1. Navigate to CampS.

2. Login using your university username and password.

3. Click Main Menu > UW-Eau Claire > University Accounting > Funding Administration.

4. Type the fiscal year (e.g., 2014) into the Fiscal Year field.

5. Type the department ID into the DeptID field.

6. Click Search.

7. Scroll down to the Funding Managers list.

   NOTE: These are the individuals with signature authority for the specific DeptID. When processing transfers, the University Accounting office verifies the signature matches the name.
of the individuals with signature authority for the account that is increasing expense, decreasing revenue or decreasing budget.

8. To search another DeptID, click **Return to Search**.

   *NOTE: If you click the **Clear** button, you will need to include the fiscal year and make sure the **SetID** field shows **UWEAU** or you will get an error.*

10. Type the new DeptID in the **DeptID** field.
11. Click **Search**.