



Planner & PM

Generating a PFA-Funding Project

Submitting and processing a Project Funding Agreement.

1- Click on **Cost Management**.

1

The screenshot shows the PMWeb interface. The top navigation bar includes the PMWeb logo and a breadcrumb trail: (Portfolio) > Home > Controls. Below this are tabs for Controls, Project Center, Portfolio View, FPC - Bi Report, and Events. The left sidebar contains a navigation menu with the following items: PLANNING, ENGINEERING FOR..., **COST MANAGEMENT** (highlighted with a red box and a black arrow labeled '1'), SCHEDULING, ASSET MANAGEME..., PORTFOLIO, TOOLBOX, and EXIT. The main content area is divided into several sections: Links (with a list of links), Workflow Inbox (No records to display), Collaborate Inbox (No records to display), NOTIFICATION INBOX (No records to display), and My Assignments (a calendar view for 12-04-2022 to 12-10-2022).

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

2

The screenshot shows a vertical dropdown menu with the following items: BUDGETS, Cost Codes, Budgets, Cost Ledgers, Forecasts, Cost Worksheets, Define Worksheets, Budget Requests, Journal Entries, FUNDING, and Funding Requests. The 'FUNDING' section is highlighted in a darker grey, and 'Funding Requests' is highlighted with a red box and a black arrow labeled '2'.

3- For initial PFA, click on **+ Add**. For subsequent PFAs, go to step 29



- 4- **IMPORTANT**. In the **Funding by** box, ensure **Project** is selected.
- 5- **Project** field - Select the project from the Project drop down menu.
- 6- **Record #** field – will auto populate with next sequential number. If you get an error message that ‘The Record # is already in use’, manually enter the project number followed by (.) PFA number. Example (P790123.1)
- 7- **Description** field - Enter a summary of the work involved with enough detail to clearly understand the scope. Example: Initial PFA for Design Services
- 8- **Reference Filed** field – Undesignated field. May be left blank.
- 9- **Workflow Status** field – Reflects current status.
- 10- **Category Field** – Select Administrative only.
- 11- **Post As** field – For initial PFA, leave as ‘Original’. For subsequent PFAs, will be changed to ‘Revised Funding’.
- 12- **Work Order** field – Enter Work Order number.
- 13- **PMF-Overhead** field – From the drop-down menu, select the appropriate department that will be managing the project.
- 14- **Capital Project** field – From the drop-down menu, select Y or N.
- 15- **PMF Charge** field – From the drop-down menu, select Y or N.
- 16- **PMF Type** field – From the drop-down menu, select the appropriate Category for the request.
- 17- **Department Cost Center(s)** field – Collect this information from the requesting department.

<p>Fiscal Year <input type="text"/></p> <p>Record #* <input type="text" value="1 6"/></p> <p>Description <input type="text" value="7"/></p> <p>Reference <input type="text" value="8"/></p> <p>Workflow Status <input type="text" value="Draft 9"/></p> <p>Category <input type="text" value="10"/></p> <p>Post As <input type="text" value="Original Funding 11"/></p>	<p>FUNDING BY <input type="text"/></p> <p><input type="radio"/> PORTFOLIO</p> <p><input type="radio"/> PROGRAM</p> <p><input checked="" type="radio"/> PROJECT 4</p> <p>5 <input type="text"/></p> <p>USER DEFINED FIELDS</p> <p>Work Order <input type="text" value="12"/></p> <p>PMF-Overhead <input type="text" value="13"/></p> <p>Capital Project <input type="text" value="14"/></p> <p>PMF Charge <input type="text" value="15"/></p> <p>PMF Type <input type="text" value="16"/></p> <p>Department Cost Center(s) <input type="text" value="17"/></p>
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18- From the top bar, click on the icon to **Save** the header.



19- Under the new tab at the bottom, click on the **+Add** button.



20- Select a funds Source under the **Source column**.

21- Leave the **Project Cost Center** column blank, this is to be filled out by Business Services.

22- Enter the total amount required in the **Funded column**.

23- Add notes, such as funding constraints or grant expiration details, in the **Notes column**.

24- Click **Save** in grey bar.

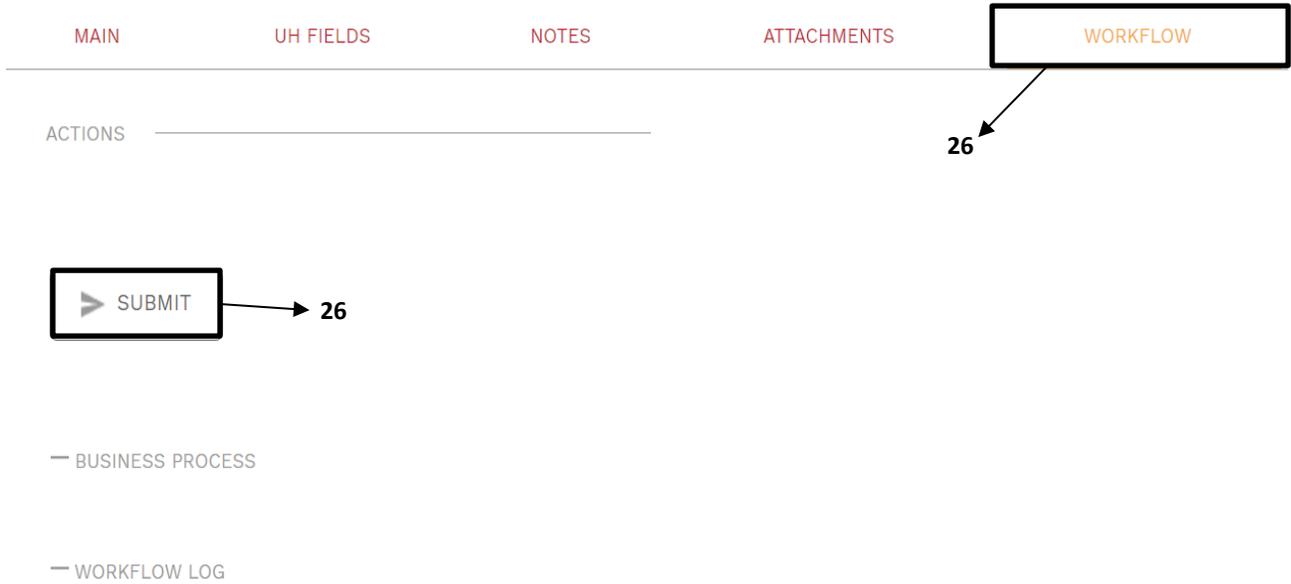
25- Repeat steps 18 through 23 for all additional funding sources.

24 ←  Save  Cancel

LINE #	ATTACHMEN	SOURCE	PROJECT COST CENTER	FUNDED	NOTES	CLOSED	PROJECT
	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>				
		20	21	22 \$0.00	23	<input type="checkbox"/>	Test - Test

26- Under the **'Workflow'** tab at the bottom, click on the **Submit button**.

27- Click on the **Save** in grey bar.



28- Add additional information/steps: Populate the comment information, add CC if required, drag and drop executed PFA.

29- Process Complete for initial PFA

For Subsequent PFAs:

30- Select and open the most recent **Funds Request**.

31- Click on the drop-down arrow next to the **Add button** and select the **Copy Button** from the list.



32- Repeat steps 18 through 23 for all additional funds sources. Add new funding lines as needed.

Update Records Cancel							
LINE #	ATTACHMENT	SOURCE	PROJECT COST CENTER	FUNDED	NOTES	CLOSED	PROJECT
1	(0)	02-Gift		\$5,000,000.00	Additional gift funds	<input type="checkbox"/>	Test - Test

33- Under the **'Workflow'** tab at the bottom, click on the Submit button.

34- If desired, type any comments in the **Comments** field.

MAIN
UH FIELDS
NOTES
ATTACHMENTS
WORKFLOW

ACTIONS

▶ SUBMIT

→ 34

— BUSINESS PROCESS

— WORKFLOW LOG

33

35- Add additional information/steps: Populate the comment information, add CC if required, drag and drop executed PFA.

36- Click on the **Save** button in the **Actions** box.



37- Then go to the budget request record and request to increase the budget to match the PFA so funding aligns with budget, since we track funds by a Project Tracking Budget.

38- Process Complete.