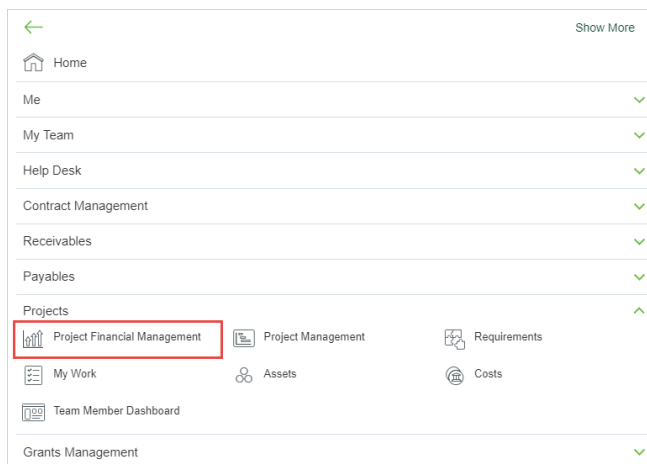


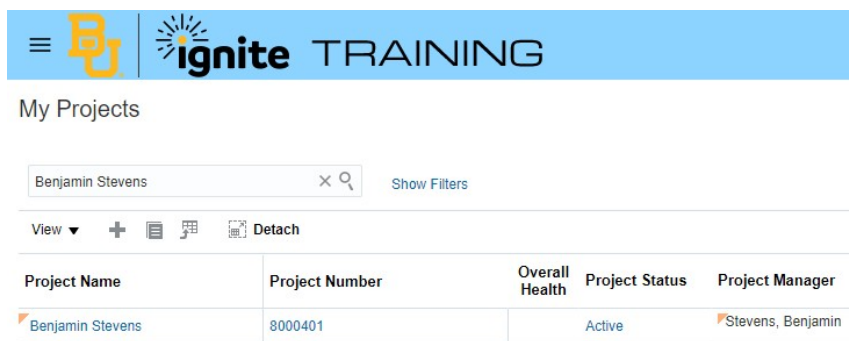
FACULTY FUNDS: Adding and Baselining a Budget

This handout outlines the steps for adding and baselining a budget for a Faculty Fund project. These steps are intended to be an in system step-by-step reference guide for adding and baselining a budget.

1. From the Ignite homepage, use the left-hand Navigation bar, or use the scroll bar above the tiles to navigate to **Projects**, then **Project Financial Management**.

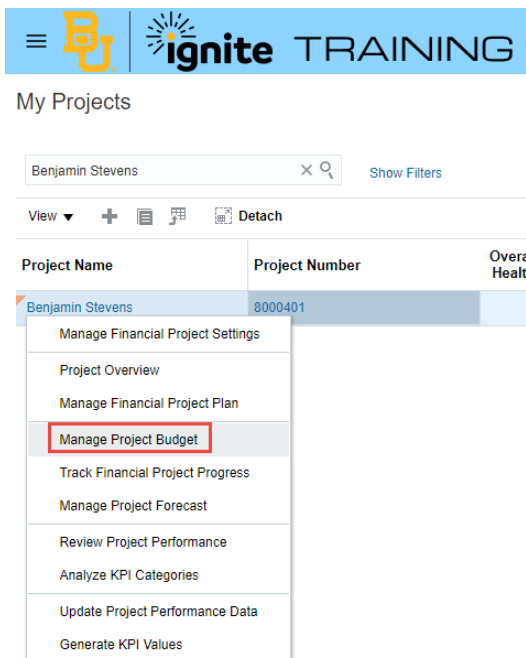


2. In this step, you will search for your project. Search, using the **Project Name or Number**, for the project you created.



FACULTY FUNDS: Adding and Baselineing a Budget

3. Highlight the row, click on the **Project Name or Number**, then click **Manage Project Budget** from the menu. The **Manage Budget Versions** screen will appear.



My Projects

Benjamin Stevens

View + [Grid Icon] [List Icon] Detach

Project Name	Project Number	Overall Health
Benjamin Stevens	8000401	

- Manage Financial Project Settings
- Project Overview
- Manage Financial Project Plan
- Manage Project Budget**
- Track Financial Project Progress
- Manage Project Forecast
- Review Project Performance
- Analyze KPI Categories
- Update Project Performance Data
- Generate KPI Values



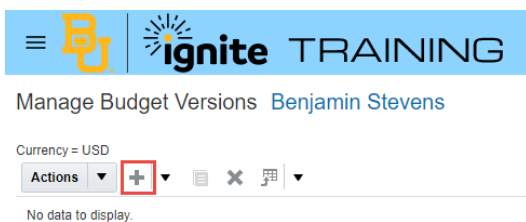
Manage Budget Versions Benjamin Stevens

Currency = USD

Actions + [Grid Icon] [List Icon] [Close Icon] [Refresh Icon]

No data to display.

4. In this step, you will begin budget creation. Click the **Plus icon** to begin creating a new project budget version.



Manage Budget Versions Benjamin Stevens

Currency = USD

Actions + [Grid Icon] [List Icon] [Close Icon] [Refresh Icon]

No data to display.

5. In this step, you will create a budget. In the Financial Plan Type field, select **Faculty Funds Financial Plan** from the menu. The name will auto populate after selecting the Financial Plan.



Create Budget: Planning Options Benjamin Stevens

Name: Version 1

Financial Plan Type: Faculty Funds Financial Plan

Planning Amounts: Cost

Approved cost budget

Budget Creation Method: Create Budget Lines Manually

Description: [Text Field]

Notes: [Text Field]

Attachments: None

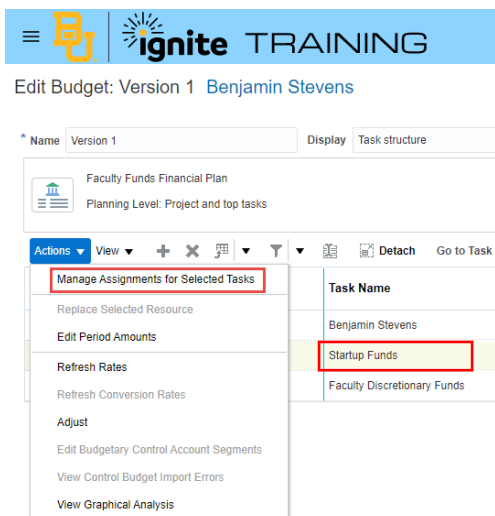
Budget Creation Details

FACULTY FUNDS: Adding and Baselining a Budget

6. Click **Save and Continue**.

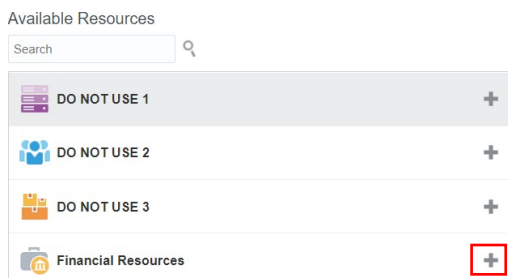


7. In this step, you will Add resource assignments. Once you see the Task Structure of the project you've just created, go to the **Task Name** section and highlight the task you want to budget for. Then, click **Actions** and **Manage Assignments for Selected Tasks**. (Note: you can multi-select tasks).

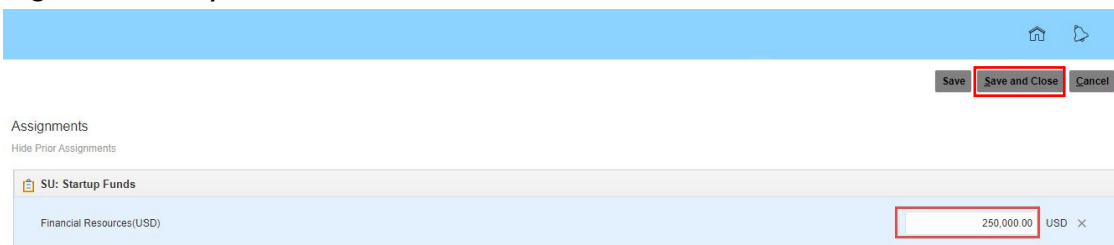


FACULTY FUNDS: Adding and Baselining a Budget

- On the left side of the page, in the **Available Resources** section, click the **plus icon** next to **Financial Resources**.

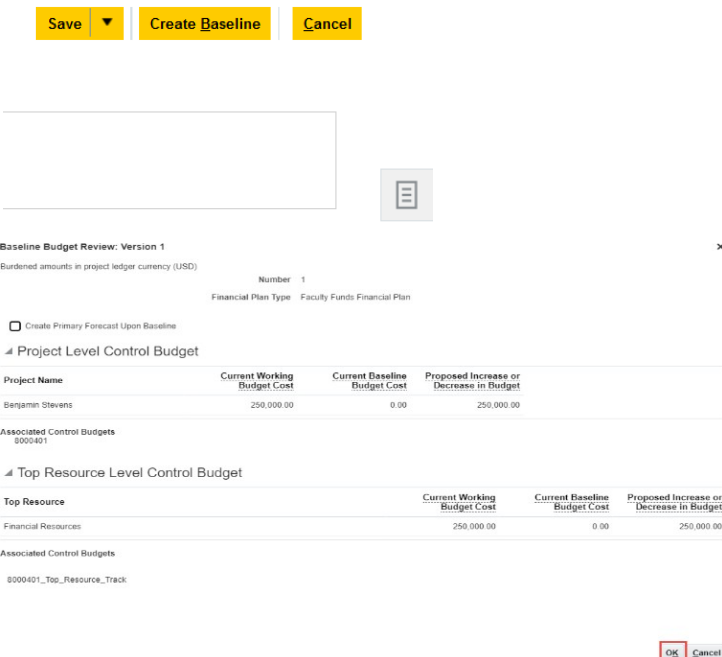


- Financial Resources moves into the **Assignments** Section. In this step, you will add budget assignments. Add **budget amounts** for each task on the right side of the **Assignments** section. Once done click **Save and Close** to ensure budget amounts are registered and synced.



- You are back to the **Edit Budget** screen; review the overall budget you've set up.

- In this step, you will baseline the budget. Once reviewed, click **Create Baseline** button. Click **OK** in the popup that appears.



FACULTY FUNDS: Adding and Baselining a Budget

12. On the **Manage Budget Versions** page, use the **Refresh icon** on the right to update the budget amounts. You will see a current working version is automatically created upon successful budget baselining.

ignite TRAINING

Manage Budget Versions Benjamin Stevens

Currency = USD

Cost Budget	Resources	Unplanned Cost	Budget Versus Total Cost
 Spent: \$0 Budget to Date: \$0	 No resources over budget.	 No unplanned cost.	No data to display.

Actions

Version 2 Current Working	Cost Budget 250,000.00
Version 1 Current and Original Baseline	Cost Budget 250,000.00

13. Click **Done** to return to the My Projects page.
14. Continue to “**Assigning Planned Resources**” job aid.