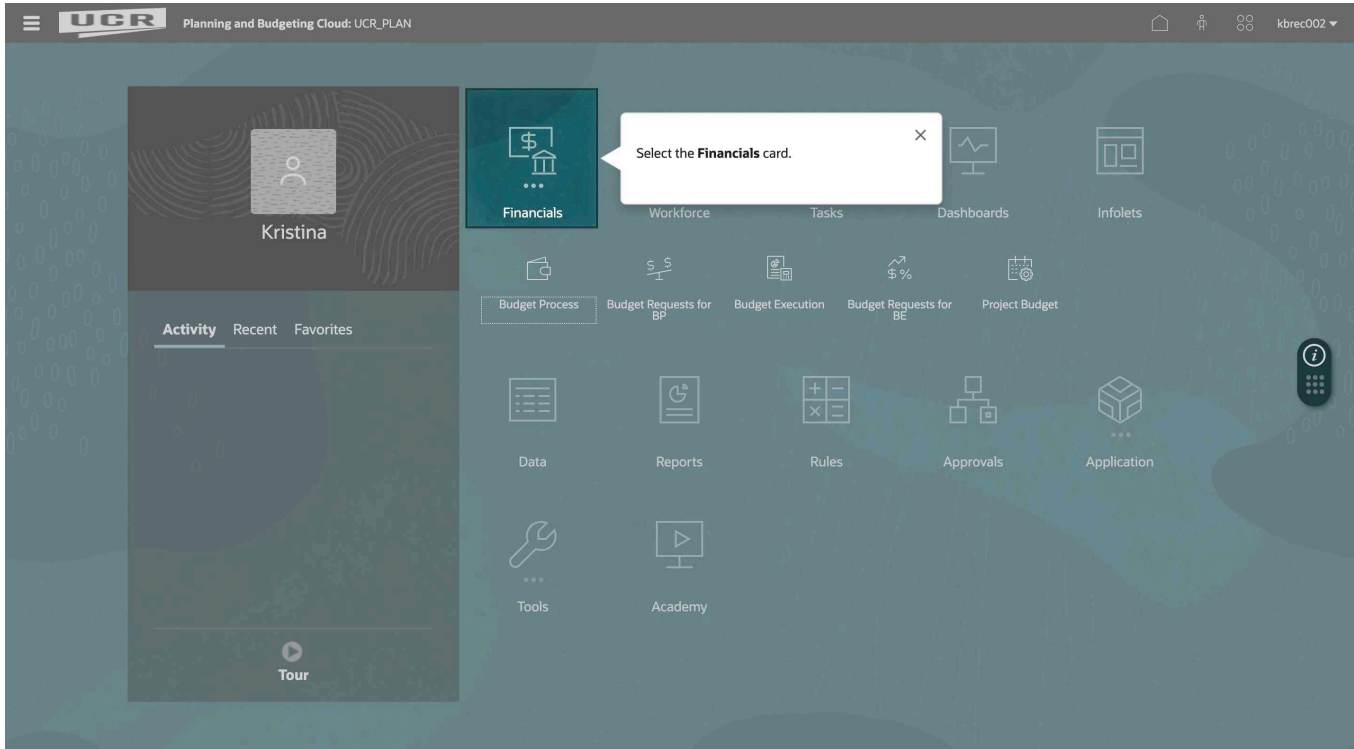


Fund Swaps

Step 1



Select the **Financials** card.

Step 2

UCR Planning and Budgeting Cloud: UCR_PLAN

Budget Process Budget Requests for BP Budget Execution Budget Requests for BE

Click Budget Requests for BE Card.

BE_Create Budget Request

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

Click **Budget Requests for BE Card**.

Step 3

UCR Planning and Budgeting Cloud: UCR_PLAN

Budget Process Budget Requests for BP Budget Execution Budget Requests for BE Project Budget

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

BE_Create Budget Request

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

Step 4

The screenshot shows the 'BE_Create Budget Request' 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, the main title 'BE_Create Budget Request' is displayed with an 'Actions' dropdown and a 'Refresh' button. The interface includes a header section with 'Activity' (A01705-Univ Research Park Finance) and 'Years' (FY23-24). The main area is a table with the following columns: Request ID, Description, Duration, Fund Source, Priority Number, CBO Approval Needed?, and Attachment. The table contains three rows of data:

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

At the bottom, there is a navigation bar with buttons: 'Create Budget Request', 'Review Allocation and Status', 'Review by Request Type', 'Review Total Budget - Approved...', 'Review Total Budget - All Requ...', and 'Review Total Budget - Apr'.

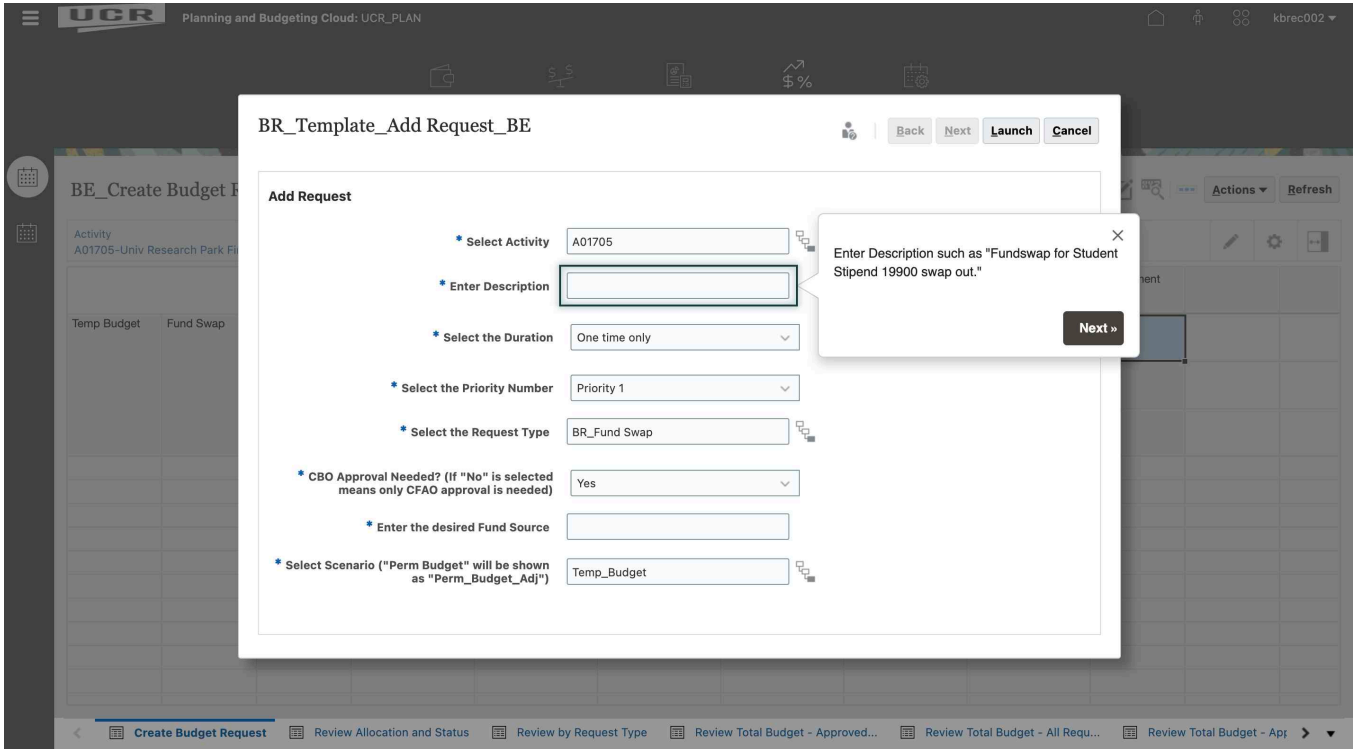
Once you have selected the Activity, select OK.

Step 5

The screenshot shows the same 'BE_Create Budget Request' interface as in Step 4. A context menu is open over a blank cell in the table. The menu options are: 'Add Budget Request', 'Edit', 'Adjust', 'Comments', 'Supporting Detail', 'Change History', 'Attachments', and 'Lock/Unlock Cells'. A tooltip message is displayed over the menu, stating: 'Right-click the blank space under the POV and select "Add Budget Request."'.

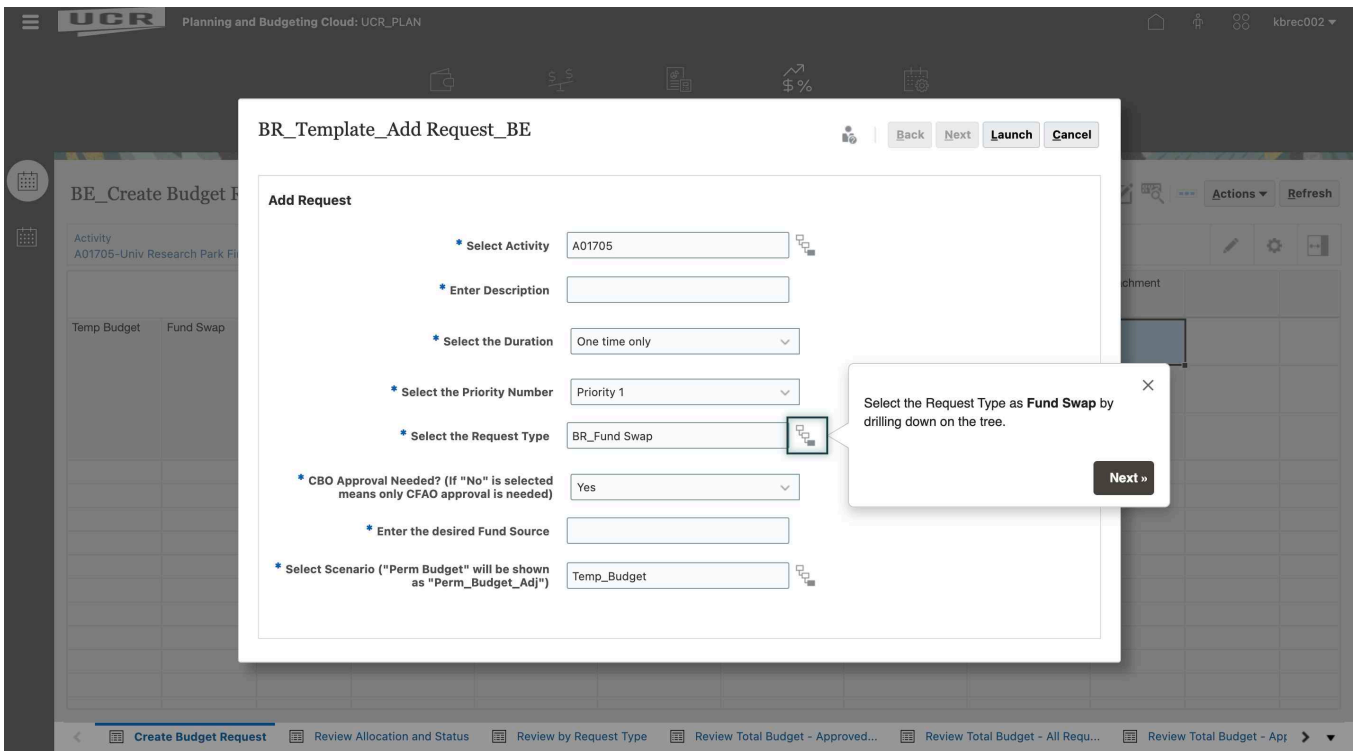
Right-click the blank space under the POV and select "Add Budget Request."

Step 6



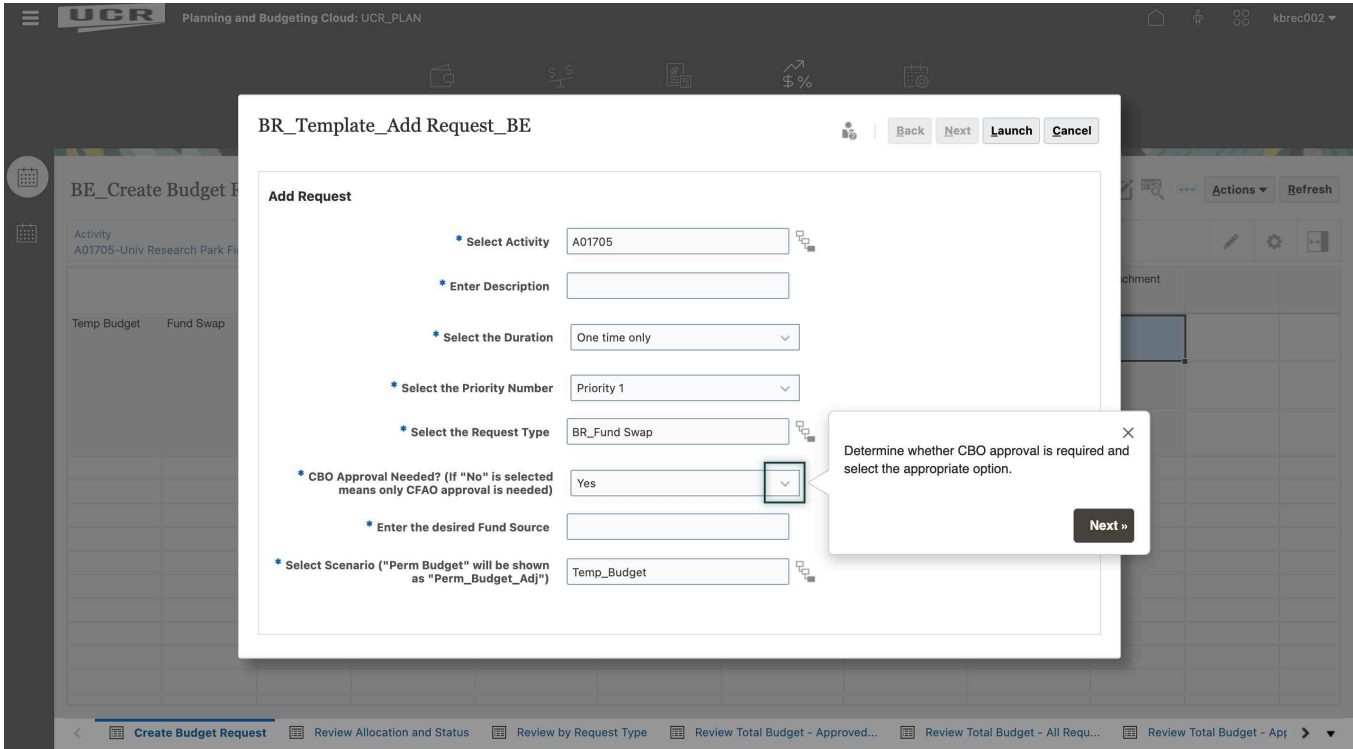
Enter Description such as "Fundswap for Student Stipend 19900 swap out request to COA (e.g. AXXXXX-XXXXX-XX-Flex1-Flex2)."

Step 7



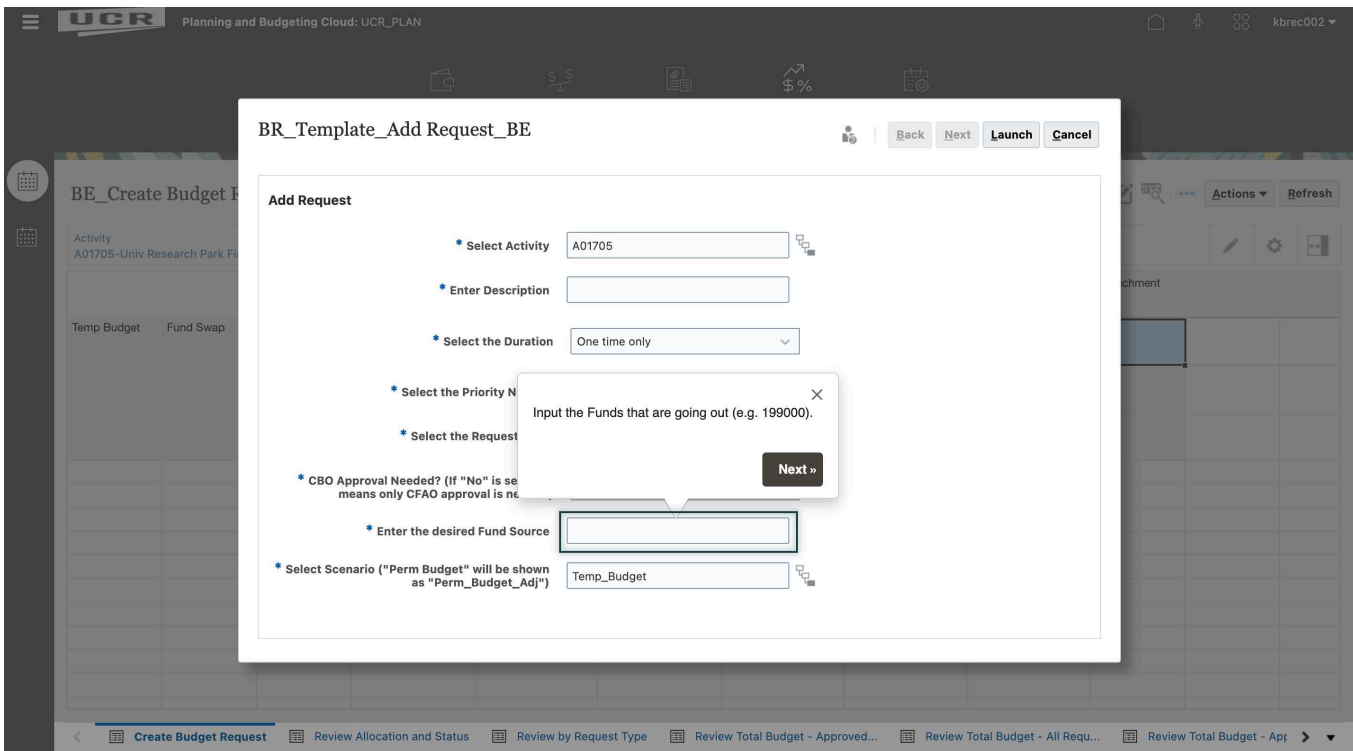
Select the Request Type as **Fund Swap** by drilling down on the tree.

Step 8



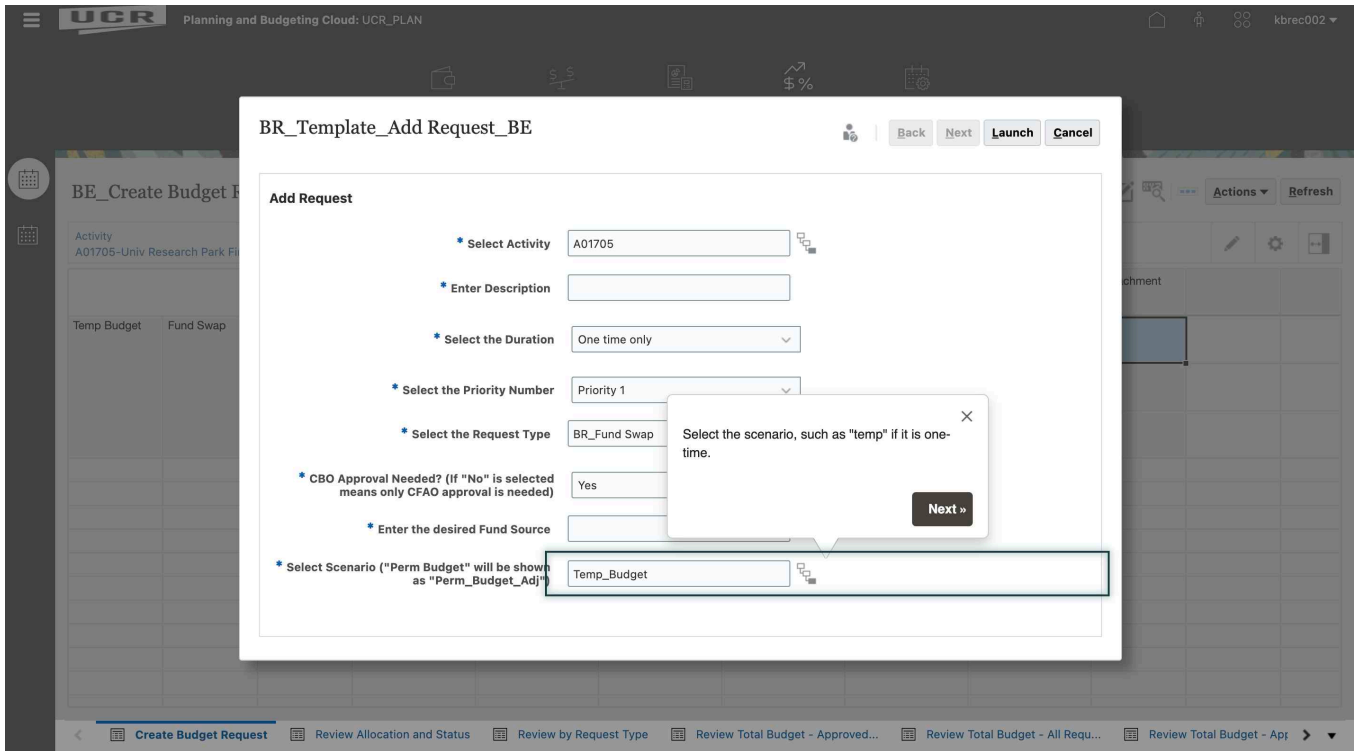
Determine whether CBO approval is required and select the appropriate option.

Step 9



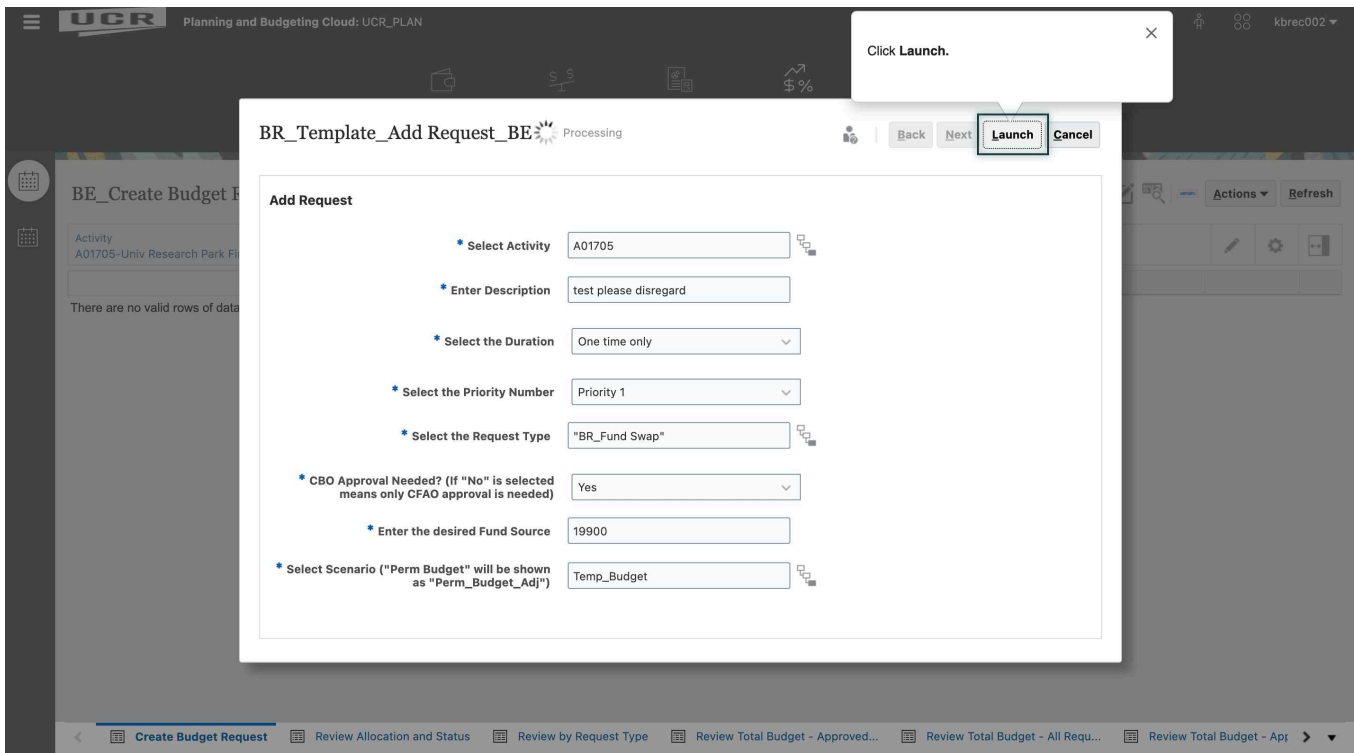
Input the Funds that are going out (e.g. 199000).

Step 10



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

Step 11



Click **Launch**.

Step 12

BE_Create Budget Request

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

Click Launch.

Step 13

BE_Create Budget Request

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

Right-click on your request row and click on **Allocation Form**. Make sure the whole row is selected.

Step 14

Check your POV options.

Next >

Request ID	Assumptions	YearTotal
A01705-T-FUN-NEW001		

Activity: A01705-Univ Research Park Finance
Flex1: 000000000-Default Flex1
Flex2: 00000000-DEFAULT FLEX2
Function Program: 00-000_Default Program
Scenario: Temp Budget
Plan Element: Request 1
Project: Fund Swap
Years: FY23-24

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

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 PrintingRenn. & Media

Check your POV options.

Step 15

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

Next >

Request ID	Assumptions	YearTotal
A01705-T-FUN-NEW001		

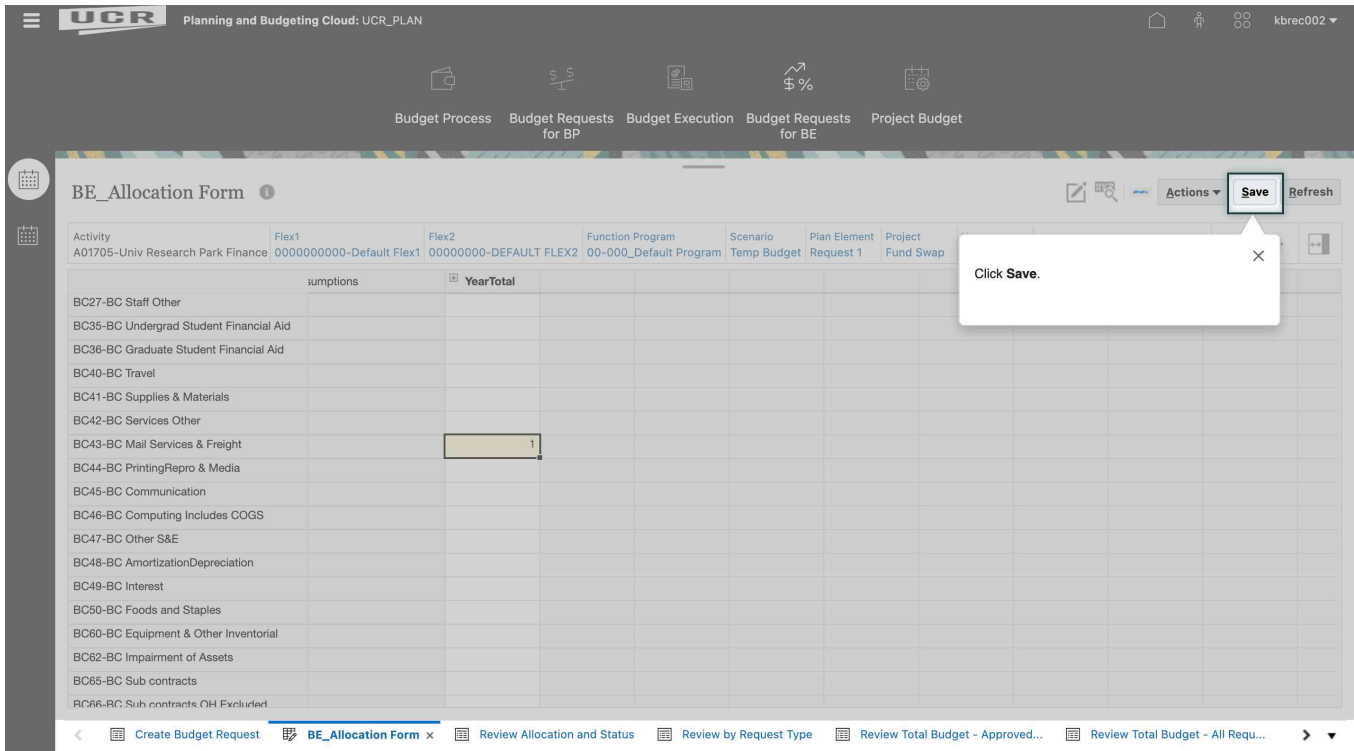
Activity: A01705-Univ Research Park Finance
Flex1: 000000000-Default Flex1
Flex2: 00000000-DEFAULT FLEX2
Function Program: 00-000_Default Program
Scenario: Temp Budget
Plan Element: Request 1
Project: Fund Swap
Years: FY23-24

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

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 PrintingRenn. & Media

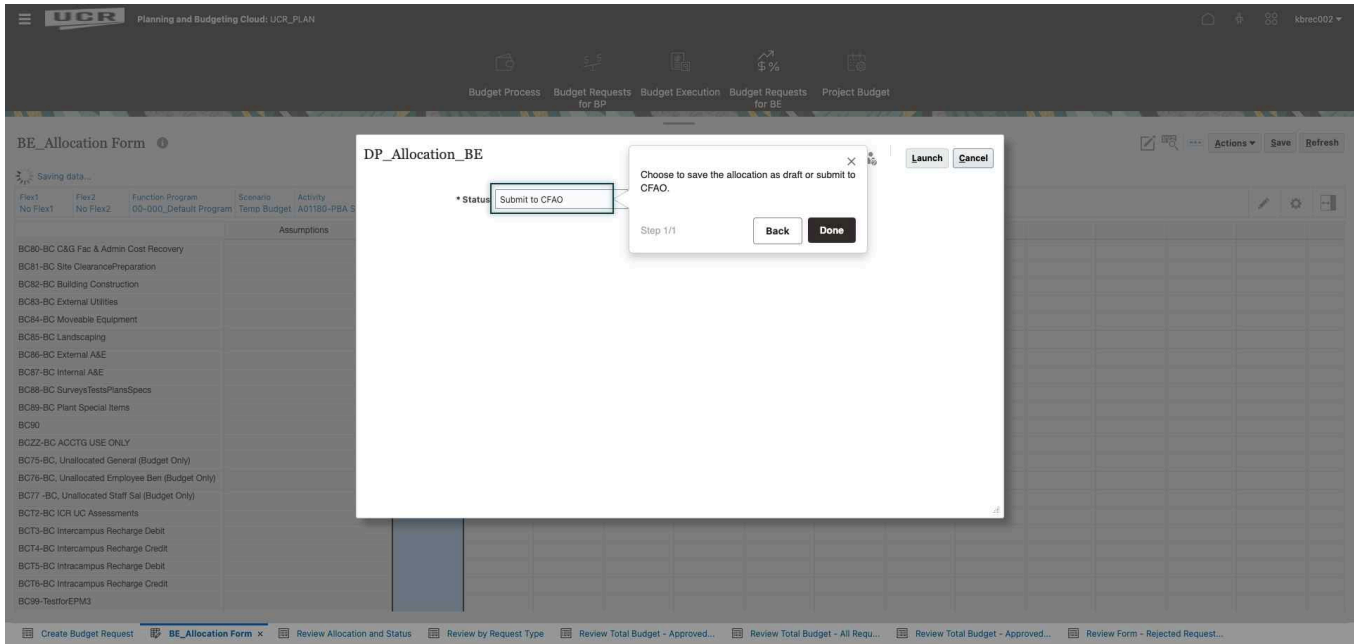
Input the appropriate amount of funding you would like removed from the BC as a negative number in the appropriate row.

Step 16



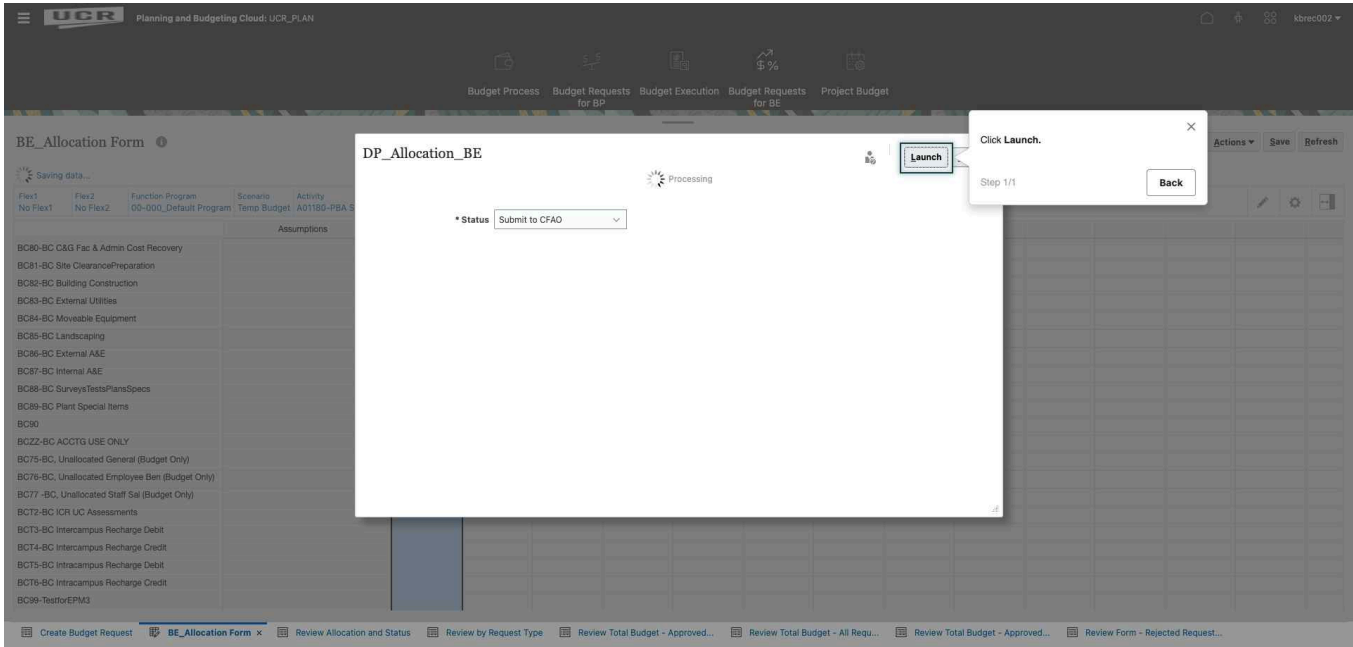
Click Save.

Step 17



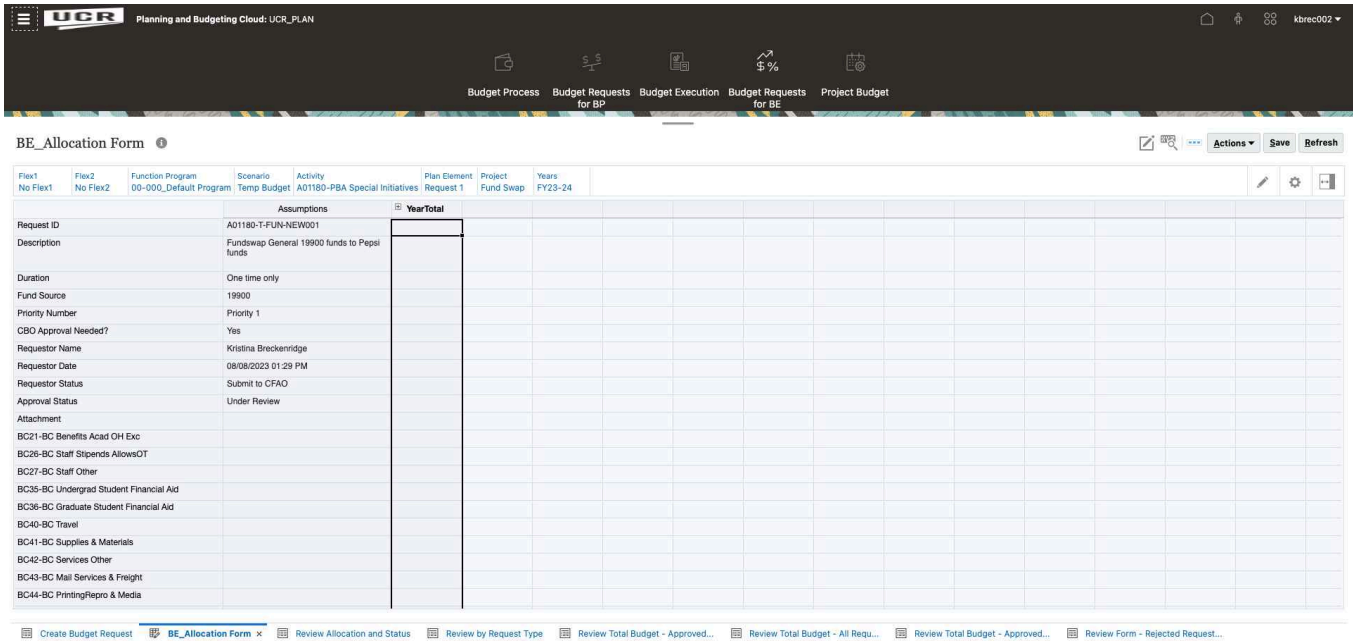
Choose to save the allocation as draft or submit to CFAO.

Step 18



Click Launch.

Step 19

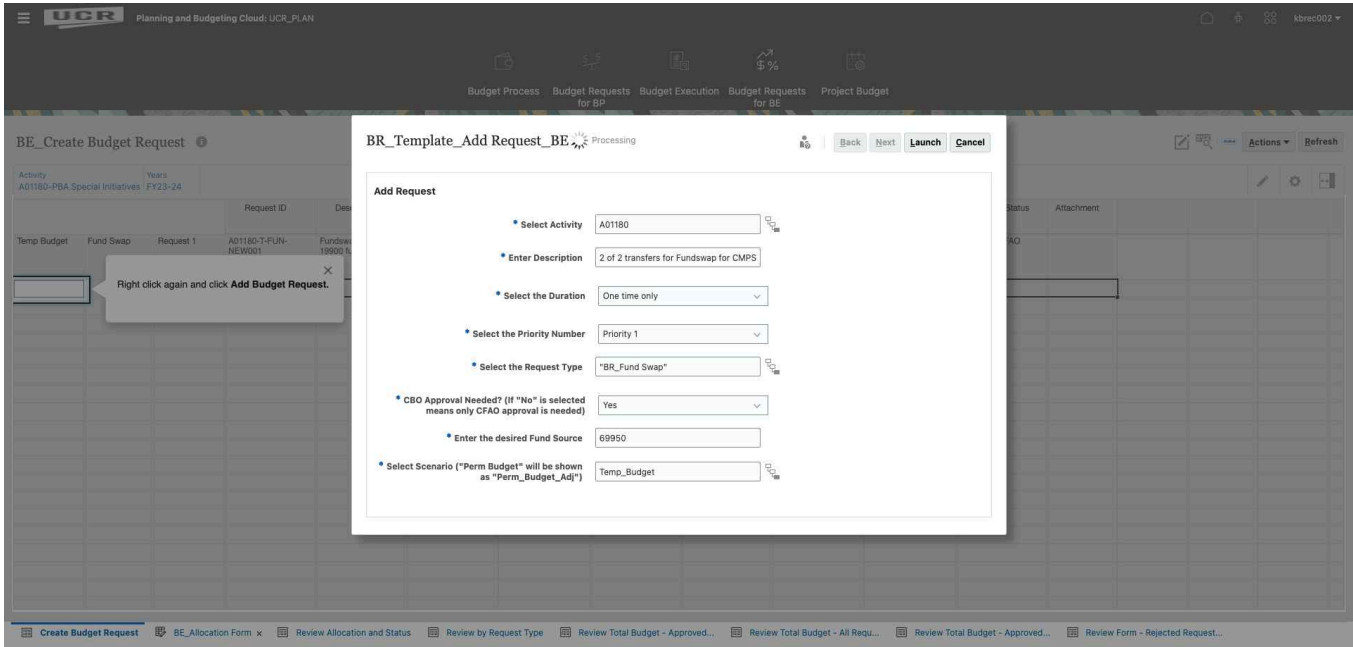


Success message will appear. click OK.

Step 20

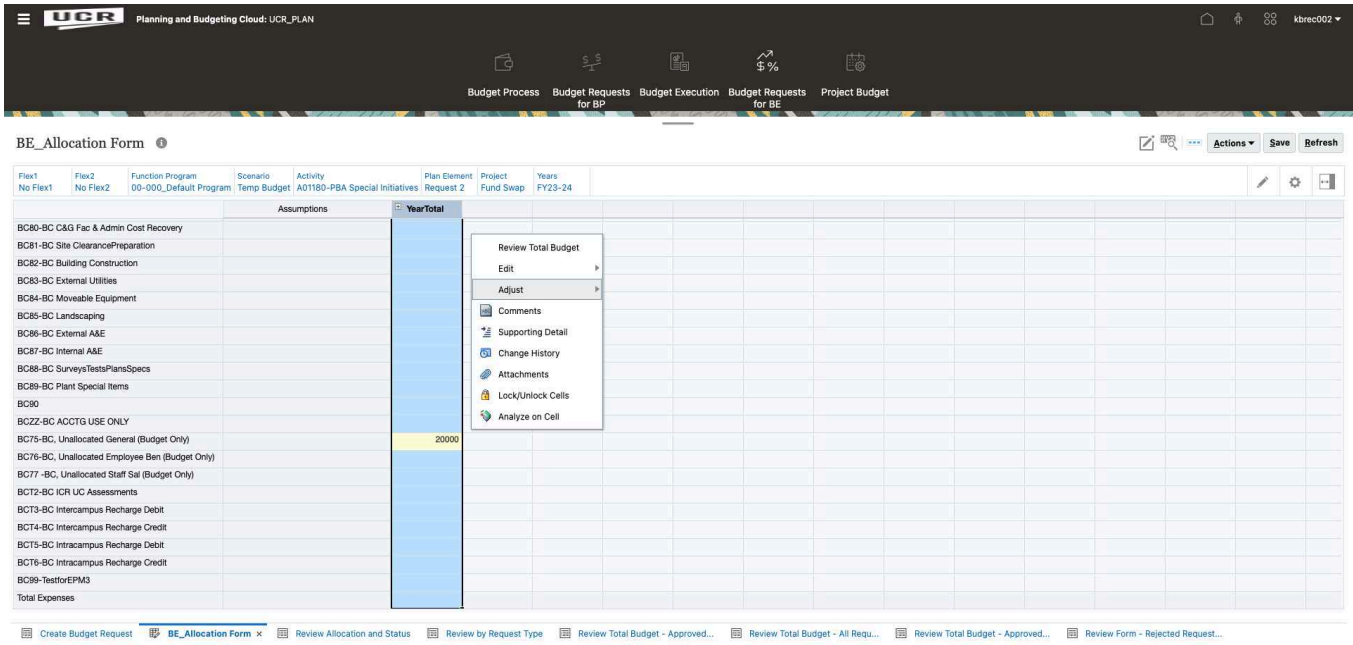
Navigate back to the **Create Budget Request** tab at the bottom of the page.

Step 21



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

Step 22



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

Step 23

The screenshot shows the 'BE_Allocation Form' 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 header with 'BE_Allocation Form' and buttons for 'Actions', 'Save', and 'Refresh'. The main area is a table with columns for 'Flex1', 'Flex2', 'Function Program', 'Scenario', 'Activity', 'Plan Element', 'Project', and 'Years'. A row is highlighted in blue, and a tooltip box appears over it with the text 'Add the information to your desired BC.' and a 'Done' button. The table lists various budget categories like 'BC80-BC C&G Fac & Admin Cost Recovery' and 'Total Expenses'.

Add the information to your desired BC.

Step 24

The screenshot shows the 'BE_Allocation Form' interface with a detailed view of a request. The table shows a row for 'Request ID' with details: 'AD1180-T-FUN-NEW002', 'Description: 2 of 2 transfers for Fundswap for CMPS 3912', 'Duration: One time only', 'Fund Source: 69950', 'Priority Number: Priority 1', 'CBO Approval Needed?: Yes', and 'Approval Status'. A tooltip box appears over the 'Save' button in the top right corner with the text 'Click Save.' and a 'Done' button. The table lists various budget categories like 'BC21-BC Benefits Acad OH Exc' and 'BC47-BC Other S&E'.

Click Save.

Step 25

Planning and Budgeting Cloud: UCR_PLAN

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

Step 1/1 | Back | Done

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	Request 2	Fund Swap	FY23-24

Assumptions | YearTotal

Request ID: A01180-T-FUN-NEW002

Description: 2 of 2 transfers for Fundswap for CMPS 3872

Duration: One time only

Fund Source: 69950

Priority Number: Priority 1

CBO Approval Needed?: Yes

Requestor Name: Kristina Breckmidge

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/Prepro & Media

Create Budget Request | BE_Allocation Form x | 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.