



Creating a Baseline Budget



PROJECT BASELINE BUDGET RECORDS

Specify the budget amount that is initially earmarked for a project. This value is measured in the currency that the overall capital project cost uses. You can define the overall cost of a project by associating various cost code records.

For instance, a sum of \$1,000,000 is defined as the capital outlay for a project. This amount is broken into various components because of the requirements of the project. For example, \$25,000 might be expended for buying the raw materials and \$50,000 for the labor services that are involved. These expenses can be specified under cost codes that are created for this purpose. With this breakdown, you can manage the stipulated amount that is defined for the project.

This action only needs to be entered once, at the beginning of the project. You can update the Baseline Budget if necessary, throughout the project, but only if the funding amount increases to an amount higher than the initial Baseline Budget.



GETTING STARTED

- ❖ To begin, access the **Facilities Connect Home Screen**
- ❖ In order to review **Project Financials** as outlined in this job guide, the project **must:**
 - a. Be an existing project, already created in Facilities Connect.
 - b. Have its Project Category selected as **Capitalized** and include a capital chartstring.

► PROCESS

► IMPORTANT

Northwestern | FACILITIES CONNECT

Home

Reminders - Projects

Project Checklists In Revision

Created By Project Name Status Checklist Type Comment Created Da...

No data to display

Reminders - Manage Space Requests

Related Links - Projects

Programs and Funding Sources

View Programs

Projects

Create a Capital Project

My Capital Projects

All Capital Projects

My Projects - Phase 0.0 Initial Request

Project Name Project Status Substantial Completion Anticipated Financial End Project Manager

No data to display

My Projects - Phase 1.0 Feasibility

My Projects - Phase 2.0 Design

Project Name Project Status Substantial Completion Anticipated Financial End Project Manager

Morton CREPS Feeder FY24	Active	05/31/2024	05/31/2024	Block,Dan
SQBRC Tower Design Study ...	Active	08/31/2028	08/31/2028	Baehr,Jay F
Tarry 9 Lab AHU Replaceme...	Active	04/30/2024	04/30/2024	Block,Dan
Ward 4 East AHU FY24	Active	04/25/2026	08/31/2026	Block,Dan

Items per page: 50 1 of 4 of 4 items

Open In New Window My Bookmarks

Project Reports

Projects Dashboard

My Projects Dashboard

All Progress Reports

Current Budget Balance (Summary by PM) Report

Current Budget Balance (Detail) Report - All Proj...

Project Area Summary

Project Financial Summary

Project Impacted Areas

Project Schedule Summary

Project Contact List

Scheduled Task Compliance

Vendor Characteristics Query

Workload by Primary Project Manager

Space Information

My Responsible Spaces

My Department Base Data

My Dept Base Data with Function Code

Northwestern Spaces

Area by Space Class Parent

Assignee Space Report

Building Data

Building Occupant Contact List

Building Occupant Location Contact List

Building Occupant List

Department Base Data Report

Department Base Data v2

Office Area Capacity



NOW VIEWING

PROCESS

Locate your desired project, contained within the **'My Projects' Phase** portlets (center of **Facilities Connect Home Screen**)

- 1) Click on the **Project Name** to open project details.

<<Upon clicking, the **Capital Project Record** will open as a new window displaying project details>>

▶ IMPORTANT

Northwestern | FACILITIES CONNECT

Home

Reminders - Projects

Project Checklists In Revision

My Projects - Phase 0.0 Initial Request

My Projects - Phase 1.0 Feasibility

My Projects - Phase 2.0 Design

Project Name	Project Status	Substantial Completion	Anticipated Financial End	Project Manager
Morton CREPS Feeder FY24	Active	05/31/2024	05/31/2024	Block,Dan
SQBRC Tower Design Study ...	Active	08/31/2028	08/31/2028	Baehr,Jay F
Tarry 9 Lab AHU Replaceme...	Active	04/30/2024	04/30/2024	Block,Dan
Ward 4 East AHU FY24	Active	04/25/2026	08/31/2026	Block,Dan

Items per page: 50 1 - 4 of 4 items 1 of 1 pages



NOW VIEWING

PROCESS

2) Click **Revise** to make changes to the Project Record

▶ IMPORTANT

Capital Project: 1002000-Morton CREPS Feeder FY24

Add To Bookmarks

Print

2

Revise

General Scope Schedule Budget Procurement Contacts Notes & Documents

(Required): Create a Project by entering general information about the project.

General

ID 1002000

Status Active

★ Date 09/21/2023

★ Name Morton CREPS Feeder FY24

★ Project Reporting Name Morton CREPS Feeder FY24

Details

Project Type Repair/Restoration

Project Classification Systems Replacement

★ Project Status Active

Project Phase 2.0 Design

Laser Fiche <https://fmlaserfiche01.ads.northwestern.edu/laserfiche/Browse.aspx?repo=NUFM#?id=110338>

★ Project Category Capitalized

★ Chartstring 812-1800100-80066377-01

Accounting Cost Center 812-1800100-80066377-01

Project Cost/SqFt (Budget Current / Project Gross Construction Area) \$.00 US Dollars

Units

Environmental

Primary Customer Contact

Client Lookup

Address

Zip/Postal Code

City

State/Province

Country

Email

Phone

Department

Job Title

Primary Location

★ Location Path \Locations\Chicago Campus\Morton Medical Research

Campus Chicago Campus

Floor

Building Morton Medical Research



PROCESS

To access and view project financial information,

3) Select the **Budget** tab.

► IMPORTANT

NOW VIEWING

Capital Project: 1002000-Morton CREPS Feeder FY24

General Scope **3** **Budget** Procurement Contacts Notes & Documents

Activate Save Save & Close More x

(Optional): Provide general information concerning the project schedule, project tasks and assumptions.

Summary Import From MS Project Export To MS Project

★ Plan Start 09/21/2023 25 ✕

★ Substantial Completion 05/31/2024 25 ✕

★ Anticipated Financial End 05/31/2024 25 ✕

Actual Start 09/21/2023 25 ✕

Actual End 08/30/2024 25 ✕

Calculated Start 09/21/2023

Calculated End 05/29/2024

★ Time Zone (GMT -6) Central Time (US, Canada) [US/Central] ✕

★ Calculate Project From Start

Project Tasks Gantt

Project Tasks Critical Path Tasks Task Hierarchy Dependencies

Project Tasks Refresh Add Find Remove Baseline

Apply Filters Clear Filters

☐	#	Type	ID	Task Name	Planned Start	Planned End	Percent Complete	Actual Cost	\$
		Contains	Contains	Contains	Equals	Equals	More Than or Equa		
☐	0	Schedule Task	118057593	Phase 0.0 Initial Request	09/21/2023 11:42:18	10/09/2023 11:42:18	0 percent	\$	0.00
☐	0	Schedule Task	118057594	Phase 1.0 Feasibility & Pre-D...	10/09/2023 11:42:18	11/27/2023 11:42:17	0 percent	\$	0.00
☐	0	Schedule Task	118057595	Phase 1.1 Feasibility	10/09/2023 11:42:18	10/23/2023 11:42:18	0 percent	\$	0.00
☐	0	Schedule Task	118057597	Phase 1.2 Planning/Pre-Desi...	10/23/2023 11:42:18	11/12/2023 11:42:18	0 percent	\$	0.00
☐	0	Schedule Task	118057598	Phase 6.2 FM Closeout	04/30/2024 11:42:16	05/15/2024 11:42:16	0 percent	\$	0.00



NOW VIEWING

PROCESS

4) Funding and Budget Grouping

- **Original Funding** is the original budgeted amount for the project, established during the creation of the project's capital chartstring.
- **Funding Changes** represents the net change to project budget (i.e. sum of budget increases and decreases) following the creation of the original project budget.
- **Current Funding** (a+b) is the project's current budget; it represents the sum of the Original Budget and Budget Changes line items.
- **Baseline Budget** represents the amount project leadership thinks the project is going to be, so that performance can be based on that actual thought rather than the initial amount that was funded.
- **Baseline Delta (c-Baseline Budget)** represents the delta of the Current Funding and Baseline Budget.

5) Incurred Grouping

- **Invoices Paid** represents the sum of all vendor invoice payments that have been released for the project.
- **Journal/Job Cost** represents the sum of all NU Facilities internal costs (e.g. shop time, PM Fees, etc.) billed to the project.
- **Total Incurred** (e+g) represents the combined total of internal and external costs that has been spent on the project.

▶ IMPORTANT

Capital Project: 1002000-Mo Y24

General Scope Sched Budget Payment Contacts Notes & Documents

(Optional): Summary of the budget and commitments for the project.

Summary

4

FUNDING & BUDGET

a. Original Funding	\$450,000.00	US Dollars
b. Funding Changes	\$0.00	US Dollars
c. Current Funding (a+b)	\$450,000.00	US Dollars
Baseline Budget	\$0.00	US Dollars
Budget Delta	\$0.00	US Dollars

5

COMMITMENTS

d. Commitments	\$23,200.00	US Dollars
e. Invoices Paid	\$0.00	US Dollars

INCURRED

e. Invoices Paid	\$0.00	US Dollars
g. Journals/Job Cost	\$0.00	US Dollars
h. Total Incurred (e+g)	\$0.00	US Dollars

i. Allowance for PM Fee (5*f) \$1,160.00 US Dollars

j. Uncommitted Budget (c-f-h-i) \$425,640.00 US Dollars

p. Forecast To Complete \$492,000.00 US Dollars

q. Forecast Final (h+p) \$515,200.00 US Dollars

Last Update: 11/16/2018

Updated By:

Job Cost Billing

PM Markup 5.00%

Current Budget Balance

Apply Filters Clear Filters

Account	Account Description	c. Current Budget	f. Encumbrance Balance	h. Total Incurred	j. Uncommitted Budget
75533	Art Installation Services	\$0.00	\$0.00	\$0.00	\$0.00
75610	Internal - FMO Services	\$0.00	\$0.00	\$0.00	\$0.00
75750	Contractor Services	\$0.00	\$0.00	\$0.00	\$0.00
75780	Self Insurance Claims Paym...	\$0.00	\$0.00	\$0.00	\$0.00
75800	Surveys, Borings, Testing	\$0.00	\$0.00	\$0.00	\$0.00



▼ PROCESS

<<Upon clicking, **Baseline Budget** details will open in a new window>>

► **IMPORTANT**

Capital Project: 1002000-Morton CREPS Feeder FY24

General Scope Schedule **Budget** Procurement Contacts Notes & Documents

Activate Save Save & Close More x

☐	75119	Professional Svcs-Reimburs...	\$0.00	\$0.00	\$0.00
☐	75120	Internal-Printing&Duplicating	\$0.00	\$0.00	\$0.00
☐	75130	External-Printing Services	\$0.00	\$0.00	\$0.00
☐	75140	Internal-Univ Relations Svcs	\$0.00	\$0.00	\$0.00
			\$450,000.00	\$23,200.00	\$0.00
					\$426,800.00

1 - 82 of 82 items

Cost Overview

Font Family Font Size Paragraph

Font Family Font Size Paragraph

Project Budget

Apply Filters Clear

	!	ID	Type	Date	Name	
☐		1001626	Project Original Bu...	09/21/2023	812-1800100-80066377-01	\$450,000.00

Items per page: 10 1 - 1 of 1 items

Activate Save Save & Close More x

6 Add

7

Baseline Budget
Project Budget Forecast
Project Original Budget



NOW VIEWING

PROCESS

To create a new **Baseline Budget**,

- 8) In the General section, apply a **Name** to the new Baseline Budget.
- 9) Next, click on **Pull From Funding** to see chartstring items for this project.

<<Upon clicking line items will appear in the **Items** section. This may take 30-60 seconds to load. >>

INFORMATION

Items are pulled from NUFinancial based on the Account Codes associated with the Project Chartstring.

Baseline Budget: Add To Bookmarks Print Help

General Spend Plan Notifications Notes & Documents Audit Actions Create Draft x

(Required): Create an Baseline Budget by selecting budget codes and entering the desired amounts. This process can be done through several Baseline Budget documents to facilitate documentation and tracking. Select the Notifications tab to enter approval and distribution information for this document.

General

ID Revision 0 Status

8 Date 08/01/2024

★ Name

Currency US Dollars

Items Find Remove **Pull from Funding**

Related Reports Items - Editable

0 total found

☐	Account Code	Name	Funded Amount	Budgeted Amount
No data to display				
				.00

Total Budget Cost \$0.00 US Dollars

Recorded By

Name

Create Draft x



11) Click the **Create Draft** button.

Item Cost has been changed to Budgeted Amounts.

Baseline Budget:

General

Spend Plan

Notifications

Notes & Documents

Audit Actions

11

Create Draft

(Required): Create an Baseline Budget by selecting budget codes and entering the desired amounts. This process can be done through several Baseline Budget documents to facilitate documentation and tracking. Select the Notifications tab to enter approval and distribution information for this document.

General

ID

Revision

0

Status

★ Date

08/01/2024

25

★ Name

Baseline Budget

Currency

US Dollars

Items

Find

Remove

Pull from Funding

Related Reports

-Select-

Items - Editable

Export

82 total found

Apply Filters

Clear Filters

Show More Filters

☐	Account Code	Name	Funded Amount
☐	Contains	Contains	More Than
☐	77050	AV Equip-Non Capital	
☐	75470	AV Equipment Rental	
☐	77545	AV Equipment-Capital	
☐	75824	Architect & Engineering Fees	
☐	75805	Architect and Engineer Fees & Reimbursable	\$35.00
☐	75533	Art Installation Services	
☐	77077	Athletic Equipment - Non Capit	
☐	73310	Av Equipment Supplies	
☐	73910	Books	
☐	75843	Capital Equipment	
☐	75802	Clearing Site & Relocation	
☐	75520	Common Carrier	
☐	73075	Computer Supplies	
☐	77030	Computers-Non Capital	
☐	77090	Computers-Non Capital	

10

Budgeted Amount

More Than

\$0.00 US Dollars

\$0.00 US Dollars

\$0.00 US Dollars

\$0.00 US Dollars

\$35,000.00 US Dollars

\$0.00 US Dollars

\$0.00 US Dollars

\$0.00 US Dollars

\$0.00 US Dollars

\$0.00 US Dollars

\$0.00 US Dollars

\$0.00 US Dollars

\$0.00 US Dollars

\$0.00 US Dollars

\$0.00 US Dollars

Total Budget Cost

\$0.00 US Dollars

Recorded By

Name

Block,Dan

Create Draft

x

**PROCESS**

To enable the **Spend Plan**, or cashflow plan, for this Baseline Budget:

12) On the project Baseline Budget record, click on the **Spend Plan** tab.

13) Select a Spend Plan **Template** that is appropriate for this project.

- Upon selecting, the **Percent of duration** and **Growth factor** will populate. However, you can adjust the amounts as needed.

14) Click **Calculate**

<<Upon clicking, the **Spend Plan Breakdown** and **Spend Plan Cumulative** graphs will populate. >>

► IMPORTANT

Baseline Budget: 1000024-0-Baseline Budget

12 **Spend Plan** Notifications Notes & Documents Audit Actions

Issue Save Save & Close More x

(Optional): To create a spend plan (planned value curve): 1. Select a spend plan template or populate the halfway point and growth factor manually, 2. Calculate.

Spend Plan Details

Percent of duration when half the budget will be spent (0-100) 50 13

Growth factor (greater than 0) 1.5

14 **Calculate**

Spend Plan Template

13

Spend Plan Breakdown

This chart has no data.

Spend Plan Cumulative

This chart has no data.

▼ PROCESS

To enable the **Spend Plan** for this Baseline Budget (cont.):

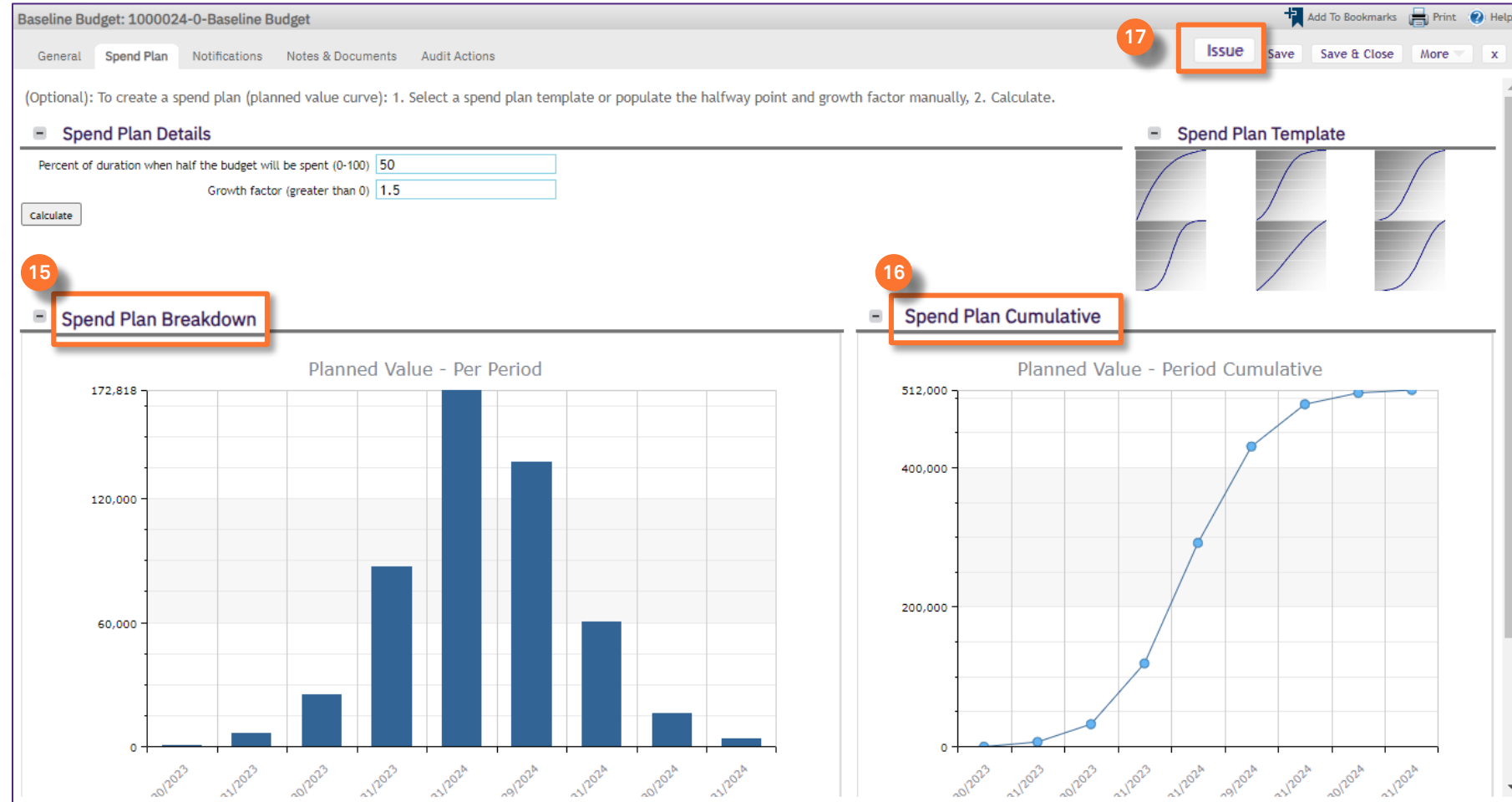
- 15) The **Spend Plan Breakdown** graph shows the percentage of the budget spent by date.
- 16) The **Spend Plan Cumulative** graph shows the amount of the budget spent by date.
- 17) Click the **Issue** button to create the Baseline Budget.

<<Upon clicking, the **Baseline Budget** record will close.>>

▼ IMPORTANT

Only one baseline can be Issued at a time. If a new Baseline Budget is created, the previous record will be automatically retired.

NOW VIEWING





NOW VIEWING

PROCESS

- Once back on the **Budget** tab,
- 18) Click on the **Save** button to update the record view.
- 19) You will then see the **Baseline Budget** reflected in the **Funding & Budget** section.
- 20) The Baseline Budget will also appear as **Issued** under the **Project Budget** section.

IMPORTANT

Only one baseline can be Issued at a time. If a new Baseline Budget is created, the previous record will be automatically retired.

Capital Project: 1002000-Morton CREPS Feeder FY24

General Scope Schedule **Budget** Procurement Contacts Notes & Documents

Activate Calculate **Save** Close More

(Optional): Summary of the budget and commitments for the project.

Summary

Budget Code Structure 812-1800100-80066377-01

FUNDING & BUDGET			COMMITMENTS		
a. Original Funding	\$450,000.00	US Dollars	d. Commitments	\$23,200.00	US Dollars
b. Funding Changes	\$0.00	US Dollars	e. Invoices Paid	\$0.00	US Dollars
c. Current Funding (a+b)	\$450,000.00	US Dollars	f. Encumbrance Balance (d-e)	\$23,200.00	US Dollars
Baseline Budget	\$512,000.00	US Dollars	INCURRED		
			e. Invoices Paid	\$0.00	US Dollars
			g. Journals/Job Cost	\$0.00	US Dollars
			h. Total Incurred (e+g)	\$0.00	US Dollars

Project Budget

Apply Filters Clear Filters

ID	Type	Date	Name	Amount	Status
1000023	Baseline Budget	08/01/2024	Baseline Budget	\$512,000.00	Issued
1001026	Project Original Budget	09/21/2023	812-1800100-80066377-01	\$450,000.00	Issued

Items per page: 10 1 - 2 of 2 items 1 of 1 pages

Activate Calculate Save Save & Close More x



NOW VIEWING

PROCESS

Once all updates have been made to the **Project Record**,

21) Click on **Activate** to bring the record back to the Active status and incorporate all changes.

<<Upon clicking, the **Project Record** window will close.>>

Capital Project: 1002000-Morton CREPS Feeder FY24

21

Activate

Calculate

Save

Save & Close

More

General

Scope

Schedule

Budget

Procurement

Contacts

Notes & Documents

(Optional): Summary of the budget and commitments for the project.

Summary

Budget Code Structure812-1800100-80066377-01

FUNDING & BUDGET

a. Original Funding

\$450,000.00

US Dollars

b. Funding Changes

\$512,000.00

US Dollars

c. Current Funding (a+b)

\$512,000.00

US Dollars

Baseline Budget

\$512,000.00

US Dollars

Budget Delta

\$-62,000.00

US Dollars

COMMITMENTS

d. Commitments

\$23,200.00

US Dollars

e. Invoices Paid

\$0.00

US Dollars

f. Encumbrance Balance (d-e)

\$23,200.00

US Dollars

INCURRED

e. Invoices Paid

\$0.00

US Dollars

g. Journals/Job Cost

\$0.00

US Dollars

h. Total Incurred (e+g)

\$0.00

US Dollars

Project Budget

Apply Filters

Clear Filters

Refresh

Download

Settings

	ID	Type	Date	Name	Amount	Status
		Contains	Contains	More Than or I	Contains	Contains
	1000023	Baseline Budget	08/01/2024	Baseline Budget	\$512,000.00	Issued
	1001626	Project Original Bu...	09/21/2023	812-1800100-80066377-01	\$450,000.00	Issued

Items per page: 101 - 2 of 2 items1 of 1 pages

Activate

Calculate

Save

Save & Close

More

x

IMPORTANT