

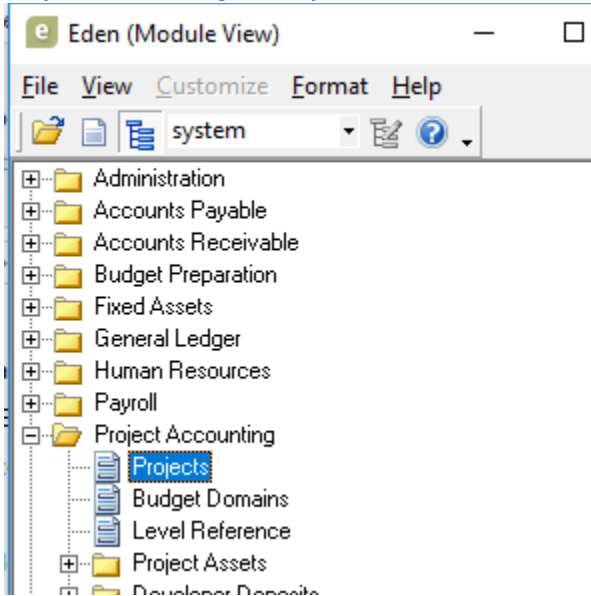
# Eden How-To

## Finding a Funding (Revenue) Code for a Project

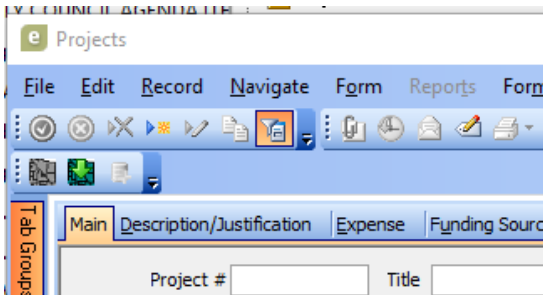
July 2019 - TS

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

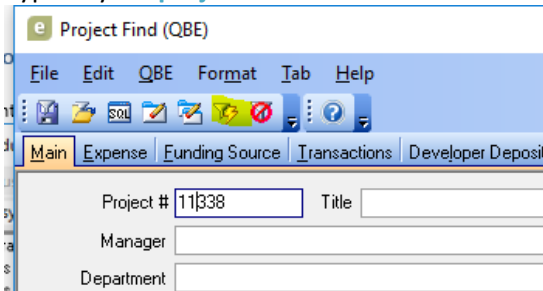
1. Project Accounting → Projects



2. Click on funnel icon



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





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

#	Funding Source String	Description	Status
1	10	City of San Rafael	A

- 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.**

#	Funding Source String	Description	Status
1	10	City of San Rafael	A
	10	Federal Grants - FEMA 75%	A
	10 ... 100 ... 103 ...	Other Federal Grants - FEMA	A
	10	Other Sources	A

- 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.

Entity 10 Source 100 Resource 103

Budget account # R 206-44-99025-5521

Revenue 206-44-99025-5521



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