# Inter-org and Intra-org Adjustments

## Last Updated: 09/01/2023 10:47 PM

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## Select the Financials card.

### **STEP 2**

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Manage Existing Employees - Budget Execution			Z C. Actions R
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Workforce to Finance Mapping			

#### **STEP 3**

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Select the second card.

#### **STEP 4**

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#### **STEP 5**

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Select the arrow any time that you configure your POV options.

#### **STEP 6**

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All Activity ORG39-Planning Budget & Administrat	Fund tion 19900-0	SENERAL FUNC	Years													° F
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A01175-Financial Planning & Analysis	72-000_Default P	rogram BC25	-BC Staff Appointm	ients									-			
		BC30	BC Benefits Staff			-4							-			
		BC40	BC Travel										-			
		BC41	BC Supplies & Ma	terials									-			
		BC42	.RC Sanulnas Other		_											
UCR_Current Year Control Bu	dget Review ·	BC4: - Total	Right click whe selecting "Add	re you would like Control Budget Er	to add a BC by ntry.". Note that								1			
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	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YeatTotal	YearTotal	YearTo
BC25-BC Staff Appointments	-													9257916		
BC26-BC Staff Stipends AllowsOT																
BC27-BC Staff Other																
BC28-BC Staff Sal Non Perm Funding																
RC30. RC Reporte Staff														3758031		

Right click where you would like to add a BC by selecting "Add Control Budget Entry.". Note that you cannot remove a BC field once it has been added.

#### **STEP 7**

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All Activity Fund							° HO
Intercompany Budget Onset Execution Finance	Launch	Cancel					
UCR Control Budget Adjustments Only - Data Entry							
Select Scenario Select Scenario Select Scenario Select Scenario	•	10	mn Budget				
Select Receiving Activity 'A01175'' Select Receiving Se		00 <sup>0</sup>					
Select Receiving Function FFN_72_PR_000" Enter Amount		i	Total				
Select Receiving FUNT TWO Flext* Select Receiving FUNT TWO Flext* Select Austidiation			djustments				
A01175-Financial Ptenning & Analysis 72-000_Default Program SC25-8C		- 1					
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0 C42-BG							
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You can now right click again and select Interorg		- i					
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Reliever     Prom Budget       YearTotal     YearTotal       BC25-BC Staft Appointments     Image: Comparison of the staft of the							

You can now right click again and select Interorg Adjustment or Intraorg Adjustment and fill out the fields accordingly.

#### **STEP 8**

Make sure that you fill out the justification with the following information: Date/NetID/Sending Activity ORG to Receiving Activity Org/ Amount/ Reason

Note that your department may have different justification information. You can ask your SAA for guidance.

#### **STEP 9**

Click Launch. You have now completed the transfer and should receive a success message.