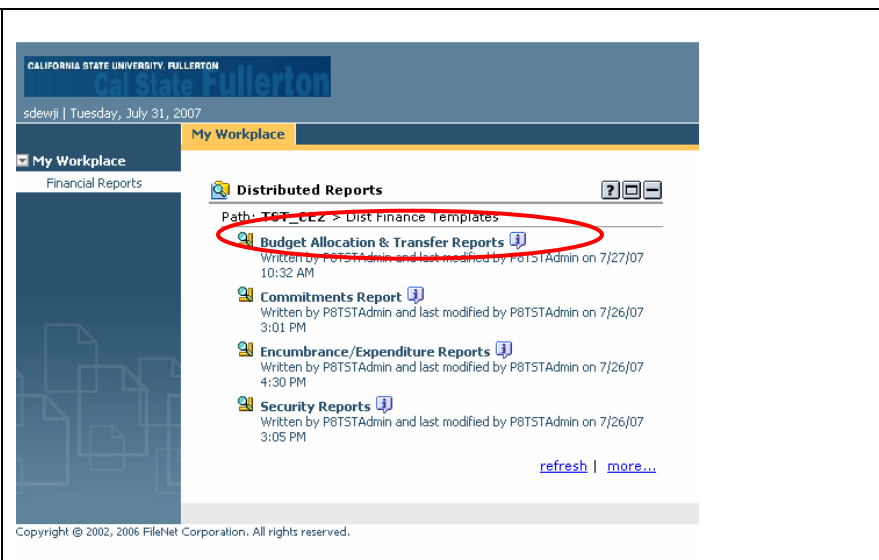
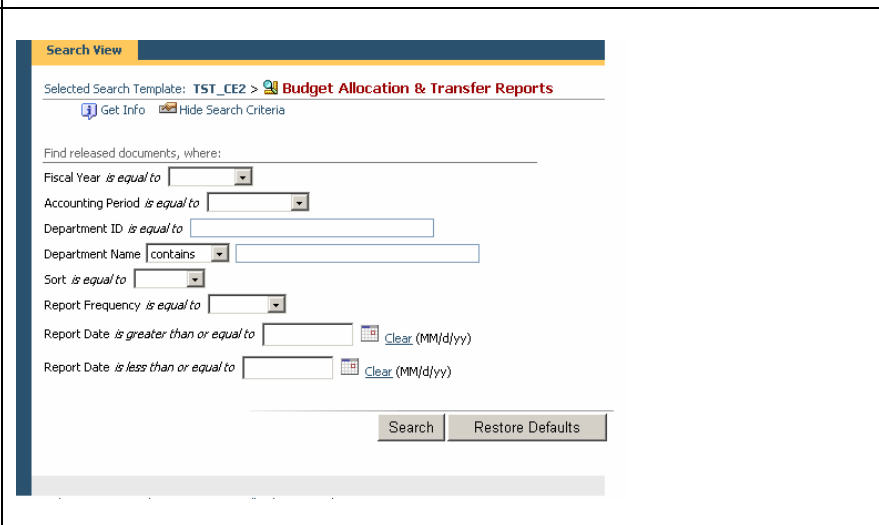














To view online tutorial, visit: <http://www.fullerton.edu/cms/Training/docs/index.html>

The Budget Allocation & Transfer Report allows the department to view budget transactions by account code, as of the reporting date. Departments should use this report to view original journal entries and budget transfers. Access to this report and specific CMS departments is defined by the user's security access.

**Frequency:** Ad hoc

<p><b>Step 1:</b></p> <p>From the My Workplace homepage navigate to the <b>Budget Allocation &amp; Transfer Reports</b> link.</p> <p><b>Note:</b> A new window will open.</p>	 <p>The screenshot shows the 'My Workplace' interface with a sidebar for 'Financial Reports' and a main area for 'Distributed Reports'. The path 'TST_CE2 &gt; Dist Finance Templates' is visible, and the 'Budget Allocation &amp; Transfer Reports' link is highlighted with a red circle. Other reports listed include 'Commitments Report', 'Encumbrance/Expenditure Reports', and 'Security Reports'.</p>
<p><b>Step 2:</b></p> <p>To receive a list of all your budget allocation &amp; transfer reports click on <input type="button" value="Search"/>.</p>	 <p>The screenshot shows the 'Search View' for the 'Budget Allocation &amp; Transfer Reports' template. It includes search criteria like 'Fiscal Year is equal to', 'Accounting Period is equal to', 'Department ID is equal to', 'Department Name contains', 'Sort is equal to', 'Report Frequency is equal to', 'Report Date is greater than or equal to', and 'Report Date is less than or equal to'. There are 'Search' and 'Restore Defaults' buttons at the bottom.</p>



<p>To filter your reporting results use the search criteria fields before clicking on .</p>	<p>Find released documents, where:</p> <p>Fiscal Year <i>is equal to</i> <input type="text"/></p> <p>Accounting Period <i>is equal to</i> <input type="text"/></p> <p>Department ID <i>is equal to</i> <input type="text" value="10229"/></p> <p>Department Name <i>contains</i> <input type="text"/></p> <p>Sort <i>is equal to</i> <input type="text"/></p> <p>Report Frequency <i>is equal to</i> <input type="text"/></p> <p>Report Date <i>is greater than or equal to</i> <input type="text"/>  <a href="#">Clear (MM/d/yy)</a></p> <p>Report Date <i>is less than or equal to</i> <input type="text"/>  <a href="#">Clear (MM/d/yy)</a></p>																		
<p><b>Step 3</b></p> <p>A list of available reports is displayed.</p> <p>Click on the report name <b>Budget Allocation and Transfer Report</b>  to retrieve the report.</p> <p><b>Note:</b> The report will open in a new window.</p>	<table border="1"> <thead> <tr> <th>Title</th> <th>Fiscal Year</th> <th>Accounting Period</th> <th>Department ID</th> <th>Department Name</th> <th>Sort</th> <th>Report Frequency</th> <th>Report Date</th> <th>Document Type</th> </tr> </thead> <tbody> <tr> <td> Budget Allocation and Transfer Report </td> <td>2006/2007</td> <td>March-09</td> <td>10229</td> <td>Univ Honors Program - AA</td> <td></td> <td>Monthly</td> <td>7/27/07 12:00 AM</td> <td>Budget Allocation &amp; Transfer Reports</td> </tr> </tbody> </table>	Title	Fiscal Year	Accounting Period	Department ID	Department Name	Sort	Report Frequency	Report Date	Document Type	 Budget Allocation and Transfer Report 	2006/2007	March-09	10229	Univ Honors Program - AA		Monthly	7/27/07 12:00 AM	Budget Allocation & Transfer Reports
Title	Fiscal Year	Accounting Period	Department ID	Department Name	Sort	Report Frequency	Report Date	Document Type											
 Budget Allocation and Transfer Report 	2006/2007	March-09	10229	Univ Honors Program - AA		Monthly	7/27/07 12:00 AM	Budget Allocation & Transfer Reports											





The following table lists CMS field names and their definitions used for the Budget Allocation & Transfer Report.

<b>Field</b>	<b>Definition</b>						
Date Posted	This field identifies the date the transaction was posted in CMS.						
Date Approved	This field identifies the date the transaction was approved in CMS.						
Journal ID	This field identifies the document type (.i.e. Journal,) and CMS ID number.						
Transaction Description	This field gives a detailed description of the transaction.						
Line Description	This field gives a detailed description of the line item.						
Reference	The reference number or code assigned by the preparer in CMS.						
Preparer	This field identifies the preparer						
Fund	This field identifies the funding source for the transaction.						
Program	This field is used by Accounting Services for reporting purposes at the Chancellor's Office.						
Class Description	This field gives a detailed description of class.						
Project Description	This field gives a detailed description of project.						
Transfer Amount \$	This field identifies the transferred dollar amount. It is one of the following: <table border="1" data-bbox="467 1157 1442 1262"> <tbody> <tr> <td>Baseline</td> <td>Re-occurring fiscal year transfer, until cancelled.</td> </tr> <tr> <td>One – Time</td> <td>One time transfer.</td> </tr> <tr> <td>Central Funded</td> <td>Centrally funded (.i.e. Work Study, Benefits).</td> </tr> </tbody> </table>	Baseline	Re-occurring fiscal year transfer, until cancelled.	One – Time	One time transfer.	Central Funded	Centrally funded (.i.e. Work Study, Benefits).
Baseline	Re-occurring fiscal year transfer, until cancelled.						
One – Time	One time transfer.						
Central Funded	Centrally funded (.i.e. Work Study, Benefits).						
Total	The total dollar amount of budget transferred.						