

AASHTOWare Project Training Manual

Central Office Finance

Date: February 2025

Revision: 3



Overview

By the end of this Module, you will be able to:

1. [Enter Initial Contract Funding](#)
2. [Add Additional Funding to an Existing Fund Package](#)
3. [Add Additional Funding to Pay Items](#)

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Entering Initial Contract Funding

1. Begin at your dashboard and select “Contract Administration”.

PROJECT Central Office Finance Role, Construction

▼ Construction

Change Order

Contract Administration

Contract Claims

Contract Permits

Contract Progress

2. Type in the contract (number) only in the search box.

▼ Contract Administration Overview



|Type search criteria or press Enter

System Default



Enter search criteria above to see results or Show first 10

3. To select the contract, either click on the contract or use the “Open Row Actions Menu” and select “Open”.

Contract Administration Overview

Q 42683 System Default Showing 1 of 1

0 changed

Contract	Description	Orig Matl and AAs Gen DT	Distr...	Lead DES	Prime Name
B-42683	REPLACE SUPERSTRUCTURE		640	1800859	

Actions

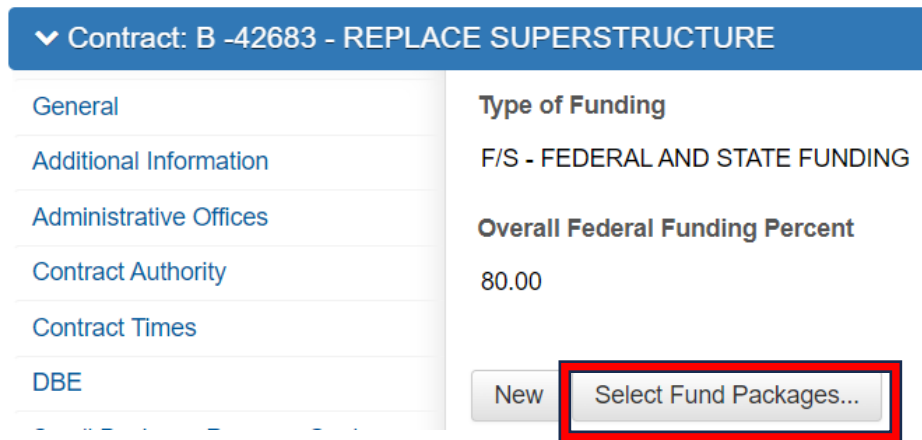
- Exclude from Search Results
- Open
- Views
- Approved DBE Commitments
- Attachments (0)
- Contract Materials and Acceptance Actions
- Contract Progress
- Current DBE Commitments
- General
- Items
- Links
- Payment Estimate Approval Levels
- Projects
- Subcontracts
- Tracked Issues

4. Select “Funding”.

Contract: B -42683 - REPLACE S

- General
- Additional Information
- Administrative Offices
- Contract Authority
- Contract Times
- DBE
- Small Business Program Goals
- Labor
- Funding
- Locations
- Permits

5. Click “Select Fund Packages”.



▼ Contract: B -42683 - REPLACE SUPERSTRUCTURE

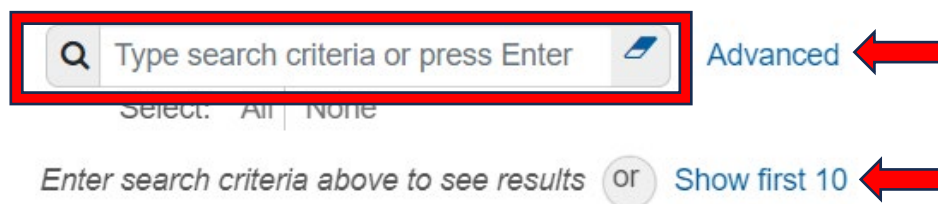
General
Additional Information
Administrative Offices
Contract Authority
Contract Times
DBE

Type of Funding
F/S - FEDERAL AND STATE FUNDING

Overall Federal Funding Percent
80.00

New Select Fund Packages...

6. Search for desired Fund Package by typing description or select “Show First 10” or using the drop-down “Advanced” Feature.

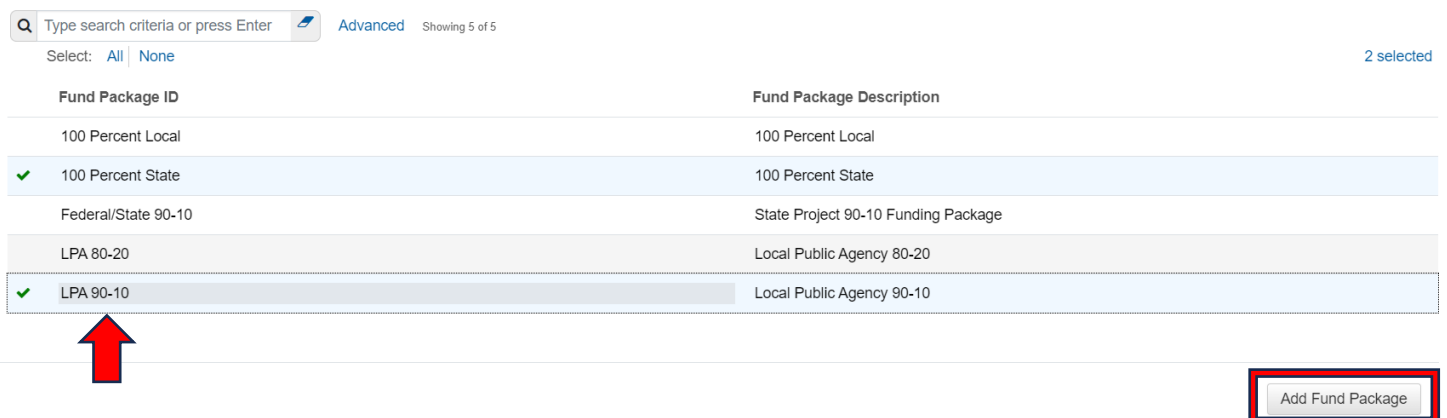


Q Type search criteria or press Enter Advanced

Select: All None

Enter search criteria above to see results or Show first 10

7. Select the appropriate funding and select “Add Fund Package”.



Q Type search criteria or press Enter Advanced Showing 5 of 5 2 selected

Select: All None

Fund Package ID	Fund Package Description
100 Percent Local	100 Percent Local
✓ 100 Percent State	100 Percent State
Federal/State 90-10	State Project 90-10 Funding Package
LPA 80-20	Local Public Agency 80-20
✓ LPA 90-10	Local Public Agency 90-10

Add Fund Package

8. Use the “Open Row Actions Menu” and select “Open”.

Fund Package ID*	Fund Package Description*	Default Contract Adjustment In...	Funds
100 Percent Federal	100 Percent Federal Funds	☐	
Federal/State 80-20	State Project 80-20 Funding Package	☐	
Non-Participating	Non-Participating Items - No Federal Funding allowed	☐	Actions Open Views Attachments (0) Links Tracked Issues

9. Start typing the contract (number) only in the “Purchase Order Number” field. Current Capwise purchase orders will be displayed. Select the desired purchase order.

▼ Funds in Package

Select Funds...

▼ 01Z

NON-PARTICIPATING ITEMS

Fund	Description
01Z	NON-PARTICIPATING ITEMS
Priority*	Type*
1	Local
Percentage	Limit
100.0000	
Purchase Order Number	Amount Used on Previous Payment Estimates
42683	0.00
001800859 001 B-42683 8001800859000ST1 20043170 \$733500.00 001800859 002 B-42683 8001800859000ST2 20043170 \$13489.43	Remaining Amount
Total	Original Funding Limit
0.00	

10. Verify "Priority". Change if needed.

▼ Funds in Package

Select Funds...

▼ 01Z

NON-PARTICIPATING ITEMS

Fund	Description
01Z	NON-PARTICIPATING ITEMS
Priority* ▼	Type* ▼
1 	Local ▼
Percentage ▼	Limit ▼
100.0000	
Purchase Order Number ▼	Amount Used on Previous Payment Estimates
001800859 001 B-42683 8001800859000ST1 20043170 \$733500.00	0.00
Amount Used on This Payment	Remaining Amount
0.00	Original Funding Limit

11. Verify "Percentage". Change if needed.

▼ Funds in Package

Select Funds...

▼ 01Z

NON-PARTICIPATING ITEMS

Fund	Description
01Z	NON-PARTICIPATING ITEMS
Priority* ▼	Type* ▼
1	Local ▼
Percentage ▼	Limit ▼
100.0000 	
Purchase Order Number ▼	Amount Used on Previous Payment Estimates
001800859 001 B-42683 8001800859000ST1 20043170 \$733500.00	0.00
Amount Used on This Payment	Remaining Amount
0.00	Original Funding Limit

12. Verify "Type". Change if needed.

▼ Funds in Package

Select Funds...

▼ 01Z

NON-PARTICIPATING ITEMS

Fund	Description
01Z	NON-PARTICIPATING ITEMS
Priority* ▼	Type* ▼
1	Local 
Percentage ▼	Limit ▼
100.0000	
Purchase Order Number ▼	Amount Used on Previous Payment Estimates
Q 001800859 001 B-42683 8001800859000ST1 20043170 \$733500.00	0.00
Amount Used on This Payment	Remaining Amount
0.00	
	Original Funding Limit

13. Enter purchase order amount in "Limit" field.

▼ Funds in Package

Select Funds...

▼ 01Z

NON-PARTICIPATING ITEMS

Fund	Description
01Z	NON-PARTICIPATING ITEMS
Priority* ▼	Type* ▼
1	Local
Percentage ▼	Limit ▼
100.0000	733,500.00 
Purchase Order Number ▼	Amount Used on Previous Payment Estimates
Q 001800859 001 B-42683 8001800859000ST1 20043170 \$733500.00	0.00
Amount Used on This Payment	Remaining Amount
0.00	
Total Amount Used on All Payment Estimates	Original Funding Limit
0.00	

14. Select "Save".



Adding Additional Funding to an Existing Fund Package

15. Follow [steps 1-6](#) to find the desired contract available fund packages.

16. Locate the “Fund Package”. Use the “Open Row Actions Menu” and select “Open”.

Contract: B -36317 - BRIDGE REPLACEMENT

Type of Funding: F/L - FEDERAL AND LOCAL FUNDING

Funding Sources

Overall Federal Funding Percent: 79.99

New Select Fund Packages...

0 added | 0 marked for deletion | 0 changed

Fund Package ID	Fund Package Description	Default Contract Adjustment In...	Funds
80/20 FED/LPA	BRIDGE REPLACEMENT		
Federal/State 80-20	State Project 80-20 Funding Package		
Non-Participating	Non-Participating Items - No Federal Funding allowed		

Actions: Delete, Duplicate Row, Insert Row, Open, Views, Attachments (0), Links, Tracked Issues

17. Click “Select Funds...”

Contract Fund Package Summary

Contract: B -36317 - BRIDGE REPLACEMENT

Contract Fund Packages: 80/20 FED/LPA - BRIDGE REPLACEMENT

Fund Package ID: 80/20 FED/LPA

Funds in Package

Select Funds...

- FED
- LC

18. Search for desired Fund Package by typing description or select “Show First 10” or using the drop-down “Advanced” Feature.

The screenshot shows a search interface. At the top, there is a search bar with the placeholder text "Type search criteria or press Enter" and a magnifying glass icon. To the right of the search bar is a button labeled "Advanced" with a red arrow pointing to it. Below the search bar, there is a "Select:" dropdown menu with "All" and "None" options. Below that, there is a text input field with the placeholder "Enter search criteria above to see results" and a button labeled "or Show first 10" with a red arrow pointing to it.

19. Select the appropriate funding and select “Add to Fund Package”.

The screenshot shows a fund selection interface. At the top, there is a search bar with the placeholder "Type search criteria or press Enter" and a magnifying glass icon. To the right of the search bar is a button labeled "Advanced" and the text "Showing 2 of 2". Below the search bar, there is a "Select:" dropdown menu with "All" and "None" options. Below that, there is a table with the following columns: Fund, Descr, Type, and Pct. The table contains two rows: one for "FED" (FEDERAL FUNDS, Federal - Federal, 90.0000) and one for "FEDR" (100% Federal Funds, Federal - Federal, 100.0000). A red arrow points to the "FEDR" row. To the right of the table, there is a button labeled "Add to Fund Package" with a red arrow pointing to it.

20. The additional funding line should be displayed at the bottom. Use the “Expand/Collapse” button.

The screenshot shows a fund package management interface. At the top, there is a header bar with the text "Contract: B -36317 - BRIDGE REPLACEMENT" and a "Save" button. Below the header bar, there is a dropdown menu for "Contract Fund Packages" with the selected value "80/20 FED/LPA - BRIDGE REPLACEMENT". Below that, there is a section for "Fund Package ID" and "Fund Package Description". Below that, there is a section for "Funds in Package" with a "Select Funds..." button. Below that, there is a table with the following columns: Fund, Descr, and a collapse/expand icon. The table contains three rows: one for "FED" (FEDERAL FUNDS), one for "LC" (LOCAL FUNDING), and one for "FED" (FEDERAL FUNDS). A red arrow points to the "FED" row at the bottom. To the right of the table, there is a button labeled "Expand/Collapse" with a red arrow pointing to it.

21. Start typing the contract (number) only in the “Purchase Order Number” field. Current Capwise purchase orders will be displayed. Select the desired purchase order.

>	FED	FEDERAL FUNDS	▼
>	LC	LOCAL FUNDING	▼
▼	FED	FEDERAL FUNDS	✖

Fund	Description
FED	FEDERAL FUNDS
Priority * ▼	Type * ▼
Percentage ▼	Limit ▼
90.0000	
Purchase Order Number ▼	Amount Used on Previous Payment Estimates
30285	

0018816406 002 B-30285 800040007700000 19PES80 \$134,950.00

0018816832 003 B-30285 800180137700ST6 20PES1S \$33,340.00

0020068762 001 B-30285 800040007700000 22CNS80 \$1,552,817.57

0020068762 002 B-30285 800180137700ST6 22CNS80 \$1,712,209.61

0020091133 001 B-30285 800180137700ST6 23PES1S \$634.44

Showing 5 of 5

Remaining Amount

Original Funding Limit

22. Enter the appropriate “Priority” number.

▼	FED	FEDERAL FUNDS
---	-----	---------------

Fund	Description
FED	FEDERAL FUNDS
Priority * ▼	Type * ▼
3	
Percentage ▼	Limit ▼
90.0000	
Purchase Order Number ▼	Amount Used on Previous Payment Estimates
0018816406 002	

0018816406 002 B-30285 800040007700000 19PES80 \$134,950.00

Amount Used on This Payment

Total Amount Used on All Payment Estimates

Remaining Amount

Original Funding Limit

23. Verify the correct “Percentage”. Change if needed.

FED		FEDERAL FUNDS
Fund		Description
FED		FEDERAL FUNDS
Priority*	3	Type*
Percentage	90.0000 	Limit
Purchase Order Number	0018816406 002 B-30285 800040007700000 19PES80 \$134,950.00	Amount Used on Previous Payment Estimates
Amount Used on This Payment		Remaining Amount
Total Amount Used on All Payment Estimates		Original Funding Limit

24. Verify the correct funding “Type” is shown. Change if needed.

FED		FEDERAL FUNDS
Fund		Description
FED		FEDERAL FUNDS
Priority*	3	Type*
Percentage	90.0000	Federal 
Purchase Order Number	0018816406 002 B-30285 800040007700000 19PES80 \$134,950.00	Limit
Amount Used on This Payment		Amount Used on Previous Payment Estimates
Total Amount Used on All Payment Estimates		Remaining Amount
		Original Funding Limit

25. Enter additional funding information in the “Limit” field.

▼ FED	FEDERAL FUNDS
Fund FED	Description FEDERAL FUNDS
Priority* ▼ 3	Type* ▼ Federal
Percentage ▼ 90.0000	Limit ▼ 33,340.00 
Purchase Order Number ▼ 0018816406 002 B-30285 800040007700000 19PES80 \$134,950.00	Amount Used on Previous Payment Estimates
Amount Used on This Payment	Remaining Amount
Total Amount Used on All Payment Estimates	Original Funding Limit

26. Select “Save”.



Adding Additional Funding to Pay Items

27. Follow [steps 1 -5](#) to open the desired contract.
28. Select “Funding”.

▼ Contract: B -30285 - BRIDGE

General

Additional Information

Administrative Offices

Contract Authority

Contract Times

DBE

Small Business Program Goals

Labor

Funding

Locations

Permits

Retainage

29. Select the number under “Funds” for the desired fund package.

Type of Funding

Funding Sources

F/S - FEDERAL AND STATE FUNDING

Overall Federal Funding Percent

0.00

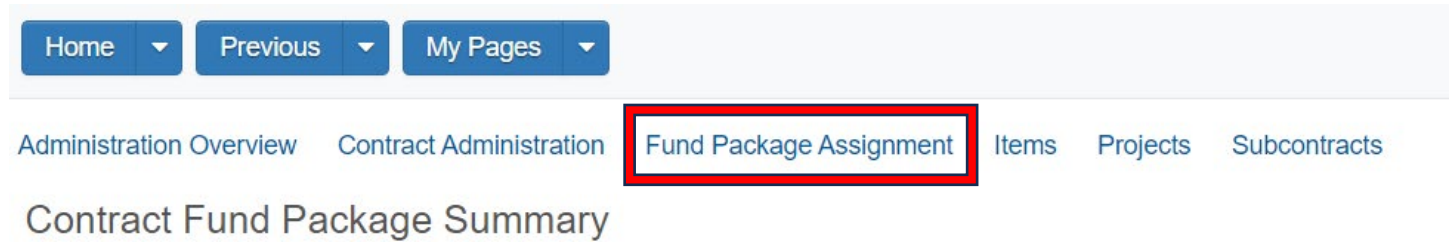
New

Select Fund Packages...

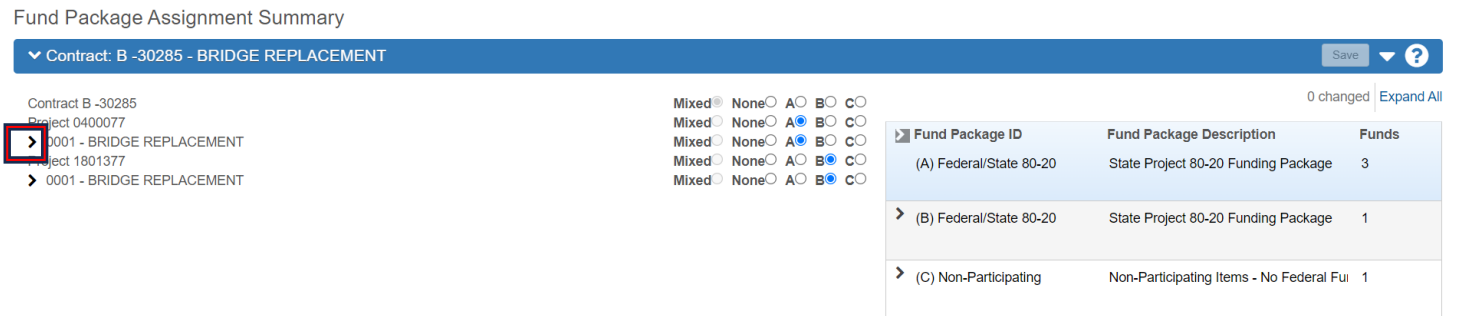
0 added | 0 marked for deletion | 0 changed

Fund Package ID ▼	Fund Package Description ▼	Default Contract Adjustment In...	Funds ▼
Federal/State 80-20	State Project 80-20 Funding Package	☐	3
Federal/State 80-20	State Project 80-20 Funding Package	☐	1
Non-Participating	Non-Participating Items - No Federal Funding allowed	☐	1

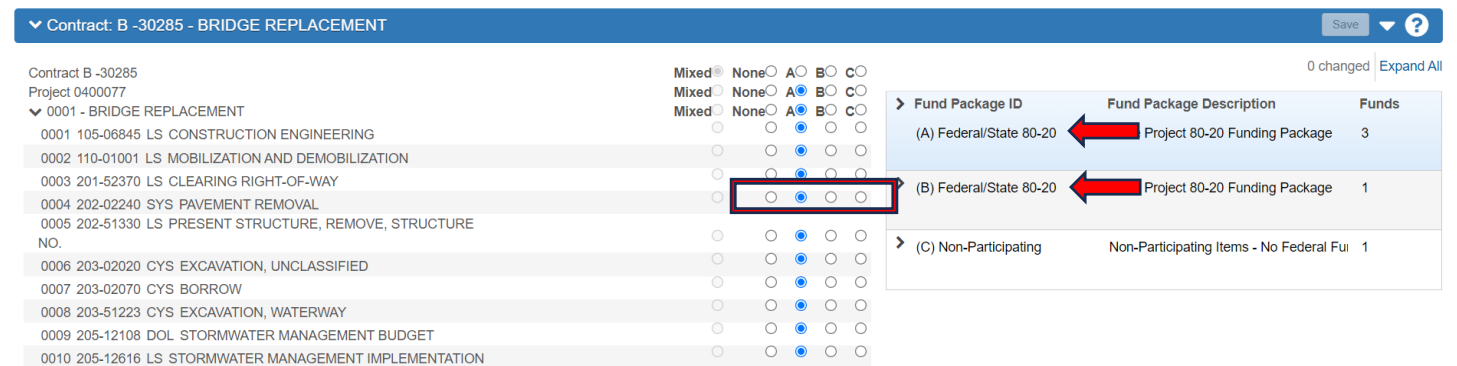
30. Select “Fund Package Assignment”.



31. Use the “Expand/Collapse Group” button for the desired project.



32. Select the correct radio button to associate the “Fund Package” to an item.



33. Select “Save”.

