UNIVERSITY of HOUSTON

FACILITIES SERVICES

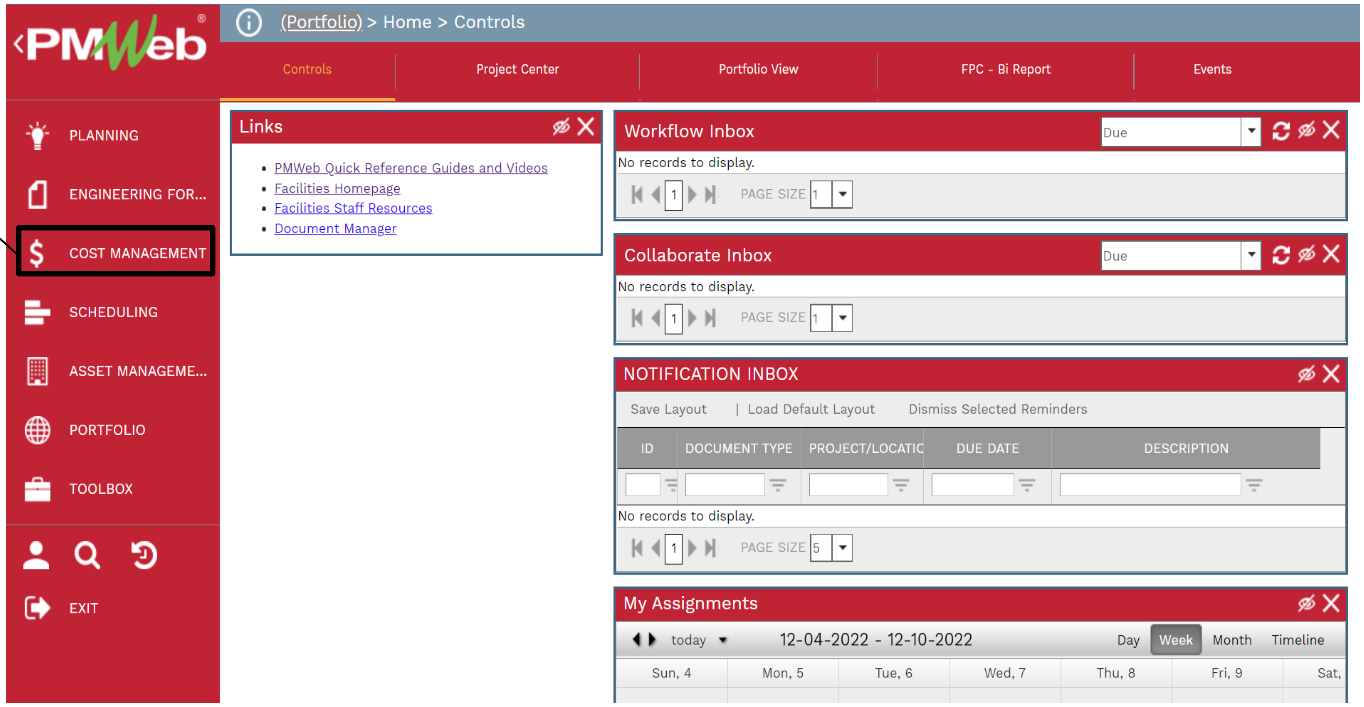
Planner & PM

Generating a PFA-Funding Project

Submitting and processing a Project Funding Agreement.

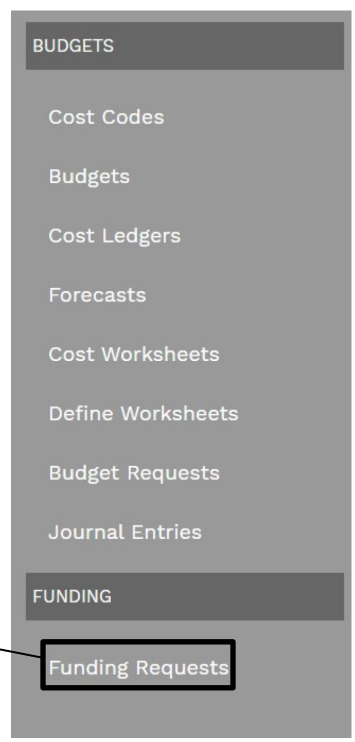
1- Click on **Cost Management**.

1

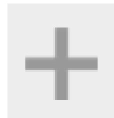


2- Under Funding, select **Funding Request**.

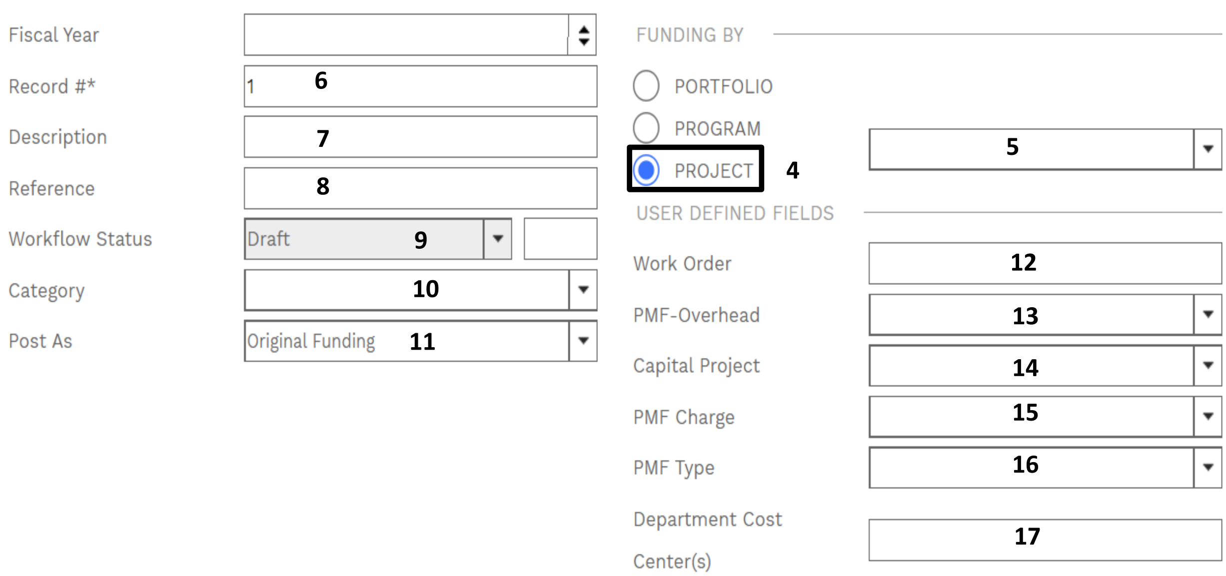
2



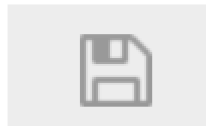
3- For initial PFA, click on **+ Add**. For subsequent PFAs, go to step 29



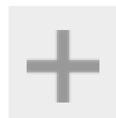
4- <u>IMPORTANT</u>. In the **Funding by** box, ensure **Project** is selected.
5- **Project** field - Select the project from the Project drop down menu.
6- **Record #** field – will auto populate with next sequential number. If you get an error message that 'The Record # is already in use', manually 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.



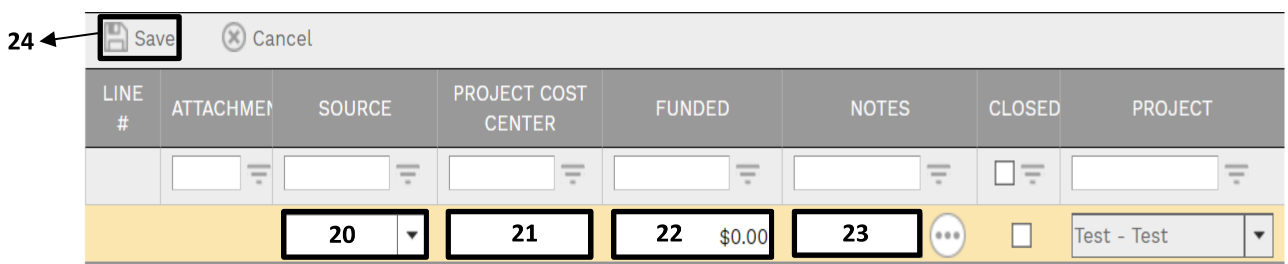
18- From the top bar, click on the icon to **Save** the header.



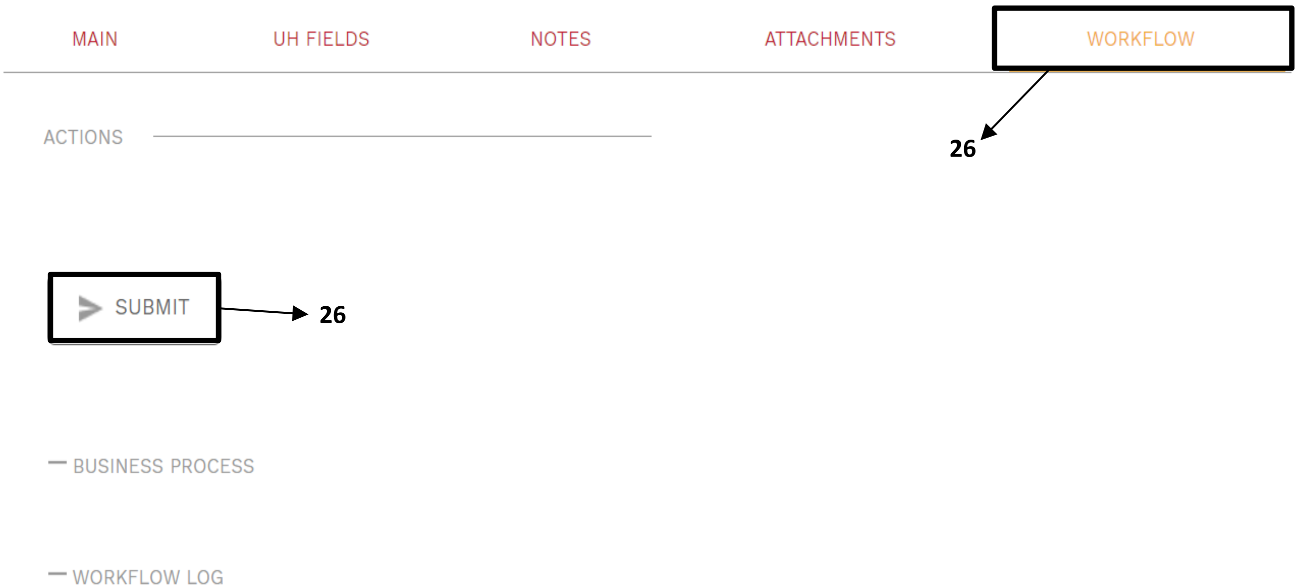
19- Under the new tab at the bottom, click on the **+Add** button.



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.



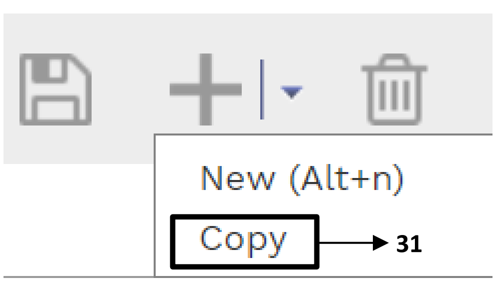
26- Under the **'Workflow'** tab at the bottom, click on the **Submit button**.
27- Click on the **Save** in grey bar.



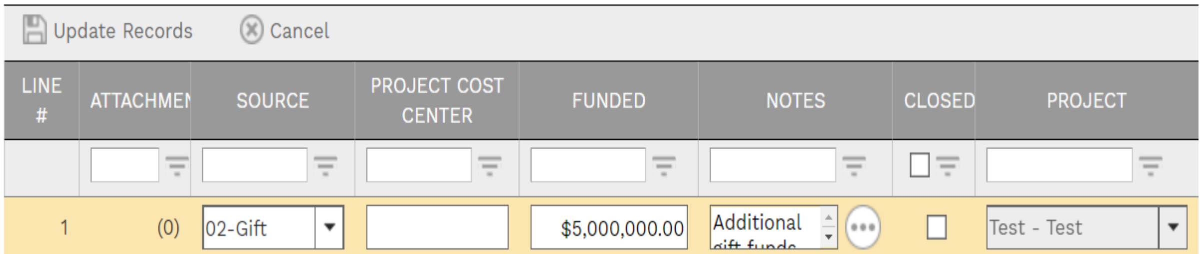
28- Add additional information/steps: Populate the comment information, add CC if required, drag and drop executed PFA.
29- Process Complete for initial PFA

For Subsequent PFAs:

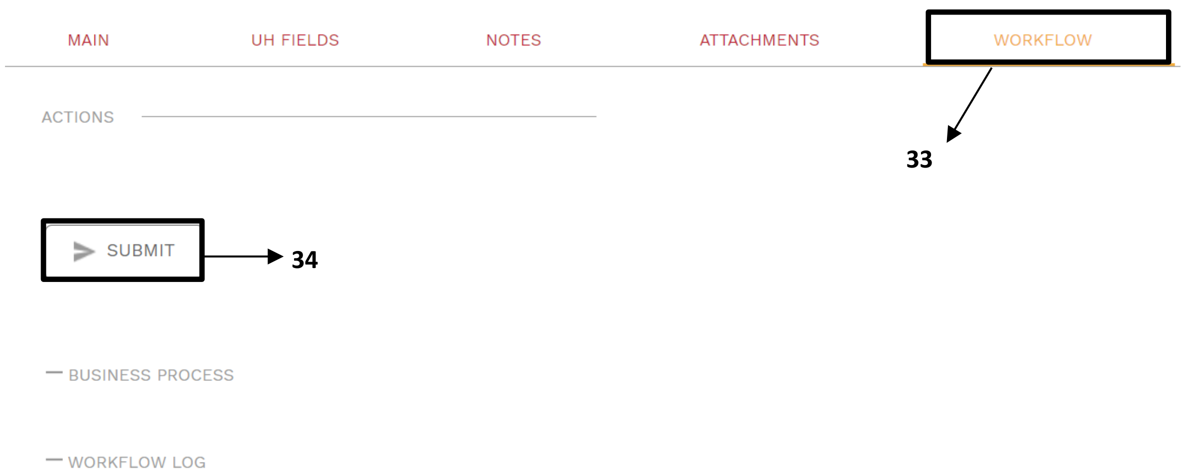
30- Select and open the most recent **Funds Request**.
31- Click on the drop-down arrow next to the **Add button** and select the **Copy Button** from the list.



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



33- Under the **'Workflow'** tab at the bottom, click on the Submit button.
34- If desired, type any comments in the **Comments field**.



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.