USESR NOTE: If you go through these steps and find that you do not have permission to access your budget, please email Megan Graves at <u>megraves@mednet.ucla.edu</u> to request permission. Your supervisor must be cc'd on the email. Please indicate which unit's budget report you are requesting access (i.e. DGIT, Business Affairs, Other Educational Programs, etc.).


**Step 1:** Visit the Budget Resource Web Portal here.

**Step 2:** Under "View Your Budget-to-Actuals Online Report," select your sub-unit area to open the budget report. This will prompt a login box.

Authenticatio	Click below to select your sub-unit (download and open in n Required ×	1
Addiciticatio		
?	https://powerbitest.mednet.ucla.edu is requesting your username and password.	
User Name:		
Password:		
	OK Cancel	
	OK	

Not Sure W	hich Sub-Unit is Yours?
Business Affairs includes:	Safety, Building Management, Capital Projects, Finance,
	Staff HR, Academic Personnel, Visa Office
Educational Affairs includes:	Admissions, Curricular Affairs, Diversity Inclusion & Outreach, Evaluation & Assessment, Faculty Development Center, Financial Aid Office, GME, PRIME, Simulation Center, Student Affairs, Student Research & Scholarship, Educational Affairs-Immediate, Alumni, Outreach Programs, SHPEP
Interdisciplinary Programs includes:	Center for World Health, Institute for Precision Health
Research Infrastructure includes:	Good Manufacturing Practices, Capital Equipment
Digital Technology includes:	Client Services, CIO & Administration, Education Technology, Enterprise Data Analytics, Infrastructure, Network, OATS, Research Computing, Security, Software Development
Immediate Offices include: Other Educational Programs includes:	Academic Affairs-Immediate, Dean's Office-Immediate, Diversity Affairs-Immediate, Research Affairs-Immediate Medical Scientist Training Program, Donated Body, CME, Behavioral Wellness Center, Postdoctoral Affairs

**Step 3:** In the login box, enter in your MEDNET user name and password. Your MEDNET user name will typically be the prefix of your email address that appears before *@mednet.ucla.edu*.

	Click below to select your sub-unit (download and open	in Exc
Authentication	n Required X	:
2	https://powerbitest.mednet.ucla.edu is requesting your username and password.	
User Name:	megraves	
Password:	••••••	
	OK Cancel	

**Step 4:** You will then be directed to your online budget-to-actuals report.

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Finan	cial Datawarehouse	Reporting - TEST											j.	<u>ه</u> 1	?
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1 2 3 4 5 6 7	Davis School Deuts Office	d Geffen of Medicine Rodget & Resource Planning	Updates This repo	<mark>d as of: A</mark> rt will be updat	ugust ed on a weekly	20 basis.	2018								
8							FY18-19 Az	tual Expenses							
10	Sum of Expense		Common	sity 🔽											
11	Sub-Unit Title	Functional Area Title	Payroll	Travel	Trac	reportation Mair	ntenance Food	land Event Ser	vice Charges Corr	munication Supp	lies Rentals	Print	& Software Other	Gr	and Total
12	ADMISSIONS CHERKLE AR ACTAIRS	ADMISSIONS CURRICCH AR AFFAIRS	5	- 5	3,364 5	- 5	- 5	1 244 6	1,209 \$	379 5	1012 6	- 5	- 5	- 5	4,952
14	DIVERSITY INCL & OUTREACH	DIVERSITY INCL & OLITREACH	s.	-15	-ls			- 5	- 5	98 \$	- 5				98
15	EVALUATION & ASSESSMENT	EVALUATION & ASSESSMENT	s.	- 5	- 5		- 5	- 5	- 5	- 5	494 5	- 5	- 5	- 5	494
16	FACULTY DEVELOPMENT CENTER	FACULTY DEVELOPMENT CENTER	s	- 5	273 \$	- 5	- 5	- 5	- 5	23 S	119 \$	- S	877 S	- 5	1,293
17	FINANCIAL AID OFFICE	FINANCIAL AID OFFICE	s	- 5	- 5	- 5	- 5	- 5	283 5	505 S	240 S	. 5	- 5	- 5	1,028
18	GME	GME	\$	- 5	10,629 \$	- 5	- \$	528 S	1,985 \$	1 5	676 \$	- 5	- 5	- \$	13,819
19	PRIME	PRIME	5	- 5	2,665 \$	- 5	- 5	1,716 \$	9 \$	- 5	206 \$	- 5	1,355 \$	- 5	5,951
20	SIMULATION CENTER	SIMULATION CENTER	\$	- \$	2,664 \$	- \$	- \$	880 \$	766 \$	6 \$	882 \$	- \$	- \$	- \$	5,197
21	STUDENT AFFAIRS	STUDENT AFFAIRS	\$	- 5	792 \$	350 \$	172 \$	1,024 \$	1,821 \$	1,467 \$	6,752 \$	- 5	- 5	- \$	12,377
22	STUDENT RESEARCH & SCHOLAR	STUDENT RESEARCH & SCHOLAR	\$C	- \$	- \$	- 5	1,065 \$	342 \$	- \$	61 \$	20 \$	- \$	- \$	- 5	1,487
.23	EDUCATIONAL AFFAIRS-IMMEDIATE	EDUCATIONAL AFFAIRS-IMMEDIATE	\$	- \$	632 \$	- \$	1,177 \$	9,729 \$	2,507 \$	442 \$	21 \$	1,138 \$	13,257 \$	600 \$	29,502
24	EDUCATIONAL AFFAIRS-IMMEDIATE	ALUMNI	s	- 5	- 5	- 5	- 5	- 5	- 5	477 \$	- 5	- 5	522 \$	- 5	999
25	EDUCATIONAL AFFAIRS-IMMEDIATE	OUTREACH PROGRAMS	5	- 5	- 5	- 5	- 5	897 \$	6.5	- 5	- 5	- 5	1,199 \$	2,388 \$	4,489
26 27	Grand Total		\$	- \$	21,019 \$	364 \$	2,413 \$	16,359 \$	37,725 \$	3,512 \$	10,423 \$	1,138 \$	17,210 \$	2,988 \$	107,652
28							FY18-19 Fore	anted Expense	s.						
35	Sub-Unit Title	Functional Area Title	Payroll	Travel	Tra	resportation Main	tenance Food	and Event Serv	vice Charges Corr	munication Supp	lies Rentals	liqui	prment Print I	Software Of	her (
31	ADMISSIONS	ADMISSIONS	\$	237,600 \$	24,077 \$	- \$	- \$	2,433 \$	23,349 \$	2,711 \$	- \$	1,248 \$	- \$	- \$	
32	CURRICULAR AFFAIRS	CURRICULAR AFFAIRS	ş	- \$	710 \$	100 \$	- \$	11,386 \$	174,631 \$	381 \$	9,905 \$	- \$	- \$	- \$	

**Step 5:** To see ledger detail or save a copy to your computer, select the download button from the top right-hand corner of the screen.



**Step 7:** You will now be able to view the report in Excel. To view ledger detail of year-to-d ate expenses, select the non-payroll cell that you would like to see detail on under the "Actual Expenses" table.

Davi School Dearty Office	d Geffen of Medicine Bidget & Resource Planning	Updated an This report i	of: A	ugust lated on a w	20 reekty basis.	2018											
			- 10			FY18	8-19 Act	tual Expenses									
ium of Expense	The state of the s	Commodity	3				1000				-	10.5 T 10.5	2022	- 200			
ADMISSIONS	ADMISSIONS	- BALINE	Trave	3 364	e compositation	c	1000	ano event serv	1 200	<ul> <li>4 17</li> </ul>	a c	es Rei		Plant	a sommare Other	Gran	4 053
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Canad Tatal				21.019	5 364	\$ 241		16 359 5	12 225	\$ 3.51	2 5	10.423 \$	1 1 2 2		17.210 \$	2 988 5	107 652

Step 8: Ledger detail will open on a second tab for your view.

С	D	E	F	G	Н	1	J	К	L	М	N
Ledger Year Month 💌	Project 💌	Object 💌	Account 💌	CC 🔽	Fund	🛛 Sub-Object Title 💌	Source Code 💌	TE 💌	Trans ID GL	🛛 Trans Doc Date 💌	Trans. Eff. Date 💌
201807	UBER	2000	431213	2X	20226	TRAVEL-IN-STATE A		41	999942	7/17/2018	7/23/2018
201807	UBER	2000	431213	2X	20226	TRAVEL-IN-STATE A		41	999942	7/17/2018	7/25/2018
201807	UBER	2000	431213	2X	20226	TRAVEL-IN-STATE A		41	999942	7/18/2018	7/24/2018
201807	UBER	2000	431213	2X	20226	TRAVEL-IN-STATE A		41	999942	7/17/2018	7/24/2018
201807	UBER	2000	431213	2X	20226	TRAVEL-IN-STATE A		41	999942	7/27/2018	7/30/2018
201807	UBER	2000	431213	2X	20226	TRAVEL-IN-STATE A		41	999942	7/18/2018	7/23/2018
201807	UBER	2000	431213	2X	20226	TRAVEL-IN-STATE A		41	999942	7/10/2018	7/10/2018
201807	UBER	2000	431213	2X	20226	TRAVEL-IN-STATE A		41	999942	7/27/2018	7/30/2018
201807	UBER	2000	431213	2X	20226	TRAVEL-IN-STATE A		41	999942	7/18/2018	7/23/2018
201807	UBER	2000	431213	2X	20226	TRAVEL-IN-STATE A		41	999942	7/12/2018	7/13/2018
201807	UBER	2000	431213	2X	20226	TRAVEL-IN-STATE A		41	999942	7/16/2018	7/20/2018
201807	UBER	2000	431213	2X	20226	TRAVEL-IN-STATE A		41	999942	7/12/2018	7/20/2018
201807	UBER	2000	431213	2X	20226	TRAVEL-IN-STATE A		41	999942	7/12/2018	7/13/2018
201807	UBER	2000	431213	2X	20226	TRAVEL-IN-STATE A		41	999942	7/17/2018	7/24/2018
201807	UBER	2000	431213	2X	20226	TRAVEL-IN-STATE A		41	999942	7/17/2018	7/23/2018
201807	UBER	2000	431213	2X	20226	TRAVEL-IN-STATE A		41	999942	7/18/2018	7/23/2018
201807	UBER	2000	431213	2X	20226	TRAVEL-IN-STATE A		41	999942	7/12/2018	7/20/2018

For questions, concerns or feedback, please contact your Finance Business Partner, Katherine Dai at
<u>kdai@mednet.ucla.edu</u> or Kshama Mehra at <u>kmehra@mednet.ucla.edu</u> ; or Megan Graves at
megraves@mednet.ucla.edu.