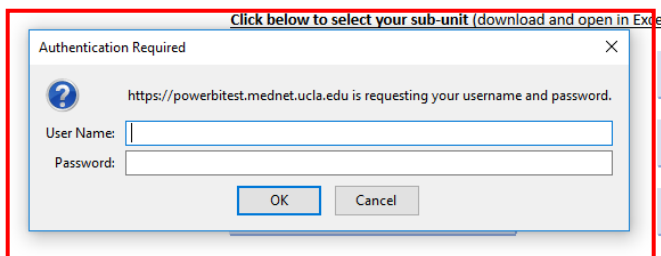


How to Log In to Your Online Budget Report

USES NOTE: If you go through these steps and find that you do not have permission to access your budget, please email Megan Graves at megraves@mednet.ucla.edu 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.

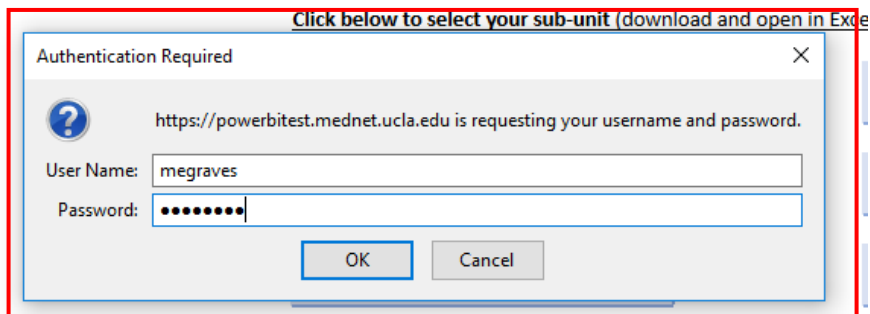


Not Sure Which Sub-Unit is Yours?

| | |
|---|--|
| 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: | Academic Affairs-Immediate, Dean's Office-Immediate, Diversity Affairs-Immediate, Research Affairs-Immediate |
| Other Educational Programs includes: | Medical Scientist Training Program, Donated Body, CME, Behavioral Wellness Center, Postdoctoral Affairs |

How to Log In to Your Online Budget Report

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.



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

Financial Datawarehouse Reporting - TEST

Home BUDGET Education Affairs FY19 Educational Affairs.xlsx

Excel Online

Links Disabled. Links to external workbooks are not supported and have been disabled.

Updated as of: August 20 2018
This report will be updated on a weekly basis.

David Geffen School of Medicine
Dean's Office Budget & Resource Planning

| FY18-19 Actual Expenses | | | | | | | | | | | | | |
|-------------------------------|-------------------------------|-----------|---------|-----------|----------------|-------------|----------------|-----------------|---------------|-----------|----------|-------------------------|-------------|
| Sub-Unit Title | Functional Area Title | Commodity | Payroll | Travel | Transportation | Maintenance | Food and Event | Service Charges | Communication | Supplies | Rentals | Print & Software: Other | Grand Total |
| ADMISSIONS | ADMISSIONS | \$ | - \$ | 3,304 \$ | - \$ | - \$ | - \$ | 1,209 \$ | 379 \$ | - \$ | - \$ | - \$ | 4,992 |
| CURRICULAR AFFAIRS | CURRICULAR AFFAIRS | \$ | - \$ | - \$ | 14 \$ | - \$ | 1,244 \$ | 23,640 \$ | 53 \$ | 1,013 \$ | - \$ | - \$ | 25,965 |
| DIVERSITY INCL & OUTREACH | DIVERSITY INCL & OUTREACH | \$ | - \$ | - \$ | - \$ | - \$ | - \$ | - \$ | 98 \$ | - \$ | - \$ | - \$ | 98 |
| EVALUATION & ASSESSMENT | EVALUATION & ASSESSMENT | \$ | - \$ | - \$ | - \$ | - \$ | - \$ | - \$ | - \$ | 494 \$ | - \$ | - \$ | 494 |
| FACILITY DEVELOPMENT CENTER | FACILITY DEVELOPMENT CENTER | \$ | - \$ | 273 \$ | - \$ | - \$ | - \$ | - \$ | 23 \$ | 119 \$ | - \$ | 877 \$ | 1,293 |
| FINANCIAL AID OFFICE | FINANCIAL AID OFFICE | \$ | - \$ | - \$ | - \$ | - \$ | - \$ | 283 \$ | 505 \$ | 240 \$ | - \$ | - \$ | 1,028 |
| GAME | GAME | \$ | - \$ | 10,629 \$ | - \$ | - \$ | 528 \$ | 1,985 \$ | 1 \$ | 676 \$ | - \$ | - \$ | 13,819 |
| PRIME | PRIME | \$ | - \$ | 2,605 \$ | - \$ | - \$ | 1,716 \$ | 9 \$ | - \$ | 206 \$ | - \$ | 1,355 \$ | 5,951 |
| SIMULATION CENTER | SIMULATION CENTER | \$ | - \$ | 2,664 \$ | - \$ | - \$ | 880 \$ | 766 \$ | 6 \$ | 882 \$ | - \$ | - \$ | 5,197 |
| STUDENT AFFAIRS | STUDENT AFFAIRS | \$ | - \$ | 792 \$ | 350 \$ | 172 \$ | 1,024 \$ | 1,821 \$ | 1,467 \$ | 6,752 \$ | - \$ | - \$ | 12,377 |
| STUDENT RESEARCH & SCHOLAR | STUDENT RESEARCH & SCHOLAR | \$ | - \$ | - \$ | - \$ | 1,065 \$ | 342 \$ | - \$ | 61 \$ | 20 \$ | - \$ | - \$ | 1,487 |
| EDUCATIONAL AFFAIRS-IMMEDIATE | EDUCATIONAL AFFAIRS-IMMEDIATE | \$ | - \$ | 632 \$ | - \$ | 1,177 \$ | 9,729 \$ | 2,507 \$ | 442 \$ | 21 \$ | 1,138 \$ | 13,257 \$ | 29,502 |
| EDUCATIONAL AFFAIRS-IMMEDIATE | ALLUMNI | \$ | - \$ | - \$ | - \$ | - \$ | - \$ | - \$ | 477 \$ | - \$ | - \$ | 522 \$ | 999 |
| EDUCATIONAL AFFAIRS-IMMEDIATE | OUTREACH PROGRAMS | \$ | - \$ | - \$ | - \$ | - \$ | 897 \$ | 6 \$ | - \$ | - \$ | - \$ | 1,199 \$ | 2,388 |
| Grand Total | | \$ | - \$ | 21,019 \$ | 364 \$ | 2,413 \$ | 16,359 \$ | 32,225 \$ | 3,512 \$ | 10,423 \$ | 1,138 \$ | 17,210 \$ | 7,988 \$ |

| FY18-19 Forecasted Expenses | | | | | | | | | | | | | |
|-----------------------------|-----------------------|---------|------------|----------------|-------------|----------------|-----------------|---------------|----------|----------|-----------|-------------------------|-------------|
| Sub-Unit Title | Functional Area Title | Payroll | Travel | Transportation | Maintenance | Food and Event | Service Charges | Communication | Supplies | Rentals | Equipment | Print & Software: Other | Grand Total |
| ADMISSIONS | ADMISSIONS | \$ | 237,600 \$ | 24,077 \$ | - \$ | - \$ | 2,433 \$ | 23,849 \$ | 2,711 \$ | - \$ | 1,248 \$ | - \$ | 268,868 |
| CURRICULAR AFFAIRS | CURRICULAR AFFAIRS | \$ | - \$ | 710 \$ | 100 \$ | - \$ | 11,386 \$ | 174,631 \$ | 381 \$ | 9,905 \$ | - \$ | - \$ | 197,013 |

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.



How to Log In to Your Online Budget Report

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

| Sub-Unit Title | Functional Area Title | Commodity | Payroll | Travel | Transportation | Maintenance | Food and Event | Service Charges | Communication | Supplies | Rentals | Print & Software Other | Grand Total |
|-------------------------------|-------------------------------|-----------|---------|-----------|----------------|-------------|----------------|-----------------|---------------|-----------|----------|------------------------|-------------|
| ADMISSIONS | ADMISSIONS | | \$ - | \$ 3,864 | \$ - | \$ - | \$ - | \$ 1,209 | \$ 379 | \$ - | \$ - | \$ - | \$ 4,952 |
| CURRICULAR AFFAIRS | CURRICULAR AFFAIRS | | \$ - | \$ - | \$ 14 | \$ - | \$ 1,244 | \$ 23,640 | \$ 55 | \$ 1,015 | \$ - | \$ - | \$ 25,965 |
| DIVERSITY INCL & OUTREACH | DIVERSITY INCL & OUTREACH | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 98 | \$ - | \$ - | \$ - | \$ 98 |
| EVALUATION & ASSESSMENT | EVALUATION & ASSESSMENT | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 494 | \$ - | \$ - | \$ 494 |
| FACULTY DEVELOPMENT CENTER | FACULTY DEVELOPMENT CENTER | | \$ - | \$ 273 | \$ - | \$ - | \$ - | \$ - | \$ 23 | \$ 119 | \$ - | \$ 877 | \$ 1,293 |
| FINANCIAL AID OFFICE | FINANCIAL AID OFFICE | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 283 | \$ 505 | \$ 240 | \$ - | \$ - | \$ 1,028 |
| GME | GME | | \$ - | \$ 10,625 | \$ - | \$ - | \$ 528 | \$ 1,985 | \$ 1 | \$ 676 | \$ - | \$ - | \$ 13,819 |
| PRIME | PRIME | | \$ - | \$ 2,865 | \$ - | \$ - | \$ 1,716 | \$ 9 | \$ - | \$ 206 | \$ - | \$ 1,355 | \$ 5,951 |
| SIMULATION CENTER | SIMULATION CENTER | | \$ - | \$ 2,664 | \$ - | \$ - | \$ 880 | \$ 766 | \$ 6 | \$ 882 | \$ - | \$ - | \$ 5,197 |
| STUDENT AFFAIRS | STUDENT AFFAIRS | | \$ - | \$ 792 | \$ 350 | \$ 173 | \$ 1,024 | \$ 1,821 | \$ 1,482 | \$ 6,752 | \$ - | \$ - | \$ 12,377 |
| STUDENT RESEARCH & SCHOLAR | STUDENT RESEARCH & SCHOLAR | | \$ - | \$ - | \$ - | \$ 1,065 | \$ 342 | \$ - | \$ 61 | \$ 20 | \$ - | \$ - | \$ 1,487 |
| EDUCATIONAL AFFAIRS-IMMEDIATE | EDUCATIONAL AFFAIRS-IMMEDIATE | | \$ - | \$ 692 | \$ - | \$ 1,177 | \$ 9,729 | \$ 2,507 | \$ 442 | \$ 21 | \$ 1,188 | \$ 18,287 | \$ 600 |
| EDUCATIONAL AFFAIRS-IMMEDIATE | ALUMNI | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 477 | \$ - | \$ - | \$ 522 | \$ 999 |
| EDUCATIONAL AFFAIRS-IMMEDIATE | OUTREACH PROGRAMS | | \$ - | \$ - | \$ - | \$ - | \$ 897 | \$ 6 | \$ - | \$ - | \$ - | \$ 1,199 | \$ 2,388 |
| Grand Total | | | \$ - | \$ 21,019 | \$ 364 | \$ 2,413 | \$ 16,350 | \$ 32,225 | \$ 3,512 | \$ 10,423 | \$ 1,188 | \$ 17,210 | \$ 2,988 |

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

| C | D | E | F | G | H | I | J | K | L | M | 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 kdai@mednet.ucla.edu or Kshama Mehra at kmehra@mednet.ucla.edu; or Megan Graves at megraves@mednet.ucla.edu.