



Manage Funding



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Lesson Objectives

- **Objective:**
 - **Upon completion of this lesson the user will be able to:**
 - Add Funding to a Requirement.



Locate Record

The Requirement Package can be accessed from “My Requirements” on the Landing Page.

News Tasks (14) Records Reports Actions Indah Customer

My Requirements

Actions

Enter New Requirement

My Tasks

Filters >

Export

Task	Requirement #	Received	Assigned To
Respond to Correspondence from Chris BurgoyneCB for Requirement A000689		9/1/2015 11:13 AM EDT	Indah Customer
Respond to Correspondence from Indah Customer for Requirement A000476		6/4/2015 2:29 PM EDT	Indah Customer
Update Correspondence for Requirement A000442		5/28/2015 2:13 PM EDT	Indah Customer
Respond to Correspondence from Indah CBO Only for Requirement A000437		5/17/2015 10:51 PM EDT	Indah Customer
Respond to Correspondence from Indah Gess_CB for Requirement A000419		5/15/2015 10:36 AM EDT	Indah Customer
Respond to Correspondence from Indah Gess_CB for Requirement A000361		4/13/2015 12:43 PM EDT	Indah Customer
Respond to Correspondence from Indah Gess_CB for Requirement A000361		4/9/2015 10:34 PM EDT	Indah Customer
Respond to Correspondence from Indah Gess_CB for Requirement A000333		4/8/2015 3:03 PM EDT	Indah Customer
Update Correspondence for Requirement A000227		4/1/2015 1:10 PM EDT	Indah_CB; Indah Customer
Review Correspondence from Indah Gess_CB for Requirement A000227		3/13/2015 3:43 PM EDT	Indah Customer
Review Correspondence from Indah Customer for Requirement A000527		1/13/2015 10:22 AM EST	Indah Customer
Review correspondence from Indah Gess_CB for Requirement A000058		9/24/2014 1:10 PM EDT	Indah Customer
Review correspondence from Indah Gess_CB for Requirement A000058		9/24/2014 12:01 PM EDT	Indah Customer
Review correspondence from Indah Gess_CB for Requirement A000058		9/24/2014 12:00 PM EDT	Indah Customer

1 - 14 of 14

My Requirements

Filters >

Export

Procurement Object	Identifier	Requirement Number	Status	Contract Specialist	Contracting Officer	Contracting Office	Created Date
Requirement	A000020		Validated				9/22/2015 9:53 AM EDT
Requirement	A000018		Assigned/Accepted	Chris BurgoyneCB	Chris BurgoyneKO	PL511	9/21/2015 5:00 PM EDT
Requirement	A000017		Assigned/Accepted	Chris BurgoyneCB	Chris BurgoyneKO	PL511	9/21/2015 4:55 PM EDT
Requirement	A000016		Assigned/Accepted	Chris BurgoyneCB	Chris BurgoyneKO	PL511	9/21/2015 4:41 PM EDT
Requirement	A000015		Validated				9/21/2015 3:46 PM EDT
Requirement	A000014		Validated				9/21/2015 3:32 PM EDT
Requirement	A000012		Validated				9/21/2015 2:56 PM EDT
Requirement	A000011		Validated				9/21/2015 2:10 PM EDT
Requirement	A000008		Validated				9/21/2015 12:24 PM EDT
Requirement	A000007		Assigned/Accepted	Indah Gess_CB	Indah Gess_KO	PL511	9/21/2015 9:49 AM EDT



Related Actions: Funding Information Dashboard

Select the **“Funding Information”** Dashboard (left navigation menu), and then click the **Manage Funding** *Related Action* (top-right corner).



Summary

News

Related Actions

Additional Information

Funding Information >

Enclosure Documents

History

[Records](#) / [Requirements](#)

A000029 - Monitors Required for IG Tech Support [Follow](#)

[Manage Funding](#)

Total Funding

Total Funding \$0.00
Document Amount
(Includes Fee)

Funding Data

<input type="checkbox"/>	Funding Document	Document Link	Funding Document Amount (Includes Fee)	Funding Office ID	Funding Exp Date	Funding Document Type
No items available						



Manage Funding Form

Click **“Add”** to add a new funding requirement.



Summary

News

Related Actions >

Additional Information

Funding Information

Enclosure Documents

History

Manage Funding Data for Requirement - A000029

Funding Summary

Total Funding Documents Amount (Includes Fee)

\$0.00

Funding Data

<input type="checkbox"/>	Funding Document	Document Link	Funding Document Amount (Includes Fee)	Funding Office ID	Funding Exp Date	Funding Document Type
No items available						



Manage Funding Form (cont.)

Complete these fields: **Document Number, Type, Expiration Date, Total Amount** and upload the Funding Document. Click **“Save”** to submit the form.

Create Funding Data for Requirement A000029

General Information

Document Number *

Description

Funding Office ID

Type *

Upload *

 funding.txt (< 1 KB) [Remove](#)

Expiration Date *

New File Name

Funding Options

- Severable
 Non-Severable
 Subject to Availability
 Incrementally Funded

If you would like to save the file under a different name, please type that name here.

Funding Document Amounts

Total Amount (Includes Fee) *

Comments

Funding Doc

Save

Cancel



Manage Funding Dashboard

Once funding information has been added, it can be edited or deleted. Place a checkmark to the left of the funding document you want to modify or delete. Click **“Edit”** to modify the funding document’s original information, or **“Delete”** to permanently delete all funding information for the selected requirement.

Manage Funding Data for Requirement - A000029

Funding Summary

Total Funding Documents Amount (Includes Fee)
\$2,500.00

Funding Data

<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>						
<input checked="" type="checkbox"/>	Funding Document	Document Link	Funding Document Amount (Includes Fee)	Funding Office ID	Funding Exp Date	Funding Document Type
<input checked="" type="checkbox"/>	1	Monitor Funding	\$2,500.00		11/19/2015	MIPR

Notes - The selected Funding Document has no associated LOAs.

Funding Details for 1

Description

Funding Options

- Severable
- Non-Severable
- Subject to Availability
- Incrementally Funded

Comments Funding Doc



Manage Funding Dashboard (cont.)

Click **“Funding Information”** to display all funding entered.



Summary

News

Related Actions

Additional Information

Funding Information

Enclosure Documents

History

Records / Requirements

A000029 - Monitors Required for IG Tech Support [Follow](#)

[Manage Funding](#)

Total Funding

Total Funding \$2,500.00
Document Amount
(Includes Fee)

Funding Data

<input type="checkbox"/>	Funding Document	Document Link	Funding Document Amount (Includes Fee)	Funding Office ID	Funding Exp Date	Funding Document Type
<input type="checkbox"/>	1	Monitor Funding	\$2,500.00		11/19/2015	MIPR



- **In this lesson the user learned how to:**
 - Add Funding to a Requirement.



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