Alma: Allocating Funds

I searched fund>code> f (then the two letters or three that I thought the fund was) example: fund code fad for art & design print books
Then the record for the fund was displayed and I chose edit.
Choose the tab **transactions**

Choose **Allocate funds**
Allocated the amount
Filled in the Reporting code
Clicked to **Add allocation transaction**
Confirmed
Saved.