



# Adding new funding to a Project in AASHTOWare Project

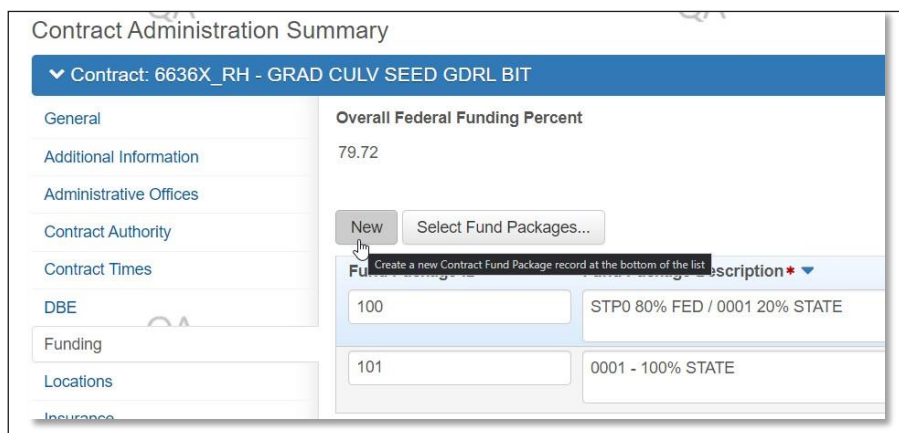
1. After successfully logging into AASHTOWare Project with a role (ex. Project Manager) providing access to add a category. Navigate to the Categories component
  - a. Dashboard → Contract Administration → Select Contract
  - b. Please note that if the new funding is being added as a result of new work being added via Change Order, please see the instructions on creating a new category prior to proceeding with these instructions.



2. Once the Contract has been selected, the 'Funding' component displayed on the left will list the existing "Fund Packages". To view the "Funds" within, click on the 'Funds' hyperlink on the appropriate row.



3. To add a new Fund Package, select the "New" button or the "Select Fund Package" button. There are reference 'Fund Packages' for local entities only. Any other type of Funding will need a new Fund Package.



4. The new row will be displayed. Populate the details of the new Fund Package to align with what is being created. Be sure to pay special attention to the values that are commonly populated.
  - a. Fund Package ID – This value should increment by 1 from the previous ID.
  - b. Fund Package Description – Align with the other Descriptions. General practice is "Fund Name – Participation % - Participation Source".



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New Select Fund Packages...

|                                     |     |                                     |
|-------------------------------------|-----|-------------------------------------|
| <input type="checkbox"/>            | 100 | 80% URBM / 20% 4285 CITY OF LINCOLN |
| <input checked="" type="checkbox"/> |     | 2                                   |
| <input type="checkbox"/>            | 101 | 100% 4285A CITY OF LINCOLN          |
| <input type="checkbox"/>            |     | 1                                   |

Fund Package ID \* Fund Package Description \*

Default Contract Adjustment Indicator Funds

0

|                                     |     |                                     |
|-------------------------------------|-----|-------------------------------------|
| <input type="checkbox"/>            | 100 | 80% URBM / 20% 4285 CITY OF LINCOLN |
| <input checked="" type="checkbox"/> |     | 2                                   |
| <input type="checkbox"/>            | 101 | 100% 4285A CITY OF LINCOLN          |
| <input type="checkbox"/>            |     | 1                                   |

Fund Package ID \* Fund Package Description \*

102 100% 3066A COUNTY

Default Contract Adjustment Indicator Funds

0

5. After entering the Fund Package information, save the record.
6. Click on the 'Funds' hyperlink for the newly created Fund Package.

Fund Package ID \* Fund Package Description \*

100 80% URBM / 20% 4285 CITY OF LINCOLN

Default Contract Adjustment Indicator Funds

2

101 100% 4285A CITY OF LINCOLN

1

102 100% 3066A COUNTY

[Select Funds...](#)

7. Within the new Fund Package, reference Funds can be added by clicking on the "SelectFunds..." button.

Contract Fund Package Summary

Contract: 6636X\_RH - GRAD CULV SEED GDRL BIT

Contract Fund Packages 102 - 3066A - 100% COUNTY

Fund Package ID \*

102

Funds in Package

Select Funds...

Open selection window. No rows found matching criteria.



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8. Select the appropriate Funds displayed within the modal window.

| Fund    | Description |
|---------|-------------|
| 3066    | OTOE COUNTY |
| ✓ 3066A | OTOE COUNTY |

9. Click on the “Add to Fund Package” button in the lower right of modal window when the appropriate selections have been made.
10. The new Fund(s) will be displayed with the first Fund expanded to show the details. Populate the details of the new Fund to align with what is being created. Be sure to pay special attention to the values that are commonly populated.
  - a. Priority – This value will normally be 1.
  - b. Percentage – Modify the Percentage if the correct value was not populated. All Funds within a Fund Package with the same Priority must total 100%.
  - c. Type – Ensure the correct value populated here.

| Fund  | Description |
|-------|-------------|
| 3066A | OTOE COUNTY |

Priority \*

Percentage

Type \*

Limit