



e-Builder Cost Module

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About the Cost Module

The e-Builder Cost module facilitates the cost management process for owner participants, as well as external program participants that are involved in the finances of the program and its individual projects. It standardizes the tracking of costs across an entire program including income collected in funding sources, budget changes, commitment changes, and actual costs.

The capabilities of this module streamline the cost management process between all parties while reducing the effort, time, and cost associated with the typical manual process. Actions throughout this module are permissions based, therefore some data and actions are restricted from users that do not have the appropriate permission to view or take specific actions. If you do not see features or data that you think you should have access to, contact your account administrator so they can adjust your cost permissions accordingly.

Key Concepts

Before you start using the e-Builder Cost module online help, you should familiarize yourself with some key concepts used throughout this section.

Project

Most everything in e-Builder takes place within the context of a project. In order for you to begin your budget process you first have to create a project. Each real world project is associated with a project in e-Builder. If you are working on the real world project, your project administrator or manager can add you as a member of a project in e-Builder.

Account Codes

Account codes are the codes used to categorize the costs on all projects. A collection of codes are used to create the budget for the project and specific costs are assigned to the account codes in the budget. By using these consistent account codes across all projects you can consistently associate all of the costs on one or more projects with specific categories and easily report on these costs.

Company

Every commitment and actual cost that is entered is associated with a company. The company must be created in the Contacts module of your account. The companies listed in the contacts module can also be used as a reference for all users that have access to view contacts.

Funding Sources

Funding sources are the accounts or institutions from which project funds are received. Examples include debt, equity, grants, and donations. By using funding sources you are able to track the amount of funds remaining in each funding account at any point in the project.

Budget

A budget is the original detailed cost estimate for your project.

Commitment

A commitment is a promise that you make to a seller to purchase goods or services in exchange for money in accordance with specific terms and conditions. The most common types of commitments are contracts and purchase orders.

Actual Cost

Actual Costs are project expenses and invoices that have been approved for payment. Examples include invoices, reimbursable expenses, and contractor applications for payment.

Cash Flow

Cash Flow is used to project the amount of money that will be expended each month in the remaining life of a project. These forecasts can be reported at the program level in the Reports module to plan program wide cash flow needs in future months, quarters, or years.

Over/Under

In the Cost Summary for a project the (Over/Under) shows the expected variance to budget for the project. For example, an over/under of zero means that a project is expected to be exactly on budget. The over-/under is automatically calculated based on the data entered for the project.

Status

In the Budget, Commitment, and Actual Cost areas of the Cost module each item that is entered has a status which indicates whether or not it has been finalized. Every item is first placed in draft status so that it can be reviewed before proceeding. Depending on what type of item is being entered, its status can move through intermediate steps before it becomes approved.

Projected

Projected is a status indicator that is available for commitment and budget changes. It is used to indicate when there is a possible change to an existing commitment or line item in the budget. By entering these items the team can gain visibility into any anticipated changes before they occur.

Pending

Pending is a status indicator that is available for commitments, commitment changes, and budget changes. It is used to indicate when there is a likely change to an existing commitment or line item in the budget. It is also used to record commitments that are likely to occur, but are not yet finalized- such as a verbal acceptance of a contract but the signed copy has not been received. By entering these items the team can gain visibility into any anticipated changes before they occur.

Commitment Invoice

A commitment Invoice is an actual cost associated with an existing commitment. For example, a request for payment from a vendor that you have a contract with would be entered as a commitment invoice.

General Invoice

A general invoice is an actual cost that does not have an associated commitment. For example, a fee paid to the city for a permit is typically entered as a general invoice.

Commitment and Budget Control Validations

When commitments, budgets, and invoices are added or changed, e-Builder performs cost validations. The additions and modifications are checked against the Contract and/or the Budget to make sure amounts do not exceed contract or budget amounts. Below is a summary of how e-Builder performs these validations. Should you attempt to perform a transaction that violates a cost validation, an error message displays indicating so, and the transaction will fail.

Cost Entity	Setting	Validation	Expression
Commitment Invoices	General Settings	The total value of actuals received to date plus the commitment invoice amounts may be equal or less than the current contract value, but they cannot exceed the current contract value.	Actuals Received + Invoice Amount MUST <= Current Contract Value
	<i>If</i> , the current contract value is negative	Actuals received to date plus the commitment invoice amount must be greater than or equal to the current contract value.	Actuals Received + Invoice Amount MUST >= Current Contract Value
	<i>If</i> , commitment control setting is Uncontrolled, the commitment is checked against the current budget	The total value of actuals received to date plus the current invoice amount must be less than or equal to the current budget.	Actuals Received + Invoice Amount MUST <= Current Budget
	<i>If</i> , the budget is negative	Actuals received to date plus this Invoice Amount must be greater than or equal to the Current Budget.	Actuals Received + Invoice Amount MUST >= Current Budget
Commitments	General Setting (When a commitment is added, e-Builder checks the amount against the budget)	The sum of the current commitments plus the commitment must be less than or equal to the current budget.	Current Commitments + Commitment Amount MUST <= Current Budget
	<i>If</i> , the current budget is negative	The sum of current commitments and the commitment must be greater than or equal	Current Com-

Cost Entity	Setting	Validation	Expression
		to the current budget.	mitments + Commitment Amount MUST > = Current Budget
Commitment Changes	General Setting (When a commitment change is added, e- Builder checks the amount against the budget)	The total value of the current contract value plus the commitment change amount must be greater than or equal to actuals received to date.	Current Con- tract Value + Invoice Amount MUST > = Actu- als Received
		The total current commitments plus the commitment change must be less than or equal to the current budget	Current Com- mitments + Commitment Change MUST < = Current Budget
	<i>If</i> , actuals received is negative	The current contract value plus the com- mitment change must be less than or equal to actuals received.	Current Con- tract Value + Invoice Amount MUST < = Actu- als Received
	<i>If</i> , current budget is negative	The sum of current commitments plus the commitment change must be greater than or equal to the current budget.	Current Com- mitments + Commitment Change MUST > = Current Budget
General Invoices	General Setting: (When a general invoice is applied, e- Builder checks the invoice against the budget)	The sum of the actuals received to date plus the Invoice amount must be less than or equal to the current budget. And The sum of current commitments to date plus the invoice must be less than or equal to the current budget.	Actuals Received + Invoice amount MUST < = Cur- rent Budget And Current Com- mitments +

Cost Entity	Setting	Validation	Expression
			Invoice Amount MUST <= Current Budget
	<i>If</i> , the current budget is negative	The combined amounts of the actuals received plus this invoice amount And the current commitments plus the invoice amount must be greater than or equal to the current budget.	Actuals Received + Invoice amount MUST >= Current Budget And Current Commitments + Invoice Amount MUST >= Current Budget
Budget Change	General Setting	The combined current budget plus the budget change amount must be greater than or equal to both the current commitments and actuals received:	Current Budget + Budget Change MUST >= Current Commitments And Current Budget + Budget Change MUST >= Actuals Received
	<i>If</i> , the sum of the current budget and the budget change is negative	The combined amount of the current budget and the budget change must be less than or equal to the current commitments and the actuals received	Current Budget + Budget Change MUST >= Current Commitments And Current Budget + Budget Change MUST >= Actuals Received

Cost Summary Page

The Cost page allows you to see cost data across all the projects you have access to. From here you can sort projects based on custom views and select a specific project for which to view cost data. In addition, if Account Level Cost is enabled on your account, the following tabs are available: Account Funding Sources, Master Commitments, Master Commitment Changes and Master Invoices.

To access the Cost page

- From the top navigation tabs, click **Cost**.

A description of the fields and buttons on this page are described below:

Cost Summary

The data that appears on this table is based on the view that is selected in the drop-down list. Click any of the column headers to sort data by that information type.

Export to Excel icon (): Exports this page to an Excel spreadsheet.

Account Funding Sources


This tab will be visible if account level funding is enabled on the account. Use this tab to manage account funding sources. This feature is a subcomponent of Account-Level Cost.

- **Account Cost Summary:** This section gives you a snapshot of monetary activities throughout the account.
- **Total Funds:** Displays the total amount of funds available at the account level.
- **Current Master Commitments:** Displays the total amount of approved master commitments on the account.
- **Approved Master Invoices:** Displays the total amount of approved master invoices on the account.
- **Actual Cost To Complete:** Displays the total invoice amount needed to fulfill all approved master commitments. The formula is as follows: (commitments) (actuals approved).
- **Available Funds:** Displays the total amount of funds available in your account funding sources.

Note: Funds are not depleted from the funding source until invoices have been approved. This total does not take into account invoices marked received.
- **Projected Over/(Under):** Displays the difference between projected commitments and the projected budget. The formula is as follows: (projected commitments) (projected budget).

Funding Sources Tab

This tab lists all available account funding sources and details related to each.

- **Add:** Click to add account funding sources.
- **Export to Excel® Icon** (): Click to export the funding source details to a Microsoft Excel® spreadsheet.

Funding Rules Tab

Use this tab to view, add or modify funding rules. For more information, see About Funding Rules.

- **Add:** Click to add account funding rules.
- **Source:** Each funding rule is listed in bold and beneath each section, are the funding sources that make up the rule. The percentage that will be taken from each funding source is listed in the Percentage column.
- **Percentage:** Displays the percentage that will be taken from the corresponding funding source.

Funding Processes

Via cost settings, account administrators can allow funding sources to be added via a process. If this is the case or if the user has a choice between standard Cost entries and a process, this tab will appear and list

Add: Click to add account funding sources.

Master Commitments

The data that appears on this table is based on the view that is selected in the drop-down list. Click any of the column headers to sort data by that information type. On this tab, you can add or edit a master commitment.

Master Commitment Changes

The data that appears on this table is based on the view that is selected in the drop-down list. Click any of the column headers to sort data by that information type. On this tab, you can add or edit a master commitment change.

Master Invoices

The data that appears on this table is based on the view that is selected in the drop-down list. Click any of the column headers to sort data by that information type. On this tab, you can add or edit master invoices.

Project Cost Summary Page

Cost summary information is displayed for approved budgets only. This summary gives visibility of budget status and allows you to anticipate expenditures that may need to be considered. The columns displayed on the Cost Summary page are contingent on what is included in the cost summary layout. Cost summary layouts are created by the e-Builder administrator and used to view different sets of information.

Note: If cost is not yet in use for this project, you need to first set a budget.

Tip: The different statuses of a cost entity (budget changes, commitments, commitment changes, and invoices) can also be used in the Processes module to track different phases of an approval process.

To access the Project Cost Summary page:

1. Click the **Cost** tab located in the Top Navigation Tabs.
2. Choose a project from the **All Projects** menu.
The Project Cost Summary page is displayed.

If you are already within a project, you can access the Cost Summary page by clicking the Cost Summary link located in the left navigation bar.

The Financial Summary shows detailed cost information for each line item in the budget. Click a line item link to open the Line Item Details page and view the dollar breakdowns that are totaled in the cost summary. You can also click the dollar amounts to view detailed information.

- **Layout:** Click this drop-down arrow to view the different layouts available for this financial summary. Cost summary layouts are created by the account administrator. For more information on cost summary layouts, see Cost Summary Layouts.
- **Group By:** Click this drop-down arrow to select a different view from which to see and group budget lines items by. Options in this drop down menu are based on your account code structure, in other words, it is based on how you are rolling up your costs.
- **Microsoft Excel® Icon:** Click to export the Financial Summary to a Microsoft Excel® spreadsheet as it is currently displayed.

Columns Description

Note: All of these columns may not appear on your financial summary table. The columns that display depends on the selected cost summary layout.

- **Original Budget:** This is the originally approved budget amount. This figure can include budget changes to the original budget amount.
- **Approved Budget Changes:** This is the amount of approved budget changes.
- **Current Budget:** This is the approved original budget and all approved budget changes.
- **Projected Budget Changes:** This is the amount of projected budget changes. The projected status is used to account for anticipated changes to the budget. "Projected" is a status that may or may not be used. In a process, this status might automatically be set once the process enters a specific step.
- **Pending Budget Changes:** The pending usually refers to budget changes that are pending a hard signature. "Pending" is a status that may or may not be used. In a process, this status might automatically be applied once the process enters a specific step.
- **Projected Budget:** This total includes the original budget amount plus all pending, projected, and approved budget changes.
- **Original Commitments:** This is the amount of all approved commitments. This figure can include commitment changes against the original commitment value.
- **Projected Commitments:** This total is the sum of current commitments, pending commitments, pending commitment changes and projected commitment changes.

- **Pending Commitments:** The pending status usually refers to commitments that are pending a hard signature. "Pending" is a status that may or may not be used. In a process, this status might automatically be applied once the process enters a specific step.
- **Approved Commitment Changes:** This is the amount of all approved changes to the original commitment.
- **Non Commitment Costs:** This is the amount of all approved general invoices.
- **Current Commitments:** This is the amount of all approved commitment changes plus original commitments, and approved general invoices. The formula is as follows:
(approved commitment changes) + (original commitments) + (approved general invoices).
- **Projected Commitment Changes:** The projected status is used to account for anticipated commitment changes. Projected is a status that may or may not be used. In a process, the status might automatically be applied once the process enters a specific step.
- **Pending Commitment Changes:** "Pending" is a status that may or may not be used. In a process, the status might automatically be set once the process enters a specific step. The pending status is usually used to refer to commitment changes that are pending a hard signature.
- **Forecasted Commitments:** This is the commitment line item amount that is included in the forecast. For more information on the forecasting feature, see Forecasting.
- **Unallocated Reserve:** This is the amount of funds that remain in the budget that has not been allocated. The formula is as follows:
Unallocated Reserve = the Maximum of 0.00 OR (Current Budget + Σ (Detail Items that are not Budgeted) - Projected Commitments - Σ (Detail Items that are not Committed)).
Note: The unallocated reserve will not reflect negative values. This is intended to show what is left to be allocated, not a variance.
- **Estimate at Completion:** This is the amount that is needed to complete the project based on the current budget. The formula is as follows:
(projected commitments) + (forecasted commitments) + (unallocated reserve).
- **Actuals Received:** This is the amount of all approved invoices as well as those marked as received. "Received" is a status that may or may not be used, but once invoices have been approved, they will automatically display in this column whether they were marked received or not. In a process, this status might automatically be applied once the process enters a specific step.
- **Actuals Approved:** This is the amount of all approved invoices. In a process, this status is automatically be applied once the process enters a specific step.
- **Net Actuals Paid:** This is the amount of all invoices that have been paid, not including retainage. The formula is as follows:
paid invoices - retainage held (retainage not yet paid).

- **Actuals Paid:** Paid is a status that may or may not be used. In a process, this status might automatically be applied once the process enters a specific step.
- **Net Actuals Approved:** This is the total amount of approved invoices less retainage held (retainage not yet paid).
- **Amount Retained:** This is the total amount being retained.
- **Retainage Released:** This is the amount that is approved to be released.
- **Amount Retainage Paid:** This is the total amount retained against invoices that are in "Paid" status.
- **Retainage Release Paid:** This is the total amount of retainage released from invoices that are in "Paid" status.
- **Current Retainage Held:** This is the amount of retainage currently held (not yet paid).
- **Actual Cost to Complete:** This is the total invoice amount needed to fulfill all commitments. The formula is as follows: (projected commitments) - (actuals approved).
- **Percent Cost Complete:** This is the percentage amount of the costs necessary to complete the project based on the current budget. This total is derived by dividing approved invoices by projected commitments. The formula is as follows: $\% = (\text{approved invoices}) / (\text{projected commitments})$.
- **Current Over/(Under):** This figure represents the amount above or under the current budget. This total is the difference between current commitments and the current budget. The formula is as follows: (current commitments) - (current budget)
- **Projected Over/(Under):** The projected over/ under is the difference between projected commitments and the projected budget. The formula is as follows: (projected commitments) - (projected budget)
- **Forecasted Over/(Under):** This figure represents the forecasted spending that is over/(under) the current budget. This total is the difference between the estimate at completion and the current budget. The formula is as follows: (estimate at completion) - (current budget).

For more information on the forecasting utility, see Forecasting.

About Account Cost and Funding

Note: Account Level Costs and Funding has to be enabled on your account in order to utilize this feature. For more information, please contact e-Builder Support.

Account-level cost and funding affords the ability to track and report on funding and cost activities across the entire account, which includes the versatility to also track at the project level. This feature may be necessary for Task Order Contracts (TOC) where design services have been contracted for one or many projects; Job Order Contracting (JOC) for multi-year contracts; or Indefinite Delivery Indefinite Quality Contracts (IDIQ) where a contract has been negotiated for base years and options years as well. Account level costs and fund-

ing also incorporates standard features that are available with standard Cost functionality such as import capabilities, mail merges and cost controls. When enabled, costs transactions are impacted with the tracking of master funding, master commitments, master commitment changes and master invoices.

The following tasks will help you work with master cost and funding:

- Add Account Funding Rules
- Add Account Funding Sources
- Add Master Commitments
- Add Master Commitment Changes
- Add Master Invoices

Cost "Quick Links" Overview

The Cost "Quick Links" are available directly under the top navigation tabs when the Cost tab is selected. This is a static menu that appears throughout all the pages of the Cost module to provide you with easy access to specific tasks.



Getting familiar with this section of the module will help you save a lot of time and energy by reducing the amount of mouse-clicks needed for data entry and searching for pertinent information. These quick links direct you to the exact pages where you need to be to perform various tasks:

- **Cost Summary:** Accesses the main Cost page. If there are views defined, the last view accessed displays. For more information about views, see About Views. This page displays a list of all available projects. Click the name of a project to open the related Project Cost Summary Page.
- **Items Pending Approval:** Click this link to open the **Items Pending Approval** page and see list of cost items that need to be approved. Click the Approve or Reject link to take either action on the item.
- **Unfinished Drafts:** Click this link to open the Unfinished Drafts page and view a list of all cost items that are in a draft status. This view may be of importance if for instance you are responsible for ensuring that all draft cost items eventually leave its draft status. This view displays draft status items across all your projects. You may also reconcile this list every month with your team, or simply need to review outstanding items.

To access the details of a draft item click the Item # (if appropriate) or the Item Description link. You can filter the items that are displayed by clicking on one of the two drop down lists next to the word Show and clicking the Go button. click Show All to return to clear the filter.

- **Data Entry:** Click this link to open the Data Entry Menu page from which you can directly add a budget change, commitment, commitment change or invoice by clicking on the appropriate link.

Items Pending Approval Page

The Items Pending Approval page is a convenient go-to for managers or users with cost-related approval permissions to quickly see the items that require their attention and address approval requests from a central location.

Note: For your convenience, there is also an Items Pending Approval section located on the Home tab.

The Approvals Requested By Me tab is also useful for non-managers who need to see their outstanding approval requests from a central location.

To access the Items Pending Approval page

1. Click the **Cost** tab located in the top navigation tabs.
2. Click **Items Pending Approval**, which is located directly under the top navigation tabs.

The fields and buttons located on this page are:

- **Filter:** Narrows the search results on the selected tab below. Click the **All Item Types** drop-down arrow to select from a list of cost items to filter by. Click the All Projects drop-down arrow to further narrow your search by project. Click **Go** to render results on the selected tab. Click to show all items pending your approval across projects for the selected tab.
- **Cancel:** Returns to the main Cost page.
- **Export to Excel:**Exports the information to an Excel spreadsheet.
- **Awaiting My Approval Tab:**Displays all cost item approval requests that need your attention. Approving an item will move it from draft status to approved status. Rejecting will keep the item in draft status. To view the details of an item click its item # (if applicable) or Item Description.
- **Approvals Requested By Me Tab:** Displays all the approvals requested by you. This view is a great option to help you see the outstanding approval items that remain or may be a bottle neck for you to proceed.
- **Currency:** This column is available when multi-currency is enabled for the account. Displays the commitment or invoice currency if it is different from the project currency.

Unfinished Drafts Page

This page can be used as an effective management tool, helping you stay abreast of incomplete items that may need your attention to move the project along.

To access the Unfinished Drafts page

1. Click the **Cost** tab located in the top navigation tabs.
2. Click **Unfinished Drafts**, which is located directly under the top navigation tabs.

The fields and buttons located on this page are:

- **Filter:** Narrows the search results on the selected tab below. Click the **All Item Types** drop-down arrow to select from a list of cost items to filter by. Click the All Projects drop-down arrow to further narrow your search by project. Click **Go** to render results on the selected tab. Click to show all items pending your approval across projects for the selected tab.
- **Cancel:** Returns to the main Cost page.
- **Export to Excel:**Exports the information to an Excel spreadsheet.
- **Currency:** This column is available when multi-currency is enabled for the account. Displays the commitment or invoice currency if it is different from the project currency.

Data Entry Page

The Data Entry Menu page gives you quick access to some of the most common functions in the Cost module.

To access the Data Entry page

1. Click the **Cost** tab located in the top navigation tabs.
2. Click **Data Entry**, which is located directly under the top navigation tabs.

The following functions are available on this page:

Select an Item to Add: This section is displayed by default for all users with access to the Cost module.

- **Budget Change:** Opens the Add Change Details page to add a budget change.
- **Commitment:** Opens the Add Commitment page and add a commitment.
- **Commitment Change:** Opens the Add Commitment Change Details page to add a commitment change.
- **Invoice:**Opens the Add Invoice page to add an invoice.

Select Batch Process: The Cost import capability must be enabled by an e-Builder Support Team member. For more information please contact your account manager.

- **Import Budget Line Items:** Opens the Import Budget Line Items page to begin the import process.
- **Import Budget Changes:** Opens the Import Budget Changes page to begin the import process.
- **Import Commitments:** Opens the Import Commitments page to begin the import process.
- **Import Commitment Changes:** Opens the Import Commitment Changes page to begin the import process.
- **Import Invoices:** Opens the Import Invoices page to begin the import process.
- **Update Invoice Payment Status:** Open the Update Invoice Payment Status page to begin the import process.

Funding Sources

A funding source is an entity that provides all or partial funds (or capital) used to pay for the cost of a project. These funds can be allocated for either short term or long term purposes. Funding sources allow you to establish where funds are being endowed for budget line items, commitments and/or invoices. Once funding is enabled for a particular component, e-Builder prompts users to make a selection before adding a budget line item, processing a commitment or invoice to ensure consistent usage throughout the life of the project.

Funding rules is an associated concept used in the Cost module with regard to funding management. They are a combination of funding sources, with a set percentage of dollars spread out among them and these funding rules are selected when adding budget line items or processing commitments and invoices.

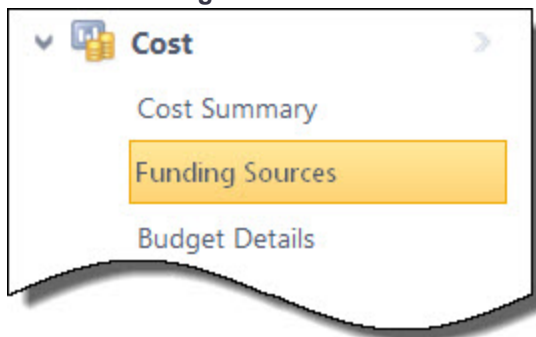
The following topics relate to using funding sources in e-Builder:

- About Funding Rules
- Add/Edit Funding Rules
- Manage Funding Sources
 - Attach Notes to Funding Source
 - Attach Documents to Funding Source
 - Attach Forms to Funding Source
 - Attach Processes to Funding Source
- Track Funding
- Funding Categories
- Funding Sources Page Overview

Access the Funding Sources Page

To access the funding sources page

1. Go to the Project Cost Summary page.
For more information, see [Access the Project Cost Summary Page](#).
2. Click the **Funding Sources** link located in the Left Navigation Bar.



Track Funding

Depending on your account settings, you can track funding on the budget level and/or the commitment level. If funding is enabled for budgets and/or commitments and at least one funding source is added, then users will be required to select a funding rule before any action can be taken on a budget line item, budget changes, commitment items or commitment changes. This way you can see how much funding from each funding source has been allocated to each budget line item and/or commitment. A Budget tab and/or a Commitment tab are located on the Funding Source Details page that allows you to see exactly how much money has been allocated from each funding source.

Cost > Project Cost Summary > Funding Sources > Funding Source Details

Funding Source Details

Funding Details Edit

Funding Source Name: Capital Account 1	Balance: 1,151,126.92
Created By: Craemer, Richard	Last Modified By: Craemer, Richard
Created Date: 12.09.2008	Last Modified Date: 11.20.2009
Description:	Funding Category:

Transaction Register (44) **Budget (7)** Commitments (42) Custom Fields (3) Notes (0) Documents (0) Forms (0) Processes (0)

Approved Commitments Show: Approved All Commitments Go Show All

#Δ	Description	Company	Date	Status	Commitment Type	Total Commitment Amount	Amount This Funding Source
001-ABC123	More hurricane shutters	All Broward Hurricane	05.17.2010	Approved	Contract	10,100.00	10,100.00
002-ABC1211	Land and Building	Aldor Sales, Inc.	05.21.2010	Approved	Contract	200.00	200.00
003	Appraisal Fee	Alan W. Smith, Inc.	11.06.2008	Approved	Contract	145,000.00	145,000.00
003-9845	Alan Smith PO	Alan W. Smith, Inc.	06.02.2010	Approved	Purchase Order	500,100.00	500,000.00
004	Reimbursables	Alan W. Smith, Inc.	11.06.2008	Approved	Other Commitment	48,500.00	48,500.00
005	Consulting	S.M. Wilson & Co.	11.06.2008	Approved	Contract	117,100.00	107,100.00
005123	Webster Contract	Ace-Air Incorporated	05.07.2009	Approved	Contract	1,000.00	1,000.00
007	Special Consulting	CIH-Schricker Company, Inc.	11.06.2008	Approved	Contract	128,000.00	128,000.00
012345			11.20.2009	Approved	Purchase Order	10,000.00	10,000.00
				Approved	Contract	23,000.00	

Likewise, the Funding Rule column on the Budget Details and Commitment Details pages allows you to quickly see all of the funding sources that contribute to the budget or commitment item.

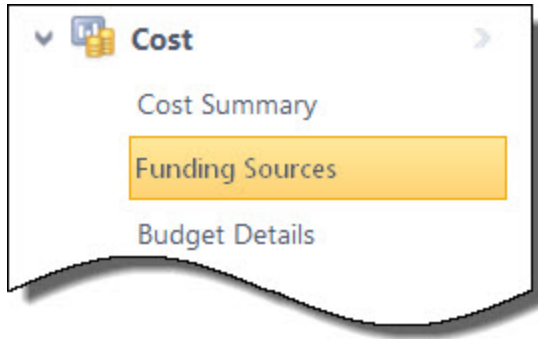
Commitment Items (2) Commitment Changes (1) Actual Costs (3) Custom Fields (1) Notes (0) Documents (0)

Commitment Items

Item #Δ	Description	Budget Line Item	Current Budget	Funding Rule	Commitment
001	Land Aquisition - procurement	01	20,000.00	Atlanta Legislature	
002	Design Costs	DC	0.00	Atlanta Legislature	
Totals					

To access the Funding Source Details Page Budget Tab/Commitment Tab and start tracking your funding

1. Go to the Project Cost Summary page.
For more information, see Access the Project Cost Summary Page.
2. In the Cost menu, located on the left side of the page, click the **Funding Source** link.



3. Click the title of the desired funding source. The Funding Source Details page displays. Click the Budget or Commitment Tab.

Related Topics:

- Funding Settings Overview
- Funding Source Details Page Overview

Add/Edit Funding Sources

To add/edit funding sources:

- Add Funding Sources
- Edit Funding Sources

Add Funding Sources

1. Go to the Funding Sources page.
For more information, see Access the Funding Sources Page.
2. Click **Add**.
The Add Funding Source page is displayed.
3. In the **Name** field, enter the name of the funding source.
4. If a funding category is assigned to the account, click the **Funding Category** drop-down arrow and select a funding category.
5. Click **Save**.

Edit Funding Sources

Funding sources can be edited by modifying the name, description or funding category.

1. Go to the Funding Sources page.
For more information, see Access the Funding Sources Page.
2. Click the **Edit** link located to the left of the funding source you want to edit.
3. Make any of the following changes:
 - Change the name of the funding source
 - Modify the Description of the funding source

- Click the Funding Category drop-down list and select a funding category
4. Click **Save**.

Add Account Funding Sources

Note: This features must be enabled on your account in order to utilize. For more information, contact e-Builder Support.

To add account funding sources

1. Click **Cost** from the Top Navigation menu.
2. Click the **Account Funding Sources** tab.
The Funding Sources tab is automatically selected.
3. Click **Add**.
The Add Account Funding Source page is displayed.
4. Enter all required fields.
For a description of each field, see Add Account Funding Sources Page Overview.
5. Click **Save**.

Apply Templates to Funding Sources

To apply a funding source template

1. Go to the Funding Sources page.
For more information, see [Access the Funding Sources Page](#).
2. Click **Apply Template**.
The Apply Funding Template page is displayed.
3. Click the title of the funding template you want to apply to your project.
A list of all funding sources that are in your template display.
4. Click **Continue**.
The Funding Sources page is displayed.
5. Click **Apply Template**.

Add Money to Funding Sources

To add money to funding sources

1. Go to the Funding Sources page.
For more information, see [Access the Funding Sources Page](#).
2. Click the name of the funding source you want to add money to.
3. Click **Add Funds**.
4. In the **Description** field, enter a description for the funding adjustment.
5. In the **Amount** field, enter the deposit amount.
6. Click **Save**.

Edit Funding Adjustments

The addition or modification of funds in e-Builder is referred to as a funding adjustment; this includes the initial deposit of dollars into a funding source. After funding adjustments are made, changes are reflected in the transaction register.

To edit or delete funding adjustments

1. Go to the Funding Sources page.
For more information, see [Access the Funding Sources Page](#).
2. Click the name of the funding source.
3. Click the title of the transaction description.
The Edit Funding Adjustment page is displayed.
4. To edit the funding amount, enter the new amount in the **Amount** field, and then click **Save**.
—Or—
To delete the adjustment, click **Delete Adjustment**. You are prompted for confirmation. Click **Yes, Delete the Funding Adjustment**.

Delete Funding Sources

Note: Funding sources that are currently in used cannot be deleted.

To delete funding sources

1. Go to the Funding Sources page.
For more information, see [Access the Funding Sources Page](#).
2. Click the **Delete** link located to the left of the funding source you want to remove.
You are prompted for confirmation.
3. Click **Yes, Delete the Funding Source**.

Attach Processes to Funding Source

From the Processes tab, you can view, as well as attach any supporting processes associated with the funding source. Any open/closed processes that have been created in the project can be attached to the funding source. e-Builder displays the process name, subject, step name, date opened (since), who it was attached by, and the date it was attached. To view attached processes, simply click the process name.

Processes are permission driven. If you do not have the permission level to view the process in the Processes module, you will not be able to view the process attached.

To attach processes to funding sources

1. Go to the Funding Sources page.
For more information, see [Access the Funding Sources Page](#).
2. Click the name of the funding source.
The Funding Source Details page displays.

3. Click the **Processes** tab.
4. Click **Attached Processes**.
The Attach Processes from [Project Name] filter displays.
5. Filter for the processes you want to see.
Results display in the table below.
6. Select the check box next to the process(es) you want to attach.
7. Click **Attach**.

Attach Forms to Funding Sources

From the Forms tab, you are able to view, as well as attach any supporting forms associated with a funding source. The forms that can be attached are any open/closed forms that have been created in the project. e-Builder displays the form name, subject, author, due date, who it was attached by, and the date it was attached. Once attached, you can simply click the form name to view it.

Note:

- Forms are permission driven. If you do not have the permission level to view the form in the Forms module, you will not be able to view forms attached to funding sources.
- Forms can also be removed from funding sources. If you choose to remove forms, they will not be deleted from the e-Builder Forms module.

To attach forms to a funding source

1. Go to the Funding Sources page.
For more information, see [Access the Funding Sources Page](#).
2. Click the name of the funding source.
The Funding Source Details page is displayed.
3. Click the **Forms** tab.
4. Click **Attached Forms**.
The Attach Forms from [Project Name] filter is displayed.
5. Filter for the forms you want to see.
Results display in the table below.
6. Select the check box next to the form(s) you want to attach.
7. Click **Attach**.

Attach Documents to Funding Sources

You have the ability to attach any supporting files associated with a funding source. Once attached, other users can access these files. When attaching files stored within e-Builder, only files specific to the current project can be selected.

Note: Documents can also be removed from funding sources. If you choose to remove documents, they will not be deleted from the e-Builder Documents module.

Tip

In IE10, Firefox, Chrome, and Safari browsers, you can simply drag and drop documents from your local directory onto the Attached Documents tab. This can be done to attach documents throughout e-Builder Enterprise™.

To attach documents to funding sources

1. Go to the Funding Sources page.
For more information, see [Access the Funding Sources Page](#).
2. Click the name of the funding source.
The Funding Source Details page is displayed.
3. Click the **Documents** tab. Click **Attach Documents**.
4. In the **Select Attachment Method** section, select your method of attachment.
5. Click **Browse For Files...**
6. Search for and select the file you want to attach.
You are returned to the Attach Documents dialog box.
7. If you are attaching files from e-Builder, go to the next step.
—Or—
If you are uploading files from your computer, in the **Select an e-Builder Destination folder** field, click **Browse**.
8. Search for and select the e-Builder destination folder.
9. Click **Attach Selected**.

Add Notes to Funding Sources

Notes may be added to a funding source to provide project participants with pertinent information about the source. For example, the Project Manager may want to add a note to let his/her internal team members know that a grant may only be used to purchase certain items. For each note entered, the first and last name and company name of the user is displayed along with the date.

To add notes to funding sources

1. Go to the Funding Sources page.
For more information, see [Access the Funding Sources Page](#).
2. Click the name of the funding source.
The Funding Source Details page displays.
3. Click the **Notes** tab, and then click **Add Note**.
The Add Note page displays.
4. Enter the note in the **Note** box.
5. Click **Save**.

About Funding Rules

Funding rules allow you to apply a predetermined amount of funds from funding sources and categories based on a fixed ratio when adding budget line items, commitments or invoices. This toolset is most resourceful if business rules exist that require a certain amount of funds to be utilized from specific sources. Using funding rules takes the thought out of manually calculating ratios between funding sources, which can be increasingly difficult to do if multiple funding sources or categories exist on the project.

This mechanism is built with the flexibility to manually adjust ratios if necessary while processing budget line items, commitments and invoices. To support the ever changing nature of program management and particularly funds management, users are able to add commitments and invoices without initially assigning funding rules, but are not able to take action on these items (request approval, mark as paid etc.) until a funding rule is applied. As a best practice, organizations should have 100% funding rules for each funding source to use when applicable.

Related Topic:

Add/Edit Funding Rules

Add Account Funding Rules

Add/Edit Funding Rules

To add/edit funding rules:

- Add Funding Rules
- Edit Funding Rules

Add Funding Rules

To add funding rules

1. Go to the Funding Sources page.
For more information, see Access the Funding Sources Page.
2. Click the **Funding Rules** tab.
3. Click **Add**.
4. In the **Name** field, enter a name for the funding rule.
5. Select the **Active** check box to make this funding rule available for use.
6. In the **Description** field, enter a description for the funding rule.
7. In the **Percentage** fields, enter the percentage of funds from each funding source that will make up this funding rule.
8. Click **Save**.

Edit Funding Rules

To edit funding rules

1. Go to the Funding Sources page.
For more information, see Access the Funding Sources Page.

2. Click the **Funding Rules** tab.
3. Click the title of the funding rule you want to modify.
4. Make all necessary changes.
For detailed descriptions of the fields and buttons located on this page, see Add/Edit Funding Rule Page Overview.
5. Click **Save**.
6. If you are changing a funding rule that has already been applied, you are prompted for confirmation.
Changes to this rule will affect all transactions in the past and future.
7. Click **Yes, Change the Percentage(s)**.
—Or—
Click **No, Keep the Original Percentage(s)**.

Related Topics:

- [About Funding Rules](#)

Add Account Funding Rules

To add account funding rules

1. Click **Cost** from the Top Navigation menu.
2. Click the **Account Funding Sources** tab.
3. Click the **Funding Rule** tab.
4. Click **Add**.
The Add Account Funding Rule page is displayed.
5. Enter all required fields.
For a description of each field, see Add Account Funding Rules Page Overview.
6. Click **Save**.

Funding Sources Page Overview

The Funding Source page is the first to display when accessing funding sources.

Fields and Buttons

The fields and buttons located on this page are:

Funding Sources For

This section includes the project name and the account funding controls. Your funding controls will vary between accounts. To learn about cost controls based on funding, see Funding Settings Overview.

- **Project Name:** This field displays the project name.
- **Project Number:** If available, the project number displays in this field. Project numbers allow you to have a unique identifier for each of your projects. Account administrators can add project numbers

by going to Administration Tools > Projects > Project Settings > Choose a custom field option from the Project Number Custom Field drop-down menu.

- **Do Not Allow Committed Amounts to Exceed Funding Source Amounts:** A check mark displays if commitment totals cannot exceed the amount available in funding sources. This is a setting that can be modified by account administrators. Depending on the account settings, this may or may not be edited at the project level. For more information, on this setting, see Funding Settings Page Overview.
- **Do Not Allow Actual Costs to Exceed Funding Source Amounts:** A check mark displays if invoice totals cannot exceed the amount available in funding sources. This is a setting that can be modified by account administrators. Depending on the account settings, this may or may not be edited at the project level. For more information, on this setting, see Funding Settings Page Overview.

Quick Cost Summary

The Quick Cost Summary offers a more condensed, yet comprehensive view of the budget, providing current status of the original budget, current commitments and invoices paid to date.


- **Current Budget:** This is the approved original budget and all approved budget changes.
- **Current Commitments:** This is the amount of all approved commitment changes plus original commitments, and approved general invoices. The formula is as follows: (approved commitment changes) + (original commitments) + (approved general invoices).
- **Actuals Approved:** This is the amount of all approved invoices.
- **Actual Cost to Complete:** This is the total invoice amount needed to fulfill all commitments. The formula is as follows: (projected commitments) (actuals approved).
- **Available Funds:** This is the amount of funds available in your funding sources.

Note: Funds are not depleted from the funding source until invoices have been approved. This total does not take into account invoices marked received.

- **Forecasted Over/ (Under):** This figure represents the amount above or under the forecasted budget. This total is the difference between the estimate at completion and the current budget. The formula is as follows: (estimate at completion) (current budget). For more information on the forecasting utility, see Forecasting.

Funding Sources Tab


This tab displays by default and lists all existing funding sources for the selected project.

- **Apply Template:** Click to apply funding templates. These templates are created by your e-Builder account administrator. For more information, see Working with Funding Templates.
- **Add:** Click to add new funding sources.
- **Export to Excel® Icon** (Page xxx

- **Name:** Displays the name of the funding source. Click to open the Funding Source Details page to view more information, add funds or take additional action on the funding source.
- **Description:** Displays the description of the funding source.
- **Funding Category:** Displays the funding category the funding source belongs to. For more information, see Working with Funding Categories.
- **Total Funds:** Displays the total amount that has been deposited into the funding source.
 - **Note:** The Remaining Funds field displays the total amount remaining to date.
- **Budgeted:** This column appears only if funding is enabled at the budget level. For more information, see Funding Settings Page Overview. Displays the total amount of the budget line items associated to this funding source.
- **Committed:** Displays the amount from the funding source that has been accounted for in a commitment.
 - **Note:** Funds are not depleted from the funding source until invoices have been approved. This total does not take into account invoices marked received.
- **Remaining Funds:** Displays the amount currently available in the funding source.

Funding Rules Tab

Use this tab to view, add or modify funding rules. For more information, see About Funding Rules.

- **Add:** Click to add funding rules.
- **Export to Excel® Icon** (): Click to export the funding rule details to a Microsoft Excel® spreadsheet.
- **Source:** Each funding rule is listed in bold and beneath each section, are the funding sources that make up the rule. The percentage that will be taken from each funding source is listed in the Percentage column.
- **Percentage:** Displays the percentage that will be taken from the corresponding funding source.

Add/ Edit Funding Rule Page

This page allows you to add or make changes to funding rules.

Fields and Buttons

The fields and buttons on this page are:

- **Save:** Click to save changes to the funding rule.
- **Cancel:** Click to discard any changes you may have made to the funding rule.
- **Funding Rule Details:**
 - **Name:** Enter the name of the funding rule in this field.
 - **Active:** Select to make the funding rule active and available for use.
 - **Description:** Enter a description of the funding rule.

- **Funding Source Breakdown:**
 - **Funding Source:** Displays the name of the funding sources that make up the funding rule.
 - **Description:** Displays the description of the funding source.
 - **Percentage:** Enter the percentage that should be distributed to the funding rule from each funding source. The total percentage for all funding sources must equal 100.

Related Topics:

- [Add/Edit Funding Rules](#)

Funding Source Details Page

The Funding Source Details page is displayed when a funding source is selected. From here you are able to manage funding by adding and editing funds. If the setting is enabled on your account you can also track funding sources at the budget, commitment, and/or invoice levels. You can also attach notes, documents, forms, and processes.

The fields and buttons on this page are:

Funding Source Details - Buttons

- **Edit:** Click to open the Edit Funding Source page and modify any of the funding source details such as the name, description, funding category or any custom fields that may exist.
- **Delete:** Click to delete this funding source. This button does not display for funding sources that are already in use.

Funding Details - Fields


Funding Details is a static section of the page that appears regardless of the tab that is selected. The section provides detailed information about the funding source.

- **Funding Source Name:** Displays the name of the funding source.
- **Created By:** Displays the name of the person that added the funding source.
- **Created Date:** Displays the date that the funding source was created.
- **Description:** Displays the description of the funding source.
- **Total Funds:** Displays the total amount that has been deposited into the funding source.
- **Note:** The Balance field displays the total amount remaining to date.
- **Balance:** Displays the amount currently available in the funding source.
- **Last Modified By:** Displays the name of the person who made the most recent changes to the funding source.
- **Last Modified Date:** Displays the date the funding source was last modified.
- **Funding Category:** Displays the category that the funding source belongs to.

Transaction Register Tab - Fields


This tab displays by default when the Funding Source Details page is opened. The transaction log lists all transactions made to this funding source and is an early warning detection system to inform you as you approach a \$0 balance.

Note: The transaction register balance can go in the negative as indicated by a balance in parentheses. There is no automatic rule in place to restrict invoices from being entered if no funding is available for a funding source, UNLESS this particular funding cost control has been configured by the account administrator; for more information, see Funding Settings Overview.

- **Add Funds:** Click to open the Add Funding Adjustment page and add money to the funding source.
- **Export to Excel® Icon** (): Click to export the details of the transaction register to a Microsoft Excel® spreadsheet.
- **Date:** Displays the date the transaction was entered.
- **#:** Displays the invoice number of any withdrawals made using this funding source. If the transaction was not a withdrawal, this column remains empty.
- **Transaction Description:** Displays the description of the transaction as entered by the user. Click the transaction description link to access the details of the invoice or funding adjustment (deposit).
- **Deposit:** Displays the deposit amount into the funding source. If the transaction was not a deposit, this column remains empty.
- **Withdrawal:** Displays the withdrawal amount from the funding source. If the transaction was not a withdrawal, this column remains empty. These values are updated as actuals are approved.
- **Balance:** Displays funding source balance at the time the transaction was made. The last line in this table is the current balance to date. Amounts in parentheses indicate a negative balance.

Budget Tab - Fields

The Budget Tab displays only if funding sources are required when entering budget line items. This is an account setting that must be enabled by e-Builder Support in order to track funding at the budget level. If this tab does not display, but there is a need to track funding at the budget line item level, contact your administrator, or contact Support. For more information, see Funding Settings Overview.

- **Group By:** Click to choose an option for which to sort the budget line items by. Choose from:
 - **Line Item:** This view groups data by budget line item.
 - **Cost:** This view groups data by cost code.
- **Export to Excel® Icon** (): Click to export the budget line item details to a Microsoft Excel® spreadsheet.
- **Line Item:** Displays the budget line item number that is expended from this funding source. Click the line item number to open the Line Item Details page to view its details.
- **Description:** Displays the description of the budget line item as entered by the user.
- **Current Budget:** This is the approved original budget and all approved budget changes.
- **Percentage:** Displays the percentage of that original budget that has been used from the funding source.
- **Amount:** Displays the amount of money from each respective budget line item that has been spent from the funding source.

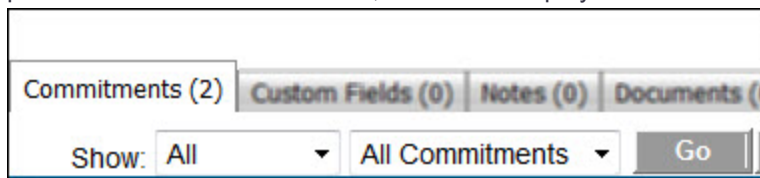
Commitments Tab - Fields


The Commitment Tab displays only if funding sources are required when entering commitment line items. This is an account setting that can be enabled by e-Builder Support in order to track funding at the commitment level. If this tab does not display, but there is a need to track funding at the commitment line item level, contact your administrator to enable this setting. For more information, see Funding Settings Overview.

The summary of all commitment line item allocations for the funding source is summed in the Amount This Funding Source column.

Tip: Click the commitment # or description to be directed to the commitment details. Click the company name to be directed to the company details.

- **Show:** Click the All drop-down arrow to select commitment statuses to choose from that will display in the table below. Click the All Commitments drop-down arrow to select commitment types. After preferences have been selected, click **Go** to display results in the table below.



- **Go:** Click to render results in the table below, after preferences have been selected from the Show drop-down list.
- **Show All:** Click to show all commitment status and commitment types in the table below.
- **Export to Excel® Icon** (): Click to export the details of the transaction register to a Microsoft Excel® spreadsheet.
- **#:** Displays the commitment number. Click this link to be redirected to the Commitment Details page and access commitment details.
- **Description:** Displays the description of the commitment as entered by the user. Click this link to be redirected to the Commitment Details page and access commitment details.
- **Company:** Displays the name of the company associated with the commitment item. Click this link to be redirected to the Company Details page and access company details.
- **Date:** Displays the date that the commitment was entered.
- **Status:** Displays the status of the commitment.
- **Commitment Type:** Displays the commitment type. Commitment types are determined by the e-Builder Administrator. For more information, see Commitment Types.
- **Total Commitment Amount:** Displays the total amount committed per commitment line item.
- **Amount This Funding Source:** Displays the total amount allocated to the commitment from this funding source. This column will help you determine whether a 100% funding rule was used or only a percentage of the commitment came from this funding source.

Tip: To easily determine the percent allocated from this funding source, click the Item Number or Description to be redirected to the Commitment Details page and then click **View Funding**.

- **Custom Fields:** Displays funding source custom fields if they have been created for this account for editing.
- **Notes Tab:** Lists all notes added to the funding source. For more information, see Add Notes to Funding Sources.
- **Documents Tab:** Lists all documents added to the funding source. For more information, see Attach Documents to Funding Sources.
- **Forms Tab:** Lists all forms attached to the funding source. For more information, see Attach Forms to Funding Sources.
- **Processes Tab:** Lists all processes attached to the funding source. For more information, see Attach Processes to Funding Sources.

Add Funding Adjustment Page

The Add Funding Adjustment page is displayed in the process of adding funds to funding sources. In e-Builder, any change to funds is considered a funding adjustment, even if it is an initial deposit.

Fields and Buttons

The fields and buttons located on this page are:

Funding Details

- **Funding Source Name:** Displays the name of the funding source.
- **Created By:** Displays the name of the user that created the funding source.
- **Created Date:** Displays the date that the funding source was created on.
- **Description:** Displays the description of the funding source as entered by the user who created it.
- **Balance:** Displays the current funding source balance.
- **Last Modified By:** Displays the name of the user that last modified any details of adjustments related to the funding source.
- **Last Modified Date:** Displays the date of the most recent changes made to the funding source.

Funding Adjustment Details

- **Description:** Enter a description for the adjustment in this field.
- **Amount:** Enter the adjustment amount in this field.
- **Save:** Click to save changes.
- **Cancel:** Click to cancel the transaction. All unsaved changes will be lost.

Add Account Funding Sources Page

This page is used to add account level funding sources.

For instructions, see Add Account Funding Sources.

Fields

The fields on this page are:

- **Name:** Enter the name of the funding source.
- **Description:** Enter a description of the funding source.
- **Funding Category:** Select a funding category. Categories provide a way to group like funding sources for reporting purposes.
- **Status:** Choose the status of the funding source.
- **Funding Control for Master Commitments:** Displays the master commitment control that has been established for account funding sources via Funding settings.
- **Funding Control for Master Invoices:** Displays the master invoice control that has been established for account funding sources via Funding settings.

Add Account Funding Rule Page

This page allows you to add or make changes to account funding rules.

For instructions, see Add Account Funding Rules.

Fields and Buttons

The fields and buttons located on this page are:

- **Save:** Click to save changes to the funding rule.
- **Cancel:** Click to discard any changes you may have made to the funding rule.
- **Account Funding Rule Details:**
 - **Name:** Enter the name of the funding rule in this field.
 - **Active:** Select to make the funding rule active and available for use.
 - **Description:** Enter a description of the funding rule.
- **Funding Source Breakdown:**
 - **Funding Source:** Displays the name of the funding sources that make up the funding rule.
 - **Description:** Displays the description of the funding source.
 - **Percentage:** Enter the percentage that should be distributed to the funding rule from each funding source. The total percentage for all funding sources must equal 100.

Budget Details

The Budget Details page gives users the ability to manage every aspect of the project budget. You can add budget line items, view budget details, commitments and all invoices items to give you a definitive, real time view of the project budget, allowing you to report on the most accurate and up-to-date information. The Quick Cost Summary section provides a summary of budget components at a glance. For more information see Budget Details Page Overview.

To access the Budget Details page

1. Click the **Cost** tab located in the Top Navigation Tabs.
2. Choose a project from the **All Projects** menu.
3. On the side project menu, click **Budget Details**.

Tip

Many of the procedures related to working with the budget can be performed by way of an automated cost process. See About Cost Processes for more information.

The following tasks relate to working with budget details in e-Builder:

Budgets

- Create a Budget
- Edit Budget Details
- Request Budget Approval
- Approve Budgets
- Open a Mail Merge document

Quick Cost Summary

This section of the Budget Details page is displayed only after a budget has been approved. It contains information about the budget and its current relation to Actuals and Commitments. For more information on each column, see Budget Details Page Overviews

Budget Line Items

- Apply Budget Template
- Add Budget Line Items
- Print a Budget Mail Merge Template


Budget Changes

- Add Budget Change
- Request Budget Change Approval
- Make a Budget Change Pending
- Make a Budget Change Projected
- Approve a Budget Change
- Reject a Budget Change
- Void an Approved Budget Change
- Delete a Budget Change

Exchange Rates

This tab is available only if the project currency is different from the primary currency.

- Lists the currency exchange rates, when they were added, updated and deleted. If you are importing multiple rates, it will only display the most recent exchange rate.
- Saves the history when the draft budget is saved with at least one non-zero budget item value until the budget is approved. The timestamp is displayed in your timezone.

- Displays when the budget was approved, when the exchange rate was set, when a budget change was voided.
- Click the Export to Excel icon  to export all columns and rows of the Exchange rates history table.

Notes / Documents / Forms / Processes

- Add Note to Budget/Budget Line Item
- Attach Documents to Budget/Budget Line Item
- Attach Forms to Budget/Budget Line Item
- Attach Processes to Budget/Budget Line Item

Working with Budgets

Tip

Many of the procedures related to commitments can be performed by way of an automated cost process. See About Cost Processes for more information.

There are a number of actions you can take when working with budgets. Below is a list of tasks for working with budgets:

- Create a Budget
- Apply Budget Template
- Import Budget Line Items
- Add Budget Line Items
- Edit Budget Details
- Request Budget Approval
- Approve Budget Approval Request
- Add Note to Budget/Line Items
- Attach Documents to Budget/Line Items
- Attach Forms to Budget/Line Items
- Attach Processes to Budget/Line Items
- Print a Budget Mail Merge Template

After you have a handle on the budget and it has been approved, you may want to use the Forecasting feature to help you track and plan for foreseen risks, which will help you stay within budget. e-Builder's Cash Flow cost entity may also be of interest to help you plan out how funds will be dispersed throughout the remainder of the project. See the following for more information:

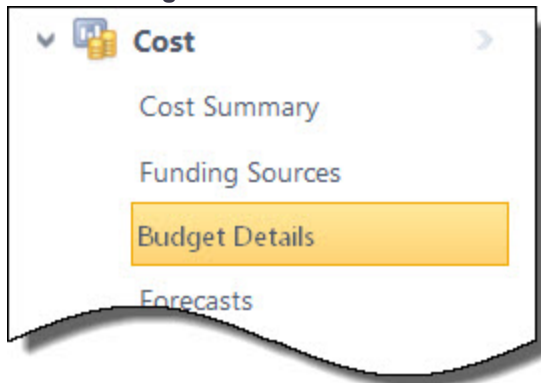
Related Topics:

- Forecasting
- Cash Flow

Access the Budget Details Page

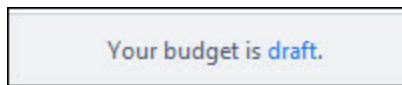
To access the Budget Details page

1. Click the **Cost** tab located in the top navigation tabs.
2. Choose a project from the **All Projects** menu
3. Click the **Budget Details** link located in the left navigation bar.



Create a Budget

Only one budget is permitted per project. When a project does not have an approved budget yet, the following message is displayed: "Your budget is draft". This message will continue to appear until a budget has been approved, even if you've added budget details such as line items and other data. You are still able to make changes to budget data in draft mode without fear that your data will be lost.



Note: Once a budget has been approved, the dollar amounts cannot be changed through the Edit Details page. To change budget amounts post approval, a budget change is required.

To create a budget

1. Go to the Cost module.
For more information, see Access the Cost Module.
2. Click the **draft** link.
The Budget Details page is displayed.
3. From here you can take any of the following actions toward working with the budget:
 - Apply Budget Template
 - Add Budget Line Items
 - Edit Budget Details
 - Request Budget Approval
 - Approve Budget Approval Request

- Add Notes to Budget/Line Items
- Attach Documents to Budget/Line Items
- Attach Forms to Budget/Line Items
- Attach Processes to Budget/Line Items
- Print a Budget Mail Merge Template

Apply Budget Template

Budget templates are created by your e-Builder Administrator and are used to quickly apply budget line items when creating your budget. Even if a budget template does not have all or may have more budget line items than you may need, they can save you a great deal of time. Line items from budget templates can always be edited after they have been applied. If you wish to create or modify a budget template, contact your e-Builder Administrator. For more information, see [Working with Budget Templates](#).

To apply a budget template

1. Go to the Budget Details page.
For more information, see [Access the Budget Details Page](#).
2. Click **Apply Template**.
The Apply Template page is displayed.
3. Click the name of the template you want to apply.
4. Click **Continue**.

Import Budget Line Items

Note: Depending on your account settings this page may or may not be available to you. The Cost import capability must be enabled by an e-Builder Support team member. For more information please contact your account manager.

To import budget line items

1. Click **Cost** in the top navigation tabs.
2. Click the **Data Entry** link located in the submenu.
3. Click **Import Budget Line Items**.
The Import Budget Line Items wizard is displayed.
4. Complete all required fields and click **Next** to the last step.
5. If the file was mapped correctly and there aren't any exceptions or warning, click **Import**.

—Or—

If there are exceptions, the Import button is disabled. Click the Exceptions tab to review the exceptions and make any necessary changes to the spreadsheet. Click **Previous** to re-import the file.

Note: If multi-currency has been enabled for this account and you have line items in the budget that are not '0' value, you can approve it only if live exchange rates have been set for the project.

- **Project Identifier:** This is a unique ID that will identify which project the budget import is for, examples include project name and project number. Project identifiers are entered into e-Builder as required project custom fields. For multiple options to display, the **Do not allow duplicates** check box must be selected on the Edit Custom Fields page.
- **Budget Control:** Click this drop-down arrow to select a budget control option.
 - **Uncontrolled:** Allow commitments and general invoices to exceed the approved budget amount.
 - **Controlled Total:** Prevent commitments, general invoices and budget changes from exceeding the total approved budget amount.
 - **Controlled by Line Item:** Prevent commitments, general invoices and budget changes from exceeding approved budget line item amounts.

For more information on Cost Control settings, see Cost Control.

- **Set budget status to approved:** Select to set the budget status to approve once the import is complete.
- **Leave budget status unchanged:** Select to leave the budget status as it is after the import is complete.

Step 2

Use this section to map the fields in your spreadsheet to the default budget line item built-in fields in e-Builder. For each required and optional built-in field, click the drop-down arrow and select the corresponding field in the spreadsheet. If the column names in your spreadsheet are identical to the built-in fields, they will populate automatically.

Step 3

Review the details of the import whether it was successful or not. Errors are display on the Exceptions and Warnings tabs.

Add Budget Line Items

To add budget line items

1. Go to the Budget Details page.
For more information, see Access the Budget Details Page.
2. Click **Add Line Item**.
The Add Line Item dialog box displays.
3. Enter all required fields.
4. Click **Save & Add New**.
—Or—
Click **Save**.

Edit Budget Details

On the Edit Budget Details page, you can alter basic details of the budget. If the account is configured to allow changes of the budget control, you are able to change that here as well.

To edit budget details


1. Open the Budget Details Page.
2. Click **Edit**.
The Edit Budget Details page is displayed.
3. Make all required changes.
4. Click **Save**.

Below are detailed descriptions of the fields and buttons located on this page.

Budget Details

- **Currency:** If multi-currency has been enabled for your account, it displays the currency selected for this project.
- **Save:** Click to save modifications after changes have been made.
- **Cancel:** Returns to the Budget Details page. All unsaved changes will be lost.
- **Project Name:** Name of the project.
- **Status:** The status of the project.
- **Draft Created:** The date the initial draft of this budget was created and the name of the person that created it.
- **Budget Control:** Displays the budget control setting for the project budget. This field is editable only if the 'Allow this setting to be changed on individual budgets' check box is selected in the Cost Control Settings.
- **Approved:** The date the budget was approved and the name of the person that approved it.
- **Description:** Description of the budget in this field.

Budget Line Items Tab

- **Attachment Icon ():** Add or remove files from the budget line item. The number on this icon displays the amount of the documents that are currently attached.
- **Line item:** Displays the budget line item number according to the budget cost code structure established by the account administrator. For more information on cost code structures, see Manage Account Codes.
- **Description:** The description of the budget line item as entered by the user.
- **Assumption:** Displays the assumption. Entering an assumption allows you to record the rationale behind how you came to a particular dollar amount. For instance, you may have come to a dollar amount based on the number of MRI machines needed for the hospital. After the budget has been approved, this detail cannot be edited from this page, but from the Add/Edit Line Item page. See Add Budget Line Items for more information.

- **Allow Charges:** Select to allow charges to be made against the budget line item.
- **Funding Rule:** If funding is enabled on the budget level, this field displays the funding rule associated with the line item.

Tip

To make the change to all line items at once, click the drop-down arrow from the column header. For individual line items, you can also click this drop-down arrow to select a different funding rule. To customize the rule, click the Edit link, which allows you to choose the percentage or amount of funds to be withdrawn from each funding source.

If a funding rule isn't currently selected, click the drop-down arrow to make a selection, or click the Add link to create a custom rule.

- **Approval Required for Change:** Indicate if approval is required to change this line item.
- **Current Budget**
 - For approved budgets:** This is the approved original budget and all approved budget changes.
 - For unapproved budgets:** This is the amount of the original budget.

Custom Fields Tab

Click to view or modify. This tab is displayed only if budget custom fields exist for the account. For more information, see Cost Custom Fields.

Request Budget Approval

If you do not have the permissions to approve a budget, you will need to request approval once budget line items and other details have been entered.

To request budget approval

1. Go to the Budget Details page.
2. Click **Request Approval**.

Approve Budgets

Approve budget approval request

When a budget approval has been requested, the pending request appears in the Items Pending Approval list for all users with Approve Final Budget permissions. These requests are also displayed on the Home page in the Items Pending Approval section. Below are steps for responding to an approval request from the Cost "Quick Links" Menu.

To respond to a budget approval request

1. Go to the Cost Quick Links menu.
2. Click **Items Pending Approval**.
For a detailed description of this page, see Items Pending Approval Page Overview.
3. Click the **Approve** or **Reject** link for each pending request.

Approve budget

If you have Approve Budget permission, you can approve a budget.

When approving a project with a currency that is different from the account currency:

- If the budget has no line items or line items that have '0' value, approving the budget will not lock in an exchange rate.
- If the budget has line items with a non-zero value, the exchange rate is locked in for the budget. Note that the budget can be approved only if there is an exchange rate for the approved date.

To approve a budget

1. Go to the Budget Details page.
2. Click **Approve**.
3. Enter the approval date.

Note: The approval date is based on the account time zone. This only applies to projects that have a currency different from the account currency.

If an exchange rate was configured for the approved date, the conversion amount is displayed. You can click **View Exchange Rates** to view a list of all the exchange rates for the project currency that exists on the account for that currency.

The **Amount in account currency** is based on the following calculation: Amount in account currency = Total budget in project currency / Exchange Rate

4. Click **Approve Budget**.

Add Notes to Budget/Budget Line Items

To add notes to the budget details or to budget line items

1. Go to the Budget Details page.
For more information, see [Access the Budget Details Page](#).
2. To add notes to budget line items, click the line item number.
—Or—
To add notes to the budget, go to step 3.
3. Click the **Notes** tab.
4. Click **Add Note**.
5. Enter your note in the **Note** box.
6. Click **Save**.

Attach Documents to Budget / Line Items

From the Documents tab you can view, as well as attach any supporting files associated with the budget. Once attached, other users can view and download these files. One reason you might want to attach documents is to have electronic versions of original files such as budgets that may have previously been on spreadsheets and you need them to be readily accessible for review. Likewise, you are able to attach documents to the budget line item as well; see [Edit Budget Details](#) for instructions.

Tip

In IE10, Firefox, Chrome, and Safari browsers, you can simply drag and drop documents from your local directory onto the Attached Documents tab. This can be done to attach documents throughout e-Builder Enterprise.

To attach documents to budgets

1. Go to the Budget Details page.
For more information, see [Access the Budget Details Page](#).
2. To attach documents to budget line items, click the line item number.
—Or—
To attach documents to the budget, go to step 3.
3. Click the **Documents** tab. Click **Attach Documents**.
4. In the **Select Attachment Method** section, select your method of attachment.
5. Click **Browse For Files...**
6. Search for and select the file you want to attach.
You are returned to the Attach Documents dialog box.
7. If you are attaching files from e-Builder, go to step 8.
—Or—
If you are uploading files from your computer, in the **Select an e-Builder Destination folder** field, click **Browse**.
8. Search for and select the e-Builder destination folder.
9. Click **Attach Selected**.

Attach Forms to Budget/Line Items

To attach forms to budgets

1. Go to the Budget Details page.
For more information, see [Access the Budget Details Page](#).
2. To attach forms to budget line items, click the line item number.
—Or—
[To attach forms to the budget, go to step 3.](#)
3. Click the **Forms** tab.
4. Click **Attach Forms**. The Attach Forms from [Project Name] filter displays.
5. Filter for the forms you want to see.
Results display in the table below.
6. Select the check box next to the form(s) you want to attach.
7. Click **Attach**.

Attach Processes to Budget/Line Items

To attach processes to budgets

1. Go to the Budget Details page.
For more information, see [Access the Budget Details Page](#).
2. To attach processes to budget line items, click the line item number.
—Or—
To attach processes to the budget, go to step 3.
3. Click the **Processes** tab.
4. Click **Attach Processes**. The Attach Processes from [Project Name] filter displays.
5. Filter for the processes you want to see. Results display in the table below.
6. Select the check box next to the process(es) you want to attach.
7. Click **Attach**.

Print a Budget Mail Merge Template

A mail merge template is a Microsoft Word® or PDF® print out of the cost data currently in view. Mail merge templates can be generic, providing just the data currently in view, or custom. If a template has not been created for your project, a generic printout opens. Custom templates provide additional cost data. These templates are created by your e-Builder Administrator and can be tailored with field mappings to capture very specific cost information. For more information, see [Budget Templates](#).

To generate a budget mail merge template

1. Open Budget Details Page.
2. Go to any section of the budget data that you want to print.
For instance, the Budget Line Items tab, Budget Changes tab etc.
3. Click **Mail Merge**.

If more than one mail merge template is available the Mail Merge Templates dialog box displays for you to choose your preferred template.



4. Click the **Please select a mail merge template** drop-down arrow and make a selection.

Working with Budget Changes

You can take the following actions when working with budget changes:

- [Related topics](#)

Add Budget Changes

As a project progresses, a need to make changes to the budget may occur a few times throughout the life of the project; in which case a budget change request is in order.

Note: If you need to make changes to a budget line item that has not been created yet, you will first need to add the budget line item, and then proceed with the procedure below.

To add a budget change

1. Go to the Budget Details page.
2. Click the **Budget Changes** tab.
3. Click **Add Change**.

The Add Change Details page is displayed.

4. Enter all required fields.

For a detailed description of all the fields and buttons located on this page, see [Add/Edit Change Details Page Overview](#).

5. Click **Save and Add All Line Items** to apply this change to all existing budget line items. You are prompted for confirmation. Click **Continue**. The Edit Change Details page display.

—Or—

Click **Save and Add Items One at a Time** to apply this change to a single line item or individual budget line items at a time. The Add Budget Change Item page is displayed.

6. Enter all required fields and make all necessary changes.
7. Click **Save & Add New** or click **Save**.

The Budget Change Details page is displayed.

8. From here you can take any of the following actions regarding the budget change:
 - Request approval
 - Make the change pending
 - Make the change projected
 - Approve the change

Related Topics:

- [Add Change Details Page Overview](#)
- [Edit Change Details Page Overview](#)
- [Budget Change Details Page Overview](#)

Request Budget Change Approval

Based on permissions granted to you by the e-Builder Administrator, some budget changes may require approval before the change is accepted into the budget. A budget change approval request can be made while adding a budget change, but you may have also chosen to record the change and save the approval request for later. It is also possible that different people are involved in this process and it is now your responsibility to make the budget change approval request.

To request a budget change approval

1. Go to the Budget Details page.
For more information, see [Access the Budget Details Page](#).
2. Click the **Budget Changes** tab.
3. Click the change number of the budget change you wish to request approval for.
The Budget Change Details page display.
4. Click **Request Approval**.

Make a Budget Change Pending

A pending status is used to indicate a budget change is likely, such as a verbal acceptance to a contract has been accepted but the signed contract has not been received. To change the status of a budget change from Draft to Pending, follow the procedure below. To change a Pending Budget Change back to the Draft status, click the Return to Draft button.

To make a budget change pending

1. Go to the Budget Details page.
For more information, see [Access the Budget Details Page](#).
2. Click the **Budget Changes** tab.
3. Click the change number of the budget change you wish to make pending.
The Budget Change Details page display.
4. Click **Make Pending**.

Make a Budget Change Projected

A projected status is used when a possible change is expected but is has not been finalized.

To make a budget change projected

1. Go to the Budget Details page.
For more information, see [Access the Budget Details Page](#).
2. Click the **Budget Changes** tab.
3. Click the change number of the budget change you wish to make projected.
The Budget Change Details page is displayed.
4. Click **Make Projected**.

Approve a Budget Change

To be reflected in the current budget, a budget change must first be in the Approved status. Only users with Approve Budget Change permission are able to take this action. When an approval is requested, all users with this permission will see this request in their Items Pending Approval section on the e-Builder Home page.

Tip: In the Administration Tools (Cost > Cost Settings > Settings tab) select the 'Notify users when approval requested' check box to notify users via email when an approval is requested. For more information, see [Cost Control](#).

Budget change approvals are done from the Budget Change Details page. You are redirected to this page when you click the change number in the email notification or from the Items Pending Approval section.

Note: If currency has been set for your project, the exchange rate locked in for the budget change will depend on several factors.

Budget has a locked in rate:

- Approving budget change with non-zero line items will lock in an exchange rate for the budget change. The exchange rate used will depend on the budget change approval setting.
- Approving budget change with zero line items will not lock in an exchange rate.

Budget has no locked in rate:

- The first non-zero budget change that you approve will lock in the rate for the budget as well as the budget change. The exchange rate used will depend on the budget change approval setting.

To approve a budget change

1. Open the Budget Details page.
2. Click the **Budget Changes** tab.
3. Click the change number of the budget change you wish to approve.
The Budget Change Details page is displayed.
4. Click **Approve**.
A confirmation message is displayed.
5. Enter an approval date or click the date link to enter today's date.
6. Click **Approve**.

Note: Once a Budget Change has been approved it can no longer be deleted, but it can be voided if necessary.

Reject a Budget Change

A budget change can be rejected after an approval is requested. Once the rejection has been verified, the budget change will return to Draft status where it can either be reworked or deleted. The budget change can also be rejected by the person who initiated the budget change by clicking the **Rescind Approval Req** button located on the Budget Change Details page. Notably, this button will only be present for the originator of the change approval request.

To reject a budget change

1. Go to the Budget Details page.
For more information, see Access the Budget Details Page.
2. Click the **Budget Changes** tab.
3. Click the change number of the budget change you wish to reject.
The Budget Change Details page display.
4. Click **Reject**.

You are prompted to enter a note.

5. Enter a note.
6. Click **Continue**.

Void an Approved Budget Change

Budget Changes that are in the Approved status cannot be deleted, but they can be voided. Voiding a budget change removes it from the current budget information.

Note: Only users with Add/Edit Budget permissions are able to void an approved budget change.

To void an approved Budget Change

1. Go to the Budget Details page.
For more information, see [Access the Budget Details Page](#).
2. Click the **Budget Changes** tab.
3. Click the change number of the budget change you wish to void.
The Budget Change Details page display.
4. Click **Void**.
You are prompted for confirmation.
5. Click **Continue**.

Delete Draft Budget Changes

Only budget changes in draft, pending, or projected status can be deleted. Once a budget change has been approved, it can only be voided; it can no longer be deleted.

To delete a draft budget change

1. Go to the Budget Details page.
For more information, see [Access the Budget Details Page](#).
2. Click the **Budget Changes** tab.
3. Click the change number of the budget change you wish to delete.
The Budget Change Details page display.
4. Click **Delete**.
You are prompted for confirmation.
5. Click **Yes, Delete this Budget Change**.

Related Topic:

- [Void an Approved Budget Change](#)

Import Budget Changes

Note: Depending on your account settings you may or may not be able to import budget changes. The Cost import capability must be enabled by an e-Builder Support team member. For more information please contact your account manager. Once the option is available, only users with Import permissions can perform

this task.

To import budget changes

1. Click the **Data Entry** link located in the Top Navigation Tabs.
The Data Entry Menu page is displayed.
2. Click **Import Budget Changes**.
3. **Step 1 of 3:** Complete the following fields:
 - **Project Identifier:** This is a unique ID that will identify which project the budget import is for. Examples include project name and project number.

Project identifiers are entered into e-Builder as required project custom fields. For multiple options to display, the **Do not allow duplicates** check box must be selected on the Edit Custom Fields page.
 - **Import File:** Select the import file.
4. Click **Next**.
5. **Step 2 of 3:** Use this section to map the fields in your spreadsheet to the default budget change built-in fields in e-Builder. For each required and optional built-in field, click the drop-down arrow and select the corresponding field in the spreadsheet. If the column names in your spreadsheet are identical to the built-in fields, they will populate automatically..
6. Click **Next**.
7. Step 3 of 3: If the file was mapped correctly and there aren't any exceptions or warning, click **Import**.

—Or—

If there are exceptions, the Import button is disabled. Click the Exceptions tab to review the exceptions and make any necessary changes to the spreadsheet. Optionally click the **Export Exceptions** button to export details to a spreadsheet. Click **Previous** to reimport the file, and then repeat steps 4-7.

Note: If currency has been set for your project, the exchange rate locked in for the imported budget change will depend on several factors.

Budget has a locked in rate:

- Approving imported budget change with non-zero line items will lock in an exchange rate for the imported budget change. The exchange rate used will depend on the budget change approval setting.
- Approving imported budget change with zero line items will not lock in an exchange rate.

Budget has no locked in rate:

- The first non-zero imported budget change that you approve will lock in the rate for the budget as well as the budget change. The exchange rate used will depend on the budget change approval setting.

Budget Details Page Overview

The Budget Details page is the first to display when accessing the budget component of the Cost module. From this page you're able to gather important details about the budget at a glance by reviewing the Quick Cost Summary. You also have access to further detailed budget information by clicking any of the available links located in the Quick Cost Summary. Below is a detailed description of each field and button located on the Budget Details Page.

Budget Details

- **Currency:** If multi-currency has been enabled for your account and this project's currency is not the account primary currency, you can toggle between your project currency and the account primary currency.
- **Mail Merge:** Click to open a mail merge document. In e-Builder, a mail merge document is a Microsoft Word® or PDF® print out of the data currently in view. Mail merge templates can be generic, providing just the data currently in view, or custom. If a template has not been created for your project, a generic printout opens. Custom templates provide additional cost data. These templates are created by your e-Builder Administrator and can be tailored with field mappings to capture very specific cost information. For more information, see Budget Templates.
- **Edit :** Click to edit the Budget Details.
- **Project:** Displays the name of the project. Click the link to open the Project Details page.
- **Created (Draft) Created:** Displays the date the budget was created and the name of the user that created it.
- **Approved (Approval Requested):** Displays the date the budget was approved or when approval was requested for draft budgets.
- **Description:** Description of the budget. Click Edit to modify the description.
- **Status:** Displays the status of the budget.
- **Budget Control:** Displays the cost control setting for the budget. This setting is determined by the e-Builder Administrator and can only be changed to less restrictive. For more information, see Cost Control.

Quick Cost Summary

This section of the Budget Details page is displayed only after a budget has been approved. The Quick Cost Summary details information about the Budget and its current relation to Actuals and Commitments.


- **Current Budget:** Approved original budget amount and all approved budget changes.
- **Current Commitments:** All approved commitment changes plus original commitments, and approved general invoices.
Current Commitments = approved commitment changes + original commitments + approved general invoices.
- **Actuals Approved:** Total amount of all approved invoices.
- **Actual Costs To Complete:** Total invoice amount needed to fulfill all commitments.
Actual Costs To Complete = projected commitments * actuals approved.
- **Available Funds:** Total amount of funds available in your funding sources.

Note: Funds are not depleted from the funding source until invoices have been approved. This total does not take into account invoices marked received.

- **Forecasted Over/(Under):** This figure represents an amount above or under the forecasted budget. This total is the difference between the estimate at completion and the current budget. For more information, see Forecasting.
Forecasted Over/(Under) = estimate at completion - current budget.


Budget Line Items Tab

This tab lists all available budget line items. Click the line item number to open the Line Item Details page and view more detailed information about each budget line item.

- **Group By:** Click to select a view. The Budget Line Items tab can be grouped by Line Item or any other Account Code Segments established.
- **Apply Template:** Click to apply a budget template. Budget templates are complete with budget line items and can be used to save a lot of time when starting the budget. Budget templates are created by the e-Builder Administrator, for more information, see Budget Templates.
- **Add Line Item:** Click to add budget line items. Even if a budget template was used, additional line items can be added by clicking this button. For more information on this procedure, see Add Budget Line Items.
- **Export to Excel® Icon** (


Budget Changes Tab

This tab lists all recorded budget changes in all available statuses. Click a budget change number to open the Budget Change Details page and access additional information about the budget change.

- **Show:** Click to narrow budget changes that display in the table below by status.
- **Mail Merge:** Click to open a mail merge document after selecting one or more budget change check boxes. In e-Builder, a mail merge document is a Microsoft Word® or PDF® print out of the data currently in view. Mail merge templates can be generic, providing just the data currently in view, or custom. If a template has not been created for your project, a generic printout opens. Custom templates provide additional cost data. These templates are created by your e-Builder Administrator and can be tailored with field mappings to capture very specific cost information. For more information, see Mail Merge Templates.
- **Add Change:** Click to add a budget change. For more information about this procedure, see Add Budget Changes.
- **Export to Excel® Icon** (

Exchange Rates

This tab is available only if the project currency is different from the primary currency.

- Lists the currency exchange rates, when they were added, updated and deleted. If you are importing multiple rates, it will only display the most recent exchange rate.
- Saves the history when the draft budget is saved with at least one non-zero budget item value until the budget is approved. The timestamp is displayed in your timezone.
- Displays when the budget was approved, when the exchange rate was set, when a budget change was voided.
- Click the Export to Excel icon  to export all columns and rows of the Exchange rates history table.

Notes

Add notes to the budget or view any existing notes there may be. Click Add, type your notes and then click Save. You also have the option to check spelling.

Documents

View and attach any supporting files associated with the budget. Once attached, other users can view and download these files.

- **<file name>**: Click to view the file.
- **Properties**: Displays individual file properties
- **Download**: Downloads the file to your computer.
- **Redline**: Marks up the file.
- **Attach Revision**: Attaches documents to this budget. For more information on this procedure, see Attach Documents to Budget / Line Items.
- **Remove**: Removes the file.
- **Edit**: Opens the file in the native application to edit it.

Forms Tab

Forms can be attached to the budget details for additional backup information. From this tab you are able to view, fill out a new form, as well as attach any supporting forms associated with a budget.

Note: Forms are permission driven. If a user does not have the permission level to view the form in the Forms module, they will not be able to view the Form attached to the Budget Details.

- **Fill Out Form**: Opens the Fill Out form on [Project Name] dialog box and select a form to complete. Once it is posted the form will display on this tab.
- **Attach Forms**: Opens the Fill out form on [Project Name] dialog box and attach an existing form to the budget.
- **Remove**: Remove the file.

Processes Tab

- **Attach Processes**: Opens the Attach Processes from [Project Name] dialog box and attach an existing process to the budget.
- **Remove**: Removes the file.

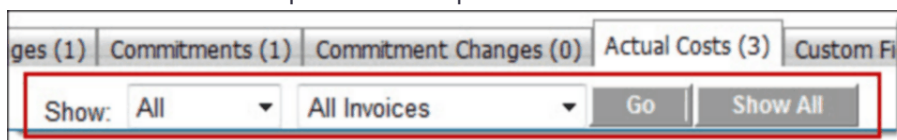
Line Item Details Page

This page is displayed when line item numbers are selected on the Budget Details page. When the budget is approved, from here you have access to several details related to the budget line item, such as a financial summary that provides a snapshot of line item details. View and add notes, budget changes, commitments and more. When the budget is not yet approved you can edit line item details; modify line item custom fields if configured on account; attach documents, processes and forms.

Note: A New Line Item added to an Approved Budget cannot add money to the Budget. The amount of the change is reflected only through a budget change. For more information, see Add Budget Changes.

Fields, Buttons and Tabs

- **Edit Details:** Click to open the Add/Edit Line Item page and make changes to the details of the budget line item such as the description, funding rule or whether or not the line item is an allowance.
- **Financial Summary Tab:** This tab is selected by default when accessing this page. It provides a snapshot of the overall financial state of the budget line item. Details such as the original, approved budget changes and current budget amounts are provided along with commitment, commitment changes and actual cost item information.
- **Notes Tab:** Click this tab to add notes to the budget line item or view any existing notes there may be.
- **Budget Changes Tab:** Click this tab to view a list of budget changes associated with this particular budget line item. Click the budget change number to open the Budget Change Details page for more information about the change. Click the Excel icon to export data to a spreadsheet. Use the Show drop-down arrow to filter on the different budget change statuses.
- **Commitments Tab:** Click this tab to view a list of commitments against this particular budget line item. Click the commitment number to open the Commitment Details page for more information. Click the Excel icon to export data to a spreadsheet. Use the Show drop-down arrow to filter on the different commitment statuses.
- **Commitment Changes Tab:** Click this tab to quickly view commitment changes associated with the line item. The change number, change description, commitment number, description, company, status, and total change amount are available for viewing. Further detail on the commitment change can be accessed by clicking on the change number. Use the Show drop-down arrow to filter on the different commitment change statuses.
- **Actual Costs Tab:** Click this tab to view a list of commitment and general invoices processed against this budget line item and their status. The invoice number link opens the Invoice Details page, the commitment number opens the Commitment Details page and the company name link takes you to the Company Details page. Use the filter to narrow the results on the All Invoices table. Click the Excel icon to export data to a spreadsheet.



- **Custom Fields Tab:** Click this tab to view a list of budget line item custom fields. These custom fields are added by the account administrator and are filled out when adding a budget line item. For more information on managing Cost custom field, see Cost Custom Fields.
- **Documents Tab:** Click this tab to attach documents to the budget line item or view any existing documents that may already be attached. If you have the proper permissions you can also remove attached documents from this tab.
- **Forms Tab:** Click this tab to attach forms to the budget line item or view any existing forms that may already be attached. If you have the proper permissions you can also remove attached forms from this tab.
- **Processes Tab:** Click this tab to attach processes to the budget line item or view any existing forms that may already be attached. If you have the proper permissions you can also remove attached forms from this tab.

Edit Line Item Details Page

The Edit Line Item Details page allows you to change the details of a budget line item. Once a line item amount has been added and approved, it cannot be changed. A budget change is required to make changes dollar to amounts. The details that can be modified are the account code, account description, and, if funding is enabled on the budget level, a different funding rule can also be added.

Fields and Buttons

A description of the fields and buttons located on this page is provided below:

- **Save:** Click to save changes.
- **Cancel:** Click to cancel changes. All unsaved changes will be lost.
- **Account Code:** Click to select a different account code to associate the budget line item to. If a text field displays, enter a description for this line item. The text field will appear only if the account code segment was not configured as a drop-down menu by your account administrator. For more information on this setting, see Manage Account Codes.
- **Description:** Enter a description for the budget line item in this field.
- **Assumption:** Enter an assumption in this field. An assumption refers to factors that were taken into account to arrive to the budget line item amount. For example, if the cost of lumber is \$45 per unit and estimate the 600 units will be needed.
- **Amount:** Displays the amount of the budget line item. This amount cannot be modified once approved. To change this amount, you must submit a budget change.
- **Funding Rule:** Displays only if funding is enabled on the budget level. Click this drop-down arrow to select a funding rule. Click the Add link to create a custom rule. For more information on this feature, see About Funding Rules.
- **Allow Charges:** Selected by default. If selected, invoices can be added toward this budget line item. If you clear this check box, you will not be able to add invoices toward this item.
- **Approval Required For Changes:** Select to require approval if this item is included in a net-zero budget change and the person submitting the change has Add/Edit Budget permissions, but not budget

approval privileges. This setting coincides with the cost setting to allow users with add/edit budget permission to approve net \$0.00 budget changes. This check box must be selected on the account level in order for this to take effect on individual line items. See Cost Settings Page for instructions on accessing this page.

- **Custom Fields Tab:** Click to view a list of budget line item custom fields. These custom fields are added by the account administrator and are filled out when adding a budget line item. For more information on managing Cost custom field, see Cost Custom Fields.
- **Documents Tab:** Click to attach documents to the budget line item or view any existing documents that may already be attached. If you have the proper permissions you can also remove attached documents from this tab.
- **Forms Tab:** Click to attach forms to the budget line item or view any existing forms that may already be attached. If you have the proper permissions you can also remove attached forms from this tab.
- **Processes Tab:** Click to attach processes to the budget line item or view any existing forms that may already be attached. If you have the proper permissions you can also remove attached forms from this tab.

Add/ Edit Change Details Page

The Add/Edit Change Details page is displayed when adding or making changes to a budget change.

Fields and Buttons

A full description of the fields and buttons of this page is below:

- **Save and Add All Line Items:** Click to save changes and apply this budget change to all budget line items.
- **Save and Add Items One at a Time:** Click to save changes and apply this budget change to specific budget line items.
- **Cancel:** Click to cancel budget change modifications and return to the Budget Details page. All unsaved changes will be lost.
- **Project Name:** Displays the project name by default. Click to select a different project name.
- **Status:** Displays the status of the budget change.
- **Budget Change Number:** If the auto-fill feature is enabled in cost controls the budget number displays by default; otherwise, you must enter a budget change number in this field.
- **Date of Change:** If you are adding a new budget change, the present date displays by default; click the calendar icon to choose a different date. When editing the budget change, the date of change displays, but can also be modified.
- **Reason Code:** Click to select a budget change reason code.
- **Description:** Enter a description for the budget change in this field.
- **Custom Fields:** If budget change custom fields are available for your account, they display here. Custom fields are entered by the account administrator; for more information, see Cost Custom Fields.

Budget Change Details Page

This page is displayed when a budget change is selected on the Budget Details page. From here you can obtain detailed information about the selected budget change and take action on Draft status changes. If the budget change is in any status other than 'Approved', the page will display multiple statuses that you can move the budget change through. Once a budget change has been approved, the page will change to show only Mail Merge, Void and Edit action buttons. A quick cost summary as well as attached budget change items can be viewed from this page.

Regardless of the status of the budget change, you are always able to access the following:

- Custom Fields
- Notes
- Documents
- Forms
- Processes

Fields and Buttons

The fields and buttons located on this page are:

- **Mail Merge:** Click to open a mail merge document. In e-Builder, a mail merge document is a Microsoft Word® or PDF® print out of the data currently in view. Mail merge templates can be generic, providing just the data currently in view, or custom. If a template has not been created for your project, a generic printout opens. Custom templates provide additional cost data. These templates are created by your e-Builder Administrator and can be tailored with field mappings to capture very specific cost information. For more information, see Cost Mail Merge Templates.
- **Controlling Process:** Displays only if a cost process exists for the budget change. If the process is not yet completed (not in the approve or void status) it can only be updated in the process and not in the Cost module; in which case the action buttons (Make Pending, Make Projected, Edit, etc.) will not display.
- **Rescind Approval Req:** Click to negate a budget change approval request. This button will only display for the originator of the approval request after the request has been sent and before the approval has been granted.
- **Make Pending:** Click to change the status of the budget change to *pending*. This status is used to indicate when there is a likely change to an existing commitment or line item in the budget. By entering these items the team can gain visibility into any anticipated changes before they occur.
- **Make Projected:** Click to change the status of the budget change to *projected*. Projected is a status indicator that is available for commitment and budget changes. It is used to indicate when there is a possible change to an existing commitment or line item in the budget. By entering these items the team can gain visibility into any anticipated changes before they occur.
- **Request Approval:** Click to request a budget change approval.
- **Approve:** Click to approve a budget change request.
- **Edit:** Click to open the Add/Edit Change Details page and edit the details of the budget change.

- **Delete:** Displays for draft budget changes only. Click to delete the budget change.
- **Void:** Click to void an approved budget change. Approved changes cannot be deleted. To remove a change from the budget information, it must be voided.

Quick Cost Summary

The Quick Cost Summary details information about the Budget.

- **Current Budget:** This is the approved original budget and all approved budget changes.
- **Current Commitments:** This is the amount of all approved commitment changes plus original commitments, and approved general invoices. The formula is as follows: (approved commitment changes) + (original commitments) + (approved general invoices).
- **Actuals Approved:** This is the amount of all approved invoices.
- **Actual Costs To Complete:** This is the total invoice amount needed to fulfill all commitments. The formula is as follows: (projected commitments) (actuals approved).
- **Available Funds:** This is the total amount of funds available in your funding sources.

Note: Funds are not depleted from the funding source until invoices have been approved. This total does not take into account invoices marked received.
- **Forecasted Over/(Under):** This figure represents an amount above or under the forecasted budget. This total is the difference between the estimate at completion and the current budget. The formula is as follows: (estimate at completion) (current budget). For more information on the forecasting utility, see Forecasting.

Budget Change Items Tab

This tab lists the budget line items linked to the budget change. Click the change number to open the Edit Budget Change Item page to modify details of the budget change item.

- **Add all line items:** Click to add all of the budget line items to this change.
- **Add Item:** Click to add specific budget line items to this change.
- **Microsoft Excel Icon** ®: Click this icon to export budget change line items to a Microsoft Excel® spreadsheet.

Budget Changes Tab

This tab lists all recorded budget changes in all available statuses. Click a budget change number to open the Budget Change Details page and access additional information about the budget change.

- **Show:** Click to select an option to narrow budget changes in the results table below.
- **Mail Merge:** Click to open a mail merge document after making a selection.

In e-Builder, a mail merge document is a Microsoft Word® or PDF® print out of the data currently in view. Mail merge templates can be generic, providing just the data currently in view, or custom. If a template has not been created for your project, a generic printout opens. Custom templates provide additional cost data. These templates are created by your e-Builder Administrator and can be tailored with field mappings to capture very specific cost information. For more information, see Cost Mail Merge Templates.

- **Add Change:** Click to add a budget change. For more information about this procedure, see Add Budget Changes.
- **Microsoft Excel Icon** ®: Click this icon to export the budget line item to a Microsoft Excel® spreadsheet.

Custom Fields

If budget change custom fields have been created on the account, they display on this tab.

Notes Tab

Click this tab to view and add notes to the budget change.

Documents Tab

Click this tab to view, as well as attach any supporting files associated with the budget change. Once attached, other users can view and download these files.

- **View:** Click this link to view the file.
- **Download:** Click this link to download the file.
- **Redline:** Click this link to markup the file as you see fit.
- **Attach Documents:** Click to attach documents. For more information on this procedure, see Attach Documents to Budget/ Line Items.
- **Remove:** Click to remove file association after making a selection.

Forms Tab

Forms can be attached to the budget change details for additional backup information. From this tab you are able to view, fill out new forms, as well as attach any supporting forms associated with a change.

Note: Forms are permission driven. If a user does not have the permission level to view the form in the Forms module, they will not be able to view the Form attached to the Budget Details.

- **Fill Out Form:** Click to open the Fill out form on [Project Name] dialog box and select a form to complete. Posted forms also display on this tab for easy access.
- **Attach Forms:** Click to open the Attach Form on [Project Name] dialog box and attach existing form to the budget change.
- **Remove:** Click to remove file association after making a selection.

Processes Tab

- **Attach Processes:** Click to open the Attach Processes from [Project Name] dialog box and attach an existing process to the budget change.
- **Remove:** Click to remove file association after making a selection.

Edit Budget Change Item Page

The Edit Budget Change Item page allows you to modify the details of a budget change item.

Fields and Buttons

The fields and buttons located on this page are:

- **Save:** Click to save changes.
 - **Cancel:** Click to cancel changes to the budget change item. All unsaved changes will be lost.
 - **Budget Change Item Number:** This field displays the budget change number and may or may not be editable. To make this field editable, the Auto-fill budget change numbers when adding budget changes check box should be selected in the Cost Control Settings.
 - **Budget Line Item:** By default, the budget line item this change item is associated with displays in this field. Click the drop-down arrow to select a different budget line item.
 - **Current Budget Amount:** This is the approved original budget and all approved budget changes.
 - **Description:** By default, the budget line item description displays in this field. This is an editable field so you can enter a different description if desired.
 - **Funding Rule:** If funding is enabled on the budget level, this field displays the funding rule used for this budget line item. Click this link to open the Funding Source Distribution dialog box to see the breakdown of the funding rule.
 - **Project Number:** If available, the project number displays in this field. This is a feature that can be configured by the account administrator and will not automatically appear on every account.
 - **Budget Change Number:** The budget change number displays in this field.
 - **Change Amount:** Enter the total amount of the budget change item in this field.
 - **Projected Commitments:** This field displays the amount of projected commitments.
- Use Case:** If the budget is controlled by the line item, knowing the amount of your projected commitments will help you not exceed this quantity when entering your budget change item amount.

Commitments

The commitments cost entity is only available for approved budgets. A verbal or documented agreement to purchase something from a seller is considered a commitment in e-Builder. Whether or not this promise or agreement has an actual purchase associated with it or not, it can be entered into e-Builder as a draft and go through different statuses as the planning, purchase and approval process gets underway. The most common types of commitments are contracts and purchase orders. The Commitments page provides an overview of a project's budget from the perspective of all commitments that have been entered (projected, pending, approved etc.)

Tip

Many of the procedures related to commitments can be performed by way of an automated cost process. See About Cost Processes for more information.

To guide you through working with commitments in the Cost module, the following sections are included:

Working with Commitments

- Add Commitments
- Edit Commitment Details
- Add Commitment Line Items
- Request Commitment Approval
- Approve Commitments
- Void Commitments

- Close Commitments
- Reopen Closed Commitments
- Print a Commitment Mail Merge Template
- Export Commitments to Spreadsheet
- Add Notes to Commitments
- Attach Documents to Commitments
- Attach Forms to Commitments
- Attach Processes to Commitments

Working with Commitment Changes

- Add Commitment Changes
- Add Commitment Change Items
- Edit Commitment Changes
- Make a Commitment Change Projected
- Make a Commitment Change Pending
- Request Commitment Change Approval
- Approve Commitment Changes
- Reject Commitment Changes
- Void Commitment Changes
- Delete Commitment Changes
- Add Notes to Commitment Changes
- Attach Documents to Commitment Changes
- Attach Forms to Commitment Changes
- Attach Processes to Commitment Changes

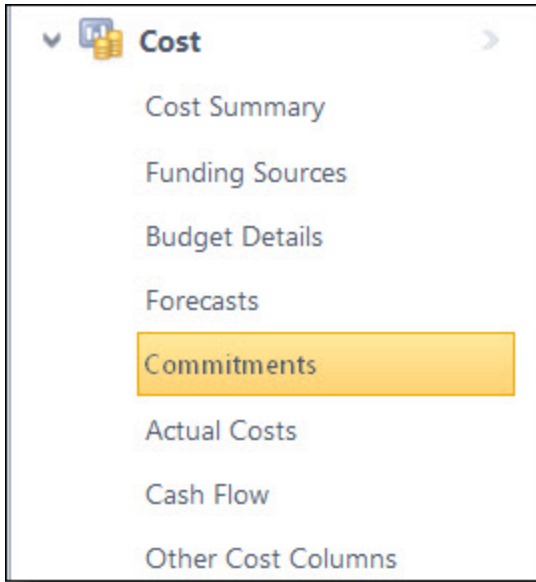
Access the Commitments Page

To access the Commitments page

1. Go to the Cost Summary page.

For more information, see [Access the Project Cost Summary Page](#).

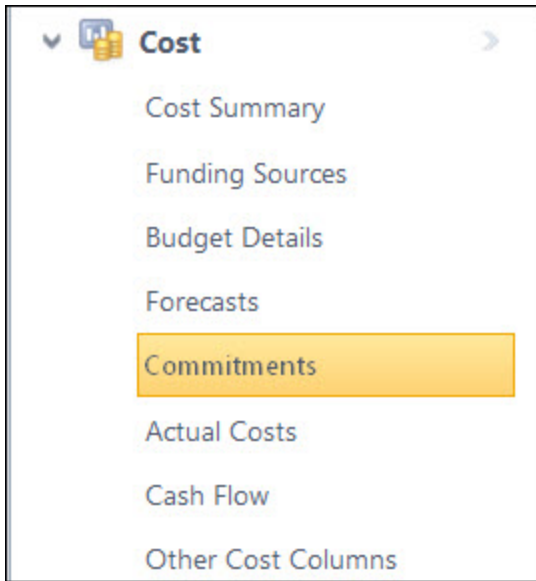
2. Click the **Commitments** link located in the left navigation bar.



Access the Commitment Details Page

To access the Commitment Details page

1. Go to the Cost Summary page.
For more information, see Access the Cost Summary Page.
2. Click the **Commitments** link located in the In the left navigation bar.



The Commitments page is displayed.

3. Click the commitment number or description of the commitment.

The Commitment Details page is displayed.

Import Commitments

Note: Depending on your account settings you may or may not be able to import commitments. The Cost import capability must be enabled by an e-Builder Support team member. For more information please contact your account manager. Once the option is available, only users with Import permissions can perform this task.

To import commitments

1. Click **Cost** from the top navigation tabs.
2. Click the **Data Entry** link located on the shortcut links at the top.
The Data Entry Menu page is displayed.
3. Click **Import Commitments**.
The Import Commitments page (Step 1 of 3) displays.
4. Complete all required fields.
For detailed descriptions of the field and buttons located on this page, see Import Commitments Page Overview.
5. Click **Next**.
Step 2 of 3 displays.
6. Complete all required fields.
7. Click **Next**.
Step 3 of 3 displays.
8. If the file was mapped correctly and there aren't any exceptions or warning, click **Import**.
—Or—
If there are exceptions, the Import button is disabled. Click the Exceptions tab to review the exceptions and make any necessary changes to the spreadsheet. Click **Previous** to reimport the file, and then repeat steps 5-7.

Add Commitments

To add a commitment

1. Go to the Commitments page.
For more information, see Access the Commitments Page.
2. Click **Add Commitment**.
The Add Commitment page is displayed.
3. Enter all required fields.
For a detailed description of all the fields and buttons located on this page, see Add/Edit Commitment Page Overview.
4. *Optional:* You can add commitment line items at this time.

—Or—

Click **Save** to add line items at a later time.

Note: This commitment is saved in Draft status.

Add Master Commitments

To add a commitment

1. Click **Cost** from the Top Navigation Menu.
2. Click the **Master Commitments** tab.
3. Click **Add Master Commitment**.
The Add Master Commitment popup is displayed.
4. Select where the master commitment should be created (under a process or standard cost module).
5. Click **Create**. The Add Master Commitment page is displayed.
6. Enter all required fields.

For a detailed description of all the fields and buttons located on this page, see [Add/Edit Master Commitment Page Overview](#).

7. *Optional:* You can add new master commitment line items at this time.

—Or—

Click **Save** to add line items at a later time.

Note: This master commitment is saved in **Draft** status.

Edit Commitment Details

The details of a commitment such as the commitment type, description, company, retainage etc. can be changed even after the commitment has been approved. If the account is not configured to auto-populate commitment numbers, this information can be modified as well. Additional line items can be added as well.

Note: A commitment change is required to modify line item amounts of an approved commitment.

To edit commitment details

1. Go to the Commitment Details page.
For more information, see [Access the Commitment Details Page](#).
2. Click **Edit**.
3. Make changes to any of the editable commitment details.
4. *Optional:* If this is a draft commitment, you can take any of the following actions from here:
 - Add Commitment Line Items
 - Add Commitment Line Item Custom Fields

Note: Commitment items can also be added at a later time.

5. Click **Save**.

Add Commitment Line Item Custom Fields

If your administrators have defined commitment line item custom fields (CLICF), you are able to complete these fields when completing any of the following procedures:


- Adding Commitments (optional or required custom fields)
- Adding Commitment Line Items (optional custom fields only)
- Editing Commitment Details (optional or required custom fields)

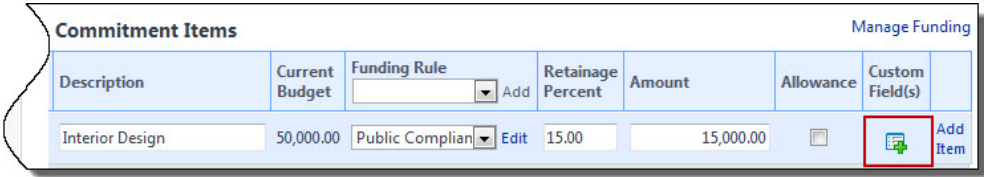
Optional custom fields can be completed whenever line items are entered, but required custom fields must be completed before a commitment can be saved, whether adding line items or not.

CLICF can be added on any of the following pages:

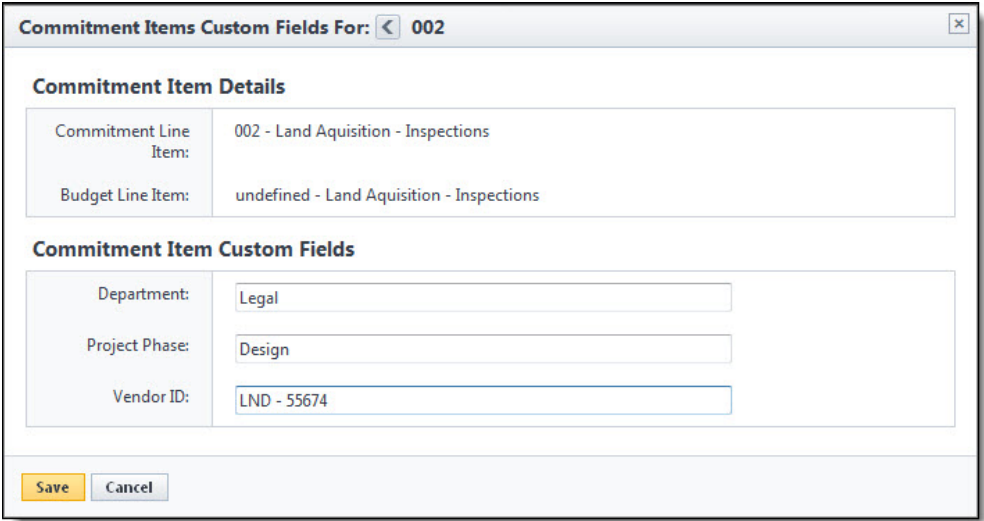
- Add/Edit Commitment Page
- Commitment Details Page
- Add/Edit Commitment Item Page

To enter commitment item custom fields

1. Click the add custom field icon ().



The Commitment Items Custom Fields dialog box displays.



2. Complete commitment item custom fields.
3. Click **Save**.

Add Commitment Line Items

Commitment line items can be added at any time. If a commitment has already been approved, however, line item amounts can only be added via a commitment change. Please be aware that line items can also be added while doing the commitment change to avoid having to do two separate processes or adding the line item first, and then the change; for detailed steps, see Add Commitment Changes.

To add commitment line items

1. Go to the Commitment Details page.
For more information, see Access the Commitment Details Page.
 2. Click **Edit**.
The Edit Commitment page is displayed.
 3. Scroll down to the **Commitment Items** section, and then click **Please Select A Line Item**.
The Budget Line Items dialog box displays.
 4. Click the account code link of the budget line item you'd like to add.
Your selection is populated in the **Commitment Items** section.

Note: By default the commitment line item will inherit the funding rule assigned to the associated budget line item. You can choose to update the rule and set it to any allocation, as long as it adds up to 100%. Click the Edit link to edit the inherited rule.
 5. If you are tracking funding at the commitment level you are required to select a funding rule.
If a funding rule does not automatically populate, click the **Funding Rule** drop-down arrow to select a funding rule or click the **Edit** link to enter a custom rule. Funding allocations must add up to 100%.
 6. If configured, you can optionally enter a retainage percentage for each line item.
In the **Retainage Percent** column, enter a retainage percent.
 7. In the **Amount** column, enter the amount of the commitment item.

Note: This option is only available for non-approved commitment line items. Changes to approved amounts must be done via a commitment change.
 8. If this commitment item is an allowance, select the **Allowance** check box.
An allowance is money set aside for a particular purpose, but the details of pending expenditures is still unknown. For more information on how allowances work, see Add/Edit Commitment Page Overview.
 9. To add additional line items, click the **Add** link, and then repeat steps 4-9.
- Or—
- Click **Save**.

Request Commitment Approval

Once entered, commitments are saved as drafts. If you do not have approval permissions, a commitment approval request is required.

Note: If funding rules are enabled on the account, you are not able to action a commitment (i.e. request approval) until a funding rule is selected.

To request a commitment approval

1. Go to the Commitment Details page. For more information, see [Access the Commitment Details Page](#).
2. Click **Request Approval**. The approval is sent to users with Approve Final Commit permission for further action.

Approve Commitments

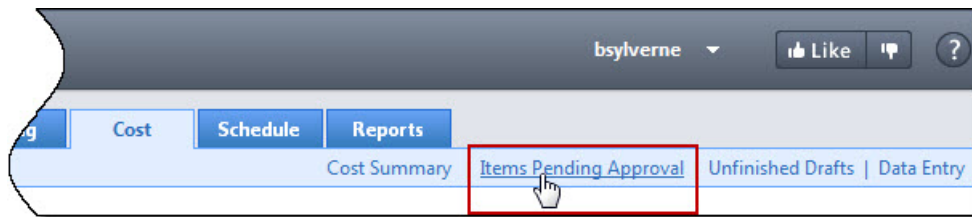
Commitments can only be approved by users with Approve Final Commit permissions; for more information, see [Manage Permissions](#).

Note:

- Money cannot be added to a commitment once it is approved. A commitment change is required to make any changes to approved amounts.
- Once a commitment has been approved it cannot be deleted; it has to be voided to be removed from the budget.

Tip

- Commitment approvals can also be done via a cost process. See [About Cost Processes](#) for more information.
- Click the [Items Pending Approval](#) link located toward the top of the page to view a list of all cost items that are pending your approval. This quick link can be accessed regularly to stay abreast of pending approvals throughout the Cost module. An Items Pending Approval section is also located on the Home tab for your convenience.



To approve commitments

1. Go to the Commitment Details page.
For more information, see [Access the Commitment Details Page](#).
2. Click **Approve**.
You are prompted to enter an approval date and add a note.
3. Click the current date link to insert today's date into the field, or enter a different date in the **Approval Date** field.
4. Click **Yes, Approve Commitment**.
The newly added commitment is reflected in the Financial Summary and in the Commitments Quick Cost Summary.

Related Topics:

- Void Commitments
- Close Commitments
- Reopen Closed Commitments
- Add Commitments
- Edit Commitment Details
- Add Commitment Line Items

Void Commitments

If an approved commitment was added or approved in error, the only way to remove it from the budget and Commitments page is to void it. However, If you want to void a commitment that has commitment changes and invoices, you must void the invoices and commitment changes before you can void the commitment.

Note: Only users with the Add/Edit Commitment permission can void commitments.

To void a commitment

1. Go to the Commitment Details page.
For more information, see [Access the Commitment Details Page](#).
2. Click **Void**.
You are prompted for confirmation.
3. Click **Continue**.

Related Topics:

- Approve Commitments
- Close Commitments
- Reopen Closed Commitments
- Add Commitments
- Edit Commitment Details
- Add Commitment Line Items

Close Commitments

Once all actuals (invoices) have been applied against a commitment, it can be closed and removed from the Commitment Details page. If necessary, closed commitments can be reopened at a later date under certain conditions.

Best Practice: If there are remaining funds that have not be approved, complete a change to return the funds to the budget as uncommitted.

To close a commitment

1. Go to the Commitment Details page.
For more information, see [Access the Commitment Details Page](#).
2. Click **Close**.

Caution: If there are unapproved invoices or line items associated with the commitment, a caution message displays. You will not be able to add commitment changes or invoices against the commitment after it's been closed.

3. Click **Yes, Close the Commitment**.

Reopen Closed Commitments

If a commitment was closed in error or it is later determined that additional actual (invoices) or change items should be applied to the commitment, it can be reopened. Reopening a commitment will return it to the approved status.

To reopen a closed commitment

1. Go to the Commitments page.

For more information, see [Access the Commitments Page](#).

Tip

Use the filter to narrow results to show only Closed commitments. This will help you access the desired commitment more easily. Click the Show drop-down arrow and select Closed, and then click Go.



2. Click the commitment number or description of the commitment you want to reopen.
The Commitment Details page displays.
3. Click **Re-Open**.
You are prompted for confirmation.
4. Click **Yes, Re-Open the Commitment**.

Print a Commitment Mail Merge Template

Information about a commitment can be printed to a custom template created by the account administrator. Mail merge templates may be in Microsoft Word® or Adobe PDF® formats, as configured by your e-Builder admin. For more information on cost mail merge templates including customizations, see [Cost Mail Merge Templates](#). To export commitments to a spreadsheet, see [Export Commitments to Spreadsheet](#).

To generate a commitment mail merge

1. Go to the Commitments page.
For more information, see [Access the Commitments Page](#).
2. Select the check box next to the commitment item.
3. Click **Mail Merge**.
The Select Mail Merge Template displays.
4. If only one template displays for you to choose from, go to the next step. If there are multiple templates

available, make a selection.

5. Click **Continue**.

Export Commitments to Spreadsheet

The Export to Excel® functionality gives you the ability to export select commitments to a Microsoft Excel® spreadsheet.

To export commitments to a spreadsheet


1. Go to the Commitments page.

For more information see [Access the Commitments Page](#).

Tip

Use the filter to narrow results. This will help you access the desired commitments more easily.



2. Click the Export to Excel icon ().

The File Download dialog box displays.

3. Click **Open**, **Save**, or **Cancel**.

Add Notes

The Notes tab allows users to quickly add notes of importance. Notes allow all team members who have the permission to see the communication. For each note entered, the first and last name and company name of the user will be displayed along with the date. Contained within the tab, in parenthesis, e-Builder displays the total number of notes created.

To add notes

1. On the **Notes** tab, click **Add**.
The Add Note page is displayed.
2. Enter the note in the **Note** field.
3. If the **Private** check box is available, you can select it to hide your note from other team members.
4. Click **Save**.

Attach Documents to Commitments

You have the ability to view, attach or remove attached documents.

To attach documents

1. Go to the Commitment Details page.
For more information, see [Access the Commitment Details Page](#).
2. Click the **Documents** tab.
3. Click **Attach Documents**.

The Attach Documents dialog box displays.

4. In the **Select Attachment Method** section, select your method of attachment.
5. Click **Browse For Files...**
6. Search for and select the file you want to attach.
You are returned to the Attach Documents dialog box.
7. If you are attaching files from e-Builder, go to step 9.

—Or—

If you are uploading files from your computer, in the **Select an e-Builder Destination folder** field, click **Browse**.

8. Search for and select the e-Builder destination folder.
9. Click **Attach Selected**.

Attach Forms to Commitments

You have the ability to attach and remove attached forms from a commitment in the event the form was attached in error.

Note: Forms are permission driven. If a user does not have the permission level to view the form in the Forms module, they will not be able to view the Form attached to the commitment.

To attach forms to a commitment

1. Go to the Commitment Details page.
For more information, see [Access the Commitment Details Page](#).
2. Click the **Attached Forms** tab.
3. Click **Attached Forms**.
The Attach Forms from [Project Name] filter displays.
4. Filter for the forms you want to see.
Results display in the table below.
5. Select the check box next to the form(s) you want to attach.
6. Click **Attach**.

Attach Processes to Commitments

To attach processes to a commitment

1. Go to the Commitment Details page.
For more information, see [Access the Commitment Details Page](#).
2. Click the **Processes** tab.
3. Click **Attach Processes**.
The Attach Processes from [Project Name] filter displays.
4. Filter for the processes you want to see.
Results display in the table below.

5. Select the check box next to the process(es) you want to attach.
6. Click **Attach**.

Working with Commitment Changes

Once a commitment has been approved, additional funds/line items cannot be added to it. As a project progresses and unforeseen situations need to be accounted for, commitment changes will be needed to adjust to these changes.

Tip

- Commitment changes are an effective way to move money from one contract to another, such as from Contingency to Construction Reimbursable. Create a commitment change with a negative line item to take money out of one area and a positive line item for the same amount to move it. The overall budget amount will not change and you're able to allocate funds to the appropriate areas.
- Many of the procedures related to commitments can be performed by way of an automated cost process. See [About Cost Processes](#) for more information.

There are a number of actions you can take regarding commitment changes. Below is a list of tasks for working with commitment changes:

- Import Commitment Changes
- Add Commitment Changes
- Add Commitment Change Items
- Edit Commitment Changes
- Make a Commitment Change Projected
- Make a Commitment Change Pending
- Request Commitment Change Approval
- Approve Commitment Changes
- Reject Commitment Changes
- Void Commitment Changes
- Delete Commitment Changes
- Add Notes to Commitment Changes
- Attach Documents to Commitment Changes
- Attach Forms to Commitment Changes
- Attach Processes to Commitment Changes

Access the Commitment Change Details Page

To access the Commitment Change Details page

1. Go to the Commitment Details page.
For more information, see [Access the Commitments Details Page](#).
2. Click the **Commitment Changes** tab.

3. Click the commitment change number link.
The Commitment Change Details page is displayed.

Import Commitment Changes

Note: Depending on your account settings you may or may not be able to import commitment changes. The Cost import capability must be enabled by an e-Builder Support team member. For more information please contact your account manager. Once the option is available, only users with Import permissions can perform this task.

To import commitment changes

1. Click the **Data Entry** link located in the Top Navigation Tabs.
The Data Entry Menu page is displayed.
2. Click **Import Commitment Changes**.
The Import Commitment Changes page (Step 1 of 3) displays.
3. Complete all required fields.
For detailed descriptions of the field and buttons located on this page, see Import Commitment Changes Page Overview.
4. Click **Next**.
Step 2 of 3 displays.
5. Complete all required fields.
6. Click **Next**.
Step 3 of 3 displays.
7. If the file was mapped correctly and there aren't any exceptions or warning, click **Import**.
—Or—
If there are exceptions, the Import button is disabled. Click the Exceptions tab to review the exceptions and make any necessary changes to the spreadsheet. Click **Previous** to reimport the file, and then repeat steps 5-7.

Add Commitment Changes

Once a commitment has been approved, additional funds/line items cannot be added to it, and a commitment change is required to edit the commitment. If the change is deleted before being approved, additional items added to it will also be removed from the commitment. However, if the commitment change is approved, additional items become part of the commitment and will always be linked to the commitment.

Tip

Commitment changes are an effective way to move money from one contract line to another, such as from Contingency to Construction Reimbursable. Create a commitment change with a negative line item to take money out of one area and a positive line item for the same amount to move it. The overall budget amount will not change and you'll be able to allocate funds to the appropriate areas.

To add a commitment change

1. Go to the Commitment Details page.

For more information, see [Access the Commitment Details Page](#).

2. Click the **Commitment Changes** tab.
3. Click **Add Change**.

The Add Change Details page is displayed.

4. Enter all required fields.

For detailed information about the fields and buttons on this page, see [Add/Edit Change Details Page Overview](#).

Note: Commitment changes can be added and saved with or without line items during the first instance of adding the change. Commitment items can be added to the commitment change at a later time via editing the commitment change, it's up to you.

Tip

New commitment items can be entered in e-Builder while adding a commitment change. This way, if a change is required for a new commitment, you will not have to complete two separate tasks of adding a commitment first, and then adding a commitment change against it.

5. Click **Save and Add All Items** to add all commitment items to the change. You are prompted for confirmation. Click **Continue**. Add Commitment Change Item page is displayed.

—Or—

Click **Save and Add Items One at a Time** to choose the commitment items to add to the change. The Add Commitment Change Item page is displayed.

6. If you choose to add commitment line items at another time, click **Cancel**.

The Commitment change is saved as a draft and you can add items to it at a later time by editing the commitment change.

—Or—

To continue with this process, enter all required fields. For detailed information about the fields and buttons on this page, see [Add/Edit Commitment Change Item Page Overview](#).

7. Click **Save** or **Save & Add New**.

Add Master Commitment Changes

Once a master commitment has been approved, additional funds/line items cannot be added to it, and a commitment change is required to edit the commitment. If the change is deleted before being approved, additional items added to it will also be removed from the commitment. However, if the commitment change is approved, additional items become part of the commitment and will always be linked to the commitment.

Tip

Commitment changes are an effective way to move money from one contract line to another, such as from Contingency to Construction Reimbursable. Create a commitment change with a negative line item to take money out of one area and a positive line item for the same amount to move it. The overall budget amount will not change and you'll be able to allocate funds to the appropriate areas.

[To add a master commitment change](#)

1. Click Cost from the Top Navigation Menu.
2. Click the **Master Commitment Changes** tab.
3. Click **Add Master Commitment Change**.
The Add Master Commitment Change page is displayed.
4. Enter all required fields.

Note: Commitment changes can be added and saved with or without line items during the first instance of adding the change. Commitment items can be added to the commitment change at a later time via editing the commitment change, it's up to you.

Tip

New commitment items can be entered in e-Builder while adding a commitment change. This way, if a change is required for a new commitment, you will not have to complete two separate tasks of adding a commitment first, and then adding a commitment change against it.

5. Click **Save and Add All Items** to add all commitment items to the change. You are prompted for confirmation. Click **Continue**. Add Commitment Change Item page is displayed.

—Or—

Click **Save and Add Items One at a Time** to choose the commitment items to add to the change. The Add Commitment Change Item page is displayed.

6. If you choose to add commitment line items at another time, click **Cancel**. The Commitment change is saved as a draft and you can add items to it at a later time by editing the commitment change.

—Or—

To continue with this process, enter all required fields.

7. Click **Save** or **Save & Add New**.

Add Commitment Change Items

Change items can be added to a commitment change at any time, before the change is approved. You may need to add additional items to a change or maybe the change before items could be added to it.

To add change items to a commitment change

1. Go to the Commitment Change Details page.
For more information, see [Access the Commitment Change Details Page](#).
2. To add all commitment items to the change, click **Add all line Items**.
You are prompted for confirmation, click **Continue**.
Or, to add a single line item at a time click **Add Item**.
The Add Commitment Change Item page is displayed.
3. Enter all required fields.
For detailed information about the fields on this page, see [Add/Edit Commitment Change Item Page Overview](#).
4. Click **Save & Add New** or **Save**.

Edit Commitment Changes

When you edit a commitment change, you have the flexibility to make all changes to the commitment at once, saving you valuable time. Additionally, you can make edits to both the commitment change and the commitment item itself in one pass, a tremendous time saver, and a great help in avoiding keystroke errors.

In this procedure you also have the opportunity to take action on the change (request approval, approve, make pending/projected, etc.) and also make changes to details of the change such the reason code, change number or description).

To edit commitment changes

1. Go to the Commitment Change Details page.

For more information, see [Access the Commitment Change Details Page](#).

2. Click **Edit**.

The Edit Change Details displays with editable fields

3. Make changes to any of the **Edit Change Details** fields.

For detailed information about the fields and buttons located on this page, see [Add/Edit Change Details Page Overview](#).

You can optionally take any of the following actions from this page:

- Add Commitment Change Items
- Manage Funding Distribution

To Add a Commitment Change Item

4. Click **Please Select A Line Item**.

The Line Item dialog box displays for you to make a selection.

5. Click the account code number of the budget line item you'd like to add this change item to.

Although editable, the description of the account code/budget line item is auto-populated.

Note: If funding sources are enabled on the account, you will notice that the budget line item funding rule automatically populates. Click the Funding Rule drop-down arrow to change this rule or click the Add link to create a custom rule for this commitment change item.

6. In the **Change Amount** field, enter the change amount of the change item.
7. To add additional items to this change, click the **Add Item** link, and then repeat steps 4-6.
8. Click **Save**.

Make Commitment Change Projected

A Projected status is used when a change is expected but has not been finalized. If the project cost summary view is configured to display the corresponding columns, this status change will be reflected there.

To change the status of a commitment change to projected

1. Go to the Commitment Change Details page.

For more information, see [Access the Commitment Change Details Page](#).

2. Click **Make Projected**.

The Return to Draft button appears which allows you to rescind this action if necessary.

Make Commitment Change Pending

The Pending status is a way to communicate to all users that a Commitment Change is expected but not finalized. For example, a verbal confirmation of a contract that is awaiting final signatures may qualify as a pending change. If the project cost summary view is configured to display the corresponding columns, this status change will be reflected there.

To change the status of a commitment change to pending

1. Go to the Commitment Change Details page.

For more information, see [Access the Commitment Change Details Page](#).

2. Click **Make Pending**.

The Return to Draft button appears which allows you to rescind this action if necessary.

Request Commitment Change Approval

Based on permissions granted to you by the e-Builder Administrator, some commitment changes may require approval before the change is accepted into the budget.

To request a commitment change approval

1. Go to the Commitment Change Details page.

For more information, see [Access the Commitment Change Details Page](#).

2. Click **Request Approval**.

The approval is sent to users with Approve Commit Changes permissions for further action.

Related Topics:

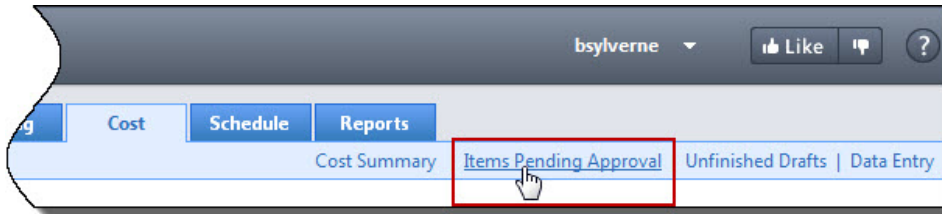
- [Manage Permissions](#)

Approve Commitment Changes

Once a commitment change has been approved, it can no longer be deleted; but must be voided to be removed from the budget.

Tip

- Commitment change approvals can also be done via a cost process. See [About Cost Processes](#) for more information.
- Click the Items Pending Approval link located toward the top of the page to view a list of all cost items that are pending your approval. This quick link can be accessed regularly to stay abreast of pending approvals throughout the Cost module. An Items Pending Approval section is also located on the Home tab for your convenience.



To approve a commitment change

1. Go to the Commitment Change Details page.
For more information, see [Access the Commitment Change Details Page](#).
2. Click **Approve**.

Reject Commitment Changes

Approval requested commitment changes can either be approved or rejected. Although you must have the proper permissions to reject a commitment change they can also be rejected by the person that initiated it by clicking the **Rescind Approval Req** button located on the Commitment Change Details page. Notably, this button will only be present for the originator of the change approval request.

To reject a commitment change

1. Go to the Commitment Change Details page.
For more information, see [Access the Commitment Change Details Page](#).
2. Click **Reject**.
You are prompted for confirmation.
3. If necessary, enter a note.
4. Click **Continue**.

Void Commitment Changes

Commitment changes that are in the Approved status cannot be deleted, but they can be voided. Voiding a commitment change removes it from the current Budget information.

Note: Only users with the Add/ Edit Commitment permission can void commitment changes.

To void a commitment change

1. Go to the Commitment Change Details page.
For more information, see [Access the Commitment Change Details Page](#).
2. Click **Void**.
The Confirm Void dialog box displays.
3. Click **Continue**.

Delete Commitment Changes

Commitment change items can only be deleted in the Draft, Pending or Projected status. Once it has been approved it must be voided.

To delete a commitment change

1. Go to the Commitment Change Details page.
For more information, see [Access the Commitment Change Details Page](#).
2. Click **Delete**.

Add Notes

The Notes tab allows users to quickly add notes of importance. Notes allow all team members who have the permission to see the communication. For each note entered, the first and last name and company name of the user will be displayed along with the date. Contained within the tab, in parenthesis, e-Builder displays the total number of notes created.

To add notes

1. On the **Notes** tab, click **Add**.
The Add Note page is displayed.
2. Enter the note in the **Note** field.
3. If the **Private** check box is available, you can select it to hide your note from other team members.
4. Click **Save**.

Attach Documents to Commitment Changes

You have the ability to view, as well as attach any supporting documents associated with the commitment change. Once attached, other users can view and download these files. You may choose to attach files in order to have an electronic version of an original commitment, contract or invoice readily accessible for review.

To view/attach documents to commitment changes

1. Go to the Commitment Change Details page.
For more information, see [Access the Commitment Change Details Page](#).
2. Click the **Documents** tab.
3. Click **Attach Documents**.
The Attach Documents dialog box displays.
4. In the **Select Attachment Method** section, select your method of attachment.
5. Click **Browse For Files...**
6. Search for and select the file you want to attach.
You are returned to the Attach Documents dialog box.
7. If you are attaching files from e-Builder, go to step 9.
—Or—
If you are uploading files from your computer, in the **Select an e-Builder Destination folder** field, click **Browse**.
8. Search for and select the e-Builder destination folder.
9. Click **Attach Selected**.

Attach Forms to Commitment Changes

To attach forms to a commitment change

1. Go to the Commitment Change Details page.
For more information, see [Access the Commitment Change Details Page](#).
2. Click the **Attached Forms** tab.
3. Click **Attached Forms**.
The Attach Forms from [Project Name] filter displays.
4. Filter for the forms you want to see.
Results display in the table below.
5. Select the check box next to the form(s) you want to attach.
6. Click **Attach**.

Attach Processes to Commitment Changes

To attach processes to a commitment change

1. Go to the Commitment Change Details page.
For more information, see [Access the Commitment Change Details Page](#).
2. Click the **Processes** tab.
3. Click **Attach Processes**.
The Attach Processes from [Project Name] filter displays.
4. Filter for the processes you want to see.
Results display in the table below.
5. Select the check box next to the process(es) you want to attach.
6. Click **Attach**.

Commitments Page Overview

The Commitments page helps you manage your project commitments. This page provides an overview of the project's budget in terms of the commitments that have been made, those pending and projected. From here you can add / view commitments and their statuses. A detailed description of the fields and buttons located on this page is provided in the table below.

Commitment Summary

The Commitment Summary gives you a snapshot of the project's commitments to date.

Quick Cost Summary

The Quick Cost Summary is a common component throughout the Cost module and it's an effective way to navigate between various areas of a project's budget including funding sources, invoices, budget commitment details and more. It offers a more condensed, yet comprehensive view of the budget, providing current status of the original budget, current commitments and invoices paid to date.

- **Current Budget:** The approved original budget and all approved budget changes.
- **Current Commitments:** The amount of all approved commitment changes plus original commitments, and approved general invoices. Current Commitments = approved commitment changes + original commitments + approved general invoices.
- **Actuals Approved:** The amount of all approved invoices.
- **Actual Cost to Complete:** The total invoice amount needed to fulfill all commitments. Actual Cost to Complete = projected commitments x actuals approved.
- **Available Funds:** The total amount of funds available in your funding sources.

Note: Funds are not depleted from the funding source until invoices have been approved. This total does not take into account invoices marked received.

- **Forecasted Over/ (Under):** Represents an amount above or under the forecasted budget. This total is the difference between the estimate at completion and the current budget. Forecasted Over / Under = estimate at completion x (current budget. For more information on the forecasting utility, see Forecasting.

Commitment Results Table

By default, this table is titled All Commitments, but the title will change according to what is selected in the filter. This results table provides an overview of project commitments.

Toolbar

Filter: At any given time, a project's commitments can be vast, making the All Commitments table very compact and difficult to search through. The filter allows you to narrow table results by commitment status and/ or commitment type.

The image shows a toolbar with the following elements from left to right:

- The text "Show:" followed by a dropdown menu currently displaying "All".
- A second dropdown menu currently displaying "All Commitments".
- A button labeled "Go".
- A button labeled "Show All".

- **All:** Select commitment statuses to filter by.
- **All Commitments:** Select commitment types to filter by.
- **Go:** Displays results in the table below.
- **Show All:** Resets the filter and displays all available commitments.

Mail Merge: Opens a mail merge document after making your selection(s). In e-Builder, a mail merge document is a Microsoft Word® or PDF® print out of the data currently in view. Mail merge templates can be generic, providing just the data currently in view, or custom. If a template has not been created for your project, a generic printout opens. Custom templates provide additional cost data. These templates are created by your e-Builder Administrator and can be tailored with field mappings to capture very specific cost information. For more information, see Cost Mail Merge Templates.

Add: Adds commitments. See Add Commitments for detailed steps.

Note: Only users with add or edit commitment permissions can access the Add or Edit Commitment page.

Export to Excel®: Click this icon to send the current table view of commitments to an Excel spreadsheet.

Columns

- **#:** The commitment number. Click this link to view detailed information or take action on the commitment.
- **Description:** The description of the commitment. Click this link to view detailed information or take action on the commitment.
- **Company:** The name of the company the commitment was made to. Click this link to view more detailed information about the company.
- **Date:** The date the commitment was entered into the system.
- **Status:** The status of the commitment.
- **Commitment Type:** The commitment type. Commitment types are entered by the e-Builder Administrator. For more information, see Commitment Types.
- **Commitment Amount:** If the commitment is approved, it displays the original commitment amount. If the commitment is in draft or pending status, this is the anticipated commitment amount.
- **Current Commitment:** The total amount of approved commitments (Original Commitment + Approved Changes)
- **Projected Commitment:** The amount of projected commitments (Current Commitments + Pending/ Projected Commitment Changes).
- **Actuals Approved:** The total value of all Approved Invoices against the Commitment.
- **Remaining Balance** The difference between Current Commitment and Actuals Approved.

Commitment Details Page

The toolbar buttons, tabs and fields on this page are:

Toolbar Buttons

- **Mail Merge:** Click to open a mail merge document. In e-Builder, a mail merge document is a Microsoft Word® or PDF® print out of the data currently in view. Mail merge templates can be generic, providing just the data currently in view, or custom. If a template has not been created for your project, a generic printout opens. Custom templates provide additional cost data. These templates are created by your e-Builder Administrator and can be tailored with field mappings to capture very specific cost information. For more information, see Cost Mail Merge Templates.
- **Request Approval:** Click to request a commitment approval. For detailed steps for this procedure, see Request Commitment Approval.
- **Approve:** Displayed for users with Approve Final Commit permissions. Click to approve a commitment. For instruction, see Approve Commitments.

- **Make Pending:** Click to change the status of the commitment to pending. Moving a commitment into the pending status will inform users that a future commitment is being finalized.
- **Delete:** Displayed for drafts commitments only. Approved commitments cannot be deleted; they must be voided in order to be removed from the budget. Click to delete a draft commitment.
- **Edit:** Click to edit the details of the commitment. For detailed steps on this procedure, see Edit Commitment Details.
- **Void:** Displayed only for approved commitments that do not have any invoices associated with it. Click to void a commitment that was approved in error. Voiding the commitment will effectively remove it from the budget. For detailed steps on this procedure, see Void Commitments.
- **Close:** Displayed for approved commitments only. Click to close a commitment. Commitments should be closed after all actuals (invoices) have been applied to it. Once selected, this button is replaced by the Re-Open button, which allows you to reopen the commitment if necessary. For detailed steps on this procedure, see Close Commitments.
- **Re-open:** Displayed for closed commitments. Click to re-open a closed commitment, which will allow you to add change items and invoices to it. For detailed steps on this procedure, see Reopen Closed Commitments.

Commitment Overview Tab

This tab gives you a quick overview of commitment. Use this tab to glean general and basic information about the commitment such as the status, the commitment control, approval date etc. The left and right arrows in the Commitment Number field allow you to skip to the next or previous commitment on the project in sequential order, based on how the commitments are displayed on the Commitments Page.

Other Details Tab

This tab provides additional information about the commitment with a little bit more detail as compared to the Commitment Overview tab. Click this tab to view the following fields:

- Commitment Date
- Notice to Proceed Date
- Scope of Work
- Default Retainage Percent
- Support Manual Retainage: Indicates whether the manual override of the retainage amounts on invoice line items has been enabled or not.

Currency Tab

- **Commitment Currency:** Indicates the currency type selected as the default commitment currency. You can edit the currency if the commitment is in Draft or Pending status. This section is displayed only when the multi-currency feature has been enabled for the account.

Financial Summary Tab

This tab provides a focus on the numbers. The financial summary of the commitment is compiled here for quick and convenient access. A comparison of original values, pending, projected and approved changes, among other financial information can help you understanding the financial state of the commitment at a glance.

Commitment Items Tab

This tab lists all the commitment items linked to this commitment. The following clickable links enable you to access related pages for further information or to take related action:

- Click the commitment item number to open the Edit Commitment Item page.
- Click the budget line item description to open the Line Item Details page.
- Click the funding rule link to open the Funding Source Distribution dialog and view the distribution percentages for this commitment.

Commitment Changes Tab

This tab lists all commitment changes for this commitment. From here you are able to mail merge the commitment change, export the information to a spreadsheet or add a change. Change details are provided on this table as described below:

- **Commitment Change Number:** Click this link to open the Commitment Change Details page for further information about the change.
- **Description:** This field displays the description of the change.
- **Reason For Change:** This field displays the reason code. Reason codes are entered into e-Builder by your account administrator, for more information, see Reason Codes.
- **Applies To:** This field displays whether the change was applied to the approved changes or to the original commitment amount. This setting is linked to the reason code and determined by the account administrator at the time of adding reason codes.

If the change applies to the Original Amount, the amounts will not be reflected as changes on the project; instead they will affect the original commitment number only. If set to Approved Changes, the amount will be reflected as a change to the commitment on the project.

- **Status:** This field displays the status of the change.
- **Date of Change:** This field displays the date of the change as specified by the user; not to be confused with the date the change was created.
- **Change Amount:** This field displays the amount that the commitment was changed by.

Actual Costs Tab

This tab displays for approved commitments only and lists all invoice items that have been applied against this commitment. From here you are able to mail merge the invoices, export the information to a spreadsheet or add an invoice. Invoice details are provided on this table as described below:

- **Invoice Number:** Click this link to open the Invoice Details page for further information about the invoice.
- **Description:** This field displays the description of the invoice.
- **Date Received:** This field displays the date that the invoice was entered in e-Builder.
- **Status:** This field displays the status of the invoice.
- **Invoice Amount:** This field displays the invoice amount.

Custom Fields Tab

This tab displays any commitment custom fields that have been created for the account. For more information on commitment custom fields, see Cost Custom Fields.

Notes Tab

This tab displays all existing notes and also allows you to add notes to the commitment.

Documents Tab

This tab displays all attached documents and also allows you to add or remove documents attached to the commitment.

Forms Tab

This tab displays all attached forms and also allows you to fill out a form; and add or remove forms attached to the commitment.

Processes Tab

This tab displays all attached processes and also allows you to add or remove processes attached to the commitment.

Add/ Edit Commitment Page

This page allows you to add or edit commitments. A detailed description of the fields and buttons located on this page is provided below:

Commitment Overview

- **Project:** Displays the project name by default.
- **Commitment Type:** Click to select a commitment type.
- **Commitment Number:** If the auto-fill feature is enabled in cost controls the commitment number displays by default; otherwise, you must enter a commitment number in this field.
- **Commitment Control:** Displays the commitment cost control. This field will be editable only if the Allow this setting to be changed on individual commitments check box is selected in the cost settings for the account. For information, see Cost Control Settings.
- **Unit Cost Options:** Displays the measure by which the commitment's cost will be calculated. Click to select between a Lump Sum Amount and Quantity/ Unit Cost.
- **Description:** Displays the description of the commitment.
- **Created:** (Edit Mode) Displays the date the commitment was created.
- **Status:** Displays the status of the commitment.
- **Company:** Displays the name of the company the commitment was made with. Click to select from a list of companies.
- **Company Number:** Displays the company number and will auto-fill when the company name is selected in the field above it.
- **Commitment Control Tolerance:** This field appears only if a commitment control tolerance is allowed. See Cost Settings for more information. A tolerance is a percentage above the commitment that can be paid out before commitment controls are violated. However, commitments and invoices will not be approved if they exceed the budget tolerance.

Note: If the commitment control tolerance setting is disabled on the account after a tolerance amount is entered and saved, the tolerance will still be honored when the commitment is approved.

Other Details

- **Commitment Date:** Displays the date the commitment is due as entered by the user. Click the calendar icon to select a date from the calendar.
- **Notice to Proceed Date:** Displays the date to start work on the item. Click the calendar icon to select a date from the calendar.
- **Scope of Work:** Enter the scope of work in this field.
- **Default Retainage Percent:** Enter the default percent that should be retained for this commitment.
- **Retainage amount:** Select the **Support manual entry** check box in this field to allow manual overriding of retainage amounts on invoice line items. This setting can be turned on or off at any time.

Note: Only users with add or edit commitment permissions can access the Add or Edit Commitment page to enable manual retainage entry.

Currency

- **Commitment Currency:** Displays the currency type used for commitments. By default, the project currency is assigned to the commitment. You can edit this currency if the commitment is in a Draft or Pending state. Once you change this currency, any change to the project currency will not affect this commitment currency. This section is displayed only when the multi-currency feature has been enabled for the account.

Add New or Edit Commitment Item

- **Manage Funding:** Click this button to use the funding distribution tool to automatically or manually distribute funds from funding sources/ categories to selected line items. For more information, see Funding Distribution.
- **Update Retainage %:** Users with Add/ Edit Commitments permissions can update the Retainage % on all or multiple selected commitment items in bulk. This will eliminate the need to manually edit the Retainage % for each individual item. Select the commitment items that need a retainage update and then click the Update Retainage % button. The Update Retainage Percent window will be displayed with the following options:
 - **Update Retainage to:** Enter the updated retainage percent amount in this field.
 - **Also apply to Default Retainage Percent:** Select this check box to simultaneously update the Default Retainage % for future or new SOV items.
 - **Yes, update retainage:** Click this button to confirm the retainage update.
- **Item Number:** Although editable, this column auto-populates commitment item numbers sequentially as additional items are added.
- **Budget Line Item: Please Select A Line Item:** Click this link to open the **Budget Line Items** dialog box and click an account code number to make a selection to link the commitment item to.
- **Current Budget:** This is the approved original budget and all approved budget changes.

- **Description:** Although editable, this column auto-populates with the budget line item description once selected.
- **Funding Rule:** Click this drop-down arrow to select a funding rule for the commitment item. Click the Edit link to customize funding source distributions.

Note:

- **(Draft Commitments)** Although you can save items without a funding rule selected, you are not able to action the item (request approval or approve) until a funding rule is entered.
- **(Approved Commitments)** You are not able to save a commitment item on an approved commitment until a funding rule is entered.

- **Retainage Percent:** This field auto-populates with the default retainage percent, but can be edited. When an invoice is processed for this commitment item, the retainage percent in this field (commitment items) takes precedence over the default retainage percent entered for the commitment.
- **Amount:** Enter the amount of the commitment item in this field.

Note: (Approved Commitments) You are not able to add amounts for approved commitments; a commitment change is needed to add additional commitment item amounts to an approved commitment. You are however able to save new items to the commitment, because when you add a commitment change, the newly added commitment item will display in the list of existing commitment items for you to choose from.

- **Allowance Item?:** (Add Mode) Select this check box to flag the commitment as an allowance item. An allowance refers to money set aside for a specific purpose (commitment). You cannot invoice against these types of commitments. The disbursement of an allowance has to be done through a commitment change and applied to an existing or new commitment item.
- **Custom Field(s):** Click to fill in custom fields.
- **Equipment Item(s):** Click to add equipment items to this commitment. To learn more, see About Equipment Items.
- **Add:** Click to add the new commitment item.

Add/ Edit Master Commitment Page

To access the Add Master Commitment page

1. From the top navigation tabs, click the **Cost** tab.
2. On the Cost page, click the **Master Commitments** tab.
3. Click **Add Master Commitment**.

To access the Edit Master Commitment page

1. From the top navigation tabs, click the **Cost** tab.
2. On the Cost page, click the **Master Commitments** tab.
3. Click on the Master Commitment

This page allows you to add or edit commitments. A detailed description of the fields and buttons located on this page is provided below.

Master Commitment Overview

- **Master Commitment Type:** Click to select a commitment type.
- **Master Commitment Number:** If the auto-fill feature is enabled in cost controls the commitment number displays by default; otherwise, you must enter a commitment number in this field.
- **Unit Cost Options:** Displays the measure by which the commitment's cost will be calculated. Click to select between a Lump Sum Amount and Quantity/ Unit Cost.
- **Description:** Displays the description of the commitment.
- **Master Commitment Control:** Displays the commitment cost control. This field will be editable only if the Allow this setting to be changed on individual commitments check box is selected in the cost settings for the account. For information, see Account Cost Control Settings.
- **Created:** (Edit Mode) Displays the date the commitment was created.
- **Status:** Displays the status of the commitment.
- **Company:** Displays the name of the company the commitment was made with. Click to select from a list of companies.
- **Company Number:** Displays the company number and will auto-fill when the company name is selected in the field above it.
- **Commitment Control Tolerance:** This field appears only if a commitment control tolerance is allowed. See Cost Settings for more information. A tolerance is a percentage above the commitment that can be paid out before commitment controls are violated. However, commitments and invoices will not be approved if they exceed the budget tolerance.

Note: If the commitment control tolerance setting is disabled on the account after a tolerance amount is entered and saved, the tolerance will still be honored when the commitment is approved.

Other Details

- **Master Commitment Date:** Displays the date the commitment is due as entered by the user. Click the calendar icon to select a date from the calendar.
- **Notice to Proceed Date:** Displays the date to start work on the item. Click the calendar icon to select a date from the calendar.
- **Scope of Work:** Enter the scope of work in this field.
- **Default Retainage Percent:** Enter the default percent that should be retained for this commitment.

Currency

- **Master Commitment Currency:** Select a currency for the master commitment. The account currency is selected by default.

Add New Master Commitment Item

- **Manage Funding:** Click to use the funding distribution tool to automatically or manually distribute funds from funding sources/ categories to selected line items. For more information, see Funding

Distribution.

- **Item Number:** Although editable, this column auto-populates commitment item numbers sequentially as additional items are added.
- **Budget Line Item:** Click the **Please Select A Line Item** link to open the **Budget Line Items** dialog box and click an account code number to make a selection to link the commitment item to.
- **Current Budget:** This is the approved original budget and all approved budget changes.
- **Description:** Although editable, this column auto-populates with the budget line item description once selected.
- **Funding Rule:** Click this drop-down arrow to select a funding rule for the commitment item. Click the Edit link to customize funding source distributions.

Note:

- **(Draft Commitments)** Although you can save items without a funding rule selected, you are not able to action the item (request approval or approve) until a funding rule is entered.
 - **(Approved Commitments)** You are not able to save a commitment item on an approved commitment until a funding rule is entered.
- **Retainage Percent:** This field auto-populates with the default retainage percent, but can be edited. When an invoice is processed for this commitment item, the retainage percent in this field (commitment items) takes precedence over the default retainage percent entered for the commitment.
 - **Amount:** Enter the amount of the commitment item in this field.

Note: (Approved Commitments) You are not able to add amounts for approved commitments; a commitment change is needed to add additional commitment item amounts to an approved commitment. You are however able to save new items to the commitment, because when you add a commitment change, the newly added commitment item will display in the list of existing commitment items for you to choose from.

- **Allowance Item?:** (Add Mode) Select this check box to flag the commitment as an allowance item. An allowance refers to money set aside for a specific purpose (commitment). You cannot invoice against these types of commitments. The disbursement of an allowance has to be done through a commitment change and applied to an existing or new commitment item.
- **Custom Field(s):** Click to fill in custom fields.
- **Equipment Item(s):** Click to add equipment items to this commitment. To learn more, see About Equipment Items.
- **Add:** Click to add the new commitment item.

Currency

- **Master Commitment Currency*:** The currency type selected as the default master commitment currency. If no currency type is set here, the account currency type is set by default. The currency can be changed only for Master Commitments in the Draft or Pending status. This section is displayed only when the multi-currency feature has been enabled for the account.

Add/ Edit Commitment Item Page

This page allows you to add commitment items and make changes to existing item. It can also be used to see additional information about a change item. Below is a description of the fields and buttons located on this page.

Fields and Buttons

The fields and buttons located on this page are:

- **Save:** Click to save changes.
- **Cancel:** Click to cancel any edits you've made. All unsaved changes will be lost.
- **Project Name:** This field displays the project name by default.
- **Allowance Item:** If this commitment item was flagged as an allowance when entered, this check box will be selected. An allowance refers to money set aside for a specific purpose (commitment). You cannot invoice against these types of commitments. The dispersal of an allowance has to be done through a commitment change to an existing or new commitment item.
- **Commitment Item Number:** This is the number of the commitment item.
- **Budget Line Item:** This is the budget line item this commitment item is associated with.
- **Description:** This is the budget line item description.
- **Retainage Percent:** This is the retainage percent amount.
- **Amount Retained:** This is the total amount being retained.
- **Funding Rule:** This is the funding rule associated with the commitment item. Click the drop-down arrow to make a selection or click the Edit link to customize a funding rule to apply to this commitment item.
- **Commitment Number:** This is the commitment number.
- **Current Budget:** This is the approved original budget and all approved budget changes.
- **Remaining To Be Committed:** This is the amount left to be committed from the associated budget line item.
- **Amount:** This is the amount of the commitment item.
- **Retainage Released:** This is the amount that is approved to be released. For more information, see About Retainage Release in e-Builder.
- **Current Retainage Held:** This is the amount of retainage currently held (not yet paid).

Commitment Item Details Page

This page allows you to see the details of a commitment item.

Fields and Buttons

The fields and buttons on this page are:

- **Close:** Click to close this page and return to the Commitment Details page.
- **Project Name:** This field displays the project name by default.

- **Allowance Item:** If this commitment item was flagged as an allowance when entered, this check box will be selected. An allowance refers to money set aside for a specific purpose (commitment). You cannot invoice against these types of commitments. The dispersal of an allowance has to be done through a commitment change to an existing or new commitment item.
- **Commitment Item Number:** This is the number of the commitment item.
- **Budget Line Item:** This is the budget line item this commitment item is associated with.
- **Description:** This is the budget line item description.
- **Retainage Percentage:** This is the retainage percent amount.
- **Amount Retained:** This is the total amount being retained.
- **Funding Rule:** This is the funding rule associated with the commitment item. Click the drop-down arrow to make a selection or click the Edit link to customize a funding rule to apply to this commitment item.
- **Project Number:** If applicable, the project number displays in this field.
- **Commitment Number:** This is the commitment number.
- **Current Budget:** This is the approved original budget and all approved budget changes.
- **Remaining To Be Committed:** This is the amount left to be committed from the associated budget line item.
- **Amount:** This is the amount of the commitment item.
- **Retainage Released:** This is the amount that is approved to be released. For more information, see About Retainage Release in e-Builder.
- **Current Retainage Held:** This is the amount of retainage currently held (not yet paid).
- **Commitment Changes Tab:** This tab lists all commitment changes for this commitment. From here you are able to mail merge the commitment change, export the information to a spreadsheet or add a change. Change details are provided on this table as described below:
 - **Commitment Change Number:** Click this link to open the Commitment Change Details page for further information about the change.
 - **Description:** This field displays the description of the change.
 - **Reason For Change:** This field displays the reason code. Reason codes are entered into e-Builder by your account administrator, for more information, see Reason Codes.
 - **Applies To:** This field displays whether the change was applied to the approved changes or to the original commitment amount. This setting is linked to the reason code and determined by the account administrator at the time of adding reason codes.
 - If the change applies to the Original Amount, the amounts will not be reflected as changes on the project; instead they will affect the original commitment number only. If set to Approved Changes, the amount will be reflected as a change to the commitment on the project.
 - **Status:** This field displays the status of the change.
 - **Date of Change:** This field displays the date of the change as specified by the user; not to be confused with the date the change was created.
 - **Change Amount:** This field displays the amount that the commitment was changed by.

- **Actual Costs Tab:** This tab displays for approved commitments only and lists all invoice items that have been applied against this commitment. From here you are able to mail merge the invoices, export the information to a spreadsheet or add an invoice. Invoice details are provided on this table as described below:
 - **Invoice Number:** Click this link to open the Invoice Details page for further information about the invoice.
 - **Description:** This field displays the description of the invoice.
 - **Date Received:** This field displays the date that the invoice was entered in e-Builder.
 - **Status:** This field displays the status of the invoice.
 - **Invoice Amount:** This field displays the invoice amount.
- **Custom Fields Tab:** This tab displays any commitment custom fields that have been created for the account. For more information on commitment custom fields, see Cost Custom Fields.

Add/ Edit Change Details Page

This page allows you to add/edit commitment changes.

Fields and Buttons

The fields and buttons located on this page are:

- **Save and Add All Line Items:** Click to save changes and apply this commitment change to all commitment items.
- **Save and Add Items One at a Time:** Click to save changes and apply this commitment change to specific commitment items.
- **Save:** Displays in Edit mode. Click to save changes.
- **Cancel:** Click to cancel commitment change modifications and return to the Commitment Details page. All unsaved changes will be lost.
- **Project Name:** Displays the project name by default.
- **Commitment:** Displays the name of the commitment.
- **Commitment Change Number:** If the auto-fill feature is enabled in cost controls the commitment number displays by default; otherwise, you must enter a budget change number in this field.
- **Status:** Displays the status of the budget change.
- **Date of Change:** If you are adding a new commitment change, the present date displays by default; click the calendar icon to choose a different date. When editing the commitment change, the date of change displays, but can also be modified.
- **Reason Code:** Click to select a commitment change reason code. These codes are configured by account administrators; see Working with Change Reason Codes.
 - **(Changes):** When applied, the change amount is applied to the current commitment amount, which includes all approved changes. This amount will be reflected in the Current Commitment column.

- **(Original):** If this code is applied, the change will apply to the original commitment amount, which does not include any approved changes. This change amount will be reflected in the Original Commitment'
- **Description:** Enter a description for the budget change in this field.
- **Custom Fields:** If budget change custom fields are available for your account, they display here. Custom fields are entered by the account administrator; for more information, see Cost Custom Fields.

Add/ Edit Master Commitment Change Page

This page allows you to add/edit commitment changes.

Toolbar Buttons

- **Save and Add All Line Items:** Click to save changes and apply this commitment change to all commitment items.
- **Save and Add Items One at a Time:** Click to save changes and apply this commitment change to specific commitment items.
- **Cancel:** Click to cancel commitment change modifications and return to the Commitment Details page. All unsaved changes will be lost.
- **Save:** Click to save changes. This button is displayed only in the edit mode.

Master Commitment Change Overview

- **Master Commitment:** Select the name of the master commitment.
- **Master Commitment Change Number:** If the auto-fill feature is enabled in cost controls, the commitment number displays by default; otherwise, you must enter a budget change number in this field.
- **Date of Change:** If you are adding a new commitment change, the present date displays by default; click the calendar icon to choose a different date. When editing the commitment change, the date of change displays, but can also be modified.
- **Description:** Enter a description for the budget change in this field.
- **Company:** The name of the company is populated by default once a master commitment is selected.
- **Status:** Displays the status of the budget change.
- **Reason Code:** Click to select a commitment change reason code. These codes are configured by account administrators; see Working with Change Reason Codes.
 - **(Changes):** When applied, the change amount is applied to the current commitment amount, which includes all approved changes. This amount will be reflected in the Current Commitment column.
 - **(Original):** If this code is applied, the change will apply to the original commitment amount, which does not include any approved changes. This change amount will be reflected in the Original Commitment.

Custom Fields

If budget change custom fields are available for your account, they are displayed here. Custom fields are entered by the account administrator; for more information, see Cost Custom Fields.

Add/ Edit Commitment Change Item Page

Fields and Buttons

The fields and buttons located on this page are:

- **Save & Add New:** Click to save the change item and add another.
- **Save:** Click to save the change item.
- **Cancel:** Click to cancel any changes you may have made. All unsaved changes will be lost.
- **Project Name:** This field displays the project name by default.
- **Commitment Change Item Number:** If the auto-fill feature is enabled in cost controls the change item number displays by default; otherwise, you must enter a commitment change number in this field.
- **Description:** Enter a description for the commitment change item in this field.
- **Please choose:**
 - **Select Existing Commitment Item:** Select this radio button to add this change item to an existing commitment. Click the drop-down arrow to make a selection.
 - **Create New Commitment Item:** Select this radio button to add this change item to a new commitment. Click the drop-down arrow to make a selection. This function gives you the opportunity to create a new commitment item. Upon saving, the additional item is added to both the commitment change and to its associated commitment.
When creating a new commitment item, these additional fields display; a description of each is below:
 - Retainage Percent
 - Funding Rule
 - Current Budget
 - Remaining to be Committed
- **Retainage Percent:** This field only displays if you choose to create a new commitment item. The percent defaults to the retainage percent of the commitment, but you can edit it if you choose.
- **Funding Rule:** If funding is enabled on the budget level, this field displays only after the associated budget line item is selected. This field defaults to the funding rule selected for the budget line item. Click the drop-down arrow to choose a different funding rule, or click the Edit link to customize a funding rule.
- **Change Amount:** Enter the commitment change amount in this field.
- **Current Budget:** This field only displays if you choose to create a new commitment item. The current budget is the approved original budget and all approved budget changes.
- **Remaining to be Committed:** This field only displays if you choose to create a new commitment item. This is the amount that is left to be committed. Use this amount to determine how much are available to support the change amount.
- **Project Number:** If available, the project number displays in this field.

- **Commitment Change Number:** If the auto-fill feature is enabled in cost controls, the budget number displays by default; otherwise, you must enter a budget change number in this field.
- **Current Commitment Amount:** When an existing commitment is selected, its commitment amount displays in this field.

Commitment Change Details Page

This page allows you to view the details of a commitment and to take action on a commitment change. The Quick Cost Summary gives you a snapshot of the budget details so you can gauge how the project is progressing in terms of funding; your commitments, actuals, overages, funding balance, etc. A detailed description of the fields and buttons located on this page is provided below.

To access the Commitment Change Details page

1. Go to the Cost Summary page.
2. Click the **Commitments** link located in the In the left navigation bar.
3. On the Commitment page, click the commitment number or description of the commitment.
4. On the Commitment Details page, click the **Commitment Changes** tab.
5. Click the commitment change number link to view the change details.

Toolbar Buttons

- **Mail Merge:** Click to open a mail merge document. In e-Builder, a mail merge document is a Microsoft Word® or PDF® print out of the data currently in view. Mail merge templates can be generic, providing just the data currently in view, or custom. If a template has not been created for your project, a generic printout opens. Custom templates provide additional cost data. These templates are created by your e-Builder Administrator and can be tailored with field mappings to capture very specific cost information. For more information, see Mail Merge Template.
- **Make Pending:** Click to mark the commitment as pending. In a process, the status might automatically be set once the process enters a specific step. The pending status is usually used to refer to commitments that are pending a hard signature.
- **Edit:** Click to edit the details of the commitment change.
- **Make Projected:** Click to mark the commitment as projected. In a process, the status might automatically be set once the process enters a specific step. The projected status is used to account for anticipated commitments that you want to start accounting for.
- **Request Approval:** Click to request a commitment approval. Only users with Approve Commit Changes permissions. For more information, see Manage Permissions.
- **Approve:** Displays for users with Approve Final Commit permissions. Click to approve a commitment.
- **Delete:** Click to delete the commitment change.

Commitment Change Details

- **Project:** This field displays the project name. Click this link to open the Commitment Details page.
- **Commitment:** Click this link to open the Commitment Details page.
- **Change Number:** This is the commitment change number used to identify the change.

- **Reason For Change:** This field displays the reason code. Reason codes are entered into e-Builder by your account administrator, for more information, see Reason Codes.
- **Applies To:** This field displays whether the change was applied to the approved changes or to the original commitment amount. This setting is linked to the reason code and determined by the account administrator at the time of adding reason codes. If the change applies to the Original Amount, the amounts will not be reflected as changes on the project; instead they will affect the original commitment only. If set to Approved Changes, the amount will be reflected as a change to the commitment on the project.
- **Description:** This is the description of the commitment change.
- **Project Number:** If applicable, this field displays the project number.
- **Status:** This is the status of the commitment change.
- **Company:** This is the name of the company the commitment was made with.
- **Date of Change:** This is the date that the change was created.
- **Currency Indicator:** Displays the commitment currency type if it is different from the project currency type.
- **Created:** This is the date that the commitment change was created. The name of the user who created it is in parentheses.
- **Controlling Process:** This field displays if a cost process exists for the commitment change. If the process is not yet completed (not in the approve or void status) it can only be updated in the process and not in the Cost module; in which case the action buttons (Make Pending, Make Projected, Edit, etc.) will not display.
- **Adjustment Amount:** This field displays the absolute value of a net zero change. This amount can be pulled into reports and also added to a conditional branch process step.

Quick Cost Summary

The Quick Cost Summary section offers a more condensed, yet comprehensive view of the budget, providing current status of the original budget, current commitments and invoices paid to date.

- **Current Budget:** This is the approved original budget and all approved budget changes.
- **Current Commitments:** This is the amount of all approved commitment changes plus original commitments, and approved general invoices. The formula is as follows: (approved commitment changes) + (original commitments) + (approved general invoices).
- **Actuals Approved:** This is the amount of all approved invoices.
- **Actual Cost to Complete:** This is the total invoice amount needed to fulfill all commitments. The formula is as follows: (projected commitments) (actuals approved).
- **Available Funds:** This is the total amount of funds available in your funding sources.

Note: Funds are not depleted from the funding source until invoices have been approved. This total does not take into account invoices marked received.

- **Forecasted Over/ (Under):** This figure represents an amount above or under the forecasted budget. This total is the difference between the estimate at completion and the current budget. The

formula is as follows: (estimate at completion) (current budget). For more information on the forecasting utility, see Forecasting.

Commitment Change Items Tab

From this tab can add commitment change items, view funding distribution percentages and details of the commitment change items.

- **View Funding:** Click to open the Funding Distribution dialog box and view funding distributions across funding sources/ categories. Click **Edit** and then **Manage Funding** to use the funding distribution tool to automatically or manually distribute funds from funding sources/ categories to evenly. For more information, see Funding Distribution.
- **Add All Line Items:** Click to add all commitment items to the commitment change.
- **Add Item:** Click to add a new item to the commitment change. You will be able to add the item to an existing commitment item or create a new commitment item to add the commitment change to.

Custom Fields Tab

This tab displays any commitment change custom fields. For more information on commitment custom fields, see Cost Custom Fields.

Notes Tab

This tab displays notes that have been added to the commitment change. From here you can also add notes to the commitment change.

Documents Tab

This tab displays files that have been attached to the commitment change. From here you can also attach or remove documents from the commitment change.

Forms Tab

This tab displays forms that have been attached to the invoice. From here you can also attach or remove documents from the commitment change.

Processes Tab

This tab displays processes that have been attached to the invoice. From here you can also attach or remove processes from the commitment change.

Import Commitments Page

Note: Depending on your account settings this page may or may not be available to you. The Cost import capability must be enabled by an e-Builder Support team member. For more information please contact your account manager.

You are taken through a three step wizard when importing commitments. A description of the fields and buttons on each step is below.

Note: For detailed steps see Import Commitments.

Step 1 of 3:

- **Project Identifier:** Select a Project Identifier. This is a unique ID that will identify which project the budget import is for, examples include project name and project number. Project identifiers are entered into e-Builder as required project custom fields. For multiple options to display, the **Do not allow duplicates** check box must be selected on the Edit Custom Fields page.
- **Browse...:** Click to select the import file.

Step 2 of 3: Field Mappings

Use this section to map the fields in your spreadsheet to the default commitment built-in fields in e-Builder. For each required and optional built-in field, click the drop-down arrow and select the corresponding field in the spreadsheet. If the column names in your spreadsheet are identical to the built-in fields, they will populate automatically.

- **Previous:** Click to return to the previous page.
- **Next:** Click to go to the next step of the import process after all fields have been completed.
- **Cancel:** Click to cancel the import process and return to the Data Entry page.

Step 3 of 3: Review

The Preview tab displays by default and allows you to review the details of the import; whether it was successful or not. If there were errors, details display on the Exceptions tab.

- **Exceptions Tab:** Lists all errors, if any. Click the Export Exceptions button to export details to a spreadsheet.
- **Warnings Tab:** Lists all warning messages, if any.

Import Commitment Changes Page

Note: Depending on your account settings this page may or may not be available to you. The Cost import capability must be enabled by an e-Builder Support team member. For more information please contact your account manager.

You are taken through a three step wizard when importing commitment changes. A description of each page is below.

Note: For detailed steps, see Import Commitment Changes.

Step 1 of 3

- **Project Identifier:** Select a Project Identifier. This is a unique ID that will identify which project the budget import is for, examples include project name and project number. Project identifiers are entered into e-Builder as required project custom fields. For multiple options to display, the **Do not allow duplicates** check box must be selected on the Edit Custom Fields page.
- **Browse...:** Click to select the import file.

Note: You are also able to include additional scope items to the commitment change import.

Step 2 of 3: Field Mappings

Use this section to map the fields in your spreadsheet to the default commitment change built-in fields in e-Builder. For each required and optional built-in field, click the drop-down arrow and select the corresponding field in the spreadsheet. If the column names in your spreadsheet are identical to the built-in fields, they will populate automatically.

- **Previous:** Click to return to the previous page.
- **Next:** Click to go to the next step of the import process after all fields have been completed.
- **Cancel:** Click to cancel the import process and return to the Data Entry page.

Step 3 of 3: Review

The Preview tab displays by default and allows you to review the details of the import; whether it was successful or not. If there were errors, details display on the Exceptions tab.

- **Exceptions Tab:** Lists all errors, if any. Click the Export Exceptions button to export details to a spreadsheet.
- **Warnings Tab:** Lists all warning messages, if any.

Actual Costs

Actual Costs are invoices paid to any party for goods or services on a project. Two types of invoices can be entered in e-Builder, general invoices and commitment invoices. Actuals that are not associated with a commitment (building permits, journal entries, etc.) are called general invoices. Actuals that are paid against a particular Commitment (Contract) are commitment invoices. Tracking Actuals in e-Builder will allow you to know what has been paid and what is outstanding. Tracking actuals also helps with projecting cash flow.

Tip

Many of the procedures related to invoices can be performed by way of an automated cost process. See About Cost Processes for more information.

The following topics will help you work with invoices:

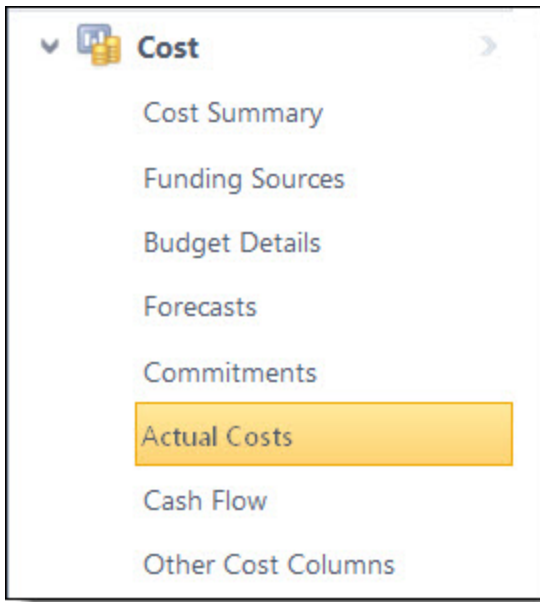
- About the Payment Application
- About Retainage Release in e-Builder
- Process Retainage Release
- Add Commitment Invoices
- Add General Invoices
- Edit Invoice Details
- Request Invoice Approval
- Approve Invoices
- Mark Invoice Received
- Mark Invoice Paid
- Delete Invoices
- Void Invoices
- Add Notes to Invoices

- Attach Documents to Invoices
- Attach Forms to Invoices
- Attach Processes to Invoices
- Mail Merge Invoices
- Export Invoices to Spreadsheet
- Actual Cost Page Overview

Access the Invoice Details Page

To access the Invoice Details page

1. Go to the Cost Summary page.
For more information, see [Access the Project Cost Summary Page](#).
2. Click the **Actual Costs** link located in the left navigation bar.



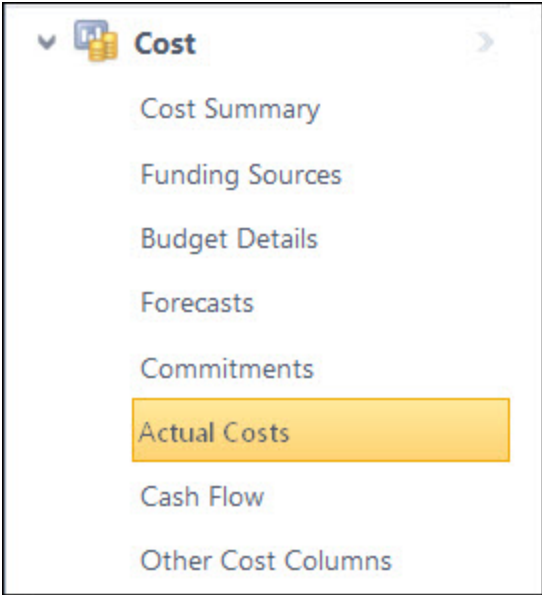
3. Click the invoice number of the desired invoice.
The Invoice Details page is displayed.

Access Actual Costs Page

To access the Actual Costs page

1. Go to the Cost Summary page.
For more information, see [Access the Project Cost Summary Page](#).
2. Click the **Actual Costs** link located in the left navigation bar.

The Actual Costs page is displayed.



About the Payment Application


e-Builder's application for payment feature supports widely used standards for processing invoices. By flagging commitment types to use the payment application functionality, pay app specific columns become available while processing an application for payment (commitment invoice) throughout the Cost and Processes modules. The Application for Payment feature is a fit for clients who already use or want to start using industry standard invoice processing. Additionally, you might choose to enable the payment application to take advantage of the schedule of values download and import capabilities.

Invoice Items													Download Schedule of Values Worksheet.xls		Import Invoice Items		Manage Funding	
A	B		C		D		E		F		G		H	I	J	K		
Commitment Item #	Description of Work	Budget Code with Description	Funding Rule	Scheduled Value	Work in Place From Previous Application(s)	This Period	Total Materials Presently Stored	Current Payment Due This Period	Total Completed and Stored To Date (D + E + F)	% (G / I)	Balance to Finish (C - G)	Retainage Release Amount	Retained This Period	Amount Less Retainage	Cumulative Retainage			
001	Legal / SEA Fees	04 - Legal / SEA Fees	Atlanta Legis	500.00	0.00	0.00	0.00	0.00	0.00	0.00%	500.00	0.00	0.00	0.00	-550.00			
Total				500.00	0.00	0.00	0.00	0.00	0.00	0.00%	500.00	0.00	0.00	0.00	-550.00			

Payment Application - Columns

The columns on the payment application are:

- **A - Commitment Item #:** Displays the commitment number.
- **B - Description of Work:** Displays the description of work for the respective commitment line item.
- **Budget Code with Description:** Displays the budget code and description of the budget line item that the commitment is associated with.
- **Funding Rule:** Displays the funding rule used for the commitment invoice. Click the drop-down arrow to make a selection if an option is not populated. Action cannot be taken on a commitment invoice (Request Approval, Approve, Mark as Paid etc.) if a funding rule is not selected.
- **C - Scheduled Value:** Displays the amount of the commitment item.
- **D - Work in Place from Previous Application(s):** Displays the total approved invoice amount from previous payment applications for work in place excluding any previously stored material.

- **E - This Period:** Displays the amount of work in place for this period.
- **F - Total Materials Presently Stored:** Displays the net materials store, which is the materials stored from previous payment applications and newly delivered items awaiting payment for this period.
- **G - Total Completed and Stored to Date (D+E+F):** Displays the amount of work completed and stored to date, which is the sum of work in place from previous payment applications, the amount of work in place for this period and the total amount of material stored to date, including newly delivered items awaiting payment.
- **H - % (G/C):** Displays the total amount of materials completed and stored divided by the commitment amount.
- **I - Balance to Finish (C-G):** Displays the remaining balance.
- **J - Retainage Release Amount:** Displays the amount of remaining retainage.
- **Retained This Period:** Displays the invoice amount retained for this period
- **Amount Less Retainage:** Displays the net invoice amount due for payment for this period
- **K - Cumulative Retainage:** Displays the cumulative retainage amount for all previous payment applications.
- **Edit Invoice Custom Fields Icon** (): Click this icon to add or modify invoice item custom fields.

Tip: This icon is located at the far right of the Invoice Items table, scroll to the end of the table to located this button.

About Retainage Release in e-Builder

In e-Builder, the process for releasing retainage will differ based on the type of commitment the invoice is processed against. For payment application-type commitments, a Retainage Release Amount field is available on the Add/Edit Commitment Invoice Page that allows you to pay retainage while also processing the invoice. On the contrary, invoices being processed for commitments that are not payment application-type commitments require you to do a separate commitment invoice to release retainage.

Note:

- Action cannot be taken on a commitment invoice (request approval, approve) if the retainage amount exceeds the retainage percent amount set for the commitment item/commitment.
- Commitment item percentages take precedence over default commitment percentages.

Related Topics:

- Process Retainage Release
- About the Payment Application
- Add Commitment Invoices
- Add/Edit Commitment Invoice Page Overview

Process Retainage Release

Unless the commitment being invoiced is a pay app commitment, you must process a separate invoice in order to pay the retainage.

To release retainage

1. Go to the Invoice Details page.
For more information, see [Access the Invoice Details page](#).
2. Click **Add Invoice**.
3. Click **Yes, Add a Commitment Invoice**.
4. Enter all required fields.
For more information of the fields and buttons located on this page, see [Add/Edit Commitment Invoice Page Overview](#).
5. If this invoice is for a pay app commitment, go to the next step.
—Or—
If the invoice is for a non pay app commitment, select the **This is a retainage release** check box.
6. In the **invoice Items** section, enter the amount to be paid for retainage in the **Retainage Release** field.
7. Click **Save** or **Save and Add New**.

Related Topics:

- [About Retainage Release in e-Builder](#)
- [About the Payment Application](#)

Import Invoices

Note: Depending on your account settings you may or may not be able to import invoices. The Cost import capability must be enabled by an e-Builder Support team member. For more information please contact your account manager. Once the option is available, only users with Import permissions can perform this task.

To import invoices

1. Click the **Data Entry** link located in the Top Navigation Tabs.
The Data Entry Menu page is displayed.
2. Click **Import Invoices**.
The Import Invoices page (Step 1 of 3) displays.
3. Complete all required fields.
For detailed descriptions of the field and buttons located on this page, see [Import Invoices Page Overview](#).
4. Click **Next**.
Step 2 of 3 displays.
5. Complete all required fields.
6. Click **Next**.
Step 3 of 3 displays.
7. If the file was mapped correctly and there aren't any exceptions or warning, click **Import**.
—Or—

If there are exceptions, the Import button is disabled. Click the Exceptions tab to review the exceptions and make any necessary changes to the spreadsheet. Click **Previous** to reimport the file, and then repeat steps 5-7.

Update Invoice Payment Status via Import

Note: Depending on your account settings you may or may not be able to import invoice payment statuses. The Cost import capability must be enabled by an e-Builder Support team member. For more information please contact your account manager. Once the option is available, only users with Import permissions can perform this task.

To update invoice payment statuses via import

1. Click the **Data Entry** link located in the Top Navigation Tabs.
The Data Entry Menu page displays.
2. Click **Update Invoice Payment Status**.
The Update Invoice Payment Status page (Step 1 of 3) displays.
3. Complete all required fields.
For detailed descriptions of the field and buttons located on this page, see Update Invoice Payment Status Page Overview.
4. Click **Next**.
Step 2 of 3 displays.
5. Complete all required fields.
6. Click **Next**.
Step 3 of 3 displays.
7. If the file was mapped correctly and there aren't any exceptions or warning, click **Import**.

—Or—

If there are exceptions, the Import button is disabled. Click the Exceptions tab to review the exceptions and make any necessary changes to the spreadsheet. Click **Previous** to reimport the file, and then repeat steps 5-7.

Add Commitment Invoices

A commitment invoice is an actual cost that is applied to an existing commitment to track how much of that commitment has been paid out to date or is still outstanding.

To add a commitment invoice

1. Go to the Invoice Details page.
For more information, see Access the Invoice Details page.
2. Click **Add** and then select **Commitment Invoice**.
3. Enter all required fields.
For more information of the fields and buttons located on this page, see Add/Edit Commitment Invoice Page Overview.

4. *Optional:* You can take the following action:
 - Attach Documents to Invoice Line Items
5. Click **Save** or **Save and Add New**.

Add General Invoices

General invoices are not associated with commitments and may be issued for a subset of a budget line item, such as legal fees, builder permits etc., things that are required to be paid on the project, but not project-based contracts such as flooring, and other building material.

Note: The invoice can be saved with or without invoice items at this time. You have the flexibility to added items to the invoice at any time while it is in the Draft status. Once action is taken on the item (Approval Requested, Approved, Paid etc.) you are no longer able to add invoice line items. To add line items after this draft is saved, simply edit the invoice.

To add a general invoice

1. Go to the Invoice Details page.
For more information, see Access the Invoice Details page.
2. In the Quick Cost Summary section, click **Add** and then select **General Invoice**.
3. Enter all required fields.
For more information on the fields and buttons located on this page, see Add/Edit General Invoice Page Overview.
4. Optionally, you can add invoice items at this time (Steps 6 - 10).
—Or—
To add invoice items later, click **Save**.

To add invoice items now

1. Scroll down to the **Invoice Items** section, and then click **Please Select A Line Item**. The Budget Line Items dialog box displays.
2. Click the account code link of the budget line item you'd like to add. Your selection is populated in the **Invoice Items** section.
Note: The following step only applies if funding is enabled on your account; otherwise, go to step 4.
3. If a funding rule did not auto-populate or if you want to change the funding rule, click the **Funding Rule** drop-down arrow to select a funding rule or click the **Edit** link to enter a custom rule. Funding allocations must add up to 100%.
4. In the **Amount** column, enter the amount of the invoice item.
5. To add additional line items, click the **Add** link, and then repeat this procedure.
—Or—
Click **Save**.

Add Master Invoices

Depending on account configurations, master invoices can be added by a predefined process or in the standard manner, via the Cost module.

Note: Account Level Cost must be enabled for the account to access this feature. Only users with the Add/Edit Master Invoice permission can add master invoices.

Master invoices are used to submit billing invoices against master commitments. Master commitments are contracts that span more than one e-Builder project, so they are typically set up to handle a program manager, architectural/ engineering firm, or job order contractor engaged by an Owner to provide services on more than one project.

When preparing a master invoice, you can invoice against master commitment items that have been allocated to projects that you are a member of.

To add master invoices

1. Click **Cost** from the top navigation menu.
2. Click the **Master Invoices** tab.
3. Click **Add Master Invoice**.

If a process has been configured for you to submit master invoices, the process details page is displayed. If not, the Add Master Invoice page is displayed.

4. Complete all required fields.
5. Click **Save** or **Save and Add New**.

Edit Invoice Details

The details of an invoice can be changed before or after the invoice has been approved. Additional line items can be added as well, but only in the draft state.

To edit invoice details

1. Go to the Invoice Details page.
For more information, see [Access the Invoice Details Page](#).
2. Click **Edit**.
3. Make changes to any of the editable invoice details.
4. *Optional:* You can:
 - Add additional invoice items to draft invoices that do not have items attached to it.
 - Attach Documents to Invoice Line Items
5. Click **Save**.

Request Invoice Approval

Once entered, invoices are saved as drafts. If you do not have approval permissions, you have to request an invoice approval.

Note: If funding sources have been added to the project, you will not be able to take action on an invoice (Mark Received, Request Approval etc.) if a funding rule has not been applied.

To request an invoice approval

1. Go to the Invoice Details page.
For more information, see [Access the Invoice Details Page](#).
2. Click **Request Approval**.
The approval is sent to users with Approve Final Actual permission for further action.

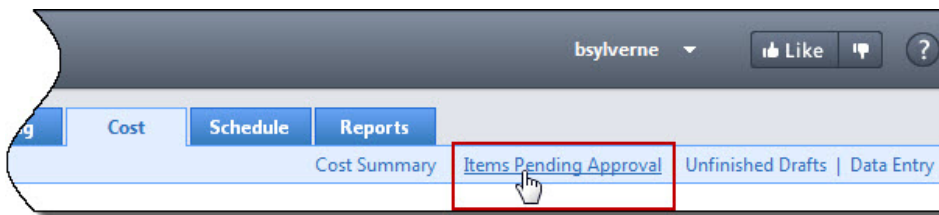
Approve Invoices

Invoices can only be approved by users with Approve Final Invoice permissions; for more information, see [Manage Permissions](#).

Note: Additional items cannot be added to an invoice once it is approved. Additionally, approved invoices cannot be deleted; it has to be voided to be removed from the budget.

Tip

- Invoice approvals can be done via a cost process called an Actual Cost Process.
- Click the Items Pending Approval link located toward the top of the page to view a list of all cost items that are pending your approval. This quick link can be accessed regularly to stay abreast of pending approvals throughout the Cost module. An Items Pending Approval section is also located on the Home tab for your convenience.



To approve an invoice

1. Go to the Invoice Details page.
For more information, see [Access the Invoice Details Page](#).
2. Click **Approve**.
You are prompted to enter an approval date and add a note.
3. Click the current date link to insert today's date into the field, or enter a different date in the **Approval Date** field.
4. Click **Yes, Approve Commitment**.
The newly added commitment is updated on the Project Cost Summary and Commitments Quick Cost Summary.

Related Topics:

- Edit Invoice Details
- Void Invoices
- Mark Invoice Received
- Mark Invoice Paid

Mark Invoice Received

Marking an invoice Received is a way to let team members know that the invoice has been received, entered in e-Builder and is ready to be approved, and then paid.

Note: If funding sources have been added on the project level, you will not be able to take action on an invoice (Mark Received, Request Approval etc.) if a funding rule has not been applied.

To mark an invoice received

1. Go to the Invoice Details Page.
For more information, see Access the Invoice Details Page.
2. Click **Mark Received**.

Mark Invoice Paid

Typically, an invoice is marked paid when the accounting department has issued a check to the vendor. Once an invoice has been marked paid, it cannot be deleted; to remove the paid invoice from the budget, you must void it.

Note: If funding sources have been added on the project level, you will not be able to take action on an invoice (Mark Received, Request Approval etc.) if a funding rule has not been applied.

To mark an invoice Paid

1. Go to the Invoice Details Page.
For more information, see Access the Invoice Details Page.
2. Click **Mark Paid**.
You are prompted for confirmation and to enter a date for the payment.
3. Click the current date link to insert today's date into the field, or enter a different date in the **Date Paid** field.
If this is a draft invoice, you are also required to enter an approval date.
4. Click **Yes, Mark as Paid**.

Delete Invoices

Only draft invoices can be deleted. If an invoice has already been approved and needs to be removed from the budget, it cannot be deleted, it has to be voided.

To delete an invoice

1. Go to the Invoice Details Page.
For more information, see Access the Invoice Details Page.

2. Click **Delete**.
You are prompted for confirmation.
3. Click **Yes, Delete the Invoice**.

Void Invoices

Invoices that may have been approved in error can be voided in order to be removed from the project's budget. A voided invoice cannot be paid and the invoice amount will not be included in the actual totals.

You can also void invoices marked as paid. This is helpful, for example, for situations in which accounts payable short bills or cancels an invoice (for example, if they require that a new invoice be submitted). It is not necessary to offset a paid invoice by creating another invoice. With the right permissions, you can simply void paid invoices if necessary.

To void an invoice

1. Go to the Invoice Details Page.
For more information, see [Access the Invoice Details Page](#).
2. Click **Void**.
You are prompted for confirmation.
3. Click **Continue**.

Add Notes

The Notes tab allows users to quickly add notes of importance. Notes allow all team members who have the permission to see the communication. For each note entered, the first and last name and company name of the user will be displayed along with the date. Contained within the tab, in parenthesis, e-Builder displays the total number of notes created.

To add notes

1. On the **Notes** tab, click **Add**.
The Add Note page is displayed.
2. Enter the note in the **Note** field.
3. If the **Private** check box is available, you can select it to hide your note from other team members.
4. Click **Save**.

Attach Documents to Invoices

You have the ability to view, as well as attach any supporting documents associated with the invoice. Once attached, other users can view and download these files. You may choose to attach files in order to have a scanned/electronic version of an original invoice, readily accessible for review.

Tip

In IE10, Firefox, Chrome, and Safari browsers, you can simply drag and drop documents from your local directory onto the Attached Documents tab. This can be done to attach documents throughout e-Builder Enterprise™.

To view/attach documents to an invoice

1. Go to the Invoice Details page.

For more information, see [Access the Invoice Details Page](#).

2. Click the **Documents** tab.
3. Click **Attach Documents**.

The Attach Documents dialog box displays.

4. In the **Select Attachment Method** section, select your method of attachment.

5. Click **Browse For Files...**

6. Search for and select the file you want to attach.

You are returned to the Attach Documents dialog box.

7. If you are attaching files from e-Builder, go to step 9.

—Or—

If you are uploading files from your computer, in the **Select an e-Builder Destination folder** field, click **Browse**.

8. Search for and select the e-Builder destination folder.
9. Click **Attach Selected**.

Attach Forms to Invoices

You have the ability to attach and remove attached forms from an invoice.

To attach forms to an invoice

1. Go to the Invoice Details page.

For more information, see [Access the Invoice Details Page](#).

2. Click the **Attached Forms** tab.
3. Click **Attached Forms**.

The Attach Forms from [Project Name] filter displays.

4. Filter for the forms you want to see.

Results display in the table below.

5. Select the check box next to the form(s) you want to attach.
6. Click **Attach**.

Attach Processes to Invoices

To attach processes to a commitment change

1. Go to the Invoice Details page.

For more information, see [Access the Invoice Details Page](#).

2. Click the **Processes** tab.
3. Click **Attach Processes**.

The Attach Processes from [Project Name] filter displays.

4. Filter for the processes you want to see.

Results display in the table below.

5. Select the check box next to the process(es) you want to attach.
6. Click **Attach**.

Mail Merge Invoices

Information about an invoice can be printed to a custom template created by the account administrator. Mail Merge is primarily used to obtain hard copy signatures. Mail merge templates may be in Microsoft Word® or Adobe PDF® formats, as configured by your e-Builder admin. For more information on cost mail merge templates including customizations, see Cost Templates. To export invoices to a spreadsheet, see Export Invoices to Spreadsheet.

To generate an invoice mail merge

1. Go to the Invoice Details page.
For more information see Access the Invoice Details Page.
2. Click **Mail Merge**.
The Select Mail Merge Template displays.
3. If only one template displays for you to choose from, go to the next step. If there are multiple templates available, make a selection.
4. Click **Continue**.

Attach Documents to Invoice Line Items

Attaching documents to invoice line items allows you to append additional resources for each item in an invoice.

Tip

In IE10, Firefox, Chrome, and Safari browsers, you can simply drag and drop documents from your local directory onto the Attached Documents tab. This can be done to attach documents throughout e-Builder Enterprise™.

To attach documents to invoice line items

1. To add documents to existing invoices, go to the Invoice Details page.
For instructions, see Access Invoice Details Page.
2. Click **Edit**.
The Edit Invoice page is displayed.
3. Click the paper clip icon next to the invoice line item you want to attach files to.
The Attach Documents pop-up window displays.
4. Click **Add**.
The Attach Documents dialog box displays.
5. In the **Select Attachment Method** section, select your method of attachment.
6. Click **Browse For Files...**
7. Search for and select the file you want to attach.

You are returned to the Attach Documents dialog box.

8. If you are attaching files from e-Builder, go to step 10.

—Or—

If you are uploading files from your computer, in the **Select an e-Builder Destination folder** field, click **Browse**.

9. Search for and select the e-Builder destination folder.
10. Click **Attach Selected**.

Export Invoices to Spreadsheet

The Export to Excel® functionality gives you the ability to export select invoices to a Microsoft Excel® spreadsheet.

To export invoices to a spreadsheet

1. Go to the Cost Summary page.

For more information, see [Access the Project Cost Summary Page](#).

2. Click the **Actual Costs** link located in the left navigation bar.

The Actual Costs Page displays.

Tip

Use the filter to narrow results to show only Closed commitments. This will help you access the desired commitment more easily.



3. Click the Export to Excel icon ().

The File Download dialog box displays.

4. Click **Open**, **Save**, or **Cancel**.

Actual Costs Page Overview

The Actual Costs page helps you manage your project invoices. This page provides an overview of the project's budget in terms of the invoices that have been paid, those pending and projected. From here you can add/ view invoices and their statuses. The Actual Cost Summary, Quick Cost Summary and All Invoices table are the three sections that make up this page. The Quick Cost Summary is a common component throughout the Cost module and it's an effective way to navigate between various areas of a project's budget including funding sources, invoices, budget commitment details and more.

A detailed description of the sections, fields and buttons located on this page is provided below.

Actual Costs Summary

The Actual Costs Summary section gives you a snapshot of the project's invoices to date.

Quick Cost Summary

The Quick Cost Summary section offers a more condensed, yet comprehensive view of the budget, providing current status of the original budget, current commitments and invoices paid to date.

- **Current Budget:** This is the approved original budget and all approved budget changes.
- **Current Commitments:** This is the amount of all approved commitment changes plus original commitments, and approved general invoices. The formula is as follows: (approved commitment changes) + (original commitments) + (approved general invoices).
- **Actuals Approved:** This is the amount of all approved invoices.
- **Actual Cost to Complete:** This is the total invoice amount needed to fulfill all commitments. The formula is as follows: (projected commitments) (actuals approved).
- **Available Funds:** This is the total amount of funds available in your funding sources.

Note: Funds are not depleted from the funding source until invoices have been approved. This total does not take into account invoices marked received.

- **Forecasted Over/ (Under):** This figure represents an amount above or under the forecasted budget. This total is the difference between the estimate at completion and the current budget. The formula is as follows: (estimate at completion) (current budget). For more information on the forecasting utility, see Forecasting.

Invoices Results Table

By default, this table is titled All Invoices, but the title will change according to what is selected in the filter. This results table provides an overview of project invoices.

- **Filter:** At any given time, a project's invoice inventory can be vast, making the All Invoices table very compact and difficult to search through. The filter allows you to narrow table results by invoice status and/ or invoice type (all, commitment or general).

To use the filter

- Click the **All** drop-down arrow to select invoices statuses to filter by.
- Click the **All Invoices** drop-down arrow to select invoice types to filter by.
- Click **Go** to display results in the table below.
- Click **Show All** to quickly reset the filter and display all available invoices.

Buttons

- **Mail Merge:** Click to open a mail merge document. In e-Builder, a mail merge document is a Microsoft Word® or PDF® print out of the data currently in view. Mail merge templates can be generic, providing just the data currently in view, or custom. If a template has not been created for your project, a generic printout opens. Custom templates provide additional cost data. These templates are created by your e-Builder Administrator and can be tailored with field mappings to capture very specific cost information. For more information, see Cost Mail Merge Templates.

- **Add Invoice:** Click to add invoices. For detailed steps, see Add Commitment Invoices or Add General Invoices.
- **Export to Excel®:** Click this icon to send the current table view of invoices to an Excel spreadsheet.

Fields

- **Invoice Number:** This field displays the invoice number. Click this link to open the Invoice Details page to view detailed information or take action on the invoice. For more information on taking action on an invoice, see Working with Invoices.
- **Description:** This field displays the description of the invoice. Click this link to open the Invoice Details page to view detailed information or take action on the invoice. For more information on taking action on an invoice, see Working with Invoices.
- **Commitment #:** This field is populated only for commitment invoices and displays the commitment number of the commitment the invoice is associated with. Click this link to open the Commitment Details page.
- **Commitment Description:** This field is populated only for commitment invoices and displays the description of the commitment the invoice is associated with. At a glance, you are able to determine the commitment item, without having to go any further than this page or do more research.
- **Company:** This field displays the name of the company the invoice was or will be paid to. Click this link to open the Company Details page and view more detailed information about the company.
- **Date Received:** This field displays the date that the invoice entered into the system.
- **Status:** This field displays the status of the invoice.
- **Invoice Amount:** This field displays the amount of the invoice.

Invoice Details Page

The Invoice Details page allows you to add or edit details such as information about the invoice and linked files, forms or processes.

To access the Invoice Details page

1. From the top navigation tabs, click the **Cost** tab.
2. Choose a project from the **All Projects** drop-down menu.
3. On the Project Cost Summary page, click the **Actual Costs** link located in the left navigation bar.
4. In the Quick Cost Summary section, click the invoice number to view the Invoice Details page.

A description of the fields, buttons and tabs on this page is provided below.

Toolbar Buttons

- **Mail Merge:** Click to open a mail merge document. In e-Builder, a mail merge document is a Microsoft Word® or PDF® print out of the data currently in view. Mail merge templates can be generic, providing just the data currently in view, or custom. If a template has not been created for your project, a generic printout opens. Custom templates provide additional cost data. These templates are created by your e-Builder Administrator and can be tailored with field mappings to capture very

specific cost information. For more information, see Cost Mail Merge Templates.

- **Controlling Process:** This field displays on the details table if a cost process exists for the invoice approval. If the process is not yet completed (not in the approve or void status) it can only be updated in the process and not in the Cost module; in which case the action buttons (Make Pending, Make Projected, Edit, etc.) will not display.
- **Mark Received:** Click to mark an invoice received. Marking an invoice Received is a way to let team members know that the invoice has been received, entered in e-Builder and is ready to be approved, and then paid. For instructions, see Mark Invoice Received.

Note: If a funding rule has not been set on the invoice, you will not be able to take action on the invoice (Mark Received, Request Approval etc.)

- **Request Approval:** Click to request an invoice approval. For instructions, see Request Invoice Approval.

Note: If a funding rule has not been set on the invoice, you will not be able to take action on the invoice (Mark Received, Request Approval etc.)

- **Approve:** Displays for users with Approve Final Actual permissions. Click to approve an invoice. For instructions, see Approve Invoices.
- **Mark Paid:** Click to mark an invoice as paid. Typically, an invoice is marked as paid when the accounting department has issued a check to the vendor. Once an invoice has been marked as paid, it cannot be deleted; to remove the paid invoice from the budget, you must void it. For instructions, see Mark Invoice Paid.
- **Delete:** Click to delete a draft invoice. This button displays for drafts invoices only. Approved invoices cannot be deleted; they must be voided in order to be removed from the budget. The appearance of this button is permissions-based and appears for users with Add/ Edit Actual permissions. For instructions, see Delete Invoices.
- **Void:** Displays for users with Add/ Edit Actual permissions. Click to void an invoice. Invoices that may have been approved in error can be voided in order to be removed from the project's budget. A voided invoice cannot be paid and the invoice amount will not be included in the actual totals. You can also void invoices marked as paid. This is helpful, for example, for situations in which accounts payable short bills or cancels an invoice (for example, if they require that a new invoice be submitted). It is not necessary to offset a paid invoice by creating another invoice. With the right permissions, you can simply void paid invoices if necessary. For instructions, see Void Invoices.
- **Edit:** This button is displayed for users with Add/ Edit Actual permissions. Click to edit the details of the invoice. For instructions, see Edit Invoice Details.

Invoice Overview Tab

Provides a quick overview of the invoice. Use to glean general information about the invoice such as the status, associated commitment, amounts, pertinent dates, etc. The left and right arrows in the Invoice Number field allow you to skip to the next or previous invoice on the project in sequential order.

Other Details Tab

Provides additional information about the invoice with a little bit more detail as compared to the Invoice Overview tab. Click to view the dates that the invoice was created, approved, voided, due and paid.

Currency Tab

Provides information about the currency type currently used as the default invoice currency. If no selection was made in this field, the project currency is selected by default. This tab is displayed only when the multi-currency feature has been enabled for the account.

Funding Summary Tab

Provides a list of all project funding sources as well as the amount that the invoice has pulled from each respective source. Use to see how much project funds are available, how much of the invoice is taken from each funding source in order to determine whether or not funding rules need to be adjusted.

Invoice Items Tab

Provides a list of all the invoice items that are linked to this invoice. Clickable links enable you to access related pages for further information or to take related action. Click the funding rule link to open the Funding Source Distribution modal for a breakdown of funding distributions for this invoice.

Note: The fields that are described below will differ for Payment Application commitments. See About the Payment Application for a description of these columns.

- **Paper Clip Icon:** Click this icon to view and access documents that have been attached to this invoice item. Attachments can be added by editing the invoice. For instructions, see Add Documents to Invoice Line Items.
- **Show Approved Commitment Items:** This check box displays for commitment invoices against non-pay app commitments that include unapproved commitment items. This check box displays for all commitment invoices against non-pay app commitments. By default, this tab displays only those commitment items that have been fully or partially paid. Select this check box to also see commitment items not yet paid/ un-invoiced commitment items.
- **Edit Amounts:** This link displays for invoice items in draft status, with retainage release amounts in the Released This Invoice column. Click this button to modify retainage released amounts. For more information on how retainage release works in e-Builder, see About Retainage Release in e-Builder. This link will only appear for commitment invoices.
- **Commitment Item #:** This is the commitment item number of the item this invoice is associated with.
- **Description** This is the description of the invoice item.
- **Current Commitment:** This is the amount of all approved commitment changes plus original commitments, and approved general invoices. The formula is as follows: (approved commitment changes) + (original commitments) + (approved general invoices).
- **Invoiced to Date:** This is the amount that has been invoiced to date.
- **Retained to Date:** This is the amount that has been retained to date according to the retainage percent entered on the Commitment/ Commitment Item page.

- **Released This Invoice:** This is the amount of retainage that has been released for the selected invoice.

Custom Fields Tab

Displays invoice custom fields that have been created for the account. For more information on commitment custom fields, see Cost Custom Fields.

Notes Tab

Displays notes that have been added to the invoice. From here you can also add notes to the invoice.

Documents Tab

Displays files that have been attached to the invoice. From here you can also attach or remove documents from the invoice.

Forms Tab

Displays forms that have been attached to the invoice. From here you can also attach or remove forms from the invoice.

Processes Tab

Displays processes that have been attached to the invoice. From here you can also attach or remove processes from the invoice.

Add Invoice Page

The Add Invoice page allows you to choose whether you are adding a general or commitment invoice. A description of the buttons located on this page is provided below:

- **Commitment Invoice:** Click to add a commitment invoice. A commitment invoice is an actual cost that is applied against an existing commitment.
- **General Invoice:** Click to add a general invoice. General invoices are not associated with commitments and may be issued for a subset of a budget line item, such as legal fees, builder permits etc. things that are required to be paid on the project, but not project-based contracts such as flooring, and other building material.
- **Cancel:** Click to cancel this action and not add any invoices.

Related Topics:

- Add Commitment Invoices
- Add General Invoices

Add/ Edit Commitment Invoice Page

A commitment invoice is an actual cost that is applied against an existing commitment to track how much of that commitment has been paid out to date or is still outstanding. The Add/Edit Commitment Invoice page allows you to add commitment invoices or make modifications to the details of a commitment invoice.

To access the Add Commitment Invoice page

1. From the top navigation tabs, click the **Cost** tab.
2. Choose a project from the **All Projects** drop-down menu.

3. On the Project Cost Summary page, click the **Actual Costs** link located in the left navigation bar.
4. In the Quick Cost Summary section, click **Add** and then select **Commitment Invoice**.

A detailed description of the fields and buttons located on the Add/ Edit Commitment Invoice page is provided below.

Toolbar Buttons

- **Save and Add New:** (Add Mode) Click to save the new commitment invoice and then add a new one.
- **Save:** Click to save the invoice.
- **Cancel:** Click to cancel any edits you've made. All unsaved changes will be lost.

Invoice Overview Section

- **Project:** If adding an invoice via the Data Entry Menu, click to select a project. Otherwise, this field displays the project name by default.
- **Commitment:** Click to select the commitment you are invoicing against.
- **Invoice Number:** If the auto-fill feature is enabled in cost controls the invoice item number displays by default; otherwise, you must enter an invoice change in this field.
- **Date Received:** Displays the date the invoice was received. Depending on Cost Settings, this field may auto-populate with the present date when in Add mode. In edit mode, this field cannot be modified.
- **This is a retainage release:** Does not display for payment-application type commitments, because a separate invoice is not needed to release retainage on these commitment types. For more information on the payment application feature, see About the Payment Application. Select this check box to process a retainage release invoice. See, About Retainage Release in e-Builder to learn more.
- **Description:** Enter a description of the invoice in this field.
- **Status:** Displays the status of the invoice.
- **Company/Contact:** Displays the name of the company and contact the commitment was made with.
- **Date Due:** Click the calendar icon to select a due date for the invoice.
- **Retainage mode:** This field is displayed only if the **Support manual entry** check box has been selected in the **Retainage amount** field while adding or editing the commitment.
 - **Default:** This option button is selected by default. When selected, the invoice amount retained for a period cannot be edited manually.
 - **Manual:** Select this option button to allow manual override of retainage amounts on invoice line items. When selected, the **Retained This Invoice** column values can be manually edited.
- **Costs (Currency):** By default, the project currency is displayed. If the commitment has a different currency, it will display the commitment currency.

Invoice Items Section

- **Import Invoice Items:** Displayed if a payment application type commitment is selected from the Commitment drop-down menu. Click to import invoice items or a schedule of values into the system. For more information on the payment application feature, see [About the Payment Application](#).
- **Manage Funding:** Click to use the funding distribution tool to automatically or manually distribute funds from funding sources/categories to the selected item. See [Funding Distribution](#), to learn more.
- **Reset Retainage:** Select one or many invoice item rows and click this button to reset the retainage amount or retainage percentage to the original value.


Note: Only users with the Edit Retainage on Actual permissions can manually edit the retainage percentage or retainage amount.

The Confirm Reset Retainage window will be displayed asking you to confirm whether the changes made to the retainage percentage or retainage amount can be reset. Click **Continue** to confirm the reset. Click **Save** to retain the changes.

Note: This button is displayed only for commitment invoices in the Draft or Received status on a Non-Pay app commitment that has manual retainage entry supported (in the Retainage Amount field on the page) and the Manual retainage mode enabled (on the Add/ Edit Commitment Invoice page). At least one invoice item must be selected for this button to be enabled.

- **Add From Daily Reports:** Displayed only if a dynamic cost process is configured for the account. For more information, see [Dynamic Cost Management](#).
- **Funding Rule:** Click to select a funding rule for this invoice. Click the Edit link to create a custom funding rule.
- **Invoice Amount:** Enter the amount of the invoice in this field.
- **Retainage Release:** Displayed and can be edited when the **This is a retainage release** check box is selected. Enter the amount of retainage to be released for this invoice.

Note: You are not able to action an invoice (request approval, approve etc.) if the amount of released retainage is larger than the amount retained to date.

-  - **Edit Custom Fields Icon:** This is the Edit Custom Fields icon and it displays toward the end of the Invoice Items table. Please note that if you are viewing a pay-app commitment, you might have to scroll to the right in order to see this icon. Click to complete invoice item custom fields. If these fields are required, you are not able to save the invoice until these fields have been completed. See [Add Invoice Item Custom Fields](#) for steps on configuring these custom fields.

Add/ Edit General Invoice Page

General invoices are not associated with commitments and may be issued for a subset of a budget line item, such as legal fees and builder permits that are required to be paid on the project, but not project-based contracts such as flooring, and other building material.

The Add/Edit General Invoice page allows you to add general invoices or make modifications to the details of a general invoice.

To access the Add General Invoice page

1. From the top navigation tabs, click the **Cost** tab.
2. Choose a project from the **All Projects** drop-down menu.
3. On the Project Cost Summary page, click the **Actual Costs** link located in the left navigation bar.
4. In the Quick Cost Summary section, click **Add** and then select **General Invoice**.

To access the Edit General Invoice page

1. From the top navigation tabs, click the **Cost** tab.
2. Choose a project from the **All Projects** drop-down menu.
3. On the Project Cost Summary page, click the **Actual Costs** link located in the left navigation bar.
4. In the Quick Cost Summary section, click the invoice number to view the Invoice Details page.
5. Click **Edit**.

A detailed description of the fields and buttons located on this page is provided below.

Invoice Overview

- **Project:** If adding an invoice via the Data Entry Menu, click to select a project. Otherwise, this field displays the project name by default.
- **Invoice Number:** If the auto-fill feature is enabled in cost controls, the invoice item number is displayed by default; otherwise, you must enter an invoice change in this field.
- **Company:** Displays the name of the company the invoice made out to. Click to select from a list of companies.
- **Company Number:** Displays the company number and will auto-fill when the company name is selected in the field above it.
- **Date Received:** Displays the date the invoice was received. In add mode, this field auto-fills with the present date. In edit mode, this field cannot be modified.
- **Scope of Work:** Enter the scope of work in this field.
- **Description:** Enter a description of the invoice in this field.
- **Status:** Displays the status of the invoice.
- **Contact:** Displays the name of the contact person for this invoice. Click the drop-down arrow to make a selection.
- **Date Due:** Click the calendar icon to select a due date for the invoice.

Currency

- **Invoice Currency:** Select the default invoice currency type from the drop-down list. If no selection is made in this field, the project currency is selected by default. This section is displayed only when the multi-currency feature has been enabled for the account. This field can be edited only when the invoice is in a Draft or Received status.

Invoice Items

- **Manage Funding:** Click to use the funding distribution tool to automatically or manually distribute funds from funding sources/categories to the selected item. For more information, see Funding

Distribution.

- **Invoice Number:** Although editable, this column auto-populates invoice item numbers sequentially as additional items are added.
- **Budget Line Item:** Click **Please Select A Line Item** to open the **Budget Line Items** dialog box and click an account code number to make a selection to link the invoice item to.
- **Description:** Although editable, this column auto-populates with the budget line item description once selected.
- **Funding Rule:** If funding sources are enabled on the budget level, this field auto-populates the funding rule associated to the budget line item. To make changes, click this drop-down arrow to select a funding rule for the invoice item. Click the Edit link to customize funding source distributions.

Note:

- **(Draft Invoices)** Although you can save items without a funding rule selected, you are not able to action the item (request approval or approve) until a funding rule is entered.
 - **(Approved Invoices)** You are not able to save an invoice item on an approved invoice until a funding rule is entered.
- **Amount:** Enter the amount of the invoice item in this field. You are not able to add additional items to approved invoices.
- Note: (Approved Invoices)** You are not able to add amounts for approved invoices.
- **Add:** Click this link to add the new invoice item.

Add/ Edit Master Invoice Page

The Add/Edit Master Invoice page allows you to add master invoices or make modifications to the details of a master invoice.

A detailed description of the fields and buttons located on this page is provided below.

Invoice Overview

Toolbar Buttons

- **Save and Add New:** Click to save the master invoice and add a new master invoice.
- **Save:** Click to save the master invoice.
- **Cancel:** Click to cancel any edits you've made. All unsaved changes will be lost.

Fields

- **Master Commitment*:** Select the master commitment for the invoice. Master commitments are contracts that span more than one e-Builder project, so they are typically set up to handle a program manager, architectural/ engineering firm, or job order contractor that has been engaged by an owner to provide services on more than one project.
- **Master Invoice Number*:** Enter the number for the master invoice. This value may be an auto-filled number or user-entered invoice number depending on the Account Cost setting.

- **Date Received***: Enter or select the date when the invoice was received. This can be set to the date that someone creates a master invoice by default or a user-entered date, based on the setting in Account Settings.
- **This is a retainage release**: Select this check box to process a retainage release invoice. For more information, see About Retainage Release. Select this check box to flag the master invoice as solely an invoice designed to release retainage.
- **Description***: Enter a description for the master invoice. For example, Pay Application for February 2021.
- **Status***: Select the status. The available statuses are: Draft, Received, Approved, Paid, or Void.
- **Company/ Contact**: For master invoices, this is the company that has the master commitment against which master invoices will be submitted.
- **Date Due**: Enter or select the desired due date for the payment.

Master Invoice Items

Toolbar Buttons

- **Download Schedule of Values Worksheet.xls**: Click this link to download and save the schedule of values worksheet (.xls file format) to your computer. This link is available when the master commitment is selected in the Invoice Overview section above.
- **Import Invoice Items**: Click to import master invoice items (.xls file format) using the Import Invoice Items popup. This button is available when the master commitment is selected in the Invoice Overview section above.
- **Manage Funding**: Click to display the Funding Distribution popup and view the invoice amounts allocated for each item against the available funding sources. This button is available only when funding is enabled on actuals for Account Level Cost.

Fields

- **Commitment Item #**: The item number of the master commitment that is being invoiced against.
- **Description**: The item description of the master commitment Item that is being invoiced against.
- **Account Code**: The budget line item number that is linked to the master commitment item that is being invoiced against.
- **Funding Rule**: If a funding rule has been created on the associated project, this allows a user with funding permissions to select the appropriate funding rule for each line item. If a custom allocation of funding is created on an invoice, this field will display the term "Custom".
- **Current Commitment**: The approved value of the master commitment item that is being invoiced against. This value cannot be entered by the user.
- **Invoiced To Date**: The total value that has been invoiced to date against the master commitment item (this changes based on invoice status, so when the invoice status is Draft, Received, or Void, it does not include the current Invoice Item Amount. Once the status changes to Approved or Paid, the current Invoice Item Amount is included).
- **Retained To Date**: The total value that has been retained to date against the master commitment item (this changes based on invoice status, so when the invoice status is Draft, Received, or Void, it

does not include the current Invoice Item Retainage Amount. Once the status changes to Approved or Paid, the current Invoice Item Retainage Amount is included.)

- **Remaining to be Invoiced:** The Current Commitment value minus the Invoiced To Date value.
- **Invoice Amount:** The amount (user- entered) that is being invoiced against the master commitment item.
- **Retainage %:** The retainage percentage and this value is equivalent to the master commitment item's retainage percent.
- **Retained This Invoice:** The amount retained in this invoice. The value is calculated by multiplying the retainage percentage and the invoice amount (Retainage % x Invoice Amount).
- **Custom Fields:** Click on the icon to display the master invoice custom fields configured for the account.

Master Invoice Custom Fields

This section displays master invoice custom fields that have been created for the account.

Import Invoices Page

Note: Depending on your account settings this page may or may not be available to you. The Cost import capability must be enabled by an e-Builder Support team member. For more information please contact your account manager.

You can import invoices using a three-step import wizard. A description of each step of the wizard is provided below.

Step 1 of 3

- **Project Identifier:** Select a Project Identifier. This is a unique ID that will identify which project the budget import is for, examples include project name and project number. Project identifiers are entered into e-Builder as required project custom fields. For multiple options to display, the **Do not allow duplicates** check box must be selected on the Edit Custom Fields page.
- **Browse...:** Click to browse for and select the import file.

Step 2 of 3

- **(Field Mappings):** Use this section to map the fields in your spreadsheet to the default invoice built-in fields in e-Builder. For each required and optional built-in field, click the drop-down arrow and select the corresponding field in the spreadsheet. If the column names in your spreadsheet are identical to the built-in fields, they will populate automatically.
- **Previous:** Click to return to the previous page.
- **Next:** Click to go to the next step of the import process after all fields have been completed.
- **Cancel:** Click to cancel the import process and return to the Data Entry page.

Step 3 of 3

- **(Preview):** The Preview tab is displayed by default and allows you to review the details of the import; whether it was successful or not. If there were errors, details display on the Exceptions tab.

- **Exceptions Tab:** Lists all errors, if any. Click the Export Exceptions button to export details to a spreadsheet.
- **Warnings Tab:** Lists all warning messages, if any.

Update Invoice Payment Status Page

Note: Depending on your account settings this page may or may not be available to you. The Cost import capability must be enabled by an e-Builder Support team member. For more information please contact your account manager.

You can import invoice payment statuses using a three-step import wizard. A description of each step of the wizard is provided below.

Step 1 of 3

- **Project Identifier:** Select a Project Identifier. This is a unique ID that will identify which project the budget import is for, examples include project name and project number. Project identifiers are entered into e-Builder as required project custom fields. For multiple options to display, the **Do not allow duplicates** check box must be selected on the Edit Custom Fields page.
- **Reject Invoices if amount paid does not equal invoice amount?:** Select this check box to automatically ignore invoices that do not have the same invoice and invoice payment amount.
- **Browse....:** Click to browse for and select the import file.

Step 2 of 3

- **(Field Mappings):** Use this section to map the fields in your spreadsheet to the default invoice built-in fields in e-Builder. For each required and optional built-in field, click the drop-down arrow and select the corresponding field in the spreadsheet. If the column names in your spreadsheet are identical to the built-in fields, they will populate automatically.
- **Previous:** Click to return to the previous page.
- **Next:** Click to go to the next step of the import process after all fields have been completed.
- **Cancel:** Click to cancel the import process and return to the Data Entry page.

Step 3 of 3

- **(Preview):** The Preview tab is displayed by default and allows you to review the details of the import; whether it was successful or not. If there were errors, details display on the Exceptions tab.
- **Exceptions Tab:** Lists all errors, if any. Click the Export Exceptions button to export details to a spreadsheet.
- **Warnings Tab:** Lists all warning messages, if any.

Funding Distribution

Funding distribution applies to commitments, commitment changes and invoices. While funding rules allow you to distribute funds based on a fixed ratio, the funding distribution mechanism allows you to deplete all funding sources equally based on the sum of the individual funding sources. This feature helps you ensure that funds are depleted from funding categories at the same rate. Essentially, if you auto-adjust funding ratios, each category should result in a \$0.00 balance at the same time. This takes the thought and mathematics out

of knowing the ratio between funding sources based on their individual totals. This is especially useful if there are numerous funding sources and categories and you need to ensure that money is withdrawn from each funding source at appropriate ratios.

How it works in e-Builder:

Funding distribution management is available for projects that have funding sources/categories defined and the account is set to use funding at the commitment and actual costs levels. This feature will not be available if funding is enabled for actual cost items only. Additionally, commitment and invoice items must not be in approval requested status in order to use this feature.

For commitment changes in particular, funding distribution can only be entered for additional scope items entered on the change. For change items on existing commitment items, the funding distribution will be shown as read-only. The check boxes for these items will be disabled and will therefore be excluded from the auto-adjust feature. The totals at the bottom however will include funding distribution for all items in the change.

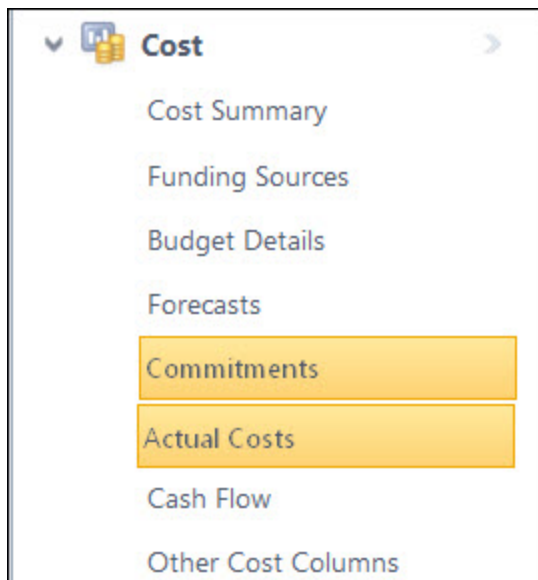
From the funding distribution page you can view current distributions per funding category/ source and compare their contribution percentages based on the original, committed and adjusted funds. Use this page to redistribute funds between funding sources either manually or using the auto-adjust feature, which will redistribute funds at an equal ratio, based on the total funds in each funding category or funding source if categories do not exist.

The following are topics related to using the funding distribution screen:

- Access Funding Distribution Pop-Up Window
- Funding Distribution Page Overview

To access the funding distribution for commitments or actual costs

1. Click the **Cost** tab on the top navigation.
2. Click the **Commitments** or **Actual Costs** link located in the left navigation bar.



3. Click the title of the commitment or invoice.

Below is an overview of the fields and buttons located on the Funding Distribution page.

Funding Distribution - 006							
<input type="checkbox"/> Auto-Adjust Funding Ratios <input type="button" value="Save"/> <input type="button" value="Cancel"/>							
<input checked="" type="checkbox"/> Board of Regents							
Original		3,000,000.00 2.42%					
Committed		6,000.00 5.45%					
New		13,147.01 2.88%					
(Over)/Under		(1,951.53)					
Line Item	Description	Amount	Total	Bond	DC Creative Arts	Atlanta Legislature	Board of Reg
<input checked="" type="checkbox"/> 001	Land Aquisition - Purchase	350,000.00	352,000.00	2,000.00	5,147.01	118,777.26	197,638.73
Total		350,000.00	352,000.00	2,000.00	5,147.01	118,777.26	197,638.73
Funds Available				(2,000.00)	2,988,852.98	49,825,222.74	59,796,361.11
Category Total					7,147.01		

Fields and Buttons

The fields and buttons located on this page are:

- **Auto-Adjust Funding Ratios:** A check box is available for each category (funding source if no categories are defined), to indicate whether this category is included in the auto-adjustment function. If unchecked, the amounts entered for funding sources in that category will be left untouched by the auto-adjust function. The amounts will be locked in to the values as entered. The Auto-Adjust Funding Ratios button will try to distribute the amounts in the (Over) / Under row for each category in order to bring the ratio as close as possible to the ratio indicated by the Committed row.
- **Save:** This button displays only in edit mode. Click this button to save changes.
- **Cancel:** Click this button to exit this page and cancel any actions taken. All unsaved changes will be lost.

Commitments and Commitment Changes

- **Original:** This row represents the total amount of funds present in each funding category as well as all adjustments added to each funding source in the funding category. When the category check box is selected the original ratio between the categories display.
- **Committed:** This row represents the total approved commitments and general invoice amounts towards this category/ source. This also includes all approved commitments and general invoices that have money being allocated on sources in this category. When the category check box is selected the percent ratio based on what has been committed so far displays.
- **New:** This row represents the total approved commitment amount towards this category/ source plus the amount about to be committed on the current commitment for that category/ source based on changes made in the funding source amount text boxes below. This amount is automatically updated as the amounts in the funding text boxes change. Based on the distribution, the new ratio percentage is calculated and displayed, if the category check box is selected. The percentages are highlighted in red if they differ from the committed ratio values.
- **(Over)/ Under:** This row indicates the amount that must be deducted or added to the funding distribution for this commitment/ commitment change in order to maintain the same ratio as on the committed funding. This amount will be automatically updated as the amounts in the funding text boxes are updated.

Invoices

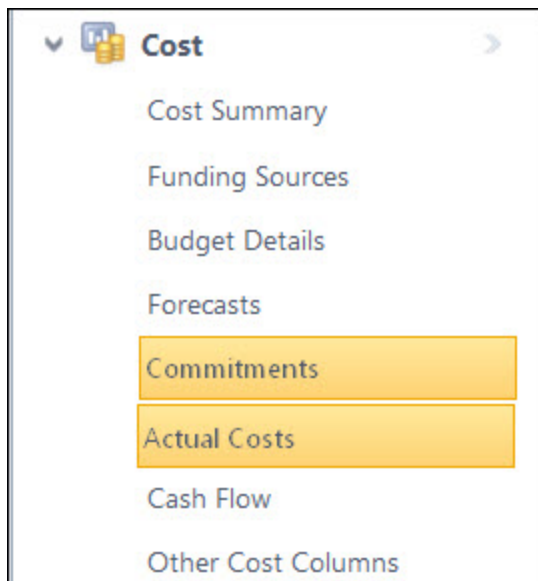
- **Commitment Invoice Number:** This row represents the amount that was distributed for the commitment from that category/ source. The percent as it was on the commitment displays when the category check box is selected.
- **Invoiced:** This row represents the approved invoice amount that has already been spent from this category only on invoices for this commitment.
- **New:** This row represents the sum of the amounts spent and the distribution per invoice for select funding categories / sources.
- **Over/ Under:** This row represents the adjustments necessary to make the ratio of funding distribution for this invoice match what was planned for this commitment (first row).

Access Funding Distribution Pop-Up Window

The Funding Distribution pop-up window can be accessed for commitments or actual costs. The procedure below describes steps for both.

To access the Funding Distribution pop-up window

1. Click the **Cost** tab located on the Top Navigation Tabs.
2. Click the **Commitments** or **Actual Costs** link located in the left navigation bar.



3. Click the title of the commitment or invoice you want to view funding for.
4. Click **View Funding**.

Funding Distribution Page

Below is an overview of the fields and buttons located on the Funding Distribution page.

Funding Distribution - 006							
						Auto-Adjust Funding Ratios Save Cancel	
<input checked="" type="checkbox"/> Board of Regents							
Original		3,000,000.00	2.42%				
Committed		6,000.00	5.45%				
New		13,147.01	2.85%				
(Over)/Under		(1,951.53)					
Line Item	Description	Amount	Total	Bond1	DC Creative Arts	Atlanta Legislature	Board of Reger
<input checked="" type="checkbox"/> 001	Land Aquisition - Purchase	350,000.00	352,000.00	2,000.00	5,147.01	118,777.26	197,638.73
Total		350,000.00	352,000.00	2,000.00	5,147.01	118,777.26	197,638.73
Funds Available				(2,000.00)	2,988,852.99	49,825,222.74	59,796,361.73
Category Total					7,147.01		

Fields and Buttons

The fields and buttons located on this page are:

- **Auto-Adjust Funding Ratios:** A check box is available for each category (funding source if no categories are defined), to indicate whether this category is included in the auto-adjustment function. If unchecked, the amounts entered for funding sources in that category will be left untouched by the auto-adjust function. The amounts will be locked in to the values as entered. The Auto-Adjust Funding Ratios button will try to distribute the amounts in the (Over) / Under row for each category in order to bring the ratio as close as possible to the ratio indicated by the Committed row.
- **Save:** This button displays only in edit mode. Click this button to save changes.
- **Cancel:** Click this button to exit this page and cancel any actions taken. All unsaved changes will be lost.

Commitments and Commitment Changes

- **Original:** This row represents the total amount of funds present in each funding category as well as all adjustments added to each funding source in the funding category. When the category check box is selected the original ratio between the categories display.
- **Committed:** This row represents the total approved commitments and general invoice amounts towards this category/ source. This also includes all approved commitments and general invoices that have money being allocated on sources in this category. When the category check box is selected the percent ratio based on what has been committed so far displays.
- **New:** This row represents the total approved commitment amount towards this category/ source plus the amount about to be committed on the current commitment for that category/ source based on changes made in the funding source amount text boxes below. This amount is automatically updated as the amounts in the funding text boxes change. Based on the distribution, the new ratio percentage is calculated and displayed, if the category check box is selected. The percentages are highlighted in red if they differ from the committed ratio values.
- **(Over)/ Under:** This row indicates the amount that must be deducted or added to the funding distribution for this commitment/ commitment change in order to maintain the same ratio as on the committed funding. This amount will be automatically updated as the amounts in the funding text boxes are updated.

Invoices

- **Commitment Invoice Number:** This row represents the amount that was distributed for the commitment from that category/ source. The percent as it was on the commitment displays when the

category check box is selected.

- **Invoiced:** This row represents the approved invoice amount that has already been spent from this category only on invoices for this commitment.
- **New:** This row represents the sum of the amounts spent and the distribution per invoice for select funding categories / sources.
- **Over/ Under:** This row represents the adjustments necessary to make the ratio of funding distribution for this invoice match what was planned for this commitment (first row).

Forecasting

Note: Forecasting is a feature that must be enabled by tech support. For assistance, please contact your e-Builder account manager.

The Forecasting feature grants users permission to properly forecast anticipated costs, providing more accurate over/under for each of your projects. Approved budgets are the foundation of your forecasts. As time progresses on the project your forecast will take into consideration professional estimations by the project manager to reflect real life circumstances. The forecast will then be adjusted for each budget line item as appropriate, which will automatically affect the Estimate at Completion and Forecasted Over/Under (variance) calculations.

Why Forecast?

Forecasting is really the core of any business plan because you must identify your destination before you can figure out the best path. A forecast is not 100% accurate, but accurate enough to identify possible risks. The earlier you know about a possible risk the better off you are in eliminating it. Forecasting allows you to be as proactive as possible, to mitigate potential risks.

Often people refer to forecasting as a mysterious process; no one can predict the future. However, it is possible to make reasonable predictions or assumptions on how events will turn out based on the logical assessment of the facts presented to you. You will get better at it the more you do it and the more experience you gain on the field.

In the world of construction, forecasting is a key ingredient to meeting or beating your budgets. By instituting a disciplined forecasting process you can communicate the anticipated cost of the project (and program) with much greater certainty. That process involves putting together carefully reasoned assumptions based on professional estimates, logs (like potential change order log, RFI log, issue log, etc.) IT, furniture and equipment lists to name a few quantified in a systematic way to make your projections as accurate as humanly possible. Some of this information will be contained in various logs in your e-Builder reports, forms and documents.

Using the forecasting feature requires adjustments to your views and key reports, training on the 'how to', and most importantly, a potential change in the forecasting process. Once forecasting is enabled in the account, when accessing the forecasting menu in the administration tools it will clearly show it is enabled.

To guide you through working with forecasting in e-Builder, the following sections are included in this section:

- Access the Forecasting Page
- Working with Forecasts

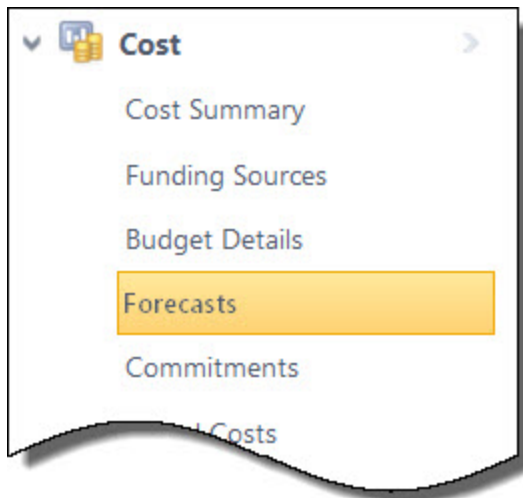
- Create a Forecast
- Edit Forecasts
- Print Forecast Data
- Create Forecast Snapshots
- Attach Documents to Forecasts
- Attach Forms to Forecasts
- Attach Processes to Forecasts

Access the Forecasting Page

Note: The Forecast cost entity does not appear in the Cost module by default. If it is not available on your account, your e-Builder administrator must enable this functionality in Forecast Settings before you are able to view it in the user interface. For more information, see Forecast Settings Page Overview.

To access the Forecast page

1. Go to the Cost Summary page.
For more information, see Access the Cost Summary Page.
2. Click the **Forecasts** link located in the left navigation bar.



Create a Forecast

Note: The Forecast cost entity does not appear in the Cost module by default; this feature must be enabled by e-Builder Support.

Forecasts are initially added to e-Builder only one time. If a forecast has already been created, but you'd like to forecast new assumptions, you must create a new current or working forecast; for more information, see Edit Forecasts.

To create a forecast

1. Go to the Forecasting page.
For more information, see [Access the Forecasting Page](#).
2. Click **Add Forecast**.
The Add Forecast page is displayed.
3. Click the **Forecast as of period ending** drop-down arrow to select the data for which to base the forecast on.
4. Click **Continue**.
The Add/ Edit Forecast page is displayed.

Tip

Tab through the fields while adding new forecast items to automatically add a new line to the grid.

5. Enter all required fields.
For a detailed description of the fields and buttons located on this page, see [Add/Edit Forecast Page Overview](#).
 6. From here you can optionally take any of the following actions:
 - Attach Documents to Forecasts
 - Attach Forms to Forecasts
 - Attach Processes to Forecasts
 7. Click **Save Draft** to keep a draft to continue working on at a later date
—Or—
Click **Save Final** to save this version as the final forecast. You are required to either save the final version as a snapshot of the current forecast or just as the current forecast.
- Note:** In order to report on the forecast, you must save final.
8. To save as both a snapshot and current forecast, click **Yes, Save Snapshot & Forecast**.
—Or—
To save as forecast only, click **No, Save Forecast Only**.

Related Topics:

- [Add/Edit Forecast Page Overview](#)

Edit Forecasts

The forecast is only as good as the information that's entered, so it is essential that it's updated regularly. If an existing forecast is available to edit (also referred to as a Working Forecast) then click the name of the working forecast to edit it. Once at least one forecast has been created then an Edit Forecast button will be available.

You have the ability to edit current or working forecasts if both have already been created. Current forecasts are those that have been published and its data is reflected in the Cost Summary and in reports (For information on customizing cost summary layouts to include forecast columns, see [Add Cost Summary Layouts](#)).

Working forecasts are in edit mode and available to continue working on. If a forecast has not yet been created, see [Create a Forecast](#) for detailed instructions.

To edit forecasts

1. Go to the Forecasting page.
For more information, see [Access the Forecasting Page](#).
2. Click **Edit Forecast**.
3. If a working forecast does not exist, go to step 4, otherwise, a message displays prompting you to choose the forecast you'd like to edit
4. Select the **Edit existing working forecast** to make change to the existing working forecast.
—Or—
Select the **Start new working forecast from current forecast** to start a new working forecast with data saved from current forecast to start with. This working forecast will overwrite the existing one.
5. Click the **Forecasts as of period ending** drop-down arrow and select a period to base the forecast on. Choose **Live** to edit the forecast based on current data.
6. Click **Continue**.
The Add/ Edit Forecast page is displayed.

Tip

Tab through the fields while adding new forecast items to automatically add a new line to the grid.

7. Enter all required fields. For a detailed description of the fields and buttons located on this page, see [Add/Edit Forecast Page Overview](#).
8. From here you can optionally take any of the following actions:
 - Attach Documents to Forecasts
 - Attach Forms to Forecasts
 - Attach Processes to Forecasts
9. Click **Save Draft** to keep a draft to continue working on at a later date
—Or—
Click **Save Final** to save this version as the final forecast.

Print Forecast Data

Forecast data can be printed from the View Current Forecast page or from a forecast snapshot.

To print forecast data

1. Go to the Forecasting page.
For more information, see [Access the Forecasting Page](#).
2. Click the **Current Forecast** link to print data from the published forecast.
—Or—
Click the name of the forecast snapshot to print data from a snapshot of the forecast.
3. Click the **Print** button.

Create Forecast Snapshots

Snapshots are views of finalized/published forecasts. Multiple snapshots can exist at the same time. They are created by editing working snapshots, and then saving them as a final forecast and a snapshot. For detailed steps on editing a forecast, see [Edit Forecasts](#).

Attach Documents to Forecasts

Documents can be attached to published forecasts or to snapshots.

Tip

In IE10, Firefox, Chrome, and Safari browsers, you can simply drag and drop documents from your local directory onto the Attached Documents tab. This can be done to attach documents throughout e-Builder Enterprise™.

To attach documents to forecasts

1. Go to the Forecasting page.
For more information, see [Access the Forecasting Page](#).
2. Click the **Current Forecast** link to attach files to the published forecast.
—Or—
Click the name of the forecast snapshot to attach files to a snapshot of the forecast.
3. Click the **Documents** tab.
4. Click **Attach Documents**.
5. In the Select Attachment Method section, select your method of attachment.
6. Click **Browse For Files...**
7. Search for and select the file you want to attach.
You are returned to the Attach Documents dialog box.
8. If you are attaching files from e-Builder, go to the next step.
—Or—
If you are uploading files from your computer, in the Select an e-Builder Destination folder field, click **Browse**.
9. Search for and select the e-Builder destination folder.
10. Click **Attach Selected**.

Attach Forms to Forecasts

Forms can be attached to published forecasts or to snapshots.

To attach forms to forecasts

1. Go to the Forecasting page.
For more information, see [Access the Forecasting Page](#).
2. Click the **Current Forecast** link to attach forms to the published forecast.
—Or—

Click the name of the forecast snapshot to attach forms to a snapshot of the forecast.

3. Click the **Forms** tab.
4. Click **Attached Forms**.
The Attach Forms from [Project Name] filter displays.
5. Filter for the forms you want to see.
Results display in the table below.
6. Select the check box next to the form(s) you want to attach.
7. Click **Attach**.

Attach Processes to Forecasts

Processes can be attached to published forecasts or to snapshots.

To attach processes to forecasts

1. Go to the Forecasting page.
For more information, see Access the Forecasting Page.
2. Click the **Current Forecast** link to attach processes to the published forecast.
—Or—
Click the name of the forecast snapshot to attach processes to a snapshot of the forecast.
3. Click the **Processes** tab.
4. Click **Attached Processes**.
The Attach Processes from [Project Name] filter displays.
5. Filter for the processes you want to see.
Results display in the table below.
6. Select the check box next to the process(es) you want to attach.
7. Click **Attach**.

Forecasting Page Overview

The Forecasting page is the first to display when accessing the Forecasts entity. After forecasts have been created, this page provides an overview of the following sections:

- Current forecasts- those saved as final drafts
- Working forecasts - those in edit mode
- Forecast snapshots- those saved as final versions and made into snapshots for easy retrieval and access later on.

Fields and Buttons

The fields and buttons located on this page are:

- **Forecasts:** This section lists and provides information on Current Forecasts and Working Forecasts.
- **Forecast Snapshots:** This table lists all saved snapshots. Forecast snapshots are all finalized forecasts that are no longer in use. When current forecasts are saved as final drafts, users have the option of saving them as a snapshot for historical record keeping. Click the **Rename** link to rename the forecast snapshot. Click the forecast name to access the snapshot.
- **Current Forecast:** Current Forecast is the most recent finalized forecast that is reflected in the Cost Summary and reports. After you finalize a working forecast it automatically becomes the new current forecast. If a current forecast existed prior to finalizing the working forecast, it can be saved as a Snapshot for historical record keeping.
Click this link to open the View Current Forecast page to view details or take any of the following actions:
 - Print Current Forecast
 - Attach Documents to Forecasts
 - Attach Forms to Forecasts
- **Working Forecast:** The Working Forecast is the forecast currently being worked on, in edit mode and has not been finalized (or published). As long as you continue to work on it and save it as a draft, it will continue to be the working forecast, so that you can save your work as you go. There can only be one working forecast at a time. A robust feature of the Working Forecast functionality is that it allows administrators to do "what if" scenarios. You can forecast item amounts, add a new forecast items to different account codes, or create different combinations to see the potential impact of changes before you undertake the work and truly realize the costs. If working forecast does not exist and you want to create one, click the **Edit Forecast** button. Once selected, e-Builder will start a new working forecast from the Current Forecast (if one exists). For more information on working with forecasts, see the following: Create a Forecast, Edit Forecasts. Click this link to open the Edit Forecast page and continue working on this draft.
- **Budget:** This column either displays the current or projected budget, as determined by your e-Builder Administrator while configuring the forecast settings. A description of each is provided below:
 - **Current Budget:** This is the approved original budget and all approved budget changes.
 - **Projected Budget:** This total includes the original budget amount plus all pending, projected, and approved budget changes.
- **Current Commitments:** This is the amount of all approved commitment changes plus original commitments, and approved general invoices. The formula is as follows: (approved commitment changes) + (original commitments) + (approved general invoices).

Note: This field may or may not display depending on the setup options. To locate this setting, see Forecasting Settings Page Overview.
- **Projected Commitments:** This total is the sum of current commitments, pending commitments, pending commitment changes and projected commitments.

Note: When cost items are pending or projected, a vendor is identified. These items are part of your overall forecast.

- **Actuals Approved:** Displays the amount of approved invoices.
- **Note:** This field may or may not display depending on the setup options. To locate this setting, see Forecasting Settings Page Overview.
- **Allocated Forecast:** Displays the total sum of all forecast dollars entered for all budget line items.
- **Unallocated Forecast:** Displays the amount that makes up the current budget, minus projected commitments, minus forecasted commitments. This column holds the forecasted expenditures that are not yet tracked in a commitment. Some organizations call this column 'To Be Bought'.
- **Estimate at Completion:** This column is equal to the current budget initially and then reflects real life circumstances (allocated forecasts) once the forecast is entered. This is the total sum of projected commitments + forecasted commitments + unallocated reserve.
- **Forecasted Over/ Under:** Displays the forecasted over/ under, which is the difference between the estimate at completion and the current budget. If the value is positive it means the project is currently over budget. If the value is negative, then you are projected to meet or beat your budget.
- **Name:** Displays the name of the snapshot. A snapshot is created once you finalize a working forecast. The current forecast becomes the snapshot and the working forecast that is finalized becomes the current forecast.
- **Date:** Displays the date the snapshot was created.

Add or Edit Forecast Page

The Add/ Edit Forecast page allows you to create a new forecast or modify an existing draft. A detailed description of the fields and buttons located on this page is provided in the table below.

Note: When accessing Forecasts for the first time there are no forecasts created. By default the Forecasted Over/ Under is calculated as 0 for each budget line item and the Estimate At Completion is equal to the approved budget because your approved budget is your forecast.

Fields and Buttons

The fields and buttons located on this page are:

- **Save Draft:** Click this button to save your work but not finalize (or publish) the forecast.
- **Save Final:** Click this button to publish the forecast. Final forecasts become the current forecast on the Forecasting page. Current forecast data is reflected on the project's cost summary (considering these columns are included in the Cost Summary layout; for more information on customizing cost summary layouts, see Add Cost Summary Layouts) and reports, and will be available for others to view.
- **Cancel:** Click this button to cancel any edits you've made. All unsaved changes will be lost.

Forecast Details

Administrators are able to enter instructions for users that would display in this field. For more information on this setting, see Forecasting Settings Page Overview.

- **Project:** This field displays the project name.
- **Name:** By default, Forecast created on [present date and time] displays as the forecast name, but this name can be changed.

- **Description:** Enter a description for the forecast in this field. This description will display on the View Current Forecast page for users to reference.

Forecast Tab

- **Expand/Collapse All (Toggle Hyperlink):** Click the Collapse All link to collapse all the budget line items to display just the cost summary dollars. Click the Expand All link to display the cost summary dollars and each forecast item associated with the line items.

Tip

Click the Collapse All link after entering all your forecast items to see the bottom line dollar amount.

- **Group By (drop-down arrow):** Click drop down menu to group the line items by different segmentation.

Note: If your account code structure does not display more than one grouping, there will not be any additional Group By options. The Forecast utility has two modes: Detail Mode and Adjustment Mode.

- **Switch to Adjustment Mode/ Detail Mode (Toggle Button):** Click this button to toggle back and forth between Detail and Adjustment Modes. You may or may not be able to switch between Detailed and Adjustment modes, depending on account settings; for more information, see Forecasting Settings.
 - **Detail Mode:** For each budget line item, a list of forecasted commitments is recorded. Each item represents a future commitment that is not represented as a commitment or commitment change within the cost module. In addition to the description, assumption and forecast amounts there are check boxes for each forecast item that indicates whether or not the item is captured in the budget or in commitments.
 - **Adjustment Mode:** Each time the forecast is updated in adjustment mode, the cost manager is evaluating, on a budget line item basis, the unallocated against the amount of work left on the job and adjusting the reserve up or down as necessary.
- **Forecast Data Table:** Each account code can have one or more forecast items associated with it.
 - **Description:** Enter a description of the forecast item in this field.
 - **Assumption:** Enter an assumption for the forecast item in this field.
 - **Forecasted Commitment:** (Detailed Mode) This field is required. Enter the forecasted commitment amount in this field. Commas are automatically added to amounts when you click the Add link.
 - **Budgeted:** (Detailed Mode) By default, this check box is selected if the amount that you are forecasting is included in the budget amount. If you do not want the forecast item you are adding to be included in the budget amount, you should clear this check box so that the forecasted over/(under) will adjust to show that you are over the budget by this amount.
 - **Committed:** (Detailed Mode) By default, the "Committed" check box is unchecked and any amount entered for a Forecast entry will be reflected in the "Forecasted Commitment" value for the Budget Item. If a commitment is subsequently created in the Cost module, the "Projected Commitment" value will reflect that commitment's value. At that time, a manual step

needs to be completed by checking the "Committed" checkbox. Once this is checked, the value will be removed from the "Forecasted Commitment" value to avoid adding the Forecast entry amount to the real "Projected Commitment" value.

- **Delete:** (Detailed Mode) Click this link to remove the forecast item.
- **Net Adjustment:** (Adjustment Mode) This field displays the net amount adjusted.
- **Account Code:** Displays the account code or budget line item code.
- **Description:** Displays the description of the account code.
- **Calculate Unallocated Reserve:** If this check box is selected, e-Builder will automatically calculate the Unallocated Reserve. The formula is as follows:

Unallocated Reserve = the Maximum of 0.00 OR (Current Budget + Σ (Detail Items that are not Budgeted) - Projected Commitments - Σ (Detail Items that are not Committed)).

Note: When the budget is first approved, this check box is checked so that the Forecasted Over/ Under is -0-. If unchecked then the Unallocated Reserve column will be -0- and the Forecasted Over/ Under will be calculated based on the sum of (Projected Commitments + the Forecasted Commitments). If you are in Detail Mode, it is recommended that you uncheck the Use Unallocated Reserve check box when you are ready to enter your complete forecast for that line item. However, if you are in Adjustment Mode, you would always have this check box selected because you are simply adjusting up and down the Estimate at Completion. In these cases you want the Forecasted Over/ under to start at -0-.

- **Budget:** Displays the current budget or projected budget based on the account setting. Typically, a budget is the likely expenditure/ receipt of revenue.

Note: The use of Current Budget or Projected Budget is directly dependent on the account setting for forecasting in the **Calculate Forecasted Over/ (Under) Using** field on the Forecasting Settings page.

- **Current Commitments:** This is the amount of all approved commitment changes plus original commitments, and approved general invoices. The formula is as follows:

Current Commitments = (approved commitment changes) + (original commitments) + (approved general invoices).

- **Projected Commitments:** Displays the projected commitments. The formula is as follows:

Projected Commitments = the sum of Current Commitments + Pending commitment Changes + Projected commitment Changes + Pending Commitments.

Note: When cost items are pending or projected, a vendor is identified. These items are part of your overall forecast.

- **Actuals Approved:** Displays the dollar amount of approved invoices. This figure will assist you in determining risk. If a line item is almost completely paid it has less risk.
- **Forecasted Commitments:** Displays the list of specific scope items with Forecasted Commitment amounts. Note that the figure includes only those forecasted commitments with the Committed check box cleared. If your forecasted commitment is more than your budget and the unallocated

reserve check box is selected, the over/(under) will be the difference of the two. For example, if your budget is \$10 and your forecasted commitments is \$20, your over/(under) will be \$10.

- **Unallocated Reserve:** Displays the dollar amount of unallocated reserve. This figure indicates the forecasted expenditures that are not yet tracked in a commitment. The formula is as follows:

Unallocated Reserve = the Maximum of 0.00 OR (Current Budget + Σ (Detail Items that are not Budgeted) - Projected Commitments - Σ (Detail Items that are not Committed)).

Note: For every detail (forecast) item that you enter under a budget item, you can check the “Budgeted” and/ or “Committed” check boxes to indicate that those detail items are either “budgeted” (when checked) or “committed” (when checked). The formula therefore adjusts the unallocated reserve for each budget item upwards by the sum of detail items that have “Budgeted” box unchecked, and adjusts the unallocated reserve downwards by the sum of detail items that have the “Committed” box unchecked.

- **Estimate at Completion (EAC):** Displays the Estimate at Completion, which equals the sum [Projected Commitments + Forecasted Commitments + Unallocated Reserve]. This column is equal to the Current Budget or Projected Budget (initially) and then reflects real life circumstances (Forecasted Commitments) once the forecast is entered.
- **Forecasted Over/(Under):** Displays the forecasted Over/(Under), which equals the difference between the Estimate at Completion and the Current Budget or Projected Budget. So if the value is positive, if the project ended right at this given point in time, it would be over budget; if -0- or negative, you would meet or beat your targets.
- **Documents Tab:** This tab displays any files that have been attached to the forecast. From here you can also attach or remove documents to the forecast.
- **Forms Tab:** This tab displays any forms that have been attached to the forecast. From here you can also attach or remove forms to the forecast.
- **Processes Tab:** This tab displays any processes that have been attached to the forecast. From here you can also attach or remove processes to the forecast.

View Current Forecast Page

This page displays when the Current Commitment link is selected on the Forecasting page. This is the view of the current published forecast data. If forecast related columns on configured on a cost summary layout, these figures will also be available in the project's cost summary. For more information on configuring cost summary columns, see Add Cost Summary Layouts. The following actions can be taken from this page:

- Print Current Forecast
- Attach Documents to Forecasts
- Attach Forms to Forecasts

Fields and Buttons

The fields and buttons located on this page are:

- **Print:** Click this button to print the forecast.

Forecast Details

- **Project:** This field displays the name of the project this forecast belongs to.
- **Name:** This field displays the name of the forecast.
- **Description:** This field displays the description for the forecast as entered by the user.
- **Last Modified:** This field displays the date this forecast was last modified and by whom.
- **Forecasted Commitments:** This field displays the total sum of forecasted commitments.
- **Estimate At Completion:** This field displays the estimate at completion, which equals the sum [Projected Commitments + Forecasted Commitments + Unallocated Reserve]. This column is equal to the Current or Projected Budget (initially) and then reflects real life circumstances (Forecasted Commitments) once the forecast is entered.
- **Unallocated Reserve:** Displays the dollar amount of unallocated reserve. This figure indicates the forecasted expenditures that are not yet tracked in a commitment.

The formula is as follows:

Unallocated Reserve = the Maximum of 0.00 OR (Current Budget + Σ (Detail Items that are not Budgeted) - Projected Commitments - Σ (Detail Items that are not Committed)).

Note: For every detail (forecast) item that you enter under a budget item, you can check the “Budgeted” and/ or “Committed” check boxes to indicate that those detail items are either “budgeted” (when checked) or “committed” (when checked). The formula therefore adjusts the unallocated reserve for each budget item upwards by the sum of detail items that have “Budgeted” box unchecked, and adjusts the unallocated reserve downwards by the sum of detail items that have the “Committed” box unchecked.

- **Forecasted Over/(Under):** Displays the amount you forecast is above or under your budget. If the value is positive it means the project is currently over budget. If the value is negative, then you are projected to meet or beat your budget.

Forecast Tab

- **Expand/Collapse All (Toggle Hyperlink):** Click the Collapse All link to collapse all the budget line items to display just the cost summary dollars. Click the Expand All link to display the cost summary dollars and each forecast item associated with the line items.

Tip

Click the Collapse All link after entering all your forecast items to see the bottom line dollar amount.

- **Group By (drop-down arrow):** Click drop down menu to group the line items by different segmentation.

Note: If your account code structure does not display more than one grouping, there will not be any additional Group By options. The Forecast utility has two modes: Detail Mode and Adjustment Mode.

- **Switch to Adjustment Mode/ Detail Mode (Toggle Button):** Click this button to toggle back and forth between Detail and Adjustment Modes. You may or may not be able to switch between Detailed and Adjustment modes, depending on account settings; for more information, see Forecasting Settings.

- **Detail Mode:** For each budget line item, a list of forecasted commitments is recorded. Each item represents a future commitment that is not represented as a commitment or commitment change within the cost module. In addition to the description, assumption and forecast amounts there are check boxes for each forecast item that indicates whether or not the item is captured in the budget or in commitments.
 - **Adjustment Mode:** Each time the forecast is updated in adjustment mode, the cost manager is evaluating, on a budget line item basis, the unallocated against the amount of work left on the job and adjusting the reserve up or down as necessary.
- **Account Code:** Displays the account code or budget line item code.
 - **Description:** Displays the description of the account code.
 - **Budget:** Displays the current or projected budget. The current budget equals the original (approved) budget + approved budget changes. The projected budget equals the original (approved) budget + all pending, projected, and approved budget changes. Typically, a budget is the likely expenditure/receipt of revenue.
 - **Current Commitments:** This is the amount of all approved commitment changes plus original commitments, and approved general invoices. The formula is as follows:
Current Commitments = (approved commitment changes) + (original commitments) + (approved general invoices).
 - **Projected Commitments:** This total is the sum of current commitments, pending commitments, pending commitment changes and projected commitments.
- Note:** When cost items are pending or projected, a vendor is identified. These items are part of your overall forecast.
- **Actuals Approved:** Depending on account settings, this column may or may not display. This is the amount of all approved invoices.
 - **Forecasted Commitments:** Displays the list of specific scope items with Forecasted Commitment amounts. Note that the figure includes only those forecasted commitments with the Committed check box cleared. If your forecasted commitment is more than your budget and the unallocated reserve check box is selected, the over/(under) will be the difference of the two. For example, if your budget is \$10 and your forecasted commitments is \$20, your over/(under) will be \$10.
 - **Unallocated Reserve:** Displays the dollar amount of unallocated reserve. This figure indicates the forecasted expenditures that are not yet tracked in a commitment. The formula is as follows:
Unallocated Reserve = the Maximum of 0.00 OR (Current Budget + Σ (Detail Items that are not Budgeted) - Projected Commitments - Σ (Detail Items that are not Committed)).
- Note:** For every detail (forecast) item that you enter under a budget item, you can check the “Budgeted” and/ or “Committed” check boxes to indicate that those detail items are either “budgeted” (when checked) or “committed” (when checked). The formula therefore adjusts the unallocated reserve for each budget item upwards by the sum of detail items that have “Budgeted” box unchecked, and adjusts the unallocated reserve downwards by the sum of detail items that have the “Committed” box unchecked.

- **Estimate at Completion (EAC):** Displays the Estimate at Completion, which equals the sum [Projected Commitments + Forecasted Commitments + Unallocated Reserve]. This column is equal to the Current or Projected Budget (initially) and then reflects real life circumstances (Forecasted Commitments) once the forecast is entered.
- **Forecasted Over/(Under):** Displays the forecasted Over/(Under), which equals the difference between the Estimate at Completion and the Current or Projected Budget. So if the value is positive, if the project ended right at this given point in time, it would be over budget; if -0- or negative, you would meet or beat your targets.
- **Documents Tab:** This tab displays any files that have been attached to the forecast. From here you can also attach or remove documents from the forecast.
- **Forms Tab:** This tab displays any forms that have been attached to the forecast. From here you can also attach or remove forms from the forecast.
- **Processes Tab:** This tab displays any processes that have been attached to the forecast. From here you can also attach or remove processes from the forecast.

Cash Flow

The Cash Flow cost entity in e-Builder is used to project the amount of money that will be expended each month in the remaining life of a project. Setting up the cash flow entails establishing industry standard cash flow curves for each of your budget line items (Manual, Bell, Inverse Bell, Linear, S and Inverse S Curves). The cash flow module is optimized by incorporating the project's schedule, allowing you to link curves to the overall schedule or to tasks within the schedule. You can also link cash flow curves to the overall project, for expenditures that do not involve the schedule. The cash flow is viewed and calculated on a month to month basis. This is a great financial planning tool that helps you anticipate how much money will be needed for each budget line item in the approaching months.

The following topics will assist you while working with cash flows:

- Access the Project Cash Flow Page
- Set up Cash Flow
- Update Cash Flow
- View Current Cash Flow
- Print the Current Cash Flow
- Project Cash Flow Page Overview

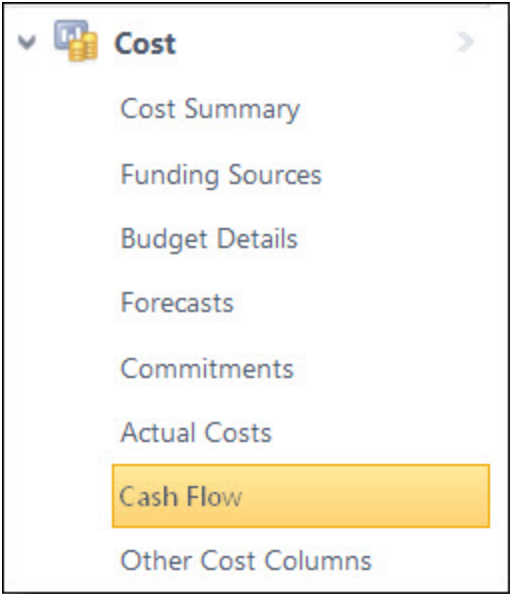
Access the Project Cash Flow Page

To access the cash flow page

1. Go to the Project Cost Summary page.

For more information, see Access the Project Cost Summary Page.

- 2. Click the **Cash Flow** link located in the left navigation bar.



Set up Cash Flow

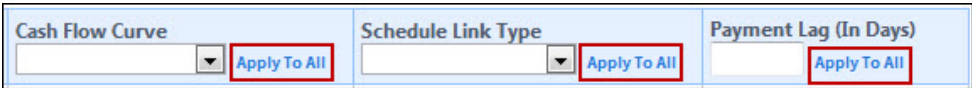
Setting up cash flow is the first step to utilizing this project feature. In setting up the cash flow you will establish cash flow curves for each of your budget line items. You might return to this page if you choose to make changes to your cash flow curves.

To set up the cash flow

- 1. Go to the Project Cash Flow page.
For more information see Access the Project Cash Flow Page.
- 2. Click **Setup Cash Flow**.
The Setup Cash Flow page displays.
- 3. Click the **Cash Flow Curve** drop-down arrow to select a curve for each respective budget line item.

Tip

To apply the same selection for Cash Flow Curve, Schedule Link Type and Payment Lag to all budget line items, make the selection in the first available drop-down arrow/field, and then click the Apply To All link.



- 4. Click the **Schedule Link Type** drop-down arrow to select a component you'd like to link the cash flow curve to for each respective budget line item. Select from the following: Link To Tasks, Link To Project, Link To Schedule.

For more information on the fields and buttons located on this page, see [Setup Cash Flow Page Overview](#).

5. If you choose Link to Tasks for any of the line items, click the **Task [#]** drop-down arrow to select a task to link the cash flow curve to.
6. In the **Payment Lag (In Days)** field, enter the number days to extend the cash flow past its completion for an accurate view of cost data after payments have been processed.

Note: Payment lag works only for cash flows based on paid invoices.

7. Click **Save**.

Update Cash Flow

Updating the cash flow allows you to see new fund trajectories for upcoming months based on new financial developments and established cash flow curves. The cash flow should be updated periodically, usually on a monthly basis. Cash flow is updated per budget line item for each remaining month of the project life cycle according to the measure by which the cash flow is linked to, such as the project start and target dates, the schedule, or task. Once the cash flow has been set up for a project, you can update it at any time.

Important: The cutoff for any updates to reflect in the current month is 11:59 PM UTC (Coordinated Universal Time) on the last day of the month regardless of your individual time zone setting.

To update the cash flow

1. Go to the Project Cash Flow page.
For instructions, see [Access the Project Cash Flow Page](#).
2. Click **Update Cash Flow**.
The Update Cash Flow page displays.
3. Enter the amounts that are projected to be spent for select or all subsequent months.
4. To view the cash flow distribution based on the amounts you've entered, click **Recalculate All**.
5. To view the cash flow distribution for specific line items, select the check box next to those line items and click **Recalculate Selected**.

Tip

To see the actual cash flow curve while making your updates, click the icon in the **Graph** column. On the popup window that displays, you can also define custom curves.

6. Click **Save**.


Note: For a description of each field on this page, see [Update Cash Flow Page Overview](#).

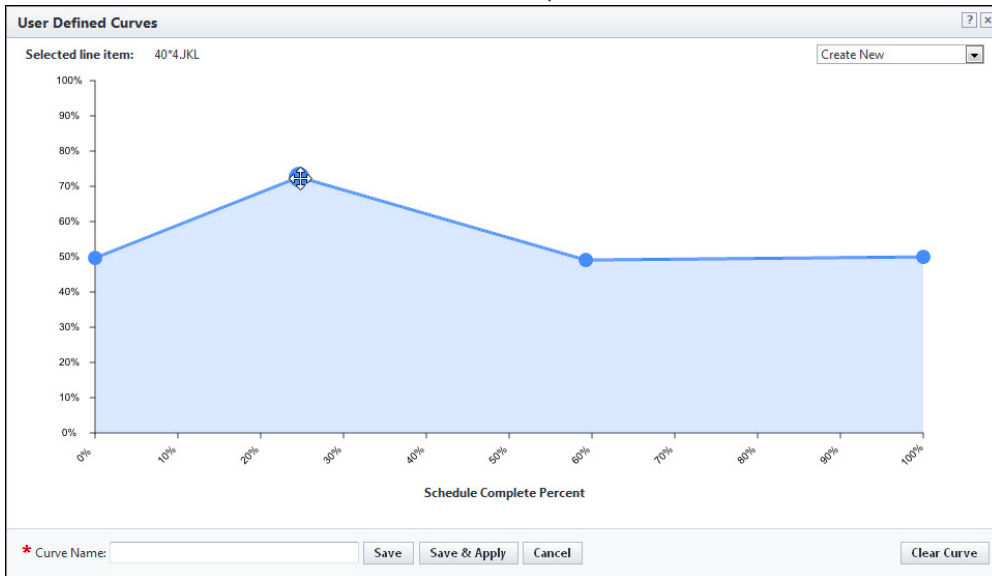
Define Custom Cash Flow Curves

While updating your cash flow, you can choose a built-in curve or define your own. Creating your own curve gives you the ability to determine exactly how funds will be dispersed for the remainder of the project.

To define custom cash flow curves

1. Go to the Project Cash Flow page.
For instructions, see [Access the Project Cash Flow Page](#).

2. Click **Update Cash Flow**.
The Update Cash Flow page is displayed.
3. Click the icon in the **Graph** column .
The Cash Flow for [Line Item Description] window displays.
4. Click **Define Curve**.
5. Double-click an area on the line to create a new point.



6. Click and drag any of the points to move them.
7. In the **Curve Name** field, enter a name for the new curve.
8. Click **Save** to save the curve to the list of curves in the drop-down menu.
9. Click **Save & Apply** to save the curve to the list of curves and also apply it to the selected line item.

View Current Cash Flow

If at least one cash flow has been created, it can be viewed from the Project Cash Flow page.

To view the current cash flow:

1. Go to the Project Cash Flow page.
For more information, see Access the Project Cash Flow Page.
2. Click the link of the cash flow name, next to the label: **Current Cash Flow**.

Print the Current Cash Flow

You may want to print the cash flow for distribution purposes. The current cash flow can be printed from the View Cash Flow page

To print the current cash flow

1. Go to the Project Cash Flow page.
For more information, see Access the Project Cash Flow Page.
2. Click the link of the cash flow name, next to the label: **Current Cash Flow**.
The View Cash Flow Page displays.
3. Click **Print**.

Add Notes

The Notes tab allows users to quickly add notes of importance. Notes allow all team members who have the permission to see the communication. For each note entered, the first and last name and company name of the user will be displayed along with the date. Contained within the tab, in parenthesis, e-Builder displays the total number of notes created.

To add notes

1. On the **Notes** tab, click **Add**.
The Add Note page is displayed.
2. Enter the note in the **Note** field.
3. If the **Private** check box is available, you can select it to hide your note from other team members.
4. Click **Save**.

Attach Documents to Cash Flow

You have the ability to view, as well as attach any supporting documents associated with the cash flow. Once attached, other users can view and download these files.

Tip

In IE10, Firefox, Chrome, and Safari browsers, you can simply drag and drop documents from your local directory onto the Attached Documents tab. This can be done to attach documents throughout e-Builder Enterprise™.

To attach documents

1. Go to the Project Cash Flow page.
For more information, see Access the Project Cash Flow Page.
2. Click the **Current Cash Flow** link to open the View Cash Flow page.
3. Click the **Documents** tab.
4. Click **Attach Documents**.
The Attach Documents dialog box displays.
5. In the **Select Attachment Method** section, select your method of attachment.
6. Click **Browse For Files...**
7. Search for and select the file you want to attach.
You are returned to the Attach Documents dialog box.
8. If you are attaching files from e-Builder, go to the next step.

—Or—

If you are uploading files from your computer, in the **Select an e-Builder Destination folder** field, click **Browse**.

9. Search for and select the e-Builder destination folder.
10. Click **Attach Selected**.

Attach Forms to Cash Flow

You have the ability to attach and remove attached forms from a cash flow in the event the form was attached in error.

Note: Forms are permission driven. If a user does not have the permission level to view the form in the Forms module, they will not be able to view the form attached here.

To attach a form to the cash flow

1. Go to the Project Cash Flow page.
For more information, see Access the Project Cash Flow Page.
2. Click the **Current Cash Flow** link to open the View Cash Flow page.
3. Click the **Attached Forms** tab.
4. Click **Attached Forms**.
The Attach Forms from [Project Name] filter displays.
5. Filter for the forms you want to see.
Results display in the table below.
6. Select the check box next to the form(s) you want to attach.
7. Click **Attach**.

Attach Processes to Cash Flow

To attach processes to the cash flow

1. Go to the Project Cash Flow page.
For more information, see Access the Project Cash Flow Page.
2. Click the **Current Cash Flow** link to open the View Cash Flow page.
3. Click the **Processes** tab.
4. Click **Attach Processes**.
The Attach Processes from [Project Name] filter displays.
5. Filter for the processes you want to see.
Results display in the table below.
6. Select the check box next to the process(es) you want to attach.
7. Click **Attach**.

Project Cash Flow Page Overview

The Project Cash Flow page is the first to display when accessing Cash Flows. From here you can setup your cash flow, view the existing current cash flow and take steps toward making updates.

Fields and Buttons

The fields and buttons located on this page are:

- **Previous cash Flows:** Click this button to open the Previous Cash Flow page and view a list of all previous cash flows.
- **Setup Cash Flow:** Click this button to open the Setup Cash Flow page and set cash flow curves or each of your budget line items. Setting up the cash flow is the first step in using this function.
- **Update Cash Flow:** Click this button to open the Update Cash Flow page and recalculate the cash flow based on different cost entities. The cash flow should be updated monthly, so you project how much money will be needed in the coming months.
- **Cash Flow Summary:**
 - **Project** This field displays the name of the project that you're currently in.
 - **Current Cash Flow** This field displays the name of the current cash flow. Click this link to open the View Cash Flow page to take further action on the cash flow.
 - **Description** This field displays the description of the current cash flow.
- **Quick Cost Summary:** The Quick Cost Summary offers a more condensed, yet comprehensive view of the budget, providing current status of the original budget, current commitments and invoices paid to date.
 - **Current Budget:** This is the approved original budget and all approved budget changes.
 - **Current Commitments:** This is the amount of all approved commitment changes plus original commitments, and approved general invoices. The formula is as follows: (approved commitment changes) + (original commitments) + (approved general invoices).
 - **Actuals Approved:** This is the amount of all approved invoices.
 - **Actual Cost to Complete:** This is the total invoice amount needed to fulfill all commitments. The formula is as follows: (projected commitments) (actuals approved).
 - **Available Funds:** This is the total amount of funds available in your funding sources.

Note: Funds are not depleted from the funding source until invoices have been approved. This total does not take into account invoices marked received.
 - **Forecasted Over/ (Under):** This figure represents an amount above or under the forecasted budget. This total is the difference between the estimate at completion and the current budget. The formula is as follows: (estimate at completion) (current budget). For more information on the forecasting utility, see Forecasting.
- **Current Cash Flow Table:**
 - **Group By:** Groups the items by account code or as a list of line items.
 - **Collapse All:** Displays the subtotals under each grouping. Available only when grouped by account code.

- **Expand All:** Displays all the line items under each grouping. Available only when grouped by account code.
- **Show all previous months:** Select this check box to display cash flow figures for all previous months of the project. All earlier months reflect the actual costs entered for the project in those months.
- **Line Item:** This is the budget line item number.
- **Description:** This is the description of the budget line item.
- **Projected Budget:** This total includes the original budget amount plus all pending, projected, and approved budget changes.
- **Projected Commitments:** This total is the sum of current commitments, pending commitments, pending commitment changes and projected commitments.
- **Estimate at Completion:** This is the amount that is needed to complete the project based on the current budget. The formula is as follows: (projected commitments) + (forecasted commitments) + (unallocated reserve).
- **Actuals To Date:** This is the total amount of paid or approved invoices to date.

Setup Cash Flow Page

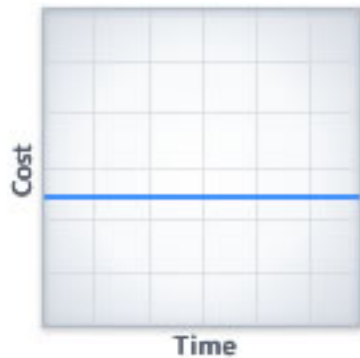
This page allows you to configure your cash flow. By selecting a cash flow curve you can more easily allocate the remaining money on a project. Depending on the budget line item and the nature of the task, it may be best to use different curves on the different line items in the budget.

Fields and Buttons

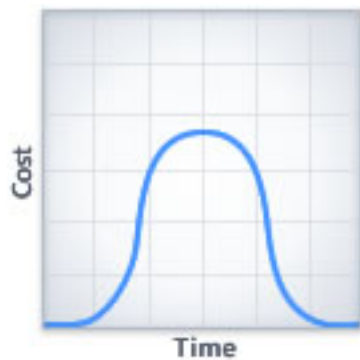
A detailed description of the fields and buttons located on this page is provided below:

- **Select Template to Apply:** If cash flow templates have been created for this account, this drop-down arrow displays for you to select a template to apply to the cash flow. Cash flow templates are created by your e-Builder account administrator. For more information, see Cash Flow Templates.
- **Save:** Click this button to save changes.
- **Cancel:** Click this button to cancel any changes you have made. All unsaved changes will be lost.
- **Cash Flow Curve:** Click this drop-down arrow to select a cash flow curve to apply to the budget line item. A description of each cash flow curve is provided below:
 - **Manual:** Manual is the default cash flow curve selection and it allows you to manually input the amount of cash expected to be used in each month. This selection might be a good fit for permits, for example, which is a one-time-payment expense.
 - **Linear:** The linear curve allows you to allocate an equal amount of money to each month. A linear curve might be applied to the support staff on a project, which may be paid the same

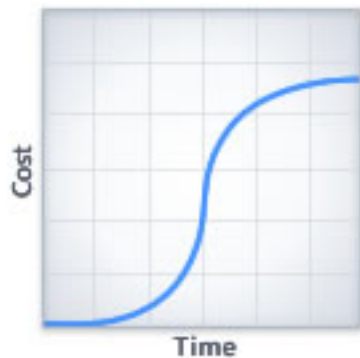
amount each month throughout the duration of the project.



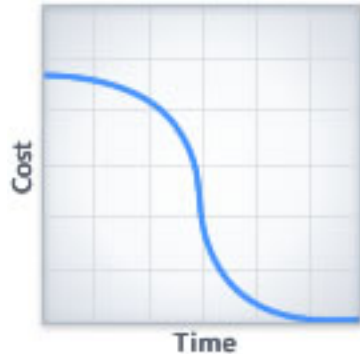
- **Bell Curve:** The bell curve allocates a small amount of money in the beginning and increases each month until it reaches a peak and then declines at the same rate as it increased. If this distribution is displayed on a graph it would be shaped like a bell. The Bell curve distribution is often used for construction line items in the budget, which have little costs in the beginning of a project, followed by sharp increases and then sharp decreases as construction is completed.



- **S Curve:** The S curve allocation is flatter at the beginning and end and steeper in the middle and end of its duration. The beginning represents a slow, deliberate but accelerating start, while the end represents a deceleration as the work runs out. For example, a budget line item for furniture, fixtures, and equipment would follow this curve as expenses start low and increase steadily.



- **Inverse S Curve:** The inverse S curve is the reverse of the S Curve. It allocates a large amount of funds in the beginning and then rapidly declines. For example, design fees on a project will typically be higher at the start of a project and then decrease as design is concluded.



- **Schedule Link Type:** The schedule link type that is selected determines the months in which the cash is allocated for the budget line item. The link type works in tandem with the cash flow curve to project when cash will be needed throughout the project. A description of each link type is provided below:
 - **Link to Schedule:** The Link to Schedule option links the cash flow curve you select to the overall Start and Finish dates of the project schedule. This option is used when a budget line item will utilize cash for the entire duration of the project schedule.
 - **Link to Tasks:** The Link to Tasks option links the cash flow curve you select to the Start and Finish dates of one or two tasks in the schedule. This option is used when a budget line item will only utilize cash during part of the project. For example, a line item in the budget for construction may only be utilized during the construction phase of the project.
 - **Link to Project:** The Link to Project option links the cash flow curve you select to the Start and Target dates of the project details. This option is used when a budget line item will utilize cash for the entire duration of the project, which may not correspond with the schedule.
- **Task 1/2:** These fields display if Link To Tasks was selected in the Schedule Link Type drop-down arrow. These drop-down arrows allow you to choose a task in your schedule to link the cash flow curve to.
- **Payment Lag (In Days):** The payment lag refers to the amount of days you wish to extend your cash flow in order to account for payments. This setting allows you to track when checks are written and out the door. Depending on how your cash flow is setup, the payment lag will add additional days to the end of the project (if the cash flow is linked to the project start and end dates), the end of the schedule (if the cash flow is linked to the schedule), or to the end of the task (if the cash flow is linked to a particular task).

Update Cash Flow Page

The View Cash Flow page provides details of the current or previous cash flows. From here you can make changes to the way cash flow curves are setup, update you cash flow by allocating funds and you can also make the cash flow you are viewing the baseline for the project.

Important: The cutoff for any updates to reflect in the current month is 11:59 PM UTC (Coordinated Universal Time) on the last day of the month regardless of your individual time zone setting.

The fields and buttons on this page are:

Update Cash Flow - Buttons

- **Save:** Click this button to save changes.
- **Cancel:** Click this button to cancel any changes you have made. All unsaved changes will be lost.

Cash Flow Summary - Fields

- **Project:** This field displays the project name.
- **Current Cash Flow:** This field displays the title of the current cash flow.
- **Description:** Enter a description for the cash flow in this field.

Cash Flow Tab - Fields

- **Forecast cash flow using (Filter):** You must choose the amounts by which to base your cash flow projections. The first drop-down menu includes the following options:
 - **Projected Budget:** This option does not take your commitments into account. The Project Budget is the original budget amount plus all pending, projected, and approved budget changes.
 - **Projected Commitments:** This is the sum of your current commitments, pending commitments, pending commitment changes and projected commitments.
 - **Estimate at Completion:** This option is only available if you are using the Forecasting toolset. In which case, this is the recommended option. The Estimate at Completion is equal to the current budget + projected commitments + forecasted commitments.

These options are made in combination with any of the following invoice status options:

- **Actuals Received:** This is the amount of all approved invoices as well as those marked received. Received is a status that may or may not be used, but once invoices have been approved, they will automatically display in this column whether they were marked received or not. In a process, this status might automatically be applied once the process enters a specific step.
- **Actuals Approved:** This is the amount of all approved invoices. In a process, this status is automatically be applied once the process enters a specific step.
- **Actuals Paid:** Paid is a status that may or may not be used. In a process, this status might automatically be applied once the process enters a specific step.
- **Net Actuals Approved:** This is the total amount of approved invoices less retainage held (retainage not yet paid).
- **Net Actuals Paid:** This is the amount of all invoices that have been paid, not including retainage. The formula is as follows: paid invoices retainage held (retainage not yet paid).
- **Must allocate all funds in projections:** If this check box is selected you cannot save the cash flow until all funds are allocated. If you will not be allocating all funds on a line, you must uncheck this to save the cash flow.

- **Show all previous months:** Select this check box to see figures for all previous months display on the table below.

Note: Previous months are actuals that have been approved or paid (based on the forecast selection) during that month.

- **Group By:** Groups the items by account code or as a list of line items.
- **Collapse All:** Displays the subtotals under each grouping. Available only when grouped by account code.
- **Expand All:** Displays all the line items under each grouping. Available only when grouped by account code.
- **Export:** Click this button to export the figures currently displayed to an Excel® spreadsheet.

Note: The cash flow projections can be updated on the spreadsheet and imported back into e-Builder.

- **Import:** Click this button to import cash flow figures.

Note: The import spreadsheet must be the Excel® spreadsheet template that was exported. You cannot use a new workbook to import.

- **Recalculate Selected:** Click this button to reallocate funds based on cash flow curves that have been established for the selected budget line item. Funds in the remaining to be allocated column will be dispersed based on the specified months (based on the schedule link type).
- **Recalculate All:** For all budget line items using cash flow curves, pressing this button will automatically allocate the funds in the remaining to be allocated column for the specified months (based on the schedule link type).
- **Update Cash Flow Table:**
 - **Line Item:** Displays the budget line item number.
 - **Description:** Displays the description of the budget line item.
 - **Projected Budget:** Based on the forecast using this selection, this column displays either the projected budget, projected commitments or estimate at completion.
 - **Actuals To Date:** Based on the status selected in the forecast being used, this column displays either the actuals approved, actuals paid, net actuals approved or net actuals paid.
 - **Remaining To Be Allocated:** This column displays the amount of funds that remain in the budget to be allocated.
- **Custom Fields Tab:** If your account is using Cash Flow custom fields click this tab to update the field(s) as needed.

Previous Cash Flows Page

This page displays when the Previous Cash Flow button is selected on the main Project Cash Flow page and allows you to access a list of all previous cash flows.

Cash Flow Summary - Fields and Buttons

The fields and buttons on this page are:

- **Project:** This field displays the project name.
- **Current Cash Flow:** This field displays the title of the current cash flow.
- **Description:** Enter a description for the cash flow in this field.
- **Quick Cost Summary:** The Quick Cost Summary offers a more condensed, yet comprehensive view of the budget, providing current status of the original budget, current commitments and invoices paid to date.
 - **Current Budget:** This is the approved original budget and all approved budget changes.
 - **Current Commitments:** This is the amount of all approved commitment changes plus original commitments, and approved general invoices. The formula is as follows: (approved commitment changes) + (original commitments) + (approved general invoices).
 - **Actuals Approved:** This is the amount of all approved invoices.
 - **Actual Cost to Complete:** This is the total invoice amount needed to fulfill all commitments. The formula is as follows: (projected commitments) (actuals approved).
 - **Available Funds:** This is the total amount of funds available in your funding sources.

Note: Funds are not depleted from the funding source until invoices have been approved. This total does not take into account invoices marked received.
 - **Forecasted Over/ (Under):** This figure represents an amount above or under the forecasted budget. This total is the difference between the estimate at completion and the current budget. The formula is as follows: (estimate at completion) (current budget). For more information on the forecasting utility, see Forecasting.
- **Previous Cash Flows:**
 - **For Month:** This is the month of the previous cash flow. Click this link to open the View Cash Flow page for each respective month.
 - **Description** This is the description of the cash flow.
 - **Created By:** This is the name of the person the cash flow was created by.
 - **Date Created:** This is the date that the cash flow was created.
 - **Baseline:** This indicates whether the cash flow was used as a baseline for the project.

View Cash Flow Page

The View Cash Flow page provides details of the current or previous cash flows. From here you can make changes to the way cash flow curves are setup, update you cash flow by allocating funds and you can also make the cash flow you are viewing the baseline for the project. A detailed description of the fields and buttons located on this page is provided in the table below.

View Cash Flow Page - Buttons

- **Save Baseline:** Click this button to save the cash flow as the baseline.
- **Setup Cash Flow:** Click this button to open the Setup Cash Flow page and set cash flow curves or each of your budget line items. Setting up the cash flow is the first step in using this function.
- **Update Cash Flow:** Click this button to open the Update Cash Flow page and recalculate the cash flow based on different cost entities. The cash flow should be updated monthly, so you project how

much money will be needed in the coming months. This button only appears for the current cash flow, and not for previous cash flows.

- **Cancel:** Click this button to cancel any changes you have made. All unsaved changes will be lost.

Cash Flow Summary - Fields

- **Project:** This field displays the project name.
- **Created By:** This field displays name of the person that the cash flow was created by.
- **Last Modified By:** This field displays the name of the person that the cash flow was last modified by.
- **Description:** This field displays the description of the cash flow.
- **Date Created:** This field displays the date that the cash flow was created.
- **Date Last Modified:** This field displays the date that the cash flow was last modified.
- **Baseline:** Yes or No is displayed in this field to indicate whether or not this cash flow is the project's baseline.

Cash Flow Tab - Fields

- **Show all previous months:** If this box is checked, the past month's cash usage will be displayed.
- **Export to Excel Icon:** Click this icon to export the cash flow to a Microsoft Excel® spreadsheet.
- **Cash Flow Table:**
 - **Line Item:** This column displays the budget line item number.
 - **Description:** This column displays the description of the budget line item.
 - **Projected Budget:** This column displays the projected budget amount.
 - **Projected Commitments:** This column displays the projected budget amount.
 - **Estimate at Completion:** This column displays the estimate at completion. It only appears if you have the Forecast utility enabled on your account. For more information, see Forecasting.
 - **Actuals To Date:** This column displays the amount of invoices entered to date.
 - **Remaining To Be Allocated:** This column displays the amount of funds that remain in the budget to be allocated.
- **Custom Fields Tab:** If your account is using Cash Flow custom fields click this tab to update the field(s) as needed.
- **Notes Tab:** Click this tab to add notes to the cash flow or view existing notes.
- **Documents Tab:** Click this tab to attach documents to the cash flow or view any existing documents that may already be attached. If you have the proper permissions you can also remove attached documents from this tab.
- **Forms Tab:** Click this tab to attach forms to the cash flow or view any existing forms that may already be attached. If you have the proper permissions you can also remove attached forms from this tab.
- **Processes Tab:** Click this tab to attach processes to the cash flow or view any existing forms that may already be attached. If you have the proper permissions you can also remove attached forms from this tab.