

## Funding Overview Guide

Funding is an optional function in the Appia® service. If your project has several sources of funding that need to be tracked and reported, such as federal government funding, state or local funds, or private contributions, you can specify fund packages and fund sources. Select the project and click **Funding** on the Sidebar menu to view all item funding.

A fund package represents the specific work for which an entity has agreed to take responsibility, such as work only within city limits or work being performed in a subdivision. A fund source determines the division of financial responsibility under each fund package.

You can add or edit funding when the project is in the New phase. You cannot change the funding sources or packages for the current items in an under construction project. However, new items and additional item quantities can be assigned to any fund package when those items are included in a change order.

The screenshot displays the 'Funding' section for project SE0827-GR19. It features a table for 'Fund Package' with columns for 'Fund Source' (Local, State, Federal), 'Participation' (with 'Participate' and 'No-Participate' buttons), and 'Non-Participation' (with 'Participate' and 'No-Participate' buttons). Below this is an 'Items' table with columns for 'Line Number', 'Item ID', 'Quantity', 'Unit', 'Unit Price', and 'Extension'. The items listed include 'Miscellaneous Construction, Rovers, Streets and Driveways' and 'Resealing Roadway Joints and Cracks, TP - M'. Each item row includes a 'Show Funding in dollars?' toggle and a breakdown of funding sources (Local, State, Federal) with corresponding dollar amounts.

Each new project contains a default fund source and a default fund package. One hundred percent of the funds are assigned to the default fund source and package. If you would like to track more than one fund source or fund package, typically you would:

- Complete the project item list.
- Add the fund packages.
- Add the fund sources.
- Allocate funds to the packages and sources.

- Assign items to a funding package or split the item between the packages. In an under construction project, this is done when a change order is created for new or unattached items or additional item quantities.

Once that is done, the Funding page displays each of the packages and sources, plus their funding percentages and dollars. Each item displays its fund package and either the percentage or the dollar amount for which that package is responsible, depending on your preference. Use the In dollars? toggle option to view the funding in dollars or as a percent.

Click the name of the fund package or source to see the funding by item line number.

### Add or Edit a Funding Package

When a project is created in the Appia service, it contains a default fund package. You can view the package values as a percentage of the project funds or in a dollar amount. You should already have items in your project item list before adding a fund package.

For a new project, you should already have items in your project item list before adding a fund package. For an under construction project, add the fund package first, and then assign the funding to the new item or item quantity with a change order.

1. Click **Edit** in the Funding header.
2. If you are adding a fund package for a new project, change the name of the default fund package. If you are editing the packages, change the name of any packages that are incorrect.
3. If you are adding funding to an under construction project, or to add another fund package to a new project, click the **Add Package** button next to the Funding header. A New Fund Package field is added to the funding.
4. Change the name of the new fund package.
5. Add or change as many fund packages as needed. When you are finished, add or edit the fund course, or click **Save**.

The Appia service returns to the Funding page and displays the new and updated packages.

### Add or Edit a Fund Source

When a project is created in the Appia service, it contains a default fund source. You should already have items in your project item list before adding a fund source.

1. Click **Edit** in the Funding header.

2. If you are adding a fund source to a new project, change the name of the default fund source. If you are editing the sources, change the name of any sources that are incorrect.
3. If you are adding a fund source to an under construction project or to add another fund source to a new project, click the **Add Source** button next to the Funding header. A New Fund Source field is added to the funding.
4. Change the name of the new fund source.
5. Add or change as many fund sources as needed. When you are finished, allocate the funds among the sources, or click **Save**.

The Appia service returns to the Funding page and displays the new and updated sources.

### **Allocate Funds Among Sources**

Allocate the appropriate fund amount of a package to each source for both new and under construction projects. The value of the default fund package and default fund source fields cannot be edited. Instead, enter totals in the other fields, and the Appia service changes the amount in the default fields to equal 100 percent.

1. Click **Edit** in the Funding header.
2. Add the percent of funding in the appropriate fields for the packages. The total for the default packages adjusts automatically to equal 100 percent.
3. When you are finished, click **Save**.

The Appia service returns to the Funding page and displays the new and updated allocations.

### **Assign Fund Packages to Items**

Now that your funding sources and packages have been established for a new project, you need to assign a fund package to each item so the Appia service knows which package is paying for which items.

If the project is under construction, funding is assigned with a change order.

Each item in a new project is initially assigned to the original default package. Use the split item functionality to assign more than one fund package to an item.

You must already have items in your project item list in order to assign funds.

1. Click **Edit** in the Items header, below the display of the fund packages and sources.
2. Use the In dollars? toggle option to view the funding in dollars or as a percent.
3. If all the items in a section are being funded by the same package, click the **Assign Fund Package** menu for the section and select the package name.
4. Use the drop down menu under the **Fund Package** column for each item to assign or change the item's fund package.
5. If an item is funded by multiple fund packages, click the **Split** button for the item. Enter the value that will be covered into the fields for each package. You may not be able to edit the field that was the original default package.
6. When you are finished assigning the packages to the items, click **Save**.
7. The Appia service returns to the Funding page and displays the new and updated fund package assignments.

### Item Splits

An item split is used when an item is funded by multiple fund packages. If you change the quantity of an item that is split, please check the split quantity distribution.

Click the **Split** button for the item. Enter the value that will be covered into the fields for each package.

Revert a split item back to its last-assigned fund package by clicking the **Reset** button.

Save your work.

### Delete a Fund Package or Source

The original fund package and source cannot be deleted, though you can change their names. You cannot delete any packages or sources that have items assigned to them.

1. Click **Edit** in the Funding header.
2. Click the X for any fund package or source you want to delete.
3. Click **Save**.

The Appia service deletes the package or source and remains on the Funding page.