Job Guide #7

Budget Management for Non-Capitalized Projects
JOB GUIDE #7 | 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)

<table>
<thead>
<tr>
<th>Version</th>
<th>Release Date</th>
<th>Action</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>3/22/2019</td>
<td>Created</td>
<td>NU Facilities</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Version</th>
<th>Release Date</th>
<th>Action</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
</tbody>
</table>
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

IMPORTANT
**GETTING STARTED**

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

**PROCESS**

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

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

**IMPORTANT**
2) To access project budget information, click on the Budget tab at the top of the form. Upon clicking, Budget details will open in the same window.
On the Budget tab, you are able to manage project budget information, organized across several sections of the Capital Project Form.

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

3) 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 Form will open as a new window>>
In the **Project Original Budget** form:

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.

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

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

<<Upon clicking, the Project Original Budget Form will re-open as a new window>>
Upon re-opening the Project Original Budget Form, the Items section is now populated with a comprehensive listing of account codes and descriptions, to be used for allocation of budgeted project funds.
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
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 and exit the Project Original Budget Form, use the Save & Close button.

   **Note:** Do not issue the Project Original Budget (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.

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>>
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’.
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.
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 Form will open as a new window>>
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, 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 including the full list of account codes.

22) 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 Form will update with the selected account codes.
23) 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.

24) While working, intermittently save your progress by using the Save button. To save work and exit the Project Original Budget Form, 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>>
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’.
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 **Current Budget** to sort in descending order (shown here) will help you locate the account code(s) with a current budget balance.