



# Creating a Baseline Budget

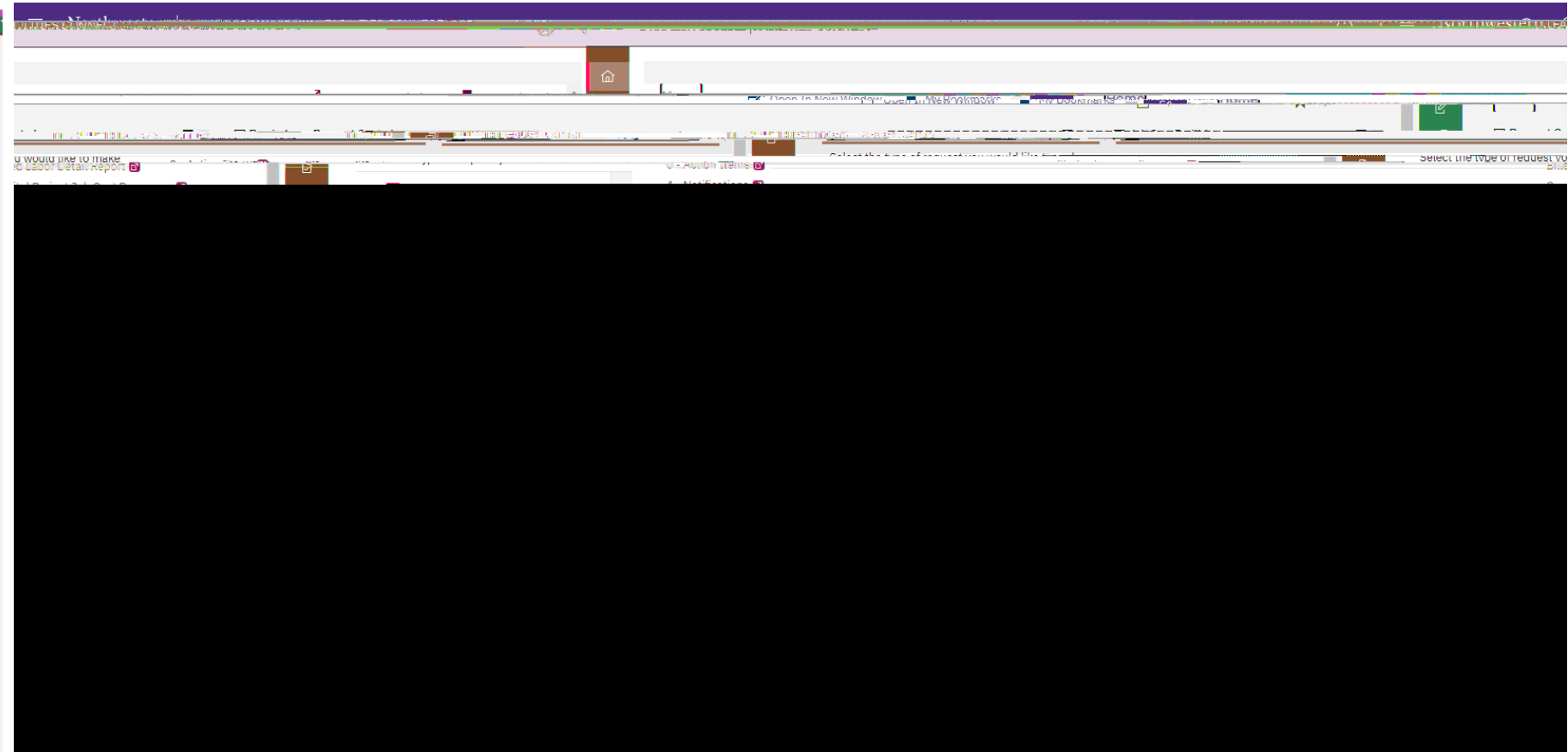




To begin, access the

In order to review  as outlined in this job guide, the project

- a. Be an existing project, already created in Facilities Connect.
- b. Have its Project Category selected as  and include a capital chartstring.



▶ PROCESS

▶ IMPORTANT



## PROCESS

Locate your desired project, contained within the **Project Manager** portlet (center of screen)

1) Click on the **Project Name** to open project details.


<<Upon clicking, the **Project Details** will open as a new window displaying project details>>

IMPORTANT

The screenshot shows a web application interface with a table of projects. A red box highlights a row in the table, and a red circle with the number '1' is next to it. The table has columns for Project Manager, Project Name, Project Status, Substantial Completion, and Anticipated Financial End.

Project Manager	Project Name	Project Status	Substantial Completion	Anticipated Financial End
	Project Name	Project Status	Substantial Completion	Anticipated Financial End
	Project Name	Project Status	Substantial Completion	Anticipated Financial End



- 2) Click  to make changes to the Project Record immediately to the left of the project name

Complete Revise General Scope Schedule Budget Procurement Contacts Notes & Documents

General

ID: 1002000 status: Active

Date: 09/21/2023

Name: Morton CREPS Feeder EY24

Project Reporting Name: Morton CREPS Feeder EY24

Details

Project Classification: System Deployment

Project Phase: 2.0 Design

Project Status: Active

Project Gross Construction Area: 5.00 US Dollars

Accounting Cost Center: 812-1800100-80066377-01

Environmental

Primary Customer Contact

IMPORTANT



## PROCESS

To access and view project financial information,

click on the **Budget** tab immediately to the left of the project name

3) Select the **Budget** tab.

The screenshot displays a web-based project management application. At the top, the browser address bar shows the URL: `Annual Project: 1002000-Martin CHEPS Bedr FY24`. The application header includes a navigation menu with a red circle containing the number '3' next to the 'Budget' tab, which is highlighted with a red box. Other tabs include 'Summary' and 'Project Tasks Gantt'. The main content area shows project details for 'Substantial Completion' with a planned start date of 09/21/2023 and an anticipated financial end date of 05/31/2024. A 'Summary' section is visible, and a 'Project Tasks Gantt' chart is partially visible below. The interface also features 'Import From MS Project' and 'Export To MS Project' buttons.

▶ IMPORTANT

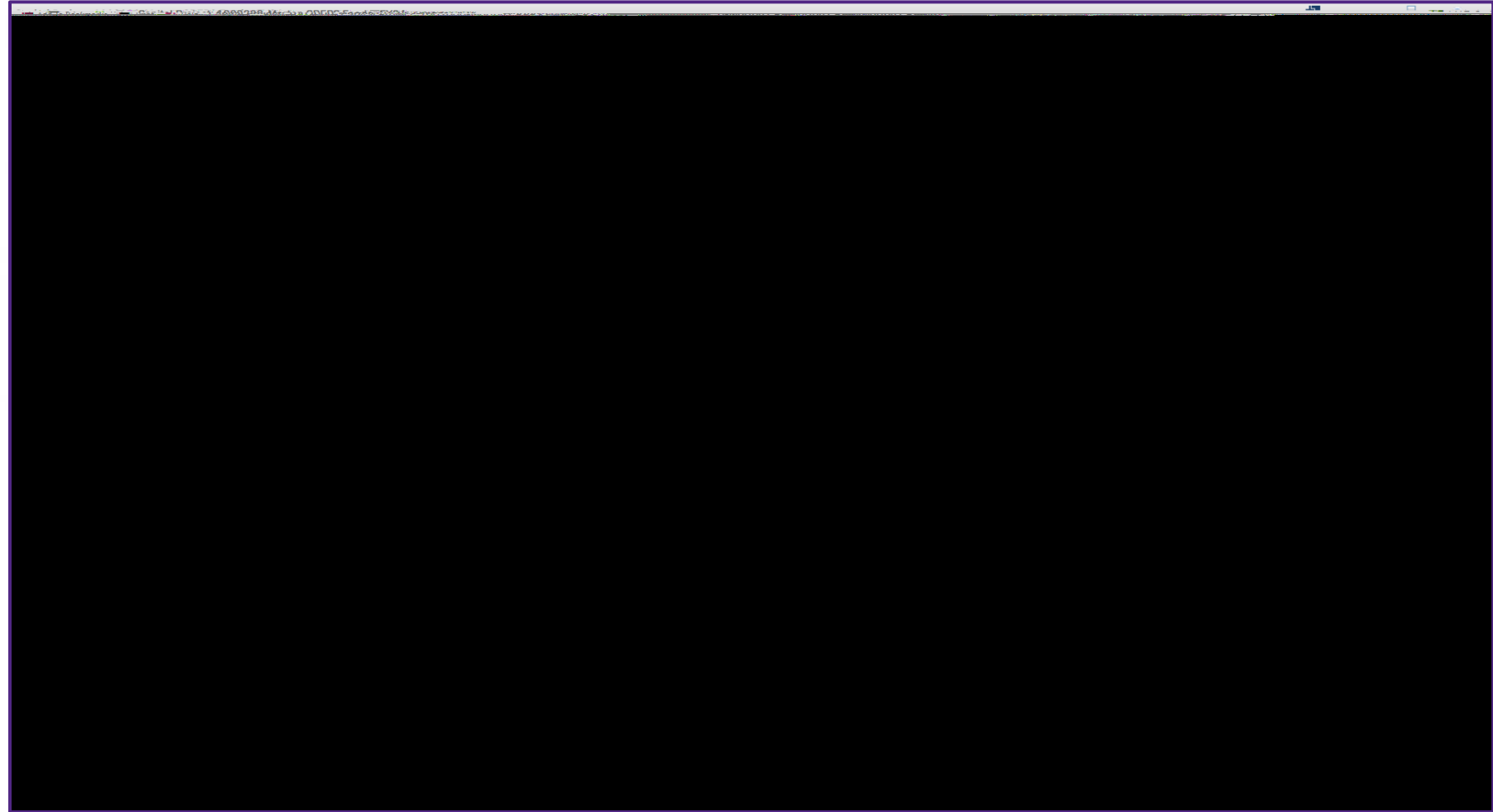


▼ PROCESS

Project Focus is the original budgeted amount for the project, established during the creation of the project's capital chartstring.

Change represents the net change to project budget (i.e. sum of budget increases and

► IMPORTANT



## PROCESS

The **Project Budget** section provides a record of project budget updates. This includes the creation of the original project budget as well as budget changes and Baseline Budget. Each update includes the date entered.

- 6) Click on **Project Budget** to initiate the creation of the Baseline Budget.
- 7) Select **Project Budget**

The screenshot displays a software interface for managing project budgets. At the top, the browser address bar shows "Capital Project: 1002000-Morton CREPS Feeder FY24". Below this, a table lists budget items with columns for "Amount", "Status", and "ID". A specific row is highlighted, showing "Internal-Univ Relations Svcs" with an amount of "\$426,800.00" and a status of "75140".

Below the table, a "Cost Overview" section is visible. A "Project Budget" dialog box is open, showing a "Date" field and a "Name" field. The dialog also includes "Apply Filters" and "Clear Filters" buttons. At the bottom of the dialog, a table header is visible with columns for "Date", "Name", "Amount", "Status", and "ID".

▶ IMPORTANT









To enable the  or cashflow  plan, for this Baseline Budget, click on the  to the left of the project name

12) On the project Baseline Budget record, click on the  tab.

13) Select a Spend Plan  that is appropriate for this project.

- Upon selecting, the  and  will populate. However, you can adjust the amounts as needed.

14) Click

<<Upon clicking, the  and  graphs will populate. >>

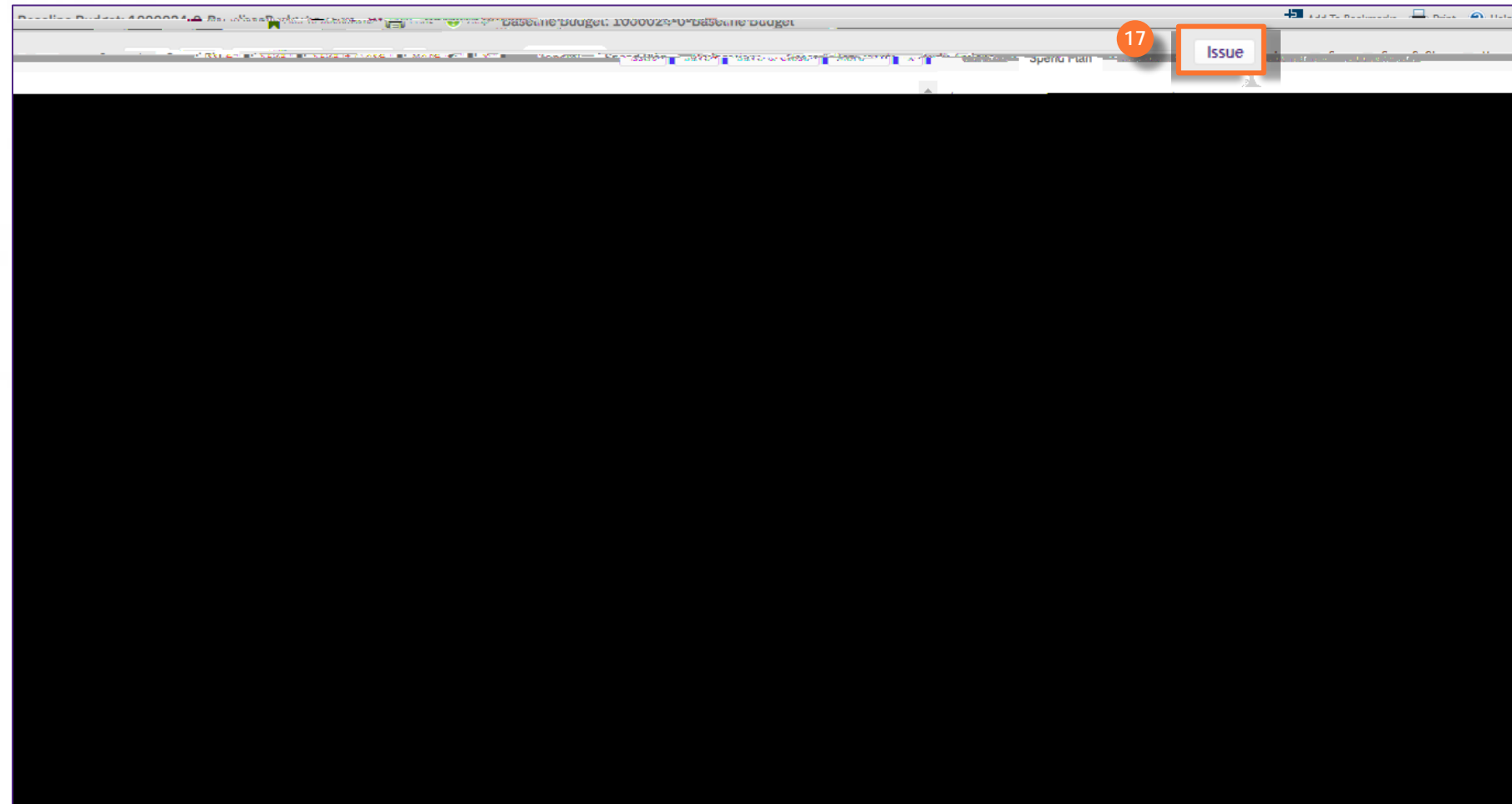
▶ IMPORTANT

## PROCESS

To enable the \_\_\_\_\_ for this  
Baseline Budget (cont.):

- 15) The \_\_\_\_\_ graph  
shows the percentage of the budget  
spent by date.
- 16) The \_\_\_\_\_ graph  
shows the amount of the budget spent  
by date.
- 17) Click the \_\_\_\_\_ button to create the  
Baseline Budget.

<<Upon clicking, the  
record will close.>>



Only one baseline can be Issued at a time. If a  
new Baseline Budget is created, the previous



## PROCESS

- Once back on the  tab,
- 18) Click on the  button to update the record view.
- 19) You will then see the  reflected in the  section.
- 20) The Baseline Budget will also appear as  under the  section.

812-1800100-80066377-01

**FUNDING & BUDGET**

a. Original Funding	\$450,000.00	US Dollars
b. Fundine Chanecs	\$5.00	US Dollars
<b>Baseline Budget</b>	<b>\$512,000.00</b>	<b>US Dollars</b>
Budget Delta	\$-62,000.00	US Dollars

**COMMITMENTS**

e. Invoices Paid	\$5.00	US Dollars
g. Journals/Job Cost	\$5.00	US Dollars

<input type="checkbox"/>	100023	Baseline Budget	08/01/2024	Baseline Budget	\$512,000.00	Issued
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Only one baseline can be Issued at a time. If a new Baseline Budget is created, the previous



## PROCESS

Once all updates have been made to the record, click on the **Focus Icon** immediately to the left of the project name

21) Click on **Focus Icon** to bring the record back to the Active status and incorporate all changes.

<<Upon clicking, the window will close.>>

▶ IMPORTANT

Bookmarks Print Capital Project: 1002000-Morton CREPS Feeder FY24

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Activate Calculate Save Save & Close More General Scope Schedule Budget Procurement Contacts Notes & Documents

Summary

812-1800100-80066377-01 Budget Code Structure

FUNDING & BUDGET				COMMITMENTS			
a. Commitment	0.00	US Dollars		a. Original Funding	0.00	US Dollars	
e. Invoices Paid	5.00	US Dollars		b. Funding Changes	5.00	US Dollars	
				f. Encumbrance Balance (d-c)	52,300.00	US Dollars	
				c. Current Funding (a+b)	5.00	US Dollars	
							\$450,000.00 US Dollars
Net Delta	5,621,000.00	US Dollars		INCURRED			
				e. Invoices Paid	5.00	US Dollars	
				g. Journal Entry Cost	5.00	US Dollars	