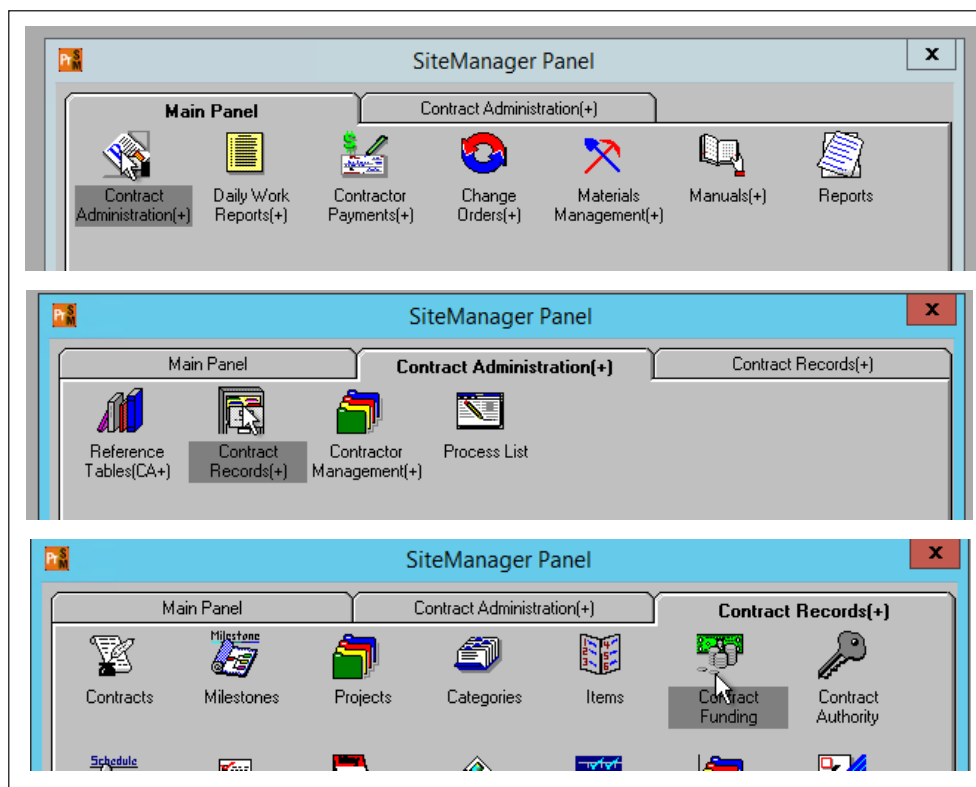


Adding new funding to a Project in SiteManager

1. After successfully logging into SiteManager with a role (ex. Project Manager) providing access to add new funding. Navigate to the Contract Funding window.
 - a. Contract Administration → Contract Records → Contract Funding
 - 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.





Adding a Category of work to a Project in SiteManager

2. Once the Contract and Project have been selected, the list of Funding will be shown with their extended details. Details can be seen on this screen.
3. To add a new Funding, select the "New" button or "New" selection from the File menu.
4. The new row will be displayed. Populate the details of the new Funding to align with what is being created. Be sure to pay special attention to the values that are commonly populated.
 - a. Fed/state Project Nbr – this value should contain your federal project number unless directed otherwise by Controller. In some cases they may ask for an AFE number to be added to this field.
 - b. Category Number – this value should align to the likely new category being created for work being added via Change Order.

The first screenshot shows the 'New' screen in SiteManager. The 'Contract ID' is 7185X. A table lists existing funding sources:

Contract ID	Project Number	Category Number	Line Item Number	Funding Source Code	Funding Source Description	Priority Order	Source Participation Percent
7185X	71185 000	0090		STP0	SURFACE TRANSPORTATION PROGRAM	1	80.00
7185X	71185 000	0090		0001	STATE HIGHWAY CASH	1	20.00
7185X	71185 000	0091		0001A	STATE HIGHWAY CASH	1	100.00
7185X	71185 000	0100		STP0	SURFACE TRANSPORTATION PROGRAM	1	80.00
7185X	71185 000	0100		0001	STATE HIGHWAY CASH	1	20.00

The second screenshot shows the 'Save' screen. The 'Contract ID' is 7185X. The table now includes a new row:

Contract ID	Project Number	Category Number	Line Item Number	Funding Source Code	Funding Source Description	Priority Order	Source Participation Percent
7185X	71185 000	0090		STP0	SURFACE TRANSPORTATION PROGRAM	1	80.00
7185X	71185 000	0090		0001	STATE HIGHWAY CASH	1	20.00
7185X	71185 000	0091		0001A	STATE HIGHWAY CASH	1	100.00
7185X	71185 000	0100		STP0	SURFACE TRANSPORTATION PROGRAM	1	80.00
7185X	71185 000	0100		0001	STATE HIGHWAY CASH	1	20.00
7185X	71185 000	0101		0001A	STATE HIGHWAY CASH	1	100.00

The form fields in the second screenshot are populated with the following values:

- Project Number: 71185 000
- Funding Source Code: 0001A
- Funding Source Description: STATE HIGHWAY CASH
- Category Number: 0101
- Source Participation Percent: 100.00
- Priority Order: 1
- Local Agreement Nbr: 0
- Fed/State Project Nbr: STP-283-1(118)
- Combine: None
- Original Cap Amt: 0.00
- Current Cap Amt: 0.00
- Prev Estimates Amt Used: 0.00
- Current Estimate Amt Used: 0.00