U.S. Department of Transportation
Federal Highway Administration

Fund Management Participant Guide

Contents

1. Disclaimer

2. Introduction to Using the Participant Guide

The Participant Guide helps you get started with the process of managing the funds for a project and quickly navigate through the various key processes of fund management.

The options selected for use in this guide are for instructional purposes to showcase the entire lifecycle of fund management. Field selections, other than the ones used in this guide, could possibly lead to a varied workflow and may not be covered in this guide. For additional information on the application, refer to the User Guide or Masterworks Online Help available with the application.

Note: You may notice screenshots containing information added throughout the document, even in places where a new empty screen would typically be displayed. This practice eliminates the need for multiple images, allowing a single screenshot to convey the essential details required to proceed with the work effectively.

3. Fund Management

The Fund Management feature enables you to manage the account codes, fund authorizations, available fund sources, and the allocation of funds to various projects.

All the funds required to execute projects are generated as Account Numbers in the financial system. The initial allocation of fund sources is done during the creation of an engineer's estimate. The engineer's estimate defines how each pay item must be funded. Additionally, before awarding a bid, sufficient funds must be authorized to ensure that the contractor

can complete the contract. Later, this fund information is used during construction to make payments. Any additional funds available for the projects can also be added using the contract modification process.

The following forms are used to manage funds at various levels in the application:

- At the enterprise level is the Global Fund List, which contains a list of available account codes.
- At the project level is the Project Fund List
- At the project items level are the Funding Rules

The global fund source is a template or placeholder for an accounting number. The account codes and attributes, such as Account Number and Fund Source category, are used to create a project fund source. Later, an amount is authorized for the project fund source and logically distributed to incur the expenses using the funding rules.

You must perform the following tasks to create and associate fund sources with a project:

1. Global Fund List
    a. 3.1.1. Define global fund sources
    b. 3.1.2. Approve global fund sources
2. Project Fund List
    a. 3.2.1.1. Define project fund sources
    b. 3.2.1.2. Approve project fund sources
3. Project Fund Transaction
    a. 3.2.2.1. Manage funds in project fund sources
    b. 3.2.2.2. Approve project fund transactions
4. Funding Rule
    a. 3.2.3.1. Define funding rules for a project
    b. 3.2.3.3. Approve funding rules
    c. 3.2.3.6. Mark a funding rule as default

Fund Management Permission Matrix

This section provides information on the roles and corresponding permissions for the respective forms.

- **Table 1 – Global Fund List:** It provides information on the roles assigned with create, edit, view, delete, and audit log permissions in the Global Fund List form.
- **Table 2 – Project Fund List:** It provides information on the roles assigned with create, edit, view, delete, and audit log permissions in the Project Fund List form.
- **Table 3 – Project Fund Transaction:** It provides information on the roles assigned with create, edit, view, delete, and audit log permissions in the Project Fund Transaction form.
- **Table 4 – Funding Rules:** It provides information on the roles assigned with create, edit, view, delete, and audit log permissions in the Funding Rules form.

Table1: Table 1 – Global Fund List

Role	Create	Edit	View	Delete	Audit Log
Administrator	Yes	Yes	Yes	Yes	Yes
Other Roles	–	–	–	–	–

Table 2: Table 2 – Project Fund List

Role	Create	Edit	View	Delete	Audit Log
Administrator	Yes	Yes	Yes	Yes	Yes
Administrator	Yes	Yes	Yes	Yes	Yes
Project Viewer	–	–	Yes	–	–
Design Component Lead	Yes	Yes	Yes	Yes	Yes
Designer	Yes	Yes	Yes	Yes	–
Lead Designer	Yes	Yes	Yes	Yes	–
Design QA/QC	–	–	Yes	–	–
Highway Design Manager	Yes	Yes	Yes	Yes	–
Project Manager	Yes	Yes	Yes	Yes	–
A/E Designer	Yes	Yes	Yes	Yes	–
A/E Lead Designer	Yes	Yes	Yes	Yes	–

Role	Create	Edit	View	Delete	Audit Log
A/E Manager	Yes	Yes	Yes	Yes	–
Acquisitions	Yes	Yes	Yes	Yes	–
Construction Component Lead	Yes	Yes	Yes	Yes	–
Construction Admin Staff	Yes	Yes	Yes	Yes	–
Construction Engineer	–	–	Yes	–	–
Highway Construction Manager/QA QC	–	–	Yes	–	–
Construction Operations Engineer	–	–	Yes	–	–
Inspector	–	–	Yes	–	–
Assistant Project Engineer	–	–	Yes	–	–
Project Engineer	–	–	Yes	–	–
Regional Engineer	–	–	Yes	–	–
Construction Inspection A&E Manager	–	–	Yes	–	–
Inspector A&E	–	–	Yes	–	–
Assistant Project Engineer A&E	–	–	Yes	–	–
Project Engineer A&E	–	–	Yes	–	–

Table 3: Table 3 – Project Fund Transaction

Role	Create	Edit	View	Delete	Audit Log
Administrator	Yes	Yes	Yes	Yes	Yes
Project Viewer	–	–	Yes	–	–
Design Component Lead	–	–	Yes	–	–
Designer	–	–	Yes	–	–

Role	Create	Edit	View	Delete	Audit Log
Lead Designer	–	–	Yes	–	–
Design QA/QC	–	–	Yes	–	–
Highway Design Manager	–	–	Yes	–	–
Project Manager	Yes	Yes	Yes	Yes	–
A/E Designer	–	–	Yes	–	–
A/E Lead Designer	–	–	Yes	–	–
A/E Manager	Yes	Yes	Yes	Yes	–
Acquisitions	Yes	Yes	Yes	Yes	–
Construction Component Lead	Yes	Yes	Yes	Yes	–
Construction Admin Staff	Yes	Yes	Yes	Yes	–
Construction Engineer	–	–	Yes	–	–
Highway Construction Manager/QA QC	–	–	Yes	–	–
Construction Operations Engineer	–	–	Yes	–	–
Inspector	–	–	Yes	–	–
Assistant Project Engineer	–	–	Yes	–	–
Project Engineer	–	–	Yes	–	–
Regional Engineer	–	–	Yes	–	–
Construction Inspection A&E Manager	–	–	Yes	–	–
Inspector A&E	–	–	Yes	–	–
Assistant Project Engineer A&E	–	–	Yes	–	–
Project Engineer A&E	–	–	Yes	–	–
Administrator	Yes	Yes	Yes	Yes	Yes

Role	Create	Edit	View	Delete	Audit Log
Project Viewer	–	–	Yes	–	–

Table 4: Table 4 – Funding Rules

Role	Create	Edit	View	Delete	Audit Log
Administrator	Yes	Yes	Yes	Yes	Yes
Project Viewer	–	–	Yes	–	–
Design Component Lead	Yes	Yes	Yes	Yes	Yes
Designer	Yes	Yes	Yes	Yes	–
Lead Designer	Yes	Yes	Yes	Yes	–
Design QA/QC	–	–	Yes	–	–
Highway Design Manager	Yes	Yes	Yes	Yes	–
Project Manager	Yes	Yes	Yes	Yes	–
A/E Designer	Yes	Yes	Yes	Yes	–
A/E Lead Designer	Yes	Yes	Yes	Yes	–
A/E Manager	Yes	Yes	Yes	Yes	–
Acquisitions	Yes	Yes	Yes	Yes	–
Construction Component Lead	Yes	Yes	Yes	Yes	–
Construction Admin Staff	Yes	Yes	Yes	Yes	–
Construction Engineer	–	–	Yes	–	–
Highway Construction Manager/QA QC	–	–	Yes	–	–
Construction Operations Engineer	Yes	Yes	Yes	Yes	–
Inspector	–	–	Yes	–	–
Assistant Project Engineer	–	–	Yes	–	–

Role	Create	Edit	View	Delete	Audit Log
Project Engineer	Yes	Yes	Yes	Yes	–
Regional Engineer	Yes	Yes	Yes	Yes	–
Construction Inspection A&E Manager	–	–	Yes	–	–
Inspector A&E	–	–	Yes	–	–
Assistant Project Engineer A&E	–	–	Yes	–	–
Project Engineer A&E	–	–	Yes	–	–

3.1. Global Fund Sources

The Global Fund List form enables you to:

- Create a list of fund sources that can be used in projects as the project fund source.
- Define fund sources and details, such as the fund source name, fund source code, and fund source type.

The functional flow for global fund management is as follows:

1. 3.1.1. Define global fund sources
2. 3.1.2. Approve global fund sources

3.1.1. Defining Global Fund Sources

Prerequisites

The role of the logged-in user must be Administrator. For more information on role- specific permissions, refer to Table 1 – Fund Management Permission Matrix.

Overview

Global funds enables you to define account codes at the enterprise level and make them available for projects. Only administrators can create Global Fund List records.

Steps

1. In the module menu, click **Home**.
   The **ENTERPRISE DASHBOARD** page is displayed.

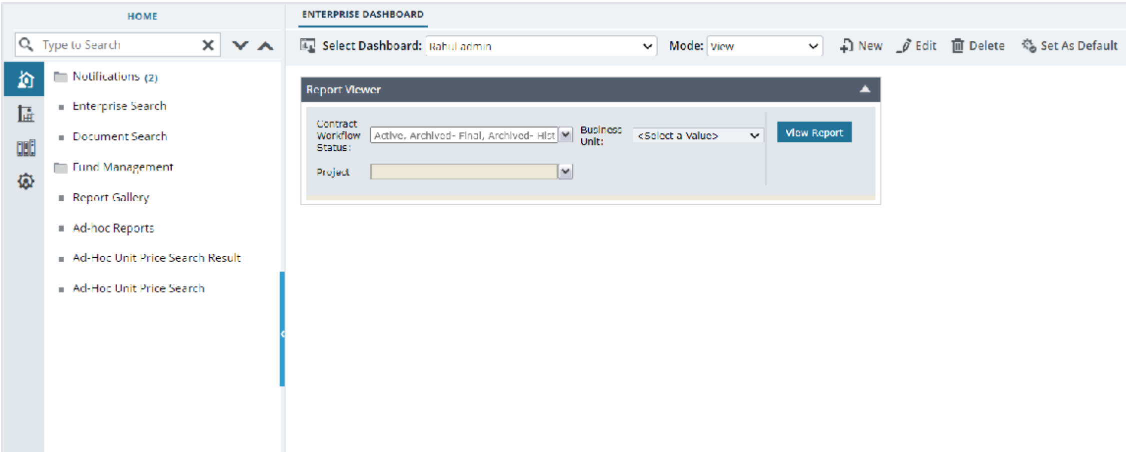


Figure 1: Enterprise Dashboard Page

2. In the navigation pane, expand the **Fund Management** folder, and then click **Global Fund List**.

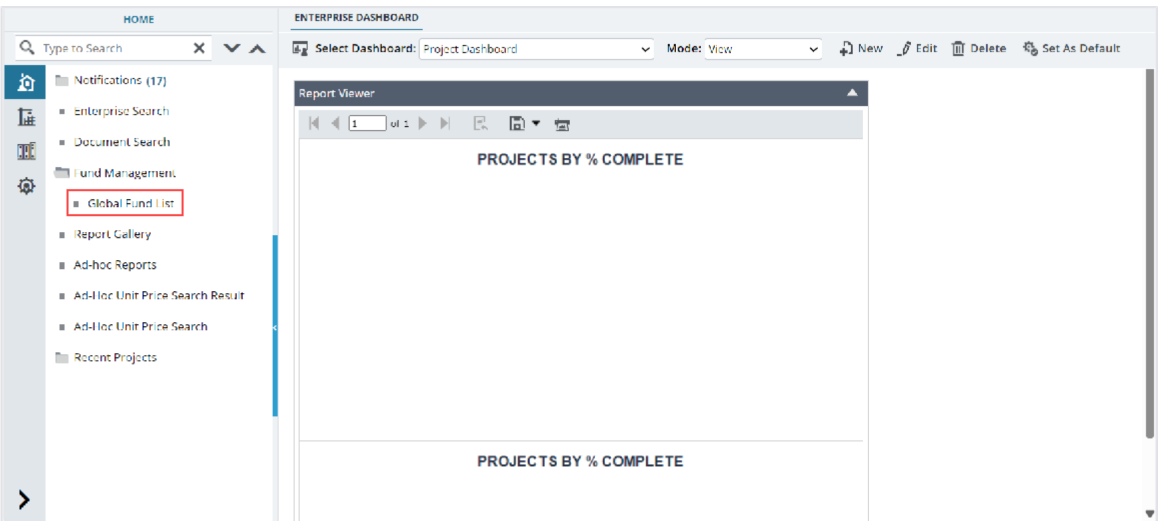
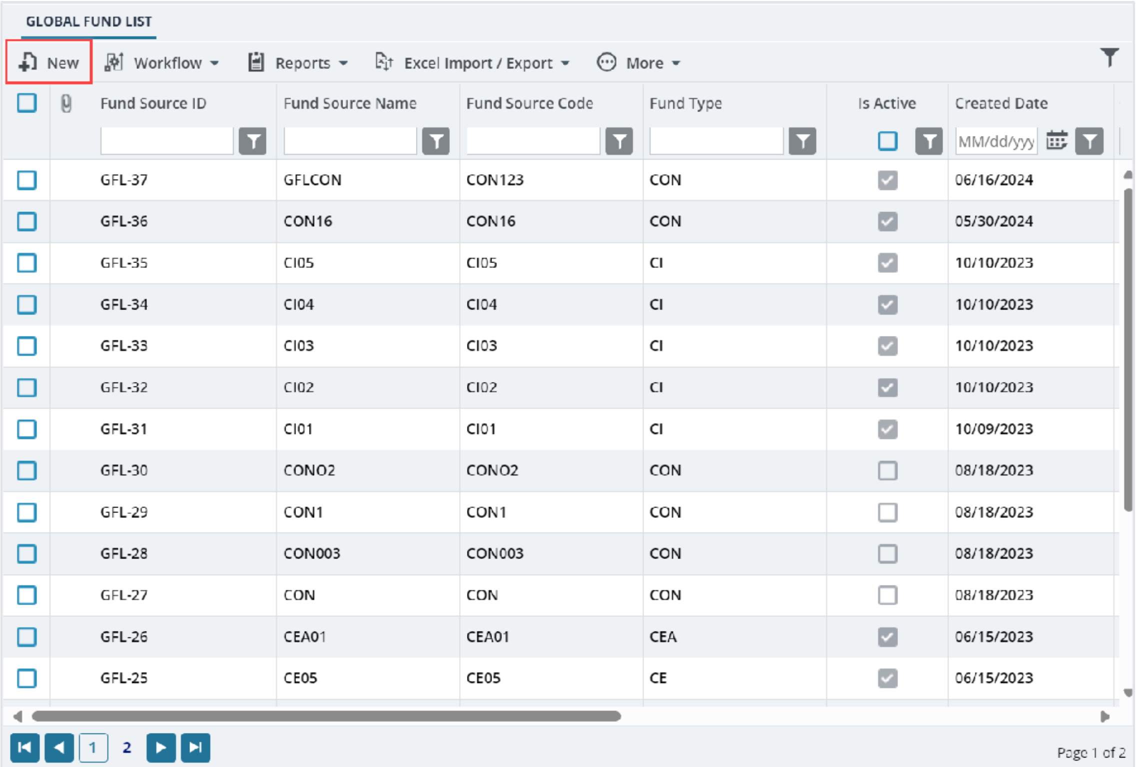


Figure 2: Navigation to Global Fund List

The **GLOBAL FUND LIST** page is displayed.



Fund Source ID	Fund Source Name	Fund Source Code	Fund Type	Is Active	Created Date
GFL-37	GFLCON	CON123	CON	✓	06/16/2024
GFL-36	CON16	CON16	CON	✓	05/30/2024
GFL-35	CI05	CI05	CI	✓	10/10/2023
GFL-34	CI04	CI04	CI	✓	10/10/2023
GFL-33	CI03	CI03	CI	✓	10/10/2023
GFL-32	CI02	CI02	CI	✓	10/10/2023
GFL-31	CI01	CI01	CI	✓	10/09/2023
GFL-30	CONO2	CONO2	CON		08/18/2023
GFL-29	CON1	CON1	CON		08/18/2023
GFL-28	CON003	CON003	CON		08/18/2023
GFL-27	CON	CON	CON		08/18/2023
GFL-26	CEA01	CEA01	CEA	✓	06/15/2023
GFL-25	CE05	CE05	CE	✓	06/15/2023

Figure 3: List Page of the Global Fund List Form

3. Click **New**.
   The **GLOBAL FUND LIST** page is displayed.

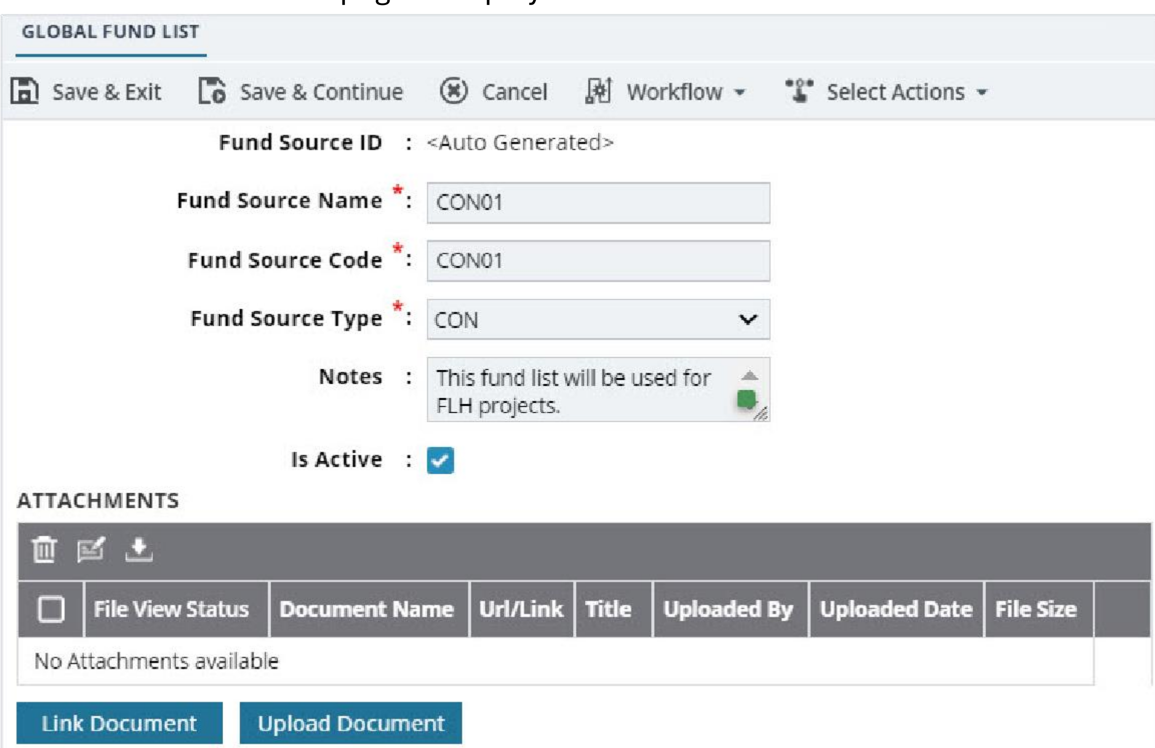


Figure 4: Global Fund List Page

Upon saving the record, the **Fund Source ID** displays an automatically generated unique identification code for the global fund source.

4. Provide the appropriate information in the fields, as described in the following table:

Field Name	Description
Fund Source Name	Enter a name for the new fund source to be created. For example, CON01, CON02, PE01, CEA01, and so on.
Fund Source Code	Enter a unique identification code for the global fund source. For example, CON01, CON02, PE01, CEA01, and so on.
Fund Source Type	From the drop-down list, select the type of fund source. Available options are CON, PE, CE, CI, etc. The drop-down list displays active fund types defined in the Fund Type catalog of the library.
Notes	Enter any appropriate notes for the global fund source.
Is Active	Ensure the check box is selected to make the global fund source active. You can only add the active global fund sources to projects.

5. Optionally, in the **ATTACHMENTS** section, upload or link related files.
   For information on attachments, refer to Section 4.1. Attachments.
6. Click **Save & Exit** to save the record and return to the list page.
   Optionally, click **Save & Continue** to save the record and continue on the same page.
   Click **Cancel** to discard the added information and exit the page.

3.1.2. Approving a Global Fund Source Record

Prerequisites

The logged-in user must have the **Administrator** role.

Overview

This section explains the positive and forward workflow actions to reach the Approved workflow status. To move the Global Fund Source record through the defined workflow, perform the following steps:

Steps:

1. In the module menu, click **Home**.
   The **ENTERPRISE DASHBOARD** page is displayed.

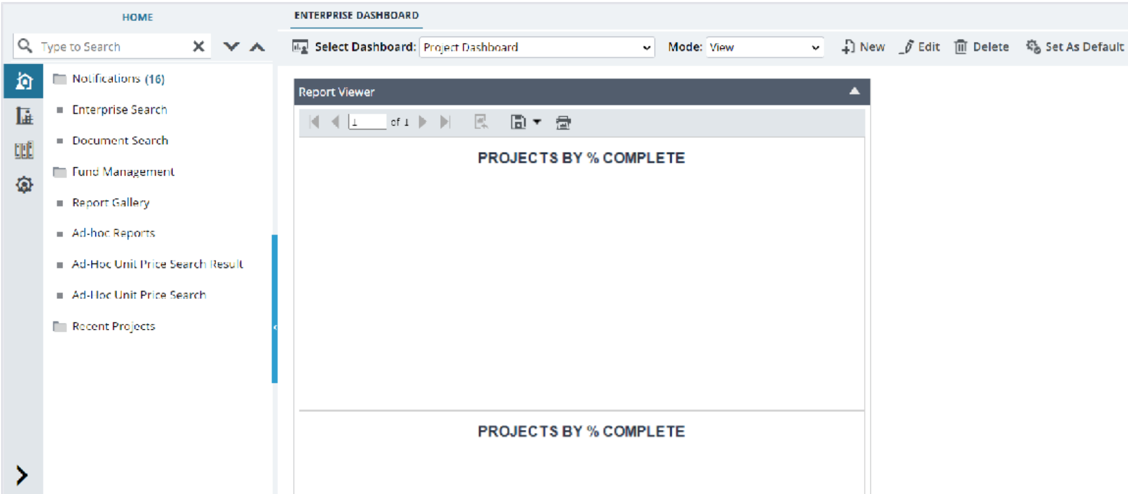


Figure 5: Enterprise Dashboard

2. In the navigation pane, expand the **Fund Management** folder, and then click **Global Fund List**.

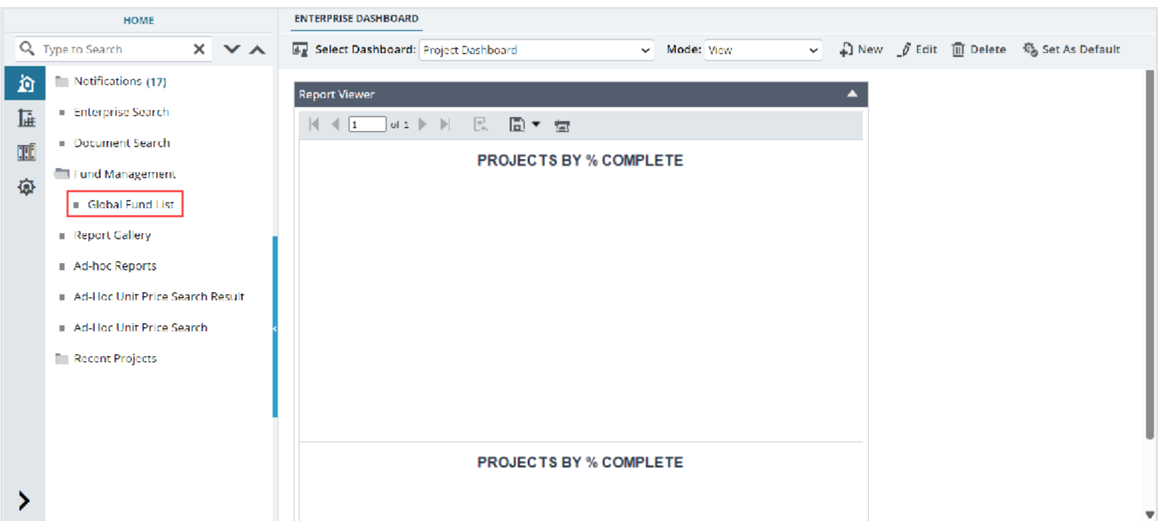
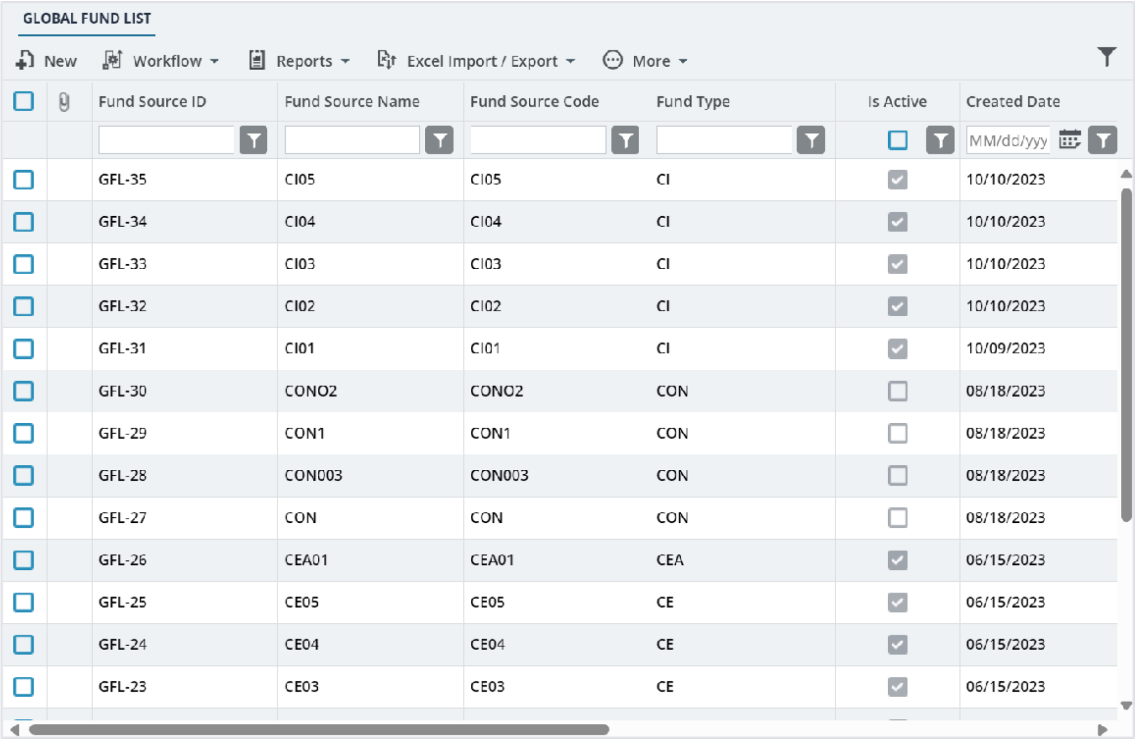


Figure 6: Navigation to Global Fund List

The **GLOBAL FUND LIST** page is displayed.



Fund Source ID	Fund Source Name	Fund Source Code	Fund Type	Is Active	Created Date
GFL-35	CI05	CI05	CI	☑	10/10/2023
GFL-34	CI04	CI04	CI	☑	10/10/2023
GFL-33	CI03	CI03	CI	☑	10/10/2023
GFL-32	CI02	CI02	CI	☑	10/10/2023
GFL-31	CI01	CI01	CI	☑	10/09/2023
GFL-30	CONO2	CONO2	CON	☐	08/18/2023
GFL-29	CON1	CON1	CON	☐	08/18/2023
GFL-28	CON003	CON003	CON	☐	08/18/2023
GFL-27	CON	CON	CON	☐	08/18/2023
GFL-26	CEA01	CEA01	CEA	☑	06/15/2023
GFL-25	CE05	CE05	CE	☑	06/15/2023
GFL-24	CE04	CE04	CE	☑	06/15/2023
GFL-23	CE03	CE03	CE	☑	06/15/2023

Figure 7: List Page of the Global Fund List Form

3. In the list page, select the appropriate record in the **Draft** workflow status, and then click **Select Actions**.

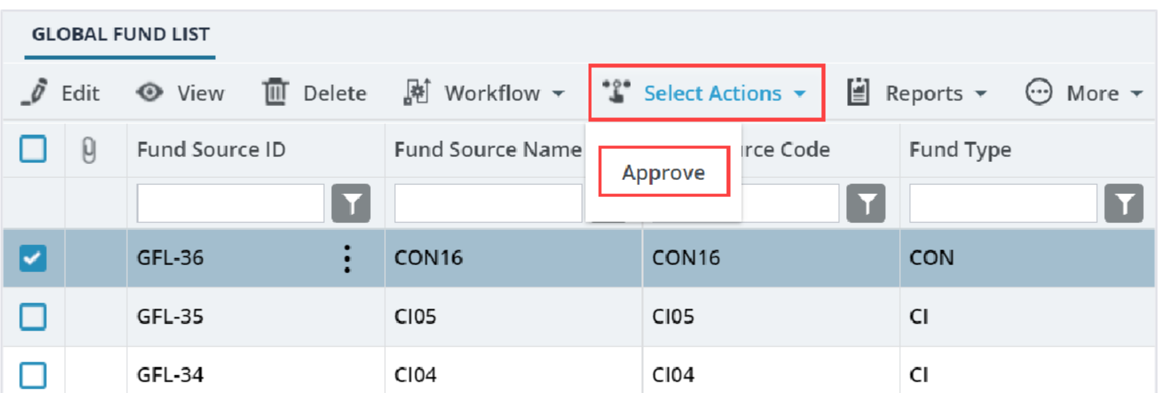


Figure 8: Workflow Action – Approve

4. Click **Approve**, and in the Masterworks dialog box, click **OK**.
   The record is moved to the **Approved** workflow status.

3.1.3. Global Fund Source Workflow Status

The following table provides the workflow status (current and subsequent status) of the Global Fund Source record.

For information on setting a workflow status to the next status, refer to Section 4.2. Workflow Status Transitions.

Phase	Current Workflow Status	Action Stakeholders	Action	Subsequent Workflow Status	Comments
1	Draft	Administrator	Approve	Approved	-

3.2. Project Fund Management

Project funds are fund sources defined for a project. Project Fund Sources act as a source of funds for any transaction after an amount is authorized for it.

The project Fund Management feature enables you to perform the following tasks:

1) Project Fund List
   a) 3.2.1.1. Define project fund sources
   b) 3.2.1.2. Approve project fund sources
2) Project Fund Transaction
   a) 3.2.2.1. Manage funds in project fund sources
   b) 3.2.2.2. Approve project fund transactions
3) Funding Rule
   a) 3.2.3.1. Create funding rules for a project
   b) 3.2.3.3. Approve funding rules
   c) 3.2.3.6. Mark a funding rule as default

3.2.1. Project Fund Sources

The **Project Fund List** is a repository of fund sources defined for a project. Project Fund Sources act as a source of funds for any transaction after an amount is authorized for it.

The **Project Fund List** form enables you to:

- Add account codes used for the specific project.
- Update account priority and account number.

3.2.1.1. Defining Project Fund Sources

Prerequisites

- Approved global fund sources are available.
- The role of the logged-in user must be one of the following:
    - Administrator
    - Design Component Lead
    - Designer
    - Lead Designer
    - Highway Design Manager
    - Project Manager
    - A/E Designer
    - A/E Lead Designer
    - A/E Manager
    - Acquisitions
    - Construction Component Lead
    - Construction Admin Staff
    - For more information on role-specific permissions, refer to Table 2 – Fund Management Permission Matrix.

Steps

1. In the module menu, click **Projects**.
   The **PROJECTS** list page is displayed.

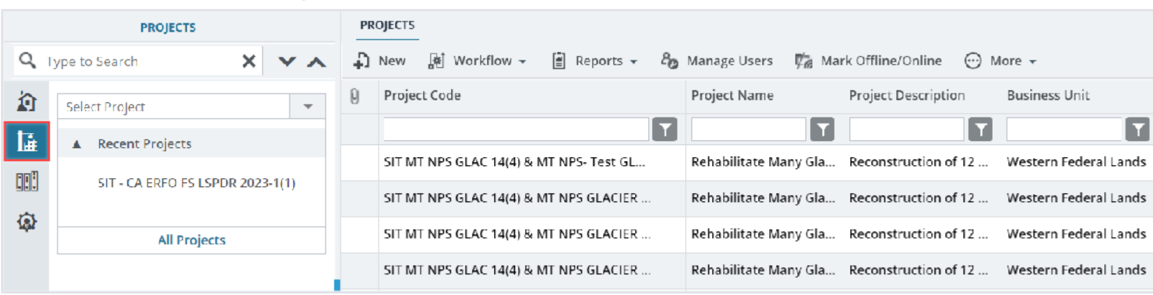


Figure 9: Navigation to Projects Module

2. In the list page, double-click the appropriate project, and then click the project folder to expand it.

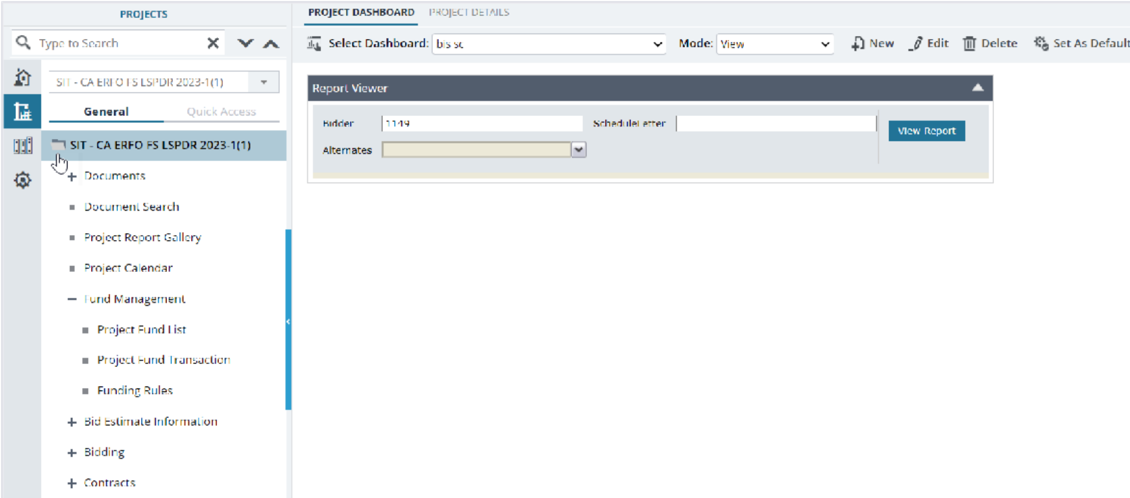


Figure 10: Expanding Projects Folder

3. In the project navigation pane, expand the **Fund Management** folder, and then click **Project Fund List**.

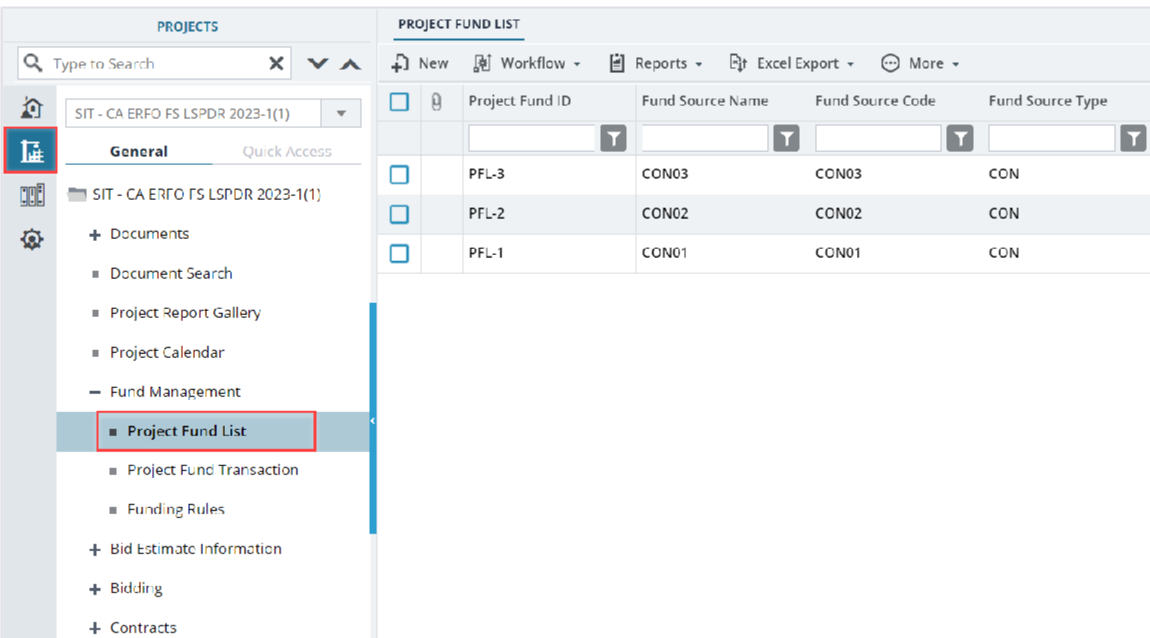


Figure 11: Navigation to Project Fund List

The **PROJECT FUND LIST** page is displayed.

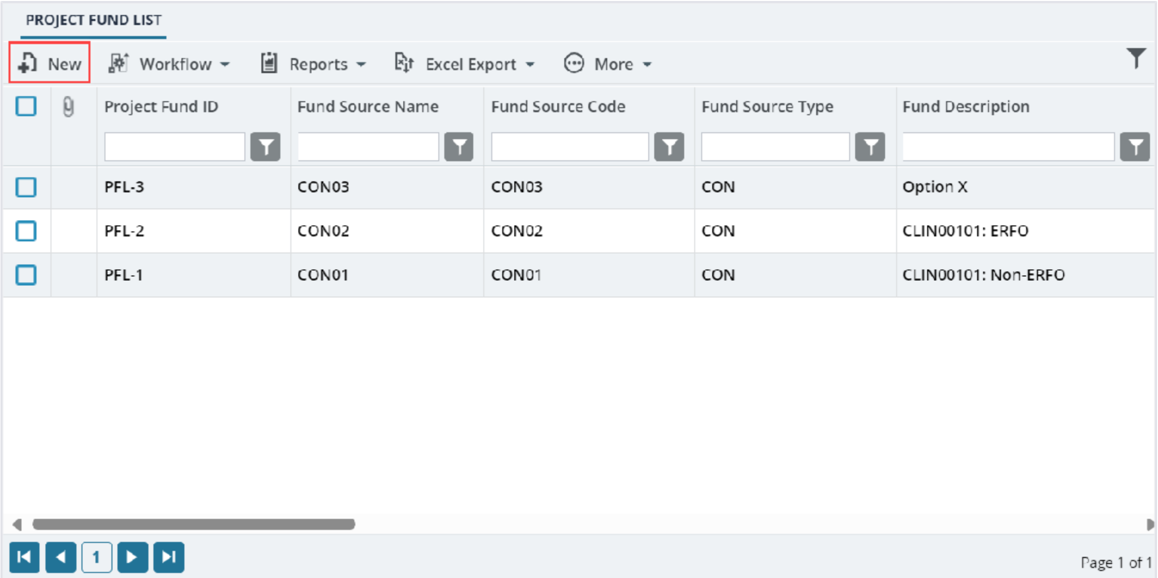


Figure 12: List Page of the Project Fund List Form

4. Click **New**.

   The **PROJECT FUND LIST** page is displayed.

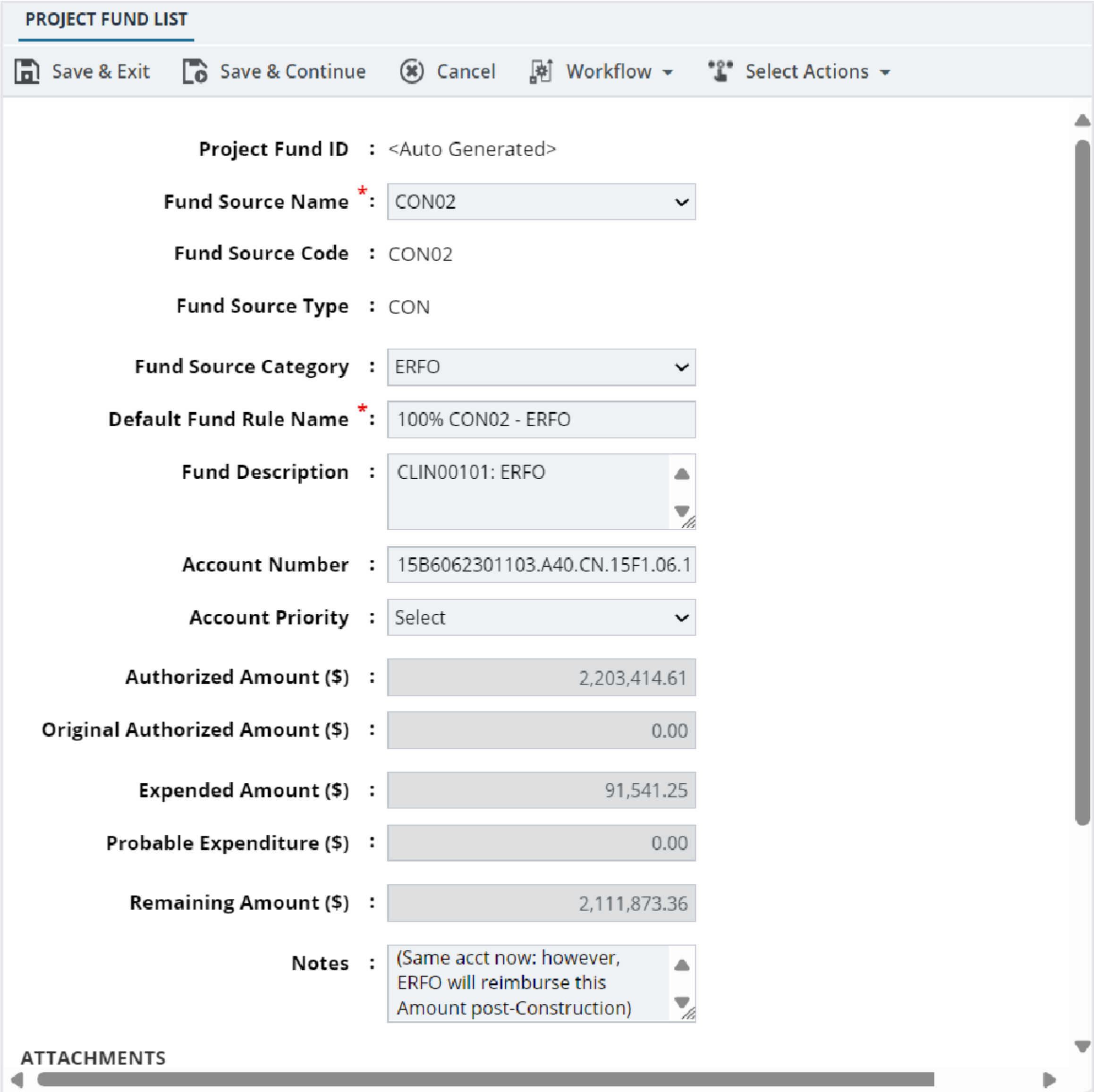


Figure 13: Project Fund List Page

   On saving the record, the Project Fund ID displays an automatically generated unique identification code for the project fund source.

5. From the **Fund Source Name** drop-down list, select the global fund source to associate with the project.

   Available options are approved and active global fund sources. For example, CON01, CON02, PE01, CEA01, and so on.

   Based on the selection of the **Fund Source Name**, the values of **Fund Source Code** and **Fund Source Type** fields are displayed.

Additionally, based on the global fund source selected, the following information is displayed:

Field Name	Description
Original Authorized Amount	The first transaction amount for the respective fund source.
Authorized Amount ($)	Sum of all project fund transactions for the fund source or account code.
Expended Amount ($)	• If the Fund Source Type is CON, this field displays the sum of all the amount used for contract items in the approved pay estimates. This value is retrieved from the Amount this PE column of the Funding Summary tab in the approved pay estimates record. • If the Fund Source Type is any value other than CON, this field transforms into an editable field. You can directly enter the consumed amount.
Probable Expenditure ($)	• If the Fund Source Type is CON, this field displays the probable amount, which is retrieved from the Contract Items form. • If the Fund Source Type is any value other than CON, this field transforms into an editable field.
Remaining Amount ($)	Remaining funds available in the fund source. Calculated as: Authorized Amount - Expended Amount

6. From the **Fund Source Category** drop-down list, select the appropriate fund category.
   Available options are **ERFO, FLAP, NPS, HPP,** etc.
   The drop-down list displays the active fund categories defined in the **Fund Categories** catalog of the library.
   The **Fund Source Category** determines the actual fund source from which the money is authorized for the projects.

7. The **Default Fund Rule Name** field is automatically updated based on the fund source name and fund source category.
   Optionally, enter the appropriate name of the default fund rule.
   The **Default Fund Rule Name** must be updated in the **100% <Fund Source Name> - <Fund Source Category>** format.

Note:

- This field cannot be edited if the Funding Rule is approved.
- This is available for both CE and CON type, but the fund rule is updated in the Funding Rule form only for CON type.

8. In the **Fund Description** field, enter the description of the project fund source.

9. In the **Account Number** field, enter the correct account number generated from the financial system. The account number acts as a unique identifier for the account in all fund transactions (Obligations and De-Obligations).
10. From the **Account Priority** drop-down list, select the appropriate option for a fund transaction.

    Note:

    - This field is enabled only for CON fund source types.
    - At least one approved project fund source must be available for the Account Priority list to display the relevant options.

Account **Priority** defines the priority of fund sources for a fund transaction. Available options are published and approved fund codes.

To select the account priority as per the requirement, you need to assign the account priority in a sequential manner. Once you have assigned the account priority for any of the project fund sources, the account priority options for the next project fund source are displayed in a sequential list. The list comprises the current project fund source added as a prefix to all the available options of the account priority defined for the prior project fund sources. You may repeat this process until you have achieved a desired outcome.

Scenario 1: For example, to define the account priority for the project fund source CON05 as CON05-CON04-CON03-CON02-CON01, perform the following steps:

a. Create project fund source CON01 and move it to the Published workflow status.

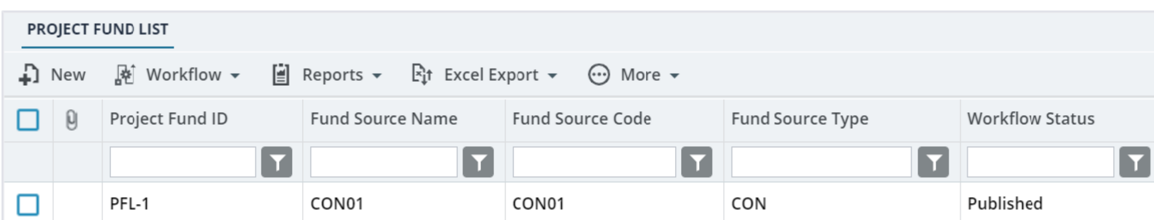


Figure 14: CON01 in Published Status

b. Create project fund source CON02, and from the **Account Priority** drop-down list, select CON02-CON01. Once the account priority is selected, move the record to the **Published** workflow status.

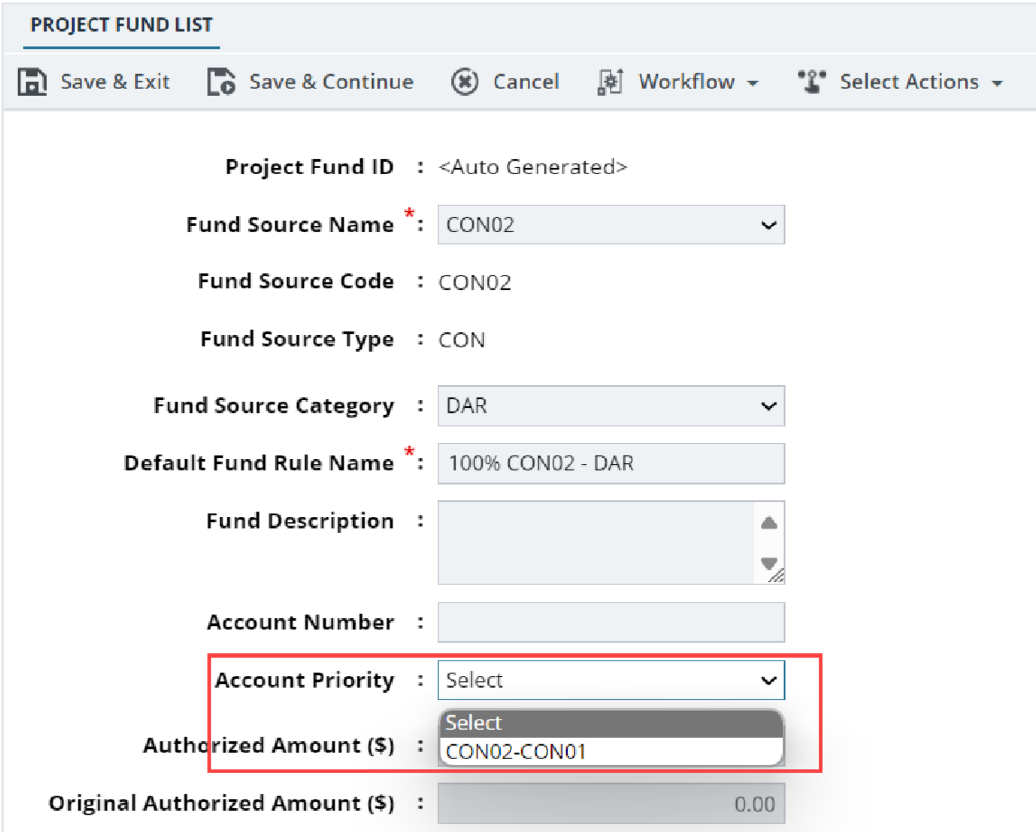


Figure 15: Selecting Account Priority for CON02

c. Create project fund source CON03, and from the **Account Priority** drop-down list, select CON03-CON02-CON01. Once the account priority is selected, move the record to the **Published** workflow status.

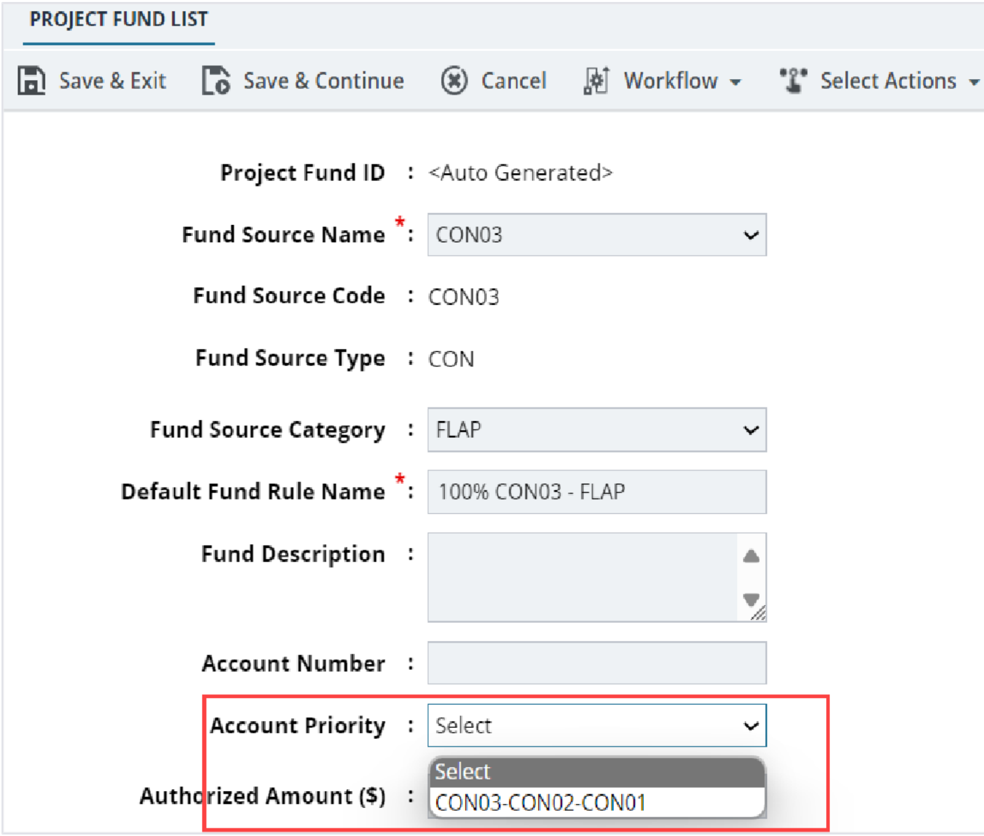


Figure 16: Selecting Account Priority for CON03

d. Create project fund source CON04, and from the **Account Priority** drop-down list, select CON04-CON03-CON02-CON01. Once the account priority is selected, move the record to the **Published** workflow status.

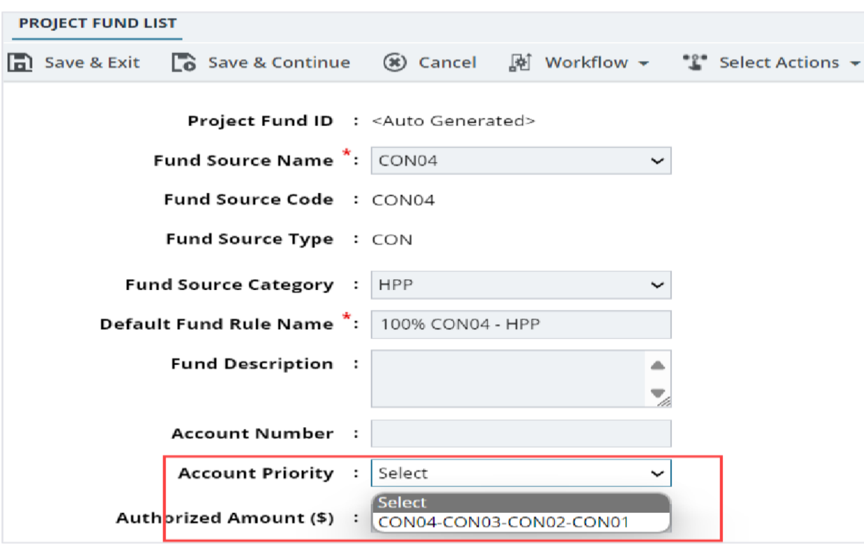


Figure 17: Selecting Account Priority for CON04

e. Create project fund source CON05, and from the **Account Priority** drop-down list, select CON05-CON04-CON03-CON02-CON01. Once the account priority is selected, move the record to the Published workflow status.

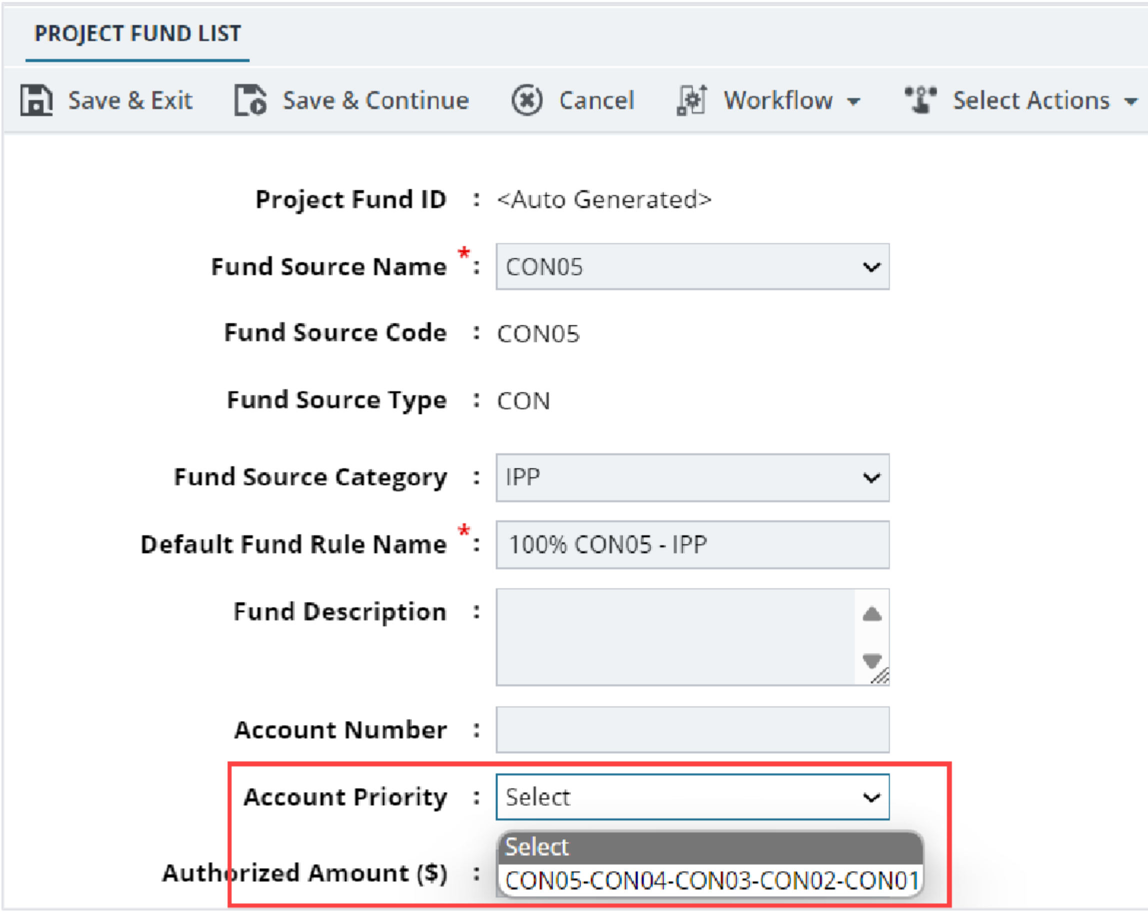


Figure 18: Selecting Account Priority for CON05

While making payments using the **Pay Estimate** form, first uses funds from the fund source CON01, next from the fund source CON02, and then from CON03, and so on. Hence, the funds will be last utilized from CON05.

Scenario 2: Let us assume that we want to change the account priority from CON05- CON04-CON03-CON02-CON01 to CON05-CON01-CON04-CON02-CON03. To do so, perform the following steps:

Note: Ensure the project fund source is in the **Published** workflow status.

a. Select the penultimate project fund source CON02 and click **Edit**.

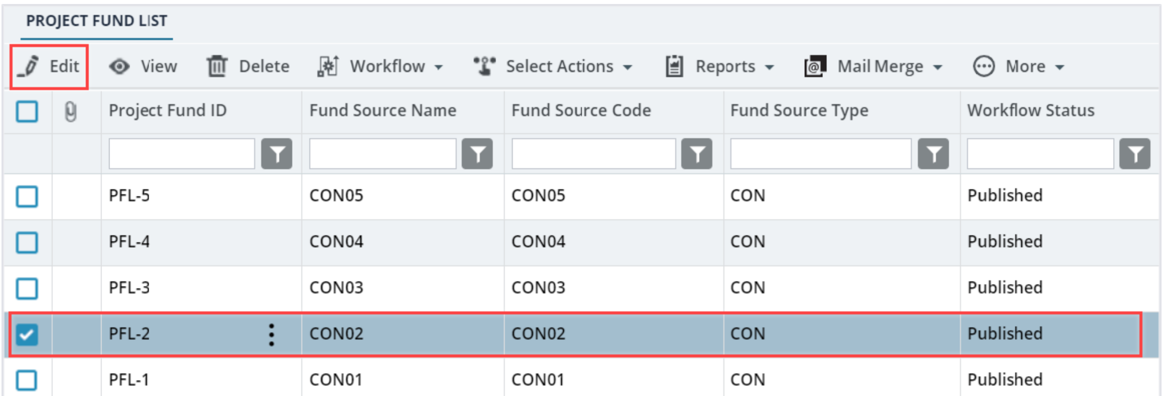


Figure 19: Editing CON02

b. In the CON02 project fund list details page, change the **Account Priority** from CON02-CON01 to **Select**. After the account priority is changed, click **Save & Exit**.

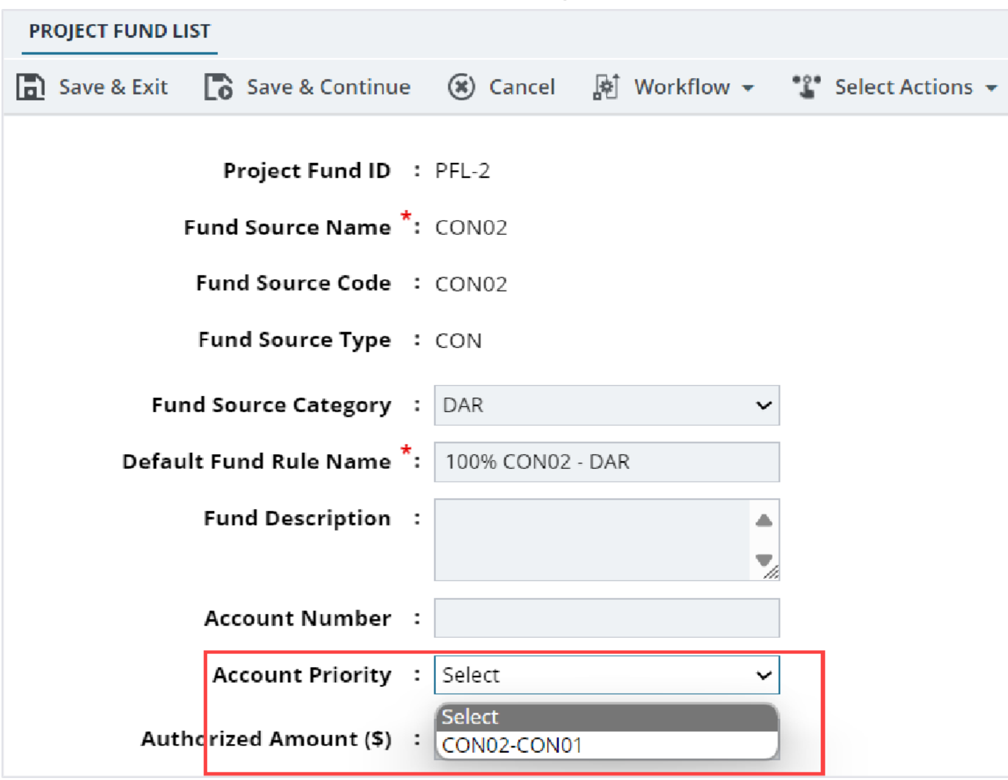


Figure 20: Changing CON02-CON01 to Select

c. Select CON02 project fund source again, and click **Edit**. Now, from the **Account Priority** drop-down list, select CON02-CON03. After the account priority is selected, click **Save & Exit**.

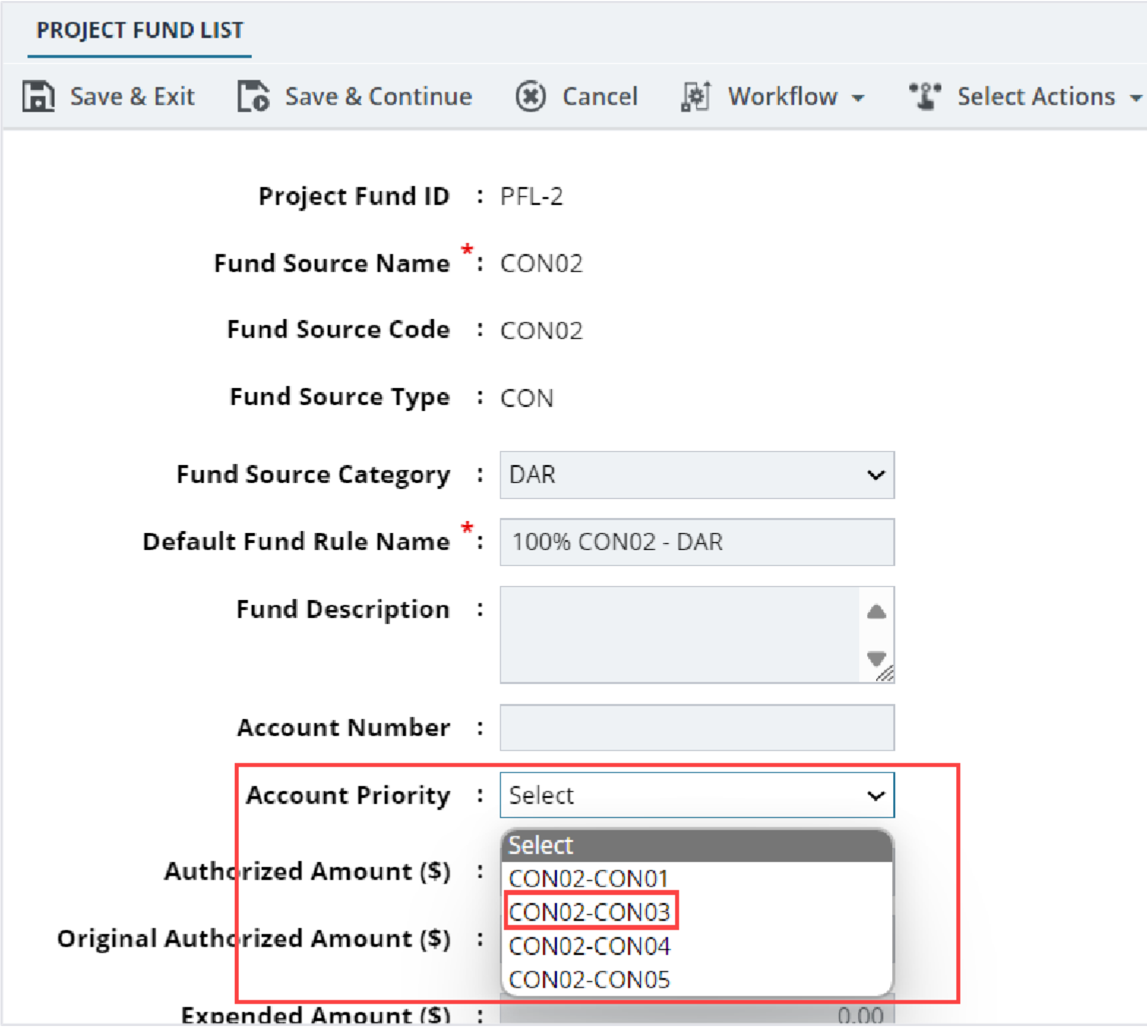


Figure 21: Selecting CON02-CON03

d. Select the project fund source CON04, and click **Edit**.

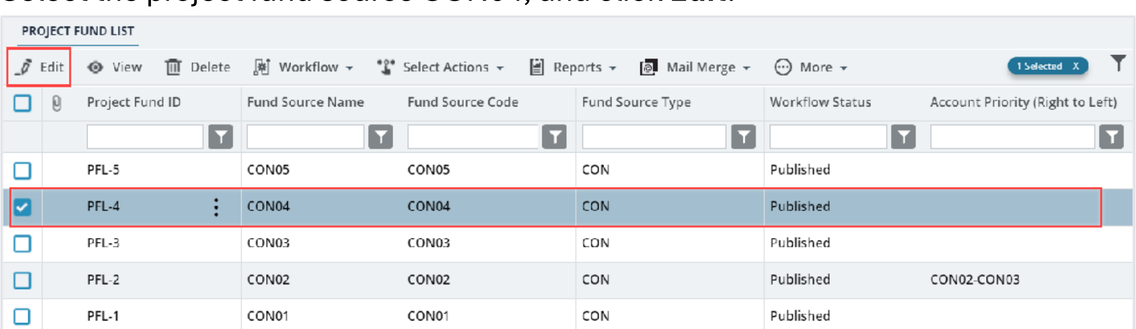


Figure 22: Editing CON04

e. In the CON04 project fund list details page, from the **Account Priority** drop-down list, select CON04-CON02-CON03. After the account priority is selected, click **Save & Exit**.

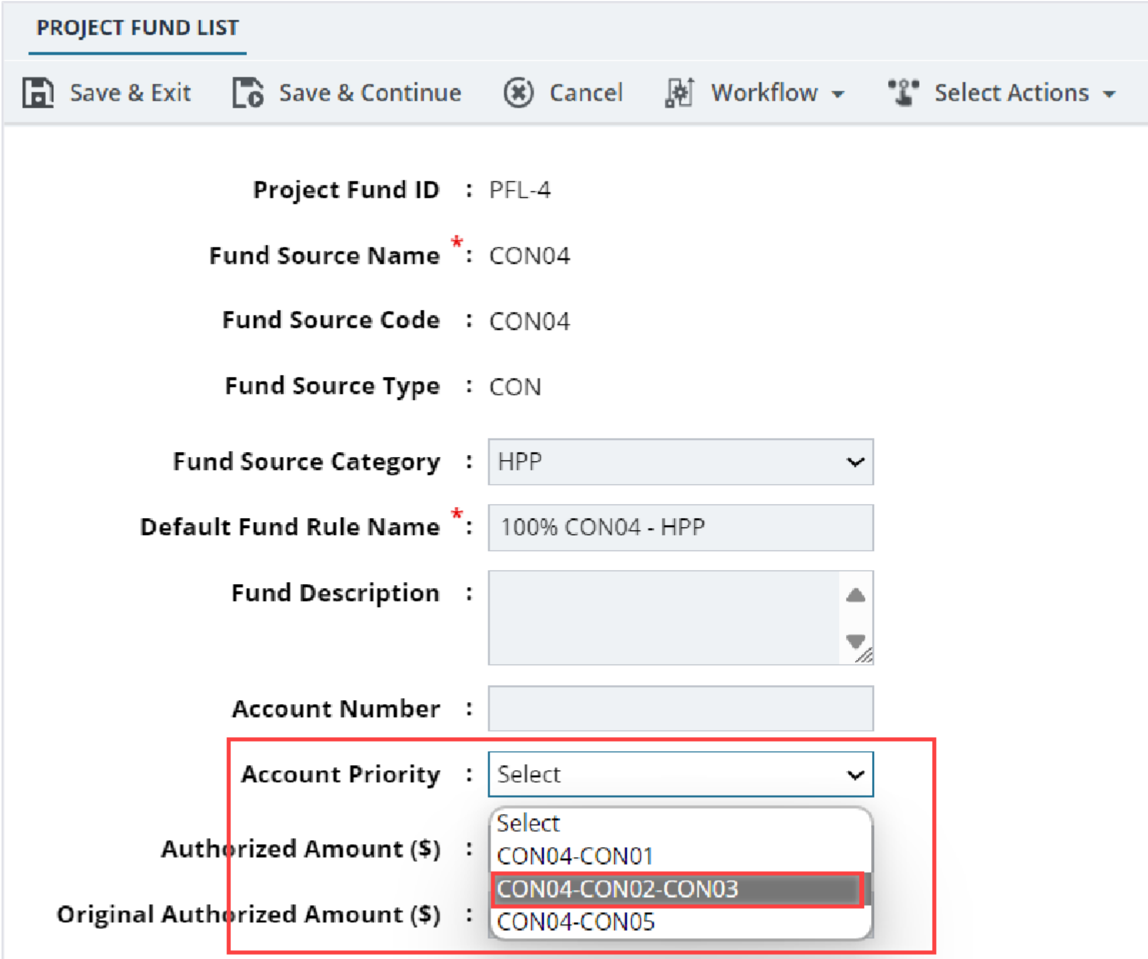


Figure 23: Selecting CON04-CON02-CON03

f. Select the CON01 project fund source and click **Edit**.

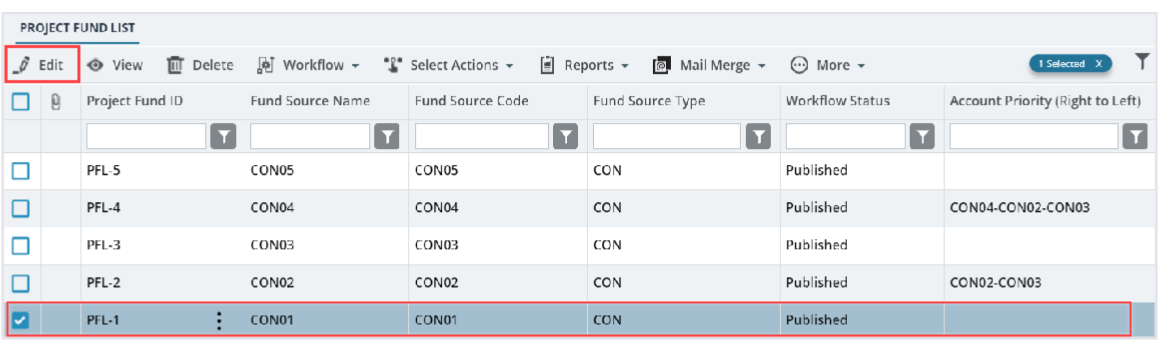


Figure 24: Editing CON01

g. In the CON01 project fund list details page, from the **Account Priority** drop-down list, select CON01-CON04-CON02-CON03. After the account priority is selected, click **Save & Exit**.

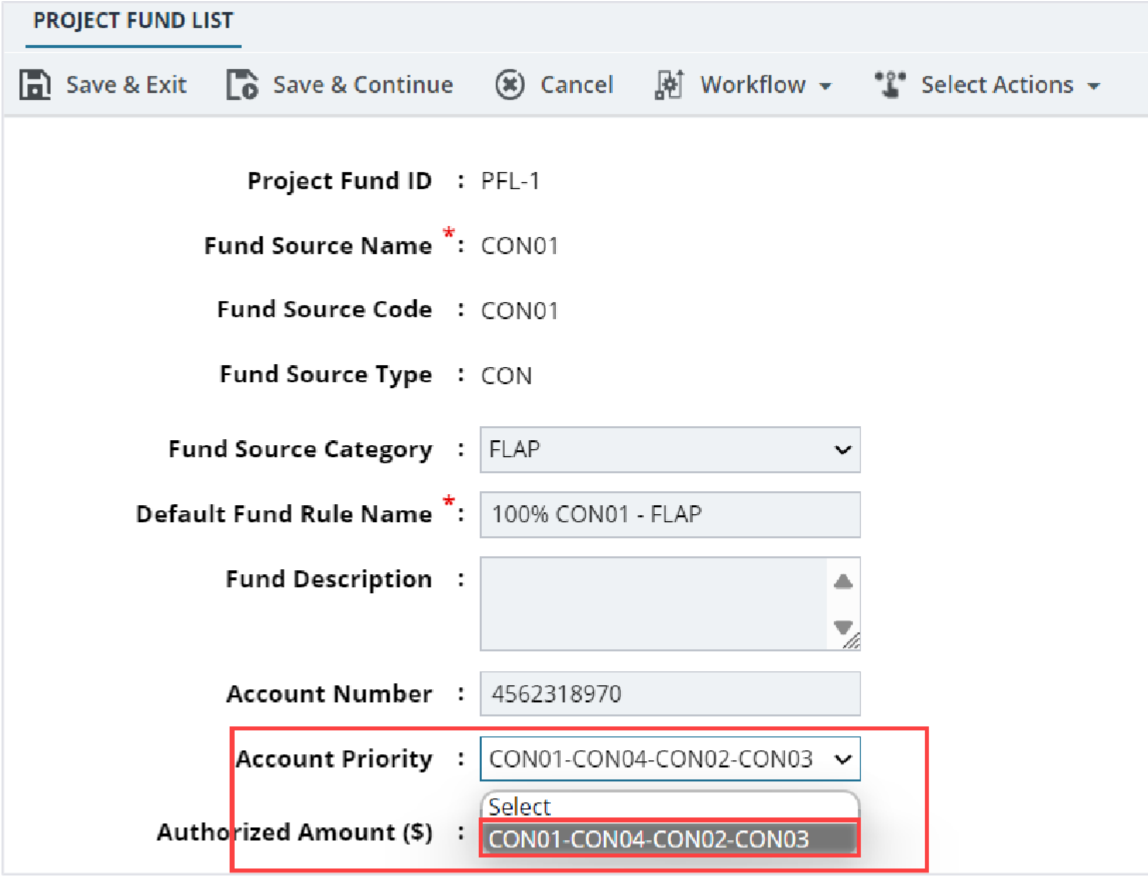


Figure 25: Selecting CON01-CON04-CON02-CON03

h. Select the project fund source CON05, and click **Edit**.

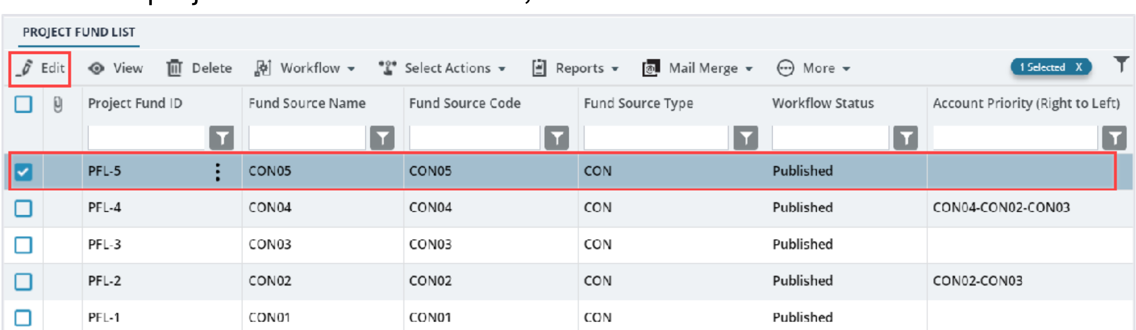


Figure 26: Editing CON05

i. In the CON05 project fund list details page, from the **Account Priority** drop-down list, select CON05-CON01-CON04-CON02-CON03. After the account priority is selected, click **Save & Exit**.

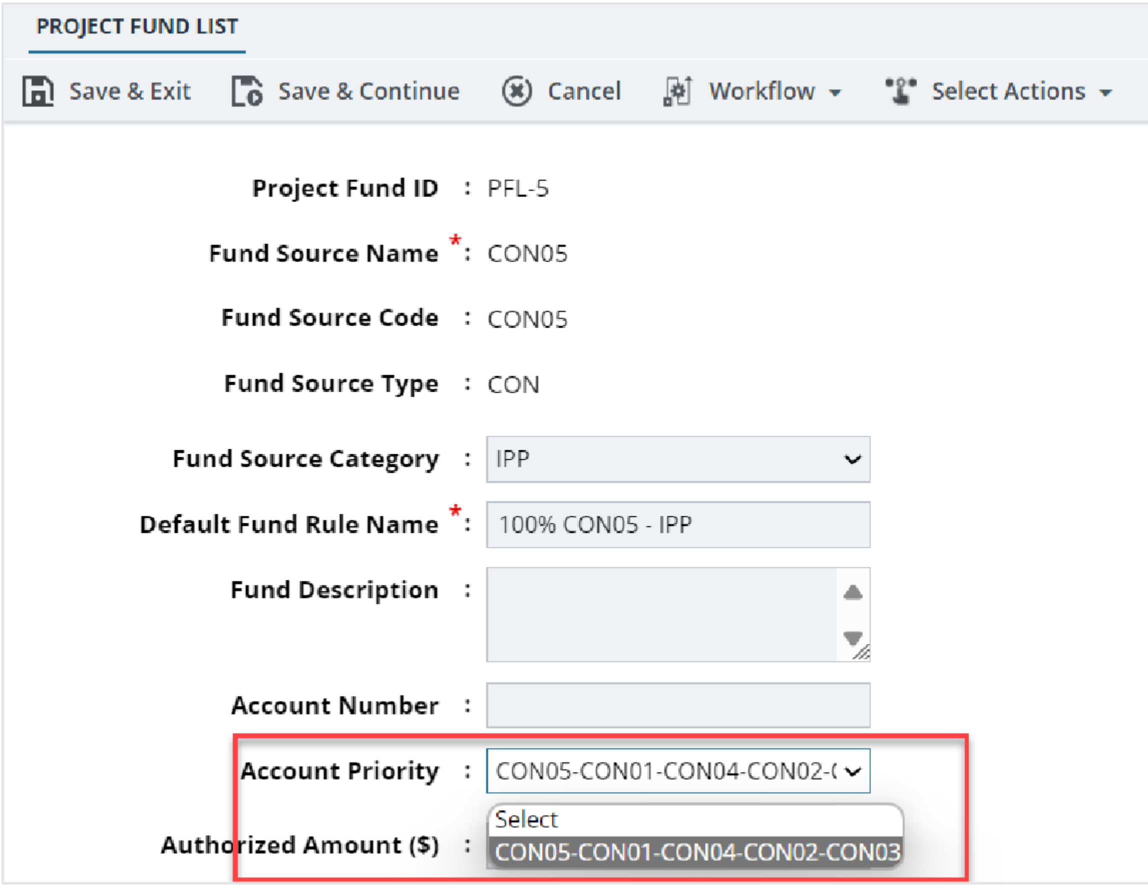
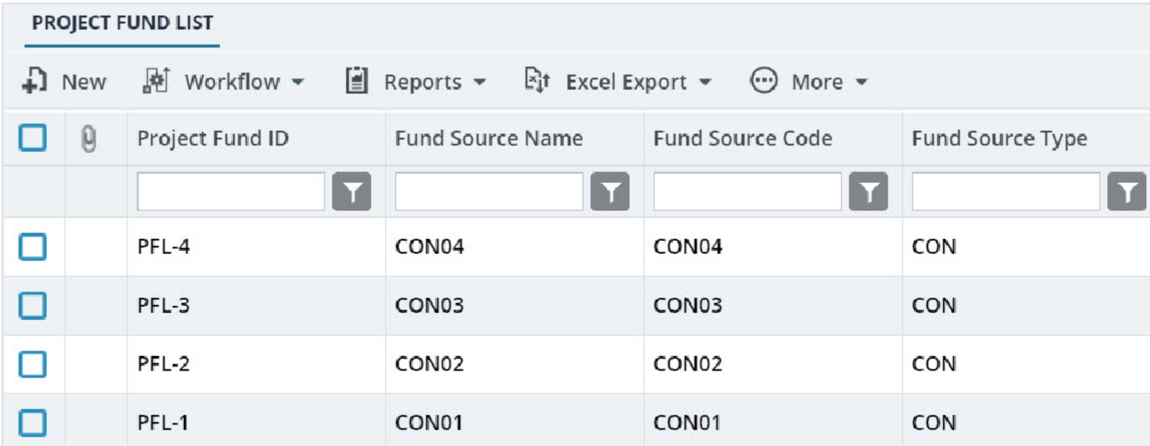


Figure 27: Selecting CON05-CON01-CON04-CON02-CON03

While making payments using the **Pay Estimate** form, first uses funds from the fund source CON03, next from the fund source CON02, and then from fund source CON04, and so on.

Scenario 3: This example illustrates how you can have multiple records in the **Published** workflow status and then define account priority. For example, to define the account priority for the project fund source CON01 as CON01-CON02-CON03-CON04, perform the following steps:

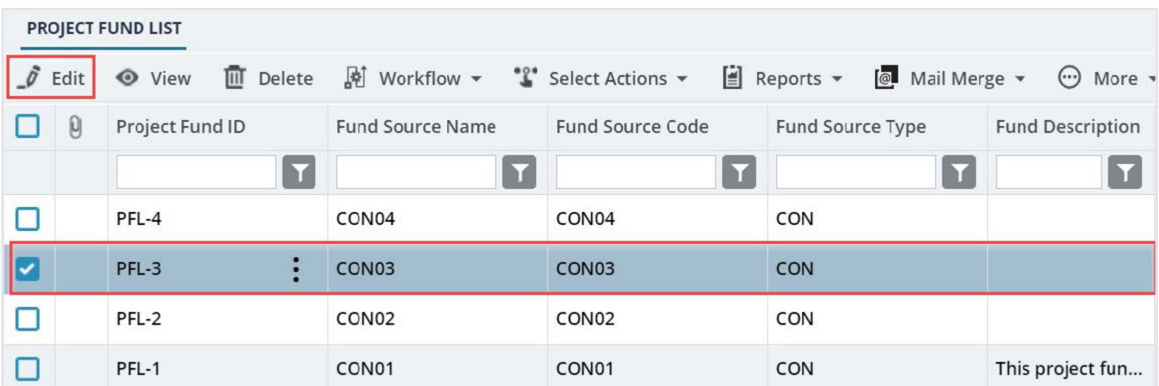
a. Create four project fund sources and move them to **Published** workflow status.



Project Fund ID	Fund Source Name	Fund Source Code	Fund Source Type
PFL-4	CON04	CON04	CON
PFL-3	CON03	CON03	CON
PFL-2	CON02	CON02	CON
PFL-1	CON01	CON01	CON

Figure 28: Published Project Fund Sources

b. Select the penultimate project fund source, and then click **Edit**.



Project Fund ID	Fund Source Name	Fund Source Code	Fund Source Type	Fund Description
PFL-4	CON04	CON04	CON	
PFL-3	CON03	CON03	CON	
PFL-2	CON02	CON02	CON	
PFL-1	CON01	CON01	CON	This project fun...

Figure 29: Using Edit Option

c. In the **PROJECT FUND LIST** details page, the Account Priority drop-down lists the other CON funds and existing chains appended with the current fund source in the beginning. Select the option appended with lower priority fund source, that is, CON03-CON04, and then click **Save & Exit**.

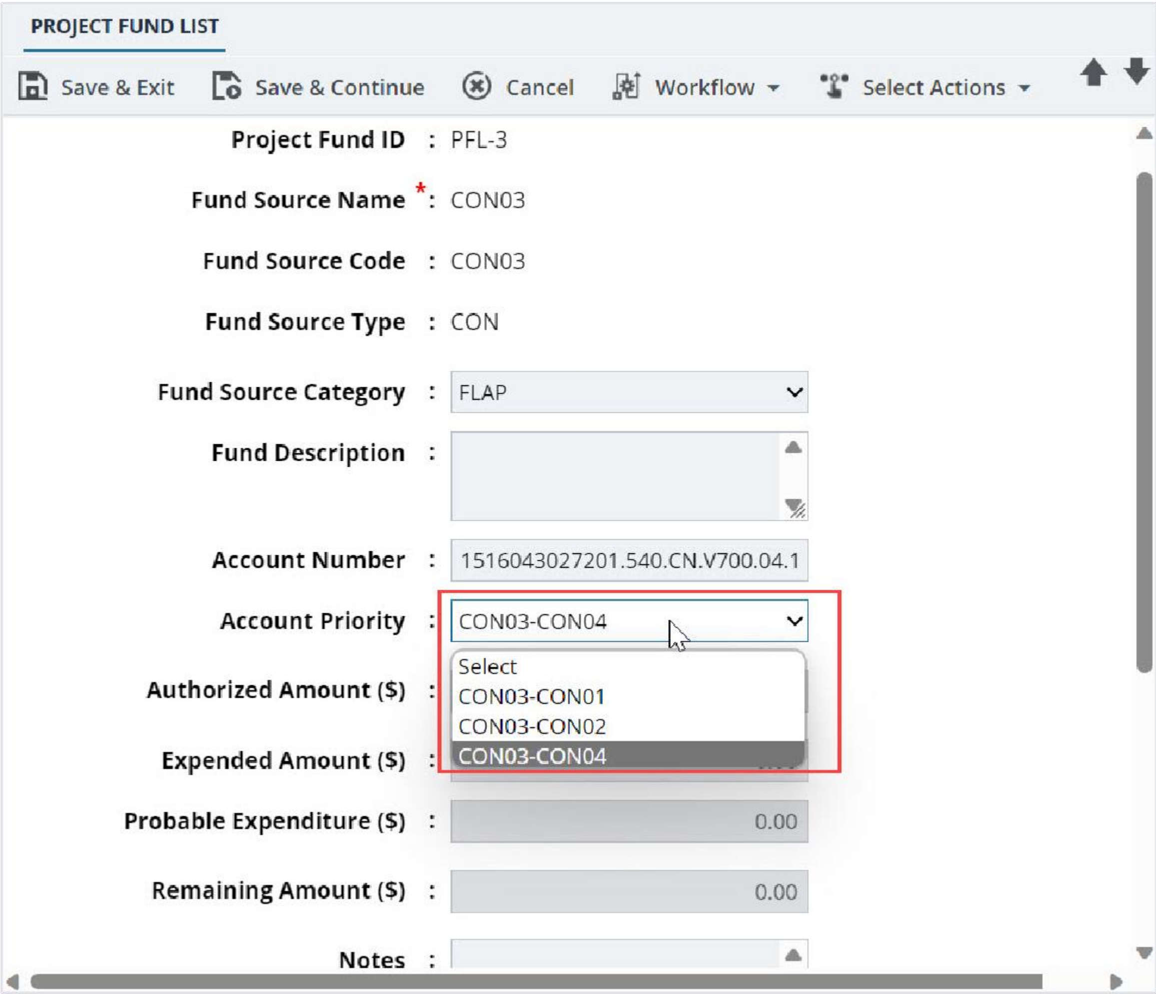


Figure 30: Selecting Account Priority for Penultimate PFL Record

d. Select the immediate next higher priority fund source CON02 from the list page, and then click **Edit**.

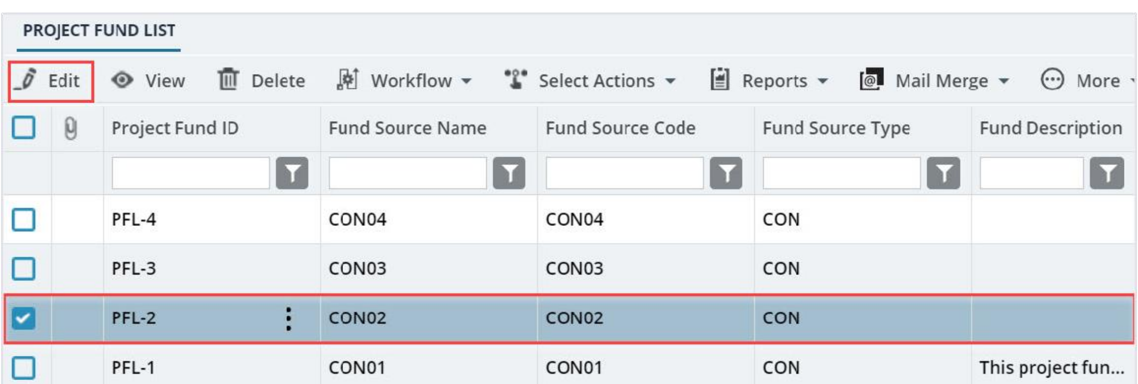


Figure 31: Using Edit Option

e. In the **PROJECT FUND LIST** details page, the **Account Priority** drop-down lists the chain created and other funds not included in any chain. Select the option appended with the required chain, that is CON02-CON03-CON04, and then click **Save & Exit**.

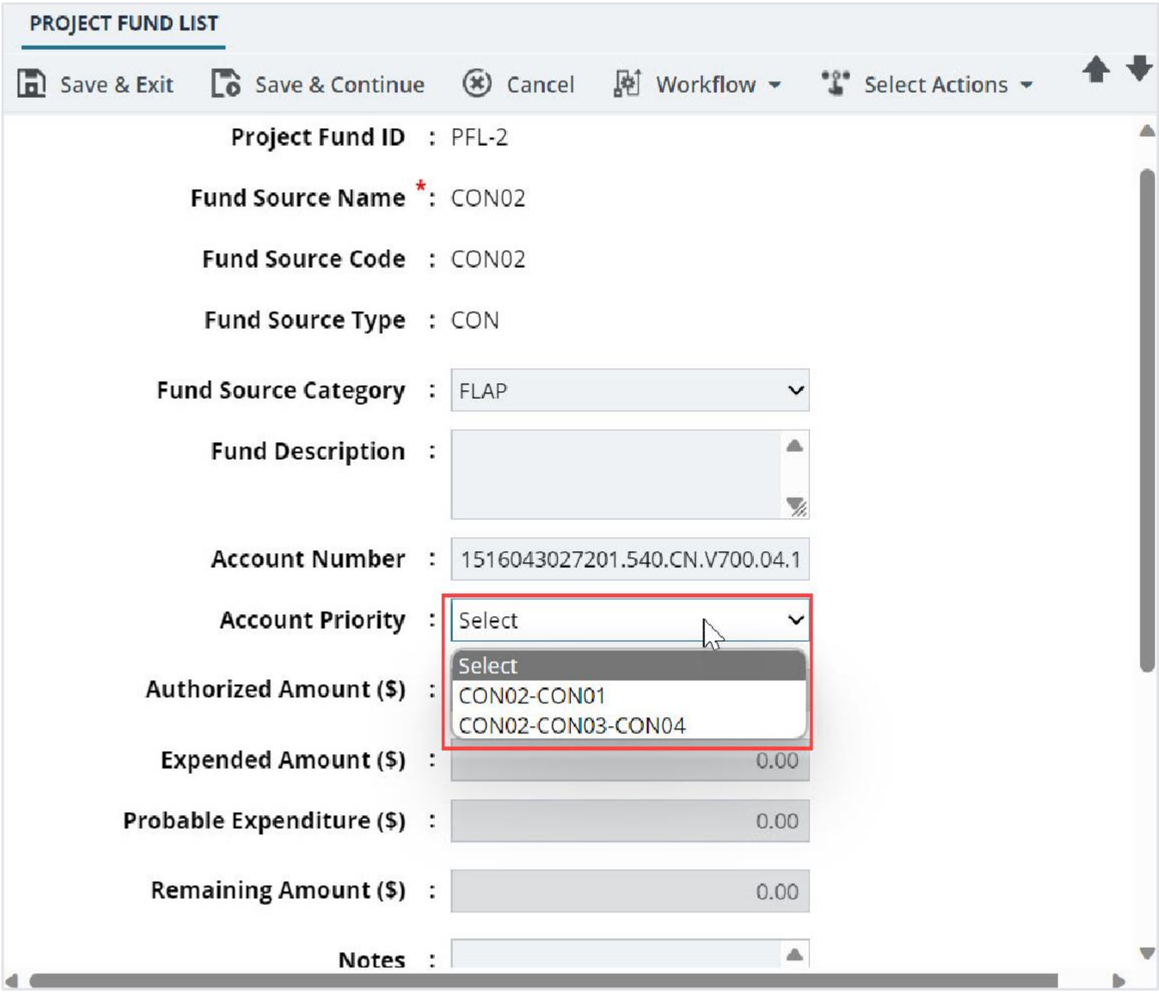


Figure 32: Selecting CON02-CON03-CON04 as Account priority

f. Select the immediate next higher priority fund source CON01 from the list page, and then click Edit.

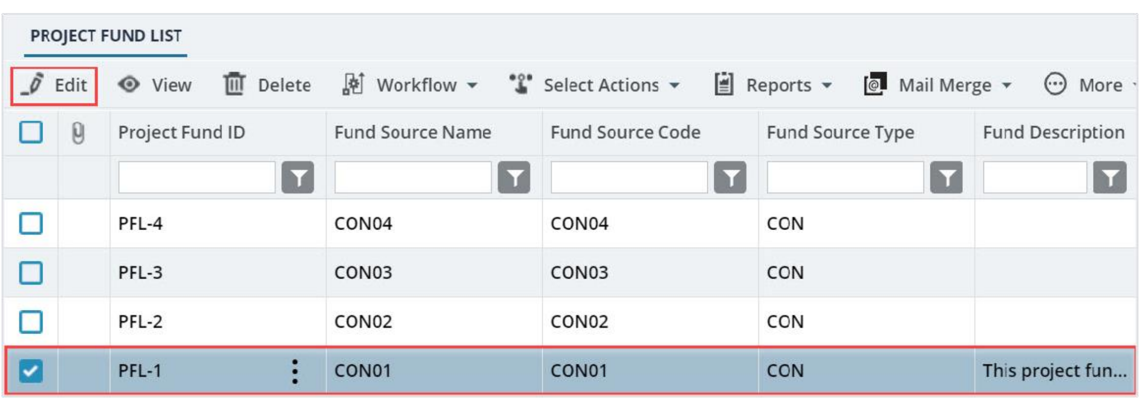


Figure 33: Using Edit Option

g. In the PROJECT FUND LIST details page, from the **Account Priority** drop-down list, select CON01-CON02-CON03-CON04, and then click Save & Exit.

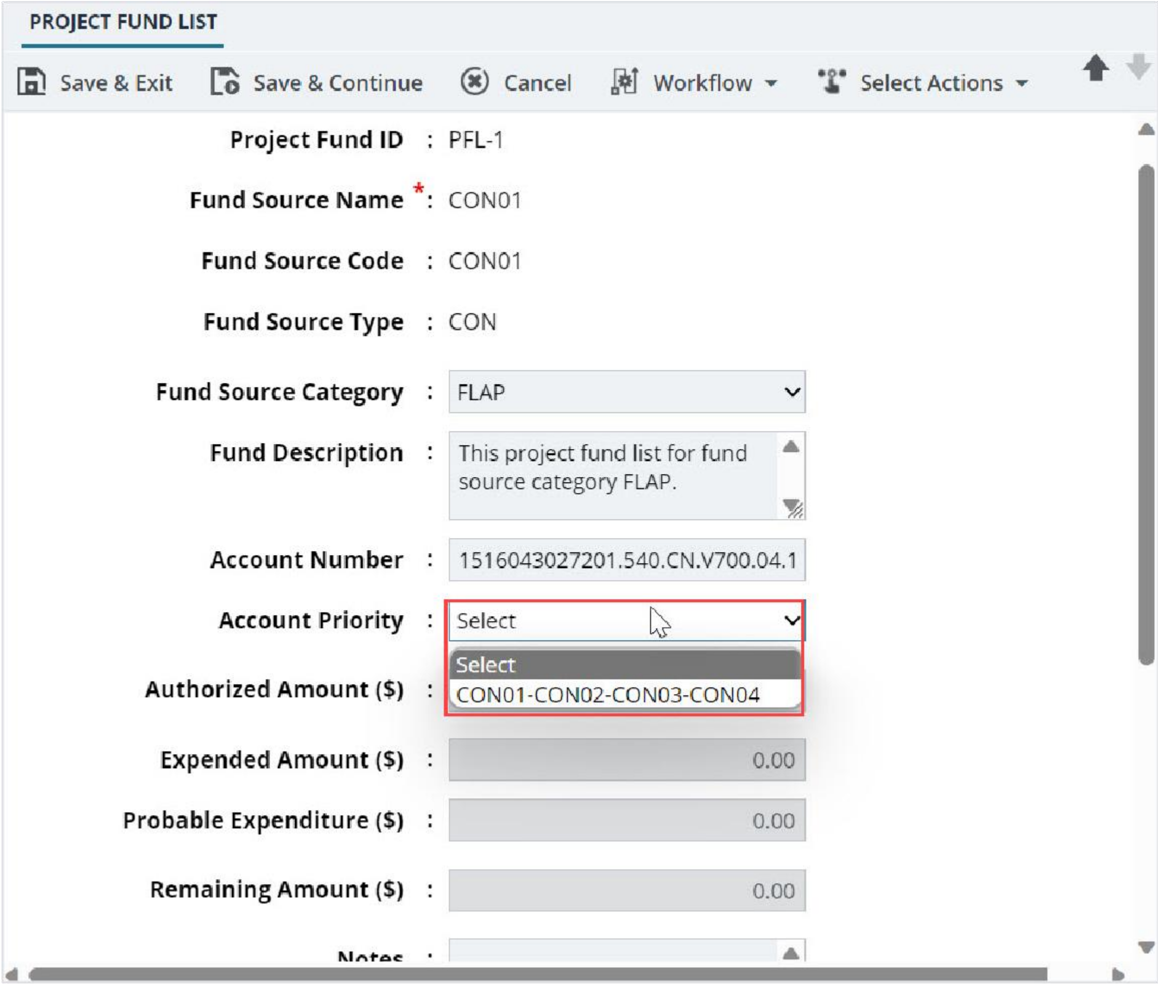


Figure 34: Selecting CON01-CON02-CON03-CON04 as Account priority

While making payments using the **Pay Estimate** form, Masterworks first uses funds from the fund source CON04 and then from the fund source CON03.

Now, let's assume that the fund source CON04 has $500 remaining and the fund source CON03 has $20,000 remaining. The fund source CON04 funds an item, and it must be paid $1,000. In this case, Masterworks automatically calculates and suggests using $500 from the fund source CON04 and $500 from the fund source CON03. However, you can still override these suggested amounts.

11. In the **Notes** field, enter appropriate notes for the project fund source.
12. Optionally, in the **ATTACHMENTS** section, upload or link related files.
    For information on attachments, refer to Section 4.1. Attachments.
13. Click **Save & Exit** to save the record and return to the list page. Optionally, click **Save & Continue** to save the record and continue on the same page. Click **Cancel** to discard the added information and exit the page

3.2.1.2. Approving a Project Fund Source Record

Prerequisites

- An account number is available.
- The role of the logged-in user must be one of the following:
  - Administrator
  - Designer
  - Design Component Lead
  - Project Manager
  - A/E Lead Designer
  - A/E Designer
  - A/E Manager
  - Acquisitions
  - Construction Admin Staff
  - Construction Component Lead

Overview

This section explains the positive and forward workflow actions to reach the **Approved** workflow status. To move the Project Fund Source record through the defined workflow, perform the following steps:

Steps

1. In the module menu, click **Projects**.
   The **PROJECTS** list page is displayed.

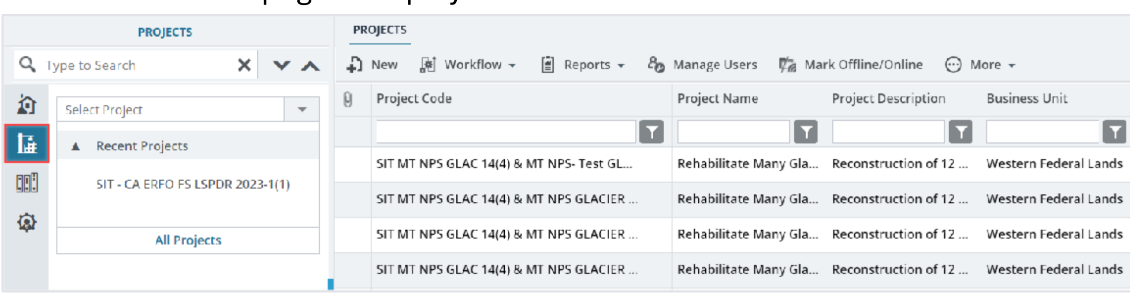


Figure 35: Navigation to Projects Module

2. In the list page, double-click the appropriate project, and then click the project folder to expand it.

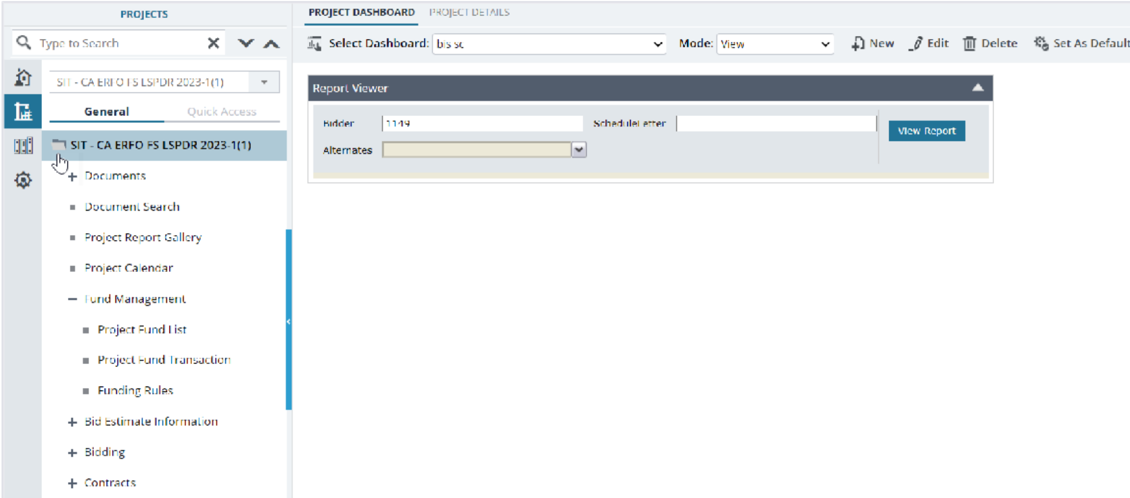


Figure 36: Expanding Projects Folder

3. In the project navigation pane, expand the **Fund Management** folder, and then click **Project Fund List**.

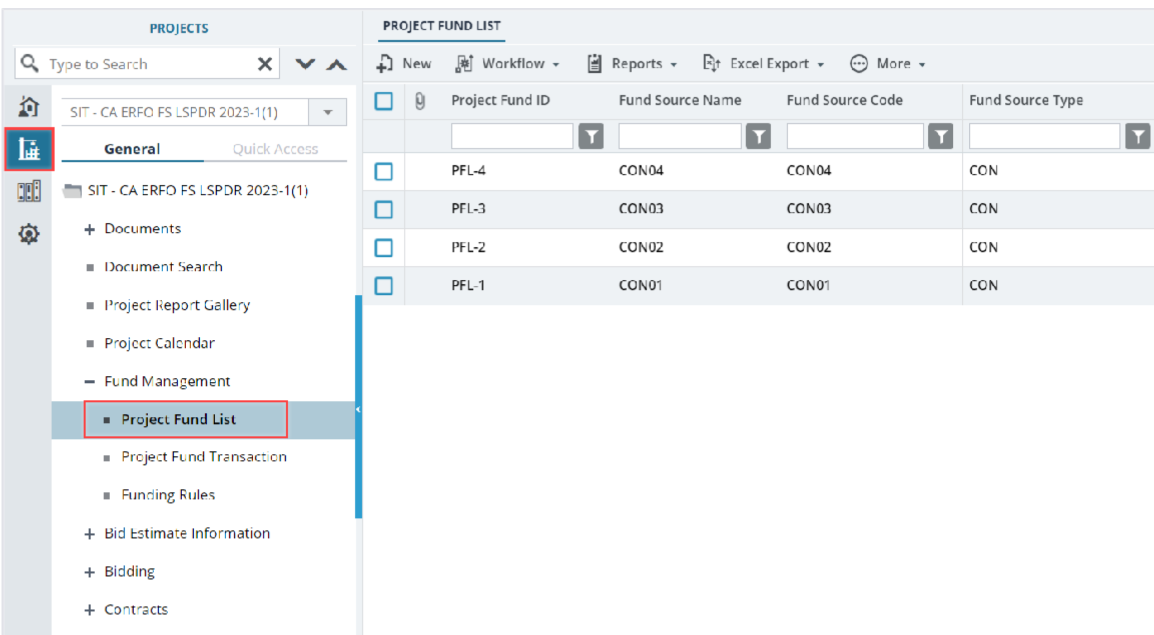


Figure 37: Navigation to Project Fund List

The **PROJECT FUND LIST** page is displayed.

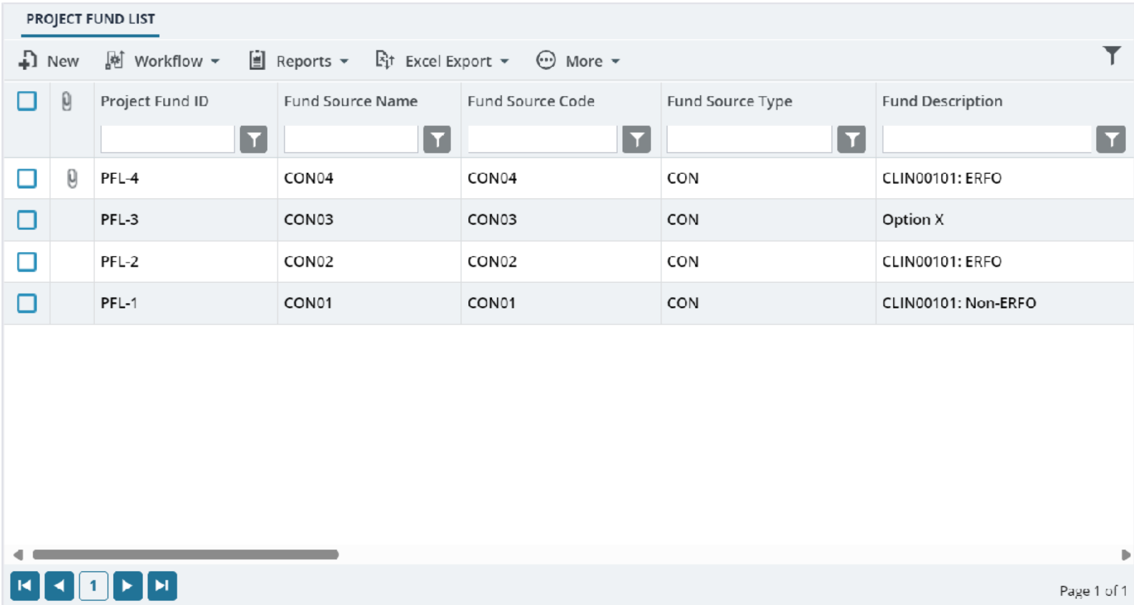


Figure 38: List Page of the Project Fund List Form

4. In the list page, select the appropriate record in the **Draft** workflow status, and then click **Select Actions**.

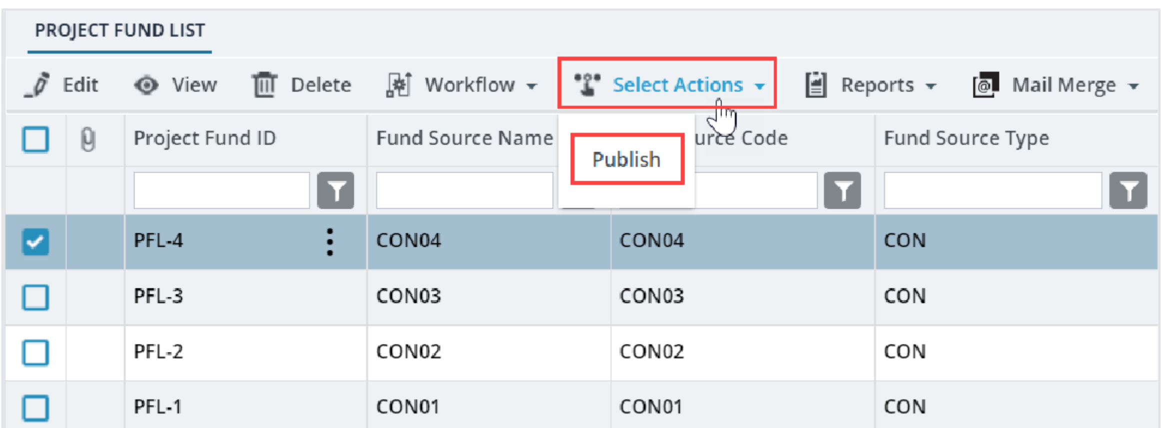


Figure 39: Workflow Action – Publish

5. Click Publish, and in the Masterworks dialog box, click **OK**.
   The record is moved to the **Published** workflow status.

6. Select the appropriate record in the **Published** workflow status, and then click **Select Actions**.

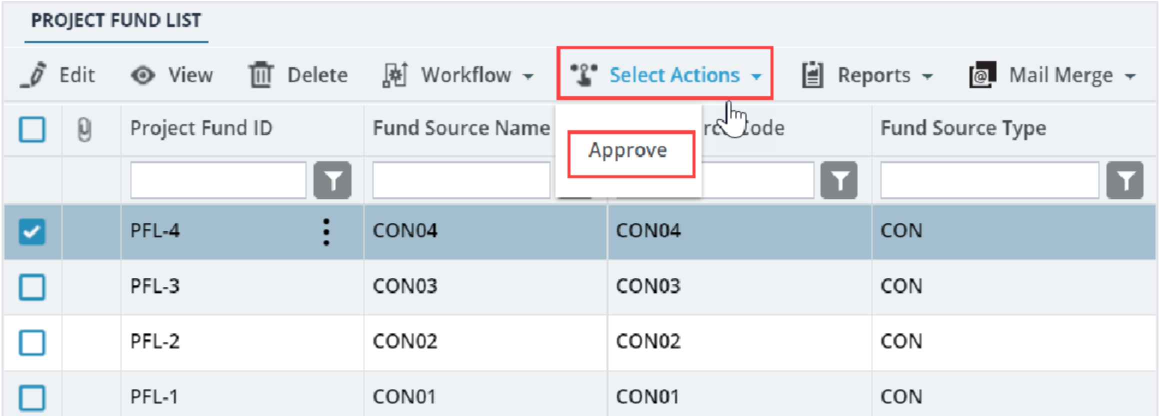


Figure 40: Workflow Action – Approve

7. Click **Approve**, and in the Masterworks dialog box, click **OK**.

   The record is moved to the **Approved** workflow status.

3.2.1.3. Project Fund Source Workflow Status

The following table provides the workflow status (current and subsequent status) of the **Project Fund Source** record.

For information on setting a workflow status to the next status, refer to Section 4.2. Workflow Status Transitions.

Phase	Current Workflow Status	Action Stakeholders	Action	Subsequent Workflow Status	Comments
1	Draft	• Designer • Acquisitions • Construction Admin Staff • Construction Component Lead • Administrator • Project Manager • A/E Manager • A/E Lead Designer • A/E Designer • Design Component Lead	Publish	Published	Once the record is moved to the Published workflow status, Masterworks automatically creates a 100% approved funding rule named 100% <Fund Source Name><Fund Source Category> for CON fund source types. In the Published workflow status, the Fund Description, Account Number, and Account

Phase	Current Workflow Status	Action Stakeholders	Action	Subsequent Workflow Status	Comments
					Priority fields are editable. Additionally, the Expended Amount and Probable Expenditure fields are editable for all non-CON fund source types.
2	Published	• Designer • Acquisitions • Construction Admin Staff • Construction Component Lead • Administrator • Project Manager • A/E Manager • A/E Lead Designer • A/E Designer • Design Component Lead	Approve	Approved	To move the Project Fund Source record to the Approved workflow status, ensure account number is added.
3	Approved	• Designer • Acquisitions • Construction Admin Staff • Construction Component Lead • Administrator • Project Manager • A/E Manager • A/E Lead Designer • A/E Designer	Return to Published	Published	-
			Mark as Inactive	Inactive	• To move the Project Fund Source record to the Inactive workflow status, ensure no funding rules using this fund source are associated

Phase	Current Workflow Status	Action Stakeholders	Action	Subsequent Workflow Status	Comments
		• Design Component Lead			with any Engineer's Estimate items or sub items. **Note:** It does not consider the Engineer's Estimate in the **Completed** and **Archived** workflow status. • Once the record is moved to the Inactive workflow status, all the funding rules using this fund source are automatically moved to the **Inactive** workflow status.
4	Inactive	• Designer • Acquisitions • Construction Admin Staff • Construction Component Lead • Administrator • Project Manager • A/E Manager • A/E Lead Designer • A/E Designer	Return to Published	Published	Once the record is moved to the **Published** workflow status, Masterworks automatically creates a 100% approved funding rule named 100% <Fund Source Code> - <Incremental Number> for CON fund source types. For example, when a

Phase	Current Workflow Status	Action Stakeholders	Action	Subsequent Workflow Status	Comments
		• Design Component Lead			**Project Fund List** record with Fund Source Name CON4 is published, a Funding Rule with Rule Name 100% CON04 is auto-generated. If the fund source CON04 is marked as Inactive, then the fund rule associated with it is also set to Inactive workflow status. Now, if you perform **Return to Published** workflow action on the same fund source CON04, then a new fund rule with the name 100% CON04-1 is automatically generated in the Approved workflow status. **Note:** Every time the **Return to Published** workflow action is performed, the incremental number for the Fund Rule Name increases by 1.

3.2.2. Project Fund Transaction

The **Project Fund Transaction** form enables you to perform the following tasks:

- Authorize funds to the approved project fund sources.
- Remove funds from the project fund sources.

3.2.2.1. Managing Funds in a Project Fund Source

Prerequisites

- The project fund source must be in the **Approved** workflow status.
- The role of the logged-in user must be one of the following:
    - Administrator
    - Design Component Lead
    - Designer
    - Lead Designer
    - Highway Design Manager
    - Project Manager
    - A/E Designer
    - A/E Lead Designer
    - A/E Manager
    - Acquisitions
    - Construction Component Lead
    - Construction Admin Staff

  For more information on role-specific permissions, refer to Table 3 – Fund Management Permission Matrix.

Steps

1. In the module menu, click **Projects**.
   The **PROJECTS** list page is displayed.

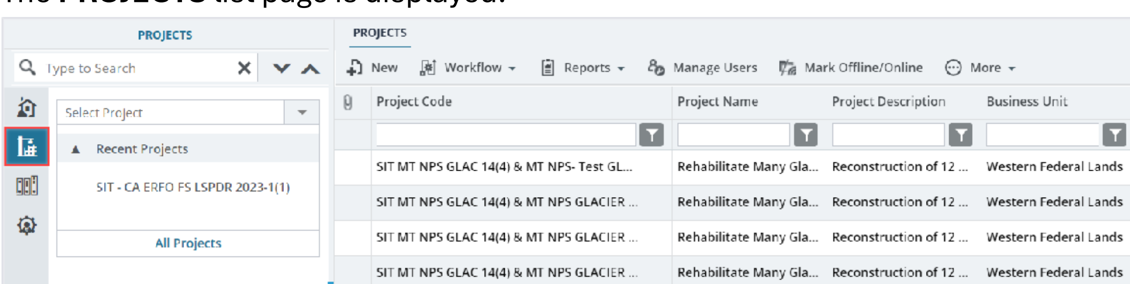


Figure 41: Navigation to Projects Module

2. In the list page, double-click the appropriate project, and then click the project folder to expand it.

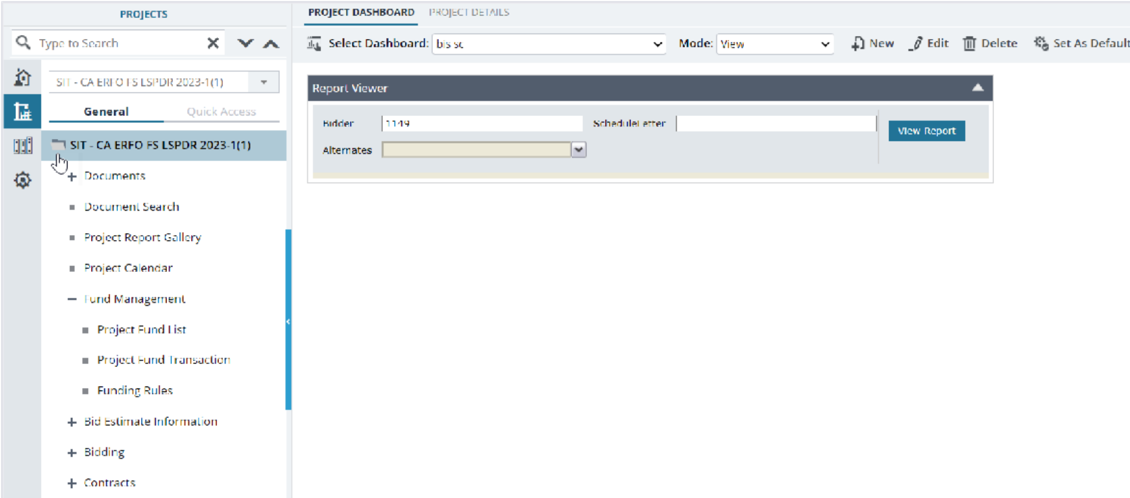


Figure 42: Expanding Projects Folder

3. In the project navigation pane, expand the **Fund Management** folder, and then click **Project Fund Transaction**.

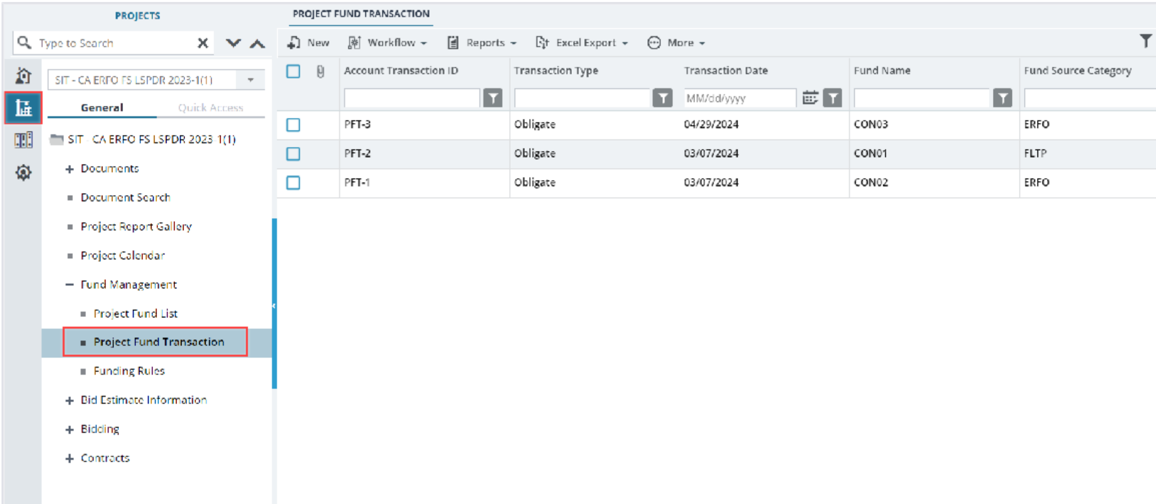


Figure 43: Navigation to Project Fund Transaction

The **PROJECT FUND TRANSACTION** list page is displayed.

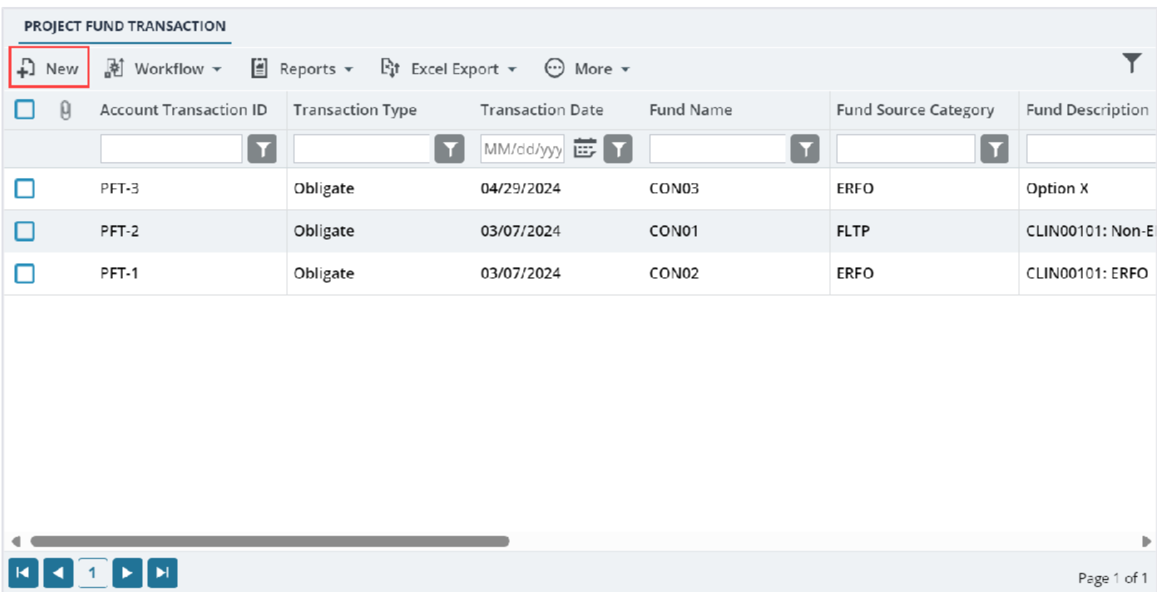


Figure 44: List Page of the Project Fund Transaction Form

4. Click **New**.

   The **PROJECT FUND TRANSACTION** page is displayed.

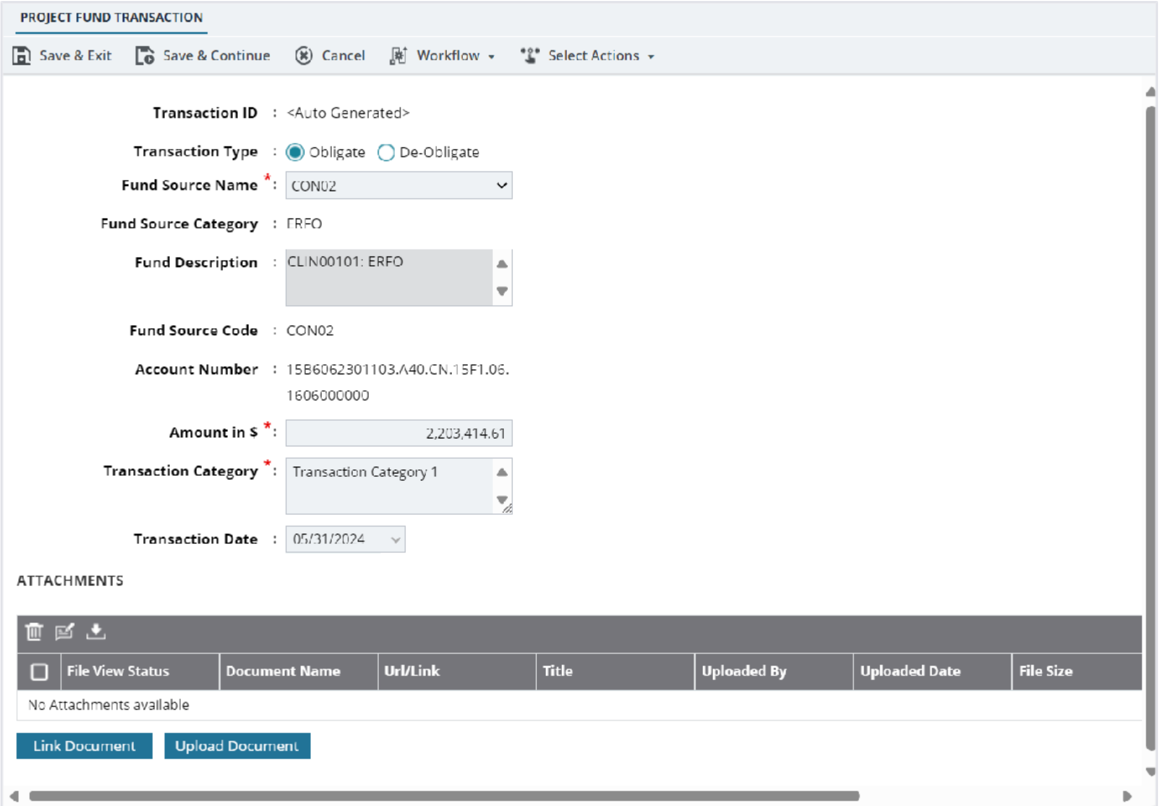


Figure 45: Project Fund Transaction Page

On saving the record, the **Transaction ID** displays an automatically generated unique identification code for the project fund transaction.

5. Provide the appropriate information in the fields, as described in the following table:

Field Name	Description
Transaction Type	Click the appropriate option as applicable. • **Obligate**: To add funds to the selected fund source. • **De-Obligate**: To remove funds from the selected fund source.
Fund Source Name	From the drop-down list, select a fund source name. Available options are approved project fund sources. For example, CON01, CON02, PE01, CEA01, etc. **Note**: Based on the selection of the Fund Source Name, the values of the Fund Source Category, Fund Description, Fund Source Code, and Account Number fields are displayed.
Amount in $	Enter the appropriate positive amount. **Note**: The **Transaction Type** determines whether the amount is to be added to or removed from the selected project fund source.

Field Name	Description
Transaction Category	Enter the appropriate transaction category. The transaction category is automatically updated if there are any transactions via **Contract Modifications** form.
Transaction Date	By default, the current date is displayed. Optionally, from the drop-down list, select the date of the transaction.

6. Optionally, in the **ATTACHMENTS** section, upload or link related files.
   For information on attachments, refer to Section 4.1. Attachments.
7. Click **Save & Exit** to save the record and return to the list page. Optionally, click **Save & Continue** to save the record and continue on the same page. Click **Cancel** to discard the added information and exit the page.

3.2.2.2. Approving a Project Fund Transaction Record

Prerequisites

- The role of the logged-in user must be one of the following:
  - Administrator
  - Acquisitions
  - Construction Admin Staff
  - Construction Component Lead
- For **CON** fund source types, the contract items are not locked.
- For non-CON fund source types, irrespective of the locking of contract items.

Overview

This section explains the positive and forward workflow actions to reach the **Approved** workflow status.
To move the Project Fund Transaction record through the defined workflow, perform the following steps:

Steps

1. In the module menu, click **Projects**.
   The **PROJECTS** list page is displayed.

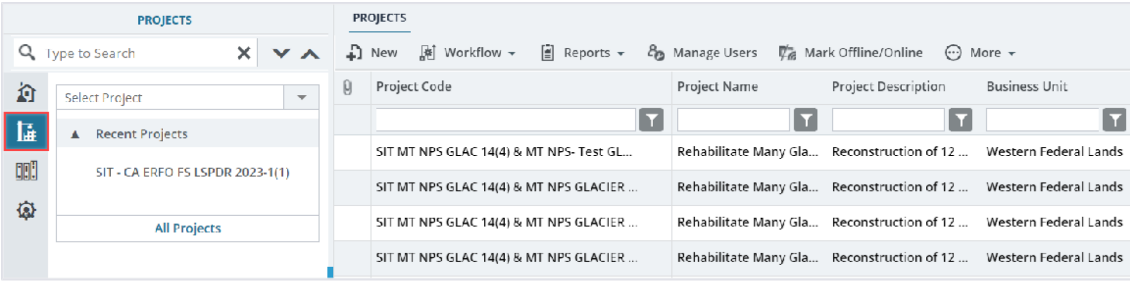


Figure 46: Navigation to Projects Module

2. In the list page, double-click the appropriate project, and then click the project folder to expand it.

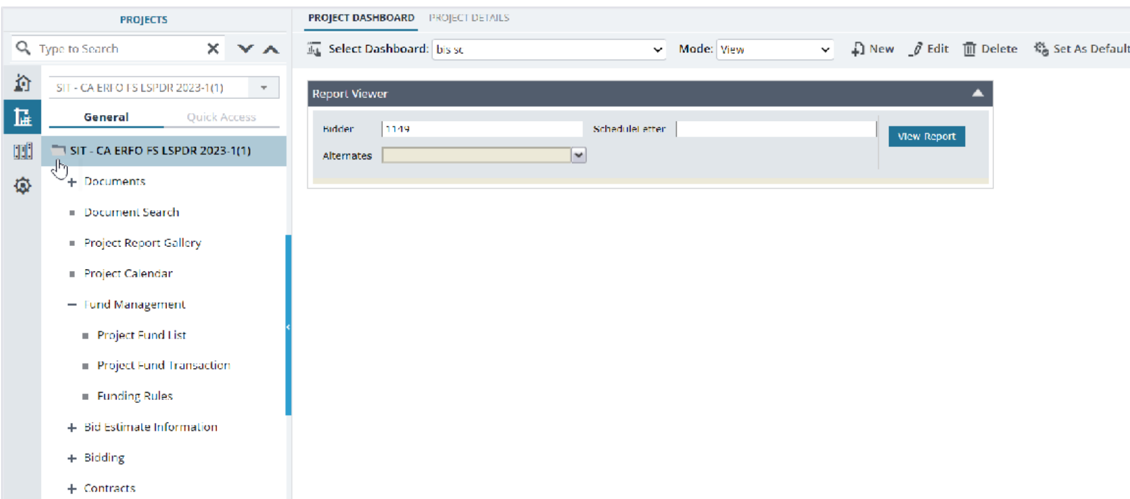


Figure 47: Expanding Projects Folder

3. In the project navigation pane, expand the **Fund Management** folder, and then click **Project Fund Transaction**.

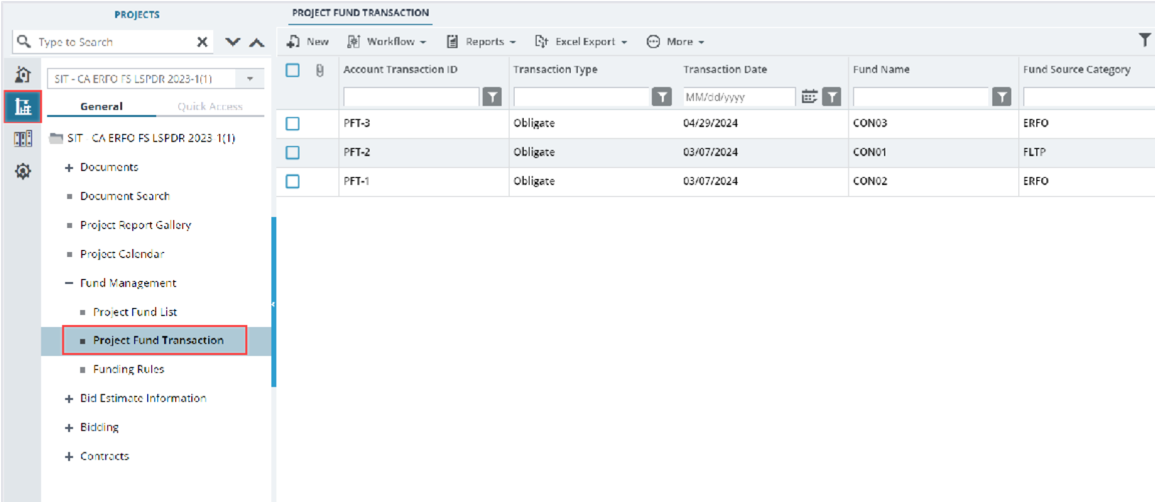


Figure 48: Navigation to Project Fund Transaction

The **PROJECT FUND TRANSACTION** list page is displayed.

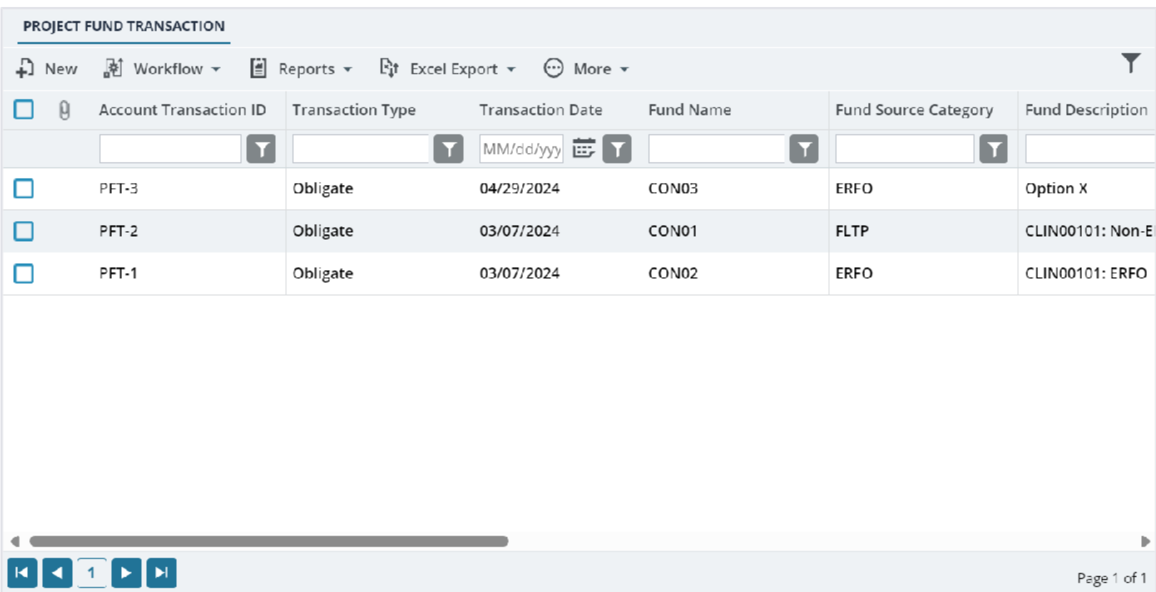


Figure 49: List Page of Project Fund Transaction

4. In the list page, select the appropriate record in the **Draft** workflow status, and then click **Select Actions**.

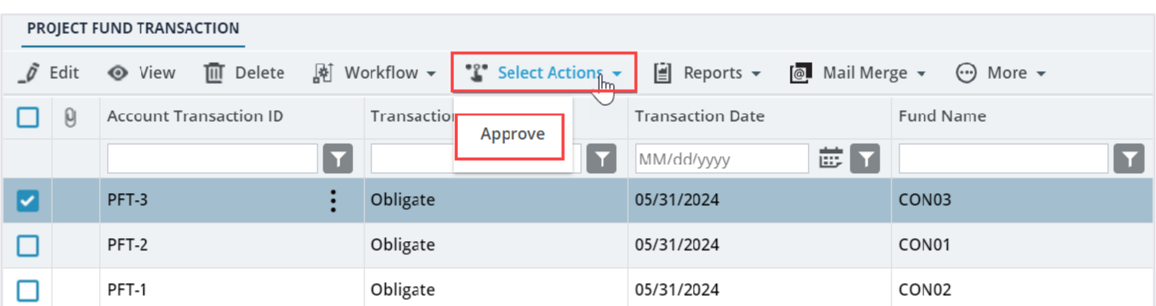


Figure 50: Workflow Action – Approve

5. Click **Approve**, and in the **Masterworks** dialog box, click **OK**.
   The record is moved to the **Approved** workflow status.

3.2.2.3. Project Fund Transaction Workflow Status

The following table provides the workflow status (current and subsequent status) of the **Project Fund Transaction** record.

For information on setting a workflow status to the next status, refer to Section 4.2. Workflow Status Transitions.

Phase	Current Workflow Status	Action Stakeholders	Action	Subsequent Workflow Status	Comments
1	Draft	• Administrator • Acquisitions • Construction Admin Staff • Construction Component Lead	Approve	Approved	If the **Fund Source Type** is **CON** and the contract items are locked, then the fund transaction cannot be approved manually and an error message is displayed.

3.2.3. Funding Rules

The **Funding Rule** form enables you to create funding rules for items. The funding rule enables Masterworks to allocate funds from each fund source to meet the expenses incurred on the items during the project execution.

Once a project fund source is approved, it automatically creates a 100% approved funding rule named after the **Default Fund Rule Name** defined in the **Project Fund List** form. For example**, 100% <Fund Source Code>-<Fund Source Category>**.

Additionally, you can create funding rules to define percentages of the fund sources to allocate to an item. Each item can be associated with an approved funding rule that defines the disbursement percentage of the item amount that is consumed from the project fund source.

Note: The Funding Rules feature is available only for the CON fund source types.

3.2.3.1. Creating a Funding Rule Manually

Prerequisites

The role of the logged-in user must be one of the following:

- Administrator
- Design Component Lead
- Designer
- Lead Designer
- Highway Design Manager
- Project Manager
- A/E Designer
- A/E Lead Designer
- A/E Manager
- Acquisitions
- Construction Component Lead
- Construction Admin Staff
- Construction Operations Engineer
- Project Engineer
- Regional Engineer

  For more information on role-specific permissions, refer to Table 4 – Fund Management Permission Matrix.

Steps:

1. In the module menu, click **Projects**.
   The **PROJECTS** list page is displayed.

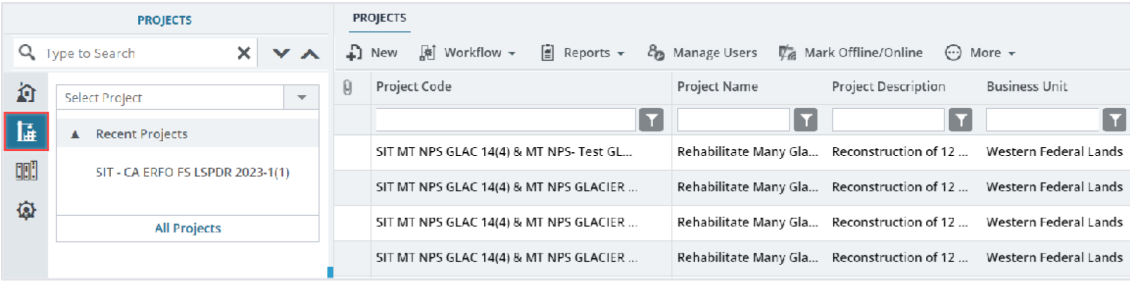


Figure 51: Navigation to Projects Module

2. In the list page, double-click the appropriate project, and then click the project folder to expand it.

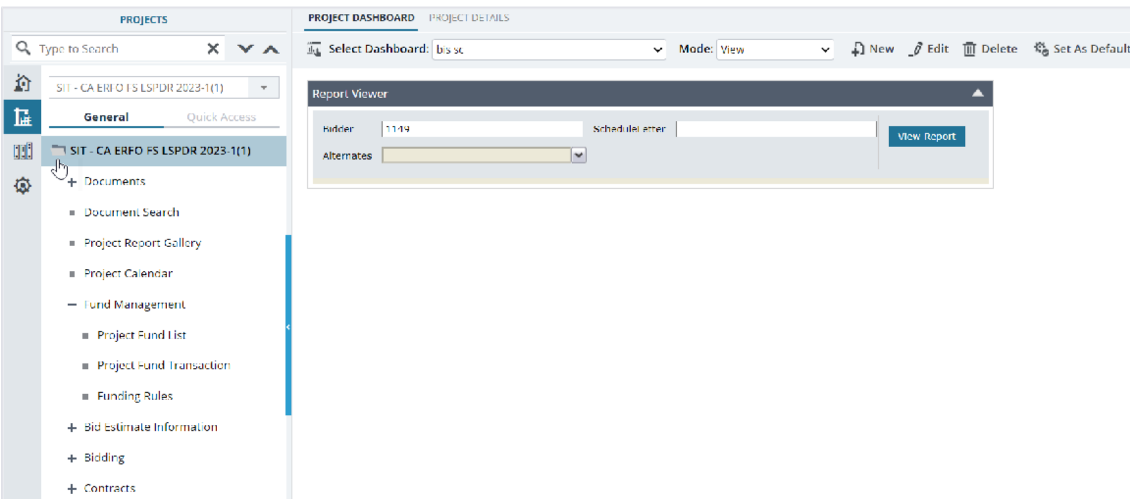


Figure 52: Expanding Projects Folder

3. In the project navigation pane, expand the **Fund Management** folder, and then click **Funding Rules**.

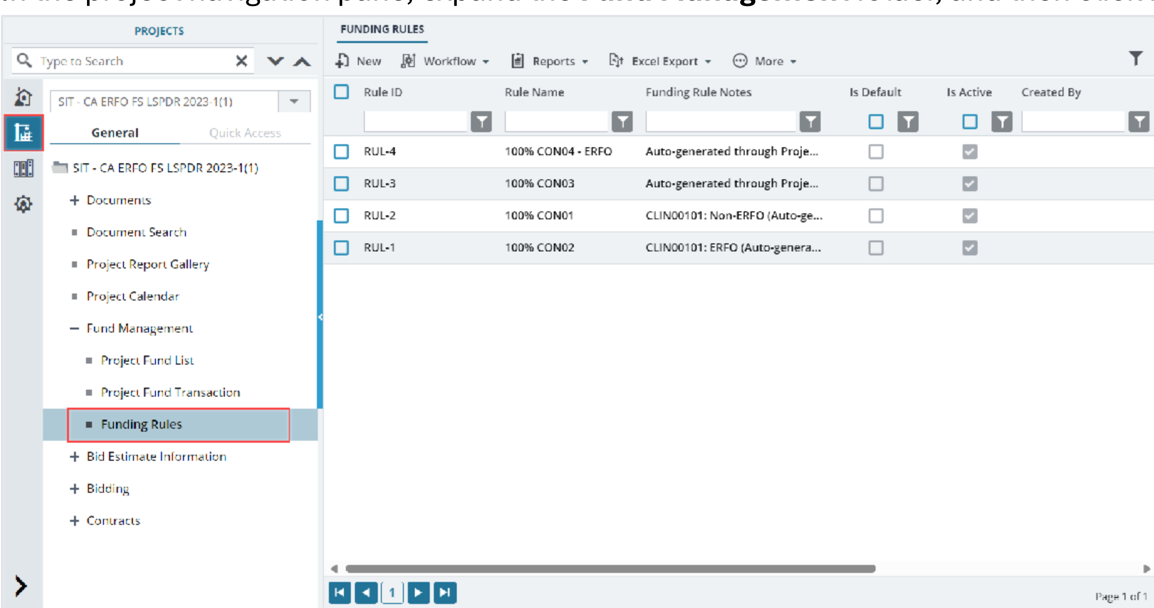


Figure 53: Navigation to Funding Rules

The **FUNDING RULES** list page is displayed.

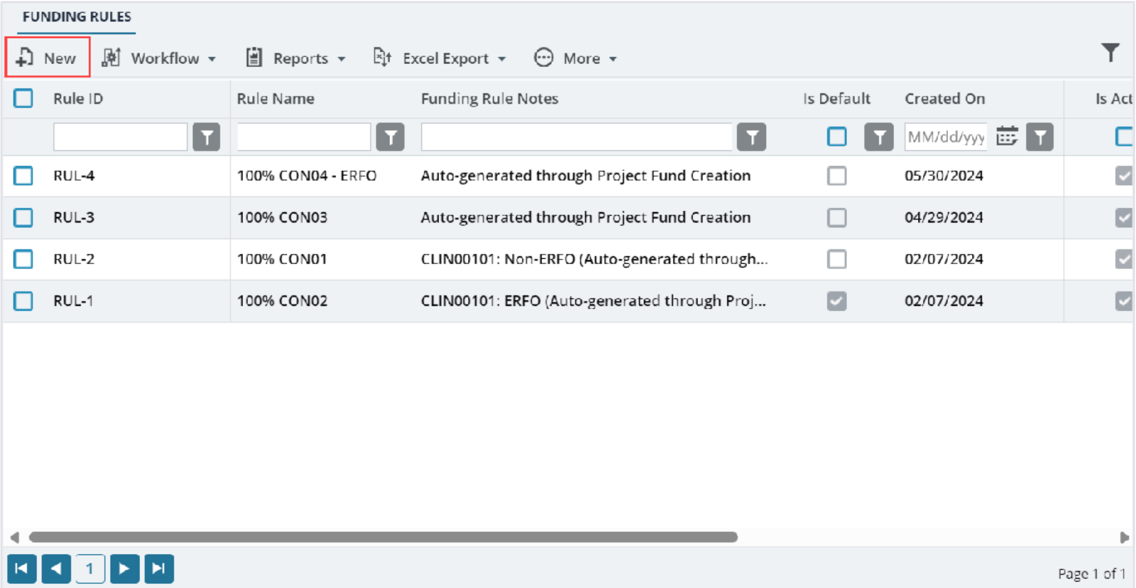


Figure 54: List Page of the Funding Rules Form

4. Click **New**.

The **FUNDING RULES** page is displayed.

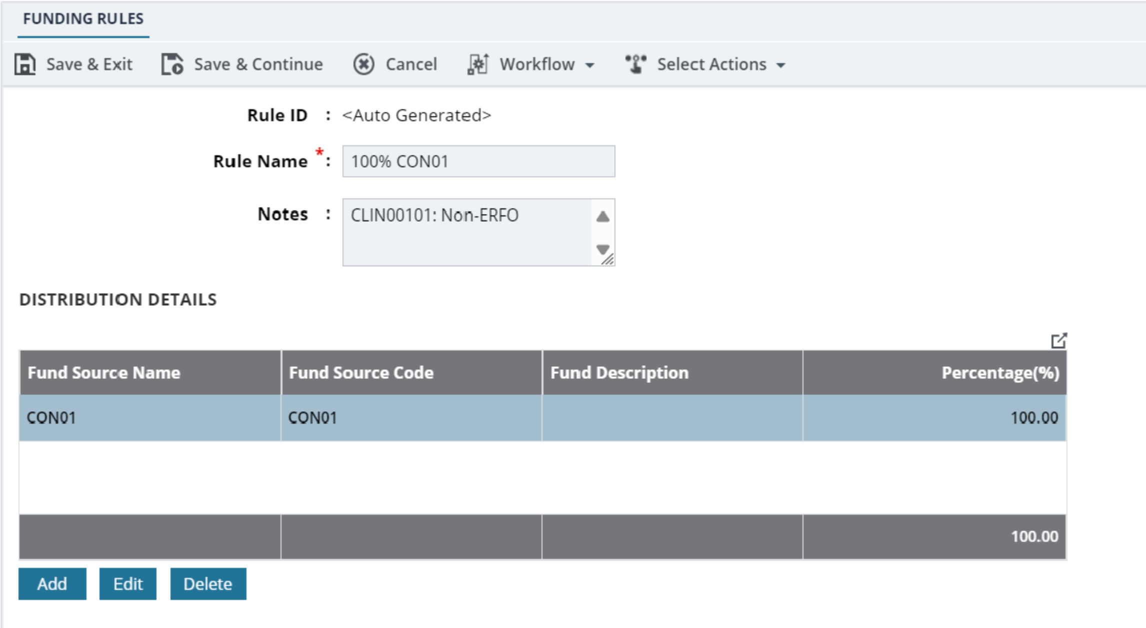


Figure 55: Funding Rules Page

On saving the record, the **Rule ID** displays an automatically generated unique identification code for the funding rule.

5. Provide the appropriate information in the fields, as described in the following table:

Field Name	**Description**
Rule Name	Enter a rule name. For example, 100% CON01.
Notes	Enter appropriate notes for the funding rule.

6. To add distribution details of fund sources to a project, in the **DISTRIBUTION DETAILS** section, perform the following steps:
   a. Click **Add**.
      The **Project Fund List** dialog box is displayed.
      Available fund sources are published and approved project fund sources.

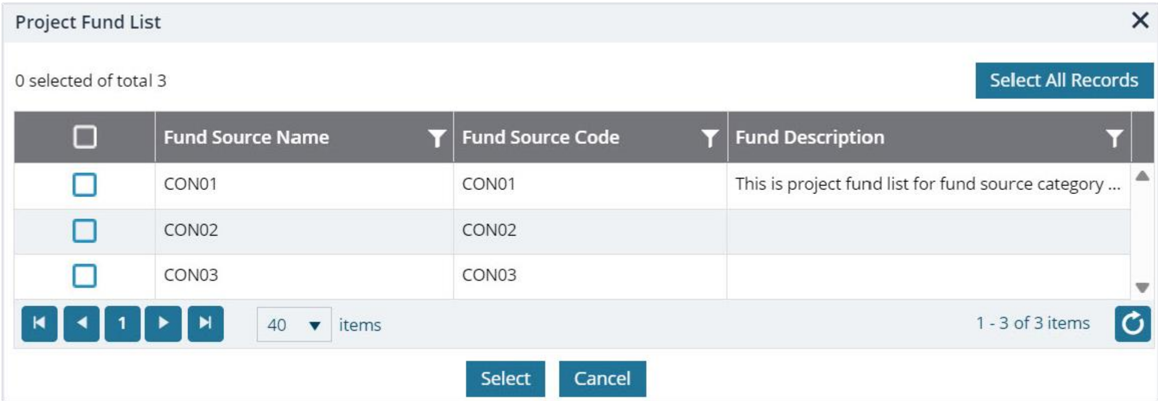


Figure 56: Project Fund List Dialog Box

   b. Select the appropriate fund sources, and then click **Select**.
   c. To enter the percentage of the fund source to be used for an item, click the appropriate fund source, and then click **Edit**.
      The **Edit Distribution Details** dialog box is displayed.

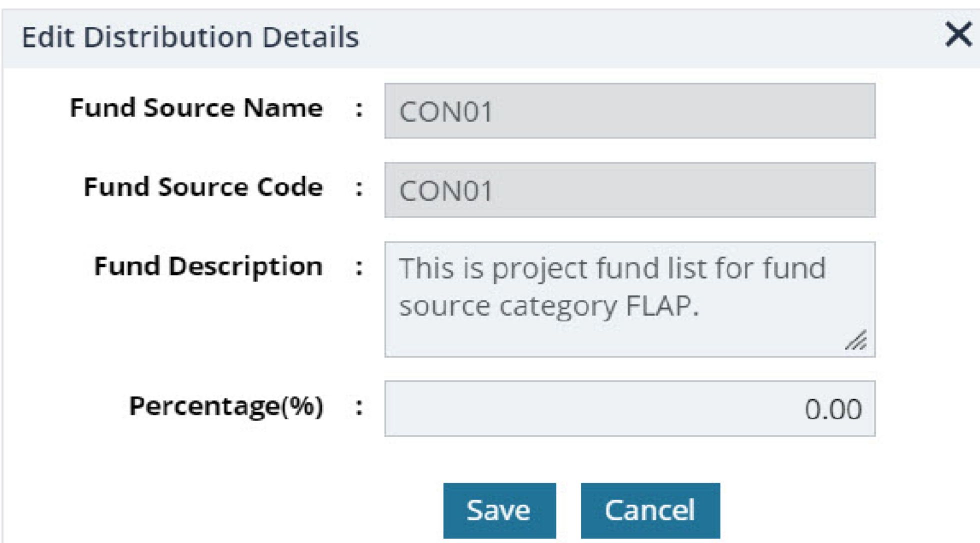


Figure 57: Edit Distribution Details Dialog Box

   d. In the **Percentage(%)** field, enter the percentage of the fund source amount to be used for an item.
   e. Click **Save**.
      Note: Ensure the total of the percentages defined for the fund sources is 100.

7. Click **Save & Exit** to save the record and return to the list page. Optionally, click **Save & Continue** to save the record and continue on the same page. Click **Cancel** to discard the added information and exit the page.

3.2.3.2. Copying a Funding Rule

Prerequisites

- An approved project fund source is available for the project.
  For more information on approving a project fund source, refer to Section 3.2.1.2. Approving a Project Fund Source Record.
- A Funding Rules record is available on the list page.

Overview

You can copy the details of an existing **Funding Rules** record to create a new funding rule. The workflow status of the new record is set to **Draft**.

Steps

1. In the module menu, click **Projects**.
   The **PROJECTS** list page is displayed.

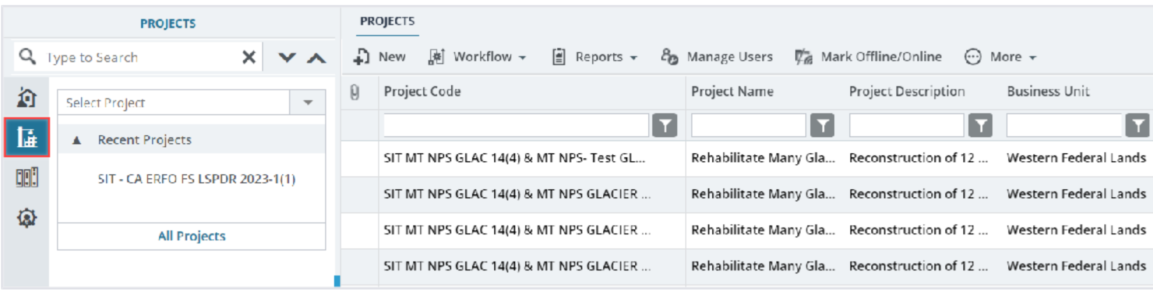


Figure 58: Navigation to Projects Module

2. In the list page, double-click the appropriate project, and then click the project folder to expand it.

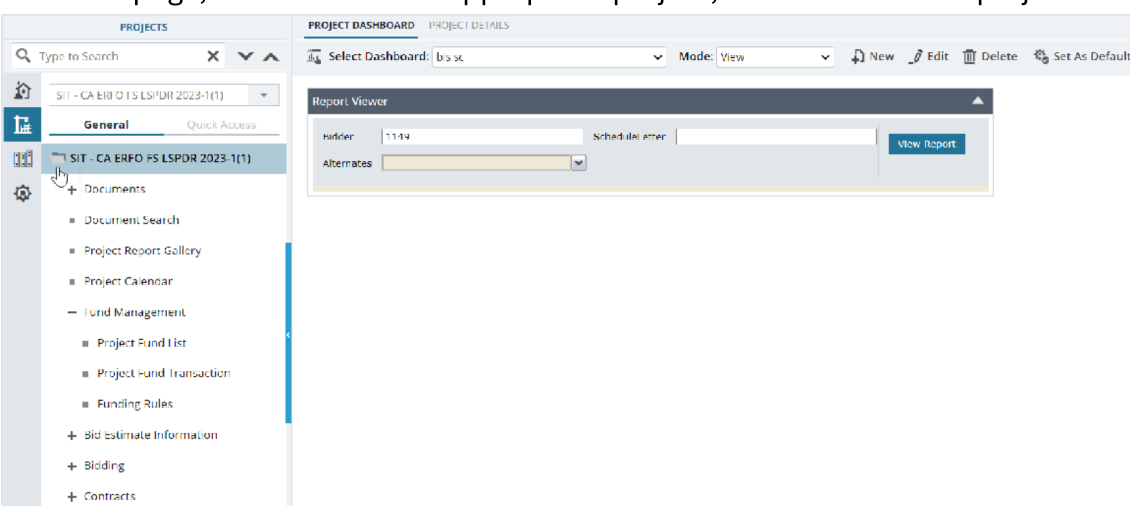


Figure 59: Expanding Projects Folder

3. Expand the project folder, expand the **Fund Management** folder, and then click **Funding Rules**.

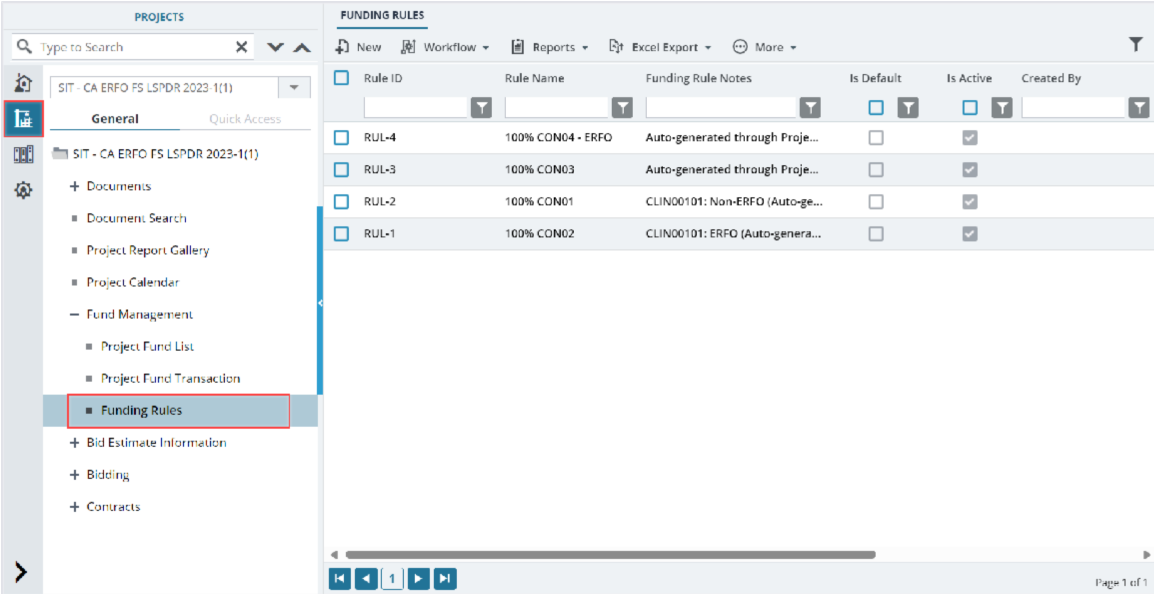


Figure 60: Navigation to Funding Rules

The **FUNDING RULES** list page is displayed.

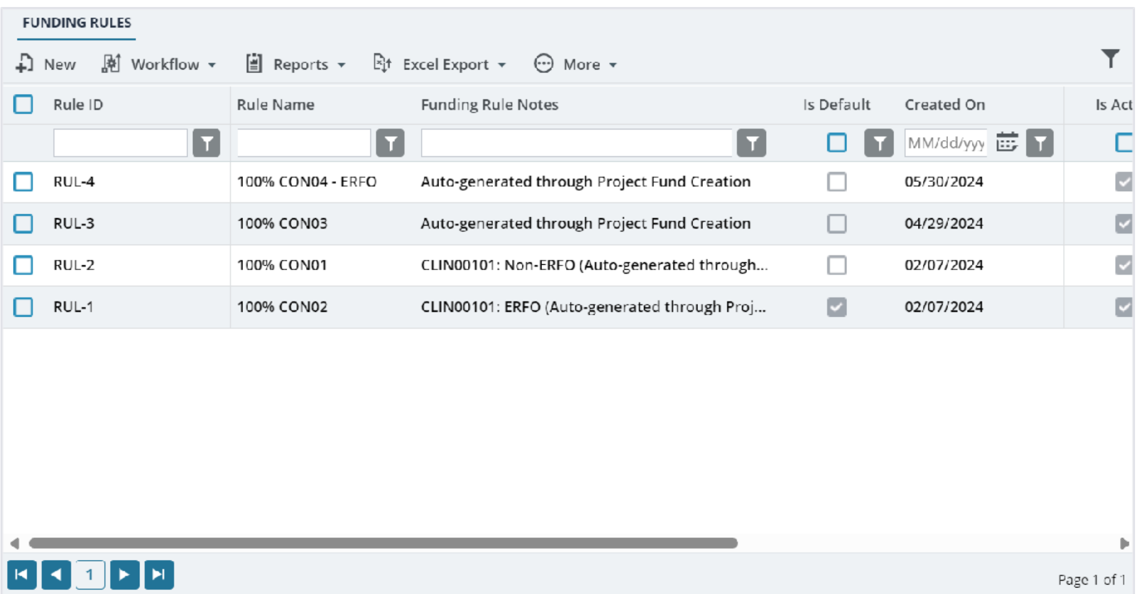


Figure 61: List Page of the Funding Rules Form

4. In the list page, select the appropriate record, and then click **Copy**.

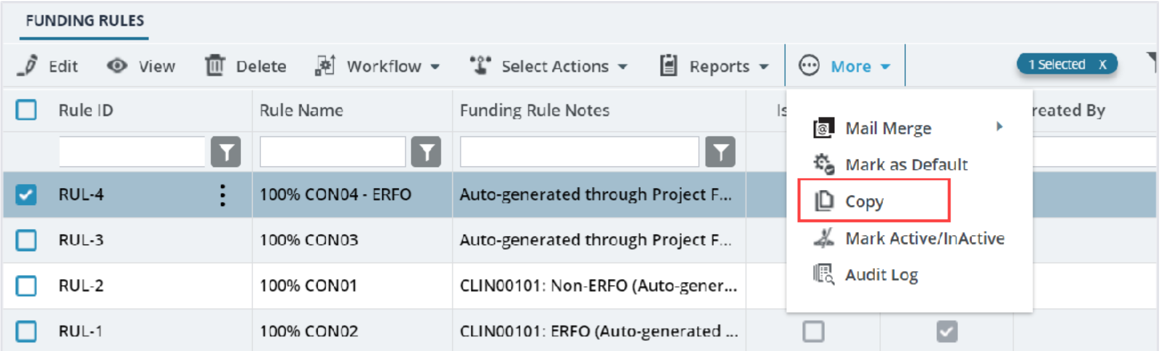


Figure 62: Copy Funding Rule

A new **Funding Rules** record is created. The distribution details of funding sources in the **DISTRIBUTION DETAILS** section are copied to the new record.
On saving the record, in the **Rule ID** field, an identification code for the fund rule is automatically generated.

5. Provide the appropriate information in the fields, as described in the following table.

Field Name	Description
Rule Name	Enter a rule name. For example, 100% CON01.
Notes	Enter appropriate notes for the funding rule.
Is Active	Ensure the check box is selected to activate the funding rule. Optionally, clear the check box to make the fund rule unavailable for use in the project. You can activate a funding rule at any point in time. To activate a funding rule, select the check box.

6. To add distribution details of fund sources to a project, in the **DISTRIBUTION DETAILS** section, perform the following steps:

- To add distribution details, perform the following steps:

a. Click **Add**.
The **Project Fund List** dialog box is displayed.

Available fund sources are published and approved project fund sources.

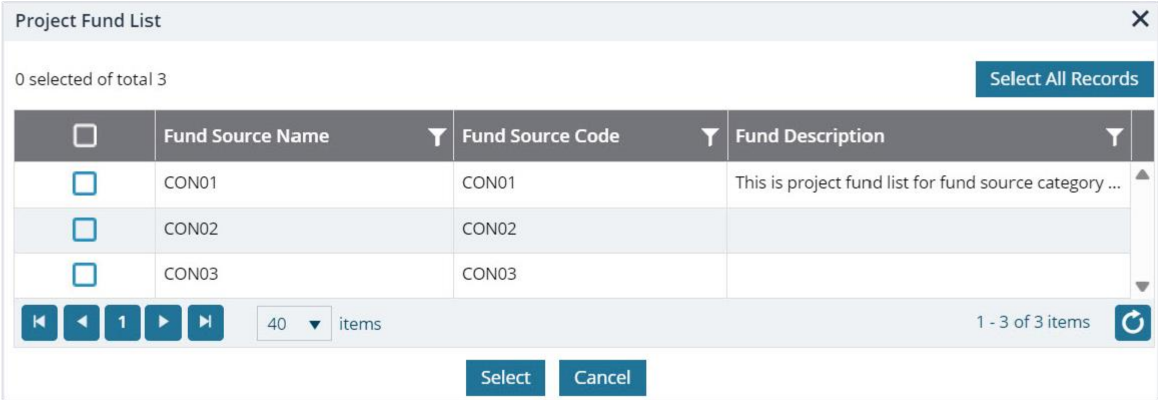


Figure 63: Project Fund List Dialog Box

b. Select the appropriate fund sources, and then click **Select**.

c. To enter the percentage of the fund source to be used for an item, click the appropriate fund source, and then click **Edit**.

The **Edit Distribution Details** dialog box is displayed.

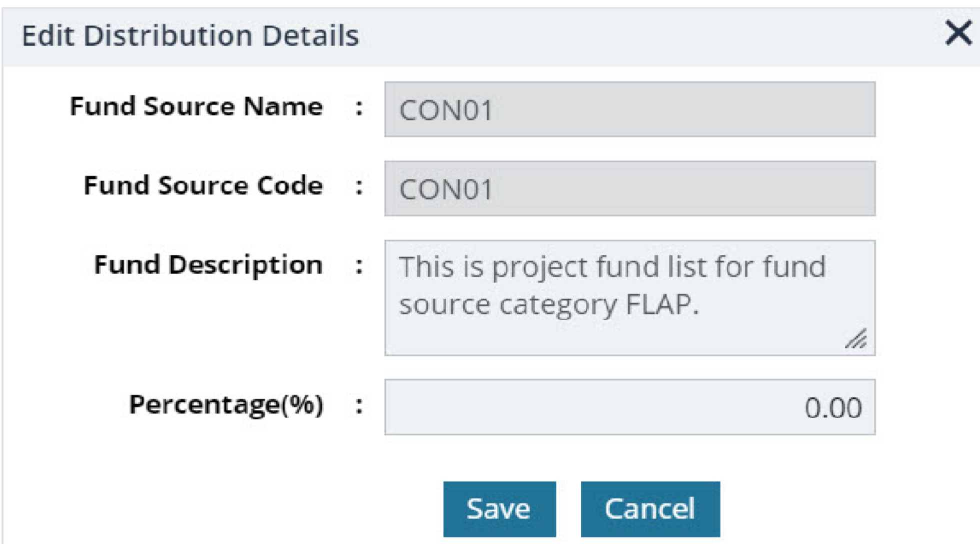


Figure 64: Edit Distribution Details Dialog Box

d. In the **Percentage(%)** field, enter the percentage of the fund source amount to be used for an item.

e. Click **Save**.

Note: Ensure the total of the percentages defined for the fund sources is 100.

- To edit the existing distribution details, perform the following steps:

  a. Click the appropriate record, and then click **Edit**.
     The **Edit Distribution Details** dialog box is displayed.
  b. In the **Percentage(%)** box, enter the percentage of the fund source amount to be utilized for an item amount.
  c. Click **Save**.
     Note: Ensure the total of the percentages defined for the funding sources is 100.

- To delete the existing distribution details, click the appropriate record, click **Delete**, and then click **OK**.

7. Click **Save & Exit** to save the record and return to the list page. Optionally, click **Save & Continue** to save the record and continue on the same page. Click **Cancel** to discard the added information and exit the page.

3.2.3.3. Approving a Funding Rule Record

Prerequisites

The role of the logged-in user must be one of the following:

- Administrator
- Design Component Lead
- Designer
- Project Manager
- A/E Designer
- A/E Lead Designer
- A/E Manager
- Acquisitions
- Construction Component Lead
- Construction Admin Staff

Overview

This section explains the positive and forward workflow actions to reach the **Approved** workflow status. To move the **Funding Rule** record through the defined workflow, perform the following steps:

Steps

1. In the module menu, click **Projects**.
   The **PROJECTS** list page is displayed.

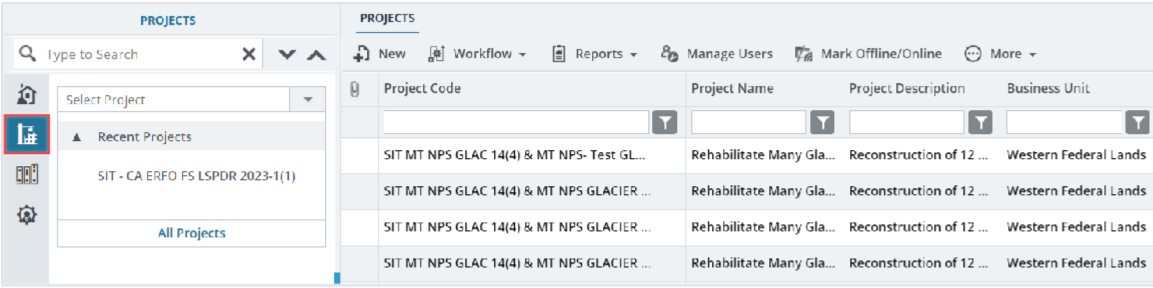


Figure 65: Navigation to Projects Module

2. In the list page, double-click the appropriate project, and then click the project folder to expand it.

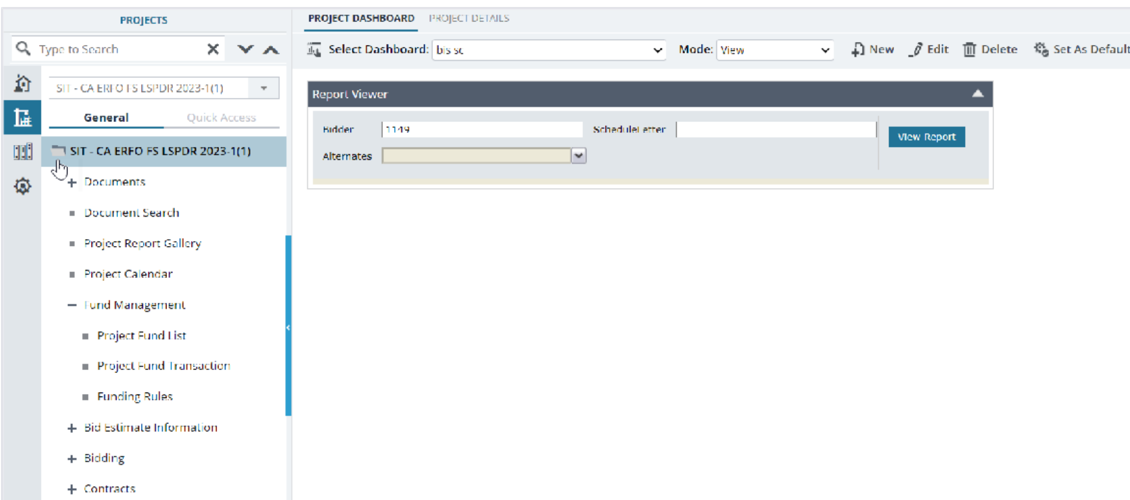


Figure 66: Expanding Projects Folder

3. In the project navigation pane, expand the **Fund Management** folder, and then click **Funding Rules**.

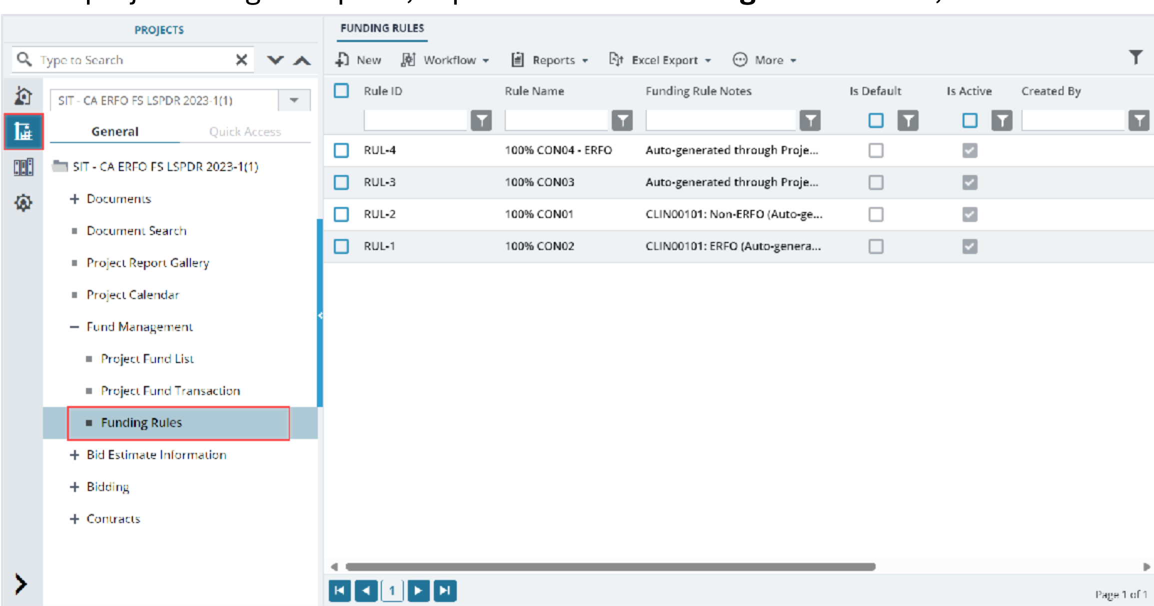


Figure 67: Navigation to Funding Rules

The **FUNDING RULES** list page is displayed.

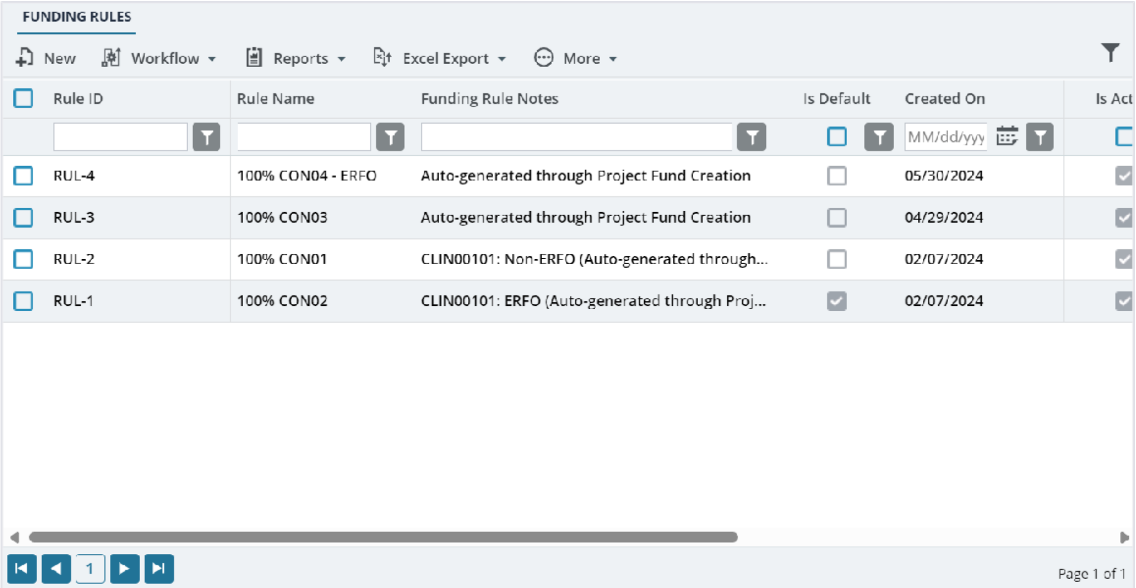


Figure 68: List Page of the Funding Rules Form

4. In the list page, select the appropriate record in the **Draft** workflow status, and then click **Select Actions**.

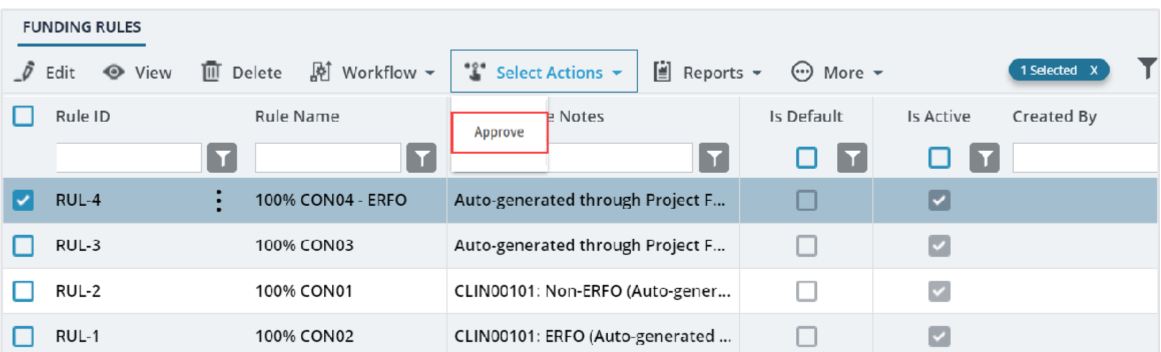


Figure 69: Workflow Action – Approve

5. Click **Approve**, and in the **Masterworks** dialog box, click **OK**.
   The record is moved to the **Approved** workflow status.

3.2.3.4. Inactivating and Reactivating a Funding Rule

Prerequisites

- The funding rule is in **Approved** or **Inactive** workflow status.
- The role of the logged-in user must be one of the following:
    - Administrator
    - Design Component Lead
    - Designer
    - Lead Designer
    - Highway Design Manager
    - Project Manager
    - A/E Designer
    - A/E Lead Designer
    - A/E Manager
    - Acquisitions
    - Construction Component Lead
    - Construction Admin Staff

    For more information on role-specific permissions, refer to Table 2 – Fund Management Permission Matrix.

Overview

Once the funding rule is approved, you can inactivate a funding rule. An inactive funding rule can be reactivated.

Note: You cannot deactivate or reactivate CON fund rules that are associated with EE items in Final Estimate workflow status.

Steps

1. In the module menu, click **Projects**.
   The **PROJECTS** list page is displayed.

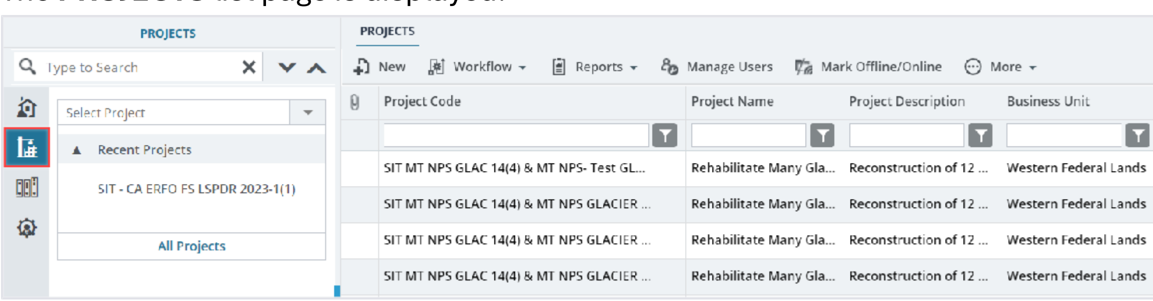


Figure 70: Navigation to Projects Module

2. In the list page, double-click the appropriate project, and then click the project folder to expand it.

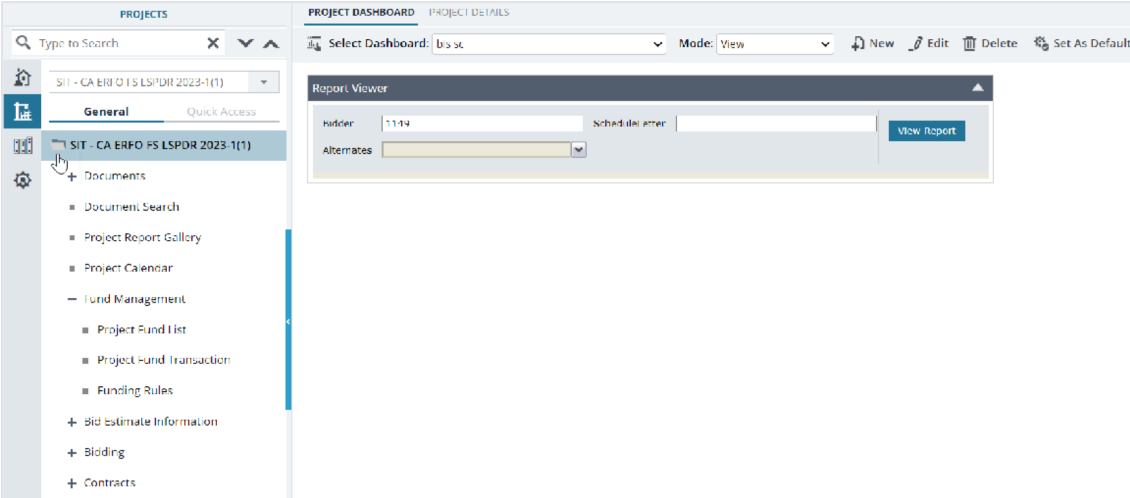


Figure 71: Expanding Projects Folder

3. In the project navigation pane, expand the **Fund Management** folder, and then click **Funding Rules**.

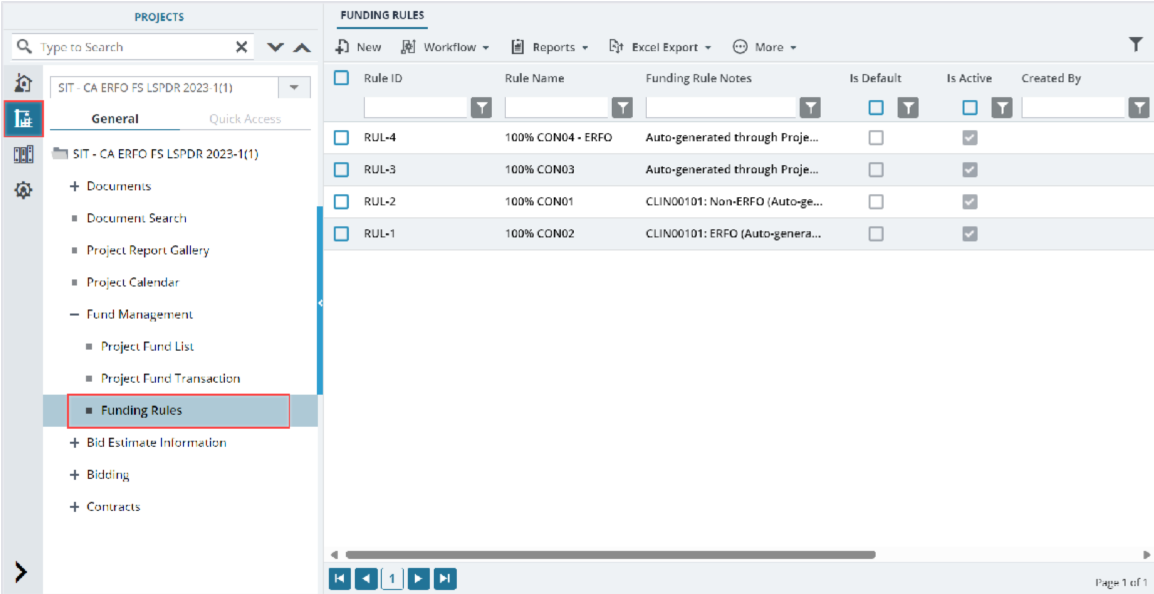


Figure 72: Navigation to Funding Rules

The **FUNDING RULES** list page is displayed.

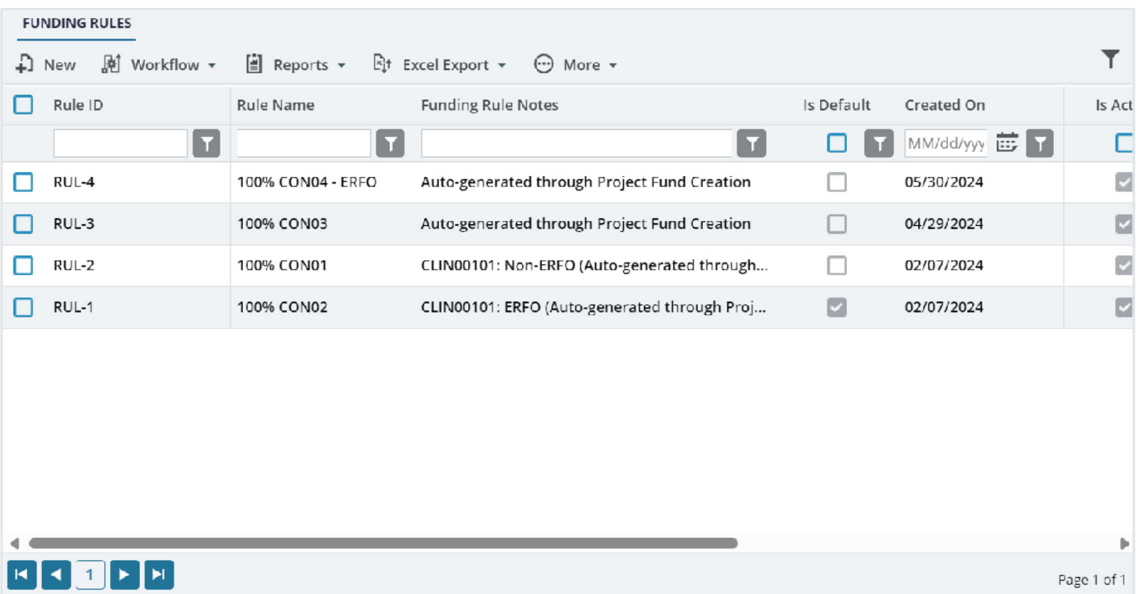


Figure 73: List Page of the Funding Rules Form

4. To inactivate a funding rule, perform the following steps:
   a. In the list page, select the funding rule in the **Approved** workflow status, and click **Select Actions**.

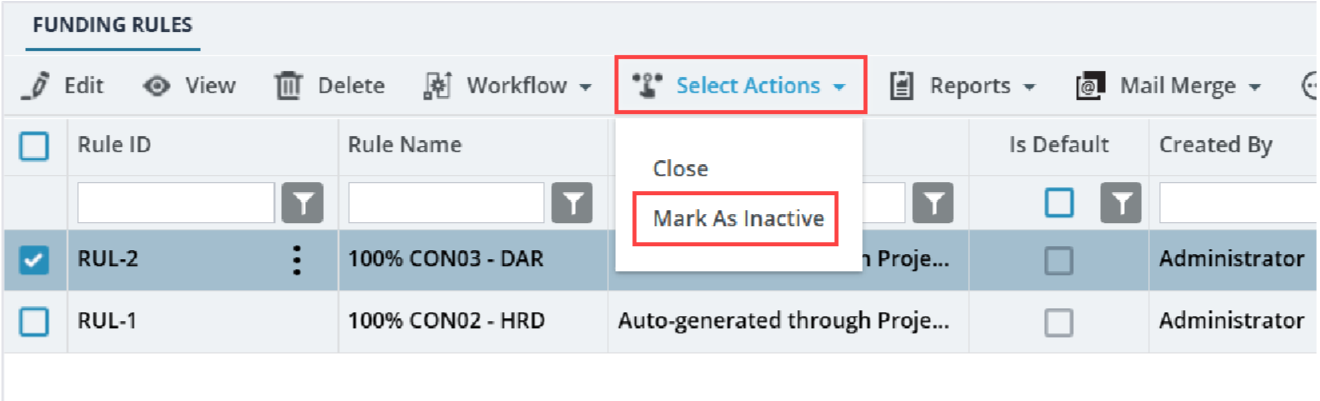


Figure 74: Mark as Inactive

   b. Click **Mark As Inactive**, and in the **Masterworks** dialog box, click **OK**.
   The record is moved to the **Inactive** workflow status.

Note:

- You cannot associate an inactive fund rule with items in the **Engineer's Estimate (EE)** form.
- A fund rule that is already associated with an EE item cannot be deactivated. Ensure to change the fund rule and mark a fund rule as inactive.
- You cannot deactivate or reactivate CON fund rules that are associated with EE items in **Final Estimate** workflow status.

5. To reactivate a funding rule, perform the following steps:
   a. In the list page, select the funding rule in the **Inactive** workflow status, and click **Select Actions**.

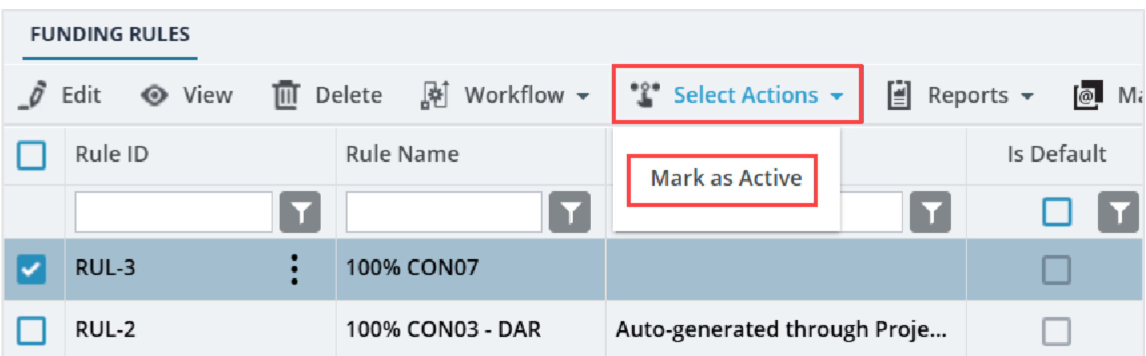


Figure 75: Mark as Active

   b. Click **Mark As Active**, and in the **Masterworks** dialog box, click **OK**.
   The record is moved to the **Approved** workflow status.

Note: On reactivating, a new fund rule is created with the same details as the prior rule. However, the fund rule name is suffixed with an incremental number. For example: Deactivated fund rule is named 100%CON1, and reactivated fund rule is named **100%CON1-1**.
On reactivating, the prior rule is automatically moved to **Archived** workflow status.

3.2.3.5. Funding Rule Workflow Status

The following table provides the workflow status (current and subsequent status) of the **Funding Rules** record.

For information on setting a workflow status to the next status, refer to Section 4.2. Workflow Status Transitions.

Phase	Current Workflow Status	Action Stakeholders	Action	Subsequent Workflow Status	Comments
1	Draft	• Administrator • Design Component Lead • Designer • Project Manager • A/E Designer • A/E Lead Designer • A/E Manager • Acquisitions • Construction Component Lead • Construction Admin Staff	Approve	Approved	-
2	Approved	• Administrator • Design Component Lead • Designer • Project Manager • A/E Designer • A/E Lead Designer • A/E Manager • Acquisitions • Construction Component Lead • Construction Admin Staff	Mark As Inactive	Inactive	• You cannot associate an inactive fund rule with items in the **Engineer's Estimate** form. • A fund rule that is already associated with an EE item cannot be deactivated. Ensure to

Phase	Current Workflow Status	Action Stakeholders	Action	Subsequent Workflow Status	Comments
					change the fund rule and mark a fund rule as inactive. • You cannot deactivate or reactivate CON fund rules that are associated with EE items in **Final Estimate** workflow status.
	Approved	<System Automated>	-	Inactive	If a **Project Fund Source** that is used in the **Funding Rule** is moved to the **Inactive** workflow status, then the system automatically moves the **Funding Rule** to the **Inactive** workflow status.
3	Inactive	• Administrator • Design Component Lead • Designer • Project Manager • A/E Designer • A/E Lead Designer	Mark as Active	Approved	On reactivating, a new fund rule is created with the same details as the prior rule. However, the fund rule name is suffixed with an incremental

Phase	Current Workflow Status	Action Stakeholders	Action	Subsequent Workflow Status	Comments
		• A/E Manager • Acquisitions • Construction Component Lead • Construction Admin Staff			number. For example: Deactivated fund rule is named 100%CON1, and reactivated fund rule is named 100% CON1-1.
	Inactive	< System Automated>	-	Archived	On reactivating, the prior rule is automatically moved to **Archived** workflow status.

3.2.3.6. Marking a Funding Rule as Default

Prerequisites

- The funding rule must be active.
- The funding rule must be in the **Approved** workflow status.
- The role of the logged-in user must be one of the following:
    - Administrator
    - Design Component Lead
    - Designer
    - Lead Designer
    - Highway Design Manager
    - Project Manager
    - A/E Designer
    - A/E Lead Designer
    - A/E Manager
    - Acquisitions
    - Construction Component Lead
    - Construction Admin Staff
    - Construction Operations Engineer
    - Project Engineer
    - Regional Engineer

    For more information on role-specific permissions, refer to Table 4 - Fund Management Permission Matrix.

Overview

When you mark a funding rule as default, it is set as the default funding rule for items at the following levels:

- Engineer's Estimate
- Contract Items

The fund rule helps to allocate funds from each fund source to meet the expenses incurred on the items during the project execution.

Steps

1. In the module menu, click **Projects**.
   The **PROJECTS** list page is displayed.

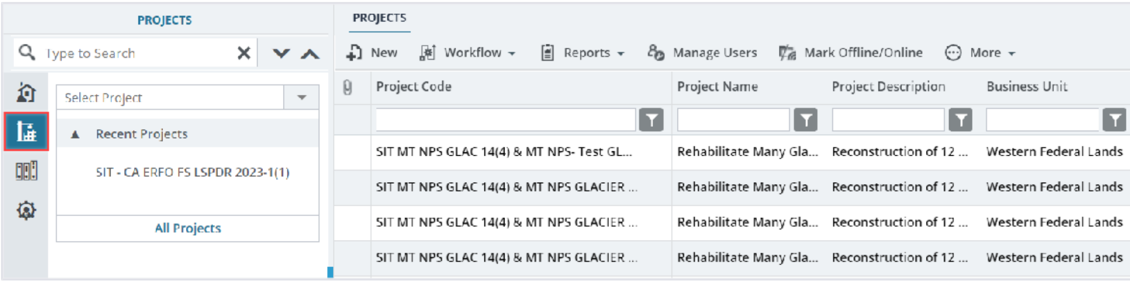


Figure 76: Navigation to Projects Module

2. In the list page, double-click the appropriate project, and then click the project folder to expand it.

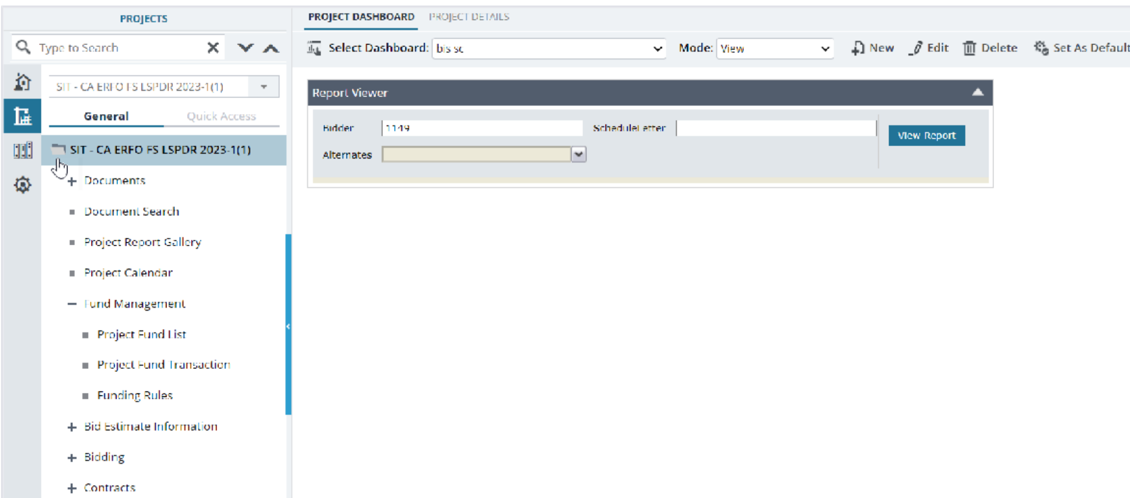


Figure 77: Expanding Projects Folder

3. In the project navigation pane, expand the **Fund Management** folder, and then click **Funding Rules**.

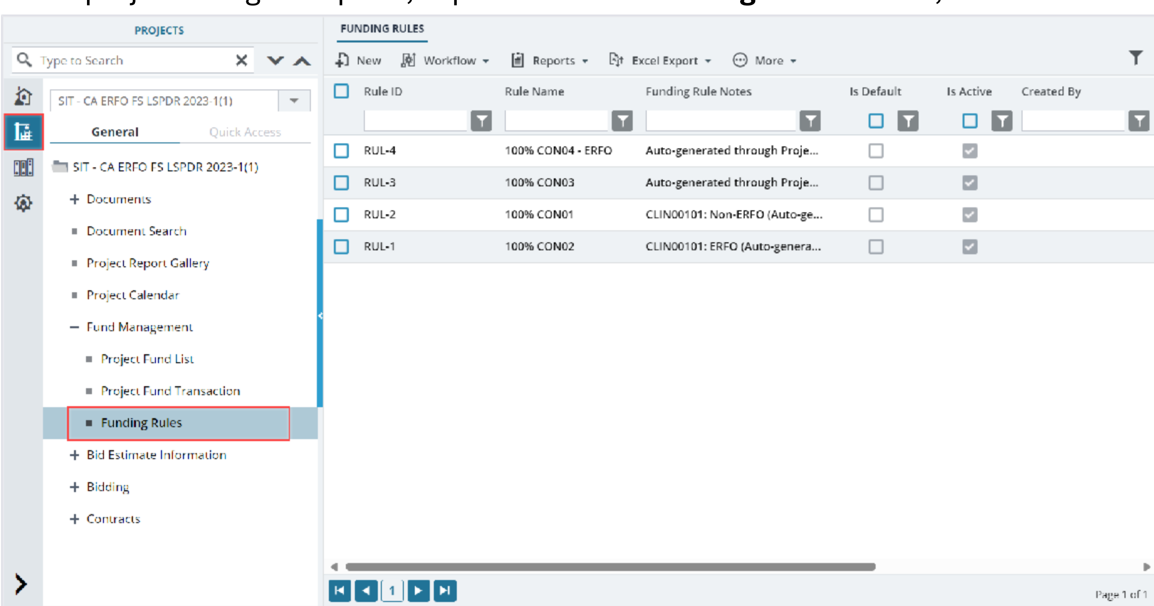


Figure 78: Navigation to Funding Rules

The **FUNDING RULES** list page is displayed.

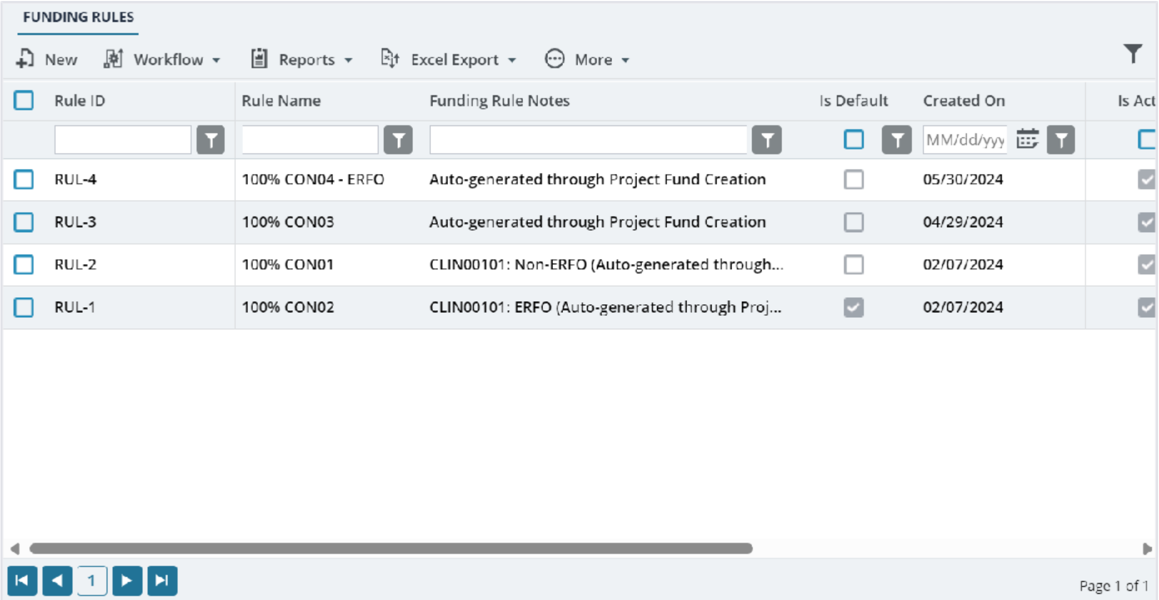


Figure 79: List Page of the Funding Rules Form

4. Select the appropriate funding rule to set it as the default funding rule.
5. Click **More**, and then click **Mark as Default**.

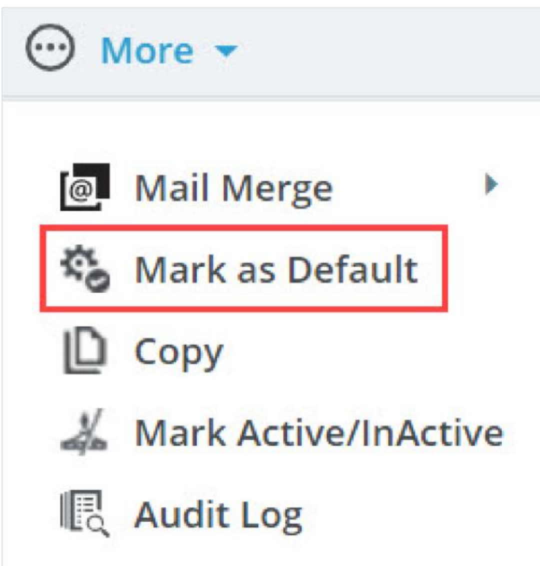


Figure 80: Using Mark as Default Option

Note: To modify the default selection, click another fund rule, and then click **Mark as Default**.

4. Appendix

4.1. Attachments

You can upload or link files in the Documents folders to every record. You can also upload any number of attachments, regardless of size, to a record or while performing workflow actions for a record.

The following sections explain how to upload or link, access, and download attachments in a form or workflow:

- 4.1.1. Attaching a File to a Form
- 4.1.2. Attaching a File to a Workflow
- 4.1.3. Accessing and Downloading Attached Files
- 4.1.4. Deleting Attached Files

You can annotate and delete attachments.

4.1.1. Attaching a File to a Form

You can upload files to a form and link a file in the Documents folders of a form.

Note: The **Upload** and **Link New Document** option is the most preferred and used method to link files to a form by the FLH team.

The **Project Fund List** form is used for illustration purposes.

Uploading Files to a Form

To upload files, perform the following steps in the **ATTACHMENTS** section:

1. Click **Upload Document**.

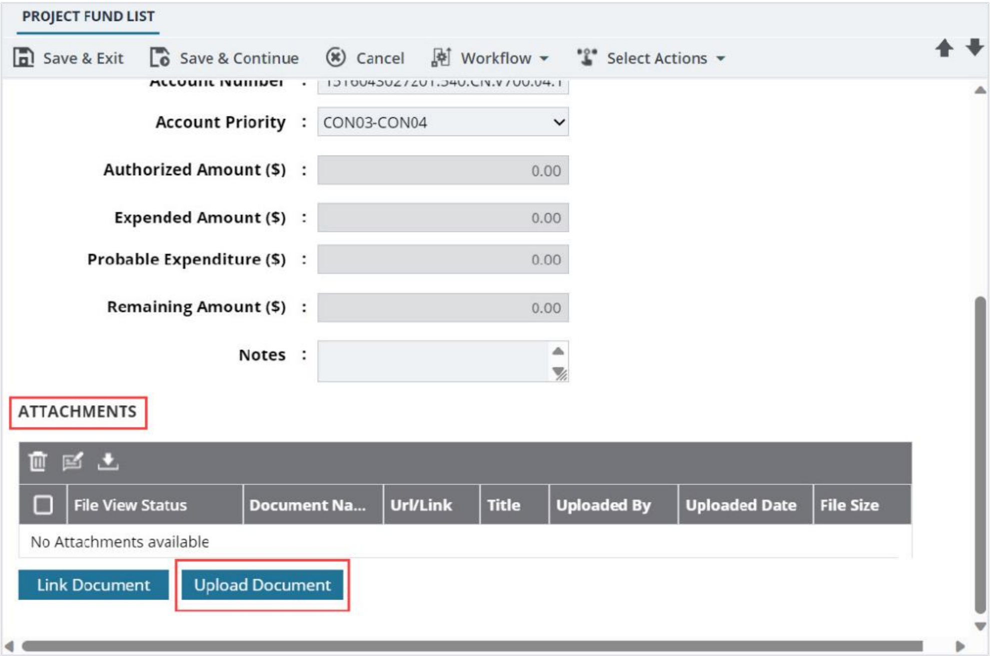


Figure 81: Using Upload Document Option

The **Open** dialog box is displayed.

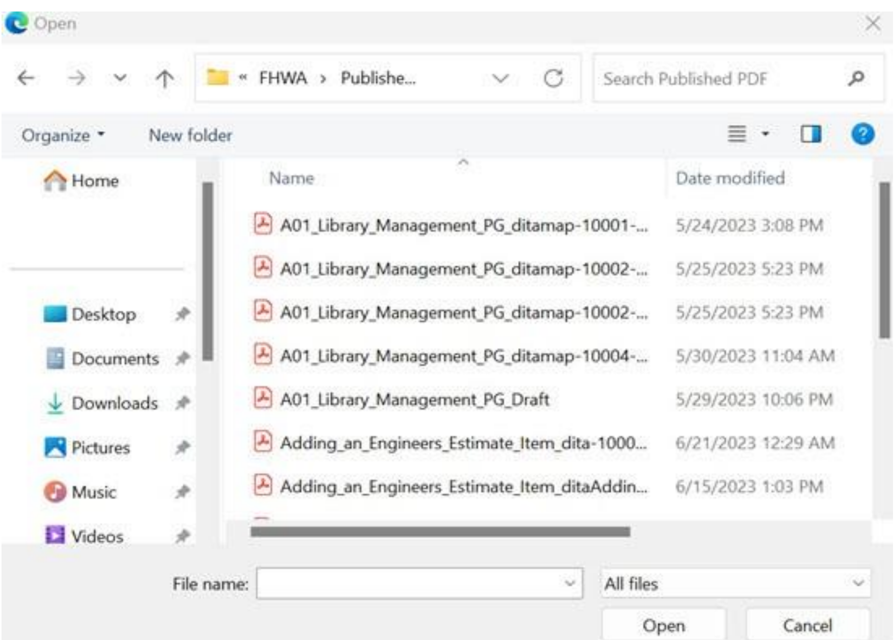


Figure 82: Open Dialog Box

2. To upload a single file, click the appropriate file.
   Optionally, to upload multiple files, press and hold **CTRL**, and then click the appropriate files.
3. Click **Open**.

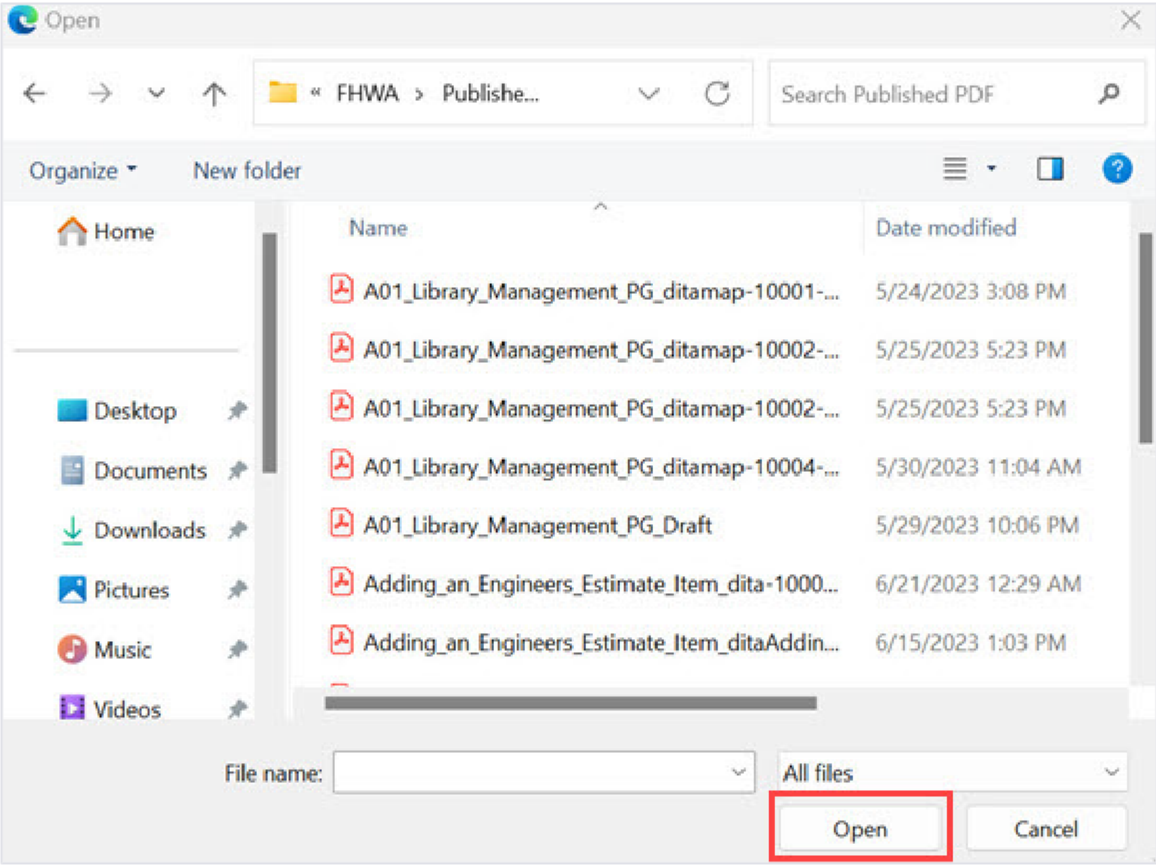


Figure 83: Open Option

The files are uploaded to the form and displayed in the **ATTACHMENTS** section.

4. The name of the file is updated in the **Title** column.
   Optionally, in the **Title** column, enter the tiles for the files attached.

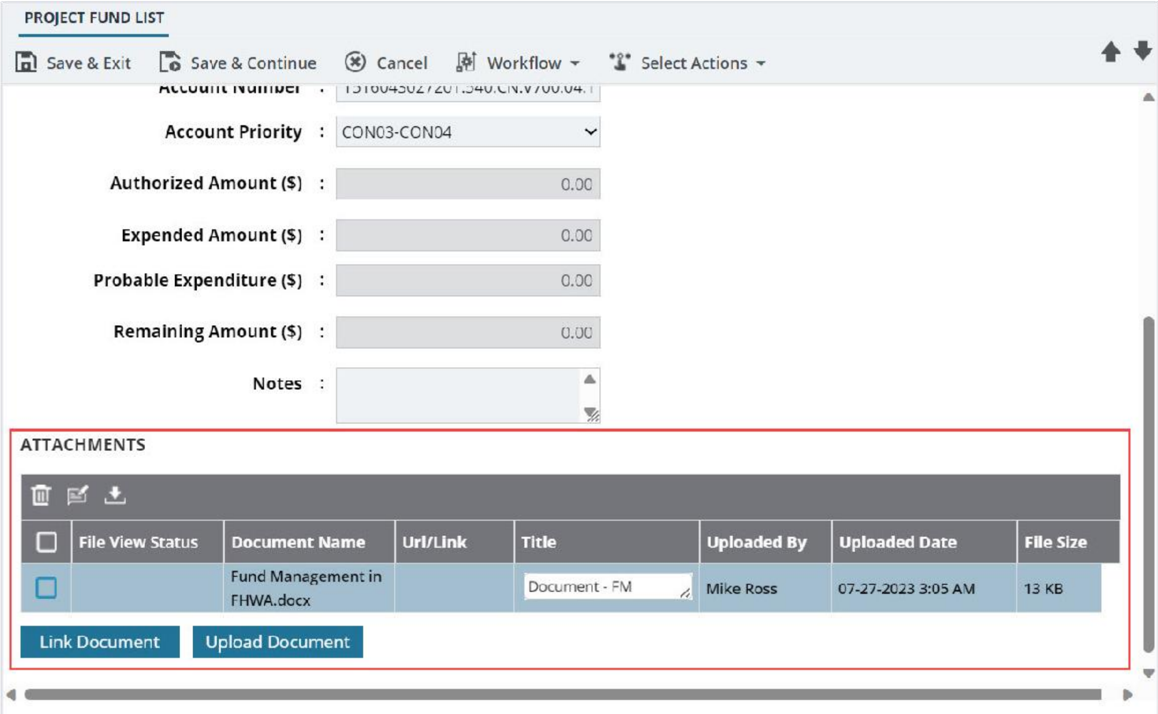


Figure 84: Uploaded File

Linking a File to a Form

You can link a file to a form using any of the following options:

- **Masterworks Document:** This option enables you to link files available in the document folders of a project or contract. The document folders are available based on the selected document folder structure in the **PROJECT DETAILS** page.
  Note: This option helps users avoid uploading the same files multiple times in a project.

- **Upload and Link New Document:** This option enables you to upload new files to the document folders of a project or contract and link them to the respective form. The document folders are available based on the selected document folder structure in the PROJECT DETAILS page.
  Note: This option helps users upload new files into the document folder structure from the respective form without navigating to the document folder.
  The Upload and Link New Document option is the most preferred and used method to link files to a form by the FLH team.

- **External Document:** This option enables you to link files from an external location.

Linking a File to a Form – Masterworks Document Option

To link a file available in the Documents folders, perform the following steps:

1. In the **ATTACHMENTS** section, click **Link Document**.

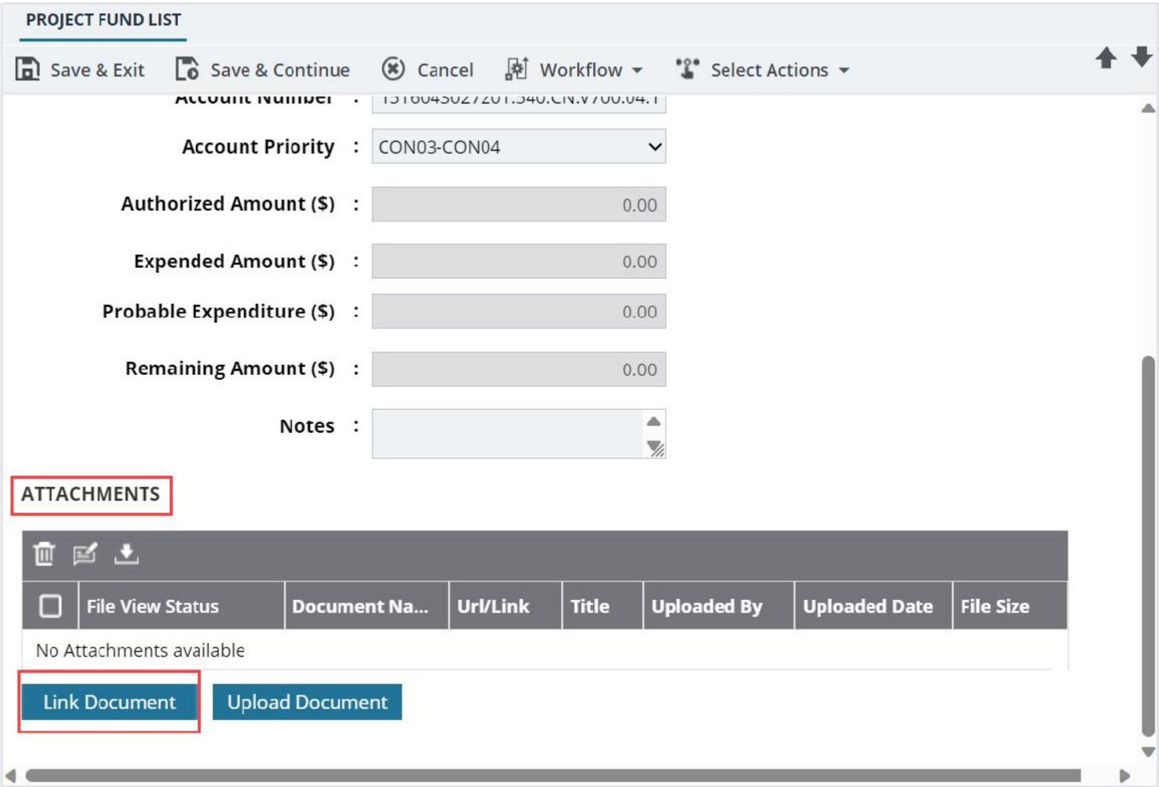


Figure 85: Using Link Document Option

The **Link Document** dialog box is displayed.

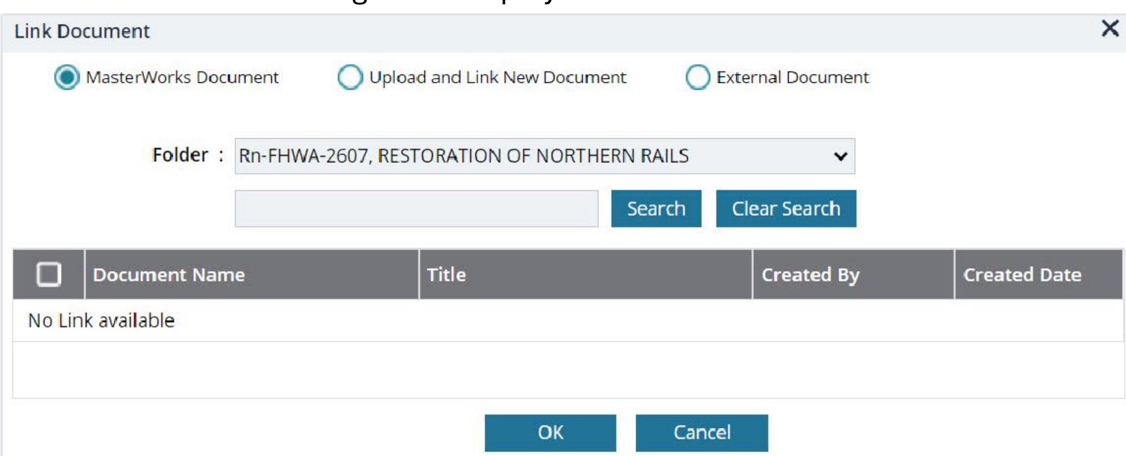


Figure 86: Link Document Dialog Box

2. Click **Masterworks Document**.

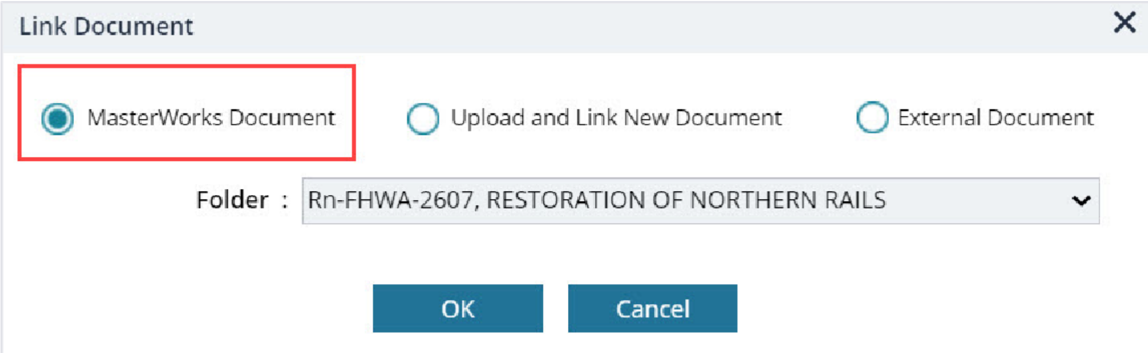


Figure 87: Using Masterworks Document Option

3. In the **Folder** drop-down list, select the appropriate document folder where the files exist. The list of files in that folder is displayed.

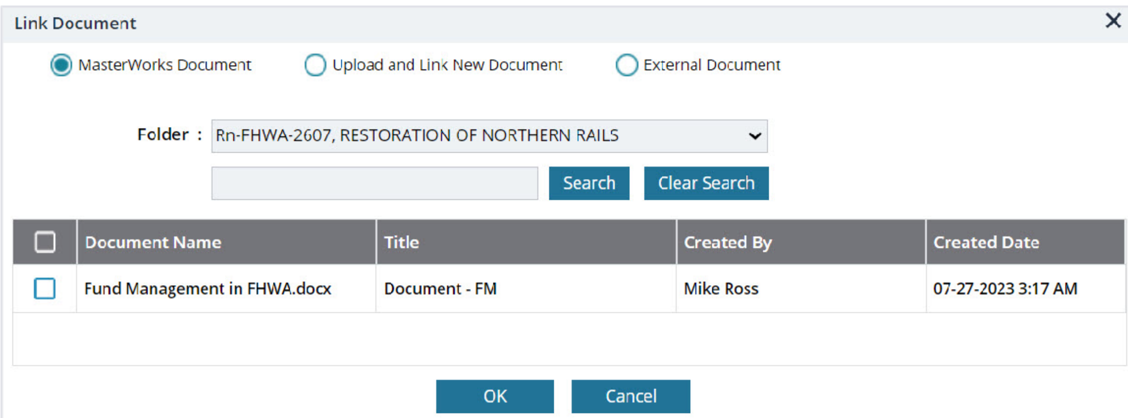


Figure 88: List of Documents

4. Perform any of the following steps, as applicable:

- From the list of files, select the appropriate files.
- To search for a file, in the box, enter any search criteria for the file, click **Search**, and then select the appropriate files.

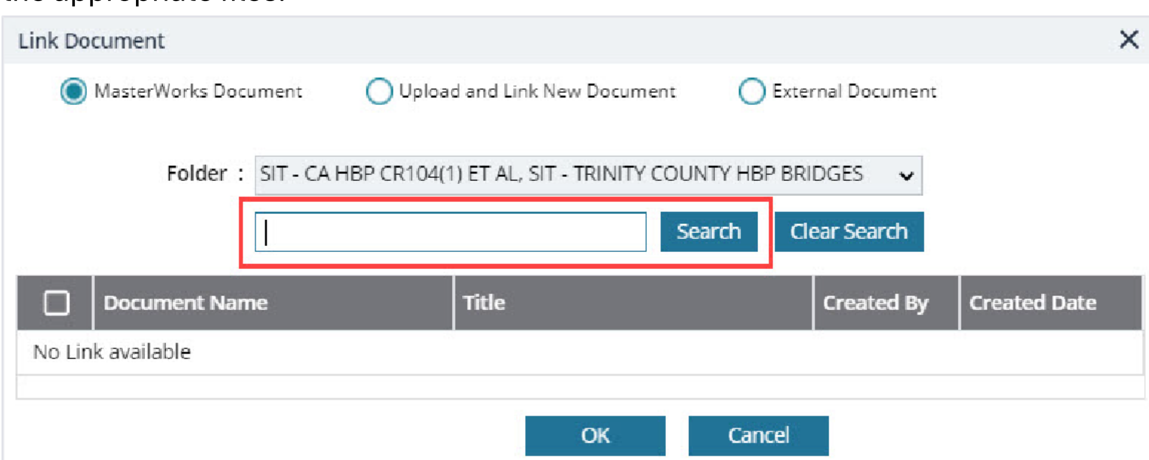


Figure 89: Using Search Option

You can specify search criteria such as the extension of the file type, the date or time the file was uploaded, the name or title of the file, or the username of the user who uploaded the file.

- Optionally, to view all the files in the selected folder, click **Clear Search**.

5. Click **OK**.

   The files are linked to the form and are displayed in the **ATTACHMENTS** section.

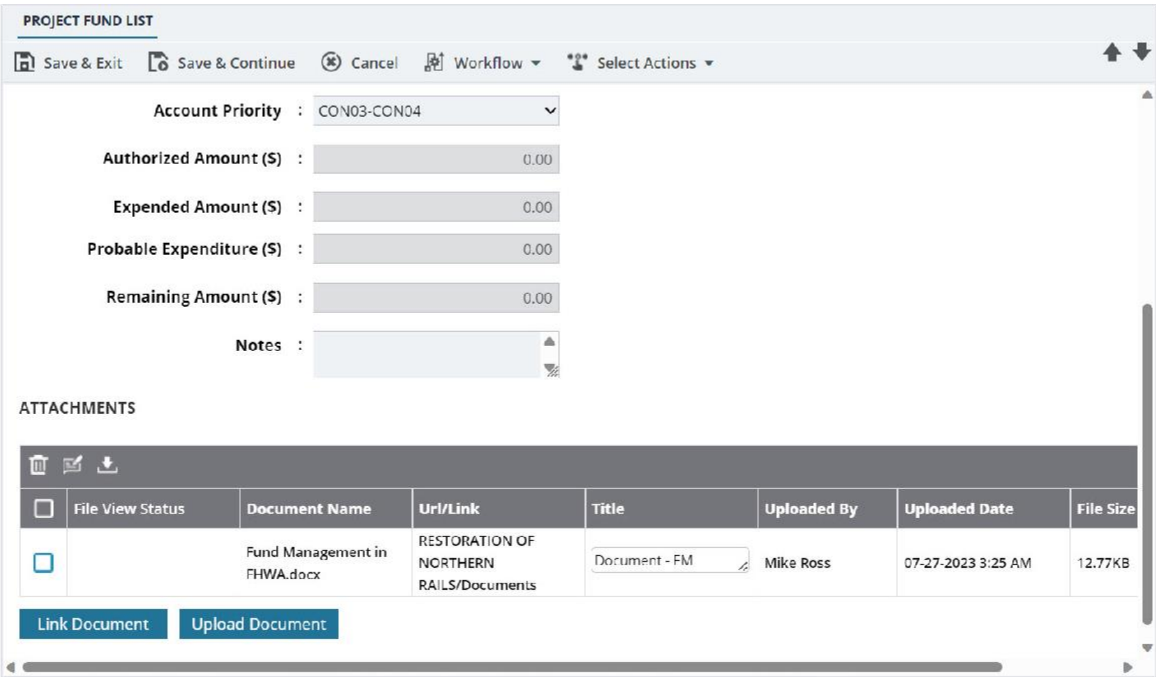


Figure 90: Linked Document

Note: The **Url/Link** column displays the path to the folder where the document is available. You can click the folder path to open the folder.

6. In the **Title** column, enter the titles for the linked files.

Linking a File to a Form – Upload and Link New Document Option

To upload a file to a folder in the Documents folder structure and link the file to the respective form, perform the following steps:

Note: The Upload and Link New Document option is the most preferred and used method to link files to a form by the FLH team.

1. In the **ATTACHMENTS** section, click **Link Document**.

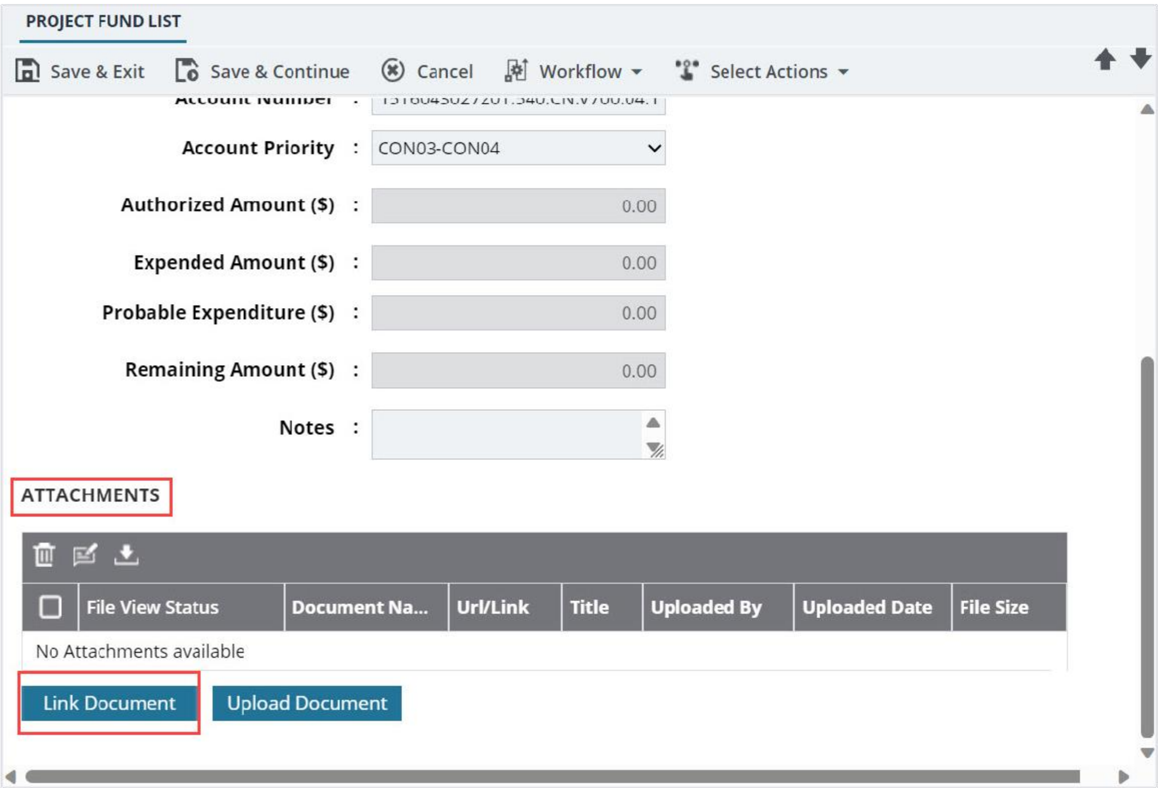


Figure 91: Using Link Document Option

The **Link Document** dialog box is displayed.

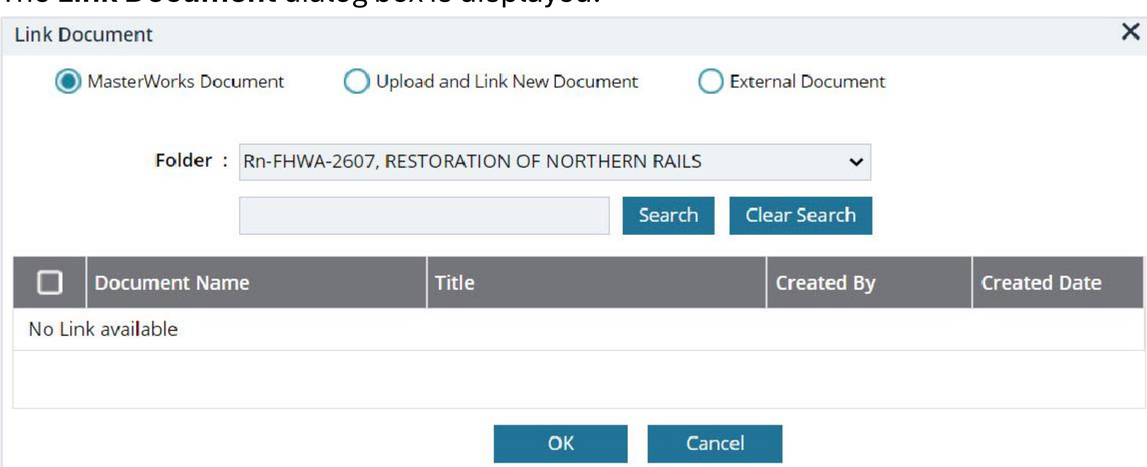


Figure 92: Link Document Dialog Box

2. Click **Upload and Link New Document**.

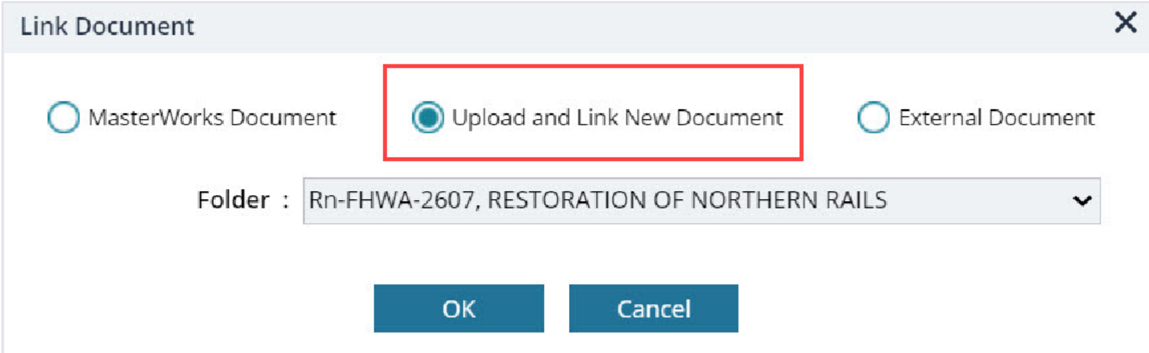


Figure 93: Using Upload and Link New Document Option

3. In the **Folder** drop-down list, select the appropriate folder to upload files.
4. Click **OK**.
   A confirmation dialog box is displayed.
5. Click **OK**.
   The **NEW DOCUMENT** page is displayed.

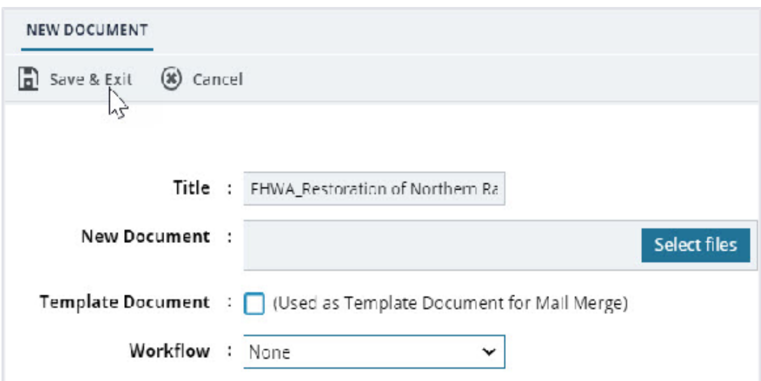


Figure 94: New Document Page

6. To upload files, in the **New Document** section, drag and drop the appropriate files.
   On uploading and saving the files, the files are uploaded to the selected folder in the Folder drop-down list and linked to the respective form.
7. In the **Title** column, enter the titles for the linked files.

Linking a File to a Form – External Document Option

To link a file to an external storage system, perform the following steps:

1. In the **ATTACHMENTS** section, click **Link Document**.

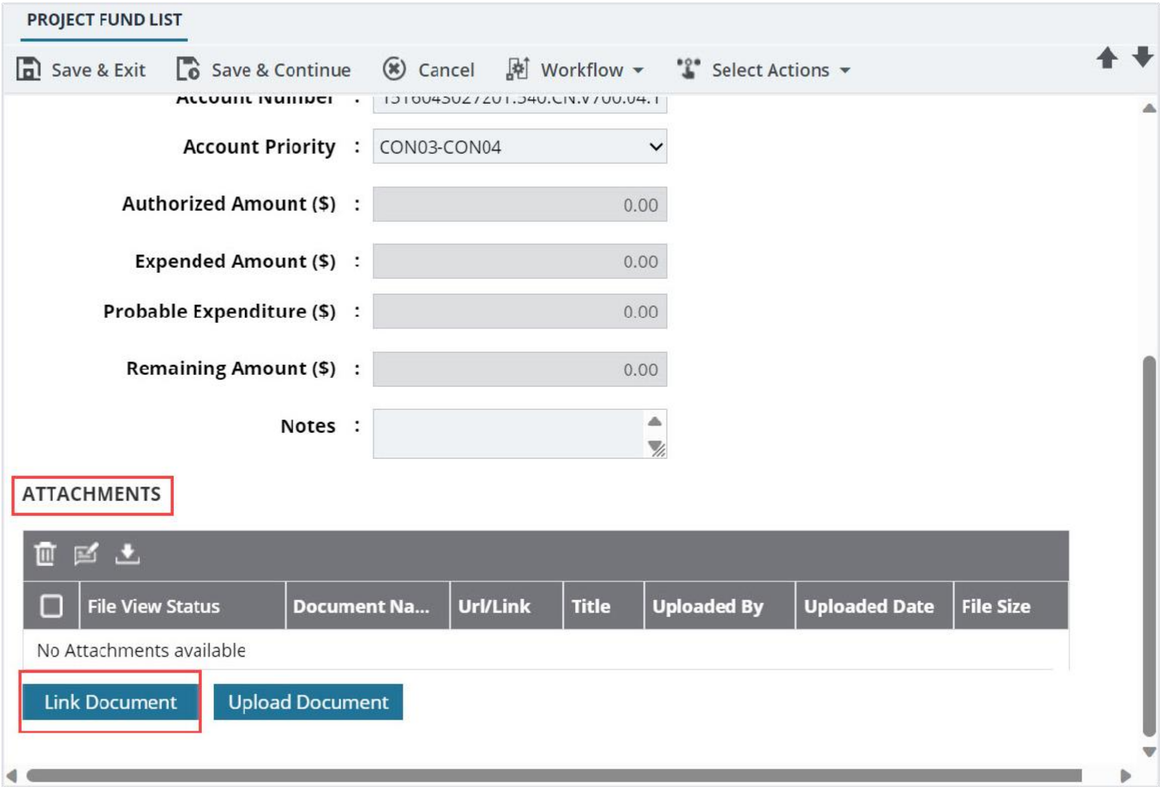


Figure 95: Using Link Document Option

2. Click **External Document**.

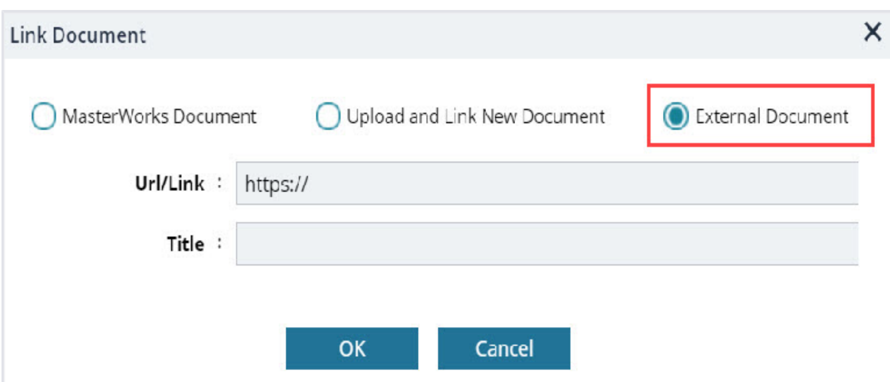


Figure 96: Using External Document Option

3. In the **URL/Link** box, enter the URL to the file in the external storage system.
4. In the **Title** box, enter the title for the linked file.
5. Click **OK**.
   The file is linked to the form and is displayed in the **ATTACHMENTS** section.

4.1.2. Attaching a File to a Workflow

Overview

You can upload files to the specific records of a form while performing a workflow action. The **Project Fund List** form is used for illustration purposes.

Steps

1. In the list page of a form, select the appropriate record.

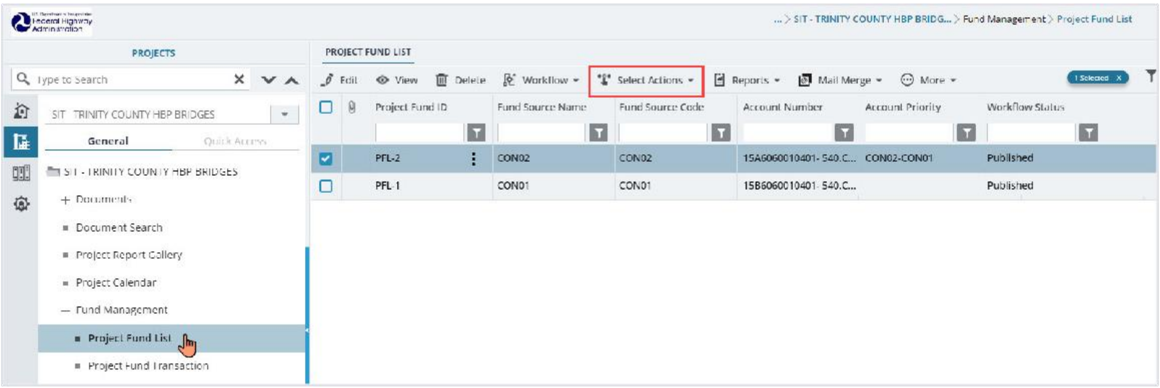


Figure 97: Using Select Actions Option

2. Click **Select Actions** 

, and then click the appropriate workflow action. The **Masterworks** dialog box is displayed.

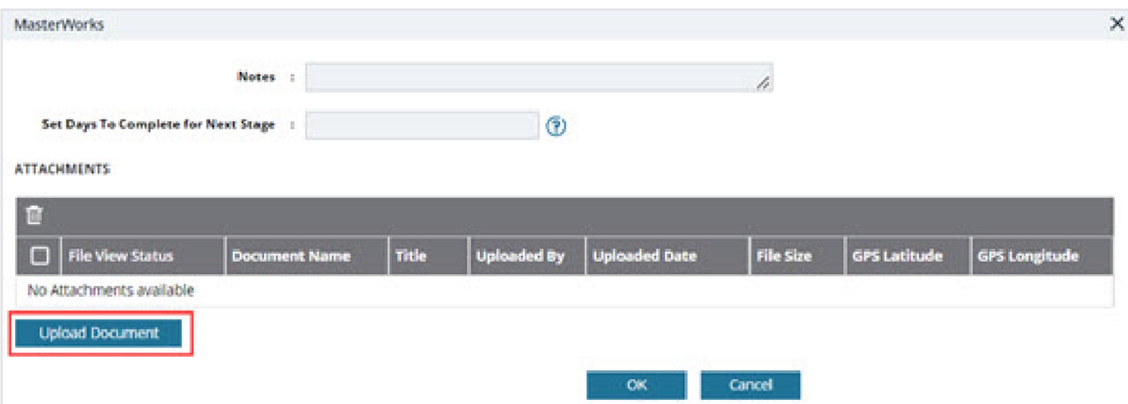


Figure 98: Masterworks Dialog Box

3. In the **ATTACHMENTS** section, click **Upload Document**.
   The **Open** dialog box is displayed.

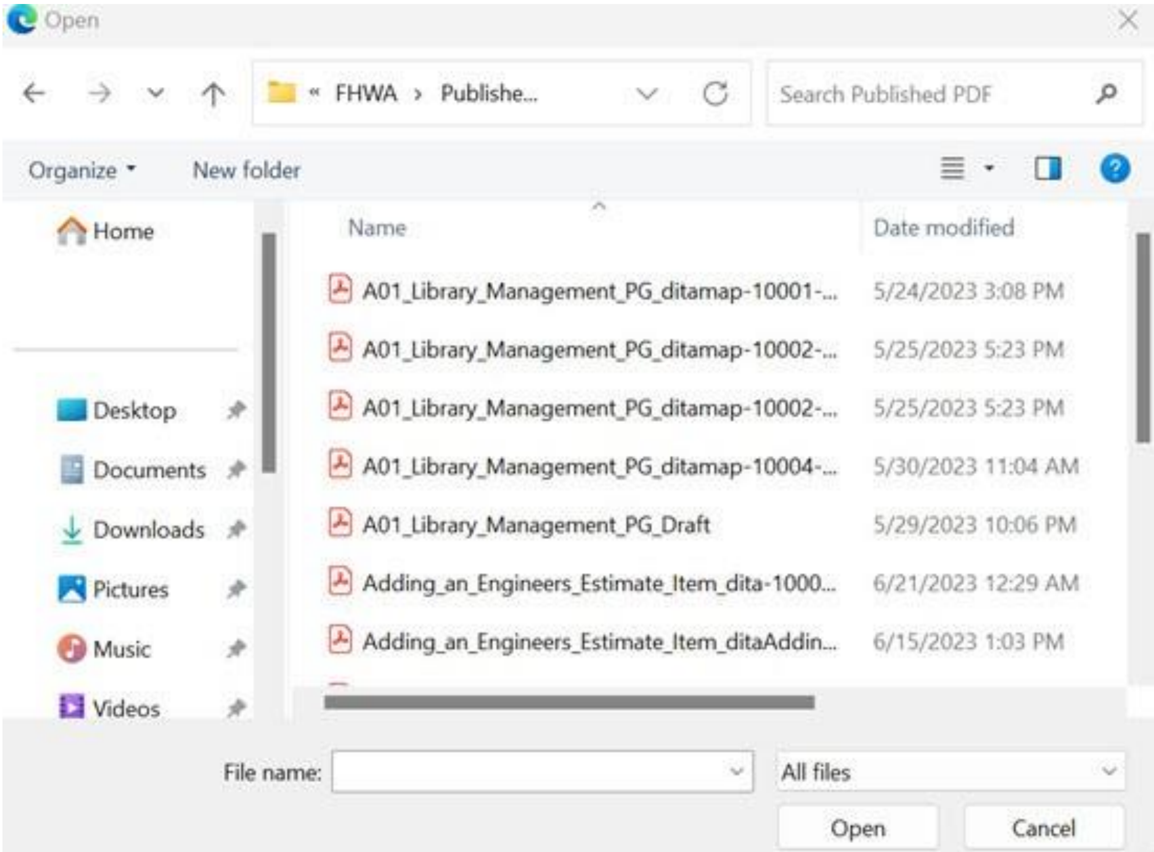


Figure 99: Open Dialog Box

4. To upload a single file, click the required file.
   Optionally, to upload multiple files, press and hold **CTRL**, and then click the required files.

5. Click **Open**.

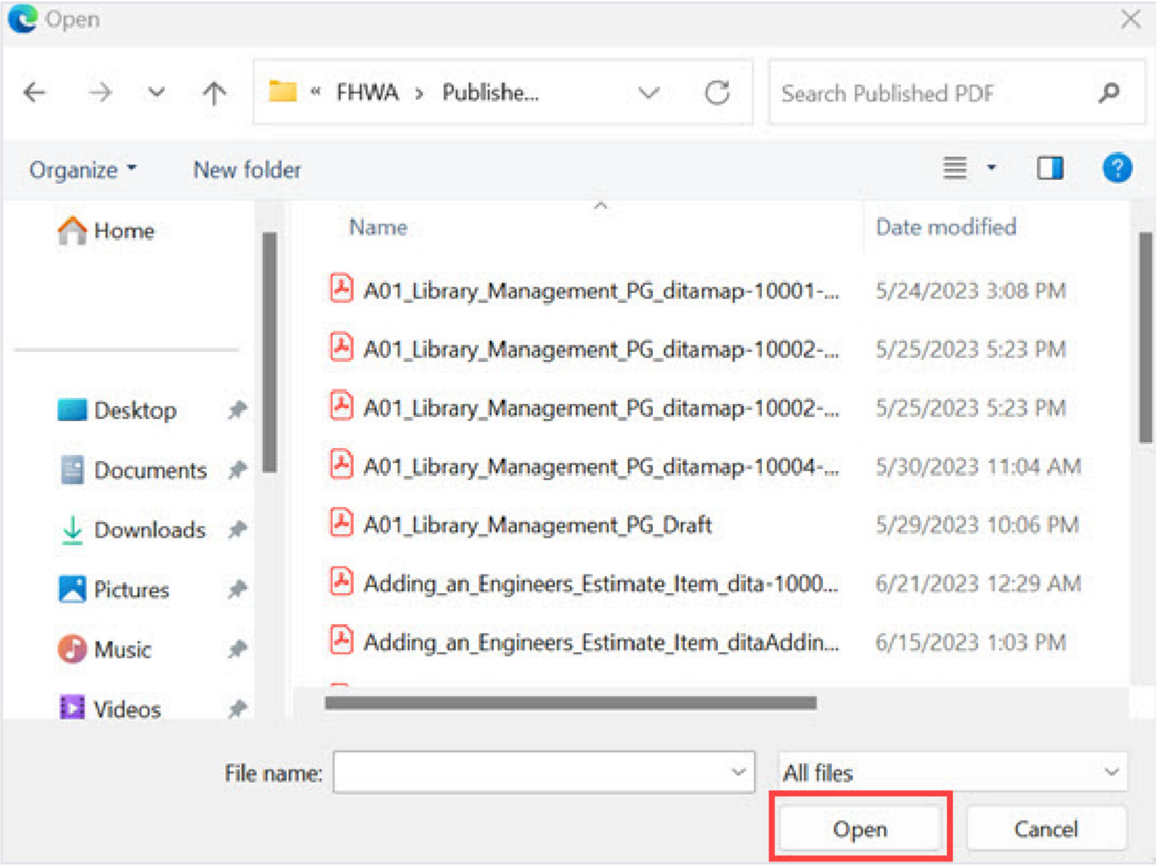


Figure 100: Using Open Option

The name of the file is automatically updated in the Document Name column.

6. Optionally, in the **Title** column, enter the title for the attached file.

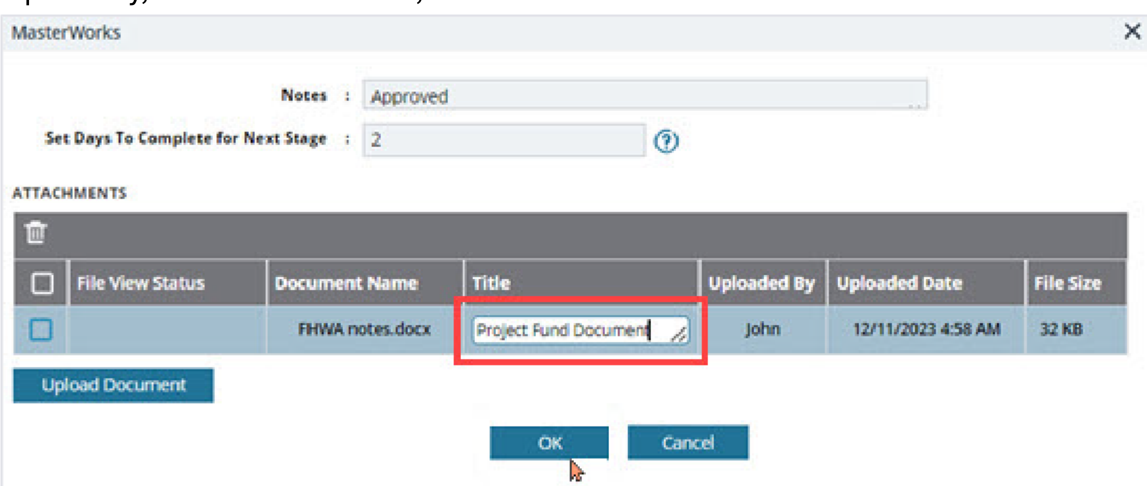


Figure 101: Updating Title for the Attached File

7. Click **OK**.
   You can access the attached file from the **Workflow Status and History** dialog box. For more information, refer to Section 4.2.2. Viewing the Workflow History

4.1.3. Accessing and Downloading Attached Files

You can access files that are attached to forms and workflows.

The **Project Fund List** form is used for illustration purposes.

- To access files attached to a form (from the list page):

1. In the navigation pane, click the required form.

   The form list page is displayed.

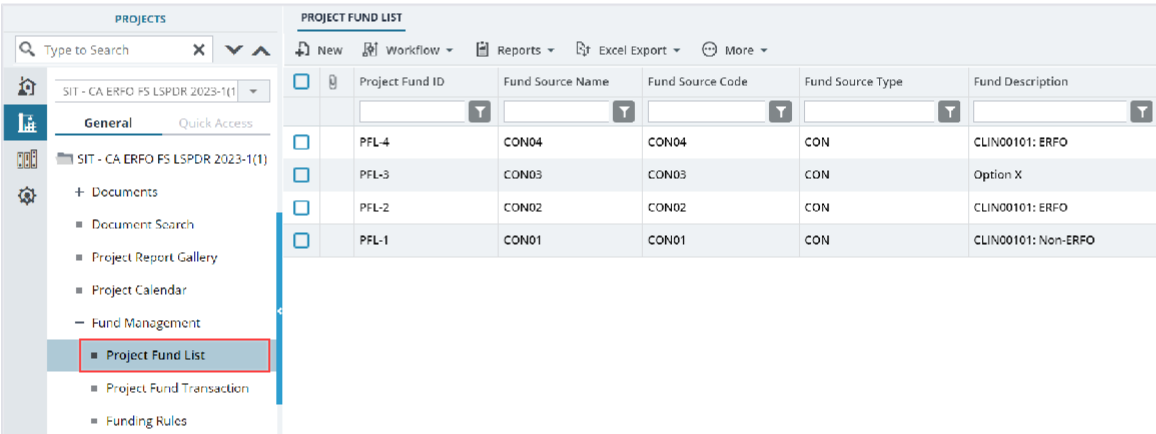


Figure 102: Project Fund List Page

2. Click **More**, and then click **Attachments**.

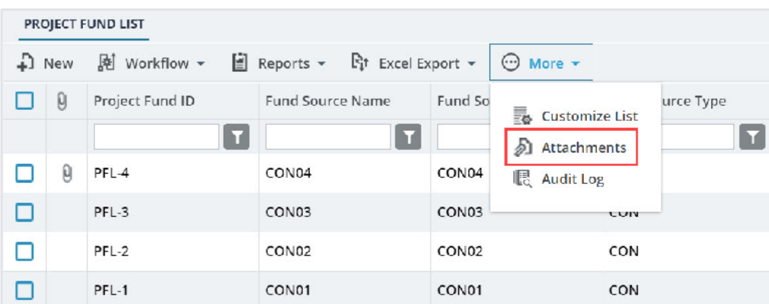


Figure 103: Using Attachments Option

The attachments of all the records are listed.

Figure 104: List of Attachments

Optionally, to view files attached to a record, select the appropriate record and then click **Attachments**.

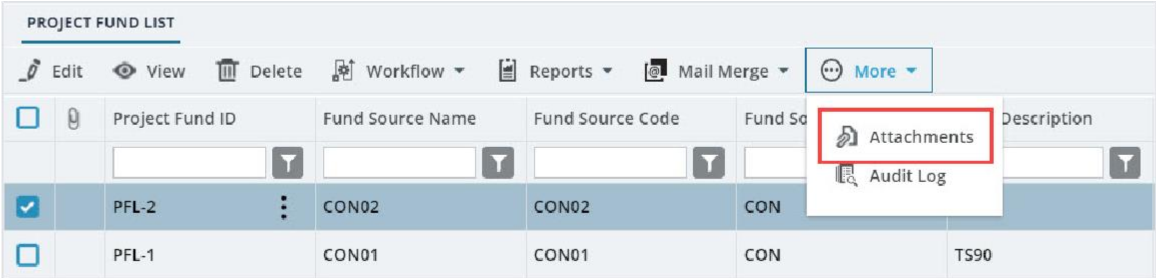


Figure 105: Viewing Files Attached to a Record

- To access and download files attached to a record (from the details page):

1. In the navigation pane, click the appropriate form.

   The form list page is displayed.

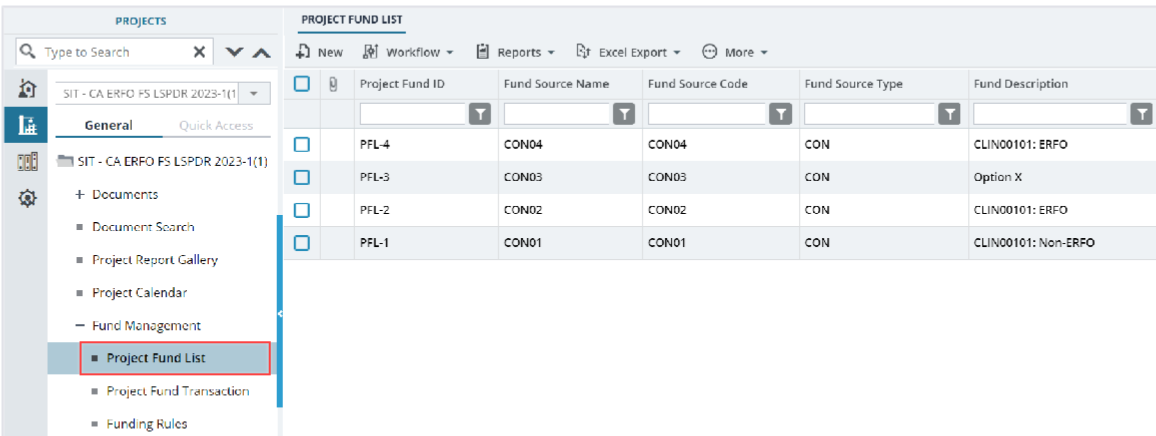


Figure 106: Project Fund List Page

2. In the list page, select the appropriate record, and then click **View**.

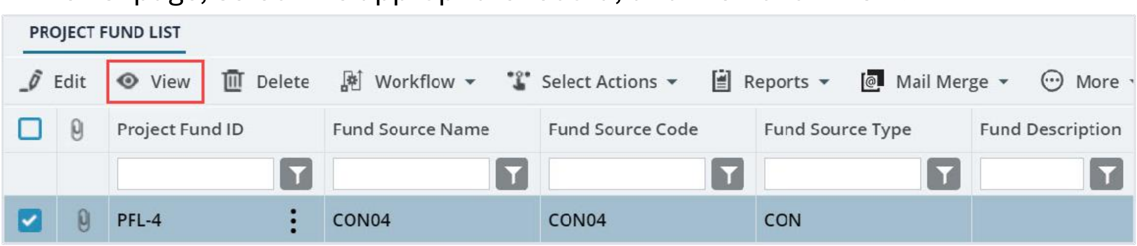
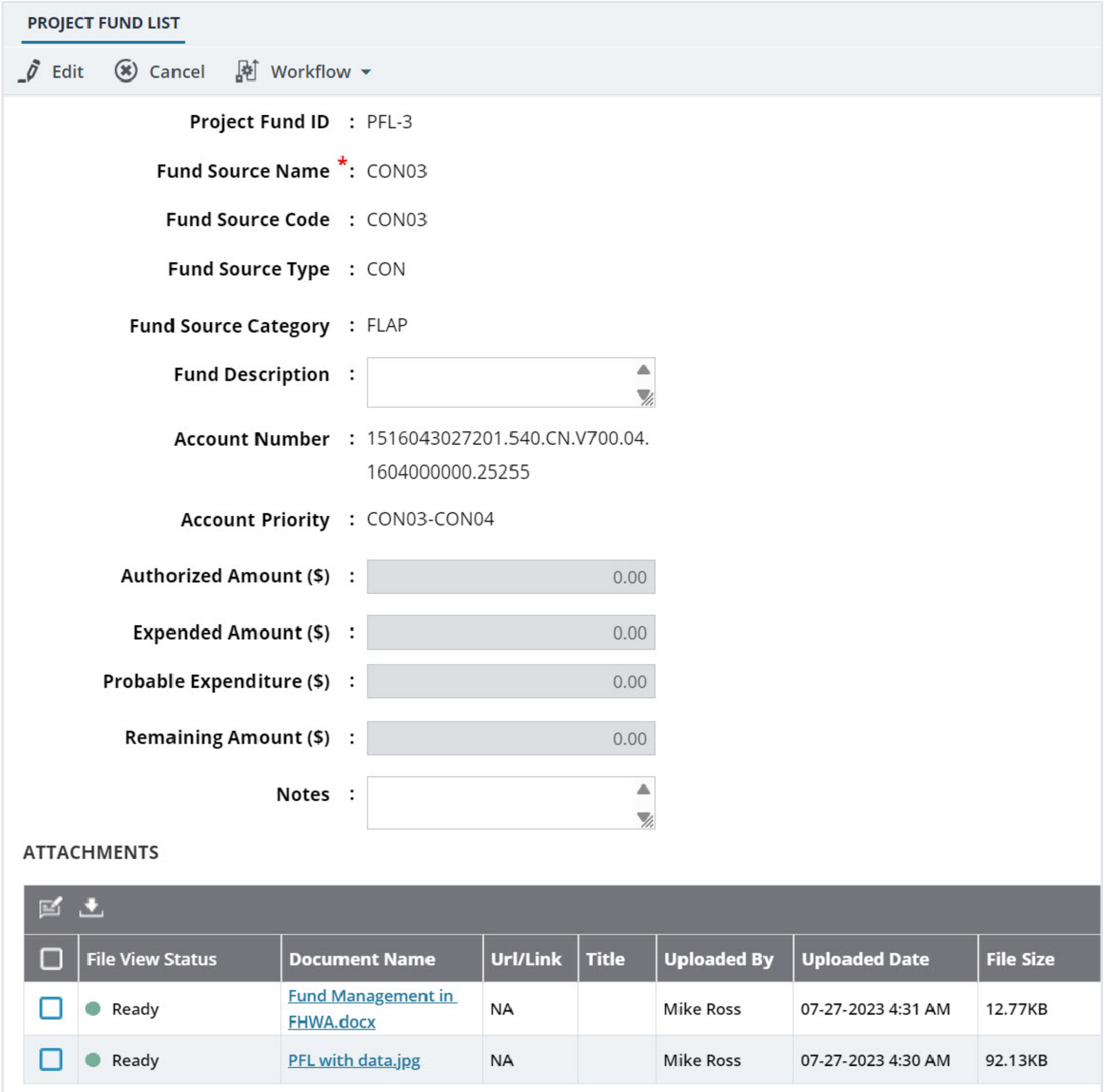


Figure 107: Using View Option

The form details page is displayed.



PROJECT FUND LIST

Edit Cancel Workflow

Project Fund ID : PFL-3

Fund Source Name *: CON03

Fund Source Code : CON03

Fund Source Type : CON

Fund Source Category : FLAP

Fund Description :

Account Number : 1516043027201.540.CN.V700.04.1604000000.25255

Account Priority : CON03-CON04

Authorized Amount ($) : 0.00

Expended Amount ($) : 0.00

Probable Expenditure ($) : 0.00

Remaining Amount ($) : 0.00

Notes :

ATTACHMENTS

	File View Status	Document Name	Url/Link	Title	Uploaded By	Uploaded Date	File Size
	Ready	Fund Management in FHWA.docx	NA		Mike Ross	07-27-2023 4:31 AM	12.77KB
	Ready	PFL with data.jpg	NA		Mike Ross	07-27-2023 4:30 AM	92.13KB

Figure 108: Project Fund List Page in View Mode

3. In the **ATTACHMENTS** section, select the appropriate files, and then click .

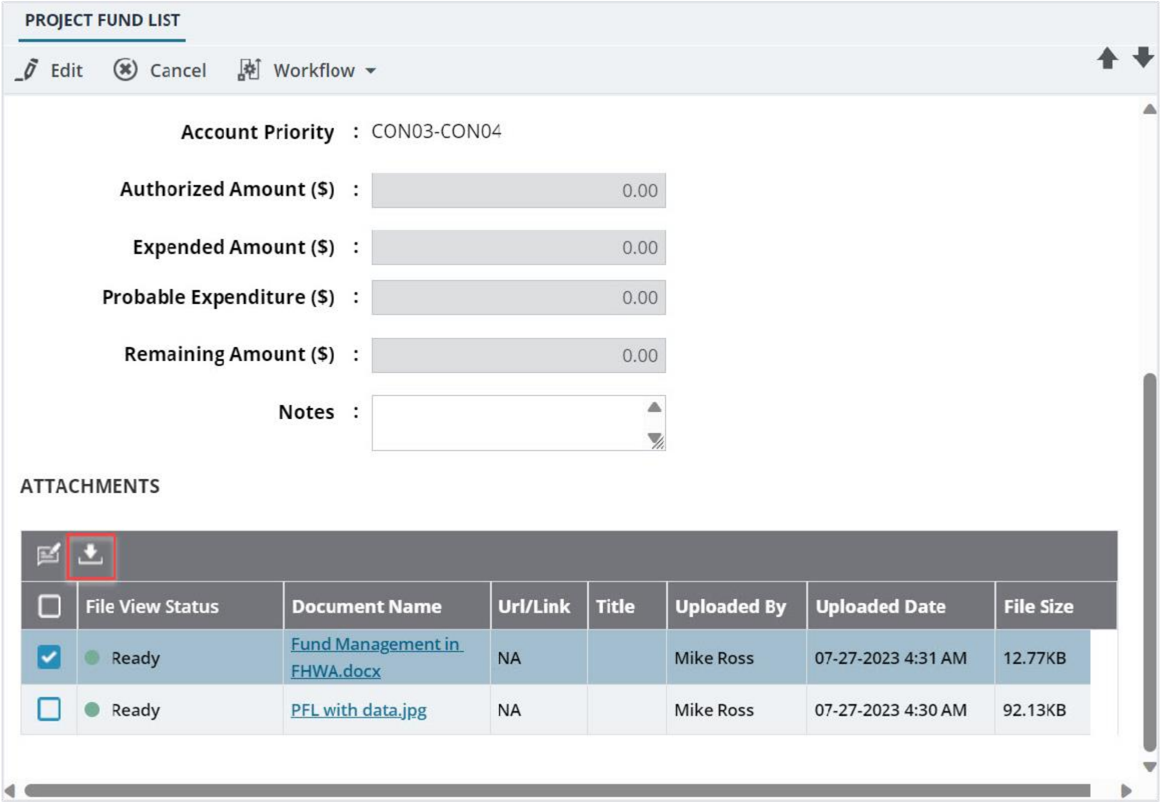


Figure 109: Using Download Option

- To access and download files attached to a workflow:

1. In the navigation pane, click the appropriate form.

   The form list page is displayed.

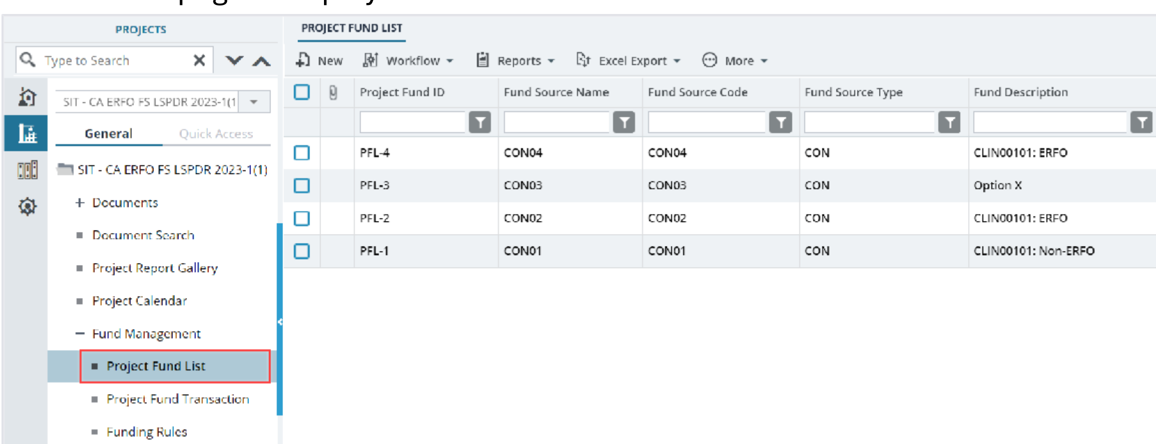


Figure 110: Project Fund List Page

2. In the list page, select the appropriate record.
3. In the **WORKFLOW** group, click **History**.

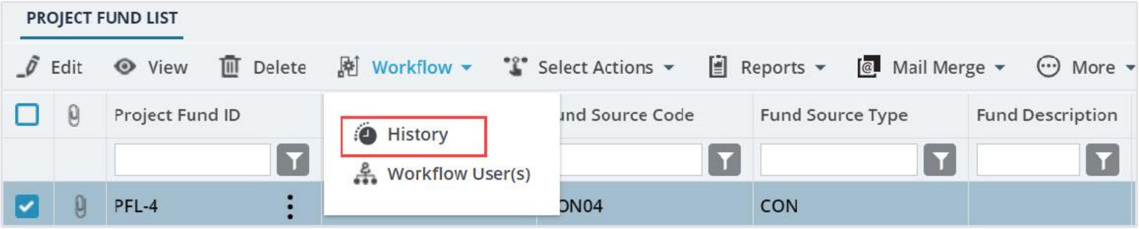


Figure 111: Using History Option

The Workflow Status & History dialog box is displayed.

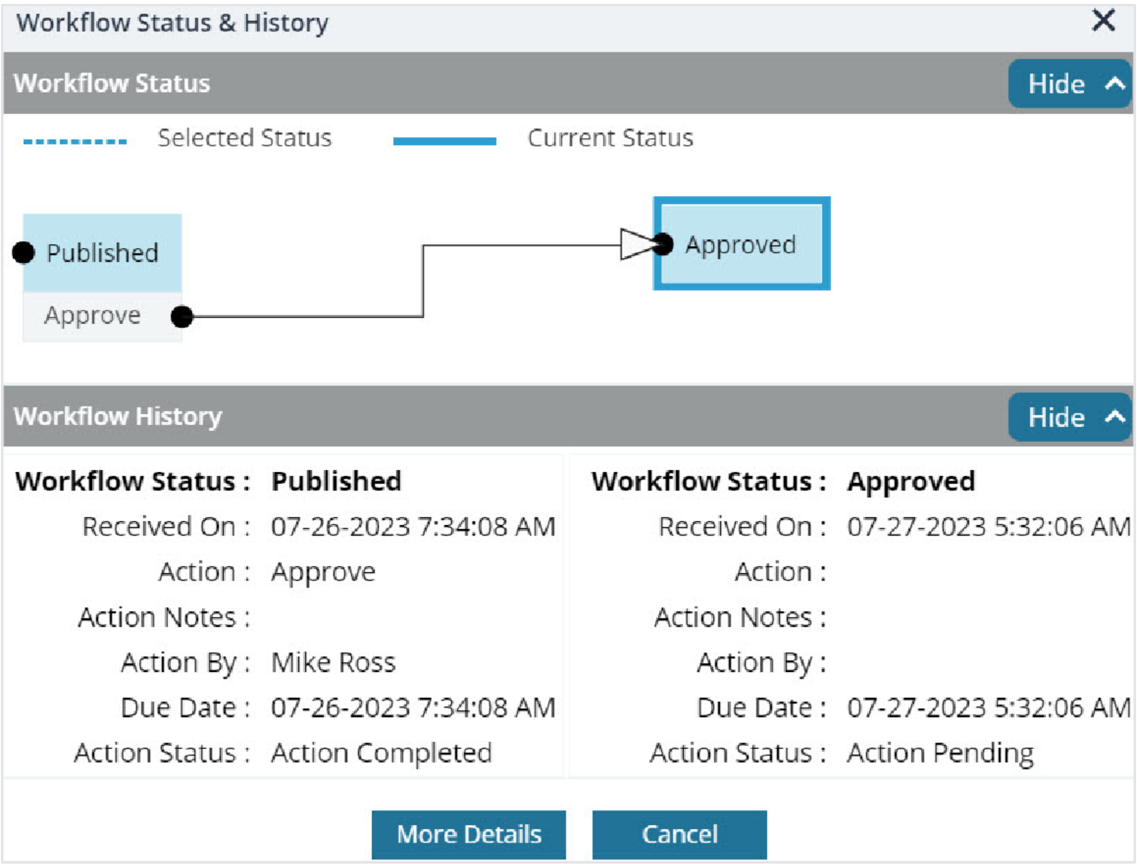


Figure 112: Workflow Status & History Dialog Box

4. To view all the attachments and complete workflow history, click **More Details**.

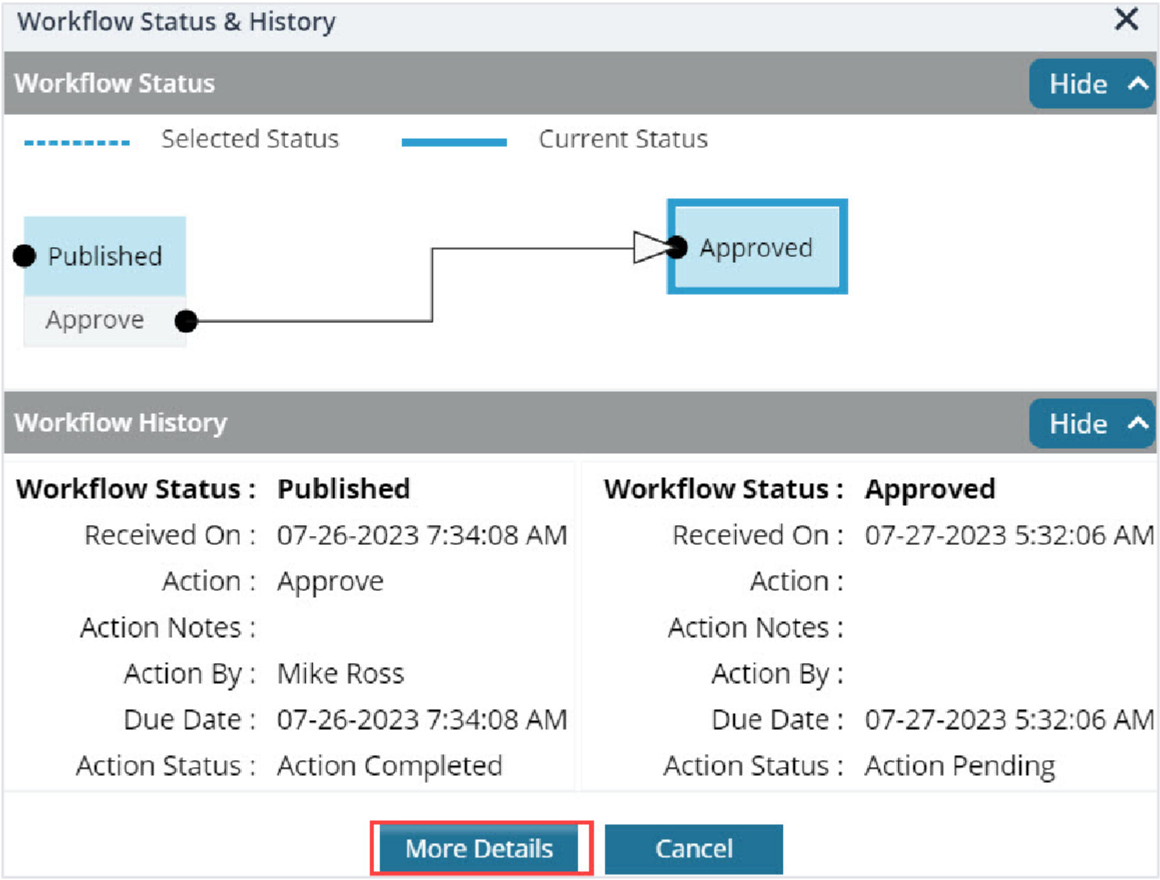


Figure 113: Using More Details Option

The **History** page is displayed.

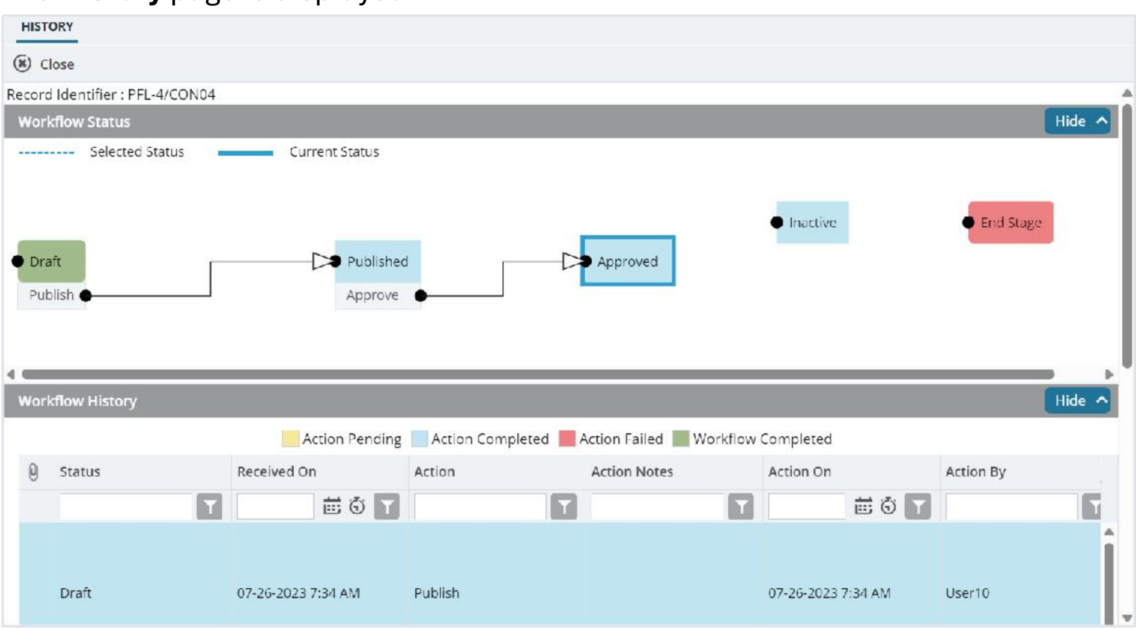


Figure 114: History Page

5. In the **ATTACHMENTS** section, select the appropriate documents, and then click .

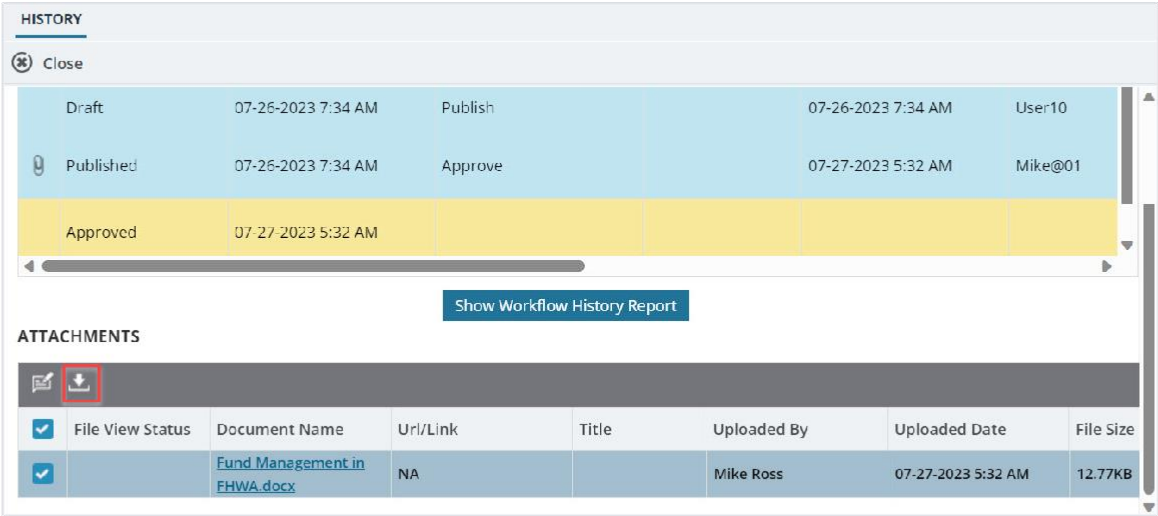


Figure 115: Using Download Option

4.1.4. Deleting Attached Files

Prerequisites

You can delete a file only if you have attached it.

Overview

You can delete files that are attached to forms. You cannot delete files that are attached while performing a workflow action.

The **Project Fund List** form is used for illustration purposes.

Steps

1. To access the appropriate file attached to a form to be deleted, perform the following steps:
   a. In the navigation pane, click the appropriate form.
      The form list page is displayed.

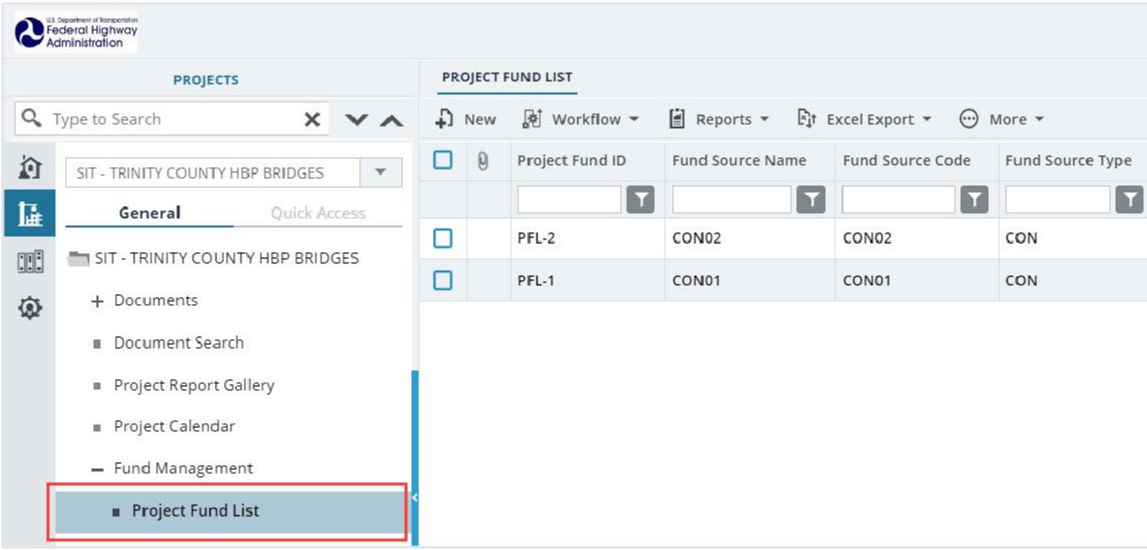


Figure 116: Project Fund List Page

   b. Click **More**, and then click **Attachments**.
      The attachments of all the records are listed.

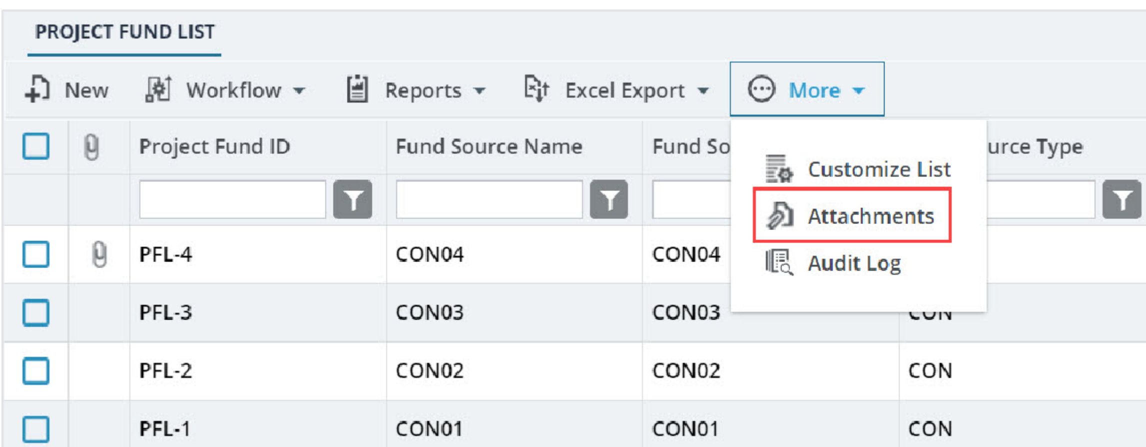


Figure 117: Using Attachments Option

Various document management features are available for attachments.

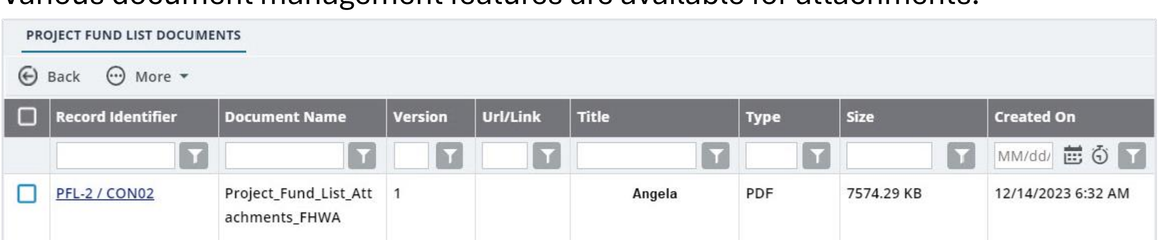


Figure 118: List of Attachments

2. To delete an attachment, select the appropriate file, and then click .

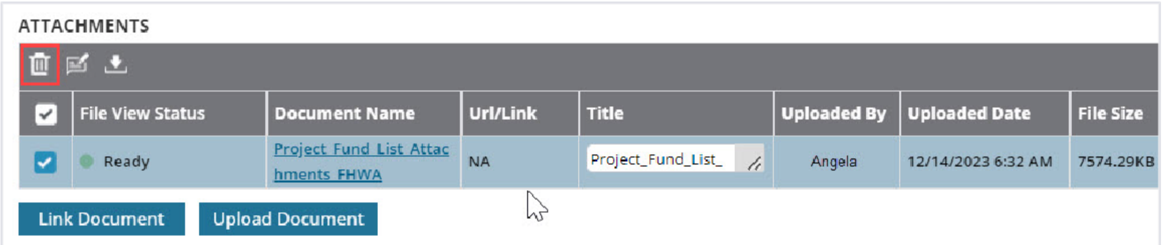


Figure 119: Using Delete Option

4.2. Workflow Status Transitions

A workflow automates a business process for stakeholders to evaluate a form, make decisions, and then take an appropriate action. Workflows comprise various status, and each status is transitioned to the next workflow status through actions taken by stakeholders of the current workflow status. Transitioning a workflow status to the subsequent workflow status is performed in the way of a workflow action.

The following topics describe the various workflow related tasks:

- 4.2.1. Performing Workflow Status Transitions
- 4.2.2. Viewing the Workflow History
- 4.2.3. Selecting Workflow Users
- 4.2.4. Associating a Workflow

4.2.1. Performing a Workflow Action

Prerequisites

- A workflow is associated with the record.
- You are an action stakeholder for a particular status in the workflow.
- You are invited to the project.
- You have editing permission for the form or document.
- A workflow action is pending for you.

Overview

When a workflow action is performed on a record, the record is moved from the current workflow status to the subsequent workflow status. A workflow status is transitioned to the subsequent workflow status based on the workflow action conditions defined.

Steps

1. Open a form list page or document list page.

   Note: You can view the workflow status of a record in the Workflow Status column of the list page.

2. Perform any of the following steps, as applicable:
    - Select the appropriate record.

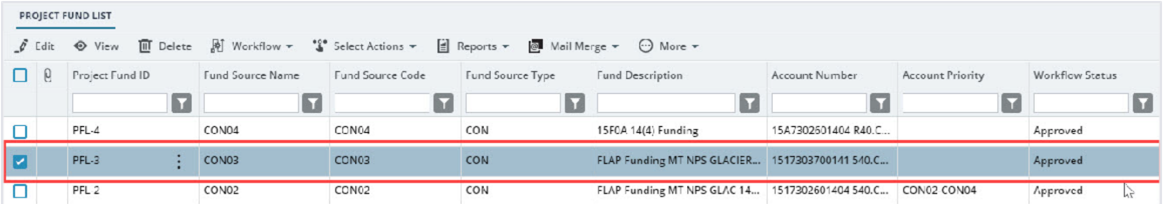


Figure 120: Selecting a Record

- Select multiple records that are in the same workflow status and have the same workflow associated with them.

Figure 121: Multiple Records with Same Status

- Select the appropriate record, and then click **Edit**.

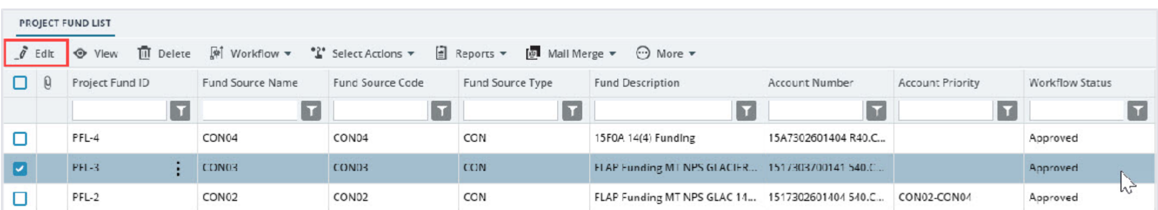
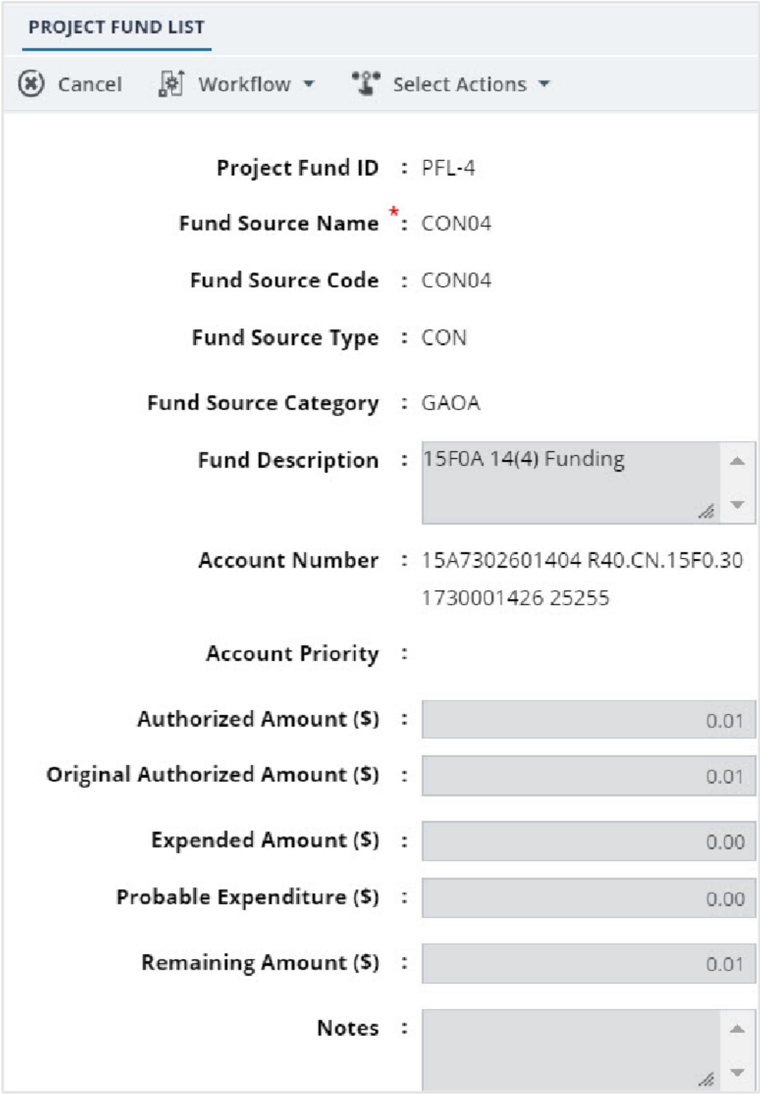


Figure 122: Editing a Record

The **Project Fund List** page is displayed.



3. Click **Select Actions** , and then click the appropriate workflow action.

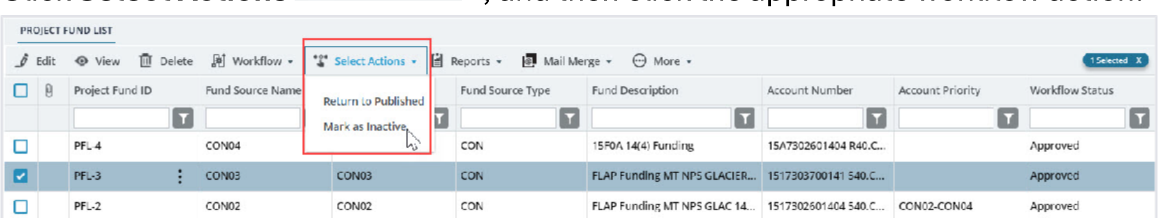


Figure 123: Using Select Actions Option – List Page

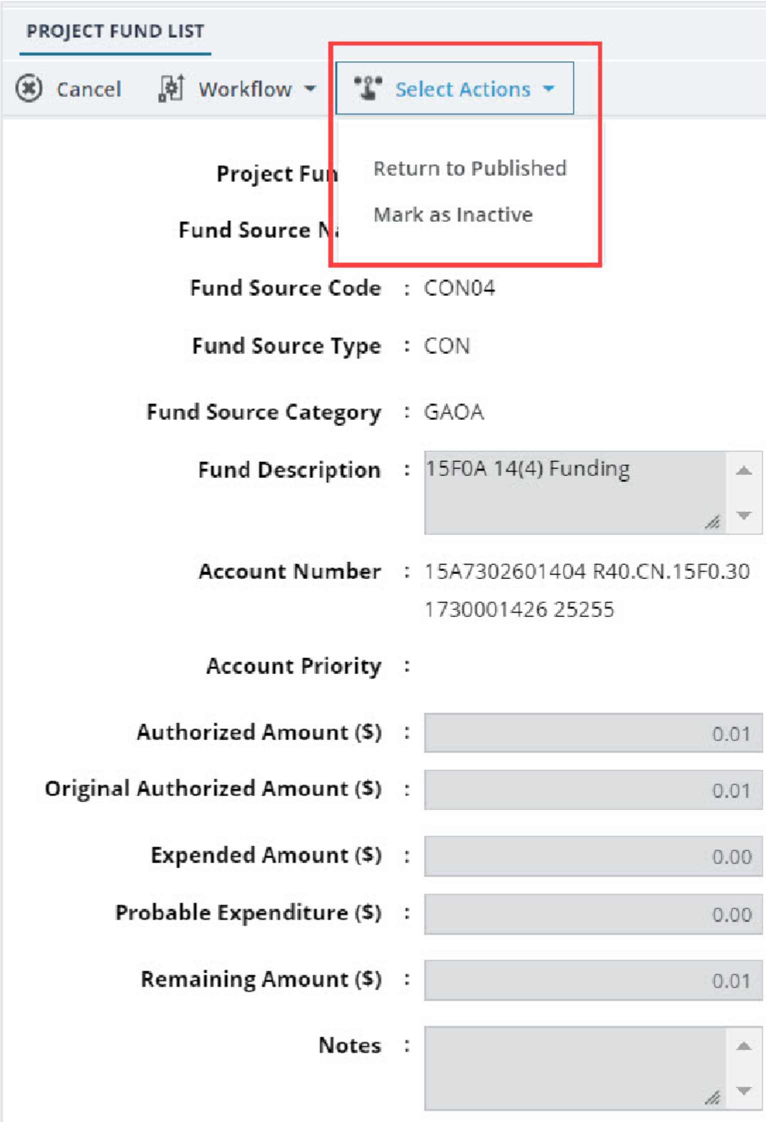


Figure 124: Using Select Actions Option – Details Page

Available actions are based on the definition of the associated workflow. The **Masterworks** dialog box is displayed.

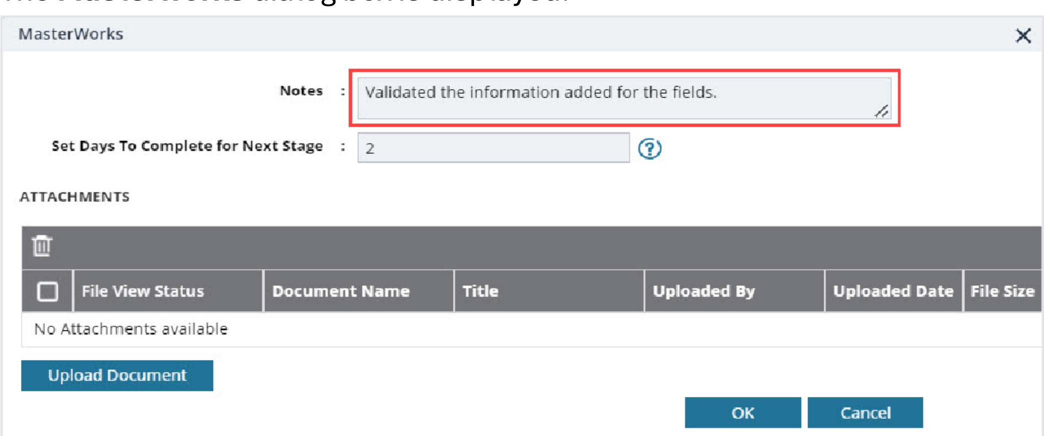


Figure 125: Masterworks Dialog Box

4. Optionally, in the **Notes** field, enter the notes for the workflow transition.
   You can access these notes from the **Workflow History** dialog box.
5. In the **Set Days To Complete for Next Stage** field, enter the number of days by when the workflow action of the next workflow status must be completed.
   Note:
   - The number mentioned in this field determines the due date to complete the workflow action for the next workflow status.
   - If the field is empty, the application applies the default number of days set for the respective workflow.
   - If you want to override the default days set for the respective workflow, you need to enter the appropriate number in this field.

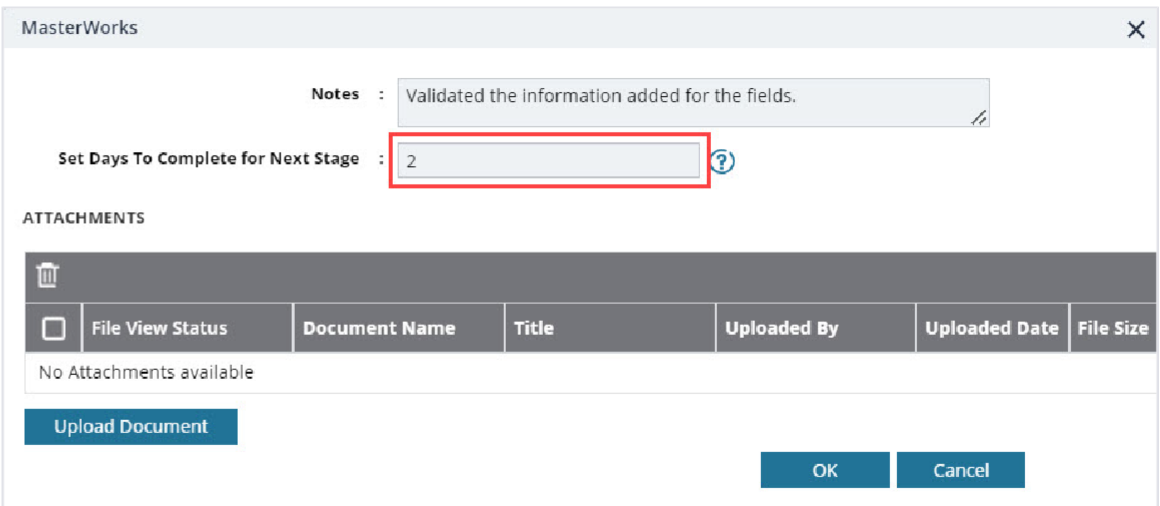


Figure 126: Set Days To Complete for Next Stage

6. Optionally, in the **ATTACHMENTS** section, you can upload or link related files.
   For information on attachments, refer to Section 4.1. Attachments.
   You can access these documents from the Workflow History dialog box. For more information, refer to Section 4.2.2. Viewing the Workflow History.
7. Click **OK**.
   Note:
   - You cannot revert certain workflow status to the previous workflow status.
   - You cannot edit or select certain fields in a form based on the current workflow status of the record.

4.2.2. Viewing the Workflow History

Prerequisites

A workflow is associated with the record.

Overview

You can view the business process progression of a record in the workflow history of the record. The following details are available in the workflow history of every record:

- Action taken at every workflow status
- Date the workflow action was performed
- Notes entered when the workflow action was performed
- User name and user ID of the users who performed a workflow action
- Documents attached during workflow transitions

The **Project Fund List** form is used for illustration purposes.

Steps

1. In the list page of a form, select the appropriate record.

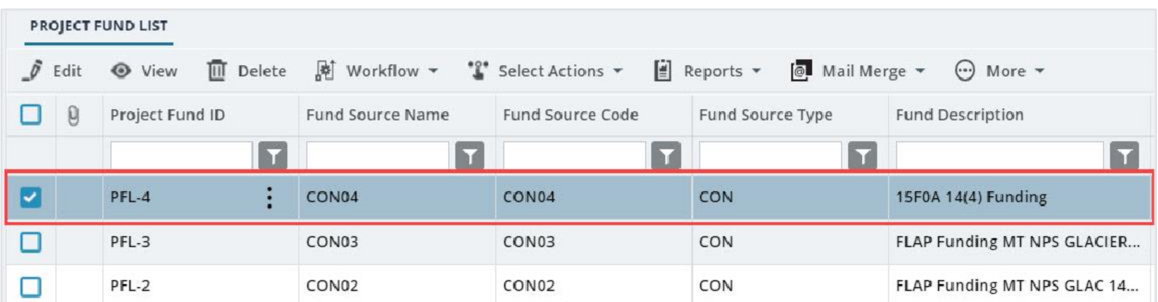


Figure 127: Selecting a Record

2. Click **Workflow**, and then click **History**.

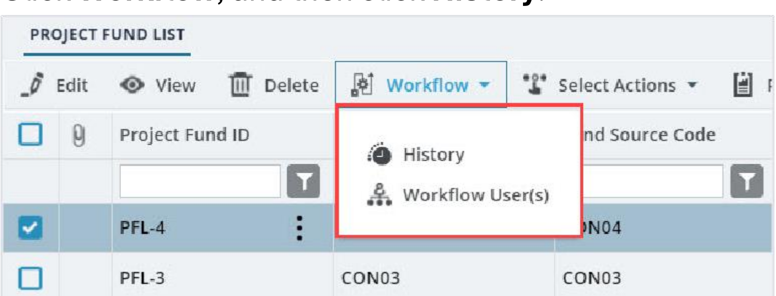


Figure 128: Using History Option

The **Workflow Status & History** dialog box is displayed.

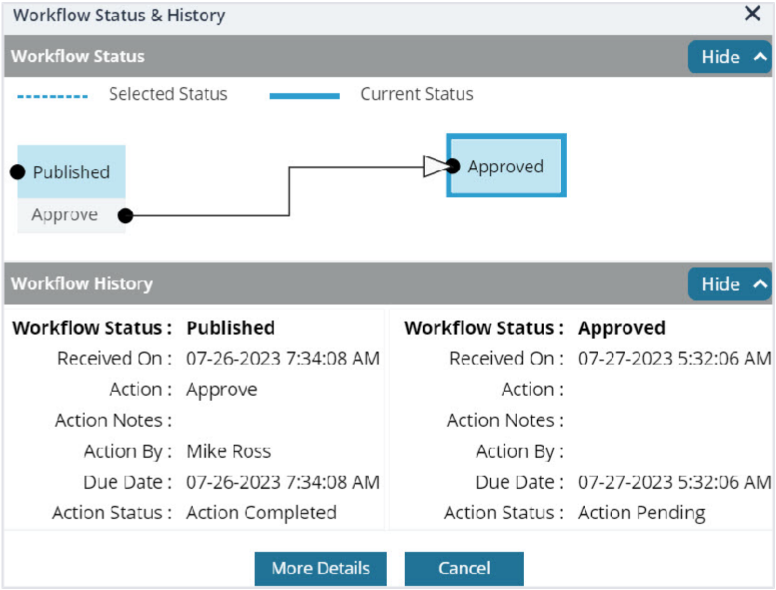


Figure 129: Workflow Status & History Dialog Box

The **Workflow Status** section displays the current and the previous workflow statuses.

The **Workflow History** section displays the details of the workflow statuses.

3. To view the complete workflow history, click **More Details**.

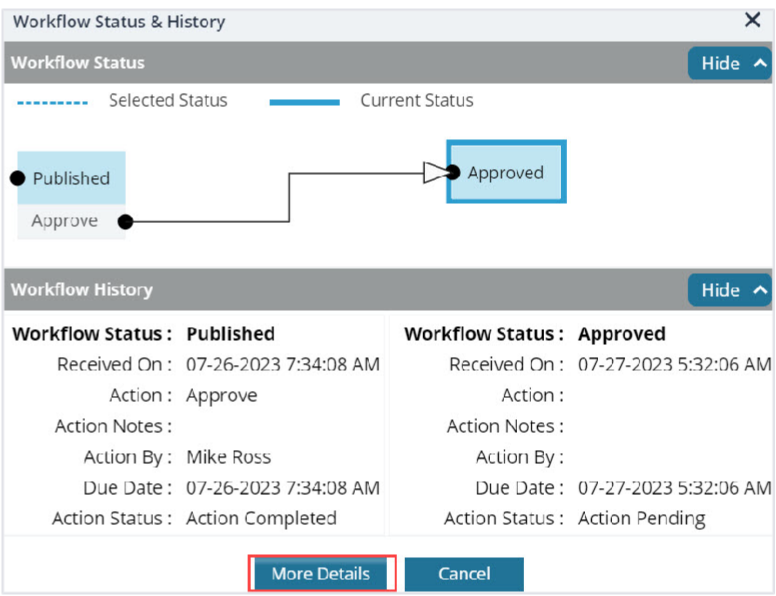


Figure 130: More Details option

The **History** page is displayed.

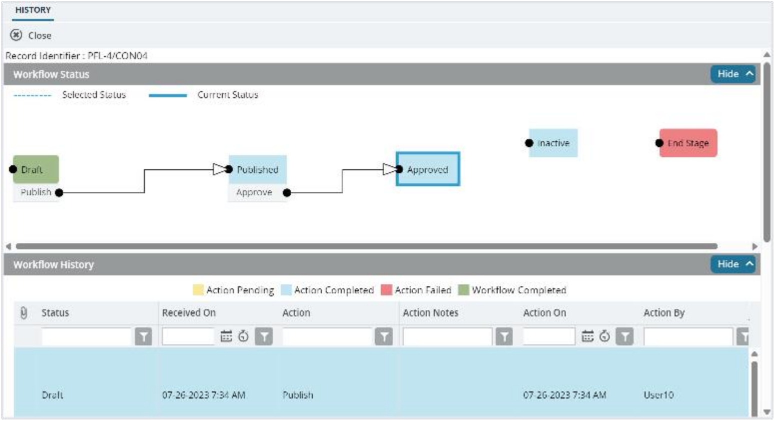


Figure 131: History Page

The **Workflow Status** section displays the progression of the workflow through the various statuses. The **Workflow History** section displays the details associated with each of the workflow statuses. The **ATTACHMENTS** section displays the list of documents attached when users performed workflow actions on the selected record.

4. To view details associated with any of these workflow statuses, click the appropriate workflow transition record in the **Workflow Status** section.

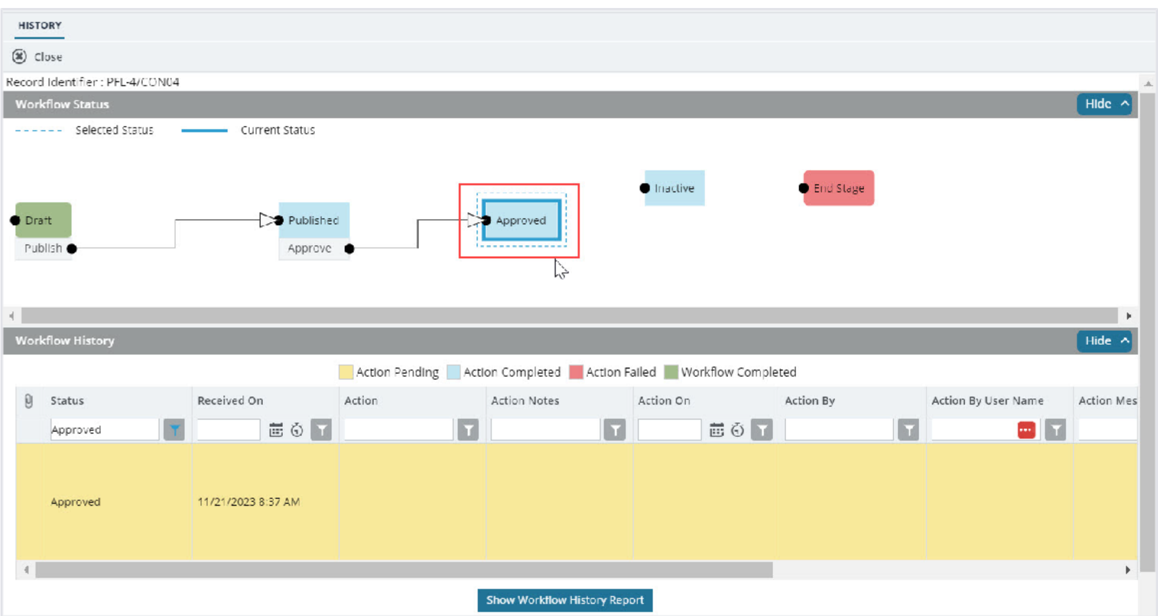


Figure 132: Workflow Status Section

The **Workflow History** section displays the details associated with the selected workflow statuses. The **ATTACHMENTS** section displays the files uploaded during the workflow transition of the selected workflow statuses.

5. To open an attachment, in the **ATTACHMENTS** section, in the **Document Name** column, click the required file name.

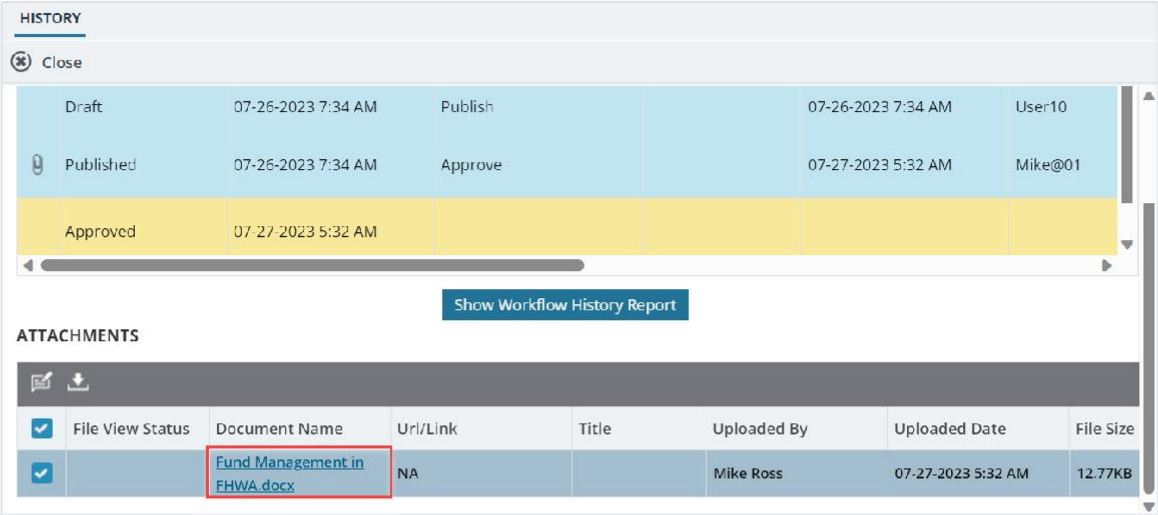


Figure 133: Clicking Document Name

The document is opened in the application viewer.

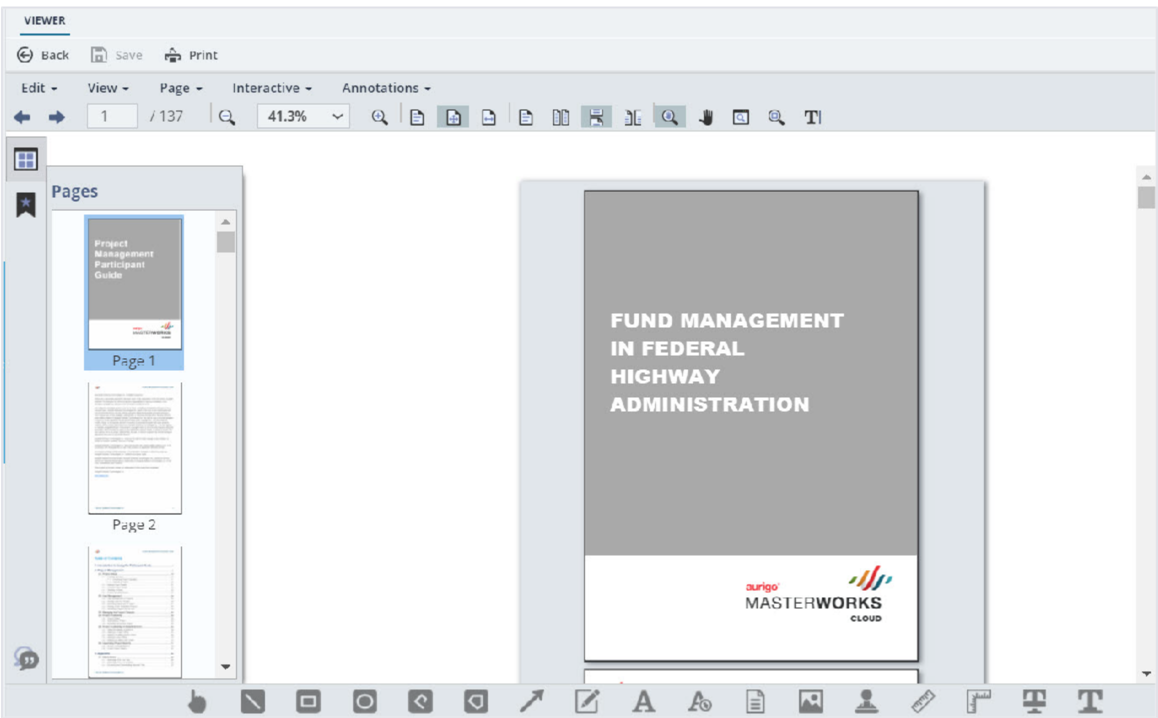


Figure 134: Viewing a Document in the Application Viewer

6. To view the workflow history as a report, click **Show Workflow History Report**.

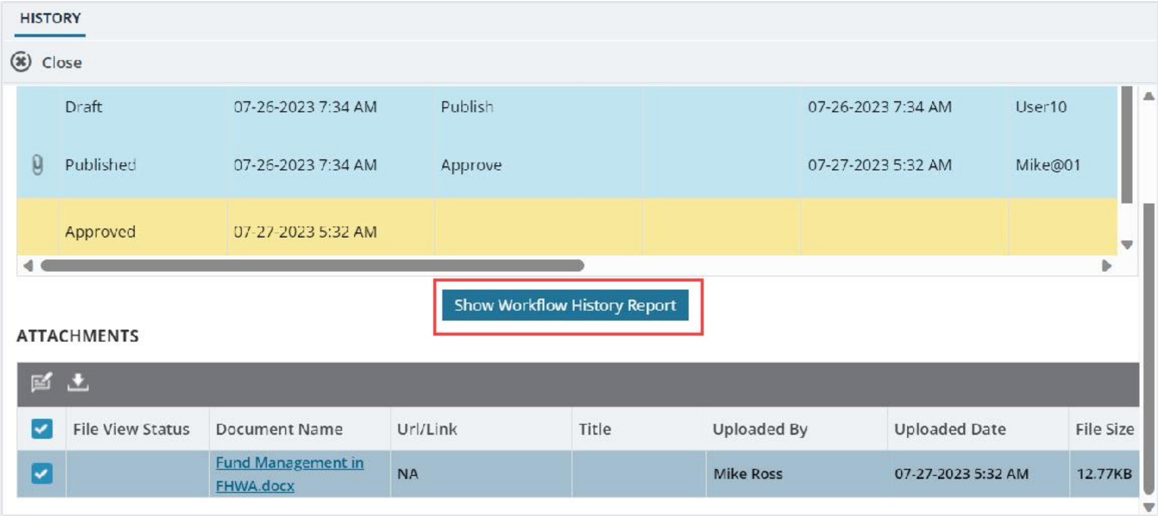


Figure 135: Using Show Workflow History Report Option

The **Workflow History Report** is displayed.

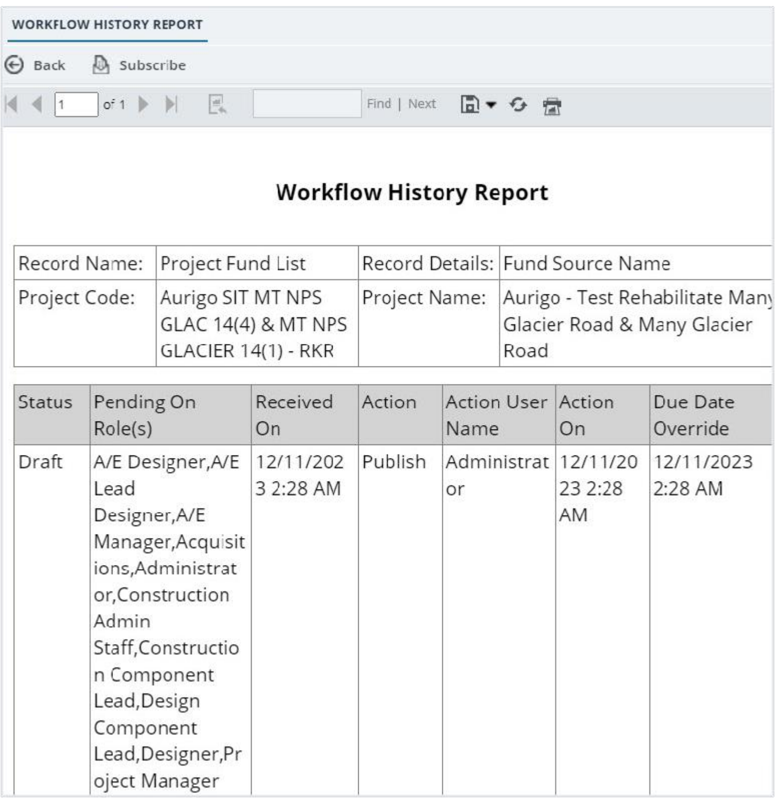


Figure 136: Workflow History Report Page

4.2.3. Selecting Workflow Users

Prerequisites

Workflows are published for the form.

Overview

At any workflow stage, you can select specific users to mandatorily take an action at the defined workflow stage. These selected users must perform an action at the defined workflow stage to move the workflow to the subsequent workflow stage. Only selected workflow users can perform the workflow action.

For document folders in the Document Management module, users selected at a folder level are applicable to all sub-folders and document records within them. Additionally, you can select users at a sub-folder level and at a document record level.

The **Project Fund List** form is used for illustration purposes.

Steps

1. To select users in the workflow of a module or document folder, perform the following steps:
   a. In the list page of a form or the list page of a document folder, click **Workflow**, and then click **Workflow User(s)**.

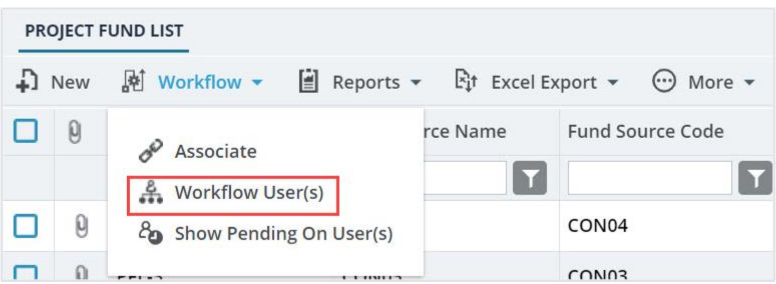


Figure 137: Using Workflow User(s) Option

   b. From the **Available Workflows** drop-down list, select a workflow.
   The published workflows associated with the form are displayed.

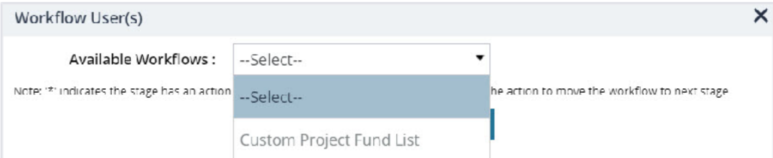


Figure 138: Published Workflows

   The **Workflow User(s)** table is displayed.

The list of stakeholders for each stage and role is displayed.

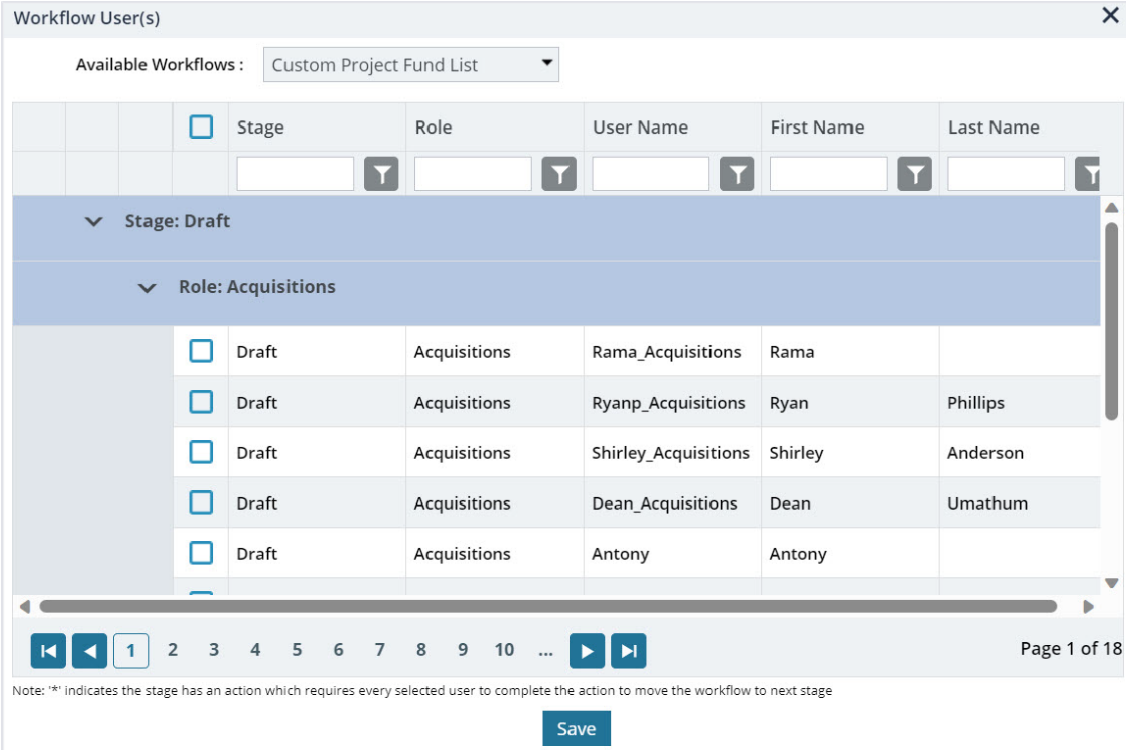


Figure 139: List of Stakeholders

2. Alternatively, to select users in a workflow for a record of a form or a document, perform the following steps:

    - Select a record, click **Workflow**, and then click **Workflow User(s)**.

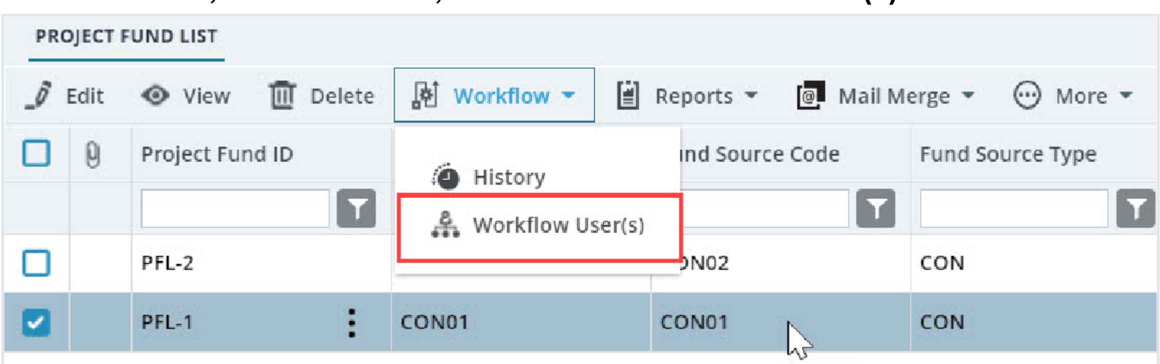


Figure 140: Using Workflow User(s) Option

The **WORKFLOW USER(S)** page with the associated workflow of the record is displayed.

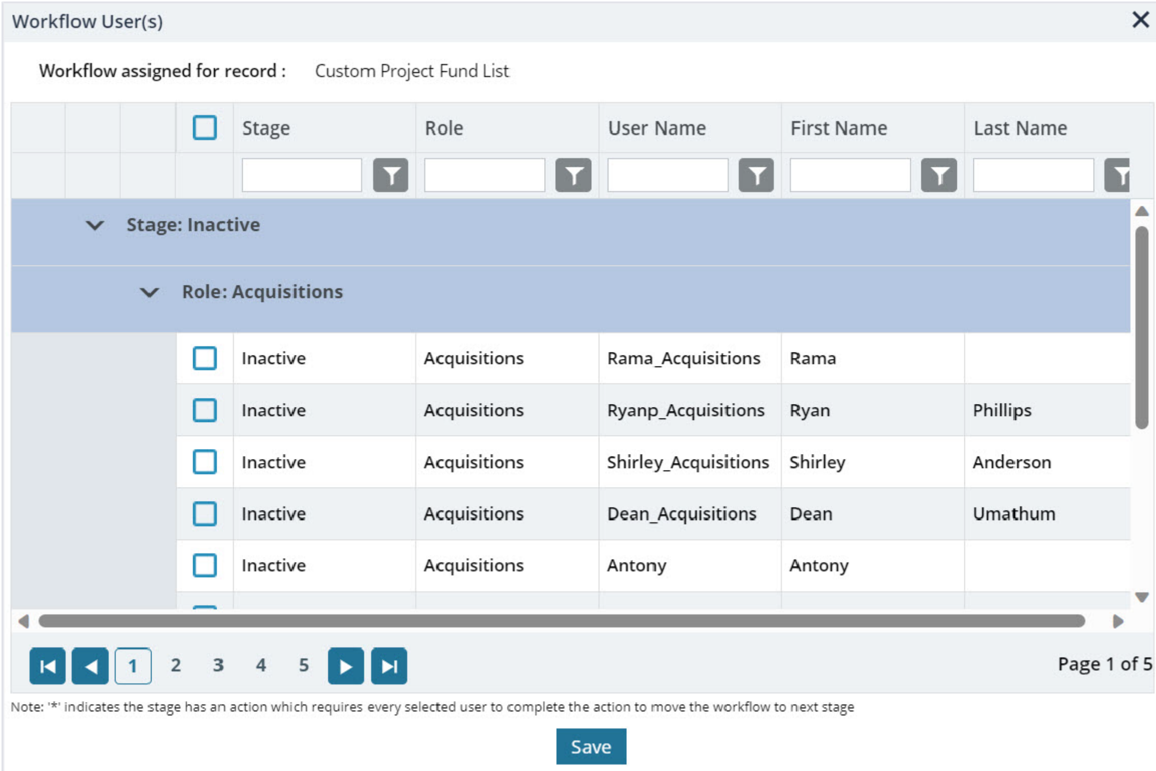


Figure 141: Workflow User(s) Page

Only workflow stages following the current workflow stage are displayed, and the list of stakeholders for each stage is displayed.

3. Select the users for each stage to add to the workflow.

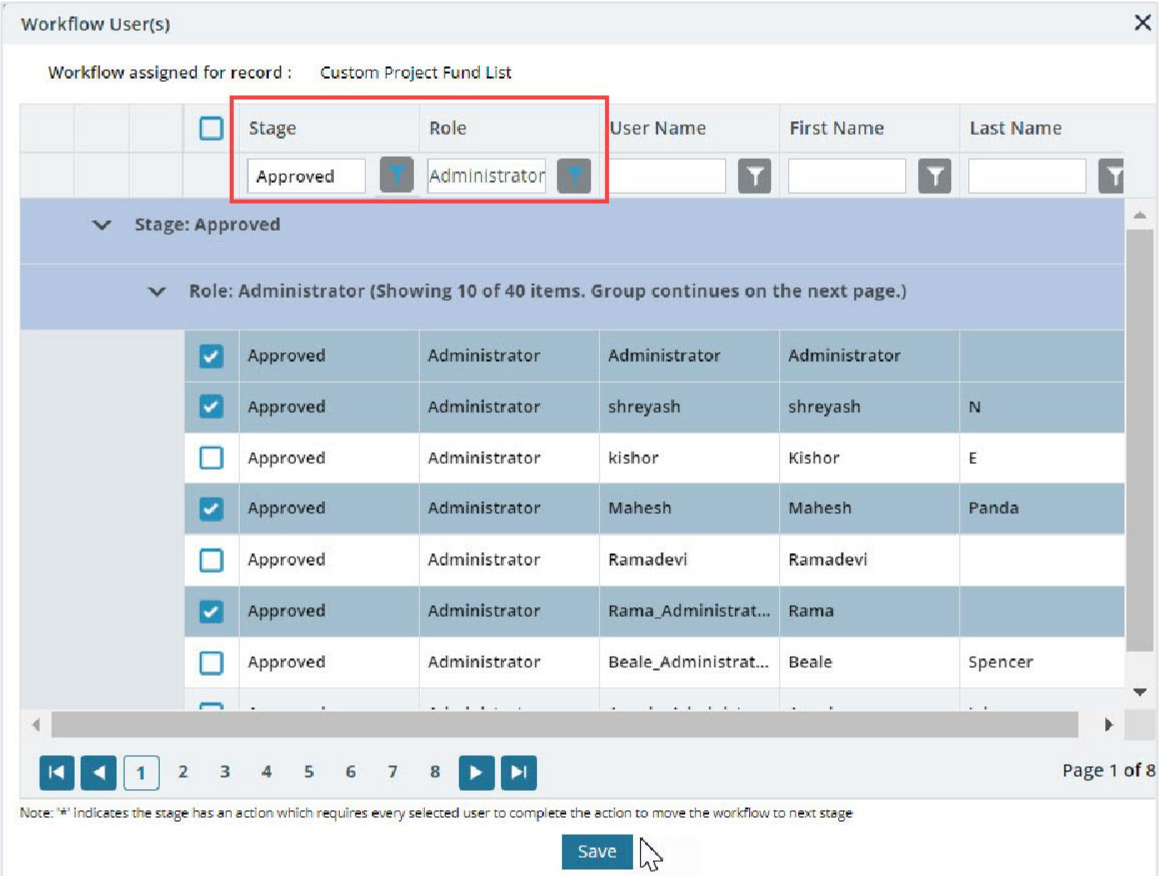


Figure 142: Using Filter Option

Optionally, you can filter the users using the following filters:

- Stage
- Role
- User Name
- First Name
- Last Name

4. Click **Save**.

   Based on the defined workflow, any or all selected users must perform the workflow action on the selected record.

   The **WORKFLOW HISTORY** page displays the workflow actions performed by all users across all stages of the workflow.

4.2.4. Associating a Workflow

Prerequisites

- Workflows are published for the form.
- The logged-in user is assigned Administrator role.

Overview

Once a workflow is published as the default workflow for a form, every record of the form that is created in every project is associated with its default workflow. You can change the default workflow of a form. The newly associated workflow is effective for this form only in this project. New records created for this form in this project are associated with the newly selected workflow.

The **Project Fund List** form is used for illustration purposes.

Steps

1. In the navigation pane, click a form to open.

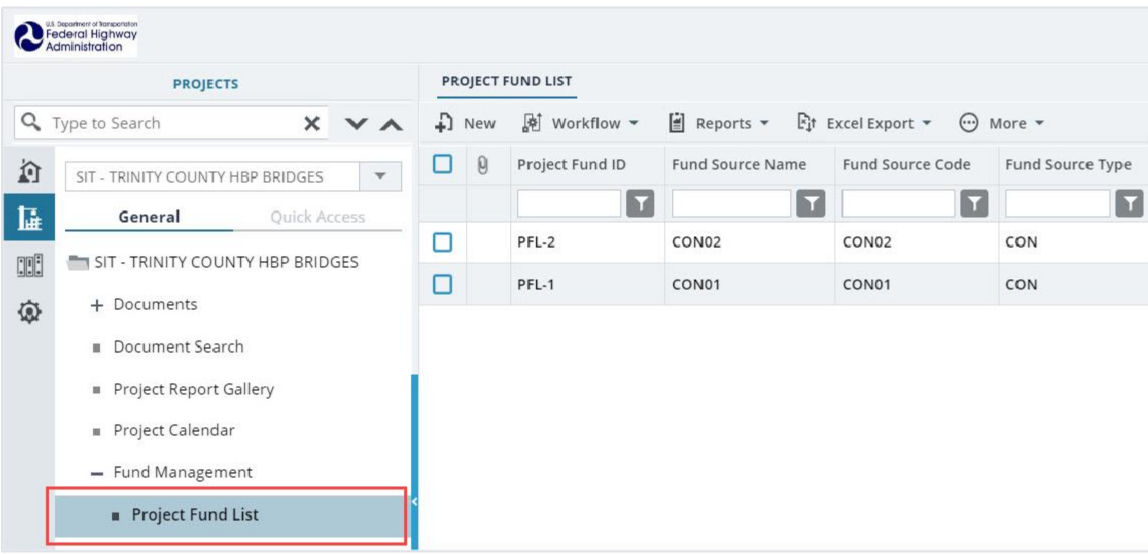


Figure 143: Selecting a Form

2. Click **Workflow**, and then click **Associate**.

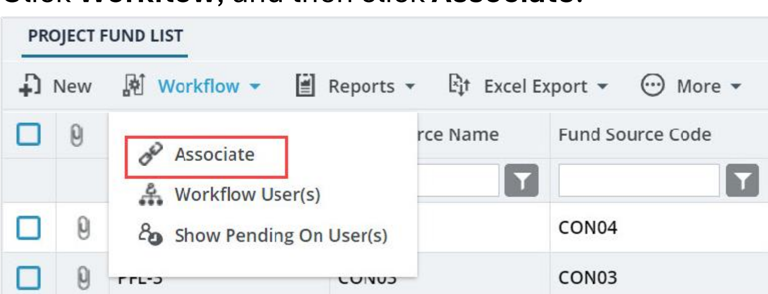


Figure 144: Using Associate Option

The **Workflow Association** dialog box is displayed.

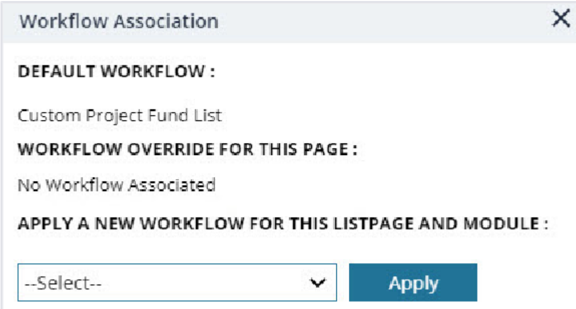


Figure 145: Workflow Association Dialog Box

The **DEFAULT WORKFLOW** section displays the workflow name of the form that is marked as default for the form in the application.

3. To associate a different workflow to the form in the project, from the **APPLY A NEW WORKFLOW FOR THIS LISTPAGE AND MODULE** drop-down box, select the workflow to associate with the form for the project.

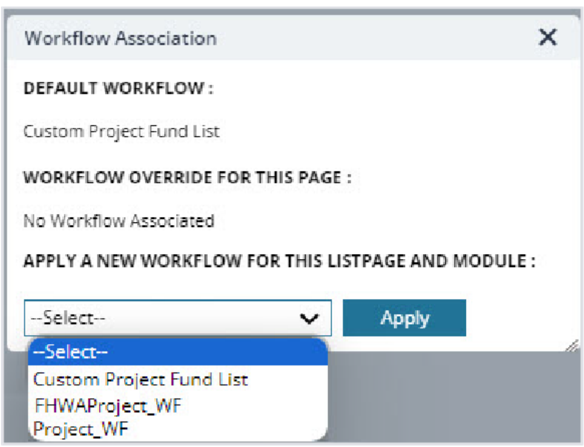


Figure 146: Using Applying a new Workflow for this List Page and Module Option

Available options are the published workflows for the respective form.

Upon selecting the workflow, the **WORKFLOW OVERRIDE FOR THIS PAGE** field displays the current workflow that is associated with the form for the project.

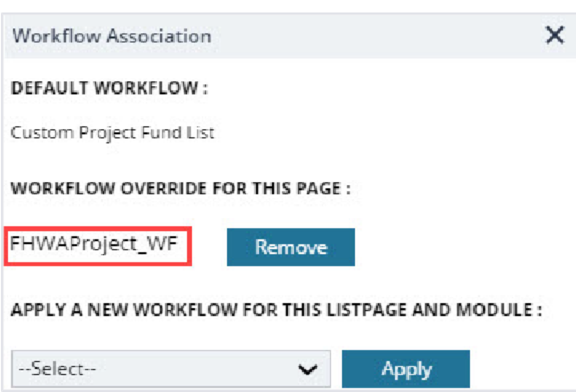


Figure 147: Updated Workflow Override for this Page Field

If no selection is done in the **APPLY A NEW WORKFLOW FOR THIS LISTPAGE AND MODULE** field, then the **WORKFLOW OVERRIDE FOR THIS PAGE** field displays **No Workflow Associated**.

4. Optionally, to reset the workflow of the form for the project to the default workflow as defined for the form in the application, click Remove adjacent to the **WORKFLOW OVERRIDE FOR THIS PAGE** field.

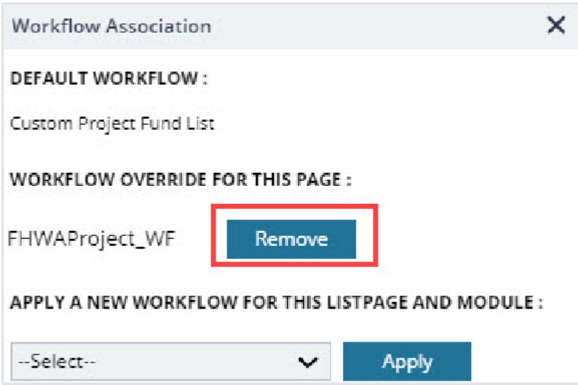


Figure 148: Resetting to Default Workflow

5. Click **Apply** to save the changes.
   The workflow properties are associated with the form.
   The selected workflow is associated with the newly created records of this form within the project.