

QUICK REFERENCE GUIDE

Adding a Project Budget (Non-grant Projects)

June 14, 2012

This Guide covers the steps to add a budget to a new non-grant project. A non-grant project is one in which the project and activities are funded by the agency and not by a sponsor. All you need to do with the project is perform cost collection. No billing mechanism for reimbursement exists because there is no sponsor. In most cases, you will need to add a project budget to the new project.

Steps to add a project budget

- Create a new Budget Plan
- Add Budget Details for each activity
- Finalize new budget

Create a New Budget Plan

Navigation: Project Costing, Budgeting, Budget Plan

Financial Management System

Favorites | Main Menu > Project Costing > Budgeting > Budget Plan

Home | Print | W

Budget Plan

Find an Existing Value | Add a New Value

Business Unit: H1201

Project: H12222010B

Add

Find an Existing Value | Add a New Value

The project budget begins with a budget plan, which establishes the high-level settings for the budget. After creating the budget plan, you enter the details of the budget by activity. Later, you return to the Budget Plan page to finalize the project budget.

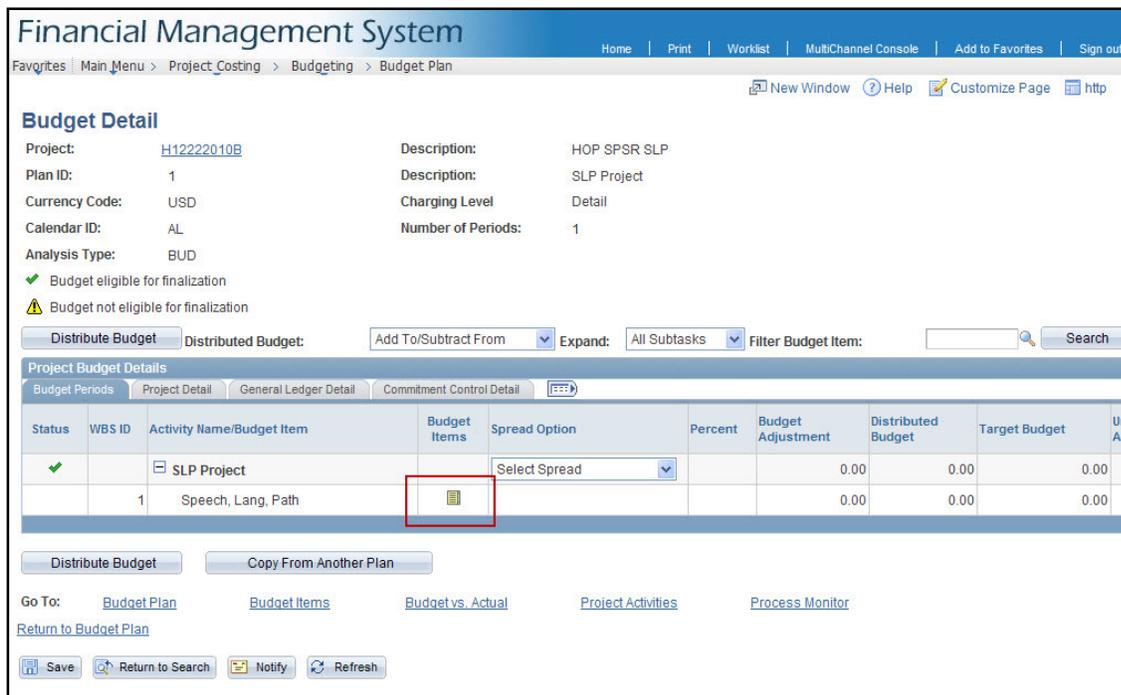
Click the “Add a New Value” tab to create a new budget plan. Enter your Project ID and click the **Add** button.

Note: You can also use this page to search for and edit existing budget plans.



Complete the budget plan general information tab:

- Enter the Description **(A)**. This can be the same as the project description, or different, as shown in this example. The other fields should be left as they default.
- Click the **Save** button **(B)**.
- Click the Budget Details icon **(C)** to enter detailed budget information by activity.



The budget detail page shows the overall budget for the project, broken out by activity. This project only has one activity, so the activity budget is the overall budget. At this point, there is no budget detail because you haven't added any yet.

Click the **Adjust Budget Items** icon to enter the detailed amounts for the activity.

- Select a Spread Option using the drop-down list **(A)**. You will generally use “Adjust by Amount.” This allows you to enter specific amounts for each budget item you select for this activity. The Budget Adjustment field is locked until you select a spread option.
- Enter the Project Budget Item **(B)**. Each agency may have a different set of options for this field. Some agencies simply enter the entire amount using the budget item “ALL,” as shown in this example. Other agencies may split the budgeted amounts between salary and non-salary activities. In other cases, agencies may budget to an even greater detail, using specific budget items within each activity.
- Enter the budget adjustment **(C)**, i.e. the amount budgeted for that item.
- If you are not using “ALL” as the budget item and need to enter more rows, click the “Add Row” icon and enter the additional budget amounts **(D)**.
- Next, click the General Ledger Detail tab **(E)**.

Financial Management System

Home | Print | Worklist | MultiChannel Console | Add to Favorites

Favorites | Main Menu > Project Costing > Budgeting > Budget Plan

New Window | Help | Customize Page

Project Budget Items

Adjust Budget Items

Activity: 3805 Description: Speech, Lang, Path
 Budget Adjustment: 0.00 Currency Code: USD
 Distributed Budget: 0.00
 Target Budget: 0.00
 Undistributed Adjustment: 0.00

Distribute Budget Spread Option: Adjust by Amount Distributed Budget Add To/Subtract From

Budget Item Distribution

Project Budget Item	Seq #	GL Business Unit	Account	Fund Code	Financial Department ID	Statewide Cost (Prog)	Sub Account (Class)	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)
ALL	1	MN001	43000	3000	H1234000				

Distribute Budget

OK Cancel

Use the General Ledger Detail tab to record the ChartField values (**A**) for the specific budget item. Use values consistent with grants budgets. In some cases, your agency may not require ChartField values to be entered. Check to confirm. For the example used in this Guide, the values shown are representative, and may not match the values used for your project.

Click the **OK** button (**B**). You will see the warning message shown below because you are technically adjusting a budget of \$0 and increasing by the amount you entered. The message is to confirm the budget adjustment is correct.

Message

New Budget Adjustment of 250000 does not match the original Budget Adjustment of 0.

Yes No

Click the **Yes** button. You will return to the budget detail page.

Financial Management System

Home | Print | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Project_Costing > Budgeting > Budget Plan

Budget Detail

Project: [H12222010B](#) Description: HOP SPSR SLP
 Plan ID: 1 Description: SLP Project
 Currency Code: USD Charging Level: Detail
 Calendar ID: AL Number of Periods: 1
 Analysis Type: BUD

✔ Budget eligible for finalization
 ⚠ Budget not eligible for finalization

Distribute Budget Distributed Budget: Add To/Subtract From Expand: All Subtasks Filter Budget Item: Search

Project Budget Details

Budget Periods | Project Detail | General Ledger Detail | Commitment Control Detail

Status	WBS ID	Activity Name/Budget Item	Budget Items	Spread Option	Percent	Budget Adjustment	Distributed Budget	Target Budget	Und Adj
⚠		SLP Project		Select Spread		250,000.00	0.00	250,000.00	
	1	Speech, Lang, Path		Select Spread		250,000.00	0.00	250,000.00	
⚠		All Costs				250,000.00	0.00	250,000.00	

Distribute Budget Copy From Another Plan

Go To: [Budget Plan](#) [Budget Items](#) [Budget vs. Actual](#) [Project Activities](#) [Process Monitor](#)

[Return to Budget Plan](#)

Save Return to Search Notify Refresh

In the Status column **(A)**, the yellow triangles indicate the budget, as it is currently saved, is not eligible for finalization. Click the horizontal scrollbar **(B)** to scroll the screen to the right.

Financial Management System

Home | Print | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Project_Costing > Budgeting > Budget Plan

HOP SPSR SLP
 SLP Project
 Detail
 1

Expand: All Subtasks Filter Budget Item: Search

Customize | Find | Page: 1-3 of 3 | Last

Option	Percent	Budget Adjustment	Distributed Budget	Target Budget	Undistributed Adjustment	Even Spread	Other	ALL
Spread		250,000.00	0.00	250,000.00	250,000.00			
Spread		250,000.00	0.00	250,000.00	250,000.00			
		250,000.00	0.00	250,000.00	250,000.00	Even Spread	Other	

[Project Activities](#) [Process Monitor](#)

Update Display Include History

Click the **Even Spread** button to fully distribute the budget amount. The budget amount should move from the “Undistributed Adjustment” column to “Distributed Budget,” as shown in the next screenshot.

Financial Management System

Home | Print | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Project Costing > Budgeting > Budget Plan

HOP SPSR SLP
SLP Project
Detail
1

Expand: All Subtasks Filter Budget Item: Search

Option	Percent	Budget Adjustment	Distributed Budget	Target Budget	Undistributed Adjustment	Even Spread	Other	ALL
Spread		0.00	250,000.00	250,000.00	0.00			
Spread		0.00	250,000.00	250,000.00	0.00			
		0.00	250,000.00	250,000.00	0.00	Even Spread	Other	250,000.00

Project Activities Process Monitor

Update/Display Include History

Click to scroll back to the left.

Financial Management System

Home | Print | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Project Costing > Budgeting > Budget Plan

Budget Detail

Project: H12222010B Description: HOP SPSR SLP
Plan ID: 1 Description: SLP Project
Currency Code: USD Charging Level: Detail
Calendar ID: AL Number of Periods: 1
Analysis Type: BUD

Budget eligible for finalization
Budget not eligible for finalization

Distribute Budget Distributed Budget: Add To/Subtract From Expand: All Subtasks Filter Budget Item: Search

Project Budget Details

Status	WBS ID	Activity Name/Budget Item	Budget Items	Spread Option	Percent	Budget Adjustment	Distributed Budget	Target Budget	Unc Adj
✓		SLP Project		Select Spread		0.00	250,000.00	250,000.00	
✓	1	Speech, Lang, Path		Select Spread		0.00	250,000.00	250,000.00	
✓		All Costs				0.00	250,000.00	250,000.00	

Distribute Budget Copy From Another Plan

Go To: Budget Plan Budget Items Budget vs. Actual Project Activities Process Monitor
Return to Budget Plan

Save Return to Search Notify Refresh

- Notice that the “Status” now shows green check marks (A), indicating the budget is eligible for finalization.
- Click the **Save** button (B).

- Click the “Return to Budget Plan” link or the “Go To: Budget Plan” link; they both go to the same place (C).

Financial Management System

Home | Print | Worklist | MultiChannel Console | Add to Favorites

Favorites | Main Menu > Project_Costing > Budgeting > Budget Plan

New Window | Help | Customize Page

Budget Plan

Project: [H12222010B](#) Description: HOP SPSR SLP

Processing Status: Active [Process Monitor](#)

Project Budget Plans

General | Calendar | Commitment Control | **Finalize** (FF) | [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Plan ID	Description	*Status	Total Distributed Budget	Currency	Budget Type	Analysis Type			
1	SLP Project	Active	250,000.00	USD	Cost Budget	BUD			

[Save as Template](#)

[Return to Budget Detail](#)

[Save](#) | [Return to Search](#) | [Notify](#) | [Refresh](#) | [Add](#) | [Update/Disp](#)

On the Budget Plan page, General Information tab, the “Total Distributed Budget” column (A) now reflects the amount you entered. The last step is to finalize the budget. Click the “Finalize” tab (B).

Financial Management System

Home | Print | Worklist | MultiChannel Console | Add to Favorites

Favorites | Main Menu > Project_Costing > Budgeting > Budget Plan

New Window | Help | Customize Page

Budget Plan

Project: [H12222010B](#) Description: HOP SPSR SLP

Processing Status: Active [Process Monitor](#)

Project Budget Plans

General | Calendar | Commitment Control | **Finalize** (FF) | [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Plan ID	Description	*Status	Total Distributed Budget	Finalized Amount	Last Finalized			
1	SLP Project	Active	250,000.00	0.00				

[Save as Template](#)

[Return to Budget Detail](#)

[Save](#) | [Return to Search](#) | [Notify](#) | [Refresh](#) | [Add](#) | [Update/Disp](#)

Click the **Finalize** button. This initiates the budget finalization process, which creates a commitment control budget based on the project budget details you entered. You can follow the budget finalization process by clicking the “Process Monitor” link to access the Process monitor page. The steps to follow the budget finalization process are not shown in this Guide.

The screenshot shows the 'Budget Plan' page in the Financial Management System. The page title is 'Financial Management System' and the breadcrumb trail is 'Home > Print > Worklist > MultiChannel Console > Add to Favorites > Favorites > Main Menu > Project Costing > Budgeting > Budget Plan'. The page includes a 'Process Monitor' link and a 'Project Budget Plans' table with tabs for 'General', 'Calendar', 'Commitment Control', and 'Finalize'. The table has columns for 'Plan ID', 'Description', 'Status', 'Total Distributed Budget', 'Finalized Amount', and 'Last Finalized'. A red box highlights the 'Total Distributed Budget', 'Finalized Amount', and 'Last Finalized' columns for the first row. The 'Finalized' button is disabled.

Plan ID	Description	Status	Total Distributed Budget	Finalized Amount	Last Finalized
1	SLP Project	Active	250,000.00	250,000.00	05/31/12 2:59PM

After the budget finalization process has completed successfully, return to the Budget Plan page, Finalize tab to confirm. Notice that the “Finalized Amount” now equals the “Budgeted Amount,” the “Last Finalized” field shows the date and time the process was run, and the Finalize button is disabled because there is no budget amount remaining to be finalized. Future budget updates will require you to run the budget finalization process again.