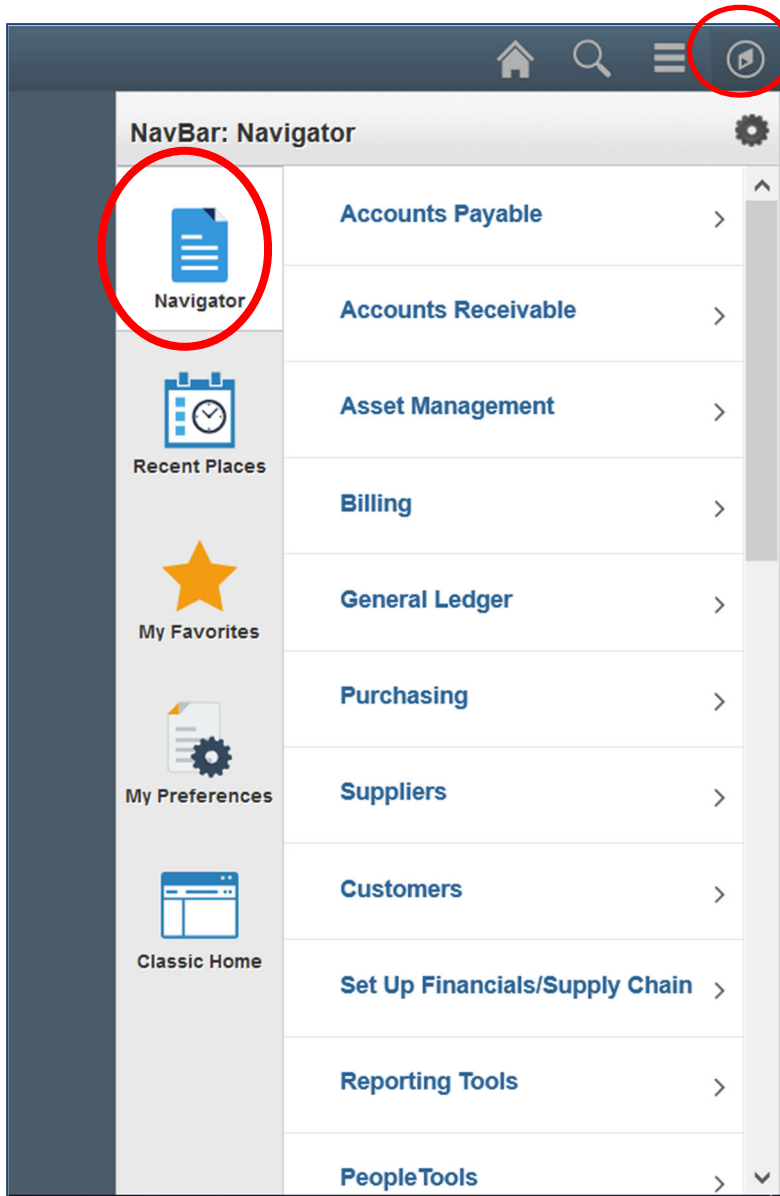


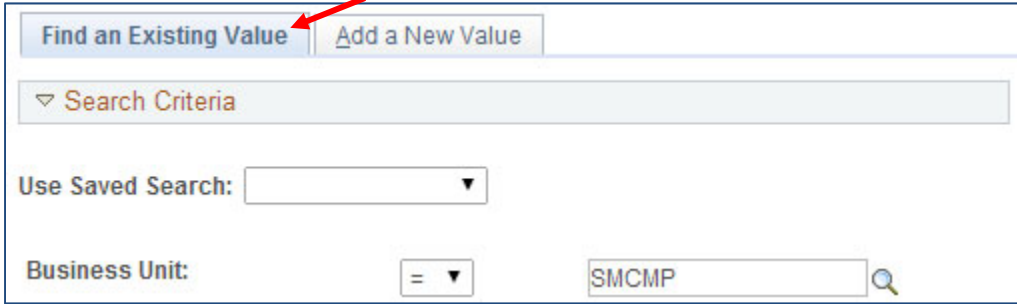
Printing Budget Transfers in CFS 9.2

- 1.) LOG INTO CFS.
- 2.) Click on the *Navigator* at the top right of the screen, then select the navigator tab, and click through the following thread: [General Ledger](#) > [Journals](#) > [Journal Entry](#) > [Create/Update Journal Entries](#)

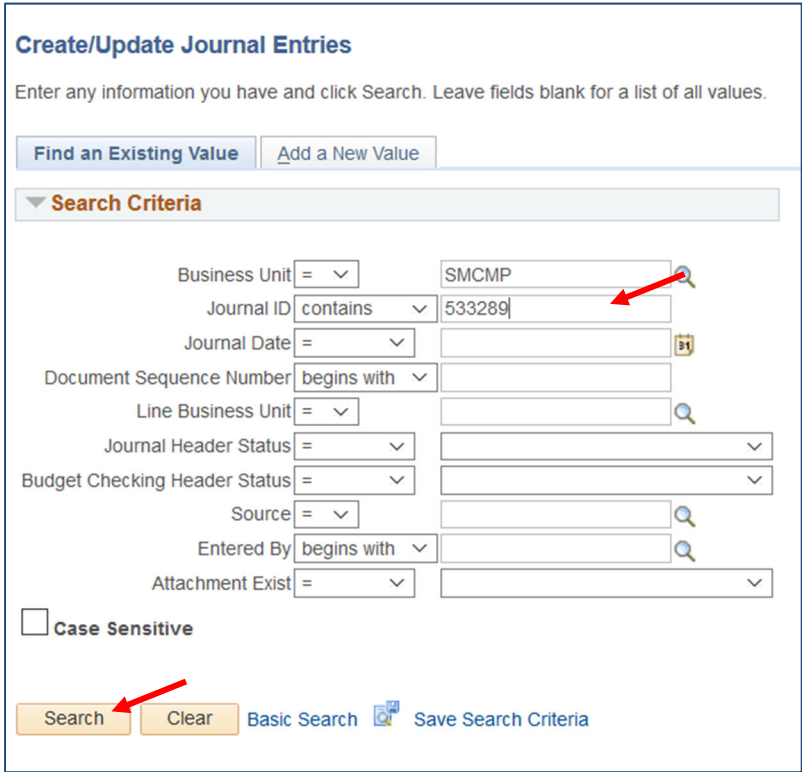


Printing Budget Transfers in CFS 9.2

2.) To find a budget transfer click the “find an existing value” tab, then enter the journal number you would like to print, then hit search.



This screenshot shows the top portion of a search interface. At the top, there are two tabs: "Find an Existing Value" (which is selected and highlighted in blue) and "Add a New Value". Below the tabs is a "Search Criteria" section with a dropdown arrow. Underneath, there is a "Use Saved Search:" label followed by a dropdown menu. At the bottom, there is a "Business Unit:" label, an equals sign followed by a dropdown arrow, and a text input field containing "SMCMP" with a magnifying glass icon to its right.



This screenshot shows the "Create/Update Journal Entries" search interface. It has the same "Find an Existing Value" and "Add a New Value" tabs at the top. Below the "Search Criteria" section, there are several search fields: "Business Unit" (dropdown arrow, text input "SMCMP"), "Journal ID" (dropdown arrow "contains", text input "533289"), "Journal Date" (dropdown arrow "=", text input), "Document Sequence Number" (dropdown arrow "begins with", text input), "Line Business Unit" (dropdown arrow "=", text input), "Journal Header Status" (dropdown arrow "=", dropdown menu), "Budget Checking Header Status" (dropdown arrow "=", dropdown menu), "Source" (dropdown arrow "=", text input), "Entered By" (dropdown arrow "begins with", text input), and "Attachment Exist" (dropdown arrow "=", dropdown menu). There is a "Case Sensitive" checkbox which is unchecked. At the bottom, there are "Search" and "Clear" buttons, followed by "Basic Search" with a magnifying glass icon and "Save Search Criteria" with a floppy disk icon. Red arrows point to the "Find an Existing Value" tab in the first screenshot and the "Search" button in this one.

Printing Budget Transfers in CFS 9.2

3.) Navigate to the “lines” section of the budget transfer. For instructions on how to submit or find a budget transfer please refer to the corresponding instructional documents located on the Budget Office website.

Unit SMCMP Journal ID 0000533289 Date 06/18/2014 Errors Only

Inter/IntraUnit *Process Print Journal (Crystal) Process Line 10

Select	Line	Fund	Dept	Program	Class	Project	Scenario	Amount	Stat	Stat Amt	Refer
<input type="checkbox"/>	1	48500	1080				OBT	-250.00			
<input type="checkbox"/>	2	48500	1080				OBT	250.00			

3.) On the dropdown menu select “Print Journal” then click the “Process” button.

4.) After clicking “Process” a link will appear under the dropdown menu called “Process Monitor.” Click that link which will open a new window showing the process list.

Unit SMCMP Journal ID 0000533289 Date 06/18/2014 Errors Only

Inter/IntraUnit *Process Print Journal (Crystal) Process Line 10

Report Manager Process Monitor

Select	Line	*Ledger	Account	Fund	Dept	Program	Class	Project	Scenario	Amount
<input type="checkbox"/>	1	STANBUDG	601300	48500	1080				OBT	-250.00
<input type="checkbox"/>	2	STANBUDG	660003	48500	1080				OBT	250.00

5.) Keep clicking on the refresh button until the run status says “Success” and the distribution status says “Posted.” Then click on “Details.”

Process List Server List

View Process Request For

User ID 68000041805 Type Last 1 Days Refresh

Server Name Instance to

Run Status Distribution Status Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	5987874		Crystal	GLC7501-	68000041805	06/18/2014 1:46:23PM PDT	Success	Posted	Details


6.) Click on “View Log/Trace.”

Printing Budget Transfers in CFS 9.2

Date/Time	Actions
Request Created On 06/18/2014 1:46:23PM PDT	Parameters Transfer
Run Anytime After 06/18/2014 1:46:23PM PDT	Message Log
Began Process At 06/18/2014 1:46:43PM PDT	Batch Timings
Ended Process At 06/18/2014 1:46:55PM PDT	View Log/Trace

7.) Click on the PDF link. You can now save or print a PDF of the budget transfer. If any assistance is needed please contact The University Budget Office at Budget@csusm.edu.

File List		
Name	File Size (bytes)	Datetime Created
CRW_GLC7501-_5987874.log	0	06/18/2014 1:46:55.532561PM PDT
GLC7501-_5987874.PDF	58,719	06/18/2014 1:46:55.532561PM PDT
pssqltrace.trc	498	06/18/2014 1:46:55.532561PM PDT



Report ID: GLC7501

PeopleSoft Financials

JOURNAL ENTRY DETAIL REPORT

Run Date Jun/18/2014

Run Time 1:46:43 PM

Page 1 of 1

Instance: FCFSPRD

Unit: SMCMP

Journal ID: 0000533289

Date: Jun/18/2014

Description: SWREN How to Print a Budget Transfer.

Ledger Group: STANBUDG

Source: BDG

Reversal: N

Reversal Date:

Approved: _____

Operator: 68000041805

Journal Header Status: Valid

Journal Class:

KK Amount Type: Actuals and Recognized

Budget Check Status: V

Line #	Account	Fund	Department	Program	Class	Project	Stat	Statistics Amt	Scenario	Jnl Ln Ref	Open Item	Line Description	Base Amount
SMCMP							Total Lines:	2	Total Base Debits:		250.00	Total Base Credits:	250.00
1	601300	48500	1080						OBT			From Sup Salary	-250.00
2	660003	48500	1080						OBT			to Supplies/Serv.	250.00

End of Report