



QUICK REFERENCE GUIDE:

JOCC 1.7 - Adding and Assigning Funding

Background:

The items and categories must be set up in order to assign funding to items.

Roles:

Funding User, Letting User

Navigation:

Project

1. From the Project Summary, select the **Fund Package Overview** quick link and press the **Select Fund Packages** button.
2. Use the search field to find and select the **JOCC Placeholder** fund package, after it has been selected press the **Add Fund Package** button.
 - a. When you add the fund package a fund will automatically be populated in the fund package
3. Click the **Funding: Assign to Items** quick link at the top of the page.
4. Select Radio Button **A** and click **Save**.

Next Steps:

See QRG 1.9 *Project Validation*