

**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.

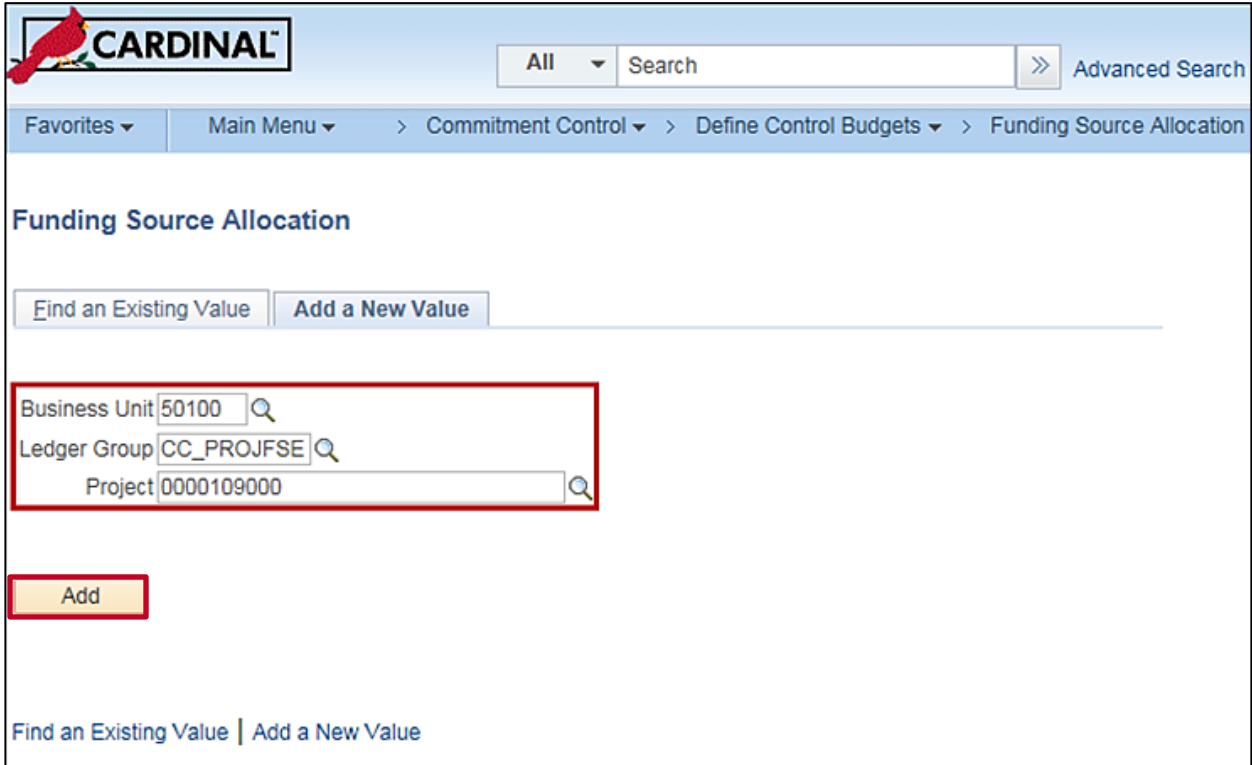
Funding sources in Cardinal are used to track transactions, but are not configured to control the expenditures on the transactions, nor will they be entered on budget journals in Cardinal.

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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**



**CARDINAL** All Search >> Advanced Search

Favorites ▾ Main Menu ▾ > Commitment Control ▾ > Define Control Budgets ▾ > Funding Source Allocation

### Funding Source Allocation

Find an Existing Value Add a New Value

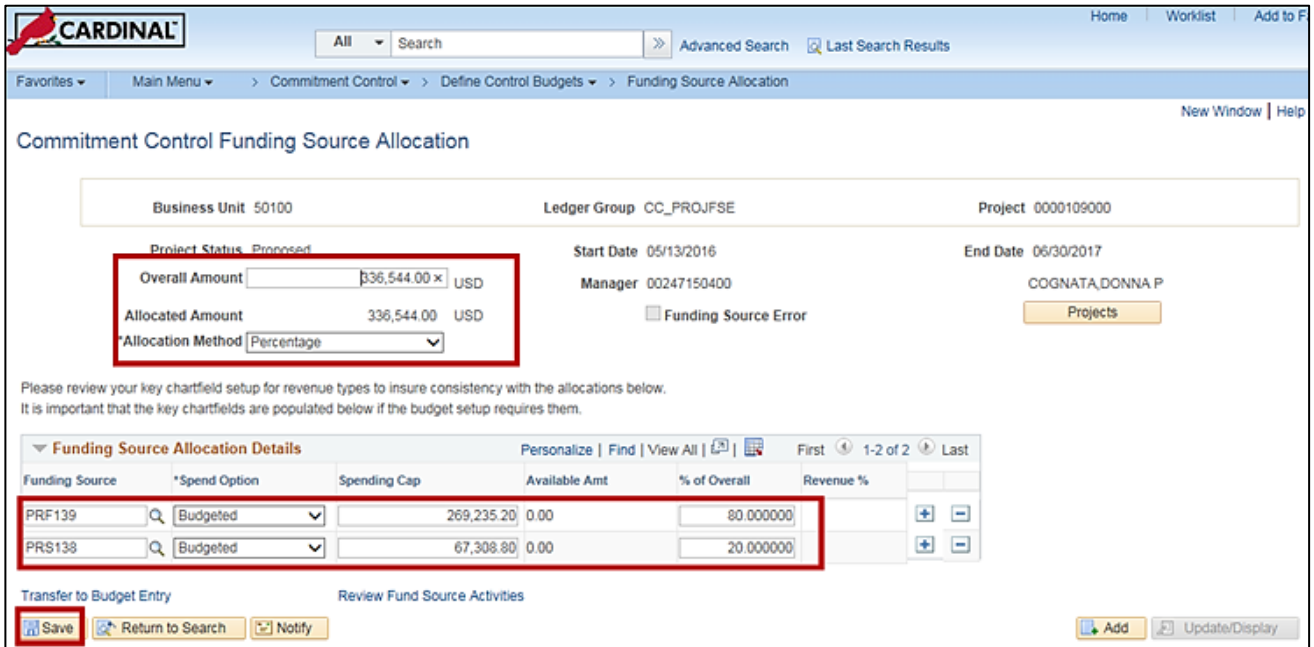
Business Unit 50100 🔍  
Ledger Group CC\_PROJFSE 🔍  
Project 0000109000 🔍

Add

Find an Existing Value | Add a New Value

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.



**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: 336,544.00 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	

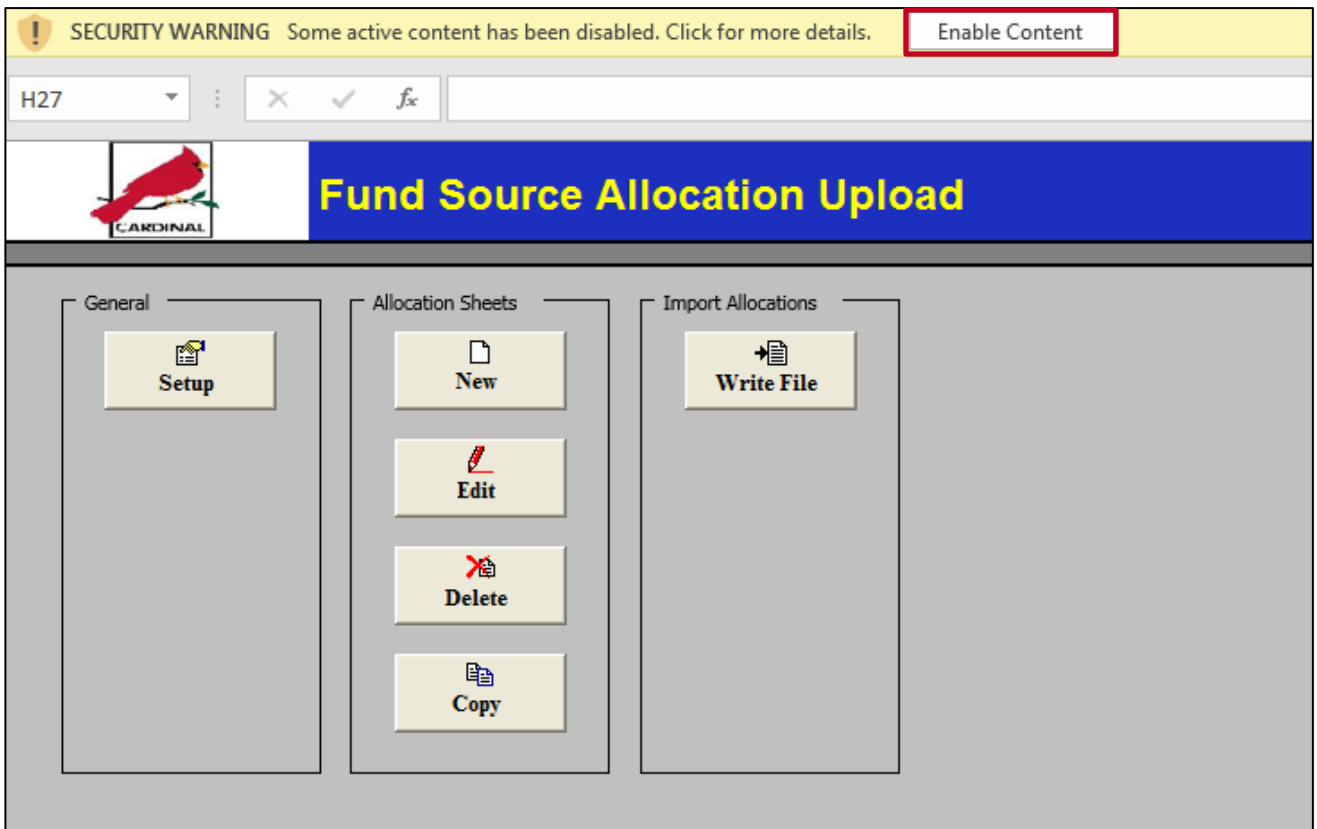
[Save](#)    [Return to Search](#)    [Notify](#)    [Add](#)    [Update/Display](#)

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.

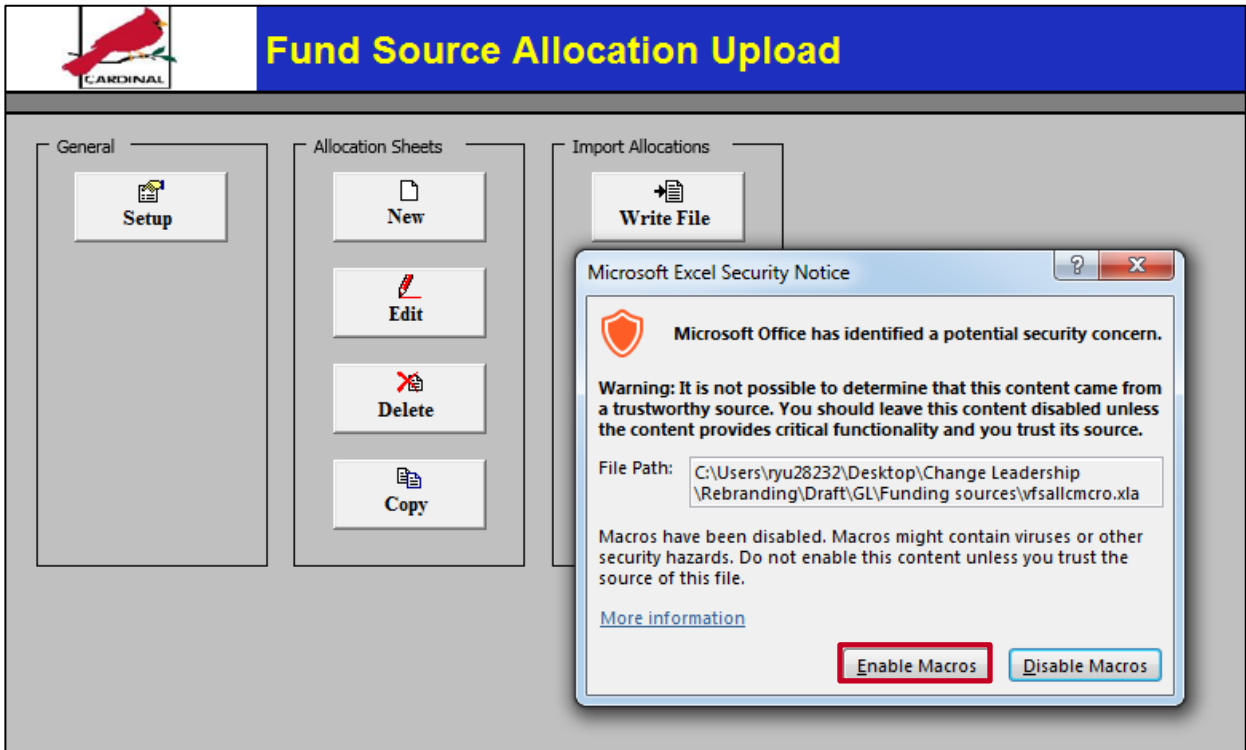
9. If using the **Percentage Allocation Method**, the **% of Overall** field is available. This is the percentage of the overall funding source total amount that is funded by this funding source.
10. If you select the **Collected** or **Recognized Spend Option**, the **Revenue %** field is available. 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**

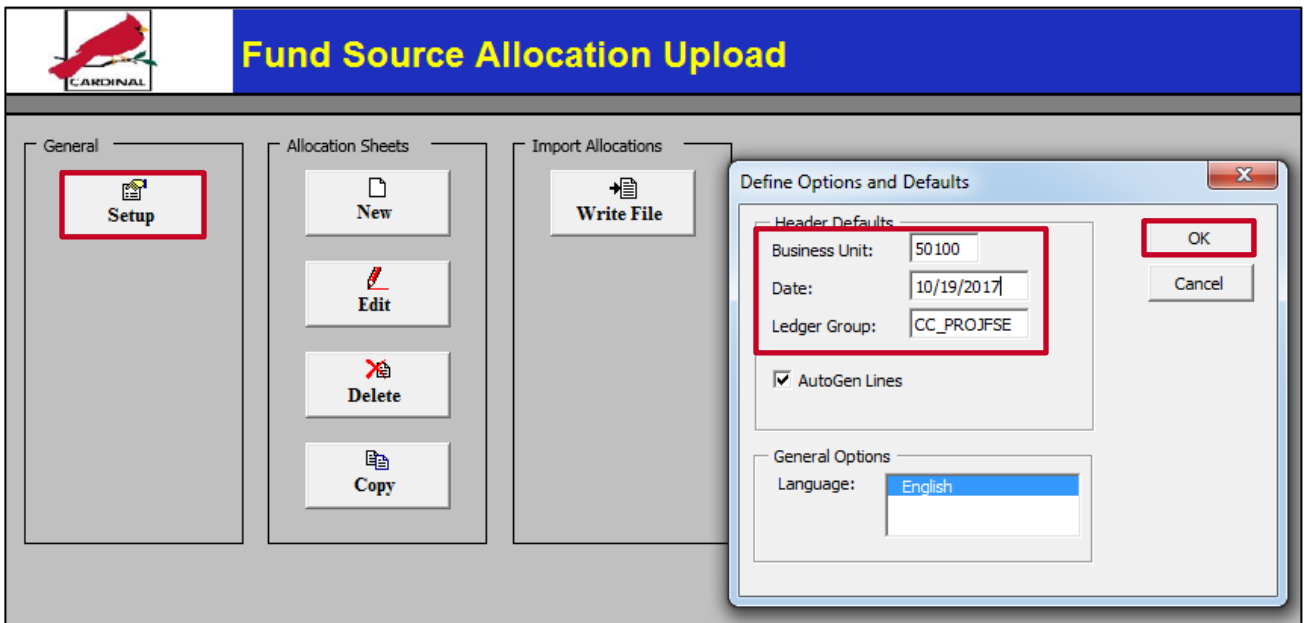
1. Download the two required files entitled **Funding Source Spreadsheet Upload Excel Template** and **Funding Source Spreadsheet Upload XLA Macro File (After Download, rename as **vfsallcmcro.xla**)**, located on the Cardinal website in **Forms** under **Resources**. These two files must be saved to 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.



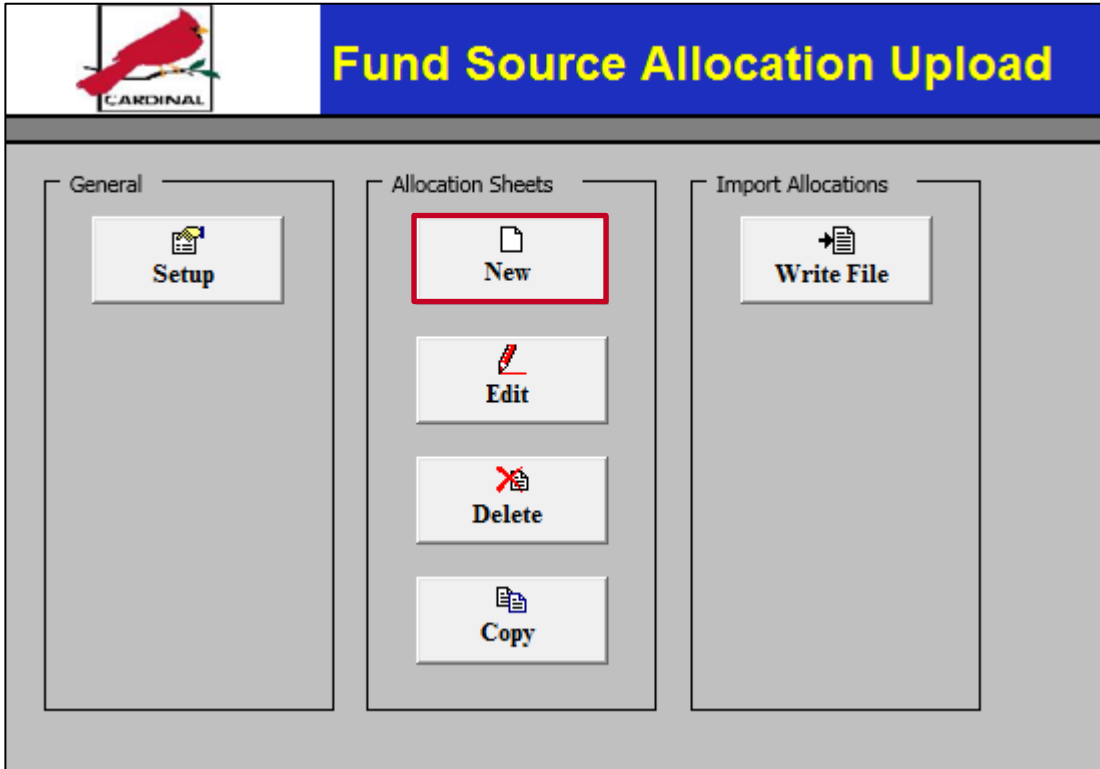
3. Click the **Enable Content** box on the line that says, **Security Warning – Some active content has been disabled. Click for more details.**



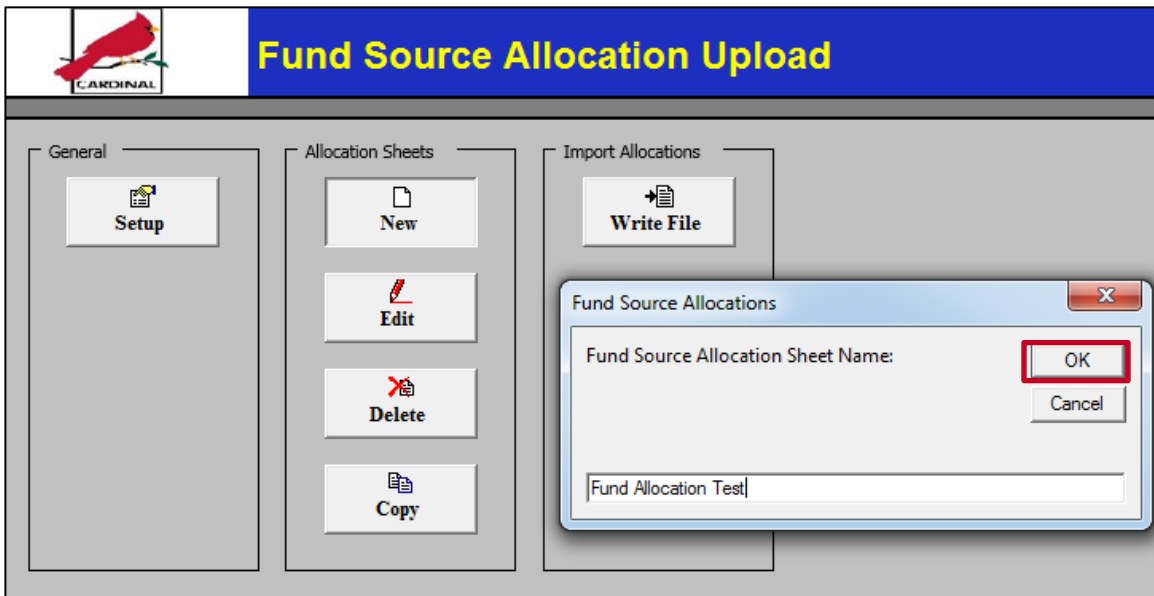
4. The Microsoft Excel Security Notice displays. Select **Enable Macros**.



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

	E	H	I	J	K	L	M
2	<b>Fund Source Allocation Upload</b>						
3	<b>Header</b>	Unit	Ledger Group				
4							
5	+						
9							
10	<b>Line</b>	Line #	Amount	Chartfield Value	Alloc Method	Rev Method	Fund Source
11		✓	✓	✓	✓	✓	✓
12	+	-	+...	-...			
13							
14							

- Under **Header**, click the (+).
- The **Fund Source Allocation Header** pop-up window displays.

**Fund Source Allocation Header** X

Unit:  **OK** Cancel

Ledger Group:

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

	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		✓	✓	✓	✓	✓	✓
12	+	-	+...	-...			
13							
14							

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



	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	+ [edit] [print] [list]						
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					

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

	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	+ [edit] [print] [list]						
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. 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**.

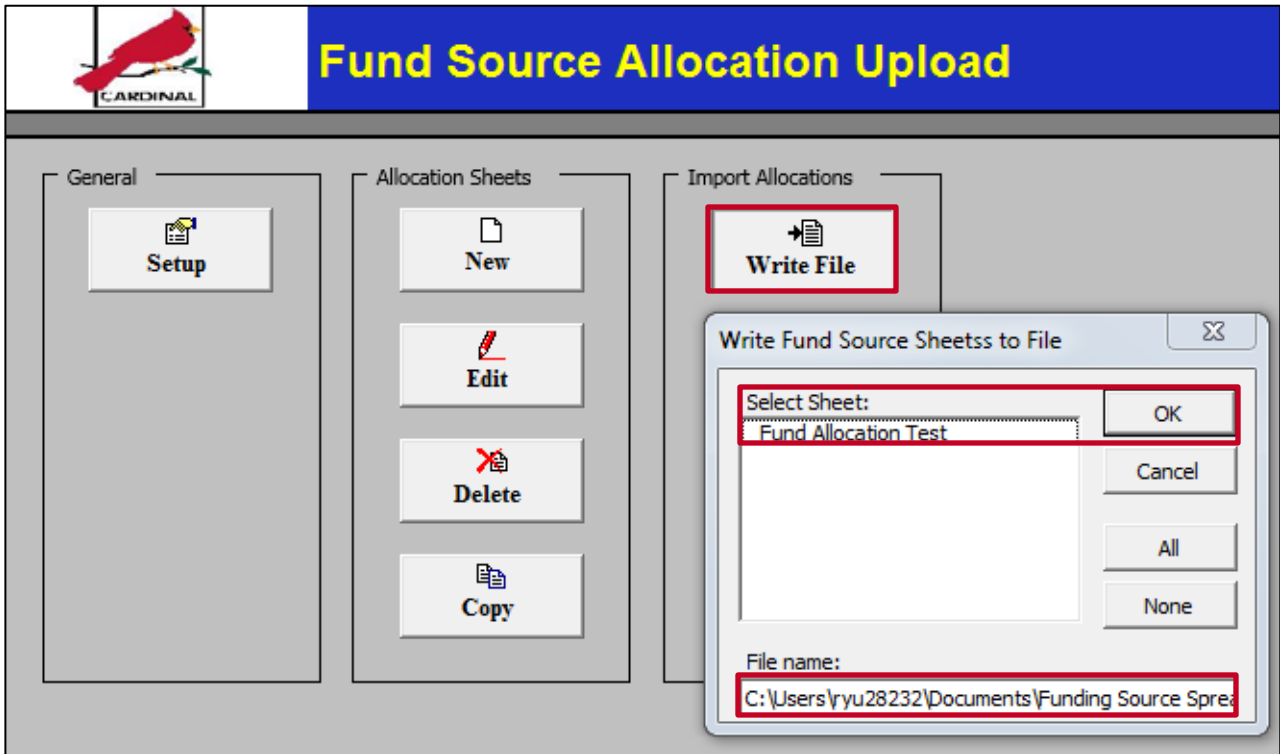
16. Enter the **Alloc Method** as either **Priority** or **Percentage**.

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

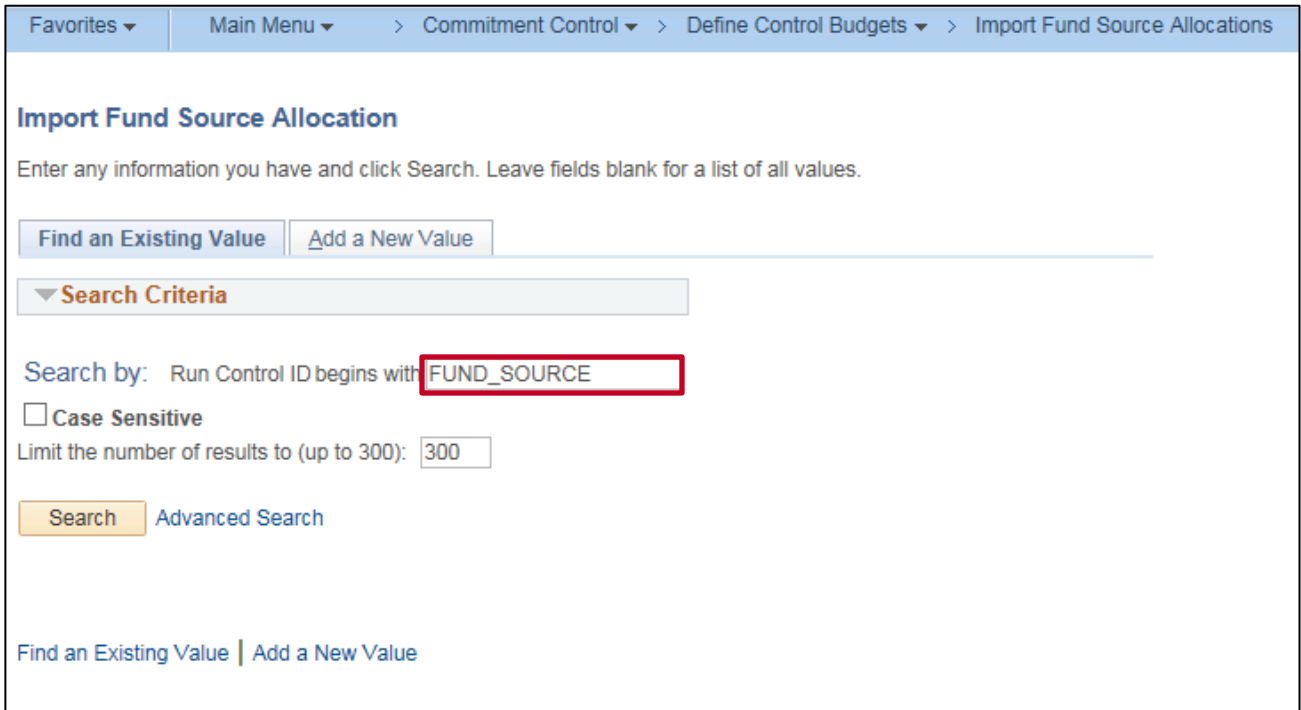
18. Enter the **Fund Source** value.

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

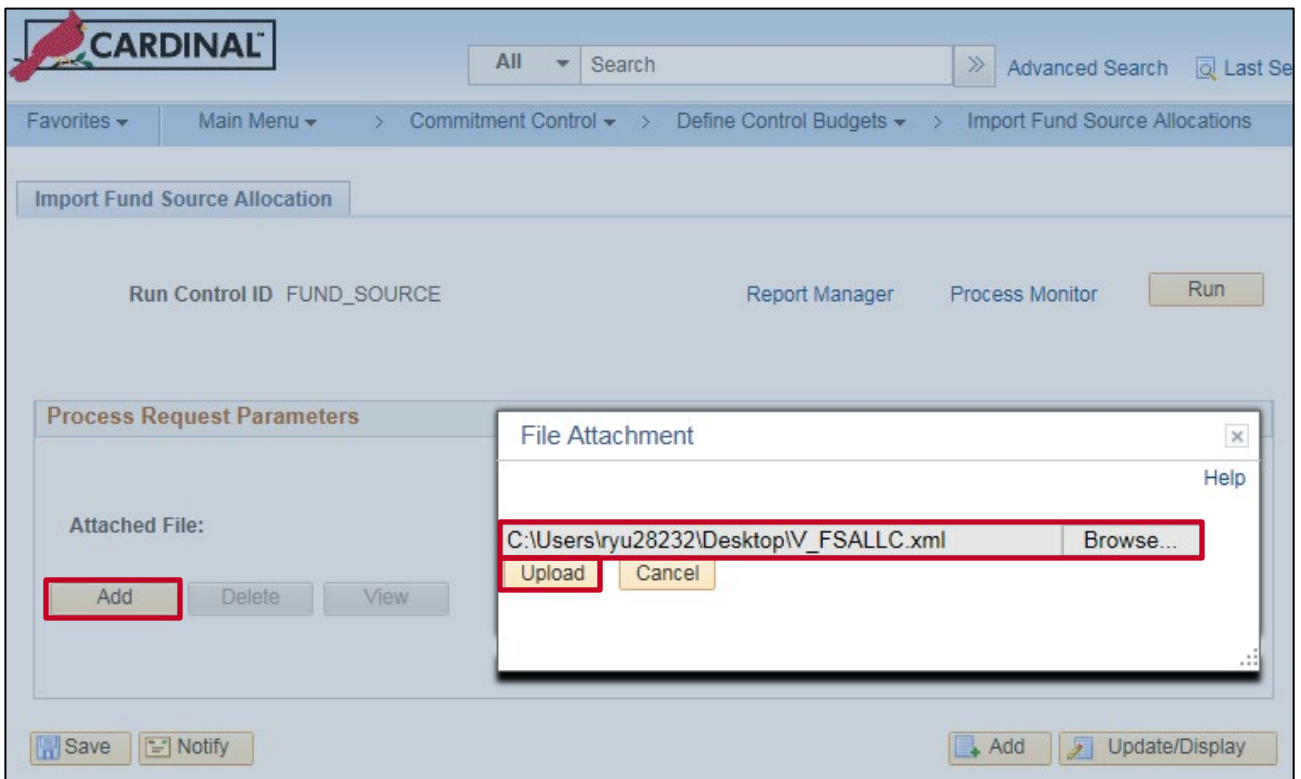
20. Click the **Home** (house) icon.



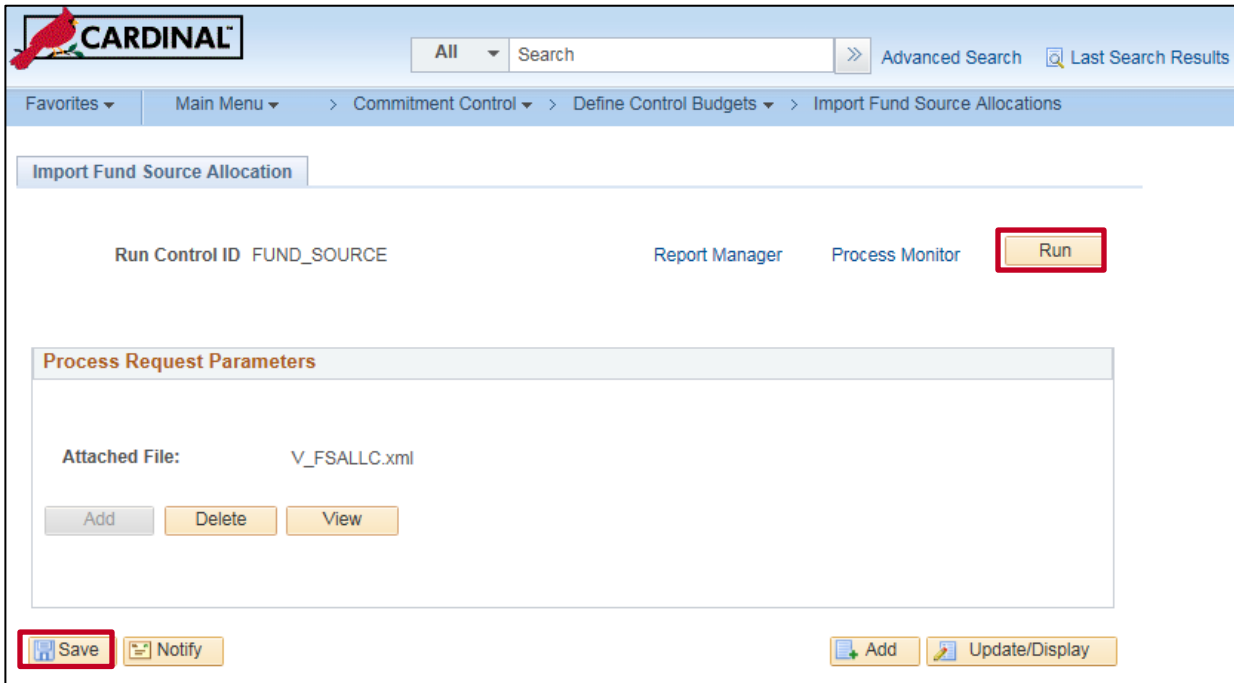
21. Select the **Write File** button under **Import Allocations**.
22. Select the sheet name created. On the **Write Fund Source Sheets to File** pop-up window in the **File Name** field, select the location to write the file. You can also rename the file in this field to a logical name to easily sort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

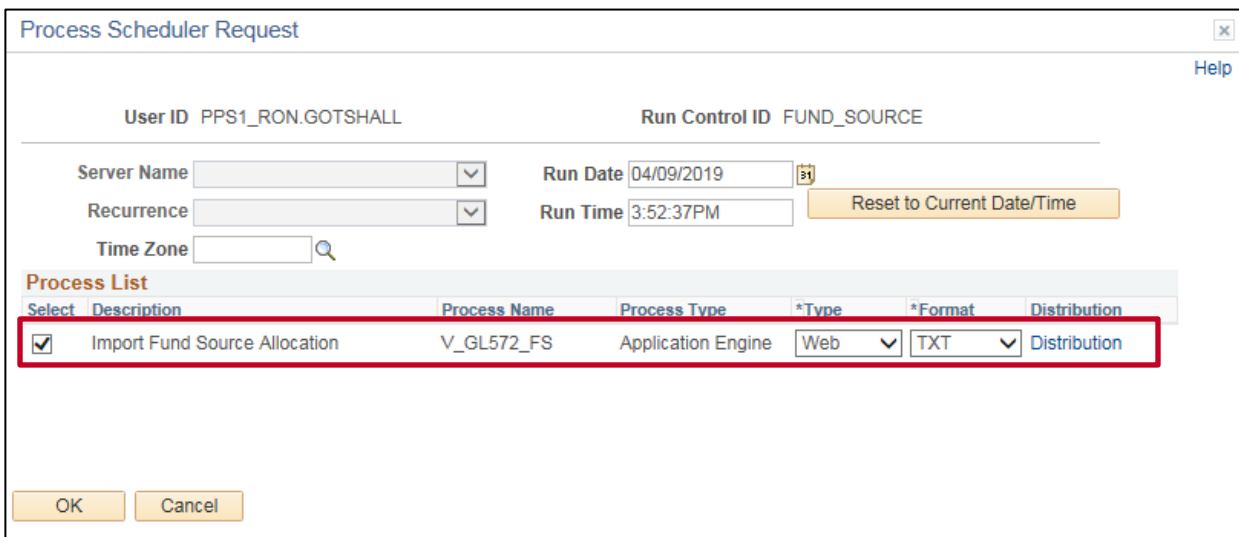


25. Click the **Browse...** button and select the **.xml** file that was saved in [step 22](#). Then click the **Upload** button.



CARDINAL All Search >> Advanced Search Last Search Results  
 Favorites > Main Menu > Commitment Control > Define Control Budgets > Import Fund Source Allocations  
 Import Fund Source Allocation  
 Run Control ID FUND\_SOURCE Report Manager Process Monitor Run  
 Process Request Parameters  
 Attached File: V\_FSALLC.xml  
 Add Delete View  
Save Notify Add Update/Display

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

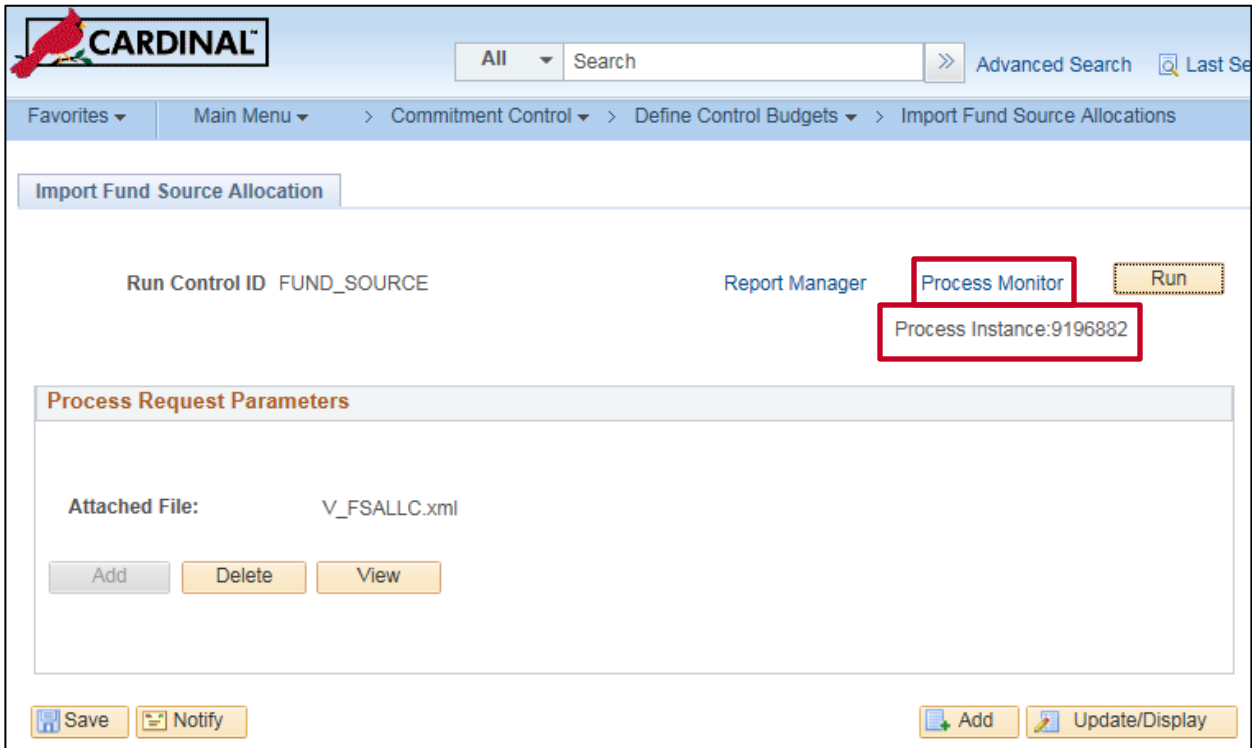


Process Scheduler Request Help  
 User ID PPS1\_RON.GOTSHALL Run Control ID FUND\_SOURCE  
 Server Name  Run Date 04/09/2019  
 Recurrence  Run Time 3:52:37PM Reset to Current Date/Time  
 Time Zone   
**Process List**  

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Import Fund Source Allocation	V_GL572_FS	Application Engine	Web	TXT	Distribution

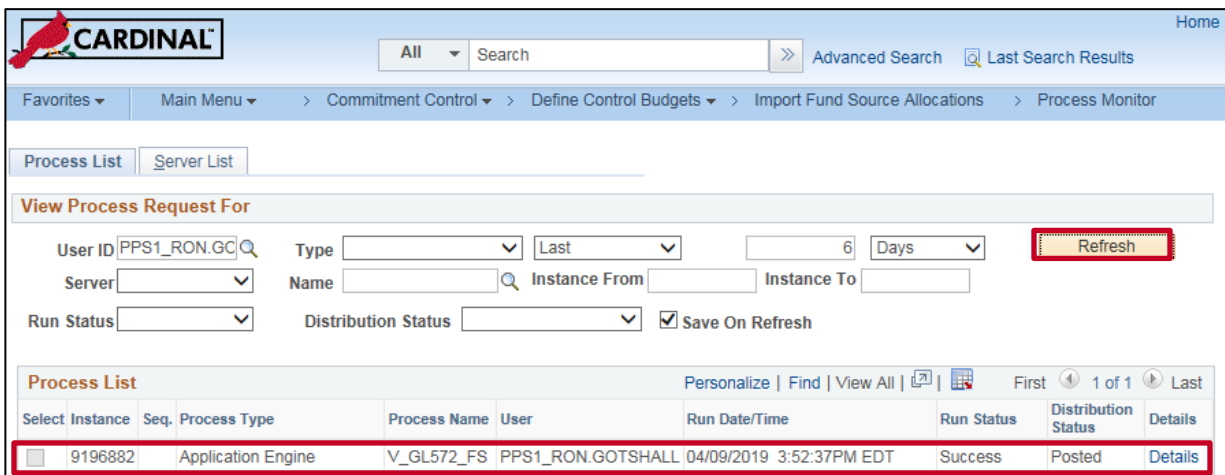
 OK Cancel

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.



Select Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9196882	Application Engine	V_GL572_FS	PPS1_RON.GOTSHALL	04/09/2019 3:52:37PM EDT	Success	Posted	Details

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.