# 7.  MANAGING CATEGORY FUNDS

Categories have been created to sort items of work into specific groups, and those items associated to a category receive funding from the same funding source(s).  Each category in a project must show the funding source(s) for those items, along with each fund's percent participation.

Trns·port allows for multiple funding sources, but they must add up to 100 percent.  A category could have simple funding where 100 percent of the funding is from one source, such as state forces.  On the other hand, the funding could be more complex with the federal government funding 50 percent of the project, the state funding 30 percent, and a local agency funding the remaining 20 percent.


## 7.1    Adding Funds to Categories

To add funds to the category, first locate the project in the Project List. [icon]  Right-click on the project and select **Tabbed Folder Change**.  Trns·port displays the tabbed folder.  Click on the Funding tab.



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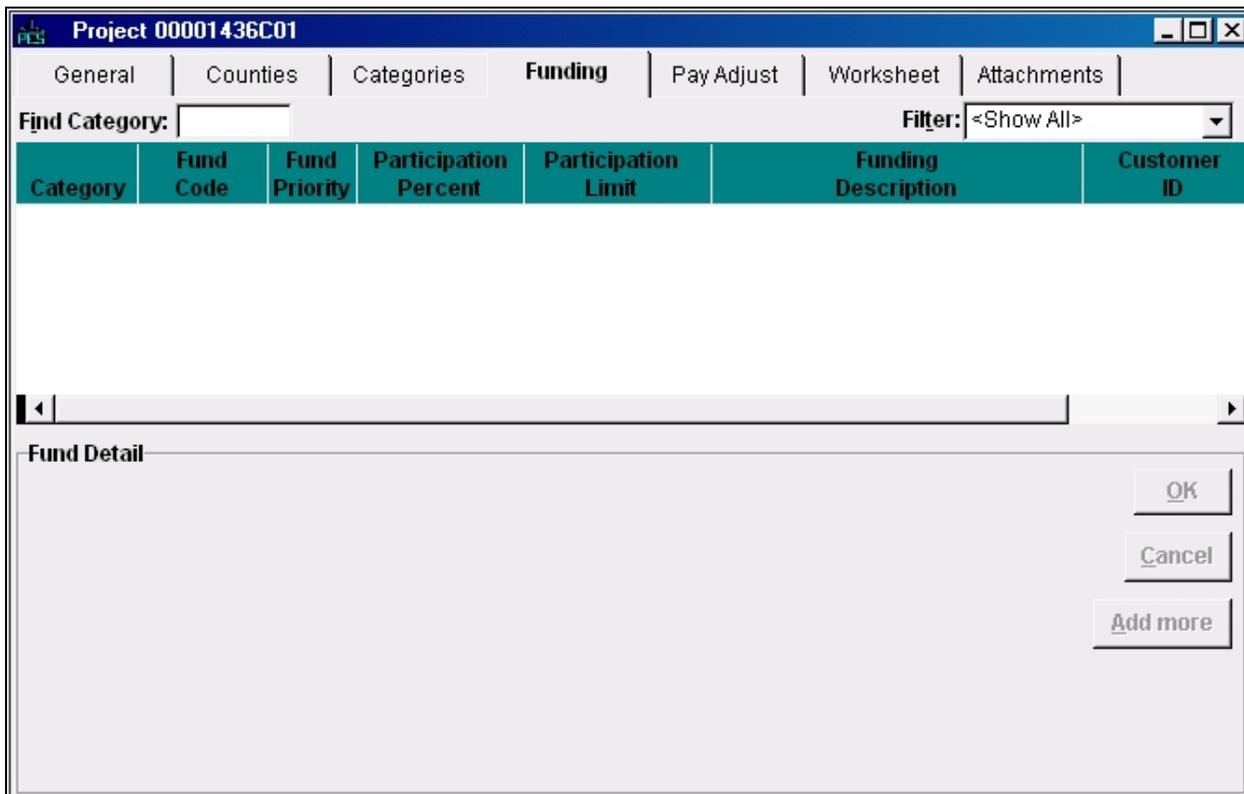
The top part of the Funding tab contains a list of all existing funds associated with the project. The bottom part of the Funding tab contains detail information for the fund currently selected in the list. To add a fund, right-click within the window and select **Add**. Trns·port adds a blank row to the list of funds. You can enter data about the new fund into the blank fields displayed in the detail area of the Funding tab.



The required fields are: Funding Code    Category No.

> **Funding Code**: Select the appropriate code from the drop-down menu. When you select from the menu, Trns·port will enter the Funding Description and the Participation Percent, and will enter a Y in the **Federal Funding** field (if appropriate).
>
> > **Note**: For all projects with Federal Participation, select the code "AF01- Federal Participation".
>
> **Category No.:**  From the drop-down menu, select the category to which this fund applies.
>
> **Funding Description**: This is filled in by the system once you have selected a fund from the Funding Code drop-down menu. Funding descriptions may be changed to meet the needs of the current funding scenario for state and locality funds.

**Participation Percent**:  This is filled in by the system once you have selected a fund from the Funding Code drop-down menu.  Participation percents may be changed to meet the needs of the current funding scenario.

**Participation Limit**:  If applicable, enter the maximum dollar amount that a fund will pay for this category.

**Note**: For all projects with Federal Participation, leave the default value of 0.00.

**Fund Priority Order**:  Defaults to 1.  The  purpose of this field is to determine the order for use of funds from the funding groups.  Should your funding source have a participation limit (see field above), you will also need to create a Funding Priority Order 2.  The second priority order will specify another fund which will be used to cover the excess cost in the event that the participation limit (dollar value) is exceeded.

The table below illustrates how this would be set up.  The category in the example has four funding sources.  The funds in any one priority group should have a total participation percent of 100.

| Fund | Percent | Participation Limit | Priority | |
|---|---|---|---|---|
| AF01 – federal | 50 | | 1 | Funds in Priority 1 total 100% |
| S100 – state | 30 | | 1 | |
| C001 – locality | 20 | $20,000 | 1 | |
| S100 – state | 100 | | 2 | Fund in Priority 2 equals 100% |

**Federal Funding**:  Defaults to N.  If you chose the Federal fund AF01 from the drop-down menu, the system will fill-in this field as a Y.

**Customer ID**:  It is vital that this field be filled-in correctly as it enables the Fiscal Division to bill the appropriate customer for the funding for the project.  Select the code from the drop-down menu.  Within this table are codes for utility companies, cities and towns, railway companies, etc.
  For all Federal Funding, select: 00055002 – FHWA in Richmond VA
  For State Funding, leave this field blank.
  If the customer has duplicate ID's, contact Bernie Weigl (804) 371-2532 for the proper selection.

Click on the ADD MORE button until you have entered enough funding sources to fund the category 100 percent.  When the funding is complete, click on the OK button.

o   If you have completed all required field criteria satisfactorily, the funds will be added. You will be returned to the Funding list.

o If a required field was not filled-in or incorrect data enter at a field which is supported with a reference table, a **Warning** or **DataWindow Error** window will display giving information as to what field was left blank or contains an invalid value:



Click on the SAVE icon  to enter the fund(s) into the Trns·port database.

## 7.2 Checking Fund Percentages

You can have Trns·port add together the funding percentages you have entered for a category and display the total for your verification. At the list portion of the Funding tab, right-click on a row and select **Check Fund Percentages**.
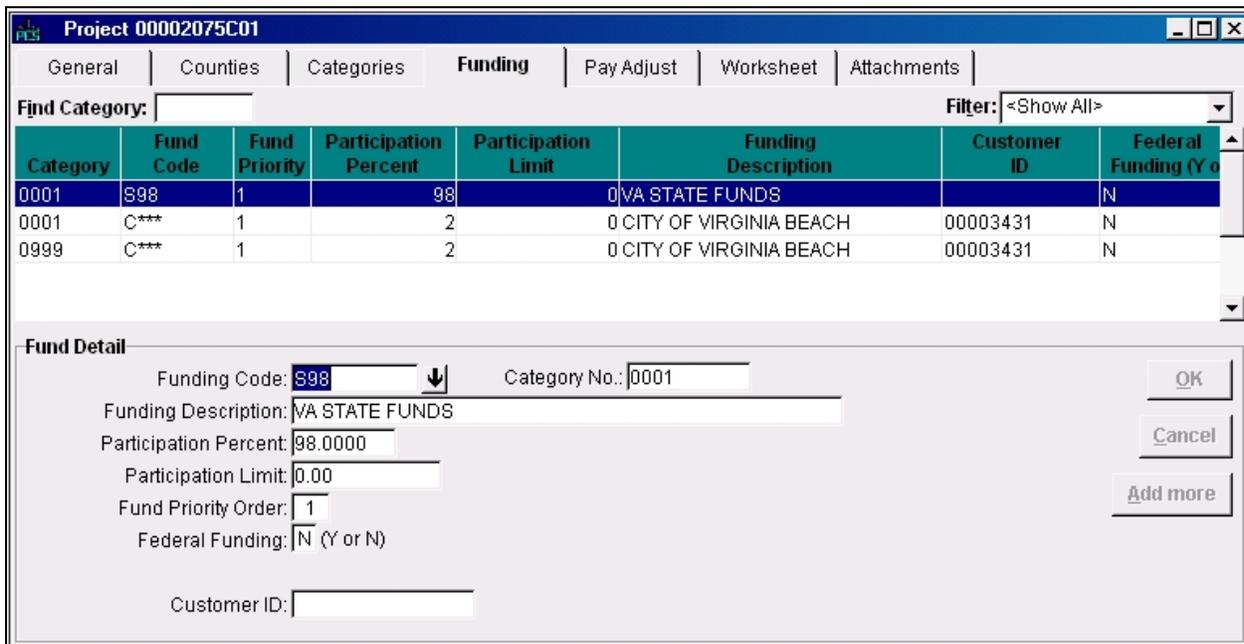


A window displays giving the total percentage:

This category is OK. Funding percentage is 100%
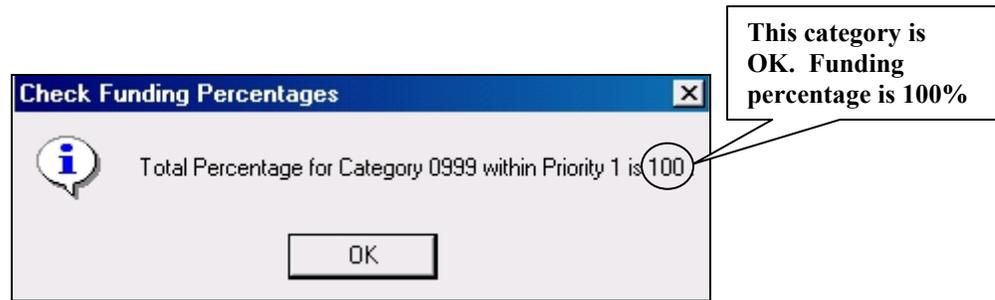
Check each category row in this same manner to confirm that the total is 100 percentage.

## 7.3 Changing Funding

To change information in a fund, first locate the project in the Project List. 
Right-click on the project and select **Tabbed Folder Change**. Trns·port displays the tabbed folder. Click on the Funding tab. Trns·port displays the Funding list. Click on the fund for which you wish to make changes.

In the detail area, you can change any of the fields or add information to any of the blank fields. When you finish making your changes, click on the OK button. If you want to return to the Funding list window without saving your changes, click on the CANCEL button.
Click on the SAVE icon  to enter the fund(s) into the Trns·port database.

## 7.4 Deleting Funding

To delete a fund, first locate the project in the Project List. 
Right-click on the project and select **Tabbed Folder Change**. Trns·port displays the tabbed folder. Click on the Funding tab. Trns·port displays the Funding list.

Right-click on the fund for which you wish to delete and select **Delete**. Trns.port displays a **Delete** window.



Click YES to proceed with the deletion of the category.

Click on the SAVE icon.