

FLORIDA ATLANTIC UNIVERSITY

MAJOR PROJECTS PROCESS



- **Construction Project Establishment**

Each fiscal year, there is an establishment of new Construction Projects in accordance with FAU's Board of Trustees, and the State's Board of Governors Office. **Facilities** initially plans for these projects, creates each approved BT # in the Workday system (e.g., BT-6XX FYXX), and attaches the Capital Outlay Implementation Plan (COIP) document as backup support for the project. **Controller's Office** reviews, and approves the project in Workday.

SmartTags used when creating a BT project are:

TAG001789 Construction Projects - PECO Funded

TAG003312 Construction Projects - Auxiliary Funded

TAG003310 Construction Projects - Capital Improvement

TAG003311 Construction Projects - Capital Donations

TAG003313 Construction Projects - Bond Funded

- **Entry of Construction Budget into Workday system**

Once a major project is created and approved in Workday, **Facilities** establishes the project's budget by creating a budget amendment in Workday based on the COIP. If there are any amendments to the original COIP, **Facilities** updates the budget in the project via a budget amendment, uploads all supporting documentation and updates the project's description if applicable.

- **Cash Management of Construction Projects**

Based on the Department of Education's (DOE) Project Disbursement Report, **Controller's Office** completes applicable journals to setup the receivable and state appropriation revenue at the beginning of each fiscal year. **Facilities** submits a spreadsheet to **Controller's Office** on a monthly basis updating the total actual costs for each project, and the amount of the draw down. The draw down for each project is the difference between the total amount disbursed to date versus the total amount of expenses, and encumbrances reported to date up to the authorized amount.

Controller's Office submits the draw down request for each applicable project via the DOE's Northwest Data Center System during the last week of the calendar month. The funds requested are wired to FAU by DOE the third week of the following month. **Controller's Office** provides **Cash Management** with the necessary project information, and **Cash Management** completes the applicable journal to record cash and reduce the receivable in Workday.

- **Reconciliation of Construction Projects**

Facilities reconciles the projects to maintain accuracy. **Facilities** researches and identifies any discrepancies and notifies the **Controller's Office** with all supporting documentation. **Controller's Office** completes the applicable journal entries in Workday to correct any reconciling item(s).

FLORIDA ATLANTIC UNIVERSITY

MAJOR PROJECTS PROCESS



- **Closing of Construction Projects**

On the 15th of each month, **Facilities** provides the **Controller's Office** with a list of all closed projects for the prior month and attaches a final COIP to the project. The purpose of the final COIP is to reflect the final expenditure amount as the Budget actually used in the project. Additionally, **Facilities** uploads to the project a signed final completion checklist certifying the project has ended. **Facilities** creates a final budget amendment in Workday to adjust the budget equal to the final actual costs. **Controller's Office** updates the end date, project status, and the project description in Workday to show the project as closed.