Funding Budget Applications Quick Reference Guide		
June 2018		Prepared for the Mayo Clinic Enterprise Kahua Deployment

FUNDING APPLICATIONS

Cost Management in Kahua is managed across Expense and Funding applications, all of which ultimately constitute a project's budget, commitments and actuals. The Funding side of cost management includes budgeting activities. Each activity will be managed in a separate sub-application within Funding:

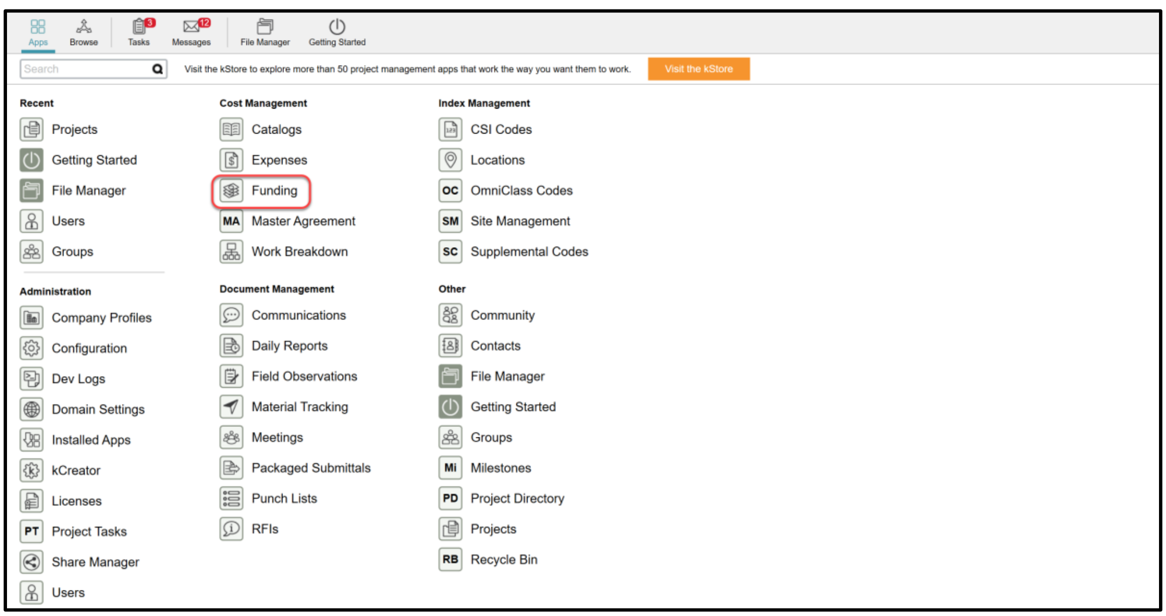
- Create a budget with the Budget application
- Manage any net-zero adjustments to the budget with the Budget Adjustments application
- Track supplemental funding with the Budget Changes application

Budgets allow project costs to be tracked on the Work Breakdown in corresponding Funding columns, which allow users to track budget against commitments and actual spend at a project or line item level.

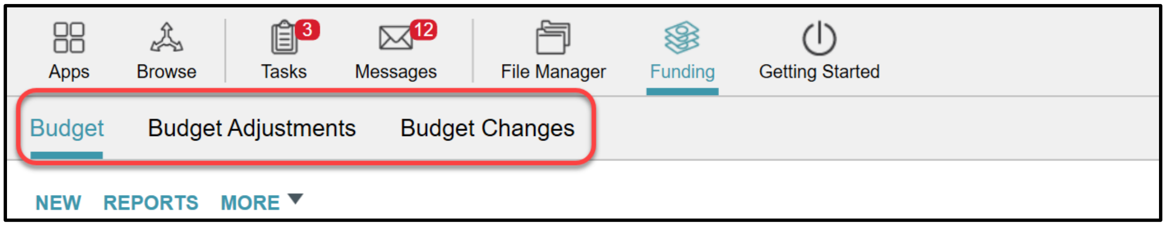
Note that users will have a Mayo template budget in the system when they copy the Project Template, so all initiated projects will have a blank budget with specific high-level account categories. If the user desires to budget at a more granular level or add additional codes, they may do so as they edit the budget record.

To navigate to the Funding Budget application:

1. Select the App Launcher.
2. Select the Funding application under the Cost Management section.



The three Funding apps display as sub-applications under the Apps Bar when Funding is open.

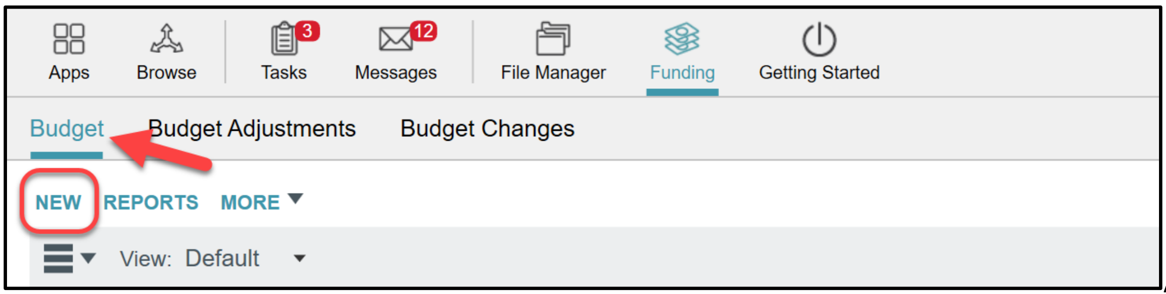


CREATING A BUDGET

The Budget application allows the user to create one or more budgets for a project. Each budget can be assigned one of four statuses, which will determine how items are displayed in the Work Breakdown. Users will have a Budget record defaulted in their new project that can be used as a starting point. Users may create additional budgets if desired, but all budgets will appear on the Work Breakdown based upon status assigned.

To create a budget:

1. With the Funding app open, click **Budget** to open the sub app. Click **New**. If you already have a budget record defaulted in your project, click on the record to open it in the right Detail pane.



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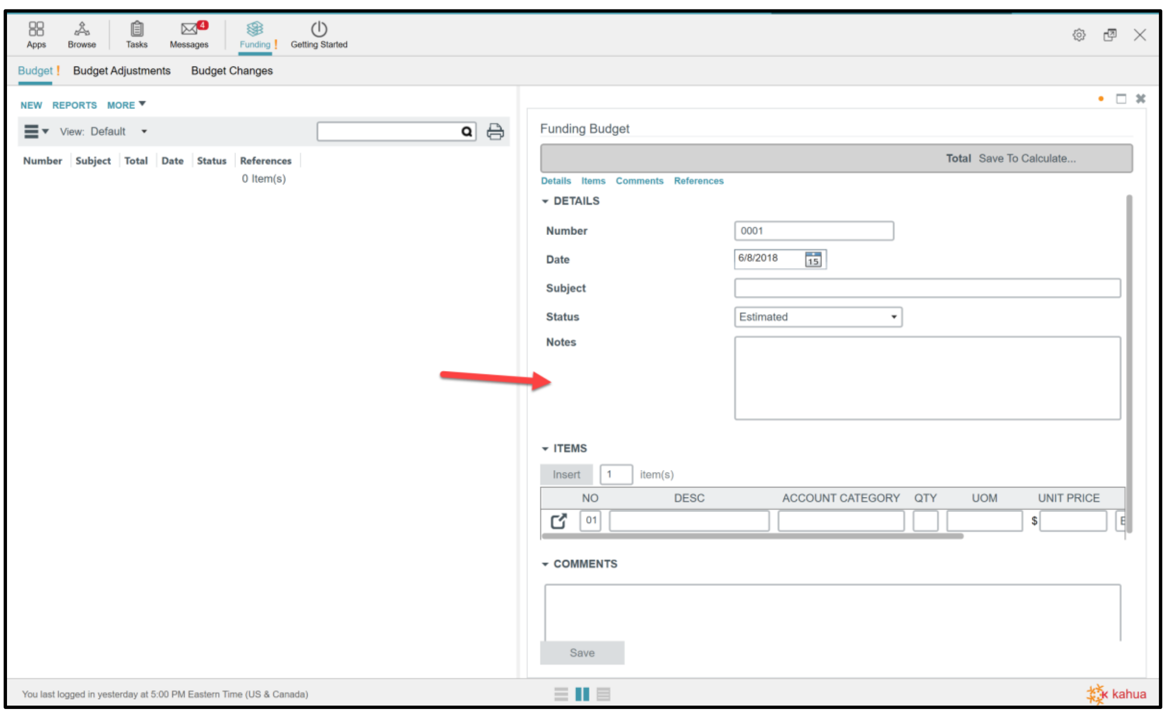
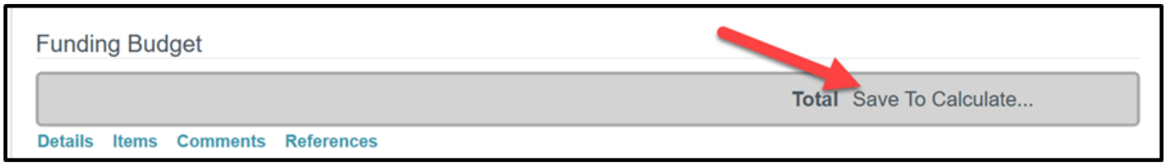


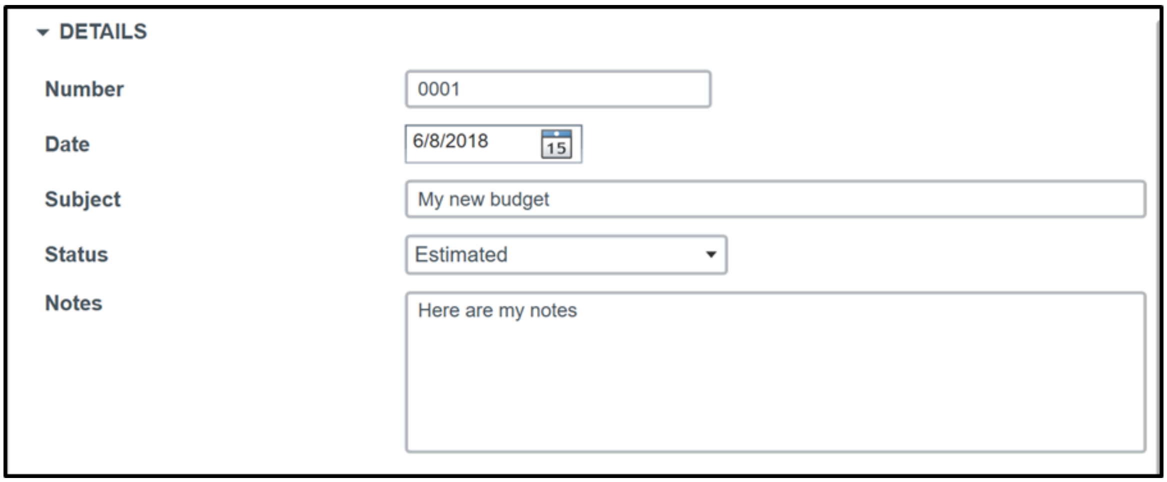
At the top of the Detail pane the shaded area is where the budget total is displayed. The amount is calculated and displayed in this area by clicking **Save** at the bottom of the window.



2. Click Edit if this is for an existing budget record. The Detail pane will display editable fields. Fill out the DETAILS section as appropriate.

   The Number field and the Date field may be defaulted, but are editable.

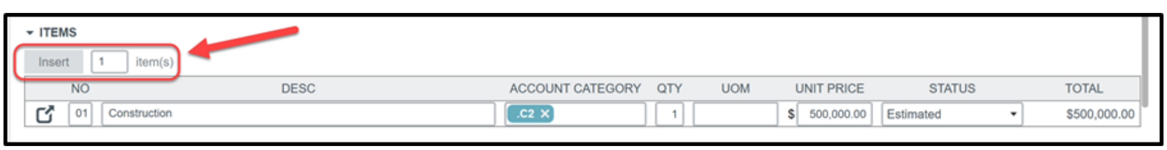
   The Status field will display 'Estimated' while the budget is not yet approved. Users should not increment the status of the record until all line items have been entered.



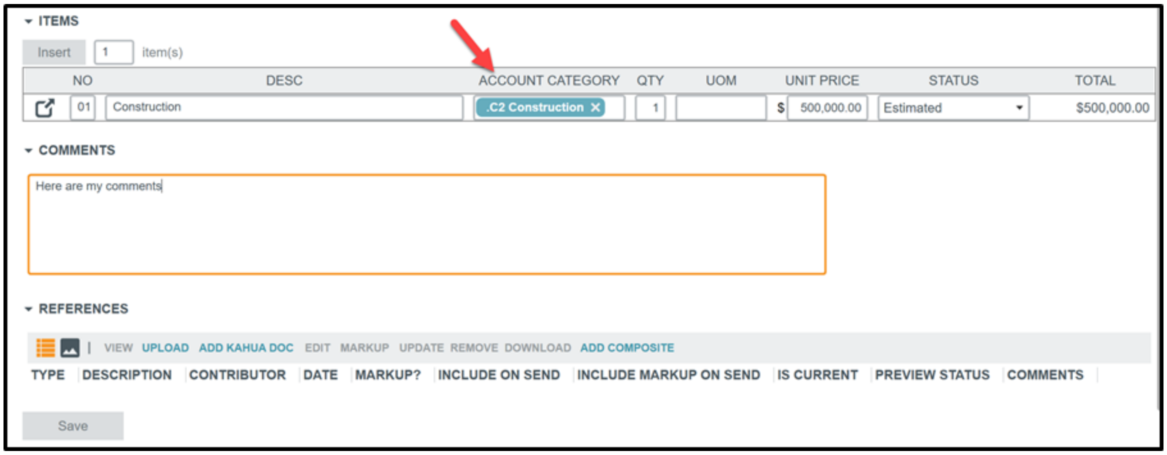
3. Fill out the ITEMS section to enter important budget information. Each account category budgeted will require an additional line item.

   For projects with existing budget templates, several line items will already exist. Each line item is editable. Templates have been created to budget at a high level – users may choose to add or remove line items in the budget.

   To add additional budget line items, enter the number of lines to be added in the box at the top of the ITEMS form, then click **Insert**. For example, to add two blank budget item lines, type 2 in the box and click **Insert**. Two blank line items will appear at the bottom of the ITEMS grid.



4. Each line item in the budget represents an Account Category.



Fill in the Account Category field first using one of two ways:

Click in the field – a list will pop up with the available Account Categories. Scroll through the list then click on the category to insert in the field. These codes refer to the hierarchical structure that is in the Work Breakdown application. It may be useful to open the Work Breakdown application to review the code structure if not already familiar with it.

Type in the field – begin typing the description of a category to filter the list of account categories by the description typed in. For example, type **plumb** in the field and several categories for plumbing appear. Click on the correct account category to insert it in the field.

Note: When a category is entered in the Account Category field, the Description field auto populates. Users may choose to leave the description, or enter a new description to denote specific detail of the budgeted line item.

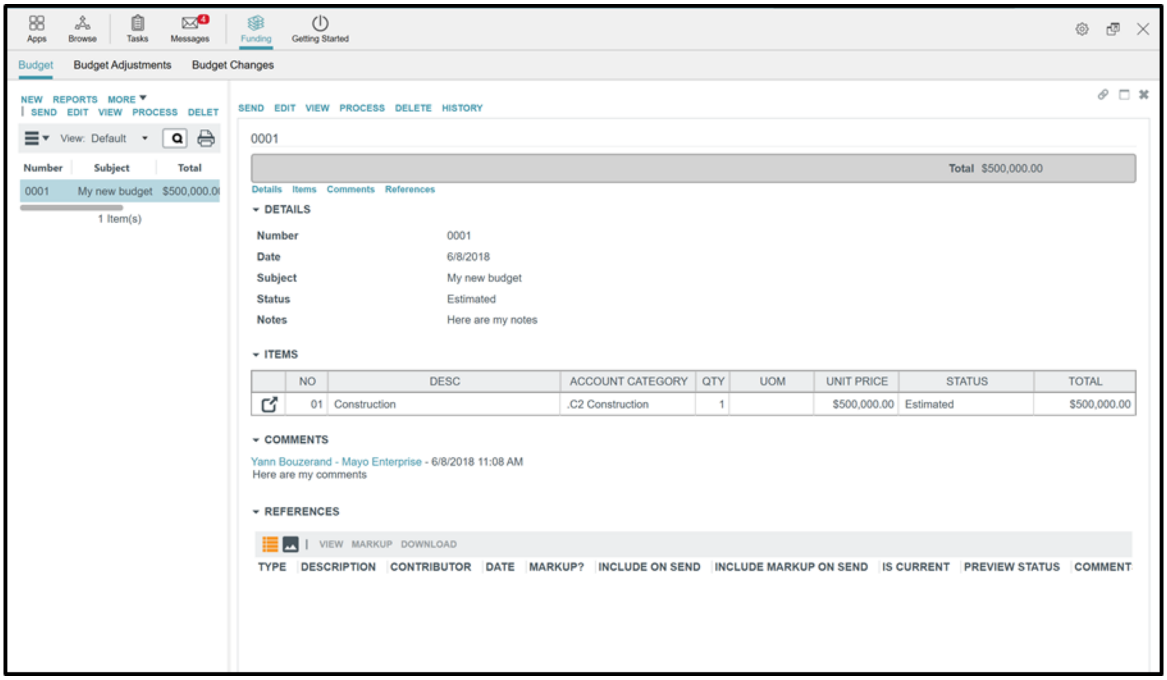
5. To enter budget values for a line item, fill out at the QTY (quantity) and UNIT PRICE fields. For example, to assign a value of $10,000 to a line item, type a 1 in QTY and $10,000 in UNIT PRICE. To calculate the total, users <u>must</u> enter a QTY for each line item with value assigned.

   To enter additional information, use the QTY, UOM (unit of measure), and UNIT PRICE fields. For example, to budget for 100 days of labor at $1,000/day, put “100” in QTY, put “day” in UOM, and put “$1,000” in UNIT Price. This displays $100,000 in the TOTAL column upon clicking Save.

6. STATUS for each line item defaults to Estimated, in line with the record status in the DETAILS section. Leave this default in place in each budget line item. The overall budget status will be incremented at the document/record level in the Details section that is above the Item grid. When the document/record level Status is updated, all line items will also increment to that status, to avoid users having to increment status for each individual line item.

7. Fill out the Comments section if desired.

8. In the References section, add any necessary documents from your computer by selecting **Upload** or from your Kahua File Manager by selecting **Add Kahua Doc**.
9. Click **Save**. The budget record will Save – if a new budget record was created above, the new record will appear in the log view on the left side of the screen. Click on the saved record.

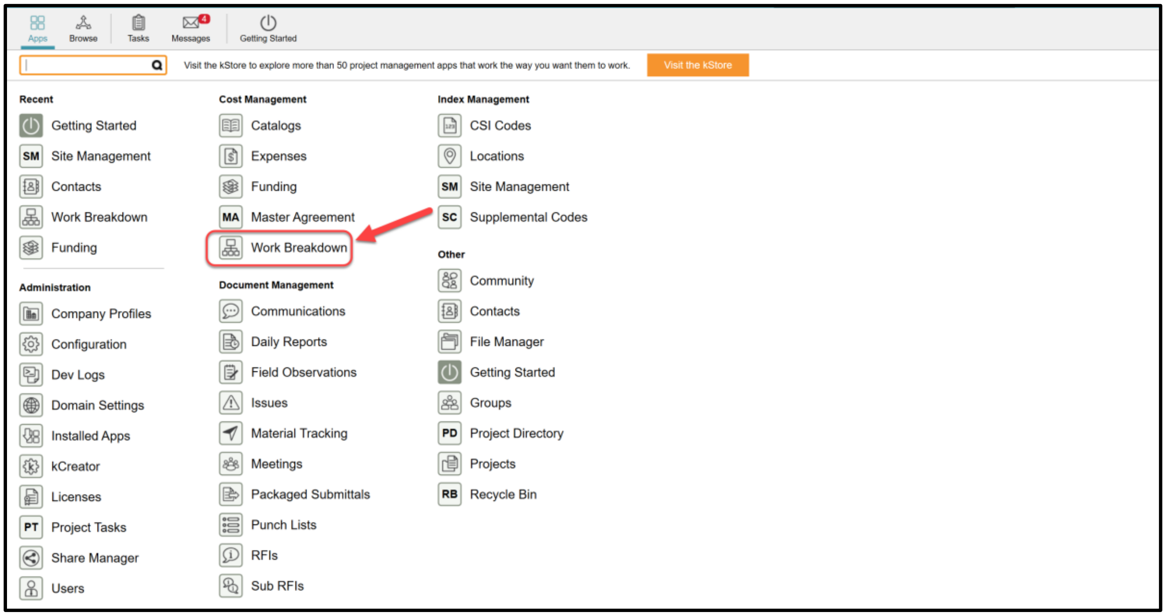


The Total appears now at the top of the window – if the total is not accurate, check that all line items have a QTY listed. Without a QTY, they will not be counted towards the Total.

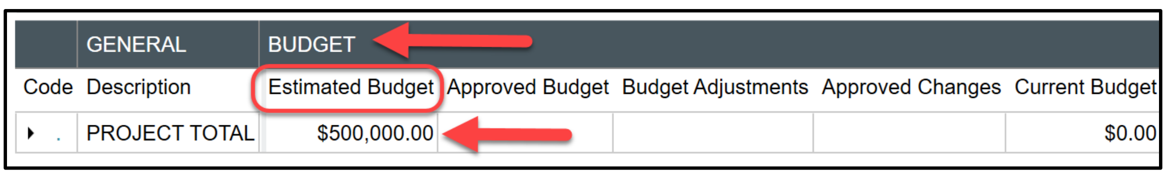
STATUS IN THE WORK BREAKDOWN APP

Once a budget is created with an *Estimated* status, the budgeted values will be displayed in the Work Breakdown app.

1. Click the App Launcher and select the Work Breakdown app under the Cost Management section.



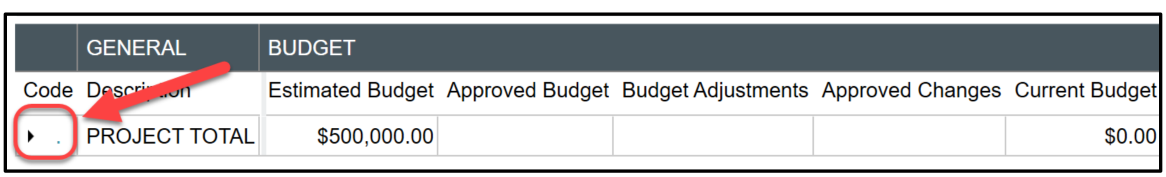
2. Note that any estimated budget items appear in the Estimated Budget column.



	GENERAL	BUDGET				
Code	Description	Estimated Budget	Approved Budget	Budget Adjustments	Approved Changes	Current Budget
.	PROJECT TOTAL	$500,000.00				$0.00

3. The Work Breakdown has a drill down feature allowing the user to see more detail at the account category level or at summary levels throughout the hierarchal codes.

4. Select the right arrow ▶ in the Code column to drill down into the account category codes.



	GENERAL	BUDGET				
Code	Description	Estimated Budget	Approved Budget	Budget Adjustments	Approved Changes	Current Budget
.	PROJECT TOTAL	$500,000.00				$0.00

With the details displayed, the user can see that the information is the same as the data entered the budget. This gives users both project level, summary and granular view into account category budget.

	GENERAL	BUDGET				
Code	Description	Estimated Budget	Approved Budget	Budget Adjustments	Approved Changes	Current Budget
.	PROJECT TOTAL	$500,000.00				$0.00
.C	CAPITAL	$500,000.00				$0.00
.C1	Professional Fees					$0.00
.C2	Construction	$500,000.00				$0.00
.C21	General Construction					$0.00
.C22	Mechanical Construction					$0.00
.C23	Electrical Construction					$0.00
.C24	Other Construction					$0.00
.C25	Owner Provided Construction					$0.00
.C3	FFE					$0.00
.C4	Contingency					$0.00
.E	EXPENSE					$0.00
.P	POTENTIAL CHARGE					$0.00
.S	STUDIES					$0.00

Per above, we see $500,000 budgeted for Construction. It is in the Estimated column, meaning the record and the line item in the Budget record are in 'Estimated' status. The Work Breakdown information in the image above might look like this in the Budget app:

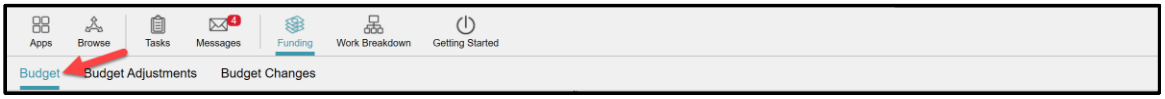
ITEMS

	NO	DESC	ACCOUNT CATEGORY	QTY	UOM	UNIT PRICE	STATUS	TOTAL
	01	Construction	.C2 Construction	1		$500,000.00	Estimated	$500,000.00

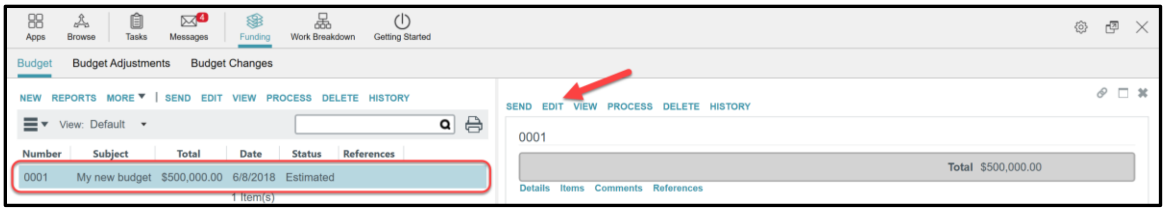
APPROVING A BUDGET

Once the estimated budget is ready to be incremented to Approved, the status must be changed to make the approved budget appear in the approved budget column in the Work Breakdown.

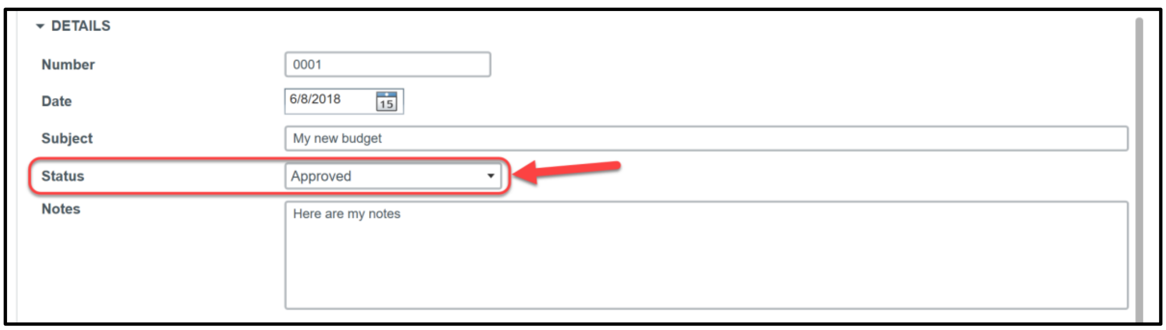
1. Select the Funding app then the Budget sub app.



2. Select the budget record to edit. Once the record is selected, click Edit. The budget opens in the Detail pane.



3. In the Details Section of the budget, select the appropriate status from the drop-down menu, then click **Save**. Notice that on the saved record, all line items now appear with a status of Approved. The line item status is what drives each line item to the appropriate column in Work Breakdown.



In the Work Breakdown, the budget is now in the Approved Budget column (1). Notice that it appears is in the Current Budget column (2) as well.

The Current Budget is a sum of Approved Budget + Budget Adjustments + Budget Changes. In the below sections, Budget Adjustments and Budget Changes will be described.

Note that the values in the Estimated Budget column will have moved, and the Estimated Budget column will be empty when the budget is incremented to Approved.

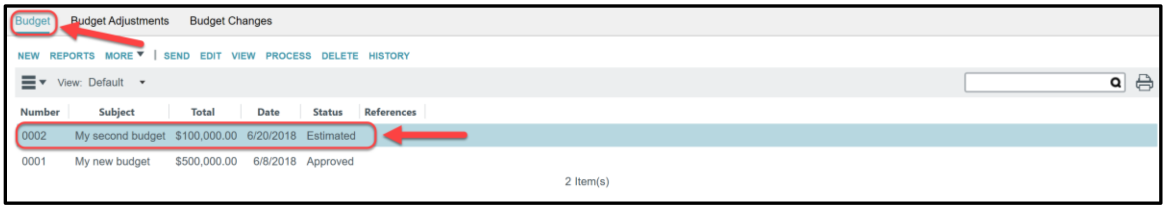
	GENERAL	BUDGET				
Code	Description	Estimated Budget	Approved Budget	Budget Adjustments	Approved Changes	Current Budget
.	PROJECT TOTAL		$500,000.00			$500,000.00
.C	CAPITAL		$500,000.00			$500,000.00
.C1	Professional Fees					$0.00
.C2	Construction		$500,000.00			$500,000.00
.C21	General Construction					$0.00
.C22	Mechanical Construction					$0.00
.C23	Electrical Construction					$0.00
.C24	Other Construction					$0.00
.C25	Owner Provided Construction					$0.00
.C3	FFE					$0.00
.C4	Contingency					$0.00
.E	EXPENSE					$0.00

COPYING A BUDGET

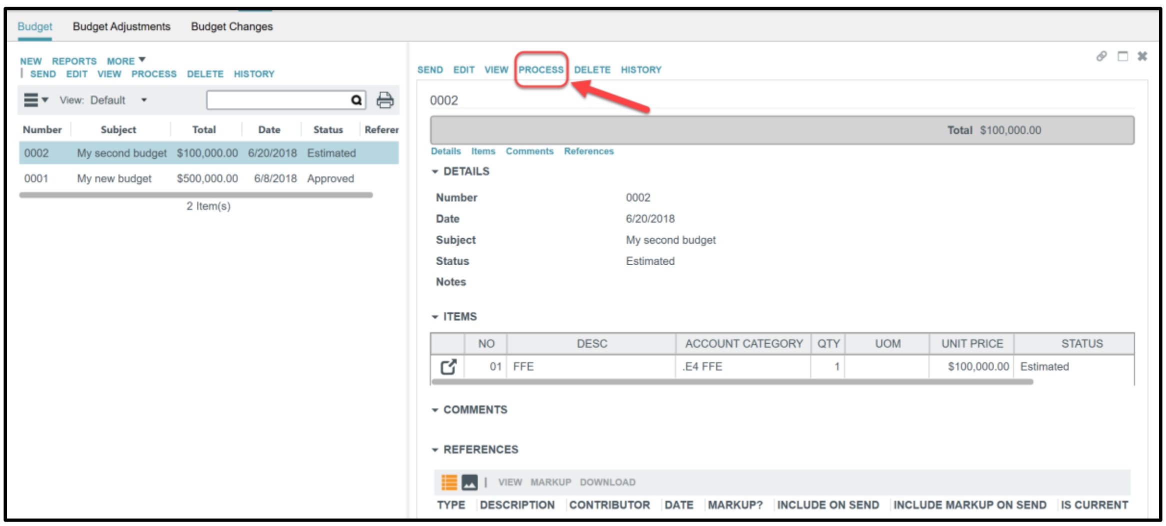
Users may copy a budget to maintain information on a previous budget (maybe an estimated budget). For instance, it may be useful to copy a budget if users want to maintain previous copies of an estimated budget. When a budget is copied, the status of the initiating budget will increment to 'Superseded' and thus not appear on the Work Breakdown. The new budget can be adjusted, edited and incremented to appropriate status as needed.

To copy a budget:

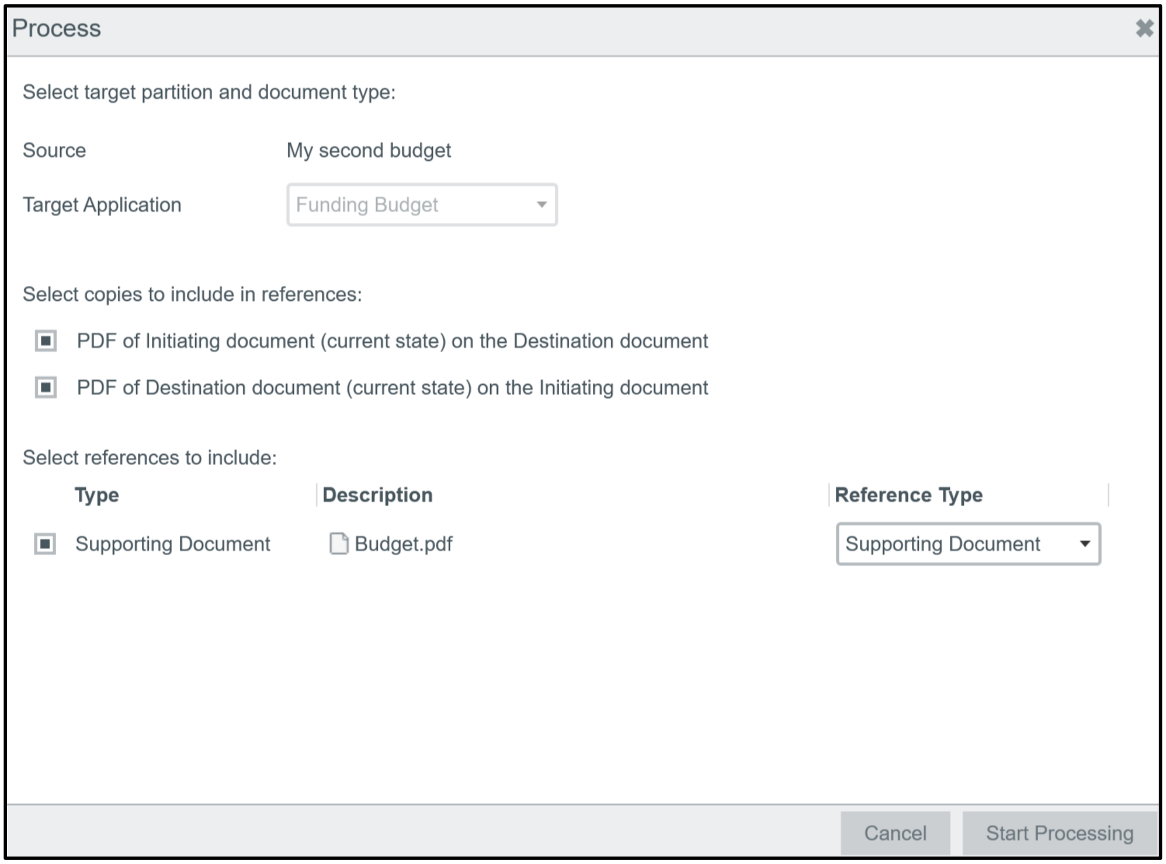
1. Navigate to the Budget application and select the record that will be copied.



2. In the Detail pane, select **Process**.



The Process window appears. The Source will detail the Budget record chosen to copy, and the Target application details should be greyed out.



3. PDF versions of the budgets can be created and attached to the initiating and new budget as references. By default, both PDF documents are selected in the "Select copies to include in references" section of the form.

4. References from the initiating budget are listed under the **Select references to include** heading. Users may choose to check boxes next to any reference documents that should be carried forward into the new budget.

5. Select **Start Processing** to copy the budget. The following will then occur:

a. A copy of the budget will be created and appear in the log with a status of Estimated.

b. The status of the initiating budget (the source for the copy) will have a status of Superseded and it will not appear in the Work Breakdown.

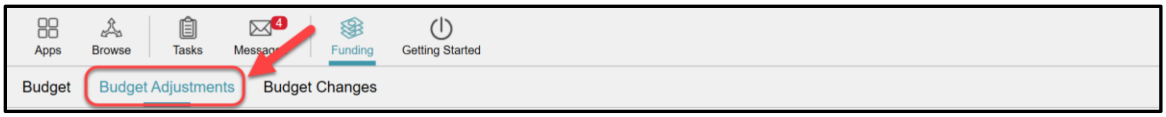
c. The new budget may be edited, and the status may be incremented as desired. Recall that the line item edits should all be made before adjusting the status in the DETAILS section.


Budget
Budget Adjustments
Budget Changes
NEW REPORTS MORE | SEND EDIT VIEW PROCESS DELETE HISTORY
View: Default
Number
Subject
Total
Date
Status
References
0003 My second budget $100,000.00 6/20/2018 Estimated
0002 My second budget $100,000.00 6/20/2018 Superseded

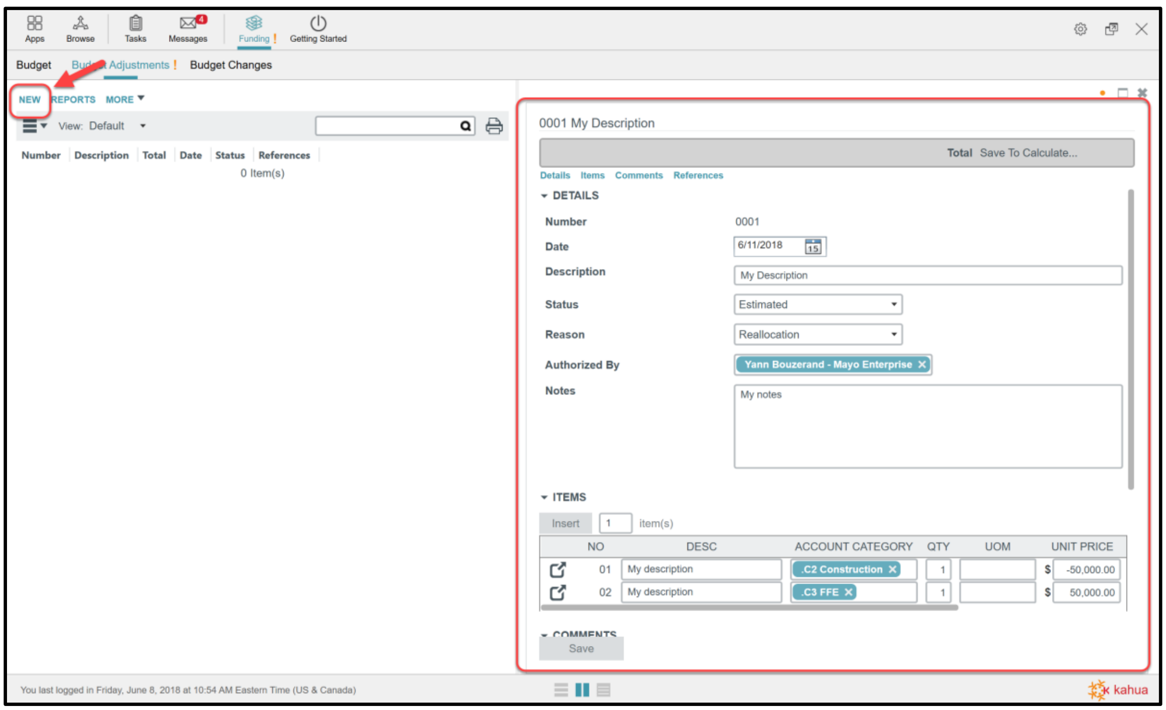
Budget Adjustment App

The Budget Adjustment app tracks net-zero changes against the project budget. Budget adjustments can arise when money is reallocated from one account category code to another, or when money is pulled from Contingency. All adjustments against a budget will be tracked in the Budget Adjustments application rather than editing the Approved budget directly. This allows for granular reporting and insight into where budget adjustments were required throughout the project.

Click **Budget Adjustments** from the Action bar in the Funding app to begin.

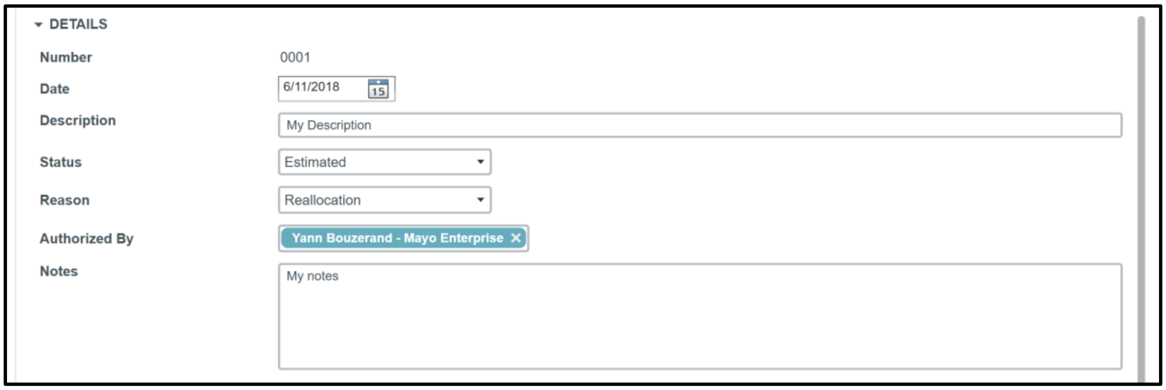


1. Click **New**. The Budget Adjustment form will display in the Detail pane.



The Total in the summary header of the record will not appear until the record has been populated and saved, similar to the Budget application summary header.

2. Fill out the **DETAILS** section of the Budget Adjustment form. See below description of each field:



Number- will be auto populated/incremented when a new record is created

Date – will be auto populated with the current date upon creation of the record

Description – will display a short description of the adjustment transaction

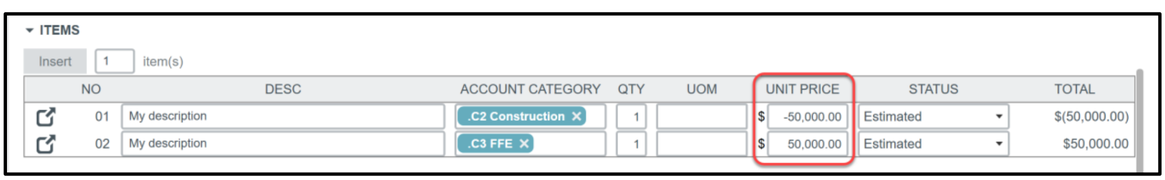
Status – determines the column in the Work Breakdown where the dollars will appear. The status should be incremented to Approved when the adjustment is formally applied to the project, to have the adjustment reflected in the total Current Budget for an account category code.

Reason – use *Reallocation* if dollars will be reallocated to another account category or enter *Other.* If users enter *Other*, detail of the Reason should be entered in the 'Notes' field.

Authorized By – will be auto populated with the current user's name. Users can edit this by selecting the 'x' to the right of the name and populating the field with another Contact's name. Start typing the name to search for it or click in the field to display a drop down of all the domain's contacts.

Notes – enter notes as needed.

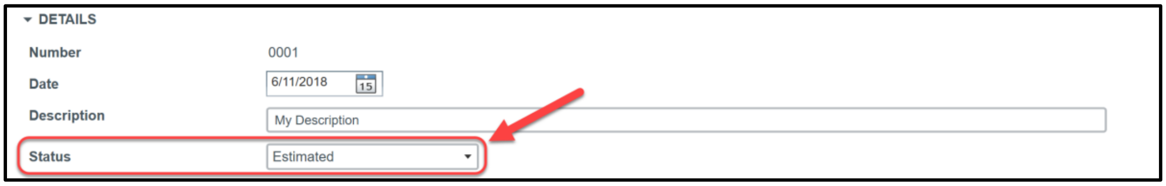
3. Fill out the Items grid.



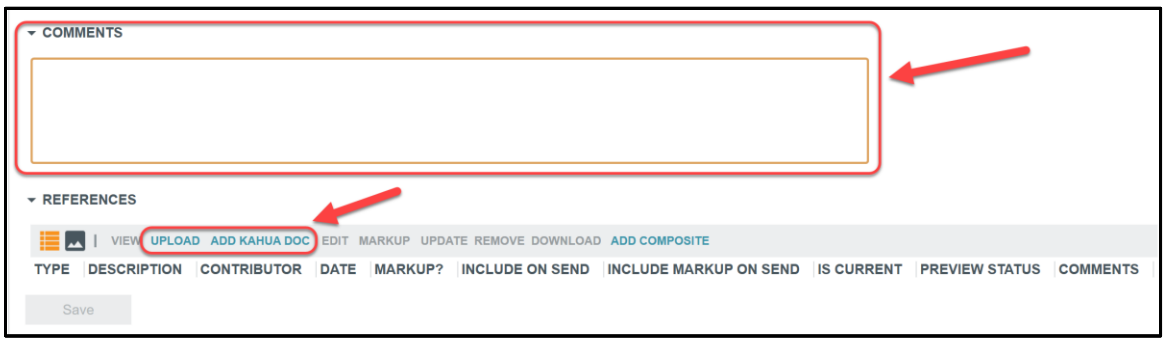
The Items grid is defaulted with 2 line items. A budget adjustment must have a minimum of 2 line items, as the total must equal 0. Additional line items may be inserted as needed by using the 'Insert' button above the Items grid.

The Description, Account Category, QTY and Unit Price fields are required. Use negative numbers in the Unit Price field to remove budget from an Account Category and positive numbers to allocate funds to a different Account Category. After all adjustments have been entered, the total of all entries in the Items grid must equal $0. Users will receive an error message upon Save if the total does not equal 0, or if required components in the grid are missing.

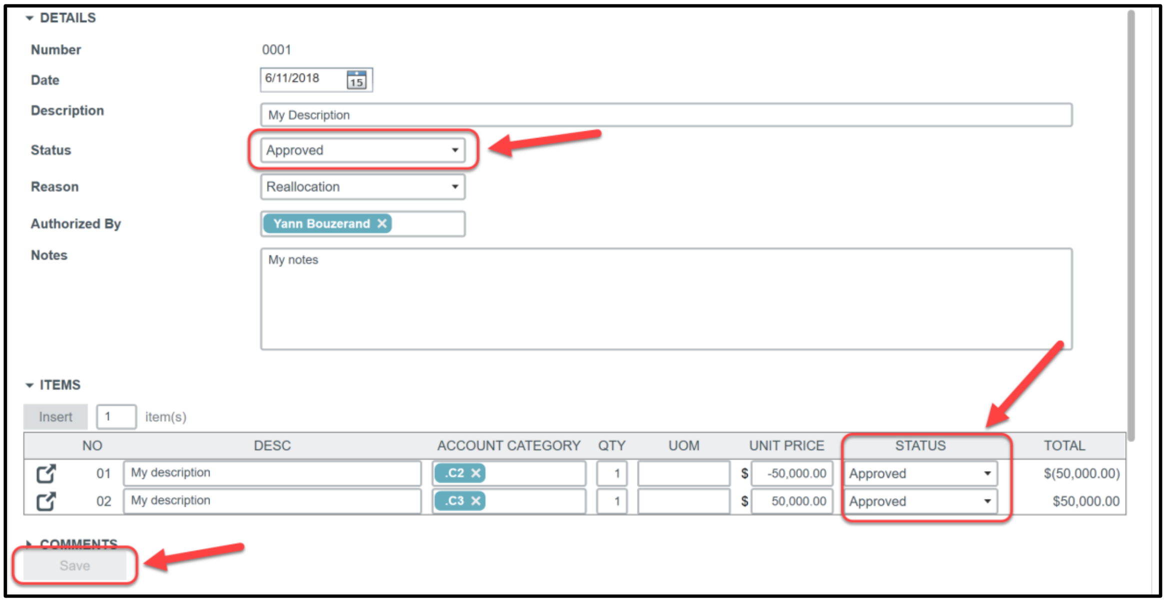
Note: The Status should be left as Estimated for the moment. It will be modified in the Details section above the Items section once all the information is entered and before saving.



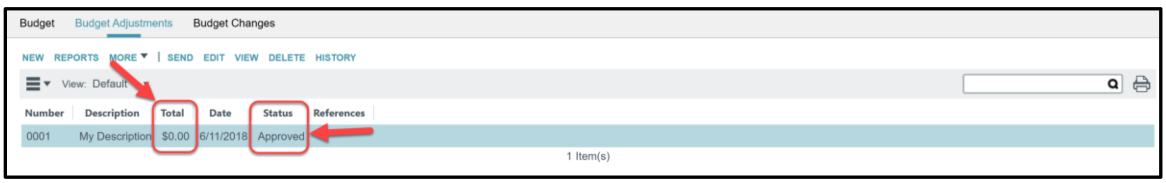
4. The Comment field is optional but is the appropriate field to enter a comment on this transaction for reference in the future.
5. In the **REFERENCES** section, add any documents from your computer by selecting **UPLOAD** or from your Kahua File Manager application by selecting **ADD KAHUA DOC.**



6. Go back to the Detail section upon completion and change the Status field into *Approved* if the record should appear as approved on the Work Breakdown.
7. Notice that the status of the Line Items in the Status column change to Approved as well.
8. Select **SAVE**.



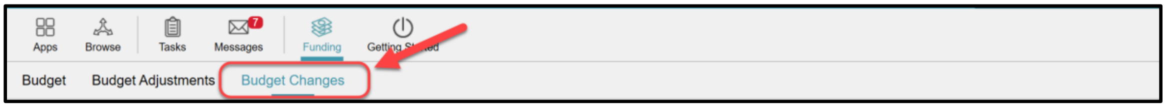
In the log, the record appears with a total of $0.00 and with an *Approved* status. The record will appear in the Work Breakdown in the 'Budget Adjustments' column.



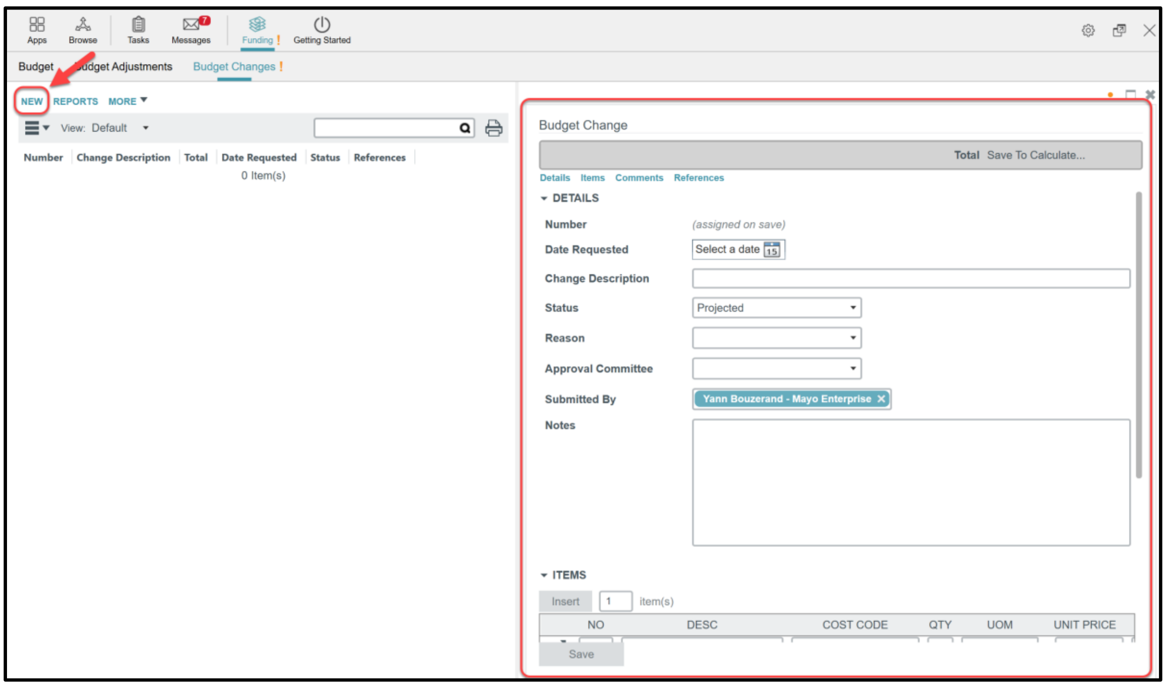
BUDGET CHANGES APP

The Budget Changes app allows project teams to initiate changes to the Project's approved budget, which may be a net increase or a decrease in budget. This differs from the Budget Adjustment application, which requires the changes to be net-zero transactions.

Click **Budget Changes** from the Action bar in the Funding app to begin.

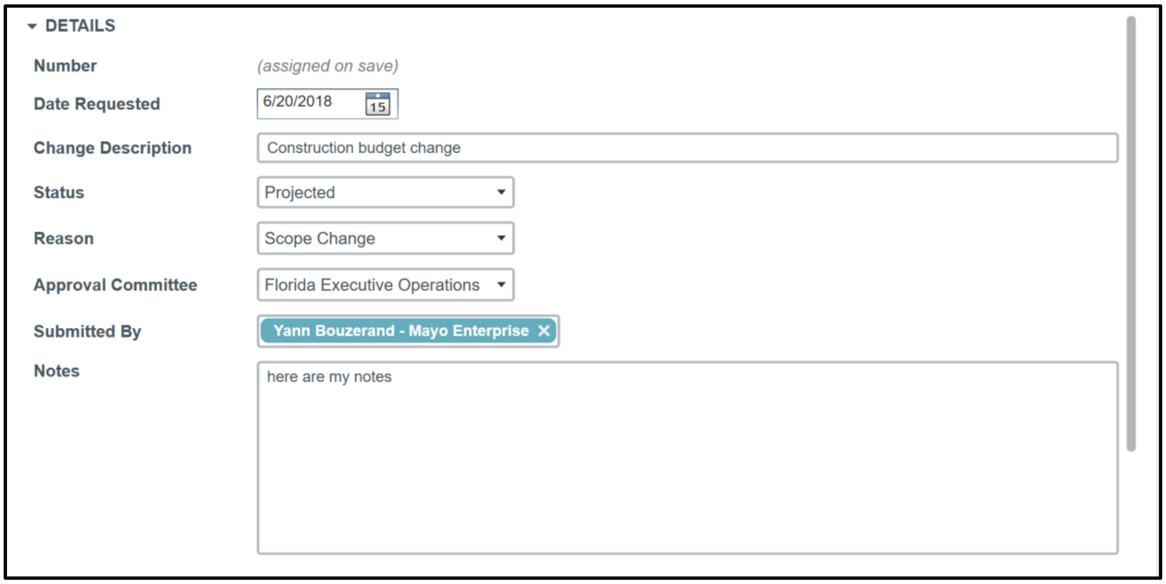


1. Select **New** to initiate a new budget change. A Budget Change record appears in the Detail pane.



Recall that the summary header Total will not be calculated until after clicking Save.

2. Fill out the Details section of the form.



Number - will be assigned upon save; will increment by 1

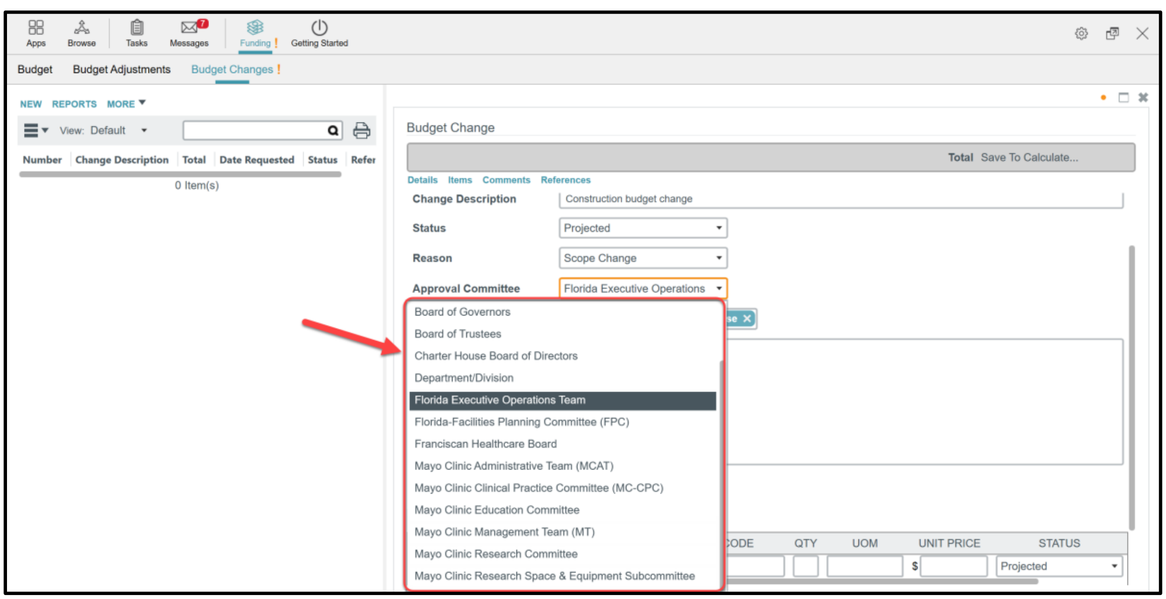
Date Requested – will allow the user to choose a date for the budget change

Change Description – will allow the user to describe the budget change

Status – will determine where in the Work Breakdown column the dollars will appear

Reason - will allow the user to choose between *Scope Change* and *Other*

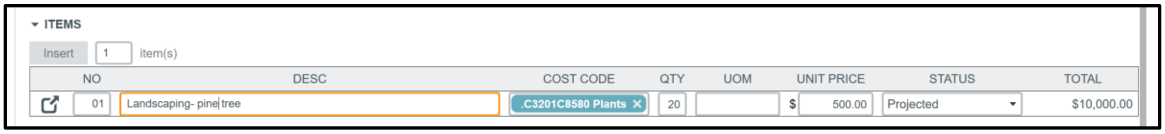
Approval Committee – will display all the Mayo Clinic committees in a drop-down list; users should select the committee that approved the supplemental funding



Submitted by – will be auto populated by the name of the user who initiated the budget change

Notes – allows the user to add notes to the record

3. Fill out the **ITEMS** section

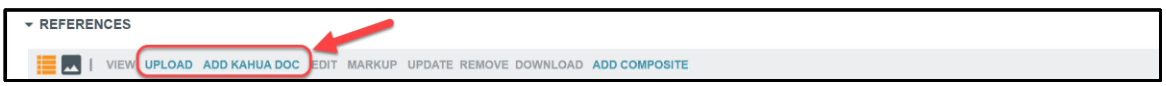


The Items grid is defaulted to have 1 line upon initiation of a budget change. More lines may be inserted as needed.

The Description, Account Category, QTY and Unit Price fields are required in each line item.

Note: The Status will not be incremented in the items grid. It will be modified in the Details section above the Items section once all the information is entered.

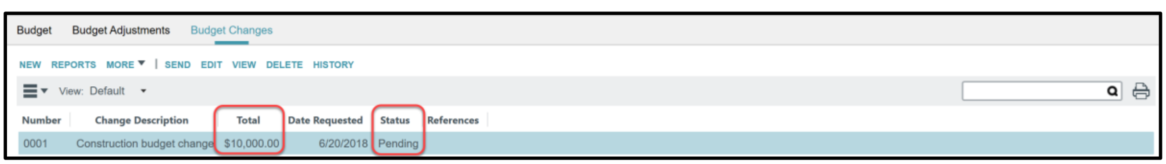
4. The Comment field is optional, but it is good practice to enter a comment on this transaction for future reference.
5. In the REFERENCES section, add documents from the computer by selecting UPLOAD or from the Kahua File Manager application by selecting ADD KAHUA DOC.



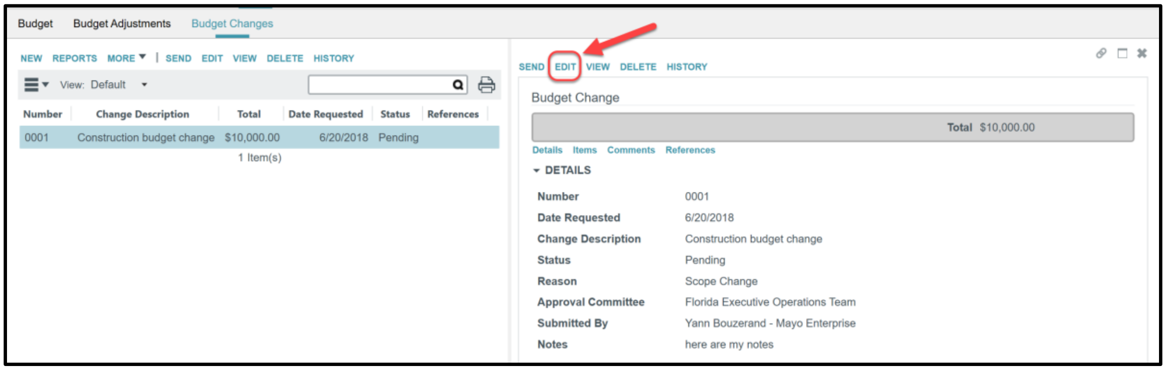
6. If the budget change has not been approved yet, the user can save the record under the *Pending* status.

   Note that a Budget Change with a *Projected* or *Pending* status will not be displayed in the Work Breakdown.

   The record in the log displays the dollars amount and the *Pending* status of the budget change.

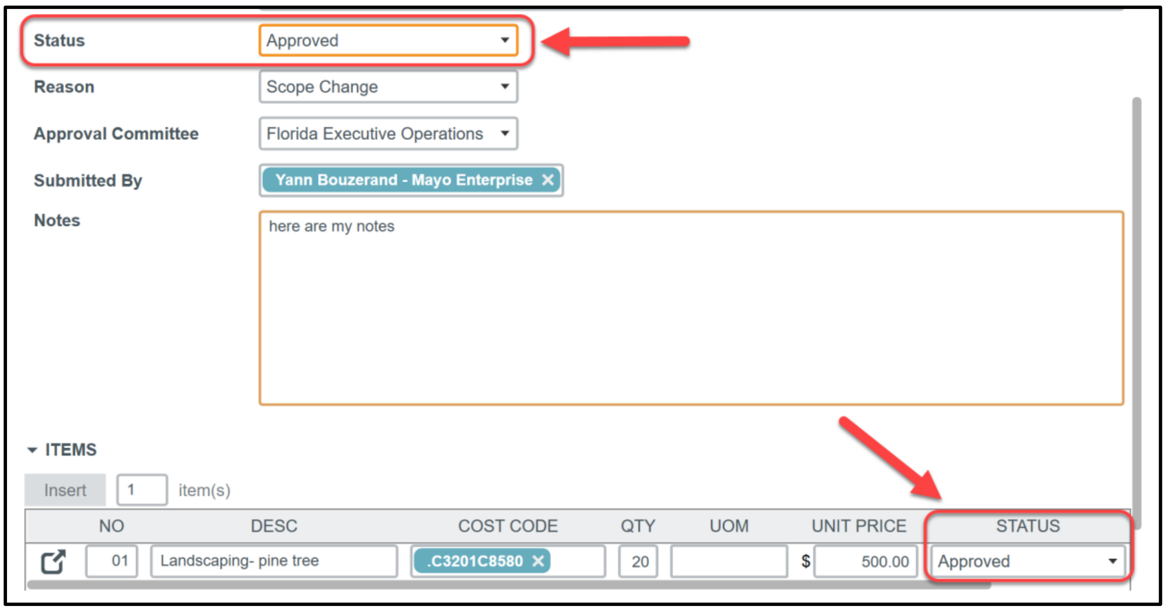


7. Once the budget change is approved, select the record and click on **EDIT**.



8. In the DETAILS section, change the status to *Approved*.

   Note that the status of the item(s) changed upon changing the status in the DETAILS section.



9. Select the **SAVE** button to change the status of the budget change.

BUDGET CHANGES IN THE WORK BREAKDOWN

Once the approved Budget Change is completed and successfully saved, check the Work Breakdown to see updated reflected there.

The Approved Changes column will show the amount approved in the Budget Changes application.

	GENERAL	BUDGET				
Code	Description	Estimated Budget	Approved Budget	Budget Adjustments	Approved Changes	Current Budget
.	PROJECT TOTAL		$500,000.00	$0.00	$10,000.00	$510,000.00

Note that in the Current Budget, the approved budget change amount of $10,000.00 has been added to the original approved budget of $500,000.00 for a Current Budget of $510,000.00.

1. Drill down in the Work Breakdown to the specific account category to where the additions are.

	GENERAL	BUDGET				
Code	Description	Estimated Budget	Approved Budget	Budget Adjustments	Approved Changes	Current Budget
.	PROJECT TOTAL		$500,000.00	$0.00	$10,000.00	$510,000.00
.C	CAPITAL		$500,000.00	$0.00	$10,000.00	$510,000.00
.C1	Professional Fees					$0.00
.C2	Construction		$500,000.00	$(50,000.00)		$450,000.00
.C3	FFE			$50,000.00	$10,000.00	$60,000.00
.C31	Capital Furniture					$0.00
.C32	Capital Furnishings				$10,000.00	$10,000.00
.C3201	Capital Furnishings				$10,000.00	$10,000.00
.C3201C8540	Window Treatments					$0.00
.C3201C8560	Art					$0.00
.C3201C8570	Signage					$0.00
.C3201C8580	Plants				$10,000.00	$10,000.00
.C33	Capital Equipment					$0.00
.C4	Contingency					$0.00
.E	EXPENSE					$0.00
.P	POTENTIAL CHARGE					$0.00
.S	STUDIES					$0.00

Changes at the deepest item level are displayed in blue to indicate a hyperlink. Click on the hyperlink to display the detail of the value displayed, including what record(s) contributed to the value.

	GENERAL	BUDGET				
Code	Description	Estimated Budget	Approved Budget	Budget Adjustments	Approved Changes	Current Budget
.	PROJECT TOTAL		$500,000.00	$0.00	$10,000.00	$510,000.00
.C	CAPITAL		$500,000.00	$0.00	$10,000.00	$510,000.00
.C1	Professional Fees					$0.00
.C2	Construction		$500,000.00	$(50,000.00)		$450,000.00
.C3	FFE			$50,000.00	$10,000.00	$60,000.00
.C31	Capital Furniture					$0.00
.C32	Capital Furnishings				$10,000.00	$10,000.00
.C3201	Capital Furnishings				$10,000.00	$10,000.00
.C3201C8540	Window Treatments					$0.00
.C3201C8560	Art					$0.00
.C3201C8570	Signage					$0.00
.C3201C8580	Plants				$10,000.00	$10,000.00
.C33	Capital Equipment					$0.00
.C4	Contingency					$0.00
.E	EXPENSE					$0.00
.P	POTENTIAL CHARGE					$0.00
.S	STUDIES					$0.00

A window pops up and displays detail of the budget change, including the budget change number and the description entered when the budget change was created.

2. Select the highlighted text and it will bring the user to the budget change record.