# OpenAir

**ORACLE® NETSUITE**

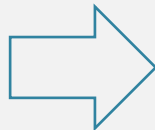Stay in Control of Your Projects' Finances with

# Project Budgets!

## HOW DOES THE PROJECT BUDGETS FEATURE WORK?

- The Project Budget feature displays planned billings or costs.
- Actuals versus Planned View compares your planned budget against what you are actually spending.
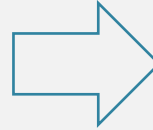- Budgets are automatically archived as new budgets are approved.

## WHAT CAN THE PROJECT BUDGETS FEATURE DO FOR ME?

- Provide you with a clear overview of your project's expenses and profitability.
- Help you to identify budget variances with customizable color coding.
- Display up to five budgets side by side to make comparing them a snap!

**Set Up Budget Properties** ⟹ **Enter Budget Items** ⟹ **Compare and Approve Budgets, Set Up Color-Coding, and View Actuals vs. Planned Values**

# OpenAir

## Create New Project Budget Form

Click the **Create** button and select **Project budget** to get started. Use the Create New Project Budget Form to set the basic framework for your budget.

To enable these features, please contact OpenAir Support and request the **Enable project budgets**, **Enable project approvals for project budgets**, **Task on Purchase request** and **Contingency factor setting (Use simplified contingency)** switches. Then, navigate to Administration > Application Settings > Projects Settings > Project Stages and select **Project budget** for a stage to enable the feature in.

Name your project budget, give it a date when it was created, and select whether it's a Project, Phase, or Task level budget.

Define the **Cost** for cost-based budgets, or both **Cost** and **Profitability (%)** for billing-based budgets. The Billing field is automatically calculated based on Cost and Profitability (%).

If you select **Get planned billings from Agreements and Customer POs attached to the project**, the Billing value is the sum of all agreements and customer purchase orders attached to the project. Selecting this option locks the Billing value; the Cost and Profitability (%) fields can still be edited and will adjust to changes in either.

The **Currency** is set in the Project settings.

Expenses can be entered by **Service** (i.e. administration, consulting) or **Job Code** (i.e. consultant, senior engineer)

Click on **> Create** to set ranges for color coding in the Compare screen. If global color coding has been set for your company, you can also check **Use global color coding**. For more information, see **Color Coding in Actuals Screen** on page 4 of this guide.

---

Cancel  **Save**

### New project budget
Project budget name *

Date (MM/DD/YY)    Budget level
04/07/16    ○ Project   ○ Phase   ● Task
"Budget level" cannot be changed after save.

☐ Enable creation of project budget entries not connected to particular tasks

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### ⌃ Planned budget

Cost    Profitability (%)    Billing
                                *no value*

☐ Get planned billings from Agreements and Customer POs attached to the project

Currency
**USD**

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### ⌃ Labor

Labor subcategory    Import labor based on
● Service   ○ Job code    ● Task assignments   ○ Bookings

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### ⌃ Actuals vs planned color coding

Color coding    ☐ Use global color coding
**> Create**

Please visit tips menu for color coding details.    Actuals for color coding
☐ Approved  ☐ Submitted  ☐ All

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### ⌃ Contingency factor

Optimistic (%)    Pessimistic (%)
80    120

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Set how labor is imported.

Select which Actuals are color coded in Actuals view

Set default optimistic and pessimistic contingency factors when creating budget entries. You can set a company default in Administration > Project settings > Project budgets.

"Optimistic" and "Pessimistic" can be renamed in Terminology.

# OpenAir

## Budget Grid Screen

The Budget Grid allows you to see and edit all of your budgeted costs. Items can be added quickly and edited without leaving the grid.

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Select **Show billing** to view billing-based budget figures in the periods section of the budget. Selecting **Show billing** locks all values in the periods section. Clear **Show billing** to view the cost-based budget.

Click headings to sort the data in ascending or descending order

**Edit** the budget properties here.

Select the budget and version you would like to see here.

View your budget by money or time and quantity.

Select the period to display.

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The **Budget overview** tab shows your budget's totals and remaining funds.

The **Budget info & settings** tab contains basic budget information, including the budget name, dates created and modified, parent budget created from, and budget status. It also includes settings for using rounded values, enabling auto save, and not using prefix task names with task IDs. You can also Import Task assignments here.

The **Agreements** tab displays each agreement affecting your project, including the budget name, total agreement amount, planned usage, and remaining agreement funds.

The **Compare** tab allows you to select a Base budget to display and a Budget to compare it with.

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Budget | Actuals | Compare    Initial Budget, v10 ▾    Money | Hours/Quantity   ☐ Show billing   Weeks | Months | Quarters   Discard   Save   ⚙

⇕   ⊞ ⊟ ⊟   Filter [                    ]                                false

| Category / Subcategory | Cost | Total Cost | 2015 May | Jun | Jul | Aug | Sep |
|---|---|---|---|---|---|---|---|
| ⌄ Expenses | | $ 6,500.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 6,500.00 | $ 0.00 |
| ✕ ✎ Airfare | $ 500.00 | $ 2,000.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 2,000.00 | $ 0.00 |
| ✕ ✎ Business meal | $ 100.00 | $ 1,000.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 1,000.00 | $ 0.00 |
| ✕ ✎ Ground transit | $ 1,000.00 | $ 1,000.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 1,000.00 | $ 0.00 |
| ✕ ✎ Hotel : US$250/... | $ 250.00 | $ 2,500.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 2,500.00 | $ 0.00 |
| Add | Quick add | | | | | | | |
| ⌄ Labor | | $ 60,200.03 | $ 0.00 | $ 0.00 | $ 0.00 | $ 28,530.02 | $ 31,670.01 |
| ✕ ✎ 💬 Consultant | $ 85.00 | $ 27,200.02 | $ 0.00 | $ 0.00 | $ 0.00 | $ 14,280.01 | $ 12,920.01 |
| ✕ ✎ PM | $ 95.00 | $ 28,500.01 | $ 0.00 | $ 0.00 | $ 0.00 | $ 14,250.01 | $ 14,250.01 |
| ✕ ✎ Trainer | $ 45.00 | $ 4,500.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 4,500.00 |
| Add | Quick add | Import | | | | | | |
| ⌄ Purchases | | $ 998.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 998.00 | $ 0.00 |
| ✕ ✎ Cat6 ethernet ca... | $ 4.99 | $ 998.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 998.00 | $ 0.00 |
| Add | Quick add | | | | | | | |
| Total | | $ 67,698.03 | $ 0.00 | $ 0.00 | $ 0.00 | $ 36,028.02 | $ 31,670.01 |

*(left side tabs: Budget overview, Budget info & settings, Agreements, Compare)*

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### Expenses — Airfare

[🔍 Search        x]

- **Airfare**
- Business meal
- Car rental
- Copies : US$0.10/each
- Entertainment
- Ground transit
- Hotel
- Mileage [Date varied]
- Miscellaneous
- Phone

Price: 0.000   Qty: 1   Total: $ 0

**Non Periodical**
- Daily
- Weekly
- Monthly
- Quarterly

Date: 2012-09-05

**Notes**
[                    ]

Cancel   Done

---

Clicking **Add** under an expense category opens up the Expenses dialog, where you can provide details for each expense item.

Click **Add** to add a new budget item, **Quick Add** to open a picker to add a budget item, or **Import** from bookings or task assignments. In all cases, the item can be edited directly in-line.

**Quick Add** lets you select an expense (i.e. Business meal, car rental) and adds it to the grid. You then add all details in-line, rather than in the form used for Add.

Phases are dark grey. Blue fields indicate a task's start or end date. Light grey expenses can be edited in-line.

# OpenAir

**Project Budget Quick Reference**

## Actuals Screen
Compare your planned budget against reality.

The **Budget info & settings** tab contains basic budget information, including the budget name, dates created and modified, parent budget created from, and budget status. It also includes settings for using rounded values and not using prefix task names with task IDs. You can also set whether to view Tasks, Phases, or Categories, display optimistic or pessimistic loaded costs, and select which actual and planned values to display.

Select the budget and version you would like to see here

The **Filter** field allows you to type the name of a specific category which you would like to display

| | Budget | Actuals | Compare | Initial Budget, v10 ▼ | | Money | Hours/Quantity | Show billing | Weeks | Months | Quarters | ⚙ |

Filter [                                                      ] false

| Phase / Task / Category / Subcategory | Total Planned | Total Approved | Aug-2015 Planned | Aug-2015 Approved | Sep-2015 Planned | Sep-2015 Approved |
|---|---|---|---|---|---|---|
| ∨ No phase assigned | $ 67,698.03 | $ 6,775.00 | $ 36,028.02 | $ 5,650.00 | $ 31,670.01 | $ 1,125.00 |
| ∨ No task assigned | $ 67,698.03 | $ 6,775.00 | $ 36,028.02 | $ 5,650.00 | $ 31,670.01 | $ 1,125.00 |
| ∨ Expenses | $ 6,500.00 | $ 5,650.00 | $ 6,500.00 | $ 5,650.00 | $ 0.00 | $ 0.00 |
| Airfare | $ 2,000.00 | $ 1,800.00 | $ 2,000.00 | $ 1,800.00 | $ 0.00 | $ 0.00 |
| Business meal | $ 1,000.00 | $ 1,350.00 | $ 1,000.00 | $ 1,350.00 | $ 0.00 | $ 0.00 |
| Ground transit | $ 1,000.00 | $ 0.00 | $ 1,000.00 | $ 0.00 | $ 0.00 | $ 0.00 |
| Hotel | $ 2,500.00 | $ 2,500.00 | $ 2,500.00 | $ 2,500.00 | $ 0.00 | $ 0.00 |
| ∨ Labor | $ 60,200.03 | $ 0.00 | $ 28,530.02 | $ 0.00 | $ 31,670.01 | $ 0.00 |
| Consultant | $ 27,200.02 | $ 0.00 | $ 14,280.01 | $ 0.00 | $ 12,920.01 | $ 0.00 |
| No service assigned | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 |
| PM | $ 28,500.01 | $ 0.00 | $ 14,250.01 | $ 0.00 | $ 14,250.00 | $ 0.00 |
| Trainer | $ 4,500.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 4,500.00 | $ 0.00 |
| ∨ Purchases | $ 998.00 | $ 1,125.00 | $ 998.00 | $ 0.00 | $ 0.00 | $ 1,125.00 |
| Cat6 ethernet cable - 50ft | $ 998.00 | $ 1,125.00 | $ 998.00 | $ 0.00 | $ 0.00 | $ 1,125.00 |
| Total | $ 67,698.03 | $ 6,775.00 | $ 36,028.02 | $ 5,650.00 | $ 31,670.01 | $ 1,125.00 |

Last refresh: 04/17/18 07:14 AM

Click here to refresh the data in the cache which appears onscreen

| | Icons Used in Budgeting Interface | | |
|---|---|---|---|
| **Icon** | **Description** | **Icon** | **Description** |
| ✏ | Edit Budget Item in Budget Grid | ⬇ | Import Task Assignments - click to import Task Assignments from the project instead of entering them manually |
| ✕ | Delete Budget Item in Budget Grid | ⚙ | Cog Icon - Click to select options for rounding values or Auto saving changes made in the budget grid |
| i | Information Icon - point to this to get more information about the budget | 🔒 | In top right of budget view, indicates that a budget cannot be edited |
| ⇕ | Sort Rows | 📋 | Clone - Creates a copy of the budget |
| ⊞ | Expand All Rows | 🗑 | Delete - Deletes the budget |
| ⊟ | Expand Work Breakdown Structure (WBS) - hides individual expense items to display only phases and tasks | ✈ | Submit - Submits the budget for approval |
| ⊟ | Collapse All Rows | | |

![OpenAir]

# Project Budget Quick Reference

## Agreements and Compare Screens

Find your project's agreements or customer purchase orders and compare multiple budgets in one view.

Each agreement and customer purchase order linked to your project is displayed here, including their name, total agreement amount, planned usage, and remaining agreement funds.

Billing budget entries are deducted from agreements in chronological order.

The **Compare Screen**, combined with the **Compare** tab, allow you to view multiple budgets side by side. Select your base budget and additional budgets to add in the Compare tab. The Compare Screen will update to display each budget.

To remove a budget from the display, use the dropdown list for the budget you want to remove and choose "Select…"

You can compare a maximum of 5 budgets in the Compare screen.



Cooper Software
Project HRIS system configuration
Phases/Tasks · Personnel · Financials · Reports · Assignment profile · Properties

PROJECT FUNDING DOCUMENTS

| PO20000177 | | |
|---|---|---|
| Amount | Planned | Remaining |
| $750,000.00 | $0.00 | $750,000.00 |

| PO20000178 | | |
|---|---|---|
| Amount | Planned | Remaining |
| $500,000.00 | $0.00 | $500,000.00 |

| PO20000179 | | |
|---|---|---|
| Amount | Planned | Remaining |
| $60,000.00 | $0.00 | $60,000.00 |

| PO20000176 | | |
|---|---|---|
| Amount | Planned | Remaining |
| $1,500,000.00 | $0.00 | $1,500,000.00 |

Budget | Actuals | Com



**COMPARE**

Base budget: Budget v1

Budget #1: Budget v2

Budget #2: Budget v3

Budget #3: Select…

Budget | Actuals | Compare
Money | Hours/Quantity   ☐ Show billing   Weeks | **Months** | Quarters

| Project / Task / Category | Total | | | Dec-2013 | | | Jan-2014 | | |
|---|---|---|---|---|---|---|---|---|---|
| | Budget v1 | Budget v2 | Budget v3 | Budget v1 | Budget v2 | Budget v3 | Budget v1 | Budget v2 | Budget v3 |
| 1: Deployment | $ 291,031.20 | $ 273,066.80 | $ 273,066.80 | $ 19,948.80 | $ 19,948.80 | $ 19,948.80 | $ 16,812.08 | $ 16,812.08 | $ 16,812.08 |
| 12: Configure | $ 147,169.00 | $ 147,169.00 | $ 147,169.00 | $ 1,096.44 | $ 1,096.44 | $ 1,096.44 | $ 16,812.08 | $ 16,812.08 | $ 16,812.08 |
| Labor | $ 147,169.00 | $ 147,169.00 | $ 147,169.00 | $ 1,096.44 | $ 1,096.44 | $ 1,096.44 | $ 16,812.08 | $ 16,812.08 | $ 16,812.08 |
| Configuratic | $ 13,528.80 | $ 8,400.00 | $ 13,528.80 | $ 676.44 | $ 420.00 | $ 676.44 | $ 10,372.08 | $ 6,440.00 | $ 10,372.08 |
| Configuratic | $ 8,400.00 | $ 13,528.80 | $ 8,400.00 | $ 420.00 | $ 676.44 | $ 420.00 | $ 6,440.00 | $ 10,372.08 | $ 6,440.00 |
| Consulting | $ 6,764.40 | $ 6,764.40 | $ 6,764.40 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 |
| Data migration | $ 13,300.00 | $ 21,420.60 | $ 13,300.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 |
| Data migration | $ 21,420.60 | $ 13,300.00 | $ 21,420.60 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 |
| Integration | $ 25,200.00 | $ 25,200.00 | $ 25,200.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 |
| Integration | $ 40,586.40 | $ 40,586.40 | $ 40,586.40 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 |
| **Total** | $ 291,131.20 | $ 273,066.80 | $ 273,066.80 | $ 19,948.80 | $ 19,948.80 | $ 19,948.80 | $ 16,812.08 | $ 16,812.08 | $ 16,812.08 |

Last refresh: 2015-09-25 05:09:06

# OpenAir

## Color Coding in Actuals Screen

Navigate to Administration > Application Settings > Projects Settings > Project budget options [Company wide color coding] and click > **Create** to define company-wide budgeting colors

Type number values to define the range for **percentage of planned / actual**

Click on a dropdown list to set the color for each range

### Color Coding

| Low | High | Color |
|-----|------|-------|
| 0 | 80 | Green ▼ |
| 80 | 100 | Yellow ▼ |
| 100 | 110 | Orange ▼ |
| 110 | 999 | Red ▼ |
| | | Select... ▼ |
| | | Select... ▼ |
| | | Select... ▼ |

| Color | |
|-------|--|
| Yellow | ▮ |
| Orange | ▮ |
| Red | ▮ |
| Green | ▮ |
| Blue | ▮ |
| Blue-green | ▮ |
| Violet | ▮ |

Cancel   Reset   OK

For the upper range, 999 acts as "infinity."

Color coding definitions can be set by an Administrator for the whole company, or by the creator of the budget. Both are enabled when creating or editing a budget (See **Create New Project Budget Form** on page 1 of this guide)

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Budget | **Actuals** | Compare    [Initial Budget, v11 ▼]    ⚙

**Money** | Hours/Quantity    ☐ Show billing    Weeks | **Months** | Quarters

Filter

| Phase / Task / Category / | Total | | Aug-2015 | |
|---|---|---|---|---|
| | Planned | Approved | Planned | Approved |
| ▾ **No phase assigned** | $ 39,398.41 | $ 5,650.00 | $ 22,718.41 | $ 5,650.00 |
| No task assigned | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 |
| Airfare | $ 2,400.00 | $ 1,800.00 | $ 2,400.00 | $ 1,800.00 |
| Business meal | $ 1,200.00 | $ 1,350.00 | $ 1,200.00 | $ 1,350.00 |
| Cat6 ethernet cable - 50ft : US$4.99/each | $ 798.40 | $ 0.00 | $ 798.40 | $ 0.00 |
| Consultant | $ 12,800.01 | $ 0.00 | $ 6,720.01 | $ 0.00 |
| Expenses | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 |
| Ground transit | $ 800.00 | $ 0.00 | $ 800.00 | $ 0.00 |
| Hotel | $ 3,000.00 | $ 2,500.00 | $ 3,000.00 | $ 2,500.00 |
| Labor | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 |
| PM | $ 15,600.00 | $ 0.00 | $ 7,800.00 | $ 0.00 |
| Purchases | $ 0.00 | $ 0.00 | $ 0.00 | $ 0.00 |
| Trainer | $ 2,800.00 | $ 0.00 | $ 0.00 | $ 0.00 |
| **Total** | $ 39,398.41 | $ 5,650.00 | $ 22,718.41 | $ 5,650.00 |

Budget overview | Budget info & settings | Agreements | Compare

↻ Last refresh: 2016-04-08 03:42:16

The Actual values in the Actuals screen will be color coded according to your ranges

Lighter shades are used for cells which are empty or contain 0.00.

# OpenAir

## Budget Approvals
View all budget versions for approval, automatically reject unapproved submitted budgets, and archive old approved budgets

Multiple versions of the same budget can be viewed, submitted, or approved

Approved budgets automatically cause other submitted budgets to be rejected. Previously-approved budgets are archived, so only one approved budget exists.

Click a lock button lock to keep this column and all preceding columns in view when scrolling horizontally.

### Financials: Project budget

| Project budget 🔒 | Version 🔒 | Action 🔒 | Status 🔒 | Quick links 🔒 | Planned 🔒 | Current total 🔒 | Remaining 🔒 |
|---|---|---|---|---|---|---|---|
| All | | | All | | | | |
| Hardware Implementation | 1 | ✏️ 📄 🗑️ ✈️ | Approved | Budget \| Actuals | 2,000,000 USD | 16,200 USD | 1,983,800 USD |
| Hardware Implementation | 2 | ✏️ 📄 🗑️ ✈️ | Rejected | Budget \| Actuals | 1,500,000 USD | 16,200 USD | 1,483,800 USD |
| Hardware Implementation | 3 | ✏️ 📄 🗑️ ✈️ | Open | Budget \| Actuals | 3,000,000 USD | 16,200 USD | 2,983,800 USD |

3 rows

| Approval history | | |
|---|---|---|
| **Status: Approved** | | |
| **Date/Time** | **Action** | **Notes** |
| 09/14/16 05:14 AM | Submitted for approval by Marc Collins | |
| 09/14/16 05:14 AM | Approved by Marc Collins | Automatic approval: The approver is the same employee as the submitter |
| You can un-approve this project budget. Click here to continue. | | |

Give selected users the power to un-approve budgets. To enable this feature for a user, go to Administration > Global Settings > Users > Employees > [Select a user ID], scroll to Projects Options, select the "Allow the employee to un-approve a project budget" option, and click Save.

To un-approve a budget, go to Projects > Projects > [Select a project] > Project budgets > [Select an approved project budget] > click the edit icon, and click Submit/Approve. In the Approval History screen, click the "Click here" link in the un-approve message to un-approve the budget.