

Projects - Temporary Funding

PURPOSE

The purpose of this job aid is to assist users with managing projects assigned to them for any approved temporary funds and new funding requests.

Users managing these temporary funds will be assigned the role of project manager, and a senior project manager will also be established to approve any use of funding.

Project managers will have approved temporary funding assigned to their project and will be able to use the project work tag to initiate spending.

This document will cover all the details as far as using the projects module for Fund 1 temporary funding assignments.

OVERAL PROCESS

1. Your project budget can be reviewed by using the report shown below and filling the prompt with your project number. Please ensure that the plan structure is defaulted as shown on screenshot.

Report Definition

BUD_Budget to Actuals by Ledger

Displays budget to actuals for a selected period at the ledger summary level with drill-down capability.

Report Definition

BUD_Budget to Actuals by Ledger ...

Company	*	<input type="text" value="X Broward College ..."/>	⋮
Period	*	<input type="text" value="X 2021-22 - Jul"/>	⋮
Ledger Account		<input type="text"/>	⋮
Business Unit		<input type="text"/>	⋮
Cost Center		<input type="text"/>	⋮
Fund		<input type="text"/>	⋮
Project		<input type="text"/>	⋮
Plan Structure	*	<input type="text" value="X Detail Cost Center Budgets ..."/>	⋮

- Project Managers and Senior Project Managers have been included in all spend business processes for you to ensure all expenditures related to the project are accounted for correctly. It is your responsibility to safeguard this funding and oversee the correct use of the funds.
- To use the project budget on a requisition, supplier invoice or other expense, the proper work tags such as: business unit, cost center, fund and program, along with the project number or name need to be included.
- In case of a budget fail, the project manager will receive a notification in Workday to address the budget fail. The project manager should complete a budget amendment immediately, or work with the Budget office to amend the budget fail. Please note that as part of the new budget structure only a Detail Budget Amendment is required. Workday will automatically generate the Summary Budget Amendment.

If your budget fail is related to travel, the project manager will have 48 hours to clear the budget fail. It is important to understand that failure to comply with clearing the budget fails related to travel may result in delays in completing the reconciliation process of the expense report and may cause a failure in compliance with the College travel procedure to complete an expense report within 15 days after traveling. Additionally, multiple delinquent notifications will result in suspension or cancellation of the travel card privileges.

For questions regarding your projects(s) or processing budget amendments please contact Leticia Mejia, District Director, Budget.

For questions regarding the travel process, please contact Nereida Mathews, District Director, Accounts Payable.

For questions regarding the travel budget or budget checking, please contact Larry Wummer, AVP, Budget.

If you are having issues with the process, please submit a [service request](#) with the budget office.