University of Illinois System

Funding Training Document

Presented by: OnIndus

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Overview

Kahua's Funding Application is a robust solution that provides companies with a variety of applications intended to manage and track costs associated with a project. Kahua's Funding Application is broken into three primary applications - Funding Budget, Funding Budget Adjustments, Funding Budget Changes.

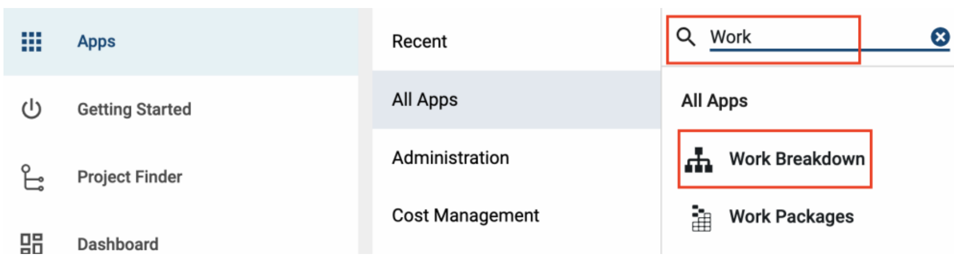
This document is meant to be a guide for each application in the Funding Application. Keep in mind the applications have been customized and updated to meet your company's processes and workflow approval requirements.

These Funding Application workflows are shown prior to each application

Adding Optional Cost Codes

When new projects are created by using the template, default Cost Codes that have been created in the template will be automatically copied over to the new projects. These cost codes will be available when any Cost transactions are being created in Kahua.

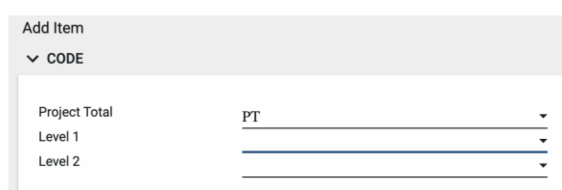
To add additional Cost Codes please navigate to the Project where you would like to add the additional Cost Codes and using the applications menu search for the Work Breakdown.



Once the Work Breakdown application has been opened, you will see all the cost transactions that have been created in the Project across all Cost Applications. To add new cost codes please click on the Add button on the Top. This will open a new screen on the right-hand side. In the Code section please select PT for Project Total. For Level 1 you have the following options:

1. 10000
2. 20000
3. 30000
4. 40000

Once the Level 1 has been selected, please select the Level 2 code from the options provided.



1. This will result in the new Level 2 code residing within the selected Level 1 code
2. Project Total and Level 1 have to be selected to create a Level 2 Code

When the Codes have been selected please enter the Description/Name of the Cost Code in the General section and click Save when data has been entered. See Appendix A for the list of Additional Cost Codes and Description/Names.

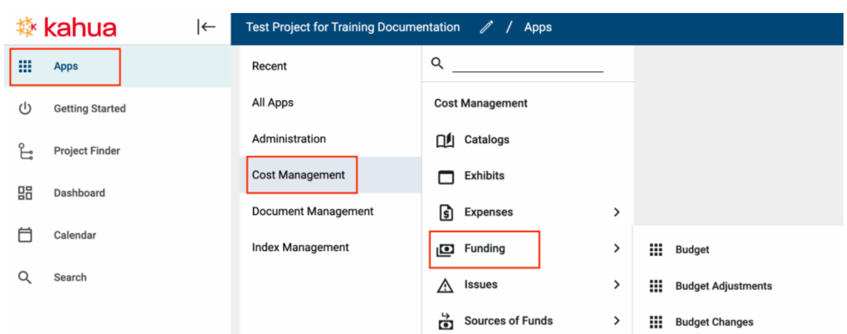
Funding Application - Budget

Create a Budget

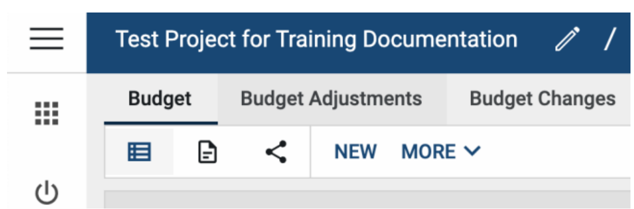
Applicable Roles: Project Manager/Assistant Project Manager, Financial Manager
Roles in Approval Workflow: Project Manager, Financial Manager, Assistant Director, Director, Delegated Authority Levels.

The Budget application allows the Project Manager/Assistant Project Manager to establish a Budget Per Project.
Note: The budget will be displayed in the Work Breakdown app in specific columns based upon the status of the Budget.

1. To access the Funding Budget application, open the Apps repository. Under the Cost Management suite of applications, click on Funding
2. This will launch the Funding Applications which will include:
    a. Budget
    b. Budget Adjustments
    c. Budget Changes

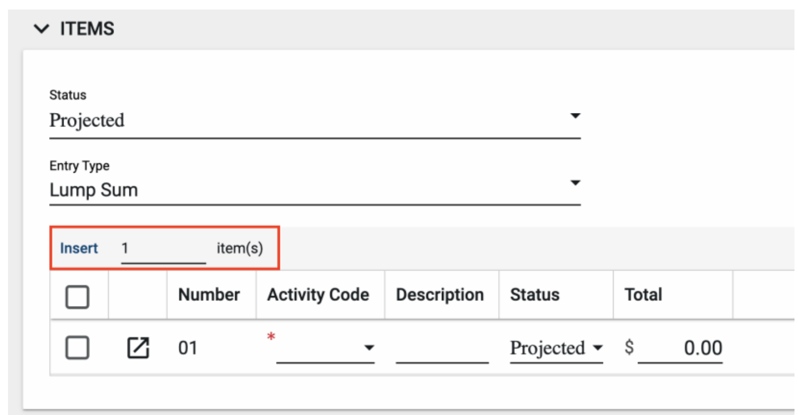


3. To create a new Funding budget, select the Budget tab, then click the New button to open a new budget
4. A new form opens on the right side of the screen
5. Populate the Funding Budget Details such as Subject, Description, Type and Notes

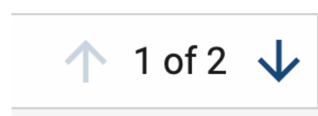


    a. As both the Review and Approval Workflows will be used you will not need to enter dates in the Dates & Workflow section manually as this will increment for you as it routes through workflow

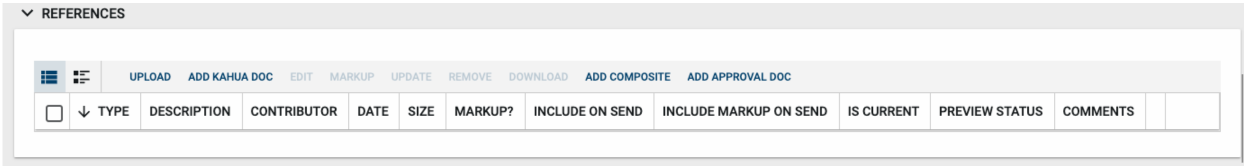
6. To add budget line items, navigate to the Items grid
    a. Keep in mind, you have the option to budget at a high level
    b. <u>**Note**</u>: Contracts and Change Orders will be created downstream at a detailed level (detailed cost codes), but you may choose to budget additional funds in excess of executed contract totals to allow for a certain % of Change Orders to be executed so that contract funding line items do not need to be updated for each Change Order
7. To add multiple line items, determine how many lines you will need and click Insert
8. Select the applicable cost code and fill out the remaining details regarding this budget
    a. <u>**Note**</u>: Do not update the Status on each line.



9. To view the Funding Budget Item in further detail, click more details icon next to the Funding Budget Item number
10. This view allows for additional detail on the item such as the Scope of Work, Notes, and additional Comments



11. If multiple Funding Budget Items exist, you can use the Previous and Next action buttons located at the Top Right, to sort through the Items
12. Click Done once all budget details have been provided.
13. Documents can be attached to the record under the References section. Attach documents such as Exhibits and other supporting documentation. The user can either:



   a. Upload a document saved on their computer
   b. Add Kahua Doc to reference a document that is stored within Kahua's File Manager application
   c. Add Approval Doc which is used anytime a record is being routed for Review or Signature.
14. Once all details have been filled out, click Save/Close
   a. The initial budget approval will also serve as the project approval
   b. Update the schedule in the Milestones App before sending the budget for review and approval
15. When you are ready to start the Workflow Click Send for Review

Budget Action Buttons

Once the fields within the record have been completed and saved, the users can select from several actions:

- Send – Use messaging to send record details to others (NOT to be confused with a workflow)
- Edit – Update and maintain the record
- Process - Copying a Budget within a project; often used if a user wishes to maintain a version of an estimated budget prior to copying it and creating the approved budget
- View – This action button displays the Portable View (document view)
- Delete – Select this action button to delete a record (typically permission based, so all may not see this)
- History – All updates/changes are tracked
- Import/Export - Import/Export the Budget Line Items using the Kahua Template

Send

- Do not confuse Send with using the workflow buttons in any application
- Documents can be sent via a message within Kahua to either existing Kahua users or users outside of Kahua by entering their email address and clicking Enter
- The documents are treated as attachments, and the message can be copied to the Communications application by checking the box

Edit

- The record can be updated as needed during the process
- If the document is out for Review or Signature, Edit will not be available

Process

- If a budget is required to be copied, select the Process action button process, to copy the existing budget fields into a new budget
- The target application indicates the application this budget is being processed to
- **Note**: it is defaulted to the Funding Budget since this is a copy

View

- Records can be viewed as a Portable View in which a PDF version of the data is generated and can be printed out. Select the PDF Icon to generate a printable PDF version of the document

History

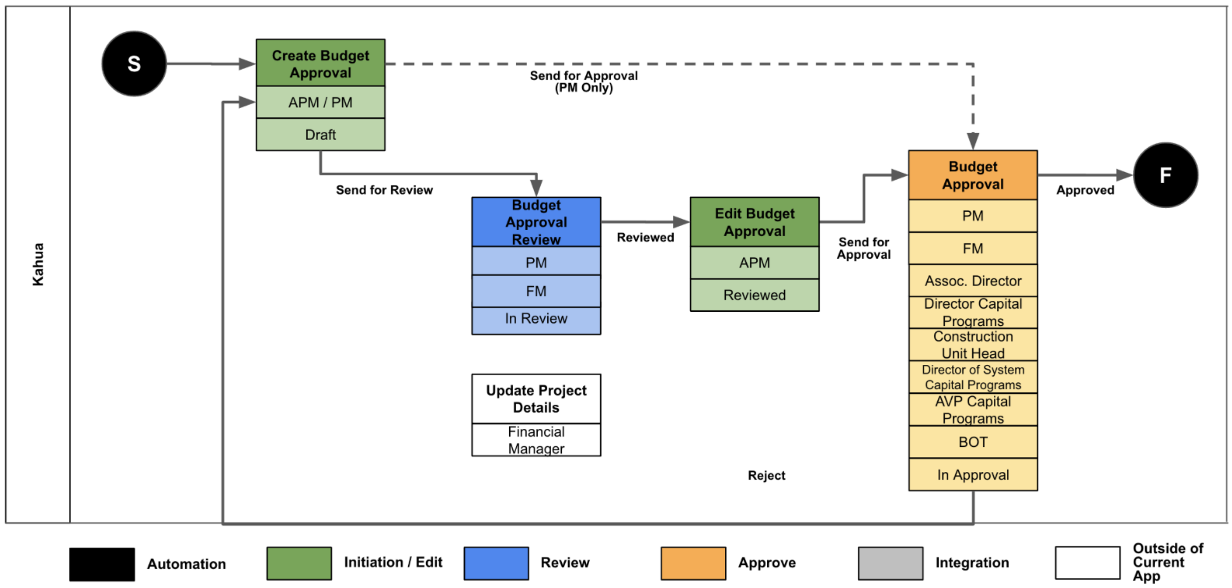
- The History action button provides details regarding all activity (Creation, Updates, Saves, etc.) performed on the record
- To see specific details related to the updates made, click the View Edit button

Import/Export

- Import/Export the Budget Line Items using the Kahua Template
- To access the Kahua Template, please fill in a line item and click Export
- This will provide you with the template on how to fill the details
- Once done please save and then Import into Kahua

Workflow

Based on design requirements, the following workflow has been customized for the University of Illinois team across the three universities.



BUDGET - REVIEW WORKFLOW			
Order	**Role Type (Name or Actor)**	**Threshold**	**Limit**
1	Project Manager	None	None
2	Financial Manager	None	None

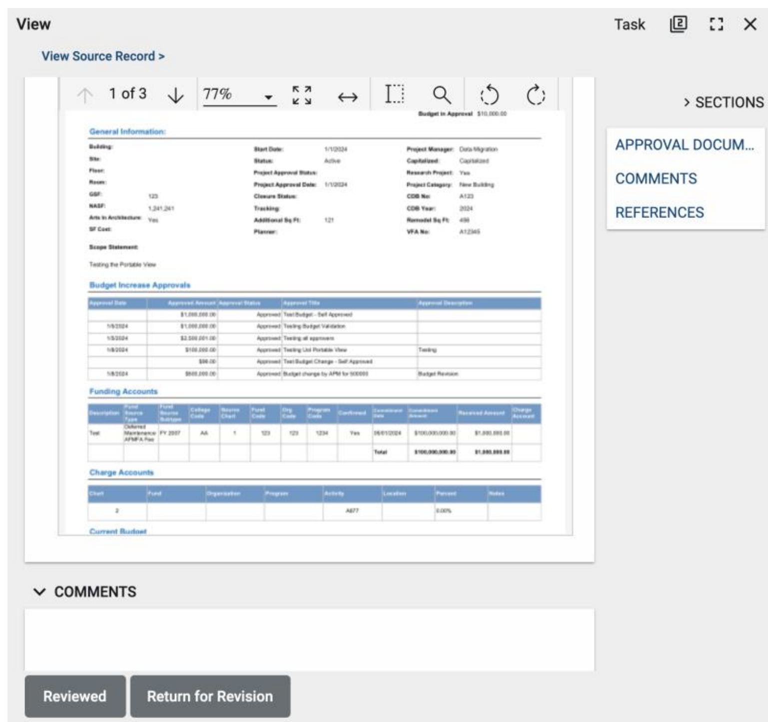
BUDGET - APPROVAL WORKFLOW			
Order	**Role Type (Name or Actor)**	**Threshold**	**Limit**
1	Project Manager (Only if Assistant PM creates it)	None	None
2	Financial Manager	None	None
3	Associate Director of Capital Programs	None	None
4	University Director for Capital Programs	None	None
5	University Construction Unit Head	≥ $1,000,000	None
6	Director of System Capital Programs	≥ $2,500,000	None

7	AVP of Capital Programs & Utility Services	≥ $2,500,001	None
8	Board of Trustees	≥ $5,000,000	Unlimited

Send a Budget for Review

1. Once a Budget has been created by the Project Manager or the Assistant Project Manager and the "Send for Review" button is clicked the Review Workflow is initiated
2. The Budget will first be sent to the Project Manager for Review where the Project Manager will receive an email in their inbox as well as a Task & Notification in Kahua
    a. The Task can be accessed by clicking on the Task icon located at the Top Right corner of Kahua

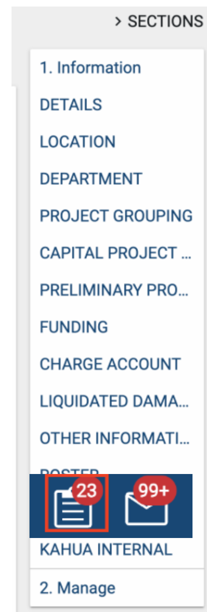
3. Once the Task is opened the Project Manager will see a screen similar to the Image on the right



4. The Task will load the Portable View will will contain the data on the Project as well as the Budget being Proposed
5. When the Project Manager has gone through the information and is satisfied with the details entered, he/she can click on the Reviewed button to move the Workflow to the next step
    a. If changes need to be made the Project Manager can click on the Return for Revision button to send it back to the Author for changes
    b. When the Return for Revision button is clicked a comment box will pop-out where the reason can be entered
6. When the Project Manager has finished his/her review and moved it to the next step it will be sent to the Financial Manager

7. At this point the Financial Manager will receive a similar email and Task with a similar looking screen to Review the information
8. Prior to the Financial Manager completing the Review of the record they need to ensure there is enough Funding in the Project to support the Project Budget

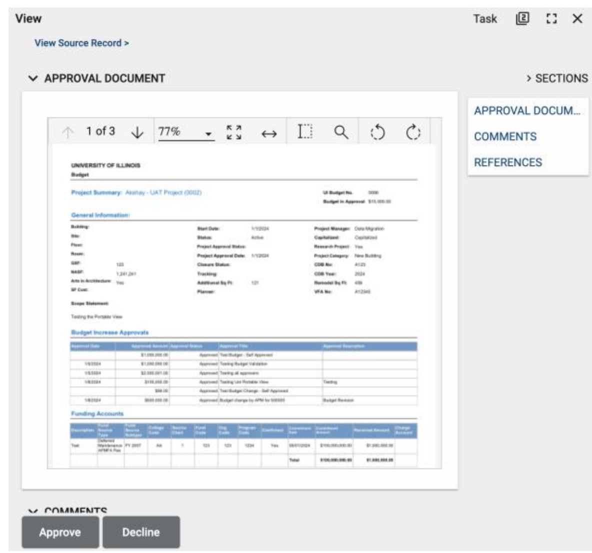
   a. To check or add Funding the Financial Manager should click on the Icon next to the Project Name. This will open the Project Details.
   b. Click Edit and then using the Quick Navigation menu on the right hand side please navigate to the Funding Section

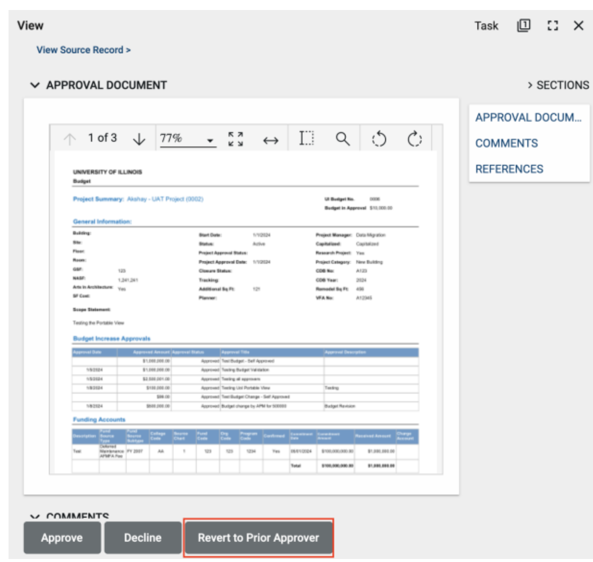


   c. Please go ahead and insert as many Funding Sources as required along with the corresponding Charge Accounts if they are available
9. Once the Funding information has been entered and there is enough money to ensure the Budget can be supported, please navigate back to the Task using the icons located at the Top Right of the Kahua Screen
10. Please go ahead and complete the Review of the Budget as the Financial Manager and once done please click on Reviewed
11. After the Financial Manager has completed the Review of the Budget the Review Process will be completed and an email will be sent to the Author/Creator of the Budget and the Status will change to Review Complete
12. The Author/Creator of the Budget can now start the Approval process by clicking on the Send for Approval button

Send a Budget for Approval

1. The Approval process for the Budget can only begin after the Review process has been completed
2. During the approval process the Budget Amount will be validated against the "Total Funding Received" value entered in the Funding Dynamic Grid in the Project Details
3. Once the Author/Creator of the Budget clicks on the Send for Approval button the approval process is initiated
4. If the Assistant Project Manager is the Author/Creator, the Budget will first go to the Project Manager for Approval
5. If the Project Manager is the Author/Creator of the Budget it will instead go to the Financial Manager for Approval
6. A screen similar to the Review Task will be presented during the Approval process with the option to Approve or Decline the Budget
    a. From the 2nd Approver onwards, they will see another option to Revert to the Prior Approver
    b. This option can be used to clarify any doubts that could be answered by the previous Approver
7. The Budget Approval process will following a Threshold Based Approval as outlined on Page-9 in the Approval Workflow Table
8. One all Approvals are done the Author/Creator of the Budget as well as the Financial Manager will be notified that the Budget has been Approved



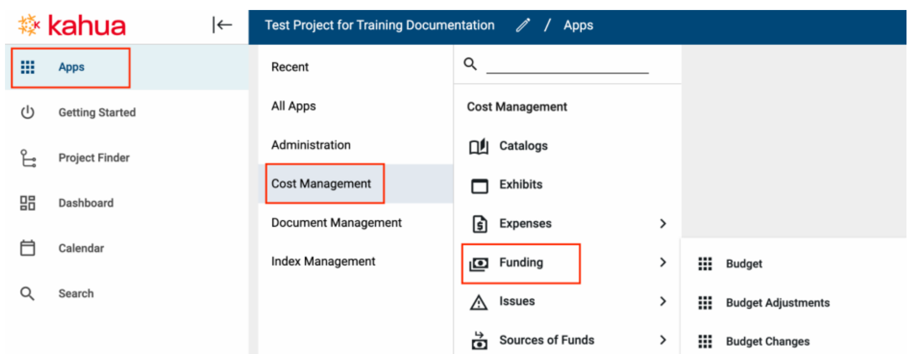


Funding Application – Budget Adjustments

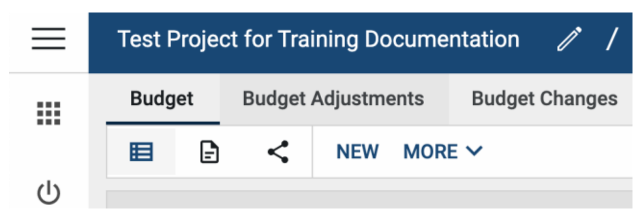
Creating a Budget Adjustment

The Budget Adjustments application allows you to relocate project budget funds from one activity code to another cost code. Cost amounts are tracked in Work Breakdown according to status.

1. To access the Funding Budget Adjustment application, open the **Apps** repository. Under the Cost Management suite of applications, click on **Funding**

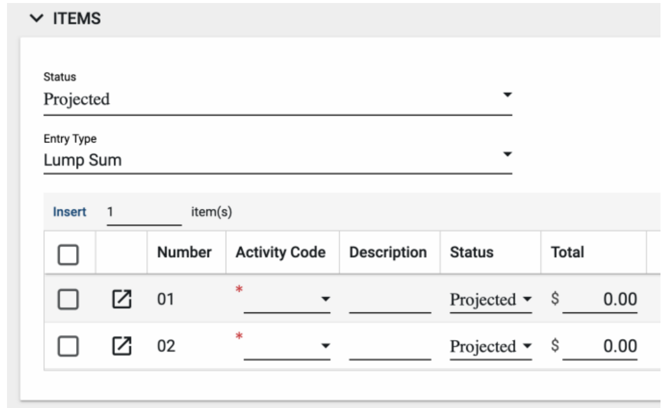


2. This will launch the Funding Applications which will include:
    a. Budget
    b. Budget Adjustments
    c. Budget Changes
3. To create a new Funding budget, select the **Budget Adjustments** tab, then click the **New** button to open a new budget adjustment

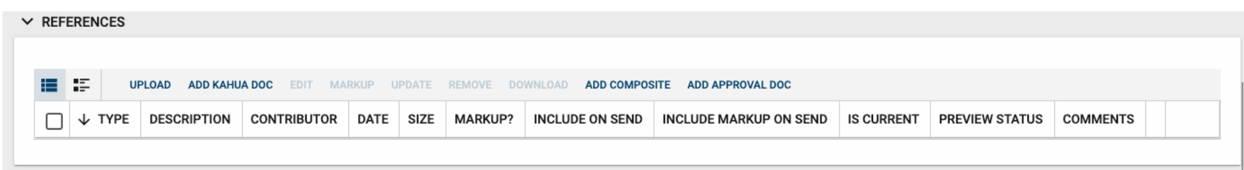


4. A new form on the right side of the screen
5. Populate the Funding Budget Adjustment **Details** such as Description, Date, Reason, and Notes
    a. As both the Review (Conditional: If the Assistant Project Manager Creates the Budget Adjustment) and Approval Workflows will be used you will not need to enter dates in the **Dates & Workflow** section manually as this will increment for you as it routes through workflow
6. To add budget adjustment line items, navigate to the **Items** grid
7. Two items will already be available to easily reallocate funds. However, there is the option to add multiple line items by utilizing the **Insert** button above the grid

8. Select the applicable cost codes and fill out the remaining details regarding this budget adjustment
    a. Ensure you have at least 1 positive and 1 negative (type a '-' sign to enter a negative number), as the adjustment should equal a net total of 0.



9. To view the Funding Budget Adjustment Items in further detail, click more details icon next to the Funding Budget Adjustment Item number. This view allows for additional detail on the item such as the Scope of Work, Notes, and additional Comments
    a. Use the **Previous** and **Next** action buttons to sort through the Items if needed
10. Click **Done** once all detail has been provided
11. Documents can be attached to the record under the References section. The user can either:



    a. Upload a document saved on their computer
    b. Add Kahua Doc to reference a document that is stored within Kahua's File Manager application
    c. Add Approval Doc which is used anytime a record is being routed for Review or Signature.
12. Once all details have been filled out, click Save/Close
13. When you are ready to start the Workflow **Click Send for Approval** (if created by the Assistant Project Manager - Click Send for Review)

Budget Adjustment Action Buttons

Once the fields within the record have been completed and saved, the users can select from several actions:

SEND EDIT VIEW DELETE HISTORY

- **Send** – Use messaging to send record details to others (NOT to be confused with a workflow)
- **Edit** – Update and maintain the record
- **View** – This action button displays the Portable View (document view)
- **Delete** – Select this action button to delete a record (typically permission based, so all may not see this)
- **History** – All updates/changes are tracked

Send

- Do not confuse **Send** with using the workflow buttons in any application
- Documents can be sent via a message within Kahua to either existing Kahua users or users outside of Kahua by entering their email address and clicking **Enter**
- The documents are treated as attachments, and the message can be copied to the **Communications** application by checking the box

Edit

- The record can be updated as needed during the process
- If the document is out for Review or Signature, **Edit** will not be available

View

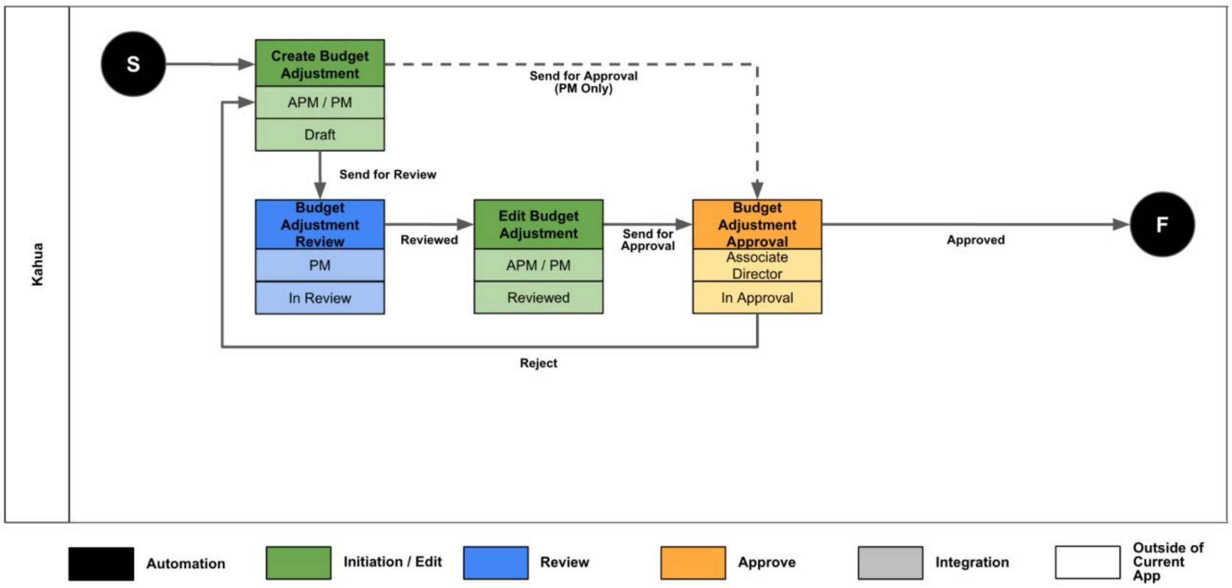
- Records can be viewed as a Portable View in which a PDF version of the data is generated and can be printed out. Select the **PDF Icon** to generate a printable PDF version of the document

History

- The **History** action button provides details regarding all activity (Creation, Updates, Saves, etc.) performed on the record
- To see specific details related to the updates made, click the View Edit button

Workflow

Based on design requirements, the following workflow has been customized for the University of Illinois team across the three campuses.



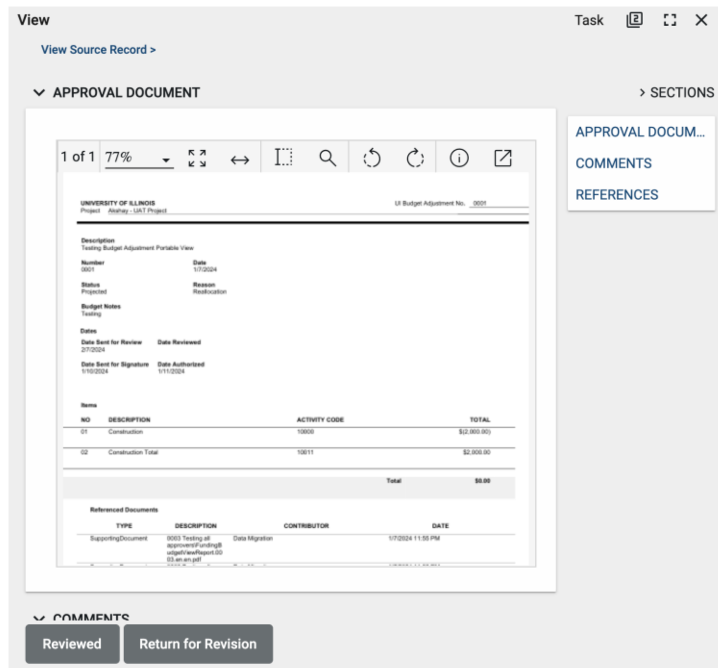
BUDGET ADJUSTMENT - REVIEW WORKFLOW		If APM Creates it	
Order	**Role Type (Name or Actor)**	**Threshold**	**Limit**
1	Project Manager	None	None

BUDGET ADJUSTMENT - APPROVAL WORKFLOW			
Order	**Role Type (Name or Actor)**	**Threshold**	**Limit**
1	Associate Director of Capital Programs	None	Unlimited

Send a Budget Adjustment for Review

1. Once a Budget Adjustment has been created by the Assistant Project Manager and the "Send for Review" button is clicked the Review Workflow is initiated
2. The Budget Adjustment will be sent to the Project Manager for Review where the Project Manager will receive an email in their inbox as well as a Task & Notification in Kahua

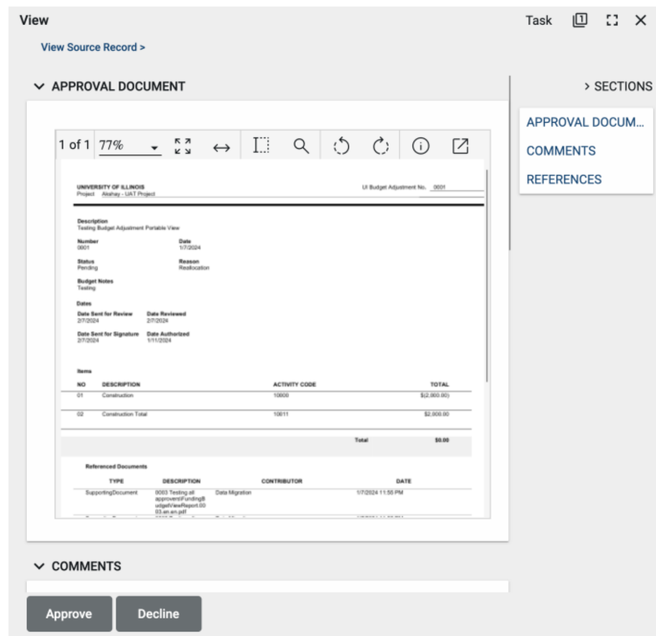
    a. The Task can be accessed by clicking on the Task icon located at the Top Right corner of Kahua
3. Once the Task is opened the Project Manager will see a screen similar to the Image on the right



4. The Task will load the Portable View will will contain the data on the Budget Adjustment being Proposed
5. When the Project Manager has gone through the information and is satisfied with the details entered, he/she can click on the Reviewed button to move the Workflow to the next step
    a. If changes need to be made the Project Manager can click in the Return for Revision button to send it back to the Author for changes
    b. When the Return for Revision button is clicked a comment box will pop-out where the reason can be entered
6. After the Project Manager has completed the Review of the Budget Adjustment the Review Process will be completed and an email will be sent to the Assistant Project Manager of the Budget Adjustment and the Status will change to Review Complete
7. The Assistant Project Manager can now start the Approval process by clicking on the Send for Approval button

Sending a Budget Adjustment for Approval

1. If the Project Manager is creating the Budget Adjustment, it can directly be sent in the Approval process by clicking the Send for Approval button
2. The Assistant Project Manager can only start the Approval process after the Review process is complete
3. Once the Assistant Project Manager or the Project Manager clicks on the Send for Approval button the approval process is initiated
4. The Budget Adjustment will be sent to the Associate Director Capital Programs for Approval
5. A screen similar to the Review Task will be presented during the Approval process with the option to Approve or Decline the Budget
6. Once the Associate Director Capital Programs approves the Budget Adjustment it will be approved, and the Author/Creator of the Budget Adjustment will receive a notification and email



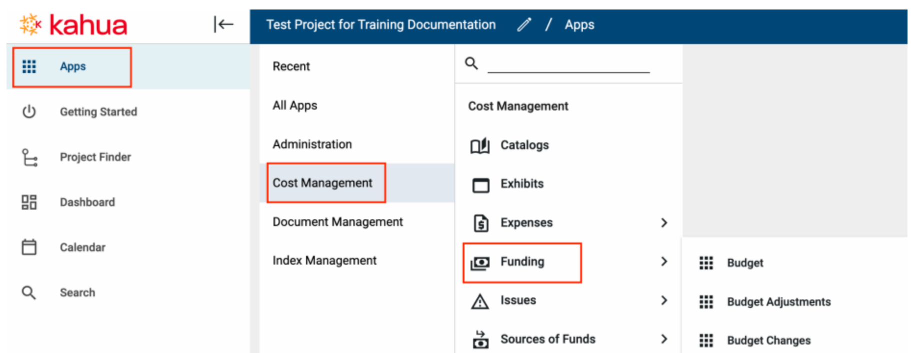
Funding Application - Budget Changes

Create a Budget Change

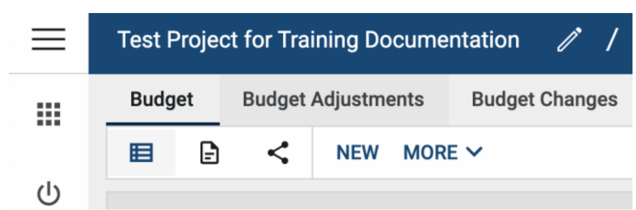
The Budget Changes application allows you to add funds to the project budget.

This is used when a net change occurs to the overall budget *after* the original budget is approved and allows for a clear audit trail of any changes impacting total project budget. Cost amounts are tracked in Work Breakdown according to status.

1. To access the Funding Budget Change application, open the **Apps** repository. Under the Cost Management suite of applications, click on **Funding**



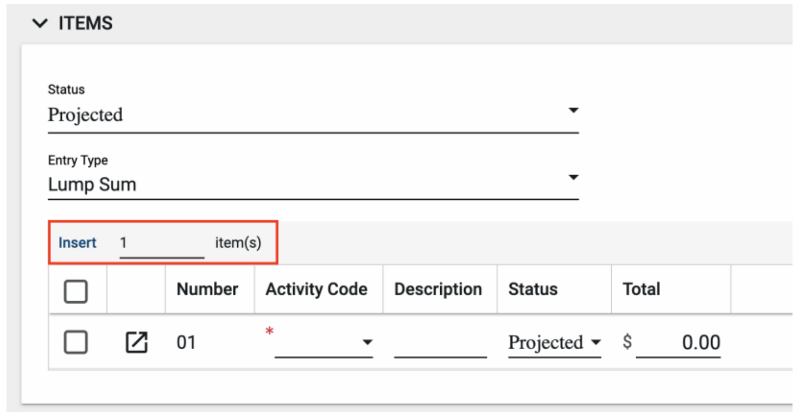
2. This will launch the Funding Applications which will include:
    a. Budget
    b. Budget Adjustments
    c. Budget Changes
3. To create a new Funding budget Change, select the **Budget Changes** tab, then click the **New** button to open a new budget change



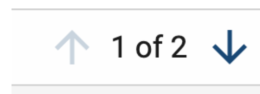
4. A new form on the right side of the screen.
5. Populate the Funding Budget Change **Details** such as Date, Description, Reason, and Notes
    a. As both the Review and Approval Workflows will be used you will not need to enter dates in the **Dates & Workflow** section manually as this will increment for you as it routes through workflow
6. To add budget change line items, navigate to the **Items** grid
    a. A single line item will already be available.

    b. However, there is the option to add multiple line items by clicking **Insert**

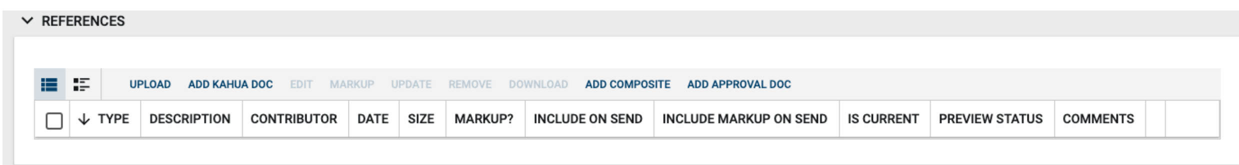
7. Select the applicable cost codes and fill out the remaining details regarding this record



8. To view the Items in further detail, click more details icon next to the Item number
9. This view allows for additional detail on the item such as the Scope of Work, Notes, and additional Comments
10. Use the **Previous** and **Next** action buttons to sort through the Items if needed



11. Click **Done** once all detail has been provided
12. Documents can be attached to the record under the References section. The user can either:



    a. Upload a document saved on their computer
    b. Add Kahua Doc to reference a document that is stored within Kahua's File Manager application
    c. Add Approval Doc which is used anytime a record is being routed for Review or Signature.

13. Once all details have been filled out, click Save/Close
14. When you are ready to start the Workflow **Click Send for Review**

Budget Changes Action Buttons

Once the fields within the record have been completed and saved, the users can select from several actions:

- Send – Use messaging to send record details to others (NOT to be confused with a workflow)
- Edit – Update and maintain the record
- Process - Copying a Budget Change within a project; often used if a user wishes to maintain a version of an estimated budget change prior to copying it and creating the approved budget change
- View – This action button displays the Portable View (document view)
- Delete – Select this action button to delete a record (typically permission based, so all may not see this)
- History – All updates/changes are tracked
- Import/Export - Import/Export the Budget Change Line Items using the Kahua Template

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Edit

- The record can be updated as needed during the process
- If the document is out for Review or Signature, Edit will not be available

Process

- If a budget change is required to be copied, select the Process action button process, to copy the existing budget change fields into a new budget change
- The target application indicates the application this budget change is being processed to

- Note: it is defaulted to the Funding Budget Change since this is a copy.

View

- Records can be viewed as a Portable View in which a PDF version of the data is generated and can be printed out. Select the PDF Icon to generate a printable PDF version of the document

History

- The History action button provides details regarding all activity (Creation, Updates, Saves, etc.) performed on the record
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Import/Export

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- To access the Kahua Template, please fill in a line item and click Export
- This will provide you with the template on how to fill the details
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Workflow

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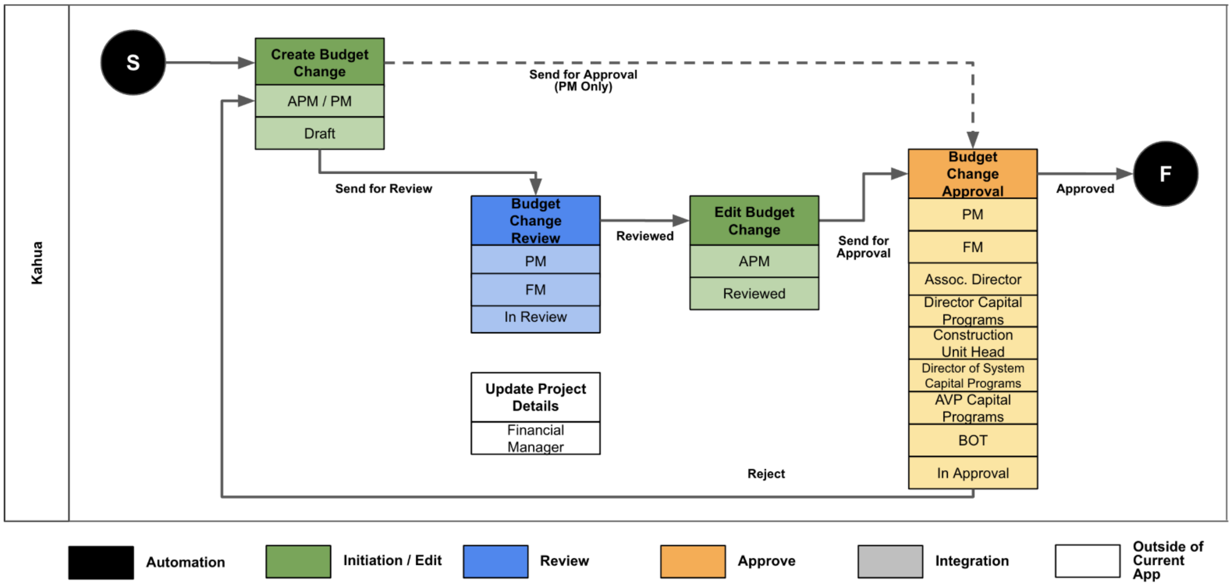


BUDGET CHANGE - REVIEW WORKFLOW			
Order	**Role Type (Name or Actor)**	**Threshold**	**Limit**
1	Project Manager	None	None
2	Financial Manager	None	None

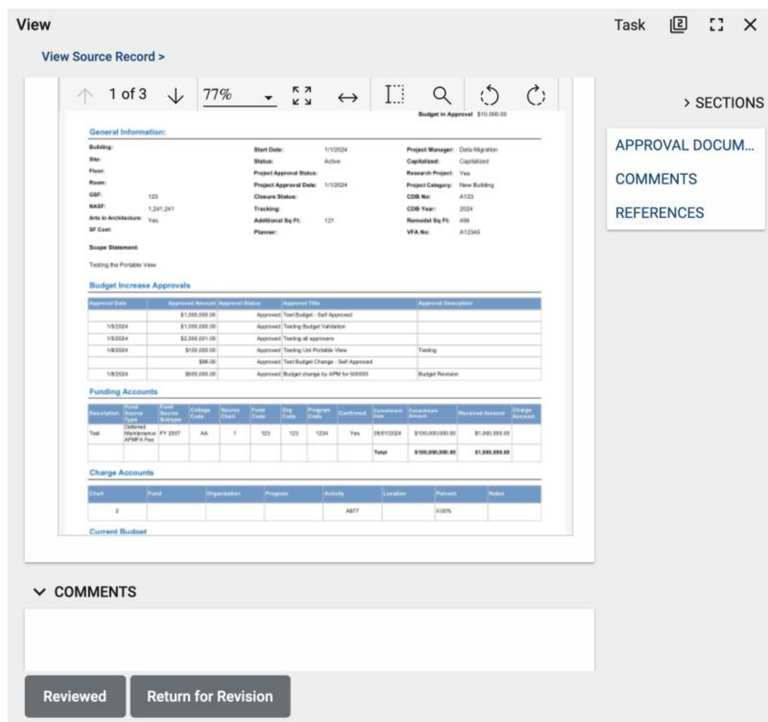
BUDGET CHANGE - APPROVAL WORKFLOW			
Order	**Role Type (Name or Actor)**	**Threshold**	**Limit**
1	Project Manager (Only if Assistant PM creates it)	None	None
2	Financial Manager	None	None
3	Associate Director of Capital Programs	None	None
4	University Director for Capital Programs	None	None
5	University Construction Unit Head	≥ $1,000,000	None

6	Director of System Capital Programs	≥ $2,500,000	None
7	AVP of Capital Programs & Utility Services	≥ $2,500,001	None
8	Board of Trustees	≥ $5,000,000	Unlimited

Send a Budget Change for Review

1. Once a Budget Change has been created by the Project Manager or the Assistant Project Manager and the "Send for Review" button is clicked the Review Workflow is initiated
2. The Budget Change will first be sent to the Project Manager for Review where the Project Manager will receive an email in their inbox as well as a Task & Notification in Kahua

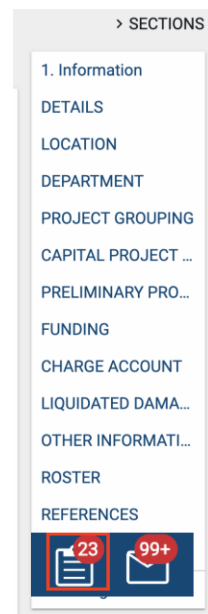
    a. The Task can be accessed by clicking on the Task icon located at the Top Right corner of Kahua
3. Once the Task is opened the Project Manager will see a screen similar to the Image on the right



4. The Task will load the Portable View will will contain the data on the Project as well as the Budget Change being Proposed
5. When the Project Manager has gone through the information and is satisfied with the details entered, he/she can click on the Reviewed button to move the Workflow to the next step
    a. If changes need to be made the Project Manager can click in the Return for Revision button to send it back to the Author for changes
    b. When the Return for Revision button is clicked a comment box will pop-out where the reason can be entered

6. When the Project Manager has finished his/her review and moved it to the next step it will be sent to the Financial Manager
7. At this point the Financial Manager will receive a similar email and Task with a similar looking screen to Review the information
8. Prior to the Financial Manager completing the Review of the record they need to ensure there is enough Funding in the Project to support the Project Budget Change

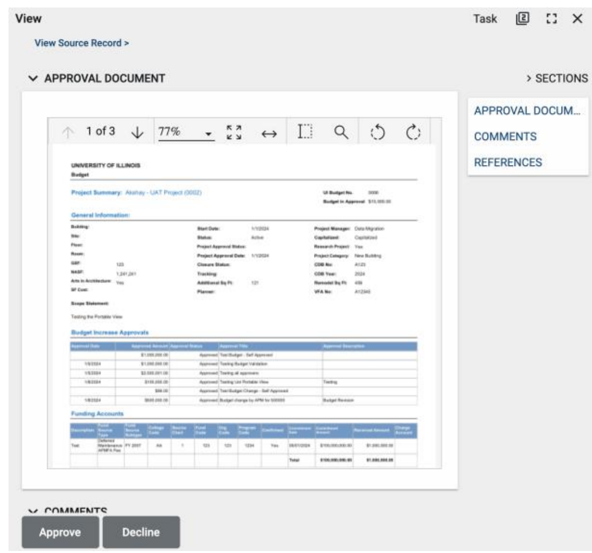
   a. To check or add Funding the Financial Manager should click on the Icon next to the Project Name. This will open the Project Details.
   b. Click Edit and then using the Quick Navigation menu on the right hand side please navigate to the Funding Section



   c. Please go ahead and insert as many Funding Sources as required along with the corresponding Charge Accounts if they are available
9. Once the Funding information has been entered and there is enough money to ensure the Budget Change can be supported, please navigate back to the Task using the icons located at the Top Right of the Kahua Screen
10. Complete the Review of the Budget Change as the Financial Manager and once done please click on Reviewed
11. After the Financial Manager has completed the Review of the Budget Change the Review Process will be completed and an email will be sent to the Author/Creator of the Budget Change and the Status will change to Review Complete
12. The Author/Creator of the Budget Change can now start the Approval process by clicking on the Send for Approval button

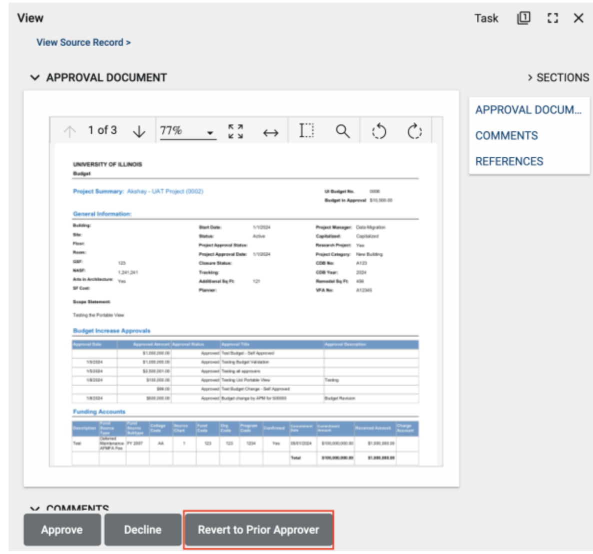
Send a Budget Change for Approval

1. The Approval process for the Budget Change can only begin after the Review process has been completed
2. During the approval process the Budget Change Amount will be validated against the “Total Funding Received” value entered in the Funding Dynamic Grid in the Project Details
3. Once the Author/Creator of the Budget Change clicks on the Send for Approval button the approval process is initiated
4. If the Assistant Project Manager is the Author/Creator, the Budget Change will first go to the Project Manager for Approval
5. If the Project Manager is the Author/Creator of the Budget Change it will instead go to the Financial Manager for Approval
6. A screen similar to the Review Task will be presented during the Approval process with the option to Approve or Decline the Budget Change
    a. From the 2nd Approver onwards, they will see another option to Revert to the Prior Approver



b. This option can be used to clarify any doubts that could be answered by the previous Approver

7. The Budget Change Approval process will following a Threshold Based Approval as outlined on Page-24 in the Approval Workflow Table
8. One all Approvals are done the Author/Creator of the Budget Change as well as the Financial Manager will be notified that the Budget Change has been Approved



Resources

For additional help with Kahua applications please reach out to the Technical team of the University with any questions

Submit a Support Request or email at servicedeskaits@uillinois.edu

UIC: (312) 996-4806

UIS and UIUC: (217) 333-3102