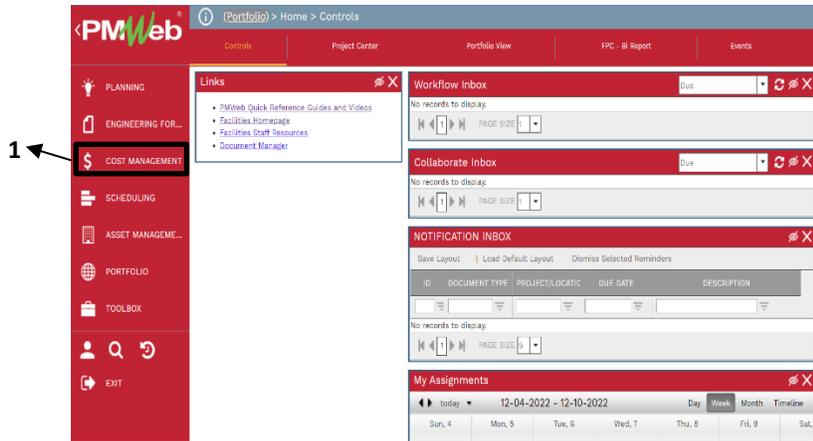# PM – Entering Funding Data

Overview: Project funding information needs to be added to PM Web to ensure proper accounting of funds. For funds that are not added via the PM Web PFA process or another method, PMs need to enter the funding using a Funding Requests record. There are separate processes for original and revised funding, both detailed below.
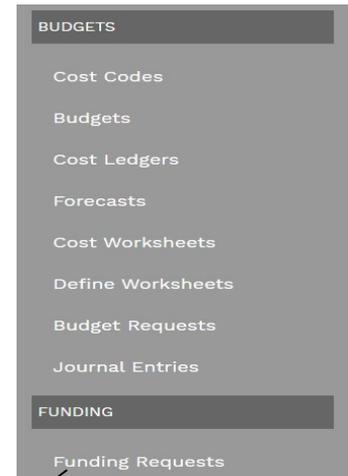
Reference: n/a

For Original Funding

1- Click on **Cost Management** on the left tab.

2- Under funding, select **Funding Request**.

3- Click on **+** in the top bar.

Fiscal Year	5
Record #*	1 6
Description	7
Reference	9
Workflow Status	Draft 8
Category	10
Post As	Original Funding 11

FUNDING BY

○ PORTFOLIO

○ PROGRAM   4

● PROJECT

USER DEFINED FIELDS

Work Order	12
PMF-Overhead	13
Capital Project	14
PMF Charge	15
PMF Type	16
Department Cost Center(s)	17

10- **Category** field – Select 'Administrative' from the drop-down menu.

11- **Post As** field – Use Original Funding since first request. Revised Funding will be used for subsequent requests.

12- **Work Order** field – Leave blank.

13- **PMF Overhead** field – Select FP&C F0307.

14- **Capital** field – Select Yes.

15- **PMF Charge** field – Select Yes. This is the standard but there are rare exceptions when this will be No. Discuss with your PPM if not sure.

16- **PMF Type** field – Typically select 3% as FPC overall project costs are typically over $1M, but enter appropriate percentage if less than $1M

17- **Department Cost Center(s)** field – leave blank

4- **FUNDING BY** box – <u>Ensure PROJECT button is designated</u> and appropriate project is selected from the drop-down menu.

5- **Fiscal Year** field – leave blank.

6- **Record #** field – will auto populate with next sequential number.

7- **Description** field - Enter an appropriate description. For example, 'Entering data for original PFA'.

8- **Workflow Status** field – will auto populate with current status.

9- **Reference** field – Optional field.

18- Click on the **Save Button** at the top.

19- Under the new tab at the bottom, select **+Add.**

20- Under the **"SOURCE"** column select the source from the drop-down menu.

21- Under the **"PROJECT COST CENTER"** column enter the Project Cost Center provided.

22- Under the **"FUNDED"** column enter the amount of original funding for that cost center.

23- U under the **"NOTES"** column – IMPORTANT to add notes to describe the funds. The **Notes** field will be available as a reference in other records to help you identify the funding purpose. This may include if the funds are for a specific scope, if the funds have a time restriction (i.e if it needs to be spent first), etc.

24- In the **"Grey"** header bar click the Save button.

25- Repeat above steps for any additional project costs centers.

LINE #	ATTACHMEN	SOURCE	PROJECT COST CENTER	FUNDED	NOTES	CLOSED	PROJECT
				$0.00			

26- Under the **Attachments** tab, add the PFA (note, PFAs are to be stored in Document Manager in the 1-01 Approvals folder) and other appropriate documents.

27- Under the **'Workflow'** tab click on the **Submit** button.

28- When the screen automatically refreshes, click on the **Save** button that pops up.

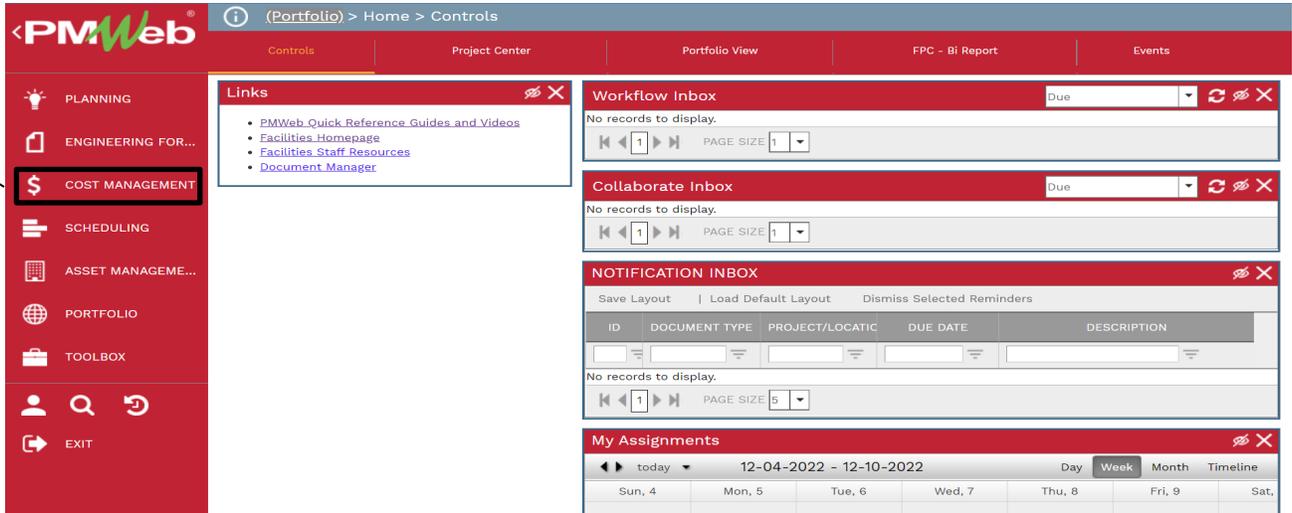| MAIN	UH FIELDS	NOTES	ATTACHMENTS	WORKFLOW

ACTIONS

SUBMIT → **27**

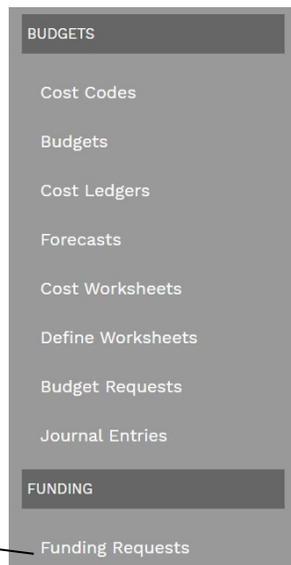**29- Process Complete**

For Additional Funding

1- Click on **COST MANAGEMENT** from the buttons on the left.

1 →

2- Under **Funding**, select **FUNDING REQUESTS.**

2 ←

3- **Open the latest Funding Request record or if adding funds to an existing project cost center, a Funding Request record with that project cost center.**

4- Click on the dropdown arrow next to Add **+** icon and select **Copy.**

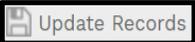5- Verify the information in the header.

New (Alt+n)

4 ← Copy

6- **Record # field** – will auto populate with a new number.

7- **Description field** – Enter an appropriate description. For example, 'Adding funding from additional PFA for donor funding'.

8- **Post As** field – Use Revised Funding.

Fiscal Year	(None)	FUNDING BY
Record #*	5 **6**	PORTFOLIO
Description	PFA for Additional funds **7**	PROGRAM
Reference		PROJECT Test - Test
Workflow Status	Draft 0	USER DEFINED FIELDS
Category		Work Order
Post As	Revised Funding **8**	PMF-Overhead
		Capital Project
		PMF Charge
		PMF Type
		Department Cost Center(s)

9- Click on **Save** button at the top header.

6

10- A new tab at the bottom will show up, double click on the line with the **Project Cost Center** where funds will be added and edit funding for the amount of funds added.

11- Under the **"NOTES"** column add additional notes to explain the funding for your future reference.

12- In the **Grey** header bar click the **Update Records** button.

13- Delete any lines where no funds will be added.

14- If new cost centers are being used, click on **+Add**.

15- Under the **"Source"** column select the source from the drop-down menu.

16- Under the **"Project Cost Center"** column enter the Project Cost Center provided by Business Services.

17- Under the **"Funded"** column enter the amount of original (or revised) funding for that cost center

18- Repeat above steps for any additional cost centers.

19- Under the **"Attachments"** tab, add the PFA (note, PFAs are to be stored in Document Manager in the 1-01 Approvals folder) and other appropriate attachments

20- Under the **'Workflow'** tab at the bottom, click on the Submit button.
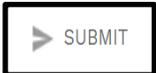
21- When the screen automatically refreshes, click on the **Save** button that pops up.

22- Process Complete.