UNIVERSITY OF CALIFORNIA
MERCED

# 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 UCMPLAN – the Oracle Planning & Budgeting (EPBCS) application

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

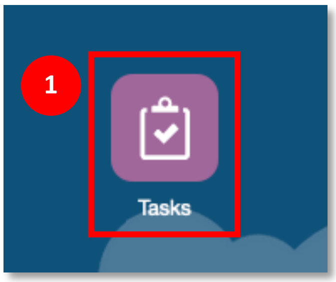
The menu path chosen is dependent on the UC Merced user role assigned:

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

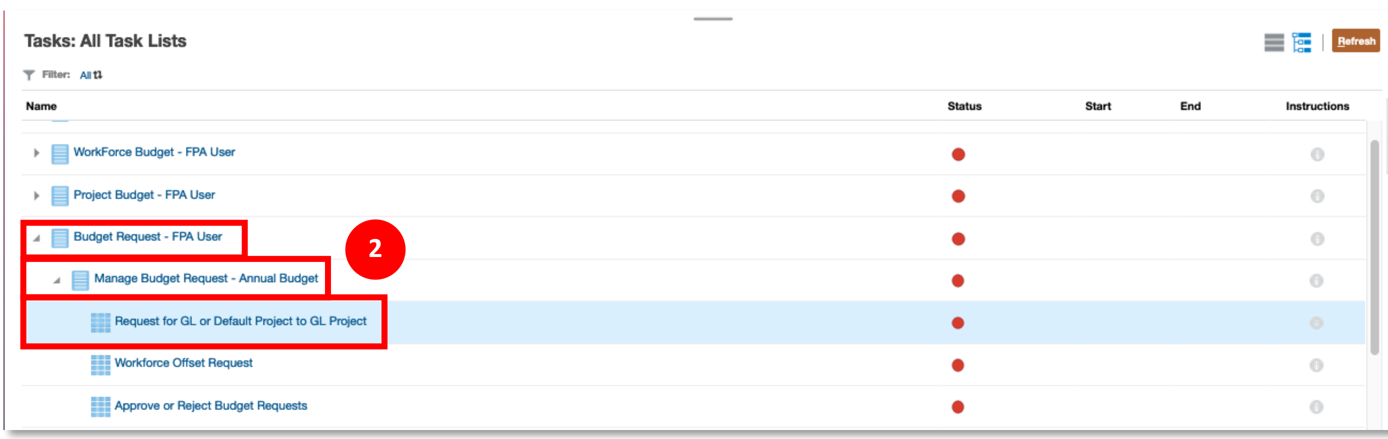
**FP&A Users:**
**Tasks >> Budget Request - FPA User >> Manage Budget Request – Annual Budget >> Request for GL or Default Project to GL Project**

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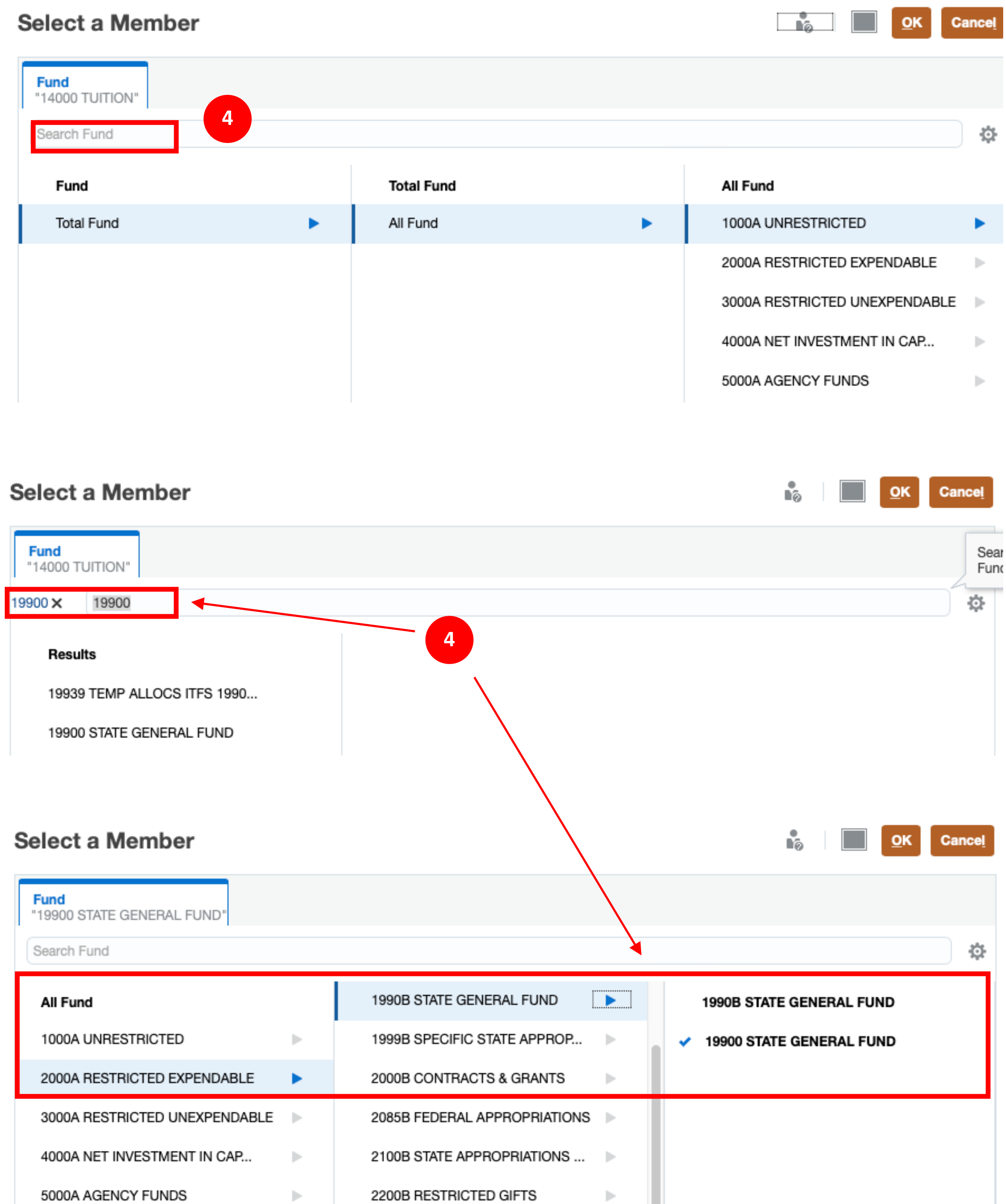
4. Enter the fund number in the **Search Fund** field of the **Select a Member** page and press **Enter** on keyboard **OR** navigate through the fund groups to select the appropriate fund.



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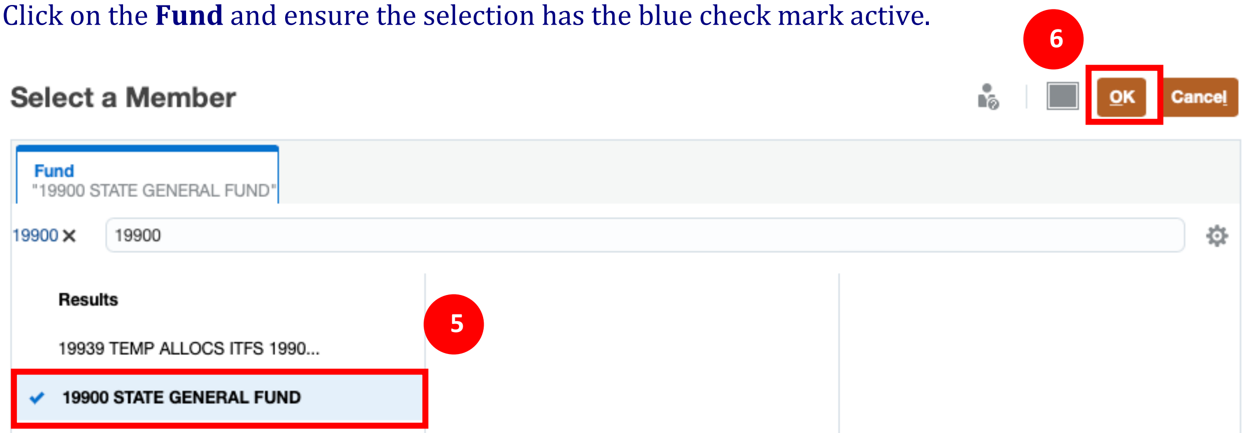
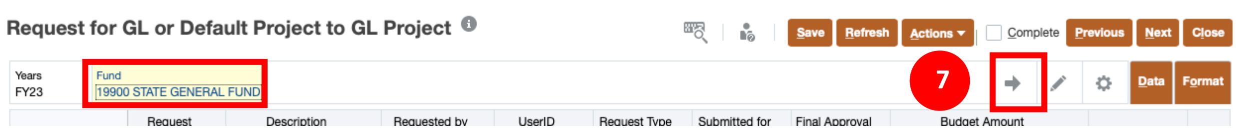
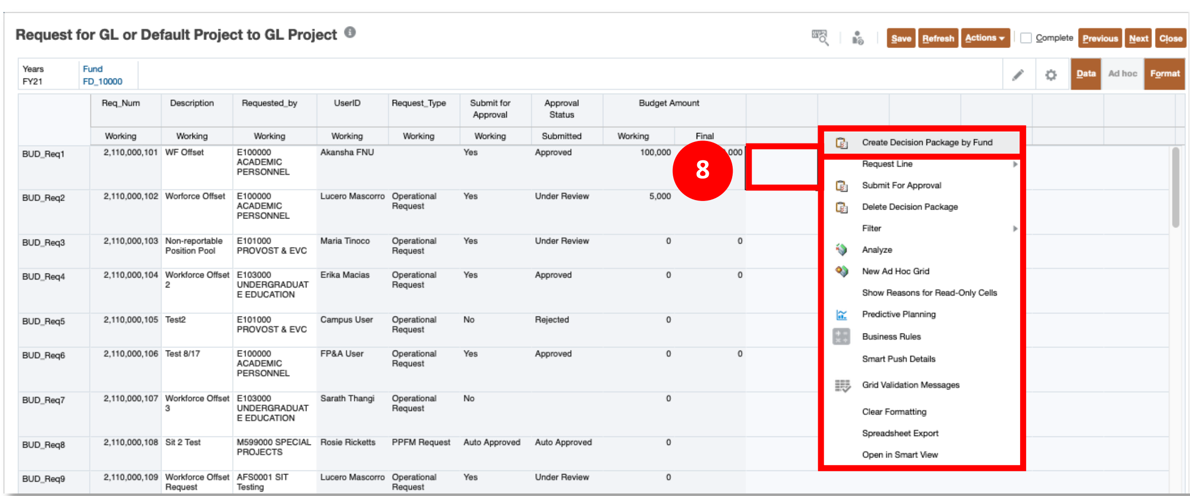
5. Click on the **Fund** and ensure the selection has the blue check mark active.




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




8. Right click in an empty cell in the **Request for GL or Default Project to GL Project** page to view the **Actions** menu
    a. Click the **Create Decision Package by Fund** option
        i. 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

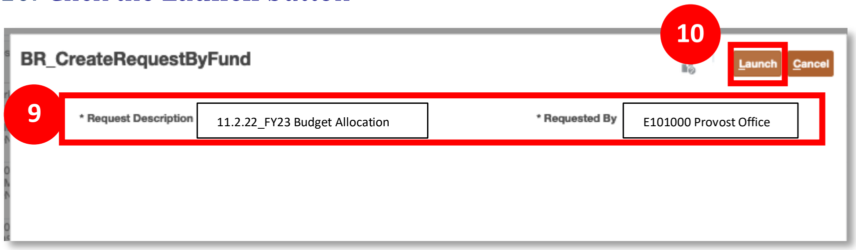
       *<Date_Description of Request>*

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

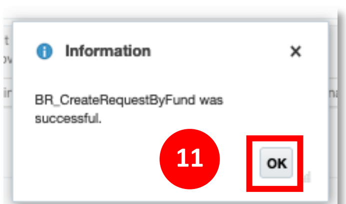
    b. ***Requested By:** value defaults but can be changed if needed. Value should be the Source CCOA's FIN/HR Unit. This may sometimes differ from FIN/HR unit of the person submitting the request.

       ***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.*

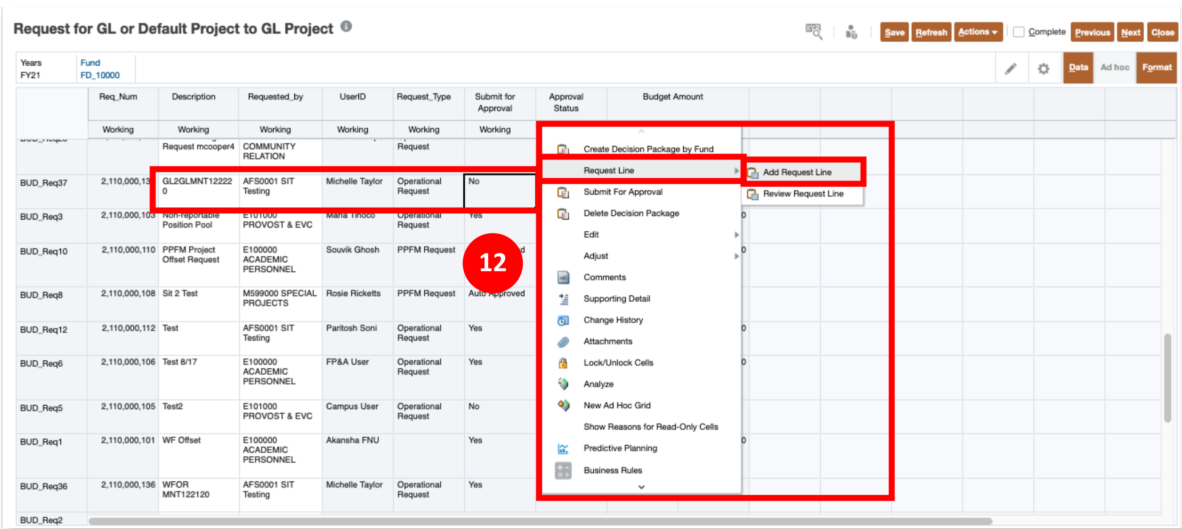
10. Click the **Launch** button



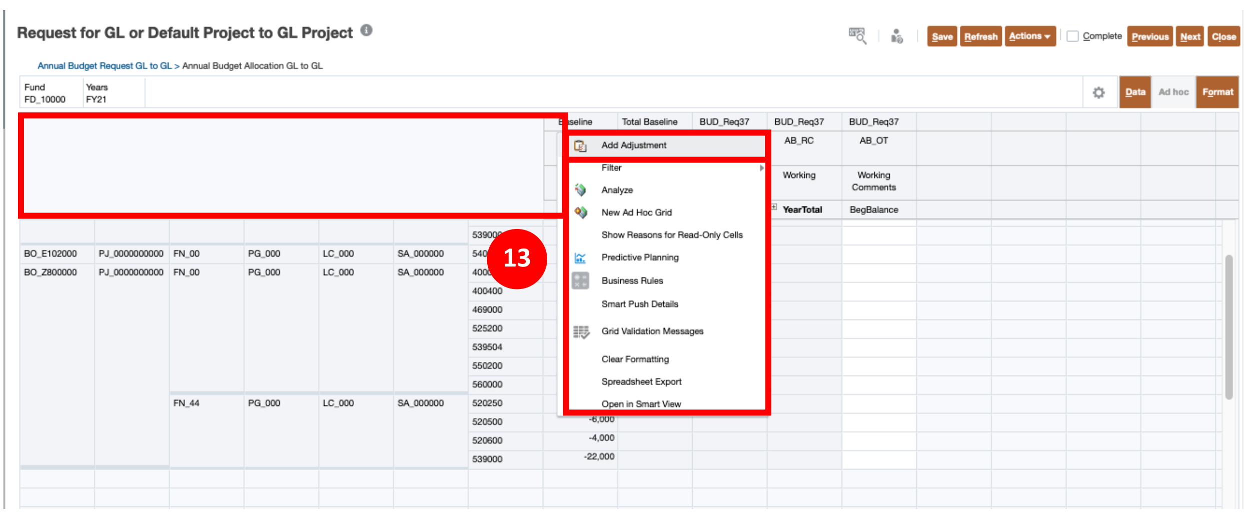

11. In the **Information** pop-up window click the **OK** button



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




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

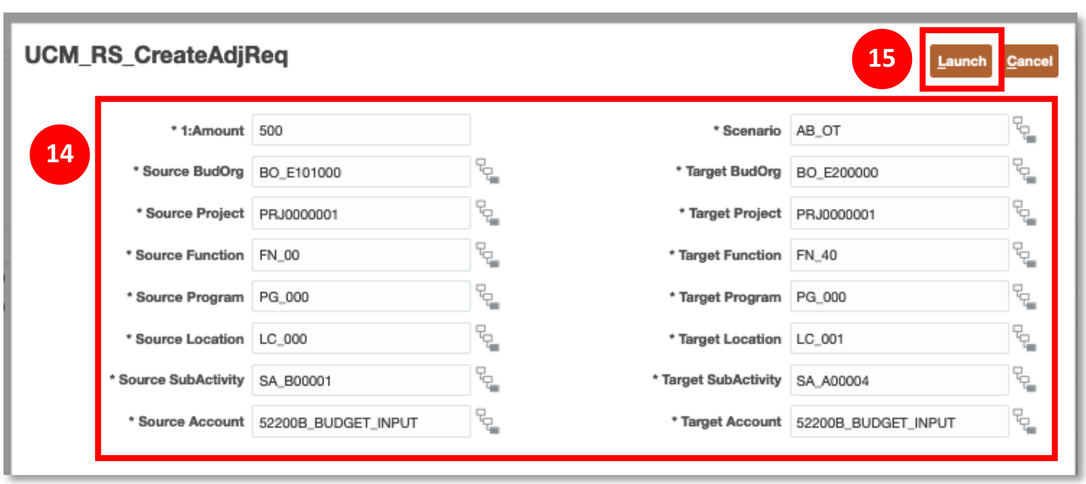


14. In the **UCM_RS_CreateAdjReq** pop-up window, enter the following information as required (***mandatory** data fields are indicated by an asterisk):

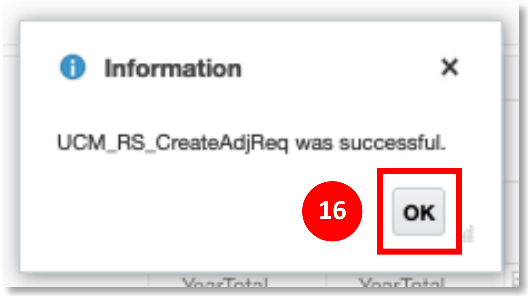
**Note: Source** is where the budget is coming from, **Target** is where the budget is going to

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

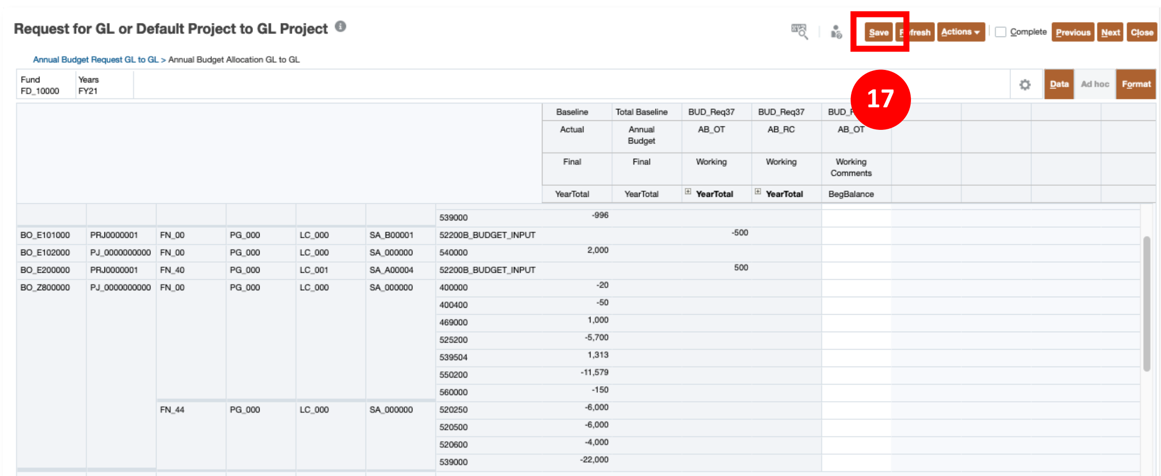
15. Click the **Launch** button



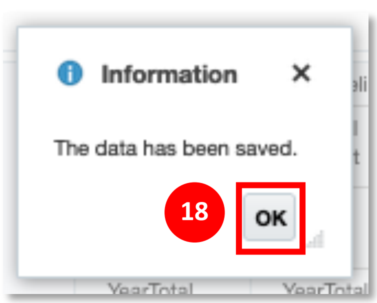
16. In the **Information** pop-up window click the **OK** button




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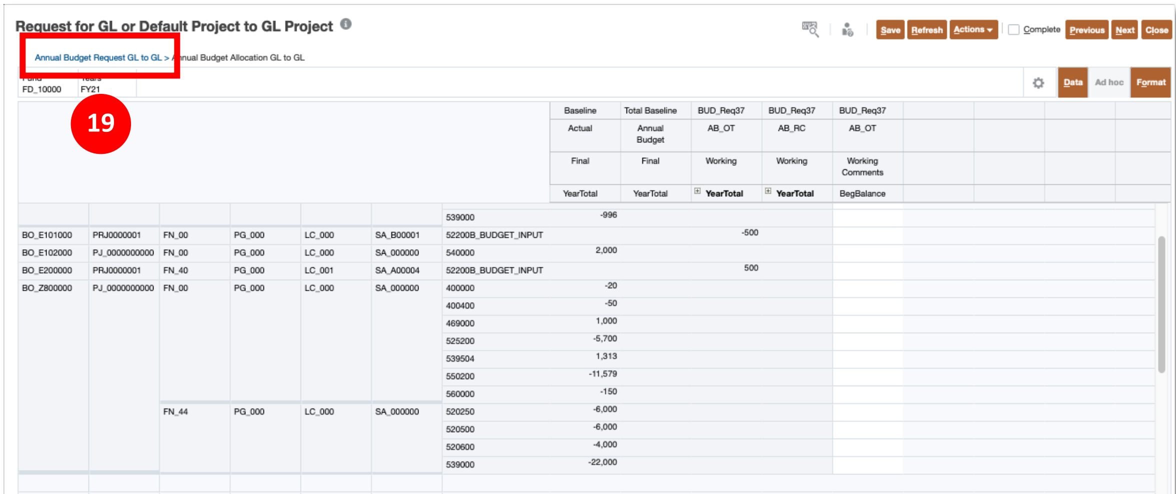
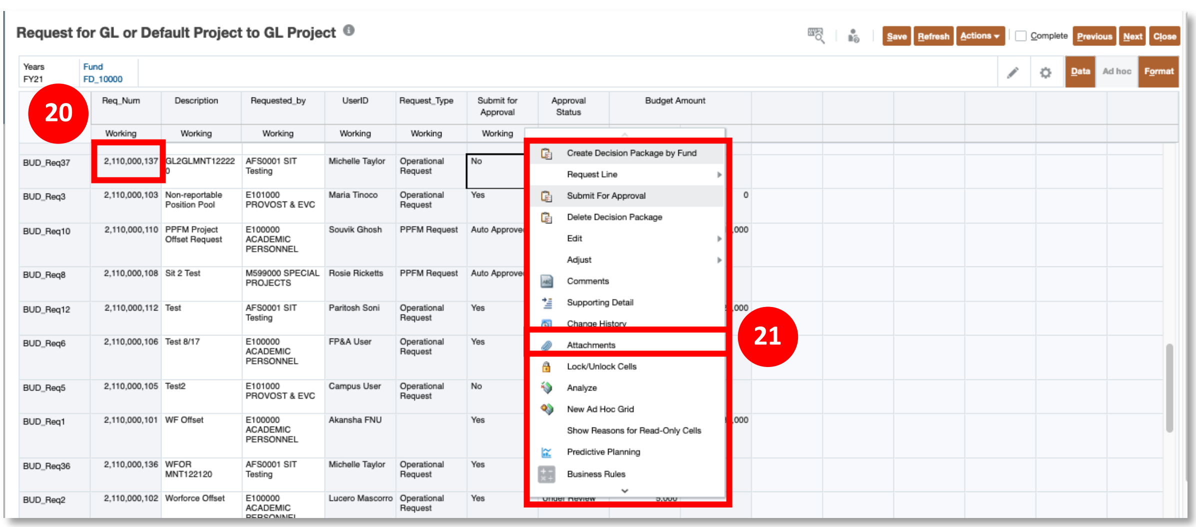
19. Click the **Annual Budget Request GL to GL** hyperlink in the upper left corner



## 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





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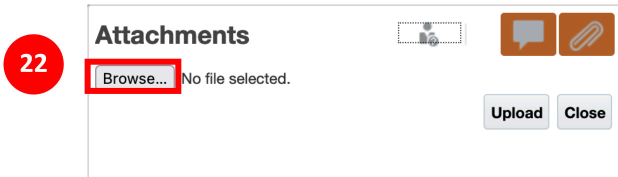
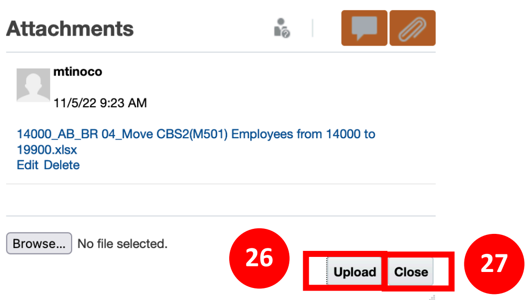
22. In the **Attachments** pop-up window click the **Browse** button.




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 UCMPLAN maintains its performance processing speeds for improved user experience.



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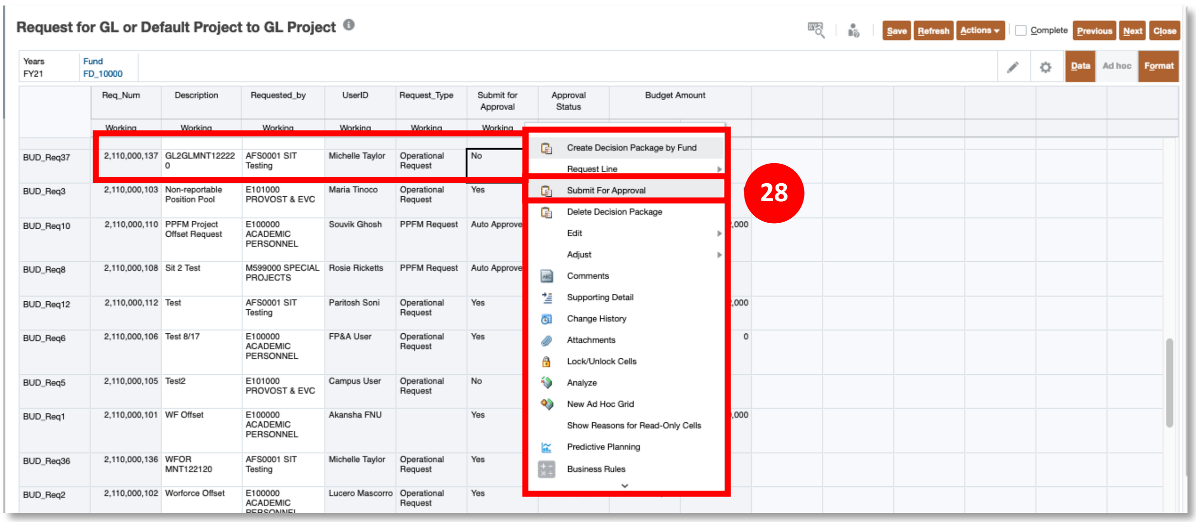
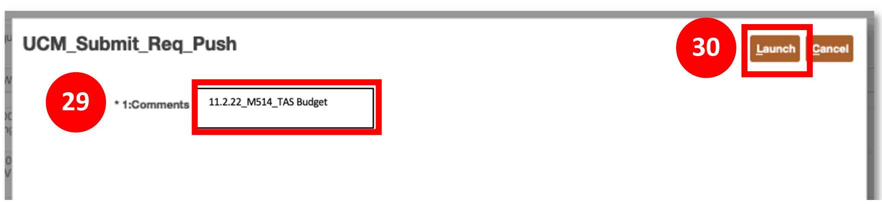
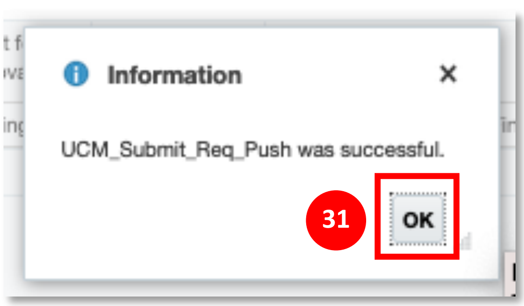



29. In the **UCM_Submit_Req_Push** pop-up window, enter the following information as required (***mandatory** data fields are indicated by an asterisk):
    a. ***1:Comments:** enter the appropriate comments for the push request

       *<Date of Submission_Source CCOA's FIN/HR Unit_Description>*
30. Click the **Launch** button

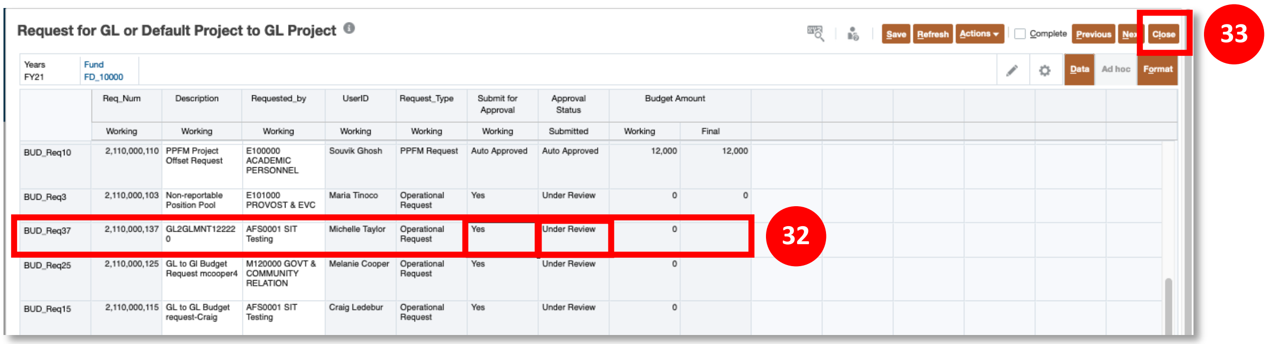



31. In the **Information** pop-up window click the **OK** button

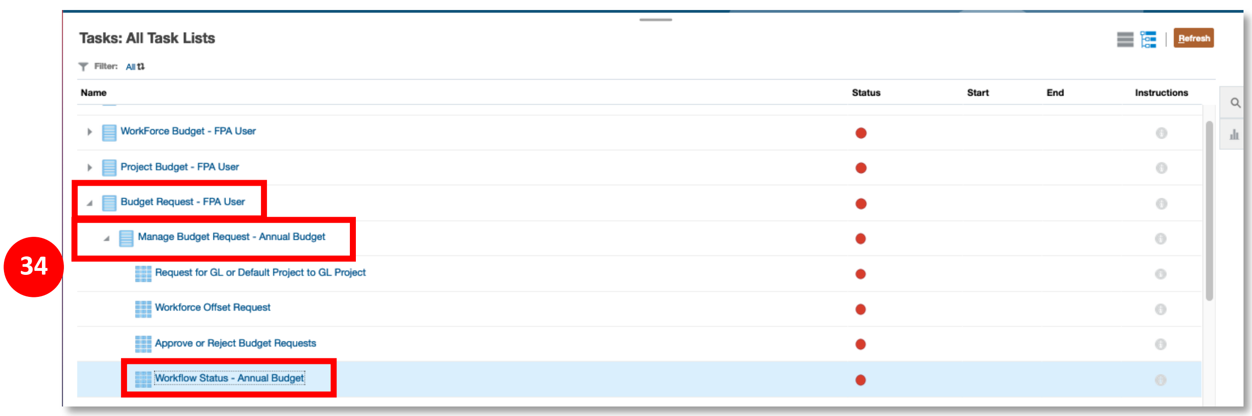



32. Back in the **Request for GL or Default Project to GL Project** page, Select the new budget request created and notice the **Submitted for Approval Status** is changed to **Yes**; and the **Final Approval Status** is changed to **Under Review** for the budget request created and submitted.

33. Click the **Close** button

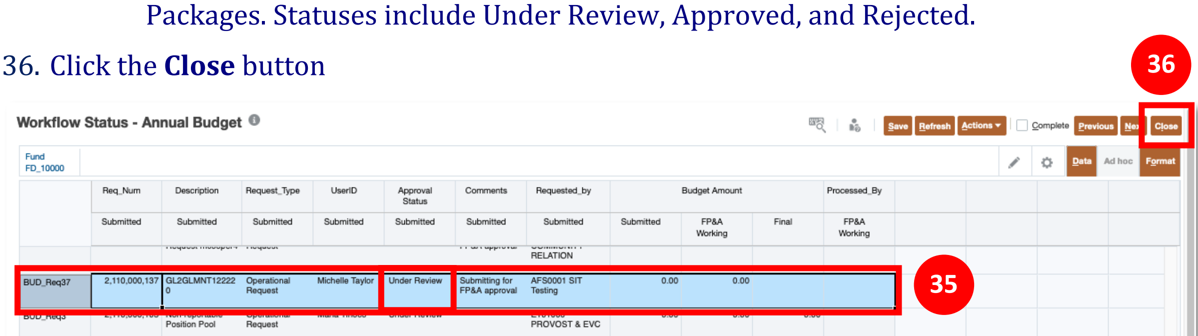



34. Back in the **Tasks: All Task Lists** page, click the triangle to expand the **Budget Request – FPA User** task
    a. Click the triangle to expand the **Manage Budget Request – Annual Budget** task
    b. Click the **Workflow Status – Annual Budget** task hyperlink




35. In the **Workflow Status – Annual Budget** page, select the new budget request created
    a. Review the budget created and notice the **Final Approval Status** is **Under Review**
    b. 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



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