Budget Transfer Training Guide (JOC & Emergency)

Date Created: 7/14/2021
Date Updated: 8/24/2022
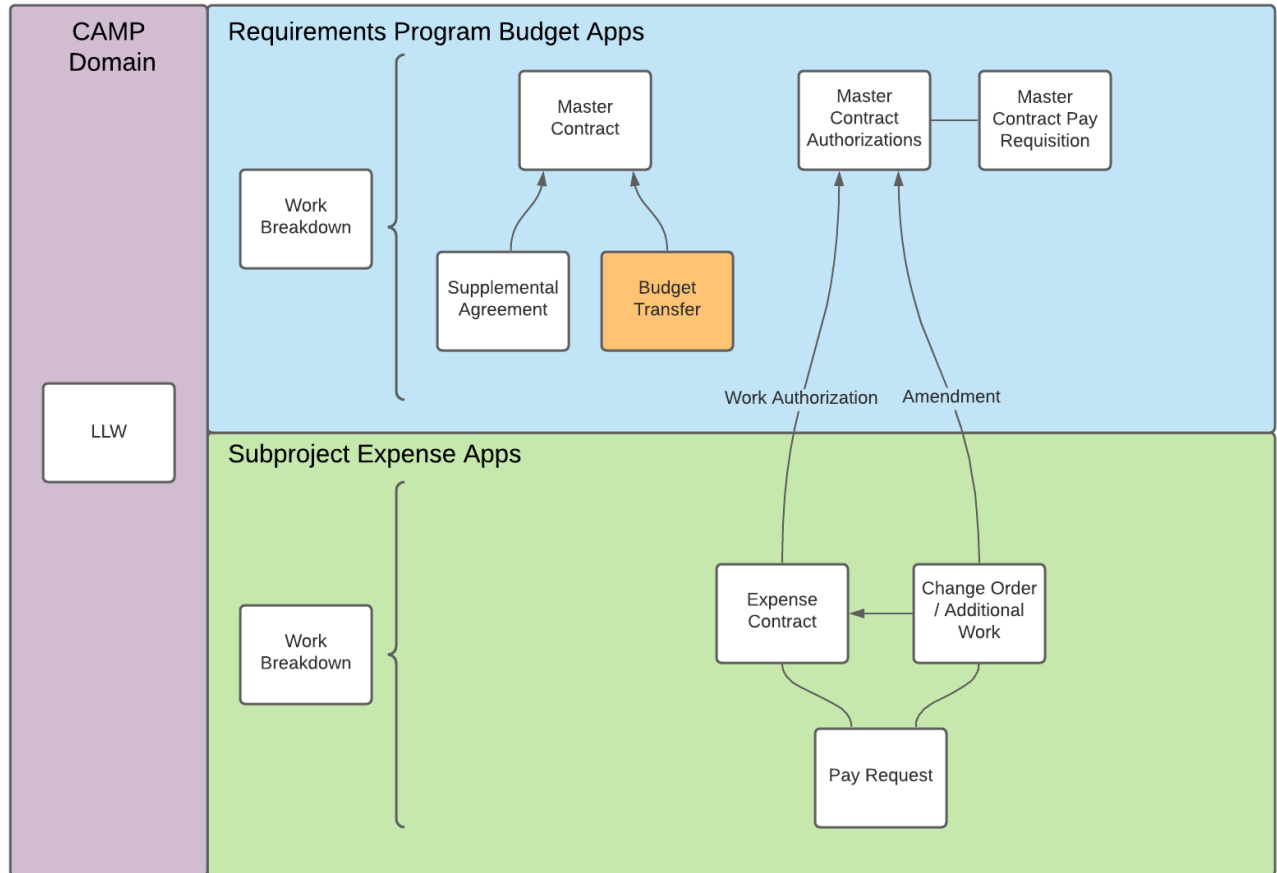
Contents

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.
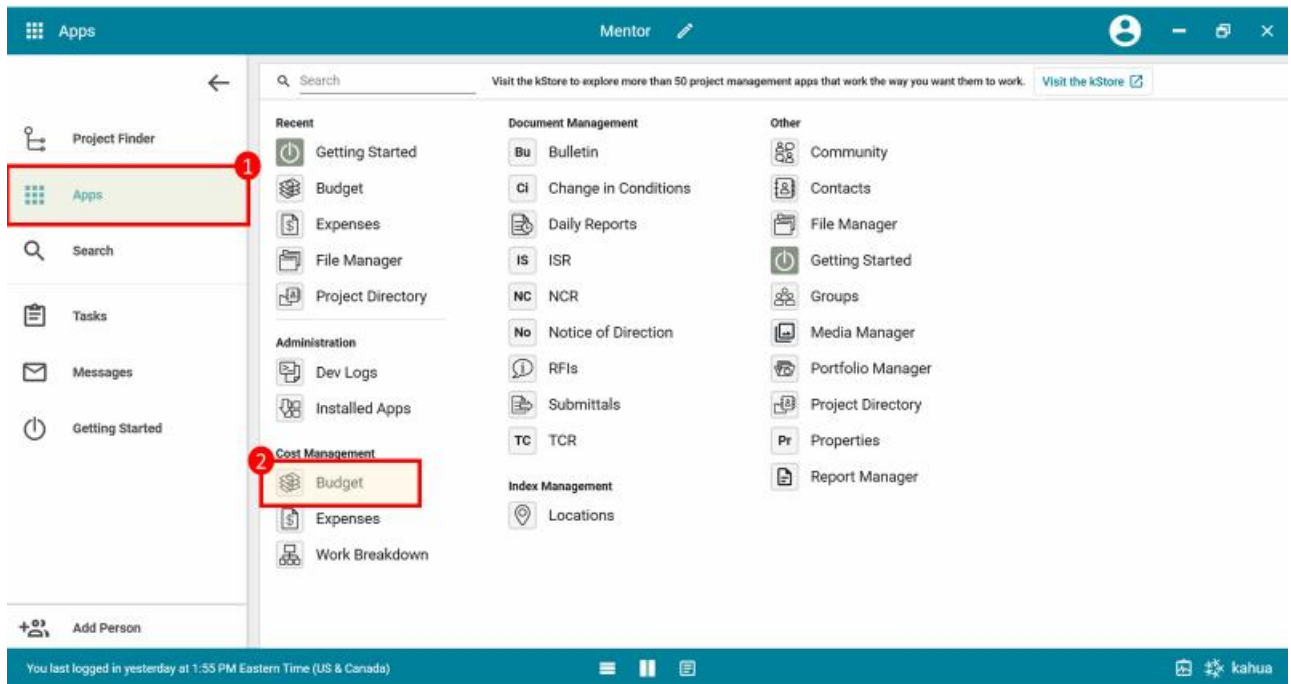
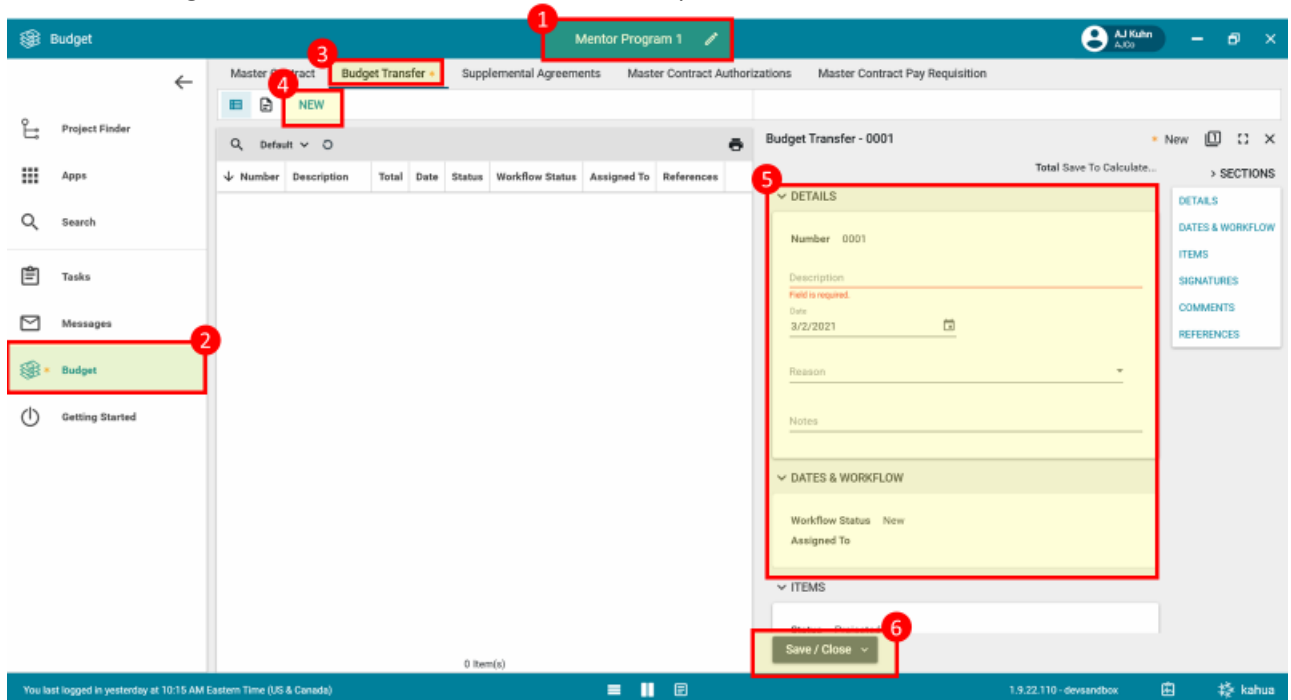# Step-by-Step Instructions

Create Budget Transfer

Role		Preceding Steps		Outcome
CM Firm	$\longrightarrow$	Budget Transfer Information.	$\longrightarrow$	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'

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
Order: CM Program Manager > Operations Manager > CPO	→	Budget Transfer has been submitted for approval. Prior actors in workflow have approved the record.	→	After all actors have approved, the Budget Transfer is approved.

Step

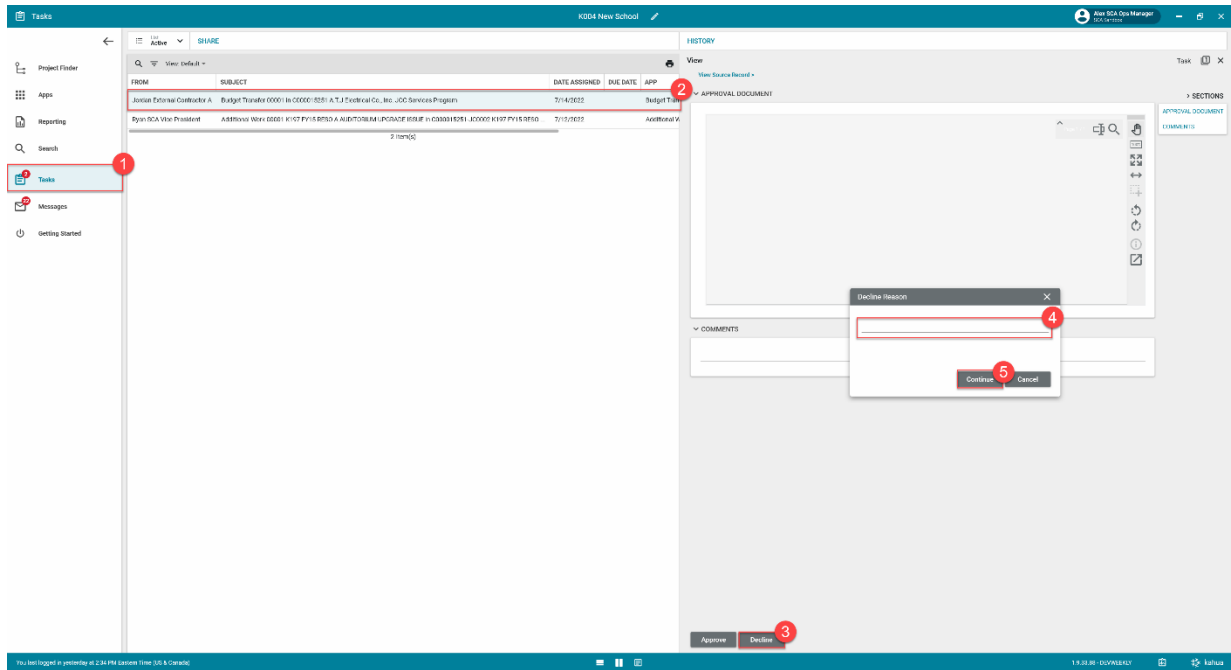1. Go to 'Tasks' > Click 'Approval Task' subject > Click 'Approve' button > Enter Pin Code > Click 'Continue'
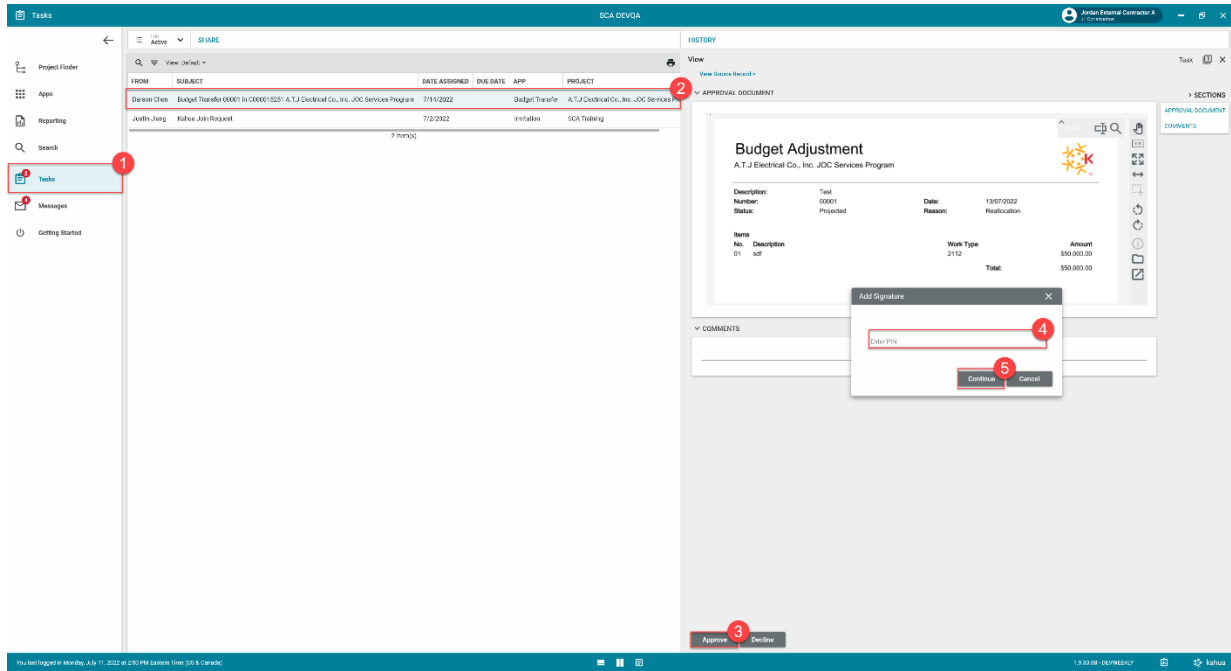
Disapprove Request

Role		Preceding Steps		Outcome
CM Program Manager, Operations Manager, CPO	→	Record has been submitted for approval.	→	Record is sent back to actor in previous step with a provided comment.

Step

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

Recall During Approval Process

Role		Preceding Steps		Outcome
Administrator, Moderator, CM Firm, Approval Participants	→	Record has been submitted for approval.	→	Record is recalled.
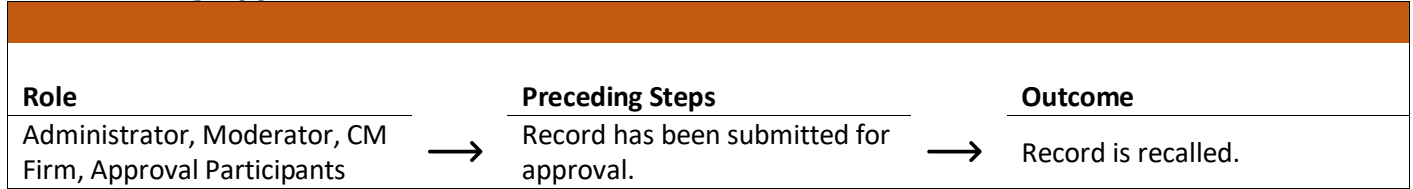
Step

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