



PM

Managing Project Budget

1- Click on **COST MANAGEMENT** from the buttons on the left.

(Portfolio) > Home > Controls

Controls Project Center Portfolio View FPC - BI Report Events

PLANNING
ENGINEERING FOR...
COST MANAGEMENT
SCHEDULING
ASSET MANAGEME...
PORTFOLIO
TOOLBOX
EXIT

Links

- PMWeb Quick Reference Guides and Videos
- Facilities Homepage
- Facilities Staff Resources
- Document Manager

Workflow Inbox

No records to display.

Collaborate Inbox

No records to display.

NOTIFICATION INBOX

Save Layout | Load Default Layout | Dismiss Selected Reminders

ID	DOCUMENT TYPE	PROJECT/LOCATIC	DUE DATE	DESCRIPTION

No records to display.

My Assignments

today 12-04-2022 - 12-10-2022 Day Week Month Timeline

Sun, 4	Mon, 5	Tue, 6	Wed, 7	Thu, 8	Fri, 9	Sat,

2- Under Budgets, select **Budget Request**.

BUDGETS

- Cost Codes
- Budgets
- Cost Ledgers
- Forecasts
- Cost Worksheets
- Define Worksheets
- Budget Requests**
- Journal Entries

3- Click on + in the top bar to add.



- 4- **Project** field - Select the project from the Project drop down menu. You can also start typing the name of your project in the field and it will come up.
- 5- **Record #** field – will auto populate with next sequential number.
- 6- **Description** field - Enter a brief descriptive explanation of the budget change.
- 7- **Reason** field – select '02 – Added/Changed Scope' or '03 – Cost Overrun' for increases/decreases to the overall budget OR '05 – Internal Budget Realignment' to realign cost code budgeted amounts within the existing overall budget amount.
- 8- **Post As** field – Leave as 'Revised Budget'.
- 9- **Estimate** field – Leave blank.
- 10- **Work Order** field- Leave Blank.
- 11- **Requires Board of Regents Approval** field – Leave unchecked.
- 12- **Board of Regents Approval Date** field – Leave blank.
- 13- **PMF Overhead** field – Select **FP&C F0307**.
- 14- **Capital** field – Select **Yes**.
- 15- **PMF Charge** field – Select **Yes (Typical)**.
- 16- **PMF Type** field – Select **3%** (Typical).

Project*	<input type="text" value="4"/>	USER DEFINED FIELDS	
Record #*	<input type="text" value="5"/>	Work Order	<input type="text" value="10"/>
Description	<input type="text" value="6"/>	Requires Board of Regents Approval	<input type="checkbox"/> 11
Reason	<input type="text" value="7"/>	Board of Regents Approval Date	<input type="text" value="12"/>
Post As	Original Budget <input type="text" value="8"/>	PMF-Overhead	<input type="text" value="13"/>
<u>Estimate</u>	<input type="text" value="9"/>	Capital Project	<input type="text" value="14"/>
Status / Revision	Draft <input type="text" value="0"/>	PMF Charge	<input type="text" value="15"/>
		PMF Type	<input type="text" value="16"/>

17- From the top bar, click on the **Save** icon to save the header.



18- Under the new bottom tab at the bottom, select **+Add**.



19- Use the **"Cost Code"** Drop Down box to select the cost OR start typing the cost code to auto-fill.

20- In the **"Description"** column, enter a brief description.

21- In the **"Unit Cost"** or **"Project Budget"** column input the amount.

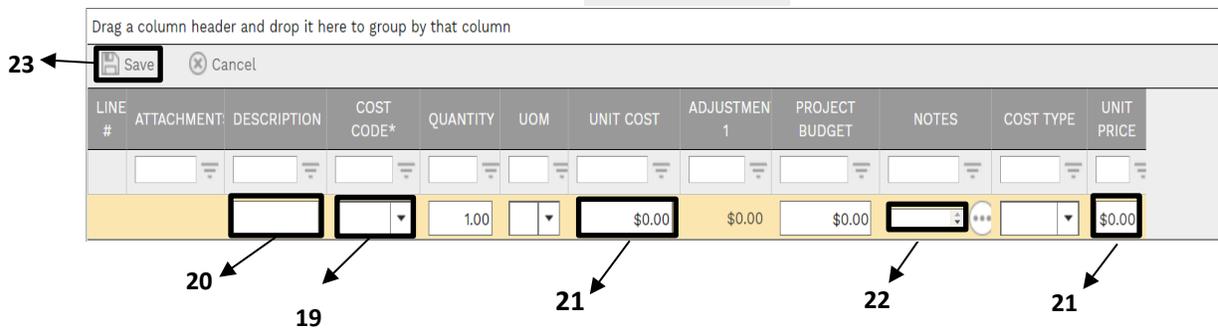
22- In the **"Notes"** column, add notes that will serve as a reference for you.

23- In the **"Grey"** header bar click the **Save** button.

24- Repeat Steps 13 through 17 for additional cost codes and amounts.

25- Verify that the net change to the budget is \$0 if an internal budget realignment.

26- From the top bar, click on the **Save** icon to save the record.



LINE #	ATTACHMENT	DESCRIPTION	COST CODE*	QUANTITY	UOM	UNIT COST	ADJUSTMEN 1	PROJECT BUDGET	NOTES	COST TYPE	UNIT PRICE
				1.00		\$0.00	\$0.00	\$0.00			\$0.00

- 27-** Add any PFAs or other funding documents under the **Attachments** tab.
- 28-** Under the **Workflow** tab at the bottom, click on the **Submit** button.
- 29-** When the screen automatically refreshes, click on the **Save** button that pops up.
- 30-** The above reason types trigger an abbreviated workflow that will allow the submitter to then final approve the record.



31- Process Complete