UWINSITE BUDGETS
User Training & Information Session #2

Date: Wednesday, October 31
Welcome to the UWinsite User Training & Information Session #2

Today’s Facilitators:
Andrew Kuntz, Manager, University Budgets
Gillian Heisz, University Controller

Today’s Support:
Alicia Pomeroy, Senior Budget Analyst
Leanna Prior, Budget Analyst
Jelena Magliaro, Junior Budget Analyst
ABOUT THIS SESSION

Description
This is the second in a series of quarterly sessions developed specifically for UWinsite Budgets (formerly PBCS) users. This session will provide an overview, through demonstrations and hands-on training, of some of the best tips and tricks (and treats) for finding the data and information you are seeking from the UWinsite Finance and UWinsite Budgets systems.

Audience
All UWinsite Budgets Users

Duration
Approximately 2.5 hours
AGENDA

Section 1: Refresher
Accessing UWinsite Budgets
System Navigation
Understanding the Data
Popular Forms

Section 2: Tips and Tricks
Setting the POV to Access Data
Exporting Forms to Excel
Opening Forms in Smart View
Ad-hoc Analysis in Smart View
Budget Adjustment Process

Section 3: Updates
2017/18 Carryover Funds Distributed
Requesting new Forms or Reports
Labour Detail Data

Section 4: User Questions
Getting Help
Section 1: Refresher

USING UWINSITE BUDGETS
Launch a web browser (Firefox is preferred). The UWinsite Budgets direct URL is: https://planning-uwinpbcs.pbc.ca2.oraclecloud.com/HyperionPlanning
-OR- Navigate to www.uwindsor.ca/uwinsitefinance and click the link below...

Select Company Sign In
Then enter your UWinID and Password

Security Roles
Every user is assigned security roles within UWinsite Budgets that support the tasks required in their position. Your security profile determines what you can see and what you can do.
The right hand side of the Home page presents multiple menus to interact with your planning application.

<table>
<thead>
<tr>
<th>Menu</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dashboards</td>
<td>High level views of information. Useful area where you can create some high-level graphical and grid views to change and save data.</td>
</tr>
<tr>
<td>Tasks</td>
<td>Lists of actions that users can follow. Admins setup task lists to guide users through the planning and budgeting process.</td>
</tr>
<tr>
<td>Data</td>
<td>Web forms. Admins design forms as containers for data collection, adjustments of drivers, or simple displays of information.</td>
</tr>
<tr>
<td>Rules</td>
<td>Business rules launch specific calculations that can be applied to forms and/or executed by administrators.</td>
</tr>
<tr>
<td>Approvals</td>
<td>Admins can approve, track, and control the planning process via the approval chain.</td>
</tr>
<tr>
<td>Reports</td>
<td>View reports which dynamically summarize data within the application.</td>
</tr>
<tr>
<td>Application</td>
<td>View overall application statistics, load data and metadata, view back-end jobs in the job console, scheduling capabilities, sandbox and valid intersection management</td>
</tr>
<tr>
<td>Tools</td>
<td>Overall app settings for number formatting, approvals, notifications, data/time display and aliases.</td>
</tr>
<tr>
<td>Academy</td>
<td>Self-guided learning with tips, tricks, best practices, tutorial videos, and links to PBCS documentation.</td>
</tr>
</tbody>
</table>
## PRIMARY USER APPLICATIONS

<table>
<thead>
<tr>
<th>Data</th>
<th>Reports</th>
<th>Dashboards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forms for data collection, adjustments, or simple displays of information.</td>
<td>Reports dynamically summarize data within the application.</td>
<td>High level views of information. High-level graphical and grid views of system data.</td>
</tr>
<tr>
<td>View or enter data on web or in Smart View.</td>
<td>View or print from HTML, PDF or Excel.</td>
<td>View only from web application.</td>
</tr>
</tbody>
</table>
ACCESSING FORMS

1. From the Home page or navigator, select the **Data, Report or Dashboard** application icon.

2. Drill down through the selections until you reach the folder you wish to access.

3. Once selected, the form, report or dashboard will appear in a new view.
In PBCS data is stored in “cubes” and can be accessed by selecting (or filtering) specific Members of the various Dimensions.

The process of filtering the dimension members establishes a Point of View.

By changing the point of view a user can access their different Data Points.

User Security
Users will only have access to select members of dimensions where they have authority. For example, the Budget user in FAHSS will only be able to select the FAHSS members from the Department dimension.
**DIMENSIONS**

**Dimensions** represent categories of data in the organization and allow users to enter and slice their data to the database in a meaningful way.

**Opex Dimensions:** Account, Classification, Department, Fund, **Line Item**, Period, Program, Project, Scenario, Type, Version, Years

**Labour Dimensions:** Account, Classification, Department, Fund, Period, **Position**, Program, Scenario, Type, Version, Years

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**Security Locks**

Security locks specific users from accessing certain members within certain dimensions (e.g. Psychology department staff are locked from editing Law Department data).
**Members** are elements that compose a dimension. You may think of them as subcategories of information that further define how the data entered should be sliced.

For example, **FAHSS** is a member of the department dimension. **May** is a member of the period dimension. **FY18** is a member of the Year dimension.
Some Dimension Members may be organized into a **Hierarchy**.

For example, individual departments roll up to faculties which roll up into budget areas within the Department hierarchy.
## SCENARIO AND VERSION DIMENSIONS

<table>
<thead>
<tr>
<th>Scenarios</th>
<th>Description</th>
<th>Eligible Versions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget</td>
<td>Budget Development/Initial Board Approved Budget</td>
<td>Dev0, Dev1, Dev2, <strong>Dev3</strong>, Dev4, Reclass, Final, <strong>Approved</strong></td>
</tr>
<tr>
<td>Adj Budget</td>
<td>Active/In-year Budget</td>
<td><strong>Active</strong>, Approved</td>
</tr>
<tr>
<td>Actual</td>
<td>Actual Revenue and Expenditures</td>
<td>Final</td>
</tr>
<tr>
<td>Commitments</td>
<td>Open Commitments</td>
<td>Final</td>
</tr>
<tr>
<td>Obligations</td>
<td>Open Obligations</td>
<td>Final</td>
</tr>
<tr>
<td>6M Forecast</td>
<td>6-month Forecast</td>
<td><strong>Active</strong>, Approved</td>
</tr>
<tr>
<td>9M Forecast</td>
<td>9-month Forecast</td>
<td><strong>Active</strong>, Approved</td>
</tr>
</tbody>
</table>
Many of the most helpful forms can be found under...

**Forms > Expense Planning > 05 Reporting > 5.1 User Reports**

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>05 Reporting</td>
<td></td>
</tr>
<tr>
<td>5.1 User Reports</td>
<td></td>
</tr>
<tr>
<td>5.10 Income Statement by Month</td>
<td>Filter by Scenario, Version, Year, Fund, Department, Program, Project</td>
</tr>
<tr>
<td>5.11a Free Balance by Natural Account</td>
<td>Filter by Year, Fund, Department, Program, Project</td>
</tr>
<tr>
<td>5.11b Free Balance by Program Project</td>
<td>Filter by Years, Periods, Fund, Department, Account, Classification</td>
</tr>
<tr>
<td>5.12a Budget Comparison - Current Month</td>
<td>Compare budget to actual to determine free balance of YTD funds available.</td>
</tr>
<tr>
<td>5.12b Budget Comparison - Select Month</td>
<td>Compare budget to actual to determine free balance of YTD funds available.</td>
</tr>
<tr>
<td>5.13 Review Budget Adjustments</td>
<td>Filter by Year, Fund, Department, Program, Project, Type</td>
</tr>
<tr>
<td>5.14 Actual Program Project Balances by Month</td>
<td>Filter by Year, Fund, Department, Account, Classification</td>
</tr>
<tr>
<td>5.16a Appropriations Program Project - Operating Fund</td>
<td>Year end balances for use in year-end appropriations calculations.</td>
</tr>
<tr>
<td>5.16b Appropriations Program Project - Ancillary Fund</td>
<td>Year end balances for use in year-end appropriations calculations.</td>
</tr>
<tr>
<td>5.17 Budget Revisions</td>
<td>Compare budget year over year to determine changes from prior year.</td>
</tr>
</tbody>
</table>
Section 2: Tips and Tricks

DEMONSTRATION
The Point-Of-View (POV) is at the top of each form.

Click each dimension within the POV to select members. Click >> to see hidden dimensions.

Complete the selection by clicking on the “Go” arrow.
SELECTING A MEMBER

1. When Selecting the Dimension Member be sure to click on the check mark beside the Member you would like to select.

2. Complete the selection by clicking on the “OK” button.
After you have set your point of view and confirm the information in your form is correct, click on the “Actions” menu.

Click on “Spreadsheet Export”.

Ensure the pop-up window indicates Open with Microsoft Excel and click OK.
STARTING SMART VIEW

1. Open Excel and click on the **Smart View** tab.

2. Click on the **Panel** icon to show the Smart View navigation pane on the right hand side of your window.

3. When prompted, click on **Shared Connections** > **Modify**.
When Global Smart View options opens, type in the url below. Click OK to save.

https://planning-uwinpbcs.pbc.ca2.oraclecloud.com/workspace/SmartViewProviders

Click on **Company Sign In**

Type in your **UWinID** and **Password**. Click **Login**.
SMART VIEW NAVIGATION

**Toolbar Area:** Access options, set up connections and perform functions to data.

**POV:** Displays Dimensions and Members set for the form. You may also change Members within the POV.

**Content Area:** The spreadsheet makes up the content area within Smart View where you may input and change data within forms.

**Smart View Navigation Pane:** This acts much like the left hand View Pane in PBCS. You may access all folders and forms through this pane.
## SMART VIEW TOOLBAR BUTTONS

<table>
<thead>
<tr>
<th>Button</th>
<th>Button Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Icon" /></td>
<td>Panel</td>
<td>Opens the Smart View navigation pane.</td>
</tr>
<tr>
<td><img src="image2.png" alt="Icon" /></td>
<td>Connections</td>
<td>Opens Connections Manager where you add, delete, and edit data source connections.</td>
</tr>
<tr>
<td><img src="image3.png" alt="Icon" /></td>
<td>Functions</td>
<td>Opens the Function Builder screen that allows user to build equation based get value equations.</td>
</tr>
<tr>
<td><img src="image4.png" alt="Icon" /></td>
<td>Refresh</td>
<td>Updates and refreshes data in the data fields.</td>
</tr>
<tr>
<td><img src="image5.png" alt="Icon" /></td>
<td>Submit Data</td>
<td>Saves data and updates the database.</td>
</tr>
</tbody>
</table>
OPENING UP FORMS

Option 1: Select the form you would like to open in the Smart View navigation pane. Hit Open Form at the bottom of the navigation pane.

Option 2: Right click on the form you would like to open in the Smart View navigation pane. Select Open Form.

Close Other Excel Files When Using Smart View
Closing other Excel files or opening a new instance of Excel to open a form in will avoid Smart View opening in an existing workbook.
SMART VIEW FOR AD-HOC ANALYSIS

Click on **Analyze**

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<td>N415</td>
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<td></td>
<td>2935154.98354761</td>
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<tbody>
<tr>
<td>1</td>
<td>+</td>
<td>YearTotal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>104</td>
<td>+</td>
<td>500000:External Revenue</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>167</td>
<td>+</td>
<td>600000:Internal Revenue</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>206</td>
<td>+</td>
<td>700000:Internal Expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>415</td>
<td>+</td>
<td>800000:External</td>
<td>2935155</td>
<td></td>
<td></td>
</tr>
<tr>
<td>443</td>
<td>+</td>
<td>900000:YE Close Accounts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>444</td>
<td>INCB:Inconn</td>
<td></td>
<td>2935155</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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# "NEW" BUDGET ADJUSTMENT PROCESS

## BUDGET ADJUSTMENT TEMPLATE

You may only key data into the yellow coloured cells (Required)

- **Uwin ID**
- **Adjust Type**
  - Type

Use the grid below to enter the following information:
- Maximum of 100 lines per budget adjustment
- Account Information (Fund, Department, Program, Project, Natural Account & Classification)
- Accounting period (i.e. specify a specific month when the adjustment should take place or amortize across the entire fiscal year)
- "Send Funds To" will increase an expense budget (or decrease a revenue budget)
- "Take Funds From" will decrease an expense budget (or increase a revenue budget)
- Add a detailed comment to describe your budget adjustment (max 200 characters)

### Grid section

<table>
<thead>
<tr>
<th>Fund</th>
<th>Department</th>
<th>Program</th>
<th>Project</th>
<th>Natural Account</th>
<th>Classification</th>
<th>Month</th>
<th>Send Funds To</th>
<th>Take Funds From</th>
<th>Add a Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

**WHEN COMPLETE, SAVE AND EMAIL YOUR BUDGET ADJUSTMENT TO** budgetadjustments@uwindsor.ca

**In balance**

Your budget adjustment must balance to be loaded

**Last Updated**

2018-06-22

**Today’s Date**

2018-05-29

**Budget Scenario**

Adjusted Budget Scenario

**Budget Version**

Active

**Fiscal Year**

2017/18 Fiscal Year

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University of Windsor
MAKING A BUDGET ADJUSTMENT

1. Access the new Budget Adjustment Template online. [Link to template]
   Found under “Forms” within “Budget Services”

2. Enter the header section information:
   - UWin ID
   - Adjustment Type (One-time or On Going)

3. Complete the grid section of your budget adjustment:
   - Account Information (Fund, Dept, Prog, Proj, Acct, Class)
   - Accounting Period (month or average across the year)
   - Amounts:
     - Send Funds To – Increase an expense budget (Decrease a revenue budget)
     - Take Funds From – Decrease an expense budget (Increase a revenue budget)
4. Ensure your budget adjustment is “In Balance”.

<table>
<thead>
<tr>
<th>In balance</th>
<th>Out of balance</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>SEND FUNDS TO</em> (Increase Budget)</td>
<td><em>TAKE FUNDS FROM</em> (Decrease Budget)</td>
</tr>
<tr>
<td>$1,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>$1,000</td>
<td>$900</td>
</tr>
</tbody>
</table>

5. Save your Budget Adjustment Template.

6. E-mail the saved file to budgetadjustments@uwindsor.ca

7. The Budgets Office will load your budget adjustments to UWinsite Budgets and it will interface to UWinsite Finance GL the following day.
Section 3: Updates

RECENT EVENTS AND COMING SOON
2017/18 CARRY FORWARD

- Carryover funds have been returned
- 2 types of carryover funds:
  - Unrestricted Carryover Funds
    - General
    - Departmental
  - Restricted Carryover Funds
    - Specific Programs
    - POs
    - Other (special projects, contingency, faculty travel, etc.)
- Funds returned to account 90300.CFD
- Review to ensure all restricted funds carried forward accurately
REQUESTING NEW FORMS, REPORTS AND DASHBOARDS FOR UWINSITE BUDGETS

UWInsite Budget users are encouraged to use and review all of the available forms, reports and dashboards.

Identify areas of need or new requirements

Open a UWInsite Finance Planning & Budgeting ticket

Describe the form, report or dashboard that would assist in performing the duties of your job

The Budgets office will contact you to review your needs and begin developing new forms, reports and dashboards to meet user requests.

Open a ticket in Team Dynamix

Open Ticket
• Currently the labour module is not in use as the issues with the interface between UWinsite Budgets and VIP are ironed out.
• A team including Alicia Pomeroy (Budgets), Nick Keren (IT) and Tom Puskas (HR) have been working to reconcile the VIP interface.
• Plan to unveil the labour module with detailed labour data and reports at the next UWinsite Budgets User Information & Training session.
Section 4: User Questions

GETTING HELP
HELP STRATEGIES – UWINSITE BUDGET USERS

- Contact your Budget Analyst
- Attend user training and information sessions
- Review online resources at uwindsor.ca/uwinsitefinance
  - Handbook, Simulations, Videos, User Guides, Quick Reference Sheets, etc.
- Take advantage of the UWin Self-Service Client Portal at uwindsor.ca/help
  - Submit a support ticket through the Services section
    - NOTE: Questions and tickets will be addressed by a member of the UWInsite Budgets team
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Ext.</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. David Butcher</td>
<td>Executive Director, Budgets and Financial Services</td>
<td>2130</td>
<td><a href="mailto:butch@uwindsor.ca">butch@uwindsor.ca</a></td>
</tr>
<tr>
<td>Ms. Cathy Evanyk</td>
<td>Budget Associate</td>
<td>2130</td>
<td><a href="mailto:cevanyk@uwindsor.ca">cevanyk@uwindsor.ca</a></td>
</tr>
<tr>
<td>Mr. Andrew Kuntz</td>
<td>Manager, University Budgets</td>
<td>5008</td>
<td><a href="mailto:andrewk@uwindsor.ca">andrewk@uwindsor.ca</a></td>
</tr>
<tr>
<td>Ms. Alicia Pomeroy</td>
<td>Senior Budget Analyst</td>
<td>2082</td>
<td><a href="mailto:apomeroy@uwindsor.ca">apomeroy@uwindsor.ca</a></td>
</tr>
<tr>
<td>Ms. Leanna Prior</td>
<td>Budget Analyst</td>
<td>2021</td>
<td><a href="mailto:leannap@uwindsor.ca">leannap@uwindsor.ca</a></td>
</tr>
<tr>
<td>Dr. Jelena Magliaro</td>
<td>Junior Budget Analyst</td>
<td>2022</td>
<td><a href="mailto:jelena@uwindsor.ca">jelena@uwindsor.ca</a></td>
</tr>
</tbody>
</table>
BUDGET ANALYSTS RESPONSIBILITIES

Jelena Magliaro
- President’s area
- VP Admin & Planning area
- Student Services
- Leddy Library
- Campus Services/Ancillary areas
- Admin support for Budgets office, Data collection/reporting

Leanna Prior
- Provost’s area
- VP Research’s area
- Odette
- Education
- HK/ARS
- Nursing
- Schulich
- Science
- International/CEPE/ELIP

Alicia Pomeroy
- FAHSS
- Engineering
- Law
- Grad Studies
- UWinsite Budgets functional support, Salary & Benefit planning, Form 1/ARAC approvals, Collective Bargaining support