

## Access Funding

1. If you are not in the project, go to the **Cost** tab.  
(If you are already in the project click **Project Cost Summary**, to step 3 below)
2. Select the project you need to create funding for.
3. Click on the **Cost menu icon and the "Funding Sources"**.



4. Click **Add**. The Add Funding Source page displays.
5. In the Name field, enter the name of the funding source.
6. Select the Funding custom fields that identify the source of the funding source you are adding to this project.

### Custom Fields

* Fund:	<input type="text" value="Please select..."/>
* Department:	<input type="text" value="Please select..."/>
* GL Account:	<input type="text" value="Please select..."/>

7. Click Save
8. Click on the name of the Fund and Click **"Add Funds"**

The funds are now available for the Project Manager to set up the project budget and identify the funding rules for the project.

## Edit Funding Sources

Funding sources can be edited by modifying the name, description or funding category.

1. Go to the Funding Sources page. See steps 1-3 in Access Funding.
2. Click the Edit link located to the left of the funding source you want to edit.
3. Make any of the following changes:
  - Change the name of the funding source
  - Modify the Description of the funding source
  - Click the Funding Category drop-down list and select a funding category
4. Click Save

## Delete Funding Sources

Note: Funding sources that are currently being used cannot be deleted.

1. Go to the Funding Sources page. See steps 1-3 in Access Funding.
2. Click the Delete link located to the left of the funding source you want to remove. You are prompted for confirmation.
3. Click Yes, Delete the Funding Source. Add Money to Funding Sources

## To add money to funding sources:

1. Go to the Funding Sources page. See steps 1-3 in Access Funding.
  2. Click the name of the funding source you want to add money to.
  3. Click Add Funds.
  4. In the Description field, enter a description for the funding adjustment.
  5. In the Amount field, enter the deposit amount.
  6. Click Save. Edit Funding Adjustments
- The addition or modification of funds in e-Builder is referred to as a funding adjustment; this includes the initial deposit of dollars into a funding source. After funding adjustments are made, changes are reflected in the transaction register.

## To edit or delete funding adjustments:

1. Go to the Funding Sources page. See steps 1-3 in Access Funding.
  2. Click the name of the funding source.
  3. Click the title of the transaction description. The Edit Funding Adjustment page displays.
  4. To edit the funding amount, enter the new amount in the Amount field, and then click Save.
- Or
- To delete the adjustment, click Delete Adjustment. You are prompted for confirmation. Click Yes, Delete the Funding Adjustment.

## Funding Rules