



# *Creating a Project Budget*

Quick Reference Guide

# Creating a Project Budget

Set the budget of a project according to the fiscal years. The budget will roll up to the program and portfolio as well as the investment portal and other ServiceNow reporting. The project can also be selected in the Portfolio Workbench for the portfolio budget plan.

1. To set the project budget select the **Project Budget** related link.

2. Choose the appropriate **Fiscal Year, Capex Budget, and Opex Budget**. Click **OK**.

## Related Links

- [Agile Planning and Tracking](#)
- [Calculate Completion Estimates](#)
- [Create Agile Phase](#)
- [Create Test Phase](#)
- [Planning Console](#)
- [Project Budget](#)
- [Project Workbench](#)
- [Status Report](#)
- [Create Baseline](#)
- [Project Diagnostics](#)

**Note:** If there was a budget assigned on the demand it will transfer to the project, when approved.

### Project Budget

* Fiscal Year	FY20
* Capex Budget	\$ 275,000
* Opex Budget	\$ 55,000
Total Budget	\$330,000

Cancel OK

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3. The **Budget cost** field will populate with the total budget.

Field	Value
Rate Model	
Total planned cost	\$574,400.00
Planned capital	\$ 574,400.00
Planned operating	\$ 0.00
<b>Budget cost</b>	<b>\$330,000.00</b>
Actual cost	\$ 0.00
Estimate at completion	\$0.00

4. The **Financials Summary** will populate with the budget amounts.

**Financials Summary**

Category	Total	CapEx	OpEx
Total Planned Cost	\$574.40 K	\$574.40 K	\$0.00 K
<b>Budget Cost</b>	<b>\$330.00 K</b>	\$275.00 K	\$55.00 K
Actual Cost	\$0.00 K	\$0.00 K	\$0.00 K
Planned Return	-\$544.40 K	\$0.00 K NPV	-95 % ROI %

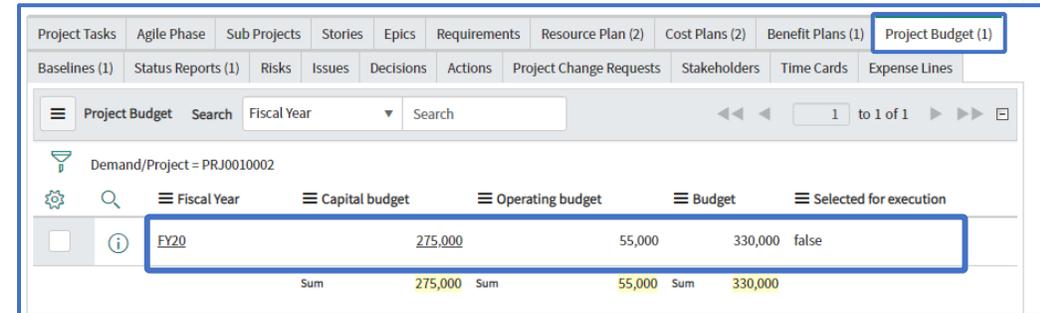
Group	Details	Cost	FY20: M01-Jan	FY20: M02-Feb	FY20: M03-Mar	FY20: M04-Apr	FY20: M05-May
Capex (2)		652,800.00	36,800.00	32,000.00	35,200.00	58,800.00	64,400.00
Labor Capex (2)		652,800.00	36,800.00	32,000.00	35,200.00	58,800.00	64,400.00

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5. The **Project Budget** related list will populate with the fiscal year budget entry.

## Note:

- If the project does not have any cost plan associated, then project budget is distributed by honoring planned start and end dates of the project.
- If the project has any cost plan associated, then project budget is distributed by honoring the cost plan fiscal periods.



	Fiscal Year	Capital budget	Operating budget	Budget	Selected for execution
	FY20	275,000	55,000	330,000	false
	Sum	275,000	55,000	330,000	