


# PBM – Project Budget Modification

1. In QuickBase go to your Project Authorizations – Home Dashboard.
2. On the left-hand side search for your Project.
3. Search using your project ID. (2-1000, 3-1000,4-1000)









Search

Search for Projects



4. When the new window populates choose the most recent PA or PBM.

Projects contains '2-8754': 4 Projects

	Requestor	Business Center	Project Title	Project Id	Project Number Part1	Project Number Part2	Project Number Engineering	Project Budget Book Title	Project Budget Book Page	Request Status	Request Type
 	DOE, JOE	Metro - Bus Maintenance	Garage Overhead Doors	12-0000000 2-8754 C	12-0000000	2-8754		Garage Overhead Doors	2-90	Pending Approval	PBM
 	DOE, JOE	Metro - Bus Maintenance	Garage Overhead Doors	12-0000000 2-8754 B	12-0000000	2-8754		Garage Overhead Doors	2-90	Completed	PBM
 	DOE, JOE	Metro - Bus Maintenance	Garage Overhead Doors	12-0000000 2-8754 A	12-0000000	2-8754		Garage Overhead Doors	2-91	Completed	PBM
 	DOE, JOE	Metro - Bus Maintenance	Garage Overhead Doors FYE23	12-0000000 2-8754	12-0000000	2-8754				Completed	PA

 Edit

- a. Click on the Pencil to Edit
- b. Only the Original Requestor can make the PBM REQUEST.

6. Your project will populate.

a. Select actions

**Projects** > **Edit Project Request #2**  
▸ Reports & Charts

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Project | Tasks | Attachments | Approvals | Funds | **Actions** | History

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▼ **Project Origination**

Business Center \* Executive  
Requestor Hargrove, Karen

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▼ **Project Details**

Description and Justification \* Test  
Project Id 12-0000000  
Project Title \* Test Project  
Project Budget Book Title Test Project  
Project Budget Book Page 12  
Project Number - Cost Center 12-0000000  
Project Number - Parent Project  
Project Number Engineering

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▼ **Project Dates**


Project Start Date 2018-08-31 Project End Date 2019-01-31



5. Select Generate PBM Request

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▼ **Actions**

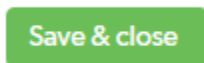
 Generate PBM Request

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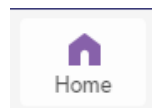
▼ **Comments**

Comments





6. Click Save and Close



7. Click on the HOME button.



8. On the top of the page, you will see your project PBM appears under MY NEW REQUESTS.
  - a. Edit by selecting the Pencil

My New Requests		
	Request Type	Project Title
 	PA	Example Project
 	PBM	OCC Restroom/Kitchen Rehab



9. **Project tab** – be very sure your Project Budget Page is correct. There are times when a project crosses years and a new budget has been approved, or page numbers could have changed.

**Projects > Edit Project Request #2**  
 ▶ Reports & Charts

Project	Tasks	Attachments	Approvals	Funds	Actions	History
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▼ **Project Origination**

Business Center \* Executive

Requestor

▼ **Project Details**

Description and Justification \* Test

Project Id 12-0000000

Project Title \* Test Project

Project Budget Book Title Test Project

**Project Budget Book Page 12**

Project Number - Cost Center 12-0000000

Project Number - Parent Project

Project Number Engineering

▼ **Project Dates**

Project Start Date 2018-08-31 Project End Date 2019-01-31

10. **Tasks Tab** – Enter new totals into your budget column.

- a. Your new Total Budget cannot exceed your prior Fiscal Year expenditures plus your current fiscal year budget. (DKJ664 “March of prior year” + “Budget Book Total for current year”)

EXAMPLE.

Expenditures to date 2025 = \$826,970

Fiscal Year 2026 Budget = \$300,000

New Budget \$1,126,970

MARCH 2025										
Cost Element	Status	Current Budget	Fiscal 2025 YTD	Eligible Month	To Date	Ineligible Month	To Date	Expenditure To Date	Encumbered To Date	Balance
				00020767 MIS-DATA FACILITY UPGRADE/MAINTENANCE						
				Original Budget:		0.00				
SERVICES										
3144	O	49,801	0	0	0	0	49,801	49,801	0	0
OFFICE / EQUIPMENT										
3209	O	850,653	226,516	0	0	91,855	777,169	777,169	0	73,484
		900,454	226,516	0	0	91,855	826,970	826,970	0	73,484

12. Now that we have established our total Budget.

- a. Go to QuickBase
- b. Tasks Tab
- c. Enter our new budget amounts.

Projects Reports > 12-0000000 2-0767 C

Project Tasks Attachments Approvals Funds Actions History

▼ Total Budget

Total Prev Budget	\$900,454.00	Total Budget	\$1,126,970.00
Total Funding Amount	\$1,126,970.00	Total Funding Percent	100.00%

▼ Tasks - Standard

Task Num	Category	Task	Prev Budget	Budget	CCN
Task 1	Consultant	Consultant - Design			
Task 2	Consultant	Consultant - Construction Monitoring			
Task 3	Services	Services	\$49,801.00	\$49,801.00	3144-2-0767
Task 4	Services	Construction			
Task 5	Equipment	Equipment	\$850,653.00	\$1,077,169.00	3209-2-0767
Task 6	Administration	Administration			
Task 7	Administration	Travel and Other Direct Expenses			
Task 8	Administration	Printing and Advertising			
Task 9	Administration	Salaries and Fringes			
Task 10	Administration	Salaries and Fringes - Other			
Task 11	Administration	Design - Engineering			
Task 12	Administration	Construction Monitoring - Engineering			
Task 13	Administration	Public Works Enforcement Fund			

MARCH 2025										
Cost Element	Status	Current Budget	Fiscal 2025 YTD	Month	Eligible To Date	Month	Ineligible To Date	Expenditure To Date	Encumbered To Date	Balance
00020767 MIS-DATA FACILITY UPGRADE/MAINTENANCE										
Original Budget: 0.00										
SERVICES	0									
3144	0	49,801	0	0	0	0	49,801	49,801	0	0
OFFICE / EQUIPMENT	0									
3209	0	850,653	226,516	0	0	91,855	777,169	777,169	0	73,484
		900,454	226,516	0	0	91,855	826,970	826,970	0	73,484

d. If a budget on a specific line (Services, Equipment, etc.) does not change- enter the same number as the previous budget.

1. Services stayed at \$49,801 because we no longer need to pay any service PO's.

DKJ664 March Services - expenditures to date = 49,801 - by entering that same number into QuickBase we will keep the balance at ZERO because originally you budgeted that amount and you also spent that amount. You cannot change your expenditure to date so you must cover that amount when changing the budget in QuickBase.

2. Equipment increased by \$300,000

DKJ664 March Equipment – expenditures to date = \$777,169. By increasing this number by 300,000 we would come to a total of \$1,077,169.

## Results

Cost Element	Status	Current Budget	Fiscal 2026 YTD	Month	Eligible To Date	Month	Ineligible To Date	Expenditure To Date	Encumbered To Date	Balance
				00020767	MIS-DATA FACILITY UPGRADE/MAINTENANCE					
					Original Budget:		0.00			
SERVICES										
3144	O	49,801	0	0	0	0	49,801	49,801	0	0
OFFICE / EQUIPMENT										
3209	O	1,077,169	0	0	0	0	777,169	777,169	0	300,000
		1,126,970	0	0	0	0	826,970	826,970	0	300,000

**PLEASE SEE ADDITIONAL EXAMPLES AT THE END OF THE DOCUMENT.**

### 13. Attachment Tab

- a. Update your DKJ664 for the **prior** Fiscal year end.
- b. Current year Budget Book page.
- c. Any additional information that would help to process your PBM.

The screenshot shows a software interface with a navigation bar at the top containing tabs: Project, Tasks, Attachments (highlighted in purple), Approvals, Funds, Actions, and History. Below the navigation bar, the 'Attachments' section is expanded, showing a list of five attachment slots. Each slot is labeled 'Attachment 01' through 'Attachment 05'. To the right of each label is a 'Choose File' button and the text 'No file chosen'.

### 14. Funds Tab

- a. Enter your new total Budget amount.
  - i. This number will need to tie out to your tasks page.

The screenshot shows the 'Funds' tab selected in the navigation bar. The 'Total Funding' section is highlighted with a red box and contains the following data:

Total Budget	\$1,126,970.00	Total Funding Amount	\$1,126,970.00	Total Funding Percent	100.00%
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Below this, the 'Funds' section is expanded, showing a table of funding sources. The first row is highlighted:

Funding Source	Funding Code	Grant	Amount	Percent
D04 - NFTA INELIGIBLE	D04		\$1,126,970.00	100%

- b. If multiple funding sources- there will be some math involved.
  - i. You will need to stick to the percentages based on your Budget Page.

<b>Example Project</b>	<b>2-0001</b>	22	NI	FTA 5337 23/24	\$180,000	\$0	\$180,000
				NYS DOT 23/24	\$22,500	\$0	\$22,500
				NFTA 23/24	\$22,500	\$0	\$22,500
				<b>TOTAL</b>	<b>\$225,000</b>	<b>\$0</b>	<b>\$225,000</b>

Example

Total Project budget = 225,000 which is split between 3 funding sources.

FTA Funding -  $180,000 / 225,000 = 80\%$

NYS DOT Funding -  $22,500 / 225,000 = 10\%$

NFTA Funding -  $22,500 / 225,000 = 10\%$

<p>▼ Total Funding</p> <p>Total Budget \$225,000.00    Total Funding Amount \$225,000.00    Total Funding Percent 100%</p>							
<p>▼ Funds</p> <p>    ▼ Funding Details Attached</p>							
Funding Source	B05 - FEDERAL TRANSIT ADMIN. SECTION 9	Funding Code	B05	Grant	NY-2024-028	Amount	\$180,000.00    Percent 80%
Funding Source	C01 - NYSDOT	Funding Code	C01	Grant	PIN 5825.79	Amount	\$22,500.00    Percent 10%
Funding Source	D01 - NFTA MATCH FUND	Funding Code	D01	Grant	Local Match	Amount	\$22,500.00    Percent 10%

15. **Approvals** - These should be easy as they really won't change unless an approver is no longer in their position.

Project Request Status			
Request Type	PA	Request Status	New
Date Approval Start		Date Approval End	
Time To Process Request			

Assigned Approver			
Assigned Approver Number	0	Assigned Approver Role	Assigned Approver


Approval Chain			
Approver 01 Role	Reviewing Manager	Approver 01 *	<input type="text" value="Matthew Calo"/>
Approver 02 Role	Finance Manager	Approver 02 *	<input type="text" value="Matthew Calo"/>
Approver 03 Role	Director Business Center	Approver 03 *	<input type="text" value="Matthew Calo"/>
Approver 04 Role	Engineering Review Manager	Approver 04 *	<input type="text" value="Matthew Calo"/>
Approver 05 Role	Director Engineering	Approver 05	<a href="#">Matthew Calo</a>
Approver 06 Role	C.I.O.	Approver 06	<a href="#">Matthew Calo</a>
Approver 07 Role	Grants Manager	Approver 07	<a href="#">Matthew Calo</a>
Approver 08 Role	Grants Specialist	Approver 08 *	<input type="text" value="Matthew Calo"/>
Approver 09 Role	C.F.O.	Approver 09	<a href="#">Matthew Calo</a>
Approver 10 Role	Executive Director	Approver 10	<a href="#">Matthew Calo</a>
Approver 11 Role	Capital Analyst	Approver 11	<a href="#">Matthew Calo</a>
Approver 12 Role	Capital Accountant	Approver 12	<a href="#">Matthew Calo</a>
Approver 13 Role	Accounting Manager	Approver 13	<a href="#">Matthew Calo</a>

## 16. Actions


- a. Add any comments as needed.
- b. Check Submit request
- c. Click the **GREEN** save and close button on the top left.

Project Tasks Attachments Approvals Funds **Actions** History

▼ **Actions**

 Budget Matches Funding

Delete Request

  Submit Request

▼ **Comments**

Comments

Save & close ▼ Cancel

# BUDGET EXAMPLES

## EXAMPLE 2

- *When processing this PBM take note that you have an ENCUMBERED amount of \$17,776. This means there is an outstanding Purchase Order that must be paid. This invoice will be paid from your FYE26 (Current year) budget. Meaning you have already spent this money, and your \$1,126,970 budget is \$282,224.*

}	DKJ664 March of PRIOR year	826,970
	Current Year Budget	300,000
	Total Budget	1,126,970

}	Budget Book Total	300,000
	Encumbered	- 17,776
	Remaining Budget	282,224

Requested Run On:	<b>NFTA - NFTA</b> <b>CAPITAL PROJECT COSTS TO DATE</b> <b>MARCH 2025</b>	Page: 576 Report: DKJ664								
Cost Element	Status	Current Budget	Fiscal 2025 YTD	Eligible Month	To Date	Ineligible Month	To Date	Expenditure To Date	Encumbered To Date	Balance
00020767 MIS-DATA FACILITY UPGRADE/MAINTENANCE Original Budget: 0.00										
SERVICES										
3144	0	49,801	0	0	0	0	49,801	49,801	0	0
OFFICE / EQUIPMENT										
3209	0	850,653	226,516	0	0	91,855	777,169	777,169	17,776	55,708
		900,454	226,516	0	0	91,855	826,970	826,970	17,776	55,708

PROJECT TITLE	PROJECT NUMBER	FUND SOURCE	FISCAL YEAR 2025/26
<del>PREVIOUSLY BUDGETED PROJECTS</del>			
OFFICE TECHNOLOGY UPGR/MAINT	2-0766	NFTA	\$100,000
DATA FACILITY UPGRADE/MAINT	2-0767	NFTA	\$300,000
NETWORK CORE UPGRADE	2-0769	NFTA	\$300,000
NETWORK REFRESH	2-0770	NFTA	\$300,000

### EXAMPLE 3

- It's important to run the DKJ664 for the current month. This will show you if any money has been spent already in the current fiscal year. This amount would also deduct from the budget you're attempting to add.
- In the example below the budget was approved after the department had already spent money before the PBM had been approved. This is why you see the Current Budget total at \$1,126,970. Yes, you must enter your new budget at 1.1M but need to be cognizant that you no longer have the \$300,000 budgeted to spend.

Requested LENDA,AMY  
Run On: 04/21/2025 09:04:33

**NFTA - NFTA**  
**CAPITAL PROJECT COSTS TO DATE**  
**MARCH 2025**

Page: 576  
Report: DKJ664

Cost Element	Status	Current Budget	Fiscal 2025 YTD	Eligible Month	To Date	Ineligible Month	To Date	Expenditure To Date	Encumbered To Date	Balance
00020767 MIS-DATA FACILITY UPGRADE/MAINTENANCE Original Budget: 0.00										
SERVICES										
3144	0	49,801	0	0	0	0	49,801	49,801	0	0
OFFICE / EQUIPMENT										
3209	0	850,653	226,516	0	0	91,855	777,169	777,169	17,776	55,708
		900,454	226,516	0	0	91,855	826,970	826,970	17,776	55,708

PROJECT TITLE	PROJECT NUMBER	FUND SOURCE	FISCAL YEAR 2025/26
<b>PREVIOUSLY BUDGETED PROJECTS</b>			
OFFICE TECHNOLOGY UPGR/MAINT	2-0766	NFTA	\$100,000
DATA FACILITY UPGRADE/MAINT	2-0767	NFTA	\$300,000
NETWORK CORE UPGRADE	2-0769	NFTA	\$300,000
NETWORK REFRESH	2-0770	NFTA	\$300,000

Cost Element	Status	Current Budget	Fiscal 2026 YTD	Eligible Month	To Date	Ineligible Month	To Date	Expenditure To Date	Encumbered To Date	Balance
00020767 MIS-DATA FACILITY UPGRADE/MAINTENANCE Original Budget: 0.00										
SERVICES										
3144	0	49,801	0	0	0	0	49,801	49,801	0	0
OFFICE / EQUIPMENT										
3209	0	1,077,169	125,000	0	0	0	902,169	902,169	17,776	157,224
		1,126,970	125,000	0	0	0	951,970	951,970	17,776	157,224

Example.

2025 Expenditures to date =	\$826,970
<u>Budget Book FYE26 Total=</u>	<u>\$300,000</u>
Total 2026 Budget=	\$1,126,970

Budget Book FYE26 Total =	\$300,000
FYE26 spending =	-\$125,000
<u>Encumbered Amount=</u>	<u>-\$17,776</u>
Remaining Balance for project =	\$157,224

OR

Expenditures to date FYE26 =	\$902,169
<u>Encumbered =</u>	<u>+ \$17,776</u>
	\$919,945

Current Budget =	\$1,126,970
<u>Exp + encum =</u>	<u>- \$919,945</u>
	\$157,224