



**FINANCIALS CUBE - UCMPLAN**  
**SUBMIT AN ANNUAL BUDGET REQUEST**

Updated December 8, 2022

## **SUBMIT A GL TO GL REQUEST FOR THE ANNUAL BUDGET**

UC Merced’s employees will use these steps to create and submit a GL to GL Request for the annual budget for approval. They will also check the approval status of the Budget Request.

Budget Requests are operational or line item requests for funds that allow planners to track budget enhancement or adjustments on top of the baseline budget. Campus Users, Campus Viewers, and FP&A are the roles involved in creating and managing Budget Requests in the Financials cube.

### **The tasks each role can perform are:**

#### **Campus Users will be able to:**

- Create and submit GL to GL budget requests for approval
- View PPM budget requests

#### **Campus Viewers will have:**

- View-only access to budget requests

#### **FP&A users will be able to:**

- Create and approve GL to GL budget requests
- Create offset budget requests for PPM budget requests
- Create and approve PPM budget requests

To perform this task, log into UCMPPLAN – the Oracle Planning & Budgeting (EPBCS) application

<https://planning-a591502.pbcs.us2.oraclecloud.com/HyperionPlanning>

The menu path chosen is dependent on the UC Merced user role assigned:

#### **Campus Users:**

**Tasks >> Budget Request - Campus User >> Manage Budget Request – Annual Budget >> Request for GL or Default Project to GL Project**

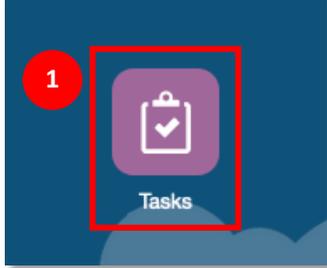
# Oracle UCMPlan – GL to GL Annual Budget Request Step-by-Step Guide

## FP&A Users:

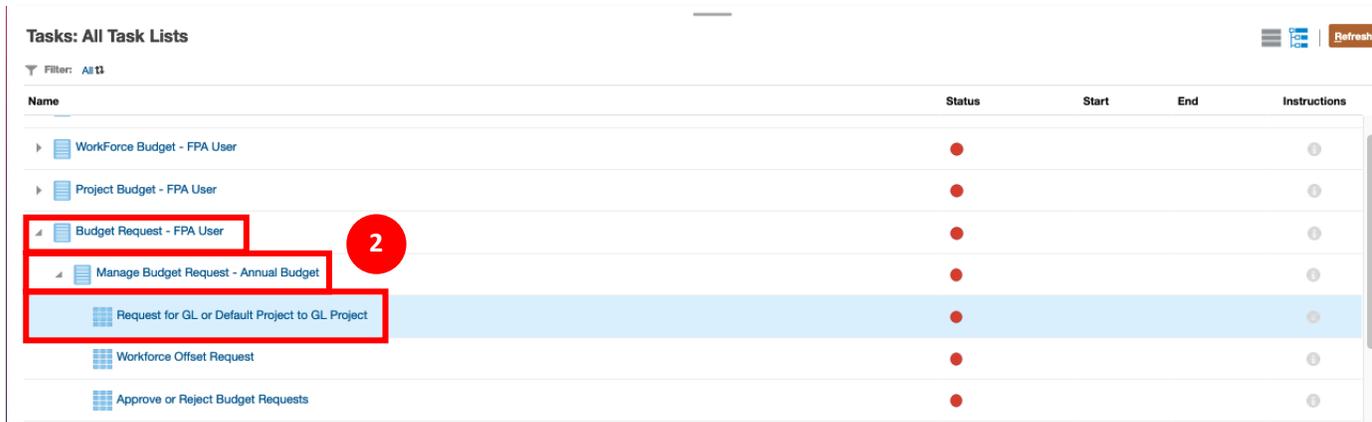
Tasks >> Budget Request - FPA User >> Manage Budget Request – Annual Budget >> Request for GL or Default Project to GL Project

## System Steps:

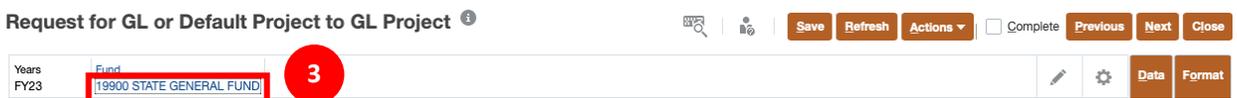
1. Click the **Tasks** infolet



2. In the **Tasks: All Task Lists** page, click the triangle to expand the **Budget Request – FPA User** task
  - a. Click the triangle to expand the **Manage Budget Request – Annual Budget** task
  - b. Click the **Request for GL or Default Project to GL Project** task hyperlink



3. Click the **Fund** hyperlink.



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4. Enter the fund number in the **Search Fund** field of the **Select a Member** page and press **Enter** on keyboard **OR** navigate through the fund groups to select the appropriate fund.

**Select a Member** OK Cancel

Fund  
"14000 TUITION"

Search Fund

Fund	Total Fund	All Fund
Total Fund	All Fund	1000A UNRESTRICTED
		2000A RESTRICTED EXPENDABLE
		3000A RESTRICTED UNEXPENDABLE
		4000A NET INVESTMENT IN CAP...
		5000A AGENCY FUNDS

**Select a Member** OK Cancel

Fund  
"14000 TUITION"

19900 X 19900

Results

- 19939 TEMP ALLOCS ITFS 1990...
- 19900 STATE GENERAL FUND

**Select a Member** OK Cancel

Fund  
"19900 STATE GENERAL FUND"

Search Fund

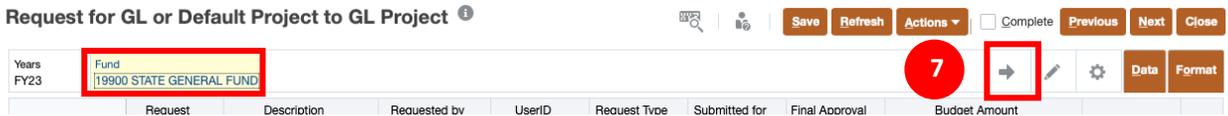
All Fund	1990B STATE GENERAL FUND	1990B STATE GENERAL FUND
1000A UNRESTRICTED	1999B SPECIFIC STATE APPROP...	✓ 19900 STATE GENERAL FUND
2000A RESTRICTED EXPENDABLE	2000B CONTRACTS & GRANTS	
3000A RESTRICTED UNEXPENDABLE	2085B FEDERAL APPROPRIATIONS	
4000A NET INVESTMENT IN CAP...	2100B STATE APPROPRIATIONS ...	
5000A AGENCY FUNDS	2200B RESTRICTED GIFTS	

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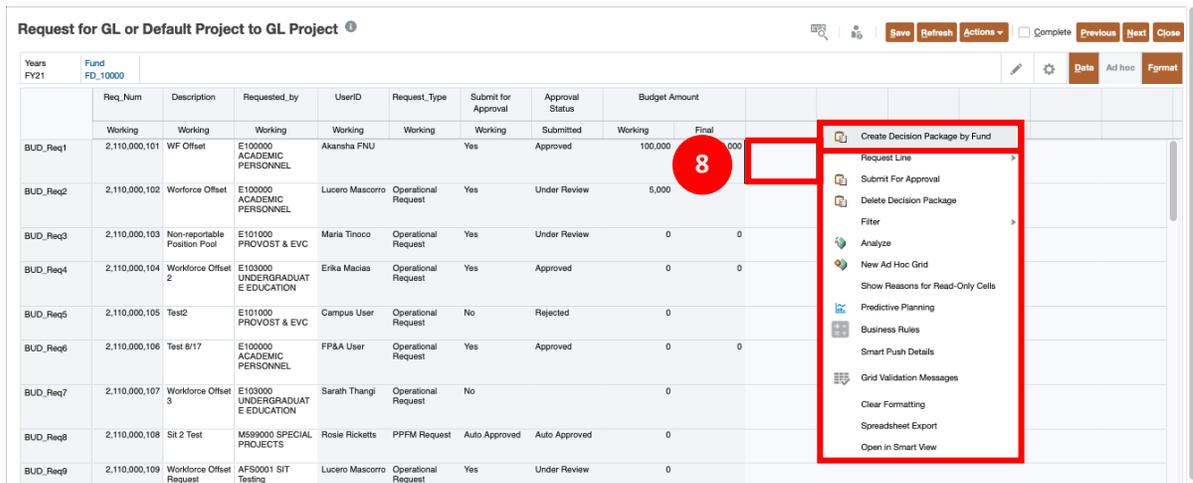
- Click on the **Fund** and ensure the selection has the blue check mark active.



- Click **OK**.
- Click the **Right Arrow** to accept the fund change. If the fund field is yellow, the change has not been accepted.



- Right click in an empty cell in the **Request for GL or Default Project to GL Project** page to view the **Actions** menu
  - Click the **Create Decision Package by Fund** option
    - If a Budget Request for the Fund already exists for the applicable Budgetary Org, use the existing Decision Package to add additional Budget Request lines and do not create a new Decision Package. If using a pre-existing Decision Package, continue to Step 8 below.



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9. In the **BR\_CreateRequestByFund** pop-up window, enter the following information as required (**\*mandatory** data fields are indicated by an asterisk):

- a. **\*Requested Description:** enter a request description based on the UCM naming convention

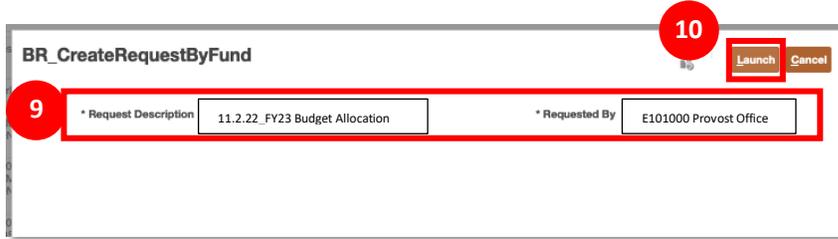
<Date\_Description of Request>

**Example:** 11.1.22\_FY23 Budget Call Allocations

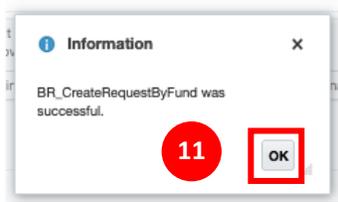
- b. **\*Requested By:** value defaults but can be changed if needed. Value should be the Source CCOA's FIN/HR Unit. This may sometimes differ from FIN/HR unit of the person submitting the request.

**Example 1:** Request submitted by staff in School of Engineering (E200000), however, funding **source** is a CCOA in the Provost Office (E101000). The "Requested By" field would reflect E101000-Provost Office.

10. Click the **Launch** button



11. In the **Information** pop-up window click the **OK** button



12. Back in the **Request for GL or Default Project to GL Project** page, the new budget request is created. Select the new budget request created and right click to view the **Actions** menu

a. Select the **Request Line** option, and then select the **Add Request Line** option

**Request for GL or Default Project to GL Project**

Req_Num	Description	Requested_by	UserID	Request_Type	Submit for Approval	Approval Status	Budget Amount
BUD_Req37	GL2GLMNT122220	AF50001 SIT Testing	Michelle Taylor	Operational Request	No		
BUD_Req3	Non-replicable Position Pool	E101000 PROVOST & EVC	Maha Thiroo	Operational Request	Yes		
BUD_Req10	PPFM Project Offset Request	E100000 ACADEMIC PERSONNEL	Souvik Ghosh	PPFM Request			
BUD_Req8	Sit 2 Test	M599000 SPECIAL PROJECTS	Rosie Ricketts	PPFM Request	Auto Approved		
BUD_Req12	Test	AF50001 SIT Testing	Paritosh Soni	Operational Request	Yes		
BUD_Req6	Test #17	E100000 ACADEMIC PERSONNEL	FP&A User	Operational Request	Yes		
BUD_Req5	Test#2	E101000 PROVOST & EVC	Campus User	Operational Request	No		
BUD_Req1	WF Offset	E100000 ACADEMIC PERSONNEL	Akansa FNU		Yes		
BUD_Req36	WFOR MNT122120	AF50001 SIT Testing	Michelle Taylor	Operational Request	Yes		
BUD_Req2							

13. On the **blank left side of the Annual Budget Request GL to GL** page, right click to view the **Actions** menu

a. Click the **Add Adjustment** option

**Request for GL or Default Project to GL Project**

Annual Budget Request GL to GL > Annual Budget Allocation GL to GL

Fund	Years	Baseline	Total Baseline	BUD_Req37	BUD_Req37	BUD_Req37
FD_10000	FY21			AB_RC	AB_OT	
BO_E102000	PJ_0000000000	FN_00	PG_000	LC_000	SA_000000	533000
BO_Z800000	PJ_0000000000	FN_00	PG_000	LC_000	SA_000000	540000
						400000
						400400
						469000
						525200
						539504
						550200
						560000
						520250
						520500
						-5,000
						-4,000
						520600
						-22,000
						539000

14. In the **UCM\_RS\_CreateAdjReq** pop-up window, enter the following information as required (\***mandatory** data fields are indicated by an asterisk):

**Note:** **Source** is where the budget is coming from, **Target** is where the budget is going to

- a. **\*1:Amount:** enter the appropriate value for this annual budget request
- b. **\*Source BudOrg:** enter the appropriate value for this annual budget request
- c. **\*Source Project:** enter the appropriate value for this annual budget request
- d. **\*Source Function:** enter the appropriate value for this annual budget request
- e. **\*Source Program:** enter the appropriate value for this annual budget request
- f. **\*Source Location:** enter the appropriate value for this annual budget request
- g. **\*Source SubActivity:** enter the appropriate value for this annual budget request
- h. **\*Source Account:** enter the appropriate value for this annual budget request
- i. **\*Scenario:** enter the appropriate value for this annual budget request
  - i. Users may select **AB\_OT**.
- j. **\*Target BudOrg:** enter the appropriate value for this annual budget request
- k. **\*Target Project:** enter the appropriate value for this annual budget request
- l. **\*Target Function:** enter the appropriate value for this annual budget request
- m. **\*Target Program:** enter the appropriate value for this annual budget request
- n. **\*Target Location:** enter the appropriate value for this annual budget request
- o. **\*Target SubActivity:** enter the appropriate value for this annual budget request
- p. **\*Target Account:** enter the appropriate value for this annual budget request

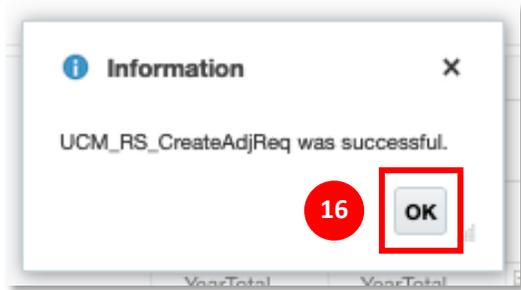
15. Click the **Launch** button

The screenshot shows the **UCM\_RS\_CreateAdjReq** window. On the left, a red circle contains the number **14**. On the top right, a red circle contains the number **15**, and the **Launch** button is highlighted with a red box. The form contains the following data:

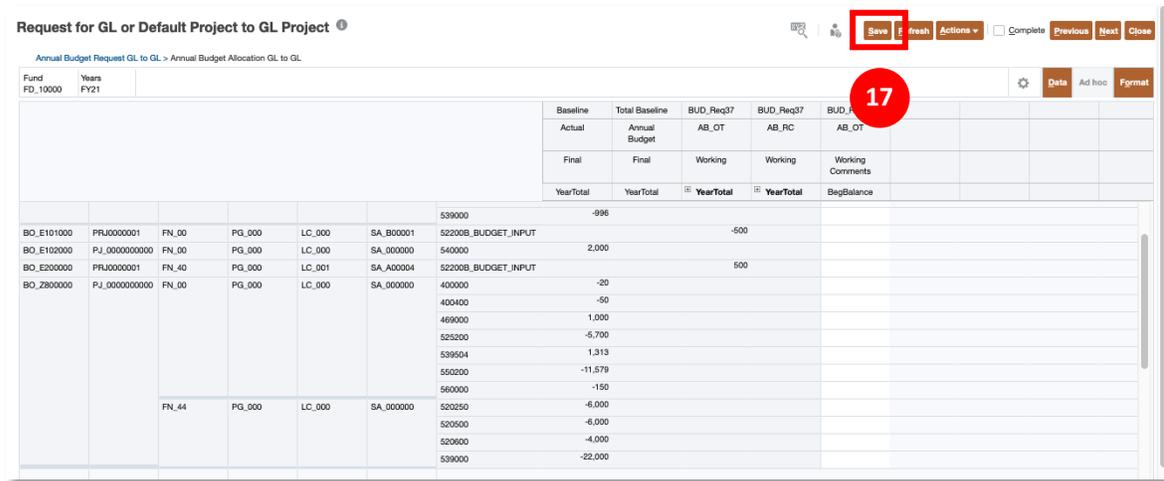
Field	Value
* 1:Amount	500
* Source BudOrg	BO_E101000
* Source Project	PRJ0000001
* Source Function	FN_00
* Source Program	PG_000
* Source Location	LC_000
* Source SubActivity	SA_B00001
* Source Account	52200B_BUDGET_INPUT
* Scenario	AB_OT
* Target BudOrg	BO_E200000
* Target Project	PRJ0000001
* Target Function	FN_40
* Target Program	PG_000
* Target Location	LC_001
* Target SubActivity	SA_A00004
* Target Account	52200B_BUDGET_INPUT

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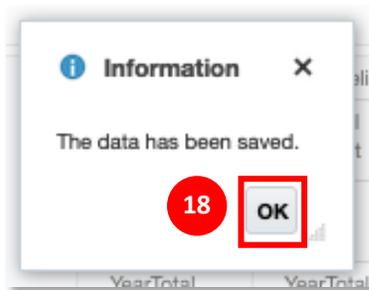
16. In the **Information** pop-up window click the **OK** button



17. Back in the **Annual Budget Request GL to GL** page, click the **Save** button



18. In the **Information** pop-up window click the **OK** button



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19. Click the **Annual Budget Request GL to GL** hyperlink in the upper left corner

Request for GL or Default Project to GL Project

Annual Budget Request GL to GL > Annual Budget Allocation GL to GL

FD\_10000 FY21

Baseline	Total Baseline	BUD_Req37	BUD_Req37	BUD_Req37
Actual	Annual Budget	AB_OT	AB_RC	AB_OT
Final	Final	Working	Working	Working Comments
YearTotal	YearTotal	YearTotal	YearTotal	BegBalance
	539000	-996		
BO_E101000	PRJ0000001 FN_00 PG_000 LC_000 SA_B00001	522008_BUDGET_INPUT	-500	
BO_E102000	PJ_0000000000 FN_00 PG_000 LC_000 SA_000000	540000	2,000	
BO_E200000	PRJ0000001 FN_40 PG_000 LC_001 SA_A00004	522008_BUDGET_INPUT	500	
BO_2800000	PJ_0000000000 FN_00 PG_000 LC_000 SA_000000	400000	-20	
	400400	-50		
	469000	1,000		
	525200	-5,700		
	539504	1,313		
	550200	-11,579		
	560000	-150		
	FN_44 PG_000 LC_000 SA_000000	520250	-6,000	
		520500	-6,000	
		520600	-4,000	
		539000	-22,000	

## ATTACHMENTS

Budget Requests must have a [Budget Request](#) form attached that includes all information noted on each tab.

20. Back in the **Request for GL or Default Project to GL Project** page, right click the new budget request number created to view the **Actions** menu

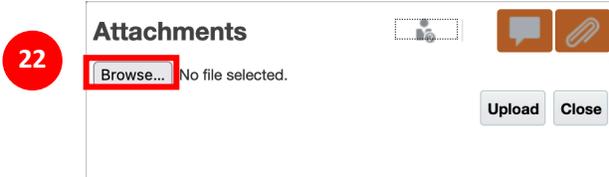
21. Select the **Attachments** option

Request for GL or Default Project to GL Project

Years FY21 Fund FD\_10000

Req_Num	Description	Requested_by	UserID	Request_Type	Submit for Approval	Approval Status	Budget Amount
BUD_Req37	2,110,000,137	GL2GLMNT12222	AF50001 SIT Testing	Michelle Taylor	Operational Request	No	
BUD_Req3	2,110,000,103	Non-reportable Position Pool	E101000 PROVOST & EVC	Maria Tinoco	Operational Request	Yes	0
BUD_Req10	2,110,000,110	PPFM Project Offset Request	E100000 ACADEMIC PERSONNEL	Souvik Ghosh	PPFM Request	Auto Approve	000
BUD_Req8	2,110,000,108	Sit 2 Test	M599000 SPECIAL PROJECTS	Rosie Ricketts	PPFM Request	Auto Approve	000
BUD_Req12	2,110,000,112	Test	AF50001 SIT Testing	Paritosh Soni	Operational Request	Yes	000
BUD_Req6	2,110,000,106	Test 8/17	E100000 ACADEMIC PERSONNEL	FP&A User	Operational Request	Yes	000
BUD_Req5	2,110,000,105	Test2	E101000 PROVOST & EVC	Campus User	Operational Request	No	000
BUD_Req1	2,110,000,101	WF Offset	E100000 ACADEMIC PERSONNEL	Akaneha FNU		Yes	000
BUD_Req36	2,110,000,136	WFOR MNT122120	AF50001 SIT Testing	Michelle Taylor	Operational Request	Yes	000
BUD_Req2	2,110,000,102	Workforce Offset	E100000 ACADEMIC PERSONNEL	Lucero Masorro	Operational Request	Yes	000

22. In the **Attachments** pop-up window click the **Browse** button.



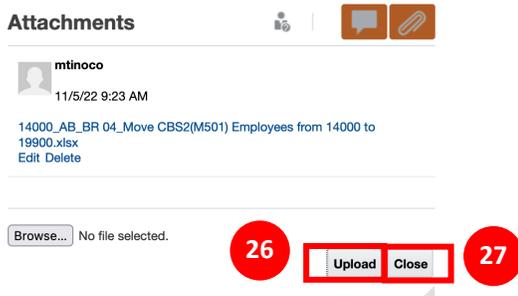
23. Select the file to be attached

24. Double-click the file name, which will bring you back to the **Attachments** window

25. Wait a few seconds for the **Update** button to appear in the window.

26. Once the **Update** button appears, click the **Upload** button

27. Click the **Close** button



28. Back in the **Request for GL or Default Project to GL Project** page, select the new budget request created and right click to view the **Actions** menu

a. Select the **Submit for Approval** option

i. Decision Packages will be submitted for approval **once a week** for review and approval by FP&A. This allows campus users to input Budget Request Lines in one Decision Package by Fund for their respective unit(s) in a consolidated approach. This streamlines budget review and approval process by FP&A. It also ensures UCMPPLAN maintains its performance processing speeds for improved user experience.

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Request for GL or Default Project to GL Project

Req_Num	Description	Requested_by	UserID	Request_Type	Submit for Approval	Approval Status	Budget Amount
BUD_Req37	GL2GLMNT122220	AF50001 SIT Testing	Michelle Taylor	Operational Request	No		
BUD_Req3	Non-reportable Position Pool	E101000 PROVOST & EVC	Maria Tinoco	Operational Request	Yes		
BUD_Req10	PPFM Project Offset Request	E100000 ACADEMIC PERSONNEL	Souvik Ghosh	PPFM Request	Auto Approval		
BUD_Req8	Sit 2 Test	M599000 SPECIAL PROJECTS	Rosie Ricketts	PPFM Request	Auto Approval		
BUD_Req12	Test	AF50001 SIT Testing	Paritosh Soni	Operational Request	Yes		
BUD_Req6	Test #/17	E100000 ACADEMIC PERSONNEL	FP&A User	Operational Request	Yes		
BUD_Req5	Test#2	E101000 PROVOST & EVC	Campus User	Operational Request	No		
BUD_Req1	WF Offset	E100000 ACADEMIC PERSONNEL	Akansha FNU		Yes		
BUD_Req36	WFOR MNT122120	AF50001 SIT Testing	Michelle Taylor	Operational Request	Yes		
BUD_Req2	Workforce Offset	E100000 ACADEMIC PERSONNEL	Lucero Mascomro	Operational Request	Yes		

28

29. In the **UCM\_Submit\_Req\_Push** pop-up window, enter the following information as required (\***mandatory** data fields are indicated by an asterisk):

a. **\*1:Comments:** enter the appropriate comments for the push request

<Date of Submission\_Source CCOA's FIN/HR Unit\_Description>

30. Click the **Launch** button

UCM\_Submit\_Req\_Push

29 \*1:Comments 11.2.22\_M514\_TAS Budget

30 Launch Cancel

31. In the **Information** pop-up window click the **OK** button

Information

UCM\_Submit\_Req\_Push was successful.

31 OK

32. Back in the **Request for GL or Default Project to GL Project** page, Select the new budget request created and notice the **Submitted for Approval Status** is changed to **Yes**; and the **Final Approval Status** is changed to **Under Review** for the budget request created and submitted.

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## 33. Click the **Close** button

Years FY21	Fund FD_10000	Req_Num	Description	Requested_by	UserID	Request_Type	Submit for Approval	Approval Status	Budget Amount	
		Working	Working	Working	Working	Working	Working	Submitted	Working	Final
		BUD_Req10	PPFM Project Offset Request	E100000 ACADEMIC PERSONNEL	Souvik Ghosh	PPFM Request	Auto Approved	Auto Approved	12,000	12,000
		BUD_Req3	Non-reportable Position Pool	E101000 PROVOST & EVC	Maria Tinoco	Operational Request	Yes	Under Review	0	0
		BUD_Req37	GL2GLMNT12222 0	AF50001 SIT Testing	Michelle Taylor	Operational Request	Yes	Under Review	0	0
		BUD_Req25	GL to GL Budget Request mcooper4	M120000 GOVT & COMMUNITY RELATION	Melanie Cooper	Operational Request	Yes	Under Review	0	0
		BUD_Req15	GL to GL Budget request-Craig	AF50001 SIT Testing	Craig Ledebur	Operational Request	Yes	Under Review	0	0

## 34. Back in the **Tasks: All Task Lists** page, click the triangle to expand the **Budget Request – FPA User** task

- Click the triangle to expand the **Manage Budget Request – Annual Budget** task
- Click the **Workflow Status – Annual Budget** task hyperlink

Name	Status	Start	End	Instructions
WorkForce Budget - FPA User	●			
Project Budget - FPA User	●			
Budget Request - FPA User	●			
Manage Budget Request - Annual Budget	●			
Request for GL or Default Project to GL Project	●			
Workforce Offset Request	●			
Approve or Reject Budget Requests	●			
Workflow Status - Annual Budget	●			

## 35. In the **Workflow Status – Annual Budget** page, select the new budget request created

- Review the budget created and notice the **Final Approval Status** is **Under Review**
- Users may return to this screen at any time to monitor the status of Decision Packages. Statuses include Under Review, Approved, and Rejected.

## 36. Click the **Close** button

Fund FD_10000	Req_Num	Description	Request_Type	UserID	Approval Status	Comments	Requested_by	Budget Amount		Processed_By
	Submitted	Submitted	Submitted	Submitted	Submitted	Submitted	Submitted	Submitted	FP&A Working	Final
	BUD_Req37	GL2GLMNT12222 0	Operational Request	Michelle Taylor	Under Review	Submitting for FP&A approval	AF50001 SIT Testing	0.00	0.00	
	BUD_Req3	Non-reportable Position Pool	Operational Request	Maria Tinoco	Under Review		E101000 PROVOST & EVC	0.00	0.00	