PCM 03: Manage a financial project plan - Part 2

Created on 2/28/2018

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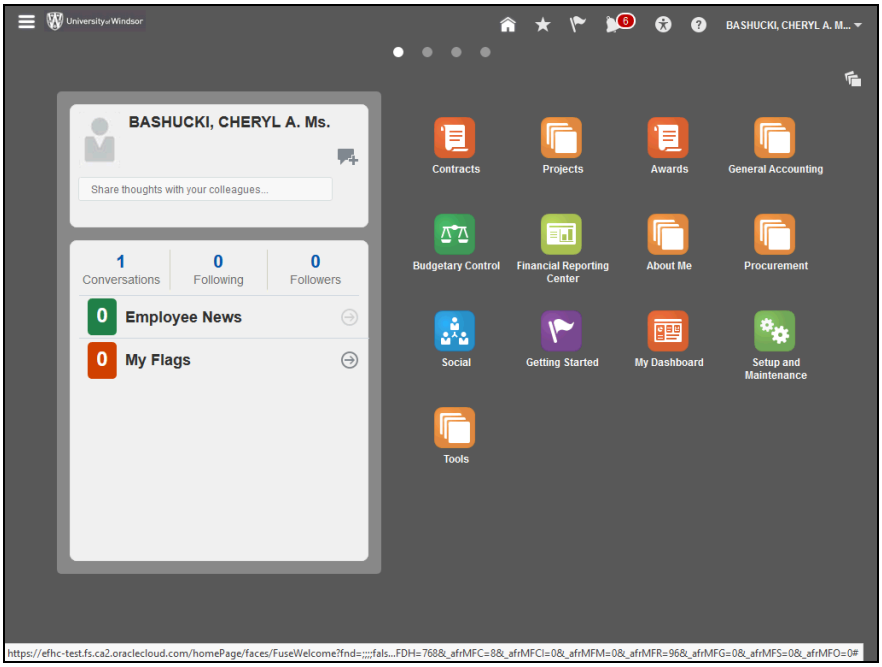
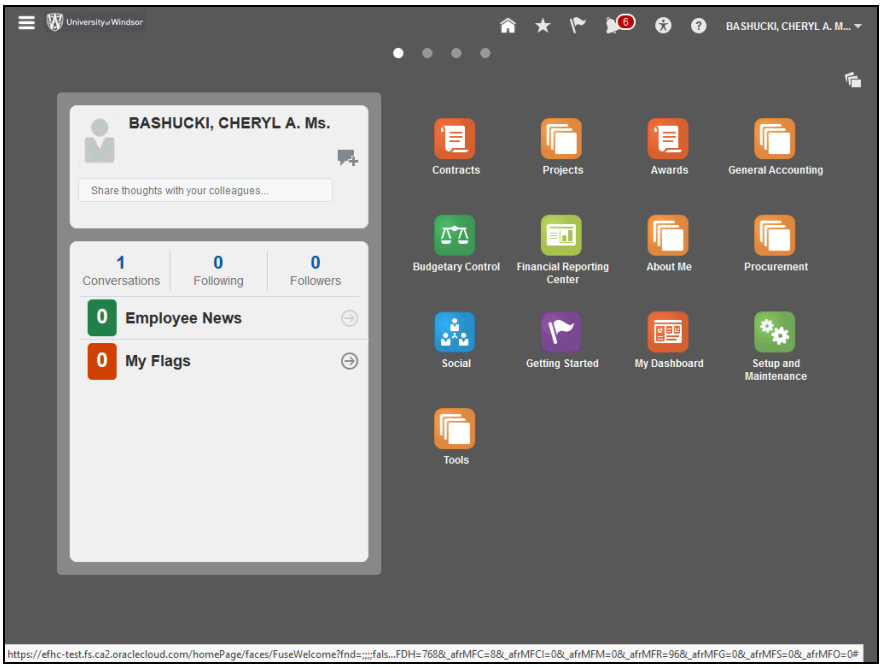
Procedure

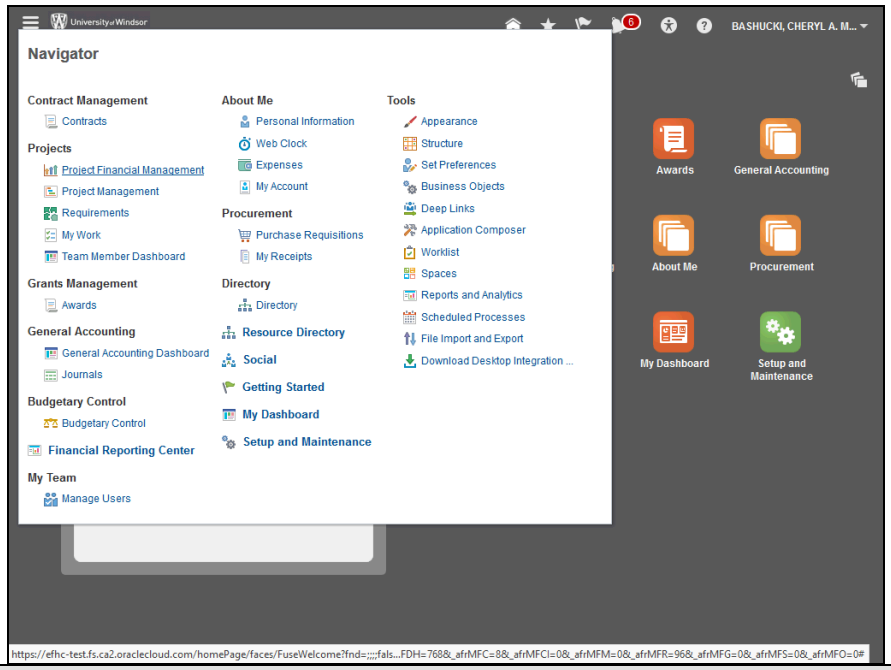
This User Guide outlines the steps required to manage a financial project plan - Generate a budget based on planning resources assigned to the tasks.



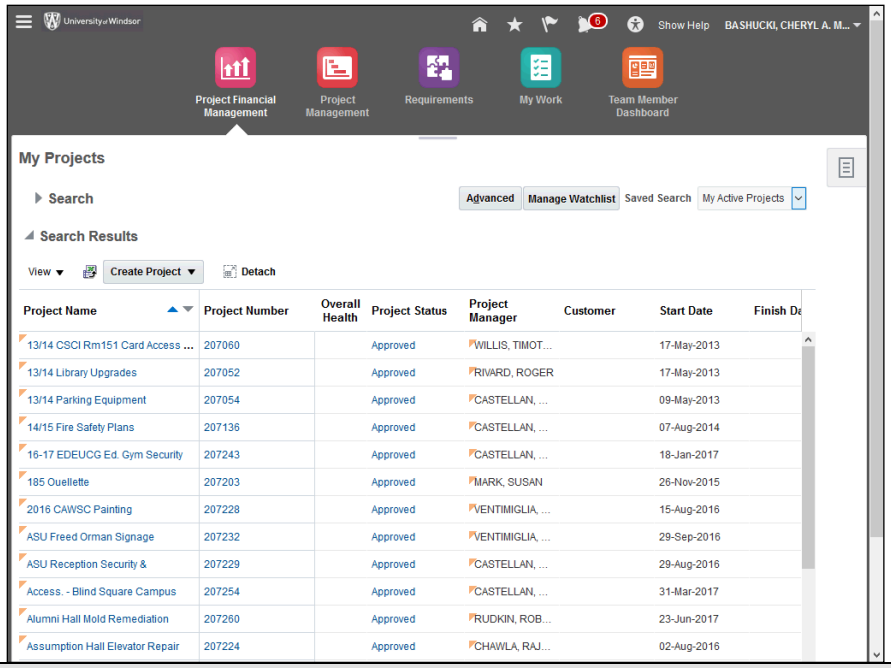
Step	Action
1.	Note: The objective of these steps is to assign a financial budget to the pre-assigned resources, and to then approve this budget (including Finance Department approval of funding). Note - the budgetary control is at the overall project level, not task level. This means that for this project, transactions can be posted up to the total project budget amount, regardless of what task they are incurred.



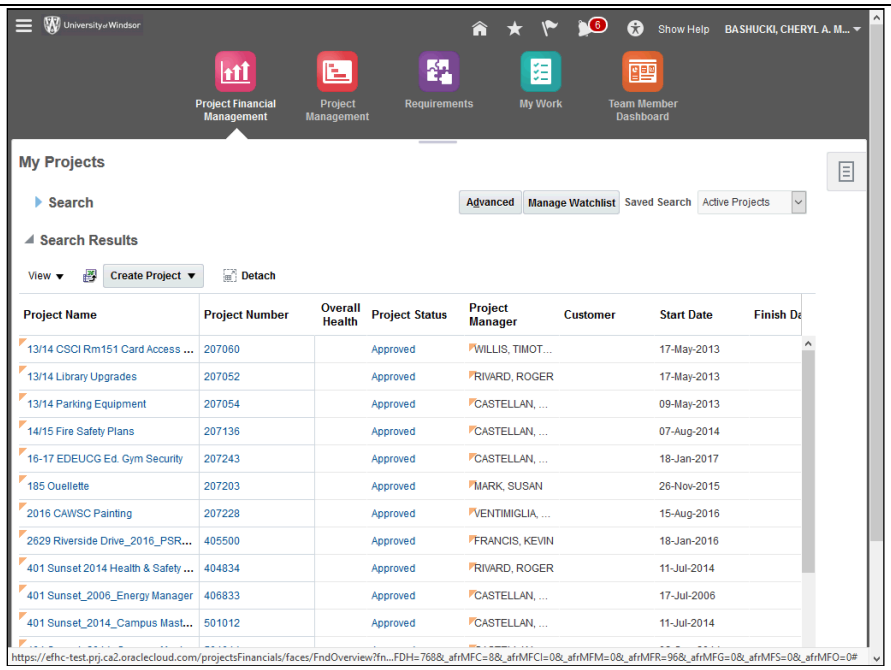
Step	Action
2.	Click the **Navigator** button.



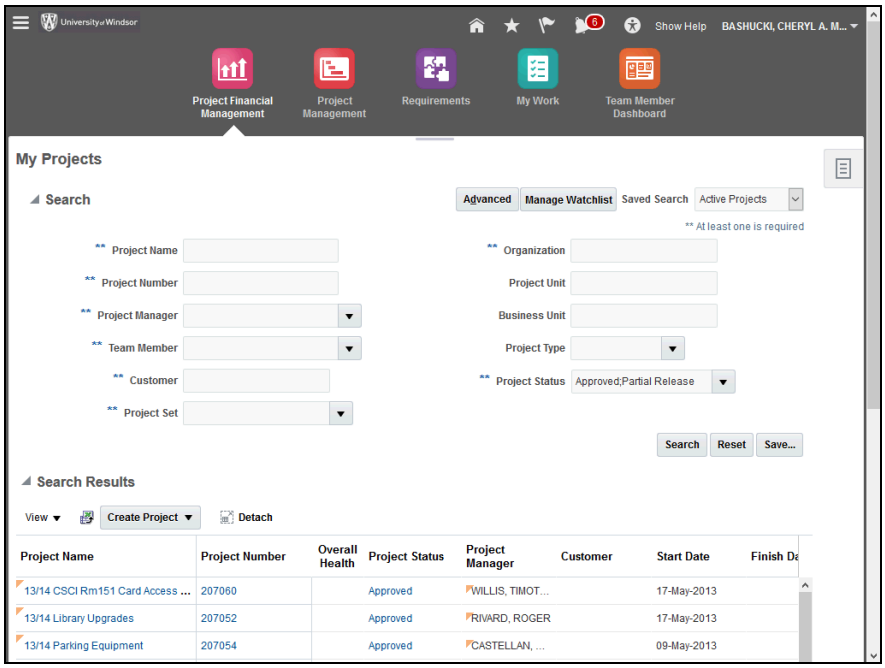
Step	Action
3.	Click the **Project Financial Management** link. Project Financial Management



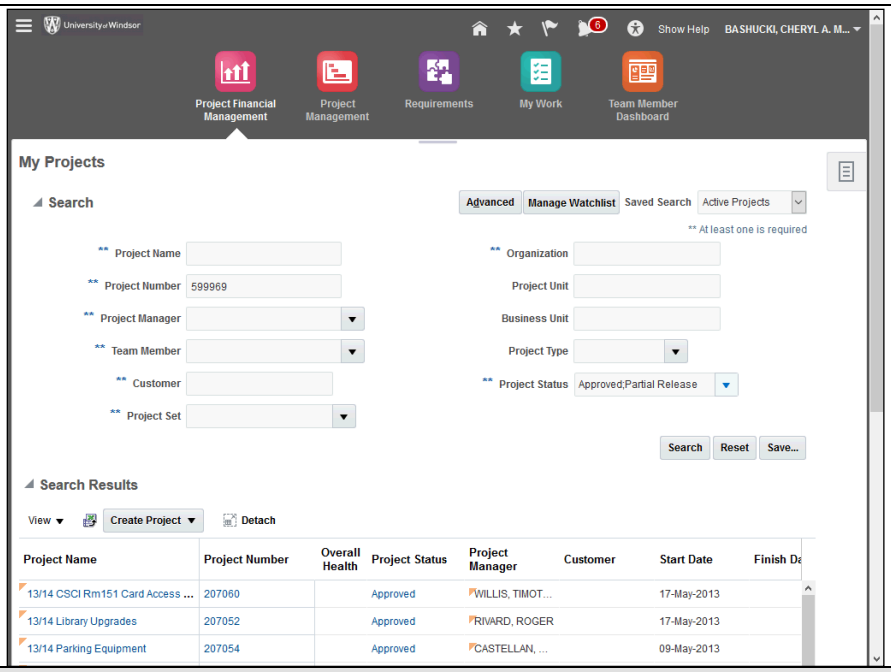
Step	Action
4.	Click the **My Active Projects** drop-down button. Select the **Active Projects** option from the drop-down list.



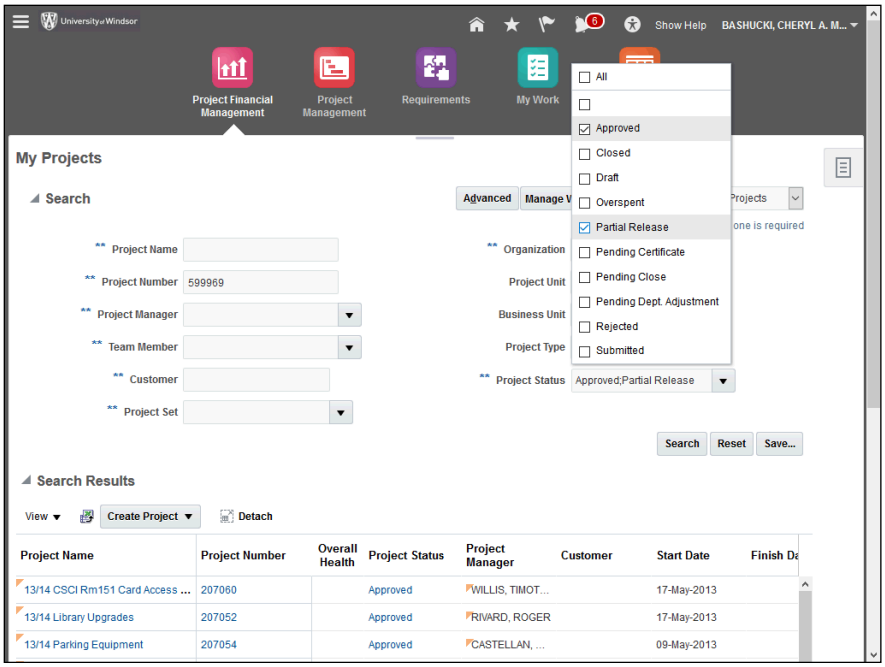
Step	Action
5.	Click the **Expand Search** button.



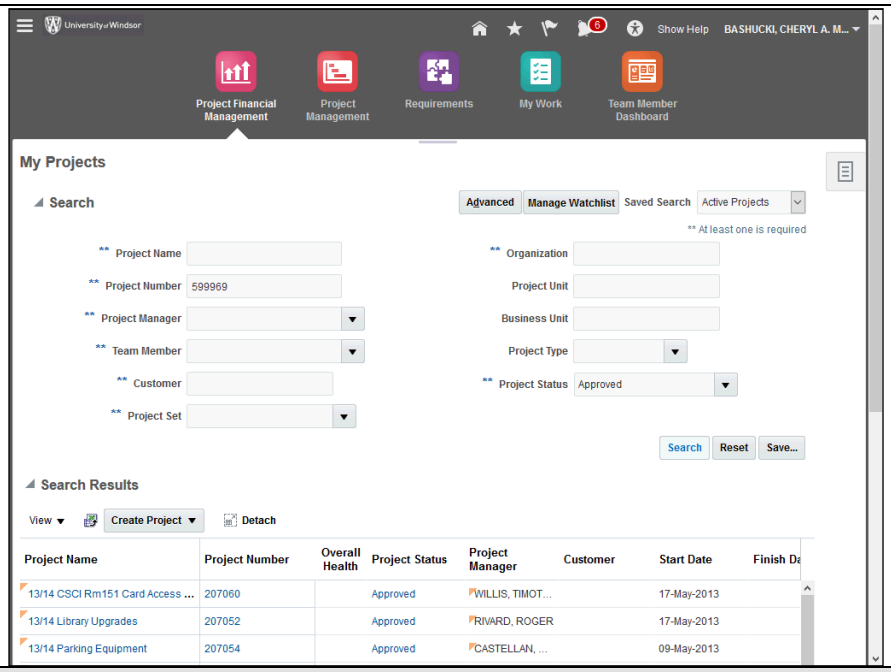
Step	Action
6.	Enter the required number in the **Project Number** field.

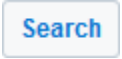


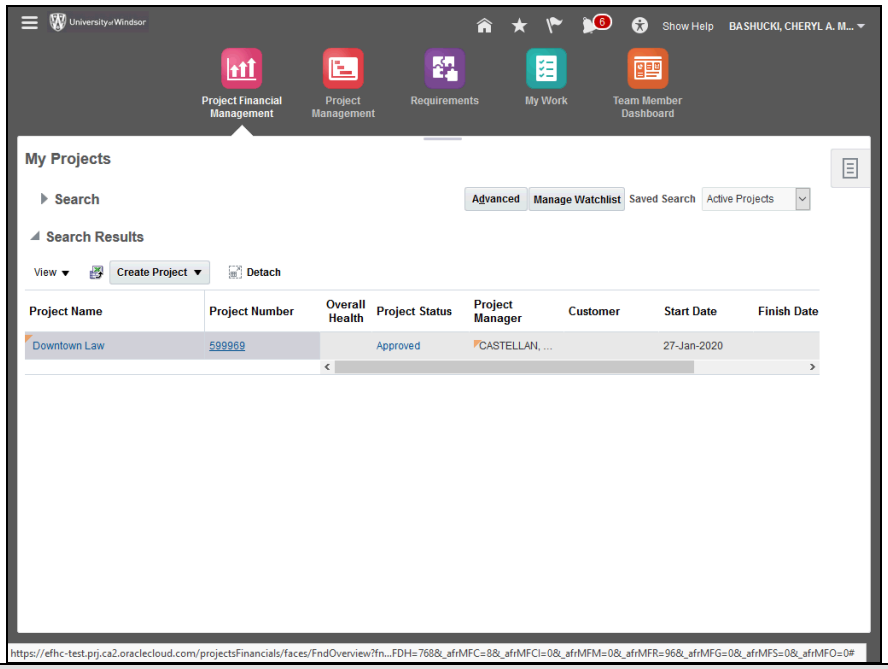
Step	Action
7.	Click the **Project Status** drop-down button to change selection in the **Project Status** field.



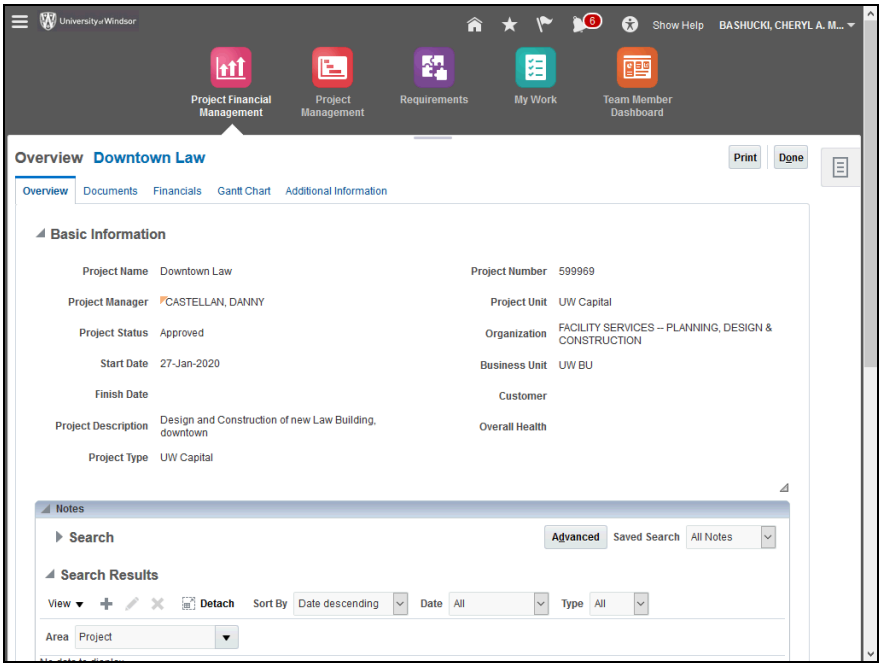
Step	Action
8.	Deselect the **Partial Release** option.



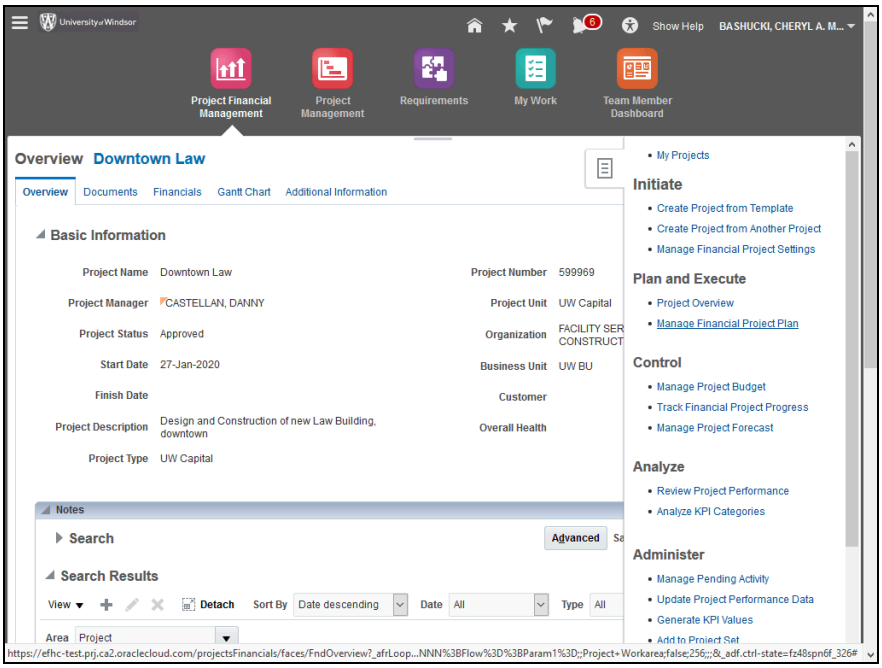
Step	Action
9.	Click the **Search** button. 



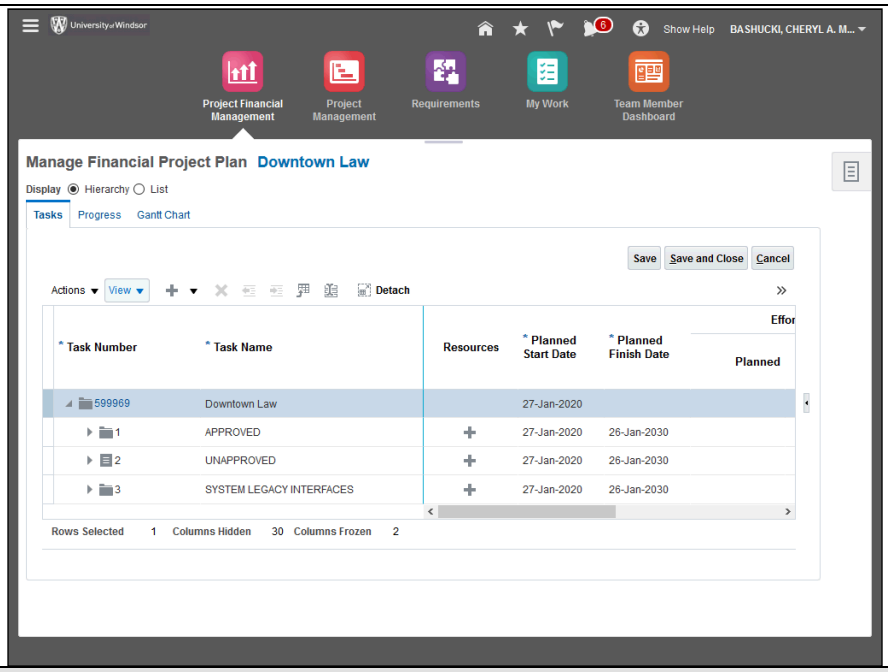
Step	Action
10.	Click the **Required Project** link.



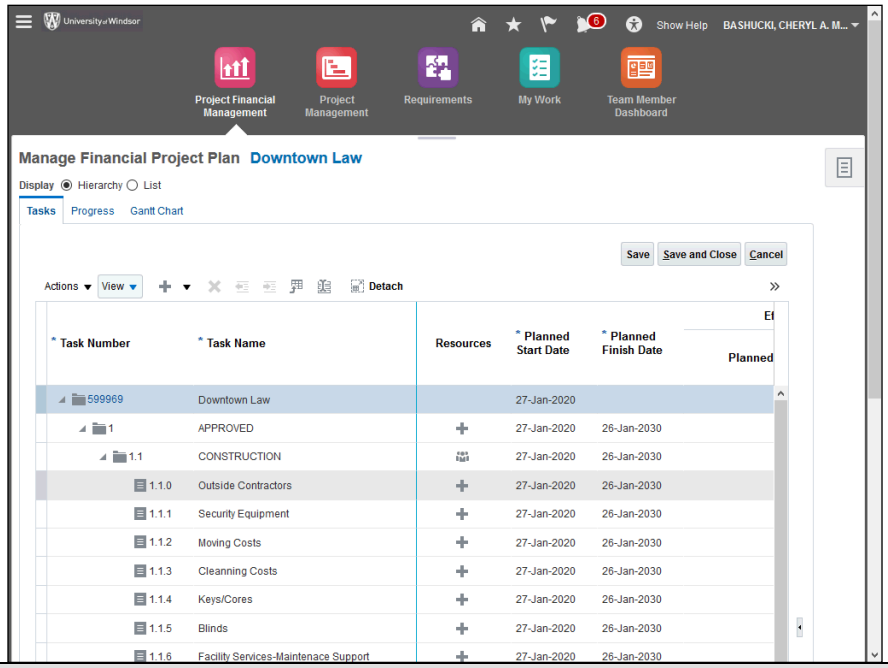
Step	Action
11.	Click the **Tasks** button.



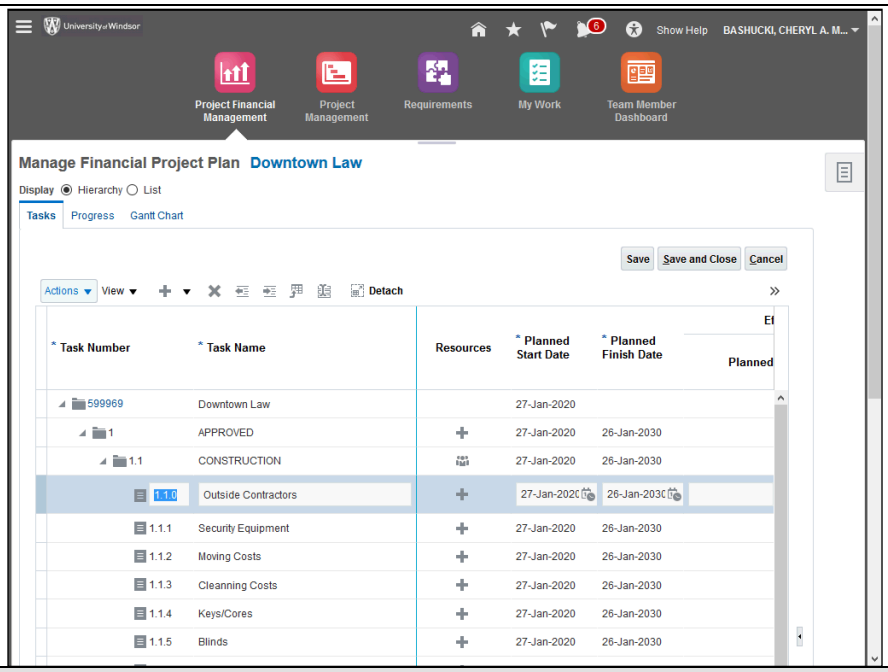
Step	Action
12.	Click the **Manage Financial Project Plan** link. Manage Financial Project Plan



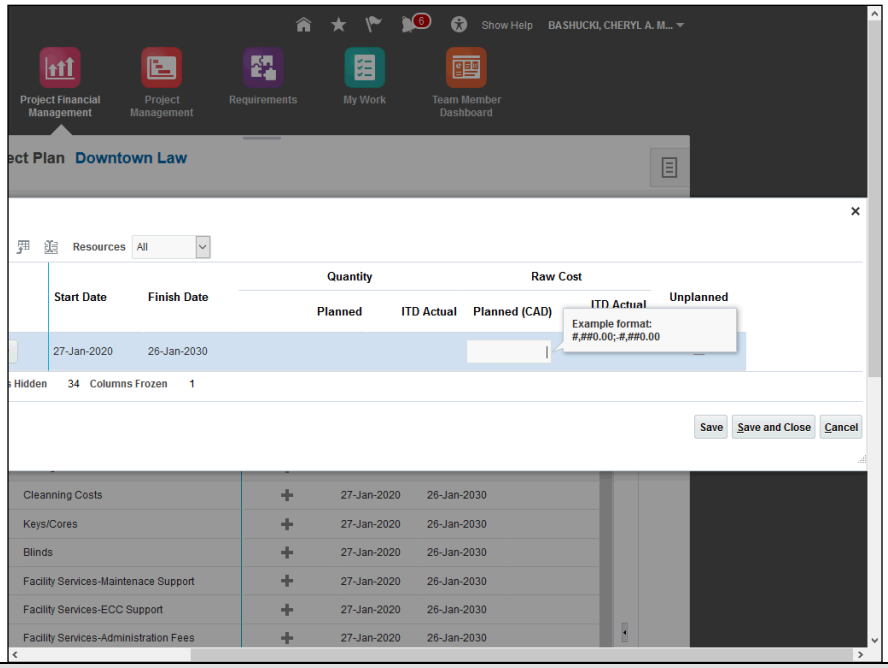
Step	Action
13.	Click the **View** drop-down button. Select the **Expand All** option from the drop-down list.



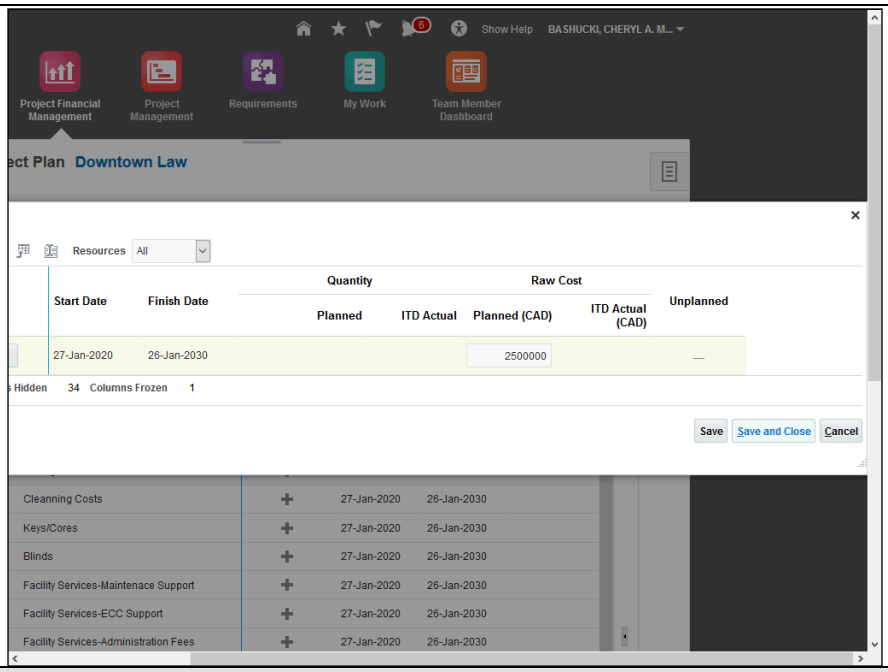
Step	Action
14.	Click the **Left Selection Area** to select the appropriate option.



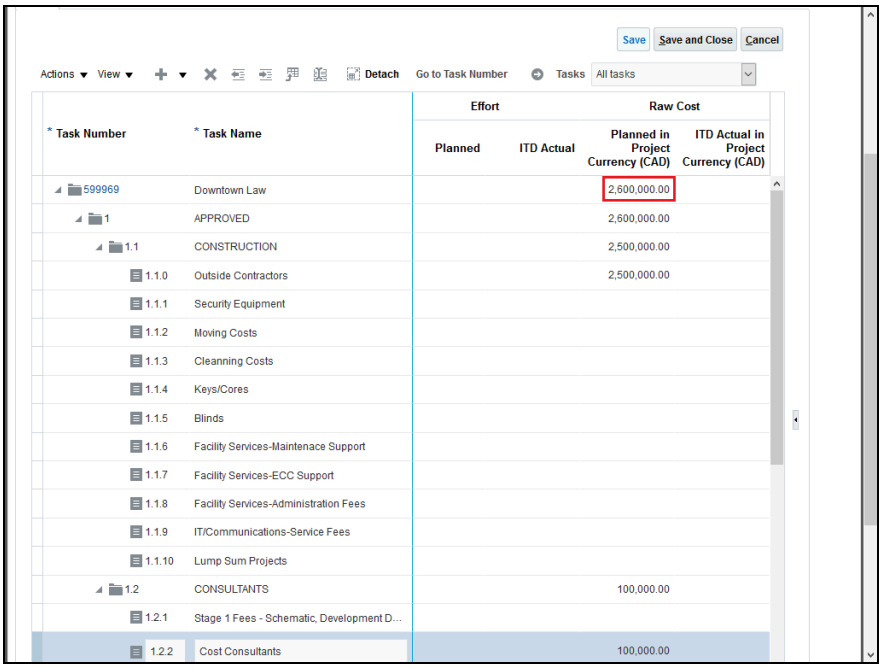
Step	Action
15.	Click the **Actions** drop-down button. Click the **Manage Resources for Selected Task** field.



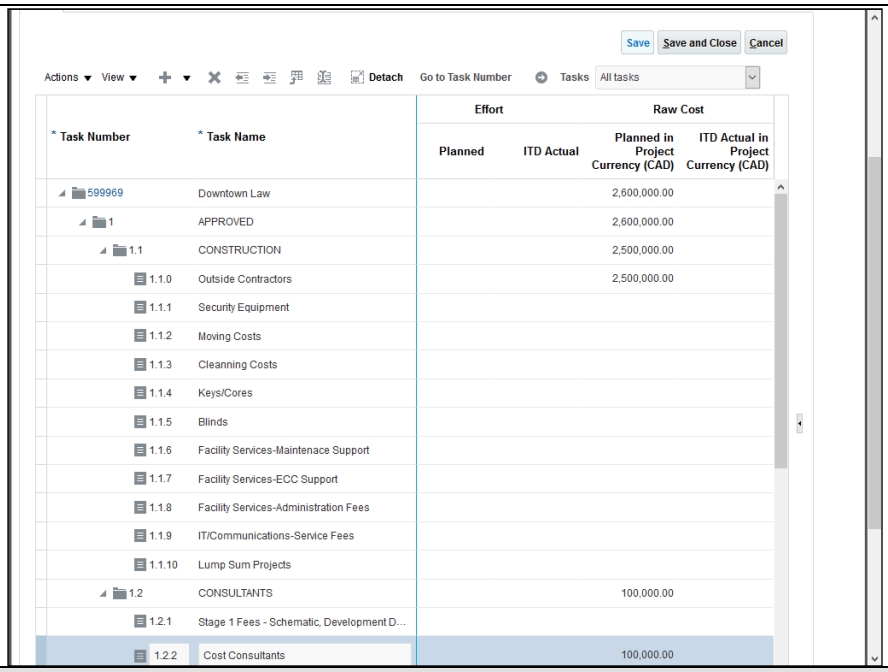
Step	Action
16.	Enter the required value in the **Planned (CAD)** field.



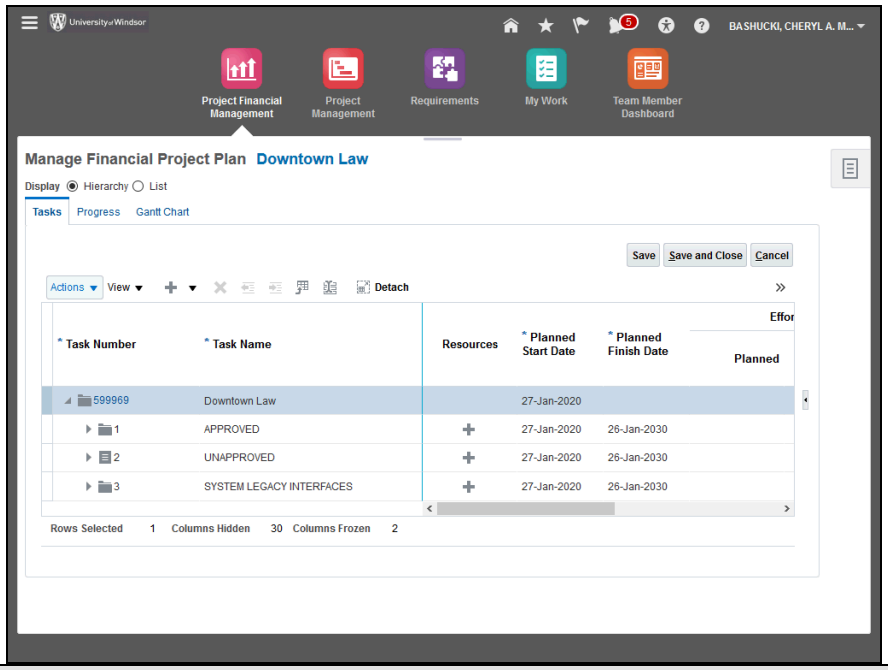
Step	Action
17.	Click the **Save and Close** button. Save and Close



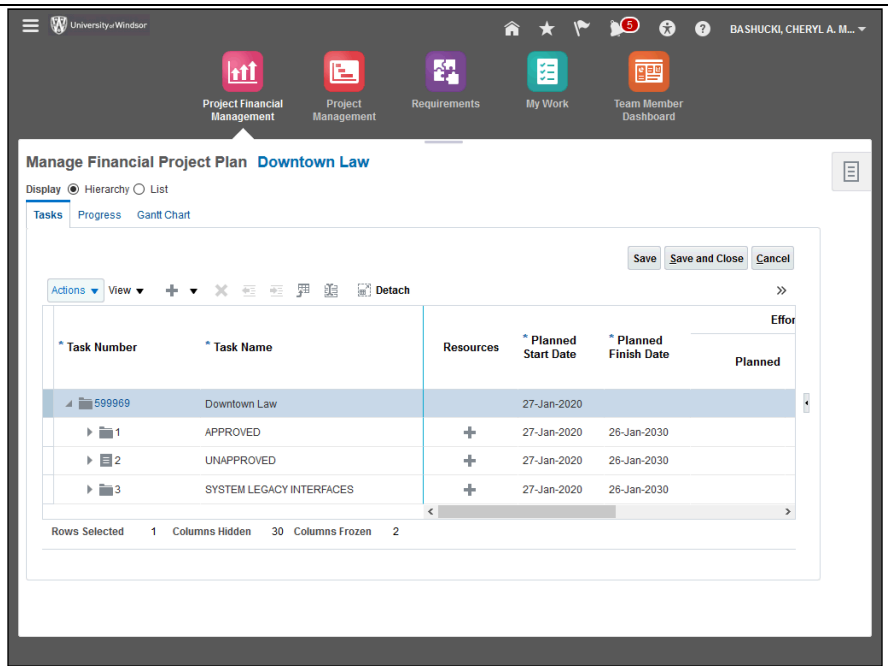
Step	Action
18.	Review that the "**Planned in Project Currency (CAD)**" top task has a value of $2,600,000 (the total budget for this project).



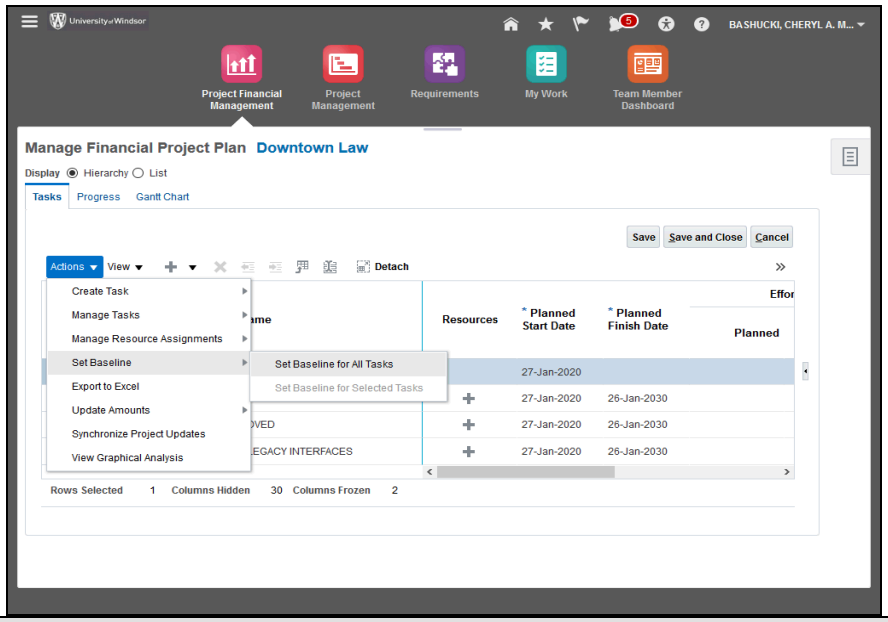
Step	Action
19.	Click the **Save** button.



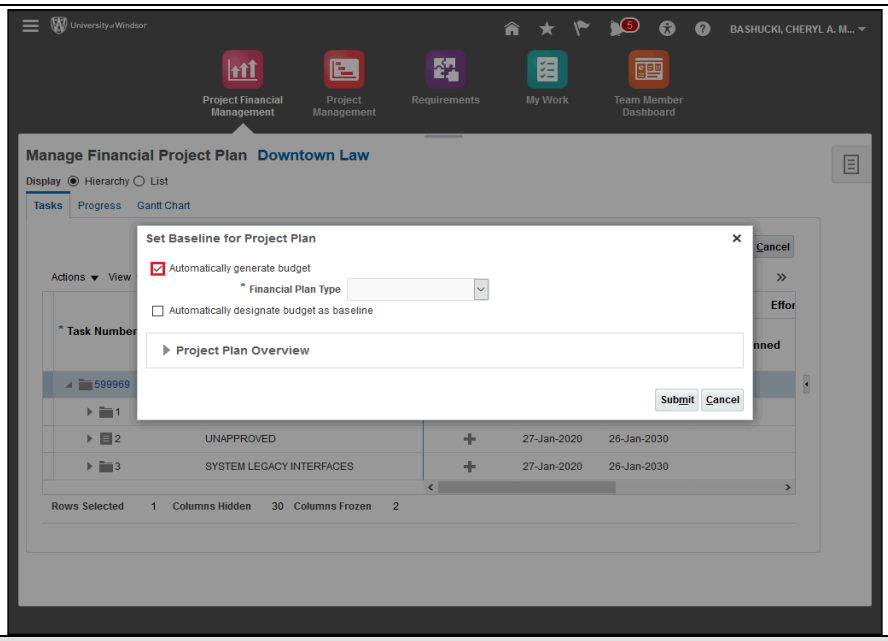
Step	Action
20.	Note: We now want to create a baseline budget. When we create the baseline budget, it allows for budgetary control over transactions once it is approved by the Budget Approver.



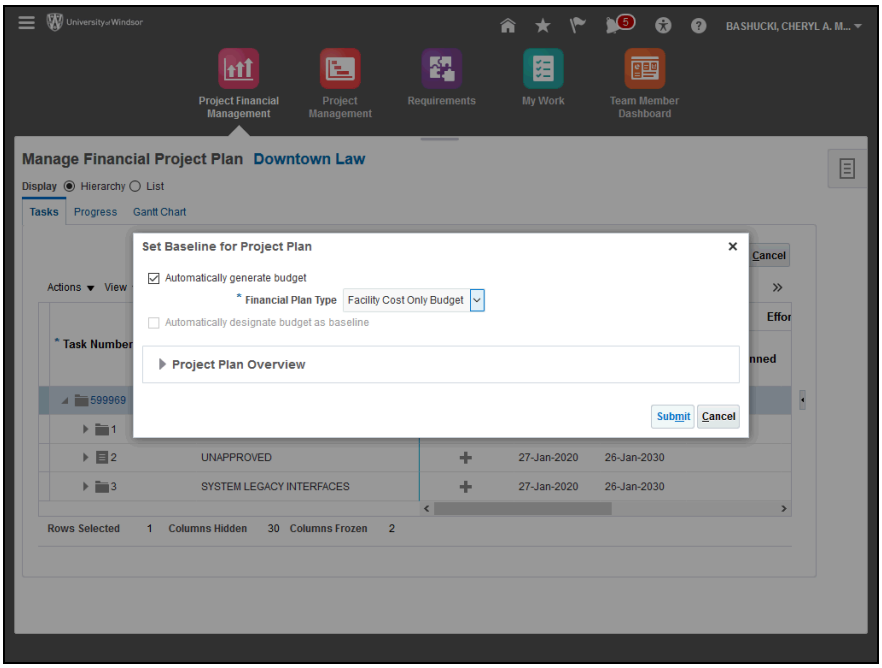
Step	Action
21.	Click the **Actions** Drop-down button.



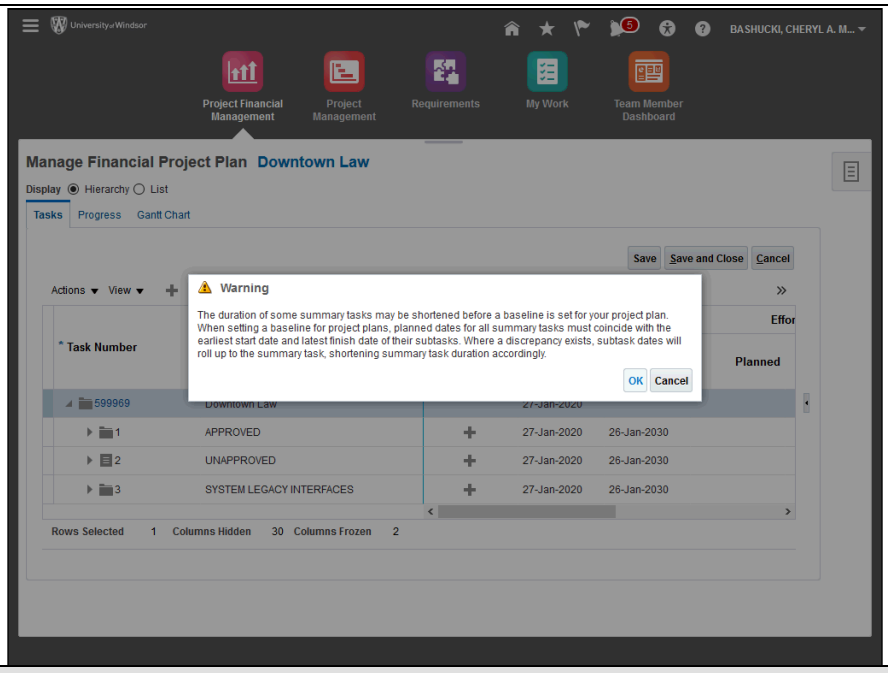
Step	Action
22.	Click the **Set Baseline for All Tasks** field. Set Baseline for All Tasks



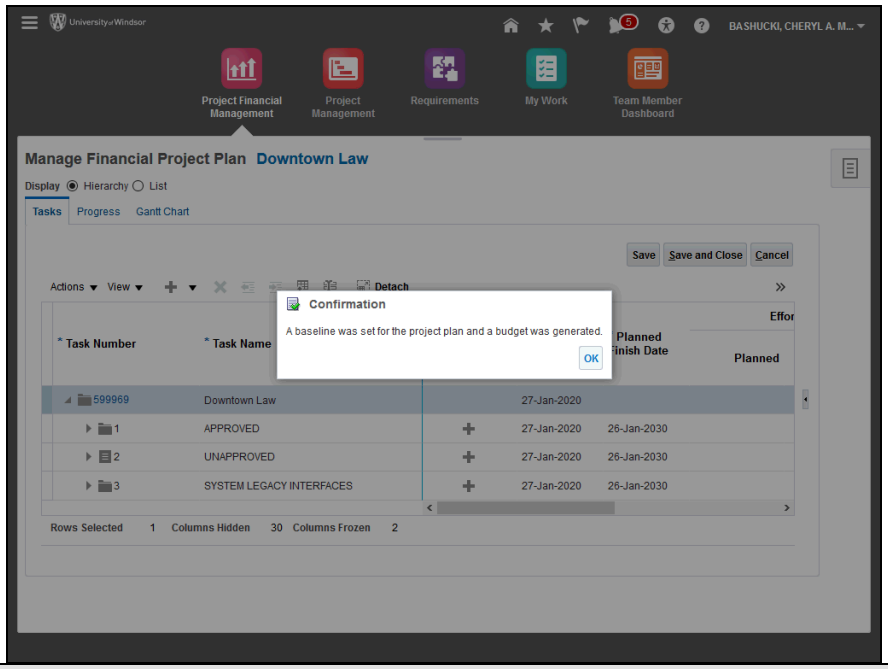
Step	Action
23.	Review that the **Automatically generate budget** is selected. Click the **Financial Plan Type** drop-down button. Select the **Facility Cost Only Budget** option from the drop-down list.



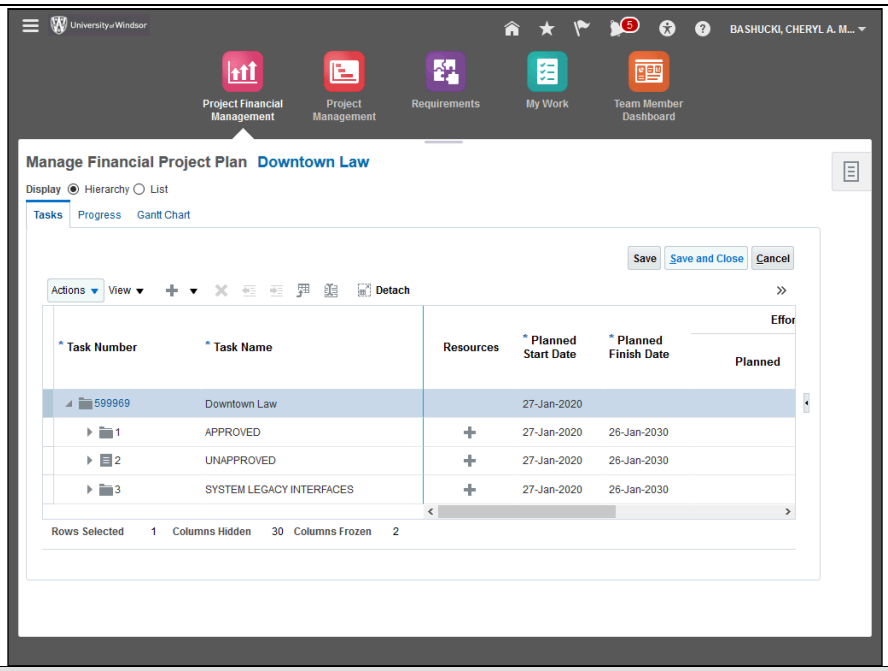
Step	Action
24.	Click the **Submit** button. Submit

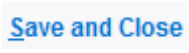


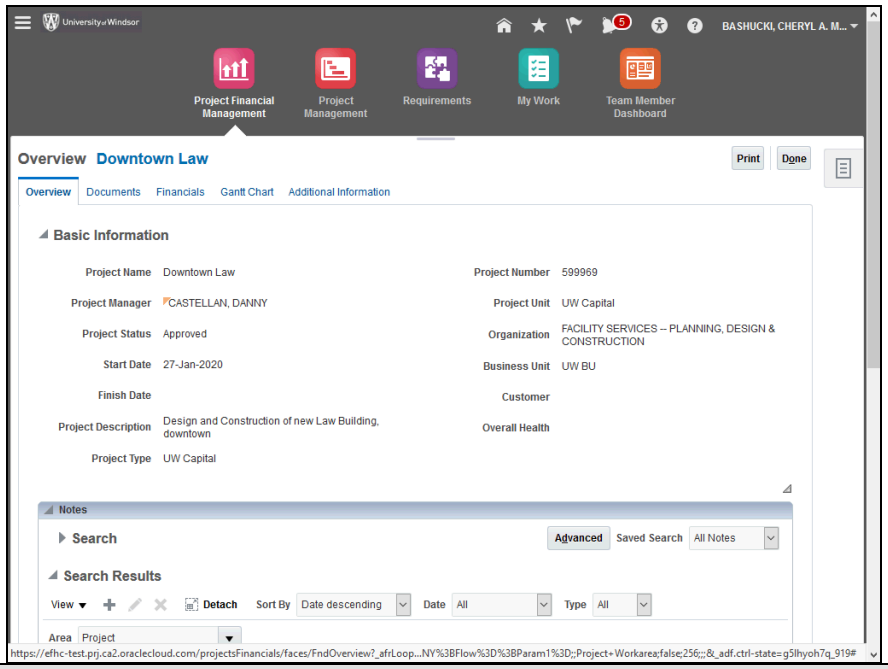
Step	Action
25.	Click the **OK** button. OK



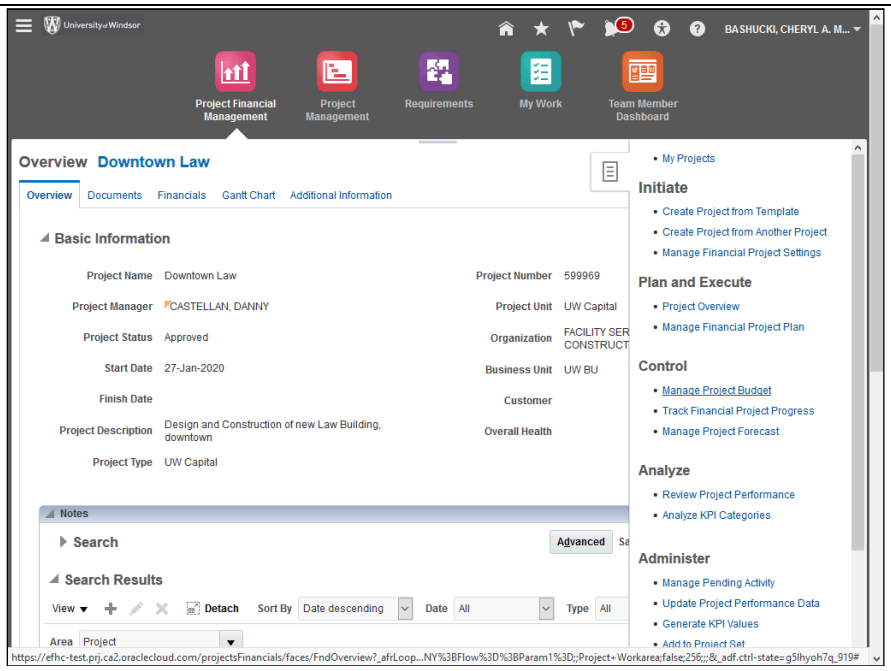
Step	Action
26.	Click the **OK** button.



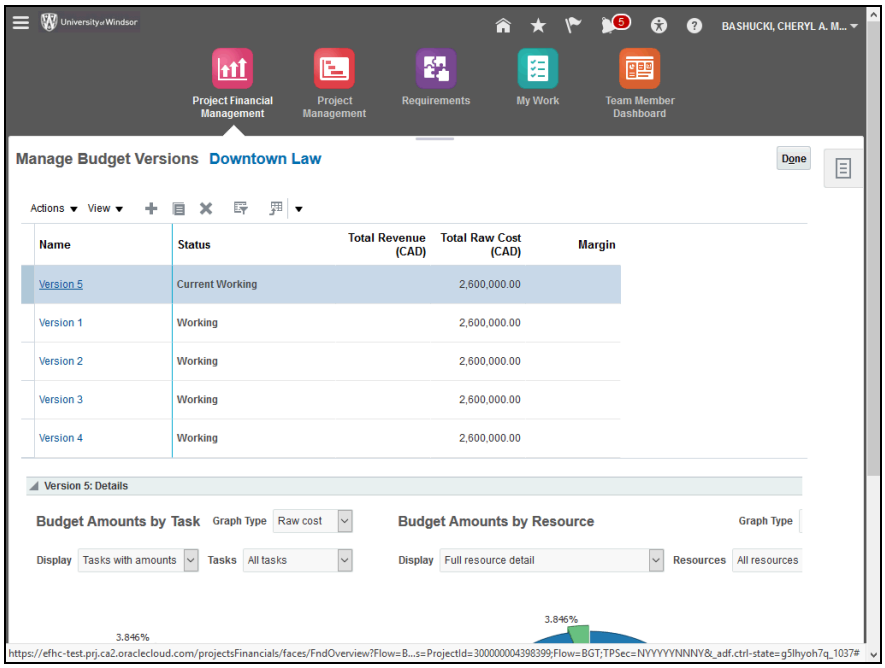
Step	Action
27.	Click the **Save and Close** button. 



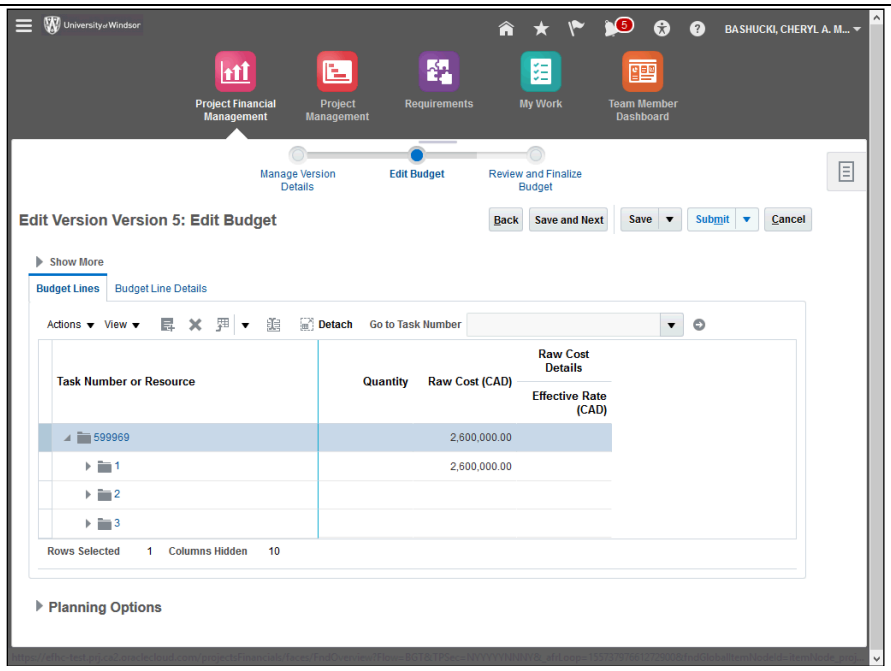
Step	Action
28.	Click the **Tasks** button.



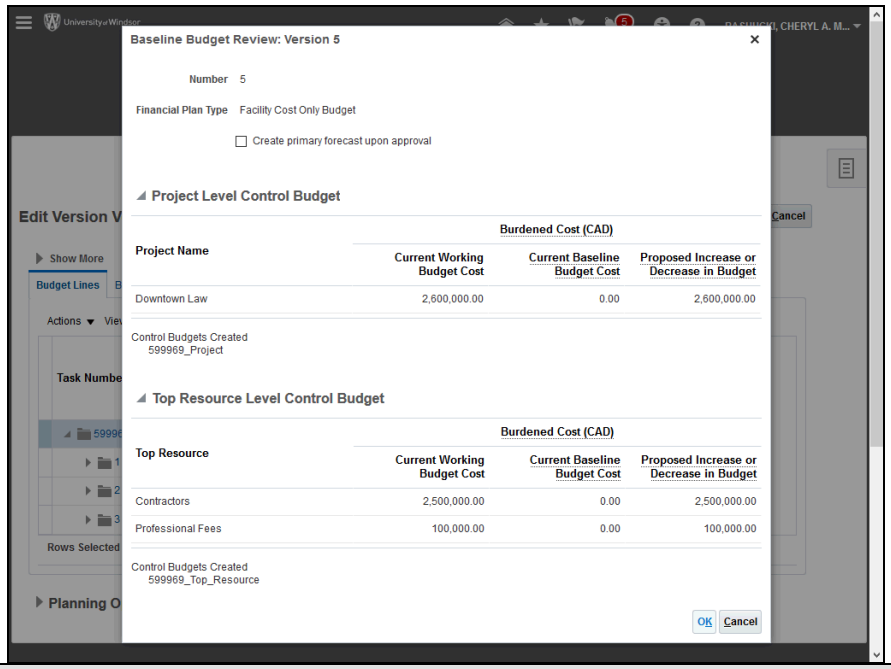
Step	Action
29.	Click the **Manage Project Budget** link. Manage Project Budget



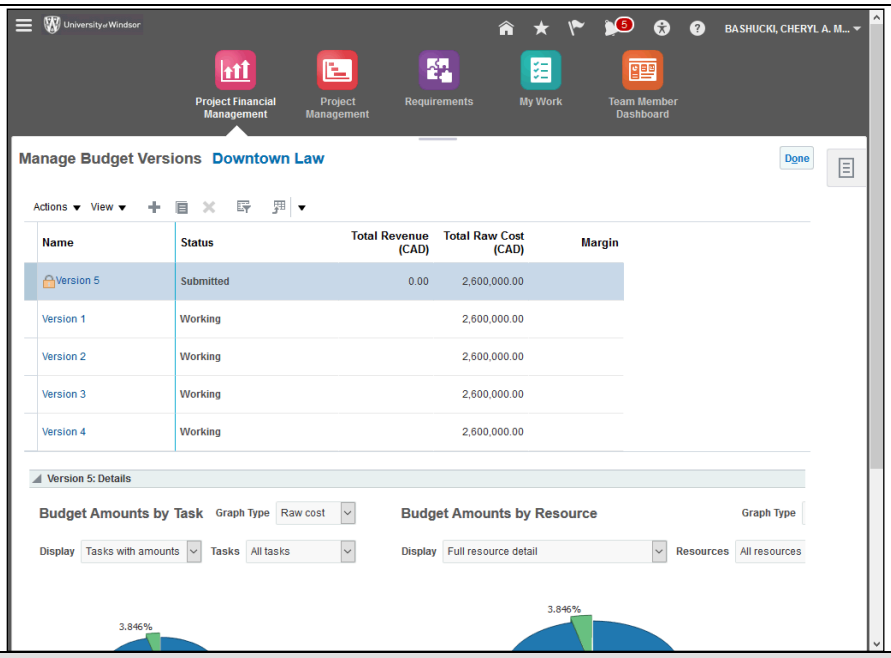
Step	Action
30.	Click the **appropriate project version** link.



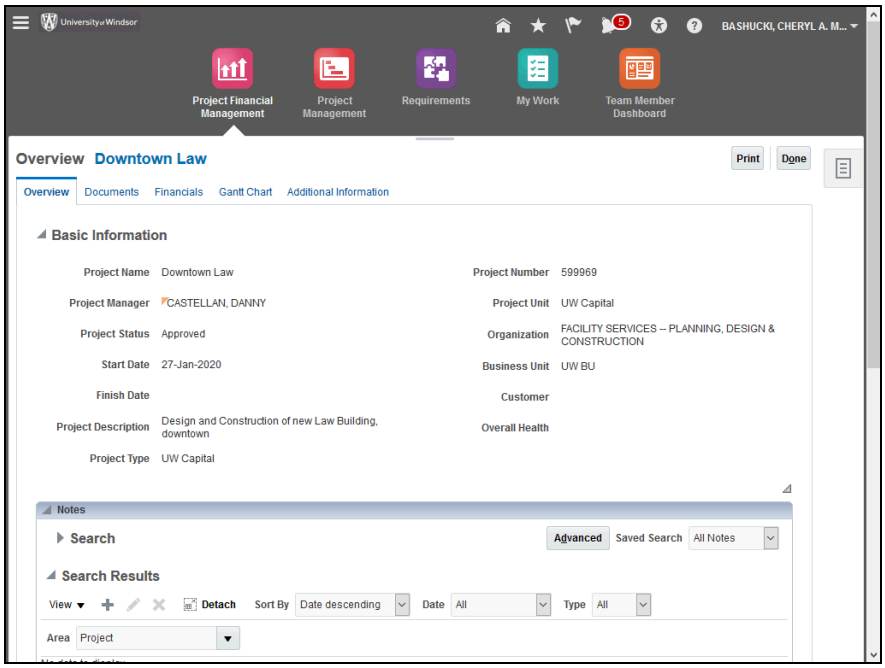
Step	Action
31.	Click the **Submit** drop-down button. Click the **Create Baseline** field.



Step	Action
32.	Click the **OK** button. OK *Note - At this point, the Budget Approver will receive an email notification and a notification in their worklist.*



Step	Action
33.	Click the **Done** button. Done



Step	Action
34.	**End of Procedure.**