FLORIDA ATLANTIC UNIVERSITY
MINOR PROJECTS PROCESS

1) **MINOR PROJECT REQUEST FORM**
   - Minor projects can be requested from the Facilities Department by filling out a Minor Project Request Form. The form as well as instructions can be found at the link below:
   http://www.fau.edu/facilities/pc/info/Minor-Project-Request.pdf

2) **PROJECT TYPES**
   Minor Projects - *Renovation, Remodel, or Substantial Improvement*.
   - **Facilities** will create a capital minor project in Workday, and assign the minor project a P Number (e.g., P-9999).

   Minor Projects - *Repairs & Maintenance*.
   - **Facilities** will create a non-capital minor project in Workday, and assign the minor project a P Number with an R at the end (e.g., P-9999(R)).

   See some examples shown below.
   - Replacing a few electrical outlets;
   - Replacing carpeting for a room or couple of rooms;
   - Fixing parts of sidewalk around campus;
   - Painting a classroom or office;

3) **PROJECT CREATION**
   a) **Facilities** will use one of the following SmartTags for the creation of the Minor Projects
      - TAG003731 Construction Projects - User Departmental Funded
      - TAG004980 Construction Projects - Foundation Funded

   b) **Facilities** will use The following Balancing Worktags for the creation of Minor Projects:
      - **Balancing Worktag:** Fund: FAU_F0125 Investment in Plant
      - **Optional balancing Worktag:** SmartTag: TAG001273 Investment in Plant
        Program: PG6100 General Administration
        Cost Center: CC0762 Investment in Plant

   c) In the Project's Description field, **Facilities** will enter a breakdown of funding sources (e.g. BT-000 = 999,999; TAG000000 = 99,999, TECH_FEE Name with associated SmartTag = 9,999, where the tag cost includes any estimates);

   d) In the Project's financial tab, **Facilities** will enter total estimated budget. If at any time there is a budget amendment that either increases or decreases the total project budget, Facilities will update the information in the "Estimated Budget' cell to appropriately reflect the new data.

   e) The backup for a Minor Project must include a Minor Project Request Form with all *approval signatures*, the *department's SmartTag*, and the *budget amount* clearly identified on the form.

f)   Additional backup should support the budget including a summary detail of the work to be completed, and any available quotes or estimates.

4) **ESTIMATES RECORDED ON THE DEPARTMENT'S TAG**
If any costs related to an estimate were charged directly to a Department's Tag(s):
a)   If the estimate becomes a project, **Facilities** will create the project as outlined in #2 above, and notify Controller's Office via email to move the cost from the Department's Tag to the Project.

b)   If the estimate **does not** become a project then the cost will remain on the Department's Tag(s).

5) **REVIEW & APPROVAL OF MINOR PROJECTS**
Once the project is created by **Facilities**, the Minor Project will route to the **Controller's Office** for review and approval. Based on the attached backup, the **Controller's Office** will enter the Region Code under Worktags in the project if one department funds a project.

6) **COMMITMENT OF PROJECT'S COST ON DEPARTMENT'S TAG**
Once a minor project is approved, the **Controller's Office** will record the journal below to encumber the budgeted amount in the *commitment ledger* of the department's tag

Commitment Ledger
Capital Projects:
Debit 70054: Capital Expense (dept.'s Tag)
Credit 40011: Control Accounts - Spend Commitment (dept.'s Tag)

Non-Capital Projects:
Debit 70050: Other Services and Supplies (dept.'s Tag)
Credit 40011: Control Accounts - Spend Commitment (dept.'s Tag)

7) **ESTABLISHING A BUDGET IN THE PROJECT**
a)   **Facilities** will create a budget amendment for the total amount stated on the approved Minor Project Request Form.

b)   If there is an additional change in the budget, **Facilities** must notify the **Controller's Office** immediately to account for the encumbrance.

8) **CREATING REQUISITIONS FOR A NEW PROJECT**
a)   **Facilities** can proceed with creating requisitions for the newly created minor project only after step #6 has been completed.

9) **RELIEVE OF COMMINTMENTS BASED ON ACTUAL PROJECT COSTS**

a) At the end of each month, **Controller's Office** will run FAU_FIN_Departmental Project Chargeback report and FAU Budget to Actual Expenses by Project report to determine the project costs for the month.

b) **Controller's Office** will complete monthly journal entries to relieve the *commitment ledger*, and record the costs to the department's SmartTag on the *actuals ledger* as shown below.

Commitment Ledger
Capital Projects:
Debit 40011: Control Accounts - Spend Commitment (dept.'s Tag)
Credit 70054: Capital Exp. (dept.'s Tag)

Non-Capital Projects:
Debit 40011: Control Accounts - Spend Commitment (dept.'s Tag)
Credit 70050: Other Services and Supplies (dept.'s Tag)

Actuals Ledger
Capital Projects:
Debit 70054: Capital Exp. (dept.'s Tag)
Credit 70054: Capital Exp. (TAG001273)

Non-Capital Projects:
Debit 70050: Other Services and Supplies (dept.'s Tag)
Credit 70050: Other Services and Supplies (Project)

10) **CLOSING A MINOR PROJECT**

a) On the 15th of each month, **Facilities** will provide the **Controller's Office** with a list of all closed projects for the prior month.

b) If a project is completed and there is any unused budgeted funds, **Facilities** will create a budget amendment to reduce the budget to equal the actuals.

c) **Facilities** will upload to the project a signed final completion checklist certifying the project has ended.

d) **Controller's Office** will review the supporting documentation and change the Status for all closed projects to "Closed, Budget Spend".

e) **Controller's Office** will enter the End Date, and enter Completed or Cancelled in the Project's Description field under Overview Tab - Project Summary.

f) At month end close, **Controller's Office** will return any leftover encumbrance balance to the department's SmartTag as shown below.

<u>**Commitment Ledger**</u>
Capital Projects:
Debit 40011: Control Accounts - Spend Commitment (dept.'s Tag)
Credit 70054: Capital Expense (dept.'s Tag)

Non-Capital Projects:
Debit 40011: Control Accounts - Spend Commitment (dept.'s Tag)
Credit 70050: Other Services and Supplies (dept.'s Tag)

11) CAPITALIZING PROJECT COSTS

The **Controller's Office** will capitalize the costs related to minor projects monthly.