

Create a Budget Modification

Objective


To transfer money from one line item on a (locked) budget to another without using a Prime Contract Change Order.

Background

The budget modification feature is designed to provide project manager's with the ability to accurately adjust a project's current budget. With this feature, you can create modifications that transfer allocated funds between budget line items, which provides you with the flexibility to accurately adjust the budget as allocation amounts change over the course of a construction project.

Note: If your company has enabled the company's ERP Integrations tool, see [Can budget modifications from Procore be exported to an integrated ERP system?](#)

Things to Consider

- **Required User Permission:**
 - To create a budget modification, 'Standard' level permission or higher on the project's Budget tool.
 - To configure the Budget tool, 'Admin' level permission on the project's Budget tool.
- **Prerequisites:**
 - The budget must be locked. See [Lock a Budget](#).
- **Limitations:**
 - By default, the Budget tool supports modifications that transfer amounts from one (1) budget line to another, which results in a "net zero" transaction and updates the Original Budget and Budget Modification amounts. (*Note:* If you want your project's budget to perform addition/subtraction to increase/decrease its totals, a user with 'Admin' level permission to the Budget tool can click the **Configure Settings**  icon and then place a checkmark in the 'Allow Budget Modifications Which Modify Grand Total' box).
 - Budget modifications may not be visible to your client.
 - If you added a budget line item for \$0 after locking the budget, you will not be permitted to delete that budget line item should it be associated with a budget modification.
- **Additional Information:**
 - Line items with a "?" will not allow a user to create a Budget Modification into/from the line item. See [Add a Partial Budget Line Item](#).
 - To view a detailed record of all budget modifications, see the Budget Modifications Report (see [View Budget Reports](#)). (*Note:* The Reports tool must be active tool on the project. See [Add or Remove Tools on a Project](#)).



- Once a budget modification has been created, it can not be edited or deleted.
- If your company has enabled the ERP Integrations tool:
 - See [Can budget modifications be exported to an integrated ERP system?](#) and [Send a Budget to ERP Integrations for Accounting Acceptance.](#)

Steps

1. Navigate to the project's **Budget** tool.
2. Determine where you're going to make your budget modification. Be sure to take notice of the specific Cost Codes and Categories of the affected line items (e.g. 02-900; M).
Note: If your company is using the ERP Integrations tool, the values in the Category column correspond to the Cost Type in your ERP system. See [Assign Default Cost Types To Cost Codes.](#)

Cost Code	Category	Amount	Status
01-010	Project Manager - L	2000	Locked
01-012	Superintendent - L	(2000)	Locked

3. Click the **Create Budget Modification** button.
Note: Your budget must be locked (see [Lock a Budget](#)) and you must have 'Standard' level user permission or higher for the button to be visible and available.
4. Specify how you're going to reallocate/transfer the amount. In the example below, we're transferring \$2000.00 to a line item that belongs to a different cost code division.

Create Budget Modification
✕

From:

To:

Transfer Amount (\$):

Notes:

Cancel
Create

5. Click **Create**.
6. Changes are highlighted under the "Budget Modifications" column. Related sub-totals will also reflect the changes accordingly. Subtracted amounts are enclosed in parentheses. (e.g. (\$2,000.00)) Results from Example 1 are



