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

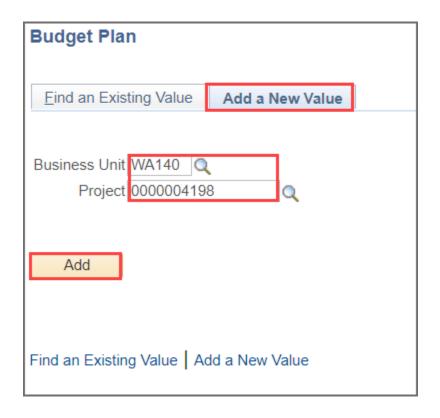
If you need assistance with the above security roles or User Preference Definitions, please contact your local college supervisor or IT Admin to request role access.

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**.

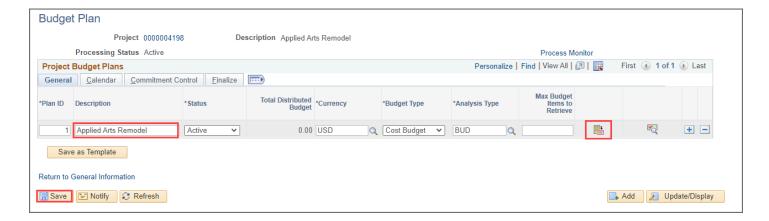
Creating a Project Budget

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.

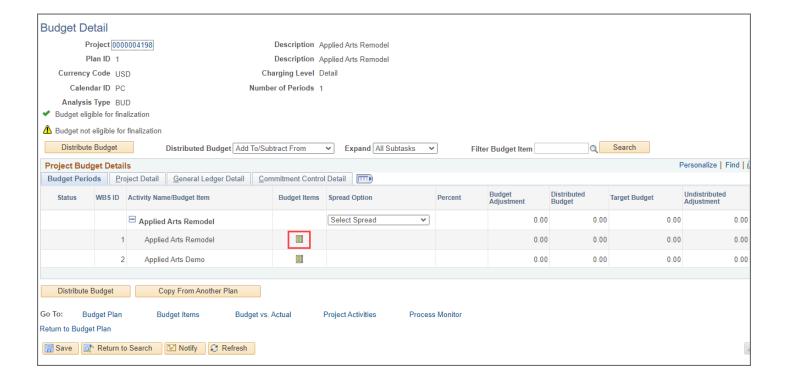


- 5. On the **Budget Plan** page, enter the **Description**. (Max 25 characters). Select **Save.**
- 6. Select the Budget Detail icon. The Budget Detail page will display.



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

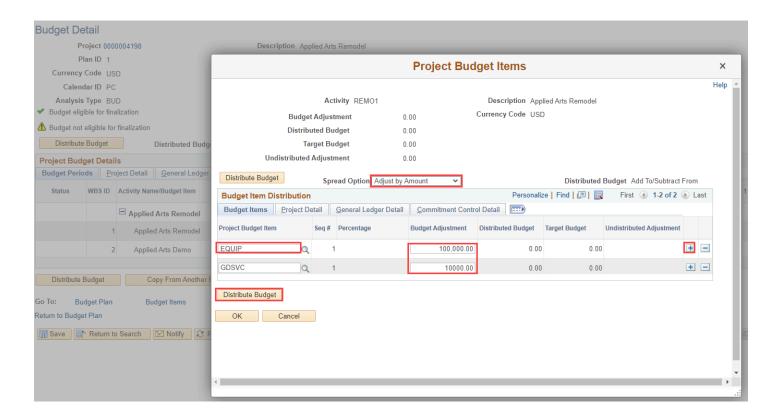




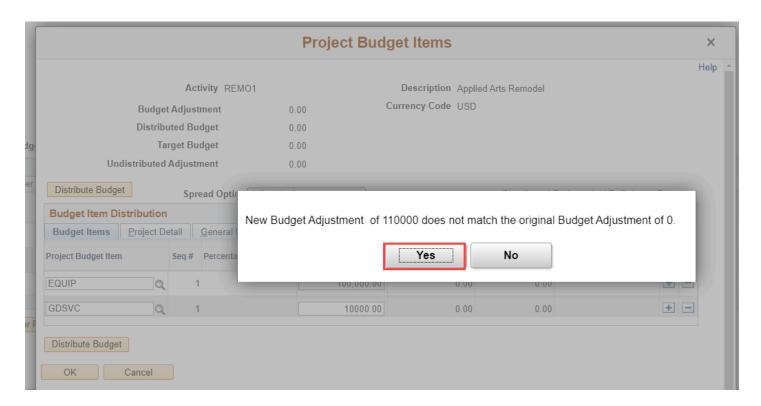
- 8. From the Spread Option drop-down list select Adjust by Amount.
- 9. On the **Project Budget Items** page, enter or look up **Project Budget Item**.
- 10. Enter a dollar amount for the budget item in **Budget Adjustment**.
- 11. Select the **Distribute Budget** button.

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

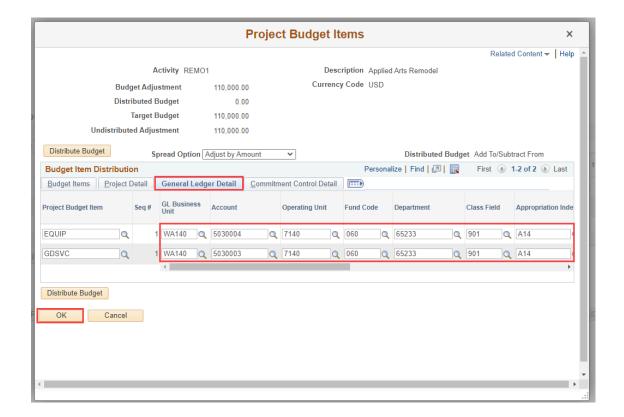


- 12. The system will display a message 'New Budget Adjustment __ does not match the original Budget Adjustment of 0.'
- 13. Select Yes.
- 14. The **Project Budget Items** page will display.

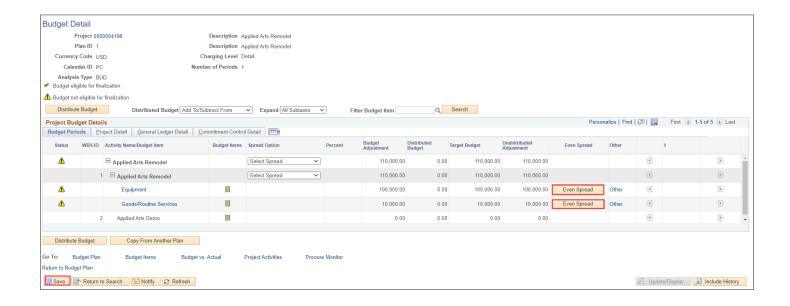


- 15. The **Project Budget Items** page displays. Select the **General Ledger Detail** tab.
- 16. Enter Operating Unit.

- 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.



- 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.

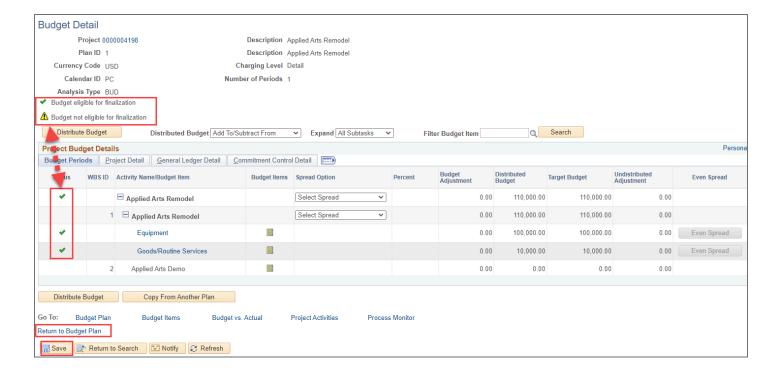


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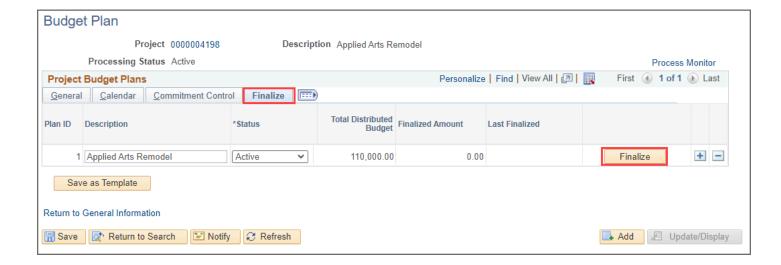
Note: The system evenly spread the amount across the periods.

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

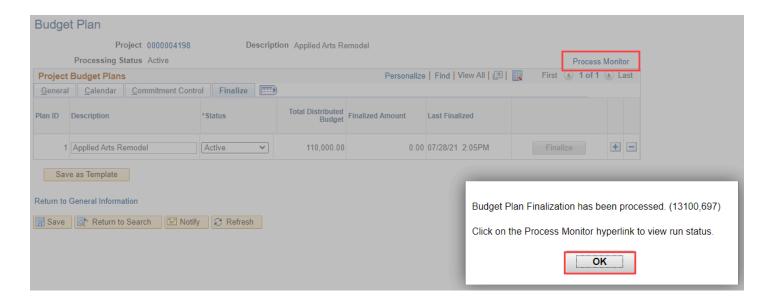
25. Select the Return to Budget Plan link. The Budget Plan page will display.



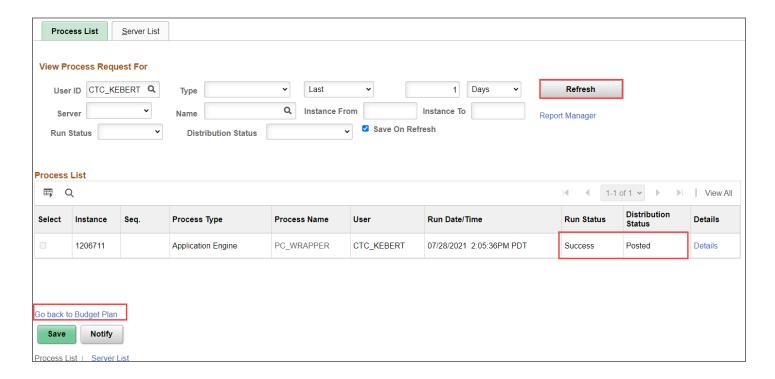
- 26. On the **Budget Plan** page, select the **Finalize** button.
- 27. The system displays a **Message** confirming the **Finalization** process was initiated.



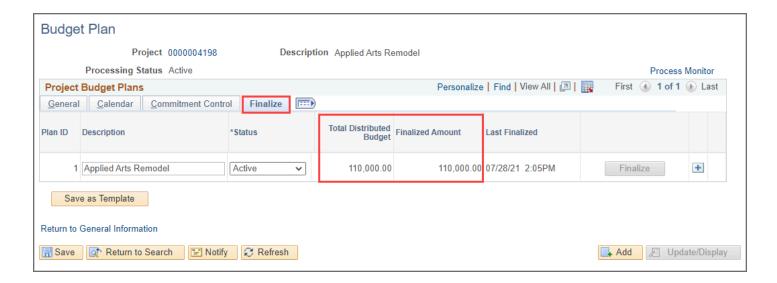
28. Select **OK** then select the **Process Monitor**.



29. The **Process Monitor** page will display. Select **Refresh** button until the Run Status = Success and Distribution Status = Posted. Process Please refer to the <u>Process Scheduling QRG</u> for instructions.



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



31. Process complete.