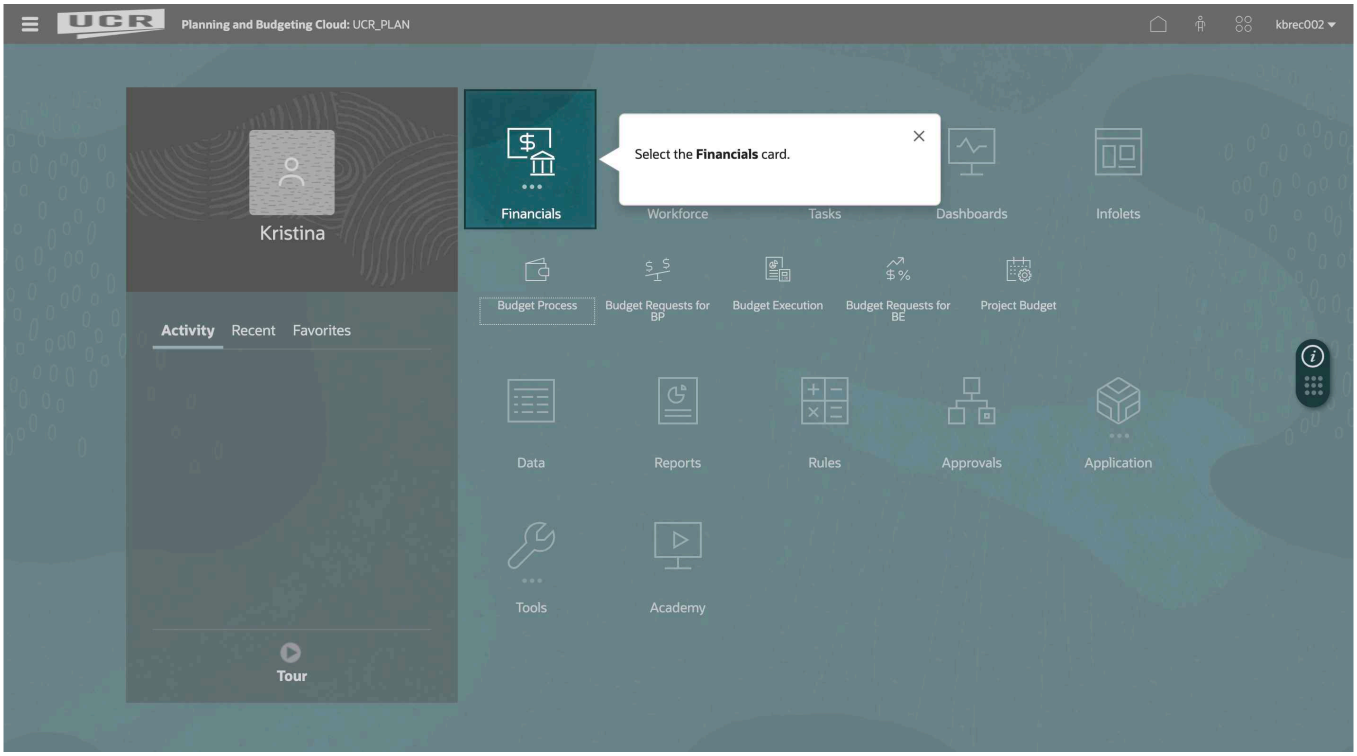
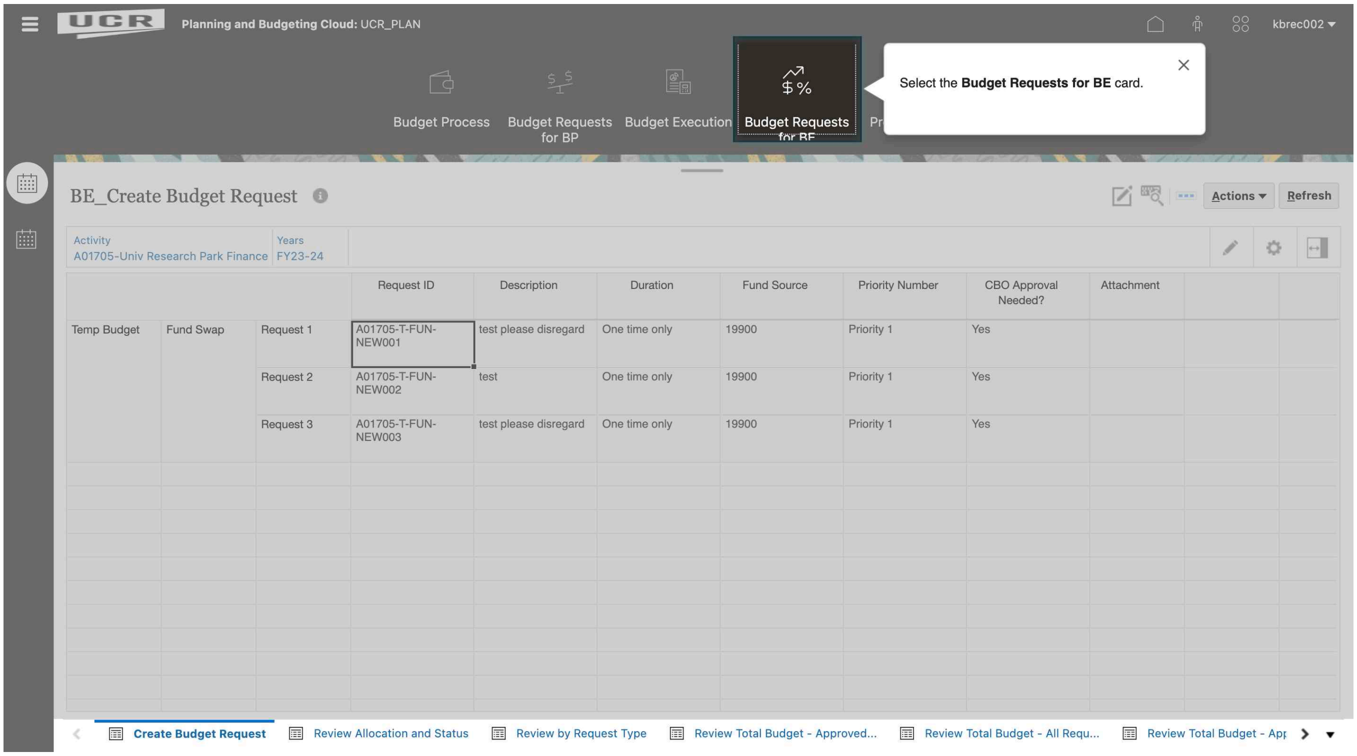
CFAOs: Approving Fund Swaps

Step 1



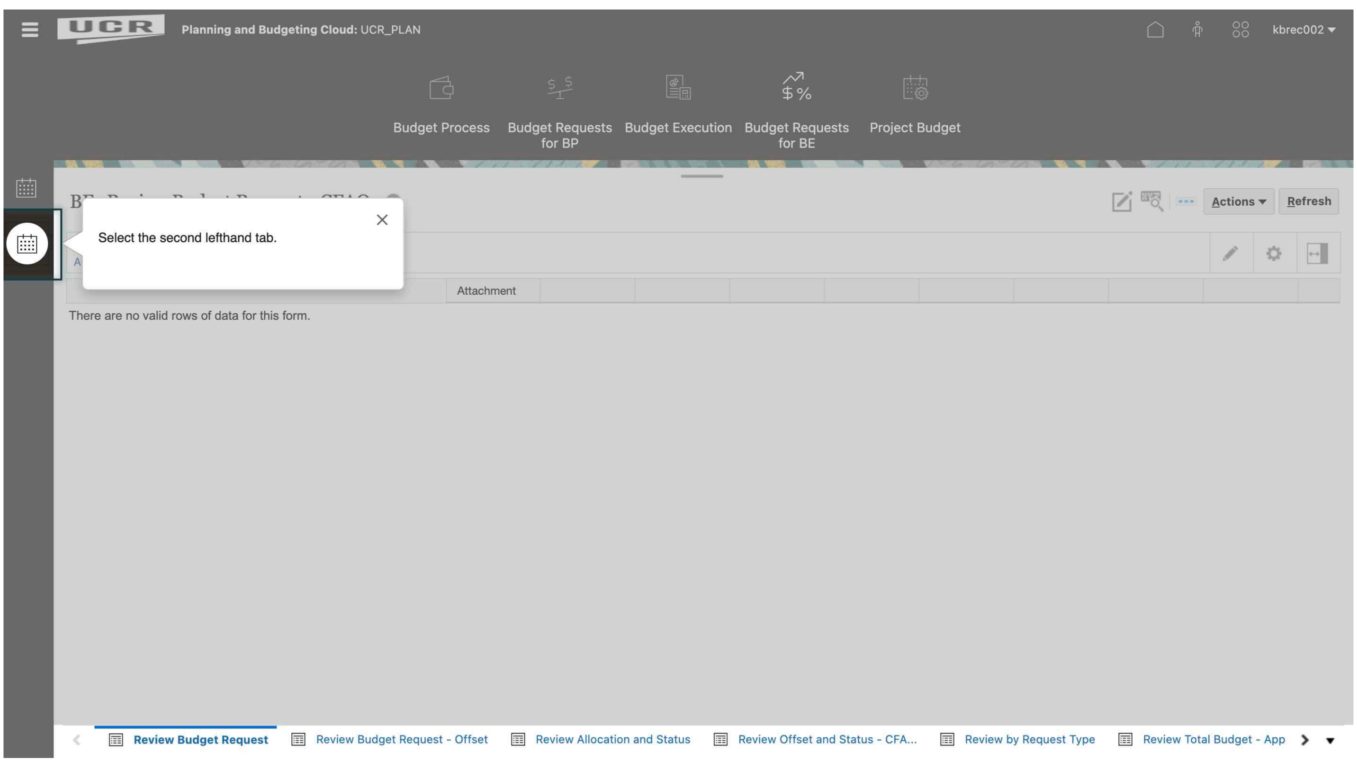
Select the **Financials** card.

Step 2



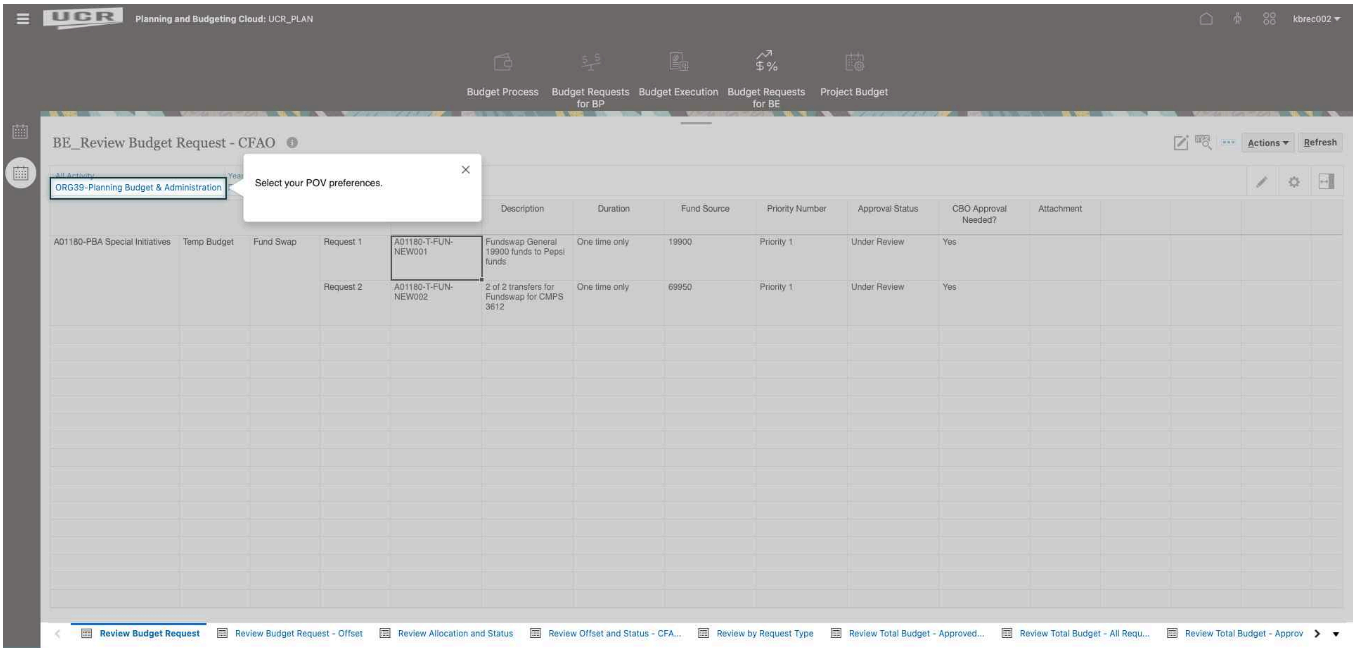
Select the **Budget Requests for BE** card.

Step 3



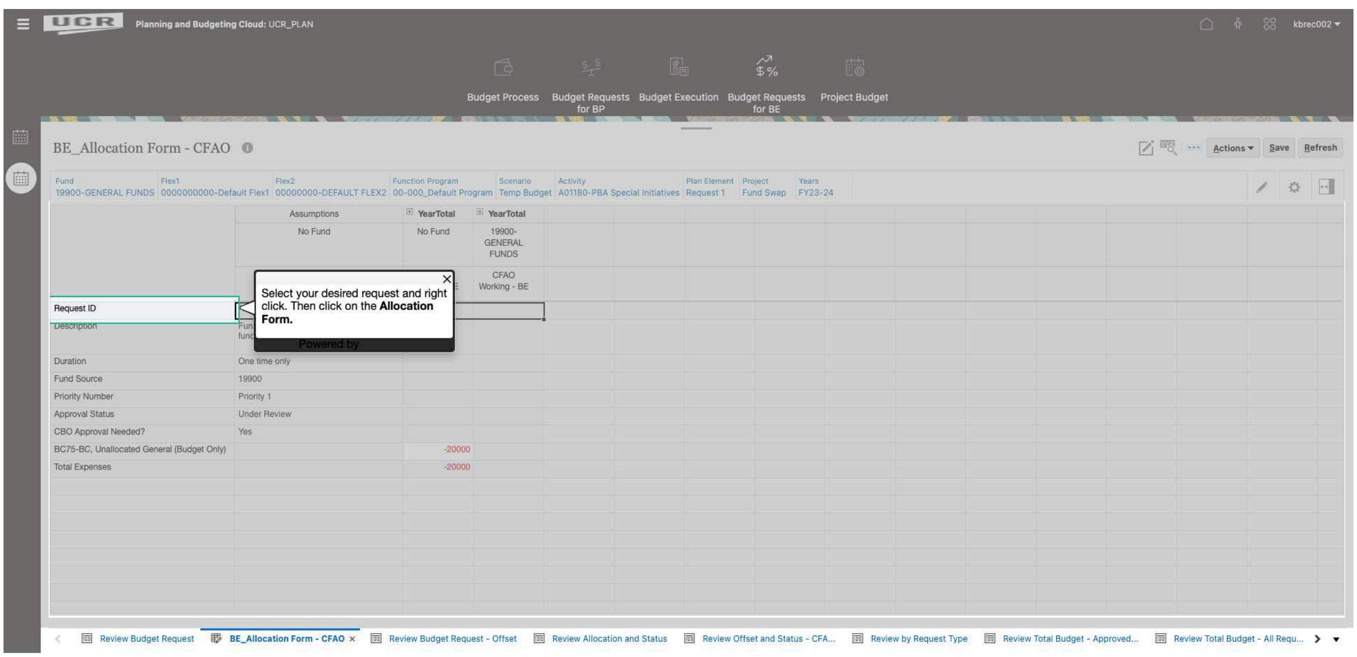
Select the second lefthand tab.

Step 4



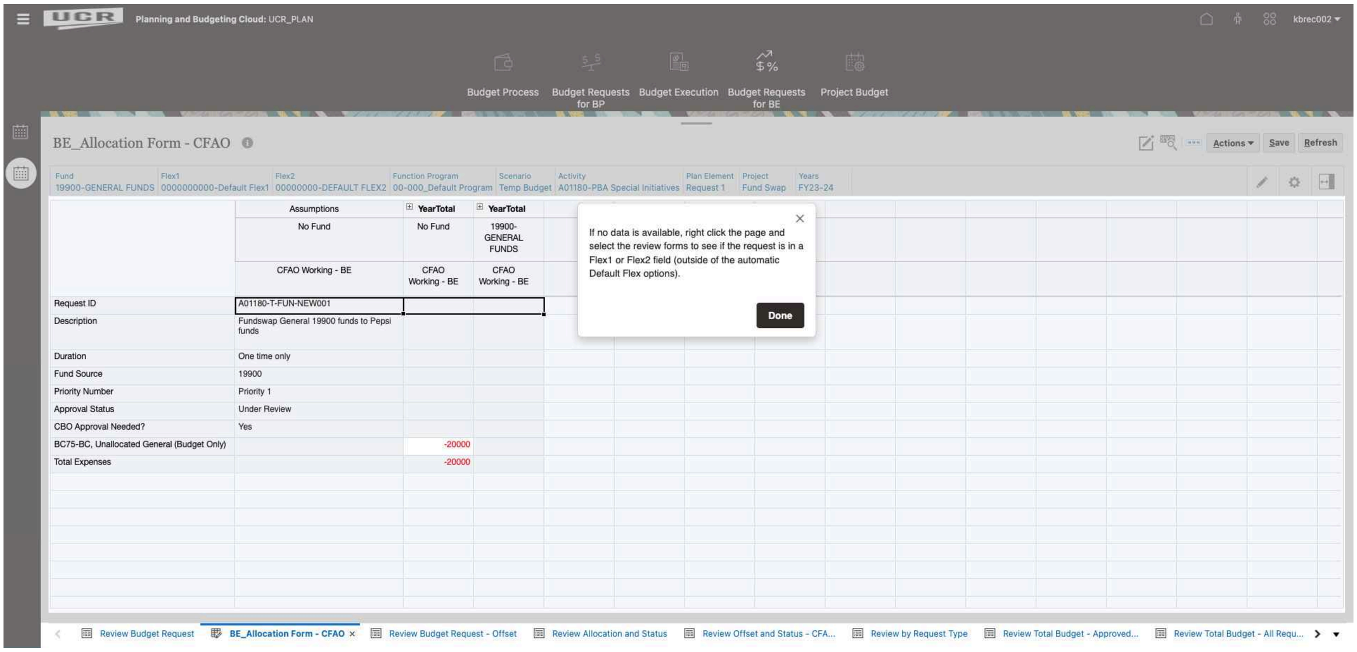
Select your POV preferences.

Step 5



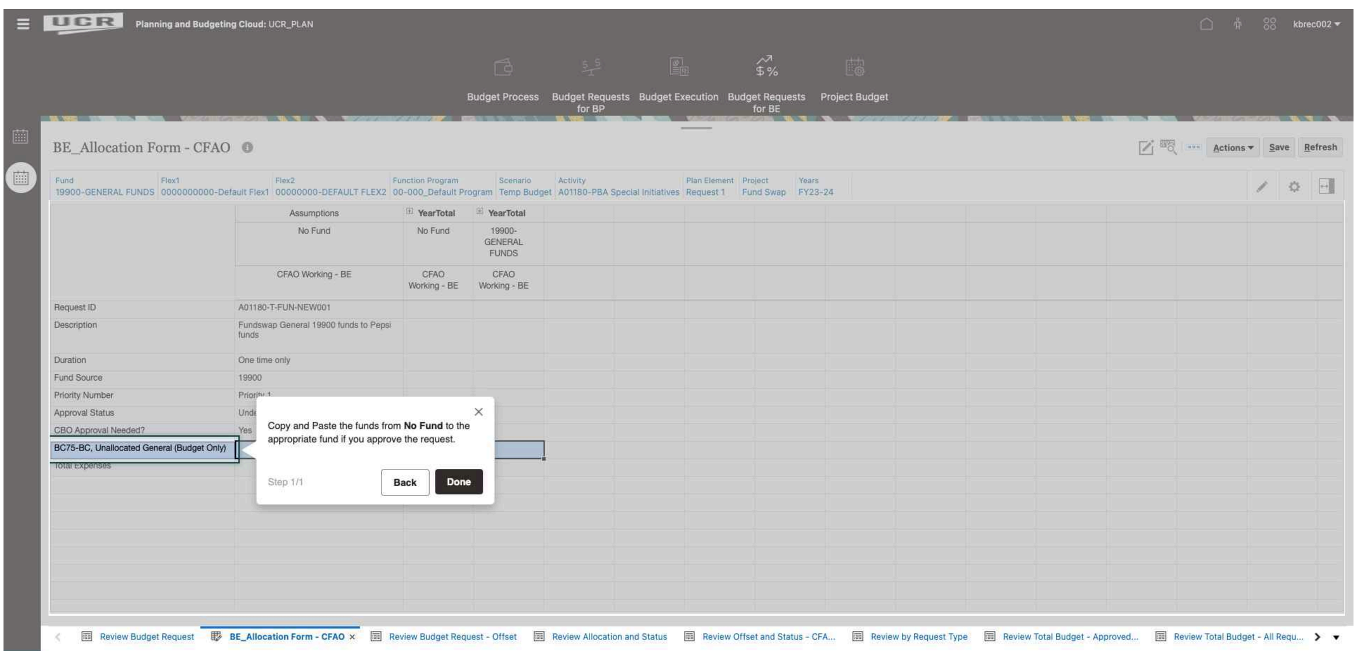
Select your desired request and right click. Then click on the **Allocation Form.**

Step 6



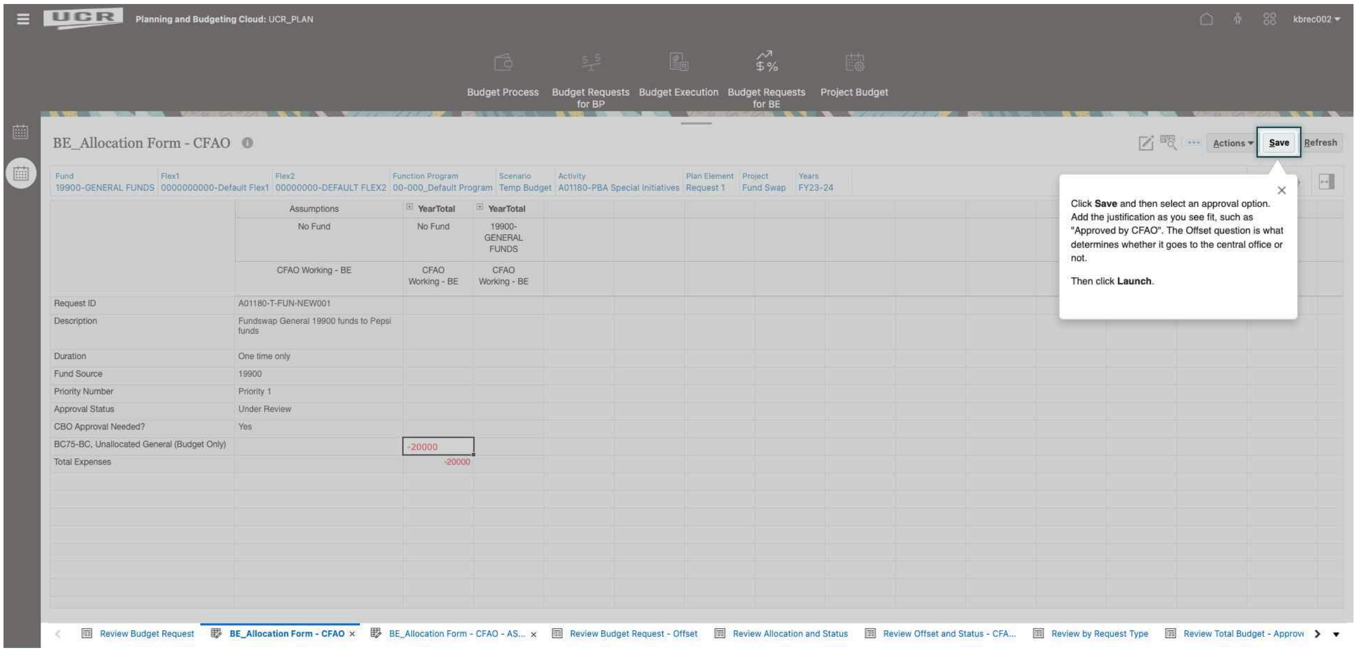
If no data is available, right click the page and select the review forms to see if the request is in a Flex1 or Flex2 field (outside of the automatic Default Flex options).

Step 7



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

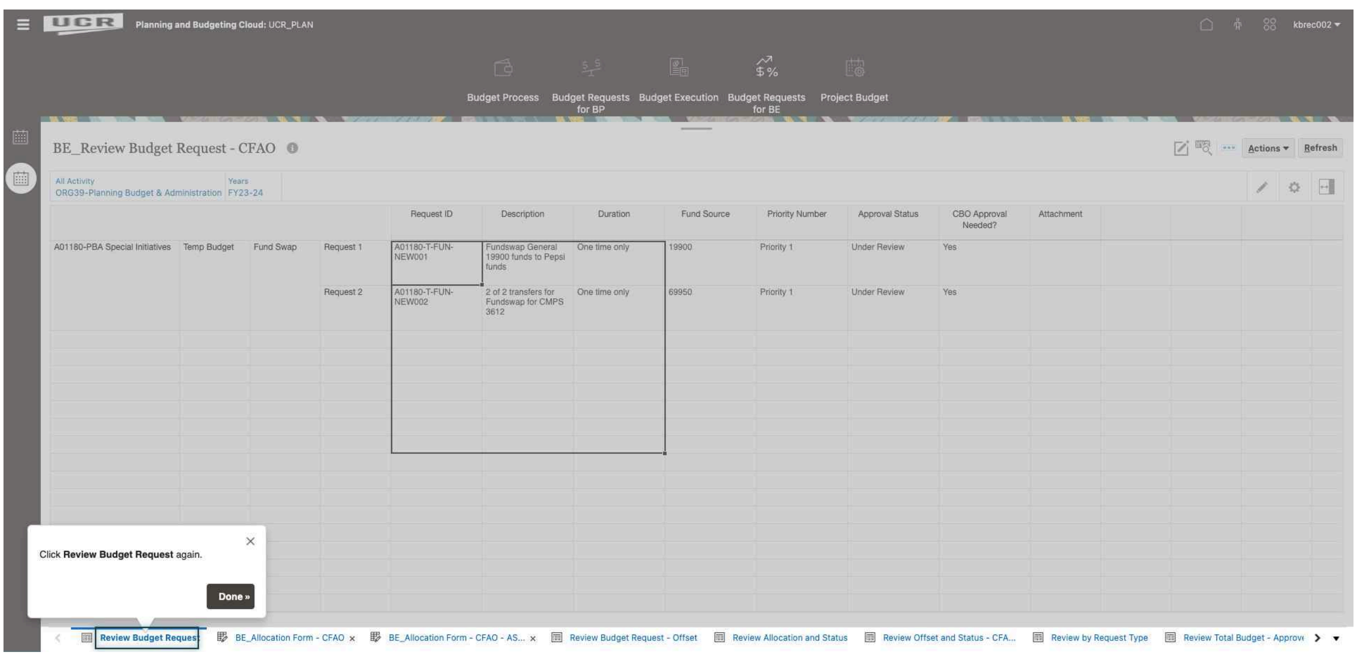
Step 8



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.

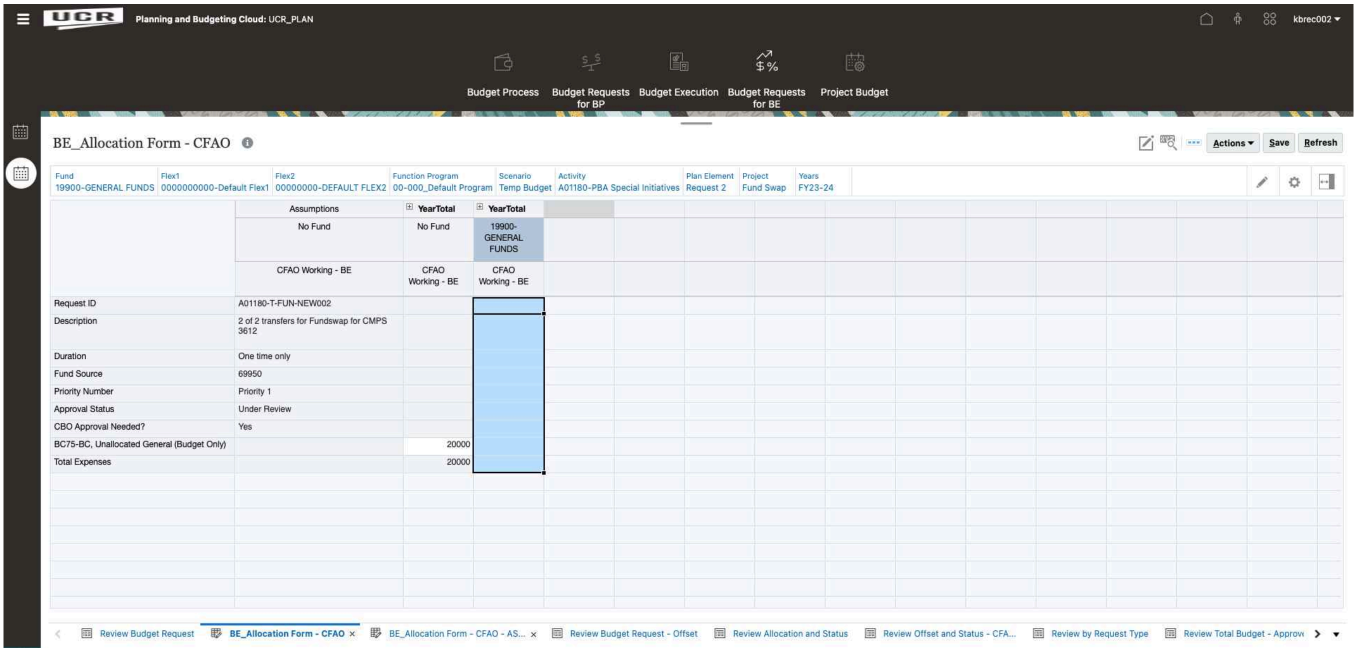
Then click **Launch**.

Step 9



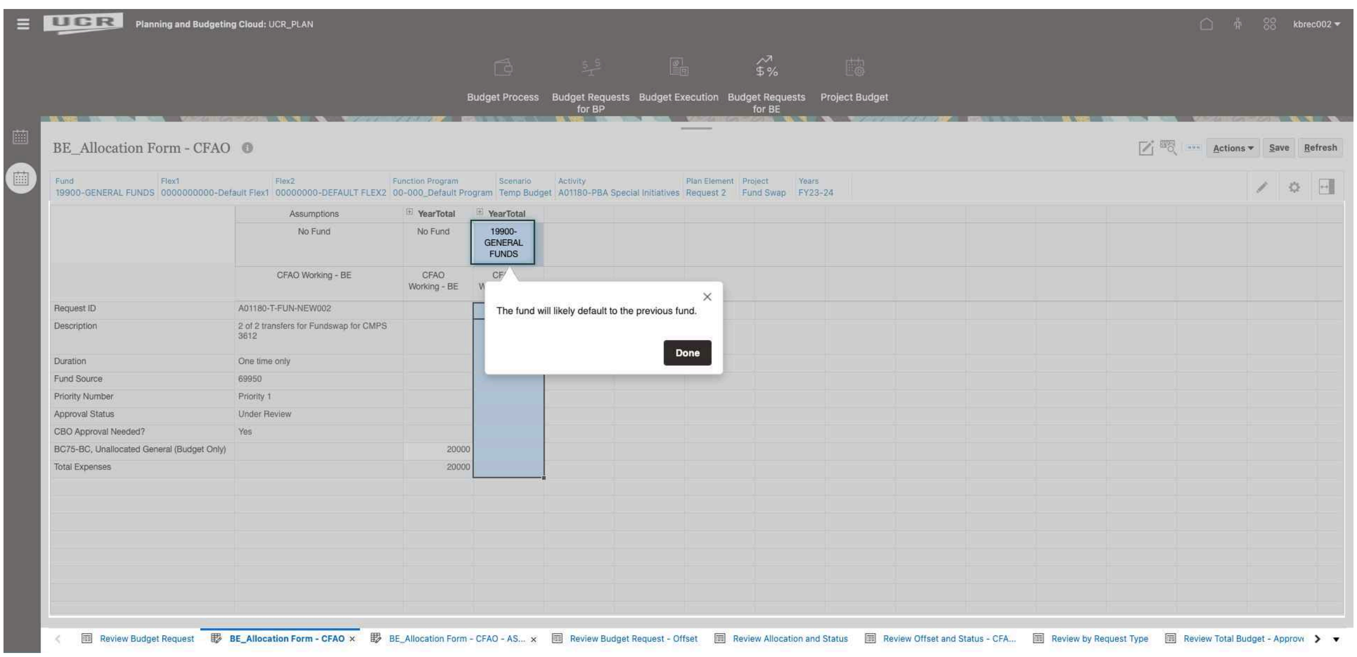
Click **Review Budget Request** again.

Step 10



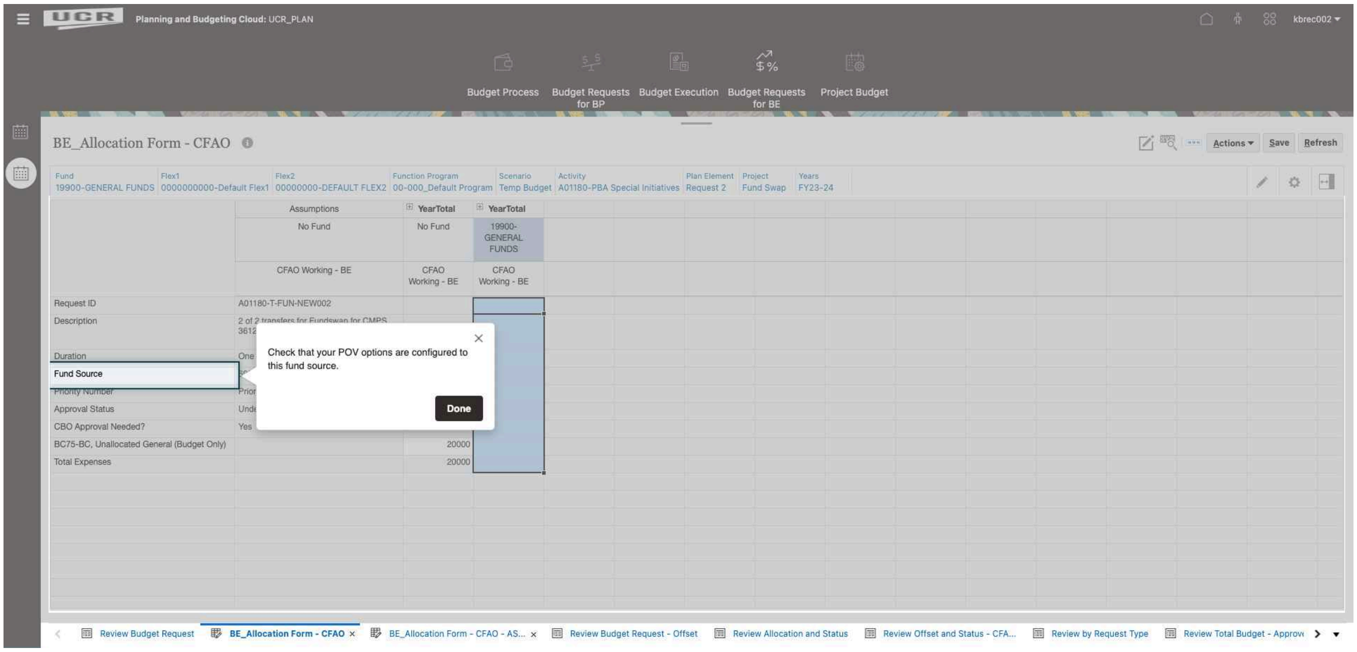
Right click the next request and click on the **Allocation Form.**

Step 11



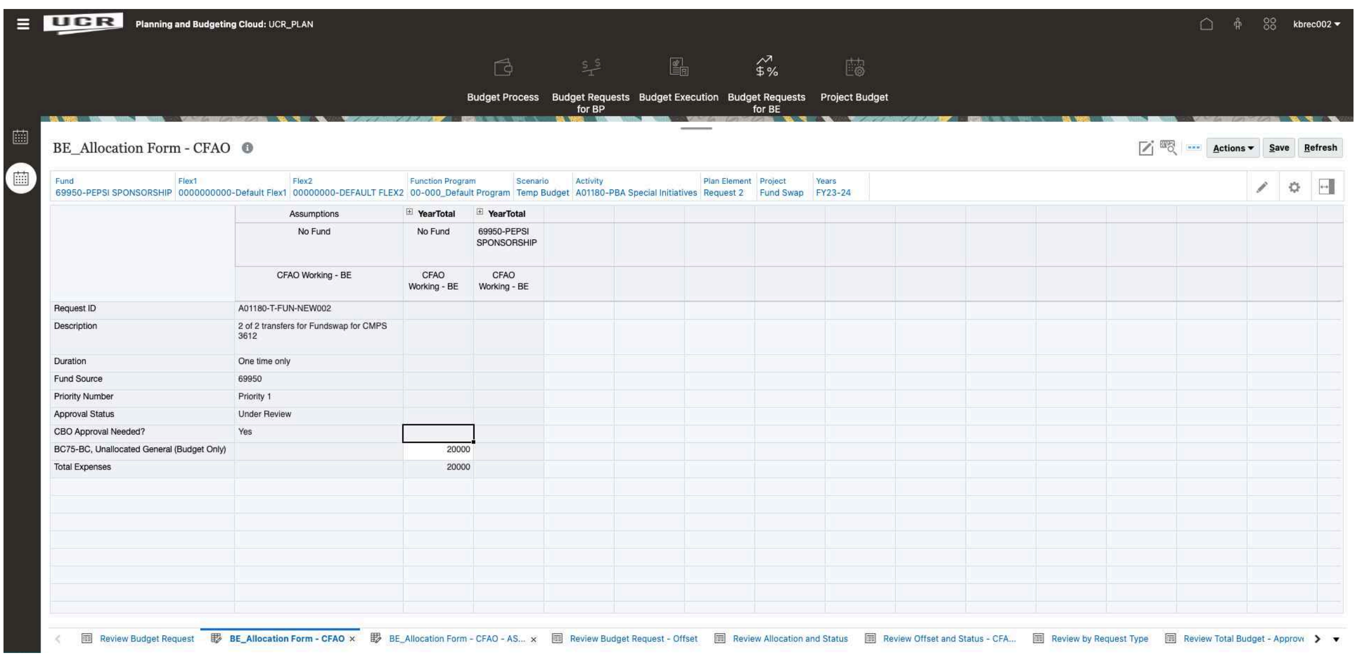
The fund will likely default to the previous fund.

Step 12



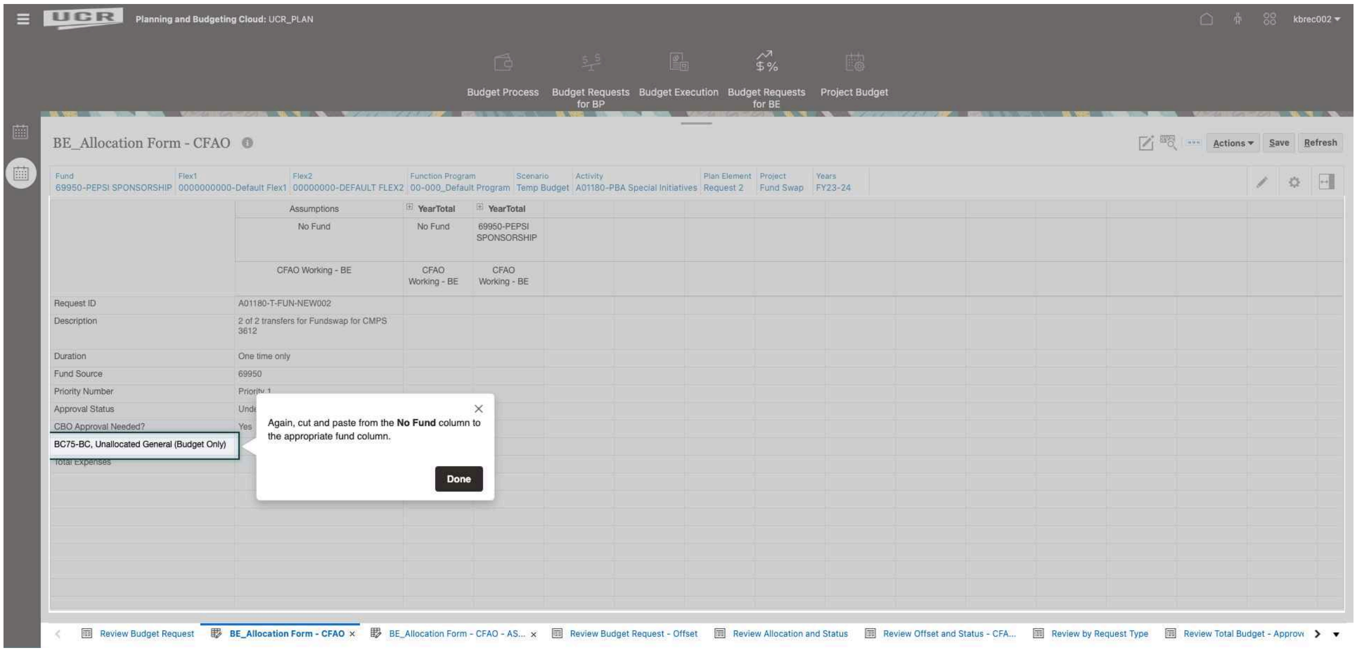
Check that your POV options are configured to this fund source.

Step 13



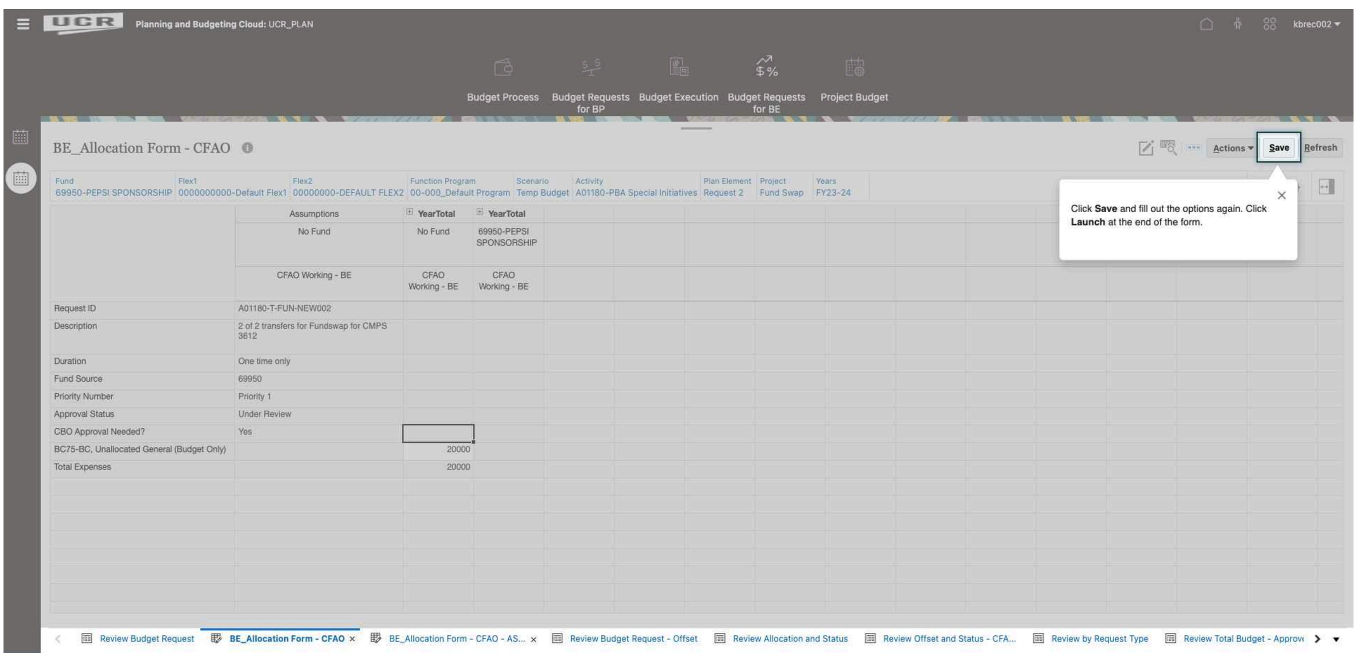
Configure the Fund at the top of the page.

Step 14



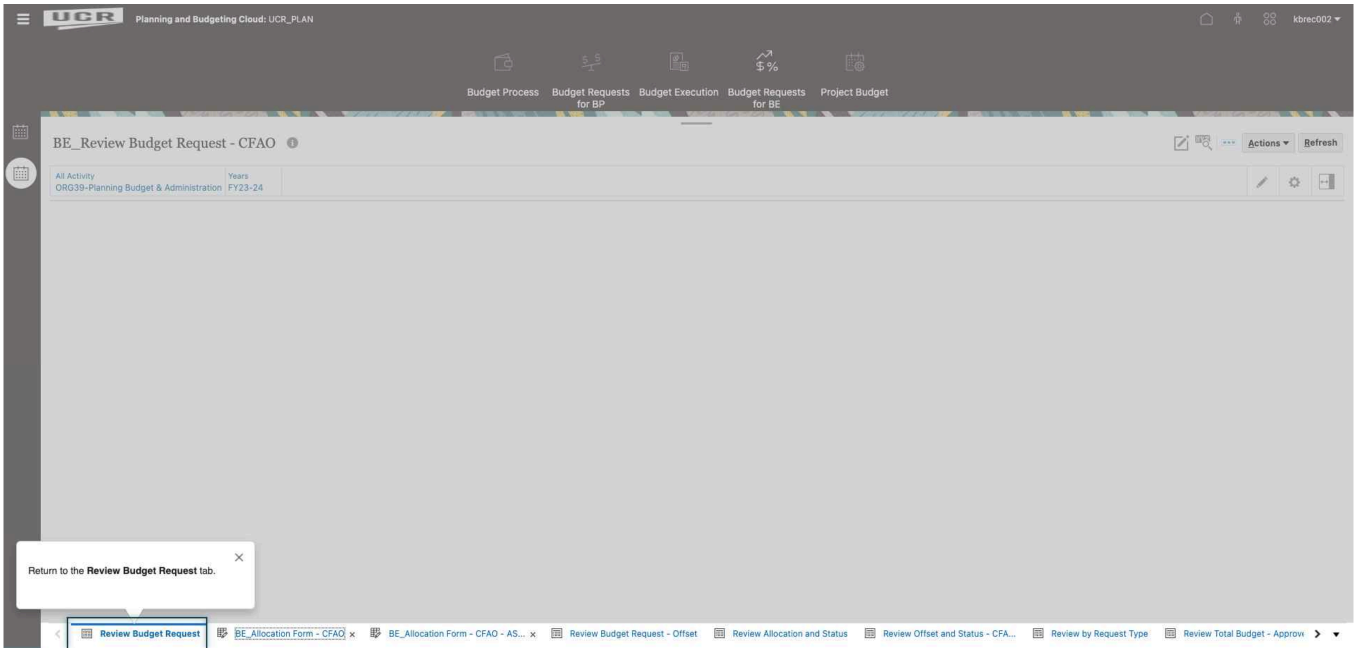
Again, cut and paste from the **No Fund** column to the appropriate fund column.

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.