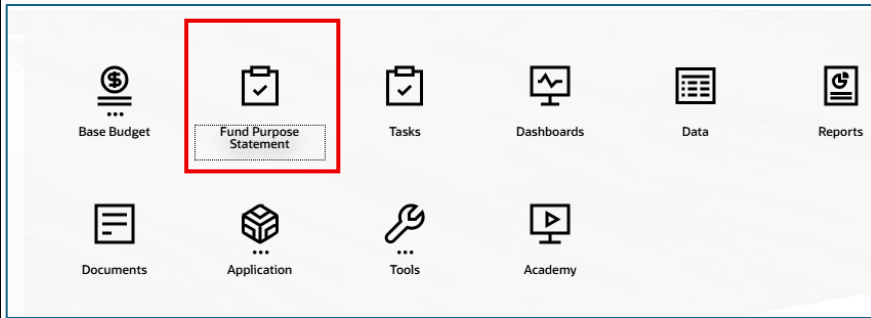


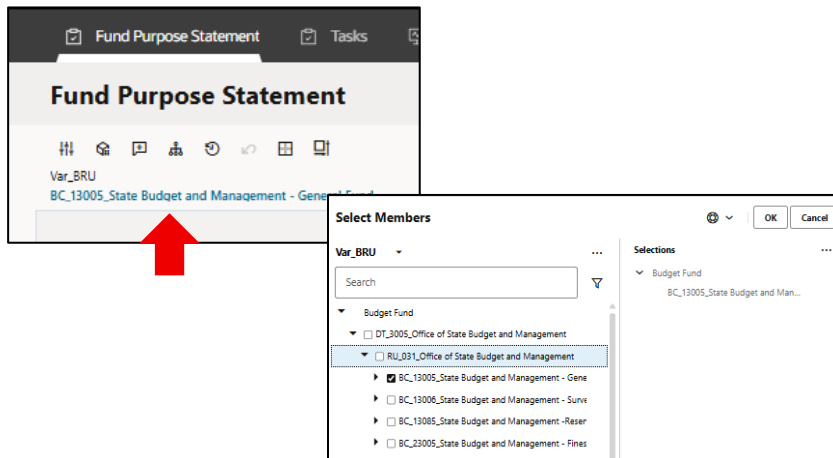
BRIDGE Job Aid: Edit Fund Purpose Statement Form in Smart View and Submit Changes



Step 1: Log into BRIDGE and navigate to the Fund Purpose Statement form

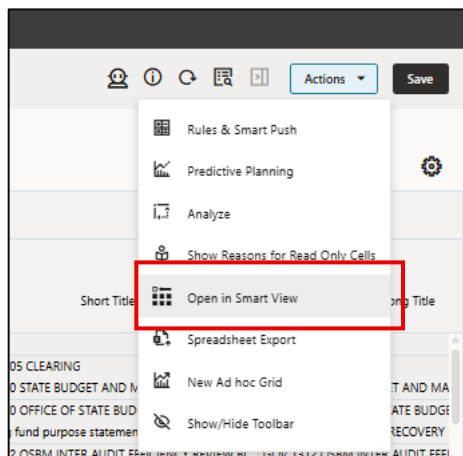
- Select the Fund Purpose Statement card.

Step 2: Select the budget member to review desired Fund Purpose Statements



- Select the **Var_BRU** below the Form title to adjust the budget data displayed in the form.
- Select the box next to member you want in the **Select Members** box.
- Select **OK** to proceed.
- The form adjusts to show Fund Purpose Statements for the chosen member.

Step 3: Use Actions button to Open form in Smart View

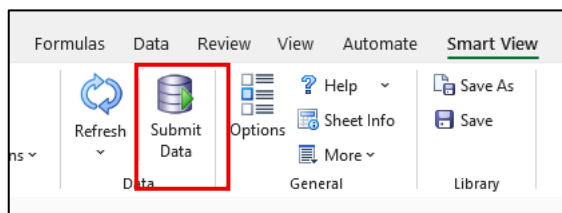


- Select the **Actions** button in the upper right corner of the form.
- In the drop down select **Open in Smart View**.
- Your computer will download the Fund Purpose Statement form. **Open the downloaded form**. It will open in Excel. You may be prompted to **log in**. Use the **NC_MFA** button and your credentials to log in.

A		B	C
		Fund Purpose	Short Title
		Base Working	
1005 CLEARING		Learning is Fun	GOV 13005 CLEARING
1000 STATE BUDGET AND MANAGEMENT CONTROL FUND BC 13005		Fund Purpose Updates tomorrow	GOV 1000 STATE BUDGET AND MANAGEMENT CONTROL FUND BC 13005
1010 OFFICE OF STATE BUDGET BC 13005		Test only	GOV 1010 OFFICE OF STATE BUDGET BC 13005
1011 HURRICANE RECOVERY BC 13005		Test only #2	GOV 1011 HURRICANE RECOVERY BC 13005
1012 OSBM INTER-AUDIT EFFICIENCY REVIEW BC 13005		This fund is to create efficiency by audits	GOV 1012 OSBM INTER-AUDIT EFFICIENCY REVIEW BC 13005
1013 ECON RECOV INVEST OFFICE BC 13005		This is my fund purpose	GOV 1013 ECON RECOV INVEST OFFICE BC 13005
1014 OERI ON ARRA FUNDS BC 13005		today is a good day to have a great day	GOV 1014 OERI ON ARRA FUNDS BC 13005
1015 INTERNAL AUDIT-ARRA BC 13005		Will edits here get saved to BRIDGE??	GOV 1015 INTERNAL AUDIT-ARRA BC 13005
1016 BUDGET SYSTEM-ARRA BC 13005		This is the cell.	GOV 1016 BUDGET SYSTEM-ARRA BC 13005
1017 ARRA ECON RECOV INVEST OFF BC 13005		ringing	GOV 1017 ARRA ECON RECOV INVEST OFF BC 13005
1018 ADMIN BILLING OERI ARRA BC 13005		this is mine, too	GOV 1018 ADMIN BILLING OERI ARRA BC 13005
1019 HOMELESS GRANT OERI ARRA BC 13005		grant funds for homeless students	GOV 1019 HOMELESS GRANT OERI ARRA BC 13005
1021 INTERNAL AUDIT-WEATHERIZATION BC 13005		an important service	GOV 1021 INTERNAL AUDIT-WEATHERIZATION BC 13005
1022 NC GEAR BC 13005		this is a fund purpose statement	GOV 1022 NC GEAR BC 13005
1023 RESERVES & TRANSFERS BC 13005		The purpose of this fund is track the reserves and transfers for the agency. updated 08/24/26 mro	GOV 1023 RESERVES & TRANSFERS BC 13005
1020 STATE FISCAL RECOVERY BC 13005		This fund is for fiscal recovery actions	GOV 1020 STATE FISCAL RECOVERY BC 13005
1025 RESERVES & TRANSFERS BC 13005		Fund is set up to certify appropriated funds by General Assembly. The funds will be transferred into Special funds whenever they will be further disbursed.	GOV 1025 RESERVES & TRANSFERS BC 13005

Step 4: Update information in the editable cells and submit data

- You may update data in the **yellow cells** in the same ways you would any Excel sheet. Blue and gray cells can't be edited.
- Edited cells will be a **darker shade** of yellow until data is submitted.
- Once all the Statements you wish to update are updated, click the **Submit Data** button in the menu under the Smart View ribbon.



Base Working	
Short Title	
2638 TROPICAL STORM FAY BC 23009	BC 23009
2639 MECKLENBURG AUG 2011 E0102 BC 23009	011 E0102 BC 23009
2640 HURRICANE IRENE 2011 BC 23009	11 BC 23009
2641 HURRICANE EARL BC 23009	23009
2642 DAVIDSON-RANDOLPH DIS 2011 BC 23009	H DIS 2011
2650 HURRICANE MATTHEW BC 23009	V BC 23009
2651 HURRICANE DORIAN DR BC 23009	DR BC 23009
2652 COVID-19 PANDEMIC BC 23009	BC 23009
2653 FY 22 STATE EMERGENCY DIS BC 23009	ICY DIS BC 23009
2654 SERDF-STATE EMERGENCY R BC 23009	NCY R BC 23009
GOV HURRICANE HELENE BC 23009	
GOV PTCB AND TS DEBBY BC 23009	

OSBM BUD Budget Fund: Submitted

Complete the runtime prompts

Select Budget Fund:
"BF_2012/2"

Cancel Launch

Step 5: Submit the Updated Statements

- After submitting the form in Smart View, navigate back to the Fund Purpose Statement form in BRIDGE.
- Right-click the Fund Purpose statement you updated.
- Select **Submit Budget Fund** from the menu.
- Confirm the **Fund#** when prompted.
- Click **Launch** to submit.
- A **confirmation box** will appear indicating your submission is complete. Click **OK**.
- The **Status** will be updated to **Submitted**.
- Repeat this step for each Fund Purpose Statement that was updated.