Associated Students of University of California, Riverside
Registered Student Organization Funding

Request for Budget Report

Attn: Registered Student Organization

As of October 19, 2017, ASUCR will no longer accept any *Request for Budget Report* forms at the Front Desk or Online.

ASUCR will be updated your online Registered Student Organization budget report on a weekly basis. You will be able to access your report at http://asucrexchange.ucr.edu/budgetreports.html on **every Friday after 5:00 PM** (except during campus holidays).

ASUCR would like to thank you and your student organization for accommodating to our new procedure. For additional questions for Registered Student Organization funding, please visit our website at http://asucrexchange.ucr.edu/orgs.html or call our ASUCR Office at (951) 827-3621.

Thank you,
Associated Students of UC Riverside
Your Undergraduate Student Government

Please see below for instructions on how to access the Organization Budget Report.

How to Access the Organization Budget Report

1. Visit the **ASUCR Budget Reports** webpage by clicking here or
   http://asucrexchange.ucr.edu/budgetreports.html.
   a. **For an alternative step**, you can also access the ASUCR Budget Report from the
      main ASUCR website by clicking **Org Funding**, and then **Budget Reports**.
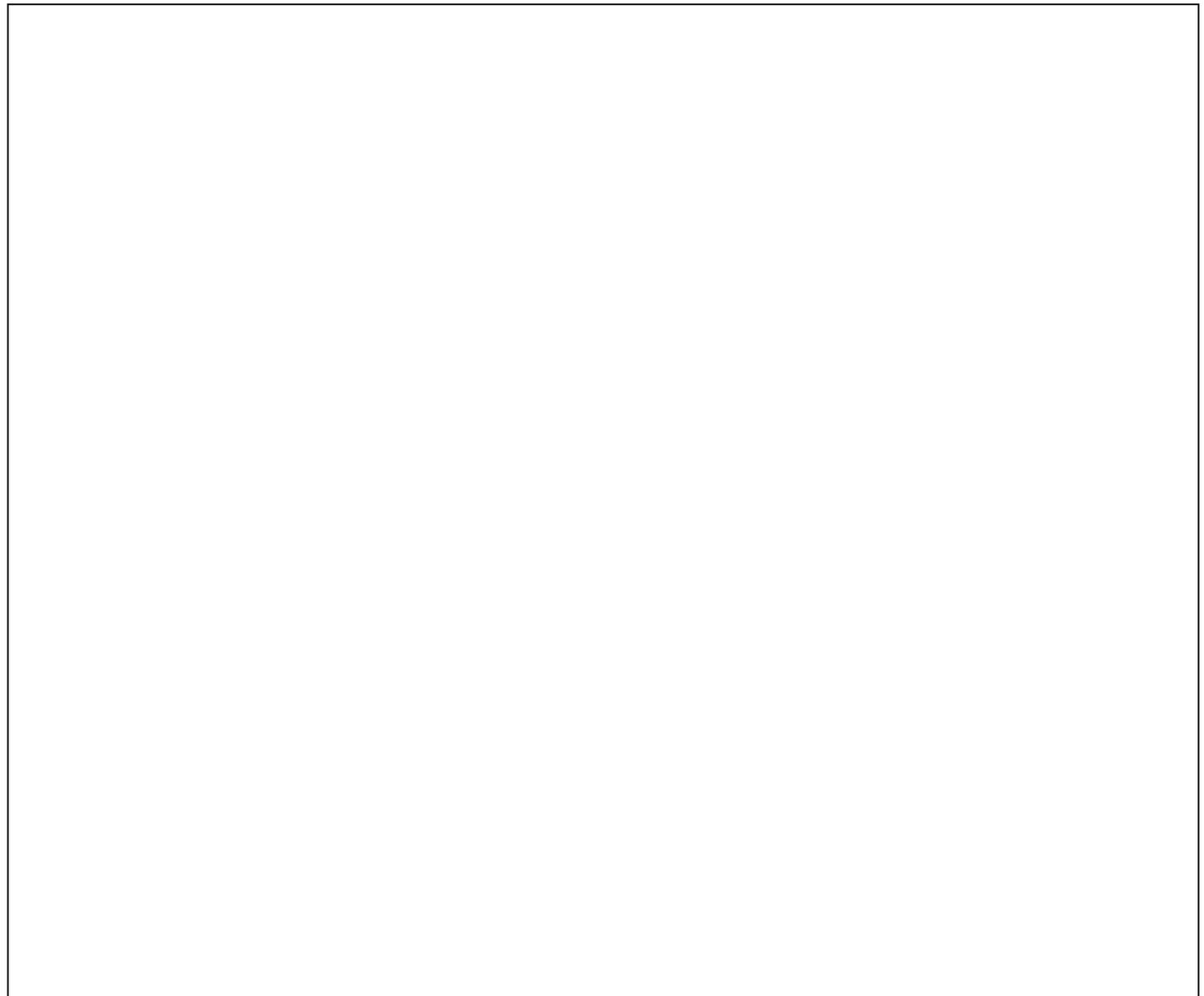
2. Click on "**Organizations Budget Reports as of MM/DD/YYYY**". *Be advised that a new window may pop-up.*

3. Once the document is opened, press **CTRL + F** (for PC users) or **COMMAND ⌘ + F** (for Mac Users) simultaneously and a search box will pop-up on the top right of the document. *If you are having trouble, then please see appendix A for keyboard images.*
   a. **For an alternative step**, you can scroll along the document until you find your account number. The account number on the budget report is in numerical order.

| Account	Total Budget (Int) + Adj.	Checks Written	Unpaid Requisitions	Account Balance
01-11101-713	675.00	0.00	0.00	675.00
01-11101-730	250.00	0.00	0.00	250.00
01-11101-900	1,483.00	0.00	0.00	1,483.00
01-11101-950	440.00	0.00	0.00	440.00
01-11101-995	2,777.00	0.00	315.27	2,461.73
	5,625.00	0.00	315.27	5,309.73
01-11102-713	780.00	0.00	0.00	780.00
01-11102-900	682.00	0.00	0.00	682.00
01-11102-995	373.00	0.00	0.00	373.00
	1,835.00	0.00	0.00	1,835.00
01-11104-712	300.00	0.00	0.00	300.00
01-11104-713	700.00	0.00	0.00	700.00
01-11104-900	1,154.00	0.00	0.00	1,154.00
01-11104-950	200.00	0.00	0.00	200.00
	2,354.00	0.00	0.00	2,354.00
01-11113-707	1,300.00	0.00	0.00	1,300.00
01-11113-713	250.00	0.00	0.00	250.00
01-11113-770	400.00	0.00	0.00	400.00
01-11113-900	304.00	0.00	0.00	304.00
01-11113-950	100.00	0.00	0.00	100.00
	2,354.00	0.00	0.00	2,354.00
01-11116-730	200.00	0.00	0.00	200.00
01-11116-900	2,933.00	0.00	0.00	2,933.00
	3,133.00	0.00	0.00	3,133.00
01-11117-705	100.00	0.00	0.00	100.00
01-11117-712	300.00	0.00	0.00	300.00
01-11117-770	600.00	0.00	0.00	600.00
01-11117-900	1,248.00	0.00	0.00	1,248.00
01-11117-950	600.00	0.00	0.00	600.00
01-11117-995	2,887.00	0.00	0.00	2,887.00
	5,735.00	0.00	0.00	5,735.00
01-11118-900	3,133.00	0.00	0.00	3,133.00
01-11118-995	3,949.00	0.00	0.00	3,949.00
	7,082.00	0.00	0.00	7,082.00

Budget Reports as of 10/19/17

Find in document

4. Input your **account number** in the "Find in Document" search bar. *The search bar should automatically bring your account number to the correct page.*

5. **Congratulations! You have successfully looked up your student org budget report.** Your student org account balance is displayed on the right side of the document. Please refer to the sub-account description on the ASUCR Budget Report page by clicking here or http://asucrexchange.ucr.edu/budgetreports.html.
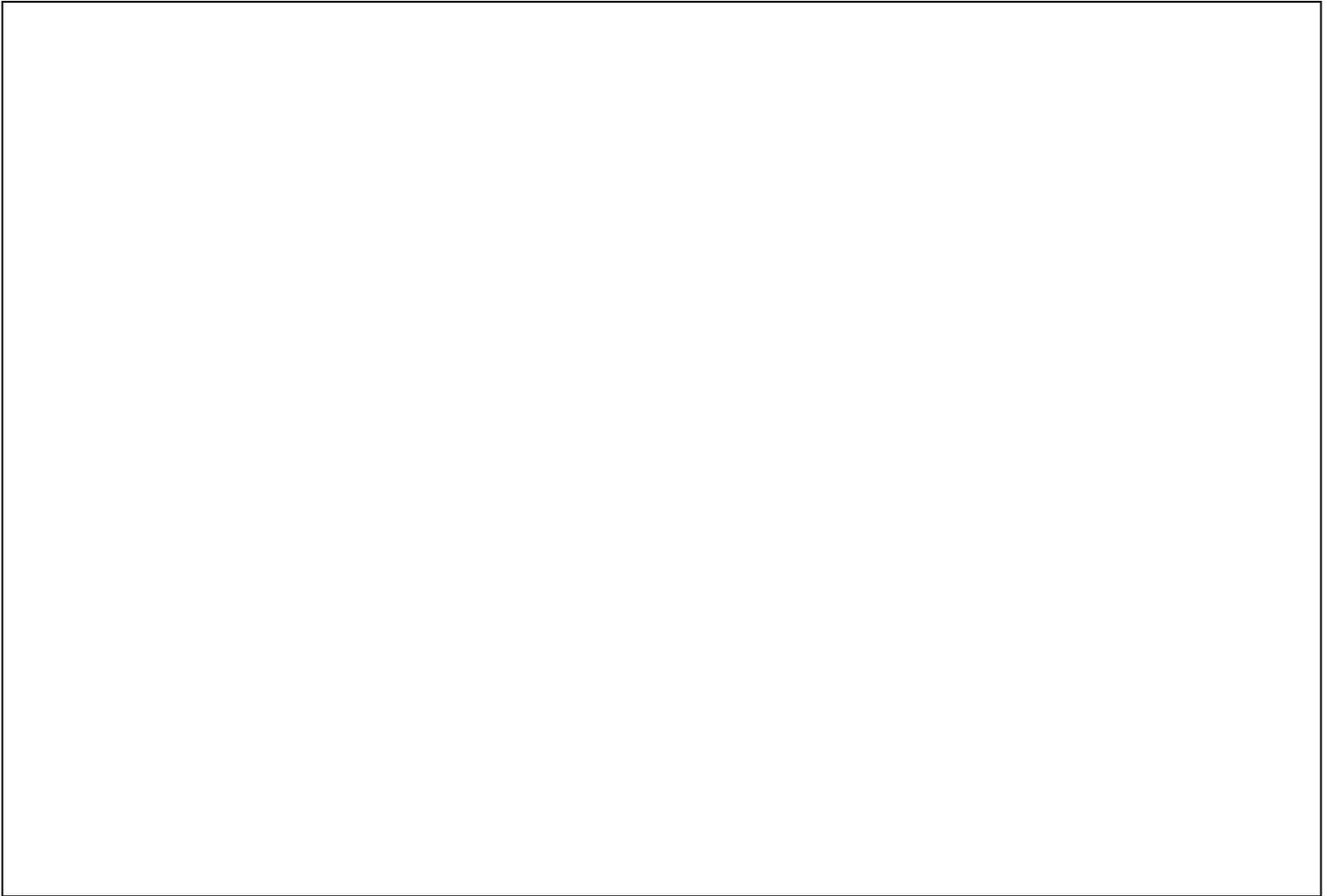
As a reminder, ASUCR will update the **Organization Budget Report** on every Friday at 5:00 PM except during campus holidays.

Appendix A

FOR PC USERS. Please view the following image to locate **CTRL** and **F button**.

FOR MAC USERS. Please view the following image to locate **COMMAND ⌘** and **F** button.