# C-BIG Technical Training

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- **Budget Prep Document**
    - Contains important dates, links, resources, and other reminders

- **Video Tutorials**
    - Leads users through entire budget process          **www.apb.ucla.edu/resource-management/c-big**
        - Go to Box folder and download each video
        - Be sure to turn on audio
        - Different Box link for MEDNET users here

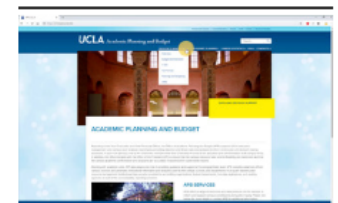☆ **01. Smart View Installation & Configuration.mp4** is selected

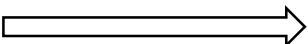| ⬡ Tags | ✉ Email | ⬇ Download | 🗐 Move or Copy | 🗑 Trash | **Upload New Version** |

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|---|---|---|---|
| 01. Smart View Installation & Configuration.mp4 | Nov 15, 2019 by CATHERINE SON | 16.9 MB | ⋯ Share |
| 02. Smart View Troubleshoot.mp4 | Nov 15, 2019 by CATHERINE SON | 19.6 MB | |
| 03. Beginning Budget Form.mp4 | Nov 15, 2019 by CATHERINE SON | 55.1 MB | |
| 04. Budget Seasonality Form.mp4 | Nov 15, 2019 by CATHERINE SON | 58.8 MB | |
| 05a. Viewing Reports in Smart View.mp4 | Nov 15, 2019 by CATHERINE SON | 23.4 MB | |
| 05b. Viewing Reports in the Web App.mp4 | Nov 15, 2019 by CATHERINE SON | 25.2 MB | |

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# Salary & Benefits Data Entry

- Since UCPATH go-live, salary data has been primarily been mapped to one object code falling within the "Faculty Ladder" or "Career Staff" categories in CBIG

- Within CBIG, actual data has been remapped for ACADEMIC salaries to the former object codes
  - To help map to the CBIG categories (e.g. Faculty Ladder, Faculty Temp, Academic Apprentice, Academic Other)

- STAFF salary data (e.g. Career Staff, Non-Career Staff) remains as is from UCPATH
  - Due to this, the sum of Career Staff and Non-Career Staff will be entered into the CAREER STAFF line within the budget forms

- For compensation and benefits, the rows where data will be entered are outlined in GREEN ⟹



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- Please validate using the following reports after entering data for each department and fund combination:
  - **18a Bud Input Prelim - Spread Check**
  - **24a Bud Input Prelim – Monthly w Detail**

- You may notice an additional form, **03. Organization Seasonality Form**, which can be used as a report to check submitted data. The format of the form is different from the other budget forms as an alternative way of viewing the data.

- There will be NO formal approval process within C-BIG
  - Each organization/department is responsible for coordinating review and approvals
  - Once budget season ends, data submissions are considered final

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Questions?