



e-Builder Planning Module

August 2023

Table of Contents

About the Planning Module	<u>ii</u>
Access the Planning Module	<u>ii</u>
Project Scenarios	<u>iii</u>
Access Project Scenarios	<u>iii</u>
Project Scenario Page	<u>iii</u>
Create Scenarios	<u>v</u>
Add New Scenarios	<u>v</u>
Create Categories	<u>vi</u>
Add Cost Estimates	<u>vi</u>
Adjust Schedules	<u>vii</u>
Add Cash Flow to Categories	<u>viii</u>
Publish Scenarios	<u>ix</u>
Compare Scenarios	<u>ix</u>
Capital Plan Page	<u>ix</u>
Capital Plan Page	<u>xi</u>
Create a Capital Plan	<u>xii</u>
Open an Existing Capital Plan	<u>xiii</u>
Add Active Projects to the Capital Plan	<u>xiii</u>
Add Scenarios to the Capital Plan	<u>xiv</u>
Add Funding to the Capital Plan	<u>xiv</u>
View Cash Flow Curves	<u>xiv</u>
View Changes to the Capital Plan	<u>xv</u>
Modify Capital Plan Custom Fields	<u>xvi</u>
Planning Reports	<u>xvii</u>

About the Planning Module

The Planning module allows you to represent current and future plans in terms of budget, scheduling, and resources. The e-Builder Planning module is used to help you determine the feasibility of planned and potential projects and how they might fit into the scope of the capital plan. Stakeholders have real time visibility into the status of capital plans. Using this module reduces the costs and risks associated with capital planning for facility owners and companies that act on their behalf. It does this by enabling a standard process to quantify and prioritize planned projects for inclusion in the capital plan. The Planning module is fully integrated with active project data so that the information you base decisions on is 100% complete and truly up to date.

Here are a few key advantages to using the planning module:

Better Alignment of Projects and Strategic Goals: Rank and prioritize projects based on your organization's strategic goals. Use consistent and objective criteria to prioritize the projects and achieve better alignment between your chosen projects and your strategic objectives.

Ability to Enforce a Standard Process: Maintain compliance with regulatory requirements and company policy. Ensure that only projects with complete information are considered and that all projects in the plan have the correct approvals and back-up documentation.

Total Visibility in Project Planning: Automate the process of keeping all stake holders (including project requesters) in the loop regarding planned and approved project status. Eliminate the time lag in communication and provide real time status as decisions are made.

Easy Access to Planning Data: Centrally maintain all current and historical planning data including potential project data and supporting information so that it can be accessed easily, searched, and used for analysis.

Scenario Based Planning Capability: Greatly simplify and speed up the process of developing what-if scenarios for planning. Eliminate all of the time and the manual effort that goes into creating scenarios so that you can analyze many more combinations and pick the best one.

Integration with Active Project Data: Obtain real time planning data including cash flow projections using up to the minute active project cost and schedule information improving visibility and decision making. Also eliminate the time and effort required to manually consolidate multiple data sources.

Access the Planning Module

There are two methods of accessing the Planning module. The first method is from the Top Navigation Tabs, which should be used if you are not already in a project. However, if you are in another module within the same project, the best way to access the Planning module is from the project menu - this will help you avoid having to reselect your project.

For a Specific Project

1. Click the **Planning** tab located on the Top Navigation Tabs.
2. Choose a project from the **All Projects** menu.
The Project Scenarios page is displayed.

For the Current Project

If you are already within a project, you can access the Planning module via the Project Menu located in the left navigation bar.

- Click **Planning**.

The Project Scenarios page is displayed.

Project Scenarios

Project scenarios allow you to define multiple estimates for a potential or planned project. Planned projects are those that your organization may not have committed to just yet, and scenarios allow you to establish rough estimates in order to determine whether or not a project will be feasible. A scenario includes a budget, schedule, and cash flow. A number of scenarios can be created for comparing and ultimately determining the best possible option. For example, one scenario might be fast tracked, another might include a new technology or implementation approach, and a different scenario might include an alternate, such as an extended parking garage. Once a scenario is published, it is available to be added to a capital plan.

There are six tasks required to create a scenario and need to be followed in this order:

1. Add new scenarios
2. Create categories
3. Add cost estimates
4. Adjust schedules
5. Add cash flow to categories
6. Publish scenarios

Access Project Scenarios

To access the Project Scenarios page

1. Click the **Planning** tab located on the Top Navigation Tabs.
2. Click the **Please select a project...** drop-down list and select your project.
The Project Scenarios page is displayed.
3. Click **View Published** or **Edit Working** under the title of the project scenario you want to open.

Project Scenario Page

Project Scenario Back to Project Scenarios

Details Notes (0) Documents (0) Forms (0) Processes (0) Snapshots (0)

Category Edit Copy Delete Template Publish Export Zoom-in Zoom-out

Project: Account Admin - QA New Status: Draft

Name: Zenarie School of the Arts Description:

Sq. Ft: 39,000

Name	Estimate	FY 2013																		
		FQ1			FQ2			FQ3			FQ4									
		Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	
Design Fees	702,000																			
Construction	8,775,000																			
FF&E	383,550																			
IT Equipment	270,000																			
Projectors	33,550																			
Exterior	7,000																			
Signage	7,000																			
Total	9,782,550	100,266		300,857		300,857		743,044		1,221,795		1,648,130								







Cost Measurements

- **LS = Lump Sum:** Enter the lump sum of the item in the **Estimate** field.
- **UC = Unitized Cost:** Enter the quantity of the item then click the drop-down list to select a unit of measure. In the last field, enter the cost per unit.
- **SF = Square Feet:** The square footage must first be defined in the project scenario details in order to enter items by square feet. If the square feet are not already added to the scenario details, click **Edit** to include it.
- **F = Formula:** This cost measurement allows you to enter cost based on a percentage of another category item. Thus, the category you want to base your formula on must first be created before using this cost measurement.





Tabs

- **Details Tab:** When you access the project scenario page, the Details tab displays by default. This tab allows you to see and edit all the details of the project scenario.
- **Notes Tab:** Click to view or add notes to the scenario.
- **Documents Tab:** Click to view or add documents to the scenario. An example is a written estimate from one or more vendors to help drive the final budget, schedule, and cash flow components.
- **Forms Tab:** Click to attach forms or view forms that have been attached to the scenario. If enabled, you can also fill out forms directly from this tab. For instance, a capital authorization request can be attached, which is a record of the approved funds for the scenario. The planner might ask a contractor early on to give a preliminary estimate and that estimate can be attached as a reference.
- **Processes Tab:** Click to attach processes or view processes that have been attached to the scenario.
- **Snapshots Tab:** Click to view snapshots of the scenario. A snapshot is automatically taken when a published scenario is edited. This creates a version history for every edit that is made.

Buttons/ Icons

- Back to Project Scenarios  : Click this button to leave the Project Scenario page and return to the list of project scenarios.
- Add new category  : Click to add a new category. Categories are phases of the project for which you need to plan for.
- Edit  : Click to edit the name and/or description of the scenario. You can also alter the square footage of the property.
- Create template  : Click to create another scenario using the current scenario as a template.
- Delete  : Click to delete the scenario.
- Apply a template  : Click to apply a preexisting scenario template. To create scenario templates, please see your e-Builder Administrator.

Note: You can apply more than one template freely at any time. Keep in mind that if the same categories exist in the plan and in the template, but line items are different, only the different line items will be added.

- Publish : Click to publish the scenario. Publishing scenarios makes them available for inclusion into the capital plan. If you edit a published scenario, a snapshot will automatically be created on the previously published version and can be referenced later on.
- Export to Excel : Click to export the scenario to a Microsoft Excel® spreadsheet.
- Zoom in or Zoom Out  or : Click to adjust the zoom. Zooming-in allows you to see a monthly view of the calendar. Zooming midway provides a quarterly view and when fully expanded, you can see a yearly view of the calendar.

Related Topics:

- Create Scenarios

Create Scenarios

There are six tasks that are required to create a scenario and need to be followed in this order:

Note:

- At least one scenario view is required for adding project scenarios. Scenario views are created by your e-Builder Administrator. For more information, see [Create Scenario Views](#).
- Various units of measure can be used when creating project scenarios and category assumptions. Your e-Builder Administrator defines these metrics. If you need additional units of measure added, the account administrator may refer to [Units of Measure](#).

1. Add New Scenarios
2. Create Categories
3. Add Cost Estimates
4. Adjust Schedules
5. Add Cash Flow to Categories
6. Publish Scenarios

Add New Scenarios

Tip

If you know ahead of time that you will be comparing scenarios, it is a good idea to give the categories and assumptions in your different scenarios the same name, so that they are aligned during the comparison.

1. Go to the Planning module.
For more information, see [Access the Planning Module](#).
2. Click **Add Scenario**.
The Add Scenario dialog box displays.

3. Enter the name of the scenario in the **Name** field.
4. *Optional:* You can also enter the square footage in the **Sq. Ft.** field.
This field must be completed if you intend to enter category assumption prices per square feet. You can add this information later on, by clicking Edit on the Project Scenario page.
5. Click **Save**.
The Project Scenario page is displayed.

*There are six tasks for creating scenarios that need to be following in sequence. This is task 1 of 6. The next task is Create Categories.

Related Topics

- Create Scenarios
- Units of Measure

Create Categories

Categories are phases of the project for which you need to plan for. Example categories are land acquisition, design, construction, etc. The sum of all these categories (which is automatically calculated) will show when added to a capital plan.

To create categories

1. Go to the desired scenario.
For more information, see Access Project Scenarios.
2. Click the **Category** icon.
The Add Category dialog box displays.
3. Enter the name of the category in the **Name** field.
4. Click the **Start Date** and **Finish Date** drop-down arrows and select the projected start and end month/year for this category.

Note: When doing this, the system will automatically create the schedule Gantt bar for you. These are optional fields and the start/finish dates can be adjusted later on. For more information, see Adjust Schedules

5. Click **Save**.

*There are six tasks for creating scenarios that need to be following in sequence. This is task 2 of 6. The next task is Add Cost Estimates.

Related Topics

- Create Scenarios

Add Cost Estimates

As many assumptions as necessary can be added to each category. These segments make up the sum of the category.

To create category assumptions

1. Go to the desired scenario.
For more information, see [Access Project Scenarios](#).
2. In each respective category, click the next available line and enter a category assumption.
3. In the **Estimate** column, enter the estimated cost for this item.

Note:

Costs can be entered with any of the different units of measure listed below. Toggle between the options by clicking the unit of measure.

LS = Lump Sum

UC = Unitized Cost

SF = Square Feet

F = Formula

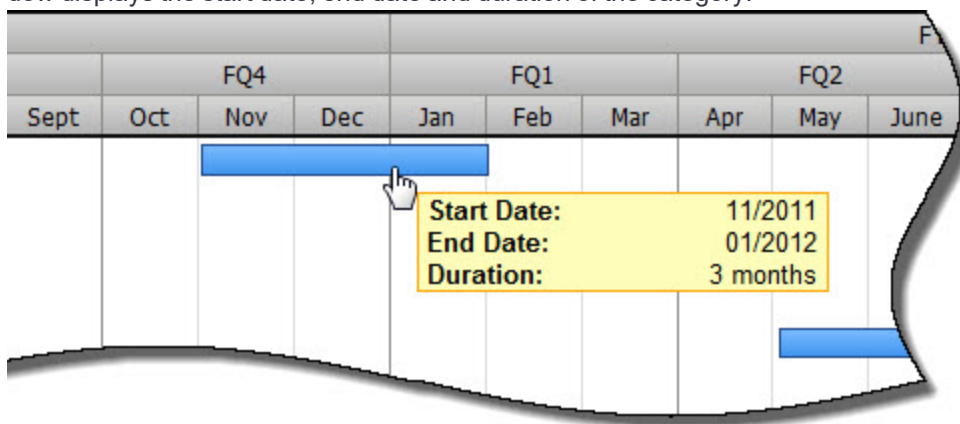
*There are six tasks for creating scenarios that need to be following in sequence. This is task 3 of 6. The next task is Adjust Schedules.


Related Topics:

- [Project Scenario Page Overview](#)
- [Create Scenarios](#)

Adjust Schedules

1. Go to the desired scenario. For more information, see [Access Project Scenarios](#).
2. Select and drag the schedule bar to the desired position on the calendar. (You can drag the schedule bar off to the edge of the plan to have the bar move out in time, past the screen.) Click and drag the ends of the schedule bar to adjust the duration. When you hover over the schedule bar, a pop-up window displays the start date, end date and duration of the category.

**Tip**

If the category will last longer than a few months, click Zoom-out  to expand the plan and see a yearly view. Setting schedules that span across multiple years is easier to do in this calendar view.

*There are six tasks for creating scenarios that need to be following in sequence. This is task 4 of 6. The next task is Add Cash Flow to Categories.

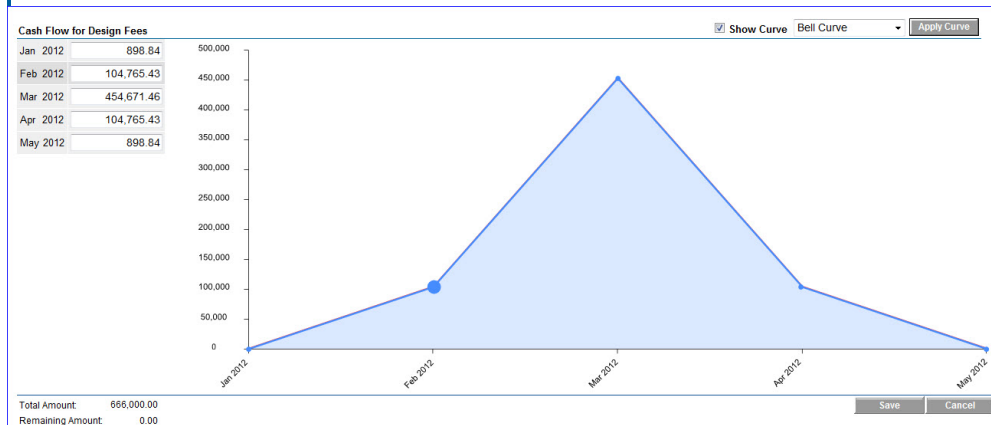
Related Topics:

- Create Scenarios

Add Cash Flow to Categories

Note:

- If you do not set the cash flow for each category, the system will automatically set the cash flow to linear distribution (equal distribution of dollars in every month).
- A cash flow cannot be created until a schedule is defined and a budget is entered.



To add cash flow to categories

1. Go to the desired scenario.
For more information, see Access Project Scenarios.
2. Double click the schedule bar to set the cash flow for the category.
The Cash Flow for [Category] popup window displays.
3. Click **Apply Curve** to populate the dollar fields per month located in the upper left corner of the window.
The dollar fields are appropriated according to the selected cash flow curve.
4. To view cash flow for different curves, click the drop-down list next to the **Show Curve** check box and select the desired cash flow curve.
5. Click **Apply Curve**.
6. Click **Save**.

*There are six tasks for creating scenarios that need to be following in sequence. This is task 5 of 6. The next task is Publish Scenarios.

Related Topics:

- Create Scenarios

Publish Scenarios

Publishing scenarios makes them available for use in the capital plan. Once published, you can edit a scenario if necessary and a snapshot of the previous version will be taken for your reference.

1. Go to the desired scenario.
For more information, see [Access Project Scenarios](#).
2. Click the **Publish** icon.
You are prompted for confirmation.
3. Click **OK**.

*There are six tasks for creating scenarios that need to be following in sequence. This is task 6 of 6. For more information on creating scenarios, see [Create Scenarios](#).

Related Topics:

- [Project Scenarios](#)

Compare Scenarios

The compare scenarios feature is a collaborative tool. Comparing scenarios is a great way to determine the most feasible scenario among your options to add to the capital plan.

Tip

If you know ahead of time that you will be comparing scenarios, it is a good idea to give the categories and assumptions the same name, so that they are aligned during the comparison. Otherwise they will show up on different rows which might make it difficult to compare.

1. Go to the Planning module.
For more information, see [Access the Planning Module](#).
2. Select the check boxes next to the project scenarios you want to compare.
3. Click **Compare**.
The Scenario Comparison page is displayed.

Note: Values that are different between compared scenarios will automatically show in red.

Capital Plan Page








The details of this page are described below.




Tabs

- **Details:** When you access the capital plan page, the Details tab displays by default. This tab allows you to see and edit all the details of the capital plan.
- **Notes:** Click this tab to view or add notes to the capital plan.
- **Documents:** Click this tab to view or add documents to the capital plan. Sample documents can be any number of things: an approved letter received from the board on the approval of the plan, documents that instruct the planner to modify the plan based on some new findings, etc.

- **Forms:** Click this tab to attach forms or view forms that have been attached to the capital plan. If enabled, you can also fill out forms directly from this tab. Sample items might include information that instructs team members on what to include in the plan. Official approval from the board or public.
- **Processes:** Click this tab to attach processes or view processes that have been attached to the capital plan.

Buttons

- Cancel : Click this button to leave the Project Scenario page and return to a list of all project scenarios.
- Add project : Click this icon to add active projects to the capital plan. Active projects must meet the following minimum requirements to be eligible for capital plan inclusion:
 - Project target date is in the future
 - Project has an active cash flow
 - There must be at least one project view created for the account.
- Add scenario : Click this icon to add scenarios to the capital plan. Scenarios are created for potential/ planned projects.
- Add funding sources : Click this icon to add funding sources and their funds to the capital plan.
- Edit : Click this icon to edit the following items:
 - Name
 - Description
 - Square footage
 - Add/ Modify custom fields
- Create from template : Click this icon to create another capital plan using the current plan as a template.
- Delete : Click this icon to delete the capital plan.
- Accept and apply : This icon is enabled when there are changes made to either scenarios or active projects. A warning icon  shows up next to each project when there is a cash flow change. This icon allows you to accept and apply ALL changes to the plan at once.
- Add escalation percentages : Click this icon to add escalation percentages per fiscal year. If your e-Builder Administrator has already added escalation rates to the account, the changes you make here, will take precedence. For more information, see how escalation rates work.
- Finalize : Click this icon to finalize the capital plan.

- Export to Excel : Click this icon to export the capital plan to a Microsoft Excel® spreadsheet. On finalized plans the export shows what was finalized and what is currently in progress. We show two tabs one for each. The purpose here is that the planner can view the original plan and see how it's deviated from its course. Then he/she can make any necessary course adjustments.
- Zoom in  or Zoom out : Click either of these icons to adjust the zoom. Zooming allows you to see a monthly view of the calendar. Zooming midway provides a quarterly view and when fully expanded, you can see a yearly view of the calendar.

Related Topics:

- Create a Capital Plan
- View Changes to the Capital Plan




Capital Plan Page












The details of this page are described below.

Tabs

- **Details:** When you access the capital plan page, the Details tab displays by default. This tab allows you to see and edit all the details of the capital plan.
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- **Processes:** Click this tab to attach processes or view processes that have been attached to the capital plan.

Buttons

- Cancel : Click this button to leave the Project Scenario page and return to a list of all project scenarios.
- Add project : Click this icon to add active projects to the capital plan. Active projects must meet the following minimum requirements to be eligible for capital plan inclusion:
 - Project target date is in the future
 - Project has an active cash flow
 - There must be at least one project view created for the account.
- Add scenario : Click this icon to add scenarios to the capital plan. Scenarios are created for potential/ planned projects.

- Add funding sources : Click this icon to add funding sources and their funds to the capital plan.
- Edit : Click this icon to edit the following items:
 - Name
 - Description
 - Square footage
 - Add/ Modify custom fields
- Create from template : Click this icon to create another capital plan using the current plan as a template.
- Delete : Click this icon to delete the capital plan.
- Accept and apply : This icon is enabled when there are changes made to either scenarios or active projects. A warning icon  shows up next to each project when there is a cash flow change. This icon allows you to accept and apply ALL changes to the plan at once.
- Add escalation percentages : Click this icon to add escalation percentages per fiscal year. If your e-Builder Administrator has already added escalation rates to the account, the changes you make here, will take precedence. For more information, see how escalation rates work.
- Finalize : Click this icon to finalize the capital plan.
- Export to Excel : Click this icon to export the capital plan to a Microsoft Excel® spreadsheet. On finalized plans the export shows what was finalized and what is currently in progress. We show two tabs one for each. The purpose here is that the planner can view the original plan and see how it's deviated from its course. Then he/she can make any necessary course adjustments.
- Zoom in  or Zoom out : Click either of these icons to adjust the zoom. Zooming allows you to see a monthly view of the calendar. Zooming midway provides a quarterly view and when fully expanded, you can see a yearly view of the calendar.

Related Topics:

- Create a Capital Plan
- View Changes to the Capital Plan

Create a Capital Plan

To create a capital plan

1. Click the **Planning** tab located on the Top Navigation Tabs.
A list of capital plans display.
2. Click **Add Capital Plan**.

The Add Capital Plan dialog box displays.

3. Enter the name of the capital plan in the **Name** field.
4. Click **Save**.

Related Topics:

- Add Scenarios to the Capital Plan
- Add Funding to the Capital Plan
- View Changes to the Capital Plan

Open an Existing Capital Plan

Note: The capital plan page can only be accessed if a capital plan has already been created.

1. Click the **Planning** tab located on the Top Navigation Tabs.

A list of capital plans display.

2. For drafts plans, click the **Draft Plans** tab.

—Or—

For finalized plans, click the **Finalized Plans** tab.

3. Click the title of the capital plan you want to open.

The capital plan page displays.

Related Topics:

- Create a Capital Plan

Add Active Projects to the Capital Plan

Note: If you add the same project to multiple capital plans and modify the project's cash flow, these details will automatically update across all capital plans.

1. Go to the capital plan.

For more information, see Open an Existing Capital Plan.

2. Click the **Project** icon.

A list of available projects display. Eligible projects have an Add link to left of the project name.

3. Click the **Add** link next to all the projects you want to add.

4. Click **Close**.

The project(s) are added to the Active Projects section of the table.

If you're having trouble adding active projects, ask your e-Builder Administrator to ensure that the following requirements are met:

- The project's target end date is in the future
- The project has an updated cash flow
- There is at least one project view created for the account

Add Scenarios to the Capital Plan

To add scenarios to the capital plan


1. Open the capital plan.
For more information, see [Open an Existing Capital Plan](#).
2. Click the **Scenario** icon.
A list of published scenarios display.
3. Click the **Add** link next to all the scenarios you want to add.
4. Click **Close**.
The scenarios are added to the Planned Projects section of the table.

If you're having trouble adding active projects, ask your e-Builder Administrator to ensure that the following requirements are met:

- At least one scenario has been created
- At least one scenario view has been created
- Also, please see your e-Builder Administrator if you're not able to pick from a list of scenarios.

Add Funding to the Capital Plan

To add funding to the capital plan

1. Open the capital plan.
For more information, see [Open an Existing Capital Plan](#).
2. Click the **Funding** icon ()
The Funding dialog box displays.
3. Enter all required information:
 - Funding source(s)
 - Funding amount for each calendar or fiscal year
4. Click **Save**.

View Cash Flow Curves

1. Open the capital plan.
For more information, see [Open an Existing Capital Plan](#).
2. Double click the schedule bar.
The cash flow for that project or scenario will popup in a separate window and you are able to see the cash flow curve.

Note: Cash flow curves are set in the cost module for active projects. For more information, see [Setting up Cash Flow](#). For scenarios, the cash flow is created when building out a scenario see [Add Cash Flow to Categories](#).

Related Topics:

- View Changes to the Capital Plan

View Changes to the Capital Plan

When the cash flow has been changed in an active or planned project, an exclamation icon displays next to the project's name, indicating a change. The planning manager can click this icon to view details of the change, accept or reject changes.

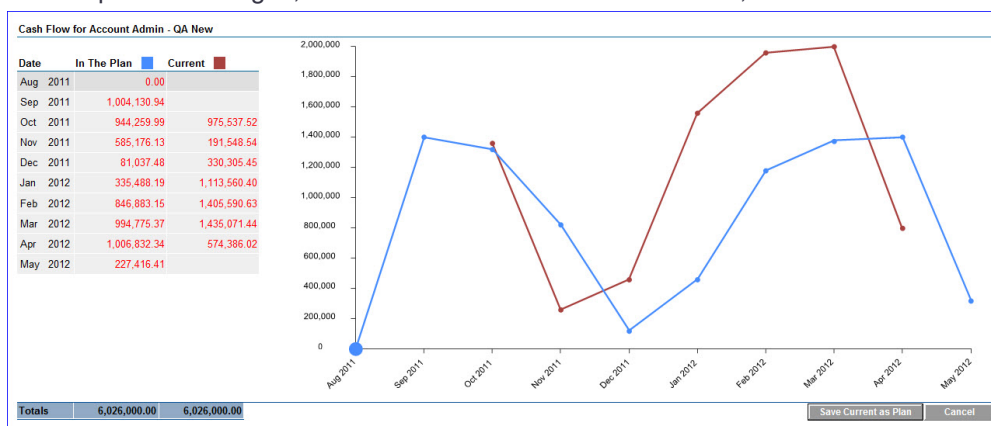
			FQ2		
			Apr	May	June
[-]	Name	Amount			
[-]	Funding	6,008,000			
↑	✘ Broward County Schools	5,770,000			20
↑	✘ Community Development Grant	238,000			
[-]	Active Projects	6,026,000			
↑	⚠ ✘ Center for Economic Development	6,026,000			
[-]		8,961,886			
[-]		8,961,886			

Changes show for a number of reasons. For planned projects (scenarios), the icon displays when a change is made to the cash flow. As a best practice and a practice common in most organizations, the cash flow is updated every time a change is made to the budget, schedule, commitments or invoices. This cash flow change is reflected in the capital plan. It is important to note changes to budget, schedule, commitments or invoices will not be reflected in the capital plan unless the cash flow is updated.


Active Projects

Click the change icon next to the active project to view changes. A popup window similar to the one below displays. All changes appear in red. In the table on the left of this screen, the **In The Plan** column shows figures that are in the current capital plan, and the **Current** column displays the changes. Totals for each column are located toward the bottom of the screen, allowing you to see what significant budget changes there are, if any. In the graph, the red line shows the cash flow curve of the recently changed figures. The blue line represents cash flow in the current plan, before any changes.

To accept these changes, click **Save Current as Plan** otherwise, click **Cancel**.



Planned Projects (Scenarios)

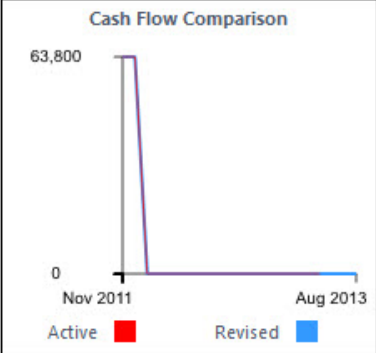
Click the change icon  next to the planned project to view changes. A popup window similar to the one below displays. This particular example shows an increase in the cash flow. The **Active Scenario** and **Revised Scenario** fields show you the difference in total amounts. Below this, the dollar amount by which the budget was increased displays.

To accept these changes, click **Apply Changes**, otherwise, click **Close**.

Summary of changes ✕

	Total Amount	Start Date	Finish Date
Active Scenario:	127,600	Nov 11	Aug 13
Revised Scenario:	127,600	Nov 11	Aug 13

[See Full Comparison](#)



Cash Flow Comparison

63,800


0

Nov 2011 Aug 2013

Active ■ Revised ■

See Full Comparison

Click See Full Comparison to see a side by side view of the details of each scenario for better comparisons.

Note: You can also click the Apply All icon  located on the capital plan page to view and apply ALL changes at once.

Capital Planning					
Scenario Comparison					
Categories	Sample Project Scenario (REVISED)		Sample Project Scenario		
Design Fees	01.01.2012 - 05.31.2012		01.01.2012 - 05.31.2012		
Design Fees		8% of Construction	702,000	8% of Construction	666,000
			0		0
Subtotal:			702,000		666,000
Construction	06.01.2012 - 09.30.2013		06.01.2012 - 09.30.2013		
General Construction		39,000 SF @ 225.00	8,775,000	37,000 SF @ 225.00	8,325,000
Subtotal:			8,775,000		8,325,000
FF&E	07.01.2013 - 09.30.2013		07.01.2013 - 09.30.2013		
IT Equipment			270,000		250,000
3 MRIs		3 EA @ 3,050.00	9,150	3 EA @ 3,000.00	9,000
Subtotal:			279,150		259,000
Exterior	07.01.2013 - 09.30.2013		07.01.2013 - 09.30.2013		
Signage			7,000		5,000
Subtotal:			7,000		5,000
Total Project Cost:			9,763,150		9,255,000

Modify Capital Plan Custom Fields

If custom fields are set on your account, you can choose up to three custom fields by which to sort data in the capital plan. Custom fields support the need to sort projects by different criteria such as resource, campus, building, project number, or any data that is pertinent to make smart planning decisions. You can modify these

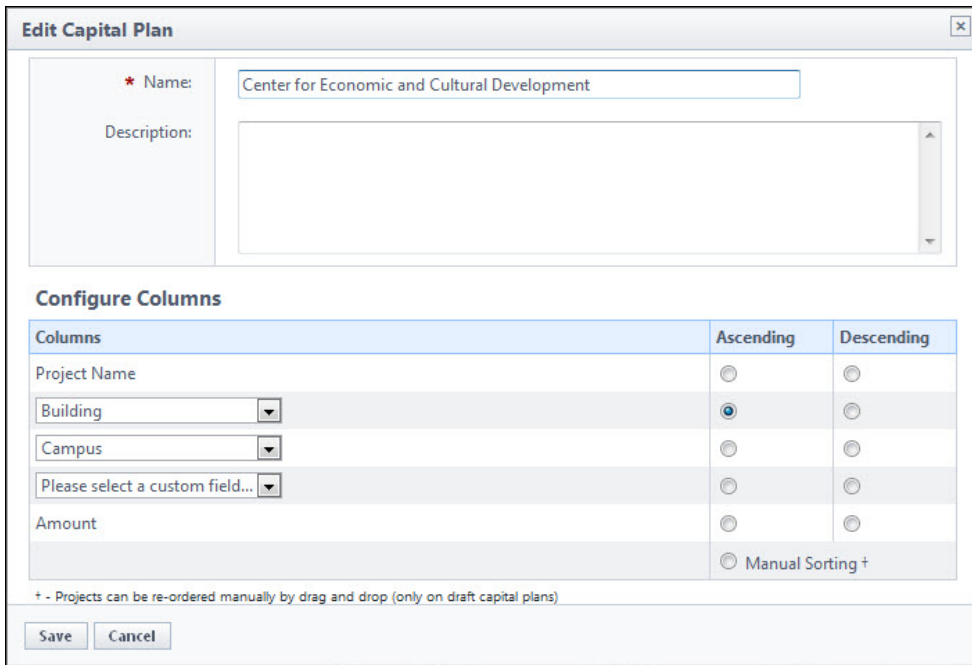
custom fields by choosing different/additional fields or changing the order in which they are sorted.

To modify capital plan custom fields

1. Open the capital plan.
For more information, see [Open an Existing Capital Plan](#).

2. Click the **Edit** icon  .

The Edit Capital Plan dialog box displays.



Edit Capital Plan

* Name: Center for Economic and Cultural Development

Description:

Configure Columns

Columns	Ascending	Descending
Project Name	<input type="radio"/>	<input type="radio"/>
Building <input type="text" value="Building"/>	<input checked="" type="radio"/>	<input type="radio"/>
Campus <input type="text" value="Campus"/>	<input type="radio"/>	<input type="radio"/>
Please select a custom field... <input type="text" value="Please select a custom field..."/>	<input type="radio"/>	<input type="radio"/>
Amount	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/> Manual Sorting †	

† - Projects can be re-ordered manually by drag and drop (only on draft capital plans)

Save Cancel

3. Click the drop-down arrows in the **Configure Columns** section and select the desired custom fields.
4. In either the **Ascending** or **Descending** columns, select the option by which you want to sort the custom fields.
5. Click **Save**.

Planning Reports

The Planning Reports option enables you to report upon Capital Plan and Scenario information created in the Planning module. Planning reports provide visibility into Capital Plans and Scenarios, across multiple projects, as well as Capital Plan Details, Capital Plan Cash Flows, Scenario Details and Scenario Cash Flows. These Planning Reports enable deeper analysis on all planned projects in order to reach resource allocation decisions more quickly, and make more informed choices.

Report Wizard Step 1 of 6

Jump to step:

Step 1: Select type of data for report and run as user

Planning Reports

- Capital Plan
- Capital Plan Details
- Capital Plan Cash Flow
- Scenario
- Scenario Details
- Scenario Cash Flow

Run As User:

Lookup Clear

Note: Populate Run As User field using Lookup to run the report in that user's context. Leave it blank to run the report in logged in user's context.

Name	Description	Status	Date Created
2014 Bond Program	Work Scheduled	Draft	03.24.2011
2014 Bond Program - Alternate		Draft	02.24.2011
2011 Bond Program		Finalized	03.14.2011
2011 Bond Program II		Finalized	03.14.2011
Future Work		Draft	03.09.2011

Report on capital plan information.

Run Report Print View Export Save As Next Cancel

For more information on how to customize and run a report in e-Builder, see Reports Module Overview.

The types of planning reports that can be run are as follows:

- **Capital Plan:** Report on multiple Capital Plans across projects. For example, a higher education program with 50 campuses may have a capital plan for each campus.
- **Capital Plan Details:** Report on all the Capital Plan Details that are entered for each capital plan in the Planning module. For example, view all the Funding, Active Projects and Planned Projects that are configured under each Capital Plan for a higher level view.
- **Capital Plan Cash Flow:** Report on the Cash Flow amounts configured for each saved Capital Plan including the Cash Flows for Active and Planned Projects.
- **Scenario:** Report on multiple scenarios across all planned projects. For example, present scenario data within a single report to give the bigger picture of all Planning Scenarios, in order to facilitate effective decision making.
- **Scenario Details:** Report on all the details entered for each scenario within a project.
- **Scenario Cash Flow:** Report on the cash flows entered for each project scenario within a single planned project.