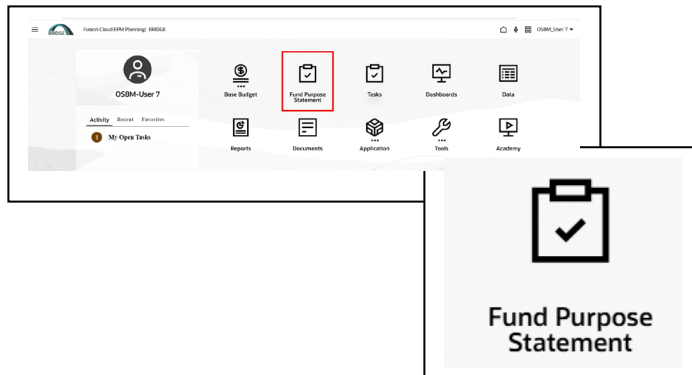
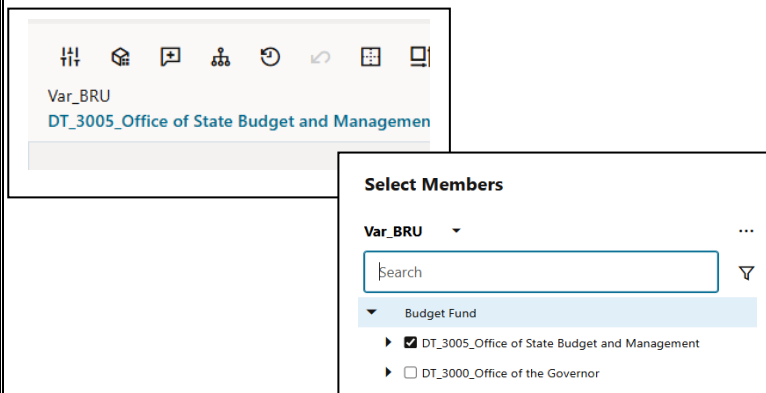


BRIDGE Job Aid: Submitting a Fund Purpose Statement in BRIDGE



Step 1: Log In and Access the Fund Purpose Statement

- **Login to Bridge** using the NC_MFA method or your enterprise credentials.
- On the dashboard, locate the **Fund Purpose Statement** card and click to open the form.

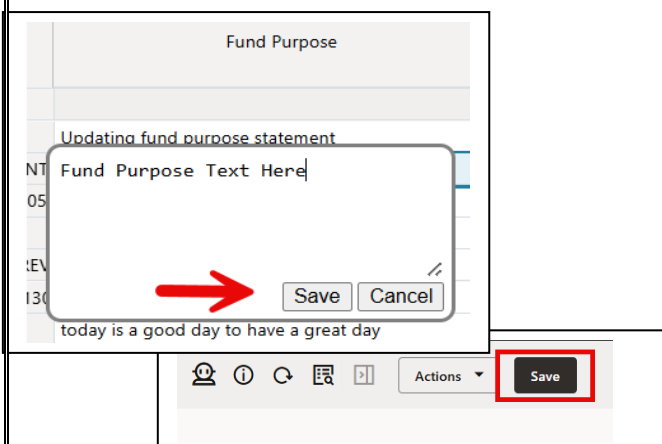


Step 2: Open the Fund Purpose Statement Form

- In the form, click the **Var_BRU** link.
- Select **BRU Member(s)** from the options.
- Click **OK** to proceed.
- The Fund Purpose Statement will display.

Step 3: Enter the Fund Purpose Statement

- Locate a **fund purpose statement cell** that requires input.
- Click in a fund purpose box to activate editing.
- **Enter/Edit** the fund purpose statement in the text box.
- Click **Save** in the text box, then click **Save** on top right of the page to confirm your entry.
- A **confirmation box** will appear, indicating your changes have been saved. Click **OK**.



The image shows a 'Base Working' table with a list of budget items. A red arrow points to the 'Submit Budget Fund' icon in the context menu for the first item. Below the table is a dialog box titled 'OSBM BUD Budget Fund: Submitted'. The dialog box has a 'Complete the runtime prompts' section with a text input field containing 'BF_201272'. At the bottom of the dialog box, there are 'Cancel' and 'Launch' buttons, with the 'Launch' button highlighted by a red box.

Short Title		
2638 TROPICAL STORM FAY BC 23009	Submit Budget Fund	BC 23009
2639 MECKLENBURG AUG 2011 E0102 BC 23009	Edit	011 E0102 BC 23009
2640 HURRICANE IRENE 2011 BC 23009	Adjust	11 BC 23009
2641 HURRICANE EARL BC 23009	Comments	23009
2642 DAVIDSON-RANDOLPH DIS 2011 BC 23009	Line Item Details	H DIS 2011
2650 HURRICANE MATTHEW BC 23009	Lock/Unlock Cells	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 2
2654 SERDF-STATE EMERGENCY R BC 23009		NCY R BC 2
		GOV HURRICANE HELENE BC 23009
		GOV PTC8 AND TS DEBBY BC 23009

OSBM BUD Budget Fund: Submitted

Complete the runtime prompts

Select Budget Fund:
"BF_201272"

Cancel Launch

Step 4: Submit the Budget Fund

- Right-click the **Fund Purpose** you just edited.
- 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**.

Tips for Success

- ✓ **Double-check** your entries for accuracy before saving.
- ✓ **Save** your work frequently to avoid losing changes.

If you encounter any issues, use the Help feature or contact your administrator.