



QUICK REFERENCE GUIDE:

Contracts – Funding for Contract Start

Background:

Preconstruction updated the way they enter funding in November 2023. All proposals and projects entered in preconstruction prior to Nov 2023 used the old structure (typically 1 fund to 1 fund package).

All funding should be checked prior to approving estimates. The approved PDA and the encumbrance memo accepted by Finance are helpful to complete this check. Fund packages should be labeled correctly. All of the funds and percentages in each fund package should be reviewed to ensure they are correct, and the object and activity code in each of the funds must be updated.

Roles:

Construction Funding User

Navigation:

Contract Administration > Contract > Funding Tab

Enter Funding Packages:

1. Click the first **Funds** link to open the first fund package.
2. If not already added, add the Project ID to the end of the **Fund Package Description**.
 - a. If unsure which Project ID should be added, click the **Fund Package Assignment** quick link to ensure you are entering the correct Project ID to the Fund Package Description.

3. Use the *PDA* to determine the ratio of Federal funding used for each fund package and make sure that those percentages are reflected.
 - a. If the fund package has a Ratio of 100% (on the PDA) then only one fund would be expected in the construction fund package (with a Percentage of 100%).
 - b. Both funds (the federal and state portion) should have the same **Template, Object, Phase Code, and Activity Code** (found on the encumbrance memo).
4. If you have used the PDA to identify that there should be two funds in a fund package, from the Contract Fund Package Summary, make sure the correct fund package is selected (the selected fund package is displayed in a toggle on the component and labeled **Contract Fund Packages**). From the **Funds in Package** collapsible press the **Select Funds** button.
5. In the Select Funds Modal use the search field to find and select the State of Alaska fund* that starts with the same FA code as the Federal fund (i.e. if the federal fund was 05-4R the State match that should be used would be 05-4R-SOA). Click **Add to Fund Package**.
6. Enter the **Priority** (1), the **Percentage** (100-ratio listed on the PDA), the **Template, Object, Phase Code, and Activity Code** (these should match the corresponding federal fund).
7. Repeat steps 1-6 for every fund package on the contract.

* If the matching entity is other than SOA, look for the FA code and the matching entity acronym. If it's not available reach out to your module admin.



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Update the Payment Estimate Approval Levels:

1. From the Contract Progress Summary or Contract Administration Summary select the **Payment Estimate Approval Levels** quick link at the top of the page.
2. Click the Progress **Collapsible** arrow.
3. Level 1 will be set to *SYSWIDE*.
4. In the **Role** field, start typing *Construction Project Engineer* and select the role when it appears.
5. Click **Save**.

Note: If a payment estimate has been generated prior to modifying funding the payment estimate needs to be deleted and regenerated after the funding is modified.