

## Funding Source Definition

**Funding Sources** come in many forms but essentially this is where money originates (e.g., the original source of money). Funding Sources are not required to manage financial transactions in CPPM, and can be turned on/off by Capital Project Type by updating the Manage Funding Source field on the Capital Project Type screen.

Funding Groups are roll ups of Funding Sources and are used for reporting purposes (often referred to as the “color of money”). There is no relationship in AiM between the Funding Source and the AiM Account (although in many cases they use the same dollars). Funding sources must be created first before you try to tie an account or project to it as outlined in *CP-01*. It is important to note that these funding sources can sometimes come with limitations as to how the money is spent. Below are examples of funding sources:

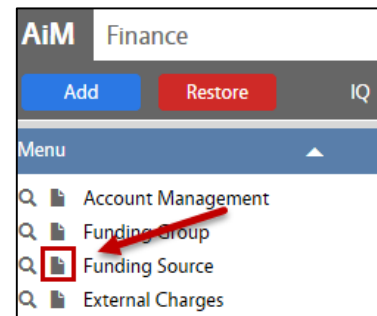
- Legislative appropriations (these could be state or federal)
- Bonds
- Grants
- Gifts
- In-house funding

### Responsibility: UA PLAN FUNDS and/or BAM

UA Plant Funds and/or BAM will perform the following procedures in AiM for defining Funding Sources and associating them to the appropriate Funding Group.

### Create a New Funding Source:

1. From the WorkDesk, click: **Finance**
2. Click: **NEW** (next to **Funding Source**)



A screenshot of the AiM 'Funding Source' form. The form title is 'ALLOCATION FUNDS FY16'. The 'Active' checkbox is checked. The 'Funding Group' dropdown is set to 'ALLOCATION FUNDS'. There are two 'Hard Error' dropdown menus, both set to 'None'. A table shows financial data: Appropriated (\$26,000,000.00), Budgeted (\$7,145,106.62), Uncommitted (\$18,854,893.38), Allotted (\$26,000,000.00), Encumbered (\$110,000.00), Expensed (\$1,821,128.15), and Current Balance (\$24,068,871.85). A red '-OPTIONAL-' stamp is over the date fields. At the bottom, a 'Capital Project' table shows details for 'CP15-0024 WATER TREATMENT PLANT - CLEARWELL'.

Capital Project	Start/End Date	Budgeted	Allotted	Encumbered	Expensed	Current Balance
CP15-0024 WATER TREATMENT PLANT - CLEARWELL	Sep 15, 2015	\$146,560.82	\$146,560.82	\$0.00	\$0.00	\$146,560.82

3. Enter **Title** of Funding Source
4. Enter a **description** of the Funding Source
5. Select **Funding Group**, Click: Zoom.
6. Select **Capital Project**, Click: Zoom
7. **-OPTIONAL-** Enter a **Start Date**, **End Date** and **Expire Date**
8. Select Appropriation and Allotment **Hard Error** from drop-down menu
9. Click: **Save**