



# Capital Budgeting

Master the capital budget cycle to achieve improved, centralized strategic planning across the organization

Access to defensible capital budgeting information reduces the risk of undertaking expensive, time-consuming projects that ultimately fail due to inadequate resources. The ARCHIBUS Capital Budgeting application provides a method for tracking the capital budget cycle from request and evaluation, through approval and funding. With this information in a single, centralized location, users can execute master planning, expansion, modernization, and consolidation projects in an organized, cost-effective manner.

## Activities and Reports include:

- Generate Capital Budget
- Edit Budget Details
- View Budget by Program
- View Budget by Program Type
- Enter Funding Sources
- Allocate Funding
- View Approved Projects by Funding Year
- View Available Capital and Expense Funds
- View Unallocated Program Funds
- View Project Funding by Fund
- Plan Scenario Costs
- Evaluate Scenario Funding
- Plus Many More...**

## Benefits

- Summarizes all capital planning activity in a consistent format to prioritize programs and projects, coordinate activities, and budget resources
- Develops a centralized methodology to efficiently manage capital projects across multiple departments and sites
- Enables “what-if” planning to reduce business interruption and cost overruns
- Integrates condition assessment, capital budgeting, and project management functions to better allocate budget and resources for complete end-to-end planning

The screenshot shows the ARCHIBUS web application interface. At the top, there is a navigation bar with 'Quick-Start Home', 'Applications', and 'Tasks'. A search bar contains 'Find a form or report'. Below the navigation bar, the report title 'Available Capital and Expense Funds' is displayed. A filter section includes 'Display Options' (Grid selected, Chart unselected), 'From Year' (2011), and 'To Year' (2016). The main data table is titled 'Available Capital and Expense Funds' and includes an 'XLS' export button. The table has columns for 'Funding Source', 'Fund Total', 'Available Funds', and 'Fiscal Year' (Total, 2011, 2012, 2013, 2014, 2015, 2016). Each funding source has rows for 'Capital Allocated' and 'Expense Allocated'.

Funding Source	Fund Total	Available Funds		Fiscal Year						
				Total	2011	2012	2013	2014	2015	2016
Total			Capital Allocated	\$99,095,910	\$61,755,910	\$600,000	\$10,025,000	\$15,675,000	\$10,950,000	\$90,000
			Expense Allocated	\$99,410,425	\$99,410,425	\$0	\$0	\$0	\$0	\$0
5 Year Capital Plan - 2013/2017	50,000,000	47,200,000	Capital Allocated	\$2,800,000	*	*	\$1,300,000	\$1,500,000	*	*
			Expense Allocated	\$0	*	*	\$0	\$0	*	*
Capital Fund A	500,000,000	44,668,000	Capital Allocated	\$22,150,000	\$0	\$600,000	\$6,300,000	\$11,300,000	\$3,950,000	*
			Expense Allocated	\$77,685,700	\$77,685,700	\$0	\$0	\$0	\$0	*
Capital Fund B	250,000,000	127,733,500	Capital Allocated	\$11,760,560	\$10,460,560	*	\$425,000	\$875,000	*	*
			Expense Allocated	\$2,240,140	\$2,240,140	*	\$0	\$0	*	*
Capital Fund C	100,000,000	4,339,400	Capital Allocated	\$17,805,150	\$8,715,150	*	*	\$2,000,000	\$7,000,000	\$90,000
			Expense Allocated	\$8,715,150	\$8,715,150	*	*	\$0	\$0	\$0
Capital Fund D	20,000,000	18,479,325	Capital Allocated	\$0	\$0	*	*	*	*	*
			Expense Allocated	\$304,135	\$304,135	*	*	*	*	*
Cooling Equipment Maint	18,000	18,000	Capital Allocated	\$0	\$0	*	*	*	*	*
			Expense Allocated	\$0	\$0	*	*	*	*	*

The ARCHIBUS Capital Budgeting application provides a method for tracking the capital budget cycle from request and evaluation, through approval and funding



### Consolidate Planning Activities

ARCHIBUS Capital Budgeting uses Web-based intelligent workflows to connect stakeholders throughout a capital budgeting process. With this information in a single, centralized location, users can execute master planning, expansion, modernization, renovation, and consolidation projects in an organized, cost-effective manner. The process is aligned with your organization's overall strategic facility and infrastructure plans and offers Web-based consoles or dashboards at each step to help users easily visualize the project's progress.

- Match project activities to the appropriate funding source(s) to ensure that program needs are met on-time and within budget
- Enables personalized workflow processes to help users manage the scope of a project, from task-level detail to multi-year budgets
- Develop a centralized knowledge base of capital budgets that provides a history of past budgets and a benchmark for future projects
- Coordinate projects and their timeframes using Web-based calendars and executive overview Gantt charts

### Manage Projects Across Multiple Sites

The application also lets you manage capital budgets across multiple disciplines and sites with one centralized, consistent methodology. You can group by projects, capital programs, and sites, and consolidate data from multiple sources into an organization-wide view of capital requirements and the availability and/or allocation of funds.

- Capture the costs associated with improvement projects from every site, in one source, for enhanced decision-making at the executive level
- Provide self-service features via the Web, allowing stakeholders to check the status of projects, anytime and anywhere
- Offer standard program/project templates and time frames to ensure that all programs and projects follow the same approval procedures and are evaluated on comparable terms
- Define standard document templates accessible over the Web for items such as project justification, program summaries, and associated back-up documentation
- Integrate non-standard documents such as CAD drawings, multimedia files, and more in an easily accessible, Web-based repository
- Share information with ERP solutions such as Oracle Financials® and SAP® as well as other Project Management solutions such as Primavera® and Prolog®

### Enable "What-if" Planning

The ARCHIBUS Capital Budgeting application provides a series of "out-of-the-box" intelligent workflows that are designed to improve strategic capital planning processes using "what-if" scenarios. For example, capital budgeting forms may be used alone, or you can add project-level and task-level detail, and have the results roll up to the top-level budget. Optional steps include estimation and prioritization of programs or projects.

- Compare multiple "what-if" scenarios to determine the optimal use of funds and help manage cash flow
- Present top-level funding requirements and sources
- Manage multi-year budgets based on estimated costs to show the impact of program and project additions/deletions on strategic objectives

### Integrate End-to-End Planning

Combined with condition assessment and building operations information, the ARCHIBUS Capital Budgeting application integrates separate practices into a seamless process. This can help managers match capital requirements with available resources for any proposed capital budgeting plan, while eliminating the need for redundant data entry. Additionally, when used in conjunction with the ARCHIBUS Project Management application, you can create user-defined scorecards to visualize and manage progress to date.

- Leverage existing ARCHIBUS data by accessing cost estimates and depreciation information, to justify capital projects
- Capture data in the field using mobile and/or tablet devices to populate the capital budgeting baseline
- Compare actual condition assessments with budget to keep abreast of progress
- Track the condition assessment items that have been addressed by capital projects to update the Facility Condition Index

For more information, visit [www.archibus.com/cb](http://www.archibus.com/cb)

