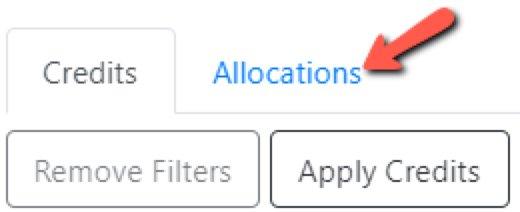
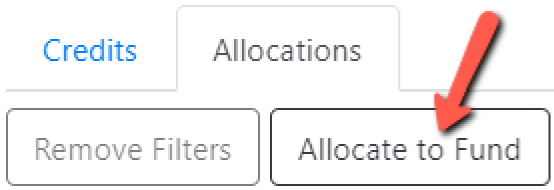
Allocating Money to a Fund

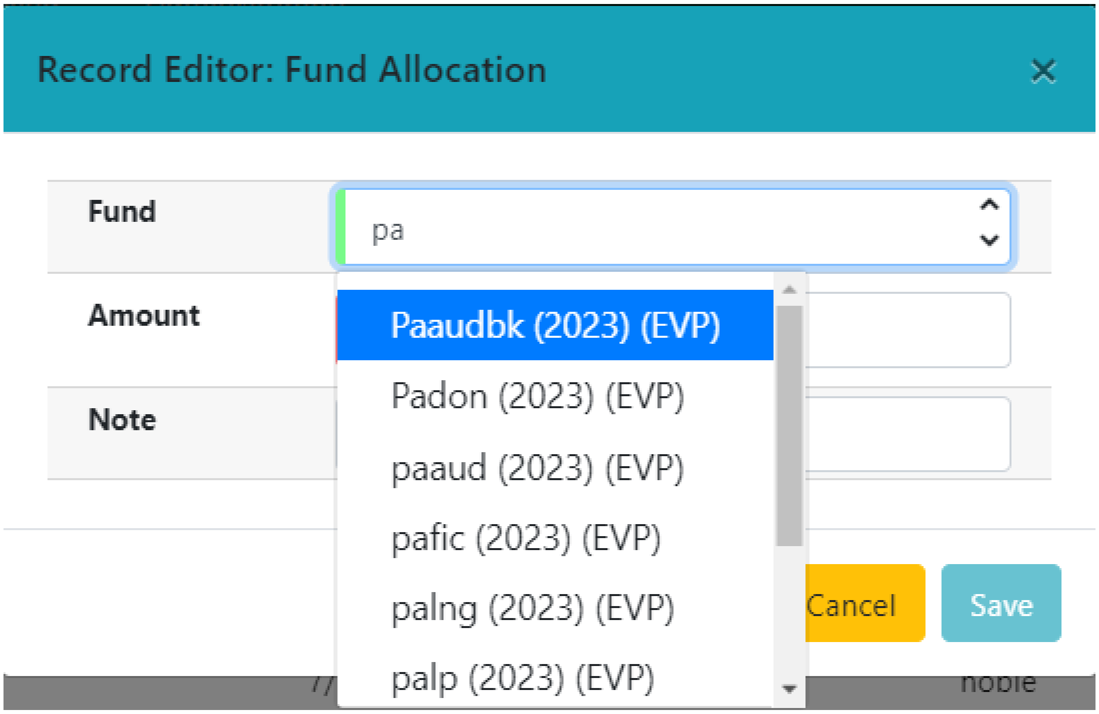
There are two ways to allocate money to a fund. You can do it from the funding source or you can do it from the fund itself.

Allocating from the Funding Source

1. Go to Administration ⇒ Acquisitions Administration and click on Fund Administration.
2. Click on the Allocations tab.


3. Click on the Allocate to Fund button.


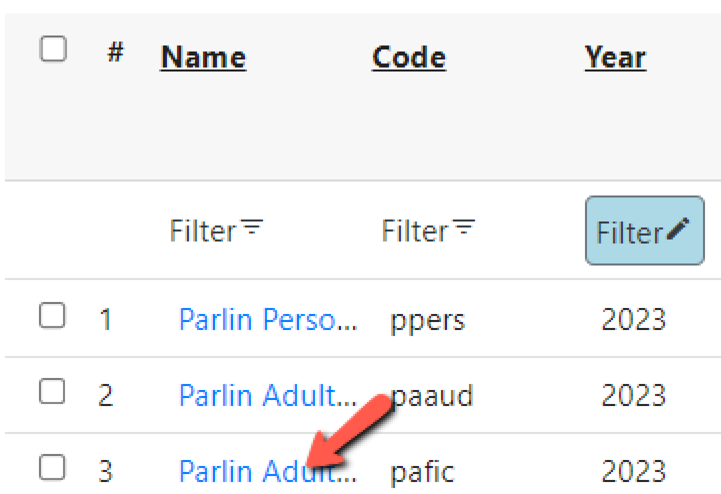
4. In the Fund dropdown, start typing the fund you want to allocate money to, and select it when it appears.



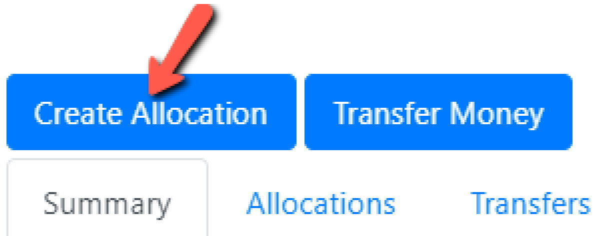
5. Enter the Amount you want to allocate.
6. Enter a note (optional).
7. Click Save.
8. The allocation will appear in the Allocations grid.

Allocating from within the Fund

1. Go to Administration ⇒ Acquisitions Administration and click on Fund Administration.
2. In the Funds tab click on the blue name link for the fund you want to allocate money to.



3. Click on the Create Allocation button.



4. From the Funding Source dropdown, select the funding source you want to allocate money from.
5. Enter the amount you want to allocate
6. Click Save.
7. The allocation will appear in the Allocations tab for the fund.