PBCS Reporting & Encumbrance Training Guide

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Overview

The Oracle Planning and Budgeting Cloud Solution (PBCS) module is a flexible planning application that supports enterprise-wide planning, budgeting, and forecasting in a cloud-based deployment model. The initial phase of the implementation focused on standard reporting and manual encumbrance tracking.

Beginning April 1, 2019, PBCS receives automated encumbrances via a daily export of purchase order data from the PantherExpress System into PRISM. Both General Ledger (GL) data and total encumbrances from the prior day's activity are loaded to PBCS on a nightly basis. Please note the timing of these processes as it may take 24 hours for PBCS to reflect the purchasing activity.

As a reminder, GL month-end closing generally happens three business days into the following month. When running reports on the first day of the month for the prior month, not all transactions will be posted for month-end. For example, Payroll Costing is not posted until the last day of the closing cycle.

PBCS Reporting

There are currently three categories of reports available in PBCS: Income Statements, Monthly Activity and Other. Income statement reports are available by entity and are designed to provide current YTD budget, actuals, dollar and percentage variance, combined manual and automated encumbrances and FY Total Budget. Values may be queried at the highest level (i.e., Senior Officer or RC) or at lower levels such as department and purpose/project with drill options available for additional details. Monthly activity reports provide queried month and prior year same month actuals, encumbrances, and BMR activity, which are all drillable to transaction detail with one click except for encumbrance detail. Other reports include entity 02 and 03 budget rollforwards, monthly and YTD net asset rollforwards, and a financial aid (purpose 07xxx) report with a summary Senior Officer version available.

Spreading annual budgets among the 12-month fiscal year has been introduced in PBCS. Income statement reports show both the YTD Budget and FY Total Budget. YTD budget equals the cumulative pro-rated budget (according to user's budget spread) through report month queried. For example, if a report is run after the March close, the YTD Budget column will equal monthly budgets from July through March plus BMRs processed through March. The FY Total Budget will equal the loaded budget and year-to-date BMRs. Drilling on the FY Total Budget column results in the detail of the monthly spread. For the initial introduction of this concept, all budgets have been spread evenly across the twelve months of the fiscal year.

PBCS Encumbrance Tracking

There are three forms available for manual entry and monitoring of automated encumbrances: Entry (02 & 03), Entry (04 & 06) and Entry (05).   The functionality of each form is separated by entity for security and reporting purposes. The forms allow departments to manually enter and release non-PO planned encumbrances by month for the fiscal year and provide a rollup of manual and automated encumbrances for reporting and budget monitoring. The forms also include prior year actuals, current year actuals, and current year-to-date budget. The total encumbrance value maintained in these forms feeds to the Income Statement reports in PBCS.

Navigation

Oracle automatically sends an email from Oracle Cloud oraclecloudadmin_ww@oracle.com when your user access has been established in PBCS. However, security roles need to be assigned by Budget & Financial Reporting (BFR) before you can log in. Please wait until BFR sends a confirmation that your access setup has been completed. When that is received, click the Access your Cloud Services link within the Oracle Cloud email.

Logging into PBCS

Log into PBCS using your University credentials. Select the *Company Sign In* button. If you are already logged into Pitt Passport, PBCS will automatically open or you will be directed to the Pitt Passport login.
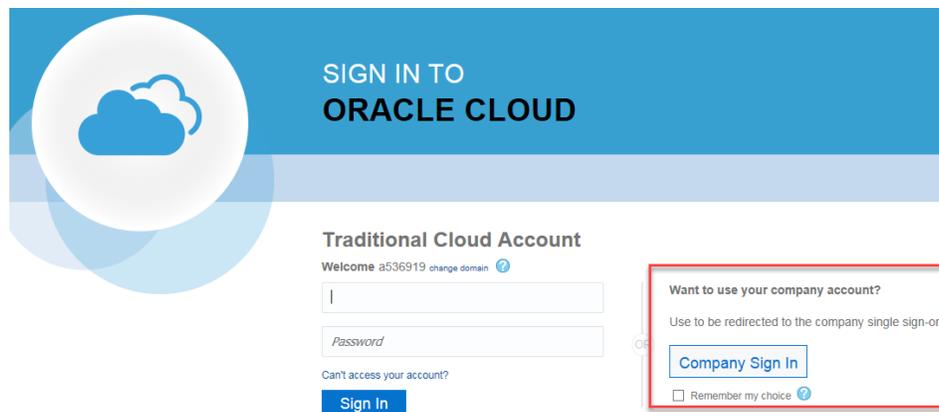
When using the link from the Oracle Cloud email, you will be directed to the My Cloud Home page. From there, click the planning service.
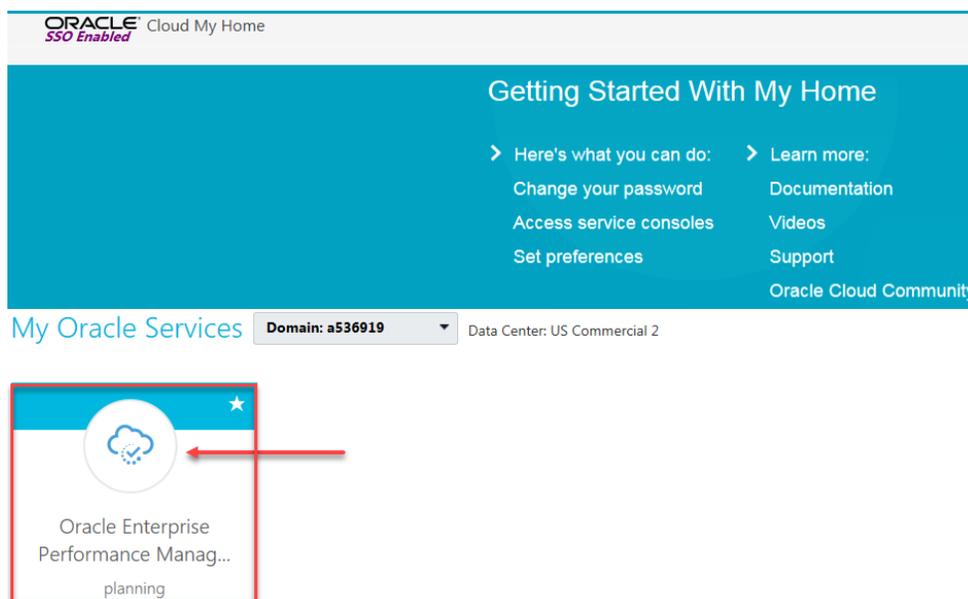
Navigation

Adding a Favorite or Bookmark

Once you have logged in to the *Planning and Budgeting Cloud: PittPlan* home page, you can create a favorite or bookmark within your browser to save the link. By adding the favorite at this point, you will be logged into the home page directly rather than going through the My Cloud Home page. The favorite will appear with "EPM Cloud," however, you can edit the name.

The following link can also be used to create a bookmark that will redirect to the PBCS home page.

https://planning-a536919.pbcs.us2.oraclecloud.com/HyperionPlanning

Logging out of PBCS

Log out of PBCS by selecting the drop down arrow next to your name in the upper right corner of the window, then select Sign Out.

A second Sign Out window will appear, click Cancel to remain logged in to PBCS. Click OK to continue logging out. You will then be returned to a Sign out of Oracle Cloud window, click Ok. You must complete this to completely log out of PBCS.
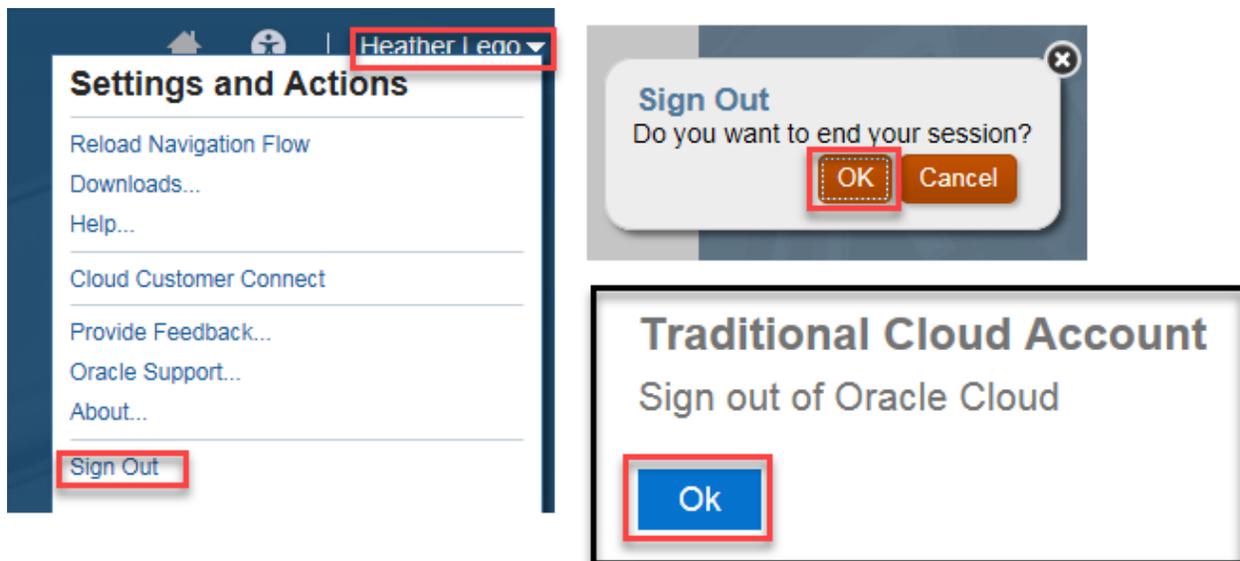
Navigation

PBCS Home Page
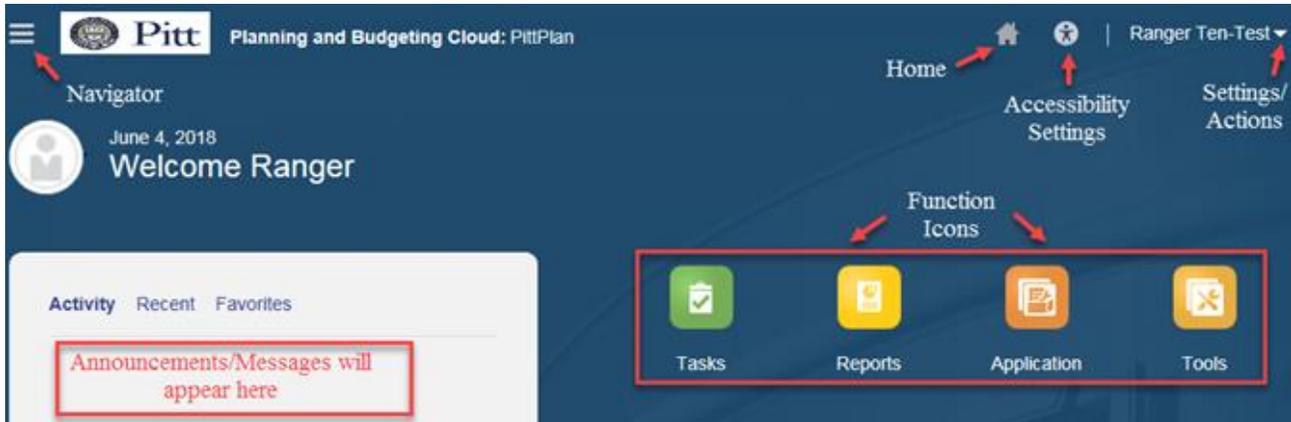
Navigator

Use the Navigator menu to access functions, applications settings and preferences. Under the Preferences link, you can manage several personal preferences such as email options, display options and printing options. For example, in display options you can change the number formatting such as negative number display and thousand separator.

Home

Use the Home button to quickly return to the home screen from any window.

Accessibility Settings

Use the Accessibility Settings button to apply the screen reader mode or high contrast.

Settings/Actions

Use the Settings and Actions drop down link to sign out, view the Oracle-provided help documentation and access the Oracle Cloud Customer community.

Function Icons

Use the various function icons to access functions assigned to your role in PBCS.

Announcements

Announcement regarding the overall system will be posted in the Activity/Recent/Favorites section.

Running Reports

Reporting Hierarchy

In PBCS, a reporting hierarchy has been established for department values, which is called *Total Department*. Total Department is the complete listing of all University departments with financial activity since FY16. Total Department has a hierarchy of Senior Officer (SO), Responsibility Center (RC), Reporting Group and department, with department being the lowest level. Reporting Groups have been created based on feedback from each RC.

Reporting Groups are maintained by BFR and are only in PBCS. The department, purpose and project values are automatically updated each evening in PBCS based on new or changed values in PRISM. Thus, if a change is made to a department value in PRISM, when the change is loaded to PBCS in the nightly processes, the department will be dropped from the group and be added to the bottom of the hierarchical list. BFR monitors the changes and updates groups as required by any PRISM changes.

If a changed department value is not in a group, it will still be moved to the bottom of the list when the PRISM update process occurs. The system does not automatically sort the values in numeric or alphabetic order. BFR re-sorts the departments numerically as part of its maintenance of accounts, but it is possible that you may have to search for your department if you recently made a PRISM change.

When using the hierarchy to select values, you will always see all departments regardless of your assigned security. If you select a value that you do not have security access to, no data will be returned, and you may receive an error message if all accounts selected are outside of your security access.

If you have issues with reporting groups, would like to request a new reporting group or request changes to an existing group in PBCS, please contact BFR via the PBCS support email, pbcshelp@cfo.pitt.edu.

Running Reports

Selecting Reports

Click the Reports icon from the home page, then select *Pitt Reports*. All available reports will be displayed with three action icons for running the report: HTML, PDF and XLS.

HTML – This will create an on-line HTML version of the report that supports the drilldown functionality.

PDF – This will create a PDF version of the report and is best for printing reports.

XLS – This will create an Excel version of the report.

When selecting the desired report version, a message window will appear stating that the report has no POV (Point of View). This means that the report requires selection of report parameters such as Department, Purpose, Project or Period. Click *Continue* to open the selection window or *Back* to return to the report list.

Income Statement (excluding 05)
The report has no POV. Click on the Continue button to proceed

Back   Continue

Entering Report Parameters Directly

Each report will require selection of *Members* or segment values. Each report has default parameters associated with it. For example, Entity may default to 02 – Operating and Department to Total University. In order to select values, you must check the *Edit Member Names* box below the desired parameter.

Enter Department: Total Department   Report
                     ☑ Edit Member Names

Once Edit Member Names has been selected, you can type the values directly in the box. When entering values directly in the box, you must have the exact value of the member. For example, each account segment member has a specified prefix as shown below. Prefix values are case sensitive.

E – Entity	D – Department	P – Purpose	G – Project	FY – Fiscal Year
E02	D01010	P24987	G704857	FY18

Running Reports

Below is an example of selecting a specific Entity and multiple Department numbers. If you would like to run the report for more than one segment value, enter the exact values separated by a comma. For example, to run a report for departments 02025 and 02024, enter 'D02025, D02024' in the *Enter Department* box.

Entering Fiscal Year and Period Parameters

The Years parameter has been added to allow users to select prior Fiscal Years. The default value is the current fiscal year ($CurrYr) as shown below. To select a prior fiscal year, type it directly (FY18) as shown above, or click the Search icon to the right of the field.

To select a prior fiscal year, click the Search icon to the right of the field and select the desired FY.

Running Reports

When running for prior Fiscal Years, note that the Period value defaults to the current month. Thus if the Current Month in PBCS is July, the report will show details for the selected FY JUL period (i.e. if FY18 is selected, JUL-18 data is displayed). Update the period by directly typing it using the format described below (e.g., MAR) if you wish to view a period other than the current.

For Period, the value is always the three digit month in capital letters and the default is always current month ($CurrMth). This is a variable maintained by Budget & Financial Reporting. The current month variable will be updated after the close of the month, thus on July 1, the current month variable will still be JUN.

Below is an example of selecting Period by the Report icon. There is a hierarchy for year, quarter and month. Always move values not selected to the left column so only the desired value is visible and checked if not using the default.

Entering Senior Officer and Responsibility Center Parameters

You can also run reports by SO, RC and Reporting Group by entering the value in the Department field. You must use the exact name of the SO, RC or Reporting Group as it has been defined in PBCS. Below is an example of a RC parameter (i.e. RC87).

Running Reports

Selecting Report Parameters from Lists

If you are unsure of the exact name for a value, you can use the lists or hierarchies to find the value by name or number. To do this, check the *Edit Member Names* box and then click the Report icon.
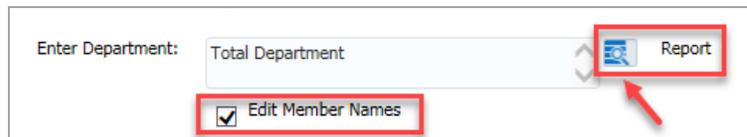
There are mulitple ways to find values using this member search. First, you can click the arrows next to the values to display the available hierarchies. The last available value in a hierarchy will appear with a cube symbol to the left denoting the lowest level. The default display is 20 rows per page; update the default to retrieve more values per page.

Once you have found the desired value, click the check box to the left of the value and then click the middle arrow to move it to the selected *Name* column. Values selected can be removed by clicking the check box in the selected *Name* column and using the middle arrow to move it back to the selection area.

You must click the check box in the right-hand column to ensure the value is selected for the report. Remember that all possible values will be displayed in these fields. You will not have security access to all values.
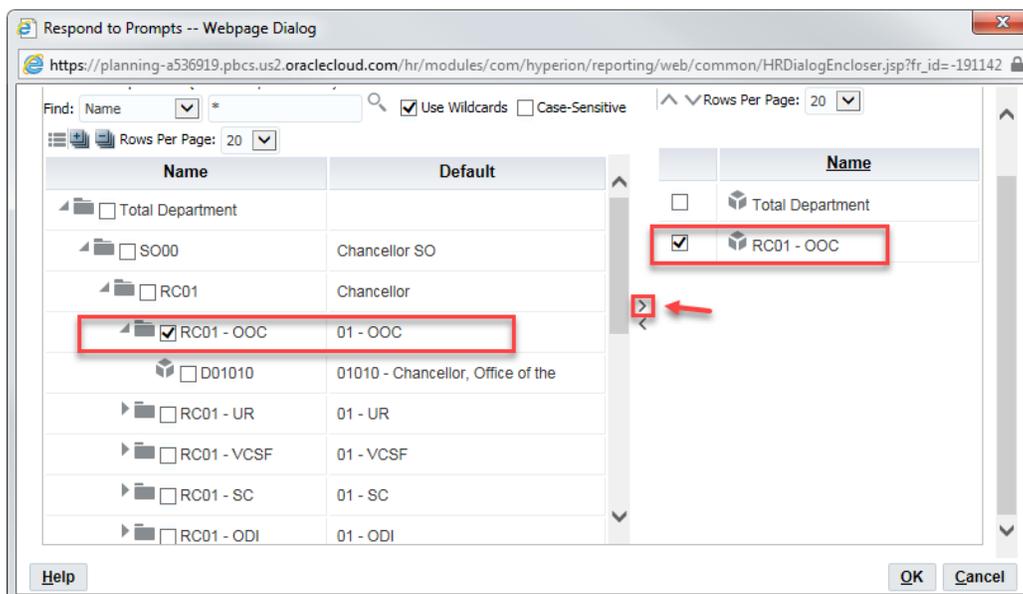
Running Reports

You can also search for values using the *Find* drop down box. The wildcard symbol for PBCS is *.

To search by description, select Default in the Find drop down, enter criteria using wildcards and then click the search icon (magnifying glass). You can optionally select the *Case-Sensitive* check box to make your search case sensitive. The default is not case sensitive.

The search will return all values based on your criteria. For example, if you use 'Fin*' to search by Default, the results will display all description values beginning with 'Fin', however if you use '*Fin*', the results will display all values containing 'Fin' anywhere in the description.
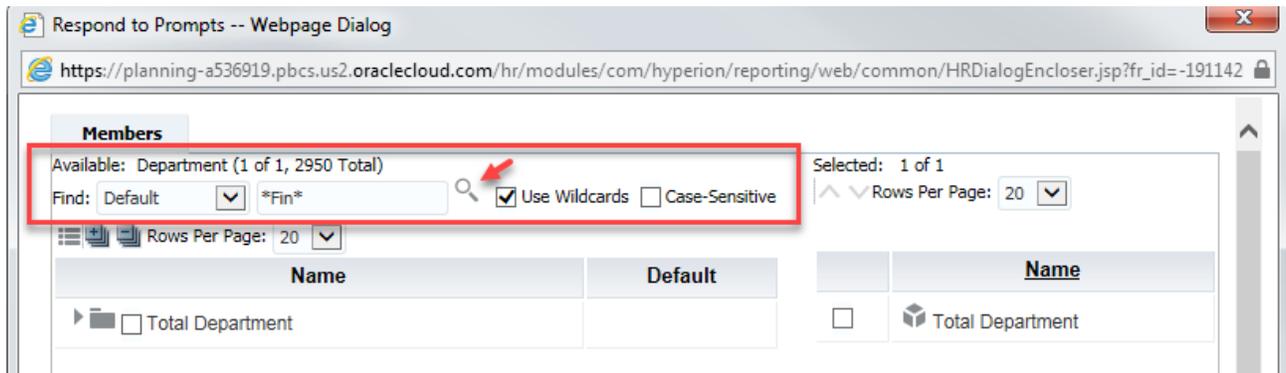
Select the desired values and click OK to return to the selection window.
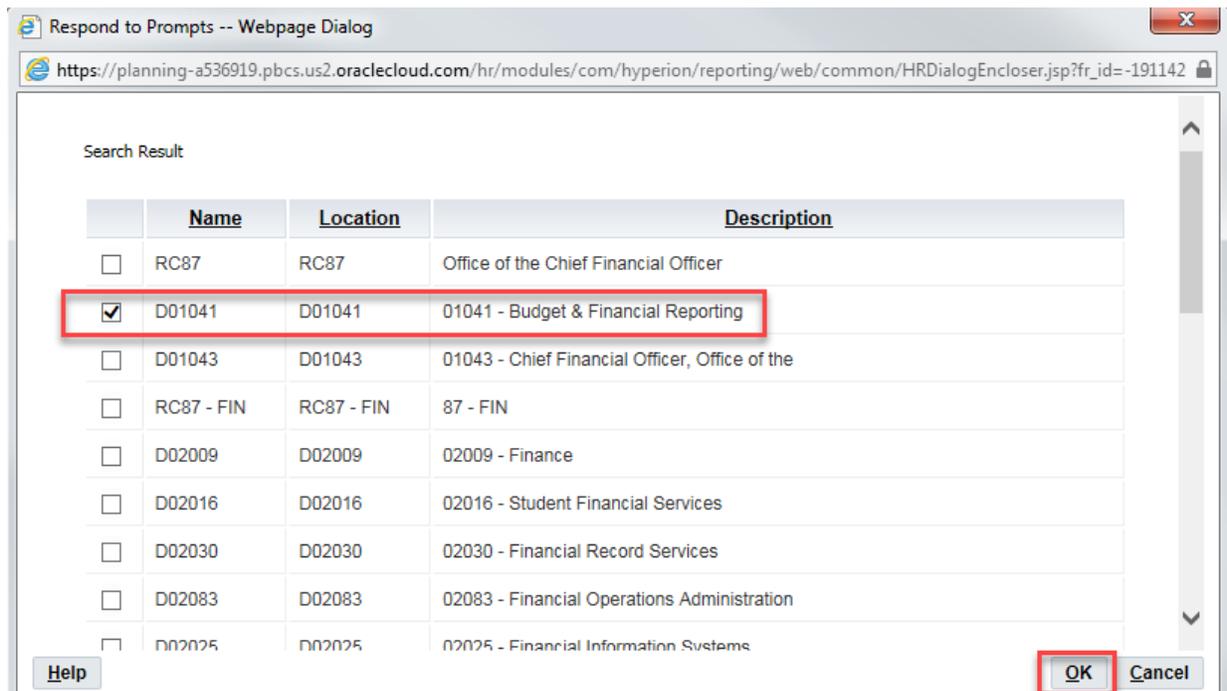
Running Reports

You must click the check box in the right-hand column to ensure the value is selected for the report.
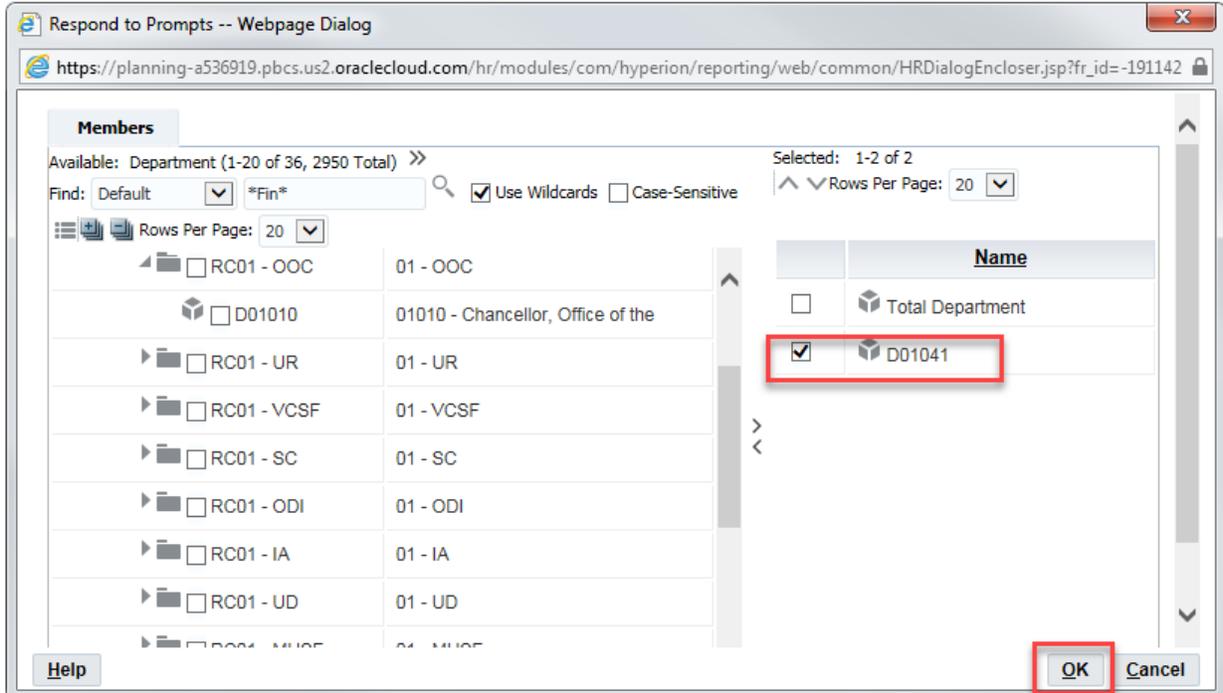
Submitting Reports with Multiple Parameter Values

When submitting the Income Statement reports for one or more entities, departments or purposes, a drop down list to display each will be available at the top of the report as shown below.
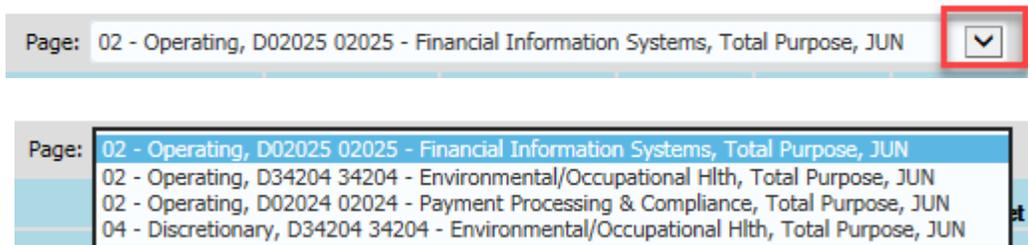
The Budget Rollforward report will display drilldown rows for each value selected.

RC/Department	SubCode
▶ 02025 - Financial Information Systems	▶ 9999 - Total Expense
▶ 34204 - Environmental/Occupational Hlth	▶ 9999 - Total Expense
▶ 02024 - Payment Processing & Compliance	▶ 9999 - Total Expense
▶ 02025 - Financial Information Systems	▶ 8299 - Total Transfers
▶ 34204 - Environmental/Occupational Hlth	▶ 8299 - Total Transfers

Running Reports

Using Drilldown Feature

When running reports using the HTML option, drilldown functions are available. You must be at the lowest level of the report value in order to use the drilldown capabilities. The amount will appear with an underline indicating a drilldown is available. **Remember to work from left to right when using drilldown.**

Below is an example of a report showing the lowest level and the values that are drillable. The lowest level will not have the drilldown (triangle) symbol to the left of the value. Click on the underlined value to initiate the drilldown.

	Prior YTD Actual	YTD Actual	$ Change	% Change	YTD Budget	Fav/(Unfav) $ Variance	% Variance
Denotes there is more underlying detail and you are not at the lowest level needed for drilldown	FY17	FY18			FY18		
Revenues							
Expenses							
▶ 5999 - Total Compensation	4,931,635	4,797,971	(133,664)	(2.7)	4,561,755	(236,216)	(5.2)
▼ 9998 - Total Non-Compensation	2,534,874	5,468,896	2,934,022	115.7	2,941,142	(2,527,754)	(85.9)
▼ 6099 - Total Supplies & Office Furniture	215,810	4,261,322	4,045,512	1,874.6	300,000	(3,961,322)	(1,320.4)
6000 - Office Supplies	44,862	492,585	447,723	998.0	300,000	(192,585)	(64.2)
6001 - Office Supplies *lowest level*	7,023	1,003	(6,020)	(85.7)	0	(1,003)	N/A
6021 - Computer Supplies	35,481	3,446,499	3,411,018	9,613.7	0	(3,446,499)	N/A
6022 - Computer Supplies	11,233	13,812	2,579	23.0	0	(13,812)	N/A
6030 - Other Supplies	0	75	75	N/A	0	(75)	N/A
6080 - Interdept Office Supplies-Non-Book Centers	70	0	(70)	(100.0)	0	N/A	N/A
6081 - Interdept Computer Supplies	110,622	300,794	190,172	171.9	0	(300,794)	N/A
6085 - Interdept Unallowable Office Supp-Non-Book Ctr	6,519	6,350	(169)	(2.6)	0	(6,350)	N/A
6092 - Interdept Supplies-Book Centers only	0	203	203	N/A	0	(203)	N/A
▶ 6399 - Total Travel & Business	26,407	49,915	23,508	89.0	30,000	(19,915)	(66.4)
▶ 6499 - Total Professional Services & Consulting	3,545,596	2,239,796	(1,305,800)	(36.8)	3,985,331	1,745,535	43.8
▶ 7199 - Total Repairs, Maint & Other Facilities Costs	51,277	22,911	(28,365)	(55.3)	2,000	(20,911)	(1,045.6)
▶ Subtotal Other Expense	(1,304,215)	(1,105,048)	199,167	15.3	(1,376,189)	(271,141)	(19.7)
9999 - Total Expense	7,466,509	10,266,867	2,800,358	37.5	7,502,897	(2,763,970)	(36.8)

A new window will appear with a hyperlink for the report to continue the drilldown. Click on the report name. Depending on the report, you may continue the drilldown process through several windows to get to GL Detail. Verify you are at the lowest level of the report when clicking the drilldown option.
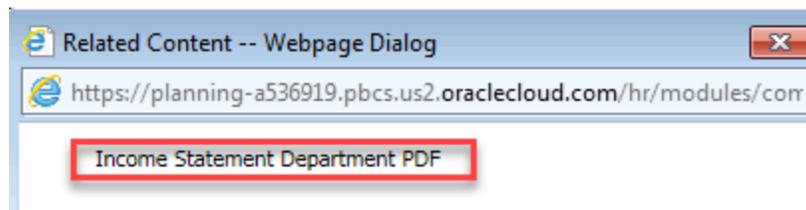
Running Reports

When you have drilled to the lowest level, the GL Amount Details window will be displayed. PBCS automatically formats the data as shown below. The display cannot be modified as a default however you can display additional details by clicking the View drop down box.

Select View – Columns – Manage Columns to select specific columns to display. Alternatively, you can select Show All and scroll to the right to see all columns.
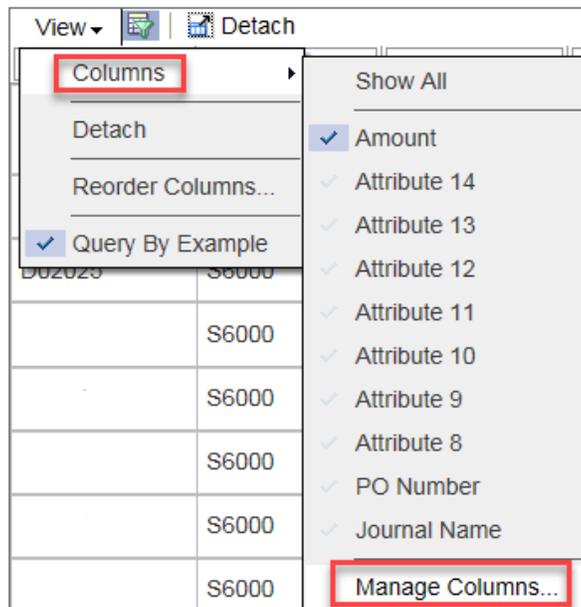
Running Reports

When in the Manage Columns window, it is recommended to use the middle arrows and Remove All values in Visible Columns. Then use the Hidden Columns field to select the desired values by checking the box to the left for each value and clicking Move.

Once values are in Visible Columns, they can be reordered by checking the box to the left and selecting the arrow icons to the right of the column. Once all values have been selected, click OK. For BMR data, be sure to show Line Description and Batch Name.

Manage Columns

Hidden Columns		Visible Columns
☐ Attribute 8	Move	☐ Posted Date
☐ Attribute 9	Move All	☑ Amount
☐ Attribute 10	Remove	☐ Identifier
☐ Attribute 11	Remove All	☐ Line Description
☐ Attribute 12		☐ Supplier
☐ Attribute 13		☐ Batch Name
☐ Attribute 14		☐ Journal Name
☐		

OK   Cancel
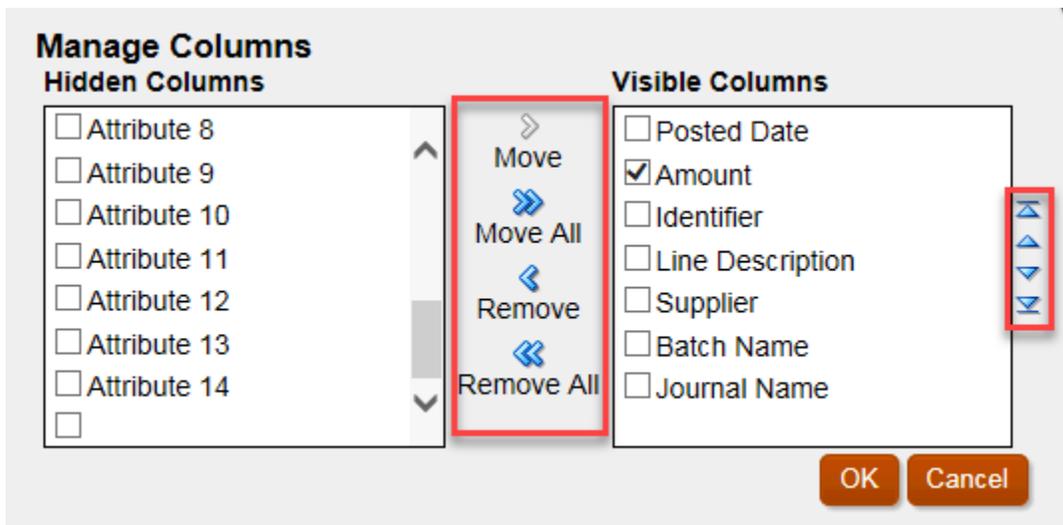
Fields with more detail than displayed will appear with … at the end. Hover over the field to see the full description in the field.

View ▾ | Detach

Posted Date	Amount	Identifier	Line Description	Supplier	Batch Name	Journal Name
10/30/2017	35.11	TCard	54496 Diann…		TCard PP 27-…	Travel Card J…
10/4/2017	33.24	Journal Impor…	Starbucks(R)…	SUPRA OFFI…	Payables A 1…	OCT-17 Purc…
10/4/2017	20.84	Journal Impor…	Nature Valley…	SUPRA OFFI…	Payables A 1…	OCT-17 Purc…
10/19/2017	16.62	Journal Impor…	Starbucks(R)…	SUPRA OFFI…	Payables A 1…	OCT-17 Purc…
10/19/2017	24	Journal Impor…	Green Mount…	SUPRA OFFI…	Payables A 1…	OCT-17 Purc…
10/19/2017	12	Journal Impor…	Caribou Coff…	SUPRA OFFI…	Payables A 1…	OCT-17 Purc…
10/24/2017	233.69	Journal Impor…	Dell S5840cd…	DELL MARK…	Payables A 1…	OCT-17 Purc…

PBCS Reports

Below is a summary of the standard reports we have developed in PBCS. Please refer to the *Running Reports* section for specific instruction on submitting reports and navigating output.

Income Statement Reports

Income Statement (excluding 05)

Income Statement Entity 03 Auxiliary and Cost Center

Entity 05 Income Statement

These reports include budget, actual and encumbrance totals summarized by subcode categories. There are multiple drilldowns available within the report. Columns include current and prior YTD actuals with dollar and percent changes, YTD budget and variance in dollars and percentage, YTD encumbrance total, a subtotal of YTD actual and encumbrances, and the FY Total Budget. The encumbrance column displays the total of encumbrances entered using the manual encumbrance form plus the value automatically loaded from PRISM/PantherExpress open purchase orders. If no encumbrance amount exists, the column will not display.

As discussed in the Overview, annual budgets have been spread evenly across the 12-month Fiscal Year. Thus, each month is calculated as $1/12^{th}$ of the loaded annual budget. Beginning with the FY 2020 budget load process, each RC may select their spread methodology from a number of options. The YTD Budget column in the income statement reports will display this calculated value, and the FY Total Budget column reports the annual budget. Users can drill on the FY Total Budget amount to see the monthly spread and combined with BMRs processed in each month. The monthly budget spread does not apply to entity 05 reports.

User-defined parameters include period, year, entity, department, purpose and project. The current period, current year and entity (determined by report type; 02 for Income Statement - excluding 05) are the default values for the respective parameters. To select specific parameters, click the Edit Members box to directly enter values or click the report icon to select from the hierarchy.

University of Pittsburgh

Income Statement

> Drillable to transaction detail: actual expense in YTD Actual column or BMR in YTD Budget column.

> Drillable to budget spread for entire FY budget and includes BMR's.

	Prior YTD Actual APR FY18	YTD Actual APR FY19	$ Change	% Change	YTD Budget APR FY19	Fav/(Unfav) $ Variance	% Variance	Encumb. APR FY19	YTD Actual & Encumb.	FY Total Budget YearTotal FY19
Revenues										
▶ Subtotal Tuition and Fees	382,408	376,998	(5,410)	(1.4)	0	376,998	N/A	0	376,998	0
▶ 4419 - Total Gifts	0	1,734	1,734	N/A	0	1,734	N/A	0	1,734	0
4999 - Total Revenue	382,408	378,732	(3,676)	(1.0)	0	378,732	N/A	0	378,732	0
Expenses										
▶ 5999 - Total Compensation	34,200,654	31,709,672	(2,490,982)	(7.3)	36,030,481	4,320,809	12.0	0	31,709,672	42,389,028
▶ 9998 - Total Non-Compensation	18,197,014	17,751,923	(445,090)	(2.4)	16,213,636	(1,538,288)	(9.5)	69,464	17,821,387	19,268,620
9999 - Total Expense	52,397,668	49,461,595	(2,936,073)	(5.6)	52,244,117	2,782,521	5.3	69,464	49,531,059	61,657,648
Transfers										
▶ 8220 - Capital Project Transfers	154,926	47,372	(107,554)	(69.4)	422,500	375,128	88.8	0	47,372	507,000
▶ 8260 - Other Transfers	(1,515,739)	(1,296,116)	219,623	14.5	(2,245,211)	(949,095)	(42.3)	0	(1,296,116)	(1,911,878)
8299 - Total Transfers	(1,360,814)	(1,248,744)	112,070	8.2	(1,822,711)	(573,967)	(31.5)	0	(1,248,744)	(1,404,878)
Total Exp/Trans	51,036,854	48,212,851	(2,824,003)	(5.5)	50,421,405	2,208,554	4.4	69,464	48,282,315	60,252,770
Increase (decrease) in Net Assets after Transfers	(50,654,447)	(47,834,120)	2,820,327		5.6 (50,421,405)	2,587,285	5.1	(69,464)	(47,903,584)	(60,252,770)

PBCS Reports

Income Statement
Entity 03 Auxiliary & Cost Centers
As of: Sunday, April 28, 2

Toggle between cost center auxiliary (see report below).

Drillable to transaction detail: actual expense in YTD Actual column or BMR in YTD Budget column.

Drillable to budget spread for entire FY budget and includes BMR's.

Page: Entity Total | Total Purpose ▼

	Prior YTD Actual	YTD Actual	$ Change	% Change	YTD Budget	Encumb.	YTD Actual & Encumb.	FY Total Budget
	APR	APR			APR	APR		YearTotal
	FY18	FY19			FY19	FY19		FY19
Revenues								
▶Subtotal Tuition and Fees	116,072	68,447	(47,625)	(41.0)	138,000	0	68,447	165,600
▶4599 - Total Sales & Services of Educ Depts	316,887	386,673	69,786	22.0	407,118	0	386,673	488,541
▶4799 - Total Sales & Services of Auxiliary Enterprises	9,060,479	9,071,363	10,883	0.1	7,825,690	0	9,071,363	9,390,828
▶4899 - Total Rental Revenue	122,936	131,890	8,955	7.3	134,100	0	131,890	160,920
4999 - Total Revenue	9,616,374	9,658,373	41,999	0.4	8,504,908	0	9,658,373	10,205,889
Expenses								
▶5999 - Total Compensation	851,664	807,484	(44,180)	(5.2)	895,204	0	807,484	1,074,245
▶9998 - Total Non-Compensation	4,256,635	4,649,812	393,177	9.2	4,456,803	4,591	4,654,403	5,348,164
9999 - Total Expense	5,108,299	5,457,295	348,997	6.8	5,352,008	4,591	5,461,886	6,422,409
Transfers								
▶8210 - Debt Transfers	1,593,010	2,090,450	497,440	31.2	2,090,452	0	2,090,450	2,508,542
▶8240 - Surplus Transfers	0	0	0	N/A	1,104,816	0	N/A	1,325,779
▶8260 - Other Transfers	(45,673)	(38,874)	6,799	14.9	(42,368)	0	(38,874)	(50,841)
▶8261 - Other Transfers	0	(17,592)	(17,592)	N/A	0	0	(17,592)	0
8299 - Total Transfers	1,547,337	2,033,984	486,647	31.5	3,152,900	0	2,033,984	3,783,480
Total Exp/Trans	6,655,636	7,491,280	835,644	12.6	8,504,908	4,591	7,495,871	10,205,889
Increase (decrease) in Net Assets after Transfers	2,960,738	2,167,093	(793,645)	(26.8)	0	(4,591)	2,162,502	0

Income Statement
Entity 03 Auxiliary & Cost Centers
As of: Sunday, April 28, 2019

Page: Aux, | , Total Purpose ▼

	Prior YTD Actual	YTD Actual	$ Change	% Change	YTD Budget	Encumb.	YTD Actual & Encumb.	FY Total Budget
	APR	APR			APR	APR		YearTotal
	FY18	FY19			FY19	FY19		FY19
Revenues								
▶4799 - Total Sales & Services of Auxiliary Enterprises	9,060,479	9,071,363	10,883	0.1	7,825,690	0	9,071,363	9,390,828
▶4899 - Total Rental Revenue	122,936	131,890	8,955	7.3	134,100	0	131,890	160,920
4999 - Total Revenue	9,183,415	9,203,253	19,838	0.2	7,959,790	0	9,203,253	9,551,748
Expenses								
▶5999 - Total Compensation	651,901	629,928	(21,974)	(3.4)	691,139	0	629,928	829,367
▶9998 - Total Non-Compensation	3,929,043	4,304,629	375,586	9.6	4,070,593	2,337	4,306,966	4,884,712
9999 - Total Expense	4,580,944	4,934,557	353,613	7.7	4,761,733	2,337	4,936,893	5,714,079
Transfers								
▶8210 - Debt Transfers	1,593,010	2,090,450	497,440	31.2	2,090,452	0	2,090,450	2,508,542
▶8240 - Surplus Transfers	0	0	0	N/A	1,104,816	0	N/A	1,325,779
▶8260 - Other Transfers	(5,856)	(10,622)	(4,766)	(81.4)	2,790	0	(10,622)	3,348
▶8261 - Other Transfers	0	(17,592)	(17,592)	N/A	0	0	(17,592)	0
8299 - Total Transfers	1,587,154	2,062,237	475,083	29.9	3,198,058	0	2,062,237	3,837,669
Total Exp/Trans	6,168,098	6,996,794	828,695	13.4	7,959,790	2,337	6,999,130	9,551,748
Increase (decrease) in Net Assets after Transfers	3,015,317	2,206,459	(808,857)	(26.8)	0	(2,337)	2,204,123	0

PBCS Reports

University of Pittsburgh
Entity 05 Income Statement
As of: Sunday, April 29, 2019

Drillable to transaction detail.

	Prior YTD Actual APR FY18	YTD Actual APR FY19	$ Change	% Change	Project to Date Budget	Project to Date Actual	$ Variance	% Variance	Encumbrances APR FY19	Budget Remaining
Revenues										
▶ 4319 - Total Govt Direct Grant & Contract Revenue	22,817,298	25,437,244	2,619,946	11.5	0	150,708,734	150,708,734	N/A	0	(150,708,734)
▶ 4359 - Total Private Direct Grant & Contract Revenue	1,467,871	1,497,116	29,245	2.0	0	14,221,653	14,221,653	N/A	0	(14,221,653)
4999 - Total Revenue	24,285,169	26,934,360	2,649,192	10.9	0	164,930,386	164,930,386	N/A	0	(164,930,386)
Expenses										
▶ 5999 - Total Compensation	14,666,460	13,576,279	(1,090,181)	(7.4)	115,399,421	92,245,197	23,154,224	20.1	0	23,154,224
▶ 9998 - Total Non-Compensation	10,805,389	11,546,667	741,278	6.9	95,236,564	72,828,891	22,407,674	23.5	204,509	22,203,164
9999 - Total Expense	25,471,849	25,122,946	(348,903)	(1.4)	210,635,985	165,074,087	45,561,898	21.6	204,509	45,357,389
Transfers										
Total Exp/Trans	25,471,849	25,122,946	(348,903)	(1.4)	210,635,985	165,074,087	(45,561,898)	(21.6)	204,509	45,357,389
Increase (decrease) in Net Assets after Transfers	(1,186,680)	1,811,414	2,998,095			(143,701)			(204,509)	(210,287,775)

Monthly Activity Reports

Monthly Activity 02 Financial Aid Accounts

Monthly Activity 0203

Monthly Activity 05

Monthly Activity and Net Asset Rollforward 0406

These reports provide data for a specific month and account combination, including reference code and subcode value. Immediate drilldown is available for the actual and BMR totals. Columns include PY month actual, CY month actual, dollar and percent changes, encumbrance value and temporary and permanent BMRs. The encumbrance column displays the total of encumbrances entered using the manual encumbrance form and the value automatically loaded from PRISM/PantherExpress open purchase orders. If no encumbrance amount exists, the column will not display. Similarly, if no BMRs exist for the selected department, the columns will not display.

The Monthly Activity and Net Asset Rollforward 0406 contains a net asset rollforward at the bottom of the report. This section of the report summarizes net assets for all reference codes, because net assets are not maintained at the reference level. Therefore, since this report is run at the reference level, the monthly results may not agree to the net asset rollforward if you use various reference codes.

User-defined parameters include period, year, entity, department, reference, purpose (Financial Aid and 04/06 only) and project (05 only). The current month (period) and current year are the default values for the respective parameters and can be updated. Reference is defaulted as R00000 and also can be updated. Entity, department, purpose (Financial Aid and 04/06 only) and project (05 only) are required and not defaulted. Entity, department, purpose and project parameters can be entered directly or selected from the hierarchy using the Report icon.

PBCS Reports

University of Pittsburgh

Monthly Activity
Entity 02 Financial Aid
As of: Sund

Drillable to transaction detail with one click. Would include Permanent BMR's or encumbrance if any.

Page: P.   R00000

	PY Month Actual FEB FY18	CY Month Actual FEB FY19	$ Change	% Change	Temporary BMRs FEB FY19
7600 - Scholarships	(222)	10,886	11,108	5,003.6	62,860
Total	(222)	10,886	11,108	5,003.6	62,860

University of Pittsburgh

Monthly Activity
Entity 02 or 03
As of: Sunday, April 28, 2019

Drillable to transaction detail with one click. Would include encumbrance if any.

Page: 02 - Operating,

	PY Month Actual DEC FY18	$ Change	% Change	Temporary BMRs DEC FY19	Permanent BMRs DEC FY19
5100 - Non-Medical Faculty RFT Regular Earnings	0	0	N/A	228,484	88,000
5903 - Fringe Benefits-Non-Medical Faculty	0	0	N/A	71,516	27,544
6100 - Equipment & Office Furniture GT $5,000	90,000	(90,000)	(100.0)	0	0
8260 - Other Transfers	0	0	N/A	(1,938,040)	0
Total	90,000	(90,000)	(100.0)	(1,638,040)	115,544

University of Pittsburgh

Monthly Activity
Entity 05
As of: Sunday, April 28, 2019

Drillable to transaction detail with one click. Would include encumbrance if any.

Page: G71

	PY Month Actual FY18 APR	$ Change	% Change
5400 - Staff RFT Regular Earnings	3,269	(3,269)	(100.0)
5450 - Staff RPT Regular Earnings	384	(384)	(100.0)
5530 - Temporary Staff TEP PT Earnings	1,350	(1,350)	(100.0)
5907 - Fringe Benefits-Staff	1,432	(1,432)	(100.0)
5917 - Fringe Benefits-Temporary/Other Employees	103	(103)	(100.0)
6894 - Interdept Other Printing & Publications	52	(52)	(100.0)
8320 - TEP Overhead	162	(162)	(100.0)
Total	6,751	(6,751)	(100.0)

PBCS Reports

Monthly Activity
Entity 04 or 06
As of: Sunday, April 28, 2019

> Drillable to transaction detail with one click. Would include encumbrance if any.

...ts Rollforward 04-06 Report.

Page: 04

	PY Month Actual FY18 MAR	CY Month Actual FY19 MAR	$ Change	% Change
6000 - Office Supplies	347	0	(347)	(100.0)
6070 - Unallowable Supplies	0	500	500	N/A
6390 - Interdept Conf Registration & Travel	3,400	0	(3,400)	(100.0)
6400 - Professional Services	0	1,134	1,134	N/A
6470 - Unallowable Professional Services	0	39,022	39,022	N/A
8171 - Donations	(500)	15,250	15,750	3,150.0
8260 - Other Transfers	(525,222)	(143,328)	381,894	72.7
Total	**(521,975)**	**(87,422)**	**434,553**	**3,022.7**

Export In Query-Ready Mode

Page: 04 - Discretionary, P24331, R00000 ▼				Actual
Ending Net Assets Prior Month	FEB	REG	FY19	14,350,892
Current Month Total Expenses and Transfers	MAR	REG	FY19	87,422
Ending Net Assets Current Month	MAR	REG	FY19	14,387,705

Other Reports

Budget Rollforward Entities 02-03 – This report defaults to current FY and shows loaded budget and YTD temporary BMRs, permanent BMRs, and ending permanent budget, and FY Total Budget. This report has drilldown capabilities to BMR detail. If no BMRs exist for the selected department(s), the columns will not display.

User-defined parameters include department and year. The current year is defaulted and can be updated. To select specific department values, be sure to click the Edit Members box to directly enter department values or click the Report icon to select from the hierarchy.

Entity 02 Financial Aid Accounts (07xxx) – This report summarizes FY Total Budget, YTD actual and $ variance by purpose and subcode. There is no drilldown available in this report.

PBCS Reports

User-defined parameters include purpose, period, year, and department. Purpose is limited to Financial Aid accounts only: they can be entered directly or selected from the hierarchy using the Report icon. The current period and year are the default values and can be updated. The department can be entered directly by clicking Edit Members or selecting from the hierarchy using the Report icon.

Entity 02 SO Financial Aid Accounts (07xxx) – This report was designed for Senior Officers. If you do not have access at an SO level, the report will not display results. This report summarizes YTD actual, YTD budget, variances, FY Total Budget and budget remaining by RC, purpose and subcode. There is no drilldown available in this report. This report takes several minutes to process.

User-defined parameters include department (SO level only), year and period. Department (SO) is required and not defaulted. Enter the SO value directly or use the Report icon to select from the hierarchy. The current year and period are defaulted and can be updated.

YTD Net Asset Rollforward 04-06 – This report summaries Net Assets at the purpose/project level. The report includes Prior Year Ending Net Assets as of June 30th, YTD Total Revenues, YTD Total Expenses and Transfers and Ending YTD Net Assets. There is no drilldown available in this report.

User-defined parameters include period, year, department, purpose, project and entity. The current year and period are defaulted and can be updated. The entity, department, purpose and project parameters can be entered directly or selected from the hierarchy using the Report icon. Entity is not defaulted and is required.

University of Pittsburgh

Budget Rollforward
Entities 02-03 Only
As of: Sunday, April 28, 2019

Page: 02 - Operating, Total Purpose

Drillable to transaction detail.

RC/Department	SubCode	Loaded Budget YearTotal FY19	Temporary BMRs YearTotal FY19	Permanent BMRs YearTotal FY19	Ending Permanent Budget YearTotal FY19	FY Total Budget YearTotal FY19
	▶ 9999 - Total Expense	56,481,189	4,929,615	246,844	56,728,033	61,657,648
	▶ 8299 - Total Transfers	2,507,000	(3,911,878)	0	2,507,000	(1,404,878)
	Total Exp/Trans	58,988,189	1,017,737	246,844	59,235,033	60,252,770
	Increase (decrease) in Net Assets after Transfers	(58,988,189)	(1,017,737)	(246,844)	(59,235,033)	(60,252,770)

PBCS Reports

University of Pittsburgh — Entity 02 Financial Aid Accounts
As of: Sunday, April 28, 2019

Page: [_____] ▼   **No drillable fields.**

Purpose	SubCode	FY Total Budget	YTD Actual APR FY19	$ Variance
07181 -	7600 - Scholarships	N/A	(7,000)	7,000
07181	7622 - GSR Tuition Scholarships	9,000,000	8,866,191	133,809
07181	**SubTotal**	**9,000,000**	**8,859,191**	**140,809**
07323 -	6300 - Domestic Travel & Business Expenses	N/A	6,936	(6,936)
07323 -	7621 - GSA/TA/TF Tuition Scholarships	4,879,959	4,998,751	(118,792)
07323	6900 - Dues & Memberships	N/A	200	(200)
07323 -	**SubTotal**	**4,879,959**	**5,005,887**	**(125,928)**
Financial Aid	**SubTotal**	**13,879,959**	**13,865,078**	**14,881**

University of Pittsburgh — Entity 02 SO Financial Aid Accounts
As of: Sunday, April 28, 2019

No drillable fields.

RC	Purpose	SubCode	YTD Actual FY19 APR	YTD Budget	YTD $ Variance	FY Total Budget	Budget Remaining
RC	07160 -	7600 - Scholarships	474,000	395,993	(78,007)	475,192	1,192
RC	SubTotal	SubTotal	474,000	395,993	(78,007)	475,192	1,192
RC	07331 -	7622 - GSR Tuition Scholarships	85,891	116,667	30,776	140,000	54,109
RC	SubTotal	SubTotal	85,891	116,667	30,776	140,000	54,109
RC	07163 -	7600 - Scholarships	326,950	343,125	16,175	411,750	84,800
RC	SubTotal	SubTotal	326,950	343,125	16,175	411,750	84,800
RC	07332	7600 - Scholarships	0	601,880	601,880	722,256	722,256
RC	07332 -	7621 - GSA/TA/TF Tuition Scholarships	1,163,421	N/A	(1,163,421)	N/A	(1,163,421)
RC	07332 -	7622 - GSR Tuition Scholarships	278,524	N/A	(278,524)	N/A	(278,524)
RC	SubTotal	SubTotal	1,441,945	601,880	(840,065)	722,256	(719,689)
RC	07164 - S	7600 - Scholarships	4,000	20,833	16,833	25,000	21,000
RC	SubTotal	SubTotal	4,000	20,833	16,833	25,000	21,000
RC	07333 -	7621 - GSA/TA/TF Tuition Scholarships	522,078	365,699	(156,379)	438,839	(83,239)
RC	SubTotal	SubTotal	522,078	365,699	(156,379)	438,839	(83,239)
RC	07165 - (	6300 - Domestic Travel & Business Expenses	50	N/A	(50)	N/A	(50)
RC	07165 -	7600 - Scholarships	430,462	N/A	(430,462)	N/A	(430,462)
RC	SubTotal	SubTotal	430,512	N/A	(430,512)	N/A	(430,512)
RC	07334 -	7621 - GSA/TA/TF Tuition Scholarships	316,970	416,667	99,697	500,000	183,030
RC	07334 -	7622 - GSR Tuition Scholarships	3,348,423	3,451,314	102,891	4,141,577	793,154
RC	SubTotal	SubTotal	3,665,392	3,867,981	202,588	4,641,577	976,185
RC	07338 -	7621 - GSA/TA/TF Tuition Scholarships	1,799,254	1,671,125	(128,129)	2,005,350	206,096
RC	07338 -	8260 - Other Transfers	(23,121)	N/A	23,121	N/A	23,121
RC	SubTotal	SubTotal	1,776,133	1,671,125	(105,008)	2,005,350	229,217
RC	SubTotal	SubTotal	559,891	512,660	(47,231)	615,192	55,301
RC	SubTotal	SubTotal	1,768,895	945,005	(823,890)	1,134,006	(634,889)
RC	SubTotal	SubTotal	526,078	386,532	(139,546)	463,839	(62,239)
RC	SubTotal	SubTotal	4,095,904	3,867,981	(227,924)	4,641,577	545,673
RC	SubTotal	SubTotal	1,776,133	1,671,125	(105,008)	2,005,350	229,217
SO	SubTotal	SubTotal	8,726,901	7,383,303	(1,343,598)	8,859,964	133,063

University of Pittsburgh — Year-to-Date Net Assets Rollforward
Entity 04-06
As of: Sunday, April 28, 2019

Page: 0[ ] **No drillable fields.** , G000000, E04 ▼

			Actual
Prior Year Ending Net Assets	JUN	FY18	14,030,849
YTD Total Revenues	APR	FY19	10,000
YTD Total Expenses and Transfers	APR	FY19	209,044
Ending YTD Net Assets	APR	FY19	14,387,705

Managing Encumbrance Entry Forms

The Encumbrance Entry forms are available for users to monitor and manage encumbrances. The forms include non-updateable columns for prior year actuals, current year actuals, current year-to-date budget and loaded encumbrances. Loaded encumbrances are the calculated encumbrances from purchase orders in PRISM and PantherExpress. These are for purchase orders created after April 1, 2019. Detailed information on the POs that comprise the total can be found in the PRISM report - *FGAE138 Extract of Calculated Encumbrances By Entity and Department*.

The encumbrance entry fields can support various levels of detail and supporting documents. Values calculated in the total encumbrance fields feed to the Income Statement reports. If no encumbrances exist in these forms, the encumbrance columns will not display in the Income Statement reports.

1. Select the Tasks icon from the home page.

2. Select the *Planner* drop down.

3. Select the desired encumbrance entry form. Functionality within the forms is the same, security is applied to each by entity as designated.

   - Encumbrance Entry (02 & 03) – selection is available for entities 02 and 03 and any department within your assigned security. Totals are listed by subcode, reference and purpose.

   - Encumbrance Entry (04 & 06) – selection is available for entities 04 and 06 and any purpose within your assigned department security. Totals are listed by subcode, reference and department.

   - Encumbrance Entry (05) – selection is available for entity 05 and any project within your assigned department security. Totals are listed by subcode, reference and department.

4. Once a form has been selected, the Entity and Department will be displayed in the upper left.

   - When entering for the first time, the department will default to the first department number that is within your security access. After a department is selected and encumbrances saved, the form will open the last saved department on entry.
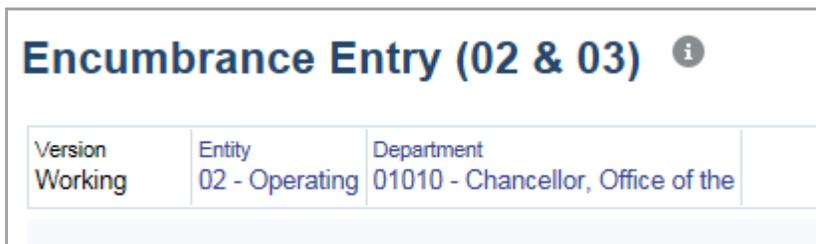
5. To change the Department (or Entity, Purpose, Project depending on the form selected), click on the displayed account segment value. The print is in blue indicating a hyperlink.

Managing Encumbrance Entry Forms

6. The Select a Member window will open. There are multiple ways to search and select the new segment value. A blue check mark must appear to the left of the value before clicking OK.

- In the *Search* field, you can enter the value directly with the defined prefix. For example, to find department number 02025, type D02025 and enter to search.

- Prefix values are as follows: E – Entity, D – Department, P – Purpose, G – Project

- Prefix values are case sensitive.

- In the Search field, you can also partially type the name or number of the segment. For example, if you type 'Finan' and enter, the Results will display all matching values. You may need to continue to drill through the account hierachies to find the desired value as shown below.

- All possible values are displayed even though you do not have security access to all values. If an account outside your security is selected, no data will be returned.
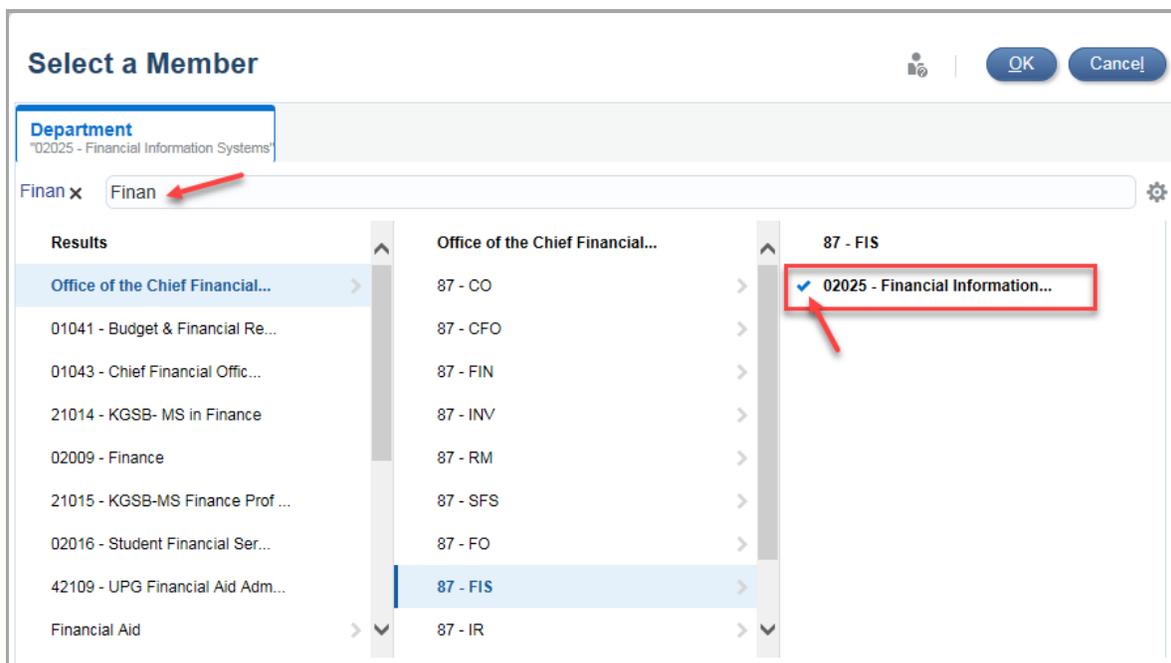
Managing Encumbrance Entry Forms

7. Click OK after verifying that the blue check mark to the left of the desired account segment is displayed and the value name is displayed beneath the Select a Member title.

8. Once the new value is selected, click the Go icon (arrow icon) to process the results for the select segment value. This must be selected when changing values in order to update the results and ensure data is accurate.
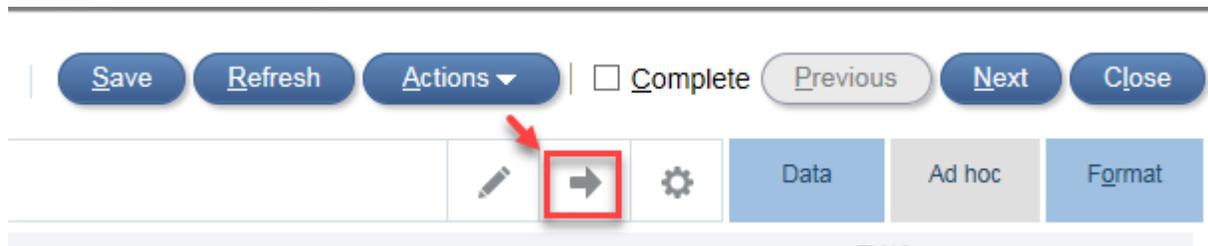
9. Encumbrance data can be entered and maintained in the monthly Encumbrance Input columns.

10. A numeric value can simply be added to a monthly column. When the encumbrance becomes an actual charge to the account, the form must be manually adjusted to remove/relieve the manually-entered encumbrance.

11. Click Save and acknowledge the save message.

   • Once the input is saved, the *Encumbrances YearTotal* value will be updated. This field is the sum of all values manually entered in the monthly input columns (shown in the *YearTotal* field) and the *Encumbrance Loaded* column.

   • The Encumbrance Loaded field is the calculated encumbrance value for POs created since April 1, 2019. Detailed information for this total can be found in the PRISM report - *FGAE138 Extract of Calculated Encumbrances by Entity and Department* https://pre.prism.pitt.edu/wp-content/uploads/FGAE138.pdf. .

		FY18	FY19	FY19	FY19	FY19		
		Actual	Actual	Ending Budget	Encumbrances	Encumbrance Loaded		
		YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	JUL
6000 - Office Supplies	R00000	84410.54		299976.00	314.74	114.74	200.00	200.00

12. There are several additional methods to enter encumbrances. When in the desired field, right-click on the field to display the options or click the Actions button. Options include Edit, Comments, Supporting Detail, Change History and Lock/Unlock Cells.

Supporting Detail

13. To keep a detailed log of the manual encumbrances, use the *Supporting Detail* option (right –
click or Actions).

14. In the Supporting Detail window, add line details with descriptions using the Actions drop down.
The Operator column defaults to addition but can be changed to subtraction, multiplication and
division.

- Add Child records to roll-up to a total for one encumbrance event.

- Add Sibling records to record multiple encumbrance events

- When the encumbrance is relieved, the encumbrance line can either be deleted or a new
line for subtracting the amount can be added.

15. Once all details have been added, click Save. This will close the Supporting Details window and
the field will now appear highlighted, which indicates that Supporting Detail has been created.
You must open the Supporting Detail window to edit the amount.

Comments

16. *Comments* can be added to any field (right –click or Actions).

17. In the Comments window, enter the desired text and click Post.

- The Comments will be stamped with the name of the user entering the Comments and the time that the comments were added.

- Once all comments have been added, click Close. The field will now appear with a triangle in the upper right corner indicating Comments are attached.
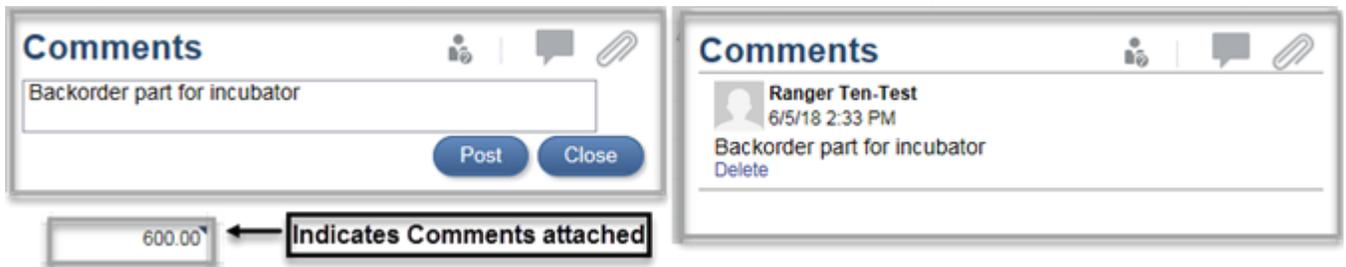

Attachments

18. File *Attachments* can be added to any field (right-click or Actions).

19. In the Attachments window, Browse to find the desired file and click Upload.

- The Attachments screen will be stamped with the name of the user uploading the attachment and the time the attachment was created.

- Once all attachments have been added, click Close. The field will now appear with a box in the upper right corner indicating attachments are loaded.
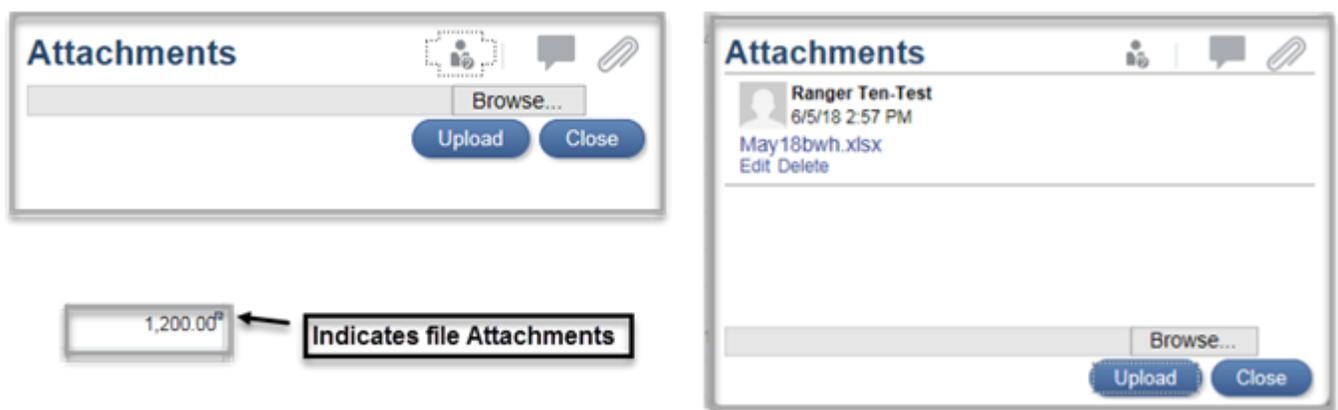
20. Always remember to save the form when changes have been made.   Save will automatically recalculate the YearTotal fields and ensure changes are not lost.

Managing Encumbrance Entry Forms

Automatic Calculation of Fringe Benefits

21. When entering encumbrances for salary subcodes in the **02 & 03** and **04 & 06** forms, the system will automatically calculate the corresponding fringe benefits based on the approved non-federal rates.

> *NOTE:* The 05 form will not automatically calculate fringe, this must be done manually.

SubCode	Reference	Purpose	YearTotal	JUL
5400 - Staff RFT Regular Earnings	R00000	00000 - Default-No Value	10,000.00	10,000.00
5420 - Staff RFT Overtime	R00000	00000 - Default-No Value		
5440 - Staff RFT Compensatory Time Paid	R00000	00000 - Default-No Value		
5441 - Staff RFT Other Compensation	R00000	00000 - Default-No Value		
5445 - Vacation Pay	R00000	00000 - Default-No Value		
5446 - Sick Time Paid	R00000	00000 - Default-No Value		
5530 - Temporary Staff TEP PT Earnings	R00000	00000 - Default-No Value		
5540 - Temporary Staff PT Overtime	R00000	00000 - Default-No Value		
5700 - FICA-Paying Student Employees	R00000	00000 - Default-No Value		
5750 - Non-FICA-Paying Student Employees	R00000	00000 - Default-No Value		
5907 - Fringe Benefits-Staff	R00000	00000 - Default-No Value	3,920.00	3,920.00

Export to Excel

22. Select Actions – Spreadsheet Export, to send the form data to Excel.

23. The Spreadsheet Export window will open, select Export.

Spreadsheet E...   Export   Close

Click on the export button for spreadsheet export

24. This will open a dialog box to open the HspWbGrid.xls file.

- Chose the Open with Microsoft Excel option or Save File.

- Depending on your version of Excel, you may receive a warning message regarding the format and extension, select Yes to open the file.