A project budget defines the funding for a Workday project. Project transactions will be controlled at the project budget level.

1. Type the **Project ID or Project Name** in the Workday **Search Field** (partial words will work).

2. Select the **Project**.

3. Select **Financials**.

4. Select **Create Budget**.

5. Populate the **Create Project Budget** Information:
   a. **Plan Name** – Enter the Project Name and the text “Budget”. In the example below the project name is Red Rocks Trading Post Renov.
   b. **Forecast Source** – This field will default to Resource Forecast and should not be modified.
   c. **Resource Forecast** – This field will default to blank value and should not be modified.

For assistance locating the Project Name or Project ID, refer to the Find Projects Job Aid.

https://denvergov.org/workday
6. Select **OK**.

The Confirmation screen will appear:

![Confirmation Screen](image)

7. Select **Done**.

The Project Information screen will appear:

![Project Information Screen](image)

8. Select the **Related Actions** icon next to the Project Plan Name.

![Related Actions Icon](image)

9. Select **Plan**, then **Maintain Budget**

![Maintain Budget Icon](image)

10. Populate the **Maintain Budget** information.

The **Plan**, **Plan Structure**, **Company**, **Plan Name**, and **Period** will automatically populate. If edits are required, refer to the **Maintaining a Project Job Aid**.

a. **Organizing Dimension** – This field will populate with the **Project Name**.

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Project

Create Project Budget

b. **Ledger Account/Summary** – This field will be completed in the next step and can be left blank.

c. **Worktags** – This field will be completed in the next step and can be left blank.

![Maintain Budget](image)

11. Select **OK**.

12. Enter a brief description in the **Memo** field. This field is optional.

![Default Entry Type](image)

13. Populate the **Plan Lines** information. Fields with red stars (※) are required. Enter one row for each funding source.

a. **Ledger/Account Summary** – Select Master Account Set: Expense Appropriation.

![Maintain Budget](image)

b. **Cost Center** – Enter and select the Cost Center.

c. **Fund** – Enter and select the Fund.

d. **Grant** – If applicable, enter and select the Grant.

e. **Capital Program** – If applicable, enter and select the Capital Program.

![Maintain Budget](image)

f. **Additional Worktags** – Enter and select Additional Worktags.

![Note](image)

Note: Workday Projects are budgeted at the Expense Appropriation account level. Budget lines may require a capital program (CIP funds) or Grant ID depending on the funding source.

g. **Debit Amount** – Enter the amount of funding for this line.

h. **Credit Amount** – This field will populate with a 0.00 value and should not be modified.

https://denvergov.org/workday
i. **Memo** – Enter a brief description for this line. This field is optional.

To add additional funding sources, select the + icon and enter the line information.

14. Select **OK**.

15. Select **Done**.

16. **Submit the Project Budget** for approval.

a. Type **Submit Plan** in the Workday Search Field (partial words will work).

b. Select **Submit Plan – Task**.

c. Populate the **Submit Plan** information.

   i. **Plan Structure** – Select the appropriate Plan Structure.

   ii. **Company** – City and County of Denver.

   iii. **Plan Name** – Enter and select the Plan Name.

   ![Submit Plan](https://denvergov.org/workday)

   d. Select **OK**.

   e. **Review Project Budget** information.

   ![Submit Plan](https://denvergov.org/workday)

f. Select **OK** to submit the project budget to **Project Approver**.

https://denvergov.org/workday