Planning & Budgeting Cloud Solution (PBCS) Budget Submission User Guide

Contents

1 Overview of Budgeting in PBCS

1.1   What's New and Notable in FY2022?

See Section 1.4.1 for information on how your budget has been pre-seeded. Placeholders have been seeded in your budget to account for items that are included in the calculation of your target budget, but not easily seeded via calculation. Using the placeholders results in a pre-seeded budget that is very close to, if not at, your target budget.
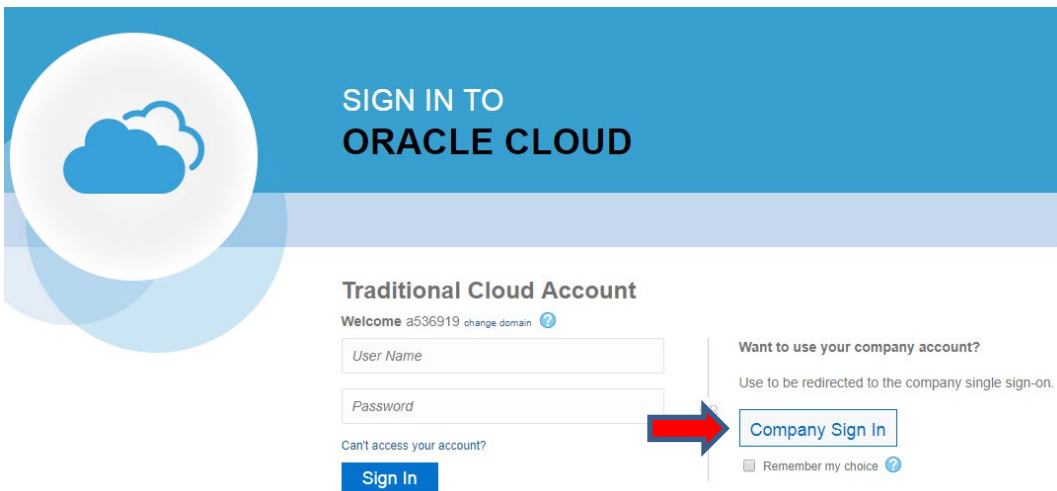
1.2   First Things to Do – Business Managers and Planners
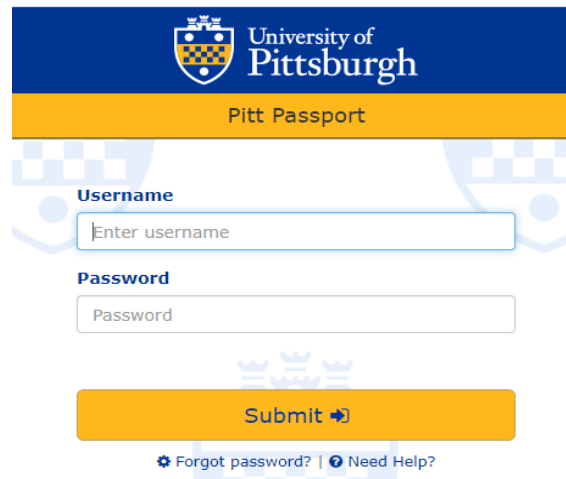
Step 1: Log in to your account and bookmark the page

CTRL Click the link below or copy and paste the URL into your browser. *Do not use Internet Explorer. We recommend Firefox or Chrome.*

https://planning-a536919.pbcs.us2.oraclecloud.com/HyperionPlanning/faces/LogOn?_adf.ctrl-state=195q2h2s4o_5

To sign in, click Company Sign In (Red Arrow).

Sign in with your University of Pittsburgh username and password *(the same credentials you use to sign in to PRISM).* **We recommend you bookmark the page for future logins.**

Once signed in, the user will be taken to the home screen *(note that your screen will be in the production environment, so it will not say "test" at the top left).*
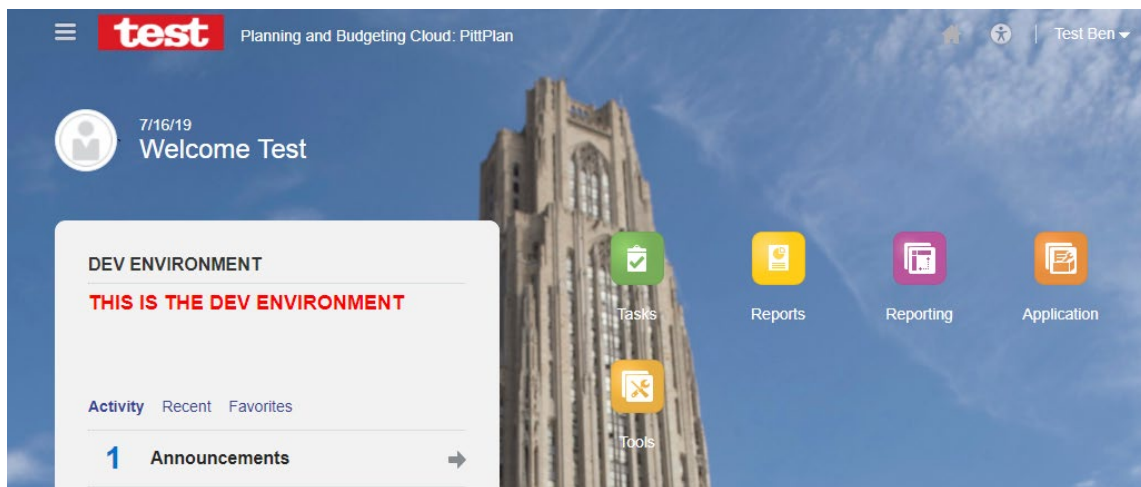
Step 2: Set User Preferences (User Variable and Display)

Once logged in, each user needs to set their User Variable. You only need to do this once in PBCS. To do so, click on the Tools icon, then on User Preferences, and click on User Variables.

The user should then either type their user Member (blue box below) or find their user Member using the tree box (red box below). The Member is based on the access that has been assigned to each user. Users can select any level Member from Senior Officer (if available to them) down to Department. It is recommended that users set the User Variable to the highest level to which they have write access.

So, if a user is a business manager with access at the RC level, the user can either type their RC number directly into the Member input field with the prefix "RC" (e.g., Arts and Sciences would type RC06) or click on the tree box to select their Member from the University hierarchy. (Refer to the Supplemental Resources Related to Target Budget Guidelines for each RC's number and description and the Senior Officer (SO) number and description under which each RC reports. Click "OK" to proceed to the link if you receive a warning message from your default browser about opening the link.).

If you click on the tree box (red box above), you will see a screen with panels that reflects the hierarchy of the University's reporting structure. In the resulting selection screen, Total Department represents total University. If you click on Total Department, it then reflects the list of Senior Officers (SO). If you click on a Senior Officer, it shows the RCs that report to the SO. If you click on an individual RC, it shows department rollup groups (if you previously requested them of BFR) or the list of individual departments that fall under the RC.

Once you type or select your Member (SO, RC, department rollup, or specific department), click OK and Save. Your User Variable changes are now saved.

Once back at the User Preferences display, click on Display on the left side of the screen. Under Number Formatting, select "Comma" for the Thousands Separator and "Black" for the Negative Color. These settings will produce the best display of results as you work through your budget input forms.

Once you have adjusted these two Display settings, click Save, then click the **Home button** at the upper right section of the PBCS screen (to the left of your name) to get back to the Home screen of the application.

1.3   Understanding the PBCS Home Screen

1.3.1 Navigation

There are several ways to navigate to and from the Home screen. The first is the Navigator Button

(often referred to as "the Hamburger") in the upper left of the Home screen (see yellow arrow below for location on the screen). The navigator is used to display a list of links that connect you to the application's functionalities.

When the Navigator button is clicked, some version of the below screen will be displayed (based on user security). Access to the various functionalities is obtained by clicking in the links in the list (will be discussed later in this section).

Navigator

Reports
Tasks

Reporting
Financial Reporting
Tuition Module Reporting

Application
Valid Intersections
Jobs

Tools
User Preferences

Integration
Data Load Settings
Data Management

Actions
Copy Versions

Reporting
Explore Repository

Monitor and Explore
Task List Report
System Reports
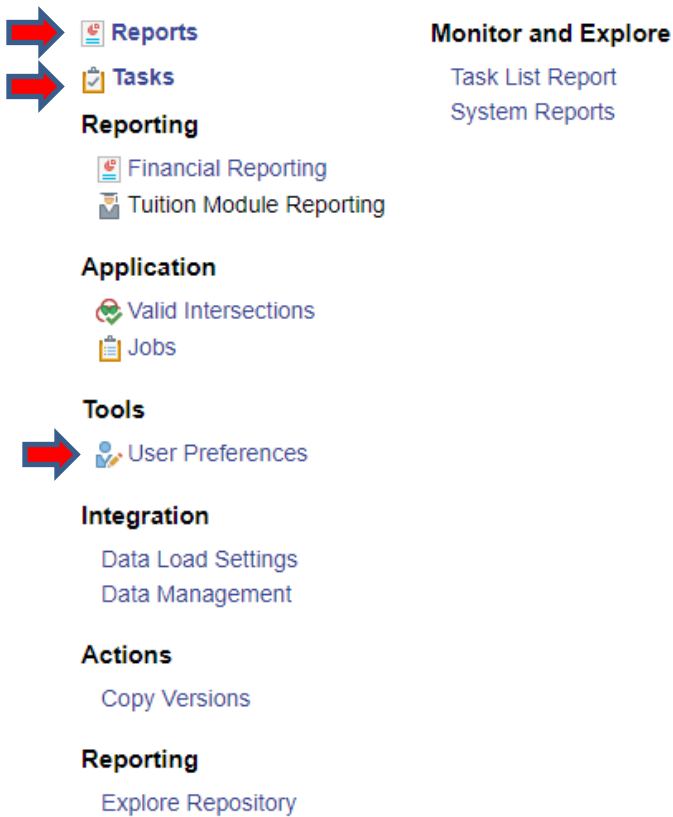
From this menu, you can navigate to Reports, Tasks, User Preferences, etc. (see red arrows).

The user can toggle back to the Home Screen at any time by clicking on the **Home button** .

Another method to navigate from the Home Screen is to click on the icons pictured:
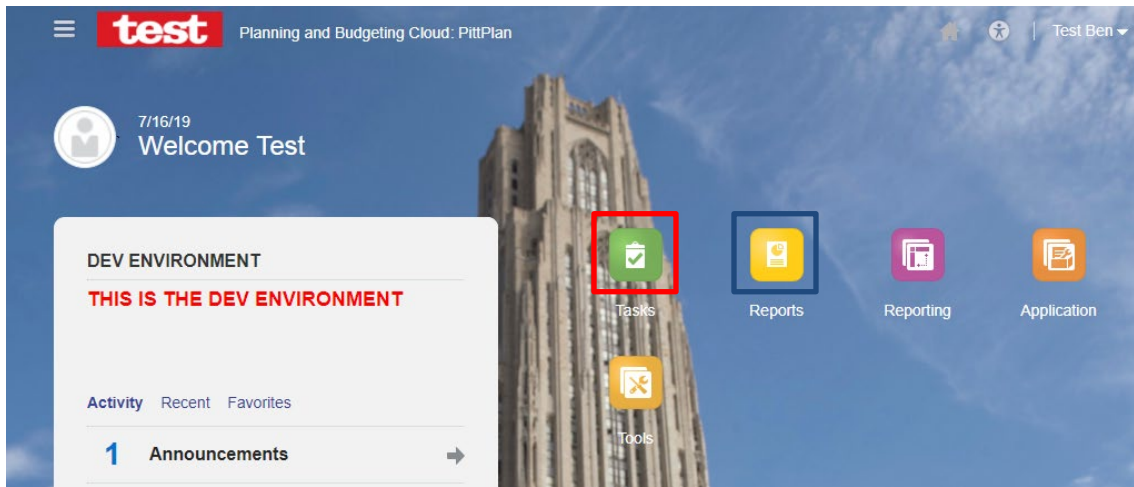
The main functions the user will navigate to are Tasks (red box) and Reports (blue box):

1.3.2 Tasks

Clicking on the Tasks icon shown in the above screenshot takes you to the Tasks List (shown below). These tasks represent the areas in which you will do your work.

Planner – all users will have this task list, which contains the Budget Input Forms and the Approvals functionality.

Business Manager – only Business Managers will have this task list, which includes various forms the Business Manager will evaluate / use prior to opening the system to others for input.

Budget Reconciliation – Only Business Managers will have write access to this task list, which is the process in which each RC reconciles their budget prior to submission to their approved expense, revenue, and aid targets provided in the Target Budget Guidelines.

1.3.3 Reports

Clicking on the Reports icon shown above takes you to the list of reports available to assist you with your budget submission. Please click on the second icon on the left to access the Financial Reports.
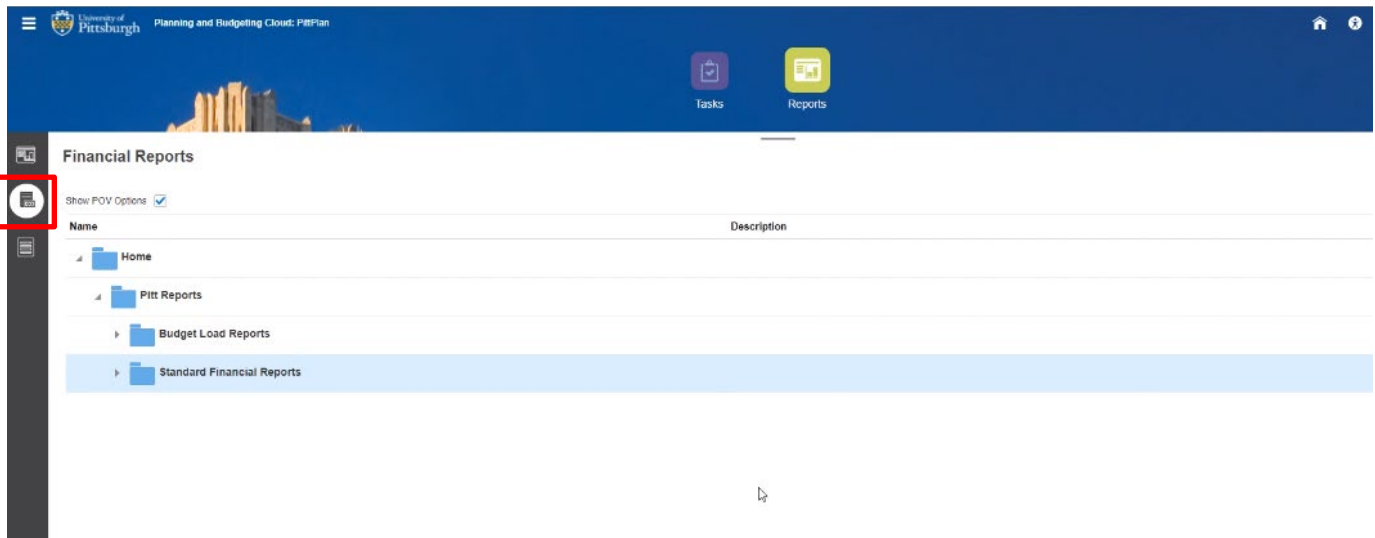
Click the Pitt Reports left arrow to expand it. Once expanded, click the arrow to the left of the Budget Load Reports folder to display the reports available for the Budget Submission process.

(Note: Refer to the [PBCS Training Guide](#) for instructions related to reporting and encumbrances. Click "OK" to proceed to the link if you receive a warning message from your default browser about opening the link.).
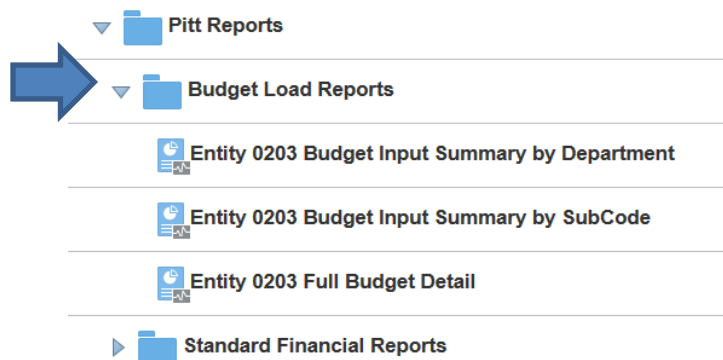
Budget Input Summary by Department – similar to the old system's department selection screen.

Budget Input Summary by Subcode – similar to the RC Total by Subcode tab in the old system.

Full Budget Detail – allows user to view entire submitted budget – every combination of entity, department, subcode, and reference. This report can be exported to Excel and saved as your final budget submission.

Reports are discussed in detail per Section 6 of this User Guide.

1.4   Seed and Spread Overview

PBCS offers the ability for users to pre-seed their budget input forms and to spread their annual budget amounts over the months of the fiscal year.

1.4.1 Seeding

In the old system, users were able to click on the "Copy Loaded Budget" button to pre-seed department input screens (one department at a time) with the prior year's loaded budget amounts. PBCS allows for a much-improved version of pre-seeding, in that a user can:

- pre-seed an entire RC at once rather than one department at a time;

- pre-seed based on subcode groups (i.e., different subcodes can use different calculations); and

- choose from various methods based on actual or budget

To facilitate the completion of your budget submission, Budget and Financial Reporting has pre-seeded all Entity 02 budget input forms at the FY21 Ending Permanent Budget adjusted for salary, utility, and aid increases, as applicable. Please refer to your Target Letters for additional details. Placeholder categories have been added to help account for items that are included in the calculation of your target budget, but not accounted for in the seeding:

		Actual	Ending Budget	End Perm Budget	Loaded Budget
		YearTotal	YearTotal	YearTotal	▶ YearTotal
		FY21	FY21	FY21	FY22
Revenue Adjustments	R00000				0
4500 - Sales & Services of Educ Depts	R00000		0	0	
4999 - Total Revenue	◢ Total Reference		0	0	
	R00000		0	0	0
Permanent Cut	R00000				0
Reinstate FY21 Temporary Cut	R00000				0
Program Changes - Salary Maintenance	R00000				0
All Other Expense Impacts	R00000				0
5000 - Medical Faculty RFT Regular Earnings	R00000	47,614	90,098	90,098	

Note that the "All Other Expense Impacts" placeholder represents items factored into calculating the target budget that cannot be easily seeded. Some examples are Schedule 5 Program Changes, Schedule 1 Transfers that represent only a portion of an existing account, fringe benefit rate changes on certain compensation changes, and annualization of permanent BMRs. If you need assistance to determine what is in All Other Expense Impacts, contact Budget & Financial Reporting.

With the placeholders seeded to your budget, your budget should already be at or very close to your target budget. **Once you have allocated the placeholder amounts to**

department/subcode combinations, you should delete the placeholder amount from your form.

The placeholders are pre-seeded in a designated department ID (refer to the chart below) for each category, as applicable:

RC		Department
01		01010
03		01082
05		06100
06		11010
10		10010
15		15010
20		20010
21		21010
22		22010
23		23010
24		24010
25		25010
26		26010
30		30010
31		31010
32		32010
33		33010
34		34010
39		38010
41		41010

RC		Department
42		42010
43		43010
44		44010
51		51221
54		01020
56		01061
57		22125
60		60010
61		19212
67		74750
78		50205
79		99011
80		87010
81		16203
86		01049
87		01043
89		02040
91		79010
92		01042
93		02090
94		27010

IMPORTANT: For budget submission purposes in your submission form, **you are required to move the placeholder amounts to a valid subcode or valid subcodes within any department in your RC.** If you do not, we will move the balances to subcode 8100 (Miscellaneous Expense) in the indicated department when we finalize your submission. During FY22, you can submit a BMR if you prefer that the placeholder amounts be reflected elsewhere.

Entity 03 accounts (if applicable) have been pre-seeded using the prior year actuals with compensation increases built in. The seeded budget may not balance due to fringe benefit rate changes. **Please balance Entity 03 budgets before you submit**.

The Business Manager can re-execute the Seed and Spread themselves to overwrite the pre-seeding BFR performed, if desired.

Seeding Rates and Methods are covered in detail in Section 3 of this User Guide.

1.4.2 Spreading

PBCS introduces the concept of spreading your annual budgets across the months of the fiscal year. There are three options to spread your budgets: based on how prior year monthly actuals occurred as a percentage of the total, evenly, or based on academic calendar. If a spread method is not selected, the input form will default to the Even Spread Method. In all cases, the user can choose to ignore the monthly budgets and continue to load and report on annual budgets. We do, however, recommend that units consider the use of YTD monthly budgets as they evaluate results mid-year.

Budget Spreading is covered in Section 3 of this User Guide.

2 Business Managers' First Steps

2.1 Run Budget Load Reports

Since this is still a new process for users, we recommend this step as a way for you to keep track of your starting point and organize and monitor your progress during the budget load process. The **Budget Input Summary by Subcode** will show the placeholders that have been pre-seeded to your accounts. The **Budget Input Summary by Department** will help you identify accounts for which you need to enter budgets. The **Full Budget Detail** is detail by department, subcode, and reference code, and may be good to have on hand as a reference point of where you started.

(Note: When you run your reports, there will be numbers already populated in your accounts because we have pre-seeded your budgets as discussed above).

Refer to Section 6 of this User Guide for instructions on running the budget load reports.

2.2 Reconcile your Budget Input Summary Report to Exhibit A of your Target Letter

To reconcile the loaded budget to your Target Letter, run the Entity 0203 Budget Input Summary by SubCode Report. Look at the OP Total column. Go down to the number in the Total Expense, Total Reference cell. This number should agree or be very close to your entity 02 expense target from Exhibit A of your Target Letter (bottom right corner of the exhibit). If you are within $1,000 of your target letter, you are effectively reconciled except for rounding (Note: BFR knows the amount each RC differs from target due to rounding, so please do not add an extra $1,000 to your submission).

The next step is to determine what is included in the All Other Expense Impacts placeholder category. Consider if the following issues are relevant to your RC's budget *(these items are examples of less frequent target letter adjustments that cannot be pre-seeded due to their manual nature):*

- If a portion of any Schedule 2 cost recovery is cost-recovered compensation;

- Union salary increases;

- Schedule 1 Transfers that represent only a portion of a department's budget moving to another RC; or

- Certain exceptions with regard to financial aid (base adjustments, non-76xx subcodes used in 07xxx purpose accounts that are seeded at a different rate than financial aid, 76xx subcodes used in non-07xxx accounts, which will be seeded according to any tuition rate increase, approved 07xxx aid budgets that require different tuition rate increases based on level and residency.

Please assess the above factors and be prepared to discuss them when you contact BFR for assistance with this reconciliation.

2.3   Familiarize Yourself with the Business Manager Task List and Forms

The Business Manager can access their Task List by either clicking the Tasks icon on the home page (Yellow Box), or by clicking on the navigator button ☰ at the upper left of the PBCS screen and then clicking on the Tasks link (Red Box below).

To access the available Business Manager forms, click the dropdown arrow next to Business Manager (Blue Box).

Overhead Rates

The Business Manager can click on the Overhead Rates icon to view the overhead rates applicable to their entity 03 accounts. These overhead rates were input in PBCS by Budget and Financial Reporting (BFR) and are viewable to Business Managers. *(Note that these rates are informational and are the same as those provided in Exhibit C of the Target Budget Guidelines).*

Click Close on the Overhead Rates form to get back to your Task List screen.

The remaining 4 Business Manager Forms relate to the Seed and Spread Process, which is addressed in detail in Section 3 of this User Manual.

2.4   Decide to Accept, Change, or Clear the Pre-Seeded Budget Amounts

Once you have completed the above reconciliation of your seeded budget to your target budget, you need to decide if you will:

- Use the pre-seeded budget forms for your budget submission by incrementally adjusting only those departments affected by the manual items identified in the above reconciliation, or by any other budget reallocations you wish to make;

- Use another seed method / rate to pre-seed entity 02 or 03, or both; or

- Ignore or clear the pre-seeded amounts in your input forms.

(Note: Your entity 03 accounts (if applicable) have been pre-seeded using the prior year actuals, current year salary increase pool, and current fringe benefit rates. If you would prefer to use a different amount or method, you have the option to overwrite the initial amounts by executing your own seed and spread, which is described below).

Note that all decisions regarding seed and spread should be made and executed before you or any other planner begin entering budgets. Re-executing the seed and spread process will overwrite any amounts input.

Refer to Section 3 of this User Guide for detailed instructions on the Seed and Spread Process.

2.5 Decide to Accept or Change the Pre-Seeded Spread Method

The annual budget amounts in all forms have been spread evenly across the months for this year's process. If you would prefer to use the Prior Year Actual (PYA) or Academic Year method to spread some or all of your subcode categories, you will need to decide that before you begin the submission process.

Note that <u>all</u> decisions regarding seed and spread should be made and executed <u>before</u> you or any other planner begin entering budgets. Re-executing the seed and spread process will overwrite any amounts input.

Refer to Section 3 of this User Guide for detailed instructions on the Seed and Spread Process.

2.6 Decide if You Will Input Budgets Yourself or Delegate to Others

All budgets are currently "owned" in the system by each RC's Business Manager. If you want to delegate tasks to other people in your RC, you will need to decide that now and use the Approvals function to assign those users the ability to input to the budget forms.

Refer to Section 4 of this User Guide for detailed instructions on the Budget Approvals feature.

3 Seed and Spread Methodology

3.1 Access Seed and Spread Forms

To access the Seed and Spread Forms, the Business Manager should click on the Tasks icon on the home page (Yellow Box), or by clicking on the navigator button ☰ at the upper left of the PBCS screen and then clicking on the Tasks link (Red Box below).

Navigator: Planners

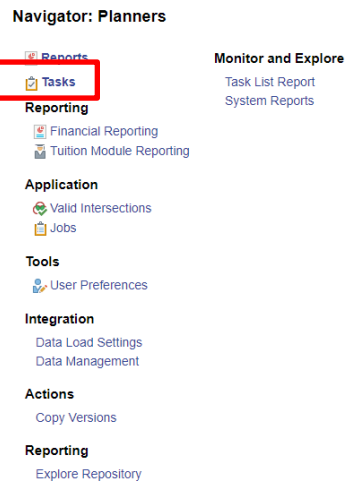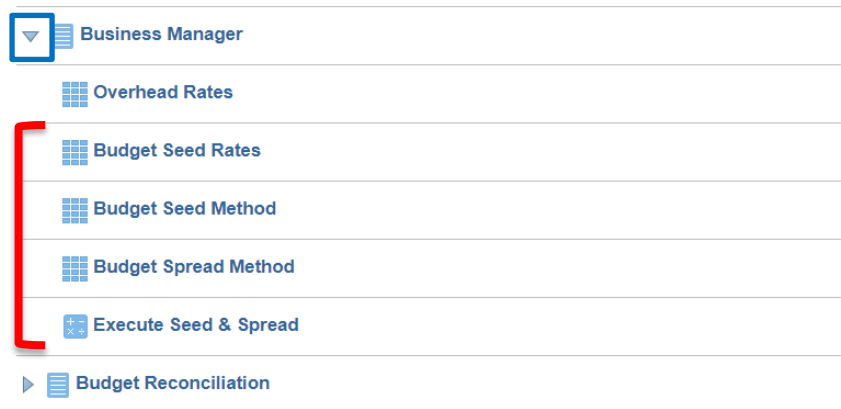|	
Reports	**Monitor and Explore**
Tasks	Task List Report
Reporting	System Reports
Financial Reporting	
Tuition Module Reporting	
Application	
Valid Intersections	
Jobs	
Tools	
User Preferences	
Integration	
Data Load Settings	
Data Management	
Actions	
Copy Versions	
Reporting	
Explore Repository	
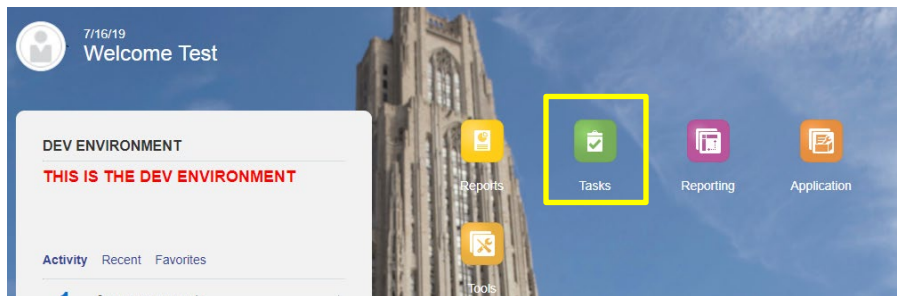
To access the available forms, click the dropdown arrow next to Business Manager (Blue Box).

▼ 📋 Business Manager

　　▦ Overhead Rates

　　▦ Budget Seed Rates

　　▦ Budget Seed Method

　　▦ Budget Spread Method

　　🔢 Execute Seed & Spread

▶ 📋 Budget Reconciliation

The forms associated with the Seed and Spread process are identified with the above red bracket.

3.2   Budget Seed Rates Form

(The budget input forms have been pre-seeded by BFR using each RC's ending permanent budget adjusted by known rate increases (typically those are compensation, weighted tuition rate increases applied to financial aid, and utility increases. Use of the Seed functionality is optional).

Budgets have been seeded based on the following seed categories:

Seed Category Description	Subcodes in Seed Category	Subcode Budget Will Seed to (PYA-based)
SEED - 40xx - Tuition	4000-4099	4000
SEED - 41xx - Fees	4100-4199	4100
SEED - 42xx - Commonwealth Appropriation	4200-4299	4200
SEED - 430x - Govt (Direct) Grants & Contracts Revenue	4300-4319	4300
SEED - 432x - Govt Indirect Cost Recovery	4320-4339	4320
SEED - 434x - Private (Direct) Grants & Contracts Revenue	4340-4359	4340
SEED - 436x - Private Indirect Cost Recovery	4360-4399	4360
SEED - 440x - Gifts	4400-4429	4400
SEED - 443x - Endowment Earnings	4430-4449	4430

SEED - 445x - Investment Income	4450-4459	4450
SEED - 446x - Realized Gains/Losses	4460-4469	4460
SEED - 447x - Unrealized Appreciation/Losses	4470-4499	4470
SEED - 45xx - Sales & Services of Educ Depts	4500-4599	4500
SEED - 460x - Sales and Services Aux - Housing Services	4600-4619	4600
SEED - 462x - Sales and Services Aux - Food Services	4620-4639	4620
SEED - 464x - Sales and Services Aux -Book Stores	4640-4659	4640
SEED - 466x - Sales and Services Aux - Parking	4660-4679	4660
SEED - 468x - Sales and Services Aux - Property Management	4680-4699	4680
SEED - 470x - Sales and Services Aux - Campus Funds	4700-4749	4700
SEED - 475x - Sales and Services Aux - Other Auxiliary Revenues	4750-4799	4750
SEED - 48xx - Rental Revenue	4800-4899	4800
SEED - 490x - Patent and Royalty Revenue	4900-4909	4900
SEED - 491x - Other Revenue	4910-4999	4910
SEED - 50xx Medical Faculty	5000-5044; 5047-5099	5000
SEED - 5045 Medical Faculty RI/AI	5045-5046	5045
SEED - 51xx Non-Medical Faculty	5100-5144; 5146-5199	5100
SEED - 5145 Non-Medical Faculty RI	5145	5145
SEED - 52xx Research Associates	5200-5299	5200
SEED - 53xx Temporary Faculty & Research Associates	5300-5399	5300
SEED - 54xx Staff	5400-5479	5400
SEED - 548x Senior Administration	5480-5499	5480
SEED - 55xx Temporary Staff	5500-5599	5500
SEED - 560x - Graduate Students - GSA,TA,TF	5600-5649	5600
SEED - 565x - Graduate Students - GSR	5650-5659;5670-5699	5650
SEED - 566x - Graduate Students - GSR-PhD	5660-5669	5660
SEED - 570x - FICA-Paying Students	5700-5719;5730-5749	5700
SEED - 572x - Fellows	5720-5729	5720
SEED - 575x - Non-FICA-Paying & Other Students	5750-5799	5750
SEED - 580x - Other Employee Types	5800-5819	5800
SEED - 582x - Stipend & Other Nontaxable Payments	5820-5879	5820
SEED - 60xx - Supplies & Office Furniture	6000-6097	6000
SEED - 61xx - Fixed Assets	6100-6197	6100
SEED - 62xx - Equipment Rental	6200-6297	6200
SEED - 63xx - Travel and Business	6300-6397	6300
SEED - 640x - Professional Services and Advertising	6400-6419	6400
SEED - 642x - Consulting	6420-6449	6420
SEED - 645x - Subcontracts and Purch Svc Agreements - Sponsored Proj Only	6450-6469	6450
SEED - 647x - Unallowable Prof Svcs and Consulting	6470-6479	6470
SEED - 649x - Interdepartmental Prof Svcs and Animal Care Per Diem	6490-6497	6490
SEED - 65xx - Library Acquisitions	6500-6597	6500
SEED - 66xx - Telecommunications	6600-6697	6600
SEED - 67xx - Mail & Postage	6700-6797	6700
SEED - 68xx - Printing & Publications	6800-6897	6800
SEED - 69xx - Dues, Memberships & Subscriptions	6900-6997	6900
SEED - 7000 - Electricity	7000	7000
SEED - 7005 - Gas	7005	7005
SEED - 7010 - Water & Sewage	7010	7010
SEED - 7015 - Steam	7015	7015
SEED - 7020 - Steam Line Maintenance	7020	7020
SEED - 7025 - Chilled Water	7025	7025
SEED - 7050 - Electric Support Costs	7050	7050
SEED - 7055 - Gas Support Costs	7055	7055
SEED - 7060 - Water/Sewage/Fire Support Costs	7060	7060
SEED - 7065 - Steam Line Support Costs	7065	7065
SEED - 71xx - Repairs, Maint & Other Facilities Expenses	7100-7197	7100
SEED - 72xx - Delivery & Moving	7200-7297	7200
SEED - 73xx - Space Rental	7300-7397	7300
SEED - 74xx - Purchases for Resale	7400-7497	7400
SEED - 75xx - Sponsored Project Expenses	7500-7597	7500
SEED - 76xx - Financial Aid	7600-7697	7600
SEED - 77xx - Insurance	7700-7797	7700

SEED - 78xx - Taxes	7800-7897	7800
SEED - 79xx - Student Loan Expenses	7900-7997	7900
SEED - 80xx - Financial Charges	8000-8097	8000
SEED - 81xx - Miscellaneous Expenses	8100-8197	8100
SEED - 8210 - Debt Transfers	8210	8210
SEED - 8220 - Capital Project Transfers	8220	8220
SEED - 82xx - Other Transfers	8230-8297	8230
SEED - 83xx - Distributed Expenses (excl Overhead)	8300-8397	8300
SEED - 85xx - Network Fee	8500-8597	8500
SEED - 5880, xx98, and 84xx Cost Recovery	5880, xx98, 84xx	5880, xx98, 84xx

The Business Manager can click on the Budget Seed Rates icon to see the rates that have been pre-seeded by BFR into the RC's budget input forms. The Business Manager may:

- Ignore the Seed and Spread functionality and type over the amounts already in the input forms,

- Accept these rates (make no changes to what has been pre-seeded),

- Enter different rates and re-run the Seed and Spread process (in the FY22 column, enter alternative rates that you would like to use for any seed category (series of subcodes), or

- Ignore these rates and re-run the Seed and Spread process with no seed method selected (explained later in these instructions). This would result in no beginning numbers in your budget input forms.

If the Business Manager chooses to change the pre-seeded rates, different rates can be entered into the current year column. Data can only be entered into cells that are colored white. Grey cells are locked and the user cannot input data into these cells.

Business Managers can view the seed rates for all entities and RCs for which they are responsible. This is accomplished by changing the data at the top for Entity and Department Members. To do so, click on either Entity or Department. The member selection box will appear. To choose a member, click the member name. Once a member is selected, a blue checkmark will appear next to the member name. In this example, Auxiliary & Cost Centers is selected. Click OK in the upper right corner.

Once data has been entered into the current year column, click save. The data is now saved to the form.

(Note: When entering changes into a screen, the updated cell may become shaded in yellow. If you click Save it will return back to the original color (no fill).

Click Close on the Budget Seed Rates form to get back to your Task List screen.

3.3   Budget Seed Method Form

(As stated above, the use of the Seed functionality is optional. If an RC does not wish to use the functionality, the Business Manager can either ignore the Seed and Spread functionality, type over the numbers pre-seeded in the input forms, or re-run the seed and spread process with no seed method selected, as described below).

The Business Manager can click on the Budget Seed Method form to see the method used by BFR to pre-seed the RC's budget input forms.

If a Business Manager wants to change the Seed method already selected, the user should click on the dropdown arrows in the current year column. To select a Budget Seed Method other than the one pre-

seeded by BFR, the user can either scroll down the list until they find the desired method or use the Search function to search for the preferred method. Click Save once complete.

(This form functions like Excel, so you can Copy and Paste, drag the bottom right corner of a cell to copy the method chosen to the cells above or below it, and you can use the scroll bar on your mouse to continue copying past the visible rows on the screen).

See Below for a complete list of seed methods. The list provides insight into the formulas used.

	Seed Method	Description
1	Seed Method	Description
2	EPB	Ending Permanent Budget
3	EPB_FacStaff	EPB * FacStaff
4	EPB_Graduate	EPB * Graduate
5	EPB_Inflation	EPB * Inflation
6	EPB_Revenue_Fees	EPB * Fees Growth Rate Increase
7	EPB_Revenue_Other	EPB * Other Revenue Growth Rate Increase
8	EPB_Revenue_Rental	EPB * Rental Growth Rate Increase
9	EPB_Revenue_SS_Aux	EPB * Sales and Services Growth Rate Auxiliary Increase
10	EPB_Revenue_SS_EG	EPB * Sales and Services Growth Rate Education and General Increase
11	EPB_Revenue_Tuition	EPB * Tuition Growth Rate Increase
12	EPB_TRI	EPB * Weighted Average of Education and General Tuition Rate Increase
13	EPB_Util_Electric	EPB * Electric Rate Increase * Electric Growth Increase
14	EPB_Util_Gas	EPB * Gas Rate Increase * Gas Growth Increase
15	EPB_Util_Steam	EPB * Steam Rate Increase * Steam Growth Increase
16	EPB_Util_Water	EPB * Chilled Water Rate Increase * Chilled Water Growth Rate Increase
17	EPB_Util_WS	EPB * Water and Sewer Rate Increase * Water and Sewer Growth Increase
18	PYA	Prior Year Actual
19	PYA_FacStaff	PYA * Faculty and Staff Compensation
20	PYA_Graduate	PYA * Graduate Compensation
21	PYA_Inflation	PYA * Inflation
22	PYA_Revenue_Endowment	PYA * Endowment Earnings Growth Rate Increase
23	PYA_Revenue_Fees	PYA * Fee Growth Rate Increase
24	PYA_Revenue_Gifts	PYA * Gifts Growth Rate Increase
25	PYA_Revenue_Investment	PYA * Investment Income Growth Rate Increase
26	PYA_Revenue_Other	PYA * Other Growth Rate Increase
27	PYA_Revenue_Rental	PYA * Rental Growth Rate Increase
28	PYA_Revenue_SS_Aux	PYA * Sales and Services Growth Rate Increase Auxiliary
29	PYA_Revenue_SS_EG	PYA * Sales and Services Growth Rate Increase Education and General
30	PYA_Revenue_Tuition	PYA * Tuition Growth Rate Increase
31	PYA_TRI	PYA * Weighted Average of Education and General Tuition Rate Increase
32	PYA_Util_Electric	PYA * Electric Rate Increase * Electric Growth Increase
33	PYA_Util_Gas	PYA * Gas Rate Increase * Gas Growth Increase
34	PYA_Util_Steam	PYA * Steam Rate Increase * Steam Growth Increase
35	PYA_Util_Water	PYA * Chilled Water Rate Increase * Chilled Water Growth Increase
36	PYA_Util_WS	PYA * Water and Sewer Rate Increase * Water and Sewer Growth Increase

If you do not want pre-seeded numbers in your budget input forms, you can highlight the entire FY 22 column, right click, select Edit and select Clear. If you then execute the Seed and Spread process (explained below), it will clear all your pre-seeded forms.

Click Close on the Budget Seed Method form to get back to your Task List screen.

3.4   Budget Spread Method Form

Similar to the Budget Seed Method, the Budget Spread Method uses seed groupings, which can be seen in the left most column. In the current year column, the user is able to pick between three different spread methods: PYA, Even, and Academic:

PYA: Prior Year Actuals. This spread method uses the prior year's monthly proportions of the total actuals to spread the current year annual budget.

Even: The Even Spread Method is the total amount divided by 12; spreads evenly across the fiscal year.

Academic: The Academic Spread Method is the total amount divided by 8; spreads evenly throughout over the 8 month academic year (September – April).

If a spread method is not selected, the form will default to the Even Spread Method.

All annual budgets are spread quarterly and monthly in PBCS. You can choose to ignore this feature and continue to input, evaluate, and view your budget as an annual number. However, there are reports available in PBCS that compare your fiscal year-to-date (FYTD) actuals to your FYTD budget, which if utilized, will improve your ability to evaluate results throughout the year.

Business Managers will use this form to set Budget Spread Methods. To set a Budget Spread Method, go to the current year column. There will be a dropdown arrow inside of each cell in the current year column; click this dropdown arrow.

Note that if a method is not selected the system will automatically spread using the EVEN method (the annual budget will be divided evenly across the 12 months of the fiscal year).

Your budget has been pre-seeded and spread using the EVEN method (spread evenly over the 12 months). If you would prefer to use the PYA or Academic method for FY 2022, you may select your preferred method(s) in this form and click Save. *(Note: You may select different methods for different categories of subcodes (i.e., you can spread faculty salaries over the 8 month academic terms but spread staff salaries and supplies evenly over the 12 months). You may also spread items that are cyclical in nature based on the proportion of the total that was charged in each month in the prior year*

(if your financial aid is primarily awarded in certain months of the year, you can spread based on PYA to mimic the cyclical nature of those awards).

3.5 Execute Seed and Spread Form

If you have decided to keep your input forms with the amounts pre-seeded by BFR, you can skip to the next section of these instructions.

If you have changed any seed rates, seed methods, or spread methods on the previous forms, you will need to re-run the Seed and Spread process using this form.

As mentioned earlier, if you want your forms to be blank when you first open them, clear the pre-seeded fields in your Seed Method Form (explained above in that form's section) and run the Seed and Spread Process as explained below.

From your Task List Screen, click on Execute Seed and Spread. Click the Launch Button (Blue arrow) to execute the seed and spread methods.

Execute Seed & Spread

Cube PLN

Business Rule BIZMGR_Seed_and_Spread_Budget
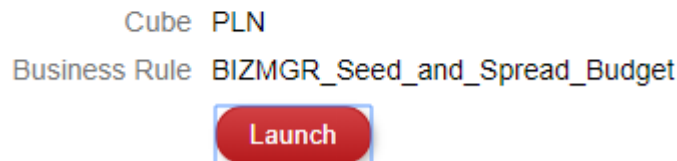
Launch

Once the user has clicked Launch, the user will be prompted to select an Entity and an RC. There are two ways to Select Entity and RC members.

The first way to select members is to type the member name directly into the input box (Blue Arrows). It is important to note that users must include the prefix in front of the member name. The prefix for Entity is E and RC is a prefix itself. For example, to select Entity 02 the user would have to type E02. To select Responsibility Center 06 the user would type in RC06.

BIZMGR_Seed_and_Spread_Budget

Launch   Cancel

* Please select an Entity.

* Please select an RC.
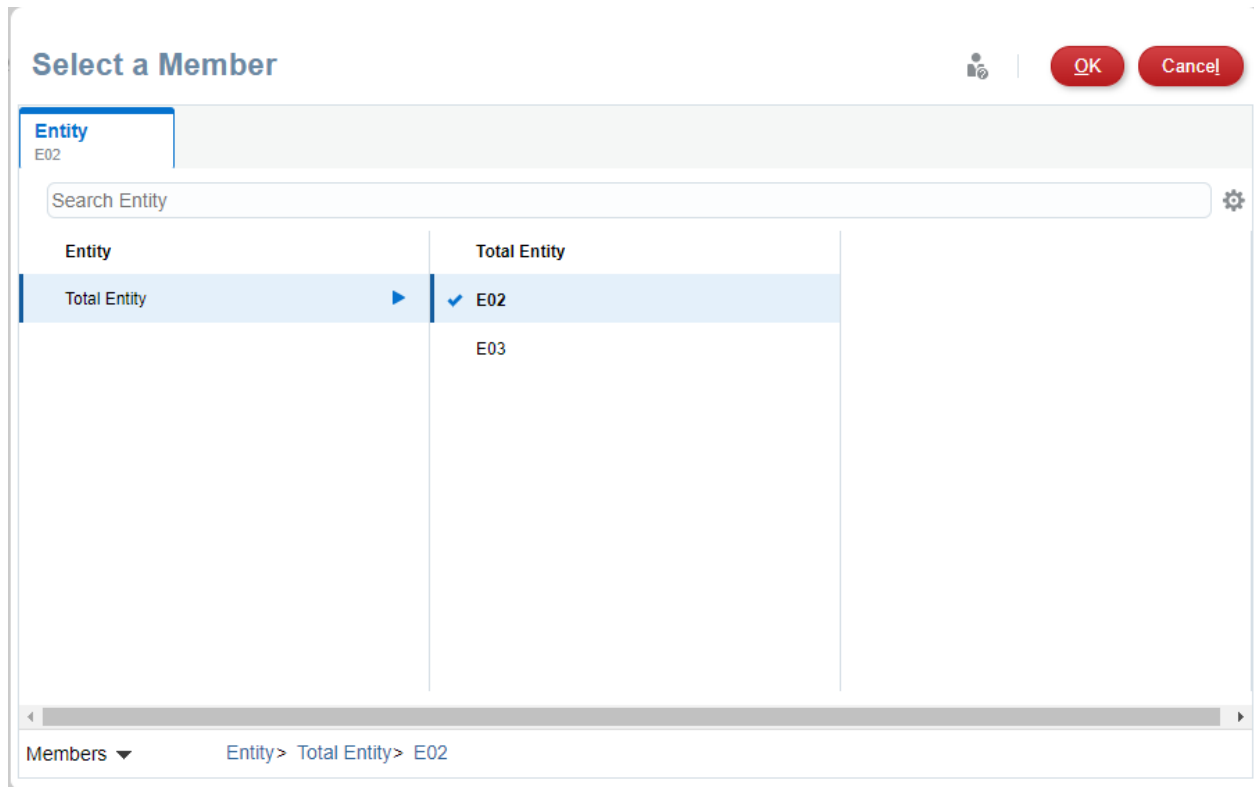
The Second way to choose a member is to use the member selection box. To open the member selection box, click the tree box (Red Box).

* Please select an Entity.
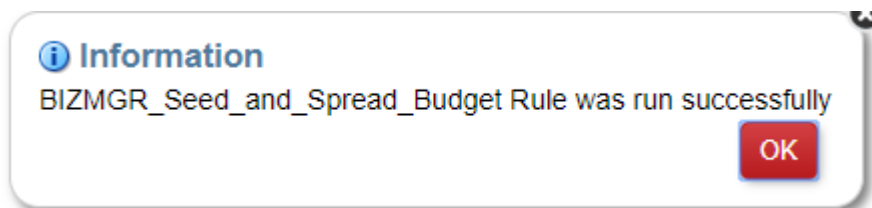
Choose the desired Entity and RC members by clicking on the member name. If a member has been selected, a blue check mark will appear to the left of the member name. E02 is selected in the example below. Once a member has been selected and blue checkmark appears, click OK in the upper right corner.

Select a Member   OK   Cancel

Entity
E02

Search Entity

Entity	Total Entity
Total Entity ▶	✔ E02
	E03

Members ▼   Entity> Total Entity> E02

The process to execute seed and spread may take up to a minute for RCs that are large and use numerous reference codes. Once the process is complete, the user will be notified (see below).

ⓘ **Information**
BIZMGR_Seed_and_Spread_Budget Rule was run successfully
OK

Note: Business Managers will only be able to run for Entities and Responsibility Centers for which their security level grants them access. Users will need to run this process for both entities 02 and 03, if applicable, to their RC.

Once you have successfully run the Seed and Spread process for all entities for your RC, click Close on the Execute Seed and Spread form to get back to your Task List screen.

Important: <u>All</u> decisions regarding seed and spread should have already been made and executed by this point. Do not begin entering budgets if you plan to re-run seed and spread. Executing seed and spread will overwrite any amounts input.

4 Budget Approval Process

4.1   Access Budget Approvals Feature

At the beginning of the process, the "owner" of each RC's budget input forms will be the identified RC Business Manager. The Business Manager can delegate ownership of accounts to levels below them or perform the work themselves. Once all work is complete, the Business Manager will promote ownership to Budget and Financial Reporting for loading into the system.

All users who have access to the system will always be able to see the budgets for RCs to which they have been granted security, but they cannot actively make changes to them unless assigned that ability by their Business Manager.

To access Budget Approvals forms, go to Tasks and click the dropdown arrow to the left of Planner. This should be the second item and has [icon] icon next to it. Click the name to open the Approvals. *(Note that you can also directly access approvals from the icon on the Home page of PBCS).*

4.1.1   Business Managers Delegate/Take Ownership/Promote

As mentioned previously, Business Managers will begin with all of their Departments, and any potential Sub-Groups that exist within their allotted RCs assigned to them. The Business Managers can then decide to do their entire budget on their own, do a portion of it, or delegate all of it to various other users. This section will explain how to delegate and take ownership of any given RC.

The initial landing screen for Approvals will be a list of Departments and RCs in chronological/alphabetical order. The list by default shows all of the Departments/RCs a user has access to.

The owner of a specific Department/RC at any given time can be seen by looking at the red box below. The current owner can be a single person or a group or people.

In order to limit what the user sees, a filter can be added to facilitate easier reading and to avoid having to approve at individual Departments. Once an entire RC or RC Sub-Group has had its status changed, it changes the status for all Sub-Groups/Departments below that level. See red box below to add filters.
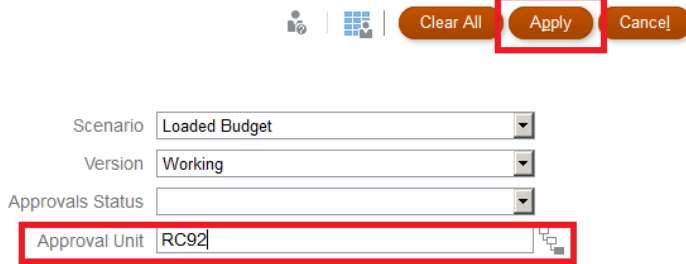
Example of RC92 set as the filter for Approvals:

Result of setting RC92 as the filter for Approvals:

From the above, the Business Manager can then go into the RC92 level and delegate out the entire RC to one user, or if applicable, can delegate out each of the below Sub-Groups to a different user or users.

To delegate, the current owner clicks the name of the RC/Sub-Group and then selects "Delegate" from the Action drop-down list. The options available on the Action list are:
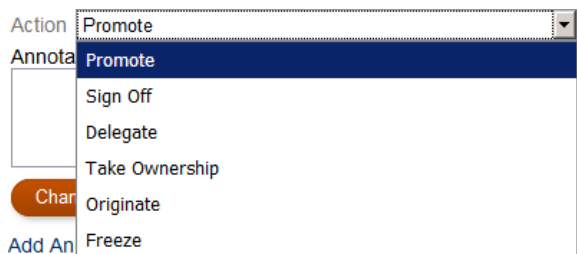
Promote – Pass along to the next level while approving the changes.
Sign Off – Signs Off on the Budget. **Do not use this feature**; it can be reset by BFR if you use it in error.
Delegate – Pass down ownership to another user that you select.
Take Ownership – Collect/re-collect ownership of the Approval at any stage in the Approvals process.
Originate – Send back the Approval to its beginning owner.
Freeze – Pause the Approval process as it stands. **Not necessary to use**.

Users must then select from a list that will contain all PBCS users. Unfortunately, this list is pre-set and cannot be limited to specific users. See below for an example of the list. When the Action "Promote" has been selected, note that the user can simply leave the Owner drop-down set as <Automatic>.

To select a new Owner from the picklist, you can begin typing a name and it will go to the letter of the alphabet and eventually the user if you type enough of the name. **The list is ordered alphabetically by FIRST name.** When the Action has been set and the new Owner has been selected from the list, click "Change Status" to set that user as the new Owner. When finished, click "Done".

Notice below Cassandra Brenner is the new Owner for all of RC92.

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Notice below an example of setting different users as the owner of various Sub-Groups. Note that RC92 says "No Owner" because there is no one user who has control of the entire RC.

If the Business Manager delegates to various users and would like to re-gain ownership of any part of an RC/Sub-Group of the Approval for any reason, the Business Manager can re-take the ownership by clicking on the RC/Sub-Group they want to re-take and selecting "Take Ownership" from the Actions drop-down while leaving the Owner drop-down set to <Automatic> and then clicking "Change Status".

Notice the owner is once again the original owner (in this case "Test Ben" was a member of "Approvals_Business_Managers," which is a group in which all Business Managers are members).
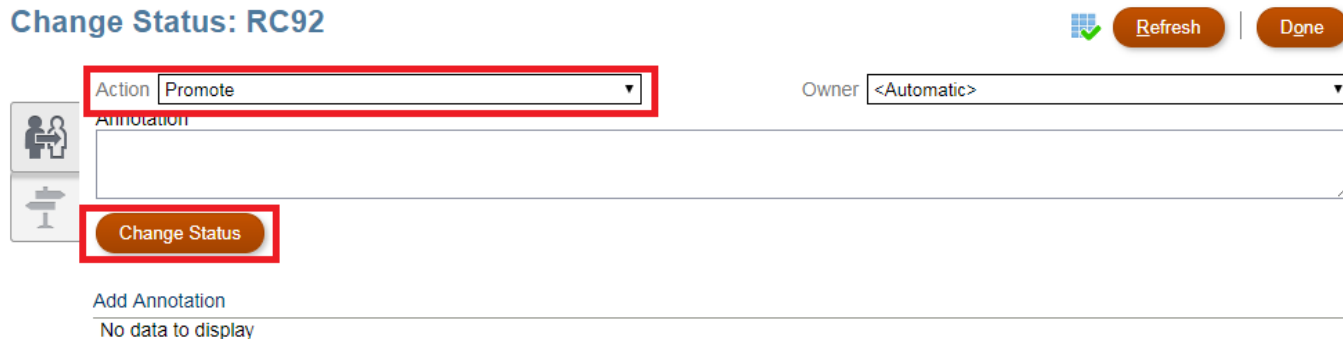

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To Promote a Budget for the entire RC to BFR, which is what each Business Manager will need to do to submit their final budget, select "Promote" from the Actions drop-down, leave the Owner as <Automatic>, click "Change Status" and Done as shown below. Note that it is much quicker and easier to promote a budget for the entire RC rather than promote each Department or Sub-Group individually. Refer to section 4.1.1 for instructions on how to filter by RC.

After the Business Manager has delegated (to one or many users) an entire RC or the Sub-Groups, those users that have been delegated to will then need to Promote back to the Business Manager once work is complete OR delegate further to another member of the team. These various delegations will need to be communicated internally within the RC so all users know who they should delegate to and when. At the end of the line (once all work is complete at each level delegated), the last user will need to Promote back to the Business Manager, or the Business Manager will need to go in and take back ownership to approve their budget and pass along to the BFR office.

4.1.2 Planners Delegate/Promote

As a Planner, you will only have READ access to all RCs/Departments for which you have security until the Business Manager delegates all or a portion of the budget to you. What this means is that when in the Planner Task List Forms, the current FY Loaded Budget column will be greyed out (locked) until you have been given the ownership of a specified RC/Sub-Group/Department.

As mentioned previously, Business Managers will begin with all their Departments, and any potential Sub-Groups that exist within their allotted RCs assigned to them. The Business Manager can then decide to do their entire budget on their own, do a portion of it, or delegate all of it to various other users. This section will explain how to delegate and take ownership of any given RC.

If you do not have authority to approve accounts, you will see nothing in the Budget Approvals screen.

If you do have approval authority and you click on the Budget Approvals icon, you will see a list of departments or Sub-groups that your Business Manager has delegated to you. From that list, the planner has the option to delegate the accounts further or promote back to the Business Manager, using the instructions shown above.

5 Recommended Steps for the Planner

5.1   Access the Planner Budget Forms

Once the planner has logged in, they will see the Home screen.

The user can access their budget forms by going to Tasks in the application. To do this, either click the Tasks icon on the home page (Yellow Box below) or click on the navigator button ☰ at the upper left of the PBCS screen and then click on the Tasks link (Red Box below).
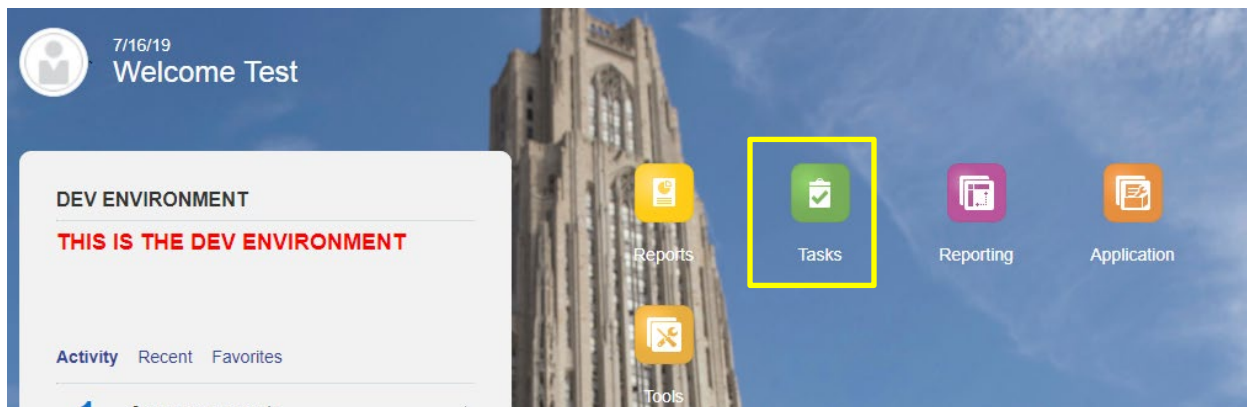
To access the available budget forms, click the dropdown arrow next to Planner (Blue Box).

Forms are organized in a hierarchical order. For example, Operating Budget forms are grouped under Budget Entry, which is grouped under Planner. In this example, to access the Operating Budget forms, the user will have to click the drop-down menu to expand both Planner and Budget Entry. *(Note: The user must ensure that all left drop–down menus are expanded; if you receive an error message such as the one shown below, that means you are up a level or two and need to fully expand the left arrows).*

5.2   Items to Note When Working With Planner Budget Forms

There are several things a Planner should remember when working in the Budget Forms:

- Save frequently (saving updates fringe benefit and overhead calculations);

- Refresh button – use sparingly – only use if you want to discard the current data and revert back to your last Save;

- Always Click the Go button ⟶ to update a page when making changes from one member to another (explained later in this section);

- The order of the subcodes in the forms is based on our reporting in the audited financial statements, so the order of expenses is: Compensation, Supplies, B&P, Facilities and Maintenance, Financial Aid, Rent, and All Other Expenses;

- Auxiliaries and Cost Centers (Non-Auxiliaries) – ensure you are on the right tab in the form. **Trying to pull up an Auxiliary department from the Cost Center tab will not work;**
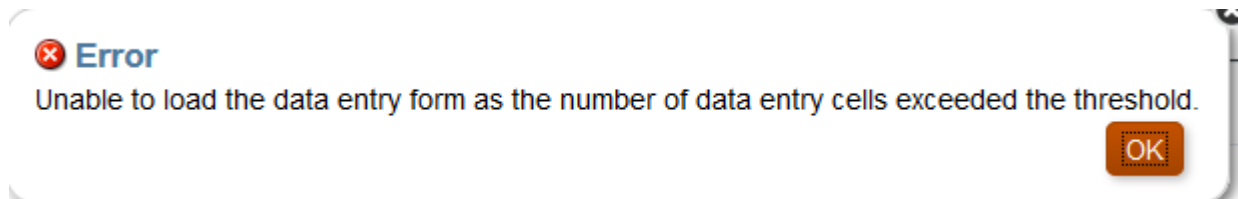
- Be careful to use combinations and accounts that you know are valid. There is no account cross-validation in PBCS, so things can kick out at load time if we do not find during our review process; and

- You can export any of the forms to Excel if you prefer to work that way and then type the numbers into the screen.

5.3   Open the Planner Budget Forms

Entity 02 Forms

To open your entity 02 budget input form, click on the first form listed titled Operating Budget – 02 (see blue arrow above).

(Note: There are several forms listed below this main input form. Those additional forms will only be used by planners who are unable to access the first form. If you attempt to open one of your departments using the first form and you receive the error message below, you will need to use the other forms with subcode categories in their titles to complete your budget for that department. (i.e., one form to input revenues, the second to input compensation, and the third to input non-compensation expenses). This error occurs because the department's number of subcode / reference code combinations exceed the system threshold for one form. Few RCs will be impacted by this issue).

Once you open the budget input form noted above, you'll see the following header on the form:

(Note that in some instances, PBCS refers to RCs and even Total University as "departments" (see blue arrow above). It is important to remember that whether you are looking for Total University, SO (Senior Officer), RC, or department, PBCS can refer to that Member as "department". It allows you to select the "level" of the member that you wish to see).

In all forms, you will select members (entity, RC, department, purpose, etc.) to access the account combination for which you want to review / enter a budget. To select a Member, click on the appropriate dimension in the Point of View (POV) bar (example below).

Department	Department
Kenneth P. Dietrich School of Arts & Sciences	11019 - Disadvantaged Applicant Visitation

Once the user has clicked on the dimension in the POV bar, they can choose a member. The user's security level will determine which members from which they are able to view and choose.

To select a member, click on the member name. If a member has been selected, a blue check mark will appear to the left of the member name. Once a member has been selected and the blue checkmark appears, hit the OK button in the upper right corner (blue arrow). The chosen member name should now be shown in the POV bar, which in this example is 11215 – Geology Start Up.

***The Planner may prefer to use the Search function to select the member rather than clicking through the hierarchy shown above. To do that, when you first open the form, click on the member box noted by the red arrow below.

When the screen below comes up, type the department you want to access in the search field (see blue arrow) using the prefix D before the department number, and hit Enter (so for the same account used above, type D11215 and Enter.

The following screen will come up and you can select the department (ensure blue arrow to the left) and click OK. Accessing your account using the Search function bypasses having to use all three panels of the hierarchy above. *(Note: This Search function works in the same manner when searching for financial aid accounts with purpose codes in the 07XXX series. In those cases, once you are on the department you need to be, click on the purpose member and type P as the prefix in front of the purpose code and hit Enter).*

(Note: When selecting a new entity, department or purpose in any form, always click the Go button

located below and to the right of the Save button to accept your change / update your screen. If you do not click the Go button, the data below the POV box will still be the member you are switching from).
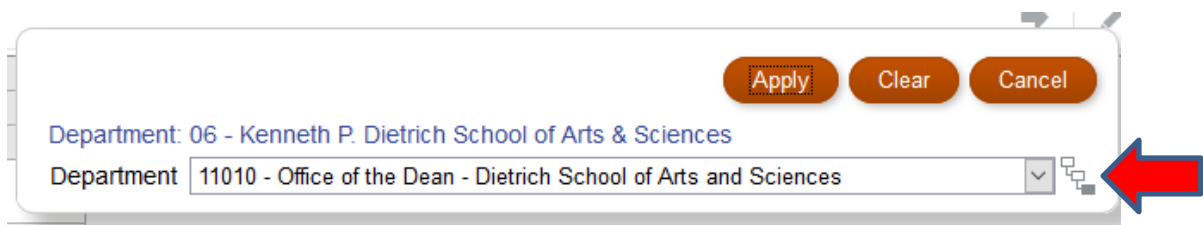
*** Another way to toggle between different departments or purpose codes within the same RC is to

use the Pencil icon———, which is located to the right of the Go button ———on right-hand portion of the screen.

To select a different department in the above example, the user should click the Pencil icon——— and will see the below screen:

If the user clicks on the dropdown arrow, he can select another department. Or the user can click on the tree icon (red arrow) and select from the hierarchy panel introduced earlier. Either method will allow the user to quickly switch between departments in an RC or between purposes in a department.

5.4   Enter or Adjust Data in the Planner Forms

Once you have selected an account combination for which you want to revise / input a budget, you can enter data into cells that are colored white. Grey cells are locked. Users cannot enter data into grey cells. In the example below, the user can enter data into the "Loaded Budget" and "Comments" columns. Your budget forms were pre-seeded by BFR and may have been re-seeded by your Business Manager to change or clear the amounts pre-seeded. In the example below, the budget was seeded using Ending Permanent Budget. For the FY22 compensation increase pool, the 0.25% merit, market, and equity increase was applied to the FY21 Ending Permanent Budget. Reminder: The salary maintenance is accounted for as a placeholder. The fringes have recalculated using the FY22 rates. Note that if you enter an amount in a salary subcode the fringes will calculate automatically upon you saving your changes.

		Actual	Ending Budget	End Perm Budget	Loaded Budget	Comments
		YearTotal	YearTotal	YearTotal	▶ YearTotal	BegBalance
		FY21	FY21	FY21	FY22	FY22
5400 - Staff RFT Regular Earnings	R00000	1,517,218	1,637,216	1,637,216	1,641,312	
5420 - Staff RFT Overtime	R00000	11,912				
5440 - Staff RFT Compensatory Time Paid	R00000	3,033				
5441 - Staff RFT Other Compensation	R00000	6,545				
5445 - Vacation Pay	R00000	6,960				
5446 - Sick Time Paid	R00000	6,397				
5530 - Temporary Staff TEP PT Earnings	R00000	55,863			2,500	
5700 - FICA-Paying Student Employees	R00000		15,158	15,158	15,192	
5750 - Non-FICA-Paying Student Employees	R00000		1,797	1,797	1,800	
5907 - Fringe Benefits-Staff	R00000	558,743	589,392	589,392	589,236	

In the example below the user has entered data into the form. Unsaved data changes will be colored yellow as can be seen below.

Click the Save button to save changes to the form.

Important Note: *Only use the Refresh button (to the right of the Save button) if you have made changes that you do not want to keep. Clicking the Refresh button takes you back to the amounts in the form at the time of your last save. Therefore, if you click Refresh before saving, the changes since your last save will be lost, and the form will revert to the values entered at the last save.***

5.5   Add Rows to a Form for New Subcode or Reference

Your current forms include all account combinations within each active department that had either actuals or budgets in them during FY 2021. A Planner can add rows to the budget form for members not already listed in the form (e.g., new subcode or reference).

To add a row to the form, right click anywhere on the form and select Add Row or use the Action Menu and click Add Row.
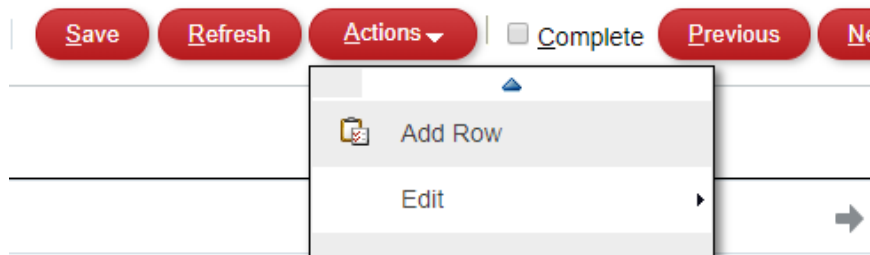
The following prompt for adding a row will appear:

The user should input the Reference and SubCode for the added row. To do so, either type the member name directly into the input field (Blue Box below) or select the tree button (Yellow Box below) next to the input field. Note that the prefix "R" must be used for a Reference code and the prefix "S" should be used for a Subcode, as shown above. (Note: Users should leave the department as is in the above prompt box; this should not be changed when adding a row).

Click Launch.

When you click Launch, an error message will display, advising the user to refresh the page. This message is not a true error, but merely a prompt to refresh the page. Click the Refresh button in the form NOT the Refresh button on your internet browser. (***Remember to Save all your changes before you add a row, as hitting the Refresh button will revert to the amounts from your last save as explained above***).
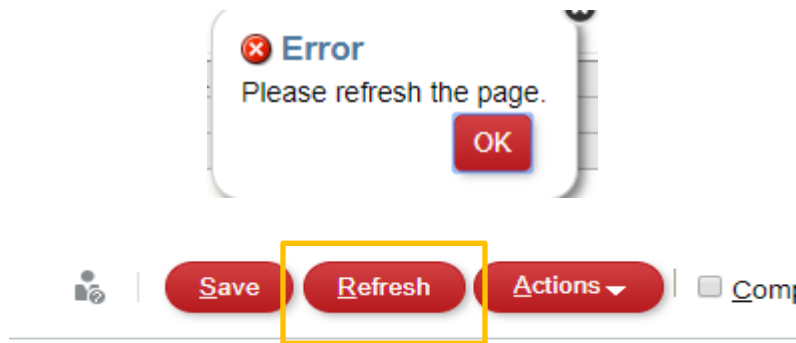
Once the form has been refreshed, the row will be added to the form.

If you have multiple subcodes that need to be added, you may use the Budget-Add New Department form instead of adding individual rows. This form provides you with a shell of typical subcodes used.
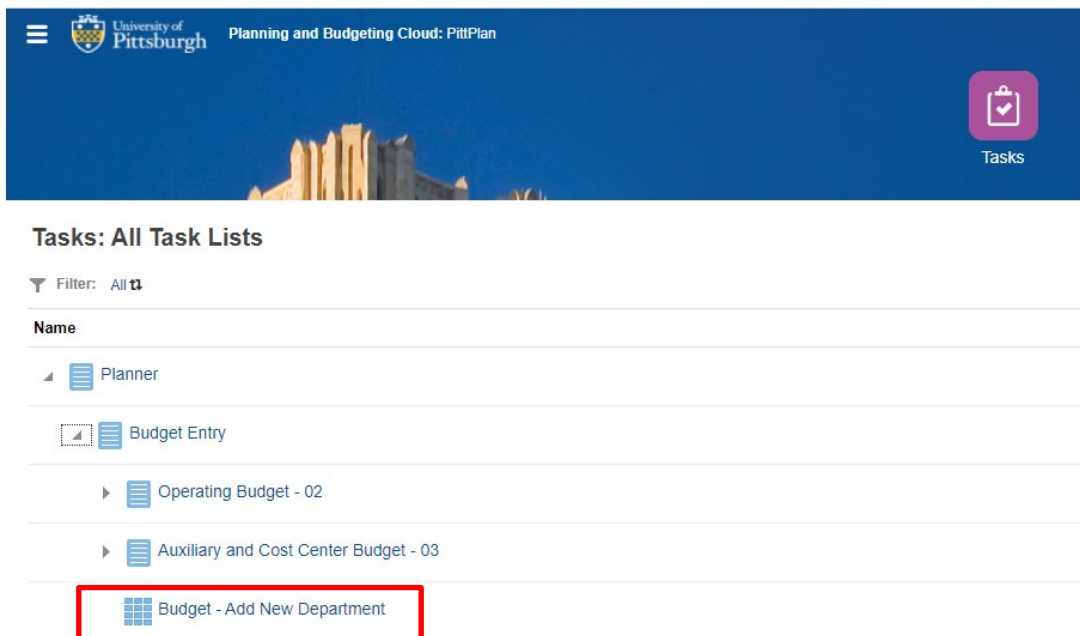
Auxiliary and Cost Center - 03 Forms

At the top of the Auxiliary and Cost Center Budget form there are two tabs, Auxiliary Budget – 03 and Cost Center Budget – 03. When you first open the form, it will default to the left-most tab, which is for auxiliaries. If the account for which you want to enter a budget is a cost center, click on the tab to the right of the default tab (see Red Box below).

PBCS knows which accounts are auxiliary versus cost center. If you try to bring up a cost center account while you are on the auxiliary tab, PBCS will not retrieve it. You will need to click on the cost center tab to access the account.

Auxiliary and Cost Center operations are self-supporting, so they are expected to be budgeted at breakeven. If you input a budget for an entity 03 account that does not balance to zero, the form may reflect that imbalance by shading the cell for the total increase decrease in net assets as red. This will not affect the functionality of the form. It is merely an **alert to remind you to submit a balanced budget for entity 03.**

*****NOTE** -- All Entity 03 forms have the same functionality as the Operating Budget – 02 Form. ***

Operating Budget 02- Financial Aid

Operating Budget - 02 ⓘ

Operating Budget - 02 | Operating Budget - 02 - Financial Aid (07xxx)

Entity	Department	Department	Purpose
E02	11010 - Office of the Dean - Dietrich School of Arts and Sciences	11010 - Office of the Dean - Dietrich School of Arts and Sciences	07101 - GENERAL STUDIES

		Actual	Ending Budget	End Perm Budget	Loaded Budget	Comments
		YearTotal	YearTotal	YearTotal	▸ YearTotal	BegBalance
		FY21	FY21	FY21	FY22	FY22
7600 - Scholarships	R00000		6,563,886	6,563,886	6,727,980	
7621 - GSA/TA/TF Tuition Scholarships	R00000	794,915				
7622 - GSR Tuition Scholarships	R00000	4,358,658				
9998 - Total Non-Compensation	◢ Total Reference	5,153,573	6,563,886	6,563,886		
	R00000	5,153,573	6,563,886	6,563,886	6,727,980	
9999 - Total Expense	◢ Total Reference	5,153,573	6,563,886	6,563,886		
	R00000	5,153,573	6,563,886	6,563,886	6,727,980	
Total Exp/Trans	◢ Total Reference	5,153,573	6,563,886	6,563,886		
	R00000	5,153,573	6,563,886	6,563,886	6,727,980	
Increase (decrease) in Net Assets after Transfers	Total Reference	(5,153,573)	(6,563,886)	(6,563,886)		

To access your entity 02 financial aid accounts with the purposes of 07xxx, the user will first have to go into the Operating Budget – 02 form, which we covered above. Notice that at the top of the form there

are two tabs, Operating Budget – 02 and Operating Budget – 02 – Financial Aid. When you first open that budget input form, it defaults to the left-most tab. To access the Financial Aid tab, click on the tab to the right of the default tab (see Red Box above).

(Note: You will access your purpose codes most quickly if you already have the first tab at the proper RC and department for the aid account <u>before</u> you toggle to the financial aid tab. If you handle it in that way, you can quickly use the Search function by typing "P," your purpose code, and Enter).

We recommend that you open the current electronic version of our <u>chart of accounts</u> and have it available as you enter your budgets (click "OK" to proceed to the link if you receive a warning message from your default browser about opening the link). That way, if you are unsure as to what department is associated with an 02 purpose account, you can highlight the account column in the chart of accounts and use the "find" function to lookup the purpose and obtain the correct department.

 It is important to note that the Financial Aid tab relies on Purpose as well as Department.

Operating Budget - 02	Operating Budget - 02 - Financial Aid (07xxx)		
Entity E02	Department 06 - Kenneth P. Dietrich School of Arts & Sciences	Department 11010 - Office of the Dean - Dietrich School of Arts and Sciences	Purpose 07180 - A&S GRADUATE STUDENT RESEARCHERS

The user is able to enter data into the "Loaded Budget" and "Comments" columns in the Financial Aid forms. The user knows this because these cells are colored white. All other cells are colored grey meaning they are locked. All other functionality is the same as the other forms.

Operating Budget - 02 ⓘ   Save Refresh Actions ▾ ☐ Complete Previous Next Close

Operating Budget - 02   Operating Budget - 02 - Financial Aid (07xxx)

Entity E02	Department 11010 - Office of the Dean - Dietrich School of Arts and Sciences	Department 11010 - Office of the Dean - Dietrich School of Arts and Sciences	Purpose 07180 - A&S GRADUATE STUDENT RESEARCHERS	

		Actual	Ending Budget	End Perm Budget	Loaded Budget	Comments
		YearTotal	YearTotal	YearTotal	▶ YearTotal	BegBalance
		FY21	FY21	FY21	FY22	FY22
7600 - Scholarships	R00000		6,563,886	6,563,886	6,727,980	
7621 - GSA/TA/TF Tuition Scholarships	R00000	794,915			700,000	Example
7622 - GSR Tuition Scholarships	R00000	4,358,658				
9998 - Total Non-Compensation	◢ Total Reference	5,153,573	6,563,886	6,563,886		
	R00000	5,153,573	6,563,886	6,563,886	6,727,980	
9999 - Total Expense	◢ Total Reference	5,153,573	6,563,886	6,563,886		
	R00000	5,153,573	6,563,886	6,563,886	6,727,980	
Total Exp/Trans	◢ Total Reference	5,153,573	6,563,886	6,563,886		
	R00000	5,153,573	6,563,886	6,563,886	6,727,980	
Increase (decrease) in Net Assets after Transfers	Total Reference	(5,153,573)	(6,563,886)	(6,563,886)		

5.6   Export a Departmental Form to Excel

At any point before or after input, a user can export a department's budget entry form to Excel. To do so, the user should click on the Actions button and scroll down to the item named Spreadsheet Export (*note you can also get to the Actions menu by right-clicking anywhere in the form*):

Actions ▾ | ☐ Complete | Pre

- Comments
- Supporting Detail
- Change History
- Attachments
- Lock/Unlock Cells
- Analyze
- New Ad Hoc Grid
- Data Validation Messages
- Predictive Planning
- Business Rules
- Smart Push Details
- Grid Validation Messages
- Spreadsheet Export
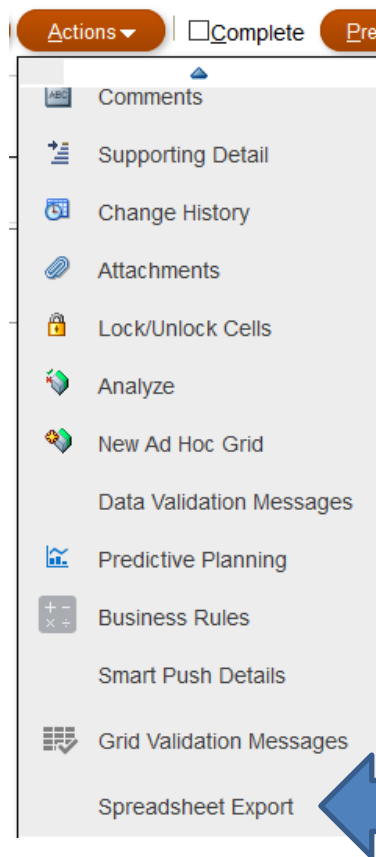
> Note that once you export to Excel, you will see every column from the form – even the hidden monthly and quarterly columns. You can keep or delete columns, format numbers, perform calculations, etc. as desired.

5.7 Promote the Budget back to the Business Manager Once Complete

Refer to Section 4 of the User Guide for detailed instructions on the Approval Process.

Important Note: *The Complete check box (red box below) does not submit your budget. This is only to track your own work. You must **promote** your budget to submit it.****

Operating Budget - 02 ⓘ

Save | Refresh | Actions | ☐ Complete | Previous | Next | Close

Operating Budget - 02   Operating Budget - 02 - Financial Aid (07xxx)

Entity	Purpose	Department		Department				
E02	P00000	11010 - Office of the Dean - Dietrich School of Arts and Sciences		11010 - Office of the Dean - Dietrich School of Arts and Sciences				

	Actual	Ending Budget	End Perm Budget	Loaded Budget	Comments
	YearTotal	YearTotal	YearTotal	▸ YearTotal	BegBalance
	FY21	FY21	FY21	FY22	FY22

6 Business Managers and Planners – Reports

6.1 Accessing Reports

PBCS Budget Submission User Guide

There are two main ways to access reports - from the Home screen, click on Reports (see Red Box):
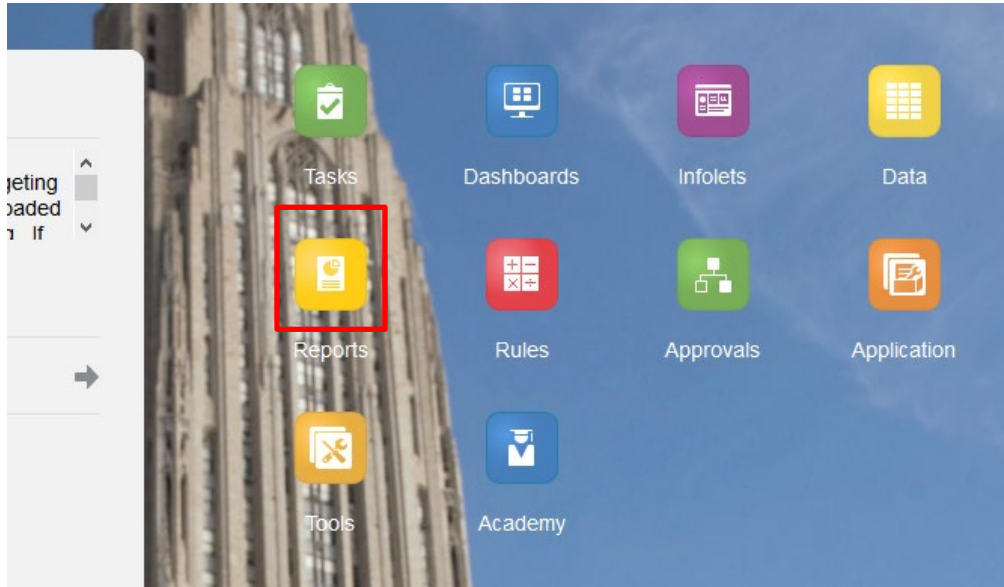
The other is to click on the Navigator (or Hamburger – see Green box), and then click on the Reports Link (Blue Box).
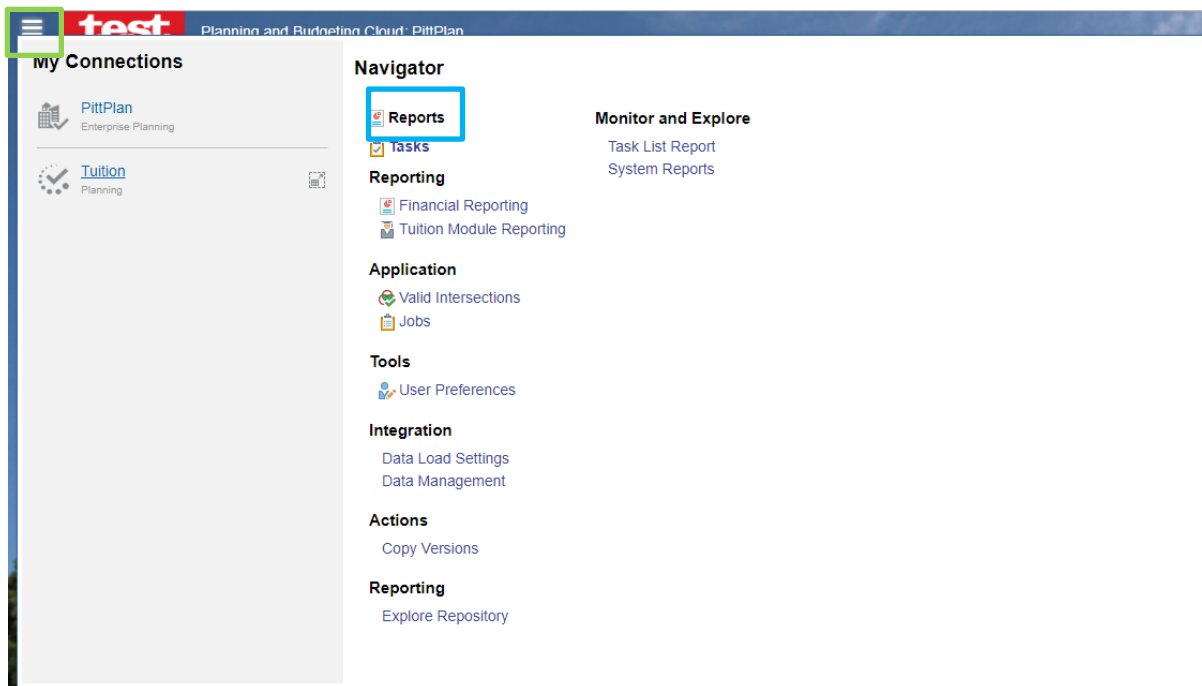
Once you access the reports link, you will see two folders – Pitt Hidden Reports and Pitt Reports. Ignore the Pitt Hidden Reports folder; it contains items that our standard reports link to when we perform drilldowns from our standard financial reports.

Click the Pitt Reports left arrow to expand it.

Once expanded, click the arrow to the left of the Budget Load Reports folder to display the three budget load reports. *(Note: Refer to the PBCS Training Guide for instructions related to reporting and encumbrances. Click "OK" to proceed to the link if you receive a warning message from your default browser about opening the link.).*

There are three options for running / viewing reports. HTML (Blue Box), PDF (Orange Box), and XLS (Green Box):

HTML: HTML is the option that allows expansion of summarized amounts. We recommend you always start with this option.

PDF: PDF provides a version most conducive to printing.

XLS: XLS will allow the user to view the report in Excel. *(Note: If you run a report in HTML, you can then export to Excel to manipulate the data, so we recommend always starting with HTML).*

6.2   Running Budget Load Reports

6.2.1 Budget Input Summary by Department Report

To run the *Entity 0203 Budget Input Summary by Department* report, click the HTML option to the right of the report name, and if the following prompt appears, click "Continue":

Entity 0203 Budget Input Summary by Department   [Back] [Continue]

The report has no POV. Click on the Continue button to proceed

You will receive a prompt screen.

In the Selection box, type the prefix "RC" and your RC number (e.g., type "RC87" for CFO's RC), and Click "OK".

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

Prompt	Selection		Type	Source
Enter Department:			Report	Report: Entity 0203 Budget Input Summary by Department Grid: Grid1

(*Refer to the current RC structure table if you are unsure as to your RC number. Click "OK" to proceed to the link if you receive a warning message from your default browser about opening the link*).

Below are the results of the report run using HTML after typing RC22 into the selection box above. It contains separate columns for the total RC for entity 02 revenue, entity 02 expense, expenses in your entity 02 07XXX financial aid accounts, and both revenue and expenses for auxiliary and non-auxiliary accounts.

	OP Rev	OP Exp	FA Exp	AUX Rev	AUX Exp	NON-AUX Rev	NON-AUX Exp
Department							
▶ 22 - Education	0	16,307,880	3,760,512	7,411,632	7,332,803	211,848	212,544

Click on the left arrow by the RC total (Red Box) to expand the totals by department (see below).

	OP Rev	OP Exp	FA Exp	AUX Rev	AUX Exp	NON-AUX Rev	NON-AUX Exp
Department							
▼ 22 - Education	0	16,307,880	3,760,512	7,411,632	7,332,803	211,848	212,544
22010 - Educ-Dean, Office of the	0	5,442,168	3,760,512	0	0	0	0
22014 - Educ-Technology	0	468,216	0	0	0	0	0
22015 - Educ-Grants Management	0	218,436	0	0	0	0	0
22020 - Young Writers Institute	0	0	0	0	0	14,760	14,772
22031 - Falk School	0	0	0	7,020,180	6,940,967	0	0
22112 - EDUC: Admissions and Enrollment Services	0	367,704	0	0	0	0	0
22203 - OCD Operating-Education	0	19,704	0	0	0	0	0
22278 - Health and Physical Activity	0	1,744,692	0	0	0	0	0
22290 - Psychology in Education	0	2,235,096	0	0	0	0	0
22291 - Instruction & Learning	0	3,615,816	0	0	0	0	0
22292 - Administrative & Policy Studies	0	2,196,048	0	0	0	0	0
22295 - Institute Workshops-IPRE	0	0	0	0	0	86,016	86,244
22297 - Clinical Services	0	0	0	0	0	432	420
22300 - MRW-School of Education	0	0	0	0	0	110,640	111,108
22880 - Falk School Auxiliary Services	0	0	0	391,452	391,836	0	0

This is the report we want Business Managers to run, save, and print for purposes of identifying which accounts are typically budgeted for in your RC and comparing totals to your target letter.

6.2.2 Budget Input Summary by SubCode Report

The second budget load report lists your total budget by subcode category and shows all reference codes as one number. All functionality is the same as shown above with the first report regarding navigation, updating, and saving. An example of the report is shown below:

University of Pittsburgh

Entity 0203 Budget Input Summary by SubCode

As of: Monday, August 05, 2019

Page: 22 - Education

SubCode	Reference	OP Total	FA Total	AUX Total	NON-AUX Total
4000 - Tuition-Undergraduate	R00000	0	0	0	86,016
4500 - Sales & Services of Educ Depts	R00000	0	0	0	125,832
4620 - Meal plans	R00000	0	0	244,644	0
4750 - Other Auxiliary Revenue	R00000	0	0	7,166,988	0
5100 - Non-Medical Faculty RFT Regular Earnings	R00000	8,168,136	0	2,776,008	97,284
5110 - Non-Medical Faculty RFT Summer Term	R00000	960,852	0	0	0
5200 - Research Associates RFT Regular Earnings	R00000	58,980	0	0	1,332
5300 - Temporary Faculty FT Regular Earnings	R00000	0	0	35,988	31,128
5400 - Staff RFT Regular Earnings	R00000	1,825,716	0	421,764	2,256
5441 - Staff RFT Other Compensation	R00000	84,036	0	0	0
5500 - Temporary Staff TEP FT Earnings	R00000	0	0	5,292	0
5600 - GSA, TA, TF Regular Earnings	R00000	831,756	0	1,236	2,772
5650 - GSR Regular Earnings	R00000	0	0	0	2,520
5700 - FICA-Paying Student Employees	R00000	14,892	0	14,028	0
5750 - Non-FICA-Paying Student Employees	R00000	0	0	68,460	0
5800 - Retirees	R00000	0	0	0	6,000
5820 - Stipend-Training Grant	R00000	0	0	0	120
5903 - Fringe Benefits-Non-Medical Faculty	R00000	2,912,148	0	885,552	31,032
5905 - Fringe Benefits-Research Associates	R00000	22,476	0	0	504
5907 - Fringe Benefits-Staff	R00000	727,620	0	160,692	852
5911 - Fringe Benefits-GSA,TF,TA,GSR	R00000	415,884	0	624	2,652
5915 - Fringe Benefits-FICA-Paying & Other Students	R00000	1,152	0	1,080	0
5917 - Fringe Benefits-Temporary/Other Employees	R00000	0	0	3,180	2,856
6000 - Office Supplies	R00000	122,832	0	185,700	444
6200 - Equipment Rental from External Sources	R00000	0	0	768	0
6300 - Domestic Travel & Business Expenses	R00000	133,020	0	127,548	2,148
6400 - Professional Services	R00000	159,000	0	89,292	13,128
6420 - Consulting	R00000	0	0	192	28,152
6490 - Interdept Professional Services	R00000	0	0	5,220	0
7100 - Equip Repairs & Maintenance-Ext Sources	R00000	0	0	45,360	0
7600 - Scholarships	R00000	0	3,039,516	0	0

6.2.3 Full Budget Detail Report

The third budget load report reflects your total budget input / submitted by entity, department, subcode, and reference code combination. All functionality is the same as shown above with regard to navigation, updating, and saving. This report can be exported to Excel and saved as documentation of your final budget submission.

An excerpt from the report is shown below. *(Note that it was not possible to have a separate column for the entity 02 financial aid accounts (07xxx purposes); they are included in the first column with the other entity 02 accounts. However, once you export this file to Excel, you can sort it by purpose and manipulate the data as you wish).*

University of Pittsburgh

Entity 0203 Full Budget Detail

As of: Monday, August 12, 2019

| | | | | OP + AID | AUX | NON-AUX |
				FY20	FY20	FY20
Department	**SubCode**	**Purpose**	**Reference**			
22010 - Educ-Dean, Office of the	5100 - Non-Medical Faculty RFT Regular Earnings	P00000	R00000	2,340,084	0	0
22010 - Educ-Dean, Office of the	5110 - Non-Medical Faculty RFT Summer Term	P00000	R00000	593,280	0	0
22010 - Educ-Dean, Office of the	5400 - Staff RFT Regular Earnings	P00000	R00000	735,348	0	0
22010 - Educ-Dean, Office of the	5600 - GSA, TA, TF Regular Earnings	P00000	R00000	384,432	0	0
22010 - Educ-Dean, Office of the	5903 - Fringe Benefits-Non-Medical Faculty	P00000	R00000	935,748	0	0
22010 - Educ-Dean, Office of the	5907 - Fringe Benefits-Staff	P00000	R00000	280,164	0	0
22010 - Educ-Dean, Office of the	5911 - Fringe Benefits-GSA,TF,TA,GSR	P00000	R00000	192,216	0	0
22010 - Educ-Dean, Office of the	6000 - Office Supplies	P00000	R00000	40,044	0	0
22010 - Educ-Dean, Office of the	6300 - Domestic Travel & Business Expenses	P00000	R00000	50,004	0	0
22010 - Educ-Dean, Office of the	6400 - Professional Services	P00000	R00000	60,000	0	0
22010 - Educ-Dean, Office of the	7600 - Scholarships	P07131	R00000	1,494,516	0	0
22010 - Educ-Dean, Office of the	7600 - Scholarships	P07322	R00000	1,545,000	0	0
22010 - Educ-Dean, Office of the	7622 - GSR Tuition Scholarships	P07182	R00000	720,996	0	0
22010 - Educ-Dean, Office of the	6600 - Telephone Expense	P00000	R00000	6,996	0	0
22010 - Educ-Dean, Office of the	6700 - Regular Mail	P00000	R00000	300	0	0
22010 - Educ-Dean, Office of the	6891 - Interdept Photocopying	P00000	R00000	15,000	0	0
22010 - Educ-Dean, Office of the	8260 - Other Transfers	P00000	R00000	(191,448)	0	0
22014 - Educ-Technology	5400 - Staff RFT Regular Earnings	P00000	R00000	300,804	0	0
22014 - Educ-Technology	5907 - Fringe Benefits-Staff	P00000	R00000	114,612	0	0
22014 - Educ-Technology	6000 - Office Supplies	P00000	R00000	50,004	0	0
22014 - Educ-Technology	6601 - Telephone Expense	P00000	R00000	2,796	0	0
22015 - Educ-Grants Management	5400 - Staff RFT Regular Earnings	P00000	R00000	157,452	0	0
22015 - Educ-Grants Management	5907 - Fringe Benefits-Staff	P00000	R00000	59,988	0	0
22015 - Educ-Grants Management	6601 - Telephone Expense	P00000	R00000	996	0	0
22020 - Young Writers Institute	4500 - Sales & Services of Educ Depts	P00000	R00000	0	0	14,760
22020 - Young Writers Institute	5100 - Non-Medical Faculty RFT Regular Earnings	P00000	R00000	0	0	1,644
22020 - Young Writers Institute	5600 - GSA, TA, TF Regular Earnings	P00000	R00000	0	0	1,236

6.2.4 Export Budget Load Reports to Excel

To export any of the Budget Load reports to Excel, once you run the report and are viewing the results, click on the upper left dropdown menu (directly under the title of the report near the left margin), select

HTML Preview	⌄

Export to Excel, and Click OK when you receive the below prompt. The file will open in Excel and you can save it for reference. We would recommend using the filename *"RCXX Pre-Seeded Summary by Department.xlsx."*
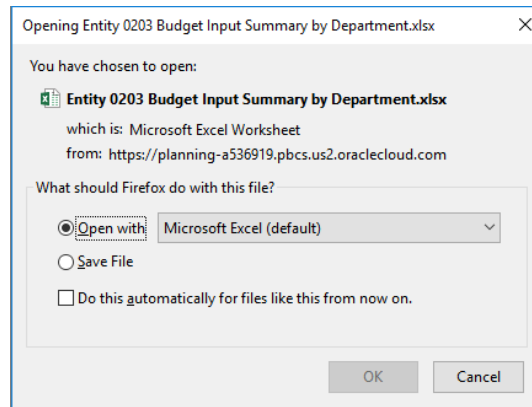
Overall note: The reports that a user can see depends on the security level granted for that user. If the users' security level determines they cannot see a requested report, they will receive the following error.
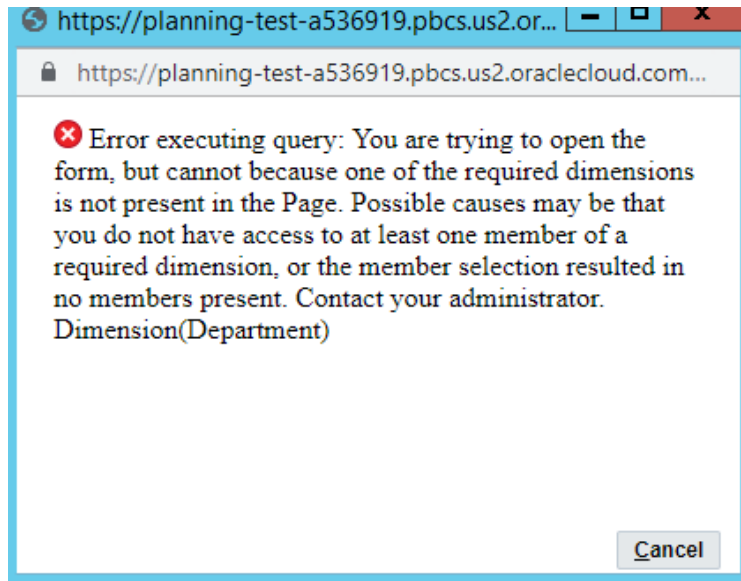
If an error message is not displayed, the report will be loaded for the user to view.

7 Business Managers – Reconciliation

7.1   Access Budget Reconciliation

Once you have completed all departmental budget input, it is time to prepare the required reconciliation back to your target budgets for entity 02 expenses, entity 02 revenues, and entity 02 financial aid accounts with purpose 07xxx. To access the Budget Reconciliation forms, go to Tasks and click the dropdown arrow to the left of Budget Reconciliation to view all available forms.

7.2   Completing Reconciliation if No Cost Recovery or Income-Based Accounts
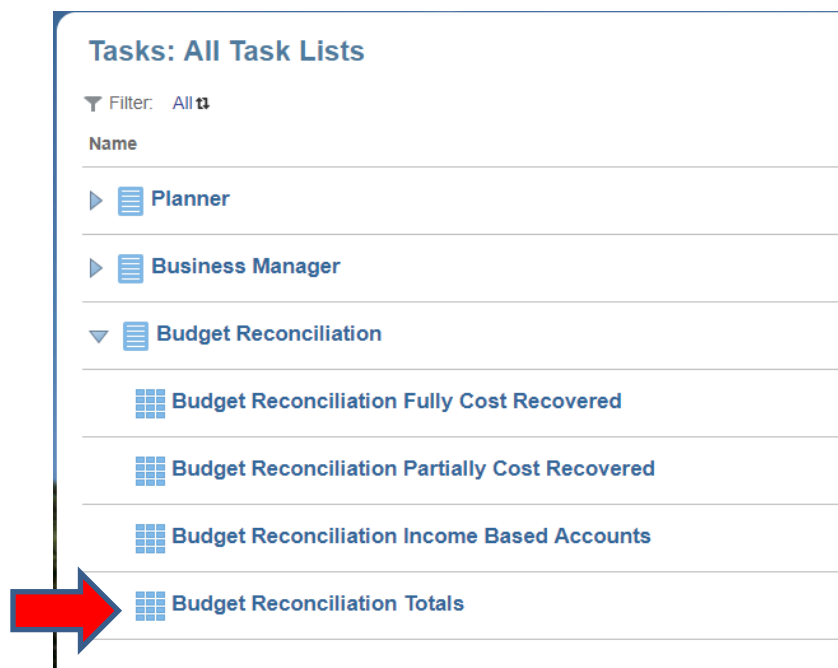
If you are ready to complete your RC's reconciliation and your RC does not have cost-recovered or income-based accounts, go directly to the fourth form listed, which is titled Budget Reconciliation Totals (red arrow below):

You will see the following screen:

Budget Reconciliation Totals ⓘ

Department RC15											
	Item	Faculty Salary	Non-Faculty Salary	Fac/Non-Fac Fringe Benefits	GSA/TA/TF Salary	GSA/TA/TF Fringe Benefits	Other Costs	Cost Recovery	Total	Revenue	Financial Aid
Entity 02 Submitted Budget	▪	1,030,704	782,364	626,880	208,524	104,268	371,124		3,123,864		270,504
Submitted Budget Less Cost Recovery and Income Based Accts		1,030,704	782,364	626,880	208,524	104,268	371,124		3,123,864		270,504
Approved Budget Less Cost Recovery and Income Based Accts		1,030,693	784,483	627,678	208,519	104,260	376,396		3,132,029		270,744
Amount Over/(Under) Target Budget - see Comments		11	(2,119)	(798)	5	8	(5,272)		(8,165)		(240)
Comments											

(Note: While this form looks slightly different in PBCS than it did in the old system, the theory remains the same. The purpose of the reconciliation is to explain all differences between the budgets you have

input (automatically summarized for you on the first line) and your budget targets (already populated on the third line from your target letter). See further explanation below.

Line 1 of the form summarizes the budgets that you have input by department for all your entity 02 OP expenses (purpose 00000), entity 02 OP revenue (if applicable) and Entity 02 Fin Aid (purpose 07xxx) accounts (if applicable) in the same expense categories used in your Target Budget Guidelines:

Column Heading	Summarized Subcodes
Faculty Salary	5000-5399
Non-Faculty Salary	5400-5899, excluding 56xx, 5880
Faculty/Non-Faculty Fringe Benefits	59xx, excluding 5911, 5913
GSA/TA/TF Salary	5600-5699
GS/TA/TF Fringe Benefits	5911, 5913
Other Costs	6000-9999, except cost recovery
Cost Recovery	5880, 84XX, XX98

Line 2 displays the budgets that you have input by category and column excluding cost recovery and income-based accounts *(Note: you must perform the steps below in the first three reconciliation forms if you have cost recovered or income-based accounts to obtain the proper total here).*

Line 3 displays your target budget by category and column excluding cost-recovery and income-based accounts *(Note: this line will already be populated and will tie to Exhibits A, B, and E of your Target Budget Guidelines).*

Line 4 calculates the difference between lines 2 and 3 (the amount you are under or over your allowed target), which needs to be explained in the Comments cell on line 5. All reconciling items – for 02 OP expense, 02 OP revenue, and financial Aid (07xxx) should be explained in the Comments cell. *(Note: the comments cell can be resized / expanded, and attachments can be added to your reconciliation (see instructions below).*

7.3   Completing Reconciliation if Have Cost Recovery or Income-Based Accounts

If you are ready to complete your RC's reconciliation and your RC has cost-recovered or income-based accounts, you will need to use one or all of the first three reconciliation forms listed (see red bracket below):

Each of the first three reconciliation forms functions in the same manner. If applicable to your area, activity associated with your fully cost recovered accounts should be input in the first form, partially cost recovered in the second form, and income-based accounts in the third. After you complete the first three forms, you use the total form (explained above and shown again below) for the final reconciliation.

The purpose of these three forms is to list the amounts of recovery associated with each category of expense (compensation, fringes, and other costs), with the total of those three entered as a credit in the cost recovery column, and the grand total of the row netting to zero (same theory as with historic reconciliation forms). You are trying to show what portion of the totals per each column relate to cost recovery.

Input each allocation of recovery as <u>debits to the expense categories</u> and a <u>credit to the cost recovery category</u> as shown below.

Budget Reconciliation Fully Cost Recovered ⓘ

Department RC67

Item		Faculty Salary	Non-Faculty Salary	Fac/Non-Fac Fringe Benefits	GSA/TA/TF Salary	GSA/TA/TF Fringe Benefits	Other Costs	Cost Recovery	Total
Entity 02 Submitted Budget			26,198,856	9,613,404			49,862,748	(25,660,860)	60,014,148
Fully Cost Recovered Accounts			7,047,328	2,613,532			16,000,000	(25,660,860)	0
CostRecFull-1	Account #1		1,500,000	500,000			1,000,000	(3,000,000)	0
CostRecFull-2	Account #2		5,547,328	2,113,532			15,000,000	(22,660,860)	0
CostRecFull-3									
CostRecFull-4									
CostRecFull-5									
CostRecFull-6									

These should be debits — credit — Row should net to $0

Enter the department number and description in the column titled Item, then enter the appropriate amounts in the appropriate columns to allocate your cost recovery across cost categories. You should allocate all the cost-recovery across the categories. Each row of allocated recovery should cross-foot to zero. Like all other forms, users are able to enter data into all cells colored white and cannot enter data into grey cells.

Once data has been entered into each of the first three forms (if applicable) click Save. The data is now saved to the Forms and you should move on to the Budget Reconciliation Totals Form.

7.4 Budget Reconciliation Totals Form

The Budget Reconciliation Totals form summarizes amounts from the Fully, Partially, and Income-Based forms that you have already completed. This form is where you will show your final reconciliation. Your target budget is already input and everything else is pulled into the form from either your budget input forms or the cost recovery forms.

The example below represents an appropriately completed reconciliation. Note that the cost recovery column appropriately nets to zero as well as each row of allocated cost recovery.

Budget Reconciliation Totals 🔲

Department
RC67

	Item	Faculty Salary	Non-Faculty Salary	Fac/Non-Fac Fringe Benefits	GSA/TA/TF Salary	GSA/TA/TF Fringe Benefits	Other Costs	Cost Recovery	Total	Revenue	Financial Aid
Entity 02 Submitted Budget			26,198,856	9,613,404			49,862,748	(25,660,860)	60,014,148	15,396	
⊟ Fully Cost Recovered Accounts			3,466,691	1,155,905			12,878,174	(17,500,770)	0		
CostRecFull-1	Account #1		1,500,000	500,000			1,000,000	(3,000,000)	0		
CostRecFull-2	Account #2		1,966,691	655,905			11,878,174	(14,500,770)	0		
Submitted Budget Less Cost Recovery and Income Based Accts			22,732,165	8,457,499			36,984,574	(8,160,090)	60,014,148	15,396	
Approved Budget Less Cost Recovery and Income Based Accts			22,732,165	8,454,601			36,984,574	(8,160,090)	60,011,250	15,400	
Amount Over/(Under) Target Budget - see Comments			0	2,898			0	0	2,898	(4)	
Comments	$2,902 approved overage per attached memo from BFR less $4 reduction in expense from reduction in revenue. Fully reconciled!										

You can see that the Business Manager added a comment to explain the variance from target, and also attached a schedule to support a portion of the reconciliation. Rather than try to type a table of numbers into the comment box, we encourage you to use the attachment functionality to include a spreadsheet or other support with your final reconciliation.

7.5 Adding Attachment to Budget Reconciliation Form

To add an attachment, while in the comments cell, right click with the mouse or Click on the Actions button, and scroll to and select Attachment. This prompt will come up:
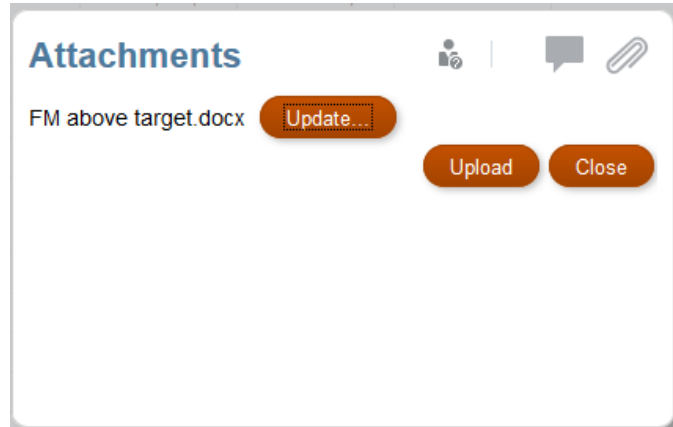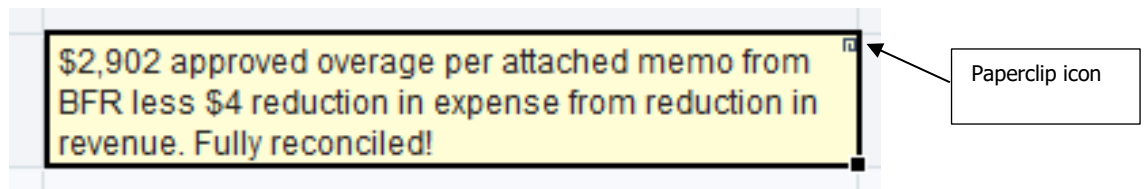
Attachments

Browse... No file selected.

Upload   Close

Click Browse, find the document on your desktop, and click Upload:

Click Close and you will see the the paperclip icon in the upper right corner of your comment cell, which indicates to us that you have included an attachment.

Once you have completed this reconcilation, you are ready to submit with Final Approval (explained in the section 1.4).

8 Business Managers – Submitting Your Budget

To submit your budget after all input is complete and the Budget Reconciliation form appropriately explains any differences from your target budgets (refer to Section 4 for detailed instructions on Approvals):

- Navigate to Budget Approvals under Planner in your Business Manager Task List;

- Select your RC;

- Under Action, select Promote and under Owner, select Approvals_BFR_Office;

- Add Annotations if desired; and

- Click on Change Status button

Your budget is now submitted! BFR would appreciate a notification via email letting us know that you have submitted. Please send an email to the Budget and Financial Reporting PBCS support mailbox (pbcshelp@cfo.pitt.edu.). Thank you!

9 Supplemental PBCS Information / Details

Overview

The remaining sections of this User Guide provide additional details not covered in the previous sections. As the role of the user may be split across people and functional areas, it is reasonable to expect that different individuals may have more/less familiarity with various components and related tools. This section allows users to learn more about the PBCS product if desired.

Home Screen
Once you have successfully signed in to PBCS, you will be taken to the home page (shown below).
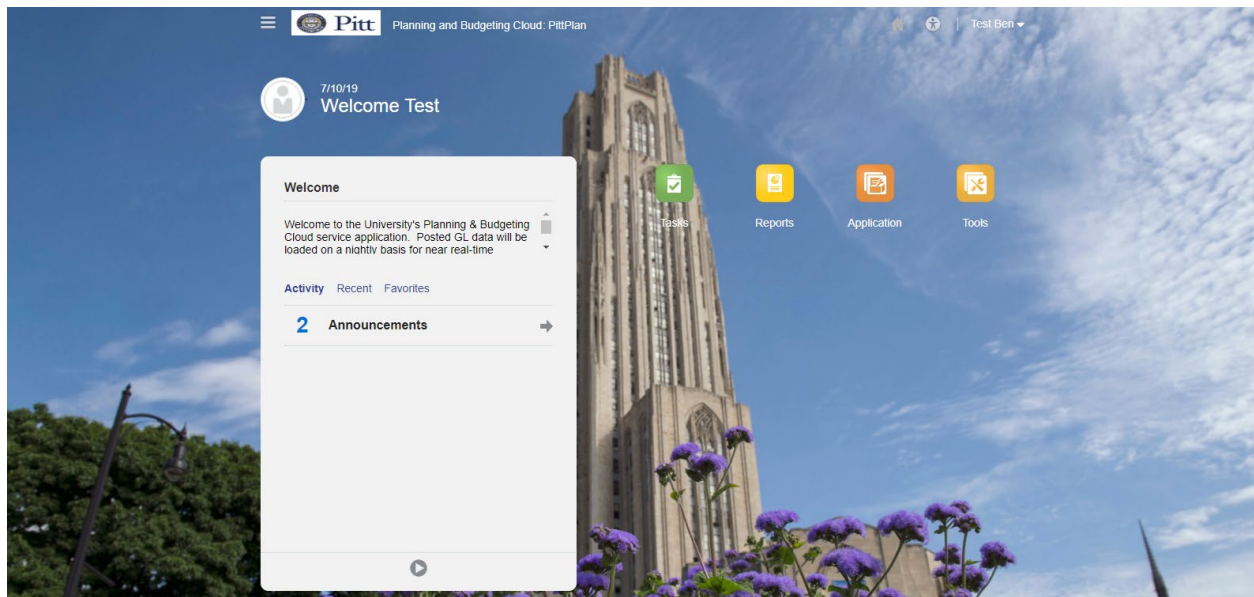
The home page provides the user with shortcuts, a welcome menu, account settings and actions, accessibility settings, and the navigator.

Welcome Menu

The welcome menu provides users with activity updates, and a welcome message. To view new activity and announcements, click on the arrow button (Red Box) next to Announcements. The welcome message includes a brief introduction to the application as well as a way to contact the Budget and Financial Reporting PBCS support mailbox (pbcshelp@cfo.pitt.edu.).
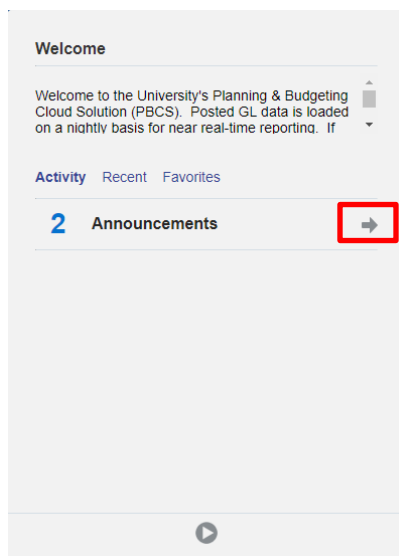
Settings and Actions

To access Settings and Actions, click on the dropdown arrow next to your username in the upper right corner of the page (Yellow Arrow).
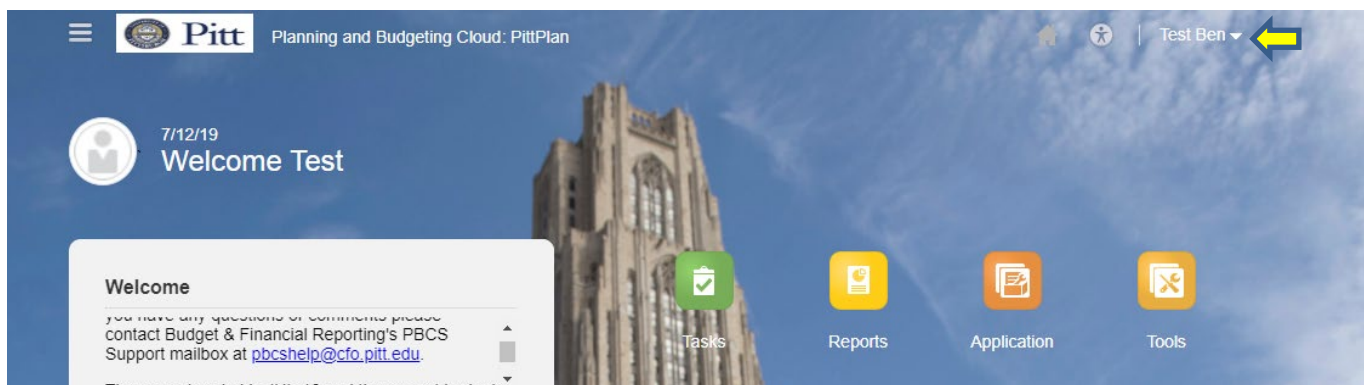
The following menu will be available to the user.
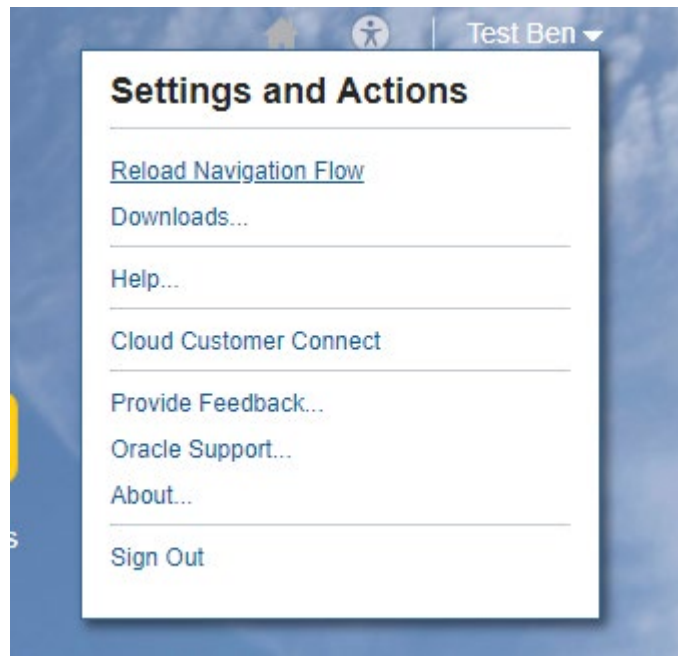
Accessibility Settings

Users can access Accessibility Setting from the home page. To do so, click on the person icon (Yellow Arrow) on the upper right corner of the home screen.
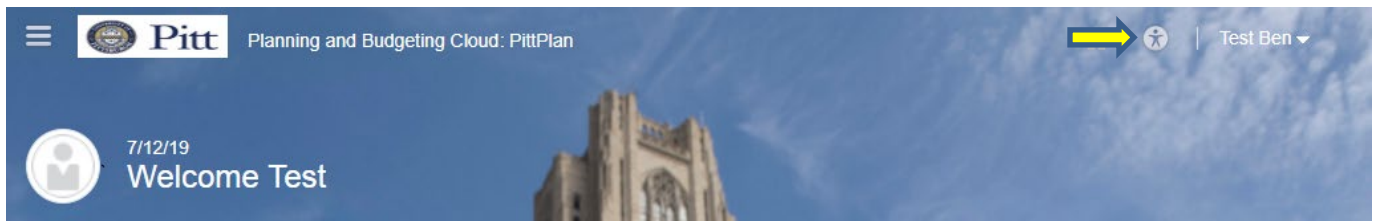
Accessibility allows the user to use Screen Reader mode and/or High Contrast mode. This is up to the preference of the user and is not necessary. To choose one of these options, click on the box next to either of the options and then select OK.

Navigation

The below image shows where the Navigator is located on the home screen (Yellow arrow). The navigator is used to display a list of links that connect you to the application's functionalities.

When the Navigator is clicked, the below will be displayed.

Note: Not all of the above links will be utilized in this phase of the application.

Tasks: Tasks are an organized list tasks the user may need to complete. Please see the "Tasks" section for a more detailed explanation on Tasks.
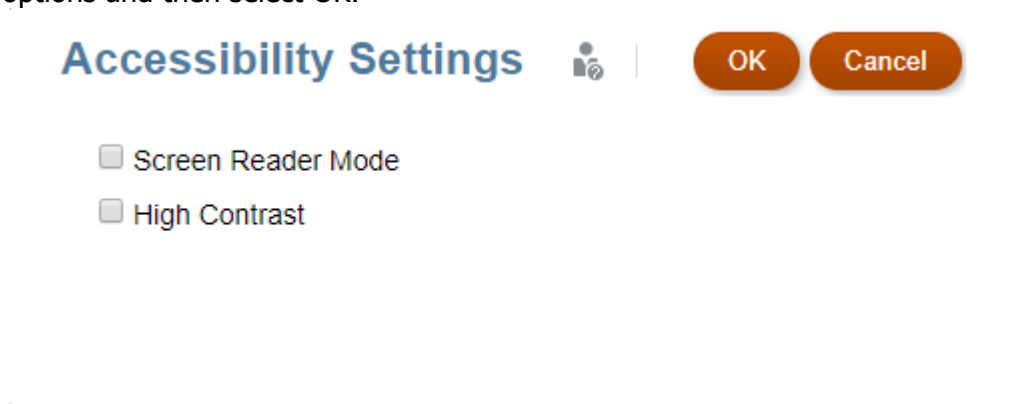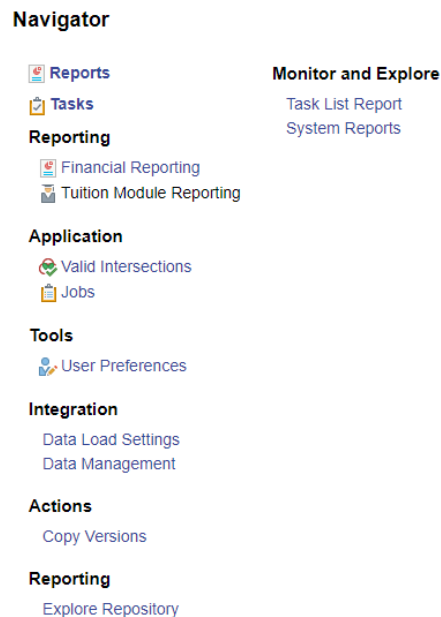
Reports: Displays groupings of reports the user is able to use and interact with.

Financial Reporting: Displays any financial reports available for the user to view.

Tuition Module Reporting: Displays any Tuition based reports available for the user to view.

Valid Intersections: This functionality will not be used in this phase of the application.

Jobs: Actions that the user can perform such as exporting data or refreshing the database. Users can see whether a job was successful or if any errors occurred when attempting a job.

User Preferences: Users can customize different aspects of the application to personalize and enhance their experience with the application. Please see the "Tools" section for a more detailed explanation.

Data Load Settings & Data Management: This functionality will not be used in this phase of the application.

Copy Versions: This functionality will not be used in this phase of the application.

Explore Repository: This section is mainly used by administrators

Task List Report: Another way to view financial reports. When the user clicks on the Task List Report link, they will be taken to an informational page to provide more details on tasks lists

User Preferences

User Preferences allow the user to customize their experience with the application.

Preferences

- General
- Display
- Notifications
- Ad Hoc Options
- User Variables
- Financial Reports
- Form Printing

The profile section (red arrow) allows the user to customize different aspects of their profile such as Time Zone, Language, and the option to add a profile picture. To add a profile picture, click browse (red box) next to profile image.

Under Alias Setting and Approvals, uncheck the boxes labeled "Use Administrator's Settings" (Blue Arrows) to customize options. If these boxes are checked, default options will be applied.

Dimensionality

The PBCS implementation for the University of Pittsburgh is utilizing six customized Dimensions that users will need to know; these Dimensions are based on the Account string currently in use. Custom Dimensions are as follows:

Department – Uses a hierarchical structure from individual Departments to RCs up to SOs.

- Departments are prefixed with "D" so Chemistry for instance would be "D13203"

- Responsibility Centers are prefixed with "RC" while Senior Officers are prefixed with "SO"

SubCode – The existing chart of accounts for Revenues and Expenses

- SubCodes are prefixed with an "S" so Supplies would be "S6000"

Entity
- Entities are prefixed with "E" so Entity 02 would be "E02"

Purpose
- Purposes are prefixed with "P" so Purpose 07101 would be "P07101"

Reference

- References are prefixed with "R" so Reference 00000 would be "R00000"

Project

- Entity 05 Projects are prefixed with "G" (for Grant), so Project 011225 would become "G011225" in PBCS
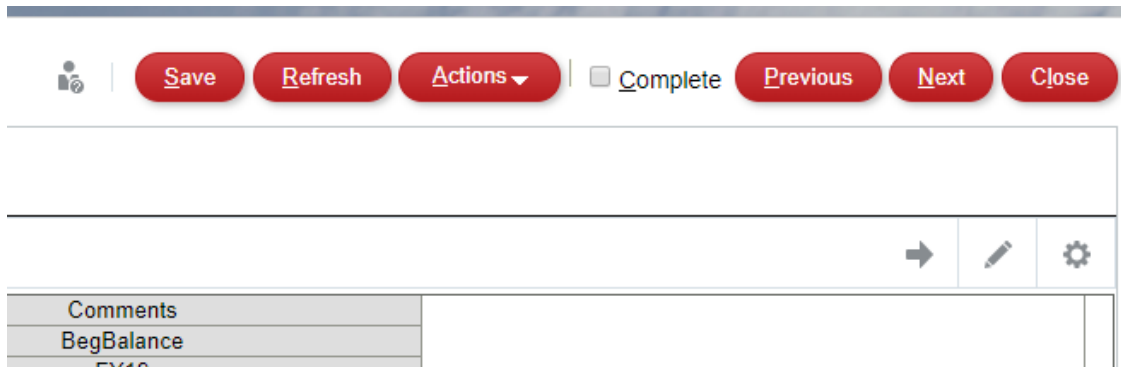
Embedded Instructions

Instructions can be added onto tasks. A task that has instructions attached to it will be filled in blue while a task that does not yet have instructions attached will be grey (please see the below example).

If there are instructions attached to a task, click the icon (Green arrow) and then click on the link in the pop-up box.

Buttons on Input Forms

Save: To save a form click the Save button.

Refresh: Refreshes the form. To refresh the form, click the refresh button. The user should always use the Refresh feature in the form and NOT the refresh feature in the internet browser.

**Notes on Saving and Refreshing: Saving and Refreshing do not accomplish the same task. All changes the user has made since the last save will be deleted if refresh is clicked before save. To refresh and save, first click save. Once the changes have been saved, the page is also refreshed.

Actions: See the Actions Menu section for a detailed explanation on Actions.
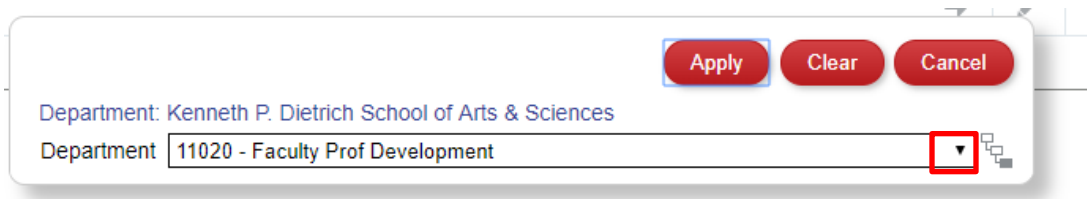
Complete checkbox: Can be used to track your own progress, but it does not promote, submit, or otherwise move your budget through the approval process.

Previous/Next: Click on the Previous and Next buttons to move to either the last or the next form.

Close: Click the Close Button to close the form. This will take the user back to the Task List page.

Pencil Icon:

The Pencil Icon allows the user to toggle between pages. To select a new page to view, click the dropdown arrow (Red Box) and select the appropriate department. Click apply, and the form will refresh with data from the selected department.

The Gear icon on the upper right corner of the page allows the user to Hide Dimension Names and Clear Page Selections.
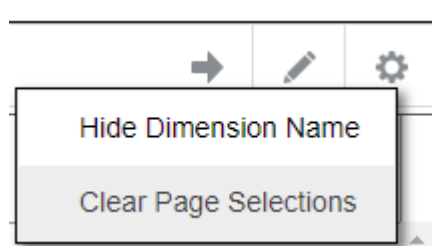
Dimension Name: Showing

Department	Department
Kenneth P. Dietrich School of Arts & Sciences	11010 - Office of the Dean - Dietrich School of Arts and Sciences

Dimension Name: Hidden

Kenneth P. Dietrich School of Arts & Sciences	11010 - Office of the Dean - Dietrich School of Arts and Sciences

Clear Page Selections: Clears page selections. Will set form back to the default page selection.

Point of View Bar

Operating Budget - 02		Operating Budget - 02 - Financial Aid (07xxx)	
Entity	**Purpose**	**Department**	**Department**
E02	P00000	Kenneth P. Dietrich School of Arts & Sciences	11010 - Office of the Dean - Dietrich School of Arts and Sciences

The Point of View bar allows users to see which dimensions are being used in the form.

Switching Tabs in a Form

Forms can have multiple tabs that the user can switch between as shown in the example below. To choose a different tab simply click on the tab you wish to view. The tab the user is currently viewing will be highlighted darker grey. The example below shows two tabs, Operating Budget – 02, and Operating Budget -02 – Financial Aid (07xxx) and in this example, Operating Budget – 02 is the tab being viewed.

Operating Budget - 02	Operating Budget - 02 - Financial Aid (07xxx)

Operating Budget - 02 ⓘ　　　　　　　　　　　　　Save　Refresh　Actions▾　☐ Complete　Previous　Next　Close

Operating Budget - 02		Operating Budget - 02 - Financial Aid (07xxx)	
Entity	**Purpose**	**Department**	**Department**
E02	P00000	Kenneth P. Dietrich School of Arts & Sciences	11215 - Geology Start Up

		Actual	Ending Budget	End Perm Budget	Loaded Budget	Comments
		YearTotal	YearTotal	YearTotal	⊞ YearTotal	BegBalance
		FY18	FY18	FY18	FY19	FY19
5104 - Non-Medical Faculty RFT Regular Earnings	R00323	45,833				
5201 - Research Associates RFT Regular Earnings	R00328	19,782				
	R00333	3,956				
	R01102	20,000				

Action Menu
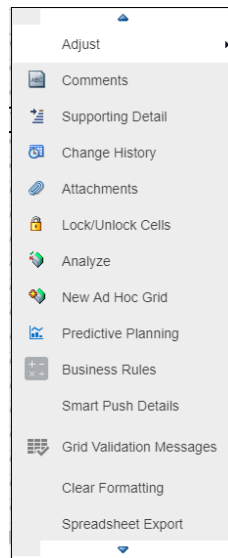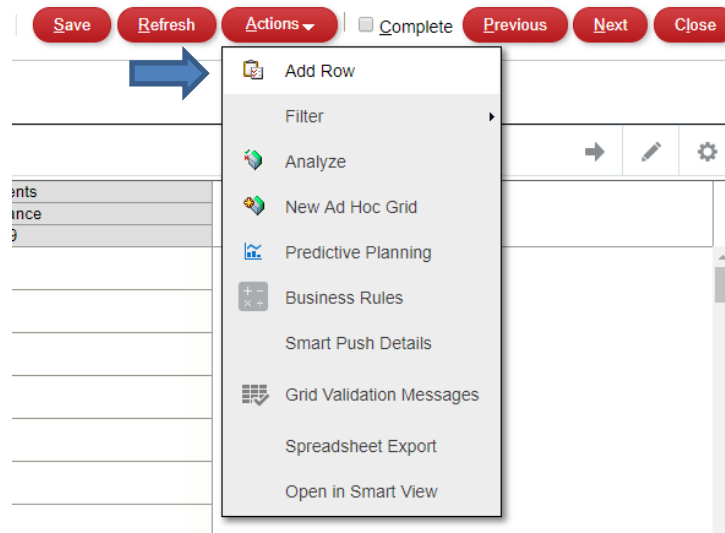
The Action Menu can be accessed by either clicking on the Actions Button (Blue arrow) or right clicking anywhere on the form.

Add Row:

To add a row, Reference, SubCode, and Department must be populated (example below).

If all inputs are populated, click the launch button in the upper right corner to launch the action.

Edit:

The edit action can be used to edit data in the form.
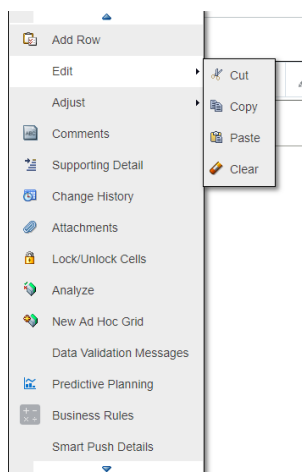
Adjust:

From Oracle Documentation:

You can adjust the value of one or more data cells by a specified number or percentage if the cells contain numerical data. If you adjust the value of a cell that contains an Excel formula, the adjusted value overwrites the formula.

To adjust data values:

1. Click the data cell that contains the value to adjust.

2. From the data source ribbon, select **Adjust**.

3. From **Adjust Data**, select an option then enter the number or percentage by which you want to adjust the value of the cell.

4. Click **Adjust Data**.

Comments & Attachments:
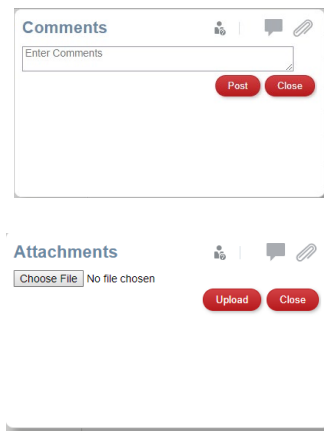
To enter a comment, type comments into the box and then click Post. The comment will be shown as a blue triangle in the upper right corner of the cell (example below).

To create an attachment on a cell, choose the file you wish to attach and then click Upload. Once the attachment is created, a very small paper clip image will appear in the upper right corner of the cell (example below).

To Delete a comment or attachment, hover your mouse over the cell that contains the comment or attachment. Right click the cell to access the action menu. From the action menu, select either comment or attachment and then click delete (example below).
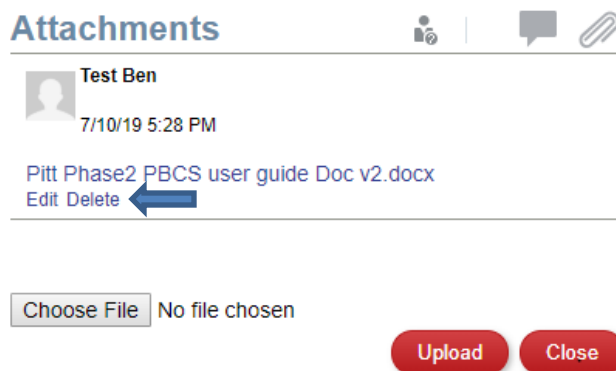
Supporting Detail:

From Oracle Documentation.

Supporting detail serves as a built-in calculator for developing data that is not in the member outline. It can include text, values, and operators that define how data aggregates.

Related Topics:

Change History:

The Change History function allows the user to view changes made throughout the history of the cell. It displays the new value, old value, the user who changed the cell, and the date of the change.

Locking and Unlocking Cells:

From Oracle Documentation.

Locking Cells

< >

When spreading or manipulating data, you can temporarily lock cells while the application calculates and fills in other values.

You can review the changes before saving them. See Examples of Spreading Data with Cell Locking.

To temporarily lock values:

1. Select the cells to lock.

2. Click **Data**, and then **Lock**.

   A lock icon indicates that a cell is locked. If you lock multiple cells, some of which are already locked, all the unlocked cells become locked.

   You can now spread or manipulate the other data. (See Spreading Data for Time Periods and How Spreading Data Works.)

3. To unlock cells, click **Lock** again.

   Clicking **Lock** unlocks all cells in a group only if they were all locked (or were read-only for another reason). When you save the data, locked cells become unlocked.

Spreadsheet Export: Spreadsheet export exports the full form, including hidden columns, to a spreadsheet.

Spread Method Examples

PYA: Prior Year Actuals. This spread method uses the prior year's monthly proportions of the total actuals to spread the current year annual budget.

Even: The Even Spread Method is the total amount divided by 12; spreads evenly across the fiscal year.

Academic: The Academic Spread Method is the total amount divided by 8; spreads evenly throughout over the 8-month academic year (September – April).

If a spread method is not selected, the form will default to the Even Spread Method.

See below for examples of spread methods in use:

The below image shows a PYA based spread where the annual amount is $15,300.

In this example, Staff salaries were set to seed at EPB plus 2.0% and spread based on PYA:

		Actual YearTotal FY18	Ending Budget YearTotal FY18	Ending Permanent Budget YearTotal FY18	⊞ Q1 FY19	⊞ Q2 FY19	⊞ Q3 FY19	APR FY19	MAY FY19	JUN FY19	⊟ Q4 FY19	⊟ YearTotal FY19
5446 - Sick Time Paid	R00000	2,500										
5530 - Temporary Staff TEP PT Earnings	R00000	10,958	15,000	15,000	1,323	1,080	4,156	1,808	2,995	3,938	8,741	15,300
	R26000	1,445										
	R80777	971										
5700 - FICA-Paying Student Employees	R00000	10,556	30,000	30,000	4,365		3,236	553	10,110	12,336	22,999	30,600
	R00133	1,038										

Q1	1,323	8.6%
Q2	1,080	7.1%
Q3	4,156	27.2%
Q4	8,741	57.1%
YrTotal	15,300	100.0%

The below image shows a PYA based spread after the year total amount was changed from $15,300 to $16,000 (it maintains the proportional percentages among months).

If the YearTotal budget for 5530/ref 00000 is changed to $16,000, it spreads the new budget on PYA:

		Actual YearTotal FY18	Ending Budget YearTotal FY18	Ending Permanent Budget YearTotal FY18	⊞ Q1 FY19	⊞ Q2 FY19	⊞ Q3 FY19	APR FY19	MAY FY19	JUN FY19	⊟ Q4 FY19	⊟ YearTotal FY19
5446 - Sick Time Paid	R00000	2,500										
5530 - Temporary Staff TEP PT Earnings	R00000	10,958	15,000	15,000	1,384	1,129	4,346	1,891	3,132	4,118	9,141	16,000
	R26000	1,445										
	R80777	971										
5700 - FICA-Paying Student Employees	R00000	10,556	30,000	30,000	4,365		3,236	553	10,110	12,336	22,999	30,600
	R00133	1,038										

Q1	1,384	8.7%
Q2	1,129	7.1%
Q3	4,346	27.2%
Q4	9,141	57.1%
YrTotal	16,000	100.0%

The below image shows that the value in one month can be changed. Changing the month's value does not change values in other months' cells but does change the year total.

If the budget for one month for 5530 / ref 00000 is changed (Jun-19 chagned to $10,000), the YearTotal is updated, but the spread to the other months or quarters does not change:

		Actual YearTotal FY18	Ending Budget YearTotal FY18	Ending Permanent Budget YearTotal FY18	⊞ Q1 FY19	⊞ Q2 FY19	⊞ Q3 FY19	APR FY19	MAY FY19	JUN FY19	⊟ Q4 FY19	⊟ YearTotal FY19
5446 - Sick Time Paid	R00000	2,500										
5530 - Temporary Staff TEP PT Earnings	R00000	10,958	15,000	15,000	1,384	1,129	4,346	1,891	3,132	10,000	15,023	21,882
	R26000	1,445										
	R80777	971										
5700 - FICA-Paying Student Employees	R00000	10,556	30,000	30,000	4,365		3,236	553	10,110	12,336	22,999	30,600
	R00133	1,038										

The below image shows that a budget (subcode 5530) was added in the year total column in a line that had not been seeded. As a result, the budget is spread evenly (since not seeded).

If a budget is added in the YearTotal column for a line that had not been seeded (5530 / ref 26000), the budget is spread evenly:

		Actual YearTotal FY18	Ending Budget YearTotal FY18	Ending Permanent Budget YearTotal FY18	⊞ Q1 FY19	⊞ Q2 FY19	⊞ Q3 FY19	APR FY19	MAY FY19	JUN FY19	⊟ Q4 FY19	⊟ YearTotal FY19
5446 - Sick Time Paid	R00000	2,500										
5530 - Temporary Staff TEP PT Earnings	R00000	10,958	15,000	15,000	1,384	1,129	4,346	1,891	3,132	10,000	15,023	21,882
	R26000	1,445			3,000	3,000	3,000	1,000	1,000	1,000	3,000	12,000
	R80777	971										
5700 FICA Paying Student Employees												

The below image shows that if a budget is added to a month for a line that had not been seeded, the other months will not be impacted, and the year total will re-calculate. If a budget is added to a quarter, the amount will be spread evenly throughout the quarter and the other quarters will not be impacted, but the year total will re-calculate.

If a budget is added to a month for a line that had not been seeded ($5,000 added to Jun-19 in ref 80777), the other months are not effected, and the quarter and the YearTotal recalculate. If a budget is added to a quarter ($3,000 added to Q3 in ref 80777), the amount is spread evenly over the quarter, the other quarters are not effected, and the YearTotal recalculates:

		Actual YearTotal FY18	Ending Budget YearTotal FY18	Ending Permanent Budget YearTotal FY18	Loaded Budget											
					⊞ Q1 FY19	⊞ Q2 FY19	JAN FY19	FEB FY19	MAR FY19	⊟ Q3 FY19	APR FY19	MAY FY19	JUN FY19	⊟ Q4 FY19	⊟ YearTotal FY19
5446 - Sick Time Paid	R00000	2,500													
5530 - Temporary Staff TEP PT Earnings	R00000	10,958	15,000	15,000	1,384	1,129	75	1,445	2,826	4,346	1,891	3,132	10,000	15,023	21,882
	R26000	1,445			3,000	3,000	1,000	1,000	1,000	3,000	1,000	1,000	1,000	3,000	12,000
	R80777	971					1,000	1,000	1,000	3,000			5,000	5,000	8,000

5700 FICA Paying Student Employees