



Applying 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 the user 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.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the process within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.



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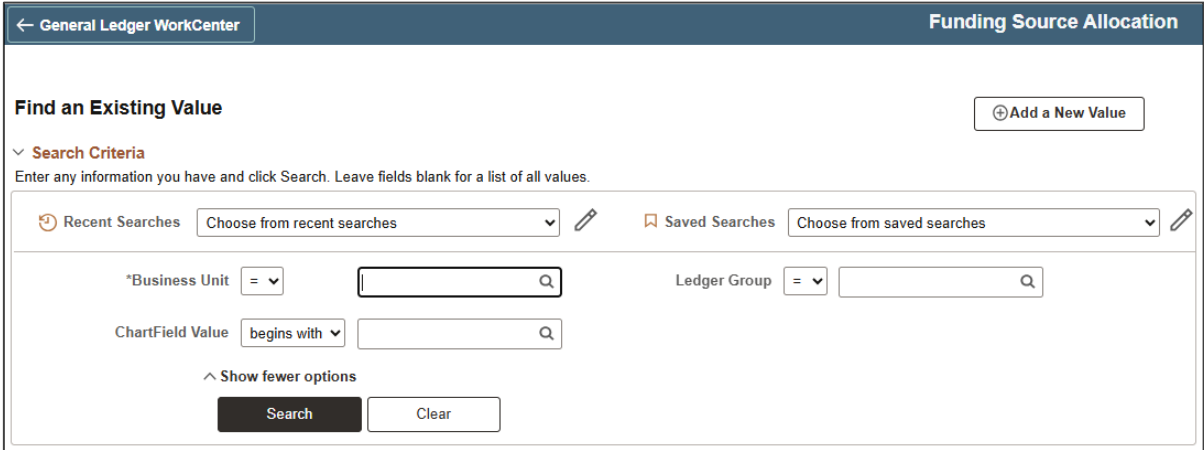
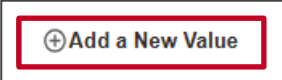
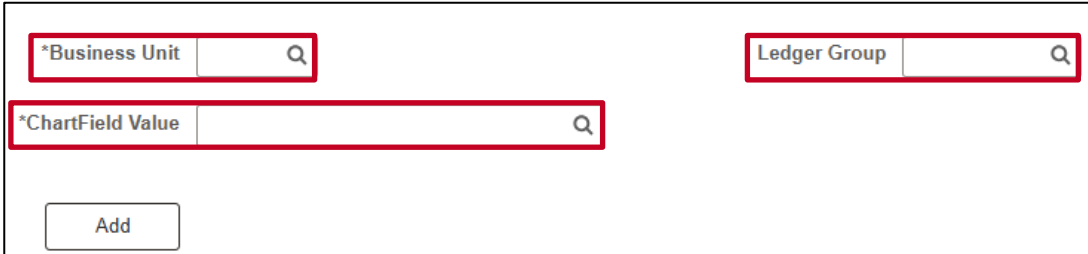
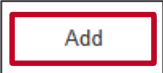
General Ledger Job Aid

GL336 Applying Funding Sources (VDOT Only)

Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
215/2023	Baseline.

Applying Funding Sources Online

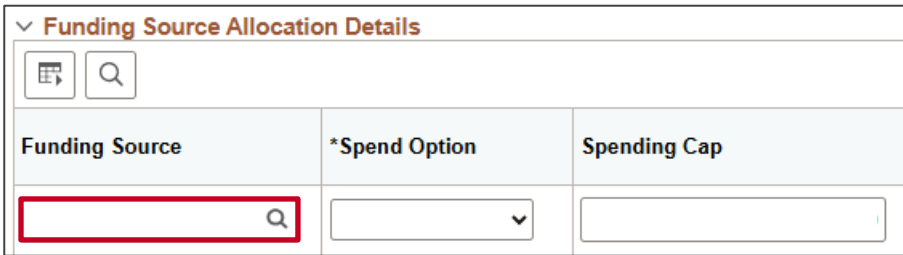
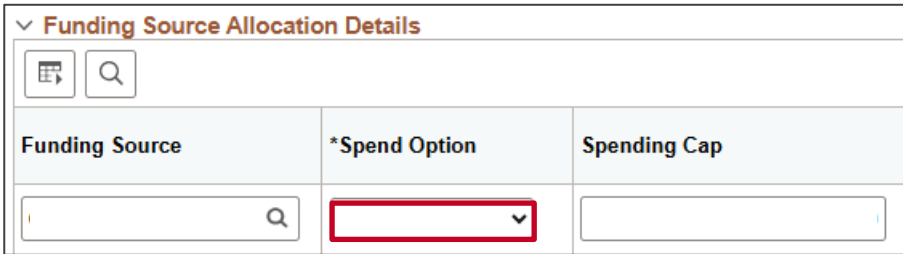
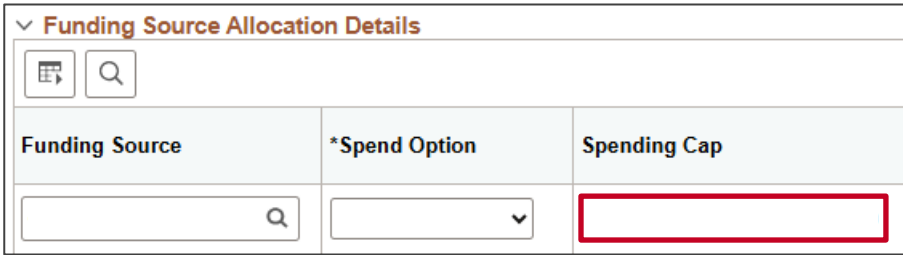
Step	Action
1.	Navigate to the Funding Source Allocation Search page using the following path: NavBar > Menu > Commitment Control > Define Control Budgets > Funding Source Allocation The Funding Source Allocation Find an Existing Value Search page displays. 
2.	Click the Add a New Value button. 
3.	Enter values in the Business Unit, Ledger Group, and ChartField Value (Project) fields. 
	The Business Unit will default to the user's Agency number, the Ledger Group will be CC_PROJFSE, and the ChartField Value (Project) will be the Project ID selected to apply the Funding Source.
4.	Click the Add button. 



General Ledger Job Aid

GL336 Applying Funding Sources (VDOT Only)

Step	Action																																																
The Commitment Control Funding Source Allocation page displays.																																																	
← Cardinal Financials Commitment Control Funding Source Allocation Business Unit 50100 Ledger Group CC_PROJFSE Project 0000004577 Proposed Project Status Closed Start Date 09/20/1990 End Date 03/23/2016 Overall Amount 55,188,297.35 USD Manager 00173393000 MITCHELL, DIANE L Allocated Amount 55,188,297.35 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 Allocation Details 1-5 of 10 View All <table><tr><th>Funding Source</th><th>*Spend Option</th><th>Spending Cap</th><th>Available Amt</th><th>% of Overall</th><th>Revenue %</th><th></th><th></th></tr><tr><td>CNB470</td><td>Budgeted</td><td>182,632.00</td><td>0.00</td><td>0.330925</td><td></td><td>+</td><td>-</td></tr><tr><td>CNF078</td><td>Budgeted</td><td>17,028,638.00</td><td>0.00</td><td>30.855523</td><td></td><td>+</td><td>-</td></tr><tr><td>CNF276</td><td>Budgeted</td><td>14,447,623.00</td><td>0.00</td><td>26.178780</td><td></td><td>+</td><td>-</td></tr><tr><td>CNF467</td><td>Budgeted</td><td>12,058,291.00</td><td>0.00</td><td>21.849362</td><td></td><td>+</td><td>-</td></tr><tr><td>CNS273</td><td>Budgeted</td><td>4,257,159.00</td><td>0.00</td><td>7.713880</td><td></td><td>+</td><td>-</td></tr></table> Transfer to Budget Entry Review Fund Source Activities Save Return to Search Notify Add Update/Display		Funding Source	*Spend Option	Spending Cap	Available Amt	% of Overall	Revenue %			CNB470	Budgeted	182,632.00	0.00	0.330925		+	-	CNF078	Budgeted	17,028,638.00	0.00	30.855523		+	-	CNF276	Budgeted	14,447,623.00	0.00	26.178780		+	-	CNF467	Budgeted	12,058,291.00	0.00	21.849362		+	-	CNS273	Budgeted	4,257,159.00	0.00	7.713880		+	-
Funding Source	*Spend Option	Spending Cap	Available Amt	% of Overall	Revenue %																																												
CNB470	Budgeted	182,632.00	0.00	0.330925		+	-																																										
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CNS273	Budgeted	4,257,159.00	0.00	7.713880		+	-																																										
5.	Enter an amount in the Overall Amount field. Overall Amount USD																																																
	This is the amount of the spending cap approved for this allocation. The allocated amount cannot exceed the overall amount.																																																
6.	Select an Allocation Method. Cardinal defaults to Percentage. The other option is Priority. *Allocation Method																																																
	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. 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.																																																

Step	Action
7.	Select the Funding Source to apply. Click to Funding Source Look up icon to search for a Funding Source. 
8.	Click on the Spend Option Look Up icon to select one of the following Spend Options listed below.  - 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.
9.	Enter the Spending Cap amount in the Spending Cap field. 
	Determine and enter the maximum amount of the funding source that can be spent for this allocation. When the user has selected the Percentage Allocation method and enters this amount, the system calculates the % of Overall field amount. However, if the user directly enters the % of Overall field amount, the system calculates the Spending Cap amount.
	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.



General Ledger Job Aid

GL336 Applying Funding Sources (VDOT Only)

← Cardinal Financials

Commitment Control Funding Source Allocation

Business Unit 50100

Ledger Group CC_PROJFSE

Project 0000004577

Project Status Closed

Overall Amount 55,188,297.35 USD

Allocated Amount 55,188,297.35 USD

*Allocation Method Percentage

Start Date 09/20/1990

Manager 00173393000

☐ Funding Source Error

End Date 03/23/2016

MITCHELL,DIANE L

Projects

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 Allocation Details

1-5 of 10

View All

Funding Source	*Spend Option	Spending Cap	Available Amt	% of Overall	Revenue %		
CNB470	Budgeted	182,632.00	0.00	0.330925		+	-
CNF078	Budgeted	17,028,638.00	0.00	30.855523		+	-
CNF276	Budgeted	14,447,623.00	0.00	26.178780		+	-
CNF467	Budgeted	12,058,291.00	0.00	21.849362		+	-
CNS273	Budgeted	4,257,159.00	0.00	7.713880		+	-

Transfer to Budget Entry

Review Fund Source Activities

Save

Return to Search

Notify

Add

Update/Display

10.

Click the **Save** button.

Transfer to Budget Entry

Save

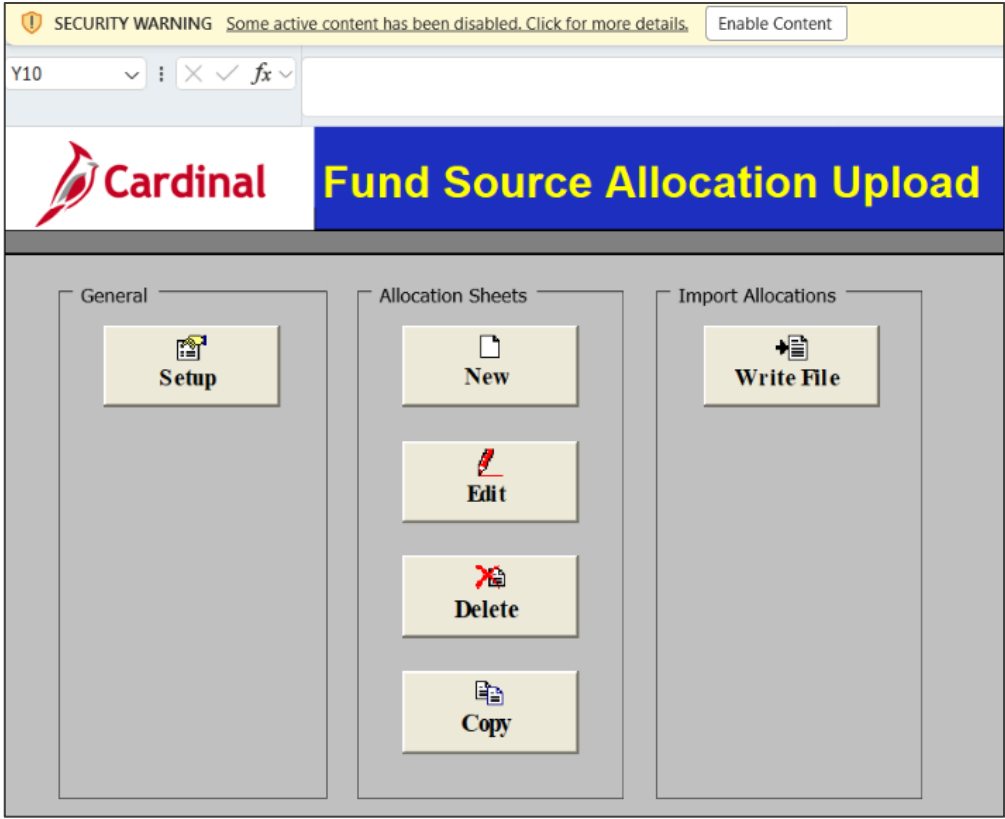
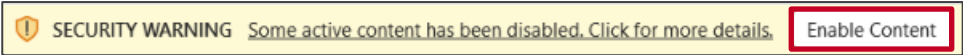
Return to Search

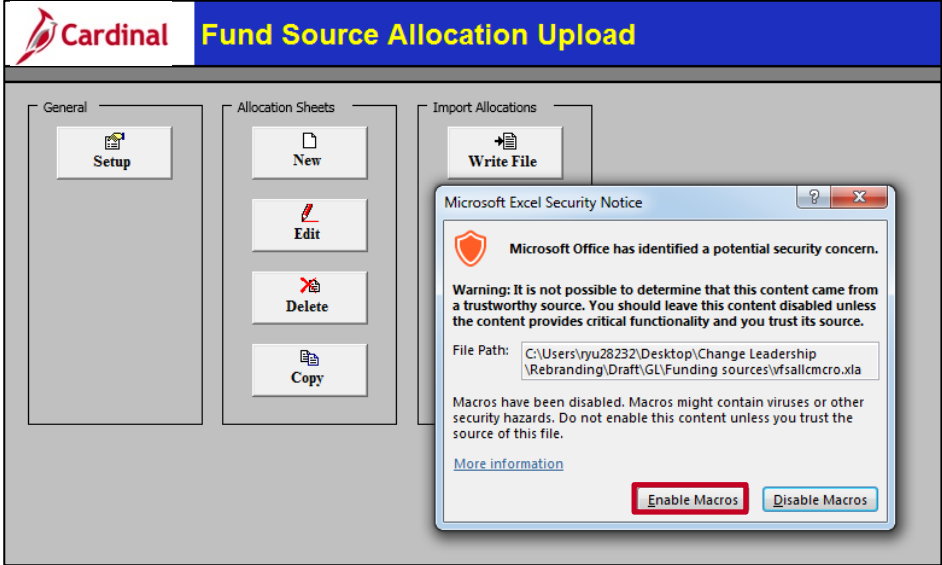
Notify

<

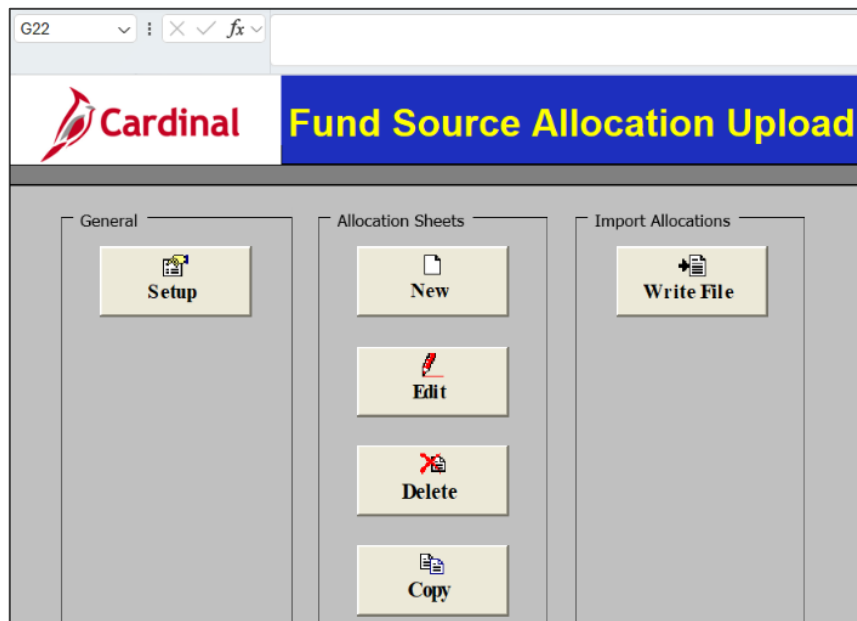
Applying Funding Sources Using Excel

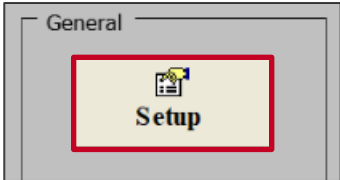
Step	Action
1.	Download the following two required files from the Cardinal website: • Funding Source Spreadsheet Upload Excel Template • Funding Source Spreadsheet Upload XLA Macro File These files are located on the Cardinal website in Mass Upload Templates under Resources. These two files <u>must</u> be saved to the same folder on the user's workstation, by themselves.
	When downloading the Funding Source Spreadsheet Upload XLA Macro File, change the file name to "VFSALLCMCRO" and the extension from ".xls" to ".xla". When complete, the file name should read "VFSALLCMCRO.xla".
	If new files need to be downloaded from the Cardinal website, ensure that both files are deleted from this saved location on the user's workstation and then repeat Step 1 to download both files.
2.	Open the Excel file ("Funding Source Spreadsheet Upload Excel Template.xls").
	The Macro file "VFSALLCMCRO.xla" is connected to the "Funding Source Spreadsheet Upload Excel Template.xls" file and runs in the background; it should not be opened directly.

Step	Action
	The Excel document opens and a Security Banner displays. 
3.	Click the Enable Content button within the Security Banner. 
	Depending on the user's version of Excel, the button may vary and be either Options or Enable Editing.

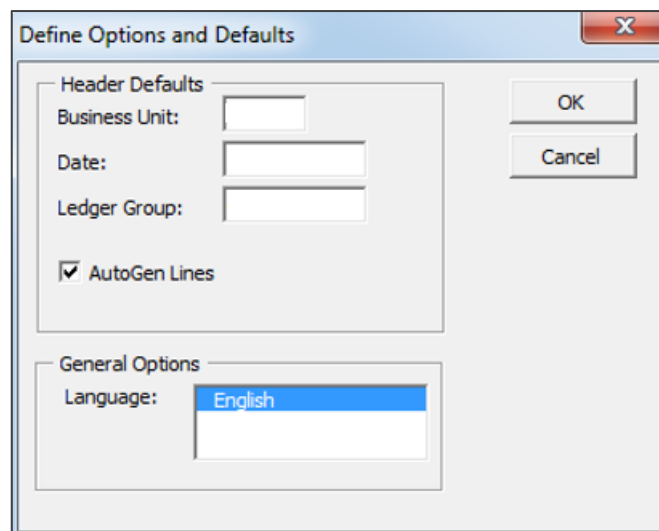
Step	Action
	If a pop-up box displays, select Enable this content and then click the OK button. If a second pop-up box displays, click the Enable Macros button. 

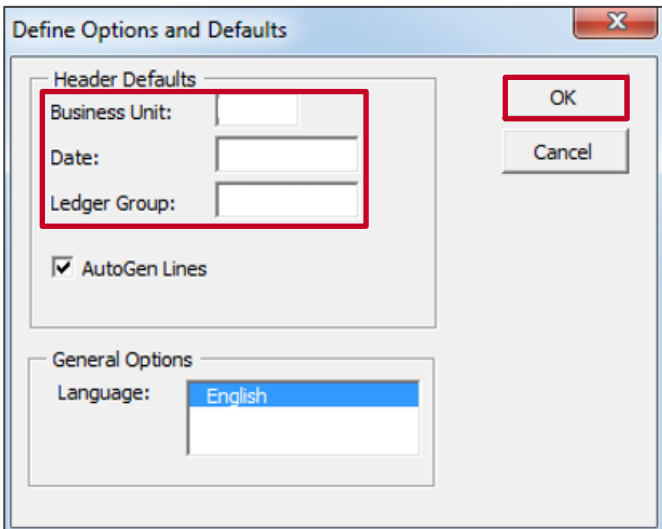
The **Fund Source Allocation Upload Home** page (Main menu) displays.

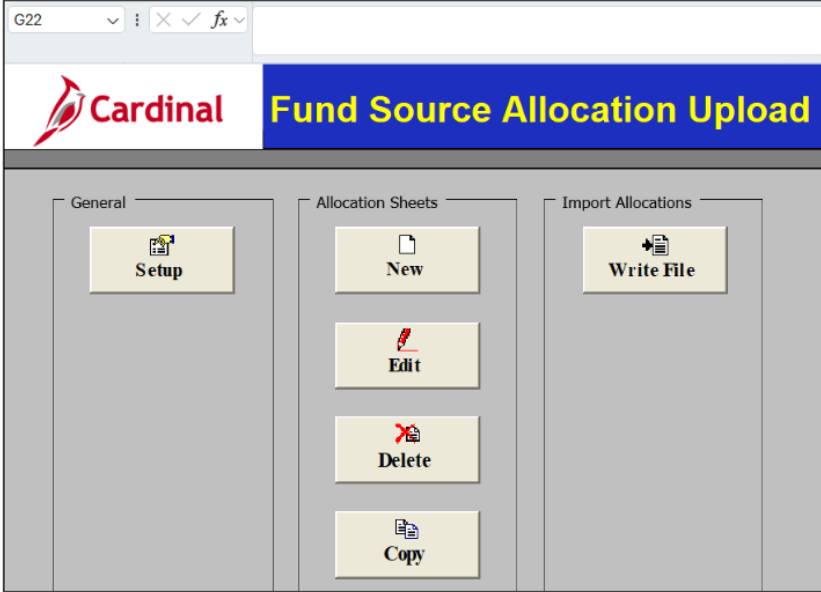


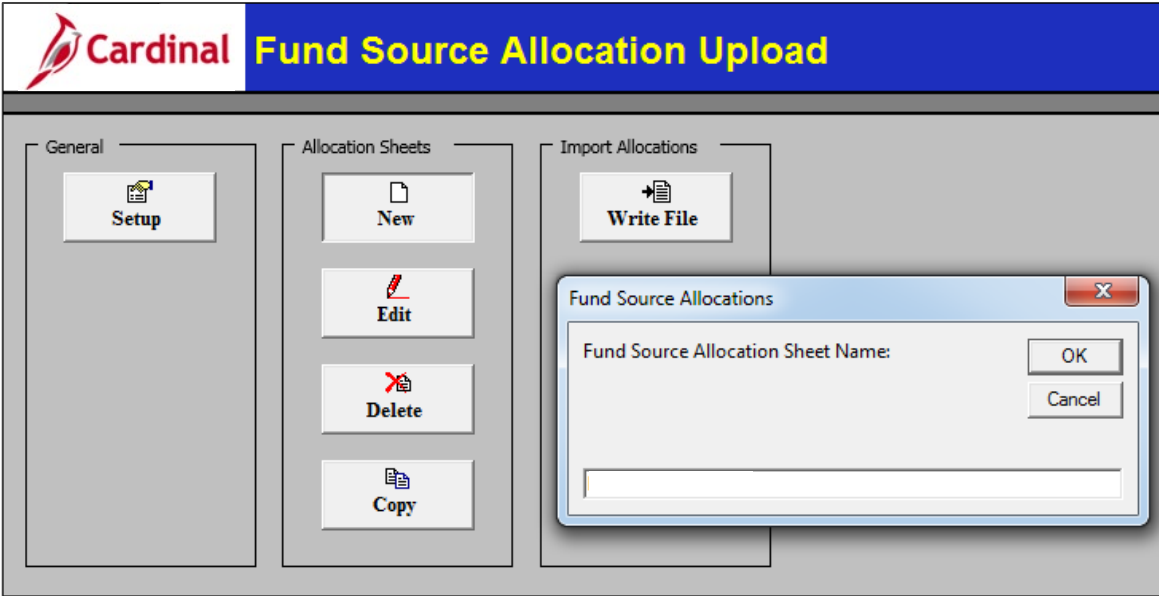
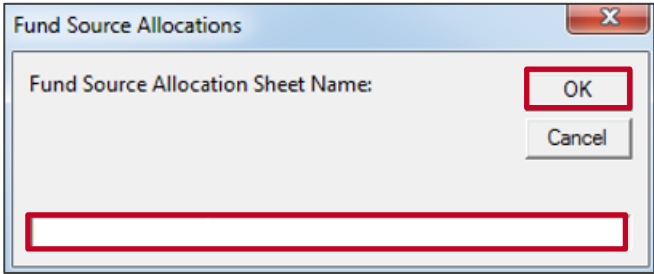
Step	Action
4.	Click the Setup button within the General section. 

The **Define Options and Defaults** page displays in a pop-up window.



5.	Enter the Business Unit (50100) , Date , and Ledger Group (CC_PROJFSE) , then click the OK button. 
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Step	Action
	The options defined on this page will default to the Header and Lines sections of the spreadsheet.
The Fund Source Allocation Upload page redispays. 	
6.	Click the New button under Allocation Sheets section. 

Step	Action
	The Fund Source Allocations pop-up window displays. 
7.	Enter in a new Fund Source Allocation Sheet Name in the Fund Source Allocation Sheet Name field and click the OK button. 
	The Allocation sheet name does not correspond or will not transfer to anything within Cardinal during the upload.

Step	Action
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The **Fund Source Allocations Upload** spreadsheet displays.

	E	H	I	J	K	L	M
2	Fund Source Allocation Upload						
3	Header	Unit	Ledger Group				
4							
5	    						
9							
10	Line	Line #	Amount	Chartfield Value	Alloc Method	Rev Method	Fund Source
11		☒	☒	☒	☒	☒	☒
12	   						
13							
14							



The following buttons are available in the **Header** section:

- **Add Journal Header** (plus sign): Click this button to add the Journal Header information
- **Select Journal** (white arrow): Click this button to open an existing Journal within the workbook
- **Edit Journal Header** (red pencil): Click this button to edit the Journal Header information
- **Copy Journal** (two sheets of paper): Click this button to copy the Journal Header and Journal Lines
- **Change Import Status** (table with multi-color lines): Click this button to mark the Journal status to "Import" or "Do Not Import"

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

	E	H	I	J	K	L	M
2	Fund Source Allocation Upload						
3	Header	Unit	Ledger Group				
4							
5	    						
9							
10	Line	Line #	Amount	Chartfield Value	Alloc Method	Rev Method	Fund Source
11		☒	☒	☒	☒	☒	☒
12	   						
13							
14							

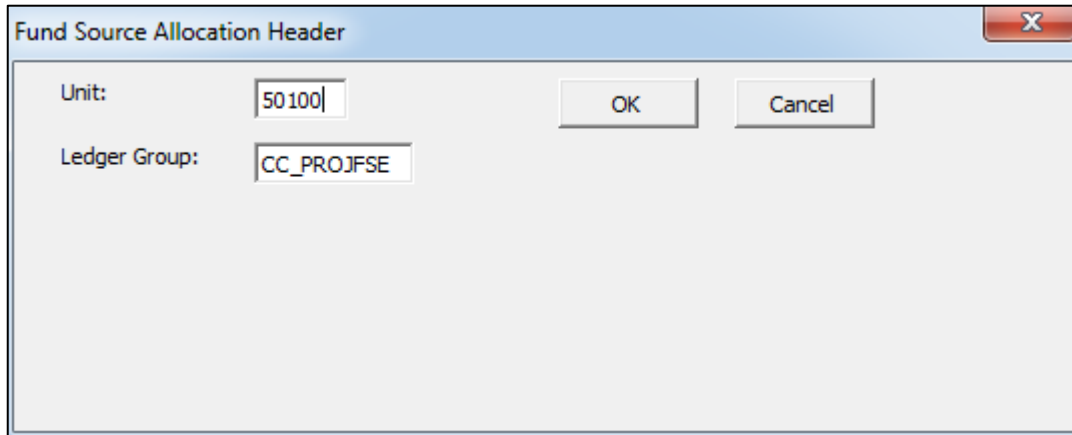


General Ledger Job Aid

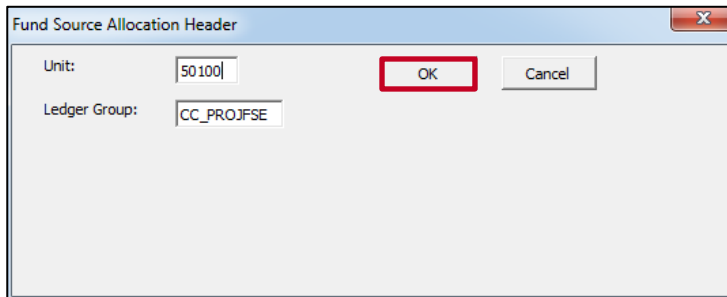
GL336 Applying Funding Sources (VDOT Only)

Step	Action
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The **Fund Source Allocation Header** pop-up window displays. The values entered from the Setup page (Step 5) should default on the **Header**.

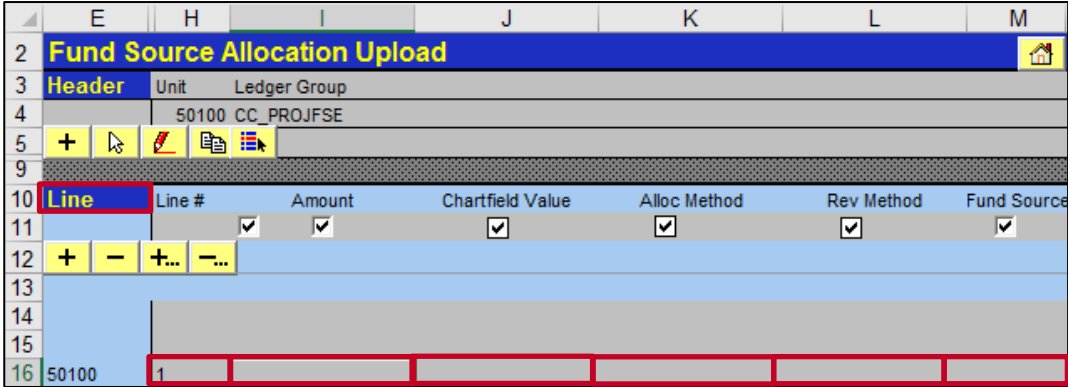
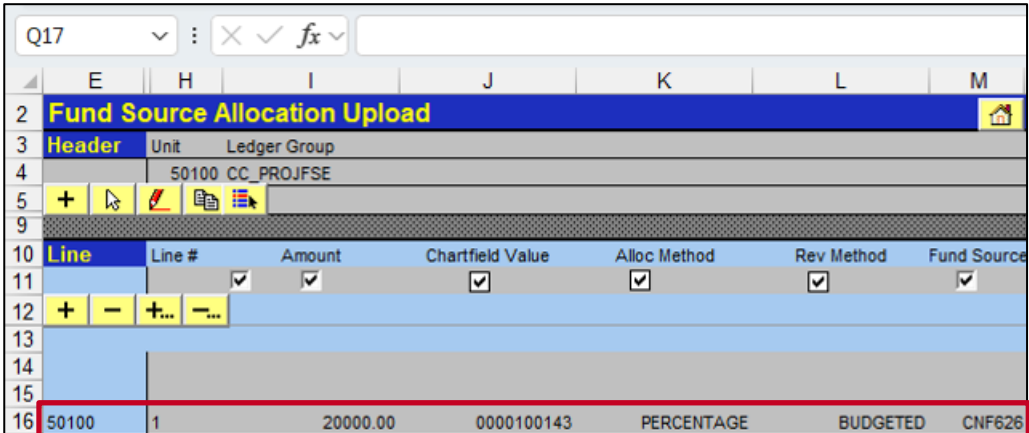


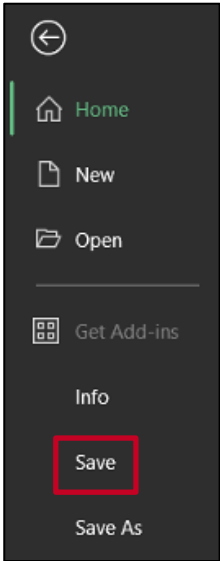
9. Click the **OK** button.



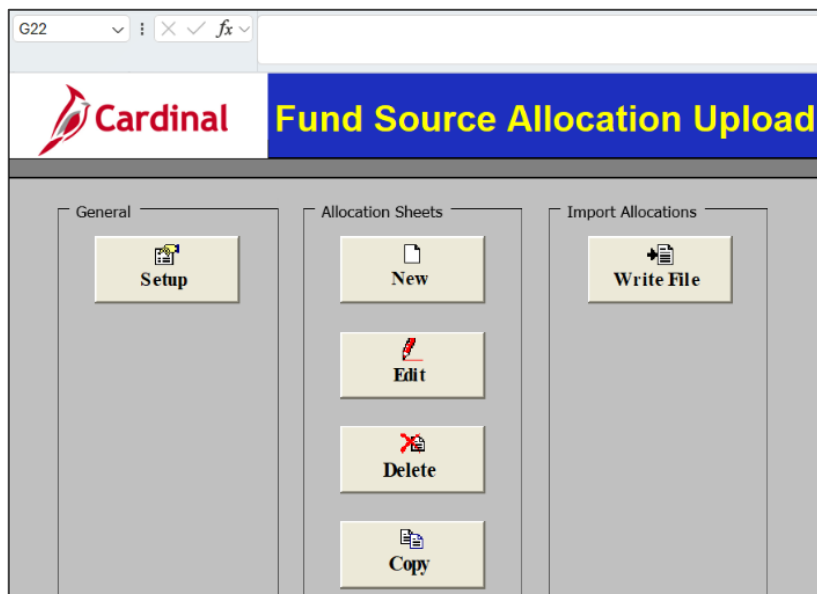
The **Fund Source Allocations Upload** spreadsheet redispays and the values entered appear in the **Header** section.

	E	H	I	J	K	L	M
2	Fund Source Allocation Upload						
3	Header	Unit	Ledger Group				
4		50100	CC PROJFSE				
5	+						
9							
10	Line	Line #	Amount	Chartfield Value	Alloc Method	Rev Method	Fund Source
11			✓	✓	✓	✓	✓
12	+	-	+...	-...			
13							
14							

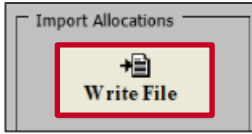
Step	Action
10.	Under the Line section, click the (+). A line should appear to enter the first allocation. 
	The following buttons are available in the Lines section: • Add Line (plus sign): Click this button to add a new row (single Line) • Remove Line (minus icon): Click this button to remove a row (single Line) • Add Lines (plus sign and three dots): Click this button to add a defined number of new rows (multiple Lines) • Remove Lines (minus icon with three dots): Click this button to remove the selected rows (multiple Lines)
11.	Under the Line section, enter information into the fields listed below on Line #1: • Amount field: Enter an amount. This is the amount of the Fund Source Value that will be applied to the project. • Chartfield Value field: Enter the Project ID. The Fund Source will be applied to the Project ID entered. • Alloc Method field: Enter as either Priority or Percentage (used in Cardinal) • Rev Method field: Enter Budgeted (used in Cardinal), Collected, or Recognized • Fund Source field: Enter a valid value 

Step	Action
12.	Once all lines have been successfully entered, save the spreadsheet by clicking the File menu and clicking the Save list item. 

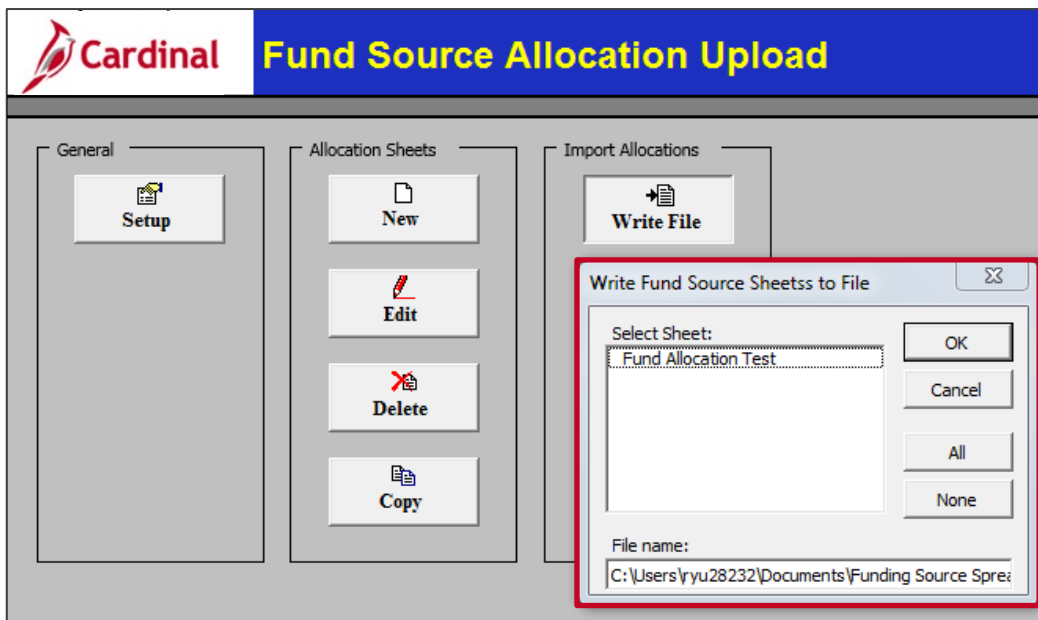
The **Fund Source Allocation Upload** page redispays.



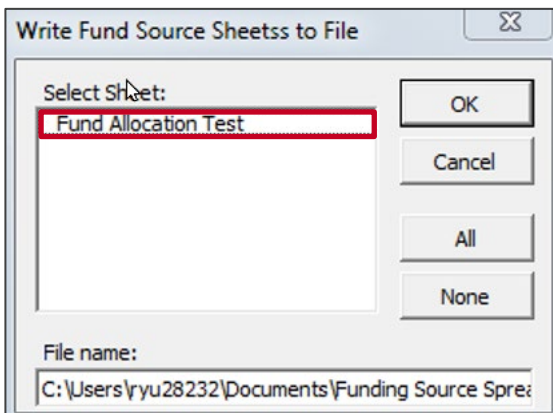
Step	Action
13.	Click the Write File button under Import Allocations section.

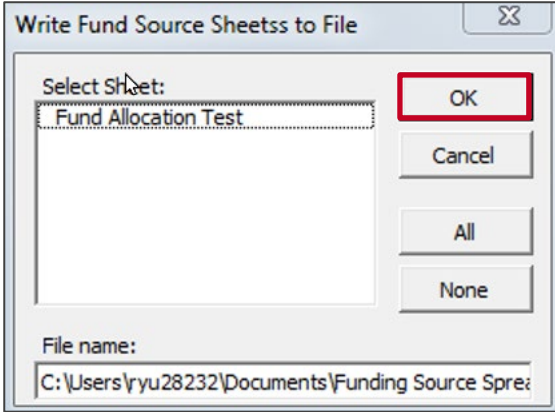
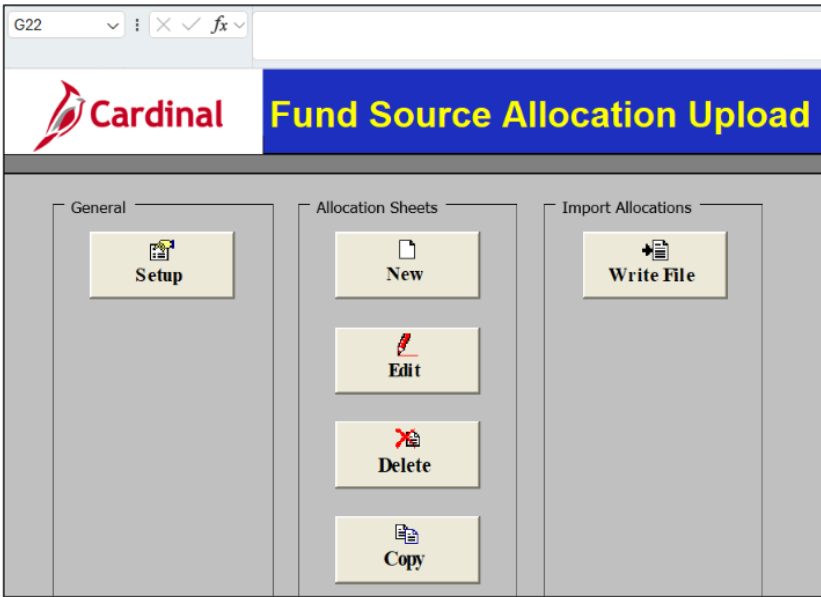


The **Write Fund Source Sheets to File** pop-up window displays.

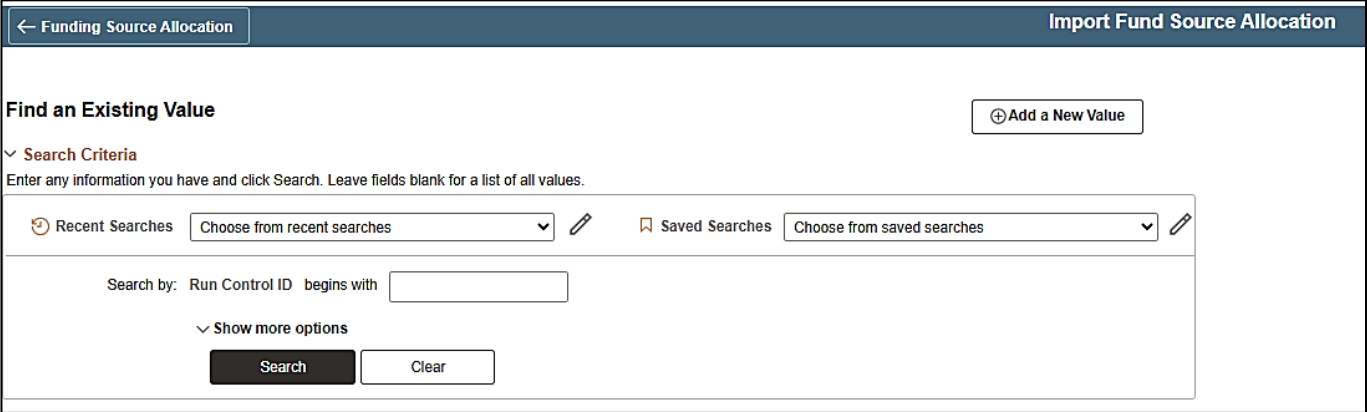
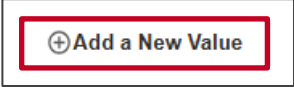


14.	Under the Select Sheet section, select the applicable Sheet by clicking on the corresponding list item.
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Step	Action
	More than one Sheet can be selected as needed. Take note of the location where the written file will be saved to (File Name field). The file will be saved as an .xml or .txt file depending on your Excel settings. The file name can be updated as needed but the .txt or .xml file extension must remain. The file name will be needed during the upload to Cardinal.
15.	Click the OK button. 
The Fund Source Allocation Upload page redisplay. 	
	The Spreadsheet has now been created. Proceed to the Uploading a Funding Sources Journal to Cardinal section of this Job Aid for instructions on how to upload the Spreadsheet to Cardinal.

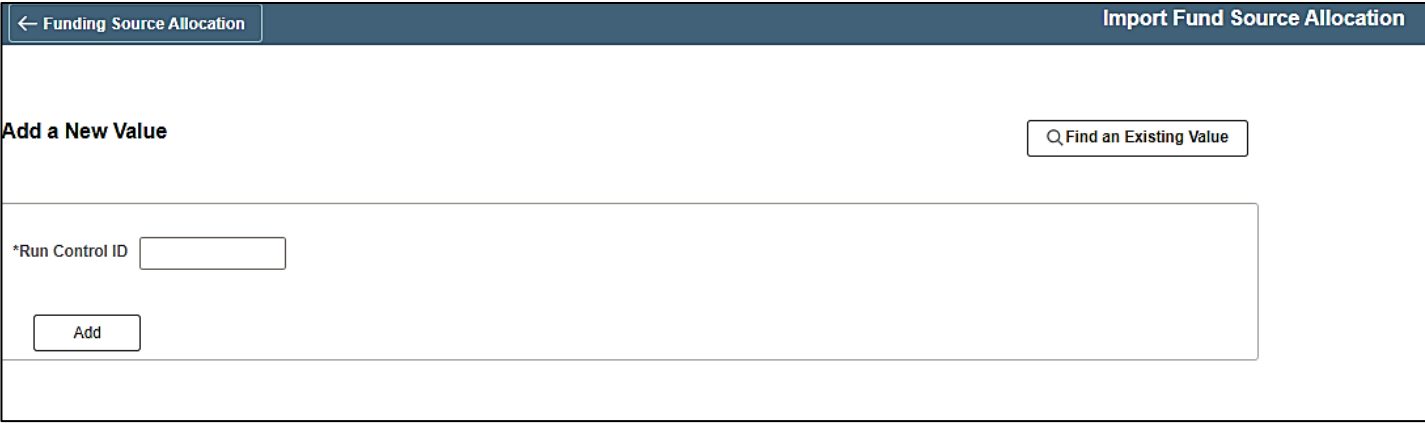
Uploading a Funding Sources Journal to Cardinal

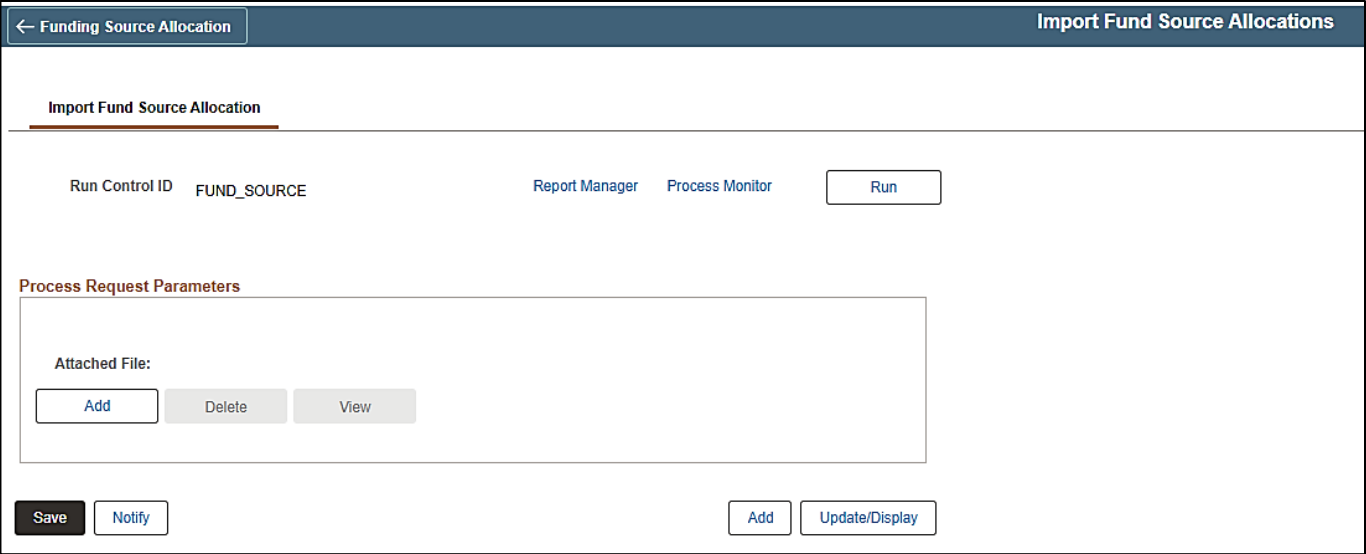
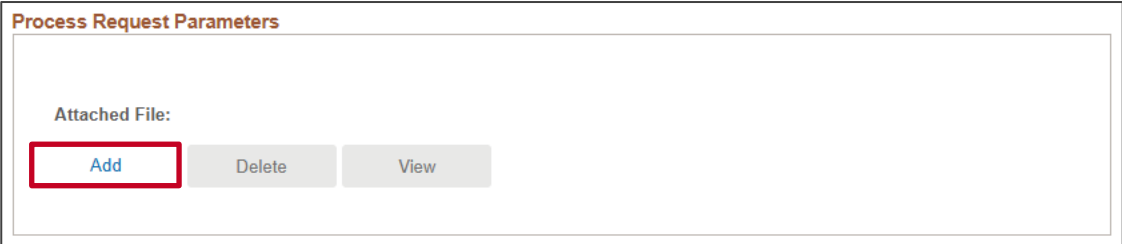
Step	Action
1.	Log into Cardinal and navigate using the following path: NavBar > Menu > Commitment Control > Define Control Budgets > Import Fund Source Allocations The Import Fund Source Allocation Find an Existing Value Search page displays. 
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages. This Job Aid is located on the Cardinal website in Job Aids under Learning.
	If this is not the first time performing this process, always search for and use an existing Run Control ID before creating a new one. Users cannot delete Run Control IDs once they are created and saved. The instructions provided in Steps 2 - 4 assume that this is the first time that this process is being performed.
2.	Click the Add a New Value tab. 

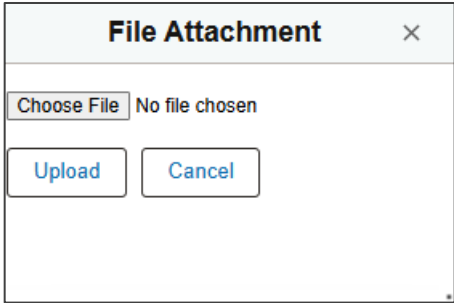
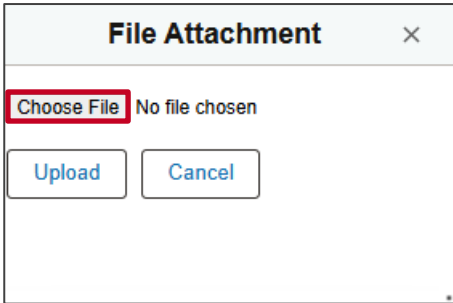
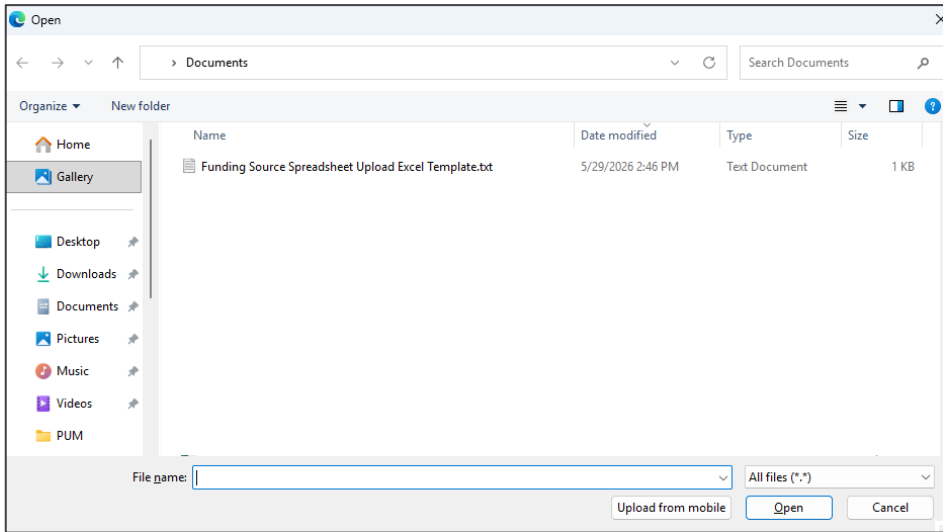


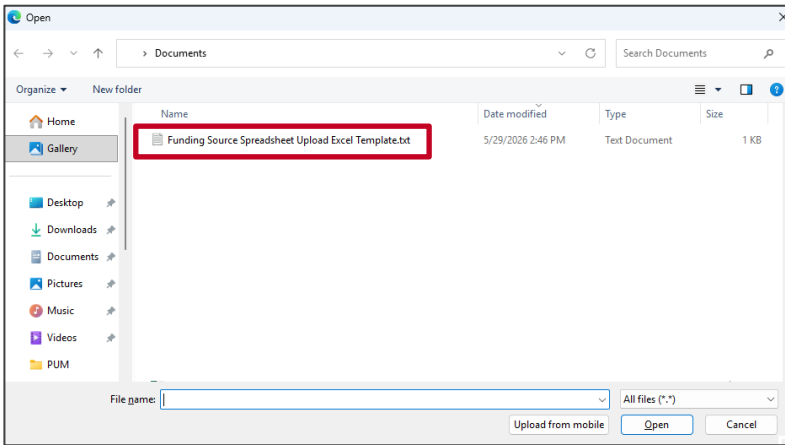
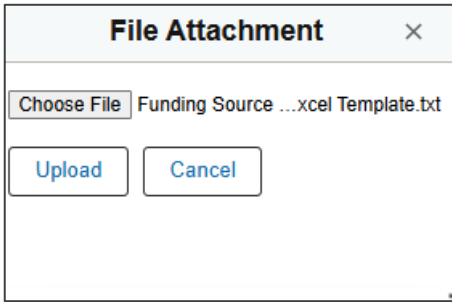
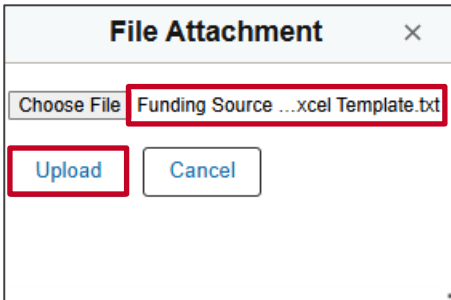
General Ledger Job Aid

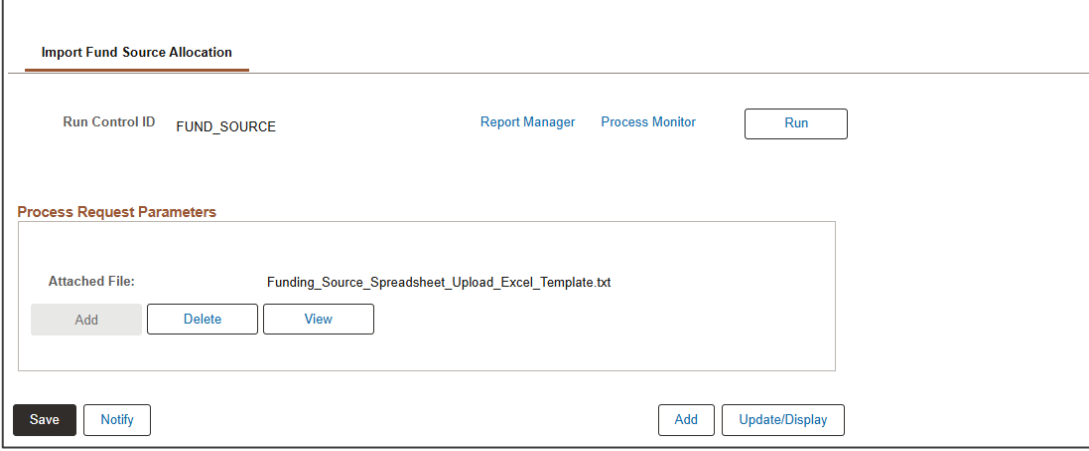
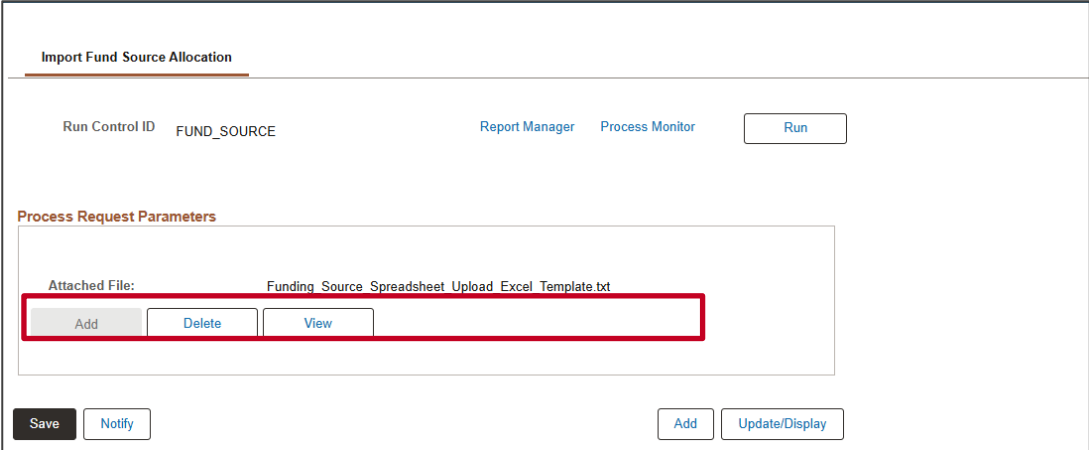
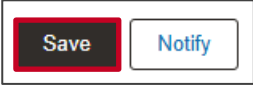
GL336 Applying Funding Sources (VDOT Only)

Step	Action
	The Add a New Value page displays. 
3.	Enter a Run Control ID in the Run Control ID field based on the following guidelines: • The Run Control ID must be unique and should be descriptive enough to help locate for future use • Up to 30 characters are allowed • No blank spaces can be used; however, an underscore can be used in lieu of spaces • Do not use wildcard symbols (%) 
4.	Click the Add button. 

Step	Action
	The Import Fund Source Allocations page displays. 
	If an existing Run Control ID was used, the user must delete the existing attached file by clicking the Delete button. If a new Run Control ID was used, the Delete button will be disabled as it is in this example. 
5.	Attach the Funding Source Allocation Sheet (the .txt or .xml file created using the process defined in the Applying Funding Sources Using Excel section). Click the Add button. 

Step	Action
	The File Attachment page displays in a pop-up window. 
6.	Click the Choose File button. 
	The File Upload folder displays in a pop-up window. 

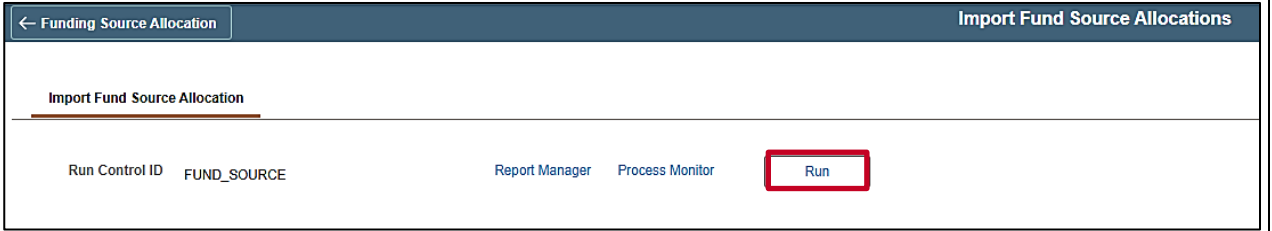
Step	Action
7.	Select the applicable file (.txt or .xml document) by clicking on the corresponding list item and then click the Open button. 
	The File Attachment page redisplay. 
8.	The file name displays to the right of the Choose File button. Verify for accuracy before continuing. Click the Upload button. 

Step	Action
	The Import Fund Source Allocations page redispays. 
	The file name displays in the Attached File field. Verify for accuracy before continuing. If the incorrect file was attached, use the Delete button to remove it and then upload the correct file. The View button can be used to view the attached file. 
9.	Click the Save button. 

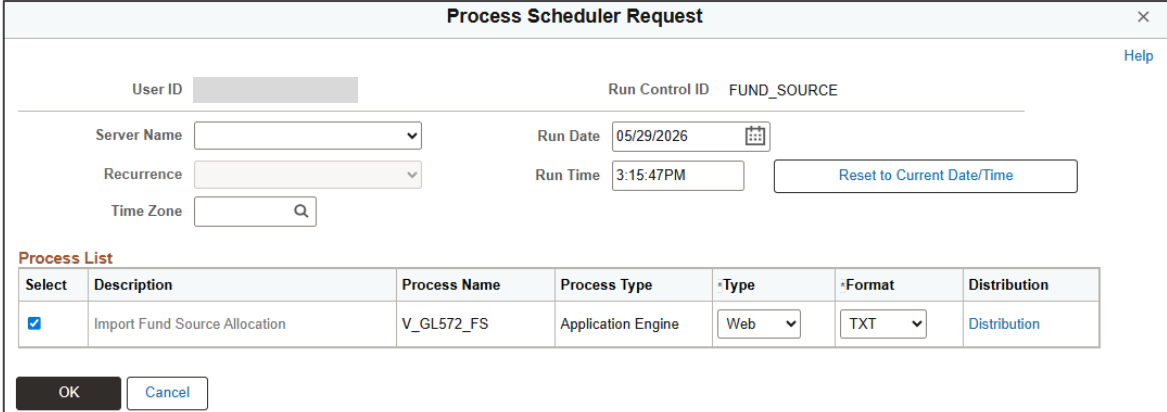


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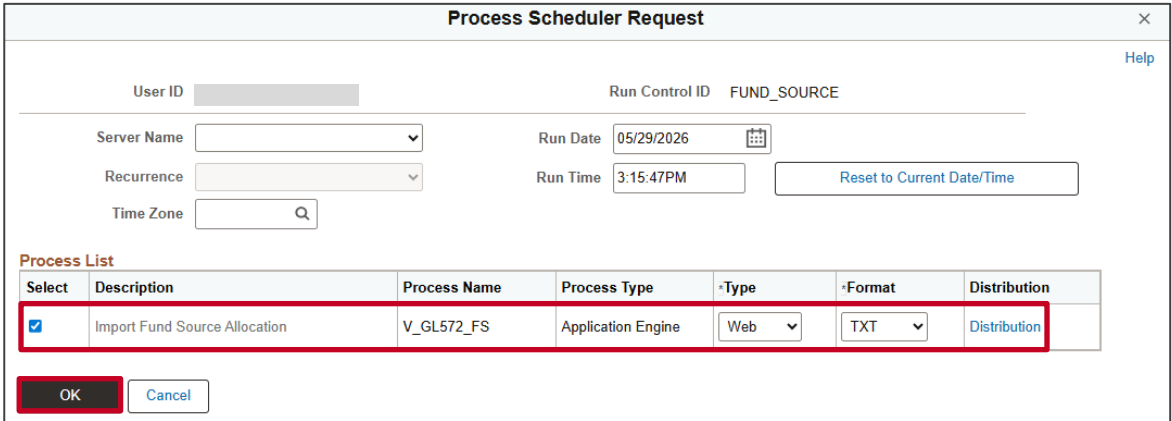
Step	Action
10.	Click the Run button.  The screenshot shows the 'Import Fund Source Allocations' page. At the top, there is a navigation bar with a back arrow and 'Funding Source Allocation' on the left, and 'Import Fund Source Allocations' on the right. Below this, there is a sub-header 'Import Fund Source Allocation'. In the main content area, there are links for 'Report Manager' and 'Process Monitor'. The 'Run' button is highlighted with a red box.

The **Process Scheduler Request** page displays in a pop-up window.



The screenshot shows the 'Process Scheduler Request' pop-up window. It has a title bar with a close button (X) and a 'Help' link. The window contains several input fields: 'User ID' (text box), 'Run Control ID' (text box with 'FUND_SOURCE' entered), 'Server Name' (dropdown), 'Run Date' (calendar icon), 'Recurrence' (dropdown), 'Run Time' (text box with '3:15:47PM' entered), and 'Time Zone' (text box with a search icon). There is a 'Reset to Current Date/Time' button. Below these fields is a 'Process List' table. The table has columns: 'Select', 'Description', 'Process Name', 'Process Type', 'Type', 'Format', and 'Distribution'. The first row is selected, with a checked checkbox in the 'Select' column. The 'Description' is 'Import Fund Source Allocation', 'Process Name' is 'V_GL572_FS', 'Process Type' is 'Application Engine', 'Type' is 'Web', 'Format' is 'TXT', and 'Distribution' is 'Distribution'. At the bottom of the window are 'OK' and 'Cancel' buttons.

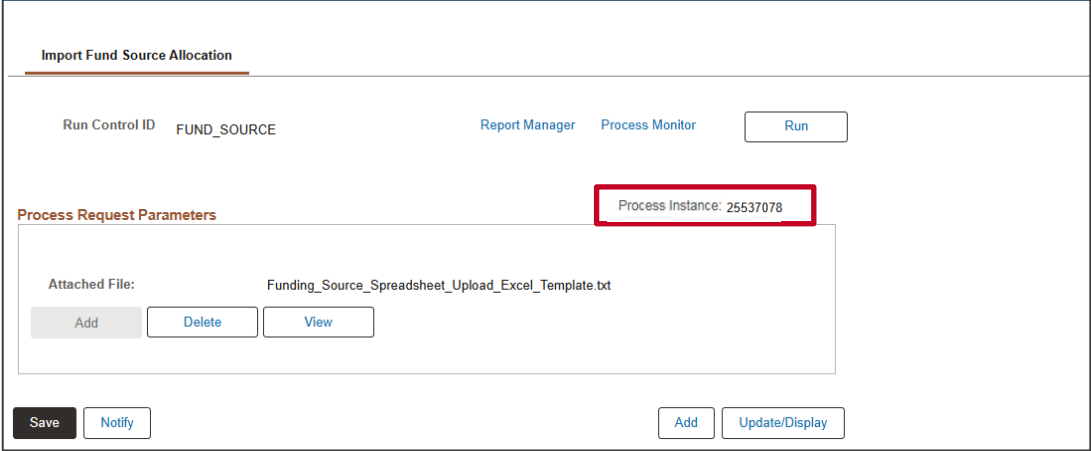
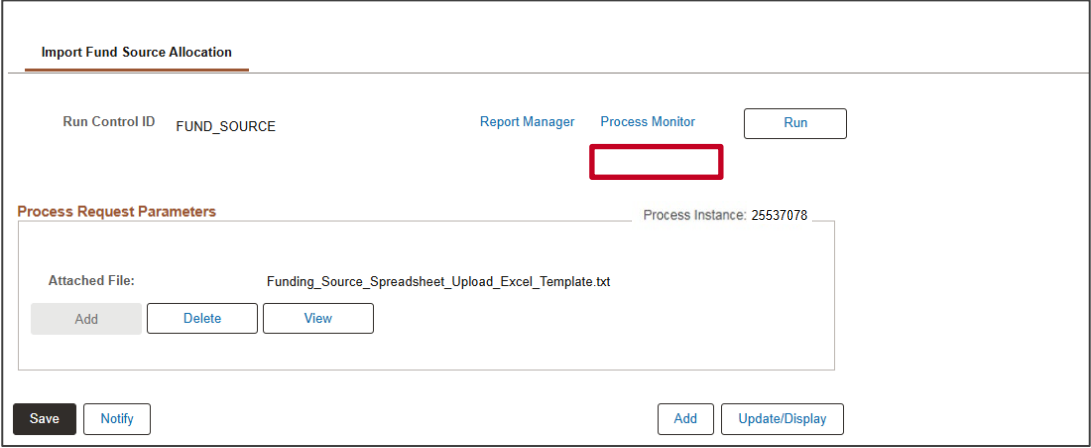
Select	Description	Process Name	Process Type	Type	Format	Distribution
☒	Import Fund Source Allocation	V_GL572_FS	Application Engine	Web	TXT	Distribution

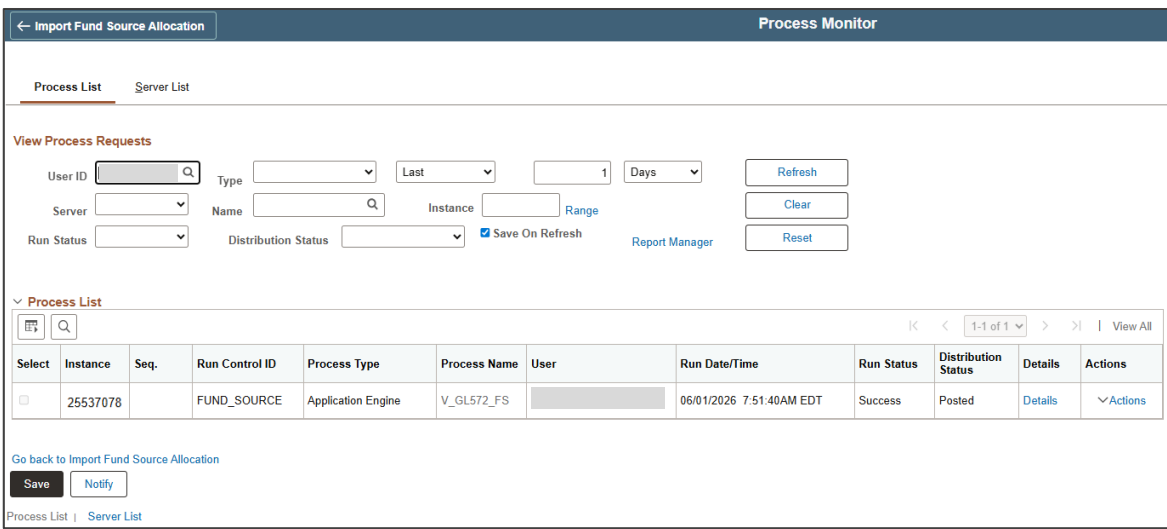
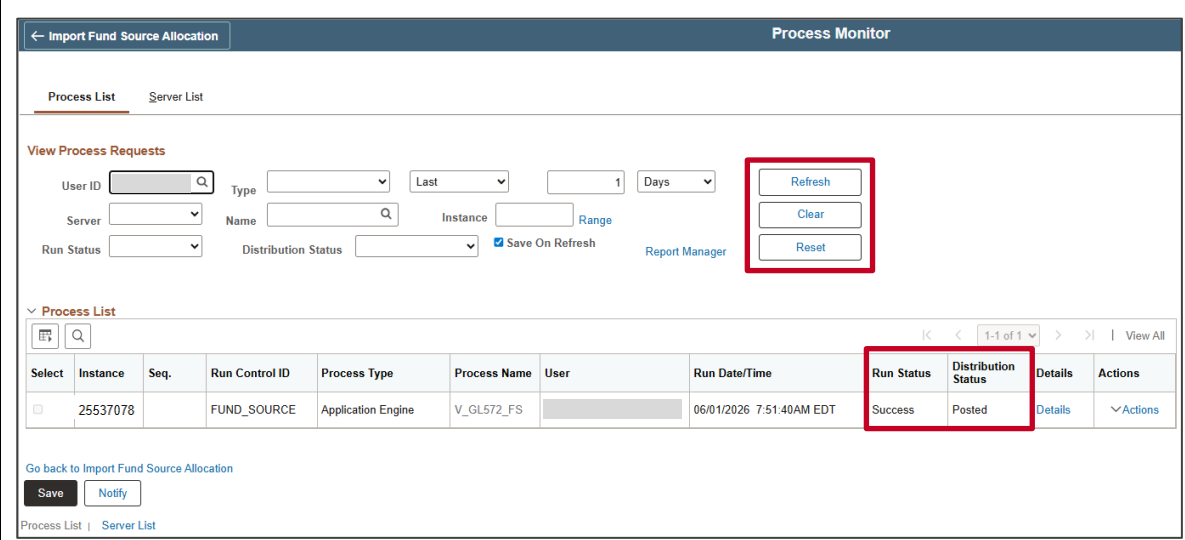
11.	Review the Process List section and verify that the “Import Fund Source Allocation” process is selected (Select checkbox selected) and then click the OK button.  The screenshot shows the 'Process Scheduler Request' pop-up window, identical to the one in the previous step. The 'Process List' table is highlighted with a red border. The 'Select' checkbox for the 'Import Fund Source Allocation' process is checked. The 'OK' button is highlighted with a red box.
-----	---

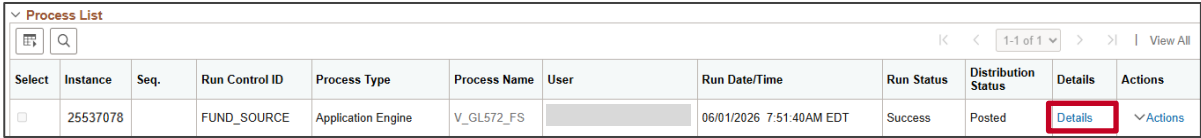


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Step	Action
	The Import Fund Source Allocation page redisplays. 
	The assigned Process Instance Number displays below the Process Monitor link. Take note of the Process Instance Number.
12.	Click the Process Monitor link. 

Step	Action
	The Process Monitor page displays with the Process List tab displayed by default. 
13.	Locate the applicable process within the Process List section using the Process Instance Number previously captured. The upload is complete once the Run Status field updates to either “Success” or “No Success” and the Distribution Status field updates to “Posted”. Periodically click the Refresh button until these two status fields update. - The Clear button can be used to clear any defined view parameters - The Reset button can be used to reset back to the last saved view parameters 

Step	Action
14.	Click the Details link. 

The **Process Detail** page displays in a pop-up window.

Process Detail X

[Help](#)

Process

Instance 25537078	Type Application Engine
Name V_GL572_FS	Description Import Fund Source Allocation
Run Status Success	Distribution Status Posted

Run

Run Control ID FUND_SOURCE	Location Server
Server PSUNX2	Recurrence

Update Process

☐ Hold Request
☐ Queue Request
☐ Cancel Request
☐ Delete Request
☐ Re-send Content

☐ Restart Request

Date/Time

Request Created On	06/01/2026 7:56:23AM EDT
Run Anytime After	06/01/2026 7:51:40AM EDT
Began Process At	06/01/2026 7:56:27AM EDT
Ended Process At	06/01/2026 7:56:28AM EDT

Actions

[Parameters](#)
[Message Log](#)
[Batch Timings](#)
[View Log/Trace](#)

[Transfer](#)
[View Locks](#)



If the upload completed with a Run Status of “Success”, click the **View Log/Trace** list item.

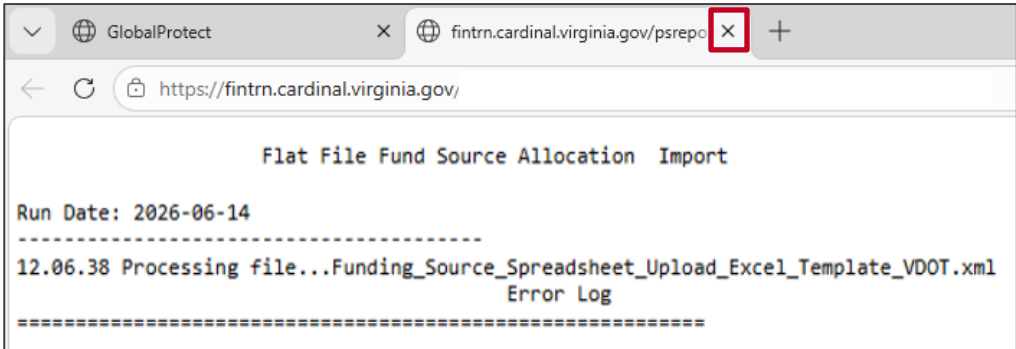
If the upload completed with a Run Status of “No Success”, use the **Message Log** list item to review why the upload failed.



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Step	Action									
15.	Click the View Log/Trace link. Actions Parameters Transfer Message Log View Locks Batch Timings View Log/Trace									
The View Log/Trace page displays in a pop-up window. View Log/Trace Report Report ID 114572069 Process Instance 25537078 Message Log Name V_GL572_FS Process Type Application Engine Run Status Success Import Fund Source Allocation Distribution Details Distribution Node finptrn Expiration Date 07/01/2026 File List <table><tr><th>Name</th><th>File Size (bytes)</th><th>Datetime Created</th></tr><tr><td>AE_V_GL572_FS_25537078.log</td><td>245</td><td>06/01/2026 7:56:28.085477AM EDT</td></tr><tr><td>V_GL572_FS_IMP_25537078.LOG</td><td>328</td><td>06/01/2026 7:56:28.085477AM EDT</td></tr></table> Distribute To Distribution ID Type *Distribution ID User Return		Name	File Size (bytes)	Datetime Created	AE_V_GL572_FS_25537078.log	245	06/01/2026 7:56:28.085477AM EDT	V_GL572_FS_IMP_25537078.LOG	328	06/01/2026 7:56:28.085477AM EDT
Name	File Size (bytes)	Datetime Created								
AE_V_GL572_FS_25537078.log	245	06/01/2026 7:56:28.085477AM EDT								
V_GL572_FS_IMP_25537078.LOG	328	06/01/2026 7:56:28.085477AM EDT								
16.	Click the file log beginning with “V_GL572_LOG” link within the File List section to review the Import Log. File List <table><tr><th>Name</th><th>File Size (bytes)</th><th>Datetime Created</th></tr><tr><td>AE_V_GL572_FS_25537078.log</td><td>245</td><td>06/01/2026 7:56:28.085477AM EDT</td></tr><tr><td>V_GL572_FS_IMP_25537078.LOG</td><td>328</td><td>06/01/2026 7:56:28.085477AM EDT</td></tr></table>	Name	File Size (bytes)	Datetime Created	AE_V_GL572_FS_25537078.log	245	06/01/2026 7:56:28.085477AM EDT	V_GL572_FS_IMP_25537078.LOG	328	06/01/2026 7:56:28.085477AM EDT
Name	File Size (bytes)	Datetime Created								
AE_V_GL572_FS_25537078.log	245	06/01/2026 7:56:28.085477AM EDT								
V_GL572_FS_IMP_25537078.LOG	328	06/01/2026 7:56:28.085477AM EDT								

Step	Action
	The Import Log displays. <pre> Flat File Fund Source Allocation Import Run Date: 2026-06-14 ----- 12.06.38 Processing file...Funding_Source_Spreadsheet_Upload_Excel_Template_VDOT.xml Error Log ===== </pre>
17.	Click the x button on the browser window to close the Import Log window. 



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Step	Action									
	The View Log/Trace page redisplay. View Log/Trace × Help Report Report ID 114572069 Process Instance 25537080 Message Log Name V_GL572_FS Process Type Application Engine Run Status Success Import Fund Source Allocation Distribution Details Distribution Node finptrn Expiration Date 07/01/2026 File List <table> <tr> <th>Name</th><th>File Size (bytes)</th><th>Datetime Created</th></tr> <tr> <td>AE_V_GL572_FS_ 25537078 .log</td><td>245</td><td>06/01/2026 7:56:28.085477AM EDT</td></tr> <tr> <td>V_GL572_FS_IMP_ 25537078 .LOG</td><td>328</td><td>06/01/2026 7:56:28.085477AM EDT</td></tr> </table> Distribute To Distribution ID Type •Distribution ID User Return	Name	File Size (bytes)	Datetime Created	AE_V_GL572_FS_ 25537078 .log	245	06/01/2026 7:56:28.085477AM EDT	V_GL572_FS_IMP_ 25537078 .LOG	328	06/01/2026 7:56:28.085477AM EDT
Name	File Size (bytes)	Datetime Created								
AE_V_GL572_FS_ 25537078 .log	245	06/01/2026 7:56:28.085477AM EDT								
V_GL572_FS_IMP_ 25537078 .LOG	328	06/01/2026 7:56:28.085477AM EDT								

| 18. | Click the **Return** button. File List | Name | File Size (bytes) | Datetime Created | |-------------------------------|-------------------|---------------------------------| | AE_V_GL572_FS_ 25537078 .log | 245 | 06/01/2026 7:56:28.085477AM EDT | | V_GL572_FS_IMP_ 25537078 .LOG | 328 | 06/01/2026 7:56:28.085477AM EDT | Distribute To Distribution ID Type •Distribution ID User Return |

Step	Action
The Process Detail page redisplays.	
19.	Click the OK button.



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Step	Action																								
	The Process List page redispays. Process List Server List View Process Requests User ID: PPS1_DANIEL Q Type: Last: 1 Days Refresh Server: Name: Instance: Range Clear Run Status: Distribution Status: ☒ Save On Refresh Report Manager Reset Process List Q 1-1 of 1 View All <table border="1"><thead><tr><th>Select</th><th>Instance</th><th>Seq.</th><th>Run Control ID</th><th>Process Type</th><th>Process Name</th><th>User</th><th>Run Date/Time</th><th>Run Status</th><th>Distribution Status</th><th>Details</th><th>Actions</th></tr></thead><tbody><tr><td>☐</td><td>25537080</td><td></td><td>FUND_SOURCE</td><td>Application Engine</td><td>V_GL572_FS</td><td>PPS1_DANIEL WALSH</td><td>06/01/2026 7:51:40AM EDT</td><td>Success</td><td>Posted</td><td>Details</td><td>Actions</td></tr></tbody></table> Go back to Import Fund Source Allocation Save Notify Process List Server List	Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions	☐	25537080		FUND_SOURCE	Application Engine	V_GL572_FS	PPS1_DANIEL WALSH	06/01/2026 7:51:40AM EDT	Success	Posted	Details	Actions
Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions														
☐	25537080		FUND_SOURCE	Application Engine	V_GL572_FS	PPS1_DANIEL WALSH	06/01/2026 7:51:40AM EDT	Success	Posted	Details	Actions														
20.	Review the Project ID entered in the Chartfield Value field on Step 17 of the Applying Funding Sources Using Excel section. Confirm the Fund Source was applied to the Project ID entered. Business Unit: 50100 Ledger Group: CC_PROJFSE Project: 000100143 Project Status: Open Overall Amount: 501,457.00 USD Start Date: 03/01/2011 End Date: 05/30/2036 Manager: 00173393000 MITCHELL,DIANE L Allocated Amount: 501,457.00 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 Allocation Details Q 1-2 of 2 View All <table border="1"><thead><tr><th>Funding Source</th><th>*Spend Option</th><th>Spending Cap</th><th>Available Amt</th><th>% of Overall</th><th>Revenue %</th><th></th><th></th></tr></thead><tbody><tr><td>CNS006</td><td>Budgeted</td><td>481,457.00</td><td>0.00</td><td>96.011622</td><td></td><td>+</td><td>-</td></tr><tr><td>CNF626</td><td>Budgeted</td><td>20,000.00</td><td>0.00</td><td>3.988378</td><td></td><td>+</td><td>-</td></tr></tbody></table> Transfer to Budget Entry Review Fund Source Activities Save Return to Search Notify Add Update/Display	Funding Source	*Spend Option	Spending Cap	Available Amt	% of Overall	Revenue %			CNS006	Budgeted	481,457.00	0.00	96.011622		+	-	CNF626	Budgeted	20,000.00	0.00	3.988378		+	-
Funding Source	*Spend Option	Spending Cap	Available Amt	% of Overall	Revenue %																				
CNS006	Budgeted	481,457.00	0.00	96.011622		+	-																		
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