



STATE OF NEW JERSEY

SCHOOLS DEVELOPMENT AUTHORITY

Section 17

Budgeting

ORACLE Primavera

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I. The SDA Budgeting Process

Project budgets are entered in Contract Management in an iterative manner, broken out into the following phases:

- Planning Budget
- Preliminary Budget
- Final Eligible Cost (FEC) Budget

Budgets can be reforecasted.

The third budget phase (the **FEC Budget**) is final. Once the FEC Budget is approved in Contract Management, it is changed through a **Trend** document to maintain history.

Each budget phase's dollar amounts are visible in the **Project Cost Report** module while the phase is in process. It is replaced by the subsequent phase, but maintained for reporting purposes.

The SDA's Project Controls division will be responsible for soliciting budgeting information from the various departments involved in any new project, and will also be responsible for entering budget dollar amounts into Contract Management.

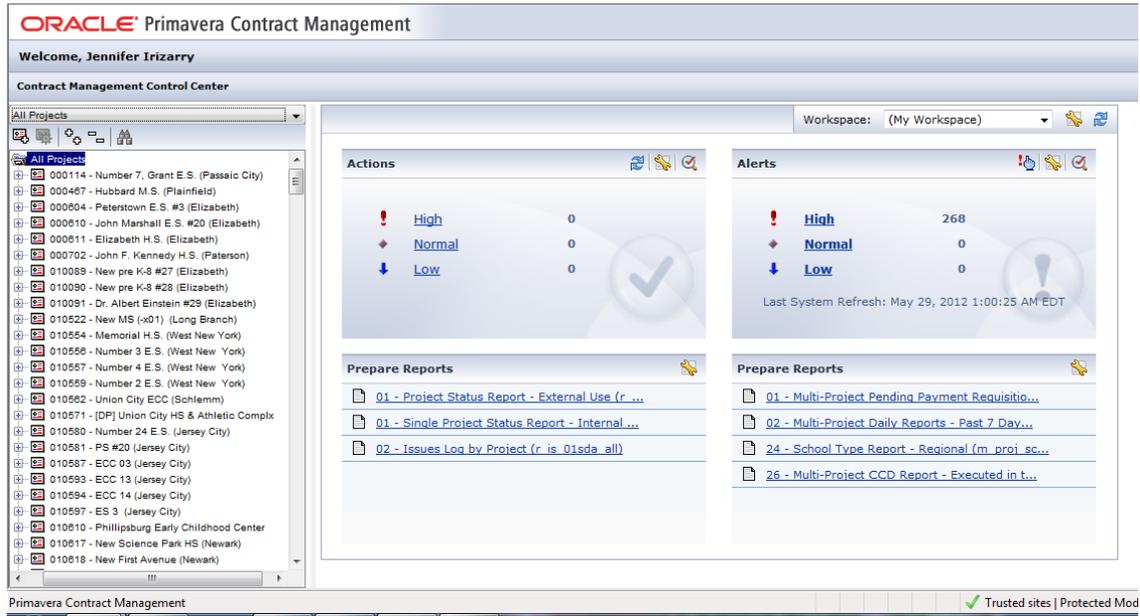
To track multiple budget phases, all budgets prior to the final FEC budget will be created within the Trends module in Contract Management. In this document, the Planning and Preliminary budgets will be referred to as **Budget Trends** in order to highlight this distinction.

The Planning and Preliminary budgets are created in the **Trends** module. The **FEC** budget is created in the **Contracts - Budgeted** module.

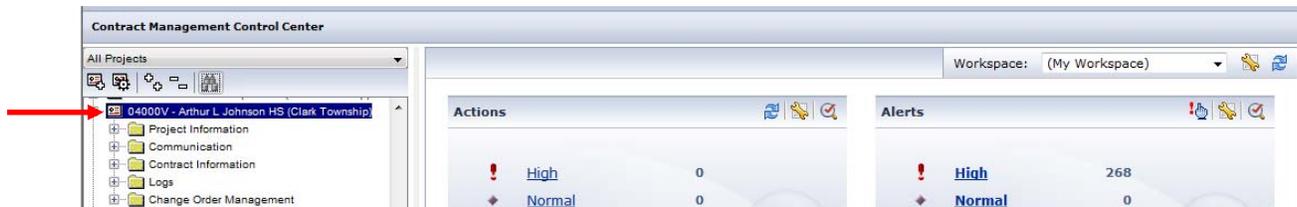
II. Entering Budget Trend Documents

Within the **Trends** module, you'll find a template **Planning Budget** document to aid in the creation of a new Planning Budget.

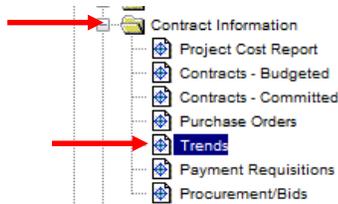
1. Once logged into Primavera, the **Contract Management Control Center** screen displays (as shown).



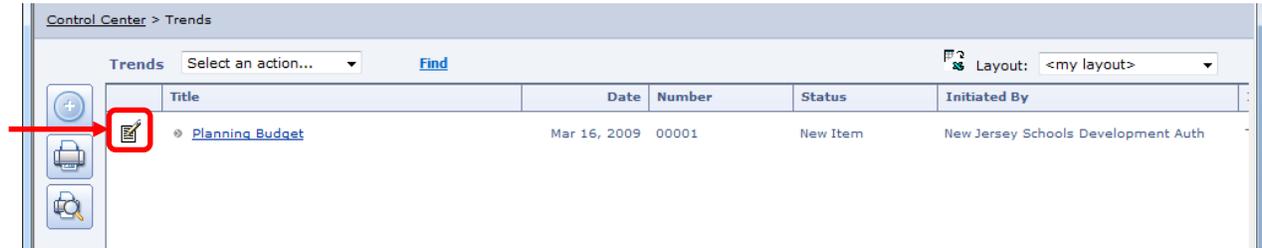
2. Select your desired project.



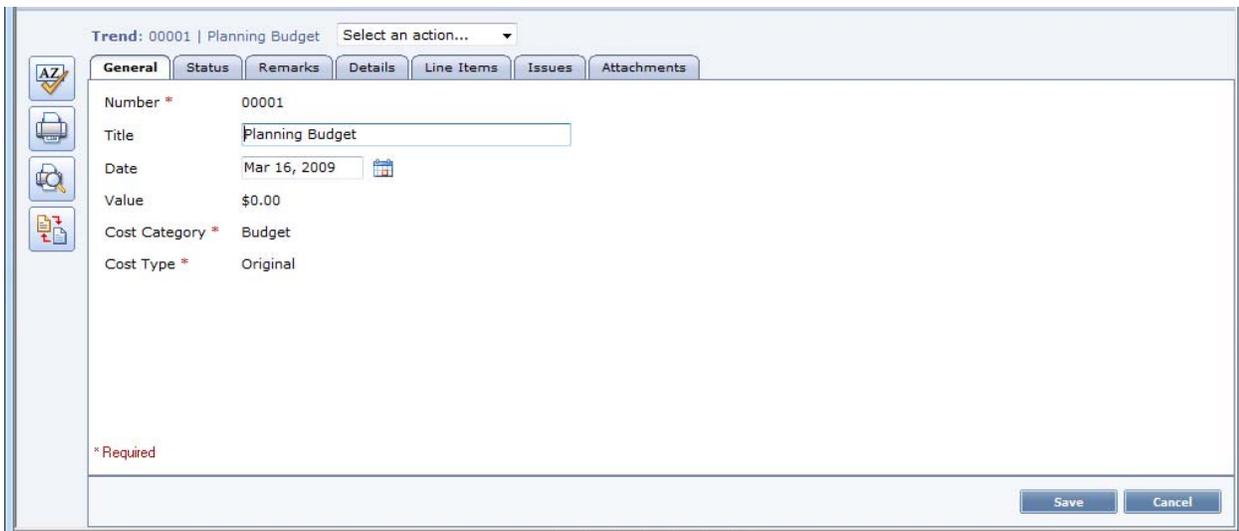
3. Open the **Contract Information** folder (a list of modules will display) and click the **Trends** module.



- The **Trends** log view displays. The **Planning Budget** template will be listed in the log view. This template has been created to expedite the entry process by providing all the information necessary for this budget type. Click the **edit document icon** next to the template title to open the template.



- The **Planning Budget** template displays. It is divided into several sections:



A. General Tab

Trend: 00001 | Planning Budget | Select an action...

General | Status | Remarks | Details | Line Items | Issues | Attachments

Number * 00001

Title Planning Budget

Date Mar 16, 2009

Value \$0.00

Cost Category * Budget

Cost Type * Original

* Required

Save Cancel

- **Number** – Contract Management automatically assigns the next sequential number to a document. You will not be able to edit this field.
- **Title** – This field was populated when the template was created. The title of this document should remain as **Planning Budget**.
- **Date** – The date should be changed to reflect the date the planning budget was created. Click the **calendar icon** to choose a new date.
- **Value** – Contract Management fills in this field based on the values entered in the Line Items section.
- **Cost Category** – The value for this field was populated when the template was created.
- **Cost Type** – The value for this field was populated when the template was created.

B. Status Tab

The screenshot shows the 'Status' tab of a budgeting application. The interface includes a top navigation bar with 'Trend: 00001 | Planning Budget' and a 'Select an action...' dropdown. Below this are tabs for 'General', 'Status', 'Remarks', 'Details', 'Line Items', 'Issues', and 'Attachments'. The 'Status' tab is active, showing three fields: 'Ball in Court' with a dropdown menu set to '<none selected>' and a 'select' button; 'Priority' with a dropdown menu set to 'Normal'; and 'Status' with a dropdown menu set to 'New Item'. A vertical toolbar on the left contains icons for 'AZ', printing, search, and document management. 'Save' and 'Cancel' buttons are located at the bottom right.

- **Ball in Court** – If desired, a responsible party can be set for this document by clicking the **select** button next to the field.
- **Priority** – **Normal** is the default, can be changed to **High** or **Low** as necessary.
- **Status** – **New Item** is the default. This field should not be changed.

C. Remarks Tab

The screenshot shows the 'Remarks' tab of the same budgeting application. The top navigation bar and tabs are identical to the previous screenshot. The 'Remarks' tab is active, displaying a text area titled 'Additional Remarks' containing the text 'This is the initial budget for this school'. The vertical toolbar on the left and the 'Save' and 'Cancel' buttons at the bottom right are also present.

- **Remarks** – Enter any comments about this budget.

D. Details Tab

Trend: 00001 | Planning Budget | Select an action... | Details | Line Items | Issues | Attachments

Initiated by: New Jersey Schools Development Auth To Be Determined

Entered by: Deepak Mallick

Contract: <none selected>

Activity ID:

Required Date:

Time Change (days): 0

Change Management Number:

Save | Cancel

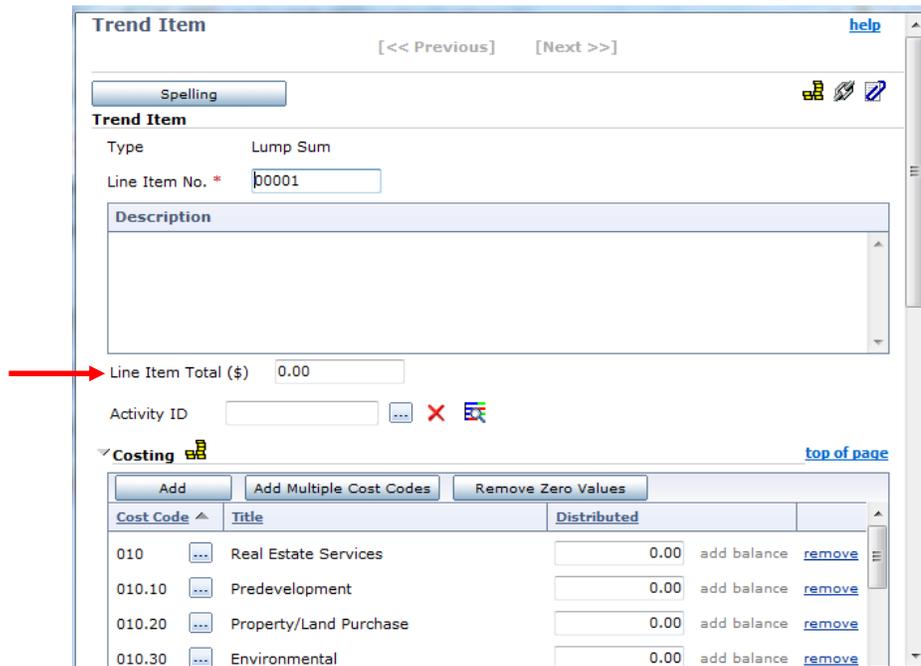
- **Initiated By** – Displays default information that was entered when the template was created. This should be changed to reflect the name of the person entering the budget information. Click the **select** button next to the field and choose the correct name from the contact list.
- **Entered By** – The value for this field will be automatically populated with the name of the user creating the document and cannot be changed.
- **Contract** – This field will not be used. This document reflects the overall budget information, not the individual contract information.
- **Activity ID** – If this project is linked to a project schedule, you can use this field to reference the Start/Finish dates of the trend with the schedule activity’s early/actual start and finish dates. Click the **select** link on the right side of the screen to select the Project Management activity ID from the list. Click the **schedule details** link to view early/actual start and finish dates, original and remaining durations, percent complete and total float. If no project schedule is linked, enter the information manually.
- **Date** – Select the date by which a decision on the trend needs to be made by clicking the **calendar icon** next to the field.
- **Time Change (days)** – This field will not be used.
- **Change Management Number** – This field will not be used.

E. Line Items Tab

1. Click on the **edit** icon to edit the Line Item.



2. The **Trend Item dialog** box displays. Enter the total amount budgeted in the **Line Item Total (\$)** field. **Note:** Do not use dollar signs or commas when entering dollar values in Contract Management.



- When you click off the Line Item Total field, Contract Management will automatically format the dollar amount.

The screenshot shows the 'Trend Item' window. At the top, there are navigation buttons: '<< Previous' and 'Next >>'. Below that is a 'Spelling' button and a 'help' link. The main section is titled 'Trend Item' and contains the following fields:

- Type: Lump Sum
- Line Item No. *: 00001
- Description: (empty text area)
- Line Item Total (\$): 500,000.00 (highlighted with a red arrow)
- Activity ID: (empty text field)

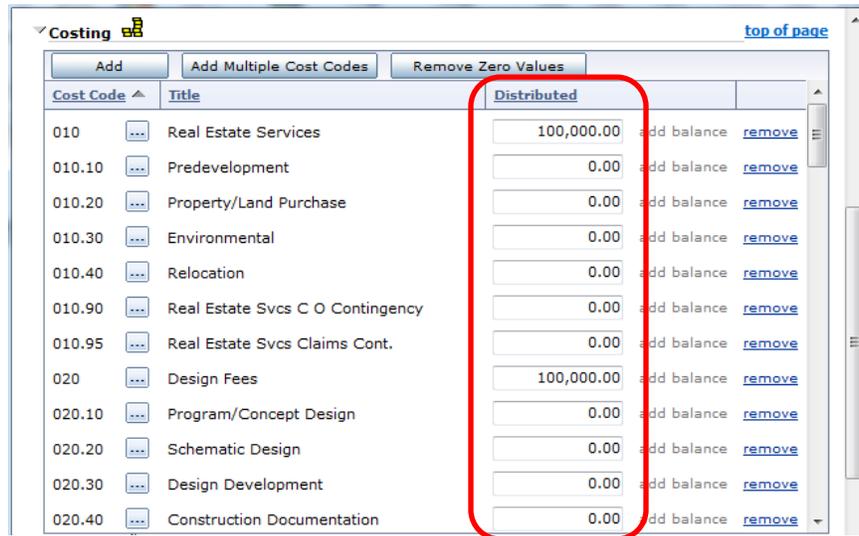
- Scroll to the **Costing** section of the window. Applicable cost codes have already been entered on this template. If you scroll to the bottom of the cost code list, you will see a **Not Costed** entry. The dollar value for this entry equals the value entered in the Line Item Total field. As dollar amounts are distributed to their applicable cost codes, the value of the Not Costed entry will decrease. When the total value has been distributed, this line item will disappear.

The screenshot shows the 'Costing' section of the window. It features a table with columns for Cost Code, Description, and Value. At the top, there are buttons for 'Add', 'Add Multiple Cost Codes', and 'Remove Zero Values'. The table contains the following entries:

Cost Code	Description	Value	Actions
090.40	Federal Rebates	0.00	add balance remove
090.50	Utility Rebates	0.00	add balance remove
100	Local Share Funds	0.00	add balance remove
110	PMF Fees	0.00	add balance remove
110.10	PM Fees	0.00	add balance remove
110.20	CM Fees	0.00	add balance remove
110.30	CM Allowances	0.00	add balance remove
120	OCIP	0.00	add balance remove
130	Other Costs, Indirect	0.00	add balance remove
130.10	SCC G&A	0.00	add balance remove
130.20	Safety Service Providers	0.00	add balance remove
130.30	Contractor Training Services	0.00	add balance remove
NOT COSTED	NOT COSTED	500,000.00	

A red arrow points to the 'NOT COSTED' entry at the bottom of the list.

- Distribute the appropriate amounts to the corresponding cost codes by entering the value in the **Distributed** column. The total amount distributed should equal the value entered in the Line Item Total field.



- To verify that the total value has been distributed, scroll to the bottom of the Costing section and look for the Not Costed line item. If it does not display, all costs have successfully been distributed.



- Scroll to the bottom of the **Trend Item** dialog box and click the **Save and Close** button. You will return to the Trend document screen.



8. The Trend document will display in the Line Items tab.

Trend: 00001 | Planning Budget Select an action...

General Status Remarks Details **Line Items** Issues Attachments

Add Lump Sum Add Unit Price

Line Item No.	Quantity	Units of Measure	Description	Unit Price	Line Item Total	Activity ID	Cost Code
00001					\$500,000.00		<fully costed>
Grid Totals:					\$500,000.00		

Save Cancel

F. Issues Tab

Trend: 00001 | Planning Budget Select an action...

General Status Remarks Details Line Items **Issues** Attachments

Link

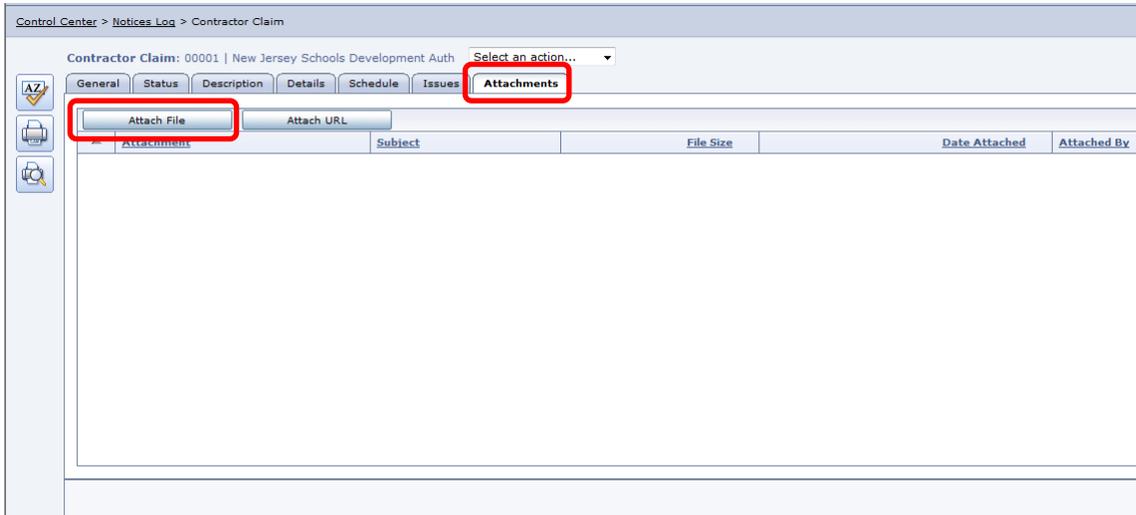
Issue Title and Code

Save Cancel

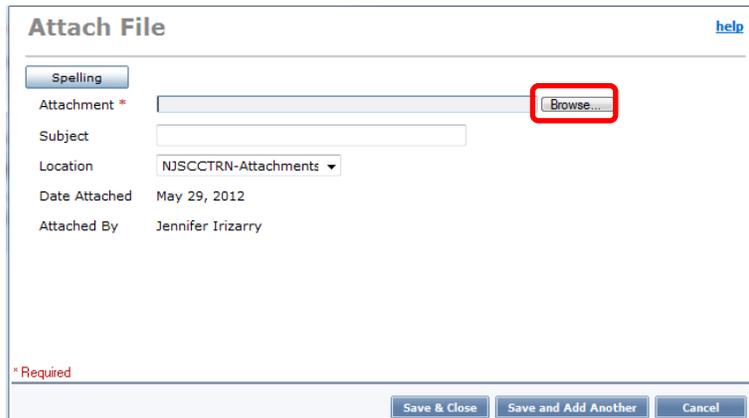
- If this Trend relates to an Issue that was previously entered in the Issues log, it can be linked to this document. Click the **Link** button and choose the desired issue from the dialog box.

G. Attachments Tab

- To attach supporting documentation, such as a Planning Charter, click the **Attach File** button.



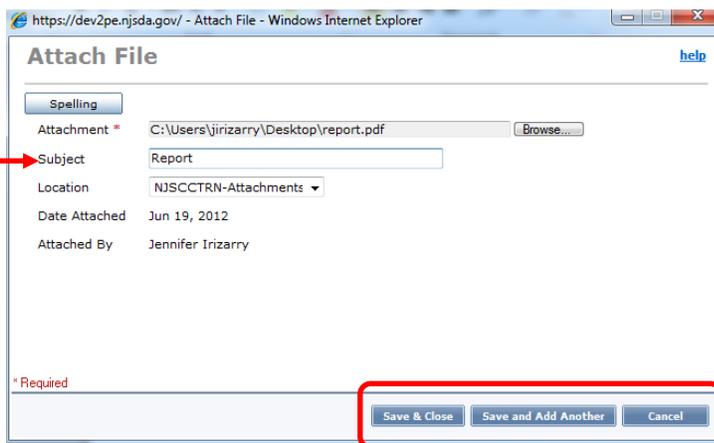
- Click the **Browse** button to navigate to the document you wish to attach.



- The **Choose File to Upload** window displays. Navigate to the desired file location, click on the file to highlight it, and click the **Open** button.



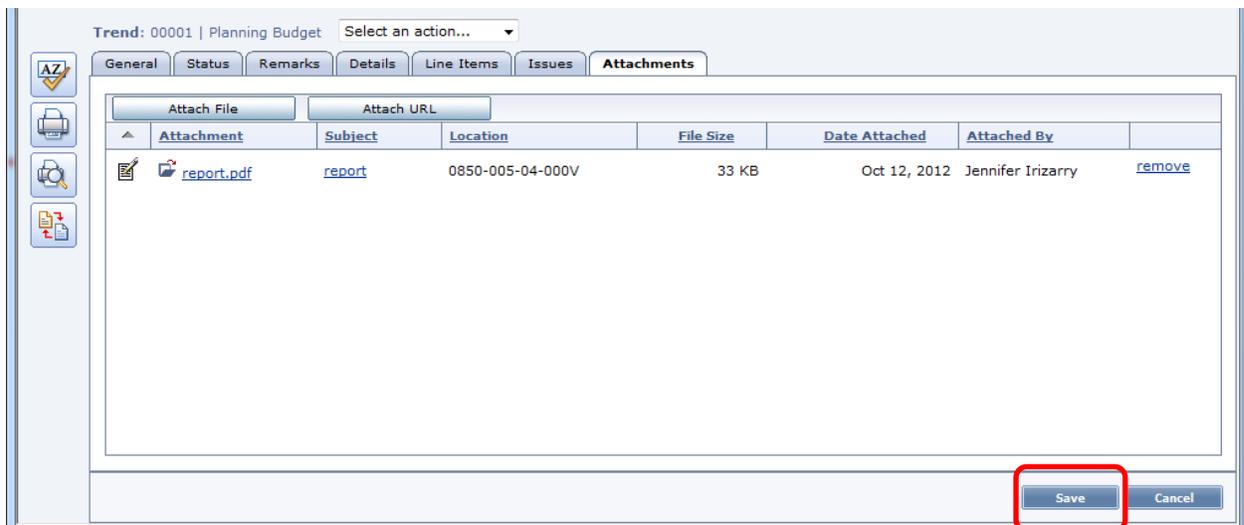
- Enter the subject and/or name of the document in the **Subject** field and click **Save and Close**. You can also choose the **Save & Add Another** button to add additional documents repeating the same process.



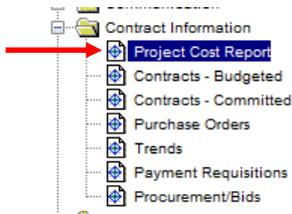
- The attached file displays in the **Attachments** section.



When all fields on the document are completed, click the **Save** button at the bottom of the document window.



The dollar values entered on the Trend document will be visible in the **Project Cost Report** module where they will be used for analysis of budget vs. commitment. To locate the Project Cost Report, return to the **Control Center** screen. In the **Contract Information** folder, select the **Project Cost Report** module.



The Project Cost Report log view displays. To assist in viewing only those cost codes that have an associated value, choose the **Cost Codes w/ values** layout from the **Layout** drop down menu on the upper right side of the screen.

A screenshot of the Project Cost Report log view. The layout is set to 'Cost Codes w/ values'. The table displays the following data:

Cost Code	Title	Original Budget	Approved Budget Revisions
010	Real Estate Services	\$100,000.00	\$0.00
010.10.01	Site Survey	\$0.00	\$0.00
020	Design Fees	\$100,000.00	\$0.00
020.80	Design Allowances	\$0.00	\$0.00
030	Construction	\$100,000.00	\$0.00
050	Technology	\$100,000.00	\$0.00
060	Design Phase Constr. Contingenc	\$100,000.00	\$0.00
070	Other Costs, Direct	\$0.00	\$0.00
070.50	Legal Fees	\$0.00	\$0.00
070.70	Other Direct Costs	\$0.00	\$0.00
Log Totals:		\$500,000.00	\$0.00

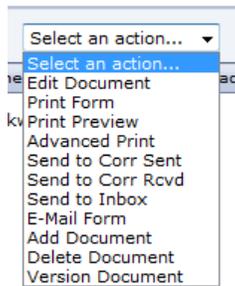
III. Version Document

Contract Management 13.0 provides a Version Document feature to help you maintain multiple versions of your documents and provide a snapshot of the change history of the documents. Versioning a document means it will maintain versions of both the document and any attachments. The document version will be stored as an html file. The attachment version will show information on the location, path and the file size of an attachment, as well as the user who attached the file to the document and the date of attachment.

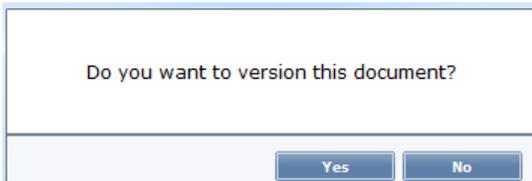
The Versions Tab will be used to track document versions. This tab only displays when you open the document in View mode, not in Edit mode. On the Versions tab, you can view and access previous versions of the selected document, identify who created the versions and when the versions were created.

A. Create a Document Version

1. To create a version of the current document, click the Select an Action menu from the top of the screen and choose Version Document from the drop-down list.



2. Contract Management will prompt you to confirm the Version Document function. Click the Yes button to continue or No to cancel.



3. The Versions tab displays the document version you just created. As new document versions are created, they will be listed on this tab in reverse chronological order. Click the icon to open each version. When the version displays, it will show information available in the document when the version was created.



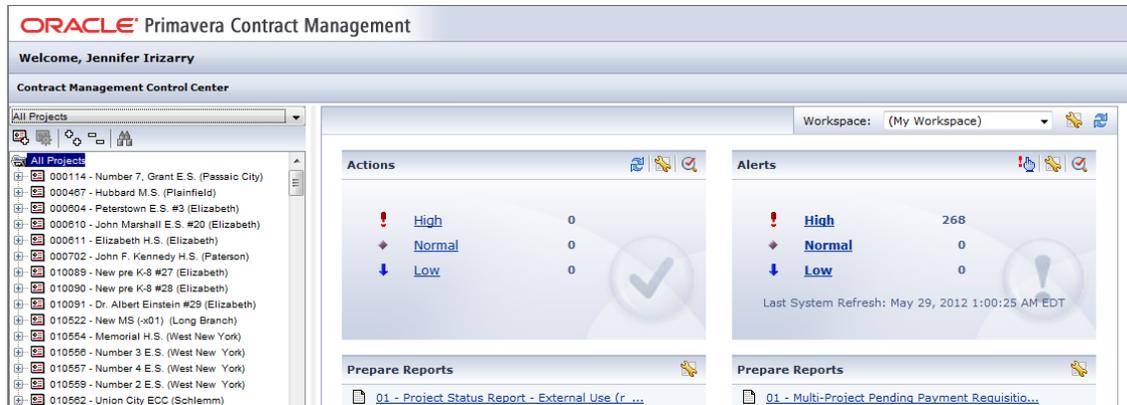
IV. Reforecasting the Current Phase's Budget

If it becomes necessary to completely reforecast the existing phase's budget, the original budget for that phase will be used to generate a new budget. Generating a new budget in this manner will close out any previous budget. It will also allow all previous budgets to be stored for analysis.

If it is necessary to add a budget revision (not a complete reforecast), see page 49 for the process of adding a "Revised Budget Adjustment".

Note: This process will be the same for all Planning Budget and Preliminary Budget documents.

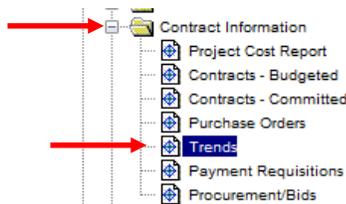
1. Once logged into Primavera, the **Contract Management Control Center** screen displays (as shown).



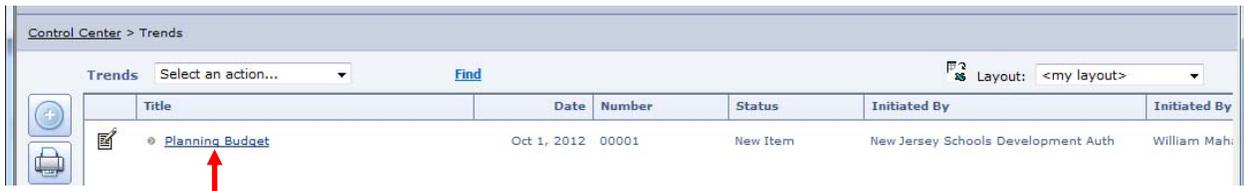
2. Select your desired project.



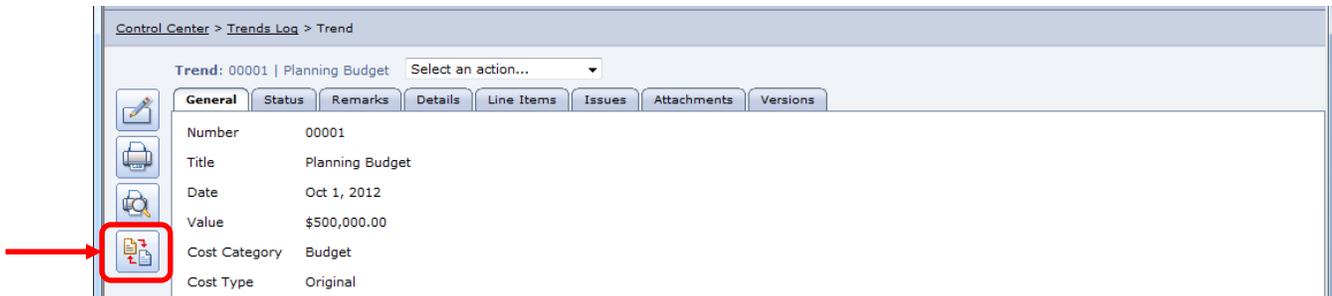
3. Open the **Contract Information** folder (a list of modules will display) and click the **Trends** module.



- The Trends log view displays. Open the Planning Budget document (or the current budget phase that you wish to reforecast) by clicking the **blue title link** for that budget.



- With the document open, click the **Generate Trend** button on the left side of the screen.



- The Generate Trend dialog box displays. Contract Management will automatically assign the next available **Number** for the new Trend document.
 - The new trend will contain all line items and cost distributions designated in the original, therefore, the answer to the first question should always be **yes**.
 - If it is desired to have the new trend document link to the same Issues or Attachments as the previous document, leave the second and third options section to **yes**, otherwise change them to **no**.
 - The creation of a new trend document will set the status of the previous/original trend to closed (at which point its dollar values will no longer appear in the Project Cost Report module), therefore, the answer to the last question should always be **yes**.
 - Click the **Finish** button to create the new trend document.

Generate Trend

Number *

Distribute the new Trend to the same cost codes as the original?
 yes no

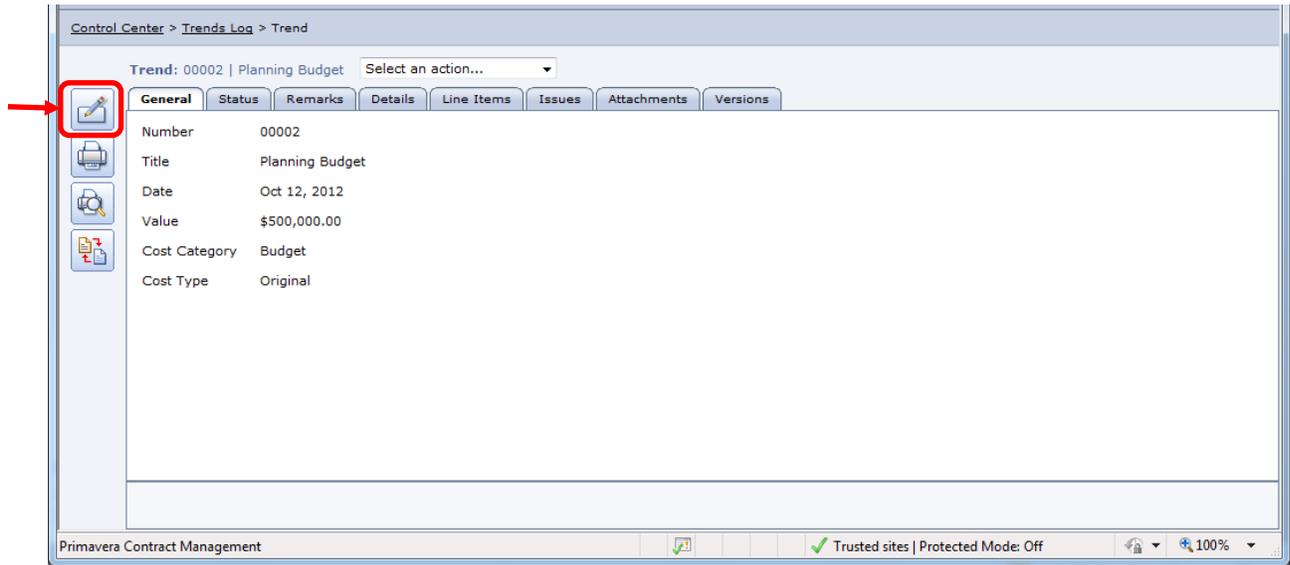
Link the new Trend to the same Issues as the original?
 yes no

Link the new Trend to the same Attachments as the original?
 yes no

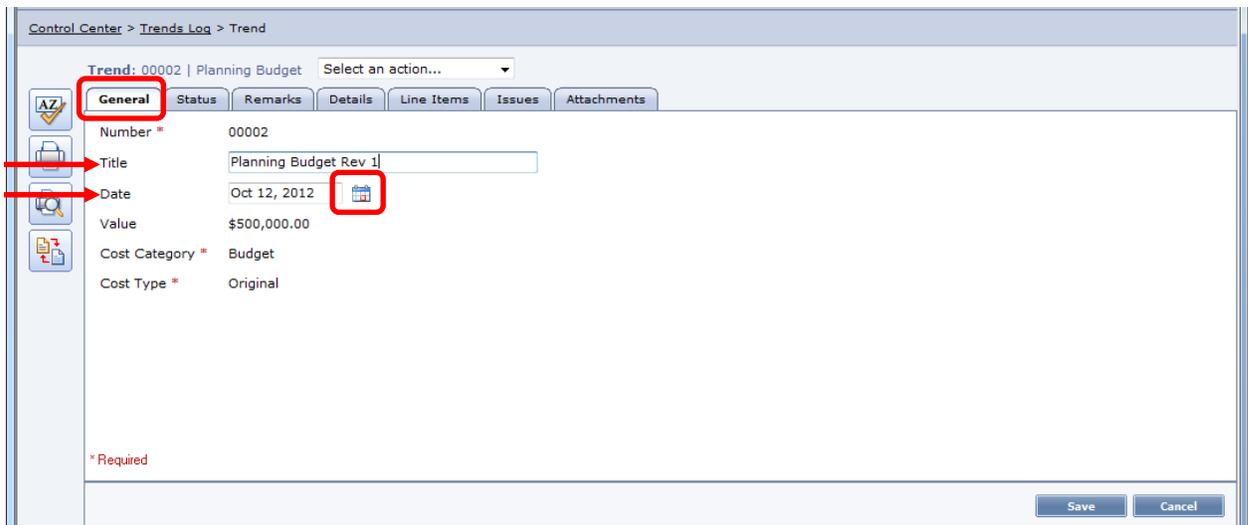
Close the original Trend?
 yes no

* Required

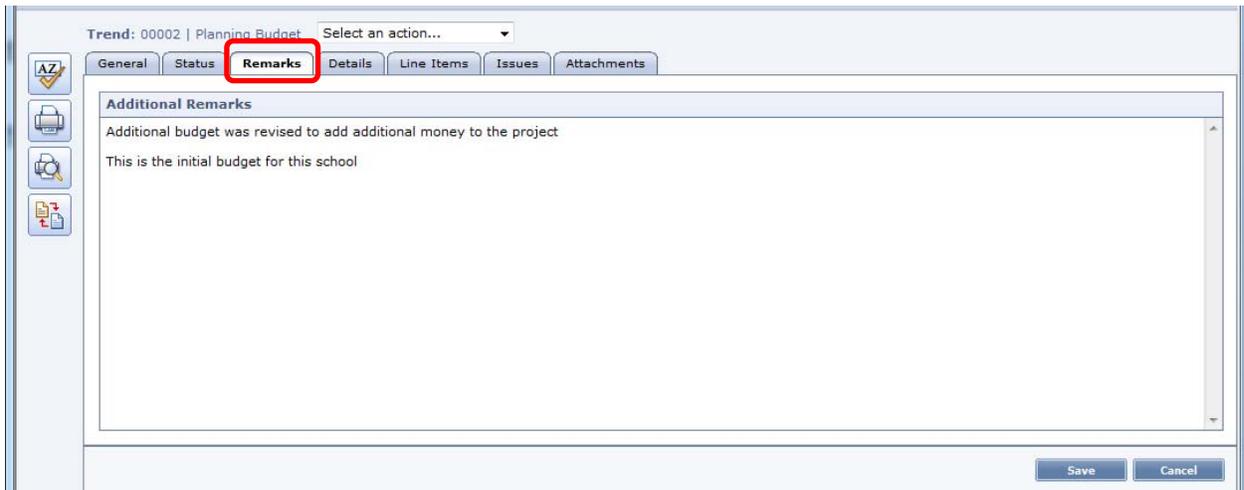
7. The new trend document displays. Click the **Edit Document** button on the left side of the screen.



8. On the General tab, the **Title** of the document was brought over from the original. Edit the Title to reflect the current document title, especially if this is a revision (35 character limit). Additionally, the **Date** will reflect the date the document was created. To change the date to the budget revision date, edit the Date by clicking the **calendar icon** next to the field



9. Click the **Remarks** tab. Notice that any remarks from the first trend document will be displayed in this document. Add a detailed description of the reason for the reforecast.



10. Click the **Line Items** tab and click the **edit icon** next to the line item.



11. The **Trend Item** dialog box displays. Enter the revised budget amount in the **Line Item Total (\$)** field.

The screenshot shows the 'Trend Item' dialog box. At the top, there are navigation buttons: '<< Previous' and '[Next >>]', along with a 'help' link. Below this is a 'Spelling' button and some icons. The main section is titled 'Trend Item' and contains the following fields:

- Type: Lump Sum
- Line Item No. *: 00001
- Description: (empty text area)
- Line Item Total (\$): 600,000.00 (highlighted with a red arrow)
- Activity ID: (empty field with a dropdown arrow, a red 'X' icon, and a blue 'E' icon)

12. Scroll to the **Costing** section. If you scroll to the bottom of the Costing section, a **Not Costed** line item will display indicating the amount of the new costs that need to be distributed to their associated cost codes. Once all costs have been distributed, this line item will disappear.

The screenshot shows the 'Costing' section of the software. It features a table with columns for cost codes, descriptions, and values. At the bottom of the list, a red arrow points to a line item labeled 'NOT COSTED' with a value of 100,000.00.

Cost Code	Description	Value	Actions
090.40	Federal Rebates	0.00	add balance remove
090.50	Utility Rebates	0.00	add balance remove
100	Local Share Funds	0.00	add balance remove
110	PMF Fees	0.00	add balance remove
110.10	PM Fees	0.00	add balance remove
110.20	CM Fees	0.00	add balance remove
110.30	CM Allowances	0.00	add balance remove
120	OCIP	0.00	add balance remove
130	Other Costs, Indirect	0.00	add balance remove
130.10	SCC G&A	0.00	add balance remove
130.20	Safety Service Providers	0.00	add balance remove
130.30	Contractor Training Services	0.00	add balance remove
NOT COSTED	NOT COSTED	100,000.00	

13. Enter the new costs against their associated cost codes.

The screenshot shows the 'Costing' section with updated values for several cost codes. A red arrow points to the '070' line item, which now has a value of 100,000.00.

Cost Code	Description	Value	Actions
030.85	FCU FIT-OUT COSTS	0.00	add balance remove
030.90	Construction C.O. Contingency	0.00	add balance remove
030.95	Construction Claims Contingency	0.00	add balance remove
040	FFT&E - Furniture	0.00	add balance remove
040.10	FFT&E - Technology	0.00	add balance remove
050	Technology	100,000.00	add balance remove
060	Design Phase Constr. Contingency	100,000.00	add balance remove
070	Other Costs, Direct	100,000.00	add balance remove

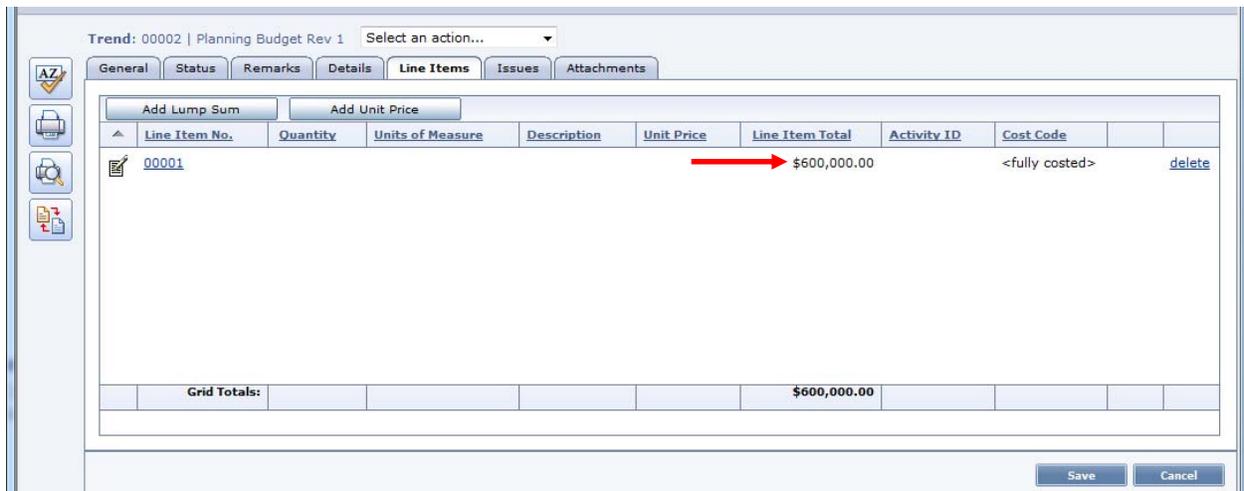
- To verify that the total value has been distributed, scroll to the bottom of the Costing section and look for the Not Costed line item. If it does not display, all costs have successfully been distributed.



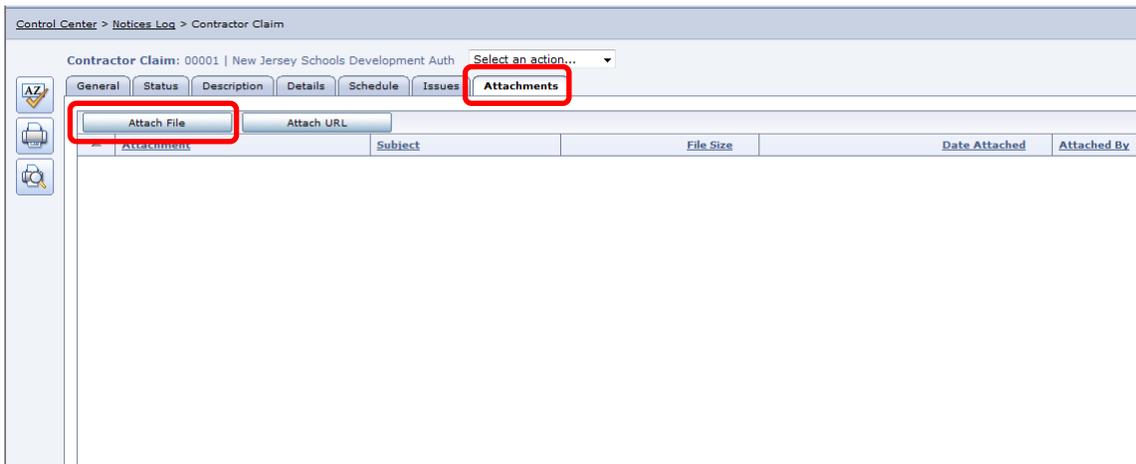
- Scroll to the bottom of the **Trend Item** dialog box and click the **Save and Close** button. You will return to the Trend document screen.



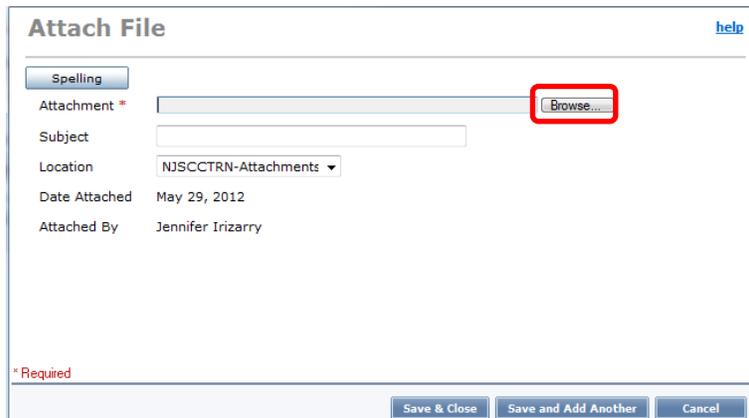
- The Trend document will display the new value in the Line Items tab.



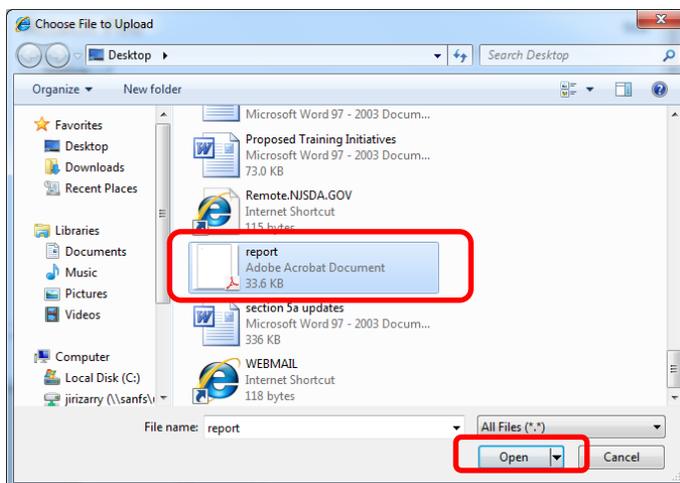
17. To attach supporting documentation, such as a Planning Budget revision document, click the **Attachments** tab and click the **Attach File** button.



18. Click the **Browse** button to navigate to the document you wish to attach.



19. The **Choose File to Upload** window displays. Navigate to the desired file location, click on the file to highlight it, and click the **Open** button.



20. Enter the subject and/or name of the document in the **Subject** field and click **Save and Close**.
You can also choose the **Save & Add Another** button to add additional documents repeating the same process.

https://dev2pe.njsda.gov/ - Attach File - Windows Internet Explorer

Attach File [help](#)

Spelling

Attachment * C:\Users\jirizarry\Desktop\report.pdf [Browse...](#)

Subject Report

Location NJSCCTRN-Attachments

Date Attached Jun 19, 2012

Attached By Jennifer Irizarry

* Required

[Save & Close](#) [Save and Add Another](#) [Cancel](#)

21. The attached file displays in the **Attachments** tab.

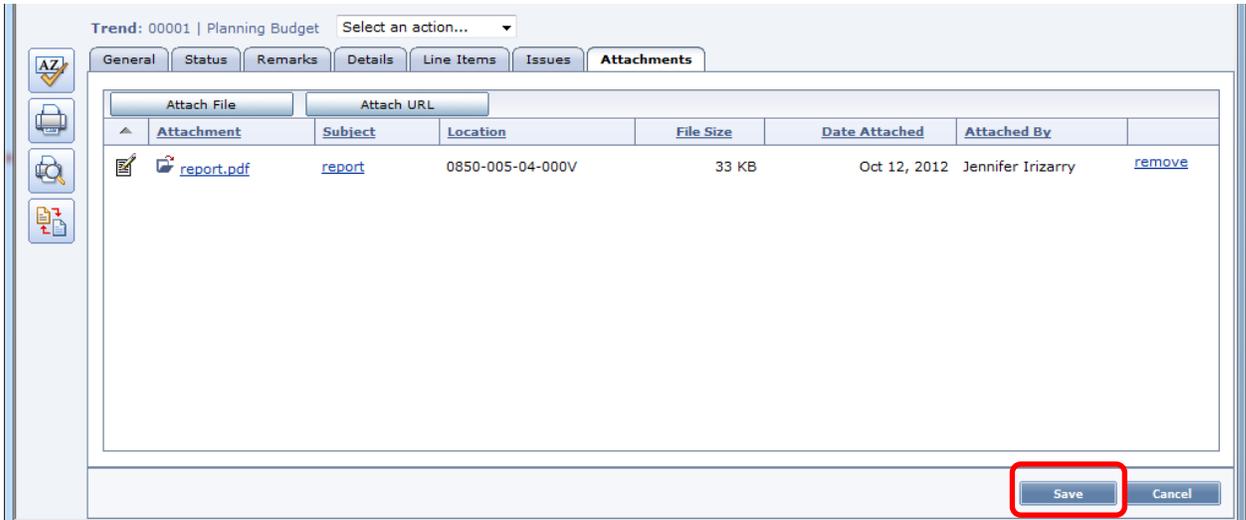
Trend: 00001 | Planning Budget [Select an action...](#)

[AZ](#) [General](#) [Status](#) [Remarks](#) [Details](#) [Line Items](#) [Issues](#) **Attachments**

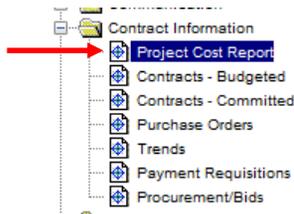
Attachment	Subject	Location	File Size	Date Attached	Attached By	
report.pdf	report	0850-005-04-000V	33 KB	Oct 12, 2012	Jennifer Irizarry	remove

[Save](#) [Cancel](#)

22. When all fields on the document are completed, click the **Save** button at the bottom of the document window.



23. The dollar values entered on the Trend document will also be visible in the **Project Cost Report** module where they will be used for analysis of budget vs. commitment. To locate the Project Cost Report, return to the **Control Center** screen. In the **Contract Information** folder, select the **Project Cost Report** module.



24. The **Project Cost Report log view** displays. To assist in viewing only those cost codes that have an associated value, choose the **Cost Codes w/ values** layout from the **Layout** drop down menu on the upper right side of the screen.

Cost Code	Title	Original Budget	Approved Budget Revisions
010	Real Estate Services	\$100,000.00	\$0.00
010.10.01	Site Survey	\$0.00	\$0.00
020	Design Fees	\$100,000.00	\$0.00
020.80	Design Allowances	\$0.00	\$0.00
030	Construction	\$100,000.00	\$0.00
050	Technology	\$100,000.00	\$0.00
060	Design Phase Constr. Contingenc	\$100,000.00	\$0.00
070	Other Costs, Direct	\$100,000.00	\$0.00
070.50	Legal Fees	\$0.00	\$0.00
070.70	Other Direct Costs	\$0.00	\$0.00
Log Totals:		\$600,000.00	\$0.00

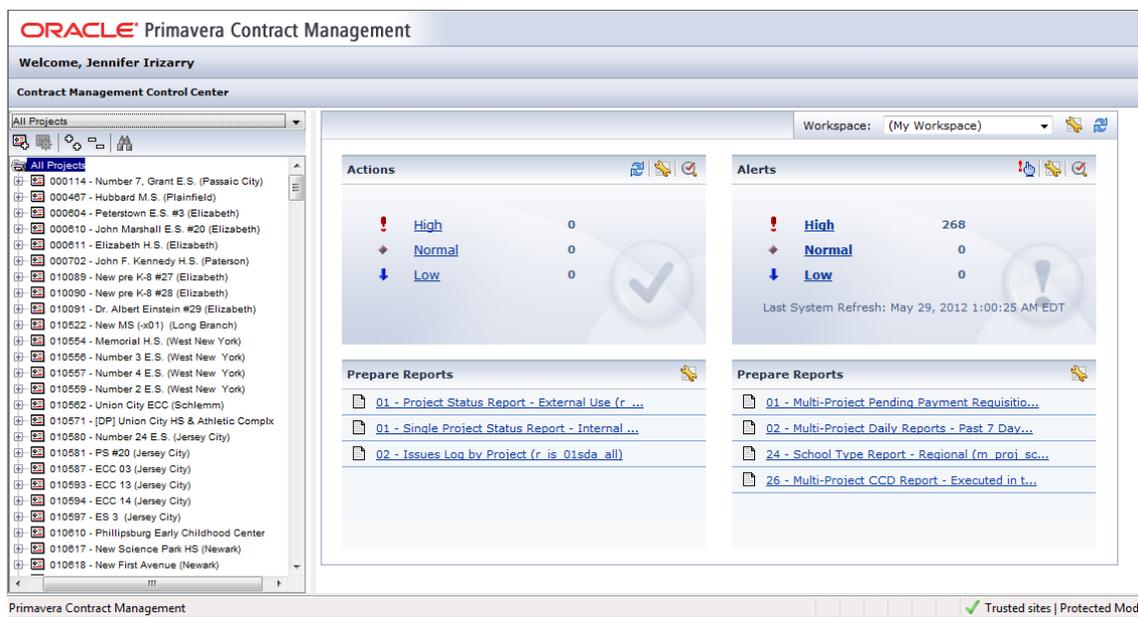
V. Generating Subsequent Budget Phase Documents

The Generate Trend command as shown in Section IV will also be used to generate subsequent budget phase documents. Generating a new document based on a current one expedites the process by bringing line item and costing information from the previous phase into the new one.

As each new Budget Trend is generated, the previous document is automatically closed. The distributed dollar values from the previous document are removed from the cost worksheet and replaced by the new document.

Regardless of their status (open or closed), all Budget Trends remain in the **Trends** log and are available for viewing and reporting purposes.

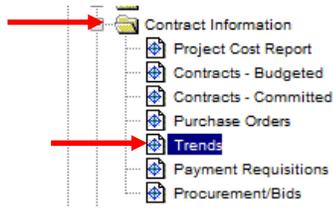
1. Once logged into Primavera, the **Contract Management Control Center** screen displays (as shown).



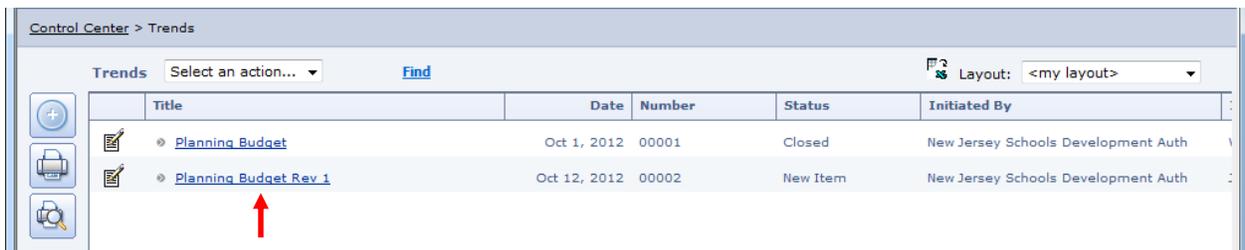
2. Select your desired project.



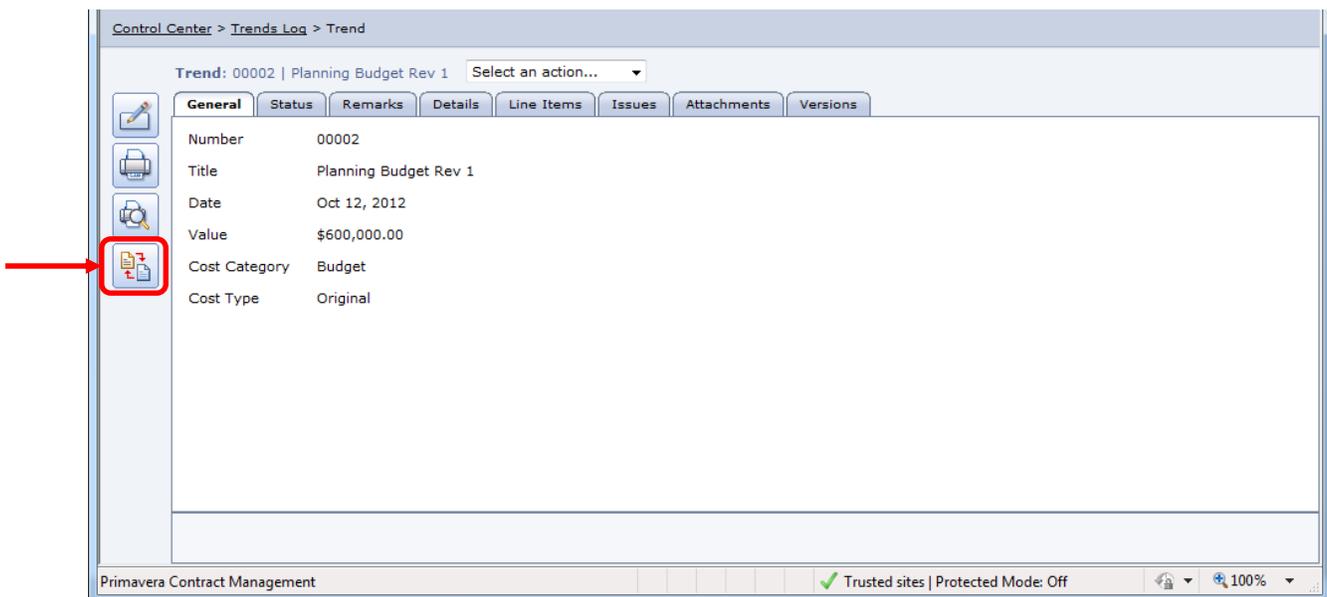
- Open the **Contract Information** folder (a list of modules will display) and click the **Trends** module.



- The Trends log view displays. Open the latest Budget document by clicking the **blue title link** for that budget.



- With the document open, click the **Generate Trend** button on the upper left side of the screen.



- The **Generate Trend** dialog box will display. Contract Management will automatically assign the next available **Number** for the new Trend document.
 - The new trend will contain all line items and cost distributions designated in the original, therefore, the answer to the first question should always be **yes**.
 - If it is desired to have the new trend document link to the same Issues or Attachments as the previous document, leave the second and third options section to **yes**, otherwise change them to **no**.
 - The creation of a new trend document will set the status of the previous/original trend to closed (at which point its dollar values will no longer appear in the Project Cost Report module), therefore, the answer to the last question should always be **yes**.
 - Click the **Finish** button to create the new trend document.

Generate Trend

Number *

Distribute the new Trend to the same cost codes as the original?
 yes no

Link the new Trend to the same Issues as the original?
 yes no

Link the new Trend to the same Attachments as the original?
 yes no

Close the original Trend?
 yes no

* Required

Finish **Cancel**

- The new trend document displays. Click the **Edit Document** button on the left side of the screen.

Trend: 00003 | Planning Budget Rev 1 Select an action...

General **Status** **Remarks** **Details** **Line Items** **Issues** **Attachments** **Versions**

Number	00003
Title	Planning Budget Rev 1
Date	Oct 12, 2012
Value	\$600,000.00
Cost Category	Budget
Cost Type	Original

- From the **General** tab, change the **Title** to reflect the correct budget document. In the example shown, the document title was changed to reflect the second phase of the budgeting process, the **Preliminary Budget**. Change the **Date** to reflect the date of the budget.

Trend: 00003 | Planning Budget Rev 1 | Select an action...

General | Status | Remarks | Details | Line Items | Issues | Attachments

Number * 00003

Title Preliminary Budget

Date Oct 12, 2012

Value \$600,000.00

Cost Category * Budget

Cost Type * Original

* Required

Save Cancel

- Click the **Remarks** tab. Notice that any remarks from the previous trend documents will be displayed in this document. Add a detailed description of the reason for the reforecast.

Trend: 00003 | Planning Budget Rev 1 | Select an action...

General | Status | **Remarks** | Details | Line Items | Issues | Attachments

Additional Remarks

New preliminary budget figures

Additional budget was revised to add additional money to the project

This is the initial budget for this school

Save Cancel

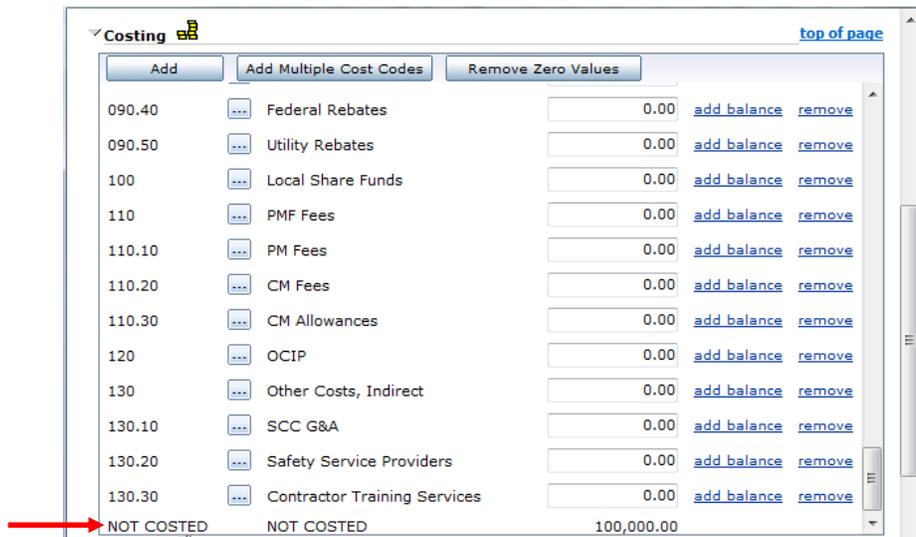
10. Click the **Line Items** tab and click the **edit icon** next to the line item.



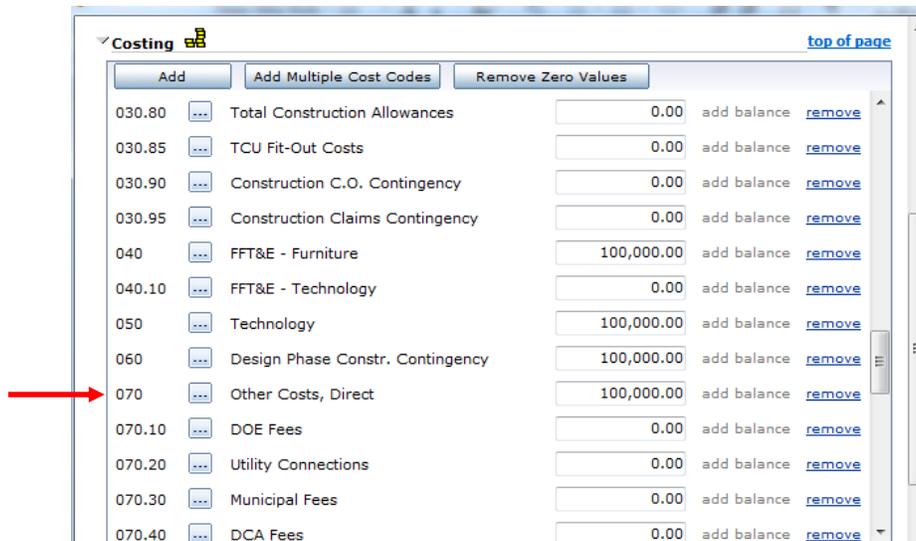
11. The **Trend Item** dialog box displays. Enter the revised budget amount in the **Line Item Total (\$)** field.



12. Scroll to the **Costing** section. If you scroll to the bottom of the Costing section, a **Not Costed** line item will display indicating the amount of the new costs that need to be distributed to their associated cost codes. Once all costs have been distributed, this line item will disappear.

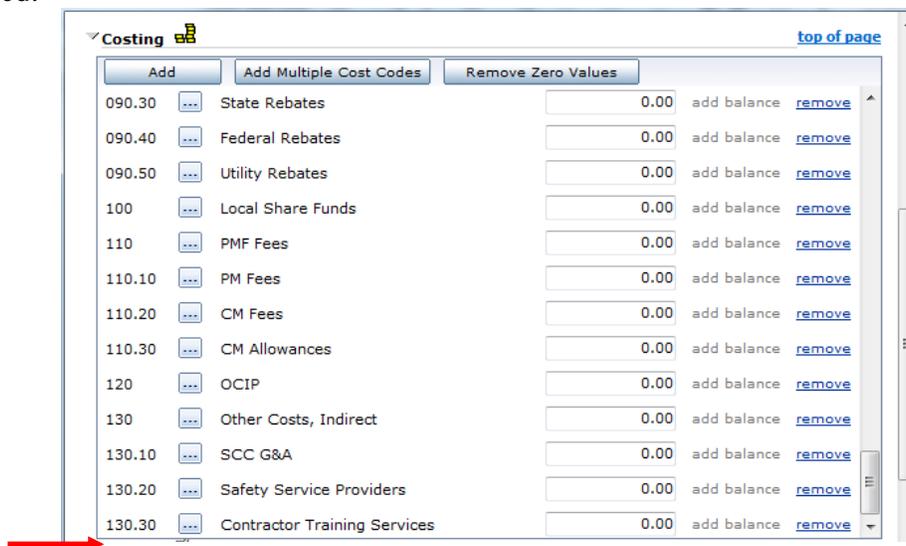


13. Enter the new costs against their associated cost codes.



Cost Code	Description	Value	Balance	Action
030.80	Total Construction Allowances	0.00	add balance	remove
030.85	TCU Fit-Out Costs	0.00	add balance	remove
030.90	Construction C.O. Contingency	0.00	add balance	remove
030.95	Construction Claims Contingency	0.00	add balance	remove
040	FFT&E - Furniture	100,000.00	add balance	remove
040.10	FFT&E - Technology	0.00	add balance	remove
050	Technology	100,000.00	add balance	remove
060	Design Phase Constr. Contingency	100,000.00	add balance	remove
070	Other Costs, Direct	100,000.00	add balance	remove
070.10	DOE Fees	0.00	add balance	remove
070.20	Utility Connections	0.00	add balance	remove
070.30	Municipal Fees	0.00	add balance	remove
070.40	DCA Fees	0.00	add balance	remove

14. To verify that the total value has been distributed, scroll to the bottom of the Costing section and look for the Not Costed line item. If it does not display, all costs have successfully been distributed.



Cost Code	Description	Value	Balance	Action
090.30	State Rebates	0.00	add balance	remove
090.40	Federal Rebates	0.00	add balance	remove
090.50	Utility Rebates	0.00	add balance	remove
100	Local Share Funds	0.00	add balance	remove
110	PMF Fees	0.00	add balance	remove
110.10	PM Fees	0.00	add balance	remove
110.20	CM Fees	0.00	add balance	remove
110.30	CM Allowances	0.00	add balance	remove
120	OCIP	0.00	add balance	remove
130	Other Costs, Indirect	0.00	add balance	remove
130.10	SCC G&A	0.00	add balance	remove
130.20	Safety Service Providers	0.00	add balance	remove
130.30	Contractor Training Services	0.00	add balance	remove

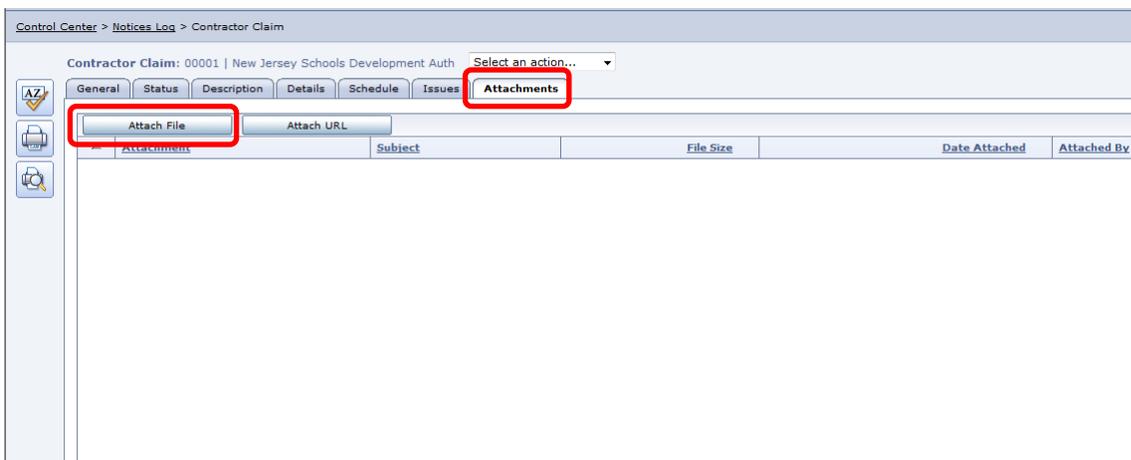
15. Scroll to the bottom of the **Trend Item** dialog box and click the **Save and Close** button. You will return to the Trend document screen.



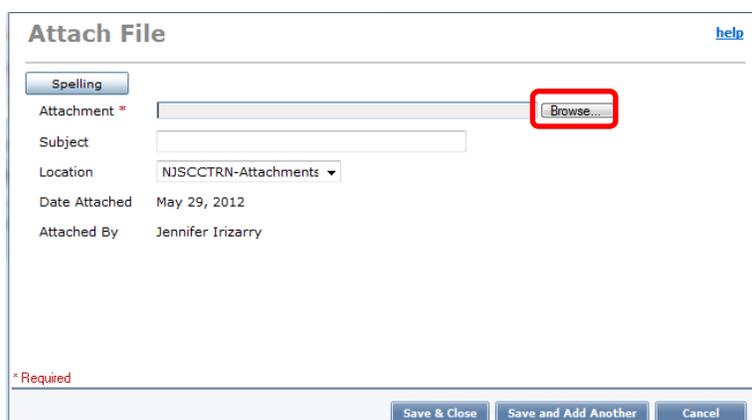
16. The Trend document will display the value in the **Line Items** tab.



17. To attach supporting documentation, such as a Preliminary Budget, click the **Attachments** tab and click the **Attach File** button.



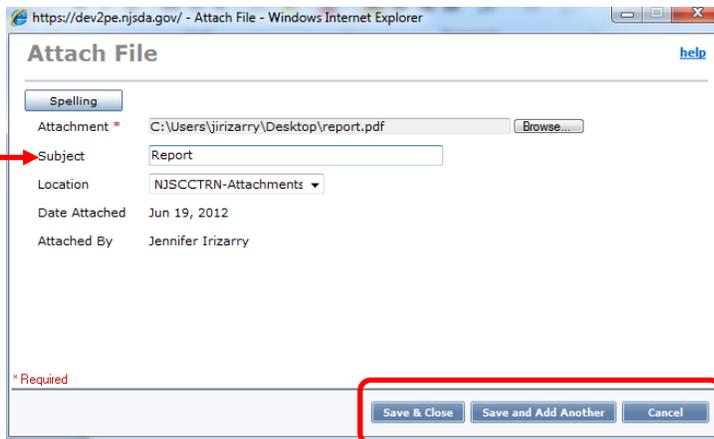
18. Click the **Browse** button to navigate to the document you wish to attach.



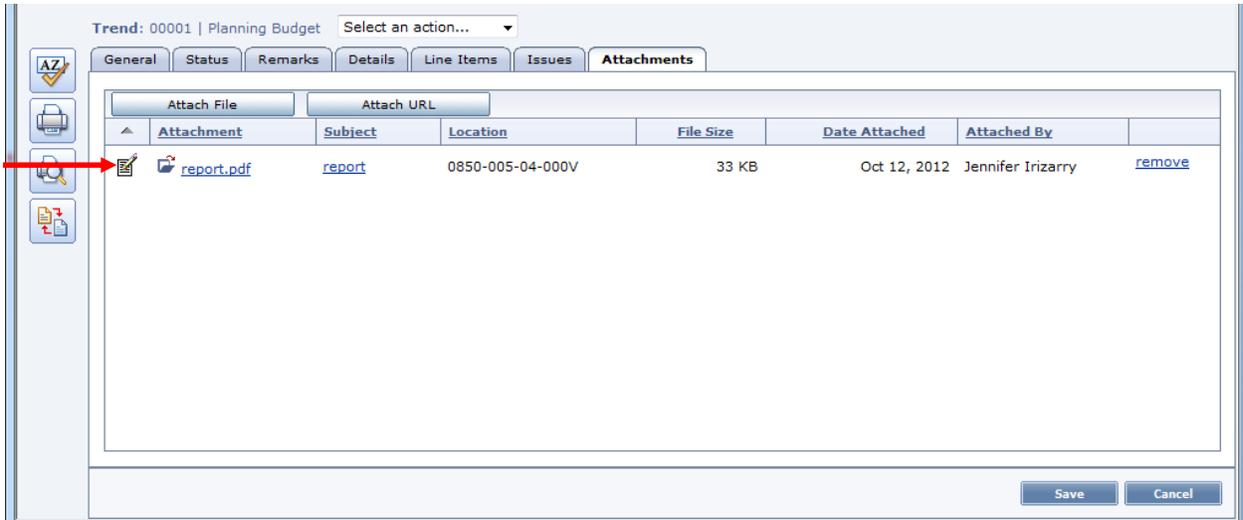
19. The **Choose File to Upload** window displays. Navigate to the desired file location, click on the file to highlight it, and click the **Open** button.



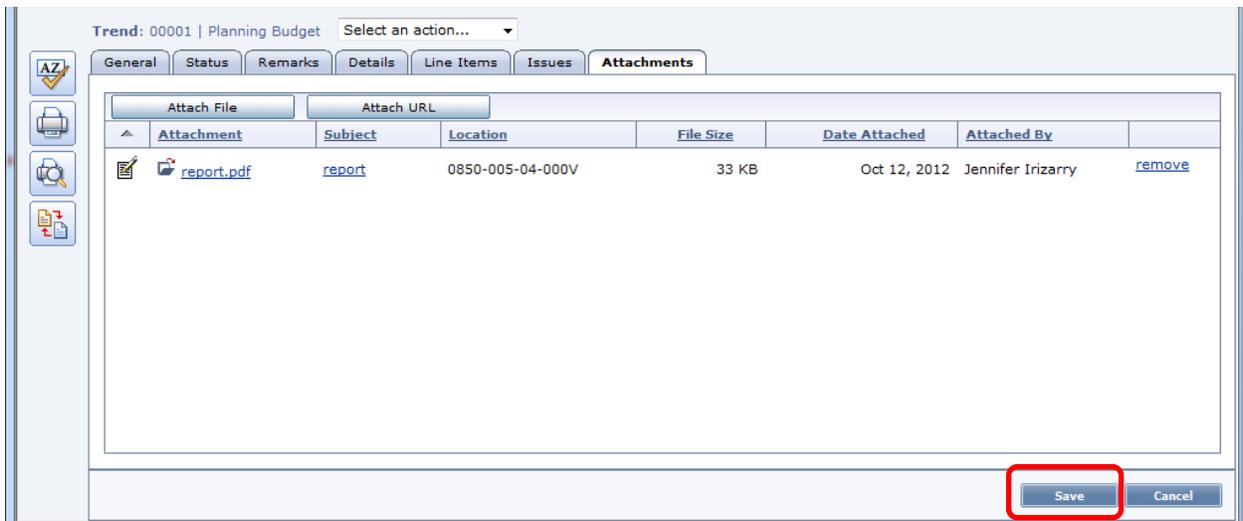
20. Enter the subject and/or name of the document in the **Subject** field and click **Save and Close**. You can also choose the **Save & Add Another** button to add additional documents repeating the same process.



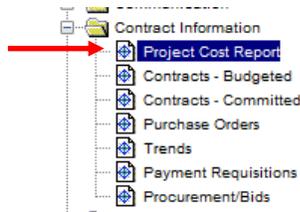
21. The attached file displays in the **Attachments** tab.



22. When all fields on the document are completed, click the **Save** button at the bottom of the document window.



23. The dollar values entered on the Trend document will also be visible in the **Project Cost Report** module where they will be used for analysis of budget vs. commitment. To locate the Project Cost Report, return to the **Control Center**. In the **Contract Information** folder, select the **Project Cost Report** module.



24. The **Project Cost Report log view** will display. To assist in viewing only those cost codes that have an associated value, choose the **Cost Codes w/ values** layout from the **Layout** drop down menu on the upper right side of the screen.

The screenshot shows the Project Cost Report log view. The layout is set to 'Cost Codes w/ values'. The table displays the following data:

Cost Code	Title	Original Budget	Approved Budget Revisions
010	Real Estate Services	\$100,000.00	\$0.00
010.10.01	Site Survey	\$0.00	\$0.00
020	Design Fees	\$100,000.00	\$0.00
020.80	Design Allowances	\$0.00	\$0.00
030	Construction	\$100,000.00	\$0.00
040	FFT&E - Furniture	\$100,000.00	\$0.00
050	Technology	\$100,000.00	\$0.00
060	Design Phase Constr. Contingenc	\$100,000.00	\$0.00
070	Other Costs, Direct	\$100,000.00	\$0.00
070.50	Legal Fees	\$0.00	\$0.00
070.70	Other Direct Costs	\$0.00	\$0.00
Log Totals:		\$700,000.00	\$0.00

The 'Layout' dropdown menu in the upper right corner is set to 'Cost Codes w/ values'.

VI. Creating the Final Eligible Cost (FEC) Budget

The **Final Eligible Cost** budget is the final iteration of SDA budgeting, and will be entered in the **Contracts-Budgeted** module.

There are two steps to creating the FEC budget:

- A. Close the last Budget Trend document
- B. Populate the FEC Budget document

Once the budget is created and approved, it cannot be edited without special access permissions.

Adjustments or reforecasts to the FEC budget are made via the Trends module. Adjustments will appear on the Project Cost Report as **Budget Adjustments**.

A. Close the Last Budget Trend Document

Prior to populating the **FEC Budget** with dollar values and approving it for use in project budgeting, the status of the latest phase budget trend must be set to **Closed**. Setting the trend's status to Closed will remove all dollar values associated with it from the Project Cost Report, to be replaced with the FEC Budget dollar values.

To set the status of the latest budget trend to closed:

1. Once logged into Primavera, the **Contract Management Control Center** screen displays (as shown).

The screenshot displays the Oracle Primavera Contract Management interface. The main content area is titled "Contract Management Control Center" and shows a dashboard with several sections:

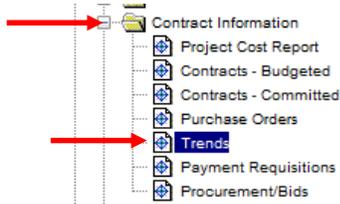
- Actions:** A table showing the status of actions: High (0), Normal (0), and Low (0). A large checkmark icon is visible in the background.
- Alerts:** A table showing the number of alerts: High (268), Normal (0), and Low (0). A warning icon is visible in the background.
- Prepare Reports:** A list of reports to be prepared, including "01 - Project Status Report - External Use", "01 - Single Project Status Report - Internal...", "01 - Multi-Project Pending Payment Requisition...", "02 - Multi-Project Daily Reports - Past 7 Day...", "24 - School Type Report - Regional (m_proj_sc...", and "26 - Multi-Project CCD Report - Executed in t...".

The interface also includes a "Welcome, Jennifer Irizarry" message and a "Contract Management Control Center" header. The bottom status bar indicates "Primavera Contract Management" and "Trusted sites | Protected Mod".

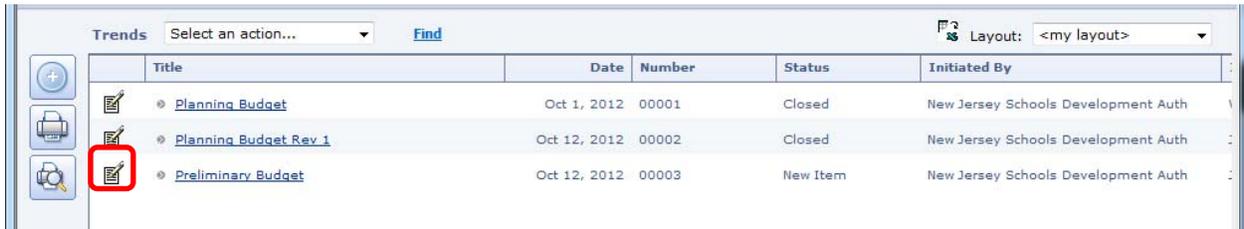
2. Select your desired project.



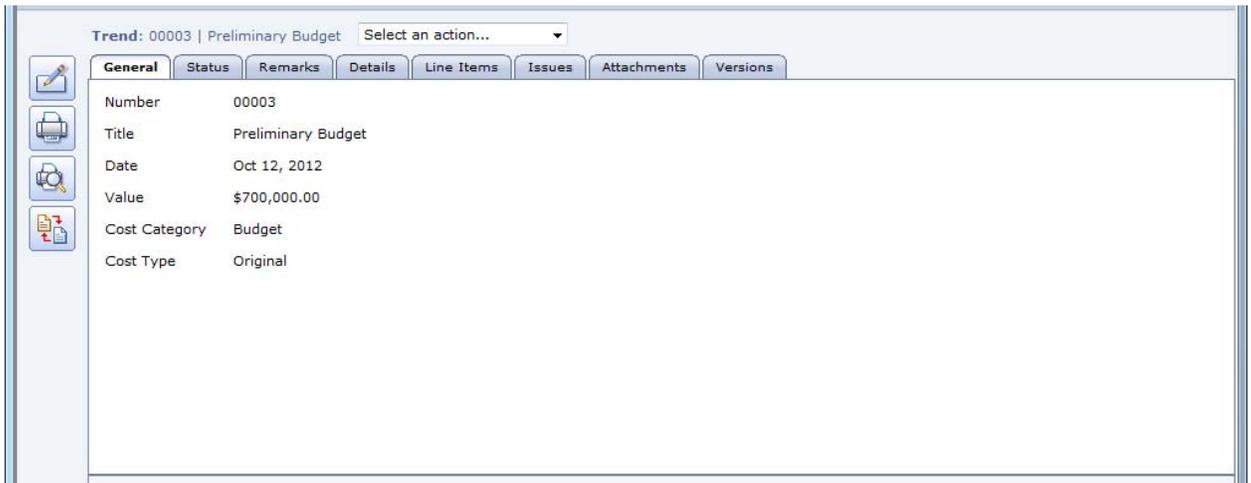
3. Open the **Contract Information** folder (a list of modules will display) and click the **Trends** module.



4. The Trends log view displays. Open the latest Budget document by clicking the **edit icon** to the left of the budget name. In the example shown, the second phase of the budgeting process, the **Preliminary** phase, was selected.



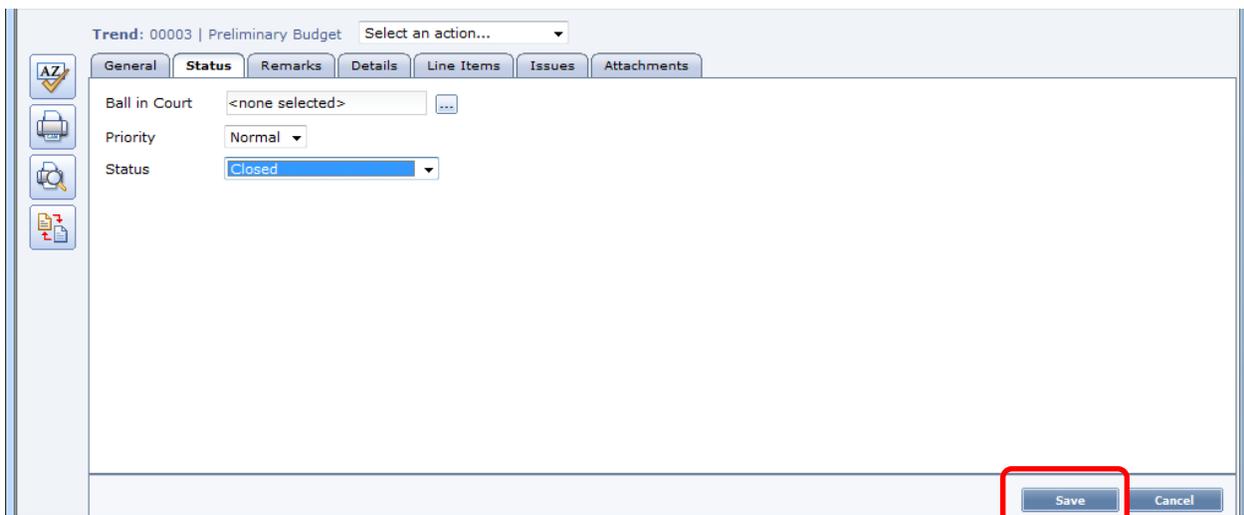
5. The trend document displays.



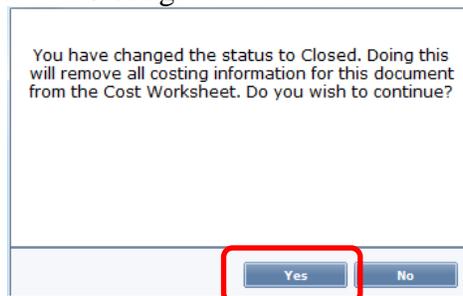
- Click the **Status** tab. Click the drop down list in the **Status** field and choose **Closed** from the list of options.



- When completed, click the **Save** button at the bottom of the screen.



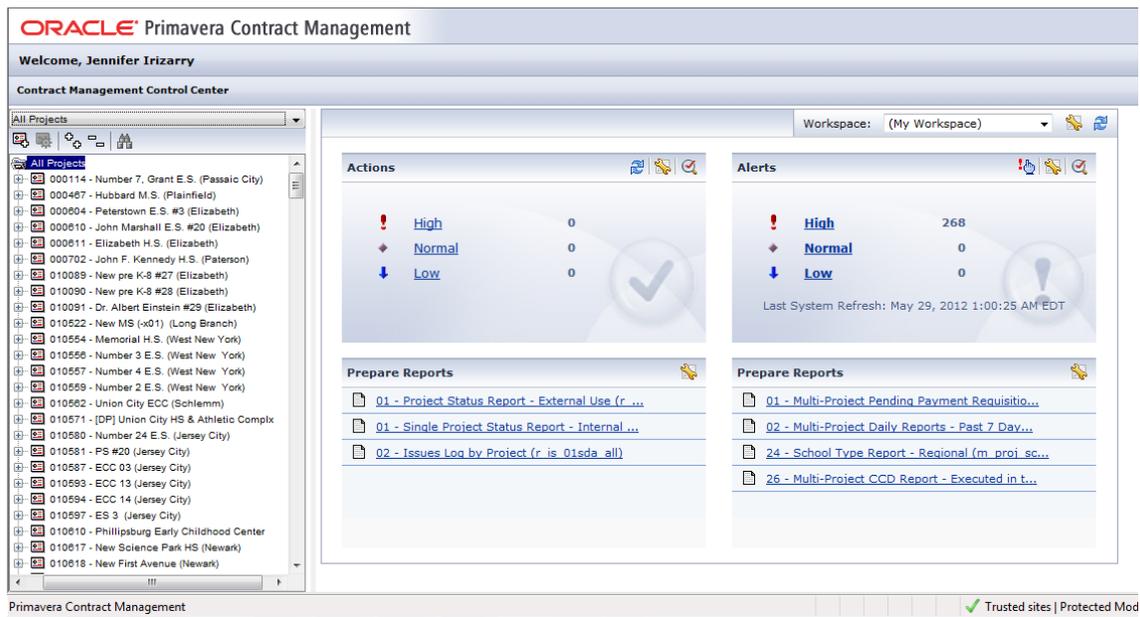
- When prompted by the dialog box, click the **Yes** button to continue. This means that dollar values associated with this Budget Trend document will be removed from the Project Cost Report. This is an important step. If the last trend document is not properly closed, the budget figures will be incorrect in the Project Cost Report. They will include both the last trend budget and the new FEC budget.



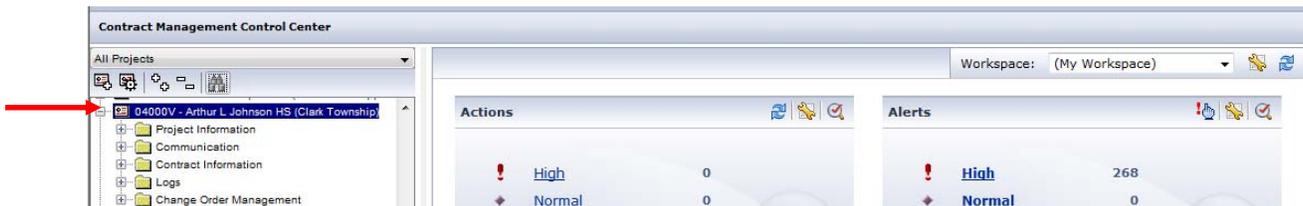
B. Populate the FEC Budget Document

Populating the **FEC Budget** with dollar values follows many of the same steps previously taken in the Trends module. However, in addition to entering dollar values for the various Budget/Cost codes, the FEC Budget will have its status set to **Approved** once it has been populated. From that point onward, this budget should be persistent through the end of the project.

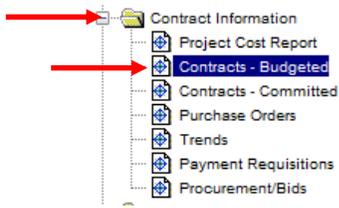
1. Once logged into Primavera, the **Contract Management Control Center** screen displays (as shown).



2. Select your desired project.



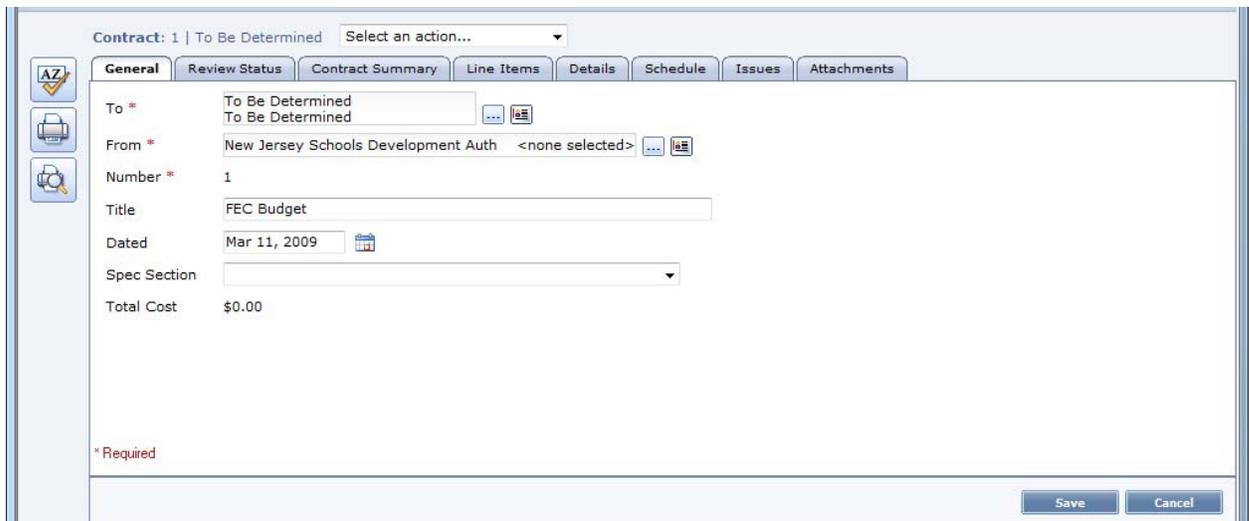
3. Open the **Contract Information** folder (a list of modules will display) and click the **Contracts – Budgeted** module.



4. The **Contracts - Budgeted** log view displays. The **FEC Budget** template will be listed in the log view. This template has been created to expedite the entry process by providing all the information necessary for this budget type. Click the **edit document icon** next to the template title to open the template.



5. The **FEC Budget** document displays. It is divided into several sections.



a. General Tab

Contract: 1 | To Be Determined | Select an action...

General | Review Status | Contract Summary | Line Items | Details | Schedule | Issues | Attachments

To * To Be Determined
To Be Determined

From * New Jersey Schools Development Auth <none selected>

Number * 1

Title FEC Budget

Dated Mar 11, 2009

Spec Section

Total Cost \$0.00

* Required

Save Cancel

- **To** – The default value of this field will be set when the template is created. You will not be able to change this value.
- **From** – The default value of this field will be set when the template is created. You will not be able to change this value.
- **Number** – Contract Management will automatically assign a number to this document. You will not be able to change this number.
- **Dated** – The date which is displayed in the **Dated** field should be changed to reflect the date the FEC budget was created and approved. Click the **calendar icon** to choose a new date.
- **Spec Section** – This field will not be used.
- **Total Cost** – Contract Management fills in this field based on the values entered in the Line Items section.

b. Review Status Tab

Contract: 1 | To Be Determined | Select an action...

General **Review Status** Contract Summary Line Items Details Schedule Issues Attachments

Document Owner <none selected>

Ball in Court To Be Determined To Be Determined ...

Priority Normal

Status New Item

Approved? no

Approved by

Company To Be Determined

Contact To Be Determined ...

Approved Date

Approved by

- **Do not check or this document will need to be deleted** – This is functionality we are currently not using.
- **Document Owner** – This is functionality we are currently not using.
- **Ball in Court** – If desired, a responsible party can be set for this document by clicking the **select** button next to the field.
- **Priority** – **Normal** is the default, can be changed to **High** or **Low** as necessary.
- **Status** – **New Item** is the default. This field should not be changed.
- **Approved?** – The default value is **no**. This will change to yes when the budget is approved and saved.
- **Approved By** – These fields are provided for two authorized signatures to approve the document. These fields must be completed before the approve and save link can be clicked.

c. Contract Summary Tab

This section displays a summary of the costs associated with this contract. The values for all sections shown cannot be edited.

Contract: 1 | To Be Determined | Select an action...

General Review Status **Contract Summary** Line Items Details Schedule Issues Attachments

Details Changes Insurance Invoices Payment Requisitions Submittals

Original Contract/PO Sum	\$0.00	Original Completion Date
Approved Changes	\$0.00	
Revised Contract Sum	\$0.00	Revised Completion Date
Actual to Date	\$0.00	
Balance	\$0.00	

- **Original Contract Summary** – Original value of the budget.
- **Approved Changes** – Total value of approved changes on the budget.

- **Revised Contract Sum** – Original value of the budget.
- **Actual to Date** – Amount paid on the contract. This will always be zero.
- **Balance** – Original value of the budget.
- **Original Completion Date** – This will always be blank.
- **Revised Completion Date** – This will always be blank.
- **Changes sub-tab** – Lists all change management documents associated with this budget. This should be blank.
- **Insurance sub-tab** – Lists all insurance documents associated with this budget. This should be blank.
- **Invoices sub-tab** – Lists all invoices associated with the budget. This should be blank.
- **Payment Requisitions sub-tab** – Lists all requisitions associated with this budget. This should be blank.
- **Submittals sub-tab** – Lists all submittals associated with this budget. This should be blank.

d. Line Items Section

1. Click the **Line Items** tab and click the **edit** icon to edit the line item.

Contract: 1 | To Be Determined | Select an action...

General | Review Status | Contract Summary | **Line Items** | Details | Schedule | Issues | Attachments

Add Lump Sum | Add Unit Price

Line Item No.	Quantity	Units of Measure	Description	Unit Price	Net Amount	Tax Rate	Sales Tax	Line Item Total
00001					\$0.00	0.000	\$0.00	\$0.
Grid Totals:		0.000			\$0.00		\$0.00	\$0.

Save | Cancel

- When the Contract Item dialog box displays, enter the total amount of the FEC Budget in the **Lump Amount (\$)** field. Remember to enter whole dollar values only. Contract Management will format decimals when you click on the next field or click the tab key.

Contract Item [<< Previous] [Next >>] [help](#)

Spelling   

Contract Item

Type Lump Sum

Line Item No. * 00001

Description

Lump Amount (\$) 700,000.00

Tax Rate 0.000

Sales Tax (\$) 0.00

Line Item Total (\$) 700,000.00

- Scroll to the **Costing** section of the window. Applicable cost codes have already been included in this template. If you scroll to the bottom of the cost code list, you will see a **Not Costed** entry. The dollar value for this entry equals the value entered in the Lump Amount (\$) field. As dollar amounts are distributed to their applicable cost codes, the value of the Not Costed entry will decrease. When the total value has been distributed, this line item will disappear.

Costing  [top of page](#)

Add Add Multiple Cost Codes Remove Zero Values

090.40	...	Federal Rebates	0.00	add balance	remove
090.50	...	Utility Rebates	0.00	add balance	remove
100	...	Local Share Funds	0.00	add balance	remove
110	...	PMF Fees	0.00	add balance	remove
110.10	...	PM Fees	0.00	add balance	remove
110.20	...	CM Fees	0.00	add balance	remove
110.30	...	CM Allowances	0.00	add balance	remove
120	...	OCIP	0.00	add balance	remove
130	...	Other Costs, Indirect	0.00	add balance	remove
130.10	...	SCC G&A	0.00	add balance	remove
130.20	...	Safety Service Providers	0.00	add balance	remove
130.30	...	Contractor Training Services	0.00	add balance	remove
NOT COSTED		NOT COSTED	700,000.00		

- Distribute the appropriate amounts to the corresponding cost codes by entering the value in the **Distributed** column. These cost codes will have amounts budgeted to them. Skip any field for which no funds have been allocated. The total amount distributed should equal the value entered in the Lump Amount (\$) field.

Costing  [top of page](#)

Add Add Multiple Cost Codes Remove Zero Values

Cost Code ^	Title	Distributed		
010	Real Estate Services	100,000.00	add balance	remove
010.10	Predevelopment	0.00	add balance	remove
010.20	Property/Land Purchase	0.00	add balance	remove
010.30	Environmental	0.00	add balance	remove
010.40	Relocation	0.00	add balance	remove
010.90	Real Estate Svcs C O Contingency	0.00	add balance	remove
010.95	Real Estate Svcs Claims Cont.	0.00	add balance	remove
020	Design Fees	100,000.00	add balance	remove
020.10	Program/Concept Design	0.00	add balance	remove
020.20	Schematic Design	0.00	add balance	remove
020.30	Design Development	0.00	add balance	remove
020.40	Construction Documentation	0.00	add balance	remove

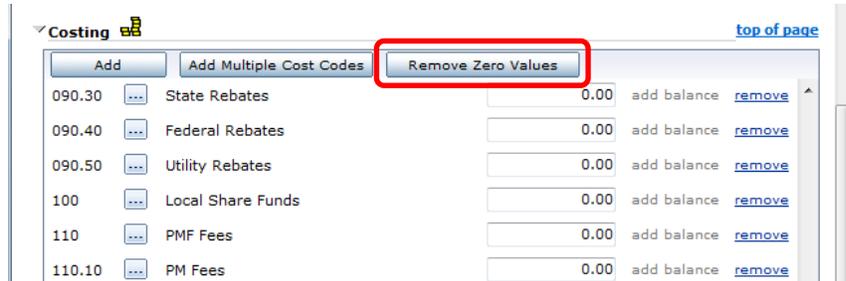
- To verify that the total value has been distributed, scroll to the bottom of the Costing section and look for the **Not Costed** line item. If it does not display, all costs have successfully been distributed.

Costing  [top of page](#)

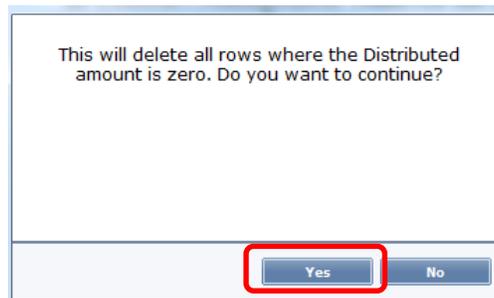
Add Add Multiple Cost Codes Remove Zero Values

090.30	State Rebates	0.00	add balance	remove
090.40	Federal Rebates	0.00	add balance	remove
090.50	Utility Rebates	0.00	add balance	remove
100	Local Share Funds	0.00	add balance	remove
110	PMF Fees	0.00	add balance	remove
110.10	PM Fees	0.00	add balance	remove
110.20	CM Fees	0.00	add balance	remove
110.30	CM Allowances	0.00	add balance	remove
120	OCIP	0.00	add balance	remove
130	Other Costs, Indirect	0.00	add balance	remove
130.10	SCC G&A	0.00	add balance	remove
130.20	Safety Service Providers	0.00	add balance	remove
130.30	Contractor Training Services	0.00	add balance	remove

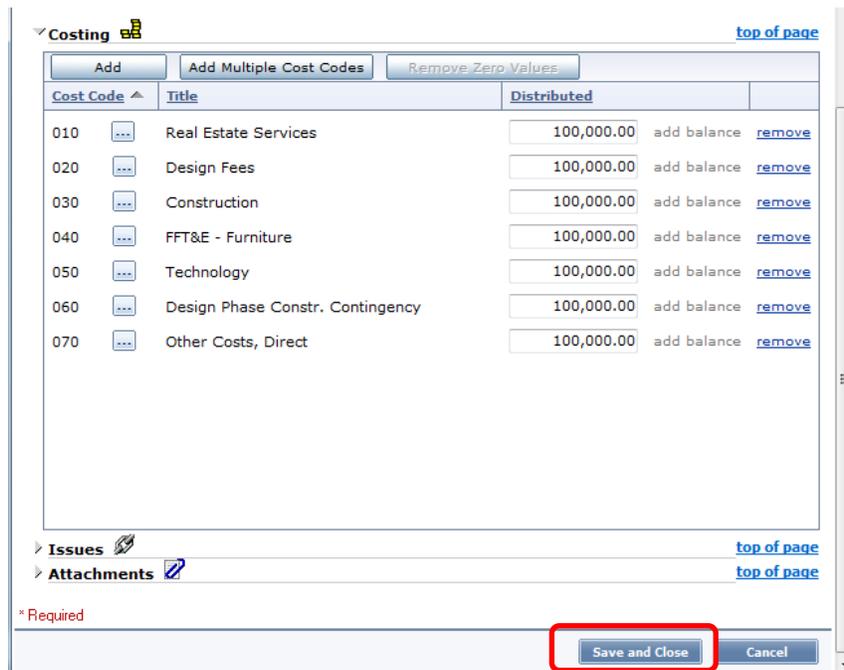
6. When all budgeted amounts have been entered, click the **Remove Zero Values** button to remove costs codes with no associated values.



7. When prompted by the dialog box, click the **Yes** button to continue. There may be a slight delay as Contract Management removes the zero values. Please do not close the browser window while this process completes.



8. When completed, the cost codes without associated dollar values will no longer be displayed. Scroll to the bottom of the screen and click the **Save and Close** button to return to the budget document.



e. Details Tab

Contract: 1 | To Be Determined | Select an action...

General | Review Status | Contract Summary | Line Items | **Details** | Schedule | Issues | Attachments

Description
this is the final approved project budget

Manager: To Be Determined

Cost Category: Budget

Cost Type: Original

SBE MBE WBE

Created from Buyout Item: no

Reference Number:

Save Cancel

- **Description** – Enter any desired comments about this budget.
- **Document For** – Will default to FEC Budget. Do not change the default value.
- **Manager** – Enter the name of the manager for this budget.
- **Cost Category** – Will default to Budget. This cannot be changed.
- **Cost Type** – Will default to Original. This cannot be changed.
- **SBE/MBE/WBE checkboxes** – This is functionality we are currently not using.
- **Created by Buyout Item** – This is functionality we are currently not using.
- **Reference Number** – If desired, enter a unique reference number for this budget.
- **Work At** – This is functionality we are currently not using.
- **Bill To** – This is functionality we are currently not using.
- **Terms** – Enter any special payment conditions for this budget.
- **Shipping** – This is functionality we are currently not using.

f. Schedule Tab

This section will not be used for a budget.

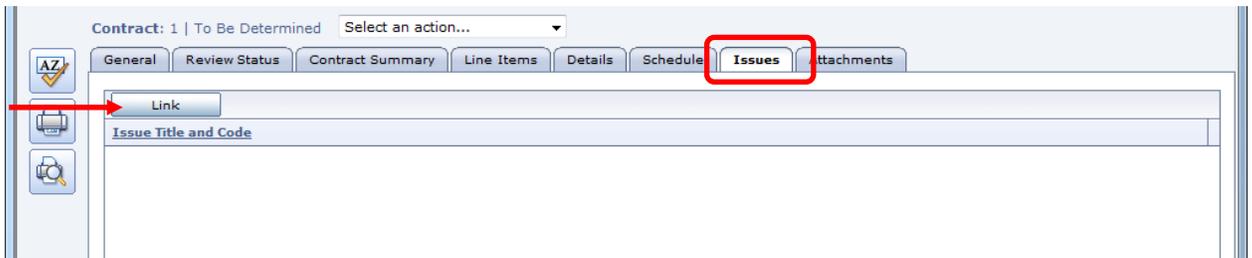
Contract: 1 | To Be Determined | Select an action...

General | Review Status | Contract Summary | Line Items | Details | **Schedule** | Issues | Attachments

Details	Activity ID	Start	Finish
	<input type="text"/>	<input type="text"/>	<input type="text"/>

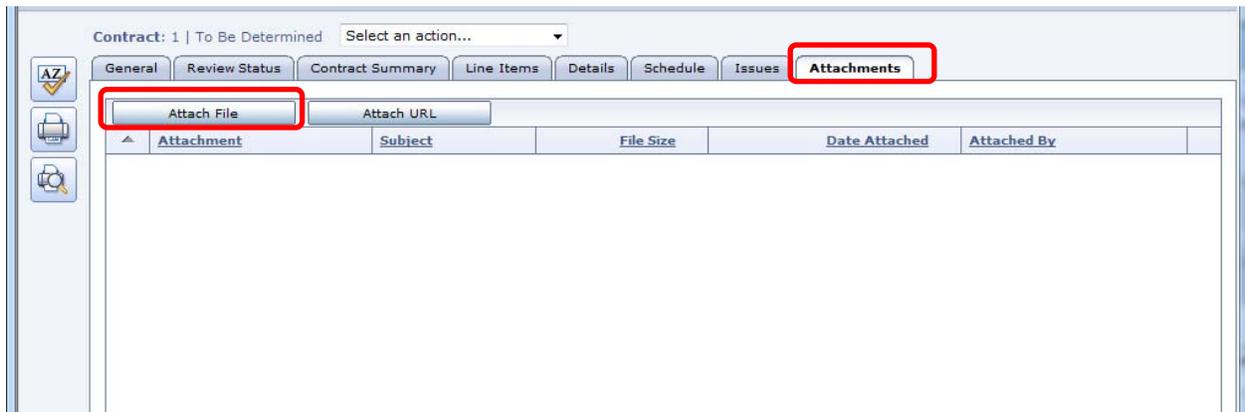
g. Issues Tab

If this budget relates to an Issue that was previously entered in the Issues log, it can be linked to this document. Click the **Link** button and choose the desired issue from the dialog box.

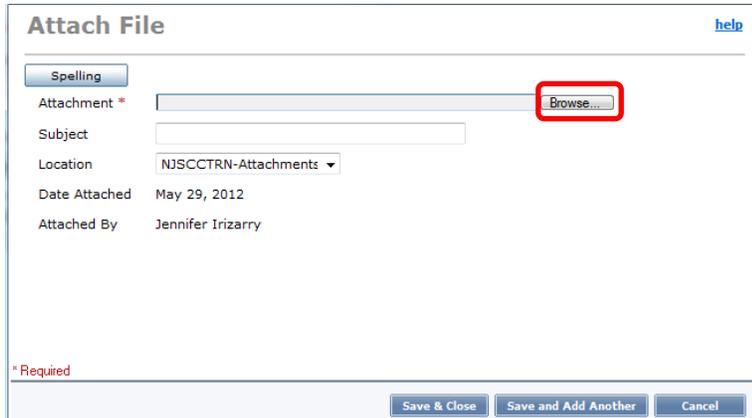


h. Attachments Tab

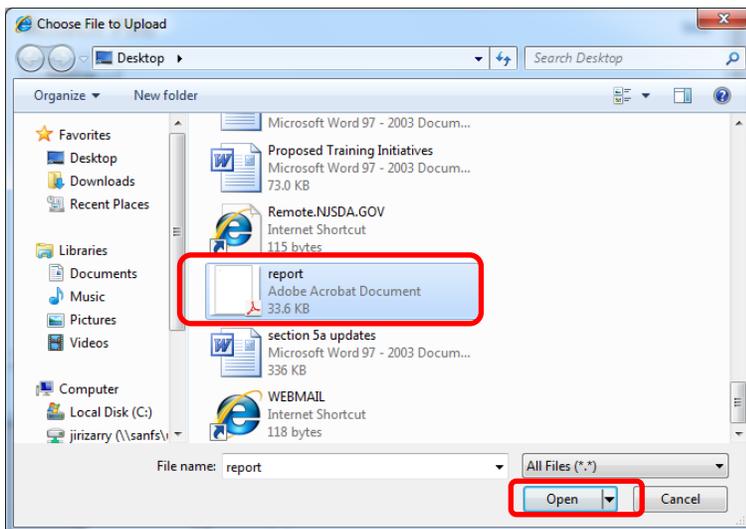
To attach supporting documentation, click the **Attach File** button.



Click the **Browse** button to navigate to the document you wish to attach.



The **Choose File to Upload** window displays. Navigate to the desired file location, click on the file to highlight it, and click the **Open** button.



Enter the subject and/or name of the document in the **Subject** field and click **Save and Close**. You can also choose the **Save & Add Another** button to add additional documents repeating the same process.

https://dev2pe.njsda.gov/ - Attach File - Windows Internet Explorer

Attach File [help](#)

Spelling

Attachment * C:\Users\jirizarry\Desktop\report.pdf [Browse...](#)

Subject Report

Location NJSCCTRN-Attachments

Date Attached Jun 19, 2012

Attached By Jennifer Irizarry

* Required

[Save & Close](#) [Save and Add Another](#) [Cancel](#)

The attached file displays in the **Attachments** section.

Contract: 1 | To Be Determined [Select an action...](#)

[AZ](#) [General](#) [Review Status](#) [Contract Summary](#) [Line Items](#) [Details](#) [Schedule](#) [Issues](#) **Attachments**

Attachment	Subject	Location	File Size	Date Attached	Attached By	
report.pdf	report	0850-005-04-000V	33 KB	Oct 12, 2012	Jennifer Irizarry	remove

[Save](#) [Cancel](#)

C. Approving the FEC Budget Document

It should be noted that Contract Management only captures 2 approvals for the FEC Budget. Both approvals must be entered in the **Review Status** section before the **approve and save** button can be clicked.

1. To populate the **Approved By** fields, click the **Review Status** tab and click the **select** button next to the fields to select the names from the contact list. Both approval names must be entered. Once the names are selected, enter the **Approved Date** for each name by clicking the **calendar icon** next to each field.

The screenshot shows the 'Review Status' tab of a contract management system. The 'Approved by' section contains two entries. The first entry has 'To Be Determined' for both Company and Contact, with a red box around the '...' select button and a red arrow pointing to the 'Approved Date' field. The second entry has 'New Jersey Schools Development Auth' for Company and 'William Mahan' for Contact, with a red box around the '...' select button and a red arrow pointing to the 'Approved Date' field. The 'Approve and Save' button is visible at the top right of the form.

2. Once the approval names and dates have been entered, click the **Approve and Save** link to formally approve and finalize the budget.

The screenshot shows the 'Review Status' tab of a contract management system. The 'Approved by' section now has two entries with dates entered: 'Oct 12, 2012'. The 'Approve and Save' button is highlighted with a red box. The 'Approved Date' fields are now populated with 'Oct 12, 2012'.

- Once the approve and save link has been clicked, the budget's **Approved** status will change to **Yes**.

Contract: 1 | To Be Determined | Select an action...

General | **Review Status** | Contract Summary | Line Items | Details | Schedule | Issues | Attachments | Versions

Document Owner <none selected>

Ball in Court To Be Determined
[To Be Determined](#)

Priority Normal

Status Approved

Approved? yes

Approved by

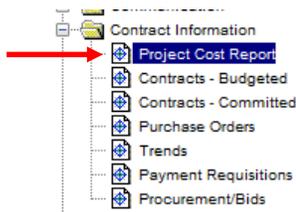
Company New Jersey Schools Development Auth

Contact [William Mahan](#)

Approved Date Oct 12, 2012

Approved by

- The dollar values entered on the Budget document will also be visible in the **Project Cost Report** module where they will be used for analysis of budget vs. commitment. To locate the Project Cost Report, return to the **Control Center** screen. In the **Contract Information** folder, select the **Project Cost Report** module.



- The Project Cost Report log view displays.

Project Cost Report | Select an action... | Find | Layout: Cost Codes

Cost Code	Title	Original Budget	Approved Budget Revisions
010	Real Estate Services	\$100,000.00	\$0.00
010.10.01	Site Survey	\$0.00	\$0.00
020	Design Fees	\$100,000.00	\$0.00
020.80	Design Allowances	\$0.00	\$0.00
030	Construction	\$100,000.00	\$0.00
040	FFT&E - Furniture	\$100,000.00	\$0.00
050	Technology	\$100,000.00	\$0.00
060	Design Phase Constr. Contingenc	\$100,000.00	\$0.00
070	Other Costs, Direct	\$100,000.00	\$0.00
070.50	Legal Fees	\$0.00	\$0.00
070.70	Other Direct Costs	\$0.00	\$0.00
Log Totals:		\$700,000.00	\$0.00

VII. Adjustments to the FEC Budget

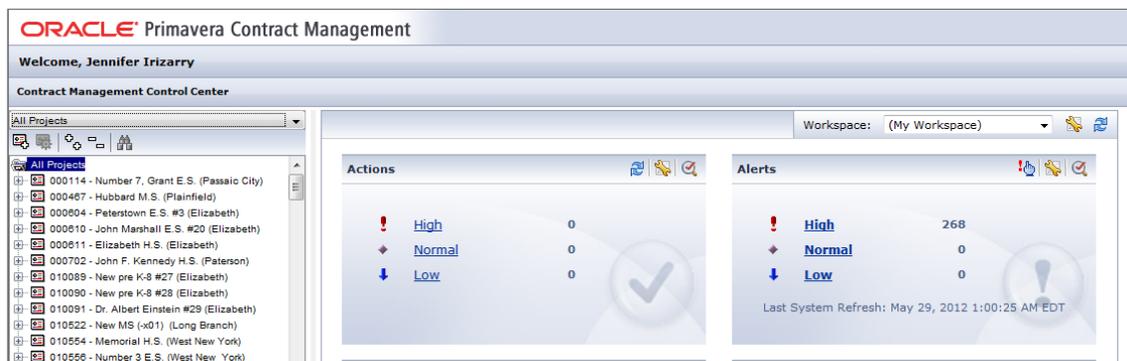
Once the FEC Budget is approved, any necessary adjustments (even a net zero change moving money out of contingency), must be made through a Trend document to record the history of the change.

There are two types of adjustments that can be made to a final FEC budget:

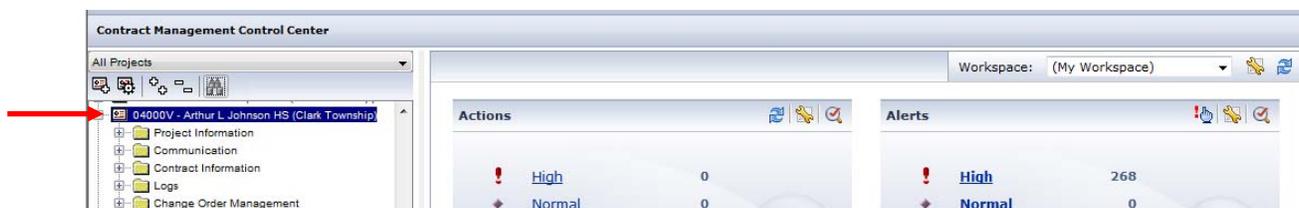
- The first type of budget adjustment is called a **Revised Budget Adjustment (Approved)**. A Revised Budget is one that is contained in an approved charter revision at any phase of the charter process (planning, preliminary, final). It is distributed in the **Revised Budget** column and in the **Approved Budget Revisions** column of the Contract Management Project Cost Report.
- The second type of budget adjustment is called an **Estimated Budget Revision**. An Estimated Budget (current projection) is the forecasted cost at completion of the project, consistent with the monthly Project Cost Report update. It is distributed in the **Current Projection** column, and in the **Estimated Budget Revisions** column of the Contract Management Project Cost Report.

Note: **The Capital Planning department is the only user group within the SDA with access to create FEC budget adjustments.**

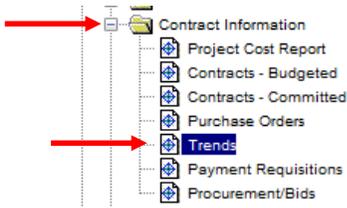
1. Once logged into Primavera, the **Contract Management Control Center** screen displays (as shown).



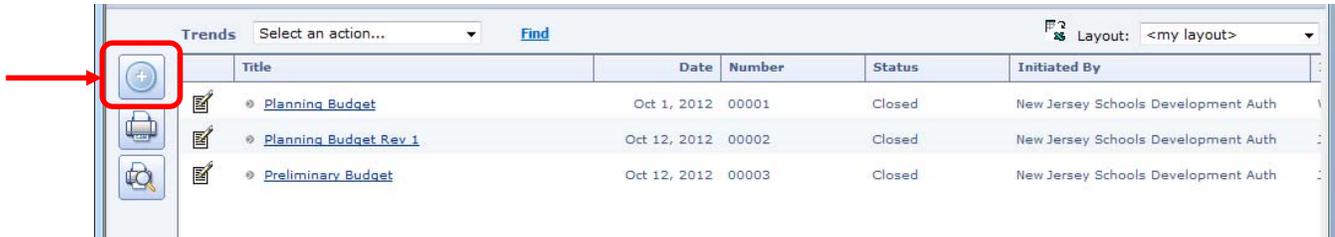
2. Select your desired project.



3. Open the **Contract Information** folder (a list of modules will display) and click the **Trends** module.



4. The **Trends** log view will display. Click the **Add Document** button.



5. A new Trend document displays. Refer to Section II (Entering Budget Trend Documents) for a complete description of each field and its usage.

A screenshot of the 'New Trend' form. The form has a tabbed interface with 'General' selected. The fields are: Number (00004), Title (empty), Date (Oct 15, 2012), Value (\$0.00), Cost Category (dropdown), and Cost Type (dropdown). A legend at the bottom left indicates '* Required'. 'Save' and 'Cancel' buttons are at the bottom right.

Field	Value
Number *	00004
Title	
Date	Oct 15, 2012
Value	\$0.00
Cost Category *	
Cost Type *	

6. The system will automatically give the next available document number in the **Number** field on the General tab. Do not change this number.

New Trend Select an action...
General Status Remarks Details Line Items Issues Attachments
Number * 00004
Title
Date Oct 15, 2012
Value \$0.00
Cost Category *
Cost Type *

7. Enter a brief description for the Budget Adjustment in the **Title** field (35 character limit).

New Trend Select an action...
General Status Remarks Details Line Items Issues Attachments
Number * 00004
Title Increase Construction Budget
Date Oct 15, 2012
Value \$0.00
Cost Category *
Cost Type *

8. The **Date** which is displayed represents the date the document was created. This date should be changed to reflect the date the adjustment was approved. Change the date by clicking the **calendar icon**.

New Trend Select an action...
General Status Remarks Details Line Items Issues Attachments
Number * 00004
Title Increase Construction Budget
Date Oct 15, 2012
Value \$0.00
Cost Category *
Cost Type *

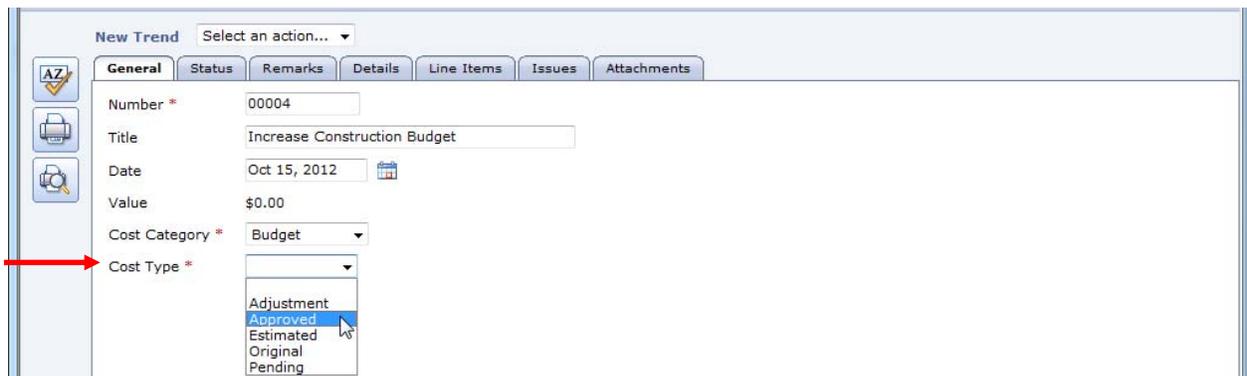
9. Click the drop down list on the **Cost Category** field and choose the **Budget** option.

New Trend Select an action...
General Status Remarks Details Line Items Issues Attachments
Number * 00004
Title Increase Construction Budget
Date Oct 15, 2012
Value \$0.00
Cost Category *
Cost Type *
Actual
Budget
Commitment

Note: Trend documents are not used to make adjustments to Actual or Committed values, therefore, the **Budget** option must always be selected for this field.

Important: This is the only opportunity you have to make this selection. Once the document is saved, you will be unable to edit this field.

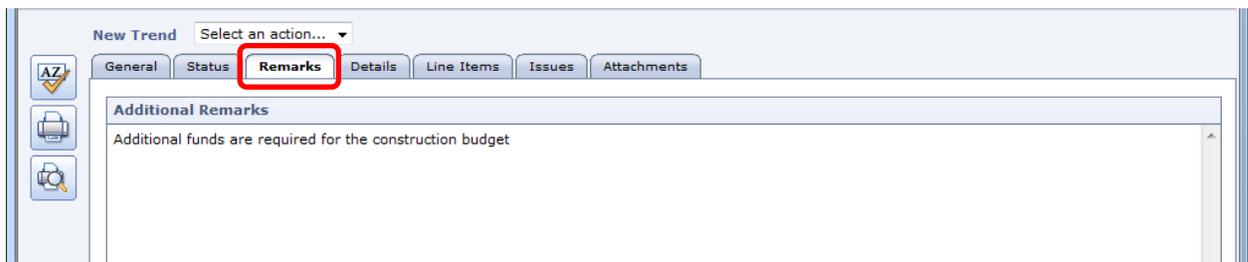
10. Click the drop down list on the **Cost Type** field and choose either the **Approved** or the **Estimated** option.



The screenshot shows the 'New Trend' form with the 'General' tab selected. The 'Cost Type' field is highlighted with a red arrow, and its dropdown menu is open, showing options: Adjustment, Approved, Estimated, Original, and Pending. The 'Approved' option is selected.

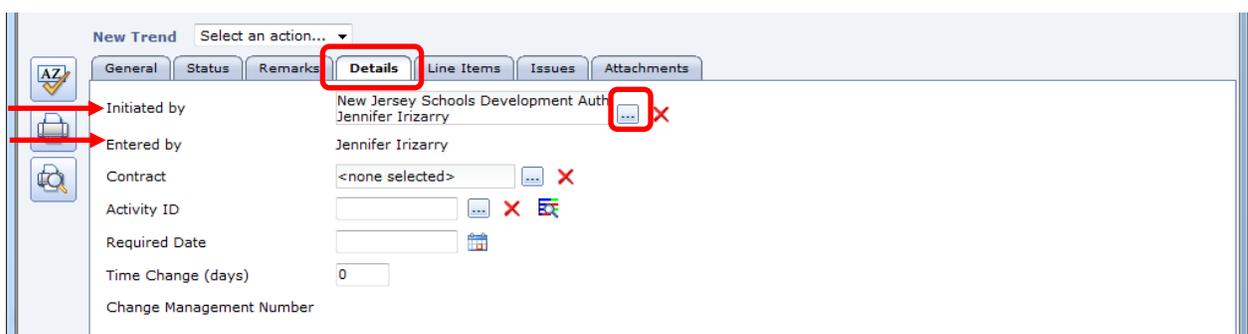
Important: This is the only opportunity you have to make this selection. Once the document is saved, you will be unable to edit this field.

11. Click the **Remarks** tab and add a description for the reforecast.



The screenshot shows the 'New Trend' form with the 'Remarks' tab selected. The 'Additional Remarks' field contains the text: 'Additional funds are required for the construction budget'.

12. Click the **Details** tab. The **Initiated By** field should be changed to reflect the name of the person who initiated the budget adjustment process. Click the **select** button next to the field and choose the correct name from the contact list. The **Entered by** field will be automatically populated by Contract Management and cannot be changed.



The screenshot shows the 'New Trend' form with the 'Details' tab selected. The 'Initiated by' field is highlighted with a red arrow, and its dropdown menu is open, showing the name 'Jennifer Irizarry'. The 'Entered by' field is also highlighted with a red arrow and contains the name 'Jennifer Irizarry'.

13. To select the FEC budget as the budgeted “contract” to be adjusted, use the **select** button next to the field.

The screenshot shows the 'New Trend' form with the 'Details' tab selected. The 'Contract' field is currently set to '<none selected>' and has a 'select' button next to it, which is highlighted with a red box. A red arrow points to the 'select' button. Other fields include 'Initiated by' (New Jersey Schools Development Auth), 'Entered by' (Jennifer Irizarry), 'Activity ID', 'Required Date', 'Time Change (days)' (0), and 'Change Management Number'.

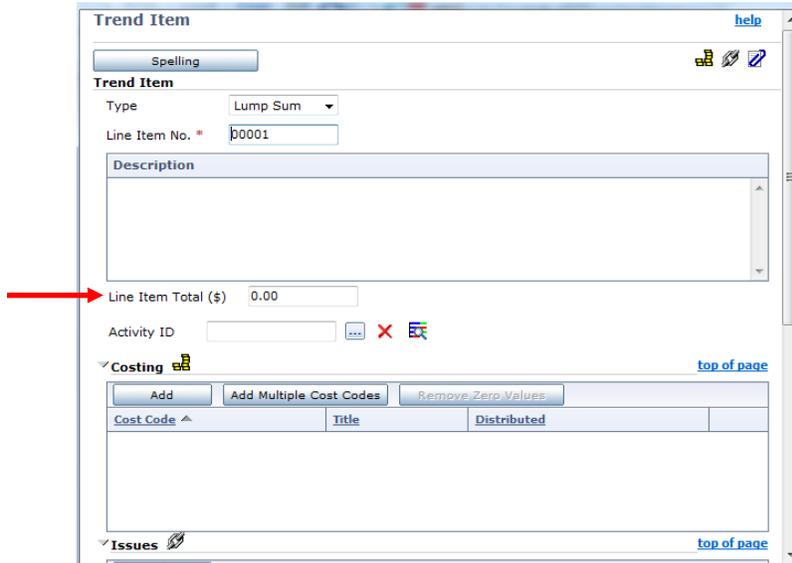
14. When the contract list displays, choose **FEC Budget** by clicking the **select** link to the left of the budget name. You will return to the Trend document screen.

The screenshot shows the 'Select Contract' dialog box. It has a search bar and a 'Search' button. Below the search bar is a list of contracts. The 'FEC Budget (1)' contract is selected, and its 'select' link is highlighted with a red arrow. The list includes: Construction (NT-0032-C02), Construction (NT-0032-C01), Construction (NT-0032-C03), Construction (NT-0032-C04), Construction (NT-0032-C05), Design (NT-0026-A01), FEC Budget (1), General Program Costs (GP-0113-R03), and General Program Costs (GP-0147-R02). Navigation buttons at the bottom include '<< Previous', '1 2', and 'Next >>'. A 'Cancel' button is at the bottom right.

15. Click the **Line Items** tab and click the **Add Lump Sum** button.

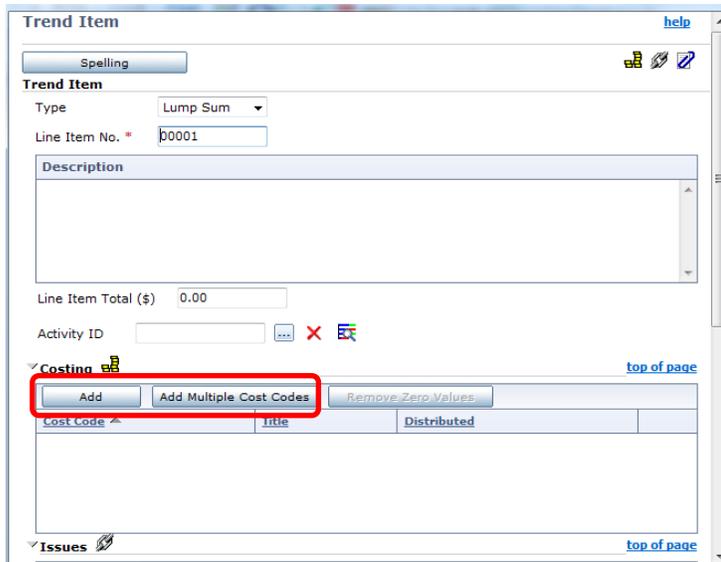
The screenshot shows the 'New Trend' form with the 'Line Items' tab selected. The 'Add Lump Sum' button is highlighted with a red box. Below the button is a table with columns: Line Item No., Quantity, Units of Measure, Description, Unit Price, Line Item Total, Activity ID, and Cost Code. The table is currently empty.

16. The Trend Item window displays. If this adjustment will be made to a single cost code, enter the value for the adjustment in the **Line Item Total (\$)** field. If this adjustment will be made to several cost codes, leave this field blank.



The screenshot shows the 'Trend Item' window. At the top, there is a 'Spelling' button and a 'help' link. Below that, the 'Trend Item' section includes a 'Type' dropdown set to 'Lump Sum' and a 'Line Item No.' field containing '00001'. A large 'Description' text area is below. A red arrow points to the 'Line Item Total (\$)' field, which contains '0.00'. Below this is an 'Activity ID' field with a search icon, a close icon, and a refresh icon. The 'Costing' section is expanded, showing buttons for 'Add', 'Add Multiple Cost Codes', and 'Remove Zero Values'. Below these buttons is a table with columns 'Cost Code', 'Title', and 'Distributed'. The 'Issues' section is at the bottom.

17. Scroll to the **Costing** section. Click the **Add** button to add a single cost code or click the **Add Multiple Cost Codes** button to add several cost codes. This is where the budget adjustment will be made.



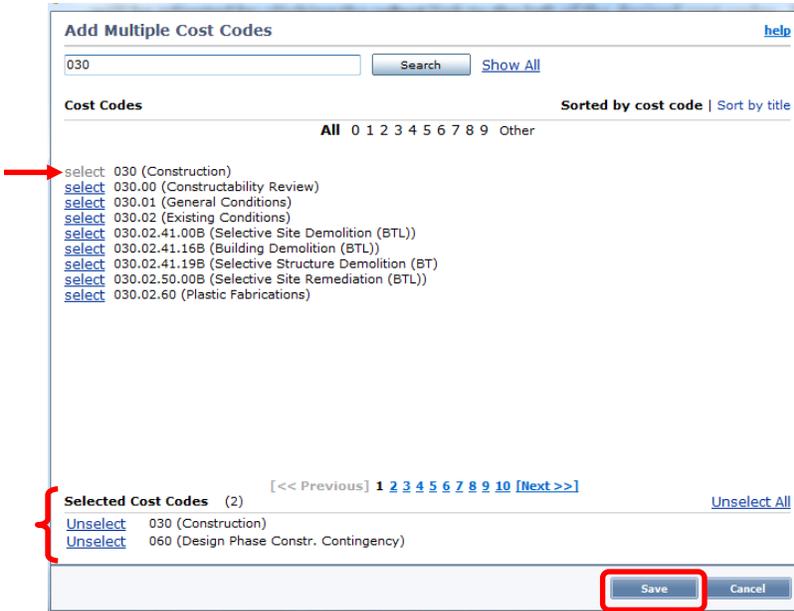
This screenshot is similar to the previous one, but the 'Costing' section is expanded. The 'Add' and 'Add Multiple Cost Codes' buttons are highlighted with a red rectangular box. The 'Line Item Total (\$)' field now contains '0.00'. The rest of the window, including the 'Description' field, 'Activity ID' field, and 'Issues' section, remains the same.

18. To add a single cost code, click the **select** link to the left of the desired cost code in the **Select Cost Code** window. You will return to the Costing window after you click the link.

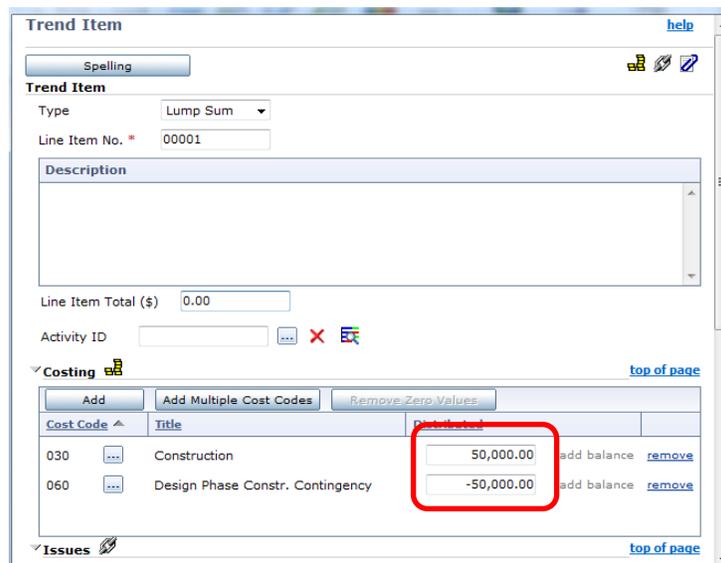
19. For a single cost code, click the **add balance** link to apply the **Not Costed** line item amount of the adjustment to the selected cost code.

20. Once selected, the Not Costed line item will disappear and the amount of the adjustment will show against the cost code.

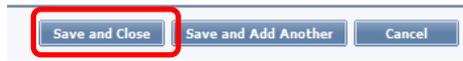
21. For multiple cost codes, in the **Add Multiple Cost Codes** window, choose the cost codes that will be adjusted by clicking the **select** link to the left of the desired cost codes. In the example shown, since the Construction budget is going to increase and the Project Contingency budget is going to decrease, both the Construction and Project Contingency cost codes were selected. Click the **Save** button when finished to return to the Costing window.



22. Enter the amount of the adjustment as a positive number for any cost codes that are being increased, and a negative number for any cost codes that are being decreased. In the example shown, the positive dollar amount was entered in the Construction cost code, and the negative number was entered in the Project Contingency cost code.



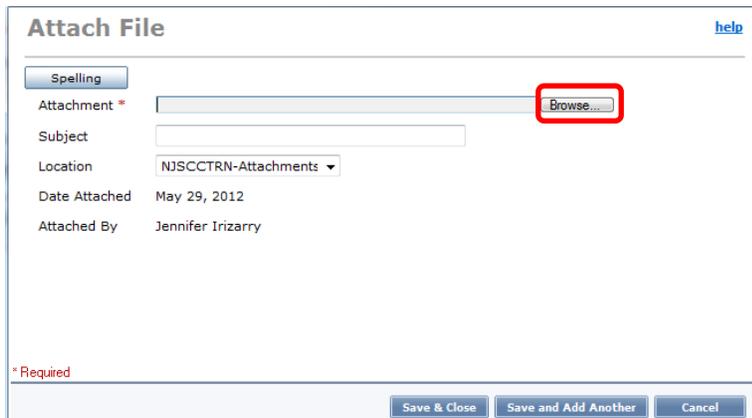
23. Scroll to the bottom of the window and click the **Save and Close** button to return to the Trend document.



24. To attach supporting documentation, such as a FEC Adjustment document, click the **Attachments** tab and click the **Attach File** button.



25. Click the **Browse** button to navigate to the document you wish to attach.



26. The **Choose File to Upload** window displays. Navigate to the desired file location, click on the file to highlight it, and click the **Open** button.



27. Enter the subject and/or name of the document in the **Subject** field and click **Save and Close**. You can also choose the **Save & Add Another** button to add additional documents repeating the same process.

https://dev2pe.njsda.gov/ - Attach File - Windows Internet Explorer

Attach File [help](#)

Spelling

Attachment * C:\Users\jirizarry\Desktop\report.pdf [Browse...](#)

Subject Report

Location NJSCCTRN-Attachments

Date Attached Jun 19, 2012

Attached By Jennifer Irizarry

* Required

[Save & Close](#) [Save and Add Another](#) [Cancel](#)

28. The attached file displays in the **Attachments** section.

Trend: 00004 | Increase Construction Budget [Select an action...](#)

General Status Remarks Details Line Items Issues **Attachments**

Attachment	Subject	Location	File Size	Date Attached	Attached By	
report.pdf	fec adjustment	0850-005-04-000V	33 KB	Oct 15, 2012	Jennifer Irizarry	remove

[Save](#) [Cancel](#)

29. When all entries are completed, click the **Save** button at the bottom of the window.

Trend: 00004 | Increase Construction Budget Select an action...

General Status Remarks Details Line Items Issues Attachments

Number * 00004

Title Increase Construction Budget

Date Oct 15, 2012

Value \$0.00

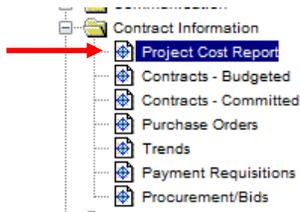
Cost Category * Budget

Cost Type * Approved

* Required

Save Cancel

30. The dollar values entered on the adjustment will also be visible in the **Project Cost Report** module. To locate the Project Cost Report, return to the **Control Center** screen. In the **Contract Information** folder, select the **Project Cost Report** module.



31. In the example shown, the **Estimated Budget Revisions** and the **Approved Budget Adjustments** columns will show the amounts that were entered on the Trend document for both the Construction and Project Contingency cost codes. The **Projected Budget** column will show the adjusted budget amounts for both the Construction and Project Contingency cost codes.

Control Center > Project Cost Report

Project Cost Report Select an action... Find Layout: <my

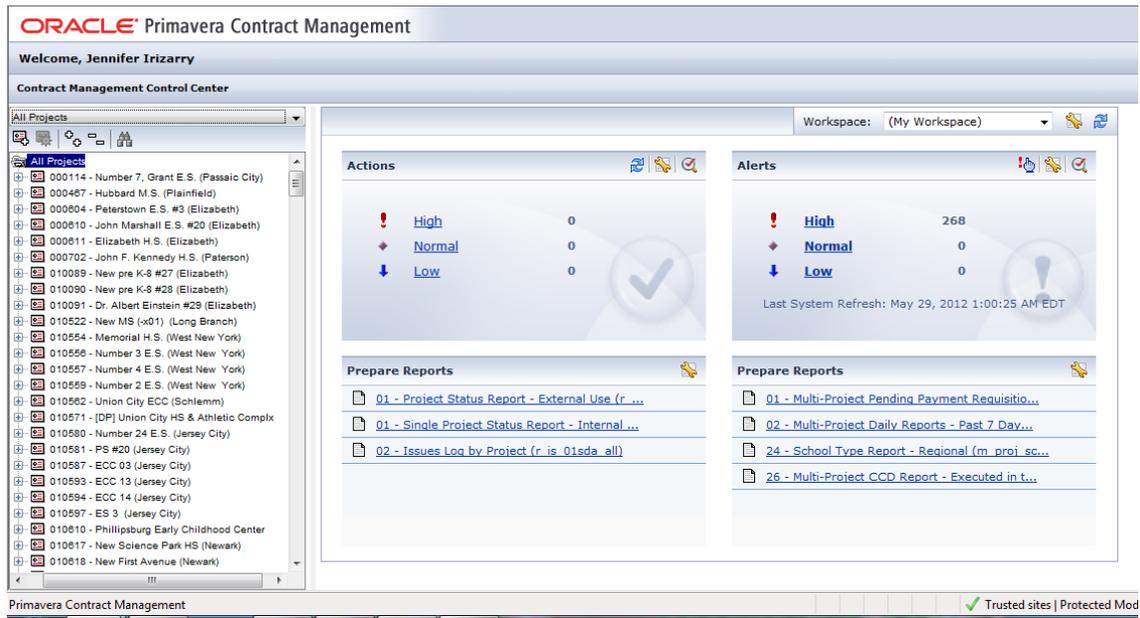
Cost Code	Title	Approved Budget Revisions	Revised Budget	Pending Budget Revisions	Estimated Budget Revisions	Projected Budget
010	Real Estate Services	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00
010.10.01	Site Survey	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
020	Design Fees	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00
020.80	Design Allowances	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
030	Construction	\$50,000.00	\$150,000.00	\$0.00	\$0.00	\$150,000.00
040	FF&E - Furniture	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00
050	Technology	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00
060	Design Phase Constr. Contingency	-\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00
070	Other Costs, Direct	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00
070.50	Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
070.70	Other Direct Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Log Totals:		\$0.00	\$700,000.00	\$0.00	\$0.00	\$700,000.00

Primavera Contract Management Trusted sites | Protected Mode: Off Trusted sites | Protected Mode: Off

VIII. BUDGET REPORTS

There are a number of reports that are available through the Project Cost Report module.

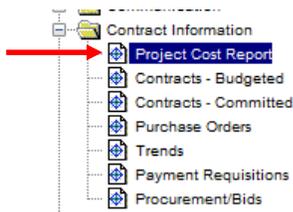
1. Once logged into Primavera, the **Contract Management Control Center** screen displays (as shown).



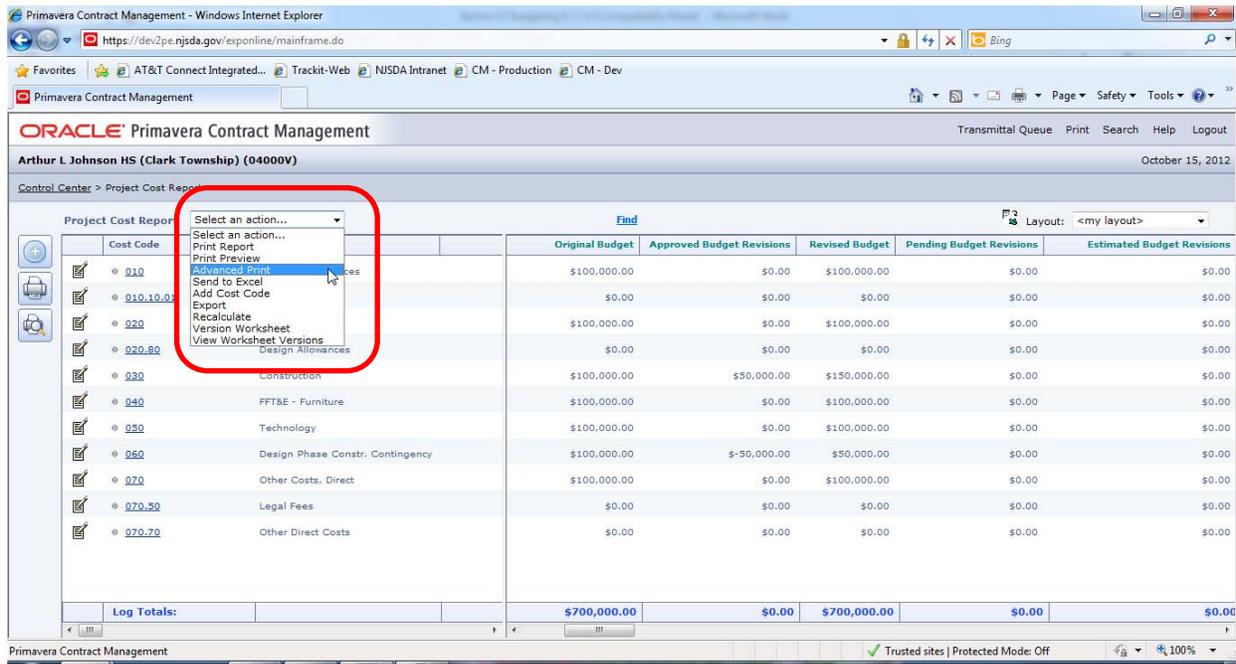
2. Select your desired project.



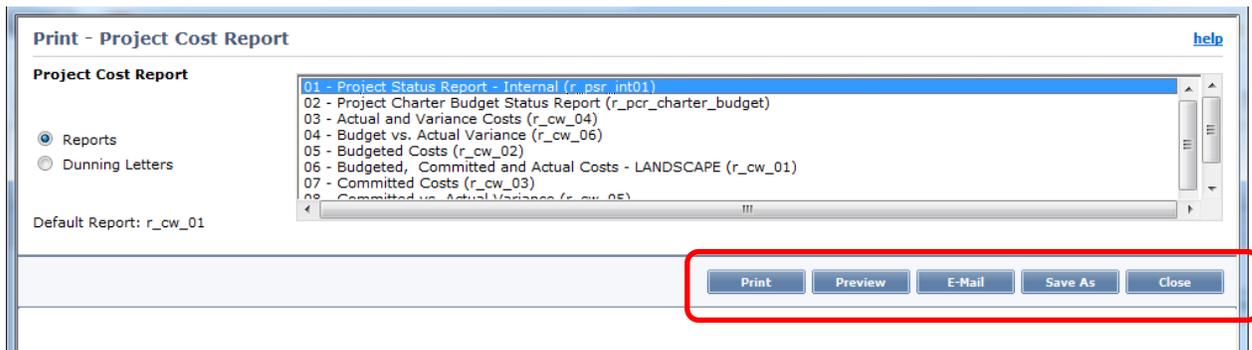
3. Open the **Contract Information** folder (a list of modules will display) and click the **Project Cost Report** module.



- The Project Cost Report displays. To access the available reports, click the drop down arrow on the **Select an action** menu on the top of the screen and choose **Advanced Print** from the list of options.



- The **Print – Project Cost Report** dialog window displays. Choose the desired report from the report window, then click one of the following buttons.



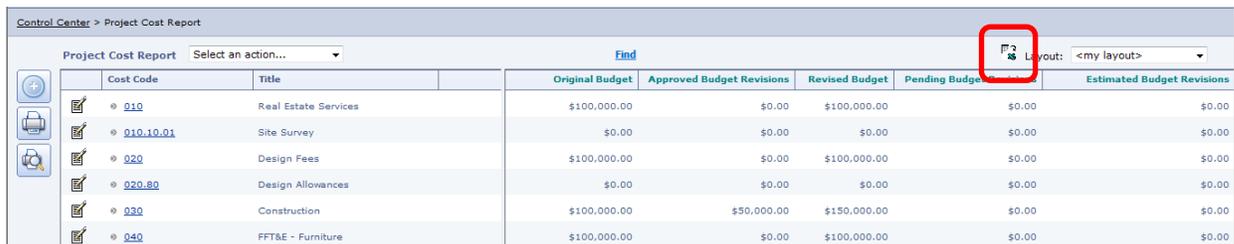
- Click **Print** to get a printed output.
- Click **Preview** to see your output displayed in the window.
- Click **E-Mail** to electronically send the output to another user.
- Click **Save As** to save the output to your local computer or other desired location.
- Click **Close** when finished to return to the Project Cost Report log view.

A. Exporting Data from the Project Cost Report into Excel

The log view will display the overall summary details of the Project Cost Report; however, this log view can be exported to Excel for reporting purposes. Once exported, you can manipulate the information to create a customized report.

IMPORTANT: Information can only be exported from Contract Management. You cannot import or upload information into the system.

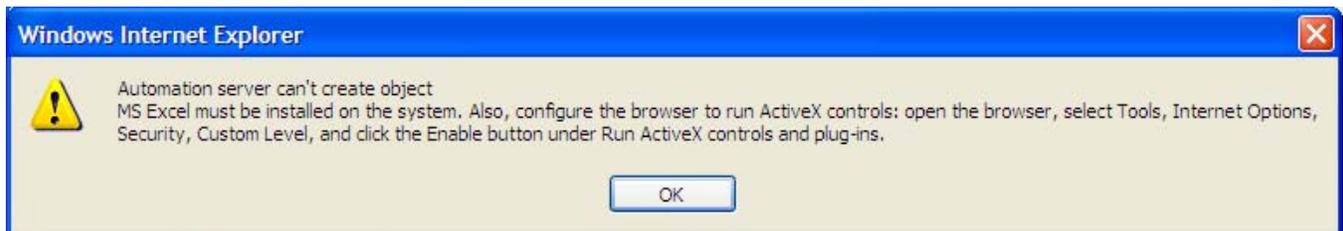
1. To export the Project Cost Report, choose the **Excel icon** located at the top of the screen.



The screenshot shows a web application interface for a Project Cost Report. At the top right, there is a toolbar with several icons. The Excel icon, which is a green 'X' inside a square, is highlighted with a red rectangular box. Below the toolbar is a table with columns for Cost Code, Title, Original Budget, Approved Budget Revisions, Revised Budget, Pending Budget, and Estimated Budget Revisions. The table contains several rows of data, including Real Estate Services, Site Survey, Design Fees, Design Allowances, Construction, and FFT&E - Furniture.

Cost Code	Title	Original Budget	Approved Budget Revisions	Revised Budget	Pending Budget	Estimated Budget Revisions
010	Real Estate Services	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00
010.10.01	Site Survey	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
020	Design Fees	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00
020.80	Design Allowances	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
030	Construction	\$100,000.00	\$50,000.00	\$150,000.00	\$0.00	\$0.00
040	FFT&E - Furniture	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00

2. If you receive the following error message after you click the Excel icon, perform the steps listed below:



Add <http://pe.njsda.gov> to Trusted Sites Zone (bookmarks).

- a) Go to Tools -> Internet Options -> Security -> Trusted Sites (Green Circle)
 - b) Click **Sites** Button
 - c) Uncheck require [https:](https://) on the bottom of the Trusted Sites page
 - d) Add <http://pe.njsda.gov>
 - e) Close and re-open your browser.
3. If Microsoft Excel still does not open, contact the SDA PE Helpdesk (pehelpdesk@njsda.gov) to assist in troubleshooting your Internet browser settings.
 4. If no error message displays, Microsoft Excel will automatically open and display the Project Cost Report. You can manipulate this output as desired to create your customized report.