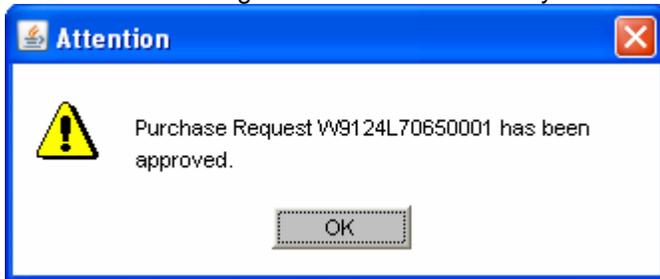


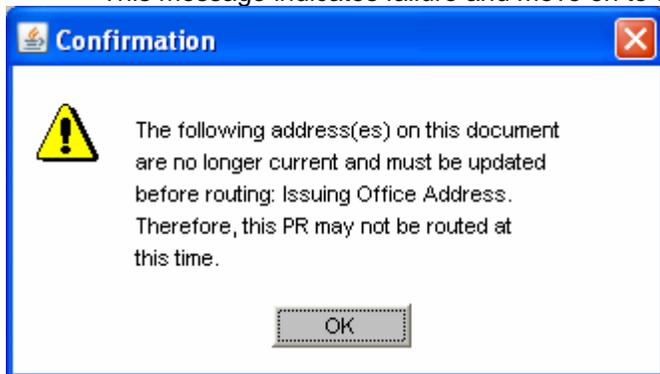
## BUDGET PERSONNEL

1. Open the PR in your Inbox.
2. Click on the Line Item Tab and NEVER select Contract Level Funding.
3. Double-click on a Line Item, choose Funding New, choose New again.
4. Paste or type in the fund strip and choose OK.
5. Choose Global Change if the LOA applies to all Line Items.
6. Choose OK then File Update (repeat the above process for each CLIN requiring a different LOA).
7. When you're through funding all CLINs choose File, Exit and answer Yes to "Would you like to save before exiting?".
8. Highlight the PR in your Inbox and choose Purchase Request, Approve.
9. Ensure that the Approval is successful.

This message indicates success and you're finished:



This message indicates failure and move on to step 10:



10. Record the offending address(es) and contact the PR creator and tell them what needs to be updated (there are three possibilities; Issuing Office Address, Requesting Office Address, and/or Shipping Address).

\*\* If you entered a Rejection or Contingent Approval then you will need to repeat the approval process above once the PR creator notifies you that the corrective action has been taken. If you don't the PR will not move on to the next person on the routing sheet.