

Budget Manager Definition

The project **component group** is a reporting element that represents a roll up of all the project component information. They must be predefined but are not required to save a capital project record (only capital project code, capital project type, and status are required to save a capital project record). Once component groups are associated to a capital project record, project components (validated or defined on the fly) specific to that project component group, can be associated.

Project **components** are sorted by project component groups and can be selected from a validated list or created as needed for the capital project.

Project component groups and components replace the former OSU Budget Checklist (BCL). Each project type has Components and Component Groups tailored to that project. The Component Group is equivalent to the BCL items of ASBESTOS, CONSTRUCTION, PHYSICAL PLANT, FEES, EQUIPMENT, and RESERVE that would roll up the costs of the line items in the BCL. Components are equivalent to the line items in the BCL.

The **Budget Manager** Screen will enable the user to quickly view and modify original budget estimates for capital projects in a pending status. The budget manager is another view of the capital project record itself that emphasizes the budget and cost values through each **Component**.

Budget manager records use the capital project code as the key code for retrieving records.

An icon on the Capital Project Screen takes the user directly to this screen with the appropriate capital project record.

Original budgets can be modified after a capital project record is saved as long as the component is in a status associated to the pending status flag.

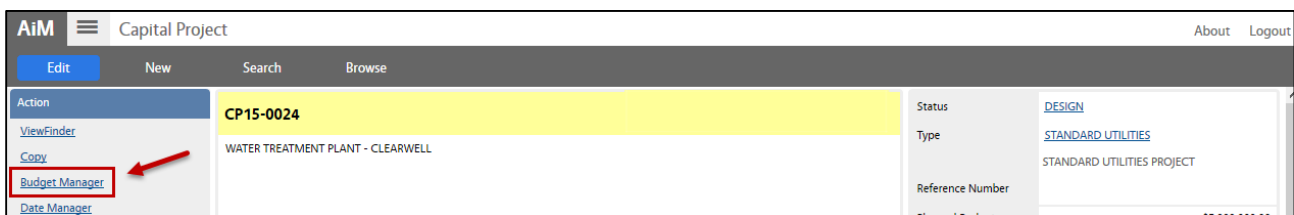
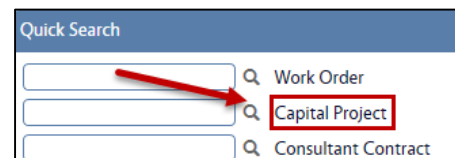
If components are active and budget changes are required, budget revisions can be added by utilizing the icon in the toolbar of this screen.

Responsibility: ADMINISTRATIVE ASSISTANT

The administrative assistant to the respective department will perform the following procedures in AiM for developing and activating components within AiM.

Develop/Activate Components:

1. From Quick Search, click: **Capital Project**
(*Capital Projects Module > Capital Project*)
2. Search for the Capital Project and select
3. Click: **Budget Manager** (*left side bar*)



4. Click: **Edit**

NOTE: While the project is in an open/pending state, the Component Budgets will be editable. Once the project has been set to Active, the Components will be locked, and a Budget Revision would have to be created to edit any Component Line. Projects are activated at the status of ASSIGN DESIGN ACCT for LRFP, LRFP INTERIOR DESIGN, CMAR UTILITY, STANDARD UTILITIES, and LANDSCAPE project types and PREDESIGN for the FMCS Project Type.)

Component Group/ Component	Original Budget	Budget Revisions	Total Budget	Committed	Expensed	Anticipated	Remaining
CONSTRUCTION STAND UTIL	\$4,689,049.00	\$0.00	\$4,689,049.00	\$0.00	\$0.00	\$0.00	\$4,689,049.00
UTIL STORAGE BLDG	\$219,687.00	\$0.00	\$219,687.00	\$0.00	\$0.00	\$0.00	\$219,687.00
DIRECT CONSTRUCTION	\$3,517,000.00	\$0.00	\$3,517,000.00	\$0.00	\$0.00	\$0.00	\$3,517,000.00
SITE CONSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
GENERAL REQUIREMENTS	\$387,867.00	\$0.00	\$387,867.00	\$0.00	\$0.00	\$0.00	\$387,867.00

5. Enter the Component Budgets into the **Original Budget** Column.
6. Click: **Save**
7. Click: **Done** to return to the Capital Project Screen
8. Click: **Edit**
9. Select an active **Status**
10. Click: **Save**

Once you save the record you will be prompted to choose from the list of Components. Once you make a component active, it cannot be edited without a Budget Revision [Training Guide: CP-05-BUDGET REVISION](#)

11. Select the **Components** you would like to make “Active.”

Component Group	Component	Description	Estimated End
<input type="checkbox"/>	FEES STAND UTIL	CIVIL CONSULTANT	CIVIL CONSULTANT
<input type="checkbox"/>	FEES STAND UTIL	SOILS INVESTIGATION	SOILS INVESTIGATION
<input type="checkbox"/>	FEES STAND UTIL	SURVEY	SURVEY
<input type="checkbox"/>	FEES STAND UTIL	STRUCTURAL CONSULTANT	STRUCTURAL CONSULTANT
<input type="checkbox"/>	FEES STAND UTIL	MEP CONSULTANT	MEP CONSULTANT
<input type="checkbox"/>	FEES STAND UTIL	LANDSCAPE CONSULTANT	LANDSCAPE CONSULTANT
<input type="checkbox"/>	FEES STAND UTIL	SPECIAL CONSULTANT	SPECIAL CONSULTANT
<input type="checkbox"/>	FEES STAND UTIL	A&E REIMBURSABLE	A&E REIMBURSABLE
<input type="checkbox"/>	FEES STAND UTIL	CM PRECON SERVICES	CM PRECONSTRUCTION SERVICES
<input type="checkbox"/>	FEES STAND UTIL	MEASUREMENT&VERIFICATION	MEASUREMENT&VERIFICATION
<input type="checkbox"/>	FEES STAND UTIL	PERMITS	PERMITS

12. Click: **Done**
13. From the Capital Project Screen, click: **Save**