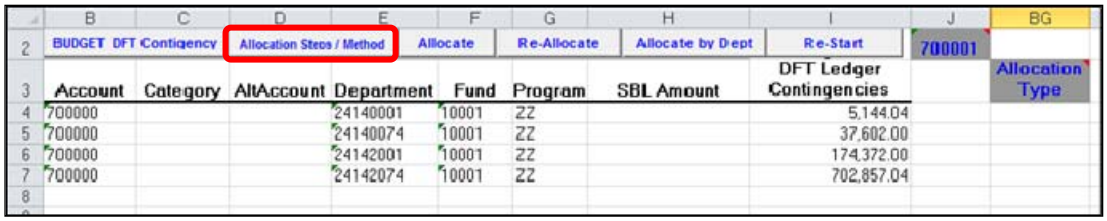
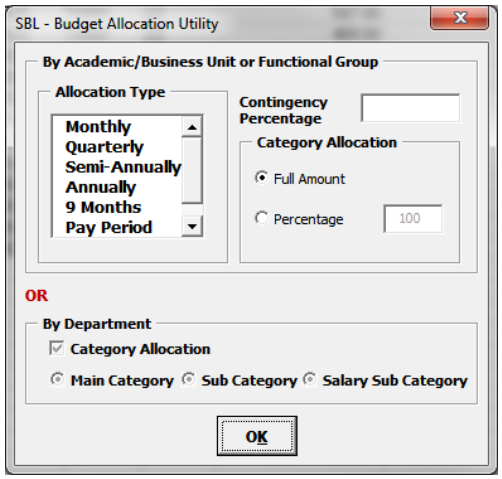
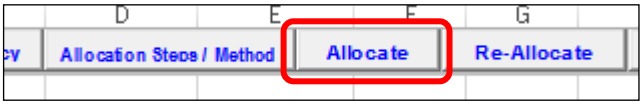
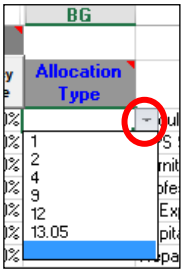
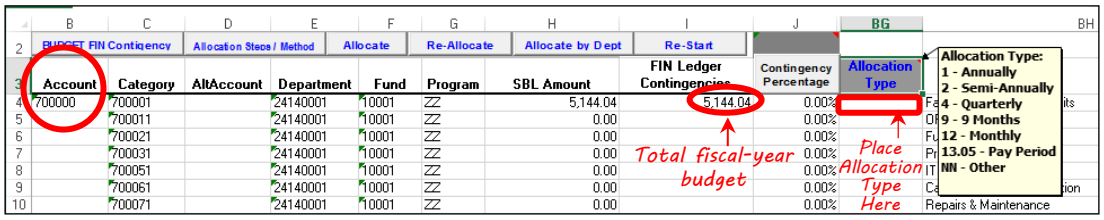
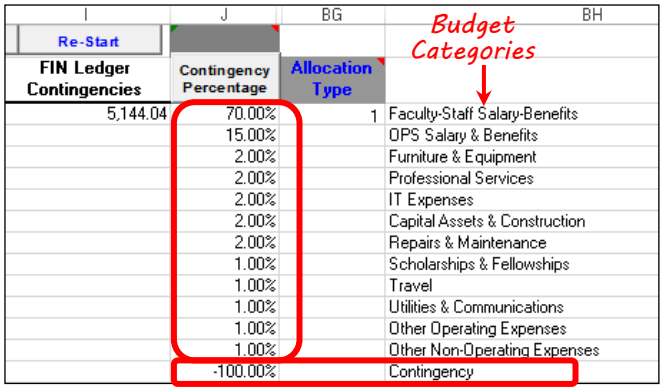
# Allocate Budget Using an Allocation Report

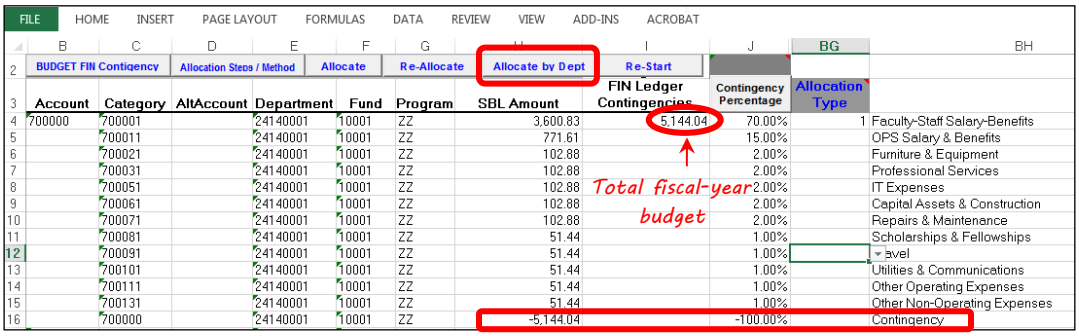
This Addy Note explains how to allocate budget in the Standard Budget Ledger by running reports and using the offline UCF SBL Journal Template. Each fiscal year after Budget Planning & Administration staff place budget in the contingency accounts (**Account 700000**) of each department, budget officials may run reports and allocate budget. After running a budget allocation report and saving it, follow these steps:

| Step | Action |
|---|---|
| **1.** | Start allocating your budget by clicking the **Allocation Steps/Method** button in the allocation report. This displays the **SBL - Budget Allocation Utility**. |
| **2.** | With this tool you can allocate your budget in one of two ways:<br>• **By Academic/Business Unit or Functional Group** using the tool's top section<br>• **By Department** using the bottom section<br><br>In this example, we will budget **By Department**. Under **By Department** select **Category Allocation** and **Main Category**. Click **OK**.<br><br>**Note: Main Category** comprises 13 broad categories into which you can allocate budget. **Sub Category** provides additional categories within the main categories. **Salary Sub Category** adds sub categories to the two main categories that allocate funds for salary-related purposes. |



| Step | Action |
|---|---|
| **3.** | Click the **Allocate** button at the top of the report.<br>  |
| **4.** | In the field under **Allocation Type** click the drop-down arrow and choose a time period. For instance, choosing **4** will cause the ledger to budget quarterly. Typically, final budgets should be allocated quarterly.<br>  <br>Select an **Allocation Type** *only* in the overall budget line of a **Department** in **Account** row **700000**.<br>  <br>**Note:** If you do no select an **Allocation Type** for a **Department**, you will receive an error. Click **OK** to close the error message, and choose an **Allocation Type**. |
| **5.** | Determine how much to apply to each budget category by adjusting percentages in the **Contingency Percentage** column of the allocation report. Do not adjust the **Contingency** row.<br>  |

| Step | Action |
|---|---|
| **6.** | Apply allocations by clicking the **Allocate by Dept** button. The **SBL Amount** column populates.<br>• **SBL Amount** = (Fiscal-year Budget X **Contingency Percentage**)/**Allocation Type**<br>• **Contingency** row totals all **SBL Amount** lines in the **Department**. This negative amount is deducted from the total budget (**Account** row **700000**).<br>• The **Contingency** amount is deducted from the total budget each budgeting period, annually in this example where the **Allocation Type** equals **1**.<br>  |
| **7.** | Load your budget allocations to the SBL. To learn how to do this, review the Addy Note "Load Budget Allocations to UCF Financials Using SBL Offline Template" under the Budget topic in the Addy Notes section of the Financials website, https://financials.ucf.edu/addy-notes-budget/. |