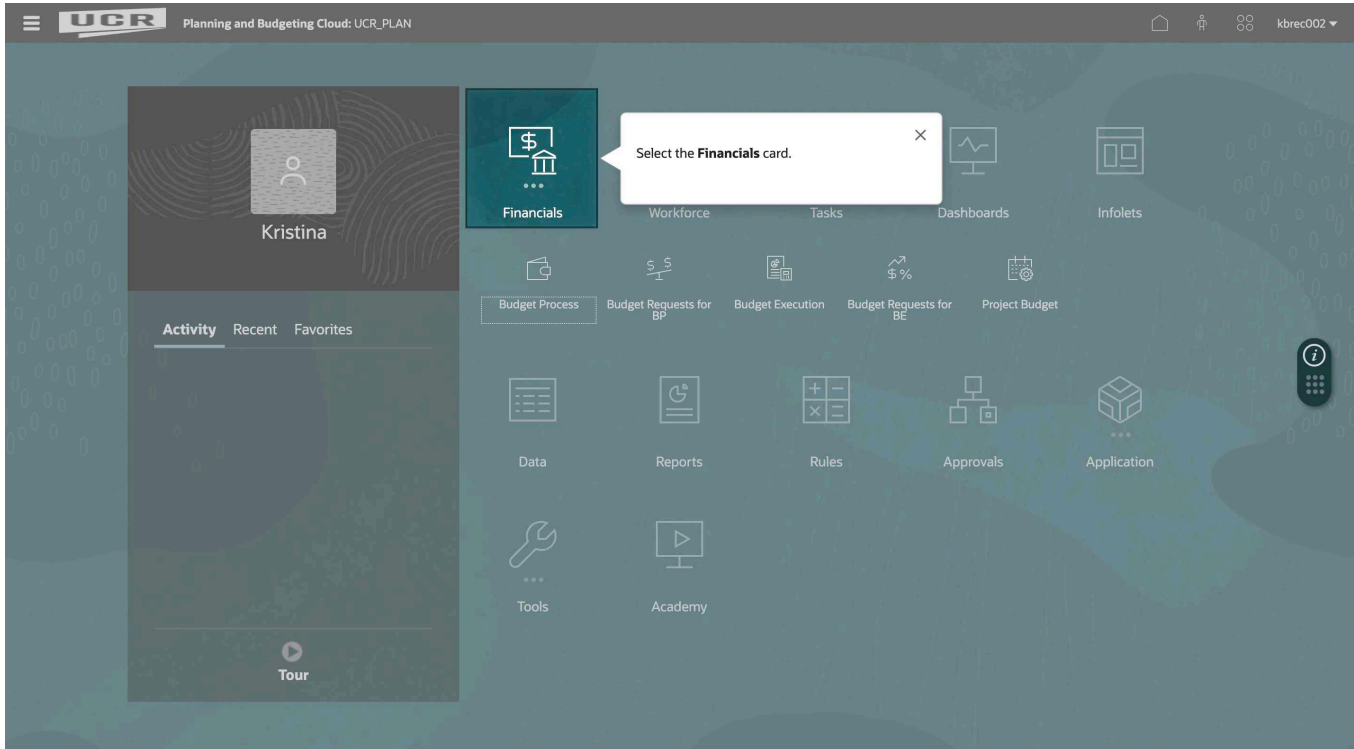


# CFAOs: Approving Fund Swaps

## Step 1



Select the **Financials** card.

Step 2

UCR Planning and Budgeting Cloud: UCR\_PLAN

Activity: A01705-Univ Research Park Finance | Years: FY23-24

Request ID	Description	Duration	Fund Source	Priority Number	CBO Approval Needed?	Attachment
Request 1 A01705-T-FUN-NEW001	test please disregard	One time only	19900	Priority 1	Yes	
Request 2 A01705-T-FUN-NEW002	test	One time only	19900	Priority 1	Yes	
Request 3 A01705-T-FUN-NEW003	test please disregard	One time only	19900	Priority 1	Yes	

Navigation: Create Budget Request | Review Allocation and Status | Review by Request Type | Review Total Budget - Approved... | Review Total Budget - All Requ... | Review Total Budget - Apr

Select the **Budget Requests for BE** card.

Step 3

UCR Planning and Budgeting Cloud: UCR\_PLAN

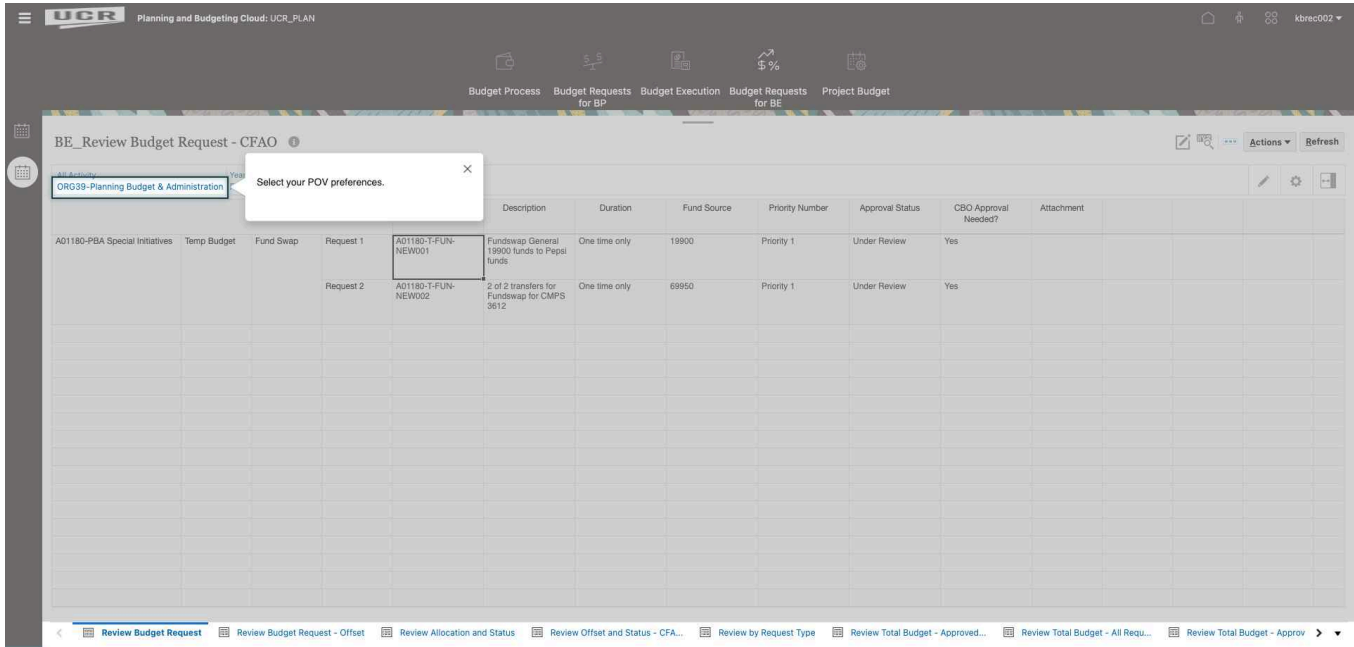
Navigation: Budget Process | Budget Requests for BP | Budget Execution | Budget Requests for BE | Project Budget

Message: There are no valid rows of data for this form.

Navigation: Review Budget Request | Review Budget Request - Offset | Review Allocation and Status | Review Offset and Status - CFA... | Review by Request Type | Review Total Budget - App

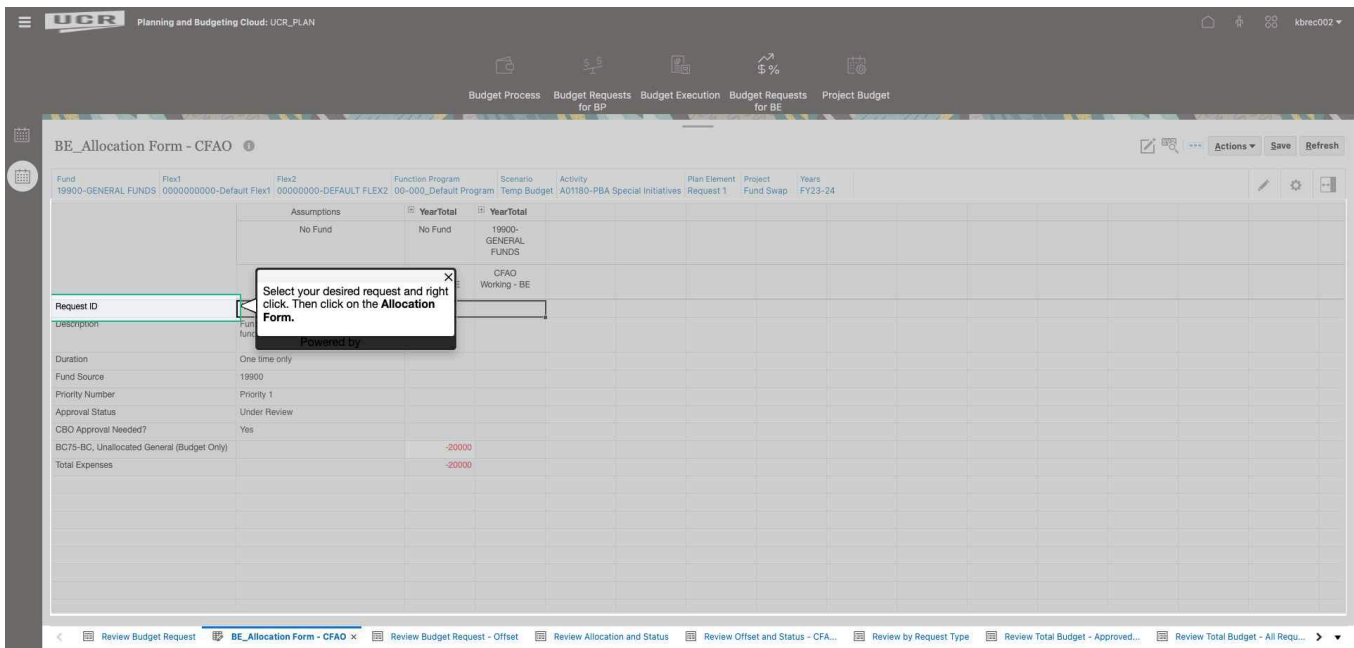
Select the second lefthand tab.

Step 4



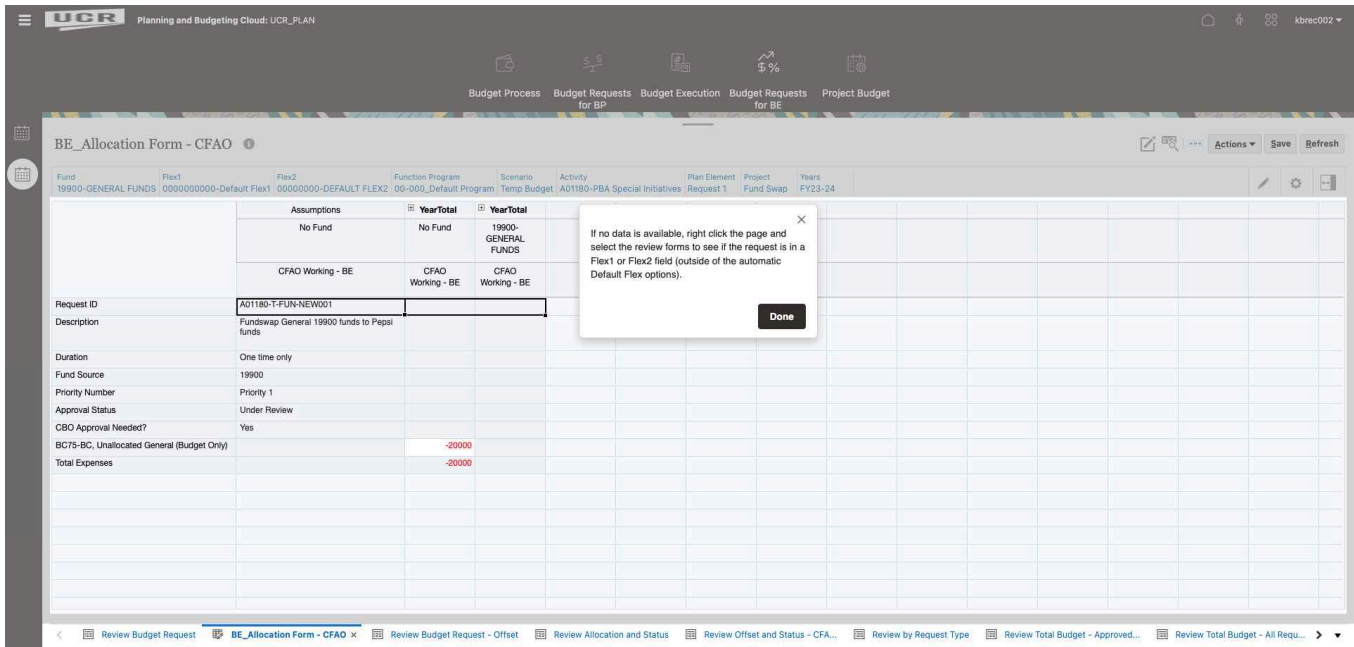
Select your POV preferences.

Step 5



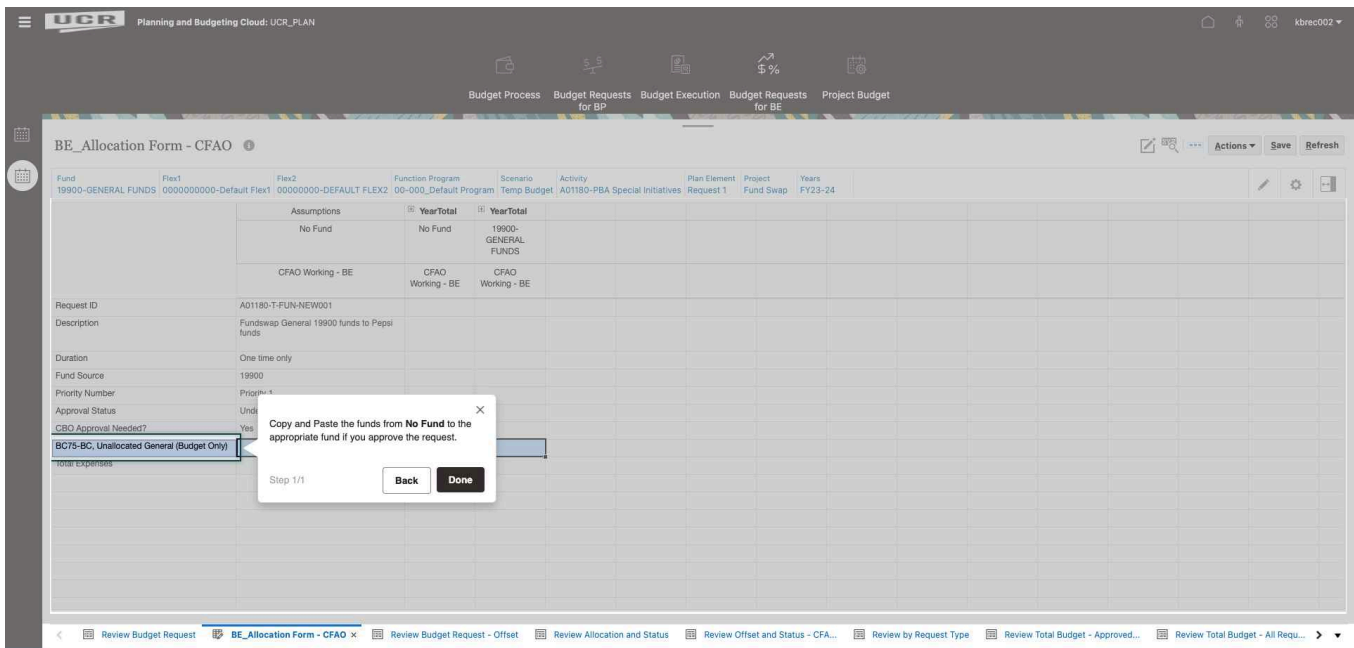
Select your desired request and right click. Then click on the **Allocation Form**.

**Step 6**



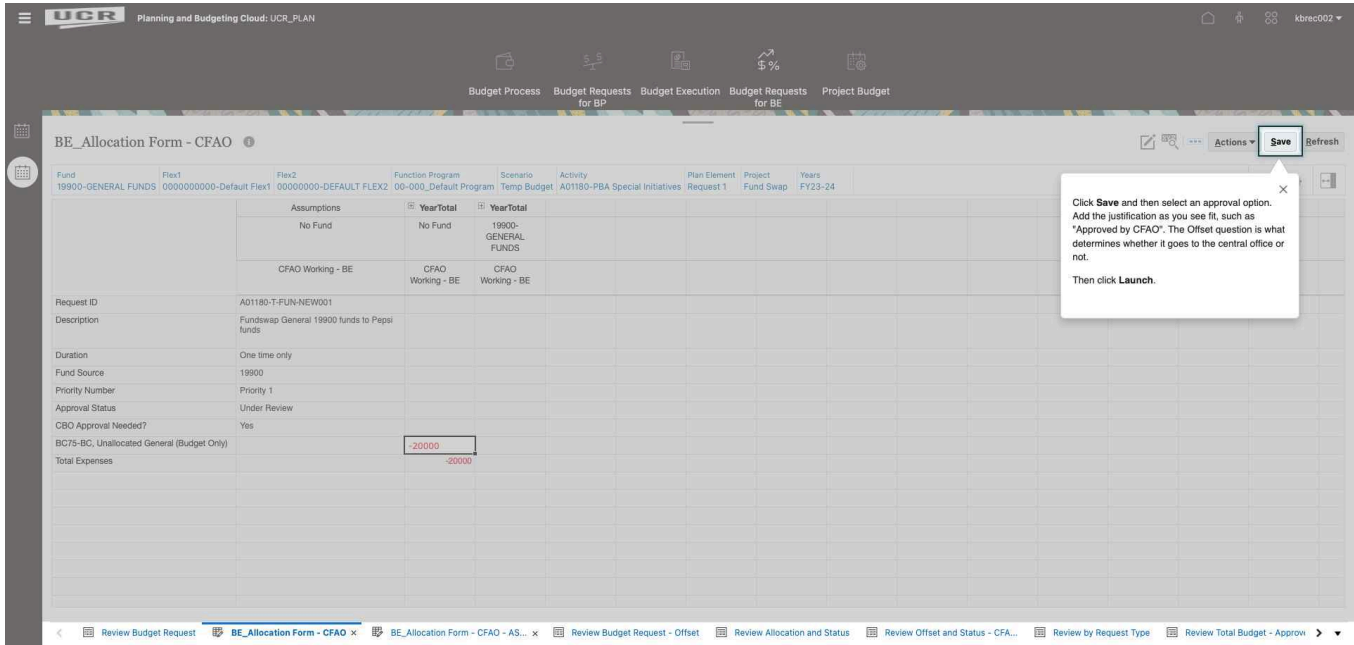
If no data is available, right click the page and select the review forms to see if the request is in a Flex1 or Flex2 field (outside of the automatic Default Flex options).

**Step 7**



Copy and Paste the funds from the **No Fund** column to the appropriate fund column if you approve the request.

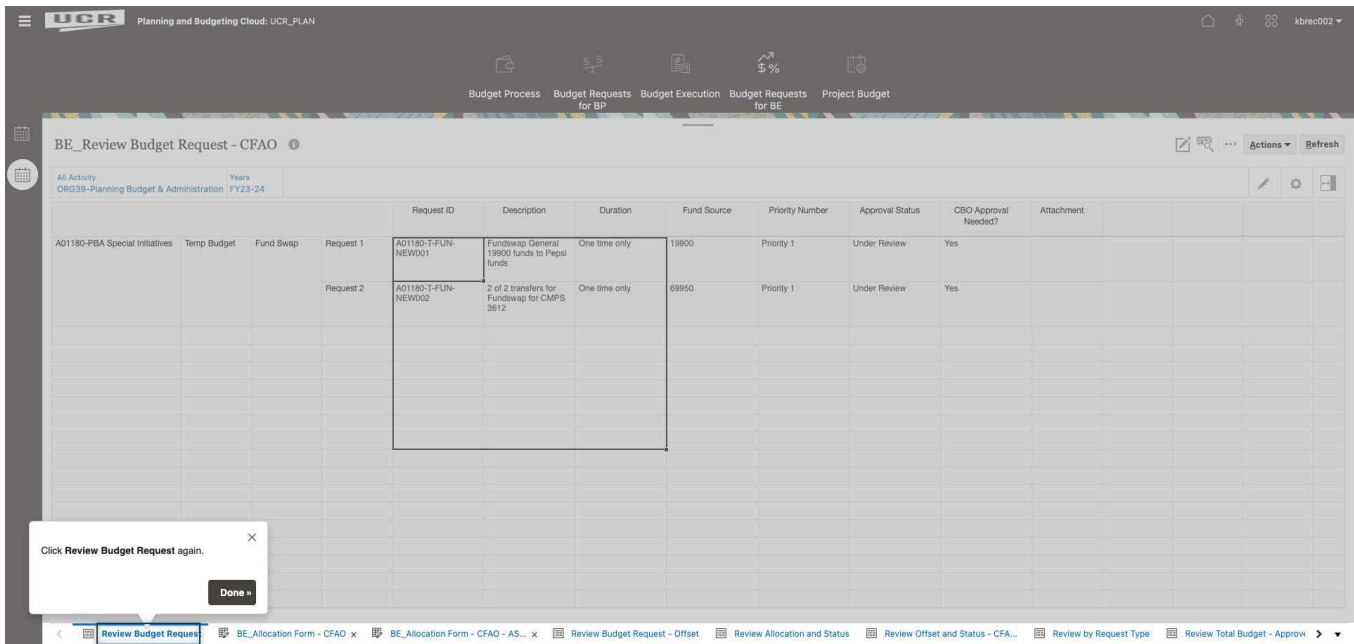
**Step 8**



Click **Save** and then select an approval option. Add the justification as you see fit, such as "Approved by CFAO". The Offset question is what determines whether it goes to the central office or not.

Then click **Launch**.

**Step 9**



Click **Review Budget Request** again.

Step 10

The screenshot shows the 'BE\_Allocation Form - CFAO' interface. At the top, there are navigation tabs: 'Budget Process', 'Budget Requests for BP', 'Budget Execution', 'Budget Requests for BE', and 'Project Budget'. Below these is a search bar and 'Actions', 'Save', and 'Refresh' buttons. The main area contains a table with the following columns: Fund, Flex1, Flex2, Function Program, Scenario, Activity, Plan Element, Project, and Years. The 'Fund' column has a dropdown menu open, showing '19900-GENERAL FUNDS' selected. Below the table, there are fields for 'Request ID', 'Description', 'Duration', 'Fund Source', 'Priority Number', 'Approval Status', 'CBO Approval Needed?', 'BC75-BC, Unallocated General (Budget Only)', and 'Total Expenses'. The 'Total Expenses' field shows a value of 20000.

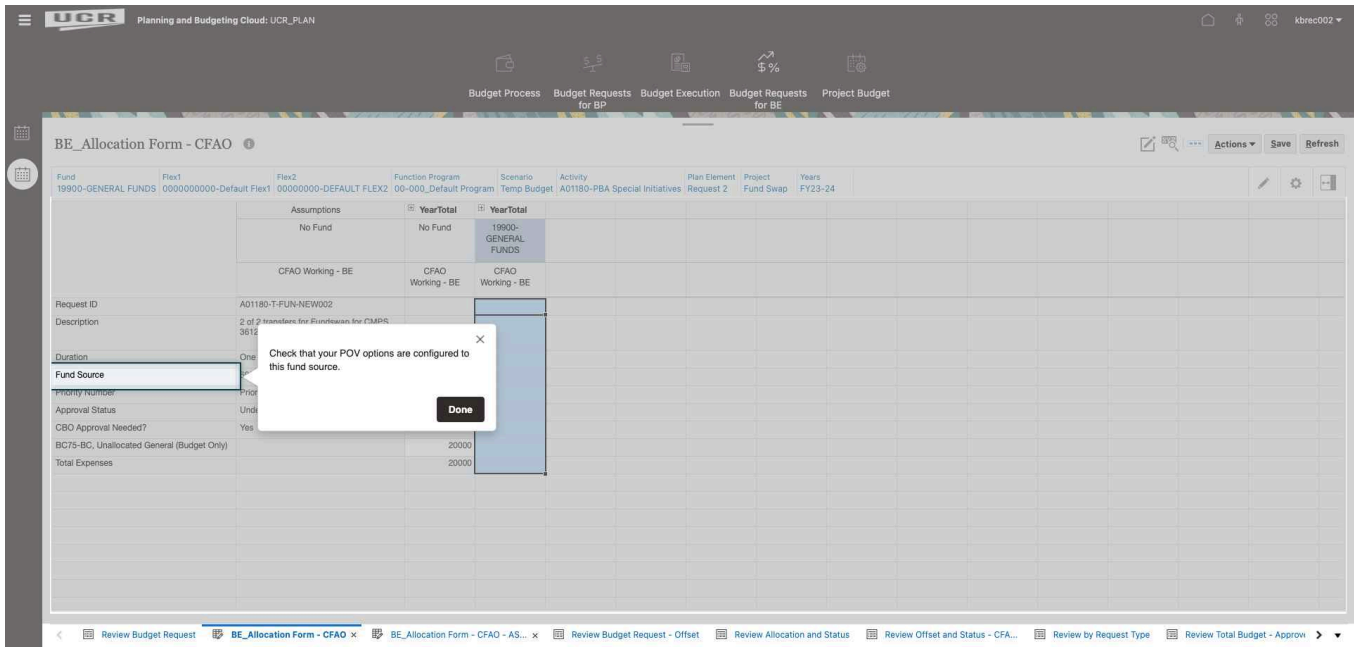
Right click the next request and click on the **Allocation Form**.

Step 11

The screenshot shows the same 'BE\_Allocation Form - CFAO' interface as in Step 10. A dialog box is displayed in the center of the screen, containing the text 'The fund will likely default to the previous fund.' and a 'Done' button. The dialog box has a close button (X) in the top right corner. The background interface is dimmed.

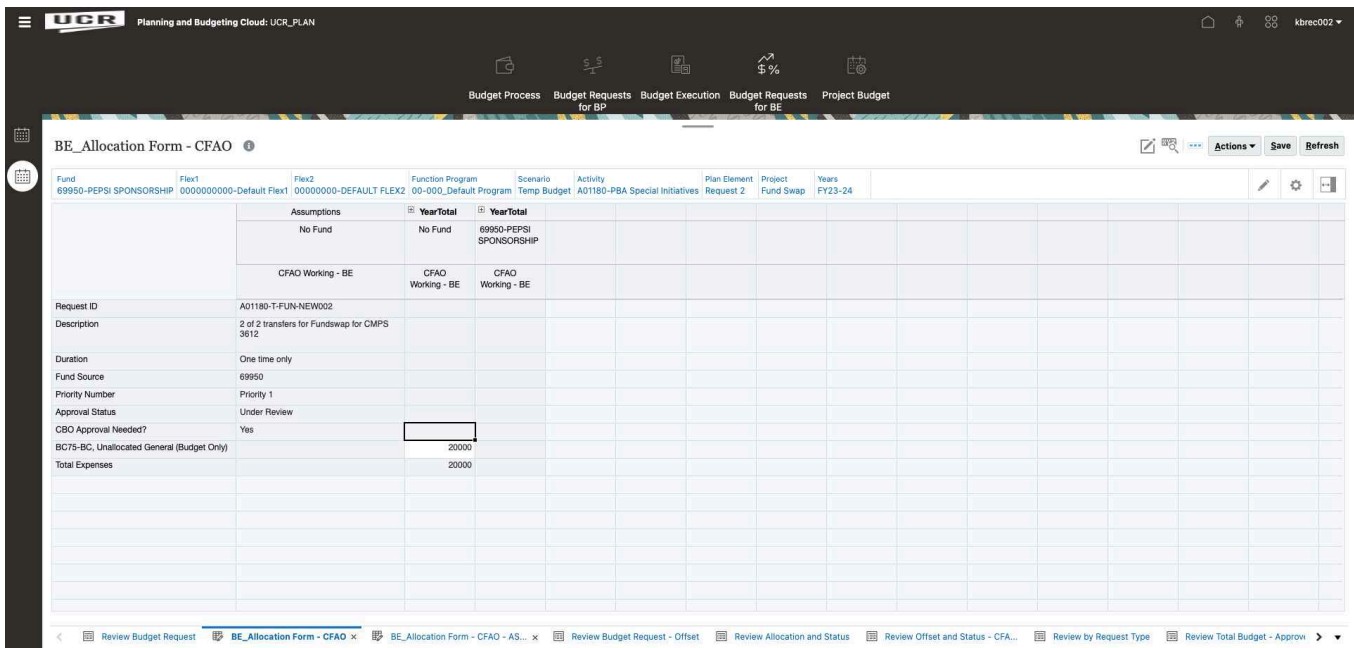
The fund will likely default to the previous fund.

Step 12



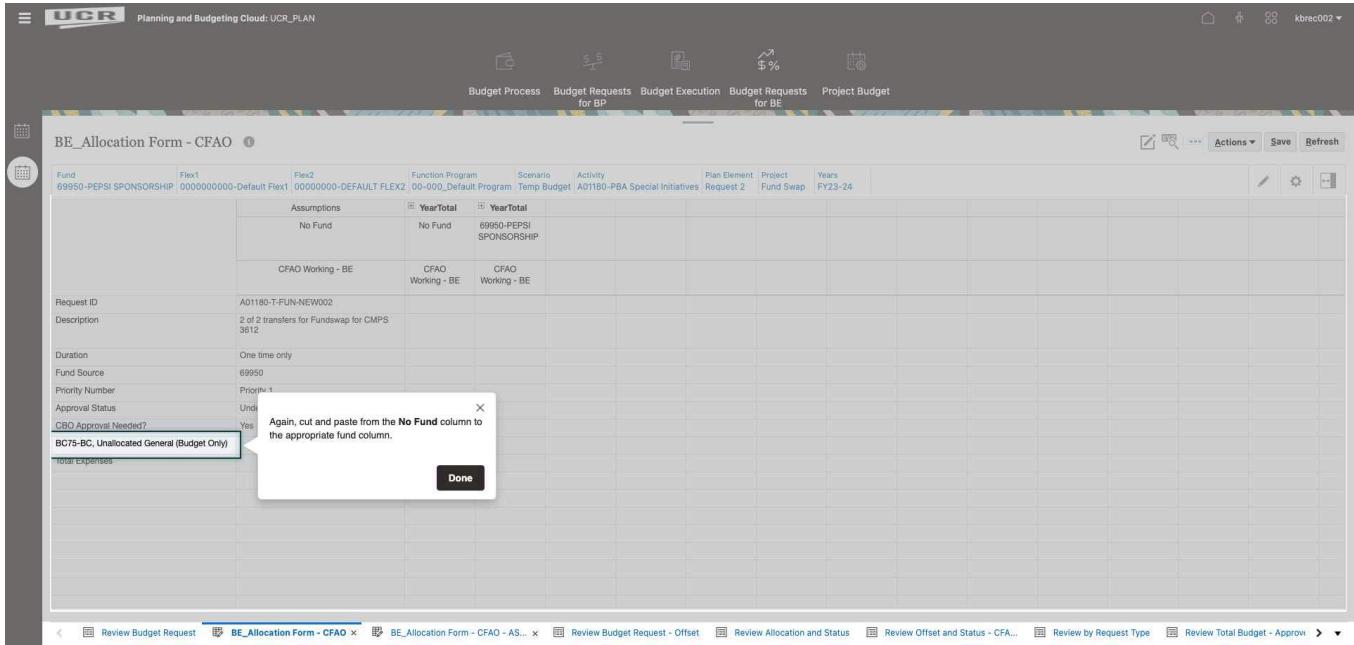
Check that your POV options are configured to this fund source.

Step 13



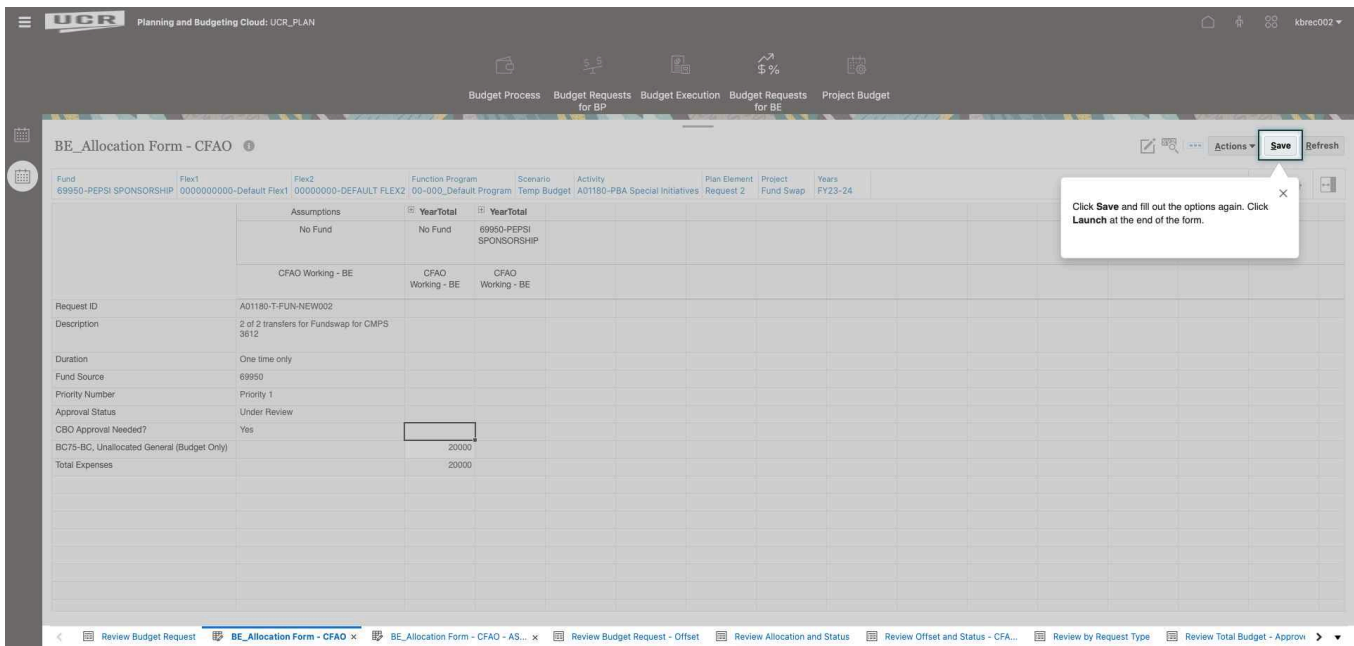
Configure the Fund at the top of the page.

Step 14



Again, cut and paste from the **No Fund** column to the appropriate fund column.

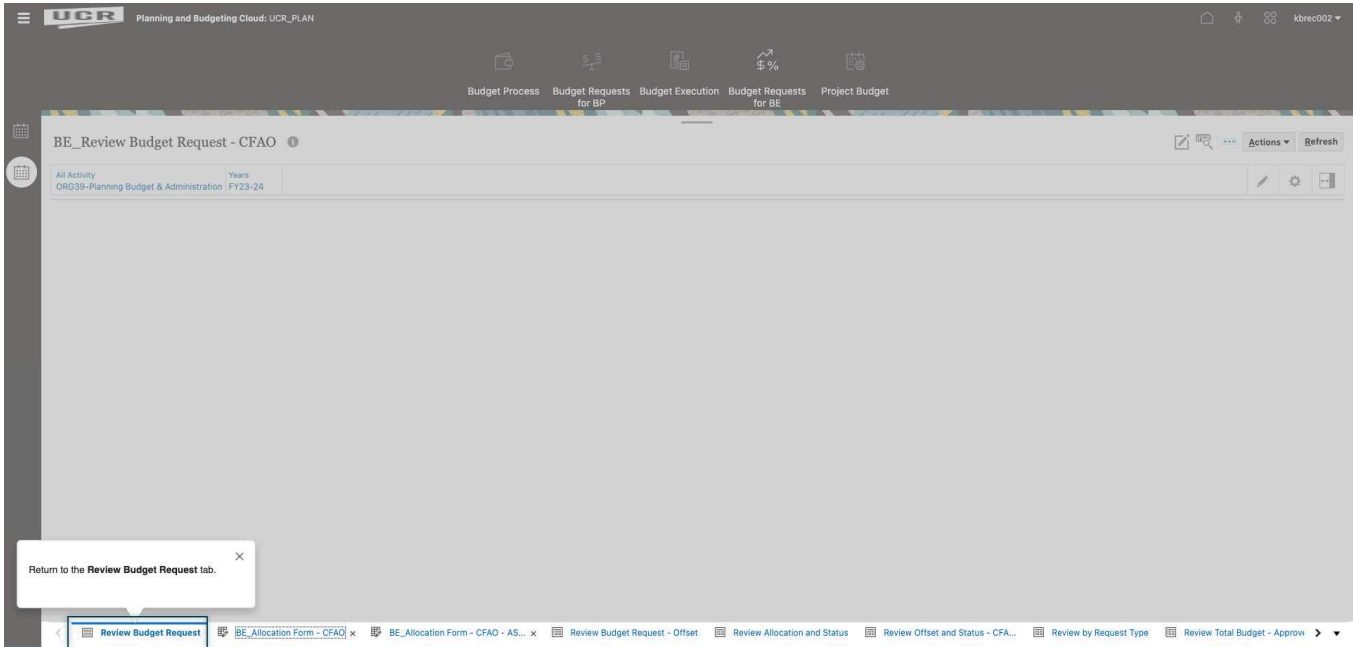
Step 15



Click **Save** and fill out the options again. Click **Launch** at the end of the form.



**Step 16**



Return to the **Review Budget Request** tab.

**Step 17**

The approval status will now be updated.

You have successfully approved or denied a fund swap.