

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 \rightarrow Contract Administration \rightarrow 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.

| | Contract Admin | istration Overview |
|-------------------------|----------------------|---|
| | 🗸 Contract Adm | inistration Overview |
| ✓ Construction | Q Type search criter | ia or press Enter System Default Showing 20 of 29 |
| Change Order | Contract | Long Description |
| Contract Administration | 1249X | Q ON A COUNTY ROAD, SOUTHWEST OF PALMYRA |
| Contract Claims | 1266 | Q N-8, BARNESTON EAST |

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.

| Fund Package ID * 🔻 | Fund Package Description * 🔻 | |
|---------------------------------------|-------------------------------------|---|
| 100 | 80% URBM / 20% 4285 CITY OF LINCOLN | Q |
| Default Contract Adjustment Indicator | ▼ Funds | |
| | 2 [h. | |
| 101 | 100% \$285A CITY OF LINCOLN | Q |
| | 1 | |

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.

| | | DIT - |
|------------------------|--------------------------|--|
| Contract: 6636X_RH - | GRAD CULV SEED GDR | LBII |
| General | Overall Federal Fun | ding Percent |
| Additional Information | 79.72 | |
| Administrative Offices | | |
| Contract Authority | (Im | nd Packages |
| Contract Times | Fu Create a new Contract | und Package record at the bottom of the list |
| DBE | 100 | STP0 80% FED / 0001 20% STATE |
| Funding | | |
| Locations | 101 | 0001 - 100% STATE |

- 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 | | |
|--------------------------------------|-------------------------------------|---|
| 100 | 80% URBM / 20% 4285 CITY OF LINCOLN | Q |
| | 2 | |
| 101 | 100% 4285A CITY OF LINCOLN | Q |
| | 1 | |
| Fund Package ID * 🔻 | Fund Package Description * 👻 | |
| | | Q |
| Default Contract Adjustment Indicato | r Funds | |
| | | |
| | | |
| 100 | 80% UREM / 20% 4285 CITY OF LINCOLN | |

| 100 | 80% URBM / 20% 4285 CITY OF LINCOLN | Q |
|---------------------------------------|-------------------------------------|---|
| | 2 | |
| 101 | 100% 4285A CITY OF LINCOLN | Q |
| | 1 | |
| Fund Package ID * 🔻 | Fund Package Description * 💙 | |
| 102 | 100% 3066A COUNTY | Q |
| 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 | Q |
| Default Contract Adjustment Indicator | r▼ Funds | |
| | 2 | |
| 101 | 100% 4285A CITY OF LINCOLN | Q |
| | 1 | |
| 102 | 100% 3066A COUNTY | Q |
| | | |

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

| Contract Fund Pack | kage Summary |
|------------------------|-----------------------------|
| ✓ Contract: 6636X_R | H - GRAD CULV SEED GDRL BIT |
| Contract Fund Packages | 102 - 3066A - 100% COUNTY - |
| Fund Package ID* | |
| 102 | |
| | |
| ✓ Funds in Package | |
| Select Funds | eria. |



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

| 2 | 3066 | Advanced Showing 2 of 2 |
|---|------------------|-------------------------|
| | Select: All None | |
| | 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.

| Percentage 🔻 | Limit 💌 |
|--------------|-------------|
| 1 | Non Federal |
| Priority * 🔻 | Type * 💌 |
| 3066A | OTOE COUNTY |
| Fund | Description |
| ✓ 3066A | OTOE COUNTY |