Project Budget – Summary and Detailed

Roles: Director, Director Assistant, Project Manager, Project Manager Assistant

Project Status: Planning

Create a Summary-Level Budget	
Step	**Task**
1.	Click the drop-down next to *Go To…* and select **Project Budget**.
2.	Scroll to the bottom of the page and click the **Edit Budget** command button; ensure the *Summary* option is selected.
3.	Double-click on the zeros in the **Proposed Budget** field.
4.	Enter the first summary, high-level budget number.
5.	Tab to the **Forecasted Amount** and **Future Contracts** fields; the amount in the Proposed Budget field is automatically entered into each of these two fields.
6.	Tab to the **Proposed Budget** field; enter the amount for each budget line.
7.	Click the **Save Changes** command button.

Create a Detailed Budget	
Step	*Task*
1.	Click the drop-down next to *Go To…* and select **Project Budget**.
2.	Scroll to the bottom of the page and click the **Add Standard Budget Codes** command button.
3.	Click the **Add Budget Codes** command button to add budget codes and lines.
3.	Click the checkbox next to each budget code to be added.
4.	Click the **Add Selected Budget Codes** command button.
5.	Click the **Edit Budget** command button to edit the budget.
6.	Enter Summary level budget amounts by entering lump sums into each high-level budget category**;** as amounts are added, the Grand Total and Unallocated Funds amounts are automatically calculate.
7.	Select the **Detailed** option in the *Edit Budget At Level* area. Notice the summary-level budget codes cannot be edited when the Detailed level is selected. As amounts are entered into the detailed code fields, those amounts will be automatically deducted from the high-level amounts.
8.	Enter a proposed budget amount in the appropriate code field.
9.	Tab to the next field. Notice that the Proposed Budget is copied into Forecasted Amount and the Future Contracts fields. If the Proposed Budget field is edited, the Forecasted Amount and the Future Contracts fields will not auto-populate again. This feature allows you to imagine different budget scenarios and used as a "what if" tool. Only amounts entered into the Proposed Budget field will appear on reports.
10.	Click the **Save Changes** command button.

Additional Information:

- The Budget must be created prior to project approval. Budgets will be versioned relative to major milestones such as initial entry, project approval, architect's final estimate, and for budget revisions and/or schedule revisions.

- The budget page may be edited by the Planner or Project Manager at the Summary Level or at the detailed level. Numbers entered at the Detail level will be subtracted from amounts entered in at the Summary level.

- Contracts are allocated against budget lines. Therefore, a budget line for a specific contract type must exist prior to contract execution. For example, a budget line for General Work must be entered into the Budget prior to a Financial Manager entering a contract and encumbering it.

- The system will not allow any contracts to be entered against Budget Category 19040-Reserve.