



WEB APPLICATION TRAINING GUIDE

Opening C-BIG Reports on the Web or in PDF

Office of Academic Planning & Budget
Updated February 2018

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C-BIG Reports

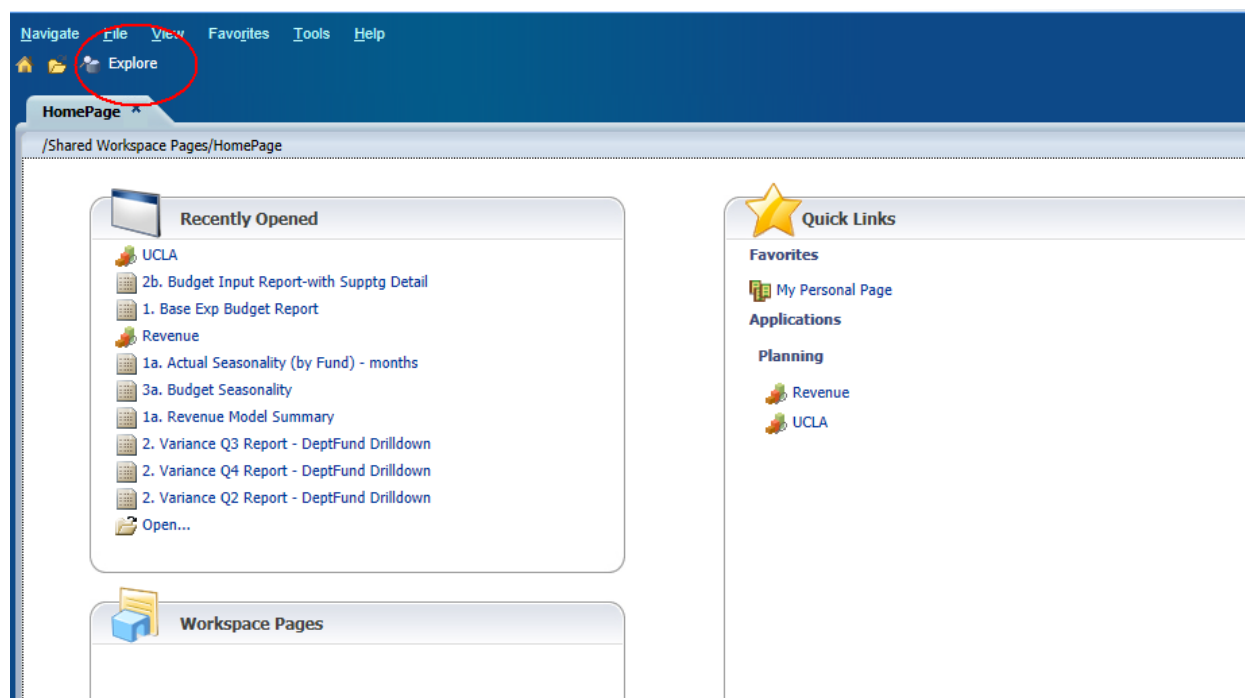
C-BIG reports are standardized reports that pull the live data within the C-BIG database. Requests for additional reports may be emailed to Cathy Son at cson@ponet.ucla.edu and depending on the report requirements, new reports can be made available throughout the year.

Reports can also be pulled into Excel through Smart View. See separate user manual on the C-BIG webpage.

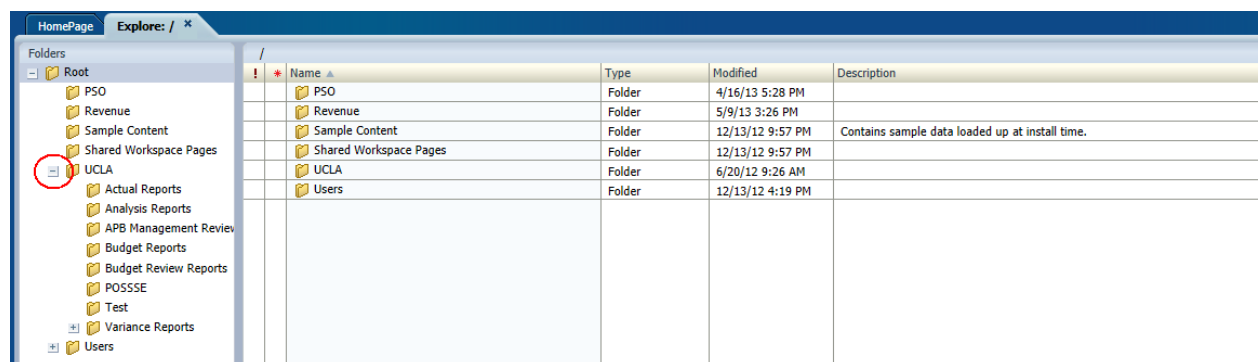
Accessing Reports on the Web

To pull reports from Workspace,

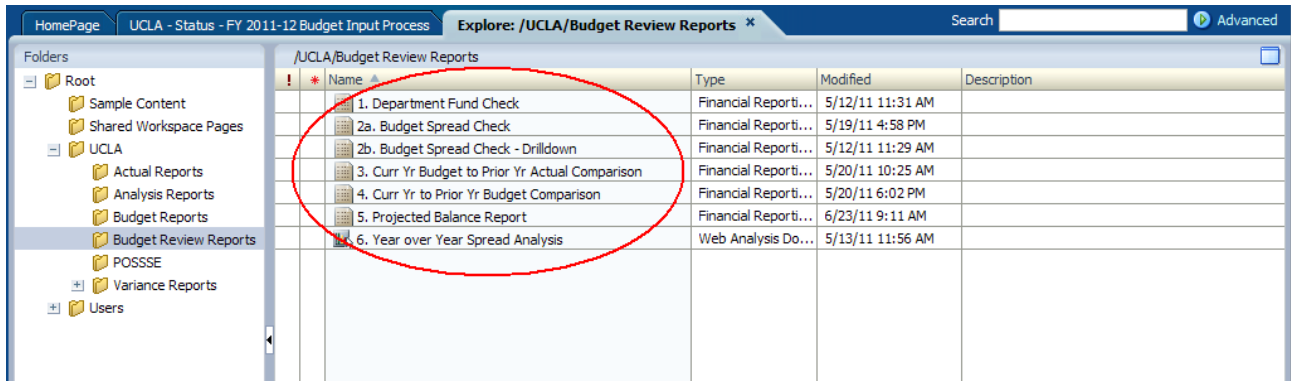
1. Go to the C-BIG application: <https://finbud.it.ucla.edu/workspace/index.jsp>
2. Click on the  Explore shortcut from the toolbar:



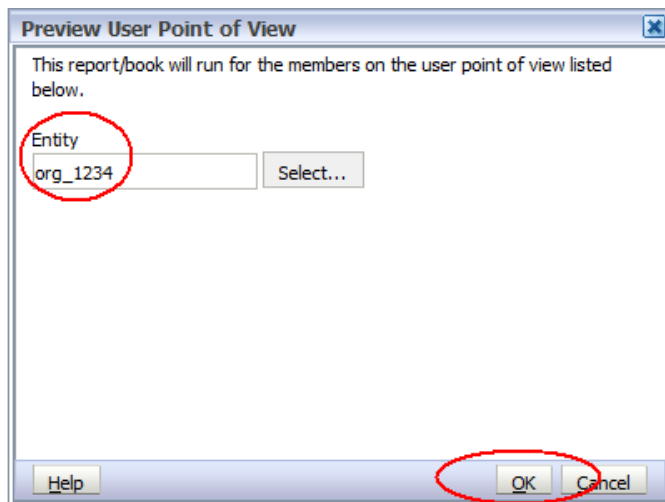
3. Expand the **UCLA** folder to view the subfolders:



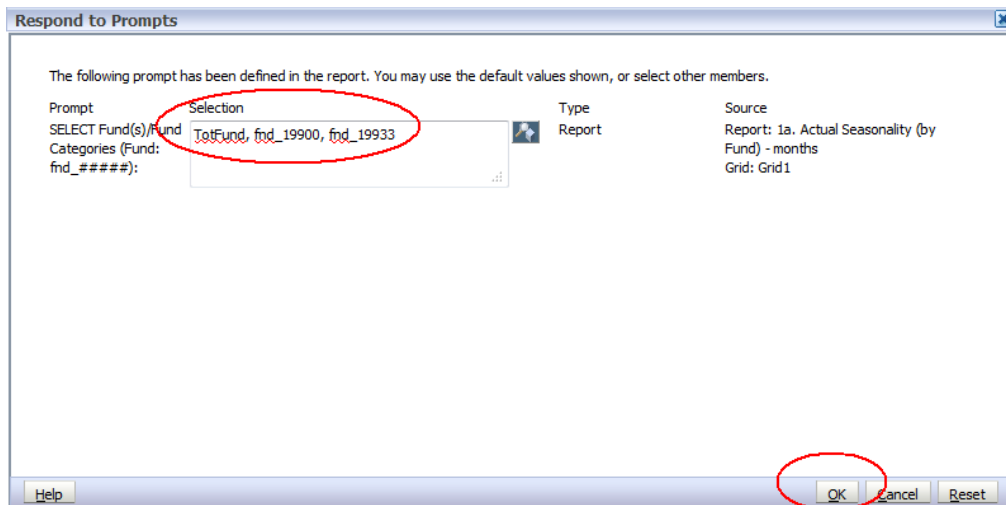
4. To access a report, click on the folder from the left pane, and double-click on the desired report (defaults to HTML view) OR right-click the report and click **Open > Open in PDF**.



5. At the *Preview User Point of View* prompt, enter and/or confirm your Entity selection. Your Entity selection should be in the following format: org_####, div_####, sdv_####, dpt_####, or acc_#####(-##). To confirm the selection, click on the **OK** button. Use the **Select** button to view and select all available funds.




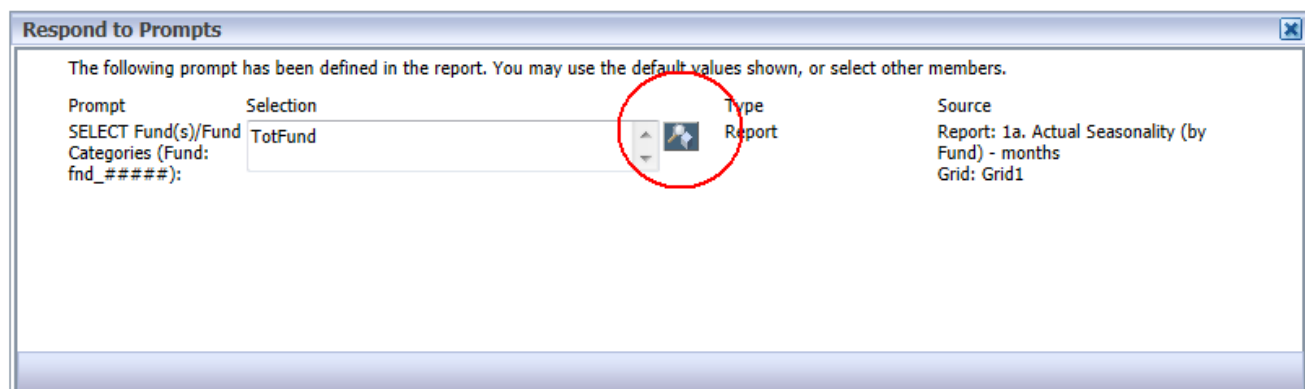
6. At the next *Respond to Prompts* window, confirm or change the default selection.



- Many of the prompts, as the one shown above, ask you to confirm the Fund selection. If the default selection is correct, click on the **OK** button. If you would like to change the selection, type in the appropriate Fund selection(s) using the following format: fnd_####. For multiple selections, place a comma in between each selection (e.g., fnd_19900, fnd_69996, fnd_70000). Click on the **OK** button at the bottom when your selection is complete.

It is always simplest to type directly into the selection prompt; however, at times, you may want to browse the available selections, and will need to use the search feature to identify your selections.

- To search for specific funds or fund categories, click on the  icon.

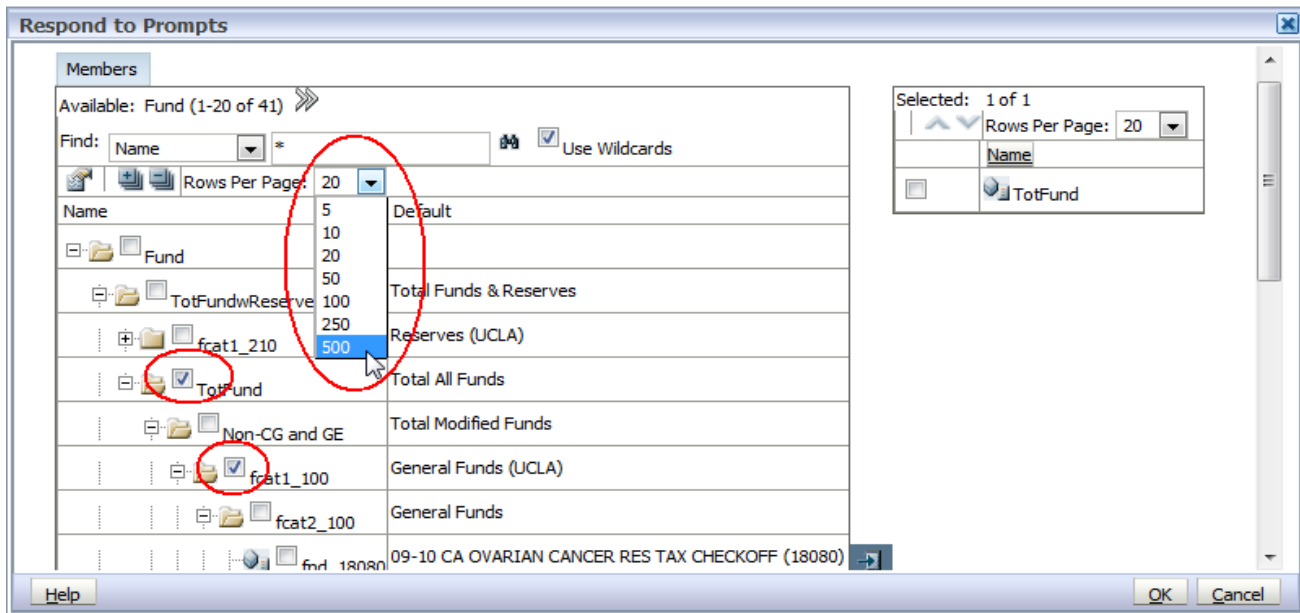




Option 1: Expanding the Hierarchy

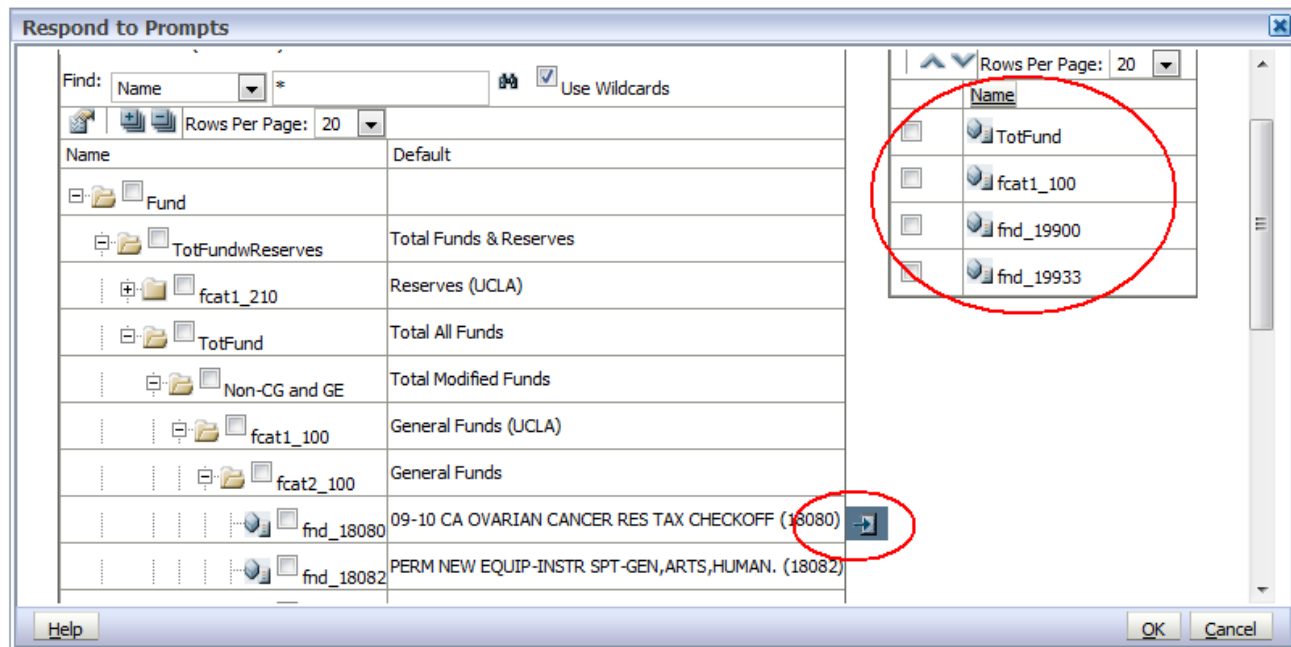
- Expand the Fund or Entity hierarchy and place check marks to the left of the funds, fund categories, or entities that you would like to select.




Note! To view the hierarchy on fewer screens as opposed to several pages, change the *Rows Per Page* from 25 to 100, 250, or 500:

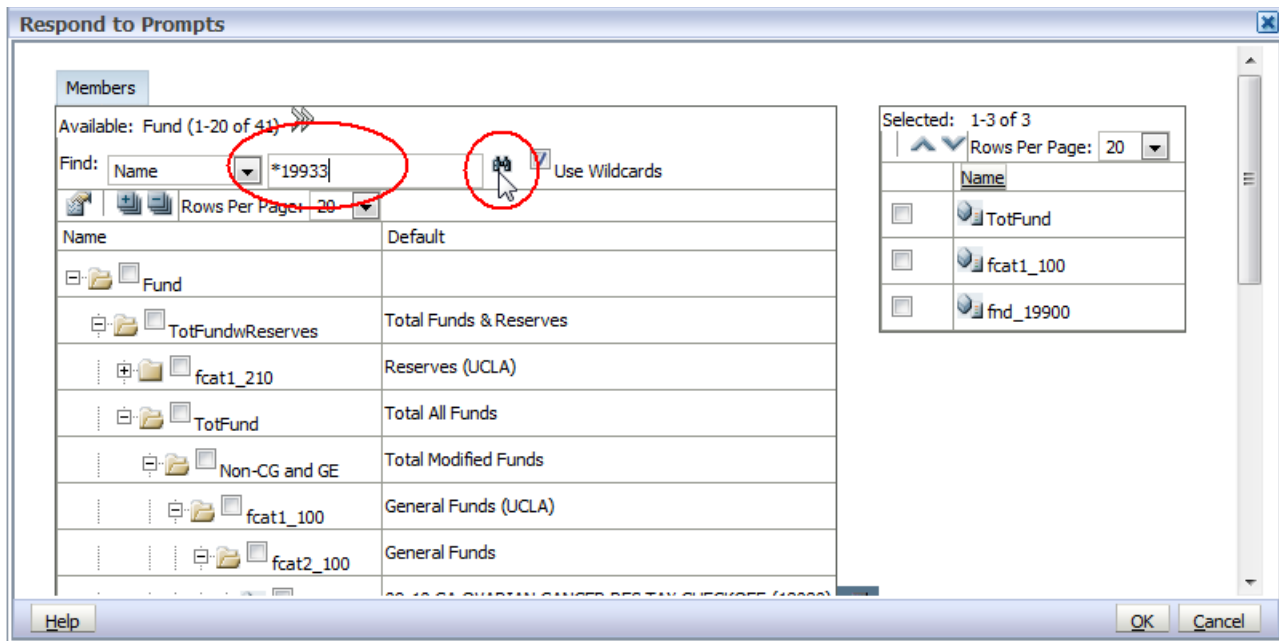


- Click on the  button to move your selections to the right. To remove items previously selected, place check marks to the left of the items on the right and use the  button to de-select.

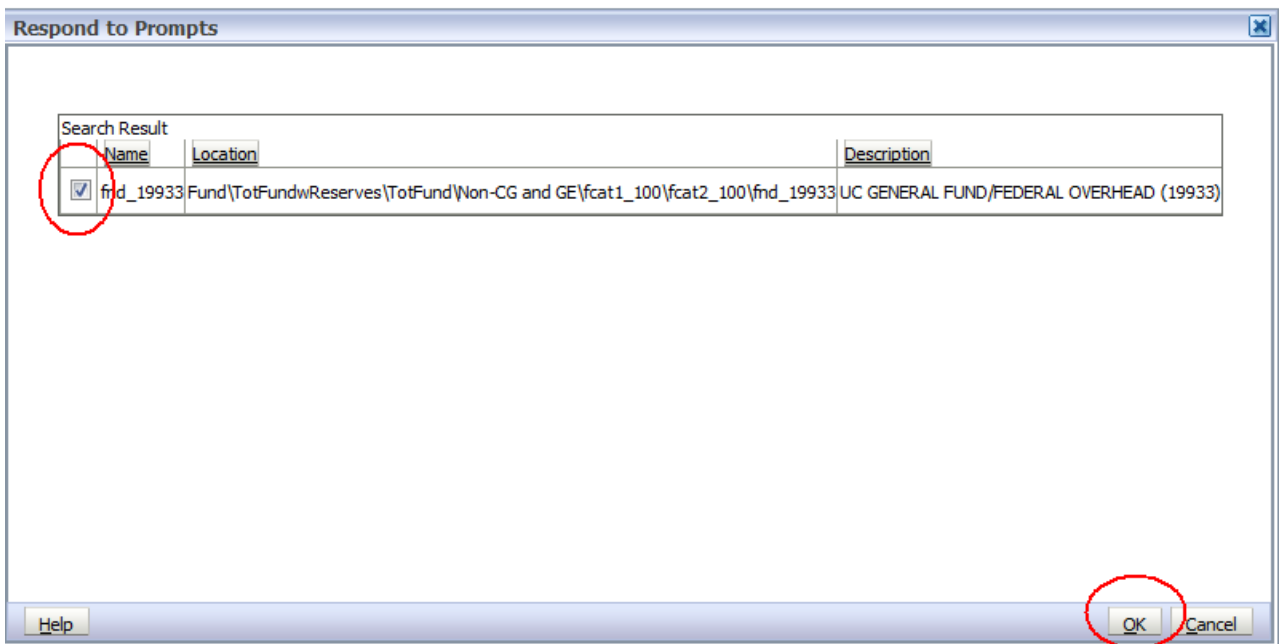


Option 2: Using the Find Feature

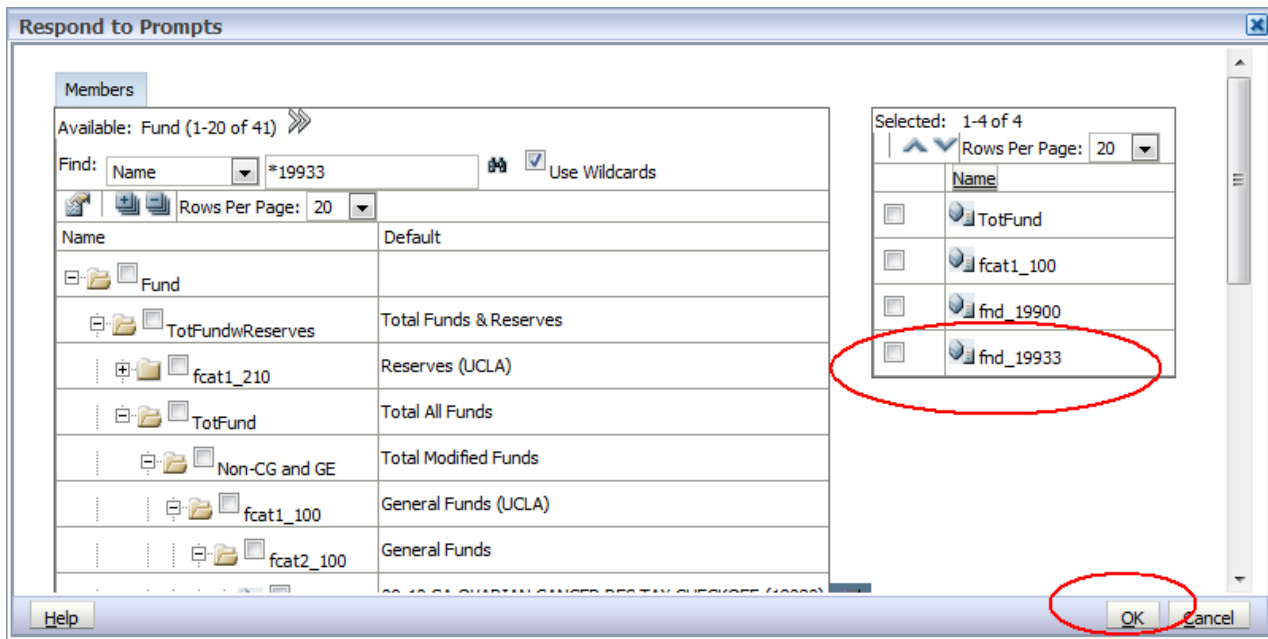
- Place your cursor to the right of the asterisk (*) in the *Find* row, type in the fund number, click on the  icon to the right, and click on the **OK** button.



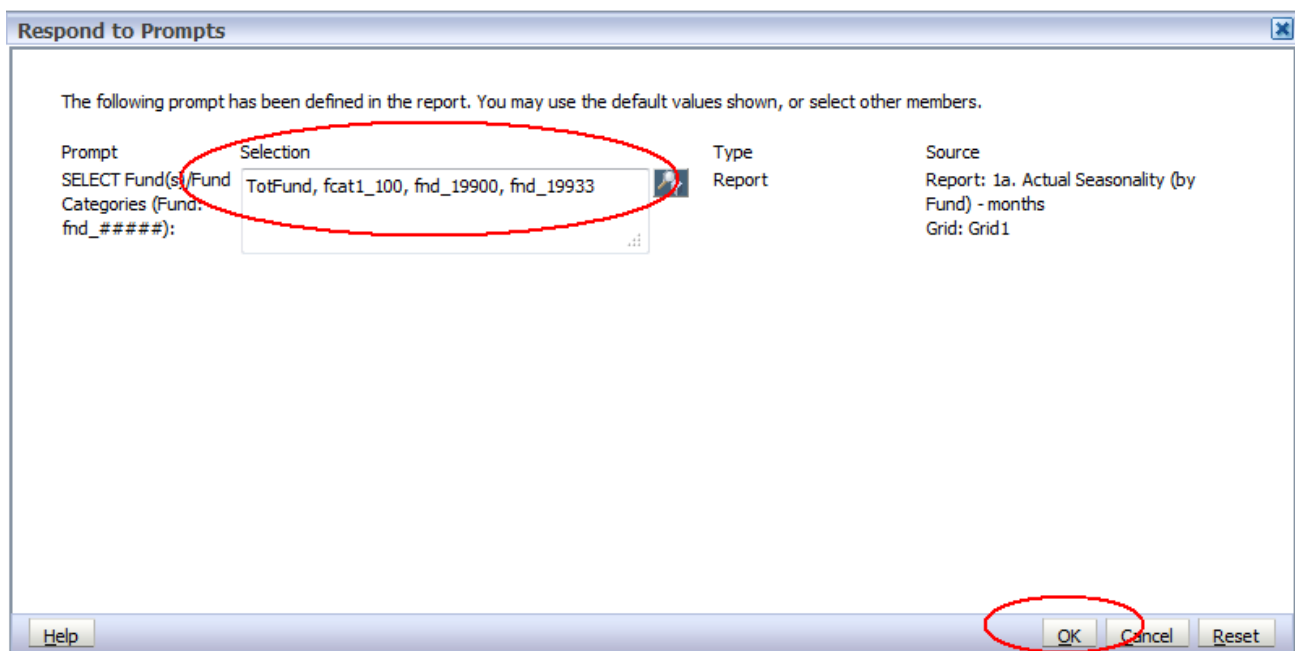
- ❑ The system will search for your selection. Place a check mark to the left of your selection and click on the **OK** button:



- ❑ Once complete, click on the **OK** button on the bottom right of the screen:



- Confirm the prompt by clicking on the **OK** button:



The selected report will generate in HTML format for the funds/fund categories indicated.

HomePage Explore: /UCLA/Actual Reports 1a. Actual Seasonality (by Fund) - months x

/UCLA/Actual Reports/1a. Actual Seasonality (by Fund) - months

Entity: org_1210

UCLA FY 2012-13 Actual Financial Seasonality

FiscalYr: FY 2012-13 Sub: Sub

Page: Total All Funds

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
General Fund Source	29,330,643	(83,041)	1,274,465				275,395	31,839
F&A (OPP/OTT) Source	505,016	0						
Student Services Fees Source	1,182,395	722	177,375	478	496	680	661	525
Education Funds Source	26,425	0	0	0	(5,054)	0	0	0
USAP/Tuition Source	0	0	71,480	0	0	0	0	0
General Funds - Other Source	1,200	5	37,888	5	6,785	12,004	3,736	12
Other State Funds Source	3,971	6,153	4,647	0	24,000	0	0	7,500

The HTML versions of some reports provide you with the flexibility to change some of the dimension selections, such as *Fund*, *Entity*, *Version*, and/or *FiscalYr*.

Note!

If you selected the PDF view for your report, a different page will generate for each fund selected.

Page Selection

In this example, the Fund dimension is represented in the *Page* area of the report.

To change the report view to another selected fund/fund category,

1. Click on the *Page* drop-down menu and select a fund/fund category from the list:

HomePage Explore: /UCLA/Actual Reports 1a. Actual Seasonality (by Fund) - months x

/UCLA/Actual Reports/1a. Actual Seasonality (by Fund) - months

UCLA FY 2012-13 Actual Financial Seasonality

FiscalYr: FY 2012-13 Sub: Sub

Page: Total All Funds

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
General Fund Source	29,330,643	(83,041)	1,274,465				275,395	31,839
F&A (OPP/OTT) Source	505,016	0						
Student Services Fees Source	1,182,395	722	177,375	478	496	680	661	525
Education Funds Source	26,425	0	0	0	(5,054)	0	0	0
USAP/Tuition Source	0	0	71,480	0	0	0	0	0
General Funds - Other Source	1,200	5	37,888	5	6,785	12,004	3,736	12

2. To add or change the selections within the drop-down box, click on the **Respond to Prompts** link from the View menu:

The screenshot shows a web application with a menu open. The menu options are: View Masthead (Ctrl+Alt+0), View Pane (Ctrl+Alt+1), Refresh (F5), Preview User Point of View, Respond to Prompts (highlighted with a red circle), and Show Annotation. The background report is titled 'FY 2012-13 Actual Financial Seasonality' and shows data for Fiscal Year FY 20. The table below represents the data shown in the report.

	Jul	Aug	Sep	Oct
General Fund Source	29,330,643	(83,041)	1,274,465	103,223
F&A (OPP/OTT) Source	505,016	0	0	0
Student Services Fees Source	1,182,395	722	177,375	478

This will re-activate the *Respond to Prompts* windows with your current selections, and allow you to change your selections using the steps described above.

The 'Respond to Prompts' dialog box contains the following information:

The following prompt has been defined in the report. You may use the default values shown, or select other members.

Prompt	Selection	Type	Source
SELECT Fund(s)/Fund Categories (Fund: fnd_#####):	TotFund, fcat1_100, fnd_19900, fnd_19933	Report	Report: 1a. Actual Seasonality (by Fund) - months Grid: Grid1

Buttons at the bottom: Help, OK, Cancel, Reset.

Points of View

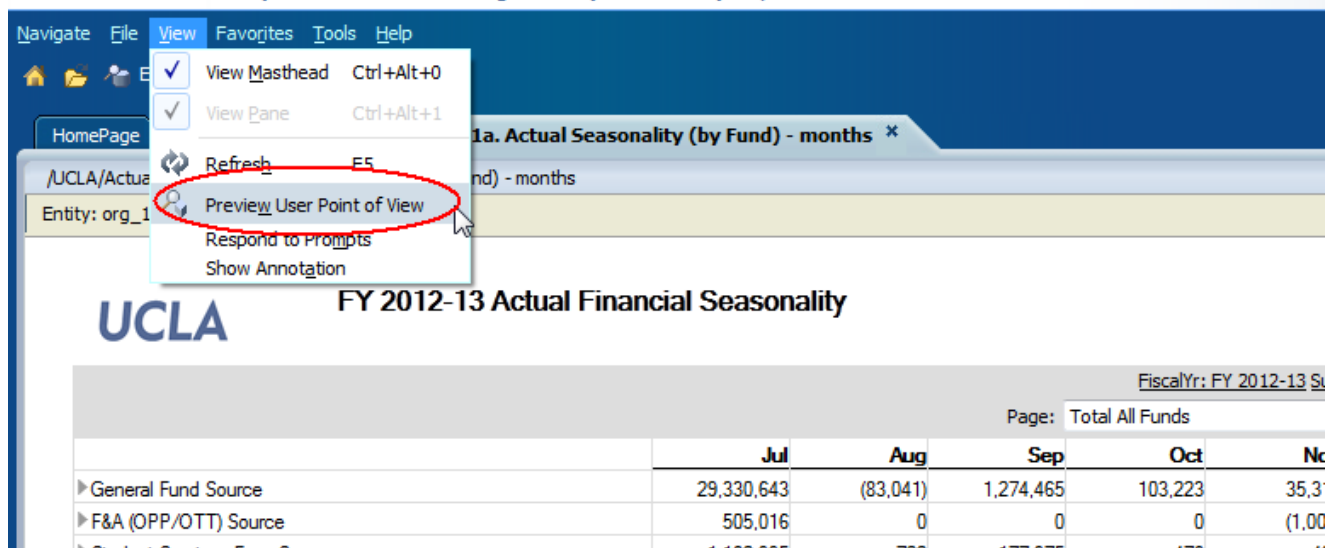
In addition to the Page Selection, reports may also contain POV's (Points of View). There are two types of POV's:

1. User POV
2. Grid POV

User POV:

If the report has been defined with a User POV, the dimension will be located in the upper left of the report window. For many of the reports, the Entity dimension is in the *User POV*. The first time you access the report, the Entity may default to *Entity* and you will need to select your department, sub-division, division, or organization from the hierarchy. Your selection will be remembered the next time you open the report.

1. To change the report to your organization, division, sub-division, or department, click on **Preview User Point of View** from the left **View** menu:

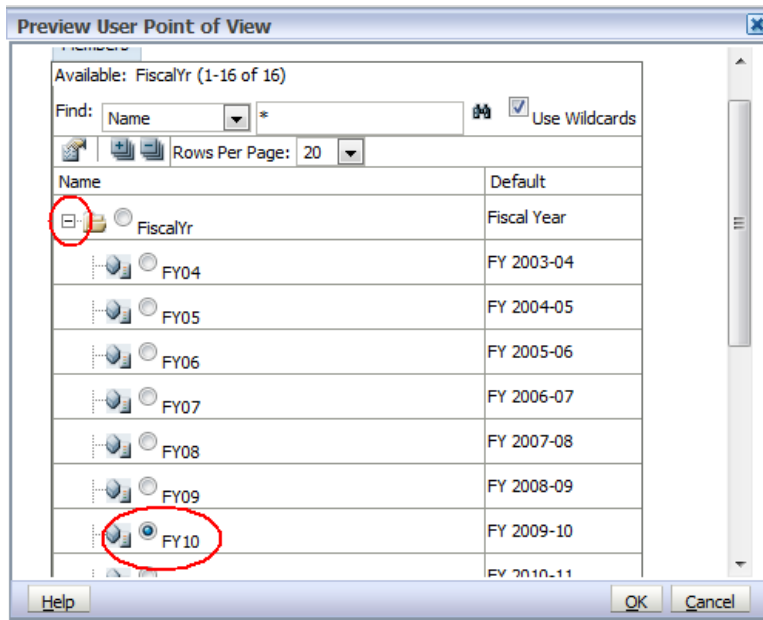


This will reactivate the Entity selection window with your current selection.

2. Change your selection by typing in your organization, division, sub-division, or department (format: org_####, div_####, sdv_####, dpt_####). Click on the **OK** button when complete.

Note!

Only one selection can be generated at a time for the User POV.



The report will generate for your selection:

UCLA **FY 2009-10 Actual Financial Seasonality**

Page: **FiscalYr: FY 2009-10 Sub: Sub** Total All Funds

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
General Fund Source	29,647,001	65,906	83,202	775,319	(14,741)	83,777	253,135	26,322	(2,860,985)	21,797	19,616
F&A (OPP/OTT) Source	465,918	0	2,000	(1,996)	0	6,000	0	1,107	0	12,780	42,990
Student Services Fees Source	1,105,372	236	249	297	0	504	315	271	(26,623)	259	(
Education Funds Source	16,517	0	0	(16,550)	0	0	0	0	0	0	(
USAP/Tuition Source	0	88,164	0	0	0	0	0	0	0	0	(
General Funds - Other Source	14,565	36,477	13,342	5	0	4	2	2	(714)	15	(
General Funds/USAP Source	3,106	3,315	1,958	(72)	0	0	0	0	0	0	(744)
Other State Funds Source	0	0	1,500	17,500	0	0	0	13,500	2,000	1,500	10,800
Unrestricted-type Funds Source	264,741	0	0	0	10,000	0	0	188,056	0	1,410	(2,500)
Contracts and Grants Source	366,359	130,158	6,982	400,466	294,823	10,644	83,454	470,753	10,497	12,504	16,844
Gifts and Endowments Source	1,220,215	803,177	339,498	203,403	713,562	234,216	355,273	195,159	593,610	299,132	358,165
Subtotal Appropriated	33,103,795	1,127,433	448,732	1,378,371	1,003,644	335,145	692,178	895,170	(2,282,215)	349,396	445,175
Sales and Service Source	(1,100,227)	46,827	1,118,961	1,853,768	1,502,336	361,545	1,030,388	749,817	1,606,302	861,674	379,695
Subtotal Non-Appropriated	(1,100,227)	46,827	1,118,961	1,853,768	1,502,336	361,545	1,030,388	749,817	1,606,302	861,674	379,695
Total Revenues	32,003,568	1,174,260	1,567,693	3,232,139	2,505,979	696,690	1,722,566	1,644,986	(675,913)	1,211,071	824,870
Expenditure	1,077,121	657,007	646,700	676,667	705,621	603,745	610,710	601,001	706,050	604,600	660,700

Expansion

Several reports allow you to drill down to further details. If a column or row is expandable, an arrow will appear to the left of the dimension selection. You can click on the arrow to drill.

In the example below, *General Fund Source* has been expanded in the row, and *Q1* has been expanded in the column. Expanding the expense categories will show the object code details.

HomePage

Explore: /UCLA/Actual Reports

1b. Actual Seasonality (by Fund) - quarters



/UCLA/Actual Reports/1b. Actual Seasonality (by Fund) - quarters

Page: Total All Funds

	Jul	Aug	Sep	Q1	Q2	Q3	Q4	YearTotal
General Fund Source	29,330,643	(83,041)	1,274,465	30,522,067	163,119	343,644	139,740	31,168,570
F&A (OPP/OTT) Source	505,016	0	0	505,016	(1,004)	1,887	63,186	569,085
Student Services Fees Source	1,182,395	722	177,375	1,360,492	1,654	1,186	1,877	1,365,209
Education Funds Source	26,425	0	0	26,425	(5,054)	0	0	21,371
USAP/Tuition Source	0	0	71,480	71,480	0	0	0	71,480
General Funds - Other Source	1,200	5	37,888	39,093	18,794	3,748	779	62,414
Other State Funds Source	3,971	6,153	4,647	14,771	24,000	14,899	28,600	82,270
Unrestricted-type Funds Source	284,093	0	0	284,093	(1,625)	309,531	12,383	604,382
Contracts and Grants Source	31,430	833,382	247,790	1,112,602	671,944	2,282,548	(1,273,015)	2,794,079
Gifts and Endowments Source	1,045,741	1,195,918	748,178	2,989,836	1,417,080	1,187,726	1,336,251	6,930,893
Subtotal Appropriated	32,410,914	1,953,138	2,561,824	36,925,876	2,288,909	4,145,169	309,801	43,669,754
Prof. Deg. Supplemental Tuition Source	0	473,174	(95,076)	378,098	346,202	348,546	2,826	1,075,672
Self-Supporting Degree Prog. Fees Source	0	0	0	0	0	0	143,636	143,636
Course Materials Fees Source	(768)	(464)	(40)	(1,272)	80,356	90,284	29,763	199,131
Sales and Service Source	(599,258)	706,995	781,716	889,452	3,362,020	1,970,056	1,843,846	8,065,374
Subtotal Non-Appropriated	(600,026)	1,179,705	686,600	1,266,278	3,788,578	2,408,886	2,020,071	9,483,813
Total Revenues	31,810,888	3,132,843	3,248,423	38,192,154	6,077,487	6,554,055	2,329,872	53,153,567
SALARIES & WAGES-ACADEMIC (1000)	300	0	9,219	9,519	7,826	9,001	24,100	50,447
S&W-TENURE FACULTY (1010)	1,053,835	929,304	842,915	2,826,053	2,578,829	2,507,541	1,754,288	9,666,711
S&W-NON-TENURE LADDER FACULTY (1020)	45,308	61,158	45,308	151,775	135,925	133,477	84,497	505,674
ACADEMIC SALARIES-DEFAULT (1888)	23,175	23,175	23,175	69,525	71,035	68,015	46,350	254,925
Faculty Ladder	1,122,618	1,013,637	920,618	3,056,873	2,793,615	2,718,034	1,909,234	10,477,756
Faculty Temporary	288,012	178,739	163,201	629,952	689,256	746,889	480,054	2,546,152
Academic Apprentice	68,274	25,245	10,370	103,889	499,573	505,536	268,050	1,377,049
Academic Other	222,944	222,726	173,740	619,409	526,272	512,765	338,996	1,997,443
Career Staff	1,073,151	1,125,348	1,392,995	3,591,494	3,423,237	3,832,833	2,313,958	13,161,522
Non-Career Staff	344,664	208,473	11,083	564,220	860,068	523,616	636,689	2,584,593
Total Salaries & Wages	3,119,662	2,774,168	2,672,006	8,565,837	8,792,023	8,839,673	5,946,981	32,144,515
Medical (Health/Dental/Vision)	318,091	326,208	320,202	964,501	973,848	999,113	665,378	3,602,841
UCRS (Employer Contribution)	230,887	240,169	271,066	742,122	743,221	761,262	483,547	2,730,152
All Other Benefits	281,245	184,886	182,041	648,172	909,295	713,867	596,688	2,868,021

Printing Reports



Reports can be opened in HTML or PDF.

-  Open in HTML – allows the user to change the Page Selections, User POV, or Grid POV.
-  Open in PDF – printer-ready formatted reports.

5. To print your reports, click on the **Open in PDF** link from the toolbar.

1b. Actual Seasonality (by Fund) - quarters

	Jul	Aug	Sep	Q1	Q2	Q3	Q4	YearTotal
General Fund Source	29,330,643	(83,041)	1,274,465	30,522,067	163,119	343,644	139,740	31,168,570
F&A (OPP/OTT) Source	505,016	0	0	505,016	(1,004)	1,887	63,186	569,085
Student Services Fees Source	1,182,395	722	177,375	1,360,492	1,654	1,186	1,877	1,365,209
Education Funds Source	26,425	0	0	26,425	(5,054)	0	0	21,371
USAP/Tuition Source	0	0	71,480	71,480	0	0	0	71,480
General Funds - Other Source	1,200	5	37,888	39,093	18,794	3,748	779	62,414
Other State Funds Source	3,971	6,153	4,647	14,771	24,000	14,899	28,600	82,270
Unrestricted-type Funds Source	284,093	0	0	284,093	(1,625)	309,531	12,383	604,382
Contracts and Grants Source	31,430	833,382	247,790	1,112,602	671,944	2,282,548	(1,273,015)	2,794,079
Gifts and Endowments Source	1,045,741	1,195,918	748,178	2,989,836	1,417,080	1,187,726	1,336,251	6,930,893
Subtotal Appropriated	32,410,914	1,953,138	2,561,824	36,925,876	2,288,909	4,145,169	309,801	43,669,754
Prof. Deg. Supplemental Tuition Source	0	473,174	(95,076)	378,098	346,202	348,546	2,826	1,075,672
Self-Supporting Degree Prog. Fees Source	0	0	0	0	0	0	143,636	143,636
Course Materials Fees Source	(768)	(464)	(40)	(1,272)	80,356	90,284	29,763	199,131
Sales and Service Source	(599,258)	706,995	781,716	889,452	3,362,020	1,970,056	1,843,846	8,065,374
Subtotal Non-Appropriated	(600,026)	1,179,705	686,600	1,266,278	3,788,578	2,408,886	2,020,071	9,483,813
Total Revenues	31,810,888	3,132,843	3,248,423	38,192,154	6,077,487	6,554,055	2,329,872	53,153,567
SALARIES & WAGES-ACADEMIC (1000)	300	0	9,219	9,519	7,826	9,001	24,100	50,447
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S&W-NON-TENURE LADDER FACULTY (1020)	45,308	61,158	45,308	151,775	135,925	133,477	84,497	505,674

6. Use the icons within the report to  Save or  Print the report. Depending on your browser and computer settings, the option can be found in different locations.

1b. Actual Seasonality (by Fund) - quarters

UCLA FY 2012-13 Actual Financial Seasonality

	Jul	Aug	Sep	Q1	Q2	Q3	Q4	YearTotal
General Fund Source	29,330,643	(83,041)	1,274,465	30,522,067	163,119	343,644	139,740	31,168,570
F&A (OPP/OTT) Source	505,016	0	0	505,016	(1,004)	1,887	63,186	569,085
Student Services Fees Source	1,182,395	722	177,375	1,360,492	1,654	1,186	1,877	1,365,209
Education Funds Source	26,425	0	0	26,425	(5,054)	0	0	21,371
USAP/Tuition Source	0	0	71,480	71,480	0	0	0	71,480
General Funds - Other Source	1,200	5	37,888	39,093	18,794	3,748	779	62,414
Other State Funds Source	3,971	6,153	4,647	14,771	24,000	14,899	28,600	82,270
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Contracts and Grants Source	31,430	833,382	247,790	1,112,602	671,944	2,282,548	(1,273,015)	2,794,079
Gifts and Endowments Source	1,045,741	1,195,918	748,178	2,989,836	1,417,080	1,187,726	1,336,251	6,930,893
Subtotal Appropriated	32,410,914	1,953,138	2,561,824	36,925,876	2,288,909	4,145,169	309,801	43,669,754


Total All Funds

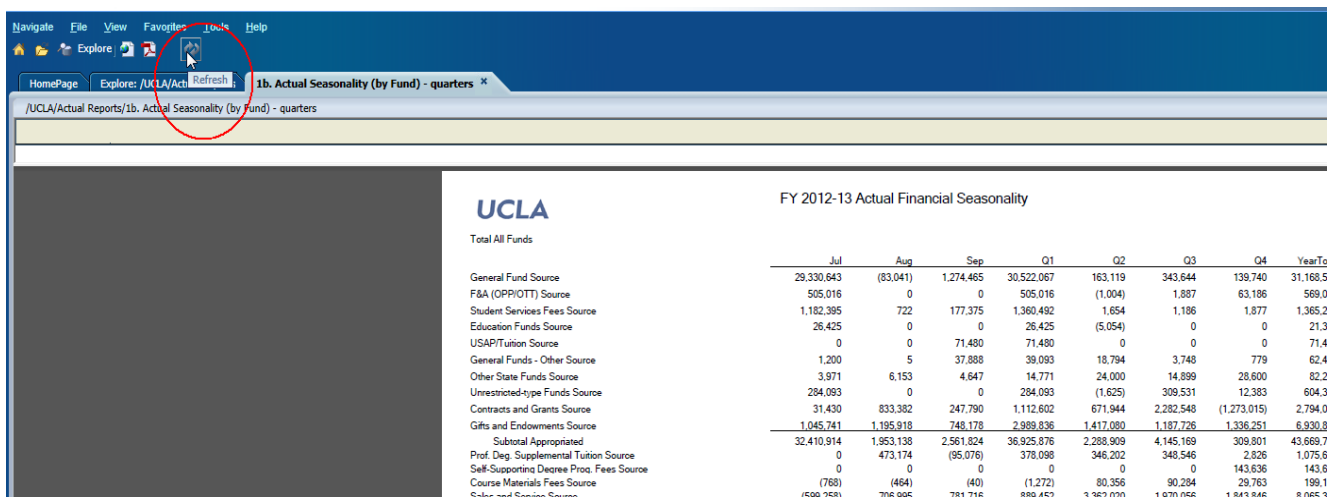
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Subtotal Appropriated	32,410,914	1,953,138	2,561,824	36,925,876	2,288,909	4,145,169	309,801	43,669,754
Prof. Deg. Supplemental Tuition Source	0	473,174	(95,076)	378,098	346,202	348,546	2,826	1,075,672
Self-Supporting Degree Prog. Fees Source	0	0	0	0	0	0	143,636	143,636
Course Materials Fees Source	(768)	(464)	(40)	(1,272)	80,356	90,284	29,763	199,131
Sales and Service Source	(599,258)	706,995	781,716	889,452	3,362,020	1,970,056	1,843,846	8,065,374
Subtotal Non-Appropriated	(600,026)	1,179,705	686,600	1,266,278	3,788,578	2,408,886	2,020,071	9,483,813
Total Revenues	31,810,888	3,132,843	3,248,423	38,192,154	6,077,487	6,554,055	2,329,872	53,153,567
SALARIES & WAGES-ACADEMIC (1000)	300	0	9,219	9,519	7,826	9,001	24,100	50,447
S&W-TENURE FACULTY (1010)	1,053,835	929,304	842,915	2,826,053	2,578,829	2,507,541	1,754,288	9,666,711
S&W-NON-TENURE LADDER FACULTY (1020)	45,308	61,158	45,308	151,775	135,925	133,477	84,497	505,674
ACADEMIC SALARIES-DEFAULT (1888)	23,175	23,175	23,175	69,525	71,035	68,015	46,350	254,925
Faculty Ladder	1,122,618	1,013,637	920,618	3,056,873	2,793,615	2,718,034	1,909,234	10,477,756
Faculty Temporary	288,012	178,739	163,201	629,952	689,256	746,889	480,054	2,546,152
Academic Apprentice	68,274	25,245	10,370	103,889	499,573	505,536	268,050	1,377,049
Academic Other	222,944	222,726	173,740	619,409	526,272	512,765	338,996	1,997,443
Career Staff	1,073,151	1,125,348	1,392,995	3,591,494	3,423,237	3,832,833	2,313,958	13,161,522
Non-Career Staff	344,664	208,473	11,083	564,220	860,068	523,616	636,689	2,584,593
Total Salaries & Wages	3,119,662	2,774,168	2,672,006	8,565,837	8,792,023	8,839,673	5,946,981	32,144,515
Medical (Health/Dental/Vision)	318,091	326,208	320,202	964,501	973,848	999,113	665,378	3,602,841
UCRS (Employer Contribution)	230,887	240,169	271,066	742,122	743,221	761,262	483,547	2,730,152
All Other Benefits	281,245	184,886	182,041	648,172	909,295	713,867	596,688	2,868,021
Subtotal Benefits	830,223	751,263	773,309	2,354,795	2,626,364	2,474,242	1,745,613	9,201,014
Fee Remissions	0	(8,856)	1,439	(7,417)	624,688	613,862	516,553	1,747,685
Total Benefits	830,223	742,407	774,748	2,347,378	3,251,051	3,088,104	2,262,166	10,948,699
Total Compensation	3,949,885	3,516,575	3,446,754	10,913,215	12,043,074	11,927,777	8,209,147	43,093,213
Material and Supplies - General	127,976	177,568	62,612	368,155	275,548	236,444	197,745	1,077,893

1b. Actual Seasonality (by Fund) - quarters

July 12, 2013

Refresh Data

To update the data on a report that is already open in HTML or PDF format, click on the  **Refresh** button from the toolbar.

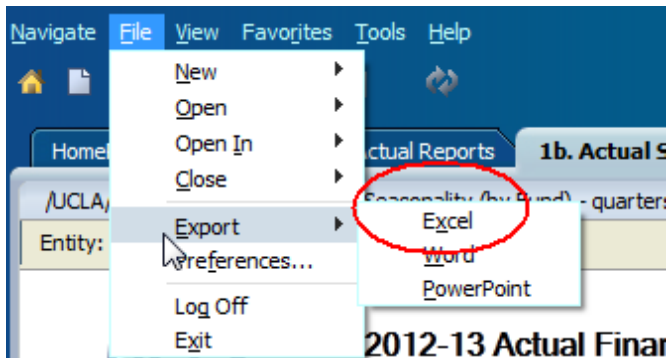


The screenshot shows the UCLA Financial Reporting System interface. The top navigation bar includes 'Navigate', 'File', 'View', 'Favorites', 'Tools', and 'Help'. Below this is a toolbar with buttons for 'Home', 'Explore', 'Refresh', and others. The 'Refresh' button is circled in red. The main content area displays the report '1b. Actual Seasonality (by Fund) - quarters'. The report content is identical to the table shown in the previous blocks, including the 'UCLA' logo and the financial data for FY 2012-13.

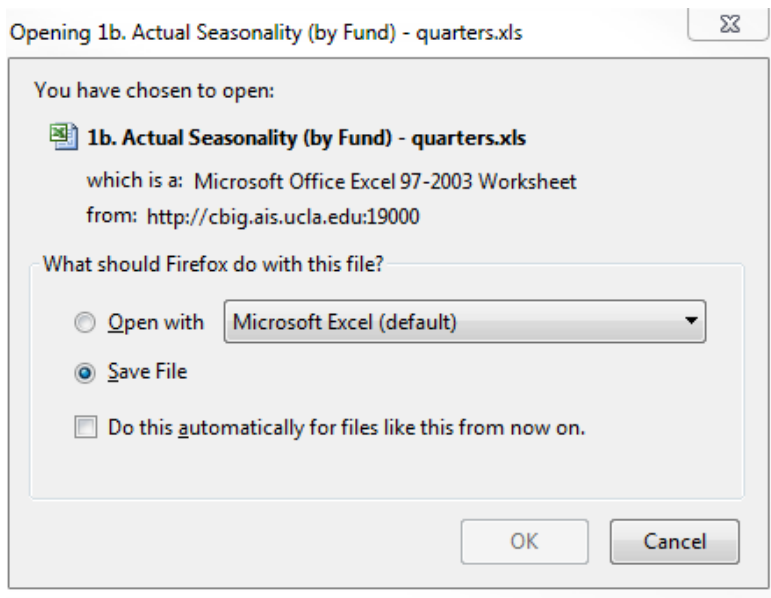
Export to Excel

To export your report to Excel,

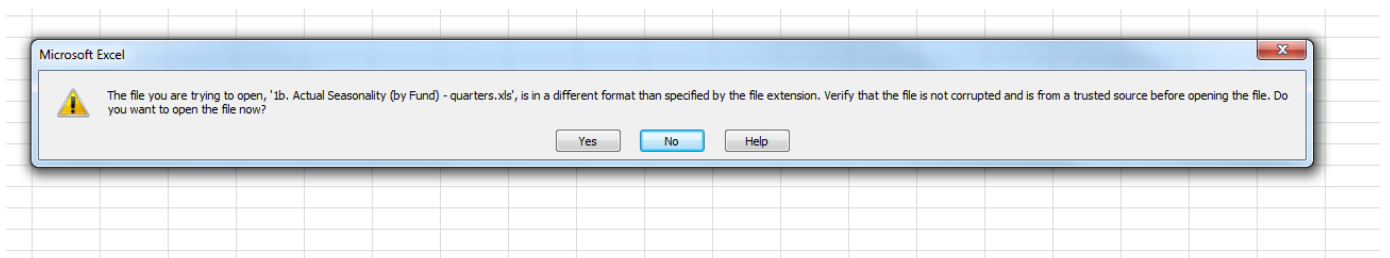
1. Select **File > Export > Excel**.



2. At the prompt, select **Open** or **Save File**, then **OK**.



3. Click **Yes** at the prompt:



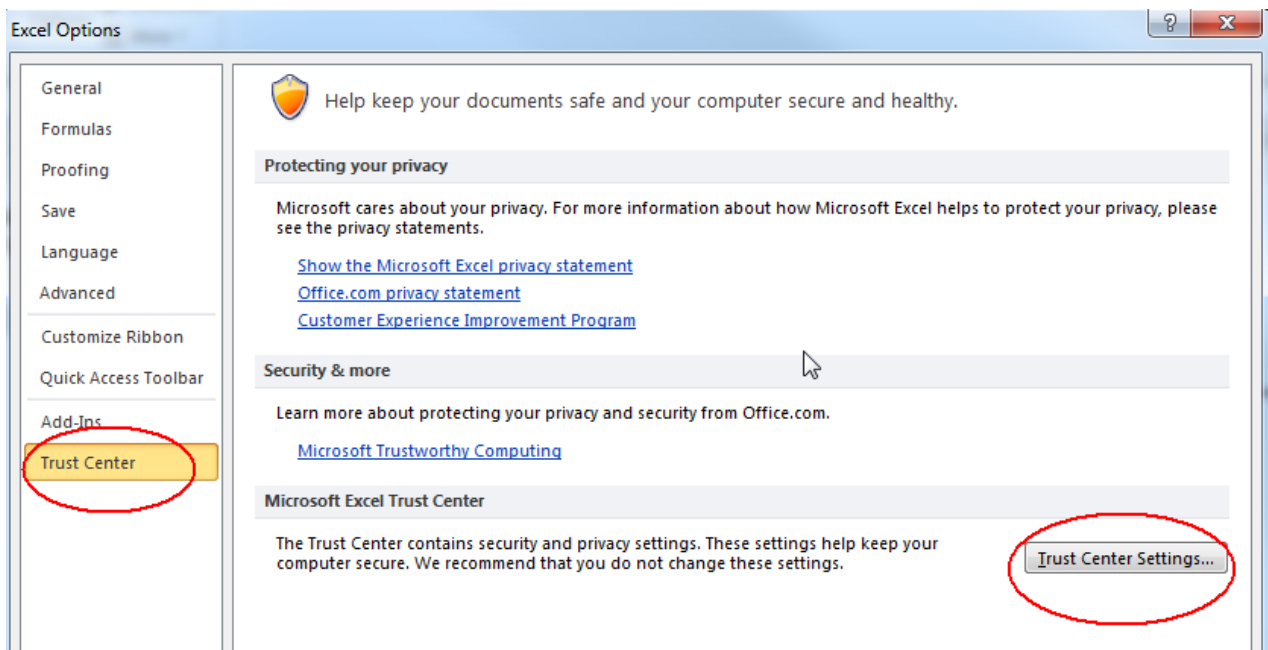
1b. Actual Seasonality (by Fund) - quarters.xls [Read-Only] - Microsoft Excel

	Jul	Aug	Sep	Q1
General Fund Source	8,255,182	651,486	25,691	8,932,359
F&A (OPP/OTT) Source	0	7,500	116,625	124,125
Student Services Fees Source	66	0	0	66
Education Funds Source	0	0	0	0
USAP/Tuition Source	0	0	59,566	59,566
General Funds - Other Source	198,461	20,094	109	218,664
Other State Funds Source	295	510,509	(128,098)	382,706
Unrestricted-type Funds Source	0	523,965	1,530	525,495
Contracts and Grants Source	224,620	150,889	599,450	974,959
Gifts and Endowments Source	400,870	62,133	157,758	620,761
Subtotal Appropriated	9,079,494	1,926,576	832,631	11,838,701
Self-Supporting Degree Prog. Fees Source	(627,983)	560,906	19,248	(47,829)
Sales and Service Source	39,910	(319,138)	283,259	4,031
Subtotal Non-Appropriated	(588,073)	241,768	302,507	(43,798)

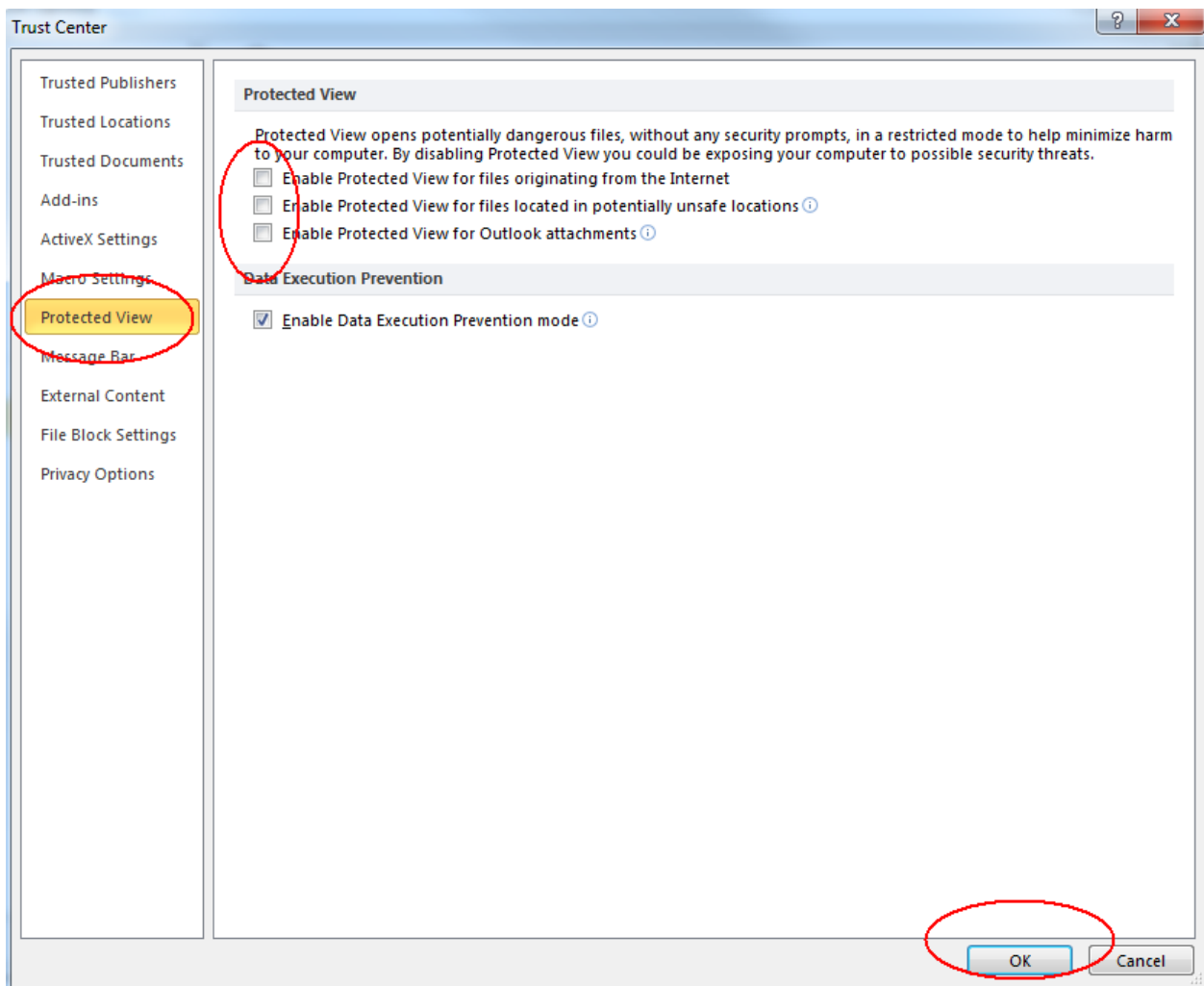
Note!

If you have Excel 2010 and you receive an error message when opening the file, you may need to change your Trust Center Settings.

1. Open Excel.
2. Click on **File > Options**.
3. Select **Trust Center > Trust Center Settings**:



4. Select **Protected View**, uncheck all options under Protected View and click **OK**:



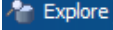
5. Restart Excel and open the document.

Navigation

Each report will open as a new tab on the top of your screen, allowing you to toggle between reports and other windows, such as the input forms.

It may be helpful to have the **Budget Reports** open while you are entering your budgets on the input forms. This allows you to view your data immediately and print out your reports. As indicated earlier, it is recommended that you use the reports to print your data as opposed to the *Print Preview* option from the budget input forms.

	Beg Budget	Adjustments	Budget Cuts	Program Chgs	Chanc. Commit	Range/Merit/Infl.
Perm Approp	3,200,000	0	0	0	0	0
To cover Summer Ninth for Prof. A	0	5,000	0	0	0	0
For Prof. A	0	10,000	0	0	0	0
For Prof. B	0	10,000	0	0	0	0
Stipends	0	20,000	0	0	0	0
Temp Approp	0	25,000	0	100,000	10,000	0
Total Revenue	3,200,000	25,000	0	100,000	10,000	0
Faculty Ladder	1,649,319	0	0	0	5,000	0
Faculty Temporary	127,932	0	0	0	500	0

To open additional reports, click on the  **Explore** short-cut button or click on the Explore tab that you may already have open:

	Beg Budget	Adjustments	Budget Cuts	Program Chgs	Chanc. Commit	Range/Merit/Infl.
Perm Approp	3,200,000	0	0	0	0	0
Faculty Ladder	1,649,319	0	0	0	5,000	0

The UCLA folders will display once again, allowing you to open additional reports.

The screenshot shows a software interface with a top navigation bar containing tabs: 'HomePage', 'UCLA - Forms - Budget Input', 'Explore: /UCLA *', and '2b. Budget Input Report-with Supptg Detail'. A search bar is located on the far right of the top bar.

On the left side, there is a 'Folders' pane with a tree structure. The tree shows a hierarchy starting from 'Root', which includes 'Sample Content', 'Shared Workspace Pages', and 'UCLA'. The 'UCLA' folder is expanded, showing sub-folders: 'Actual Reports', 'Analysis Reports', 'Budget Reports', 'Budget Review Reports', 'POSSSE', and 'Variance Reports'. There are also 'Users' folders at the bottom of the tree.

On the right side, a table displays the contents of the selected folder. The table has four columns: 'Name', 'Type', 'Modified', and 'Description'. The data rows are as follows:

Name	Type	Modified	Description
Actual Reports	Folder	5/20/11 4:46 PM	
Analysis Reports	Folder	5/20/11 4:53 PM	
Budget Reports	Folder	5/24/11 11:28 AM	
Budget Review Reports	Folder	6/23/11 9:06 AM	
POSSSE	Folder	5/24/11 11:52 AM	
Variance Reports	Folder	5/24/11 11:29 AM	