

Updating Funding



Update CostCenter

NOTE: This Cost Center needs funding.

[Show/Hide Additional Cost Center Elements](#)

[Show/Hide Cost Center Change History](#)

[Discontinue Cost Center](#)

 ←	<u>Rule No.</u>	<u>Status</u>	<u>Requisition</u>	<u>Funding String</u>	<u>\$ Limit</u>	<u>%</u>	<u>Begin</u>	<u>Expire</u>	<u>Total Billed</u>	<u>Invalid Split?</u>	<u>Rule Comment</u>
 Close Rule	1	OPEN		717109-101-7---2420---UWMSN		100	11/28/2011		\$0.00	No	

Before you update funding make sure any "open" or "in use" rules are closed.
Click **Close Rule**.

Then click on the  to add a new rule.

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	Rule No.	Status	Requisition	Funding String	\$ Limit	%	Begin	Expire	Total Billed	Invalid Split?	Rule Comment
	<new rule>					0				No	
			Org/Dept.Id	Fund	Program	Project	Acct. Code	Bldg. #	Activity Id	Unit Name	
	Funding String	*	717109	*	120	*				UWMSN	
	Duration:	Start Date:	11/28/2011	Percent Amt.:	*	100	\$ Limit:		ITDPmts:		
		End Date:		Rule Comment:							
	* Required Information										
	Add Rule		Close/Cancel								
	1	CLOSED		717109-101-7	---	2420	---	UWMSN			
					100	11/28/2011			\$0.00	No	

Enter the new funding string.

Click **Add Rule**.

Shortly after clicking Add Rule you will receive an email confirming the update.