



### About Funding Sources

Funding sources include expenditure budget amounts and recognized or collected revenue from such things as appropriations, bonds, grants, donations, and endowments. Funding sources help to track and report on project budgets and expenditures.

Funding sources are distributed to projects as Funding Source Allocations. Cardinal allows you to allocate funding sources to project ChartFields two ways:

- 1) Online through the delivered process
- 2) Through a custom upload process using Excel. This process saves time and effort by applying multiple funding sources to a project in an Excel macro, and then using a Run Control to upload into Cardinal.

Funding sources in Cardinal are used to track transactions, but are not configured to control the expenditures on the transactions, nor will they be entered on budget journals in Cardinal.

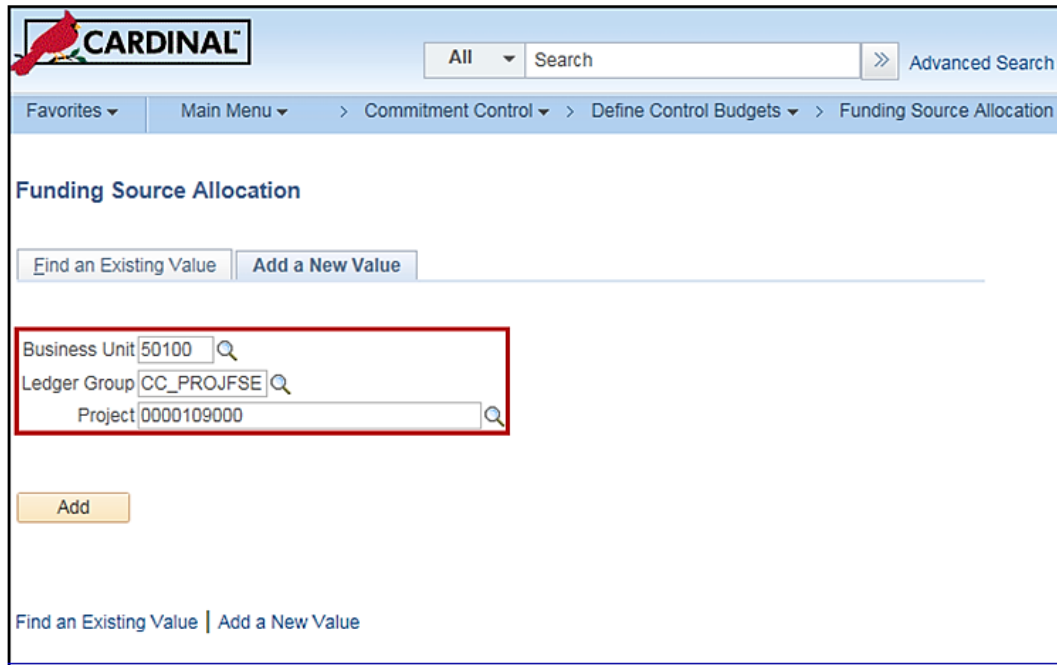
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### To Apply Funding Sources online

- 1 Log into Cardinal and navigate to **Main Menu > Commitment Control > Define Control Budgets > Funding Source Allocation**.
- 2 Click on the **Add a New Value** tab.
- 3 Select **Business Unit**, **Ledger Group**, and **Chartfield** value, then click **Add**. Note: The Business Unit will default to your Agency (i.e. **50100** for VDOT), the **Ledger Group** will be **CC\_PROJFSE**, and the **Project** will be the Project ID to which you want to apply the Funding Source.

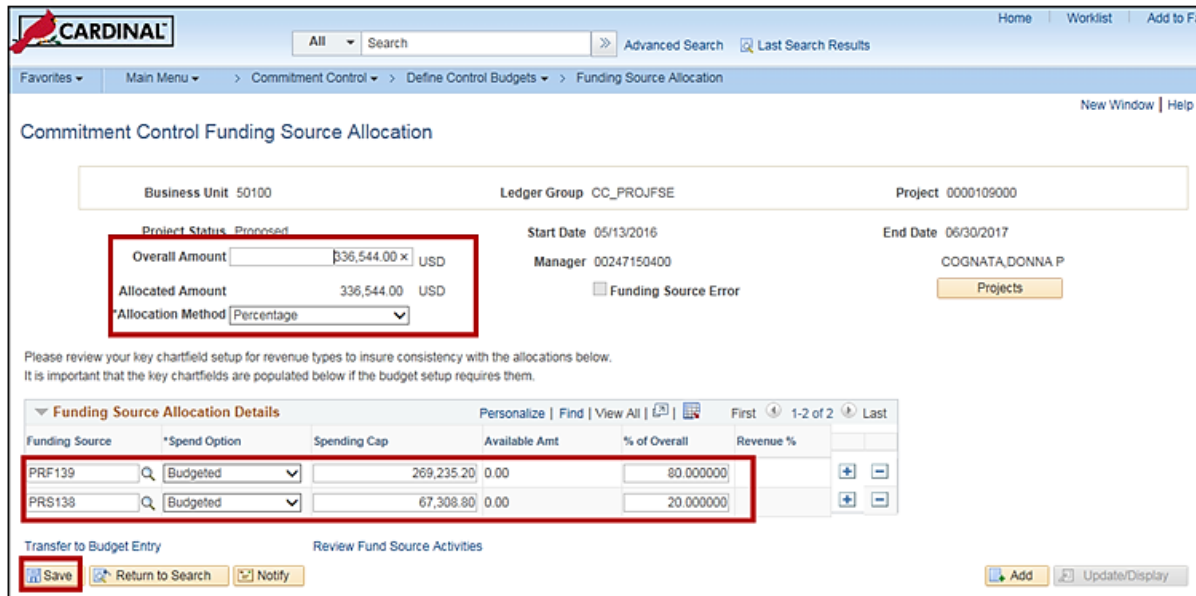


The screenshot shows the 'Funding Source Allocation' page in the CARDINAL system. At the top, there is a search bar with 'All' and 'Search' options, and an 'Advanced Search' button. Below the search bar is a navigation menu with 'Favorites', 'Main Menu', and a breadcrumb trail: '> Commitment Control > Define Control Budgets > Funding Source Allocation'. The main heading is 'Funding Source Allocation'. Below this, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. A red box highlights three input fields: 'Business Unit' with the value '50100', 'Ledger Group' with the value 'CC\_PROJFSE', and 'Project' with the value '0000109000'. Below these fields is an 'Add' button. At the bottom of the page, there are links for 'Find an Existing Value' and 'Add a New Value'.

- 4 On the **Commitment Control Funding Source Allocation** page, enter the **Overall Amount**. This is the amount of the spending cap approved for this allocation. The allocated amount cannot exceed the overall amount.
- 5 Select an **Allocation Method**. Cardinal defaults to **Percentage**. The other option is Priority.
  - Priority:** Allocate and expend against the overall funding source amount by priority. Once a funding source has been fully expended, the next funding source will start to be expended against.
  - Percentage:** Define funding source amounts as a percentage of the overall spending amount for the control ChartField or as a flat spending cap amount. The spending will be distributed to each funding source based on the percentages.
- 6 Under **Funding Source Allocation Details**, select the **Funding Source** to apply.
- 7 Select the **Spend Option**:
  - Budgeted:** Amount is budgeted and available (posted) in the expenditure budget ledger. VDOT will be using the **Budgeted** selection only. Note: this is the default value.
  - Collected:** Amount is available when revenue is collected.
  - Recognized:** Amount is available when revenue is recognized.
- 8 Select the **Spending Cap Amount**. Note: You determine and enter the maximum amount of the funding source that can be spent for this allocation. When you are using the Percentage method and enter this amount, the system calculates the % of Overall field amount. However, if you directly enter the % of Overall field amount, the system calculates the spending cap amount.
- 9 If using the Percentage Allocation Method, the % of Overall field is available. This is the percentage of the overall funding source total amount that is funded by this funding source.

## 501 GL336 Applying Funding Sources

- 10 If you select the **Collected** or **Recognized Spend Option**, the **Revenue %** field is available. You must enter the percentage of the funding source revenue amount that can be spent for the funding source.
- 11 Click **Save**. The system checks all allocated funding source amounts on the page against the total amount for each funding source to ensure that none of the funding sources are over-allocated.



**Commitment Control Funding Source Allocation**

Business Unit: 50100    Ledger Group: CC\_PROJFSE    Project: 0000109000

Project Status: Proposed    Start Date: 05/13/2016    End Date: 06/30/2017

Overall Amount: \$36,544.00 USD    Manager: 00247150400    COGNATA, DONNA P

Allocated Amount: 336,544.00 USD     Funding Source Error    [Projects](#)

\*Allocation Method: Percentage

Please review your key chartfield setup for revenue types to insure consistency with the allocations below. It is important that the key chartfields are populated below if the budget setup requires them.

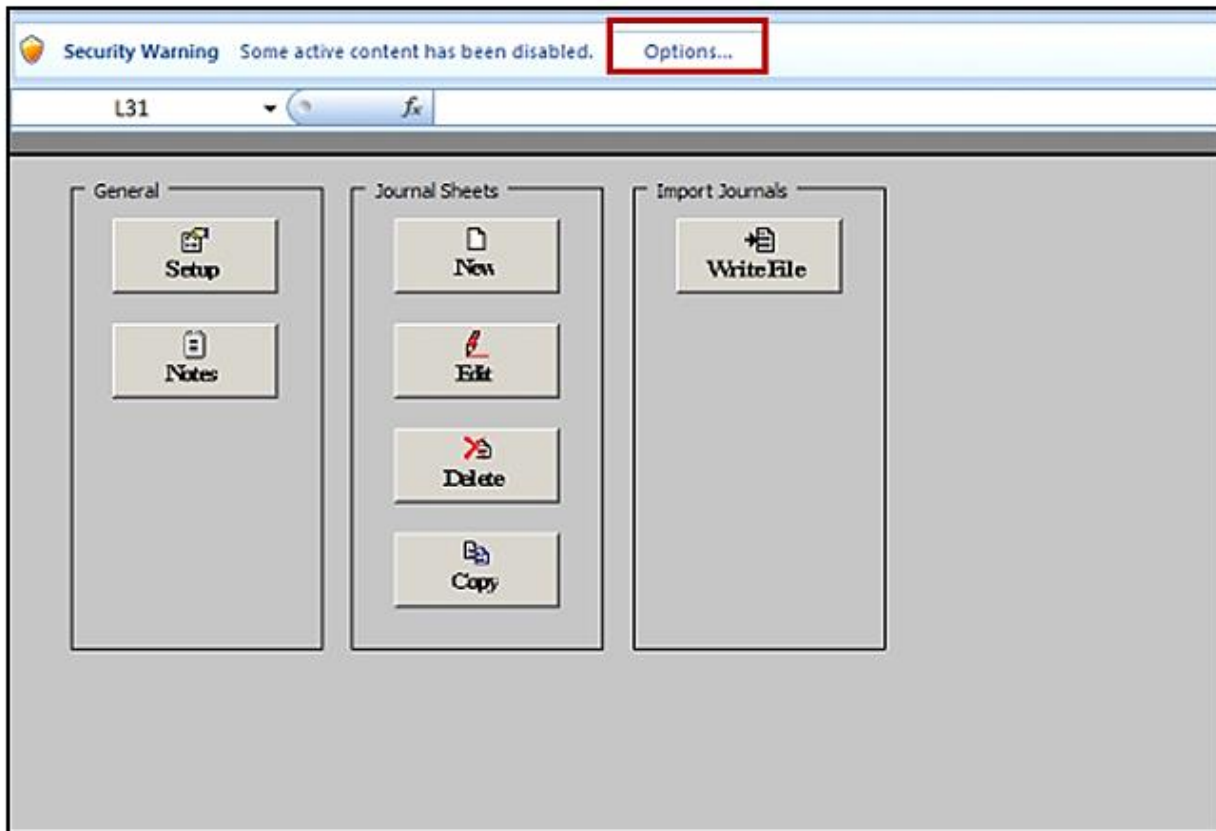
| Funding Source | *Spend Option | Spending Cap | Available Amt | % of Overall | Revenue % |
|----------------|---------------|--------------|---------------|--------------|-----------|
| PRF139         | Budgeted      | 269,235.20   | 0.00          | 80.000000    |           |
| PRS138         | Budgeted      | 67,308.80    | 0.00          | 20.000000    |           |

Transfer to Budget Entry    Review Fund Source Activities

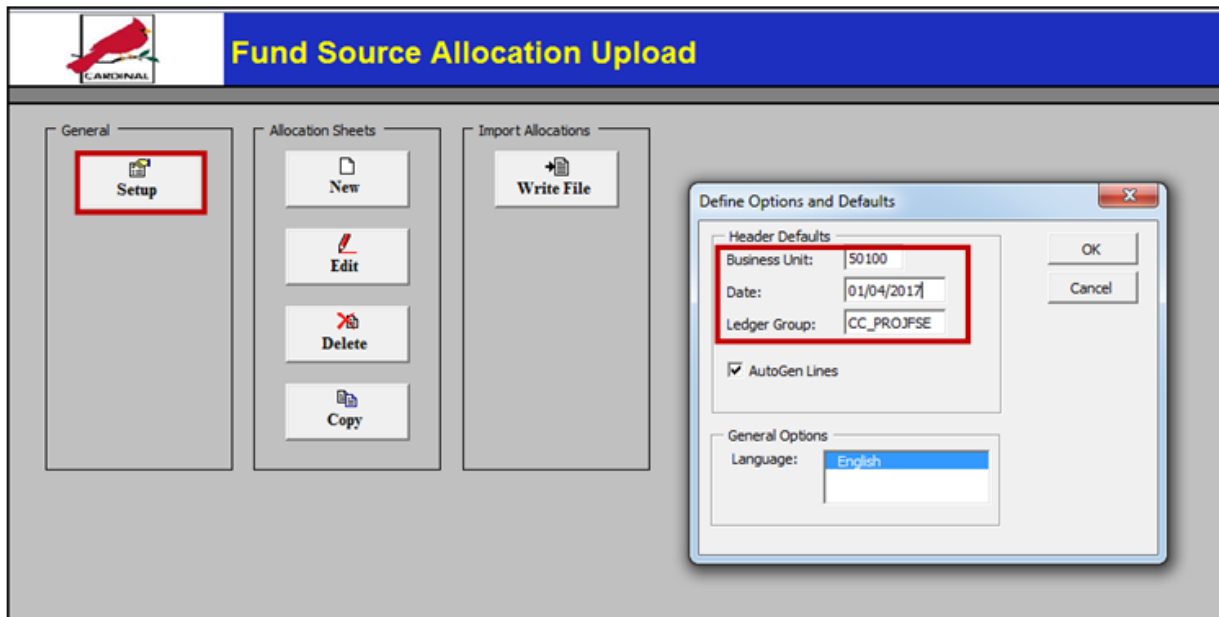
[Save](#)    [Return to Search](#)    [Notify](#)    [Add](#)    [Update/Display](#)

### To Apply Funding Sources using Excel

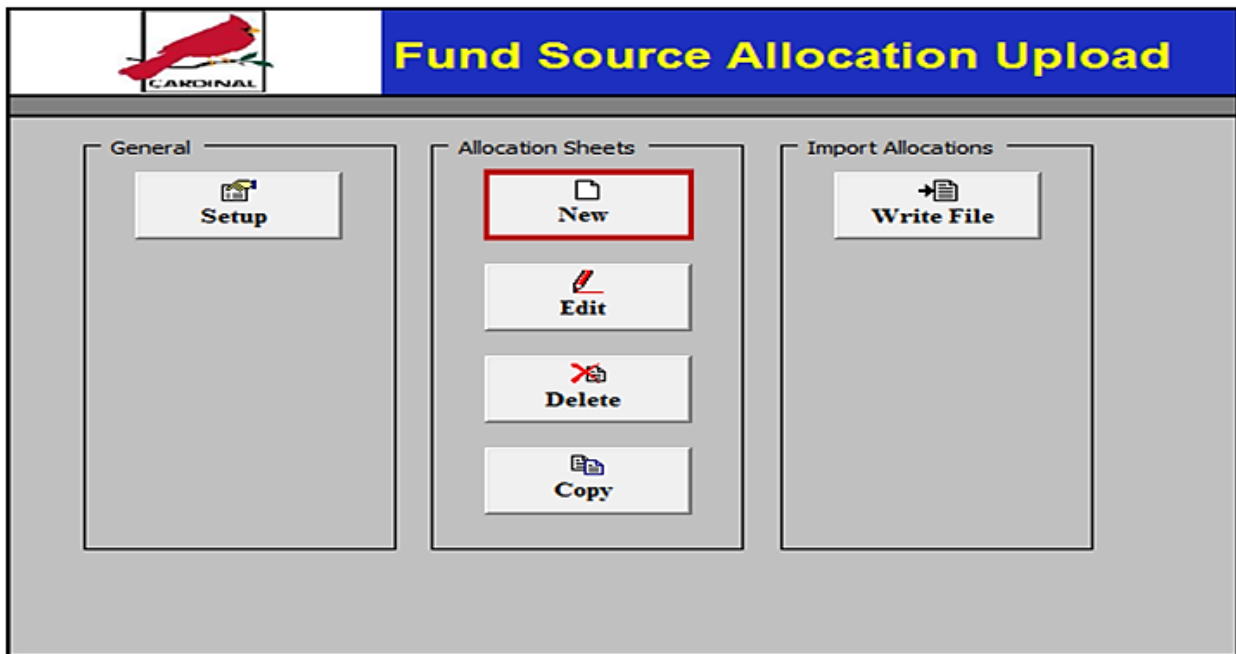
- 1 Download the two required files to your workstation: **V\_FSALLC.xls** and **vfsallcmcro.xla**. These files are available on the Cardinal website, under **VDOT Toolbox > Forms > General Ledger**. These two files must be saved to the same directory on your workstation. When downloading the **vfsallcmcro** file make sure that it has an extension of **.xla**.
- 2 Open the **V\_FSALLC.xls** file. A security banner will display within the file. Click on the options box on the line that says, "Security Warning – Some active content has been disabled."



- 3 Select **Enable this content**, and then click **OK**. A second box opens. Select **Enable Macros**.
- 4 On the Main Menu, under the **General** section, click the **Setup** button. Enter the **Business Unit**, **Date**, and **Ledger Group**, then click **OK**. These fields will default on all new sheets created.

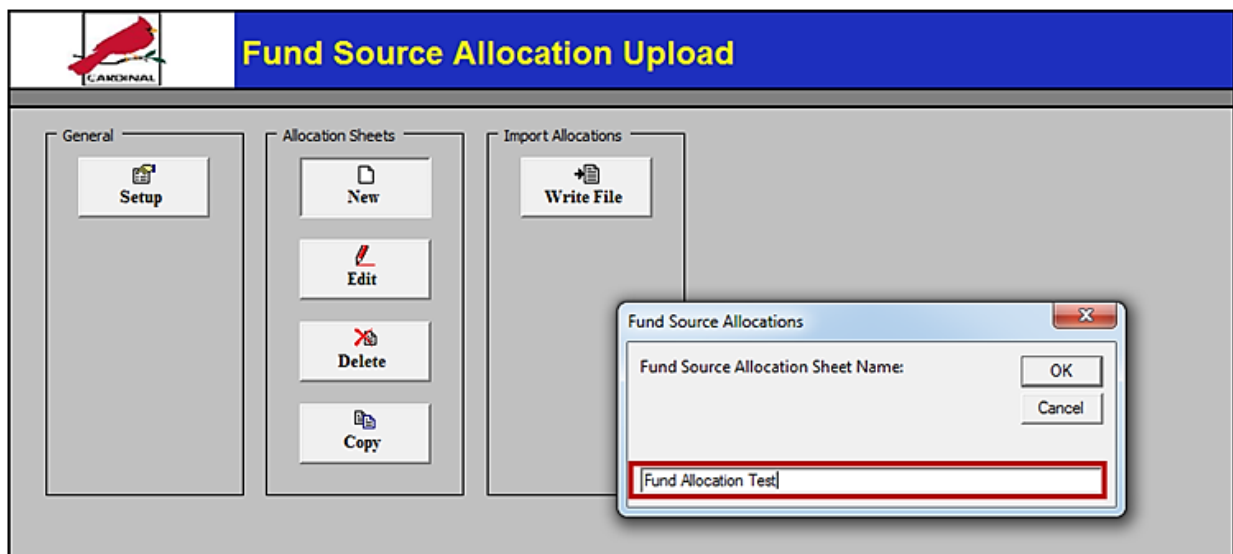


- 5 Click the **New** button under **Allocation Sheets**.

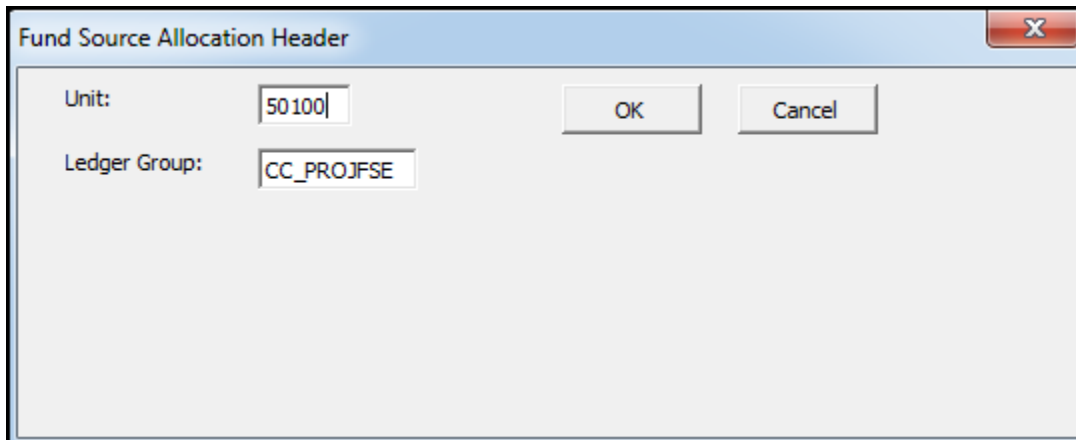


- 6 In the **Fund Source Allocation Sheet Name**, enter in a new Fund Source Allocation Sheet Name. Then click **OK**.












**Note:** The Allocation sheet name does not correspond or will not transfer to anything within Cardinal during the upload.



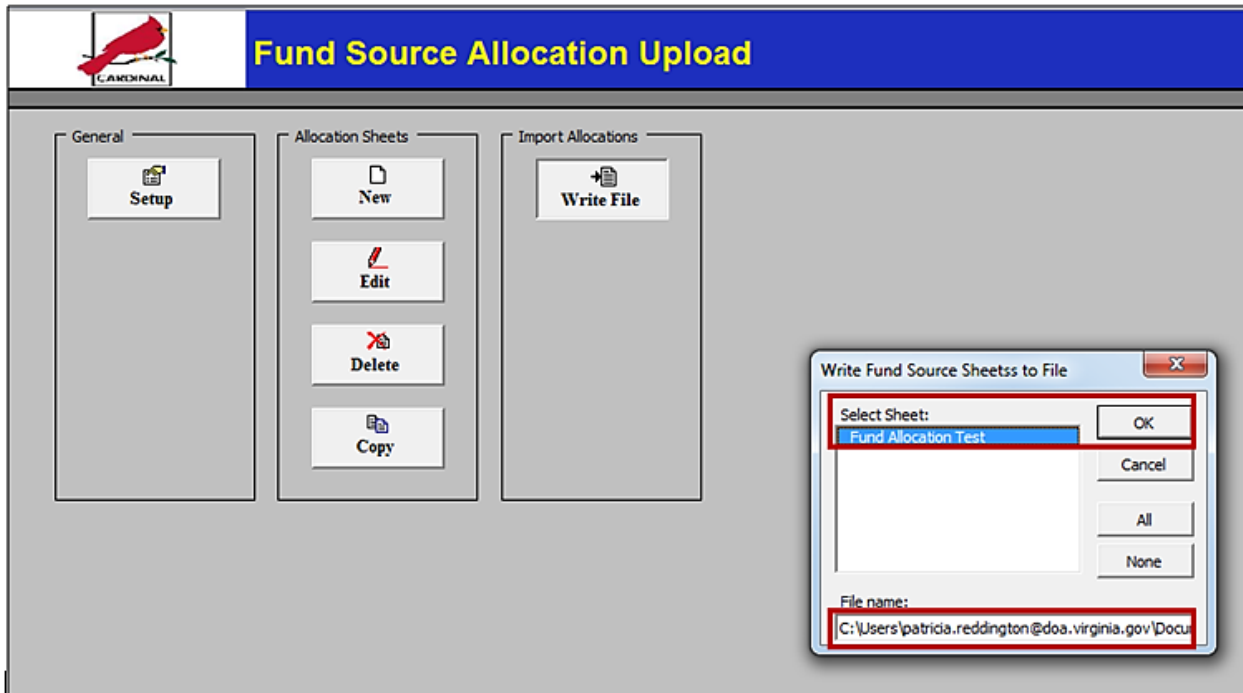
- 7 Under **Header**, click the **plus sign (+)**. The values entered from the Setup page (Step 4) should default on the Header.



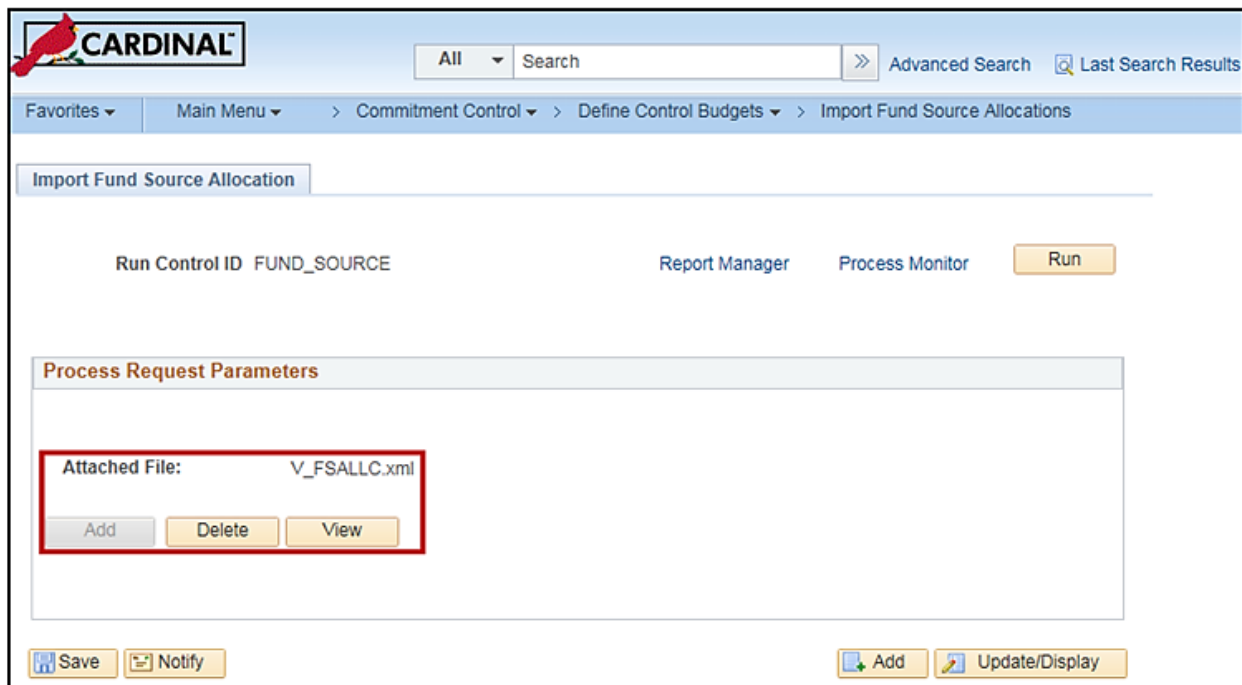
- 8 Under **Line**, click the **plus sign (+)**. A line should appear to enter first allocation.
- 9 On the first line, enter the **Amount**. This is the amount of the Fund Source Value that will be applied to the project.
- 10 Enter the ChartField Value. The Fund Source will be applied to this Project ID.
- 11 Enter the **Allocation Method** as either **Priority** or **Percentage**.
- 12 Enter the **Revenue Method** as **Budgeted** (used in Cardinal), **Collected**, or **Recognized**.
- 13 Enter the **Fund Source** value.

|    | E   | H   | I   | J   | K   | L   | M                                   |   |
|----|---|---|---|---|---|---|-------------------------------------|---|
| 2  | <b>Fund Source Allocation Upload</b>  |   |   |   |   |   |                                     |  |
| 3  | <b>Header</b>   | Unit  | Ledger Group  |   |   |   |                                     |   |
| 4  |   | 50100   | CC_PROJFSE  |   |   |   |                                     |   |
| 5  |  |  |  |  |  |  |                                     |   |
| 9  |   |   |   |   |   |   |                                     |   |
| 10 | <b>Line</b>   | Line #  | Amount  | Chartfield Value  | Alloc Method  | Rev Method  | Fund Source                         |   |
| 11 |   | <input checked="" type="checkbox"/>   | <input checked="" type="checkbox"/>   | <input checked="" type="checkbox"/>   | <input checked="" type="checkbox"/>   | <input checked="" type="checkbox"/>   | <input checked="" type="checkbox"/> |   |
| 12 |  |  |  |  |   |   |                                     |   |
| 13 |   |   |   |   |   |   |                                     |   |
| 14 |   |   |   |   |   |   |                                     |   |
| 15 |   |   |   |   |   |   |                                     |   |
| 16 | 50100   | 1   | 25.00   | 0000109000  | PERCENTAGE  | BUDGETED  | PRF139                              |   |

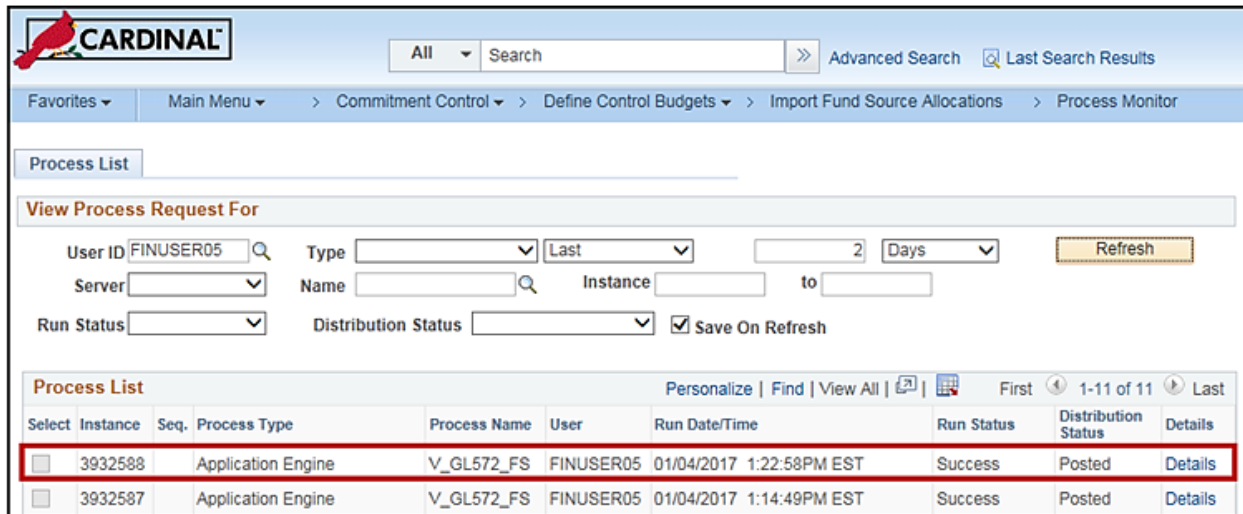
- 14 After you've successfully entered all the lines of the journal, select **File**, then **Save** the file.
- 15 Click the **Home** (house) icon.
- 16 Select the **Write File** button under **Import Allocations**.
- 17 Select the sheet name created. On the **Write Fund Source Sheets to File** popup window in the **File Name** field, select the location to write the file. You can also rename the file name in this field from V\_FSALLC to a logical name to easily sort many files. Then click **OK**.



- 18 Log into Cardinal and navigate to **Main Menu > Commitment Control > Define Control Budgets > Import Fund Source Allocations**.
- 19 Enter in the **Run Control Value** that has been set up for you to import fund source allocations.
- 20 Click the **Add** button and select the .xml file that was saved in step 17. Then click **Upload**.



- 21 Click **Save**. Then click **Run**. Verify the Import Fund Source Allocation process is selected, and then click **OK**.
- 22 You will be returned to the **Fund Source Import Request** page with a **Process Instance number** displayed under the **Run** button. Document this number.
- 23 Click on the **Process Monitor** link.
- 24 Click the **Refresh** button until the process runs to **Success** and **Posted**.



The screenshot shows the CARDINAL Process Monitor interface. At the top, there is a search bar with 'All' and 'Search' options, and a 'Refresh' button. Below the search bar, there is a breadcrumb trail: Favorites > Main Menu > Commitment Control > Define Control Budgets > Import Fund Source Allocations > Process Monitor. The main area is titled 'View Process Request For' and contains several filters: User ID (FINUSER05), Type (Last), Days (2), Server, Name, Instance, Run Status, and Distribution Status. A 'Refresh' button is also present. Below the filters is a table titled 'Process List' with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains two rows, both of which are highlighted with a red border. The first row is: [ ] 3932588 Application Engine V\_GL572\_FS FINUSER05 01/04/2017 1:22:58PM EST Success Posted Details. The second row is: [ ] 3932587 Application Engine V\_GL572\_FS FINUSER05 01/04/2017 1:14:49PM EST Success Posted Details.

| Select                   | Instance | Seq. | Process Type       | Process Name | User      | Run Date/Time            | Run Status | Distribution Status | Details |
|--------------------------|----------|------|--------------------|--------------|-----------|--------------------------|------------|---------------------|---------|
| <input type="checkbox"/> | 3932588  |      | Application Engine | V_GL572_FS   | FINUSER05 | 01/04/2017 1:22:58PM EST | Success    | Posted              | Details |
| <input type="checkbox"/> | 3932587  |      | Application Engine | V_GL572_FS   | FINUSER05 | 01/04/2017 1:14:49PM EST | Success    | Posted              | Details |

- 25 Navigate to **Main Menu > Commitment Control > Define Control Budgets > Funding Source Allocation**.
- 26 On the **Find an Existing Value** tab, enter in the **Business Unit**, **Ledger Group** and **Chartfield** value used in the spreadsheet (Steps 4 and 10). The online screen will match the values used in the spreadsheet.