Job Guide #7

Budget Management for Non-Capitalized Projects

VERSION 1.0
UPDATED 3/22/19

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 **1.0** Release Date **3/22/2019**

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 →	1.0	3/22/2019	Created	NU Facilities
	--	--	--	--
	--	--	--	--
	--	--	--	--
	--	--	--	--

© 2019 Northwestern University

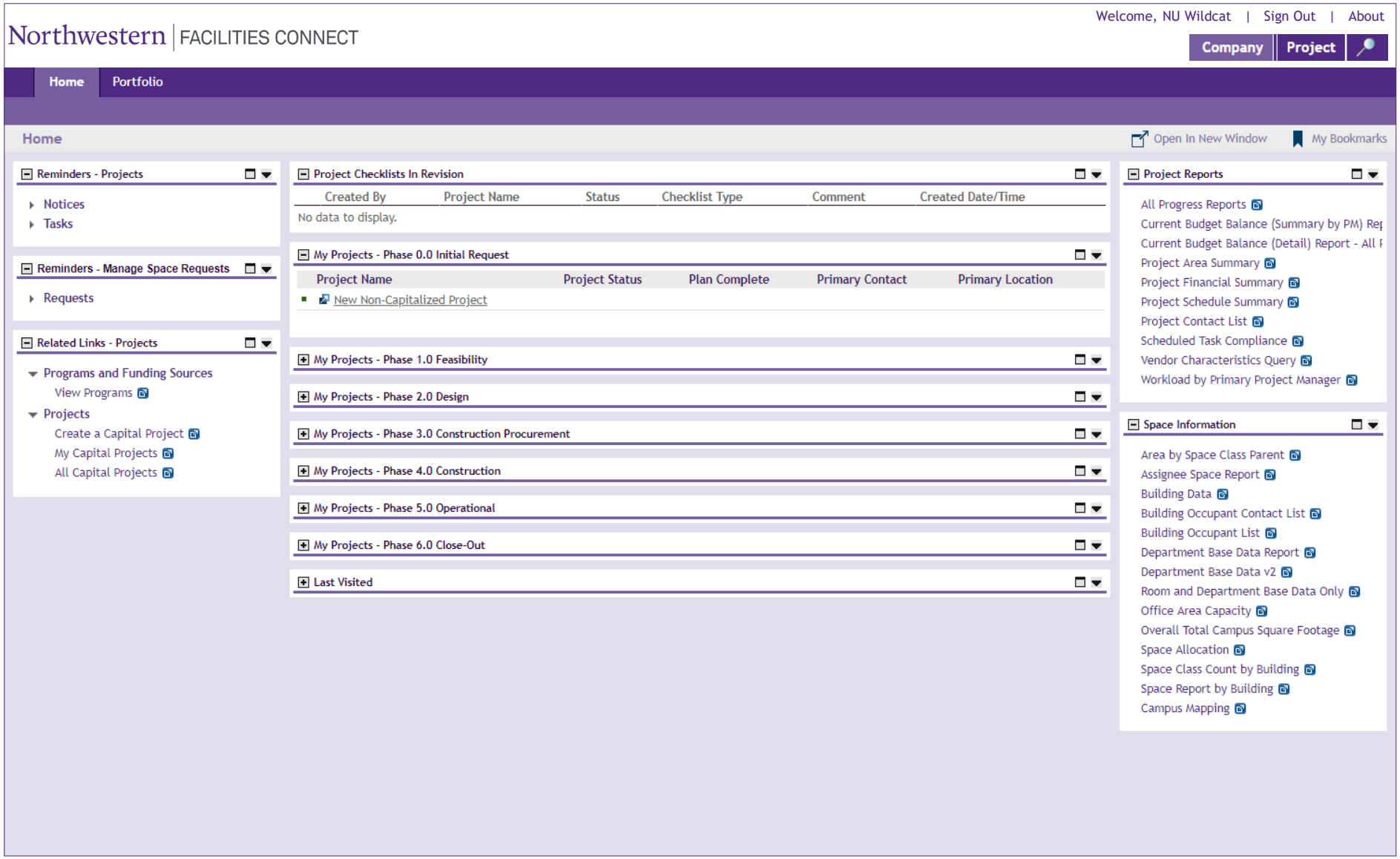
NOW VIEWING HOME SCREEN (COMPANY FOCUS)

▼ 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

▶ IMPORTANT



© 2019 Northwestern University

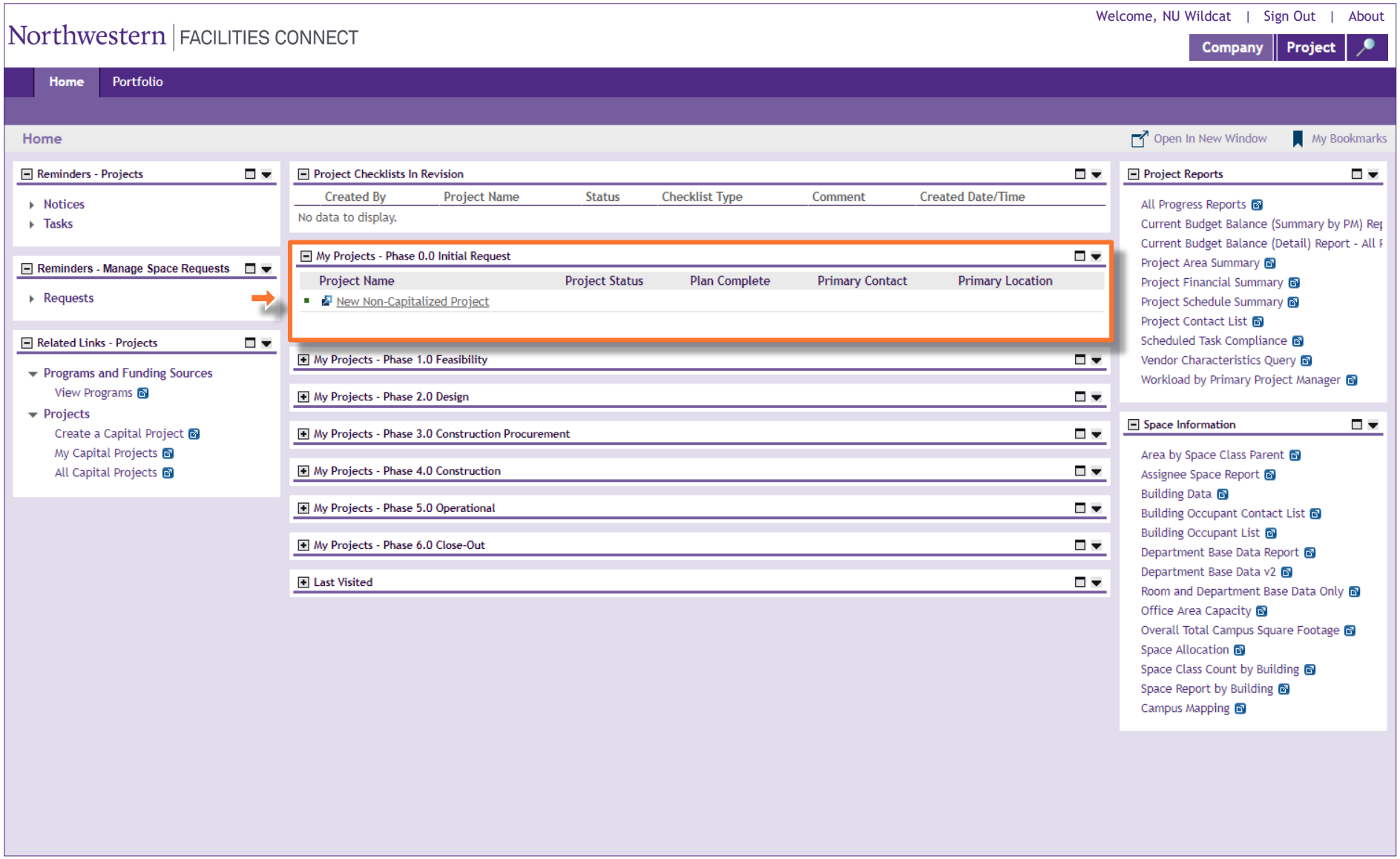
NOW VIEWING HOME SCREEN (COMPANY FOCUS)

▼ GETTING STARTED

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

▶ PROCESS

▶ IMPORTANT



© 2019 Northwestern University

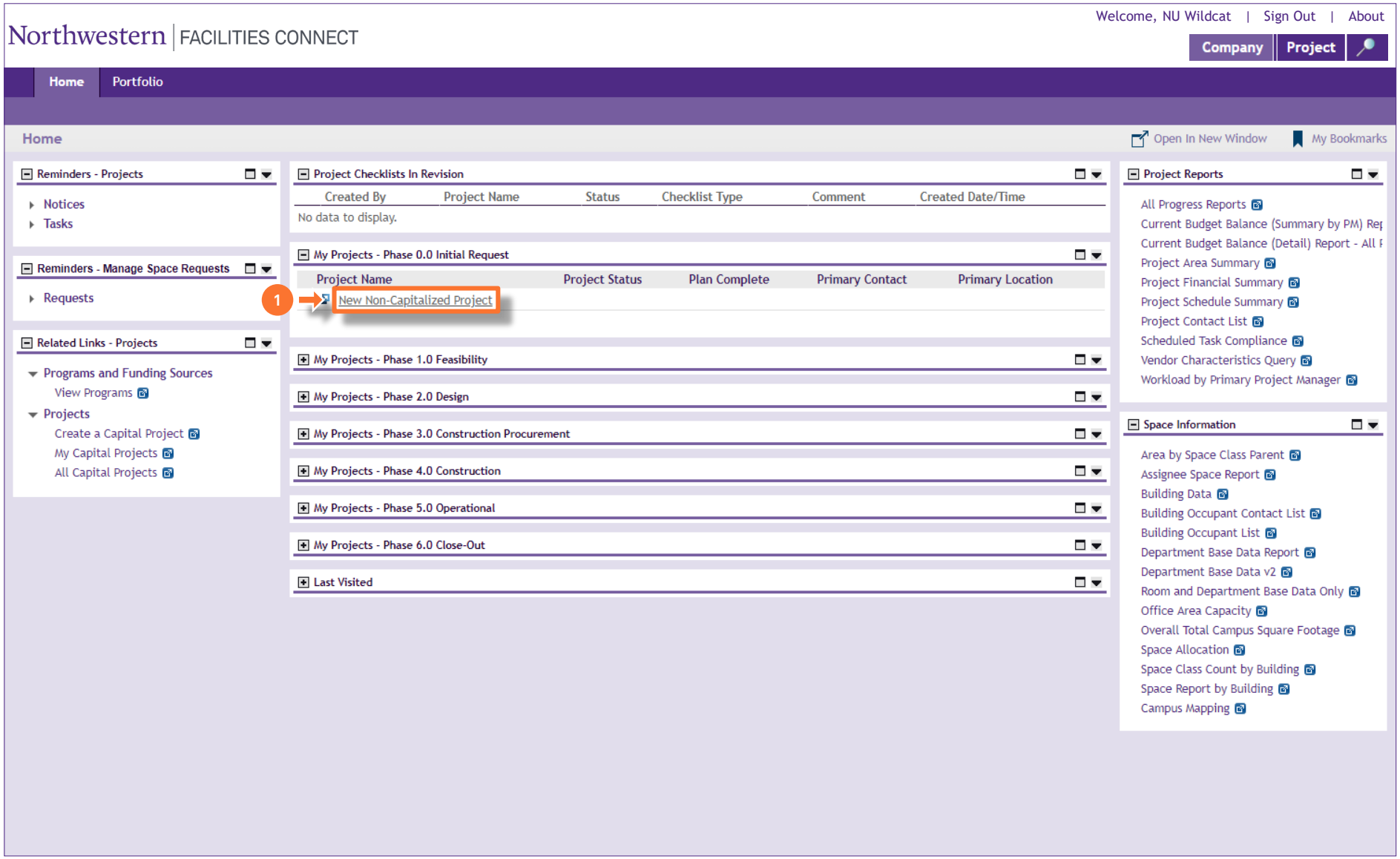
NOW VIEWING HOME SCREEN (COMPANY FOCUS)

▼ PROCESS

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



© 2019 Northwestern University

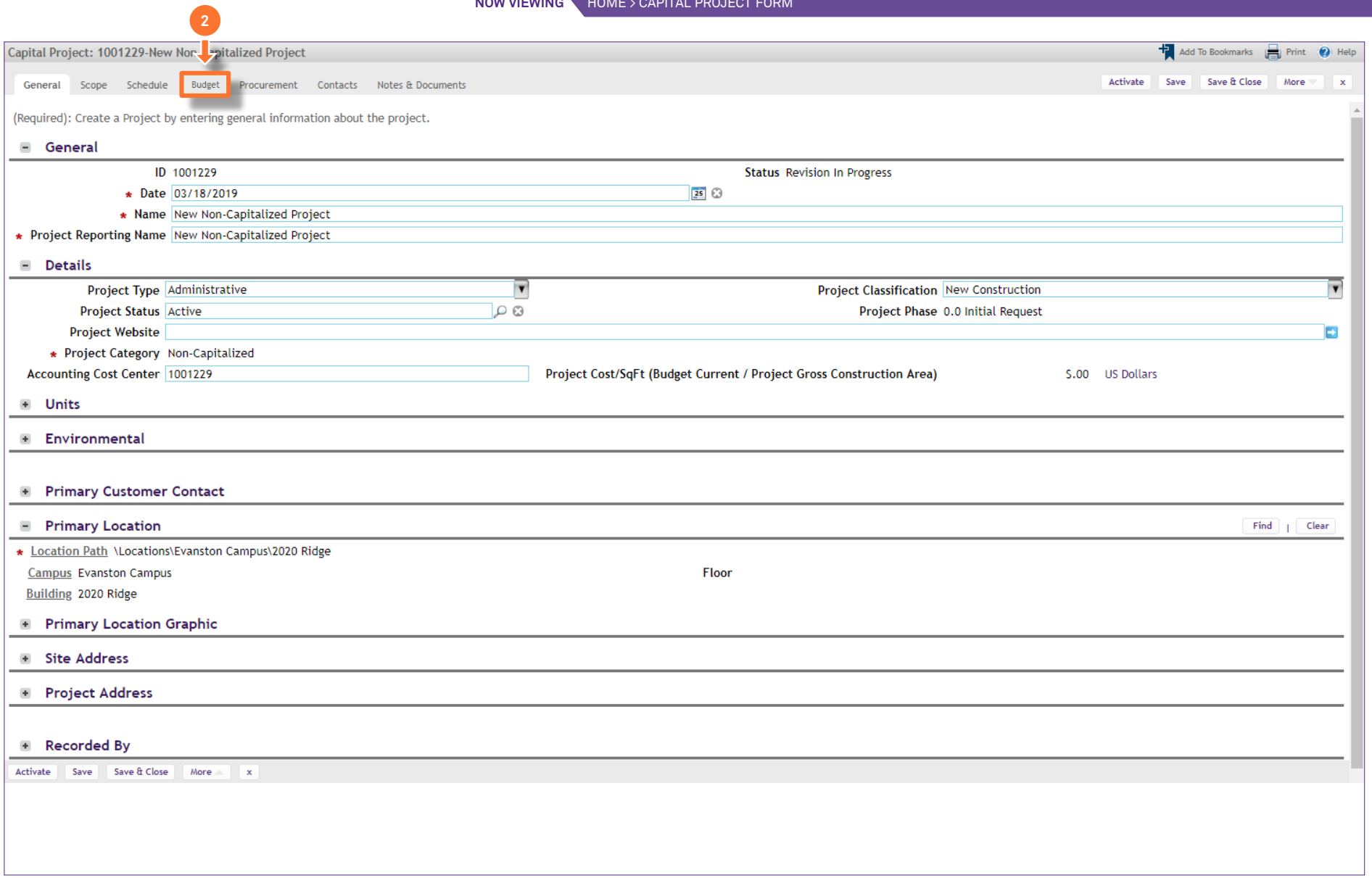
NOW VIEWING HOME > CAPITAL PROJECT FORM

▼ PROCESS

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>>*

▶ IMPORTANT



© 2019 Northwestern University

▼ PROCESS

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

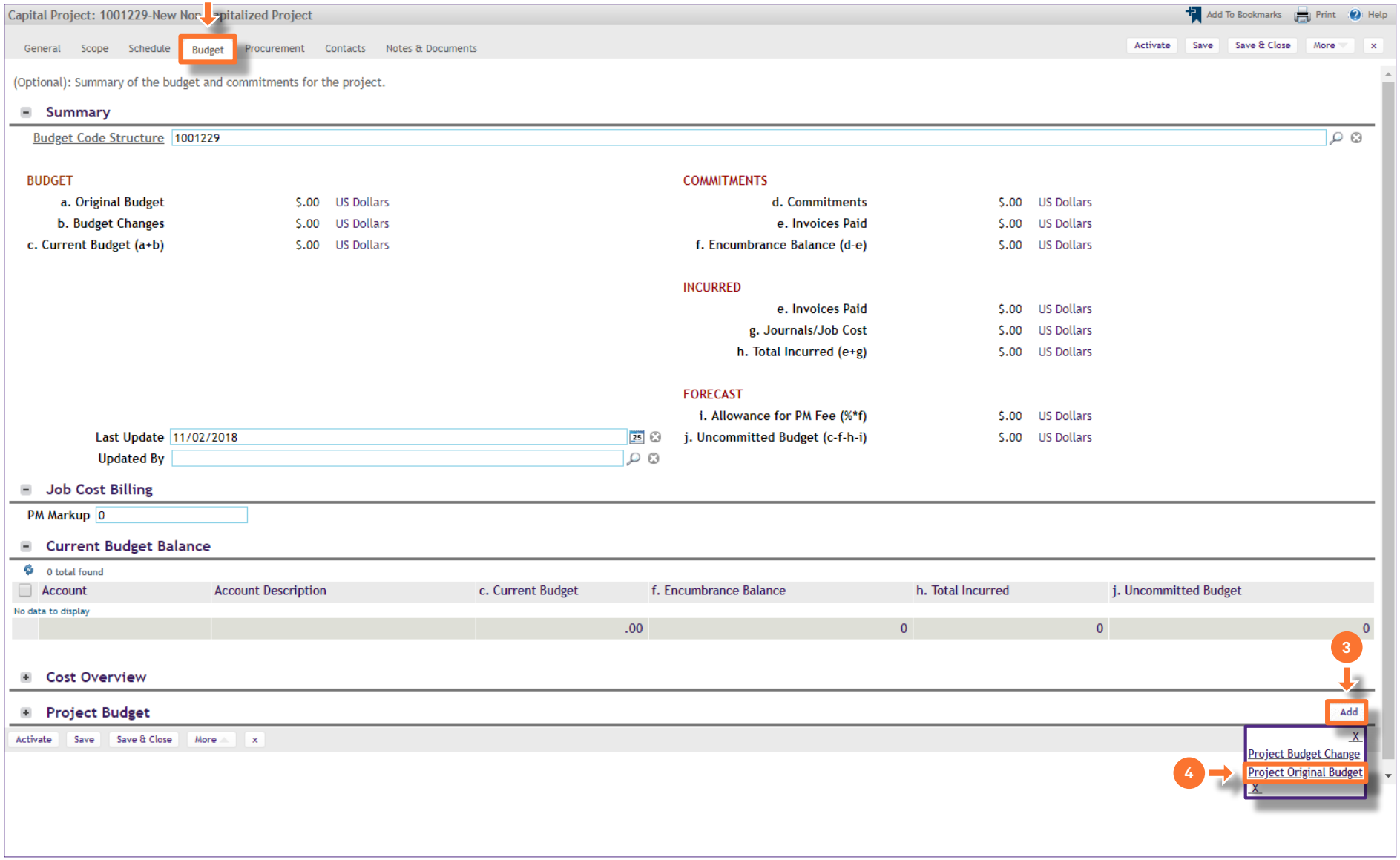
For **Non-Capitalized** projects, **you will begin with a blank budget template**

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>>*

▶ IMPORTANT



© 2019 Northwestern University

▼ PROCESS

In the **Project Original Budget** form:

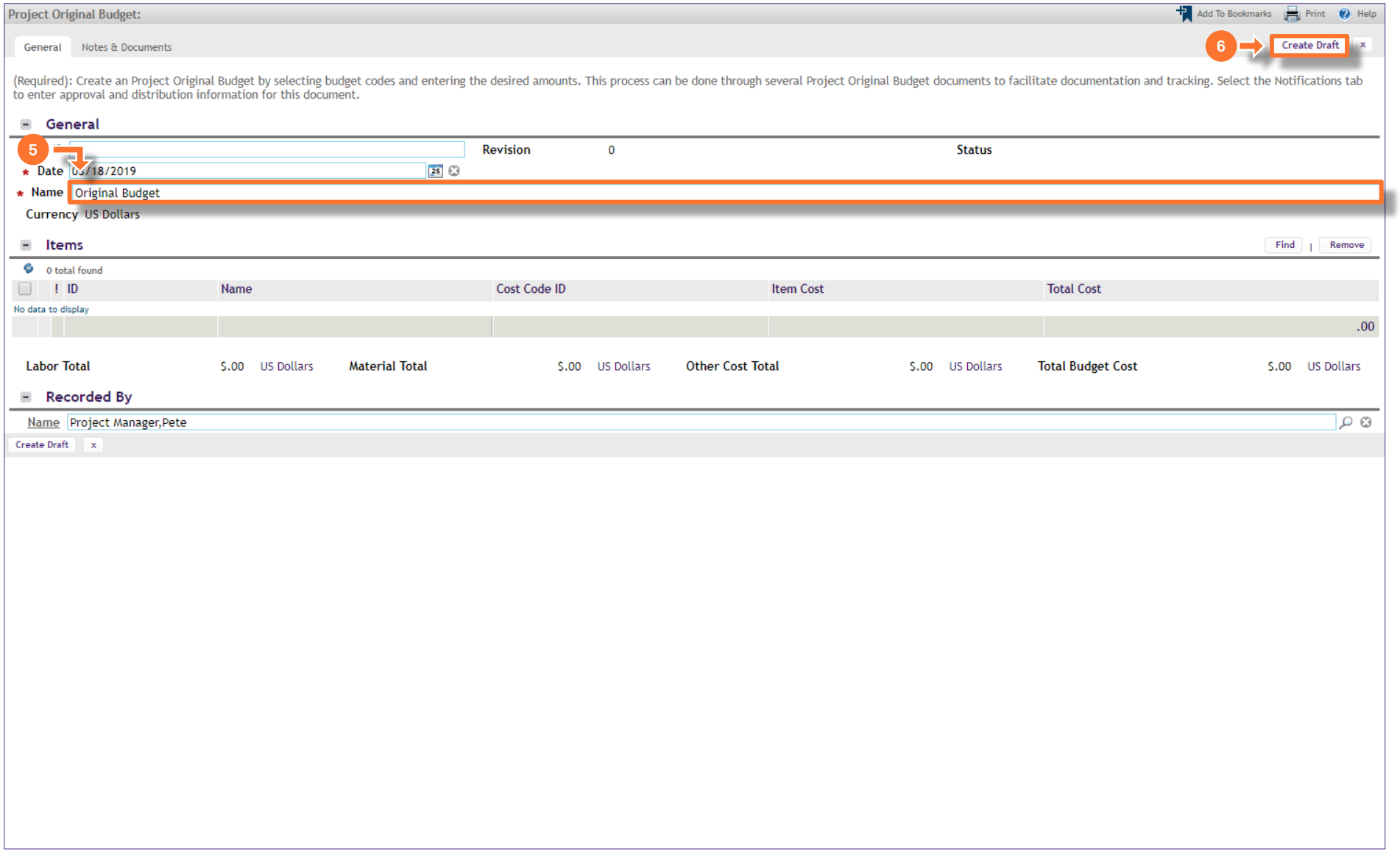
5) Update the **Name** field with a name for your **Project Original Budget**

   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>>*

▶ IMPORTANT



© 2019 Northwestern University

▼ PROCESS

7) To continue setting up the **Project Original Budget**, click on the **More** button (upper right of the screen)

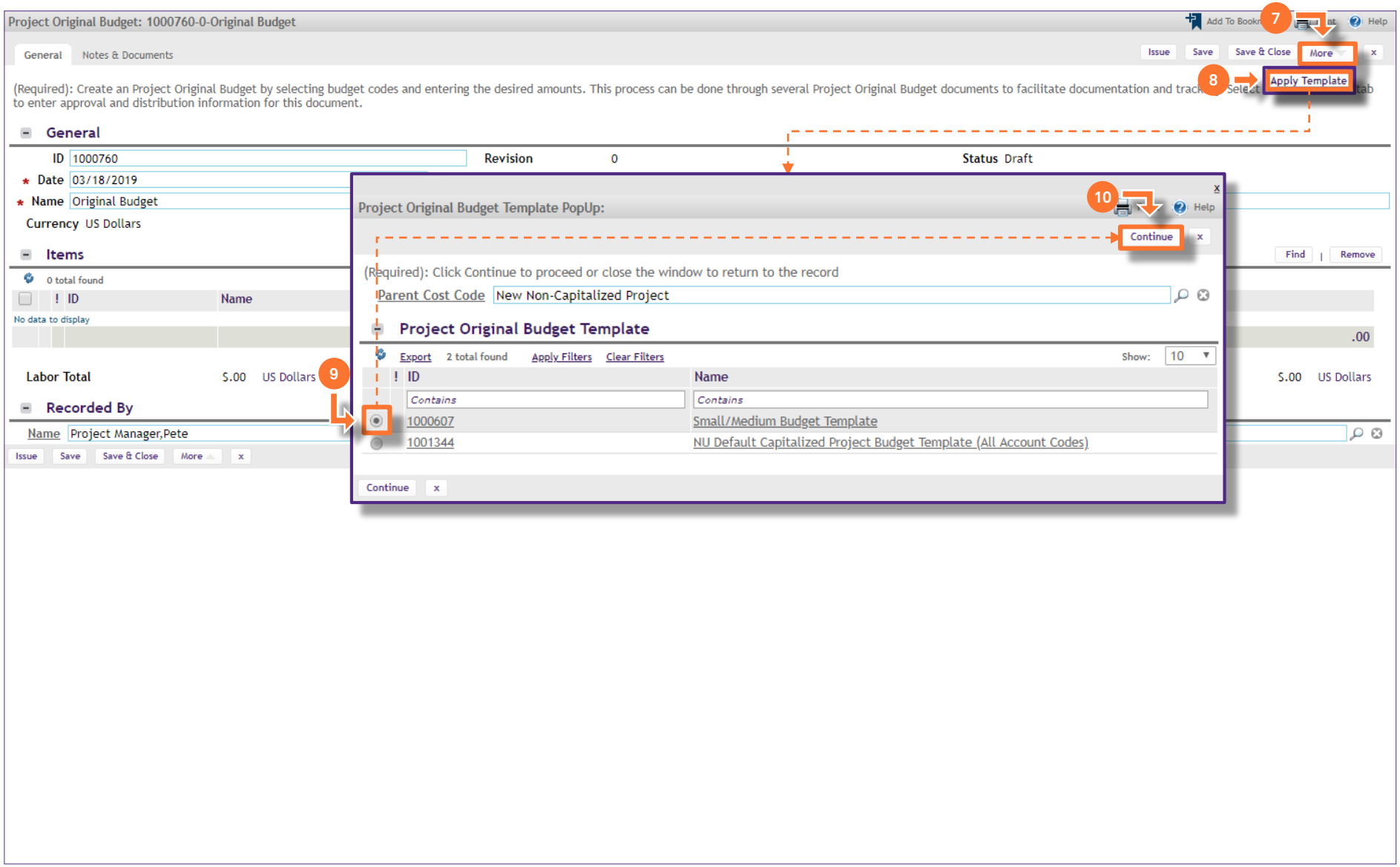
8) The **Apply Template** option will now appear directly below; click on **Apply Template**

*<<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

© 2019 Northwestern University

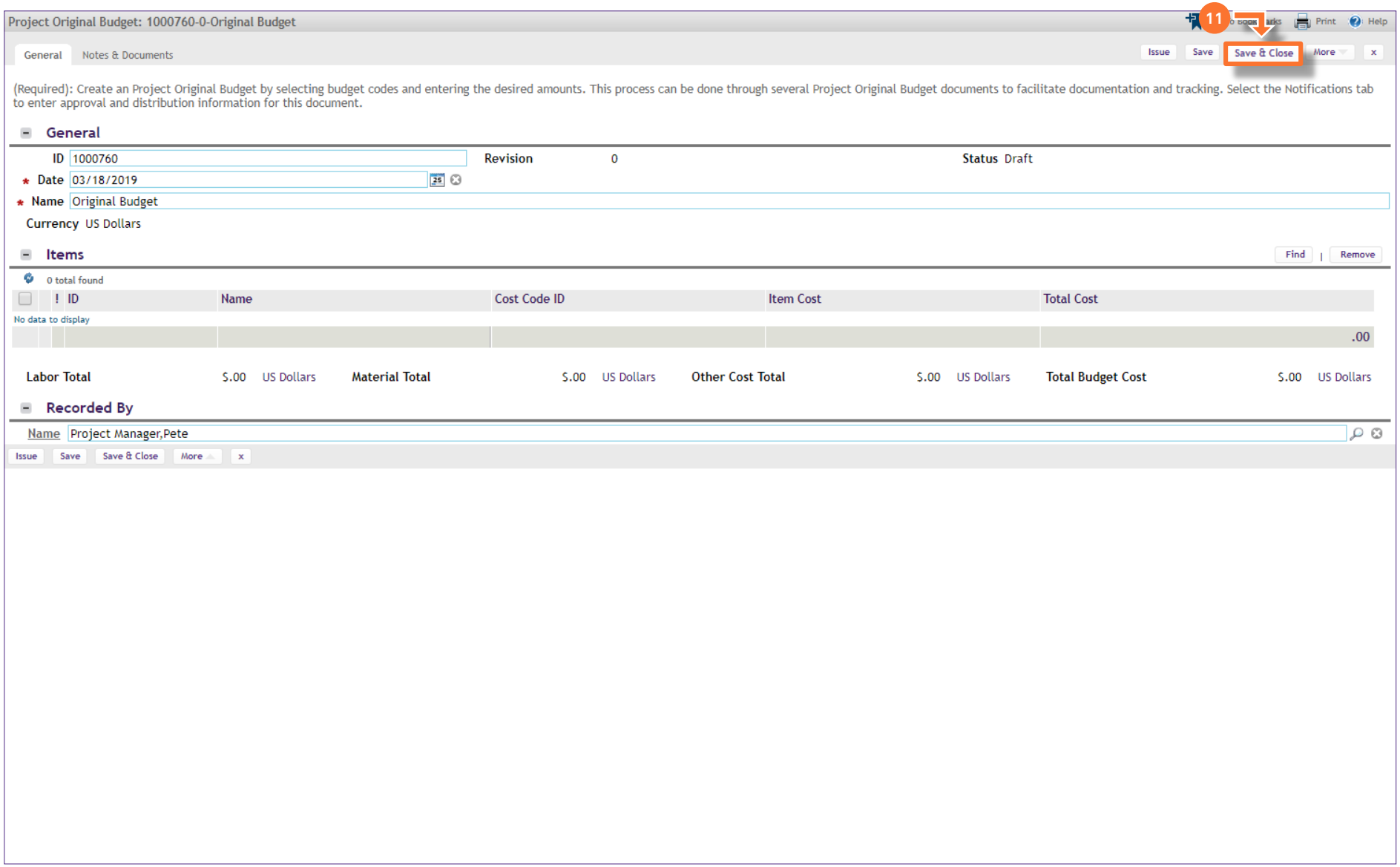
▼ PROCESS

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



© 2019 Northwestern University

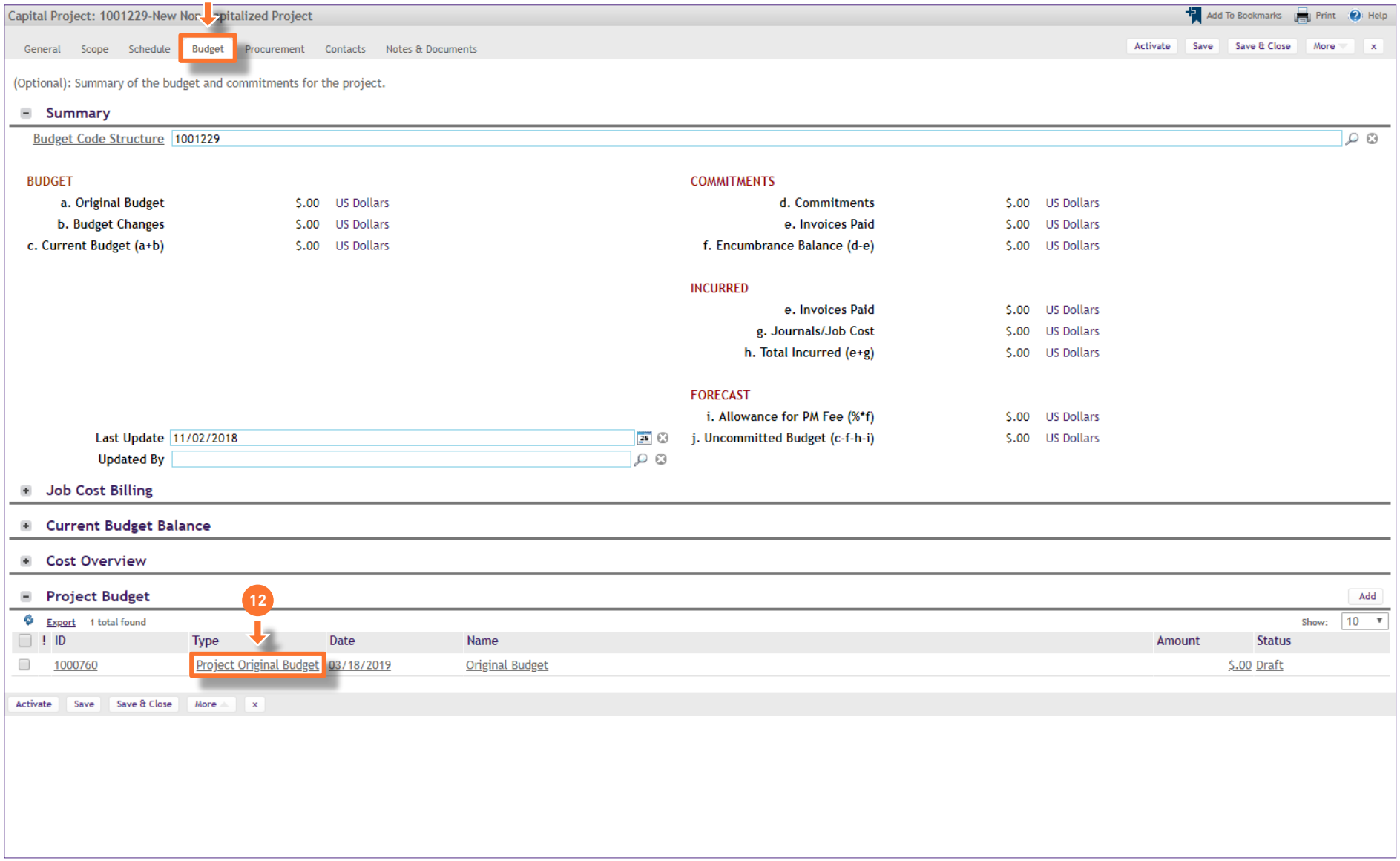
▼ PROCESS

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 form

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

▶ IMPORTANT



© 2019 Northwestern University

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

▼ PROCESS

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

▶ IMPORTANT

Project Original Budget: 1000760-0-Original Budget

Add To Bookmarks | Print | Help

General | Notes & Documents

Issue | Save | Save & Close | More | x

General

ID 1000760 Revision 0 Status Draft

* Date 03/18/2019

* 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
	Contains	Contains	Contains	Equals	Equals
	1015399	Books	1001229-73910	$.00 US Dollars	$.00
	1015400	Professional & Consulting Svcs	1001229-75010	$.00 US Dollars	$.00
	1015401	Paper And Office Supplies	1001229-73010	$.00 US Dollars	$.00
	1015402	Computer Supplies	1001229-73075	$.00 US Dollars	$.00
	1015403	Av Equipment Supplies	1001229-73310	$.00 US Dollars	$.00
	1015404	Lab Supplies and Hardware	1001229-73475	$.00 US Dollars	$.00
	1015405	Professional Svcs-Reimbursment	1001229-75015	$.00 US Dollars	$.00
	1015406	Internal-Printing&Duplicating	1001229-75120	$.00 US Dollars	$.00
	1015407	External-Printing Services	1001229-75130	$.00 US Dollars	$.00
	1015408	Internal-Univ Relations Svcs	1001229-75140	$.00 US Dollars	$.00
	1015409	IT Technical & Consult Service	1001229-75210	$.00 US Dollars	$.00
	1015410	Leased Software	1001229-75260	$.00 US Dollars	$.00
	1015411	Repair Expense	1001229-75440	$.00 US Dollars	$.00
	1015412	AV Equipment Rental	1001229-75470	$.00 US Dollars	$.00
	1015413	External Space Rental	1001229-75490	$.00 US Dollars	$.00

Labor Total $.00 US Dollars | Material Total $.00 US Dollars | Other Cost Total $.00 US Dollars | Total Budget Cost $.00 US Dollars

Recorded By

Name Project Manager,Pete

Issue | Save | Save & Close | More | x

© 2019 Northwestern University

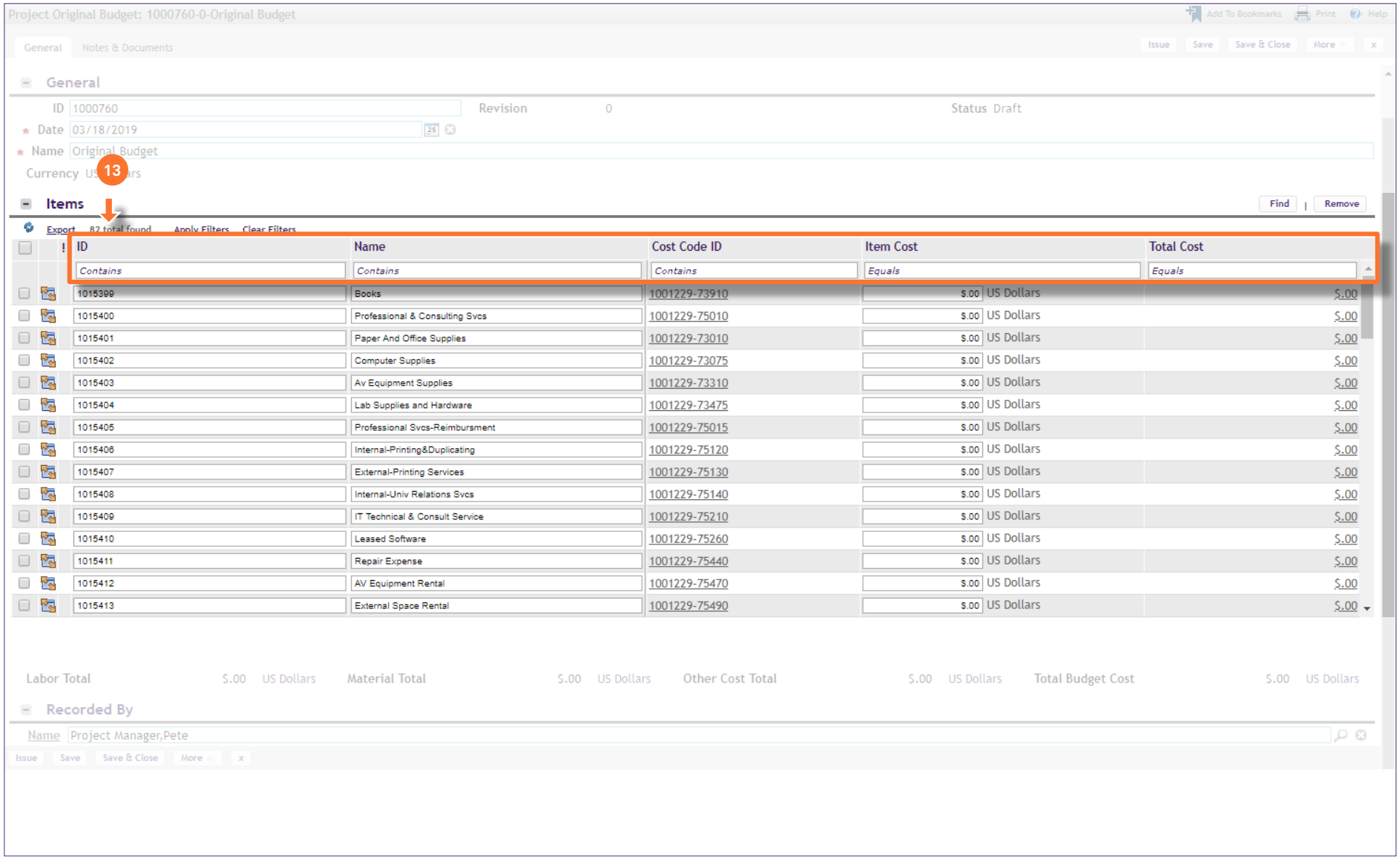
▼ PROCESS

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



© 2019 Northwestern University

▼ 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 and exit the **Project Original Budget Form**, use the **Save & Close** button

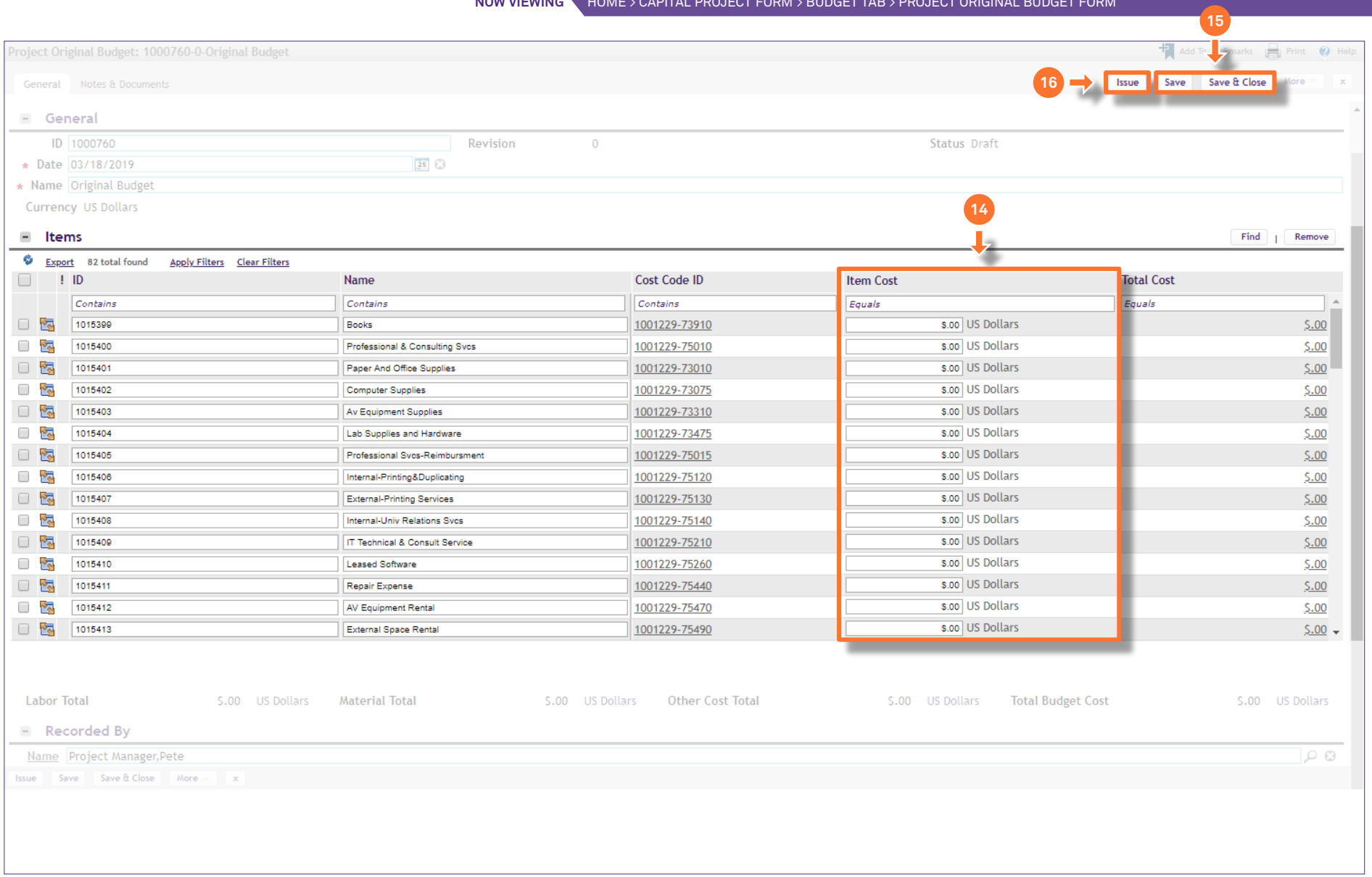
Note: Do not issue the **Project Original Budget** (i.e. by clicking the **Issue** button) until all budget amounts have been entered and checked as final. Use the **Save** and **Save & Close** buttons to save interim progress while making updates

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>>*

▶ IMPORTANT



© 2019 Northwestern University

NOW VIEWING HOME > CAPITAL PROJECT FORM > BUDGET TAB

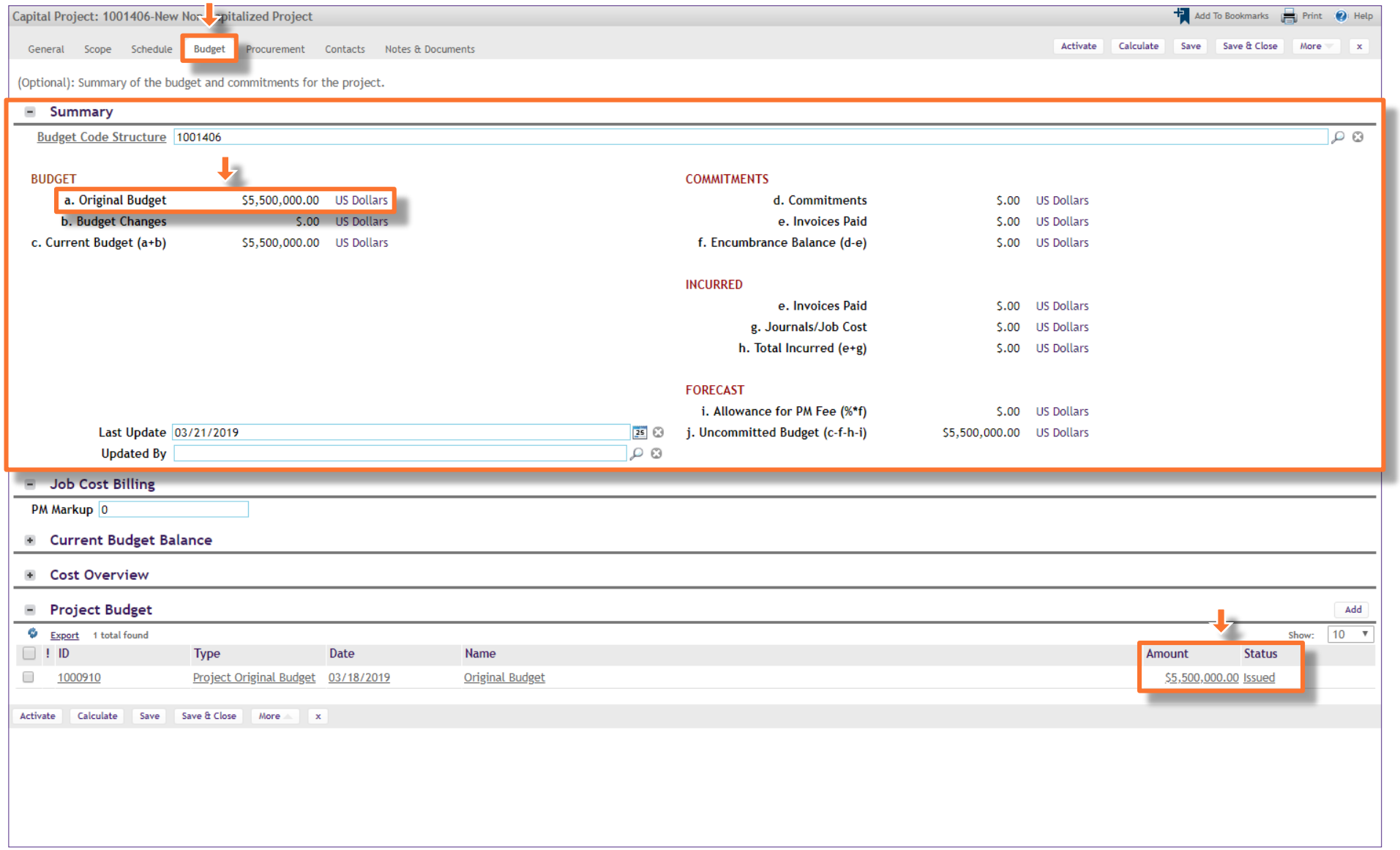
▼ PROCESS

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**'

▶ IMPORTANT



© 2019 Northwestern University

▼ PROCESS

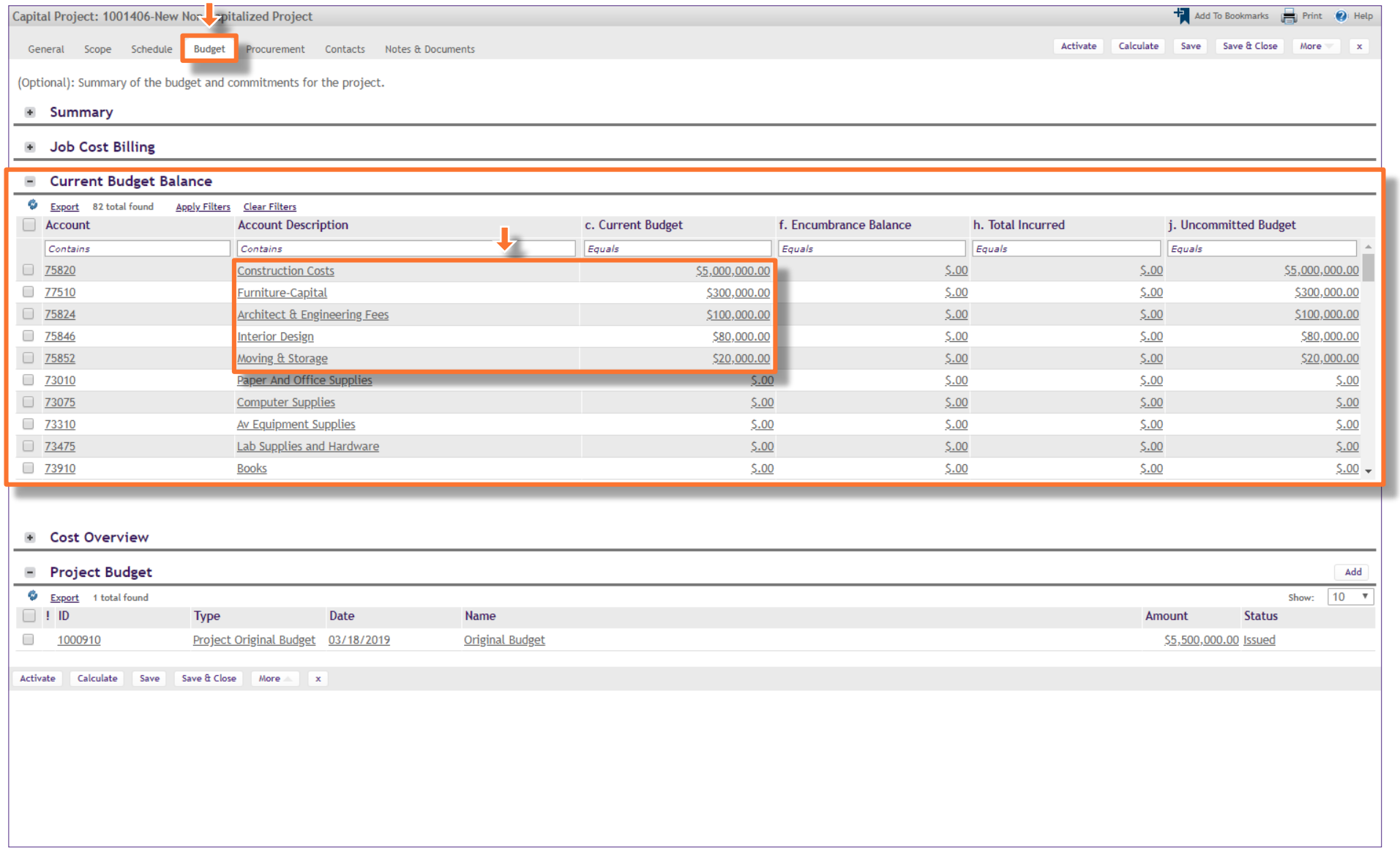
*<<Scroll down to the **Current Budget Balance** section>>*

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



© 2019 Northwestern University

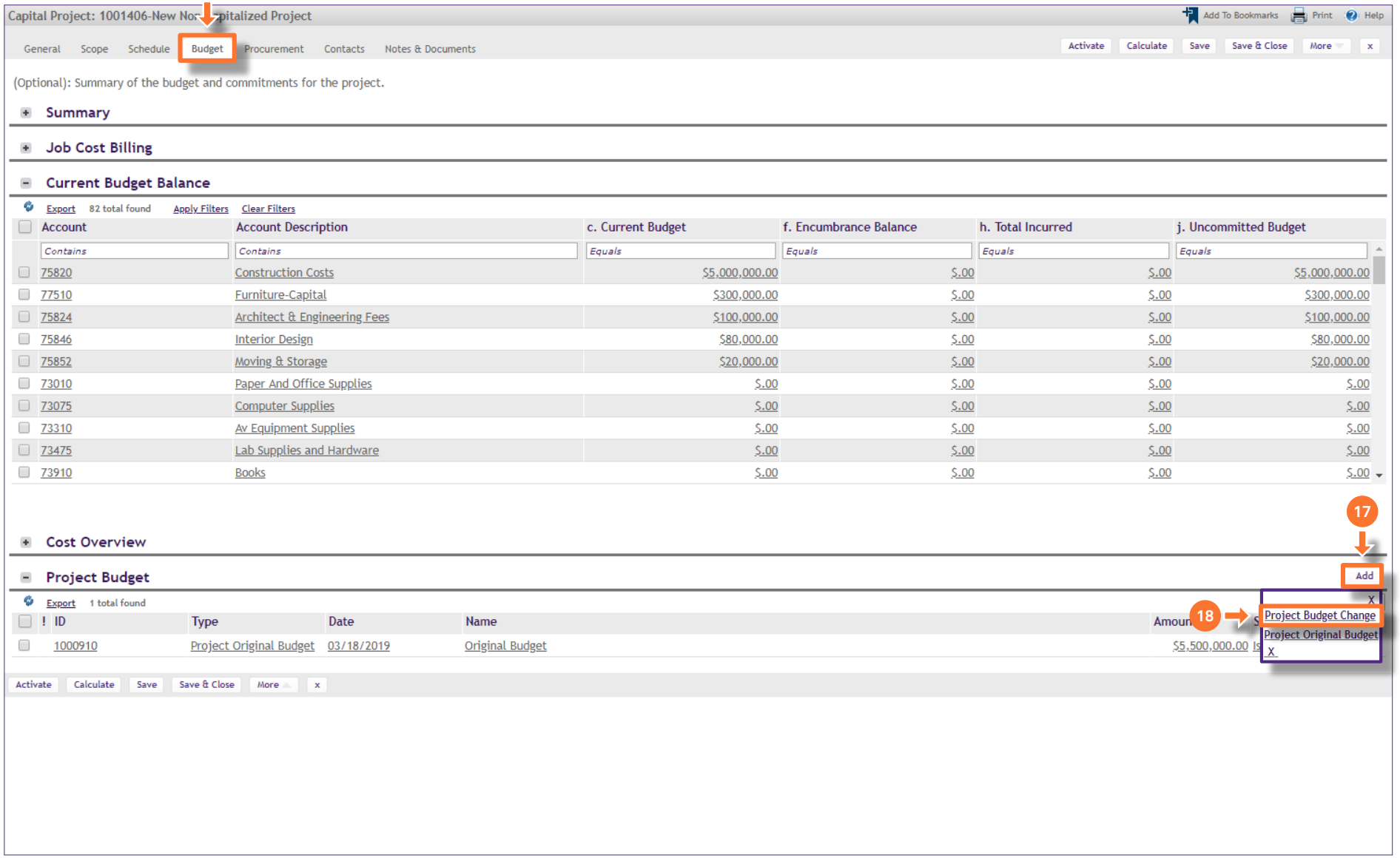
▼ PROCESS

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 Form** will open as a new window>>*

▶ IMPORTANT



© 2019 Northwestern University

▼ 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

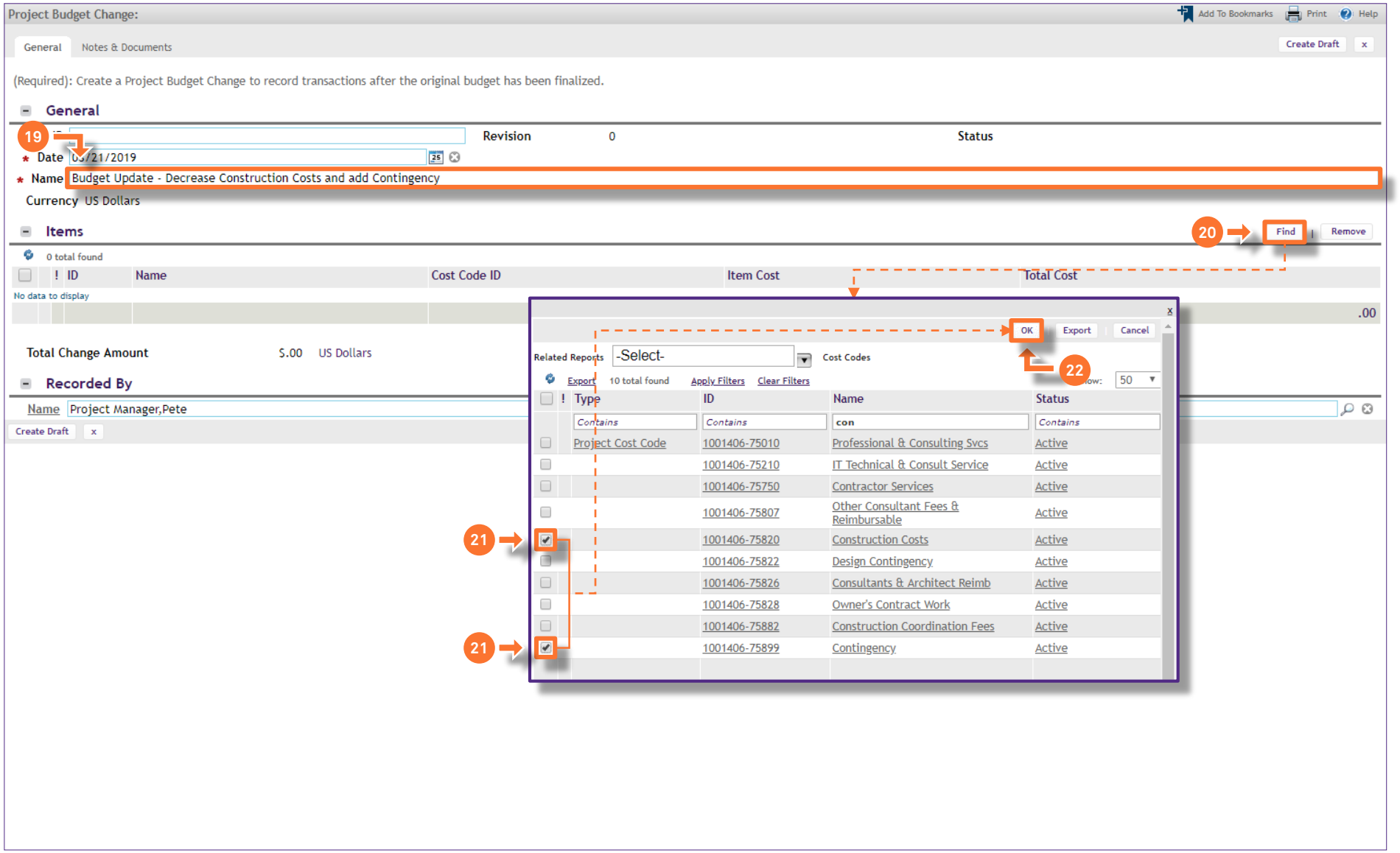
*<<Upon clicking, the **Account Code Selection Window** will open in a popup window>>*

21) In the **Account Code Selection Window**, 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

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>>*

▶ IMPORTANT



© 2019 Northwestern University

▼ PROCESS

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

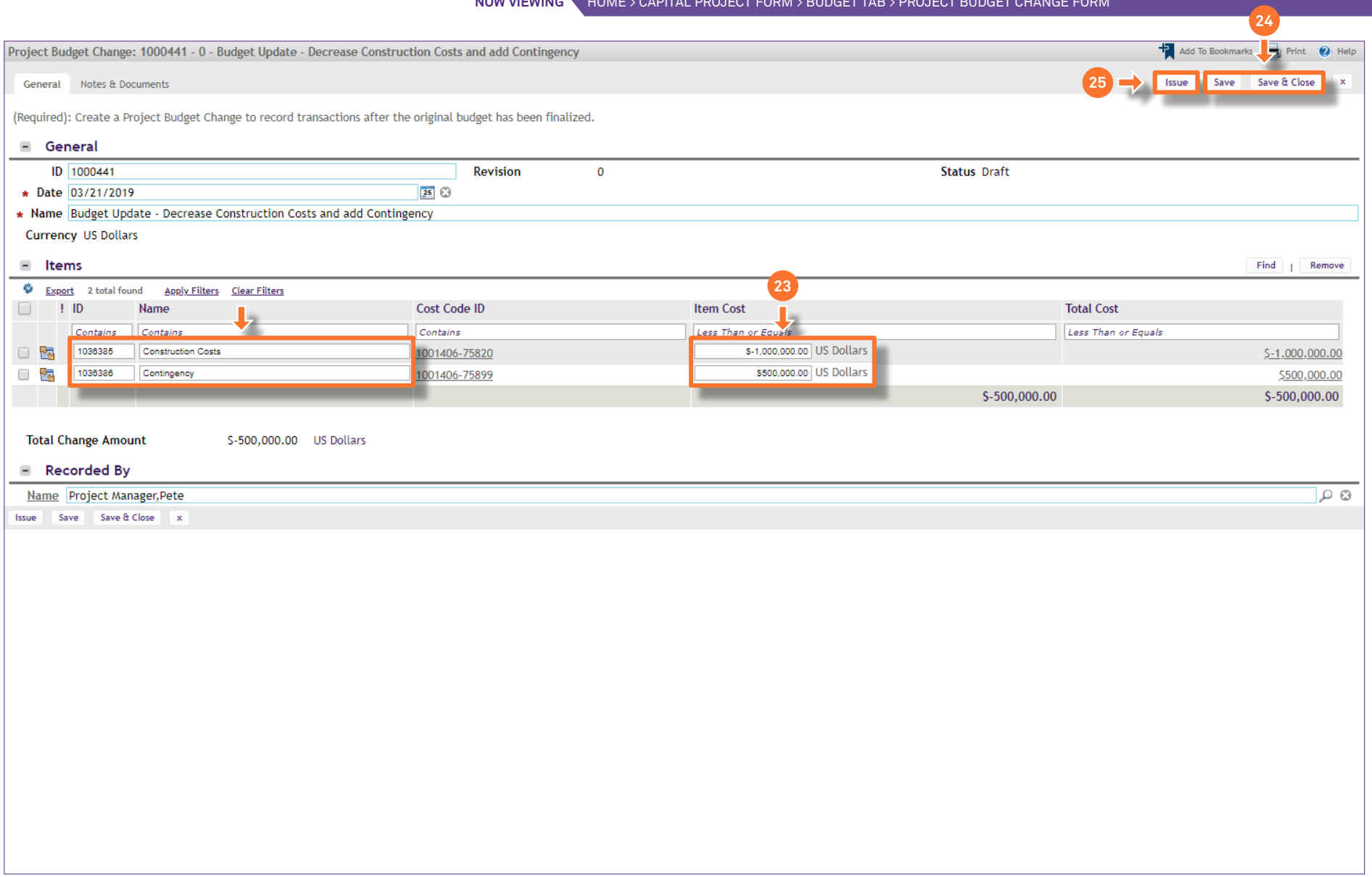
24) While working, intermittently save your progress by using the **Save** button. To save work and exit the **Project Original Budget Form**, use the **Save & Close** button

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>>*

▶ IMPORTANT



© 2019 Northwestern University

NOW VIEWING HOME > CAPITAL PROJECT FORM > BUDGET TAB

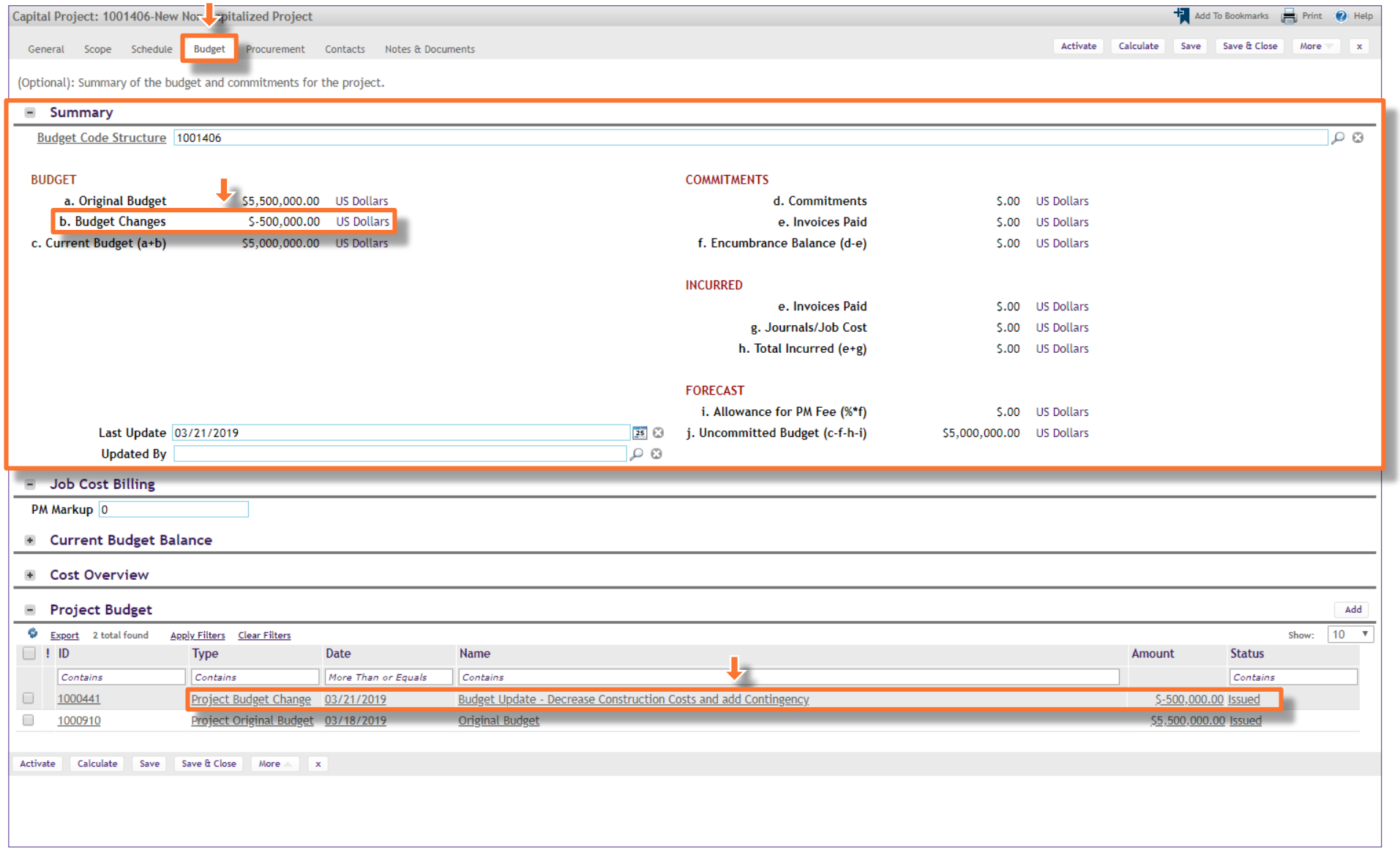
▼ PROCESS

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



© 2019 Northwestern University

NOW VIEWING HOME > CAPITAL PROJECT FORM > BUDGET TAB

▼ PROCESS

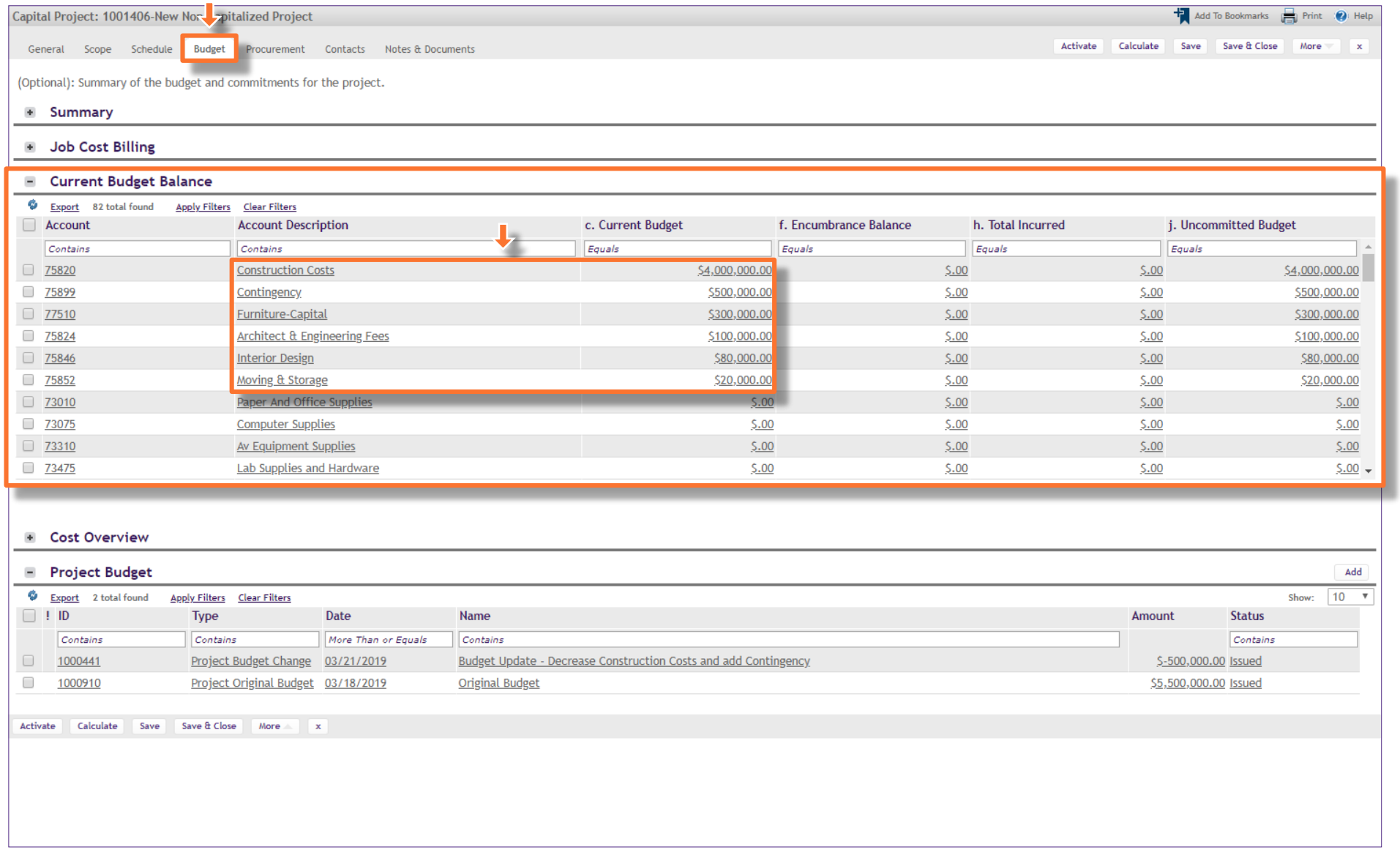
*<<Scroll down to the **Current Budget Balance** section>>*

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)

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



© 2019 Northwestern University