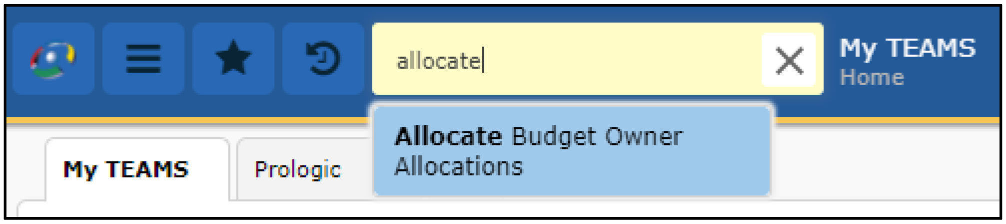
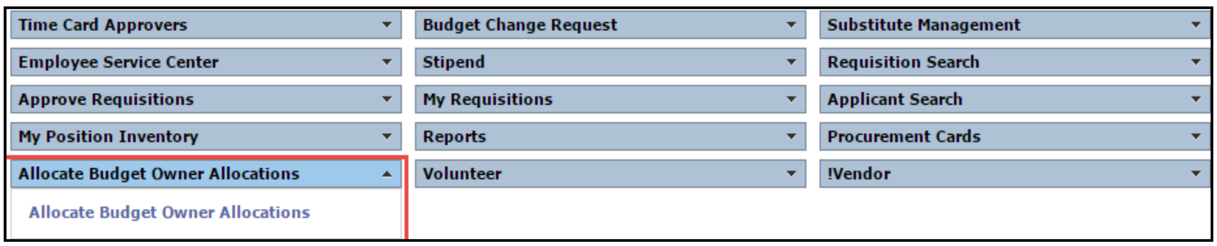
TEAMS: Budget Owner Allocation Report

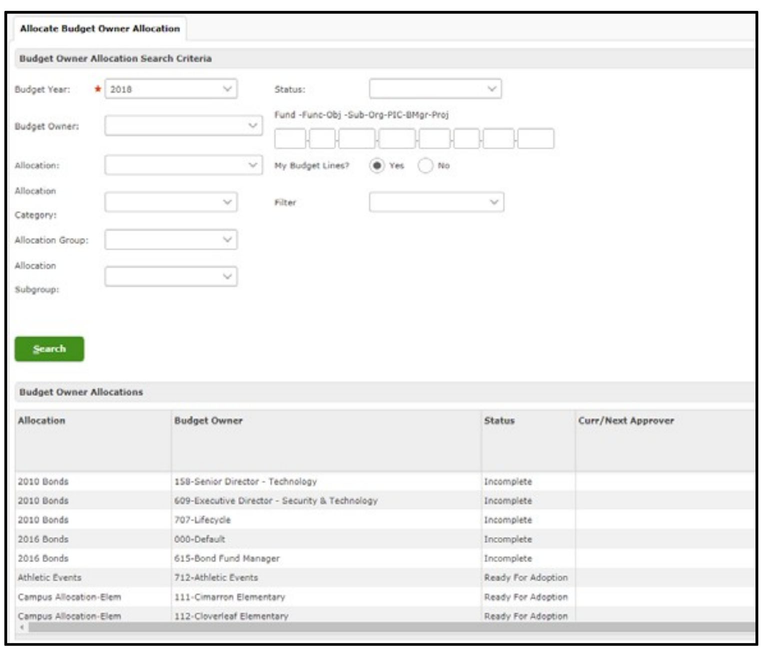
This guide will demonstrate how to run the Budget Owner Allocation report in TEAMS, to display the upcoming year's budget.

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





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 **<u>V</u>iew**.



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.