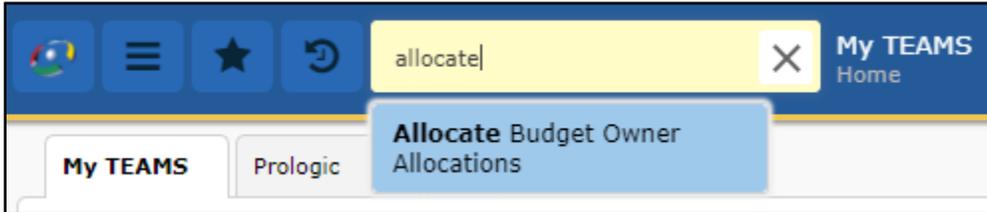


TEAMS: Budget Owner Allocation Report

This guide will demonstrate how to run the Budget Owner Allocation report in TEAMS, to display the upcoming year's budget.

1. Use the menu to select **Allocate Budget Owner Allocations**, either by searching or locating it under the ribbon.



Time Card Approvers	Budget Change Request	Substitute Management
Employee Service Center	Stipend	Requisition Search
Approve Requisitions	My Requisitions	Applicant Search
My Position Inventory	Reports	Procurement Cards
Allocate Budget Owner Allocations	Volunteer	Vendor
Allocate Budget Owner Allocations		

2. The upcoming budget year should appear as default, and any allocations available to the user will be seen in the lower half of the screen. Either double-click the desired allocation, or single click it to highlight and then select **View**.

Allocate Budget Owner Allocation

Budget Owner Allocation Search Criteria

Budget Year: 2018 Status:

Budget Owner: Fund - Func-Obj - Sub-Org-PIC-BMGr-Proj:

Allocation: My Budget Lines? Yes No

Allocation: Filter:

Category:

Allocation Group:

Allocation:

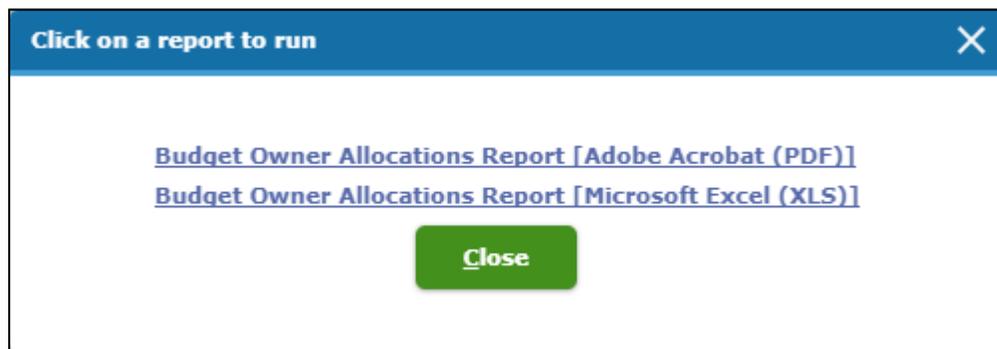
Subgroup:

Budget Owner Allocations

Allocation	Budget Owner	Status	Curr/Next Approver
2010 Bonds	158-Senior Director - Technology	Incomplete	
2010 Bonds	609-Executive Director - Security & Technology	Incomplete	
2010 Bonds	707-Lifecycle	Incomplete	
2016 Bonds	000-Default	Incomplete	
2016 Bonds	615-Bond Fund Manager	Incomplete	
Athletic Events	712-Athletic Events	Ready For Adoption	
Campus Allocation-Elem	111-Cimarron Elementary	Ready For Adoption	
Campus Allocation-Elem	112-Cloverleaf Elementary	Ready For Adoption	

TEAMS: Budget Owner Allocation Report

3. At the lower left corner of the screen is the **Print Worksheet** button. There are options for the report to generate in both PDF or Excel format.



Note: If it would help to sort the data by a particular account code element, run the report in Excel format, then use the **Text-to-Columns** tool featured in TEAMS Tip #8 to separate all the individual elements; the period ('.') between each element is the delimiter.