draft

Date: 04/01/2022

Name: Original Budget

Currency: US Dollars

**Items** Find Remove

Export 82 total found Apply Filters Clear Filters

ID	Name	Cost Code ID	Item Cost	Total Cost
1078906	Paper And Office Supplies	1001768-73010	\$0.00 US Dollars	\$0.00
1078907	Computer Supplies	1001768-73075	\$0.00 US Dollars	\$0.00
1078908	Av Equipment Supplies	1001768-73310	\$0.00 US Dollars	\$0.00
1078909	Lab Supplies and Hardware	1001768-73475	\$0.00 US Dollars	\$0.00
1078910	Books	1001768-73910	\$0.00 US Dollars	\$0.00
1078911	Professional & Consulting Svcs	1001768-75010	\$0.00 US Dollars	\$0.00
1078912	Professional Svcs-Reimbursement	1001768-75015	\$0.00 US Dollars	\$0.00
1078913	Internal-Printing&Duplicating	1001768-75120	\$0.00 US Dollars	\$0.00
1078914	External-Printing Services	1001768-75130	\$0.00 US Dollars	\$0.00
1078915	Internal-Univ Relations Svcs	1001768-75140	\$0.00 US Dollars	\$0.00
1078916	IT Technical & Consult Service	1001768-75210	\$0.00 US Dollars	\$0.00
1078917	Leased Software	1001768-75260	\$0.00 US Dollars	\$0.00
1078918	Repair Expense	1001768-75440	\$0.00 US Dollars	\$0.00
1078919	AV Equipment Rental	1001768-75470	\$0.00 US Dollars	\$0.00
1078920	External Space Rental	1001768-75490	\$0.00 US Dollars	\$0.00



## 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

## IMPORTANT

Project Original Budget: 1001407-0-Original Budget

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**

ID: 1001407 Revision: 0 Status: Draft

Date: 04/01/2022

Name: Original Budget

Currency: US Dollars

**Items** Find Remove

ID	Name	Cost Code ID	Item Cost	Total Cost
<input type="text" value="Contains"/>	<input type="text" value="Contains"/>	<input type="text" value="Contains"/>	<input type="text" value="Equals"/>	<input type="text" value="Equals"/>
<input type="checkbox"/> 1078906	Paper And Office Supplies	1001768-73010	\$0.00 US Dollars	\$0.00
<input type="checkbox"/> 1078907	Computer Supplies	1001768-73075	\$0.00 US Dollars	\$0.00
<input type="checkbox"/> 1078908	Av Equipment Supplies	1001768-73310	\$0.00 US Dollars	\$0.00
<input type="checkbox"/> 1078909	Lab Supplies and Hardware	1001768-73475	\$0.00 US Dollars	\$0.00
<input type="checkbox"/> 1078910	Books	1001768-73910	\$0.00 US Dollars	\$0.00
<input type="checkbox"/> 1078911	Professional & Consulting Svcs	1001768-75010	\$0.00 US Dollars	\$0.00
<input type="checkbox"/> 1078912	Professional Svcs-Reimbursement	1001768-75015	\$0.00 US Dollars	\$0.00
<input type="checkbox"/> 1078913	Internal-Printing&Duplicating	1001768-75120	\$0.00 US Dollars	\$0.00
<input type="checkbox"/> 1078914	External-Printing Services	1001768-75130	\$0.00 US Dollars	\$0.00
<input type="checkbox"/> 1078915	Internal-Univ Relations Svcs	1001768-75140	\$0.00 US Dollars	\$0.00
<input type="checkbox"/> 1078916	IT Technical & Consult Service	1001768-75210	\$0.00 US Dollars	\$0.00
<input type="checkbox"/> 1078917	Leased Software	1001768-75260	\$0.00 US Dollars	\$0.00
<input type="checkbox"/> 1078918	Repair Expense	1001768-75440	\$0.00 US Dollars	\$0.00
<input type="checkbox"/> 1078919	AV Equipment Rental	1001768-75470	\$0.00 US Dollars	\$0.00
<input type="checkbox"/> 1078920	External Space Rental	1001768-75490	\$0.00 US Dollars	\$0.00

Issue Save Save & Close More x





## 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'**

## IMPORTANT

Capital Project: 1001768-Mudd Hall first floor lab 1190 FY22

General Scope Schedule **Budget** Procurement Contacts Notes & Documents

(Optional): Summary of the budget and commitments for the project.

**Summary**

Budget Code Structure: 1001768

<b>BUDGET</b>		<b>COMMITMENTS</b>	
a. Original Budget	\$37,000.00 US Dollars	d. Commitments	\$ .00 US Dollars
c. Current Budget (a+b)	\$37,000.00 US Dollars	e. Invoices Paid	\$ .00 US Dollars
		f. Encumbrance Balance (d-e)	\$ .00 US Dollars
		<b>INCURRED</b>	
		e. Invoices Paid	\$ .00 US Dollars
		g. Journals/Job Cost	\$ .00 US Dollars
		h. Total Incurred (e+g)	\$ .00 US Dollars
		<b>FORECAST</b>	
		i. Allowance for PM Fee (%*f)	\$ .00 US Dollars
		j. Uncommitted Budget (c-f-h-i)	\$37,000.00 US Dollars

Last Update: 11/16/2018  
Updated By:

ID	Type	Date	Name	Amount	Status
1001389	Project Original Budget	04/01/2022	Project Original Budget	\$37,000.00	Issued

Items per page: 10 | 1 - 2 of 2 items | 1 of 1 pages



## 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 budget balance

▶ IMPORTANT

Capital Project: 1001768-Mudd Hall first floor lab 1190 FY22

General Scope Schedule **Budget** Procurement Contacts Notes & Documents

(Optional): Summary of the budget and commitments for the project.

**Current Budget Balance**

Apply Filters Clear Filters

<input type="checkbox"/>	Account	Account Description	c. Current Budget ↓	f. Encumbrance Balance	h. Total Incurred	j. Uncommitted Budget
	Contains	Contains	Equals	Equals	Equals	Equals
<input type="checkbox"/>	75820	Construction Costs	\$30,000.00	\$0.00	\$0.00	\$30,000.00
<input type="checkbox"/>	75899	Contingency	\$3,500.00	\$0.00	\$0.00	\$3,500.00
<input type="checkbox"/>	75853	FMO Charges	\$1,500.00	\$0.00	\$0.00	\$1,500.00
<input type="checkbox"/>	75882	Construction Coordination Fees	\$1,500.00	\$0.00	\$0.00	\$1,500.00
<input type="checkbox"/>	75830	Temporary Utilities	\$500.00	\$0.00	\$0.00	\$500.00
<input type="checkbox"/>	73010	Paper And Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	73075	Computer Supplies	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	73310	Av Equipment Supplies	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	73475	Lab Supplies and Hardware	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	73910	Books	\$0.00	\$0.00	\$0.00	\$0.00
			\$37,000.00	\$0.00	\$0.00	\$37,000.00

1 - 82 of 82 items

**Cost Overview**

**Project Budget** Add

Activate Calculate Save Save & Close More x



## 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>>

**▶ IMPORTANT**

Capital Project: 1001768-Mudd Hall first floor lab 1190 FY22

General Scope Schedule **Budget** Procurement Contacts Notes & Documents

(Optional): Summary of the budget and commitments for the project.

Summary

Job Cost Billing

PM Markup

Current Budget Balance

<input type="checkbox"/>	Account	Account Description	c. Current Budget ↓	f. Encumbrance Balance	h. Total Incurred	j. Uncommitted Budget
	Contains	Contains	Equals	Equals	Equals	Equals
<input type="checkbox"/>	75820	Construction Costs	\$30,000.00	\$0.00	\$0.00	\$30,000.00
<input type="checkbox"/>	75899	Contingency	\$3,500.00	\$0.00	\$0.00	\$3,500.00
<input type="checkbox"/>	75853	FMO Charges	\$1,500.00	\$0.00	\$0.00	\$1,500.00
<input type="checkbox"/>	75882	Construction Coordination Fees	\$1,500.00	\$0.00	\$0.00	\$1,500.00
<input type="checkbox"/>	75830	Temporary Utilities	\$500.00	\$0.00	\$0.00	\$500.00
			\$37,000.00	\$0.00	\$0.00	\$37,000.00

1 - 82 of 82 items

Cost Overview

Project Budget

<input type="checkbox"/>	I	ID	Type	Date	Name	Amo	18
		Contains	Contains	More Than or Ec	Contains		
<input type="checkbox"/>		1001389	Project Original Budget	02/03/2022	Project Original Budget	\$37,000.00	Issued

Items per page: 10 1 - 2 of 2 items 1 of 1 pages

Apply Filters Clear Filters

17 Add

Project Budget Change

Project Original Budget

18

Activate Calculate Save Save & Close More x



## PROCESS

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

**Tip:** 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>>

## IMPORTANT

Project Budget Change: Add To Bookmarks Print Help Create Draft x

General Notes & Documents

(Required): Create a Project Budget Change to record transactions after the original budget has been finalized.

**General**

19 ID  Revision 0 Status

Date 04/01/2022

Name

Currency US Dollars

**Items**

0 total found

ID	Name	Cost Code ID	Item Cost	Total Cost
No data to display				
			.00	.00

Total Change Amount 5.00 US Dollars

**Recorded By**

Project Cost Codes Apply Filters Clear Filters OK Cancel

ID	Name	Status
Contains con Contains		
<input type="checkbox"/>	1001768-75750 Contractor Services	Active
<input type="checkbox"/>	1001768-75807 Other Consultant Fees & Reimbursable	Active
<input checked="" type="checkbox"/>	1001768-75820 Construction Costs	Active
<input type="checkbox"/>	1001768-75822 Design Contingency	Active
<input type="checkbox"/>	1001768-75826 Consultants & Architect Reimb	Active
<input type="checkbox"/>	1001768-75828 Owner's Contract Work	Active
<input type="checkbox"/>	1001768-75882 Construction Coordination Fees	Active
<input checked="" type="checkbox"/>	1001768-75899 Contingency	Active

Items per page: 50 1 - 10 of 10 items 1 of 1 pages



## 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 of the increase as a positive number
- For a **Budget Decrease**, enter the amount of the decrease as a negative number

25) While working, intermittently save your progress by using the **Save** button. To save work and exit the **Project Original Budget Record**, use the **Save & Close** button

**Note: Do not** issue the **Project Budget Change** (i.e. by clicking the **Issue** button) until all budget amounts have been entered and checked as final. Use the **Save** and **Save & Close** 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>>

## IMPORTANT

Project Budget Change: 1000840 - 0 - Budget Update - Decrease Construction Costs and add Contingency

25 Bookmarks Print Help

26 Issue Save Save & Close

(Required): Create a Project Budget Change to record transactions after the original budget has been finalized.

**General**

ID 1000840 Revision 0 Status Draft

Date 04/01/2022

Name Budget Update - Decrease Construction Costs and add Contingency

Currency US Dollars

**Items** Find Remove

Export 2 total found Apply Filters Clear Filters

ID	Name	Cost Code ID	Item Cost	Total Cost
1038385	Construction Costs	0	\$-10,000.00 US Dollars	\$0.00
1038386	Contingency	0	\$5,000.00 US Dollars	\$0.00
Total Change Amount			\$0.00 US Dollars	\$0.00

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**Recorded By**

Issue Save Save & Close



## PROCESS

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

**Tip:** 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'**

## IMPORTANT

Capital Project: 1001768-Mudd Hall first floor lab 1190 FY22

General Scope Schedule **Budget** Procurement Contacts Notes & Documents

(Optional): Summary of the budget and commitments for the project.

**Summary**

Budget Code Structure: 1001768

<b>BUDGET</b>		<b>COMMITMENTS</b>	
a. Original Budget	\$37,000.00 US Dollars	d. Commitments	\$0.00 US Dollars
<b>b. Budget Changes</b>	<b>-\$5,000.00 US Dollars</b>	e. Invoices Paid	\$0.00 US Dollars
c. Current Budget (a+b)	\$32,000.00 US Dollars	f. Encumbrance Balance (d-e)	\$0.00 US Dollars
		<b>INCURRED</b>	
		e. Invoices Paid	\$0.00 US Dollars
		g. Journals/Job Cost	\$0.00 US Dollars
		h. Total Incurred (e+g)	\$0.00 US Dollars
		<b>FORECAST</b>	
		i. Allowance for PM Fee (%*f)	\$0.00 US Dollars
		j. Uncommitted Budget (c-f-h-i)	\$32,000.00 US Dollars

Last Update: 11/16/2018  
Updated By:

Current Budget Balance

Cost Overview

Project Budget

ID	Type	Date	Name	Amount	Status
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	

Items per page: 10 | 1 - 3 of 3 items | 1 of 1 pages



## 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)

**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 budget balance

## IMPORTANT

Capital Project: 1001768-Mudd Hall first floor lab 1190 FY22

General Scope Schedule **Budget** Procurement Contacts Notes & Documents

Activate Calculate Save Save & Close More

**Summary**

**Job Cost Billing**

**Current Budget Balance**

**Current Budget Balance**

Apply Filters Clear Filters

<input type="checkbox"/>	Account	Account Description	c. Current Budget ↓	f. Encumbrance Balance	h. Total Incurred	j. Uncommitted Budget
	Contains	Contains	Equals	Equals	Equals	Equals
<input type="checkbox"/>	75820	Construction Costs	\$20,000.00	\$0.00	\$0.00	\$20,000.00
<input type="checkbox"/>	75899	Contingency	\$8,500.00	\$0.00	\$0.00	\$8,500.00
<input type="checkbox"/>	75853	FMO Charges	\$1,500.00	\$0.00	\$0.00	\$1,500.00
<input type="checkbox"/>	75882	Construction Coordination Fees	\$1,500.00	\$0.00	\$0.00	\$1,500.00
<input type="checkbox"/>	75830	Temporary Utilities	\$500.00	\$0.00	\$0.00	\$500.00
			<b>\$32,000.00</b>	\$0.00	\$0.00	<b>\$32,000.00</b>

**Cost Overview**

**Project Budget**

Apply Filters Clear Filters

<input type="checkbox"/>	I	ID	Type	Date	Name	Amount	Status
		Contains	Contains	More Than or Ec	Contains		Contains
<input type="checkbox"/>		1000840	Project Budget Change	04/01/2022	Budget Update - Decrease Construction Costs and add Contingency	\$-5,000.00	Issued
<input type="checkbox"/>		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

Activate Calculate Save Save & Close More x