FINANCE TRAINING – CAPITAL PROJECTS

Capital Budget Amendment and Create Captial Project

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Creating a Capital Project Budget Amendment

Purpose: To successfully transfer funds between capital projects and submit for approval.

Helpful Hints:
- To decrease a budget use a negative "-" sign in front of the dollar amount
- The Fund will always be "PL7000 Plant Fund" for capital projects
- The account will always be "1650: CIP Construction in Process" for capital projects

1. In the search bar, type **Create Budget Amendment**.

2. In Plan Structure select **Capital Budget Structure**

3. Bentley University is the **company**.

4. Select **FY 2018 Testing Capital Budget** for the Plan Name.

5. Leave fields under **Populate Existing Lines section** blank

6. Click OK.

7. The Amendment Date will default to today's date.

8. Provide a unique and detailed description of the purpose of this amendment in the description box.

9. Select whether the budget amendment is temporary or permanent. Currently all Budget Amendments should be **temporary**.

10. In the **Budget Amendment Lines**, the period is the fiscal year of the projects.

11. Select Ledger Account **1650 - Construction in Process** (all project budget amendments should use this account). Project worktag is required as well as Fund (PL7000) for all capital budget amendments.

	Order	*Period	Ledger Account/Summary	*Cost Center	*Fund
⊕					
⊕ ⊖ ▼ ▼		✕ FY 2018 (FY2018 Capital Budget)	✕ 1650:CIP Construction in Process		✕ PL7000 Plant Fund

Budget Amendment Lines | Attachments

Budget Amendment Lines 1 item

12. Skip to the **Additional Wor**ktags field next and select the "project" you wish to amend (you can free type in this field to search by pressing enter after typing). Once populated, the Cost Center and Fund will default.

13. Fill out the information for the account that the money is coming from. Place a **negative** number in the amount change field for amount change (for example, "-2,000")

14. Add a line by selecting the ⊕ button.

15. Follow steps 10-12 to in your newly added line in order to do your second balancing adjustment to increase a second project

16. Note that the entry must be **balanced**, meaning the amount you increase one project by must be equal to the amount you decrease a second project(s) by. In the example below project PR00002 is increasing by $100,000 while the PR00003 is decreasing by the same amount of -$100,000, thus the change is "balanced" and the net change to the overall budget is 0. (In other words, it is a transfer of funds from one project to another.)

*Period	Ledger Account/Summary	*Cost Center	*Fund	*Additional Worktags	Current Plan Amount	Current Spend	Remaining Plan	Percentage Change	Amount Change
FY 2018 (FY2018 Capital Budget)	1650:CIP Construction in Process	3301 Administrative Computing	PL7000 Plant Fund	Project: PR00002 Disaster Recovery	$0.00	$0.00	$0.00	0	100,000.00
✕ FY 2018 (FY2018 Capital Budget)	✕ 1650:CIP Construction in Process	✕ 3301 Administrative Computing	✕ PL7000 Plant Fund	✕ Project: PR00003 Presntation Technology - Other Campus Locations	$0.00	$0.00	$0.00	0	-100,000.00

17. Click **Submit**.

18. Click **Done**.

Creating a Capital Project

Purpose: To successfully create a new capital project and submit it for approval

Helpful Hints:
- You may search in any field by free typing in the box and hitting enter, this is useful when knowing only one or two key words
- The Fund will always be "PL7000 Plant Fund" for capital projects
- Program Code will default according to Cost Center, no need to change

1. In the search bar, type and select **Create Project** and click the link on your screen.

2. In the **Project Hierarchy** field select: by manager.

3. Select your name, or the name of the manager under which this project will be managed.

4. Below your name, select the desired project hierarchy the newly to be created project will fall under. Note: some users may have only one option to select here.

5. Under Copy from Template Heading, in the **Project Template** field select All→ Bentley Capital Projects. The **Project Plan Template** and the **Resource Plan Template** remain blank as seen in screen shot below.

6. Select "OK".

7. Please read note at the top of the page which informs user required information to include in the **Description** box.

8. Under the **Project Summary** section, enter the new project's name in the Project Name Field

9. The **Start date** will default to the current date, please leave.

10. Do not enter an **End date.**

11. The **status** field should default to active, please leave.

12. The **owner** field should default to your name, please leave.

13. Enter required information as denoted above in the **Description** box.

14. Under the **Reference Information** heading on right side of the screen, leave the **Optional Project Hierarchies** field blank.

15. Leave the **Project ID** blank, this will be automatically generated upon approval by the budget office.

16. Include Project ID in Name should remain checked. ✔

17. Inactive should remain unchecked. ☐

18. Billable should remain unchecked. ☐

19. Capital should remain checked. ✔

20. Company should be left at the default **Bentley University.**

21. Project Currency should be left at default USD.

22. Leave **Customer** blank.

23. Balancing Worktag should be left at default Fund: PL7000 Plant Fund

24. Leave the remaining **Optional Balancing Worktags** section blank (**Project Group, External Project Reference, Prerequisite For** and **Dependencies**)

Company	✕ Bentley University	☰
Project Currency	✕ USD	☰
Customer		☰
Balancing Worktag ＊	✕ Fund: PL7000 Plant Fund	☰
Optional Balancing Worktags	(empty)	
Project Group		☰
External Project Reference		
Prerequisite For	(empty)	
Dependencies		☰

25. In the **Worktags** section the Cost Center will default to **2301 Facilities Management**, change to your appropriate Cost Center (you can free type in field and hit enter to see results. For example, try typing in "3301" and hitting enter. Alternatively you can drill down to see all available Cost Centers)

26. Ensure the Fund is set to **PL7000 Plant Fund**, you may have to change this from the default. (Please note that this has changed from the banner capital fund of 1300 which will no longer be used.)

27. The **program code** will default according to Cost Center, leave it as the default.

Worktags

4 items

Worktag Type	
Cost Center	2301 Facilities Management
Fund	PL7000 Plant Fund
Division	Division of Admin & Finance
Program	500 Operations and Maintenance

28. No other Information is necessary below the Worktags box – Leave all blank unless for information purposes only

In order to create a budget for the project you must perform the separate task Create Budget Amendment** for a Capital Budget (Project) in Workday- please refer to appropriate Job Aid for further instructions on budgeting for your new project.

Project Budget	Project Details	Role Assignment	Attachments
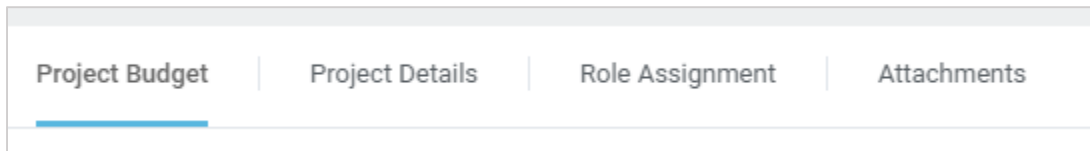
29. Click **Attachments** tab to attach any relevant capital project information you wish to retain associated with the project.

30. Click **Submit** to move the process on to the next approval step.

31. Click **Done.**