**Deducting money from funds and fund sources**

**From a fund: Returning money to the Fund Source**

Go to **Admin/Acquisitions Administration/Funds**.

Set the desired fiscal year.

Click on the hyperlinked fund name in the first column.



Click on **Create Allocation.**



Choose the funding source to which you are returning the money.

Enter the amount of money you are deducting from the fund in **parentheses.** This is setting up a negative allocation, or subtracting the amount you’ve entered.

Click **Apply.**



Note that in this example the balance is 582.10.

The fund is reduced to 482.10.



**From a Fund Source: taking an amount of money entirely out of the system**

Go to **Admin/Acquisitions Administration/Funding Sources.**

Click on the hyperlinked funding source name in the first column.



Click on **Apply Credit.**



Enter the amount you want to remove from the funding source in parentheses. This acts as a subtraction or negative credit.



In this example, the balance is 1100.00, and we are subtracting 500.00

After the deduction, we see 600.00 left in the funding source.



If all the money in the funding source had been allocated to one or more funds, you should return the money from the fund(s) to the funding source before deducting the money from the funding source, as described in the first section.

If you made a mistake in the amount in the funding source and haven’t allocated the money to any funds yet, you can reduce the funding source amount right away.