

9.2 Creating a Project Budget

Purpose: Use this document as a reference for creating a budget for a project in ctcLink.

Audience: Finance/Grant Fiscal Staff.

❗ You must have at least one of these local college managed security roles:

- ZZ Project Cost Entry-Maint
- ZZ Project Costing Processing

You must also set these User Preference Definitions:

- [FSCM 9.2 - Grants Security](#)

If you need assistance with the above security roles or User Preference Definitions, please contact your local college supervisor or IT Admin to request role access.

After the Project or Program has been created in Project Costing (*Start & End dates, Location and Activities added, and User Field #5 added for Capital Project*) the next step is to create a **Project Budget**.

Creating a Project Budget

Navigation: NavBar > Navigator > Project Costing > Budgeting > Budget Plan

1. On the **Budget Plan** search page, select the **Add a New Value** tab.
2. Enter or look up the **Business Unit**. The value defaults from your user setup. You can change it if you have access to multiple Business Units.
3. Enter or look up the **Project**.
4. Select **Add**. The **Budget Plan** page will display.

Budget Plan

Business Unit

Project

[Find an Existing Value](#) | [Add a New Value](#)

- On the **Budget Plan** page, enter the **Description**. (Max 25 characters). Select **Save**.
- Select the **Budget Detail** icon. The **Budget Detail** page will display.

Budget Plan

Project 0000004198 Description Applied Arts Remodel

Processing Status Active

Process Monitor

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

*Plan ID	Description	*Status	Total Distributed Budget	*Currency	*Budget Type	*Analysis Type	Max Budget Items to Retrieve			
1	Applied Arts Remodel	Active	0.00	USD	Cost Budget	BUD				

[Return to General Information](#)

- On the Budget Detail page, select the **Budget Items** icon. The **Project Budget Items** page will display.



The following Project example has 2 Activities: Applied Arts Remodel and Demo.

Budget Detail

Project Description Applied Arts Remodel
Plan ID 1 Description Applied Arts Remodel
Currency Code USD Charging Level Detail
Calendar ID PC Number of Periods 1
Analysis Type BUD
✓ Budget eligible for finalization
⚠ Budget not eligible for finalization

Distributed Budget Filter Budget Item

Project Budget Details Personalize | Find |

Status	WBS ID	Activity Name/Budget Item	Budget Items	Spread Option	Percent	Budget Adjustment	Distributed Budget	Target Budget	Undistributed Adjustment
		Applied Arts Remodel		Select Spread		0.00	0.00	0.00	0.00
	1	Applied Arts Remodel				0.00	0.00	0.00	0.00
	2	Applied Arts Demo				0.00	0.00	0.00	0.00

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

8. From the **Spread Option** drop-down list select **Adjust by Amount**.
9. On the **Project Budget Items** page, enter or look up **Project Budget Item**.
10. Enter a dollar amount for the budget item in **Budget Adjustment**.
11. Select the **Distribute Budget** button.

💡 Use the **plus icon** to add additional Budget Items/rows.

Budget Detail

Project 0000004198
Plan ID 1
Currency Code USD
Calendar ID PC
Analysis Type BUD
Budget eligible for finalization
Budget not eligible for finalization

Project Budget Details

Budget Periods | Project Detail | General Ledger

Status WBS ID Activity Name/Budget Item

1 Applied Arts Remodel
2 Applied Arts Demo

Distribute Budget Copy From Another

Go To: Budget Plan Budget Items
Return to Budget Plan

Save Return to Search Notify

Project Budget Items

Activity REMO1 Description Applied Arts Remodel
Currency Code USD

Budget Adjustment 0.00
Distributed Budget 0.00
Target Budget 0.00
Undistributed Adjustment 0.00

Distribute Budget Spread Option Adjust by Amount

Budget Item Distribution

Personalize Find 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
EQUIP	1		100,000.00	0.00	0.00	
GDSVC	1		10000.00	0.00	0.00	

Distribute Budget

OK Cancel

12. The system will display a message 'New Budget Adjustment __ does not match the original Budget Adjustment of 0.'
13. Select **Yes**.
14. The **Project Budget Items** page will display.

Project Budget Items

Activity REMO1 Description Applied Arts Remodel
Currency Code USD

Budget Adjustment 0.00
Distributed Budget 0.00
Target Budget 0.00
Undistributed Adjustment 0.00

Distribute Budget Spread Option

Budget Item Distribution

Budget Items | Project Detail | General Ledger Detail

Project Budget Item	Seq #	Percentage	Budget Adjustment	Distributed Budget	Target Budget	Undistributed Adjustment
EQUIP	1		100,000.00	0.00	0.00	
GDSVC	1		10000.00	0.00	0.00	

Distribute Budget

OK Cancel

New Budget Adjustment of 110000 does not match the original Budget Adjustment of 0.

Yes No

15. The **Project Budget Items** page displays. Select the **General Ledger Detail** tab.
16. Enter **Operating Unit**.

17. Enter **Fund Code**.
18. Enter **Department**.
19. Enter **Class Field**.
20. Enter **Appropriation**, if needed.
21. Enter **State Purpose**.
22. Select **OK**.

NOTE: Only the following **Fund Accounts** can be used within the **Grants/Project Costing Modules**: **057, 060, 145, 147, 253, and 357**.

Project Budget Items

Activity REMO1 Description Applied Arts Remodel

Budget Adjustment 110,000.00 Currency Code USD

Distributed Budget 0.00

Target Budget 110,000.00

Undistributed Adjustment 110,000.00

Distribute Budget Spread Option Adjust by Amount

Distributed Budget Add To/Subtract From

Budget Item Distribution

Personalize Find 1-2 of 2 Last

Budget Items Project Detail **General Ledger Detail** Commitment Control Detail

Project Budget Item	Seq #	GL Business Unit	Account	Operating Unit	Fund Code	Department	Class Field	Appropriation Inde
EQUIP	1	WA140	5030004	7140	060	65233	901	A14
GDSVC	1	WA140	5030003	7140	060	65233	901	A14

Distribute Budget

OK Cancel

23. The **Budget Detail** page displays. On the Budget Item row, select the **Even Spread** button for each of the Budget Items. You will notice that the Status will change from a yellow triangle to a green check mark on each line.
24. Select **Save**.

Budget Detail

Project 000004198 Description Applied Arts Remodel
Plan ID 1 Description Applied Arts Remodel
Currency Code USD Charging Level Detail
Calendar ID PC 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 1-5 of 5 Last

Status	WBS ID	Activity Name/Budget Item	Budget Items	Spread Option	Percent	Budget Adjustment	Distributed Budget	Target Budget	Undistributed Adjustment	Even Spread	Other	1
⚠		Applied Arts Remodel		Select Spread		110,000.00	0.00	110,000.00	110,000.00			
	1	Applied Arts Remodel		Select Spread		110,000.00	0.00	110,000.00	110,000.00			
⚠		Equipment				100,000.00	0.00	100,000.00	100,000.00	Even Spread	Other	
⚠		Goods/Routine Services				10,000.00	0.00	10,000.00	10,000.00	Even Spread	Other	
	2	Applied Arts Demo				0.00	0.00	0.00	0.00			

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 Update/Display Include History

💡 **Note:** The system evenly spread the amount across the periods.

The **Status** of the **Budget Item** has been changed from **Budget not eligible for finalization** to **Budget eligible for finalization**.

25. Select the **Return to Budget Plan** link. The **Budget Plan** page will display.

Budget Detail

Project 000004198 Description Applied Arts Remodel
Plan ID 1 Description Applied Arts Remodel
Currency Code USD Charging Level Detail
Calendar ID PC 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

Status	WBS ID	Activity Name/Budget Item	Budget Items	Spread Option	Percent	Budget Adjustment	Distributed Budget	Target Budget	Undistributed Adjustment	Even Spread
✓		Applied Arts Remodel		Select Spread		0.00	110,000.00	110,000.00	0.00	
	1	Applied Arts Remodel		Select Spread		0.00	110,000.00	110,000.00	0.00	
✓		Equipment				0.00	100,000.00	100,000.00	0.00	Even Spread
✓		Goods/Routine Services				0.00	10,000.00	10,000.00	0.00	Even Spread
	2	Applied Arts Demo				0.00	0.00	0.00	0.00	

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

26. On the **Budget Plan** page, select the **Finalize** button.

27. The system displays a **Message** confirming the **Finalization** process was initiated.

Budget Plan

Project 0000004198 Description Applied Arts Remodel

Processing Status Active Process Monitor

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

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

Plan ID	Description	*Status	Total Distributed Budget	Finalized Amount	Last Finalized		
1	Applied Arts Remodel	Active	110,000.00	0.00		Finalize	[+] [-]

Save as Template

[Return to General Information](#)

[Save] [Return to Search] [Notify] [Refresh] [Add] [Update/Display]

28. Select **OK** then select the **Process Monitor**.

Budget Plan

Project 0000004198 Description Applied Arts Remodel

Processing Status Active **Process Monitor**

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

General | Calendar | Commitment Control | Finalize [Icon]

Plan ID	Description	*Status	Total Distributed Budget	Finalized Amount	Last Finalized		
1	Applied Arts Remodel	Active	110,000.00	0.00	07/28/21 2:05PM	Finalize	[+] [-]

Save as Template

[Return to General Information](#)

[Save] [Return to Search] [Notify] [Refresh]

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

Click on the Process Monitor hyperlink to view run status.

OK

29. The **Process Monitor** page will display. Select **Refresh** button until the Run Status = Success and Distribution Status = Posted. Process Please refer to the [Process Scheduling QRG](#) for instructions.

Process List

Server List

View Process Request For

User ID

CTC_KEBERT

Type

Last

1

Days

Refresh

Server

Name

Instance From

Instance To

Report Manager

Run Status

Distribution Status

Save On Refresh

Process List

1-1 of 1

View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1206711		Application Engine	PC_WRAPPER	CTC_KEBERT	07/28/2021 2:05:36PM PDT	Success	Posted	Details

Go back to Budget Plan

Save

Notify

Process List

Server List

30. Navigate back to the **Budget Plan** Finalize tab to view the Total Distributed Budget equals the Finalized Amount.

Budget Plan

Project 0000004198

Description Applied Arts Remodel

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	Finalized Amount	Last Finalized		
1	Applied Arts Remodel	Active	110,000.00	110,000.00	07/28/21 2:05PM	Finalize	+

Save as Template

Return to General Information

Save

Return to Search

Notify

Refresh

Add

Update/Display

31. Process complete.