

QUICK REFERENCE GUIDE

November 1, 2019

Run the Appropriation Transfer Report

Overview

In this guide, you will learn how to run the Appropriation Transfer Detail Report. This report provides detailed information regarding transfers in and out of appropriations. A print screen and description of the report is provided below.

m MINNESOTA		APPROPRIATION TRANSFER DETAIL REPORT				Run DateTime: 12/7/2018 12:54 PM				
Selection Criteria: Budget Period - 2019, Fund - 0 to Z, DeptID - G100 to G10Z, AppropID - 0 to Z, Posted Through - 12/7/2018						Source Report #: KK003				
As of Date: 12/07/2018										
Appropriation Budget		Budget Period:	2019	Fund:	1000	DeptID:	G1010000	AppropID:	G100010	Local Impact Notes
Referenced Transfer Budget		Budget Period:	2019	Fund:	1000	DeptID:	G9010000	AppropID:	G901022	
Transfer Type	Journal Class	KK Journal ID	Posted Date	Tran Type	Ref #	Anticipated In	Actual In	Anticipated Out	Actual Out	
In	XAT	0004165054	06/27/2018	Original	IMP NOTES	207,000.00	0.00	0.00	0.00	
Sys Gen	XAT	0004220380	07/17/2018	Original	LOC IMPAC T	-207,000.00	0.00	0.00	0.00	
In	XTA	0004220380	07/17/2018	Original	LOC IMPAC T	0.00	207,000.00	0.00	0.00	
Total Transfers With: 2019 / 1000 / G9010000 / G901022						0.00	207,000.00	0.00	0.00	
Total Transfers Out and In For: 2019 / 1000 / G1010000 / G100010						0.00	207,000.00	0.00	0.00	

Report Sections	Description
Header	The header of the report displays the report parameters (Selection Criteria) that was used to generate the report.
Appropriation Budget	The Appropriation Budget heading lists information for the appropriation being reported on, including the Budget Period, Fund, DeptID, and Approp ID.
Referenced Transfer Budget	The Referenced Transfer Budget heading listed below the Appropriation Budget lists the appropriation that has received a Transfer Out or sent a Transfer In to the appropriation listed in the Appropriation Budget heading.
Transaction Detail	The transfer transaction lines listed below the Referenced Transfer Budget includes the following detail regarding the transfer(s): Transfer Type (In/Out) Journal Class: (XTN – Actual Transfer; XAT – Anticipated Transfer) KK Journal ID, Posted Date, Tran Type (Original/Correction), Ref#, and amounts for Anticipated In, Actual In, Anticipated Out and Actual Out.

Report Sections	Description
Total Transfers Out and In for: #####	This line displays a total of the Transfers In and Out for the appropriation listed in the Appropriation Budget heading.

Steps to complete:

- Step 1: Enter your Appropriation Transfer Detail Report Criteria
- Step 2: View the Report

Step 1: Enter your Appropriation Transfer Detail Report Criteria

1. Navigate to the *Appropriation Transfer Detail Report* page using one of the options below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Commitment Control, KK Process, left-menu, Review Budget Activities, Approp Transfer Detail Report.
WorkCenter	Accounting, Commitment Control, GL/KK WorkCenter, .left-menu, Reports/Processes, My Reports, Approp Transfer Detail Report.

2. Search for an existing *Run Control ID* or click on the **Add a New Value** tab to create a new *Run Control ID*.

Approp Transfer Detail Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

▼ Search Criteria

Search by: Run Control ID begins with

Case Sensitive

Search
Advanced Search

- On the *Appropriation Transfer Detail Report* page, enter the parameters for your report as described below.

Appropriation Transfer Detail Report

Run Control ID TRAINING
Report Manager
Process Monitor
Run

Report Parameters

*Budget Period: Q

*Fund From: Q *Fund To: Q

*DeptID From: Q *DeptID To: Q

*AppropID From: Q *AppropID To: Q

*Posted Date Through: 📅

Save
Return to Search
Notify
Add
Update/Display

Note: In this example, we have used generic Fund and Approp ID parameters but have specified a DeptID range from G100 to G10Z. These parameters will produce a report that includes all transfers for the agency code “G10” (Minnesota Management & Budget) since Fin DeptID’s always start with the three-digit agency code.

Field(s)	Field Description
*Budget Period	Enter the <i>Budget Period</i> or click on the Lookup icon and select a <i>Budget Period</i> .
*Fund From and Fund To	Enter the range of funds to include in the report in the <i>Fund From</i> and <i>Fund To</i> fields. TIP: To include any fund, enter “0” in the <i>From</i> field and “Z” in the <i>To</i> field.
*DeptID From and DeptID To	Enter the range of Fin DeptID’s to include in the report in the <i>DeptID From</i> field and the <i>DeptID To</i> field.
*AppropID From and AppropID To	Enter the range of appropriations to include in the report in the <i>AppropID From</i> and <i>To</i> fields. TIP: To include all appropriations, enter a “0” in the <i>From</i> field and a “Z” in the <i>To</i> field.
*Posted Date Through	Enter the current date.

- Click on the **Run** button. The *Process Scheduler Request* page displays.

Process Scheduler Request
x

User ID 0115
Run Control ID TRAINING
Help

Server Name

Recurrence

Time Zone

Run Date

Run Time

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Approp Transfer Detail Report	M_KK003	Application Engine	Web	PDF <input type="text" value=""/>	Distribution

- Accept the default process selected “**Approp Transfer Detail Report (M_KK003)**” and click on the **OK** button to return to the *Appropriation Transfer Detail Report* page.

Note: the *Process Instance* number now appears below the **Run** button. This number is useful information to provide to the SWIFT Helpdesk if you experience difficulty and need to assistance.

- Click on the **Process Monitor** link and monitor the progress of the job with the *Process Name* “**M_KK003**” for the report that you ran. You can click on the **Refresh** button to refresh the process information. The job is successful when the *Run Status* = “Success” and the *Distribution Status* = “Posted”.

Process List
Server List

View Process Request For

User ID Type Last Minutes

Server Name Instance From Instance To

Run Status Distribution Status Save On Refresh

Process List

1-1 of 1 | View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	25812723		Application Engine	M_KK003	01159534	10/03/2018 10:15:05AM CDT	Success	Posted	Details

Go back to Approp Transfer Detail Report

Step 2: View the Report

After the report has run successfully, you can view and print the report. There are a couple of ways to do this.

Option 1: Navigate to the View Log/Trace page

1. From the *Process List* page, click on the **Details** link for the process that you ran. The Process Detail page displays.
2. Click on the **View Log/Trace** link.

Process Detail

Process

Instance 25812723 Type Application Engine
 Name M_KK003 Description Approp Transfer Detail Report
 Run Status Success Distribution Status Posted

Run

Run Control ID TRAINING
 Location Server
 Server PSUNX
 Recurrence

Update Process

Hold Request
 Queue Request
 Cancel Request
 Delete Request
 Re-send Content Restart Request

Date/Time

Request Created On 10/03/2018 10:17:38AM CDT
 Run Anytime After 10/03/2018 10:15:05AM CDT
 Began Process At 10/03/2018 10:17:42AM CDT
 Ended Process At 10/03/2018 10:17:57AM CDT

Actions

Parameters Transfer
 Message Log View Locks
 Batch Timings
[View Log/Trace](#)

OK Cancel

3. On the View Log/Trace page, click on the **M_KK003.pdf** link.

View Log/Trace

Report

Report ID 23523464 Process Instance 25812723 [Message Log](#)
 Name M_KK003 Process Type Application Engine
 Run Status Success

Approp Transfer Detail Report

Distribution Details

Distribution Node fmsap Expiration Date 10/10/2018

File List

Name	File Size (bytes)	Datetime Created
AE_M_KK003_25812723.stdout	289	10/03/2018 10:17:57.237280AM CDT
AE_M_KK003_25812723.trc	2,504	10/03/2018 10:17:57.237280AM CDT
M_KK003.pdf	57,868	10/03/2018 10:17:57.237280AM CDT
M_KK003_25812723.xml	8,398	10/03/2018 10:17:57.237280AM CDT

Distribute To

Distribution ID Type Distribution ID

User 01159534

Return

- The PDF of the file displays in a new window. A description of the report is provided in the **Overview** section of this guide.

Appropriation Budget		Budget Period: 2019	Fund: 1000	DeptID: G1010000	AppropID: G100010	Local Impact Notes			
Referenced Transfer Budget		Budget Period: 2019	Fund: 1000	DeptID: G9010000	AppropID: G901022				
Transfer Type	Journal Class	KK Journal ID	Posted Date	Tran Type	Ref #	Anticipated In	Actual In	Anticipated Out	Actual Out
In	XAT	0004165054	06/27/2018	Original	IMP NOTES LOC	207,000.00	0.00	0.00	0.00
Sys Gen	XAT	0004220380	07/17/2018	Original	IMPAC T LOC	-207,000.00	0.00	0.00	0.00
In	XTA	0004220380	07/17/2018	Original	IMPAC T	0.00	207,000.00	0.00	0.00
Total Transfers With: 2019 / 1000 / G9010000 / G901022						0.00	207,000.00	0.00	0.00
Total Transfers Out and In For: 2019 / 1000 / G1010000 / G100010						0.00	207,000.00	0.00	0.00

- View and print the report as you would normally. Close the window when you are finished.

Option 2: Navigate to the Administration tab of the Report Manager

- From the *Process List* page, click on the **Go Back to Approp Transfer Detail Report** link at the bottom of the page.
- At the *Appropriation Transfer Detail Report* page, click on the **Report Manager** link at the top of the page.
- Click on the **Administration** tab.

The screenshot shows the 'Administration' tab of the Report Manager. It includes a search and filter section with fields for User ID (0115), Type, Last (20 Minutes), Status, Folder, and Instance. Below this is a 'Report List' table with columns for Select, Report ID, Prcs Instance, Description, Request Date/Time, Format, Status, and Details. The 'Approp Transfer Detail Report' is highlighted in red in the original image. At the bottom, there are 'Select All', 'Deselect All', and 'Delete' buttons, along with a 'Go back to Approp Transfer Detail Report' link.

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	23523464	25812723	Approp Transfer Detail Report	10/03/2018 10:17:38AM	Acrobat (*.pdf)	Posted	Details

- Click on the **Approp Transfer Detail Report** link for the report that you ran. The PDF of the report displays in a new window.
- View and print the report as you would normally. Close the window when you are finished. A description of the report is provided in the **Overview** section of this guide.