



Budget Transfer Training Guide

Date Created: 7/14/2021

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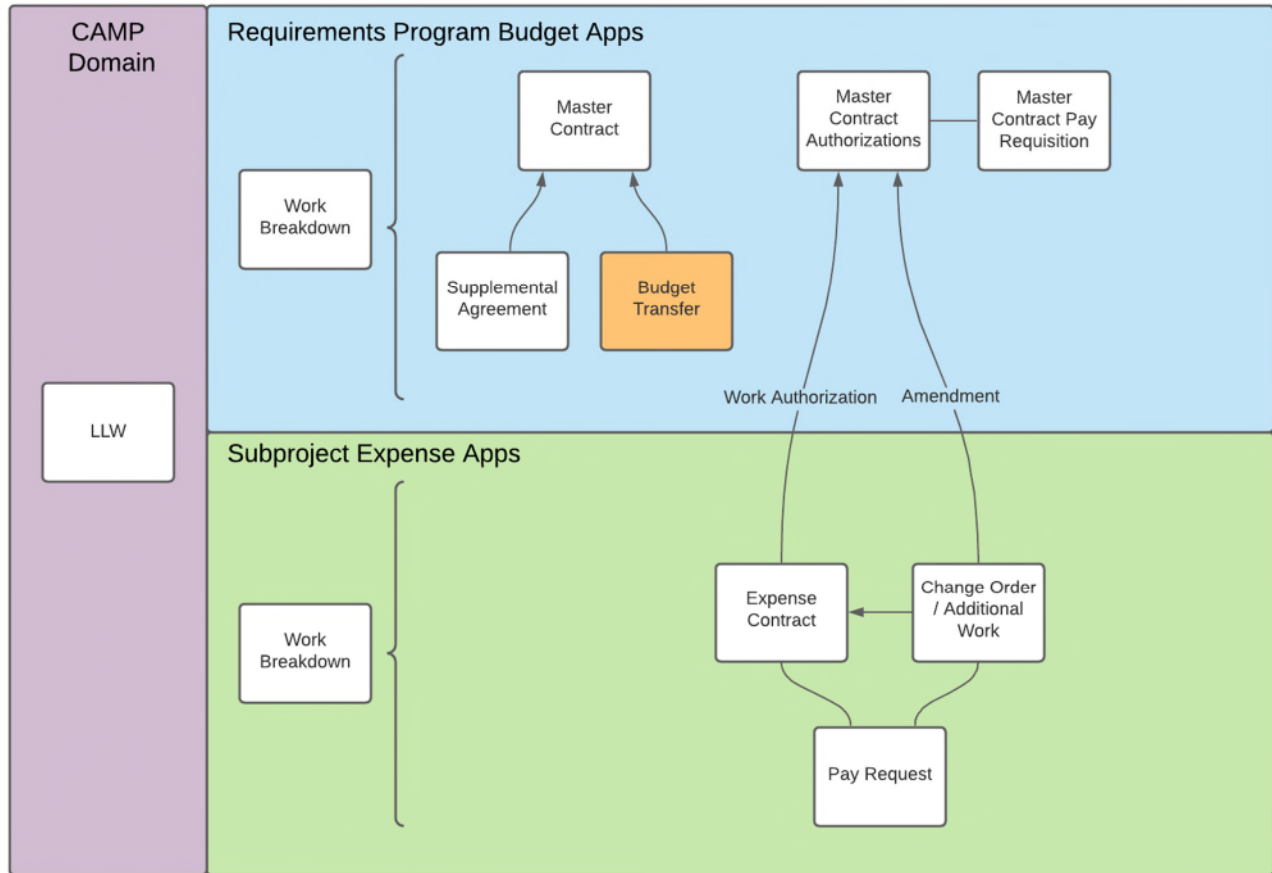
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About

Budget Transfers (previously entered as Supplemental Agreements in PCM) are zero-sum Work Type transfers.

Workflow Diagram



Process Overview

The CM Ops Manager enters the cost items in Budget Transfer. Budget Transfers are zero-sum Work Type transfers. This can be within a single Subproject e.g., transfer between Construction and Other Construction for a Mentor Program or between Programs e.g., transfer split contract budget out of one JOC Program and transfer into another JOC Program.

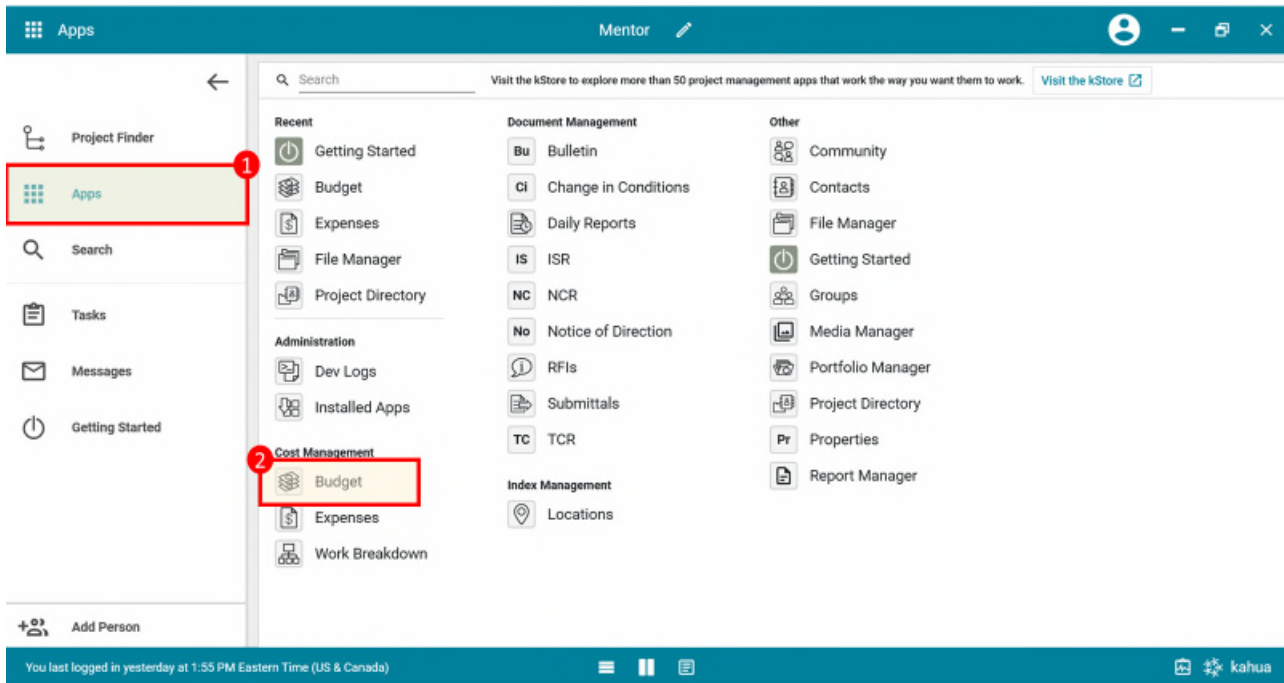
Step-by-Step Instructions

Create Budget Transfer

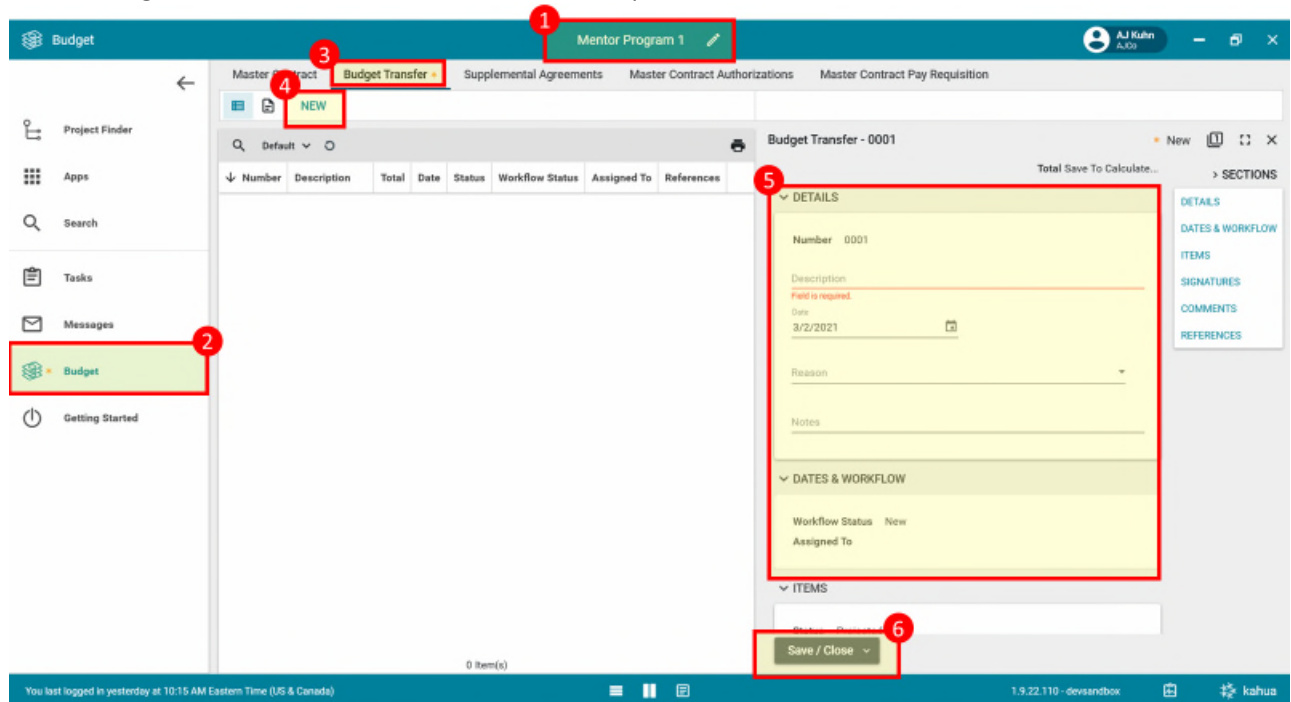
Role	Preceding Steps	Outcome
CM Firm	→ Budget Transfer Information.	→ Zero-sum Budget Transfer is created.

Steps

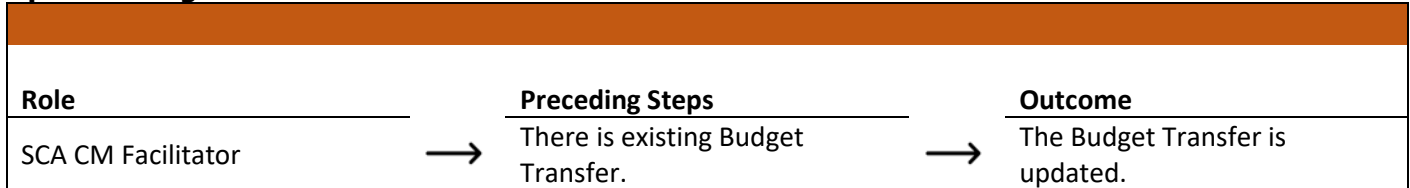
1. "Go to 'Project Finder' Navigate to Program > Go to 'Apps' > Select 'Budget' App



2. Select the 'Budget Transfer' tab > Click 'New' > Enter Required Fields > Click 'Save/Close'



Update Budget Transfer



Steps

- Go to 'Apps' > Select 'Budget' App > Select the 'Budget Transfer' tab > Click on Budget Transfer record > Click 'Edit'

The screenshot shows the 'Budget Transfer' record for '0001'. The record details are as follows:

Number	Description	Total	Date	Status	Workflow Status	Assigned To
0001	CM 1 Contract 1 BT 1	\$0.00	3/2/2021	Projected	Active	

The record details on the right include:

- Number: 0001
- Description: CM 1 Contract 1 BT 1
- Date: 3/2/2021
- Reason:
- Notes:
- Workflow Status: Active
- Assigned To:
- Status: Projected
- Items Include Quantity: No

- Update fields > Click 'Save/Close'

The screenshot shows the 'ITEMS' section of the 'Budget Transfer - 0001' record. The items are as follows:

NO	WORK TYPE	DESC	STATUS	TOTAL
01	2112 Construction	Construction	Projected	\$-25,000.00
02	2125 General Conditions	General Conditions	Projected	\$ 25,000.00

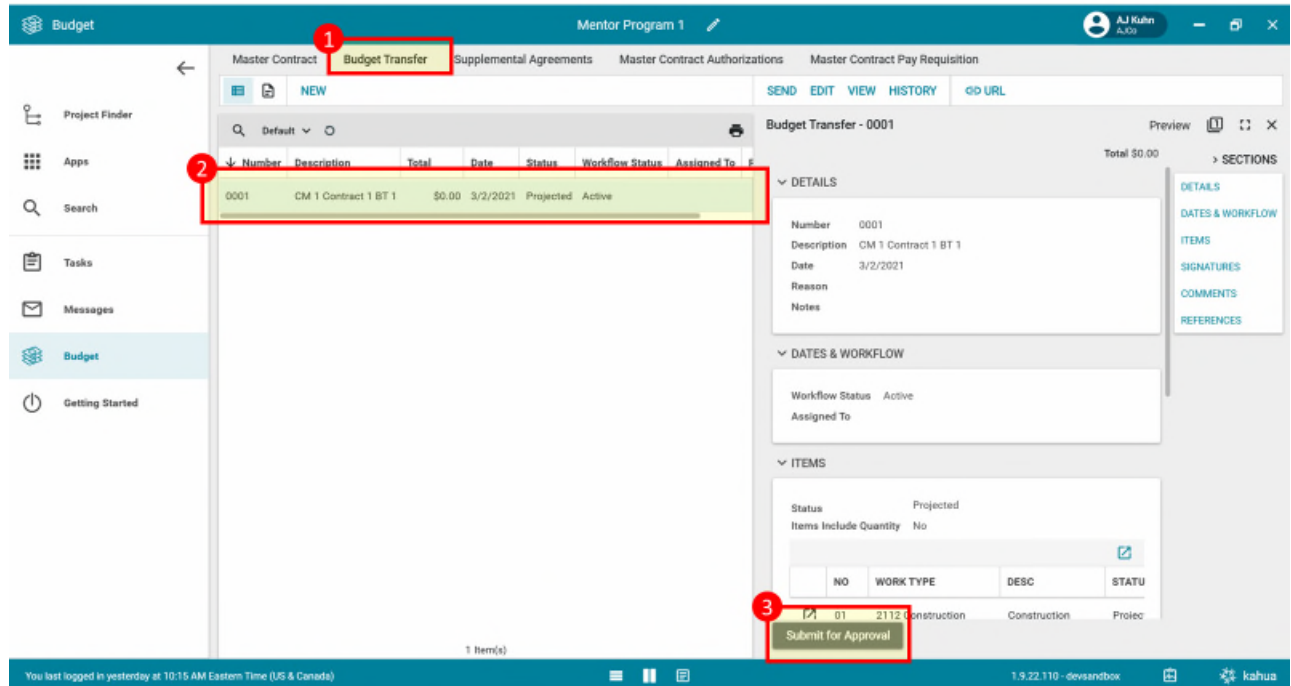
The 'Save / Close' button is highlighted with a red box and a '2'.

Submit for Approval

Role	Preceding Steps	Outcome
CM Firm	→ Record information is entered. →	Record is submitted to next actor in approval workflow.

Step

"Go to 'Apps' > Select 'Budget' App > Select the 'Budget Transfer' tab > Click on Budget Transfer record requiring submission > Click 'Submit for Approval'

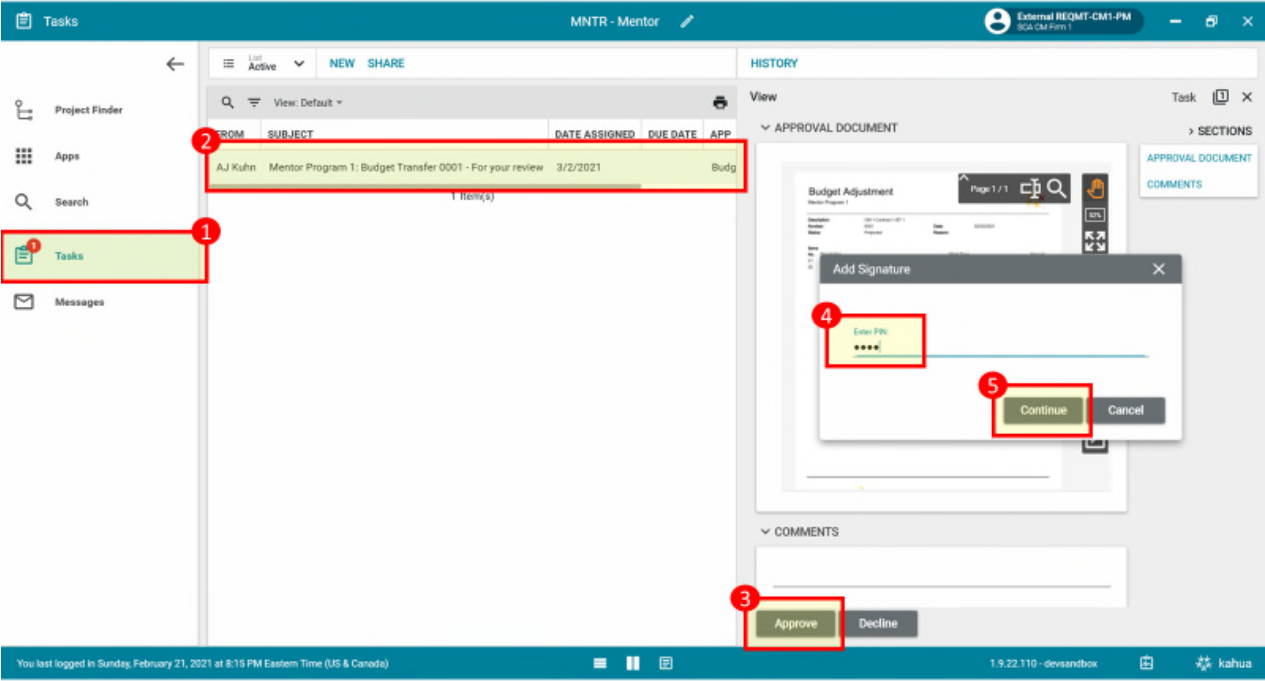


Approve via PIN Signature

Role	Preceding Steps	Outcome
CM PM, Operations Manager, Director of Operations (Mentor), CPO (JOC & Emergency)	→ Record has been submitted for approval. Prior actors in workflow have approved the record. →	Record is submitted to next actor in approval workflow for approval.

Steps

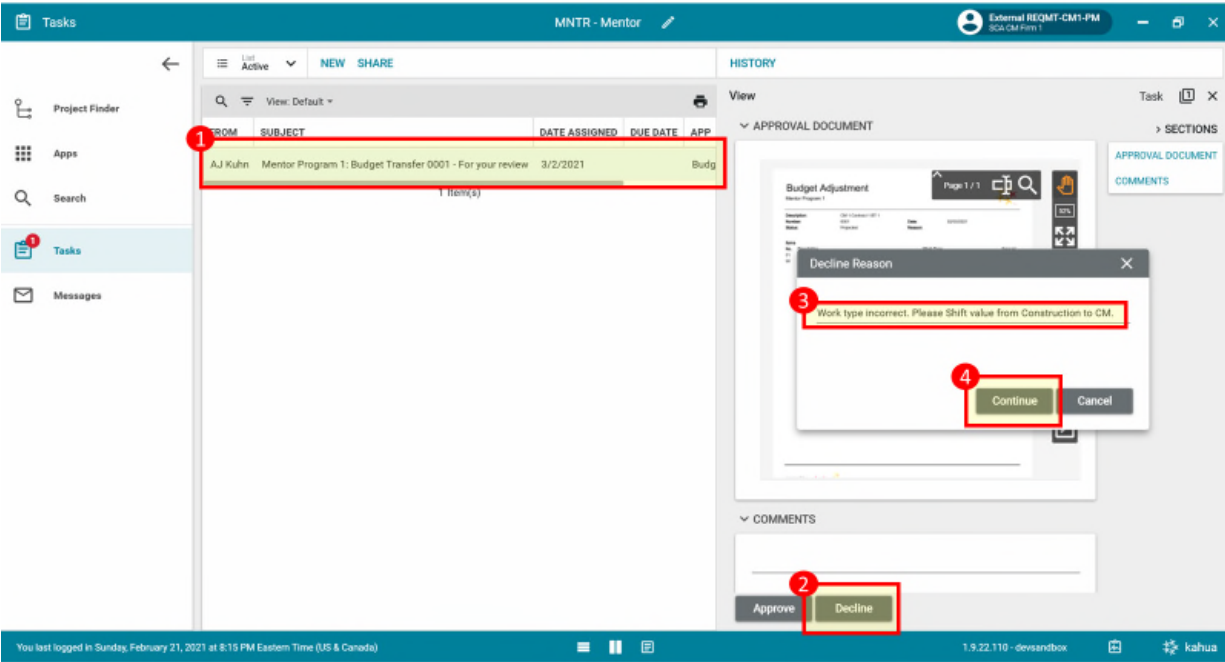
Go to 'Tasks' > Click 'Approval Task' subject > Click 'Approve' button > Enter Pin Code > Click 'Continue'



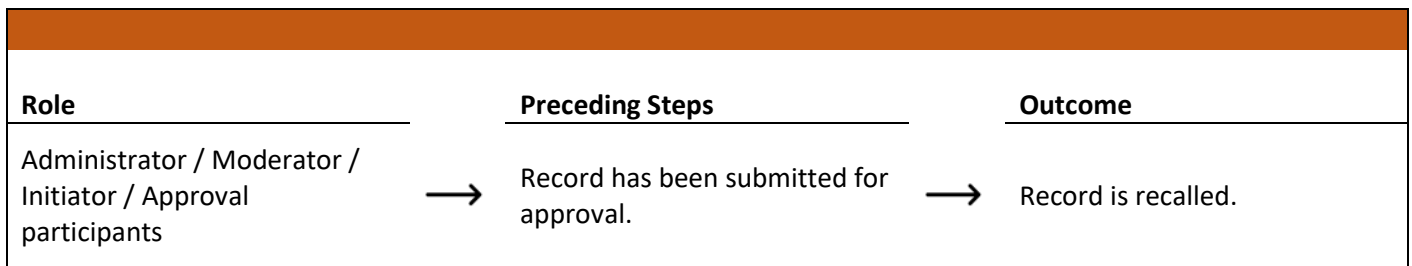
Disapprove Request

Role	Preceding Steps	Outcome
CM PM, Operations Manager, Director of Operations (Mentor), CPO (JOC & Emergency)	→ Record has been submitted for approval. →	1. Record is sent back to actor in previous step with a provided comment. 2. Actor in previous step has ability to resubmit after incorporating comments.

1. Go to 'Tasks' > Click 'Approval Task' subject > Click 'Decline' button > Enter reason in 'Decline Reason' pop-up window > Click 'Continue'



Recall Transfer During Approval



Step

Go to 'Apps' > Select Budget App > Select Budget Transfer tab > Click on the record requiring recall > Click 'Recall'

