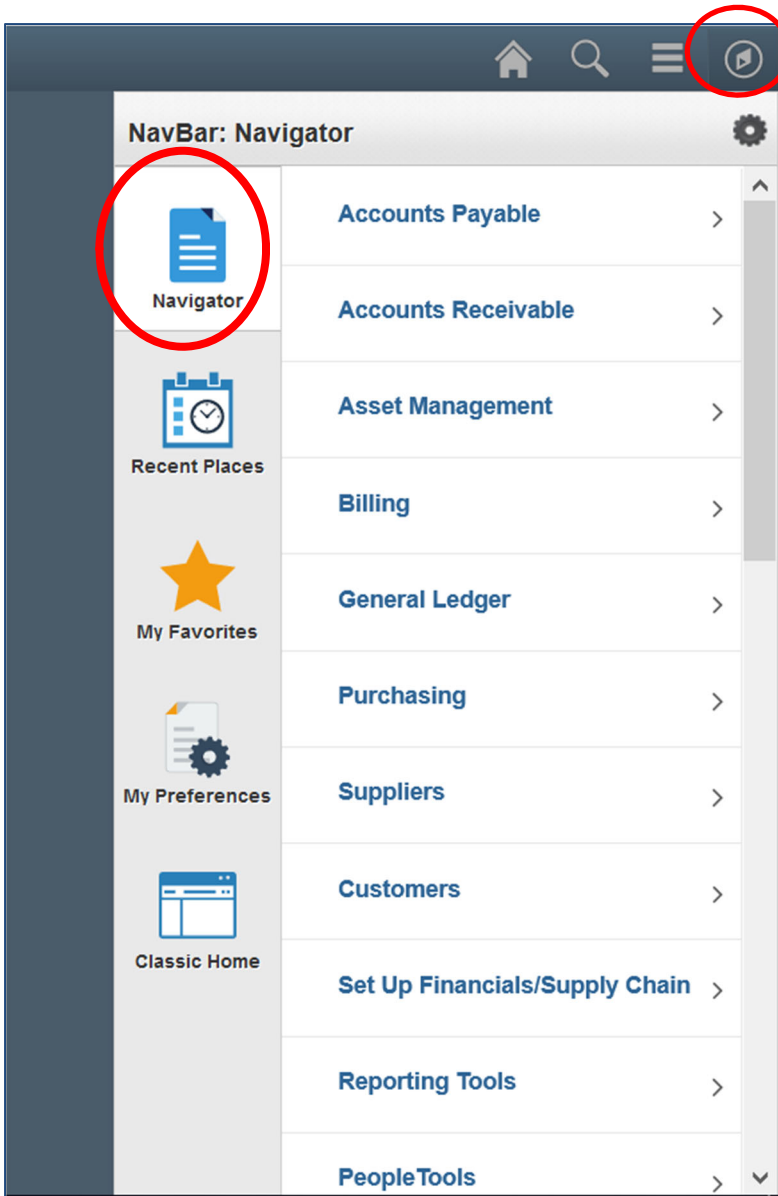


## Printing Budget Transfers in CFS 9.2

- 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. A red arrow points to the "Find an Existing Value" tab.

This screenshot shows the "Create/Update Journal Entries" search interface. At the top, there are two tabs: "Find an Existing Value" (selected and highlighted in blue) and "Add a New Value". Below the tabs is a "Search Criteria" section with a dropdown arrow. The main area contains several search criteria, each with a dropdown menu and a text input field: "Business Unit" (equals sign, dropdown arrow, "SMCMP", magnifying glass icon), "Journal ID" (contains, dropdown arrow, "533289", magnifying glass icon), "Journal Date" (equals sign, dropdown arrow, empty field, calendar icon), "Document Sequence Number" (begins with, dropdown arrow, empty field), "Line Business Unit" (equals sign, dropdown arrow, empty field, magnifying glass icon), "Journal Header Status" (equals sign, dropdown arrow, empty field, dropdown arrow), "Budget Checking Header Status" (equals sign, dropdown arrow, empty field, dropdown arrow), "Source" (equals sign, dropdown arrow, empty field, magnifying glass icon), "Entered By" (begins with, dropdown arrow, empty field, magnifying glass icon), and "Attachment Exist" (equals sign, dropdown arrow, empty field, dropdown arrow). Below these fields is a "Case Sensitive" checkbox. 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. A red arrow points to the "Search" button.

## 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

Template List      Search Criteria      Change Values

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

Template List      Search Criteria      Change Values

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	<a href="#">Parameters</a> Transfer
Run Anytime After 06/18/2014 1:46:23PM PDT	<a href="#">Message Log</a>
Began Process At 06/18/2014 1:46:43PM PDT	<a href="#">Batch Timings</a>
Ended Process At 06/18/2014 1:46:55PM PDT	<a href="#">View Log/Trace</a>

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](mailto:Budget@csusm.edu).

File List		
Name	File Size (bytes)	Datetime Created
CRW_GLC7501-_5987874.log	0	06/18/2014 1:46:55.532561PM PDT
<a href="#">GLC7501-_5987874.PDF</a>	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	Ledger Group: STANBUDG	Operator: 68000041805
Unit: SMCMP	Source: BDG	Journal Header Status: Valid
Journal ID: 0000533289	Reversal: N	Journal Class:
Date: Jun/18/2014	Reversal Date:	KK Amount Type: Actuals and Recognized
Description: SWREN How to Print a Budget Transfer.	Approved: _____	Budget Check Status: V

Line #	Account	Fund	Department	Program	Class	Project	Stat	Statistics Amt	Scenario	Jml Ln Ref	Open Item	Line Description	Base Amount
<b>SMCMP</b>							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