



Budget Transfer Training Guide (JOC & Emergency)

Date Created: 7/14/2021

Date Updated: 8/24/2022

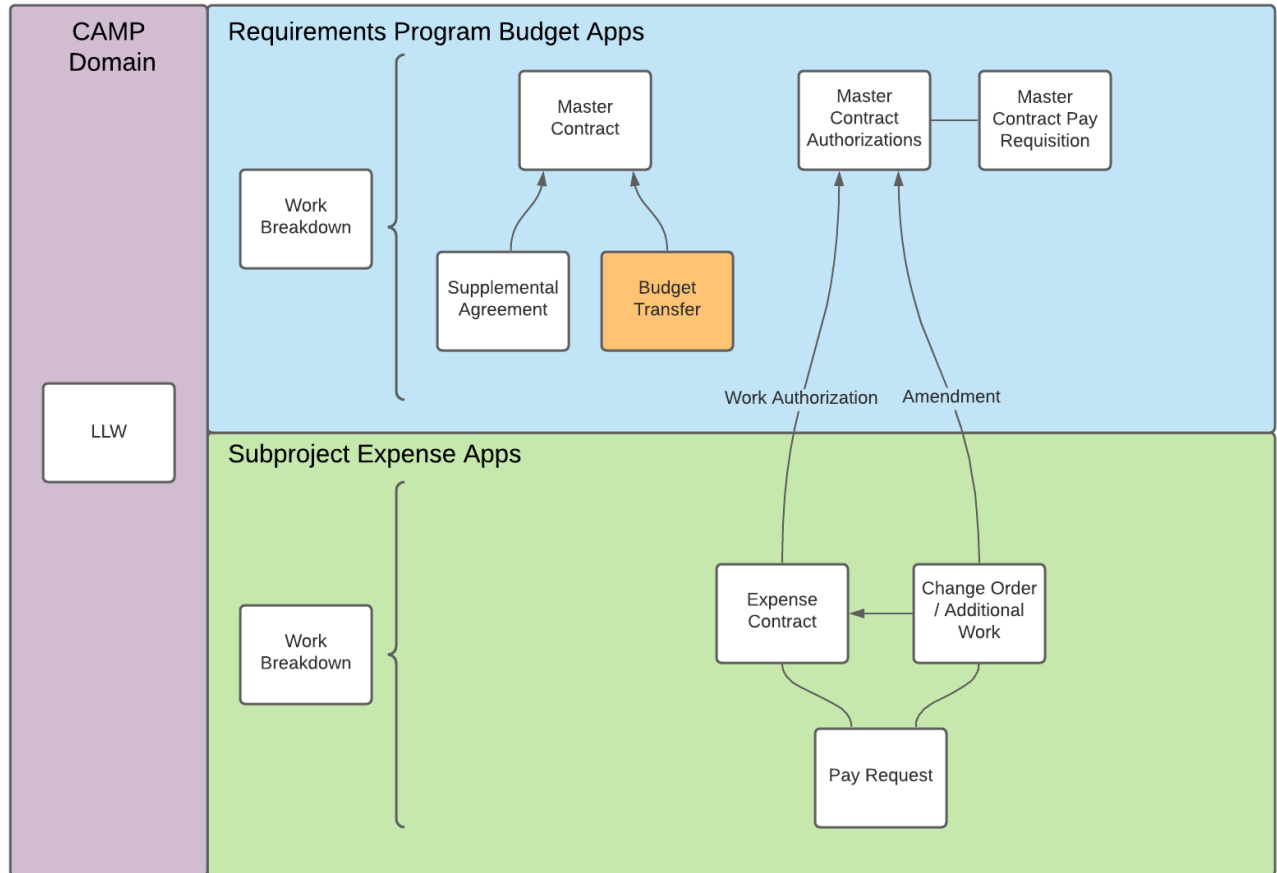
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About

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.

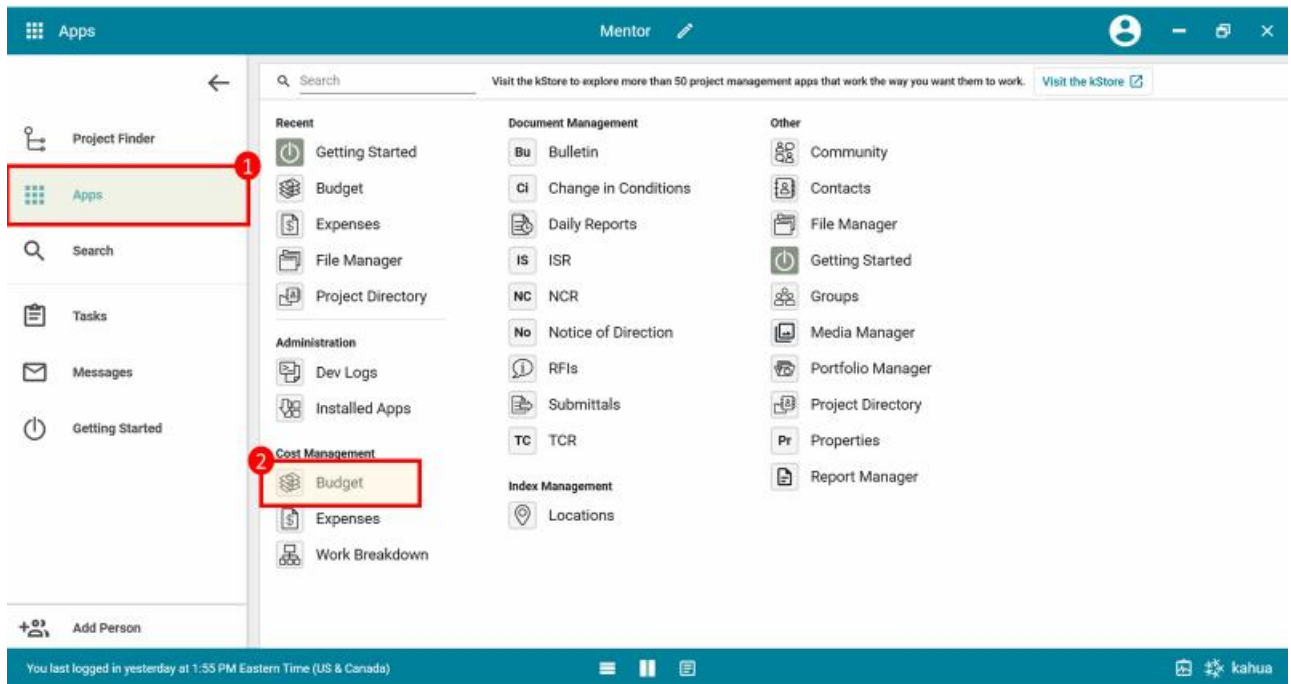
Step-by-Step Instructions

Create Budget Transfer

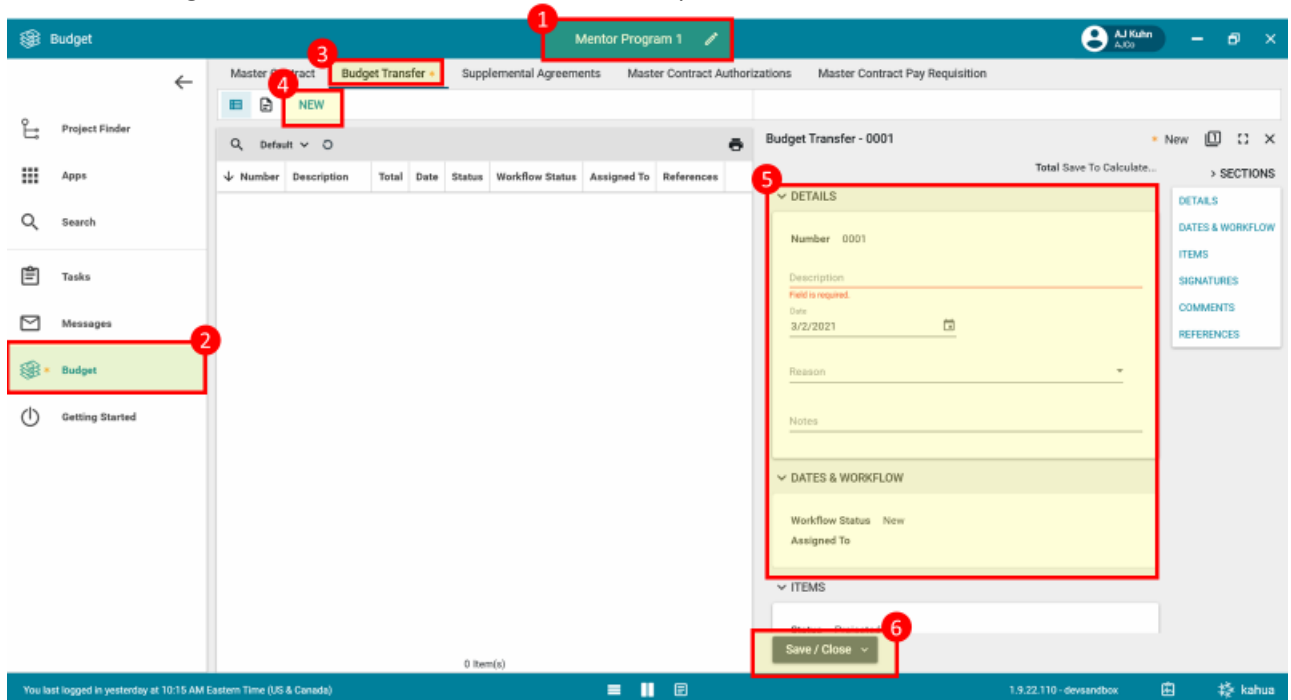
Role	Preceding Steps	Outcome
CM Firm	→ Budget Transfer Information.	→ Zero-sum Budget Transfer is created.

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'



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'

The screenshot displays the 'Budget Transfer' record in the Mentor Program 1 system. The interface includes a navigation menu on the left, a main content area with a table of records, and a details panel on the right. Red circles and boxes highlight key elements:

- 1. The 'Budget Transfer' tab in the top navigation bar.
- 2. A record in the table with Number '0001', Description 'CM 1 Contract 1 BT 1', Total '\$0.00', Date '3/2/2021', Status 'Projected', and Workflow Status 'Active'.
- 3. The 'Submit for Approval' button at the bottom of the details panel.

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

DETAILS

Number 0001
Description CM 1 Contract 1 BT 1
Date 3/2/2021
Reason
Notes

DATES & WORKFLOW

Workflow Status Active
Assigned To

ITEMS

Status Projected
Items Include Quantity No

NO	WORK TYPE	DESC	STATU
01	2112	Construction	Construction

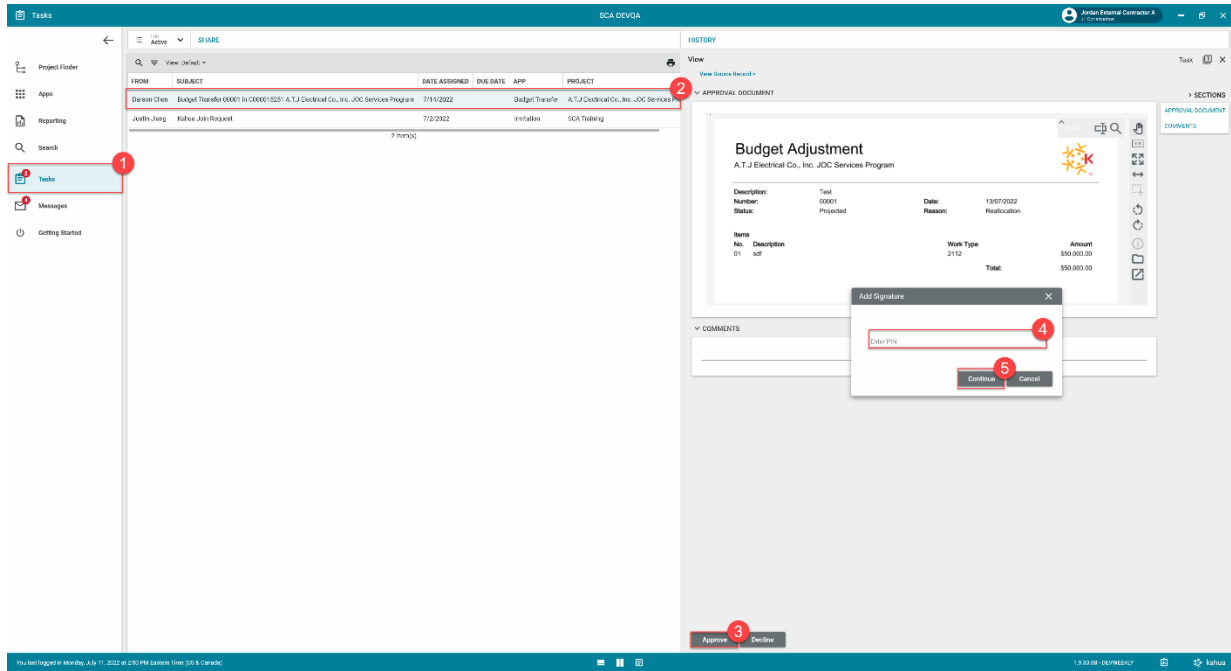
Submit for Approval

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'

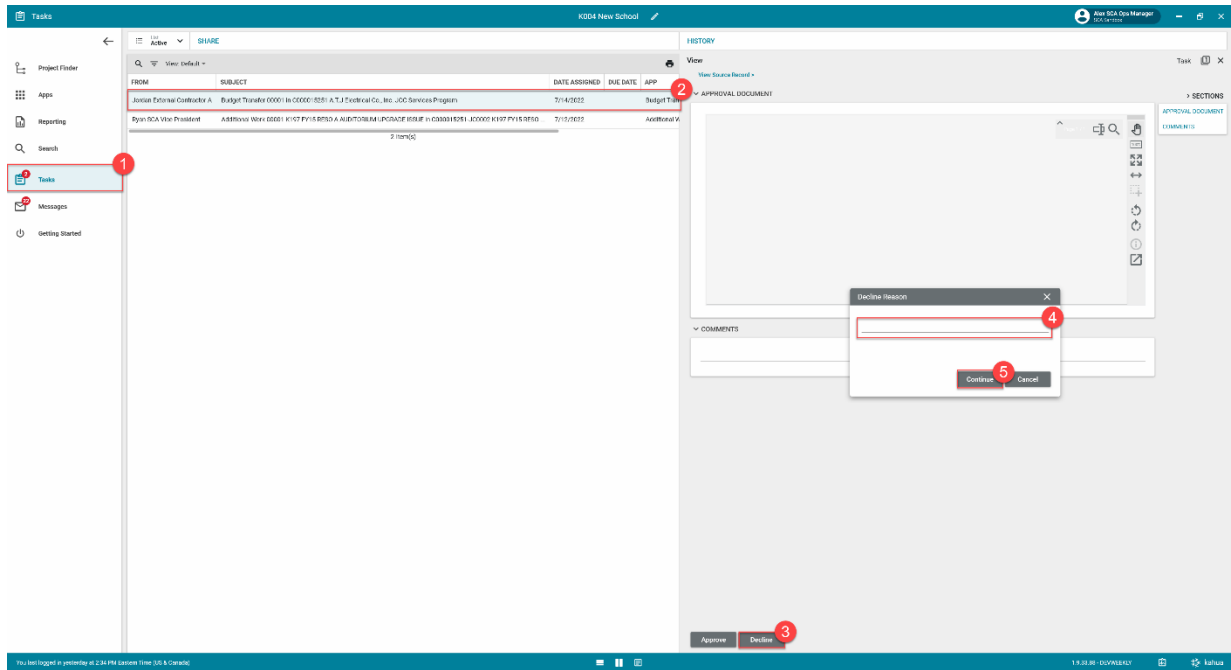


Disapprove Request

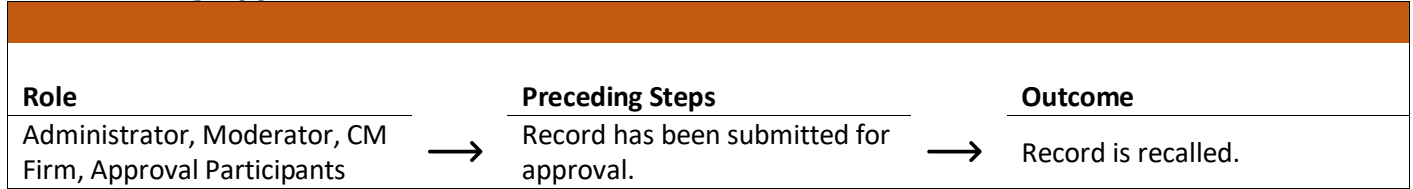
Role	Preceding Steps	Outcome
CM Program Manager, Operations Manager, CPO	Record has been submitted for approval.	Record is sent back to actor in previous step with a provided comment.

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



Step

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

The screenshot displays the 'Budget' application interface. On the left sidebar, the 'Budget' app is highlighted with a red circle and the number '1'. The main content area shows a table of budget transfer records. The first record is highlighted with a red circle and the number '2'. The record details are as follows:

Number	Description	Total	Date	Status	Workflow Status	Assigned To	References
00001	Test	\$162,000.00	7/13/2022	Projected	Sent for Review	Alex SCA Ops Manager - SCA Sandbox	

The right-hand pane shows the details for the selected record, including:

- DETAILS:** Number: 00001, Description: Test, Date: 7/13/2022, Status: Identification, Notes: sct.
- DATES & WORKFLOW:** Workflow Status: Sent for Review, Assigned To: Alex SCA Ops Manager - SCA Sandbox, Submission Date: 7/14/2022, Submitter Name: Ekanon Chen - Sclera, Vendor Approval Date: , Vendor Approver Name: , SCA Approval Date: , SCA Approver Name: .
- ITEMS:** Status: Projected, Extra Include Quantity: 0. A table below shows one item: NO: 01, WORK TYPE: 2112 CONSTRUCTION, DESC: sct, STATUS: Projected, TOTAL: \$53,000.00.
- SIGNATURES:** A table with columns for Approver, Approval Role, Signature, and Approval At. One entry is shown: Jordan Ekstrand Contractor A - JF Construction, CM Program Manager, Ekanon Chen Contractor A, 7/14/2022 5:40 AM.
- COMMENTS:** (Empty)
- REFERENCES:** (Empty)

At the bottom of the right-hand pane, a 'Recall' button is highlighted with a red circle and the number '3'.