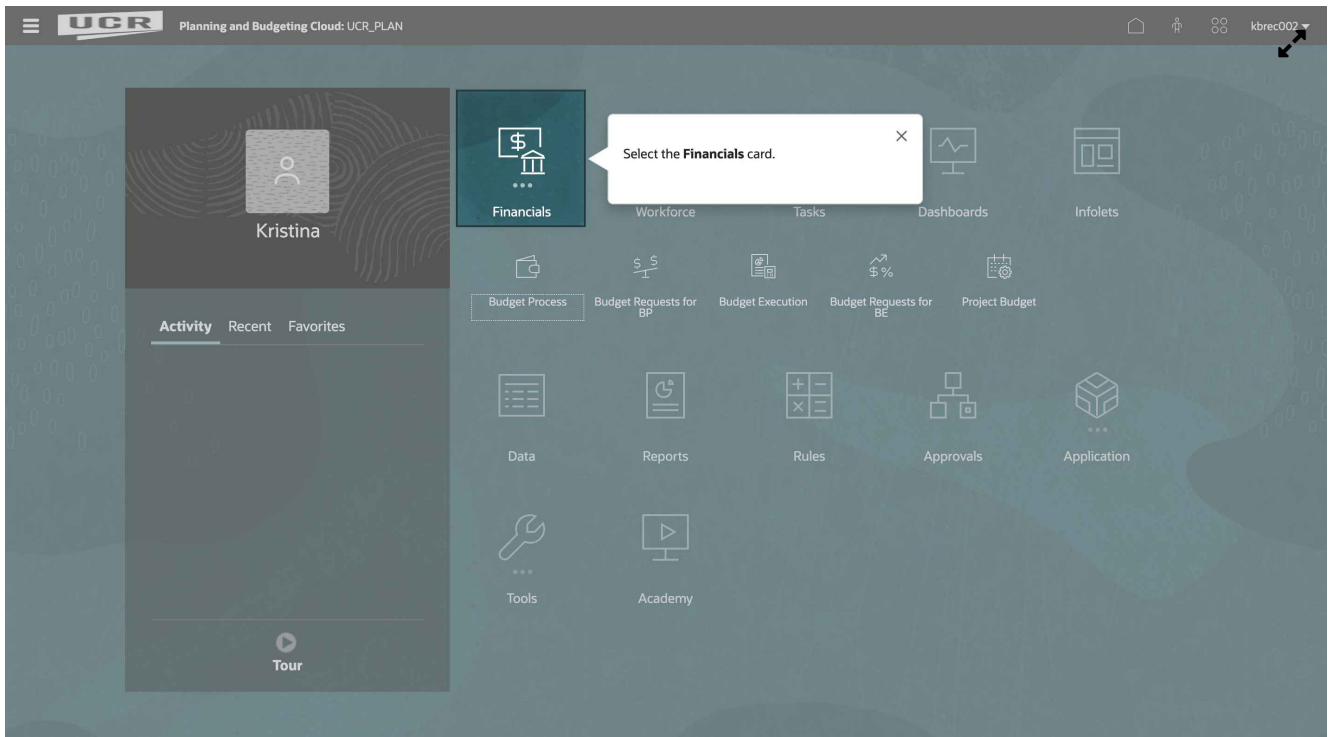


Fund Swaps

Last Updated: 09/01/2023 11:09 PM

STEP 1

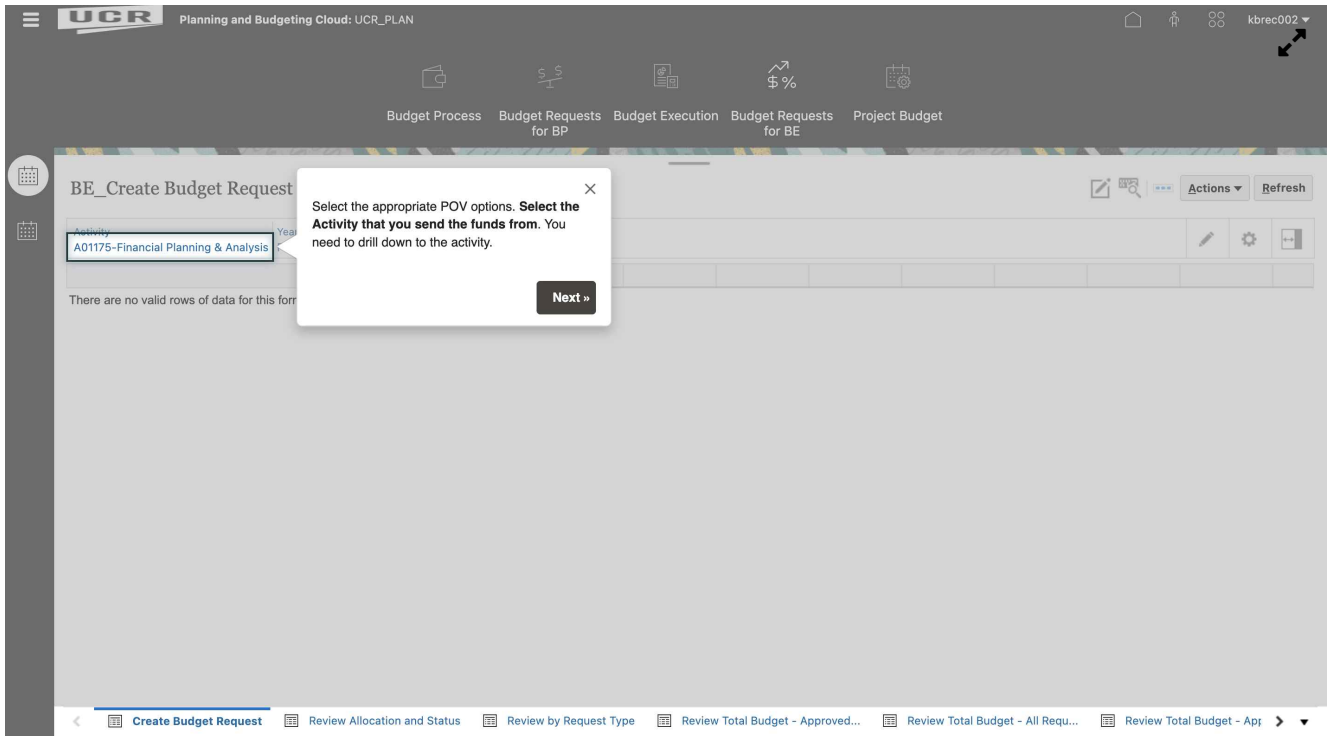


Select the Financials card.

STEP 2

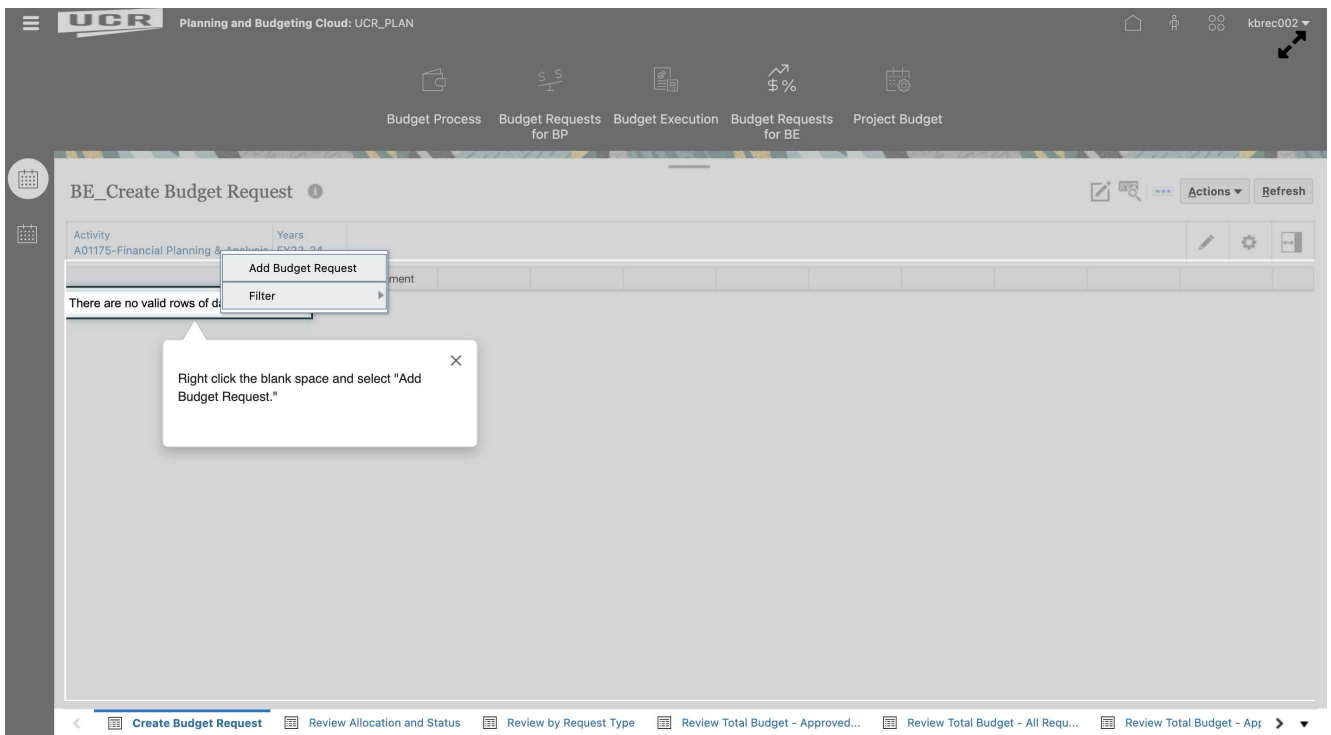
Click Budget Requests for BE Card.

STEP 3



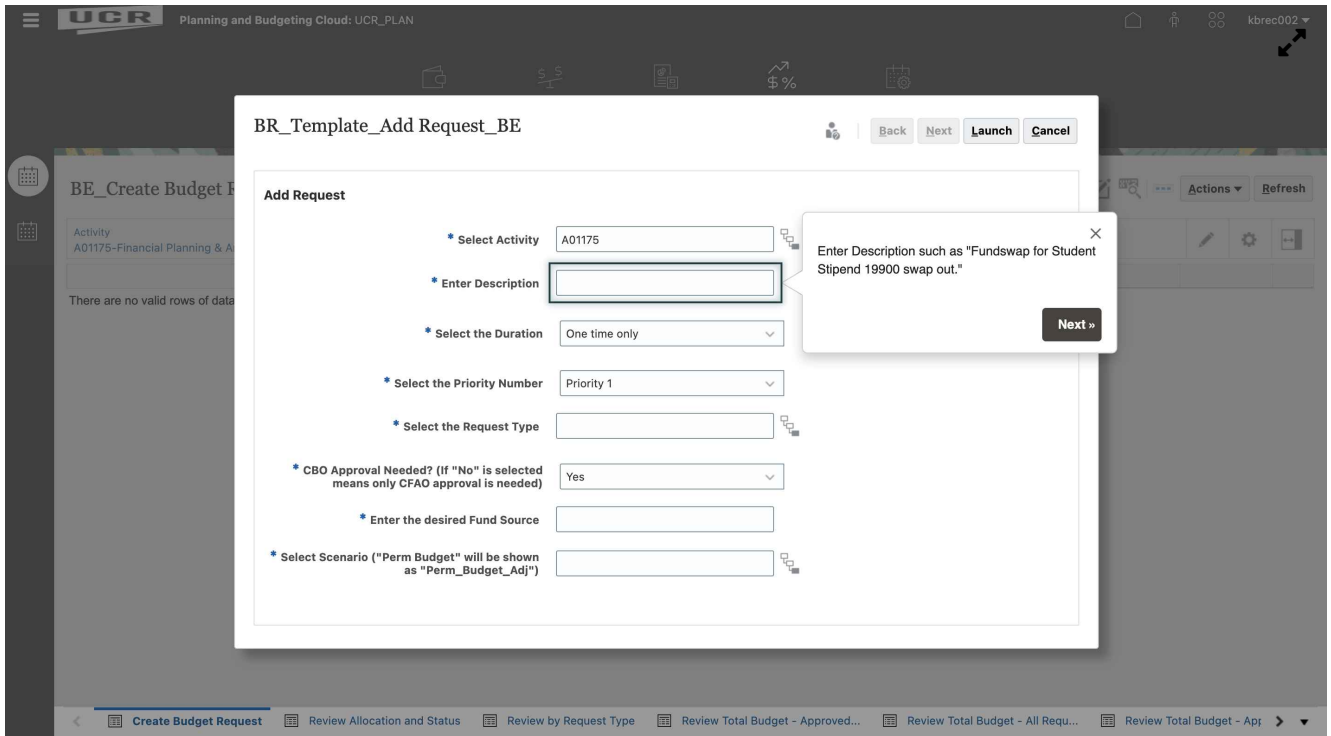
Select the appropriate POV options. Select the Activity that you send the funds from. You need to drill down to the activity.

STEP 4



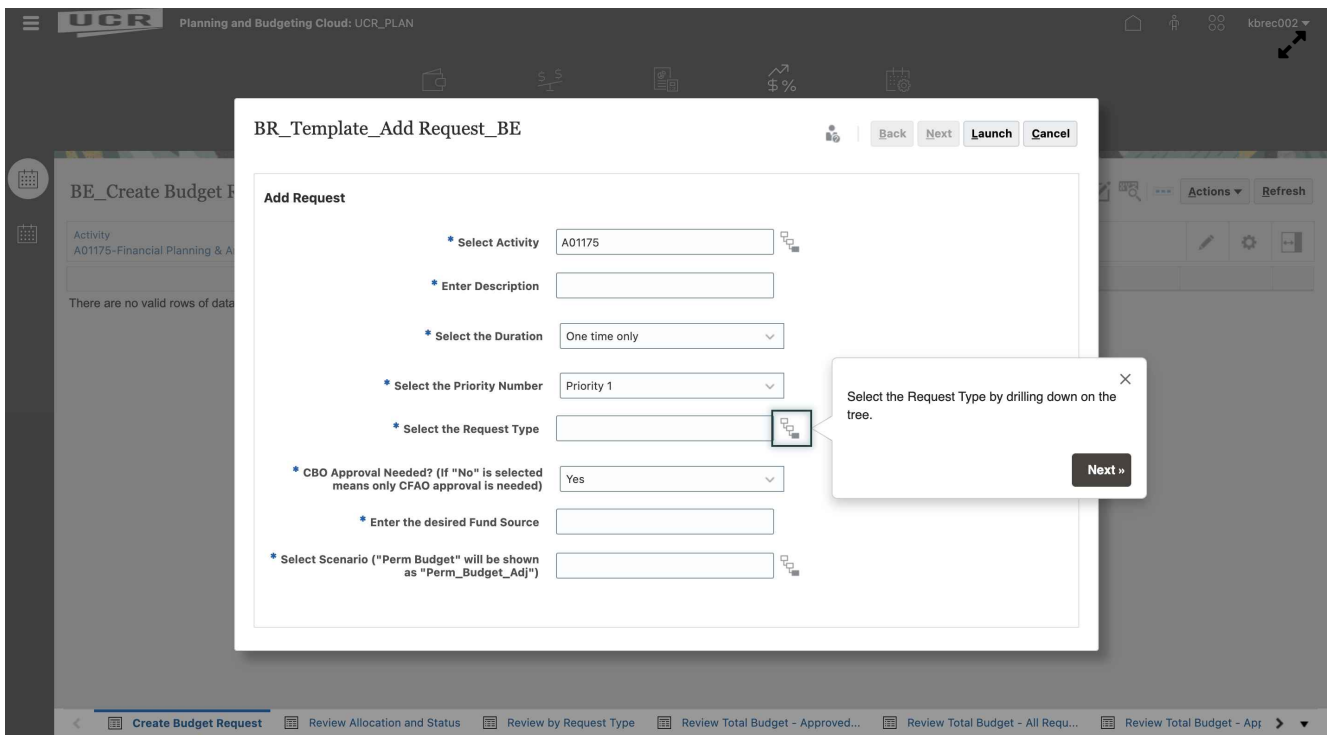
Right click the blank space and select "Add Budget Request."

STEP 5



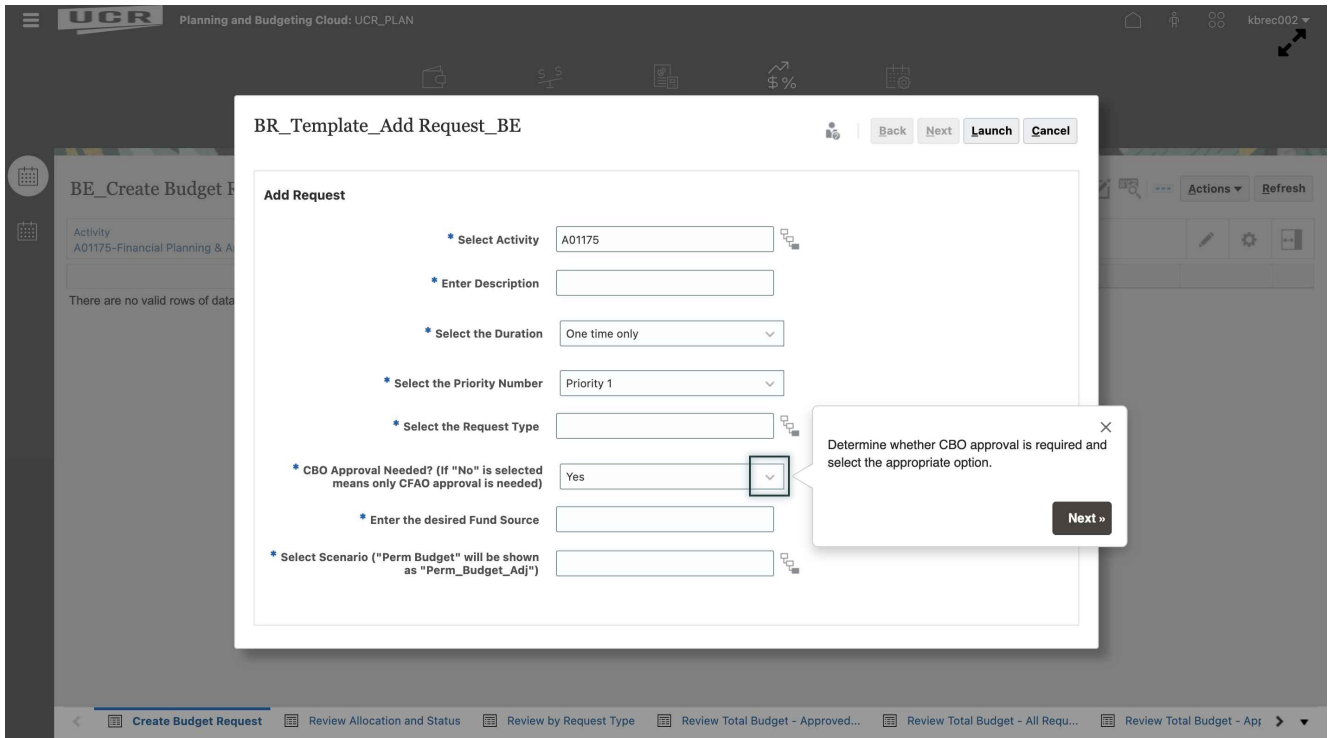
Enter Description such as "Fundswap for Student Stipend 19900 swap out."

STEP 6



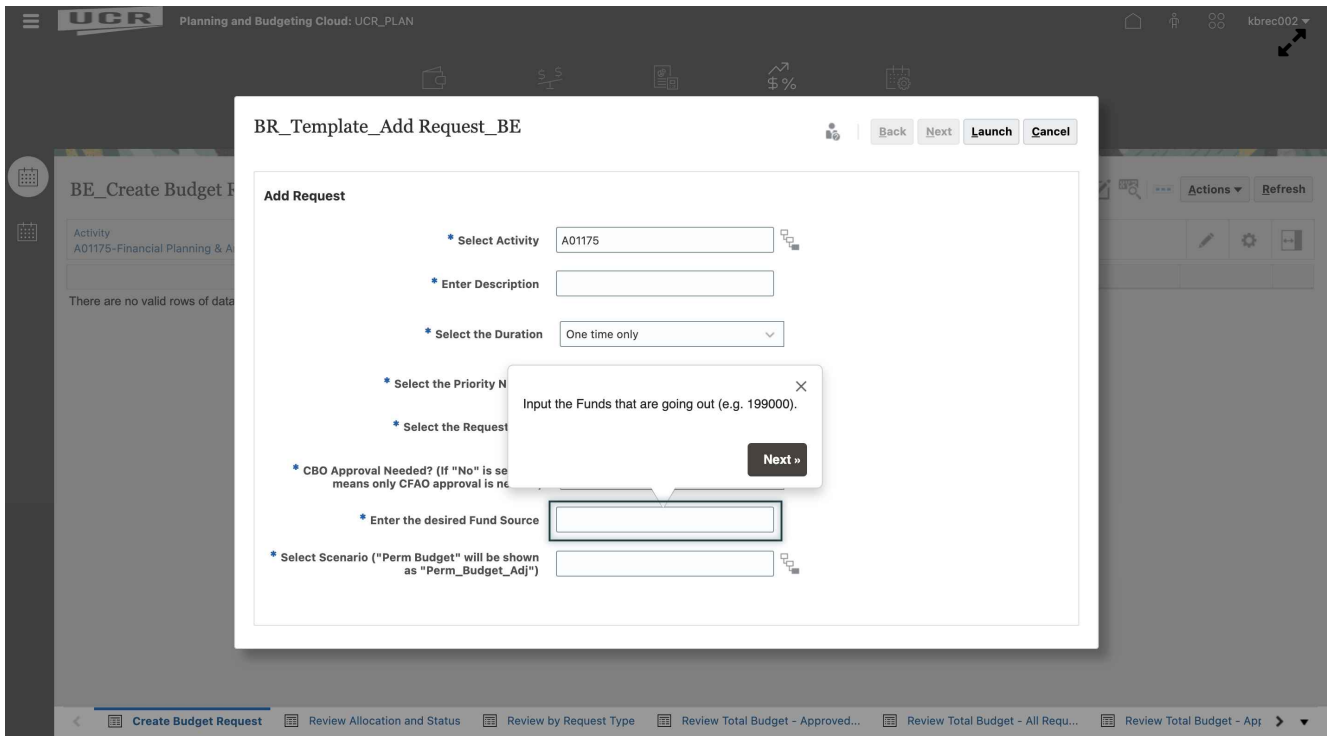
Select the Request Type by drilling down on the tree.

STEP 7



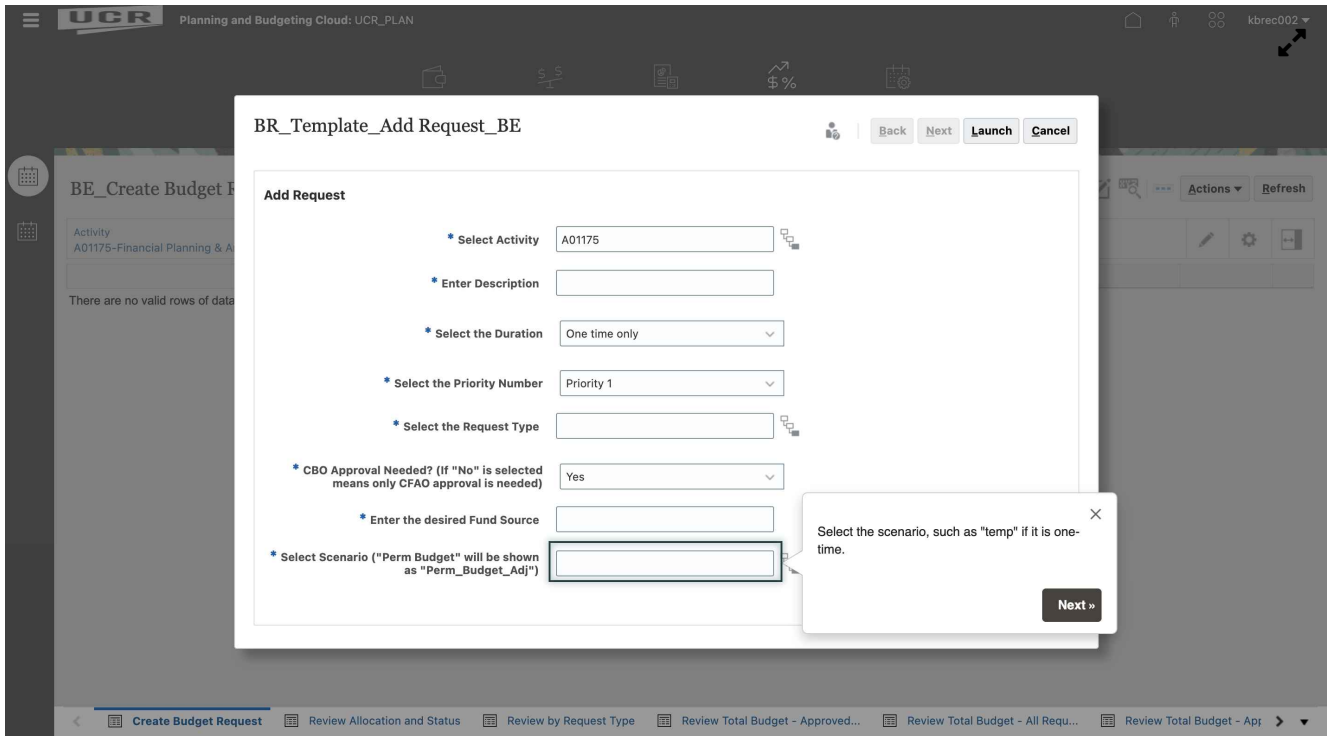
Determine whether CBO approval is required and select the appropriate option.

STEP 8



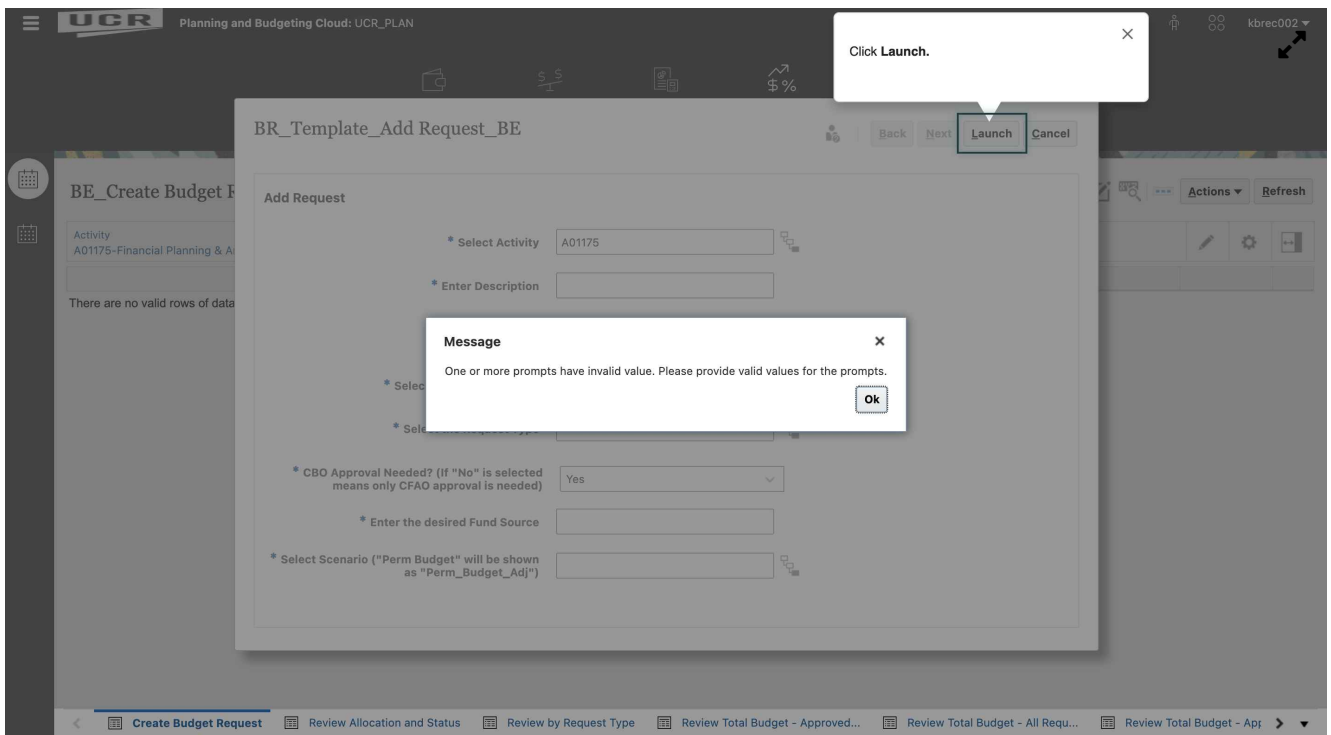
Input the Funds that are going out (e.g. 199000).

STEP 9



Select the scenario, such as "temp" if it is one-time.

STEP 10



Click Launch.

STEP 11

The screenshot shows the 'BE_Create Budget Request' interface. At the top, there is a navigation bar with 'UCR' and 'Planning and Budgeting Cloud: UCR_PLAN'. Below this is a breadcrumb trail: 'Budget Process > Budget Requests for BP > Budget Execution > Budget Requests for BE > Project Budget'. A 'Click Launch.' dialog box is centered over the table. The table has the following data:

Temp Budget	Fund Swap	Request 1	Request ID	Description	Duration	Fund Source	Priority Number	CBO Approval Needed?	Attachment
			A01180-FUN-NEW001	Fundswap General 19900 funds to Papal funds	One time only	19900	Priority 1	Yes	

Click Launch.

STEP 12

The screenshot shows the 'BE_Create Budget Request' interface. A context menu is open over the first row of the table. The menu options are 'Step 1/1', 'Back', and 'Done >'. The 'Allocation Form' option is highlighted. The table data is the same as in Step 11.

Right-click on your request row and click on Allocation Form.

STEP 13

Check your POV options.

Next »

Request ID	Assumptions	YearTotal
A01175-T-FUN-NEW001	test please disregard	
BC27-BC Staff Other		-1

Check your POV options.

STEP 14

Error

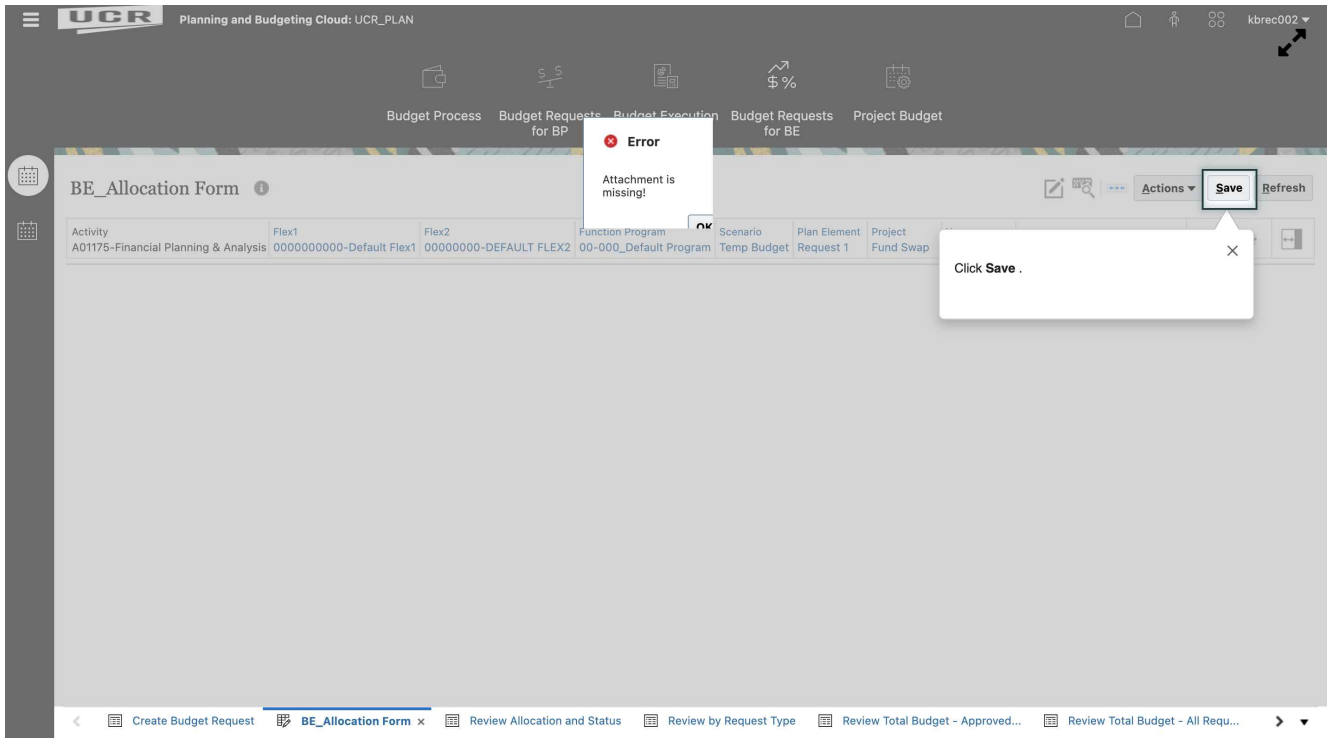
Attachment is missing!

OK

Request ID	Assumptions	YearTotal
A01175-T-FUN-NEW001	test please disregard	
BC27-BC Staff Other		-1

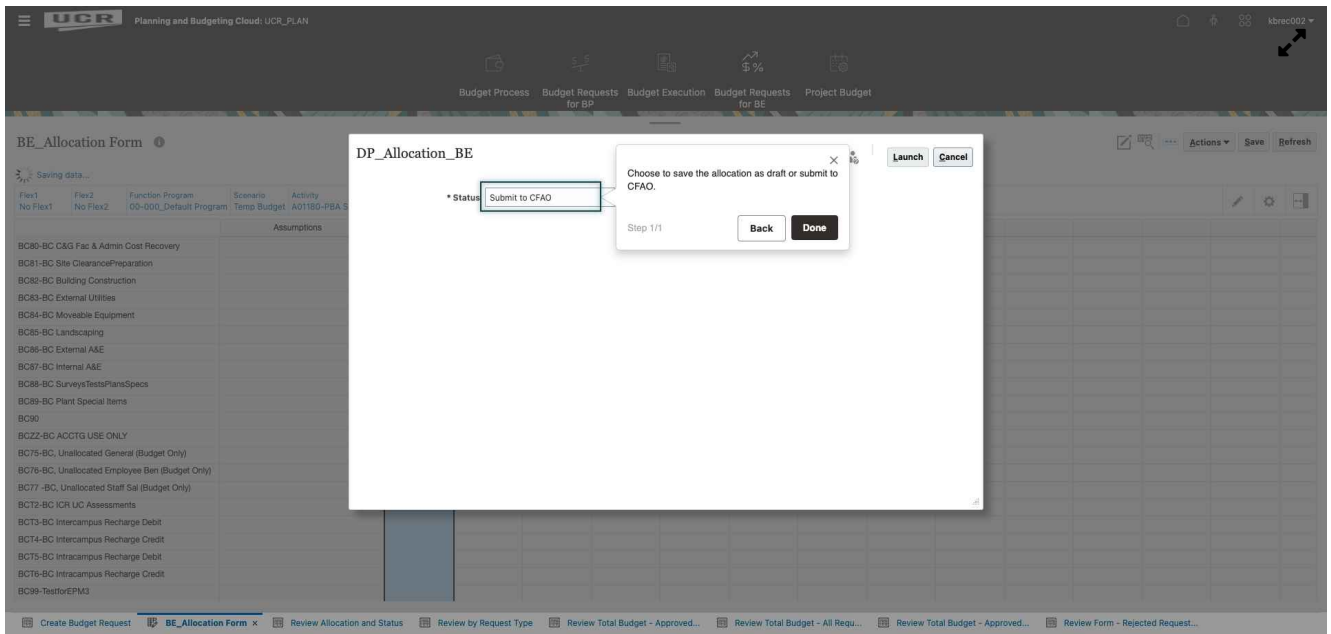
Input the appropriate amount of funding you would like removed from the BC as a negative number in the appropriate row.

STEP 15



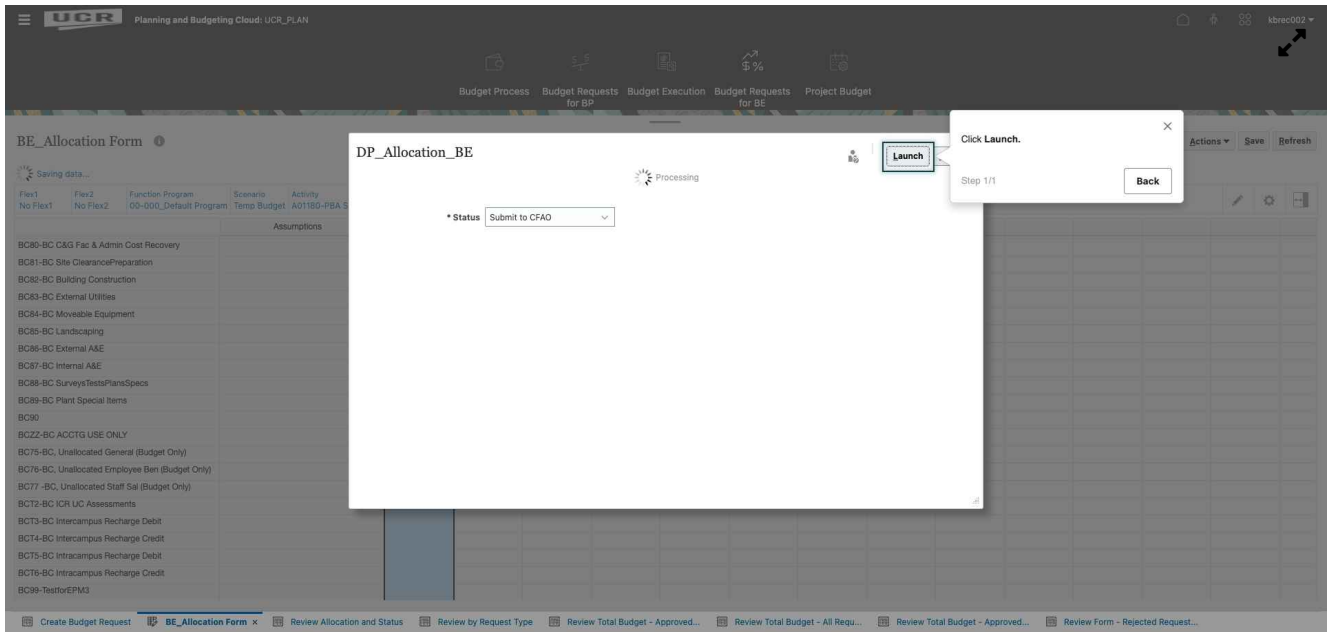
Click Save.

STEP 16



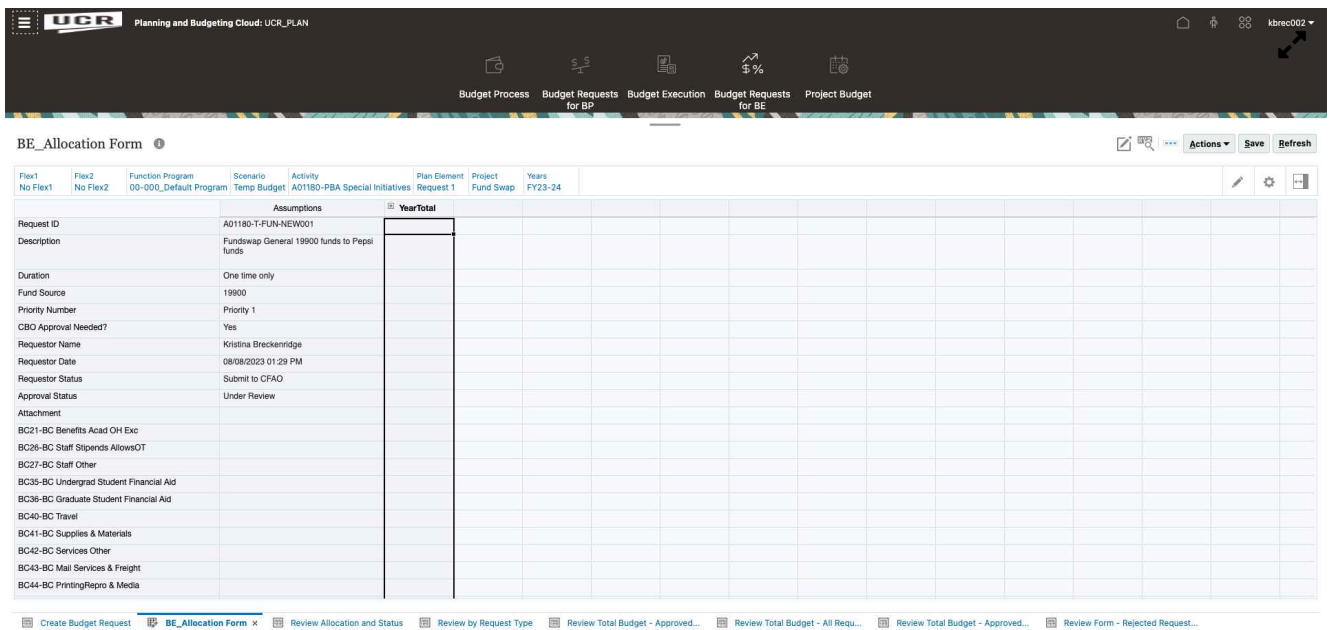
Choose to save the allocation as draft or submit to CFAO.

STEP 17



Click Launch.

STEP 18

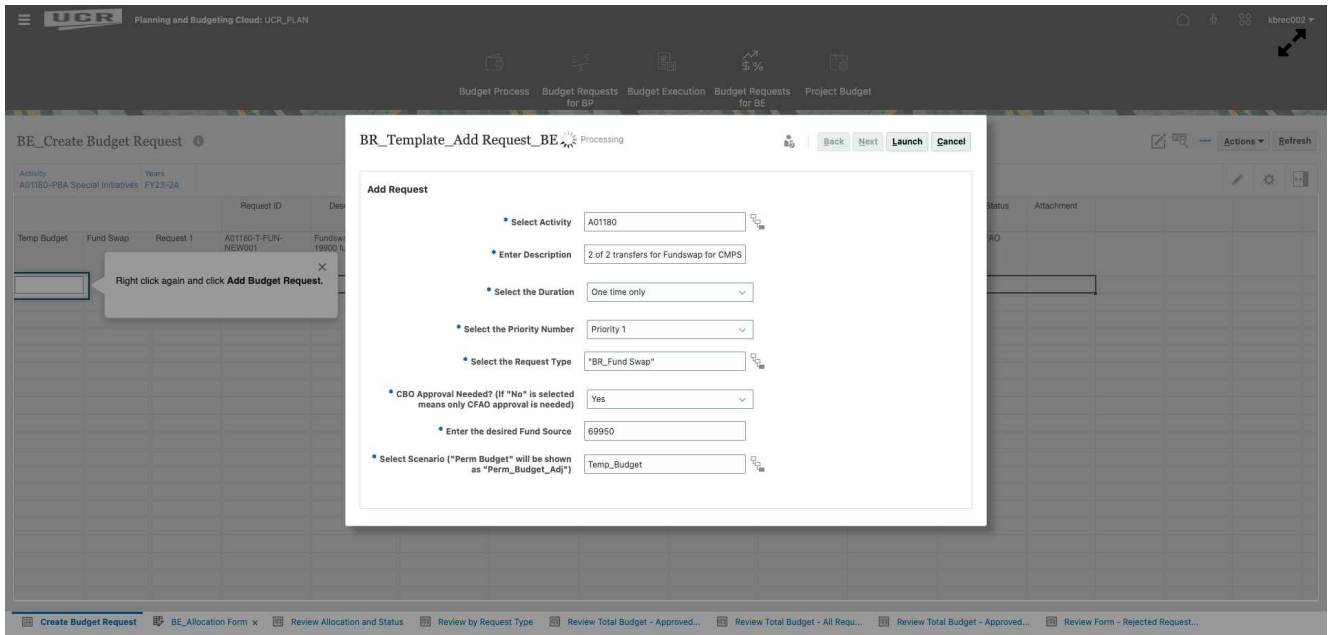


Success message will appear. click OK.

STEP 19

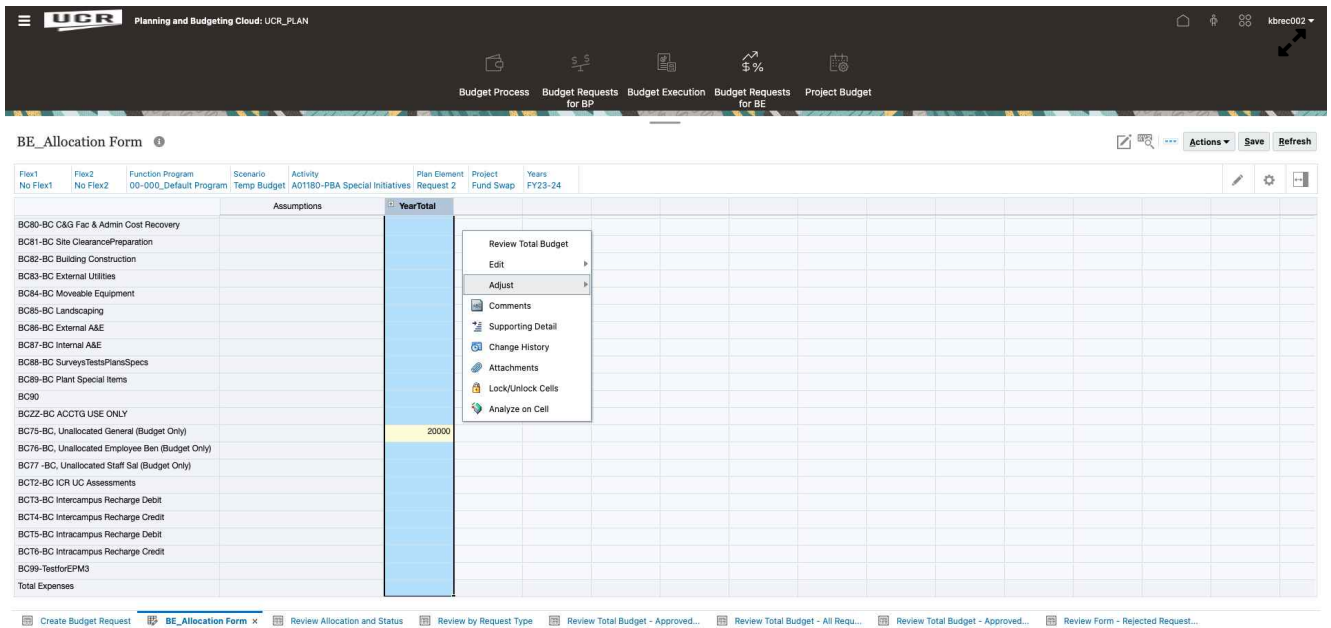
Navigate back to the Create Budget Request tab at the bottom of the page.

STEP 20



Right click again and click Add Budget Request. Follow the same steps as before and click Launch.

STEP 21



Right click the request and click Allocation Form.

STEP 22

BE_Allocation Form

Assumptions

	YearTotal
BC80-BC C&G Fac & Admin Cost Recovery	
BC81-BC Site ClearancePreparation	
BC82-BC Building Construction	
BC83-BC External Utilities	
BC84-BC Moveable Equipment	
BC85-BC Landscaping	
BC86-BC External A&E	
BC87-BC Internal A&E	
BC88-BC SurveysTestsPlansSpecs	
BC89-BC Plant Special Items	
BC90	
BC22-BC ACCTG USE ONLY	
BC75-BC, Unallocated General (Budget Only)	20000
BC76-BC, Unallocated Employee Ben (Budget Only)	
BC77-BC, Unallocated Staff Sal (Budget Only)	
BC72-BC ICR UC Assessments	
BCT3-BC Inter-campus Recharge Debit	
BCT4-BC Inter-campus Recharge Credit	
BCT5-BC Intra-campus Recharge Debit	
BCT6-BC Intra-campus Recharge Credit	
BC99-TestforEPM3	
Total Expenses	

Add the information to your desired BC.

Done

Add the information to your desired BC.

STEP 23

BE_Allocation Form

	YearTotal
Request ID	A01180-T-FUN-NEW002
Description	2 of 2 transfers for Fundswap for CMPS 9812
Duration	One time only
Fund Source	68950
Priority Number	Priority 1
CBO Approval Needed?	Yes
Approval Status	
Attachment	
BC21-BC Benefits Acad OH Exc	
BC26-BC Staff Stipends AllowsOT	
BC27-BC Staff Other	
BC35-BC Undergrad Student Financial Aid	
BC36-BC Graduate Student Financial Aid	
BC40-BC Travel	
BC41-BC Supplies & Materials	
BC42-BC Services Other	
BC43-BC Mail Services & Freight	
BC44-BC PrintingRepro & Media	
BC45-BC Communication	
BC48-BC Computing Includes COGS	
BC47-BC Other S&E	

Click Save.

Done

Click Save.

STEP 24

Planning and Budgeting Cloud: UCR_PLAN

Your CFAO can now approve or decline your request. The fundswap is complete for non-CFAOs.

BE_Allocation Form

Flex1	Flex2	Function Program	Scenario	Activity	Plan Element	Project	Years
No Flex1	No Flex2	00-000_Default Program	Temp Budget	A01180-PBA Special Initiatives	Request 2	Fund Swap	FY23-24

Assumptions

Request ID	YearTotal
A01180-T-FLJN-NEW002	

Description: 2 of 2 transfers for Fundswap for CMPS 9612

Duration: One time only

Fund Source: 68950

Priority Number: Priority 1

CBO Approval Needed?: Yes

Requestor Name: Kristina Breckenridge

Requestor Date: 08/08/2023 01:50 PM

Requestor Status: Submit to CFAO

Approval Status: Under Review

Attachment:

- BC21-BC Benefits Acad OH Exc
- BC26-BC Staff Stipends AllowsOT
- BC27-BC Staff Other
- BC35-BC Undergrad Student Financial Aid
- BC36-BC Graduate Student Financial Aid
- BC40-BC Travel
- BC41-BC Supplies & Materials
- BC42-BC Services Other
- BC43-BC Mail Services & Freight
- BC44-BC Printing/Repro & Media

Create Budget Request | BE_Allocation Form | Review Allocation and Status | Review by Request Type | Review Total Budget - Approved... | Review Total Budget - All Requ... | Review Total Budget - Approved... | Review Form - Rejected Request...

Your CFAO can now approve or decline your request. The fundswap is complete for non-CFAOs.