Funding Sources Overview

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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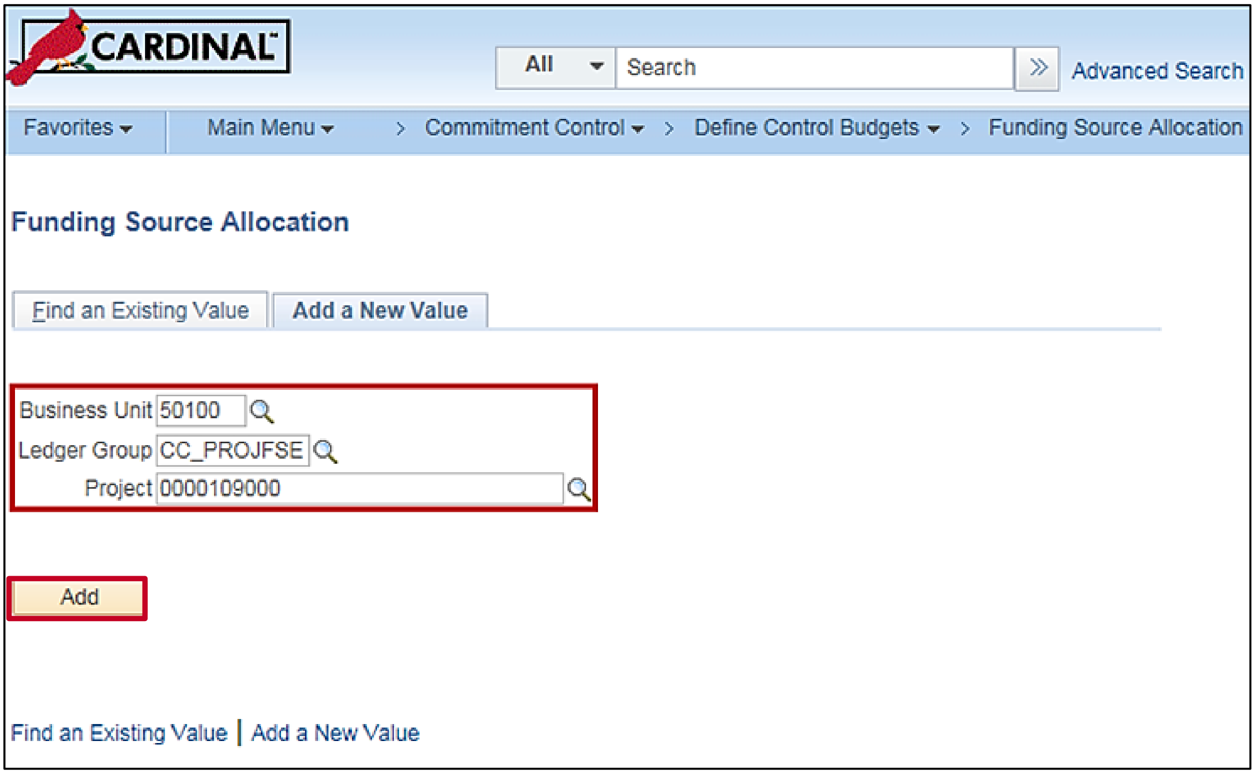
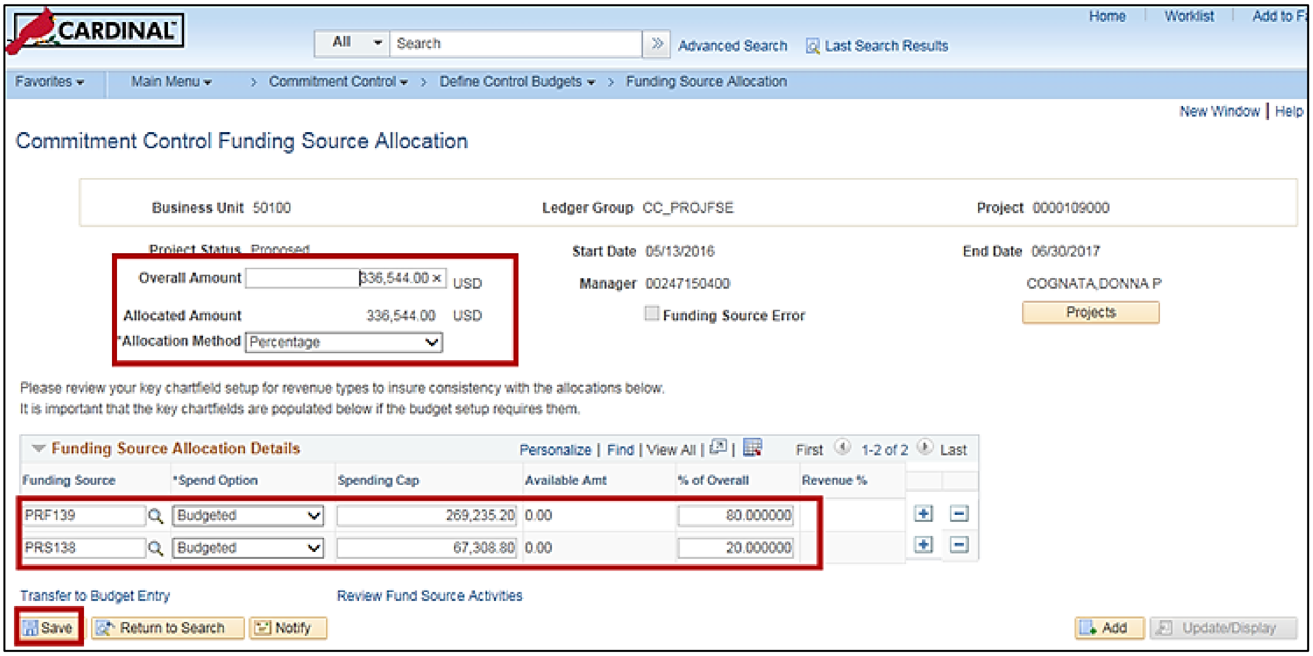
To Apply Funding Sources Online

1. Log into Cardinal and navigate using the following path:
   Main Menu > Commitment Control > Define Control Budgets > Funding Source Allocation



2. Click the **Add a New Value** tab.
3. Select **Business Unit**, **Ledger Group**, and **Project** (**Chartfield Value**), then click **Add**.
   The **Commitment Control Funding Source Allocation** page displays.

   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.



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.

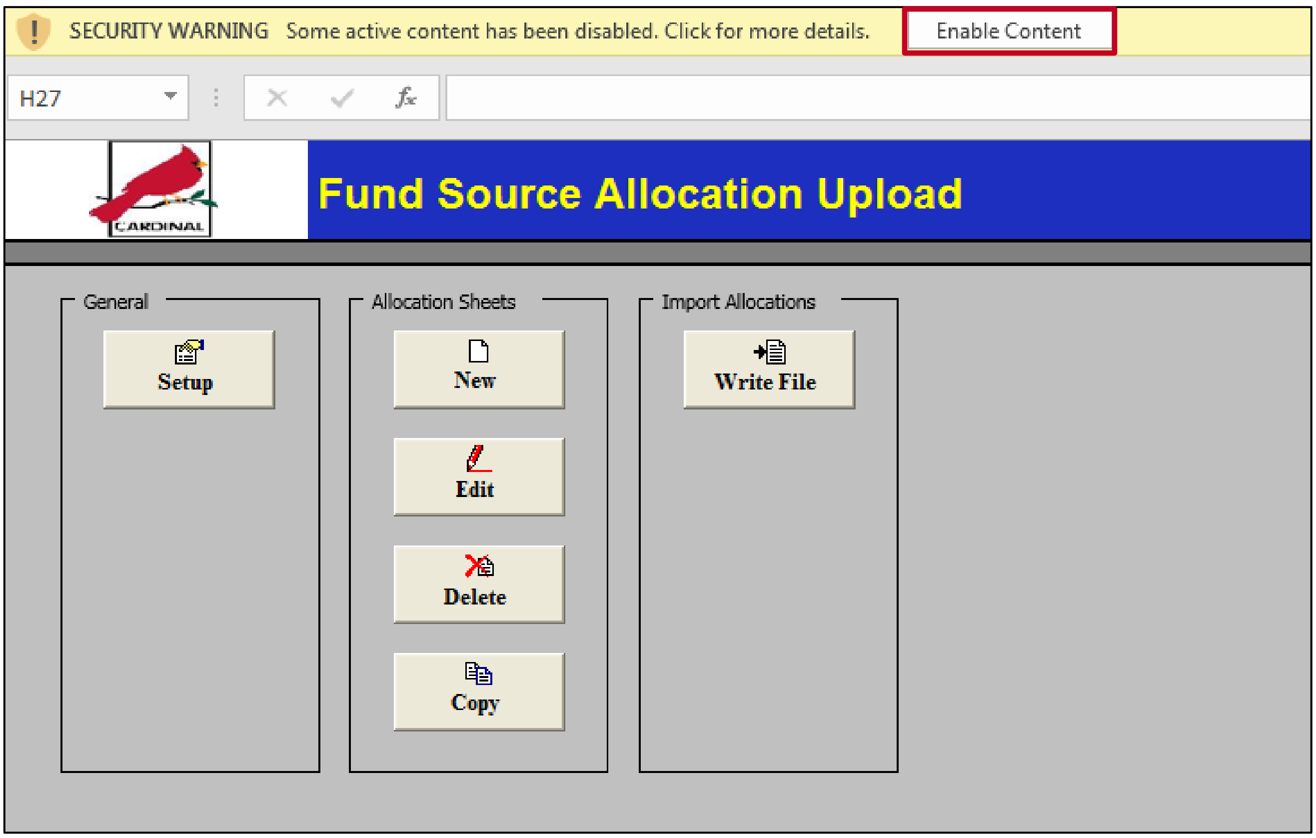
   – **Recognized**: Amount is available when revenue is recognized.

8. Enter the **Spending Cap** amount.
   Note: 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.

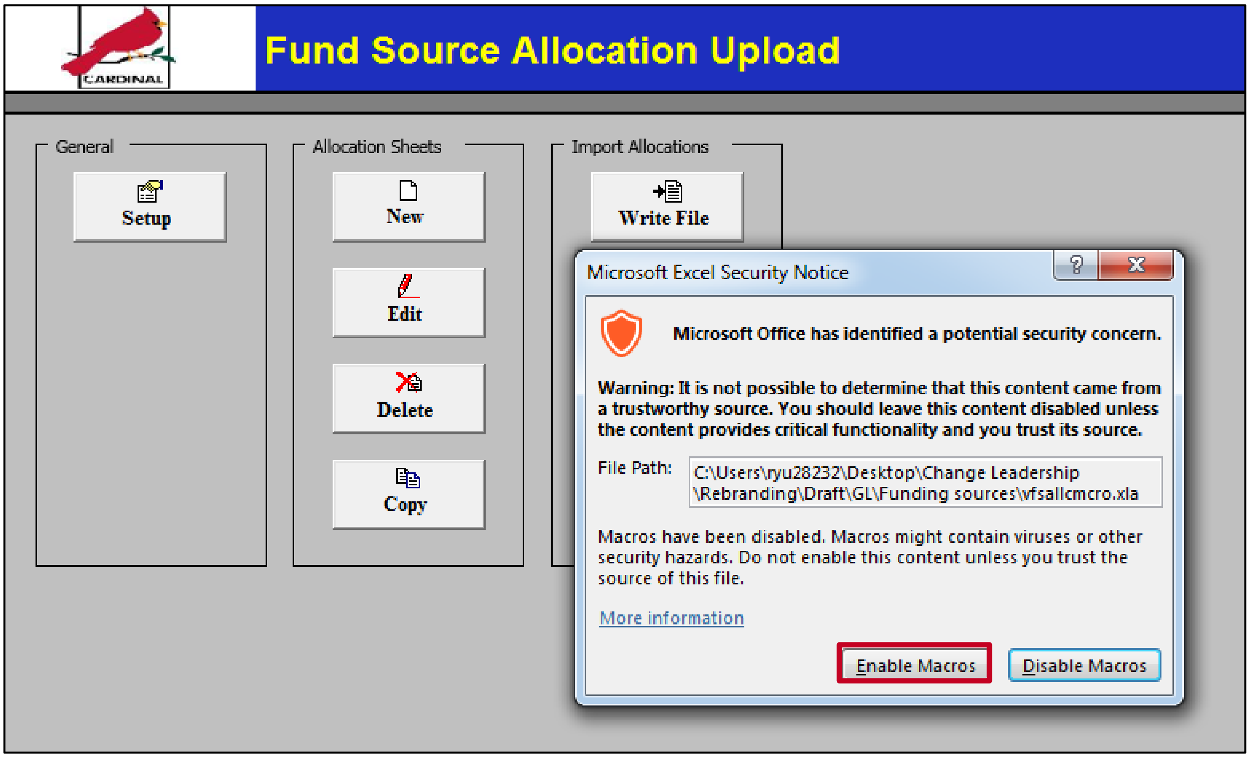
9. If using the **Percentage Allocation Method**, the **% of Overall** field is available. This is the percentage of the overall funding source total amount that is funded by this funding source.
10. If you select the **Collected** or **Recognized Spend Option**, the **Revenue %** field is available. You must enter the percentage of the funding source revenue amount that can be spent for the funding source.
11. Click the **Save** button. 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.

To Apply Funding Sources using Excel

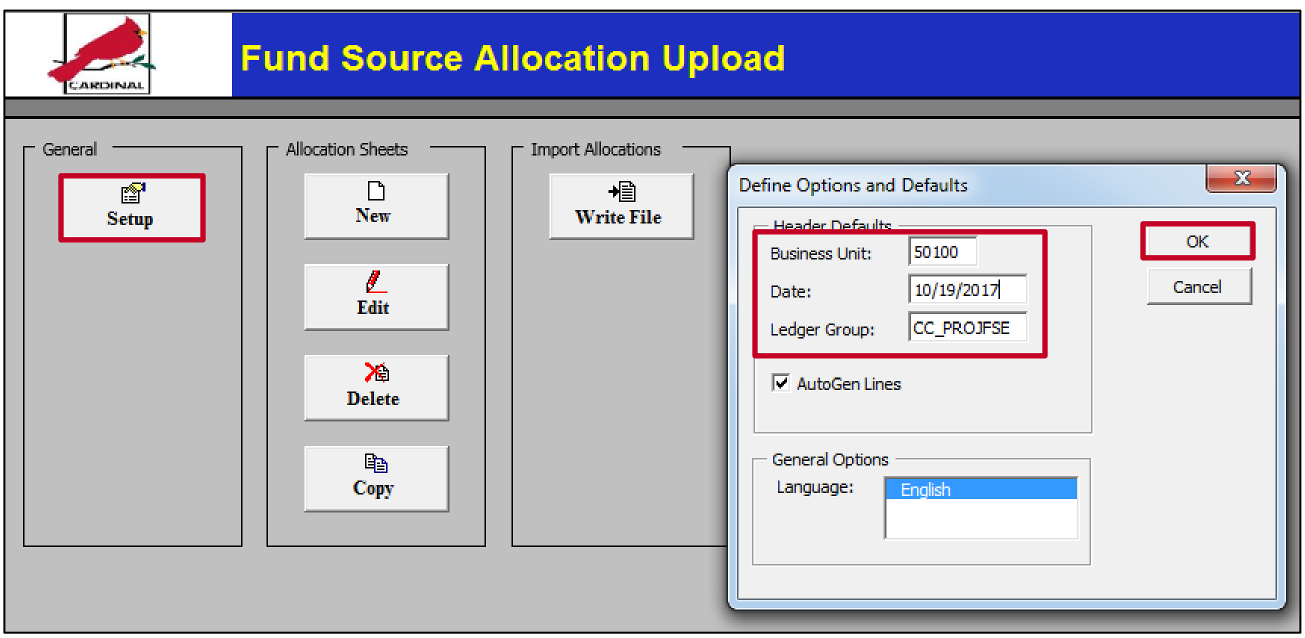
1. Download the two required files entitled **Funding Source Spreadsheet Upload Excel Template** and **Funding Source Spreadsheet Upload XLA Macro File (After Download, rename as vfsallcmcro.xla**), located on the Cardinal website in **Forms** under **Resources**. These two files must be saved to the same directory on your workstation. When downloading the **vfsallcmcro** file make sure that it has an extension of **.xla**.
2. Open the **Funding Source Spreadsheet Upload Excel Template** file. A security banner will display within the file.



3. Click the **Enable Content** box on the line that says, **Security Warning – Some active content has been disabled. Click for more details.**

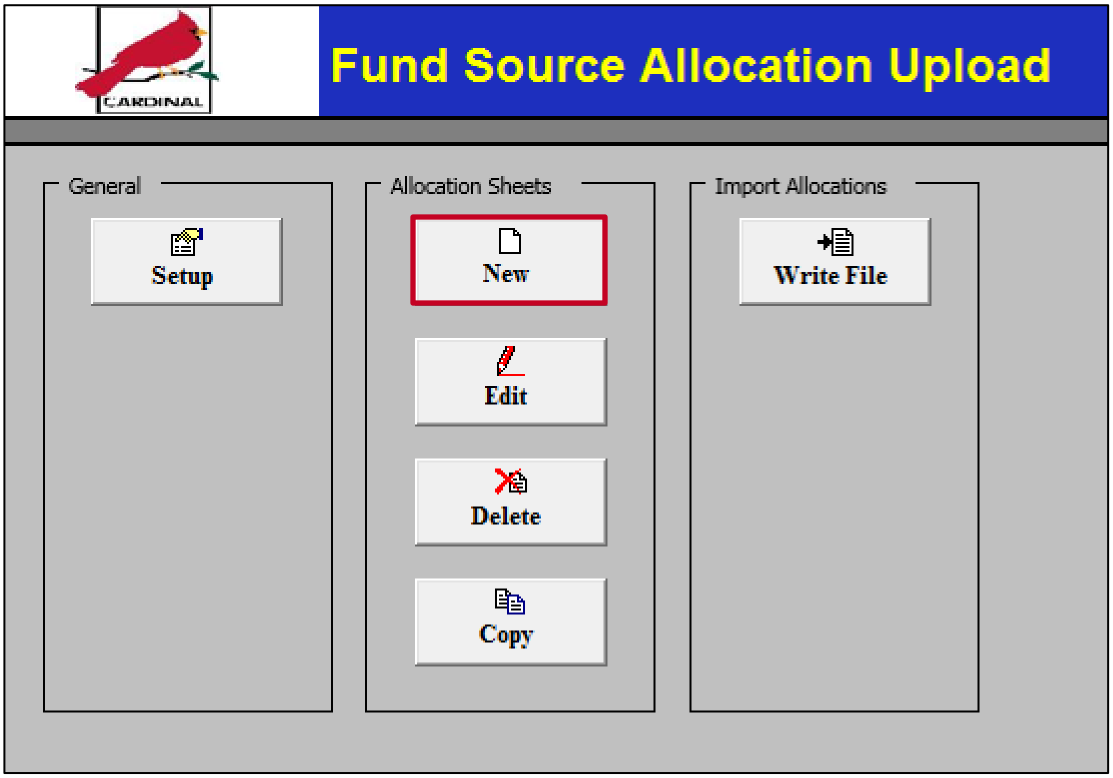


4. The **Miscrosoft Excel Security Notice** displays. Select **Enable Macros**.

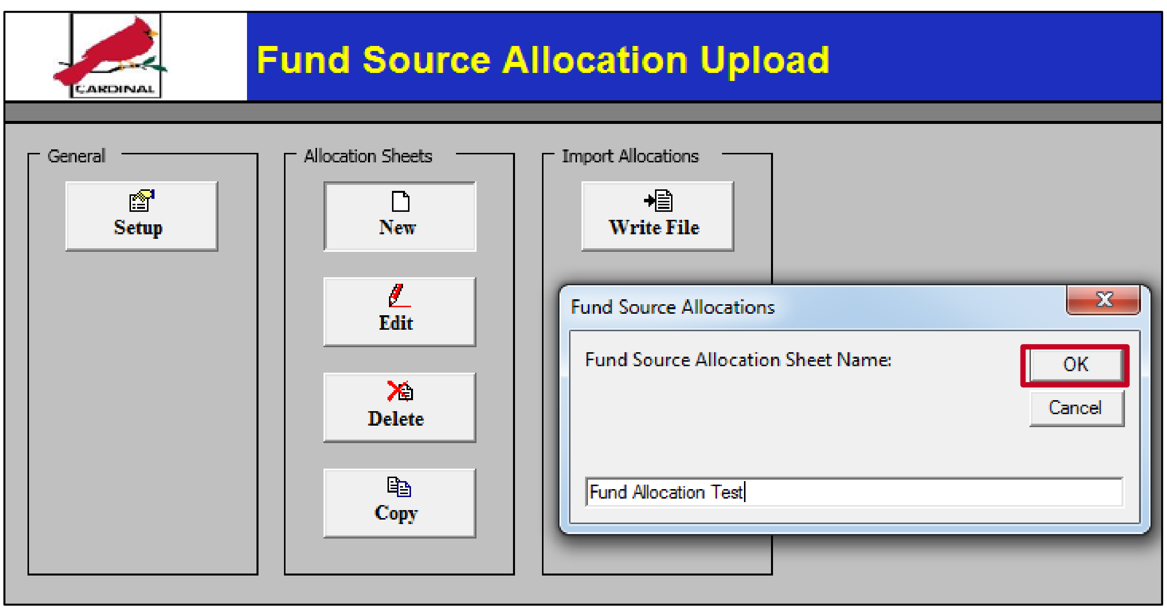


5. On the Main Menu, under the **General** section, click the **Setup** button. The **Define Options and Defaults** pop-up window displays.

a. Enter the **Business Unit**, **Date**, and **Ledger Group**, then click the **OK** button. These fields will default on all new sheets created.

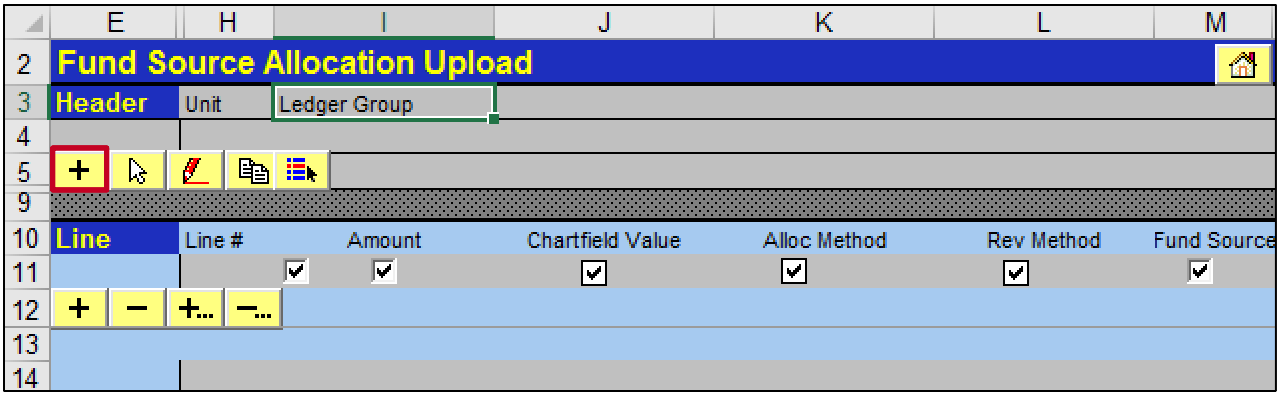


6. Click the **New** button under **Allocation Sheets**. The **Fund Source Allocations** pop-up window displays.



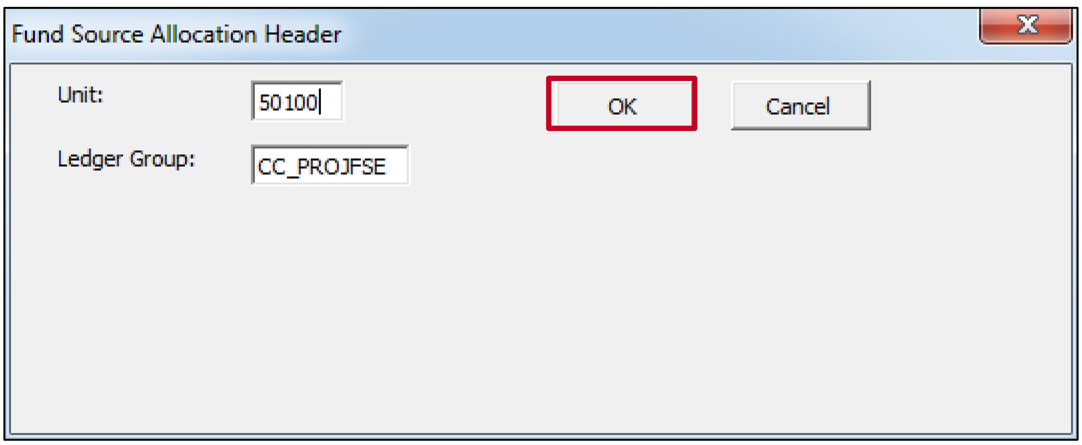
7. In the **Fund Source Allocation Sheet Name**, enter in a new **Fund Source Allocation Sheet Name**. Then click the **OK** button.

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



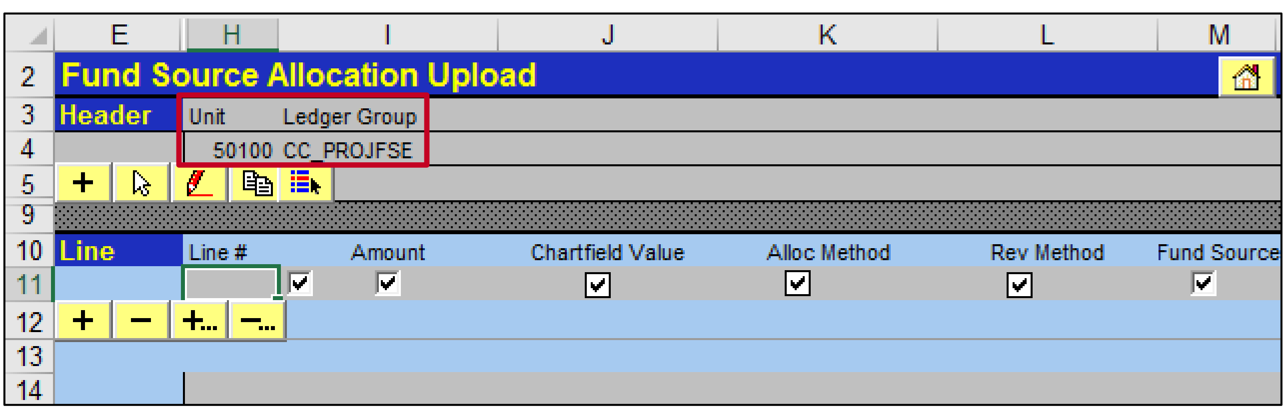
8. Under **Header**, click the (**+**).

9. The **Fund Source Allocation Header** pop-up window displays.

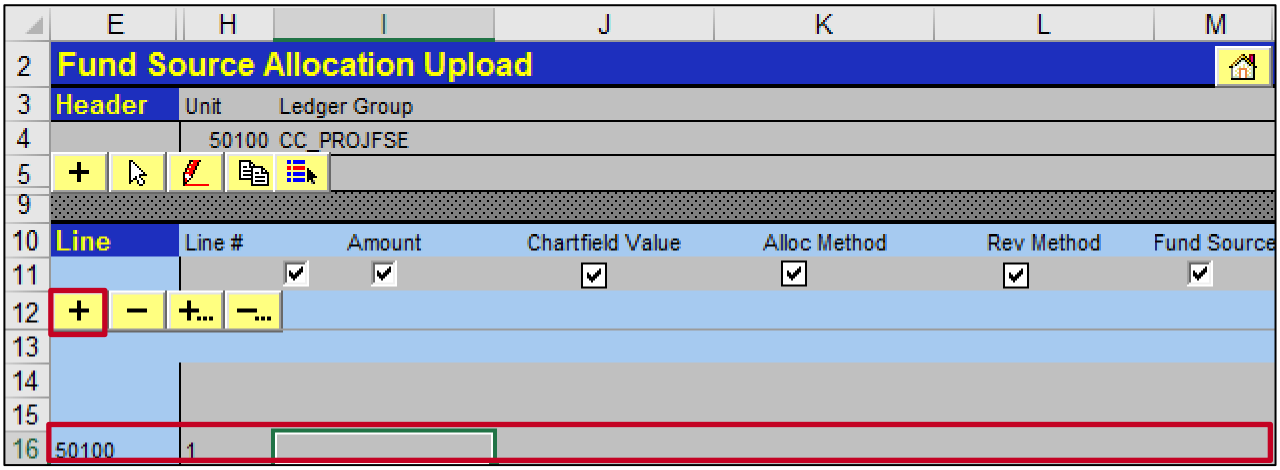


10. The values entered from the Setup page ([Step 5](#)) should default on the **Header**.

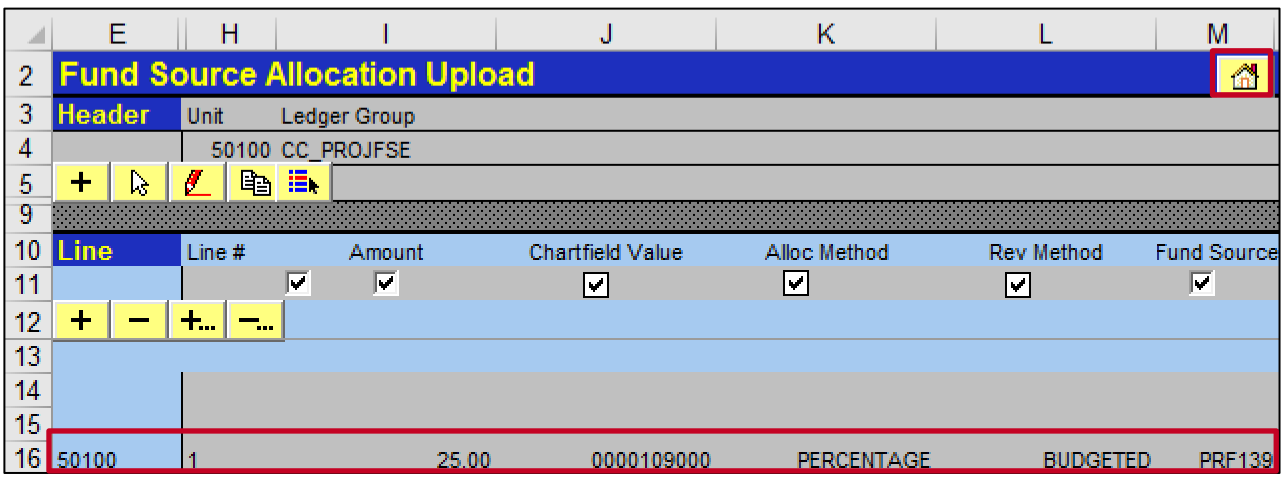
11. Click the **OK** button.



12. The values enter appear in the **Header** section.



13. Under **Line**, click the (**+**). A line should appear to enter the first allocation.



14. On the first line, enter the **Amount**. This is the amount of the **Fund Source Value** that will be applied to the project.

15. Enter the **ChartField Value**. The Fund Source will be applied to this **Project ID**.

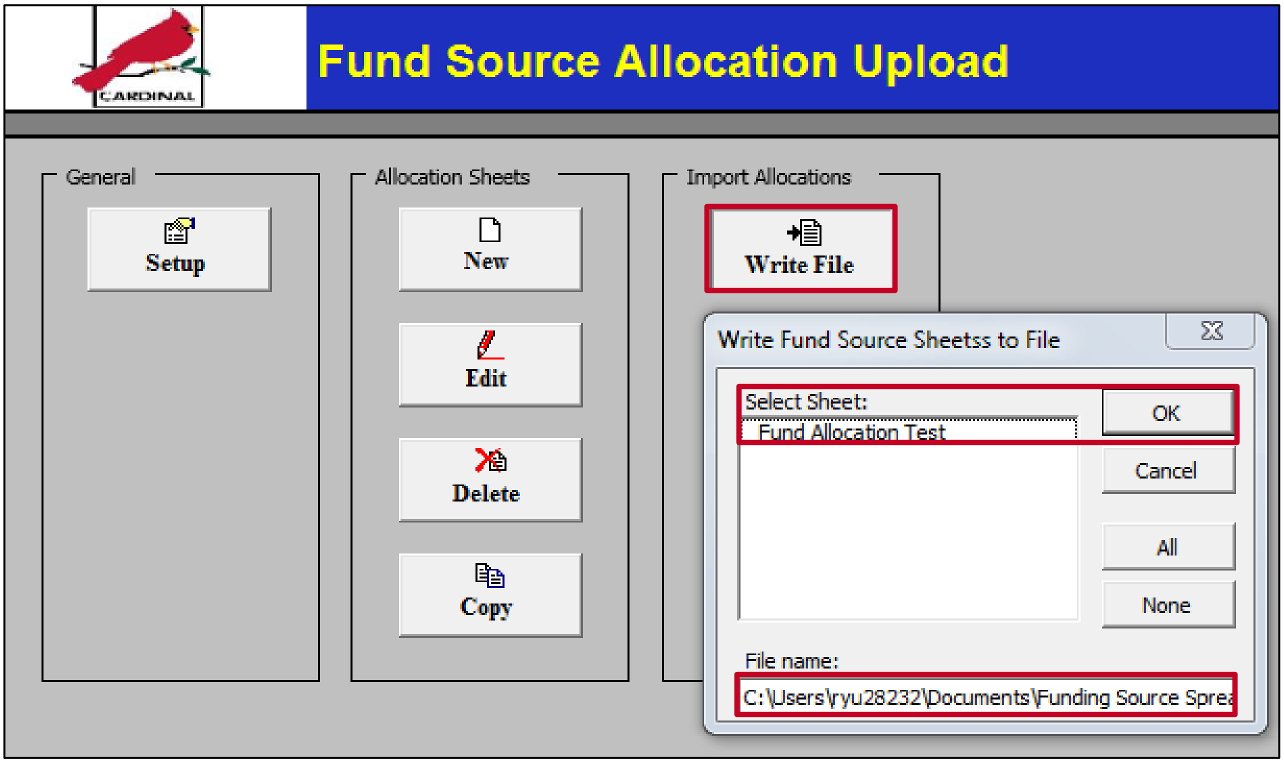
16. Enter the **Alloc Method** as either **Priority** or **Percentage**.

17. Enter the **Rev Method** as **Budgeted** (used in Cardinal), **Collected**, or **Recognized**.

18. Enter the **Fund Source** value.

19. After you've successfully entered all the lines of the journal, select **File**, then **Save** the file.

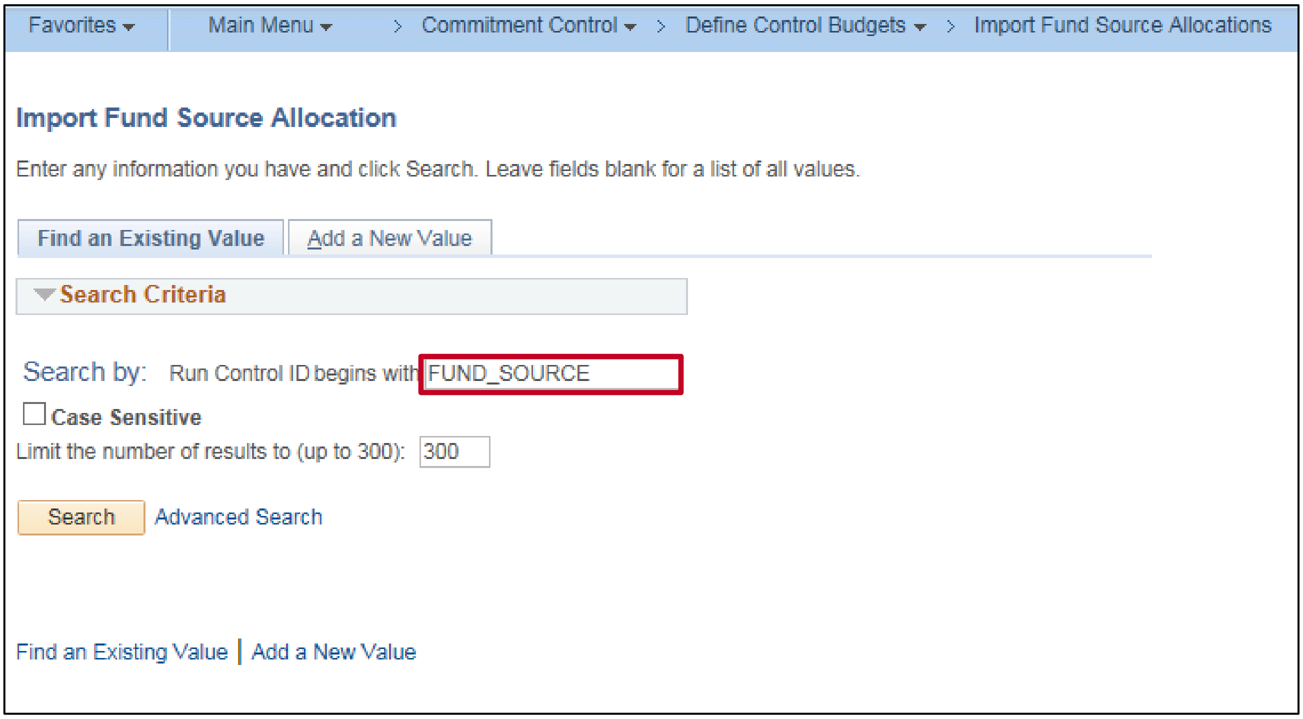
20. Click the **Home** (house) icon.



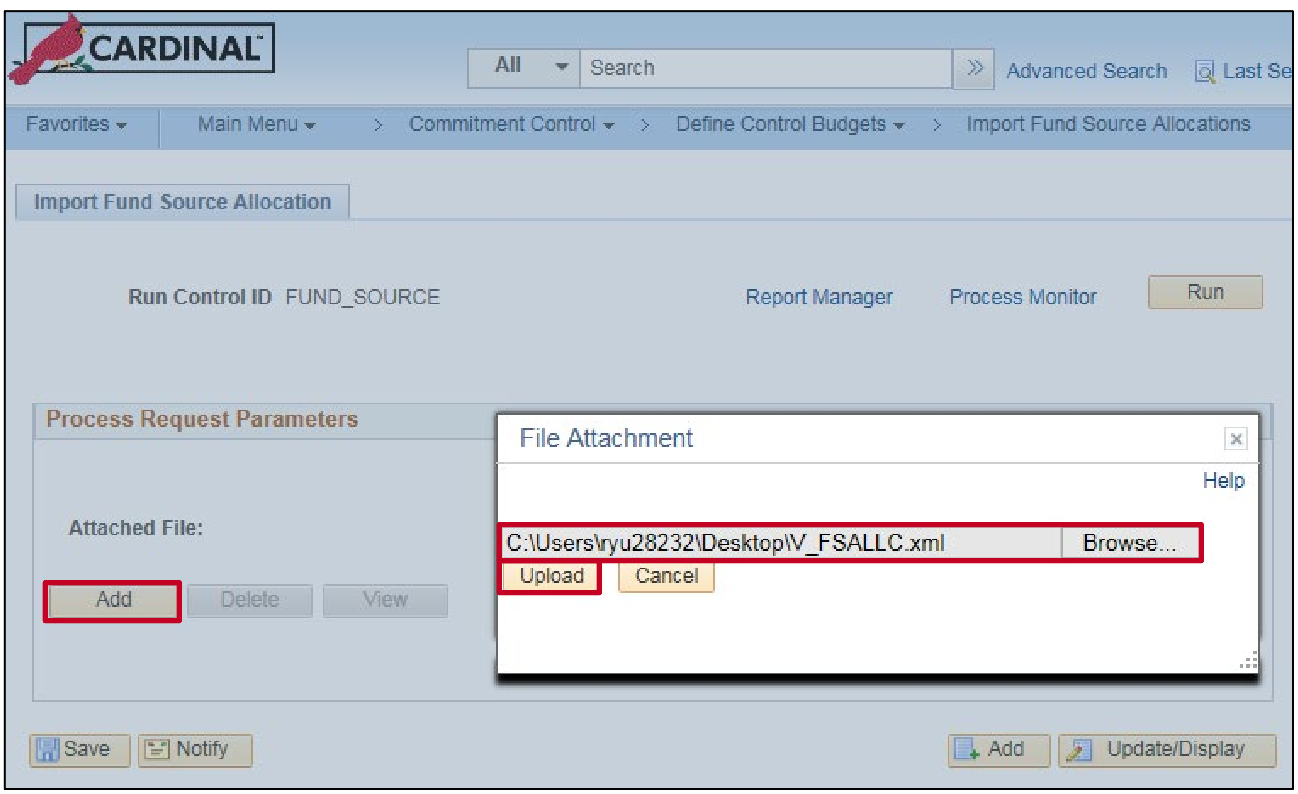
21. Select the **Write File** button under **Import Allocations**.

22. Select the sheet name created. On the **Write Fund Source Sheets to File** pop-up window in the **File Name** field, select the location to write the file. You can also rename the file in this field to a logical name to easily sort many files. Then click the **OK** button.

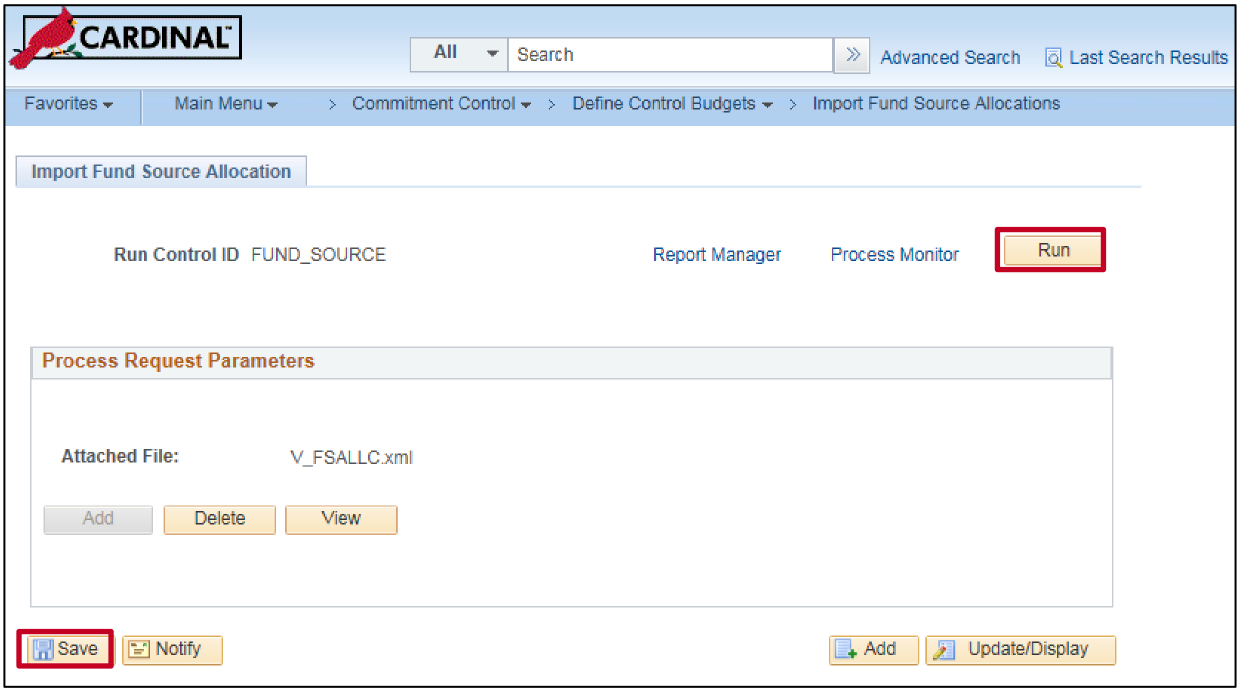
23. Log into Cardinal and navigate using the following path:
Main Menu > Commitment Control > Define Control Budgets > Import Fund Source Allocations



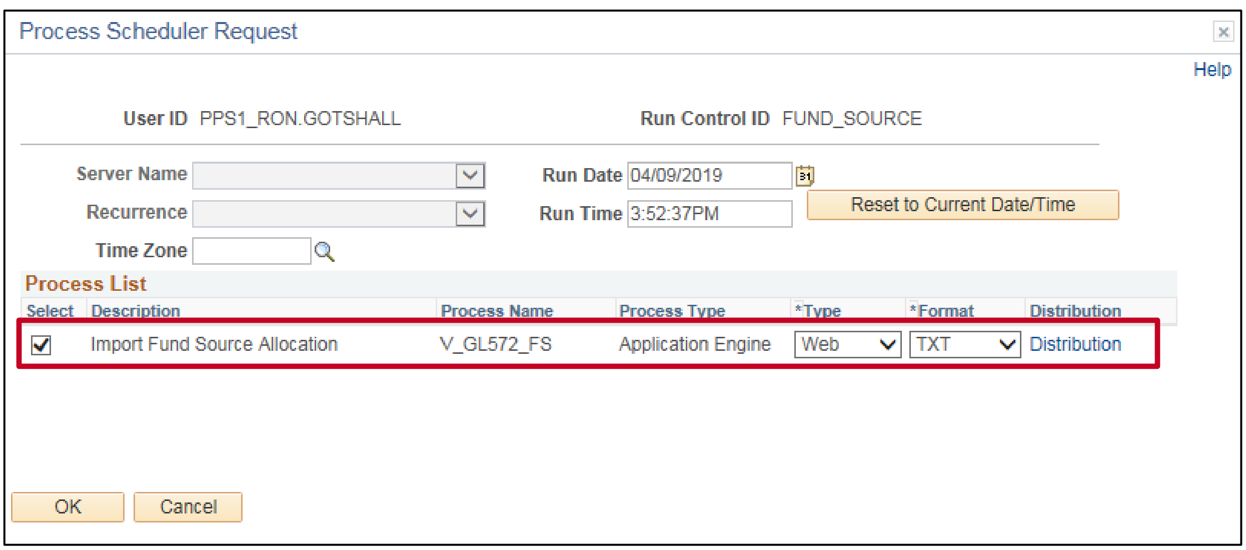
24. Enter in the **Run Control ID** that has been set up for you to import fund source allocations.



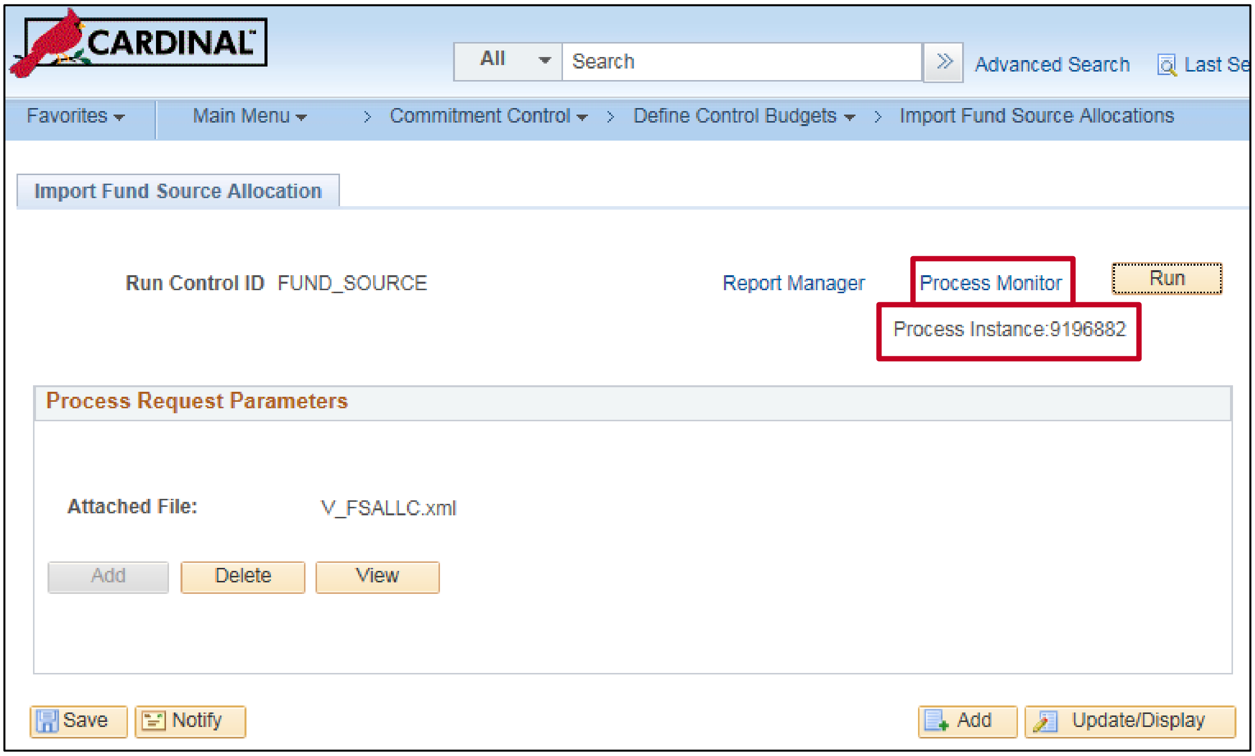
25. Click the **Browse…** button and select the **.xml** file that was saved in step 22. Then click the **Upload** button.



26. Click the **Save** button. Then click the **Run** button.

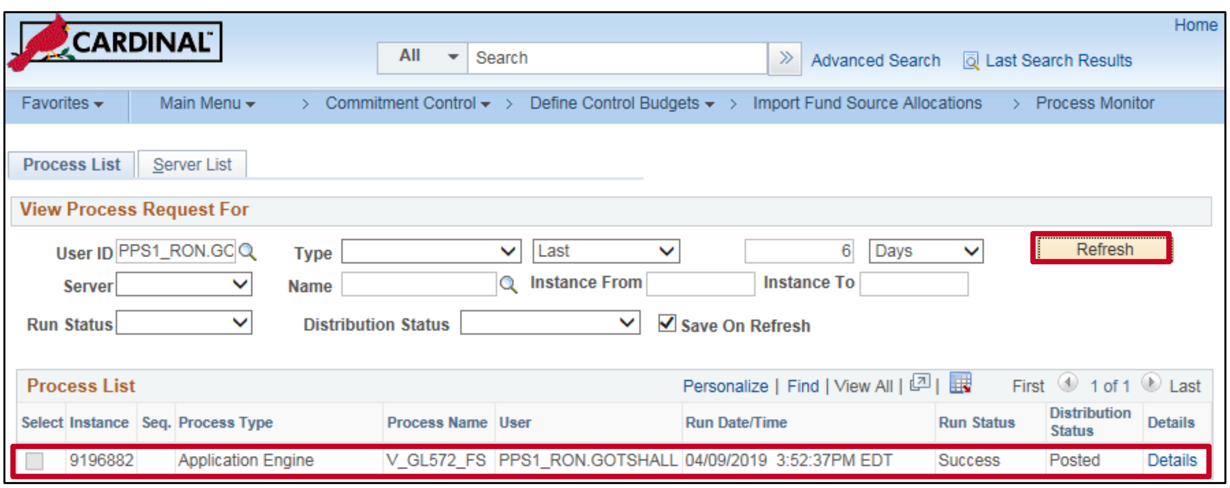


27. Verify the **Import Fund Source Allocation** process is selected, and then click **OK**.



28. You will be returned to the **Import Fund Source Allocation** page with a **Process Instance number** displayed under the **Run** button. Document this number.

29. Click the **Process Monitor** link.



30. Click the **Refresh** button until the process runs to **Success** and **Posted**.

31. Navigate using the following path:
Main Menu > Commitment Control > Define Control Budgets > Funding Source Allocation

32. On the **Find an Existing Value** tab, enter in the **Business Unit**, **Ledger Group,** and **Chartfield Value** used in the spreadsheet (step 5 and step 15). The online screen will match the values used in the spreadsheet.