

QUICK REFERENCE GUIDE

November 1, 2019

Adjust a Project Budget

You may need to make changes to your project budget because of changes in scope or funding. This guide covers how to change an existing project budget to increase or decrease funding amounts, or to reallocate budgets among different Project Activities or Budget Items. You will locate the Budget Plan, adjust the budget, and then finalize the budget.

Steps to complete:

- Step 1: Enter the Budget Adjustment
- Step 2: Finalize the New Budget

Step 1: Enter the Budget Adjustment

1. Navigate to the *Budget Plan* page using one of the options described below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Project Costing, Manage Projects, left-menu, Project Budget, Budget Plan.
WorkCenter	Accounting, Project Costing, Projects WorkCenter, left-menu, Links section, Project Setup, Budget Plan.

2. On the **Find an Existing Value** tab of the *Budget Plan* search page, search for and select the project that you want to update.

Budget Plan

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

Business Unit =

Project begins with

Description begins with

Processing Status =

Case Sensitive

3. At the *Budget Plan* page, click on the **Budget Detail** icon to display the *Budget Detail* page.

Budget Plan

Project G02RC25GV0031 Description Roof and Exterior Repair

Processing Status Active Process Monitor

Project Budget Plans Personalize | Find | View All | First 1 of 1 Last

General | Calendar | Commitment Control | Finalize

Plan ID	Description	*Status	Total Distributed Budget	Currency	Budget Type	Analysis Type	Max Budget Items to Retrieve
1	Roof and Exterior Repair	Active	150,000.00	USD	Cost Budget	BUD	

Save as Template

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display

In this example, the project has two activities.

4. Click on the **Budget Items** icon for the project activity that you need to adjust.

Budget Detail

Project G02RC25GV0031 Description Roof and Exterior Repair

Plan ID 1 Description Roof and Exterior Repair

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 Personalize | Find | Update

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	Undistributed Adjustment	Even Spread	Other
✓		Roof and Exterior Repair		Select Spread		0.00	150,000.00	150,000.00	0.00		
✓	1	Construction		Select Spread		0.00	100,000.00	100,000.00	0.00	Even Spread	Other
✓	2	Study		Select Spread		0.00	50,000.00	50,000.00	0.00	Even Spread	Other
✓		All Budget Items				0.00	50,000.00	50,000.00	0.00	Even Spread	Other

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 | Update

- The *Adjust Budget Items* page displays showing the budget lines you entered when you first created the budget for this project. You can adjust any or all of the lines and activities. In this example, only one *Project Budget Item* was entered.

- Select a **Spread Option** in the Adjust Budget Items header.

Field Name	Field Description
Spread Option	<p>The Budget Adjustment field is locked until you select a spread option. Select a <i>Spread Option</i> from the drop-down listing:</p> <ul style="list-style-type: none"> - Adjust by Amount: In most cases, you will select “Adjust by Amount”. This allows you to enter specific amounts for each Budget Item you select for this activity. <p>If you are interested in using any of the other spread options, contact the SWIFT Helpdesk for assistance.</p>

- Click on the **Add New Row (+)** icon. Because the budget has already been finalized, you cannot make changes to the existing line. To adjust this budget, you must add a new line with the change in funding amount.

- Complete the **Budget Items** tab in the **Budget Item Distribution** section. In the example below, we are reducing the project budget by \$10,000.

WARNING! Only use the **Tab** key to navigate between fields; do not use the Enter Key. If the Enter Key is used, you will be brought back to the *Budget Detail* page. It will look as though you have not entered any Budget Detail data. You will need to **Save**, click the *Return to Budget Plan* link, and then click on the **Budget Detail** icon. Your changes will now display on the *Budget Detail* page and you can continue processing the budget.

Field Name	Field Description
Project Budget Item	Select the <i>Project Budget Item</i> from the drop-down listing. Each agency will have a different set of options for this field. Some agencies enter the entire amount using the <i>Project Budget Item</i> "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.
Budget Adjustment	Enter the Budget Adjustment amount for the <i>Budget Item</i> .

Project Budget Items x
Help

Activity 2 Description Construction

Budget Adjustment 0.00 Currency Code USD

Distributed Budget 100,000.00

Target Budget 100,000.00

Undistributed Adjustment 0.00

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

Budget Item Distribution
Personalize | Find | | First 1-2 of 2 Last

Budget Items	Project Detail	General Ledger Detail	Commitment Control Detail			
Project Budget Item	Seq #	Percentage	Budget Adjustment	Distributed Budget	Target Budget	Undistributed Adjustment
ALL		1	0.00	100,000.00	100,000.00	+
ALL		2	-10000	0.00	0.00	+ -

Distribute Budget

OK
Cancel

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- Next, you'll need to enter the ChartFields for the *Project Budget Item(s)* on the **Budget Item Distribution** section tabs as described in the table below. Check with your agency to make sure you are entering the required ChartFields. The "[Project Budget Definitions](#)" guide may also be of assistance. In some cases, your agency may not require ChartField values to be entered. The example used in this guide is representative and may not match the values used for your project.

Tab	Available ChartFields
General Ledger Detail tab	Account Fund Financial Department ID Appropriation ID Statewide Cost (Proj) Sub Account (Class) Agency Cost 1 Agency Cost 2
Project Detail tab	Source Type Category Subcategory
Commitment Control Detail tab	The entries on the Commitment Control Detail tab should not be changed.

- If you need to make additional Project Budget adjustments, click on the **Add New Row (+)** icon and enter the fields as described above.
- When you're finished, click on the **OK** button.
- You will receive a message indicating that the "New Budget Adjustment of \$XXXXXX does not match the original Budget Adjustment of 0". You receive this message because you are

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technically adjusting a budget of \$0 by the amount you entered. Click the **Yes** button. You will return to the *Budget Detail* page.

New Budget Adjustment of -10000 does not match the original Budget Adjustment of 0.



13. If you have to adjust more than one Activity, repeat the above steps until you have entered all of the budget adjustments.
14. When you are done, view the *Budget Detail* page to ensure that your entries are correct. If not, make the necessary changes before proceeding to the next step.
15. The **Yellow Triangle** icons in the *Status* column of the *Budget Detail* page indicate that the budget, as it is currently saved, is not eligible for finalization. (The *Budget Adjustment* amount is displayed in the *Undistributed Adjustment* column rather than the *Distributed* column.) If necessary, use the scroll bar to scroll to the right so that the **Even Spread** button(s) display.
16. Click the **Even Spread** button for each activity to fully distribute the budget amount. The *Budget Adjustment* amount should now display in the *Distributed Budget* column.

Budget Detail

Project G02RC25GV0031 Description Roof and Exterior Repair
 Plan ID 1 Description Roof and Exterior Repair
 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 Personalize Find First 1-6 of 6 Last

Status	WBS ID	Activity Name/Budget Item	Budget Items	Spread Option	Percent	Budget Adjustment	Distributed Budget	Target Budget	Undistributed Adjustment	Even Spread	Other	ALL
⚠		Roof and Exterior Repair		Select Spread		-10,000.00	150,000.00	140,000.00	-10,000.00			
	1	Construction		Select Spread		-10,000.00	100,000.00	90,000.00	-10,000.00			
✓		All Budget Items				0.00	100,000.00	100,000.00	0.00	Even Spread	Other	100,000.00
⚠		All Budget Items				-10,000.00	0.00	-10,000.00	-10,000.00	Even Spread	Other	
	2	Study		Select Spread		0.00	50,000.00	50,000.00	0.00			
✓		All Budget Items				0.00	50,000.00	50,000.00	0.00	Even Spread	Other	50,000.00

17. Click the **Save** button. The *Status* column now shows **Green Checkmark** icons indicating the budget is eligible for finalization.

Budget Detail
 Project G02RC25GV0031 Description Roof and Exterior Repair
 Plan ID 1 Description Roof and Exterior Repair
 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
 Personalize Find 1 of 6 First 4.6 of 6 Last

Status	WBS ID	Activity Name/Budget Item	Budget Items	Spread Option	Percent	Budget Adjustment	Distributed Budget	Target Budget	Undistributed Adjustment	Even Spread	Other	ALL
✓		Roof and Exterior Repair		Select Spread		0.00	140,000.00	140,000.00	0.00			
	1	Construction		Select Spread		0.00	90,000.00	90,000.00	0.00			
✓		All Budget Items				0.00	100,000.00	100,000.00	0.00	Even Spread	Other	100,000.00
✓		All Budget Items				0.00	-10,000.00	-10,000.00	0.00	Even Spread	Other	-10,000.00
	2	Study		Select Spread		0.00	50,000.00	50,000.00	0.00			
✓		All Budget Items				0.00	50,000.00	50,000.00	0.00	Even Spread	Other	50,000.00

18. Click on the *Return to Budget Plan* link at the bottom left of the page.

Step 2: Finalize the New Budget

The last step is to finalize the budget. After the budget has been finalized, you will not be able to change the existing budget lines.

Budget Plan
 Project G02RC25GV0031 Description Roof and Exterior Repair
 Processing Status Active Process Monitor

Project Budget Plans
 Personalize Find View All 1 of 1 First Last

Plan ID	Description	*Status	Total Distributed Budget	Currency	Budget Type	Analysis Type	Max Budget Items to Retrieve
1	Roof and Exterior Repair	Active	140,000.00	JSD	Cost Budget	BUD	

1. On the *Budget Plan* page, verify that the *Total Distributed Budget* amount equals the amount of the project. (All other fields default with the correct values.)

If you realize that you've made a mistake, you can re-enter the Budget Detail by doing the following:

- a. Click on the **Budget Detail** icon to return to the *Budget Detail* page.
 - b. Click on the **Budget Items** icon for the Activity you need to change.
 - c. On the *Adjust Budget Items* page, click on the **Delete Row** (minus sign) icon for the row(s) that need adjusting and click **OK** at the message that appears verifying that you want to delete the row.
 - d. Re-enter the budget detail as described in Step 1.
2. On the *Budget Plan* page, click on the **Finalize** tab.
 3. Click on the **Finalize** button. This initiates the budget finalization process, which creates a Commitment Control budget based on the project budget details you entered.

Budget Plan

Project G02RC25GV0031 Description Roof and Exterior Repair

Processing Status Active Process Monitor

Project Budget Plans Personalize | Find | View All | [Print] [Refresh] First 1 of 1 Last

General | Calendar | Commitment Control | **Finalize** [Refresh]

Plan ID	Description	*Status	Total Distributed Budget	Finalized Amount	Last Finalized	
1	Roof and Exterior Repair	Active	140,000.00	150,000.00	11/09/18 11:42AM	Finalize [Plus]

- You will receive a message indicating that the Budget Plan Finalization has been processed and you can click on the *Process Monitor* link to view the status of the process. Click on the **OK** button.

Budget Plan Finalization has been processed. (13100,697)

Click on the [Process Monitor](#) hyperlink to view run status.

OK

- Click on the *Process Monitor* link.

Process List | Server List

View Process Request For

User ID: 00272877 | Type: [Dropdown] | Last: [Dropdown] | [Dropdown] 1 | Hours: [Dropdown] | **Refresh**

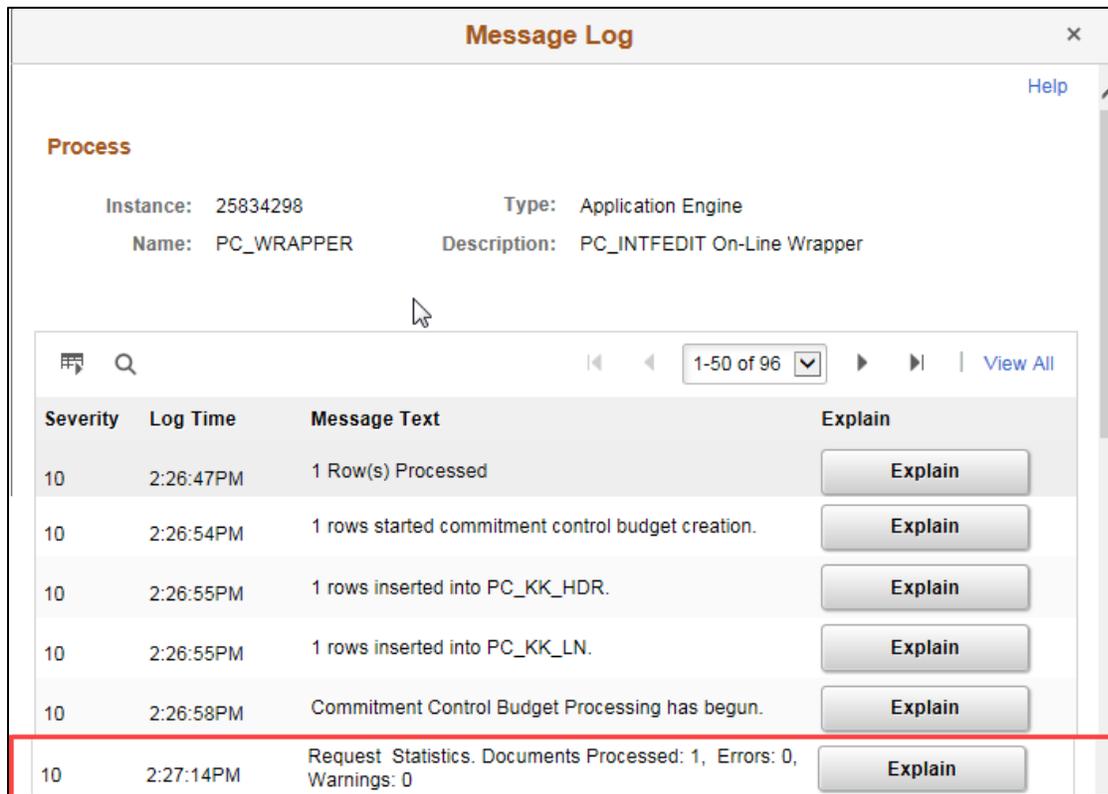
Server: [Dropdown] | Name: [Search] | Instance From: [Dropdown] | Instance To: [Dropdown]

Run Status: [Dropdown] | Distribution Status: [Dropdown] | Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	25834298		Application Engine	PC_WRAPPER	00272877	11/13/2018 2:26:26PM CST	Success	Posted	Details

- At the *Process List* page, click on the **Refresh** button until the Run Status = Success and the Distribution Status = Posted.
- You must view the Message Log for the process to ensure that the process was successful. Click on the *Details* link. The *Process Detail* page displays.
- Click on the *Message Log* link.



- Review the information displayed on the *Message Log* page.
- You should see messages indicating that rows have been successfully inserted into the “PC” Project Costing and Commitment Control modules.
- You will most likely see a number of warning messages which you can ignore.
- If errors exist, refer to the [“Correct Commitment Control \(Project Budget Check\) Errors”](#) guide for assistance.

9. Click on the **Return** button to go back to the *Process Detail* page.

10. Click on the **OK** button to return to the *Process List* page.

11. Click on the *Go back to Budget Plan* link to return to the *Budget Plan* search page.

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12. On the *Budget Plan* page, use the **Find An Existing Value** tab to search for and select the project.

Budget Plan

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

Search Criteria

Business Unit =

Project begins with

Description begins with

Processing Status =

Case Sensitive

13. On the *Budget Plan* page, click on the **Finalize** tab to confirm 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.

Budget Plan

Project G02RC25GV0031 Description Roof and Exterior Repair

Processing Status Active Process Monitor

Project Budget Plans Personalize | Find | View All | |

General | Calendar | Commitment Control | **Finalize**

Plan ID	Description	*Status	Total Distributed Budget	Finalized Amount	Last Finalized	
1	Roof and Exterior Repair	Active <input type="text"/>	140,000.00	140,000.00	1/13/18 2:26PM	<input type="button" value="Finalize"/> <input type="button" value="+"/>