DOUGLAS COUNTY SCHOOL DISTRICT

FY 2024 - 2025

QUESTICA BUDGET USER GUIDE

for

PROJECTS AND CAPITAL

Created by the Budget Office for End Users

School Principals, Department Directors, Bookkeepers, Administrative Assistants

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Projects and Capital

About Projects and Capital

All projects and capital will be requested and set up in Questica Budget (QB). If a project and/or capital expense is being planned during Budget Development, the project will be set up using Step #1 below, but the funding will be entered directly into operating Budget Lines rather than following the Change Request process in Step #2. Once it's been decided to move forward with the project, a Change Request will be created to move the funds from the operating budget to the project budget. All projects created during Budget Management – Fall or Budget Management – Spring will require following the Change Request process in Step #2.

Projects

All Building Modifications will be set up as projects.

When a school completes a Building Modification in order to seek a quote for a potential project from the Construction Department, the school must still submit reasonable budget information and provide a proposed funding source. When the school does not have its own estimate available, the school can reach out to the Construction Department to obtain a quick budget/estimate **or** they should list the maximum amount it would be willing to contribute toward the project out of the respective funding source. For example, if a PTO has donated $10,000 toward a project but the school isn't certain how much the project will cost, then it should enter $10,000 on the Change Request. If a school is funding a project from its SBB and has available carry over of $100,000 and would be willing to only spend half of that amount on a project, then it should list $50,000 on the Change Request.

When selecting a non-taxpayer source of funding such as a booster club or principal discretionary funds for a Building Modification, funds covering 90% of the projected cost of the project must be deposited in the correct account code from which the modification will be paid from prior to budget approval. The account code must be specific to the program and/or initiative sponsoring the modification. PTO and/or Booster Club purchases of equipment or direct funding of construction work is not permissible, and everything must be routed through school accounts.

Capital

Some projects are a capital expense, others are not. All capital construction items offer improvement to a site, have a useful life of more than 1 year, and have a cost of at least $5,000. Not all capital purchases will be projects. See Spend Categories for Projects Capital for additional information.

Examples of capital projects include:

- Digital marquees
- Large athletic or playground equipment
- Remodels
- Upgraded flooring
- Bottle fillers

Examples of non-capital projects include:

- Turf repairs
- Like for like flooring repairs

Examples of capital purchases that are not projects:

- Purchase of a new gator
- Purchase of wrestling mats

Request a Building or Site Modification

Step #1: Add Project

Use this process for all proposed building and site modifications.

- **Budgeting** > **Capital** > **Projects**
- Select Layout **Projects – School and Department View**
- Click the green Add button in the upper right 

    - Project ID
        - Start with the fiscal year followed by the department or school acronym and a brief description
            - Questica will not allow multiple projects with same Number, each must be unique
            - Examples: 24/25 DCHS Main Gym Bleachers, 24/25 SGCE Turf Field, 24/25 Legacy Campus Flooring Replacement
    - Title
        - Copy and paste Project ID into Title field
    - Entity Hierarchy
        - This will usually be the Entity Hierarchy for the physical location of the project even if the funding source is from a different Entity Hierarchy
            - Examples:
                - if the project is located at West Support Center, the Entity Hierarchy will be Business Services
                - if the projected is located at Iron Horse Elementary School, the Entity Hierarchy will be Legend Feeder Elementary
        - In rare circumstances, the Entity Hierarchy will match the sponsoring entity rather than the location, such as a BASE-funded project at an elementary school
    - Project Status
        - This will default to Proposed – **do not change this**
    - Year Identified
        - Year the project is created (calendar year), this is not related to DCSD's fiscal year
            - Project may begin in a different year (i.e. project may be identified in 2024, but may not begin until 2026)
    - Project Stage – **required**, always select **New Project Requested**
    - Click OK
- The project should open in a new tab
    - If the project does not open automatically, find it in the Projects list and click on the blue link under the Project ID field to open
    - Navigate to **General > Project** and add the following information:
        - Description
        - Project Group – this will almost always be Construction Building Modification for schools and departments
        - Default Fund
            - Fund 14 for capital projects
                - Use when a project will be capitalized (cost of at least $5k, useful life of more than 1 year) and is not being funded by athletics and activities
            - Fund 26 for athletics and activities
                - Use for capitalized and non-capitalized projects
            - Fund 10 for general fund
                - Use for projects that will not be capitalized

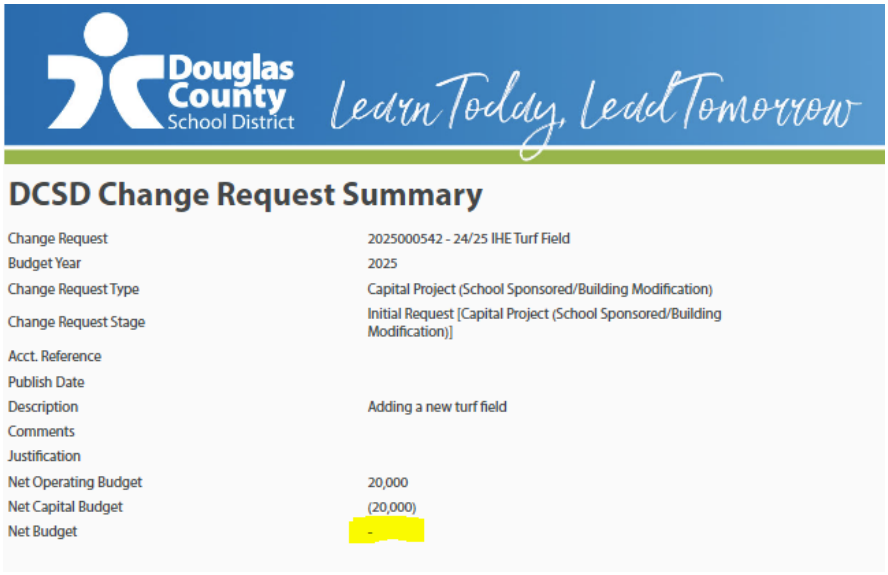
        - Other Funds to be used by respective Fund managers for capitalized and non-capitalized projects
            - 13 – Outdoor Education
            - 21 – Nutrition Services
            - 25 - Transportation
            - 29 – Child Care
        - Default Cost Center – this will be the cost center where the project is taking place
        - Click the blue Save button in the upper right
- Add supporting documentation for your project request (such as quotes and emails)
    - Click on the paper clip icon in upper left
    - Under the Project tab, select the green Add button in the upper right
    - Select your file
    - Enter a description
    - Click the blue Add button
- Promote to New Budget Request
    - Click the green Promote button in the upper right
    - Select New Budget Request
    - Click Next
    - Click Save
        - Budget Office will promote up to correct budget stage once the project has gone through the full approval process

Step #2: Change Request (Funding Source)

A Change Request must be completed for all projects in order to set up a funding source.

- **Budgeting > Change Requests** > **Change Requests**
    - Make sure you are in the current budget year
    - Click the green Add button in the upper right
        - Name – should match project name
        - Entity Hierarchy – this will be the entity hierarchy that is funding the project (most likely the school 's entity hierarchy for a Building Modification)
        - Change Request Type – Capital Project (School Sponsored/Building Modification) will be used for all Building Modifications for Schools and Departments
        - Plan Structure – select Project Budget
        - Description – enter a brief description of the project
        - Click OK
    - The Change request should open in a new window. If it does not, find it in the Change Requests list and click on the blue link under Name to open
- **Operating > Change Request Budget Lines**
    - This is your funding source for the project
    - Click the green Add button in the upper right and enter the following information:
        - Costing Center
        - Fund
        - Budget Source
        - Program
        - Ledger
        - Job Class (if applicable)
        - Grant (if applicable)
        - Initiative (if applicable)

        - Amount (column "2025")
            - If the funding source is from a revenue account enter a positive number under "2025"
            - If the funding source is an expense account enter a negative number under "2025"
            - Click off of the line or hit enter to save (you'll see a gray bar indicating the data is saving)
- **Capital > Change Request Project Budget Lines**
    - This moves funds from your Operating budget into your Project budget
    - Click the green Add button in the upper right and add the following information:
        - Select your project from the drop-down
            - You will only be able to view and access projects within your Entity Hierarchy
        - Fund
        - Cost Center
        - Budget Source
        - Program
        - Ledger
        - Grant (if applicable)
        - Initiative (if applicable)
        - Amount (column "2025")
            - Enter the amount you are moving from Operating as a positive number in "2025"
            - Click off of the line or hit enter to save (you'll see a gray bar indicating the data is saving)
- Make sure your Change Request is balanced
    - **Reports > DCSD Change Request Summary**
    - This will open in a new window
    - Check that Net Budget = 0



    - Close window
- Promote to Principal Approval
    - Click on the green Promote button in the upper right
        - Select Principal Approval
        - Click Next
        - Click Save
    - If the creator of the initial request is the Principal, they will still need to go through the Principal Approval process in order to promote to the next stage

Next Steps

The approval process has begun once the initial project and change request have been promoted by the requestor. See Change Request Approval Process below for additional information. During any of the review stages, a project may be demoted to a previous stage. This may require you to modify your request and then promote it back to Principal Review. Once a Building Modification has reached final approval, the Construction Project Manager will reach out to the requestor to proceed with the project. **The Construction Department will be responsible for issuing contracts and entering requisitions in Workday.**

For questions related to Questica Budget and creating projects and change requests in Questica, please contact your Budget Office Analyst.

For questions regarding building and site modifications, please contact the Construction Department.

Budget Lines (View Project Budget)

To view a project budget once the project has been approved, navigate to:

- **Budgeting** > **Capital** > **Projects**
    - Select Project
    - Select correct fiscal year
    - **Budget>Budget Lines** (to view budget)
    - **Budget>Account Summary** (to view budget and actuals)
    - **Budget>Actual Costs** (to view actuals and obligations)

Change Request Approval Process

- Initial Request
- Principal/Building Approval
- Construction Dept Approval
- O&M Dept Approval
- Executive Director of Schools or Cabinet Approval
- Budget Office Approval
- Construction Dept Final

Principal/Building Approval

When notified of a Change Request needing approval, log into Questica and open the Change Request:

- Click on **My Tasks** to find the Change Request(s) needing your approval
- To open a change request, click on the blue link under Task
- **General > Change Request**
    - Review the description to assess feasibility of project
- **Operating > Change Request Budget Lines**
    - Review operating side of change request to ensure the project funding source is accurate
- **Capital > Change Request Project Budget Lines**
    - Review funding amount to ensure your school has set aside enough funds to cover the cost of the project

- Open the project by clicking on the project name under Project – this will open in a new window
  - Here you can review attachments submitted by the project requestor and additional project details
  - Navigate to **General > Project** to review the project description
- Navigate back to the Change Request
  - If project is approved, **promote** to Construction Dept Approval
    - Click green Promote button in upper right
    - Select Construction Dept Approval
    - Click Next
    - Click Save
  - If project is not approved, demote to Initial Request stage and include notes on reason for demotion and changes needed in order to resubmit the request or deny with notes regarding the reason for denial

Construction Dept Approval

When notified of a Change Request needing approval, log into Questica and open the Change Request:

- Click on **My Tasks** to find the Change Request(s) needing your approval
- To open a change request, click on the blue link under Task
- **General > Change Request**
  - Review the description to assess feasibility of project
- **Capital > Change Request Project Budget Lines**
  - Review funding amount to check for reasonability and ensure the school or department has set aside enough funds to cover the cost of the project
  - Open the project by clicking on the project name under Project – this will open in a new window
    - Here you can review attachments submitted by the project requestor and additional project details
    - Navigate to General > Project to review project description
      - Add the following information:
        - Start Date – desired start date of the project
        - End Date – estimated end date for the project
      - If the project is approved, **change Project Stage to Accounting Review** and save
        - If the project is not approved as submitted, do not change Project Stage
          - Accounting will change the Project Stage to Budget Office Review once they have completed their own review
  - Navigate back to the Change Request
    - If project is approved, **promote** the Change Request to O&M Dept Approval
      - Click green Promote button in upper right
      - Select O&M Dept Approval
      - Click Next
      - Click Save
    - If project is not approved, demote to the appropriate stage (usually Principal Approval) or deny
      - Include reason for demotion or denial

O&M Dept Approval

When notified of a Change Request needing approval, log into Questica and open the Change Request:

- Click on **My Tasks** to find the Change Request(s) needing your approval

- To open a change request, click on the blue link under Task
- **General > Change Request**
    - Review the description to assess feasibility of project
- **Capital > Change Request Project Budget Lines**
    - Open the project by clicking on the project name under Project – this will open in a new window
        - Here you can review attachments submitted by the project requestor and additional project details
    - Navigate back to the Change Request
        - If project is approved, **promote** the Change Request to Executive Director of Schools or Cabinet Approval
            - Click green Promote button in upper right
            - Select Executive Director of Schools or Cabinet Approval
            - Click Next
            - Click Save
        - If project is not approved, demote to the appropriate stage (usually Construction Dept Approval) or deny
            - Include reason for demotion or denial

EDOS/Cabinet Approval

When notified of a Change Request needing approval, log into Questica and open the Change Request:

- Click on **My Tasks** to find the Change Request(s) needing your approval
- To open a change request, click on the blue link under Task
- **General > Change Request**
    - Review the description to assess feasibility of project
- **Capital > Change Request Project Budget Lines**
    - Review funding amount to determine if the project is a wise use of the school's funds
    - Open the project by clicking on the project name under Project – this will open in a new window
        - Here you can review attachments submitted by the project requestor and additional project details
        - Navigate to **General>Project** to review the project description
            - Justification – add your justification for the project
    - Navigate back to the Change Request
        - If project is approved, **promote** to Budget Office Approval
            - Click green Promote button in upper right
            - Select Executive Director of Budget Office Approval
            - Click Next
            - Click Save
        - If project is not approved, demote to appropriate stage or deny
            - Include reason for demotion or denial

Budget Office Approval

When notified of a Change Request needing approval, log into Questica and open the Change Request:

- Click on **My Tasks** to find the Change Request(s) needing your approval
- To open a change request, click on the blue link under Task
- **General > Change Request**

    - Review the description to assess feasibility of project
- **Capital > Change Request Project Budget Lines**
    - Review funding amount to ensure the school or department has set aside enough funds to cover the cost of the project
        - Review operating side of change request to ensure the funding source is accurate
            - **Operating > Change Request Budget Lines**
    - Open the project by clicking on the project name under Project – this will open in a new window
        - Here you can review attachments submitted by the project requestor and additional project details
        - Navigate to **General>Project** to review the project description
            - If the project is approved and is over $100,000, **change Project Stage to Budget Director Review** and save
                - If the project is not approved as submitted, do not change Project Stage
    - Navigate back to the Change Request
        - If project is approved, **promote** to Construction Dept Final
            - Click green Promote button in upper right
            - Select Construction Dept Final
            - Click Next
            - Click Save
        - If project is not approved, demote to appropriate stage or deny
            - Include reason for demotion or denial

Construction Dept Final

Construction will receive a notification that the project has been approved by all parties, and they can create the project in Workday and proceed with scheduling work. When notified of a Change Request needing approval, navigate to and open the Change Request in Questica.

- Click on **My Tasks** to find the Change Request(s) needing your approval
- To open a change request, click on the blue link under Task
    - Publish Change Request
        - Click green Publish button
        - Click OK

Once the Change Request has been published by Construction, the Budget Office will receive a notification that the project needs to be promoted to the current Budget Stage. The Budget Office will change the Project Stage to Project Management and will promote the budget to the current Budget Stage at this time. This will initiate the integration between Questica and Workday.