

# FY 2018-19 Budget Input Reminders

---

## General Information

**Budget Input Dates:** 1/16/18 through 2/27/18 (end of day)

**APB C-BIG Website:** <http://www.apb.ucla.edu/resource-management/c-big>

**C-BIG Web Application:** <https://finbud.it.ucla.edu/workspace/index.jsp>

**Download Smart View (Excel Add-in):** [Download Smart View!](#)

**Recommended C-BIG Browser:** Firefox ESR (Extended Support Release). Once Firefox ESR has been installed, please add the Remote XUL Manager Add-on using these [Setup Instructions](#)

### Available Resources on C-BIG Website

- [Budget Input via Smart View Training Manual](#)
- [FY 2018-19 Budget Guidelines Presentation](#)
- [FY 2018-19 C-BIG Training Presentation](#)

### **MAPPING TABLES:**

- Fund Table: Maps all individual fund numbers to the C-BIG fund categories
- Object Table: Maps all object codes to the C-BIG expense categories

### Logging into C-BIG

Please log into the system using your UCLA Logon ID and your C-BIG password. To change your password, go to **Tools > Change Password** after logging into the C-BIG Web Application. Please test your credentials and email Cathy Son ([cson@ponet.ucla.edu](mailto:cson@ponet.ucla.edu)) if you have forgotten your password and need to reset it.

## Helpful Reports

Please refer to [Formatted Reports via Smart View Training Manual](#) for help accessing the reports below.

**15 Bud Input - Org & Fund Check** (UCLA > Budget Input Reports > Prelim): Prior to entering your budget, this report provides a starting list of funds, based on actual activity from the previous fiscal year and as of Dec in the current fiscal year

**01a P&L by Month - 1 Yr** (UCLA > Analysis Reports): This report provides you with actual financial activity by months for the year specified, with the ability to drill down to object codes

**18a Bud Input Prelim - Spread Check** (UCLA > Budget Input Reports > Prelim): This report will identify all department and fund combinations where the quarterly/monthly spread is not complete

- **IMPORTANT:** If non-zero amounts appear in the report, open the **Budget Seasonality Quarterly/Monthly Form** for the departments and funds identified and make necessary adjustments

## Budget Input Reminders

- a. Use CBR for Benefits – Benefits calculator available on website
- b. Budget all funds for 2018-19
- c. Budgets need to be inputted at the department and fund number level, except for *Contracts & Grants* and *Gifts & Endowments*, which are budgeted at the fund category level
- d. Use the *15 Bud Input - Org & Fund Check* report for an initial fund list
- e. To search for a fund, begin typing the fund name in the Fund dropdown box

## Budget Approval Process

For the 2018-19 budget season, budget input will remain open until 7:00am Wednesday, February 28, 2018. There will be no formal approval process within C-BIG. Each organization/department is responsible for coordinating review and approvals.

**Written Explanations:** Written explanations for plans are NOT required for FY 2018-19; however, budget conference packets will be due one week after the budget input deadline on Tuesday, March 6, 2018.