

## **Eden How-To** Finding a Funding (Revenue) Code for a Project

July 2019 - TS

2.

Project Revenue Codes (For coding checks, revenue, etc.)

1. Project Accounting  $\rightarrow$  Projects





3. Type in your project number and hit funnel with lighting bolt





4. Go to Funding Source tab. Highlight the first row. Click on the plus button to the expand the line for detail

e	Projects				
<u>E</u> il	e <u>E</u> dit <u>R</u> ecord <u>N</u> avigate F <u>o</u> rm Repor <u>t</u> s For <u>m</u> at <u>T</u> ab <u>H</u> elp				
: @	) 💿 🕅 🕨 🖕 📴 🍓 📜 🚱 🙆 🖉 🗇 📲 📜 🕅 🤞 🗩	🕅 📰 😰 🏦 Jump 1 🔹 💸 📑 😶 🖓 📮			
:					
Tab	Main Description/Justification Expense Funding Source Project Balance	es <u>I</u> ransactions <u>A</u> ccounting Project Assets CIP Setup			
Groups	Project # 11338 Title PG&E Energy Efficiency Upgrades-CEC Loan				
0	Required level 3 - Resource	Default source 🛛 👻			
lpox	Level restriction 3 - Resource	Default resource 🗸 🗸			
P	Expense type assignment level 3 - Resource				
lick N	# Funding Source String	Description Status			
lotes	+ 🔍 1 10	City of San Rafael 🛛 🗸 👻			

5. For the particular funding code you are looking for (e.g. if it's a check from FEMA in this case), click on the plus button to the left of the line and continue to expand the lines until they no longer expand. **Copy down the 8-digit Funding string of the fully expanded line.** 

	Main Description/Justification Expense Funding Source Project Balances	Iransactions Accounting Project Assets CIP Setup
	Project # 11308 Title Emergency Slide Repair-70 Irwin-FEMA	
il	Required level 3 - Resource	Default source 🗸 👻
Ш	Level restriction 3 v Resource	Default resource 🗸 🗸
il	Expense type assignment level 3 v Resource	
	# Funding Source String De	escription Status
Ш	1 10 Cit	ty of San Rafael A
	10 100 Fe	ederal Grants - FEMA 75%
	🕀 🚺 ··· 100 ··· 103 ··· Ot	ther Federal Grants - FEMA 🛛 🗸 👻
	10 900 Ot	ther Sources

6. Once fully expanded click on the magnifying glass to the right of the line. A new window called "Funding Source Strings" will pop up. Click on the "Accounting" tab on the top. Copy down the 14-digit budget code next to "Budget account #". The last four digits should start with a 1-7 since it's a revenue code.

Funding Source Strings	_	
e <u>Edit Record N</u> avigate F <u>o</u> rm Repor <u>t</u> s For <u>m</u> at <u>T</u> ab <u>H</u> elp		
Accounting Description/Justification		
Entity 10 Source 100	Resource 103	^
m to fee Terrel Vers		
Fiscal dass Ty V Fiscal tear		
	***	
AR customer #		
Allocation priority 1 Allocation percent 100.00 Allocation doc source		
GL Accounts		
Budget account # R v 206-44-99025-5521		
Allocation credit account #	•	
Allocation debit account #	*	
GL Account Masks	Allow Change	
Balance sheet		
Expenditure		
Revenue 206-44-99025-5521 ···		~
		>
cation debit account type GoldStandar	d (server)    talias   <mark>View   </mark>	3 of 6



7. Now you can put together your 27-digit Funding (Revenue) code:

14 digit budget code + "F" + Project # + 8-digit Funding string

E.g.: 206-44-99025-5521 F11308-10-100-103

The F stands for "Funding" indicating it's a Funding code

8. When reimbursement checks received for a project are sent to Finance, they should be sent with the appropriate 27-digit Funding (Revenue) code