UWINSITE BUDGETS

User Training & Information Session #2

Date: Wednesday, October 31

WELCOME!

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

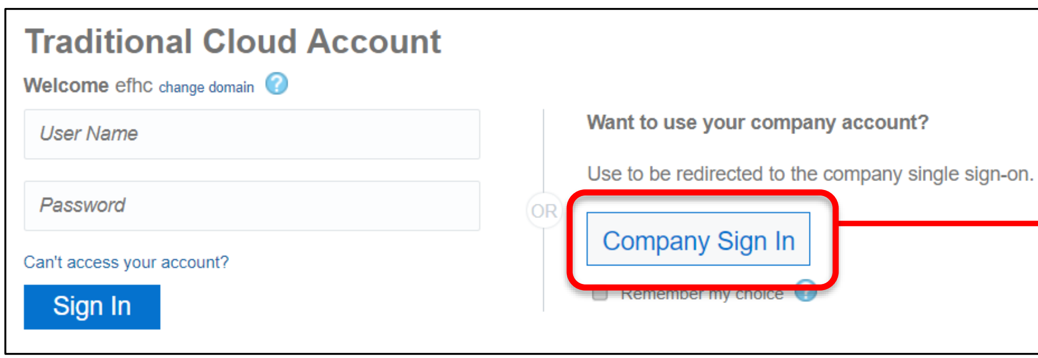
Section 1: Refresher

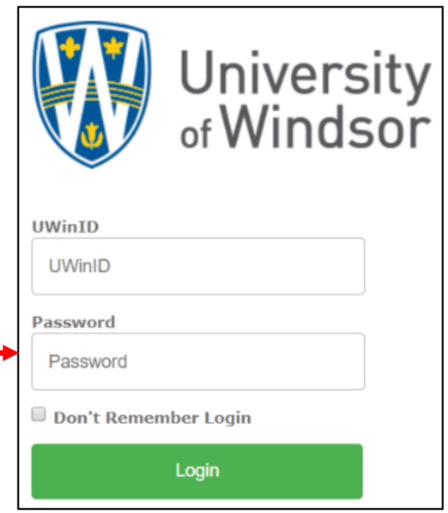
USING UWINSITE BUDGETS

ACCESSING UWINSITE BUDGETS

① Launch a web browser (Firefox is preferred). The UWinsite Budgets direct URL is: https://planning-uwinpbcs.pbcs.ca2.oraclecloud.com/HyperionPlanning -OR- Navigate to www.uwindsor.ca/uwinsitefinance and click the link below...

② Select Company Sign In
Then enter your UWinID and Password

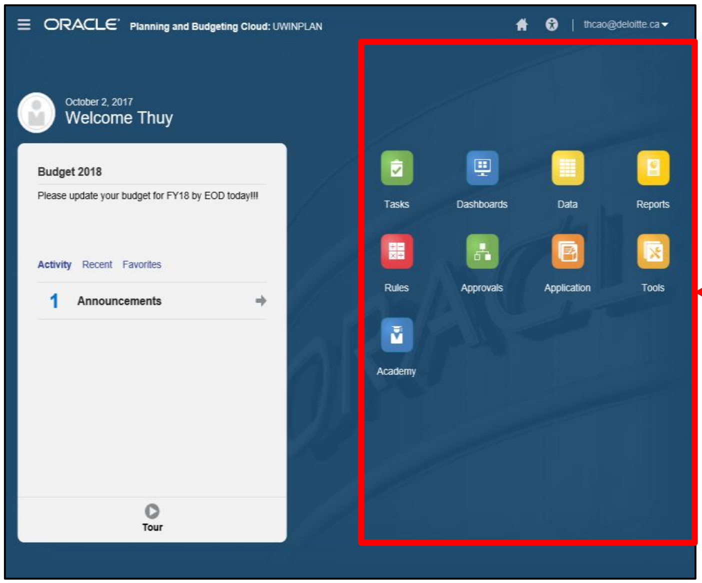




Security Roles
Every user is assigned security roles within UWinsite Budgets that support the tasks required in their position. Your security profile determines what you can see and what you can do.

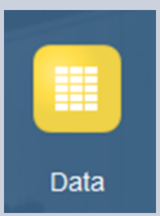
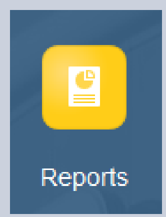
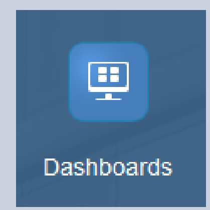
HOME PAGE – MENU OVERVIEW

The right hand side of the Home page presents multiple menus to interact with your planning application.



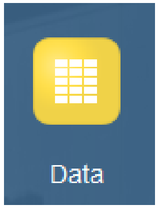
Menu	Description
Dashboards	High level views of information. Useful area where you can create some high-level graphical and grid views to change and save data
Tasks	Lists of actions that users can follow. Admins setup task lists to guide users through the planning and budgeting process.
Data	Web forms.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

PRIMARY USER APPLICATIONS

Data	Reports	Dashboards
Forms for data collection, adjustments, or simple displays of information.	Reports dynamically summarize data within the application.	High level views of information. High-level graphical and grid views of system data.
View or enter data on web or in Smart View.	View or print from HTML, PDF or Excel.	View only from web application.
		

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.

UNDERSTANDING THE DATA

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

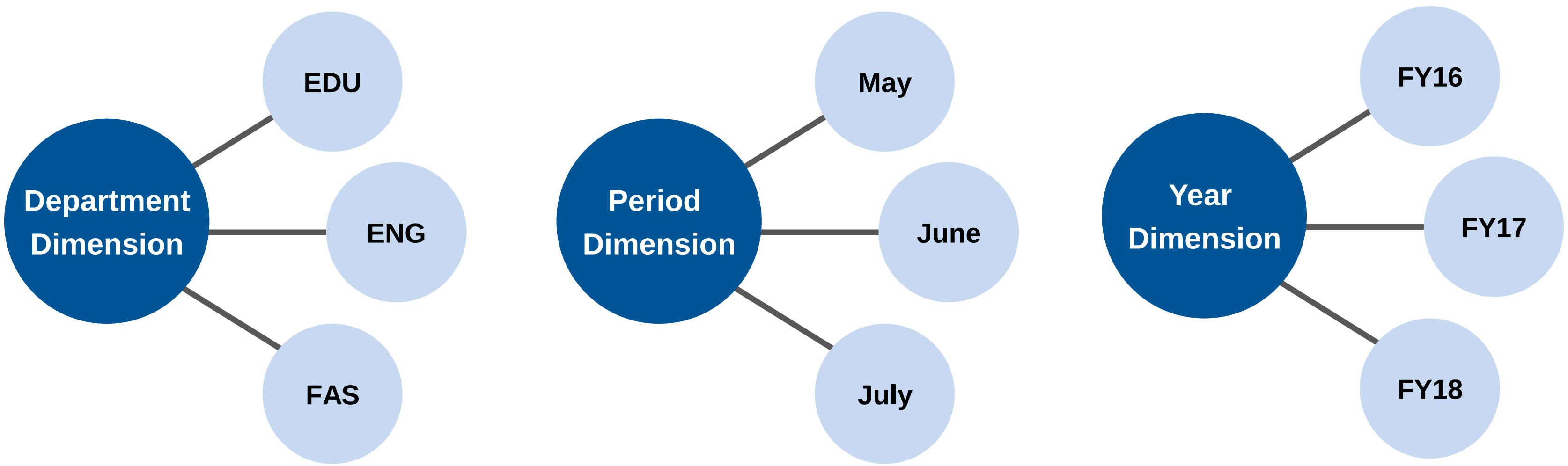
Labour Dimensions: Account, Classification, Department, Fund, Period, **Position**, Program, Scenario, Type, Version, Years

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

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.

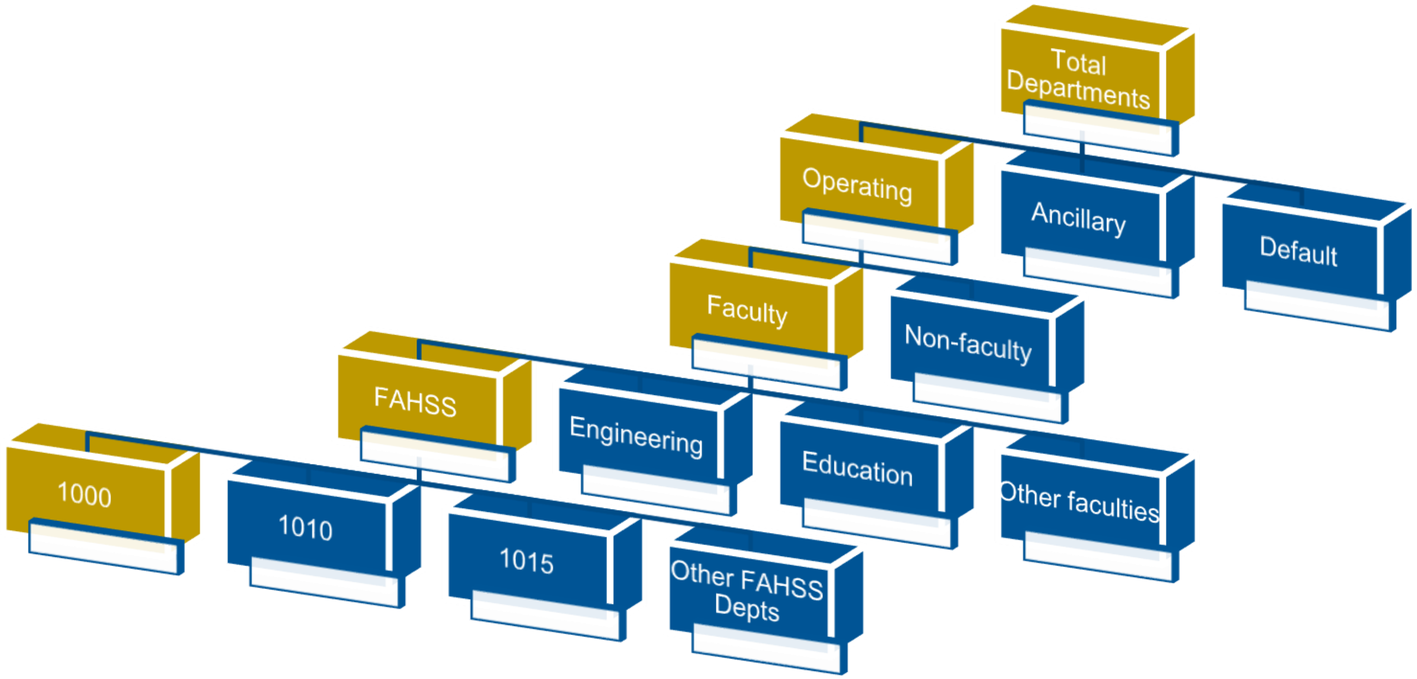
For example, **FAHSS** is a member of the department dimension. **May** is a member of the period dimension. **FY18** is a member of the Year dimension.



HIERARCHIES

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

Scenarios	Description	Eligible Versions
Budget	Budget Development/ Initial Board Approved Budget	Dev0, Dev1, Dev2, **Dev3**, Dev4, Reclass, Final, **Approved**
Adj Budget	Active/In-year Budget	**Active**, Approved
Actual	Actual Revenue and Expenditures	**Final**
Commitments	Open Commitments	**Final**
Obligations	Open Obligations	**Final**
6M Forecast	6-month Forecast	**Active**, Approved
9M Forecast	9-month Forecast	**Active**, Approved

POPULAR FORMS

Many of the most helpful forms can be found under…

Forms > Expense Planning > 05 Reporting > 5.1 User Reports

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

Section 2: Tips and Tricks

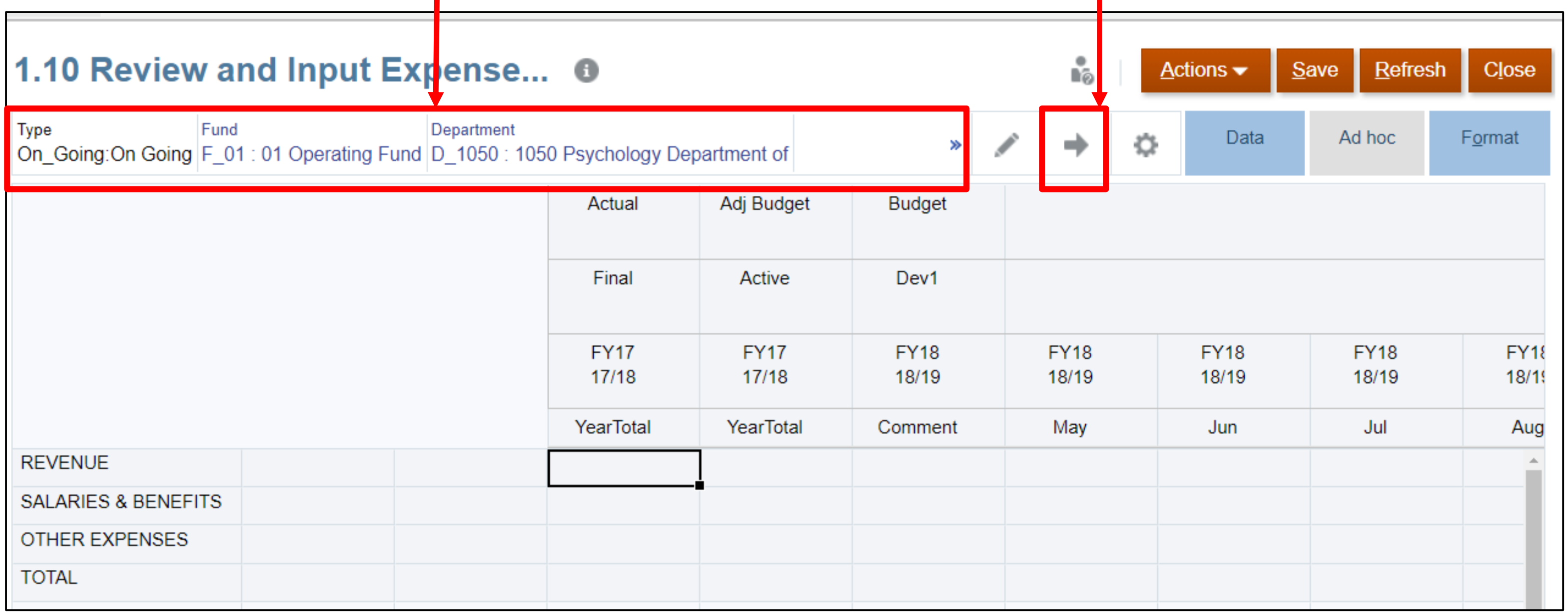
DEMONSTRATION

CHANGING THE POINT-OF-VIEW

1 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.

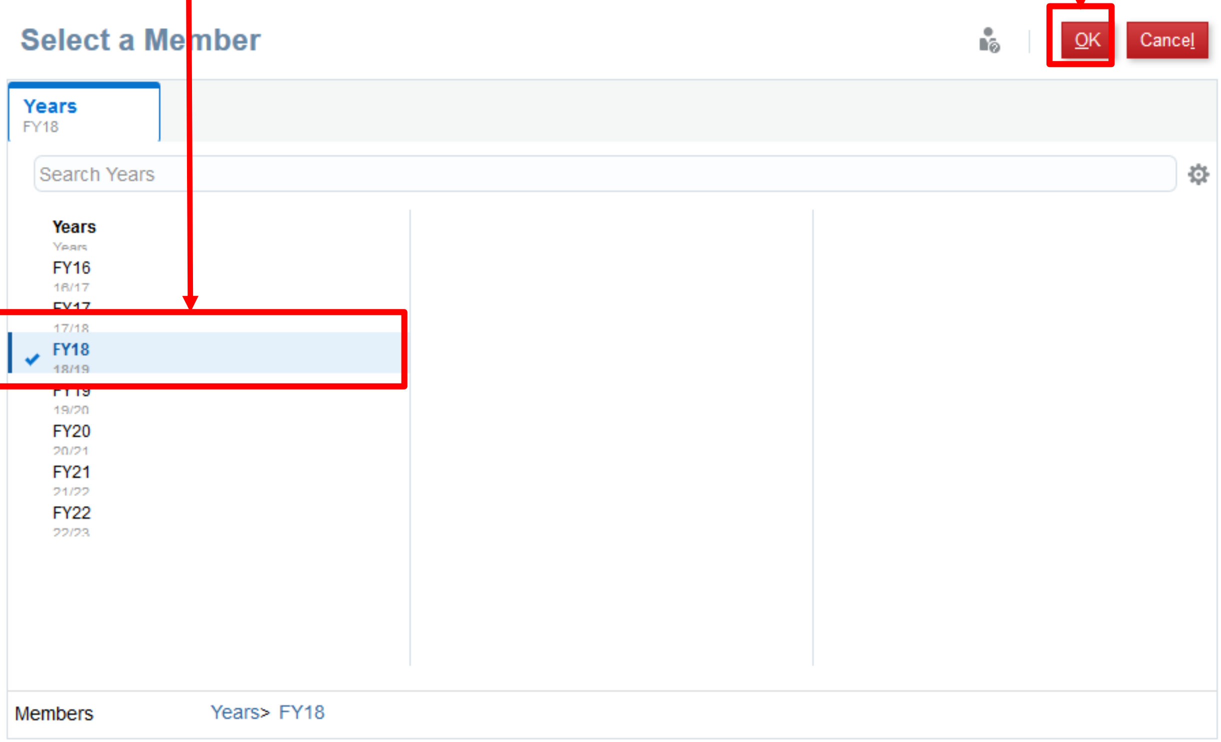
2 Complete the selection by clicking on the “Go” arrow.



SELECTING A MEMBER

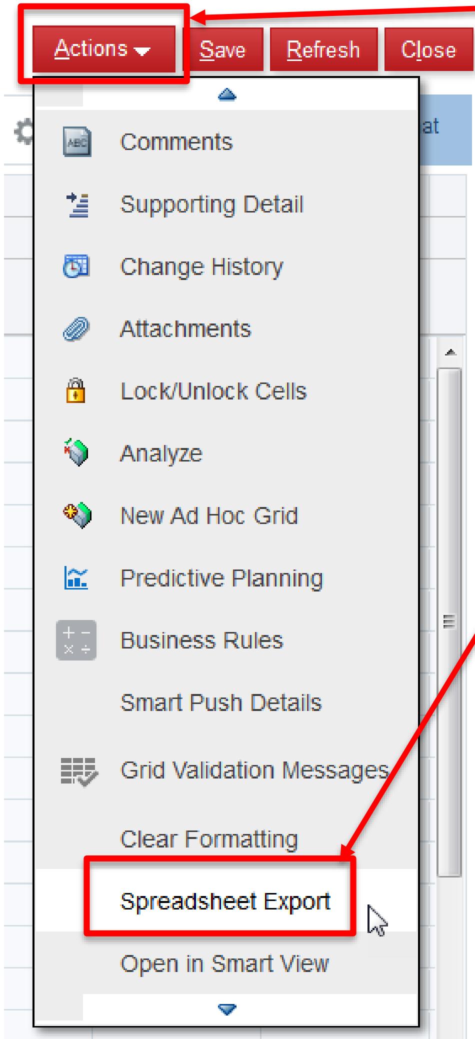
1 When Selecting the Dimension Member be sure to click on the check mark beside the Member you would like to select.

2 Complete the selection by clicking on the "OK" button.



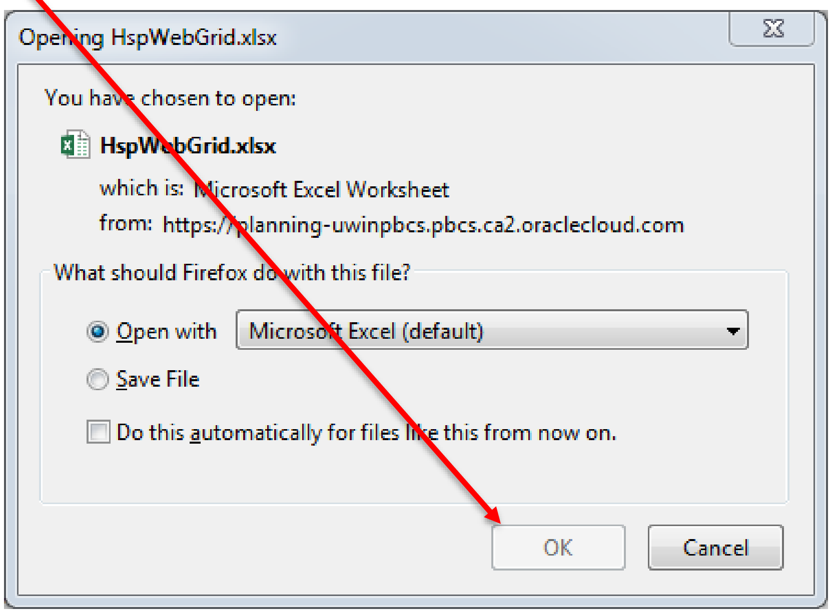
EXPORTING FORMS TO EXCEL

1. After you have set your point of view and confirm the information in your form is correct, click on the “Actions” menu.



2. Click on “Spreadsheet Export”.

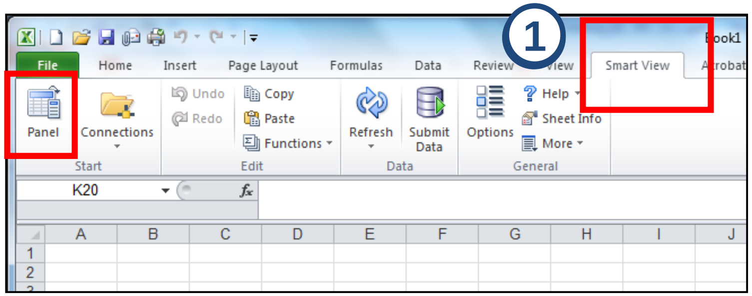
3. Ensure the pop-up window indicates Open with Microsoft Excel and click OK.



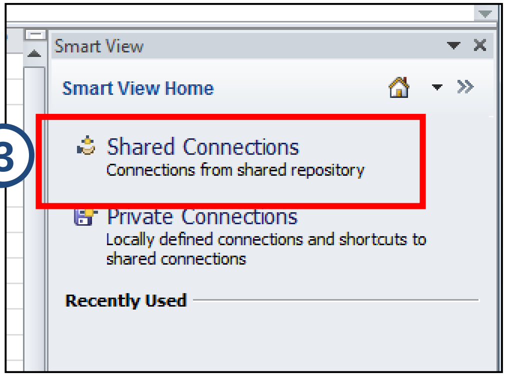
STARTING SMART VIEW

1

2



3

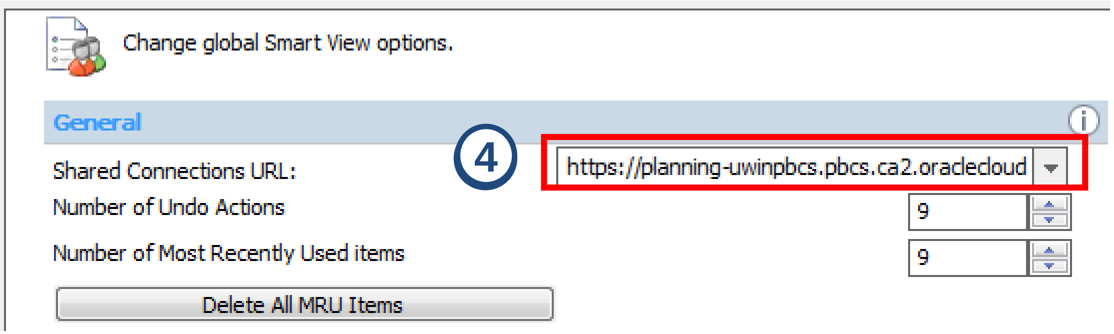


1. Open Excel and click on the **Smart View** tab

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**

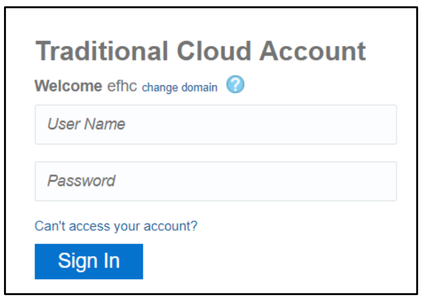
STARTING SMART VIEW (CONTINUED)

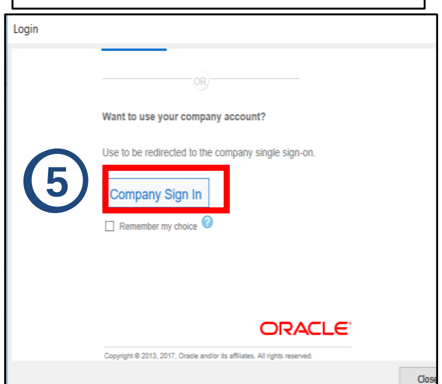


4

When Global Smart View options opens, type in the url below.
Click OK to save.

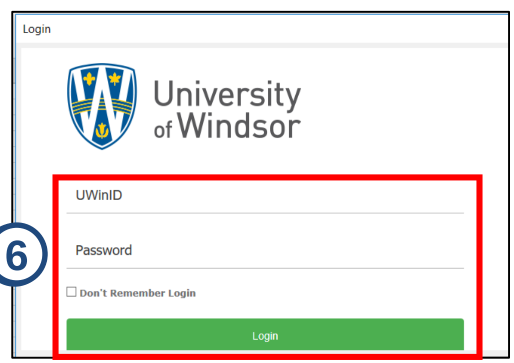
https://planning-uwinpbcs.pbcs.ca2.oraclecloud.com/workspace/SmartViewProviders





5

Click on **Company Sign In**



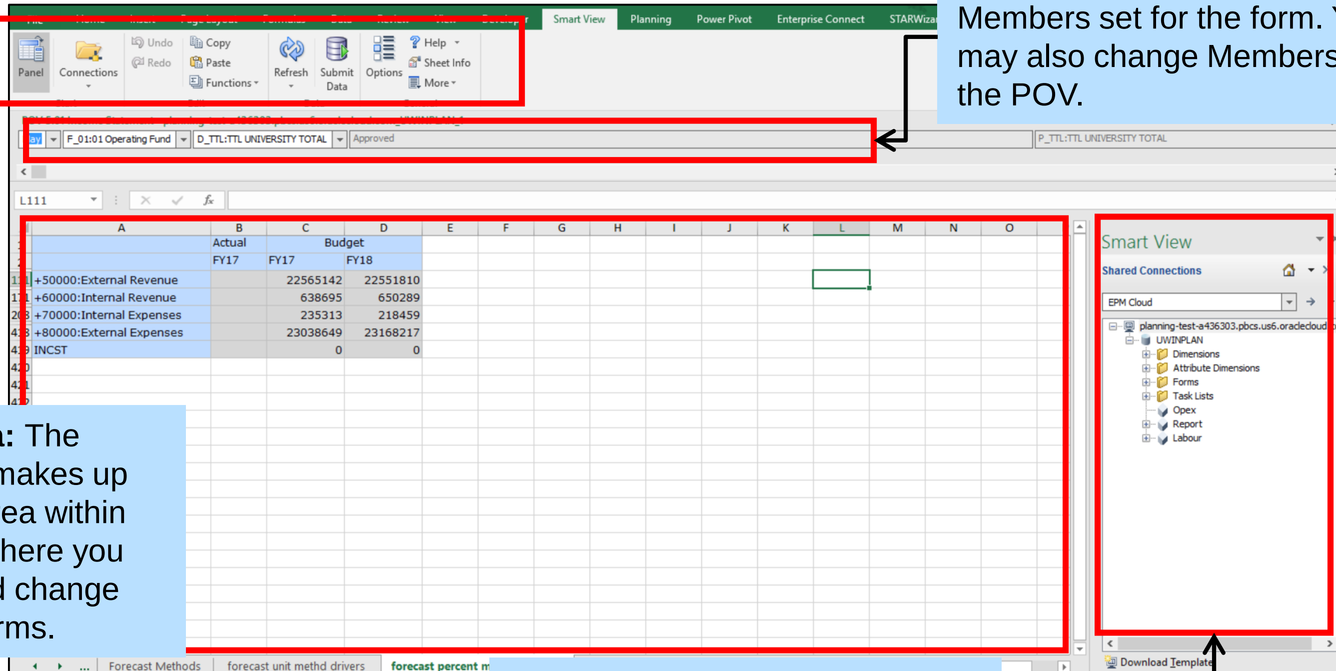
6

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.



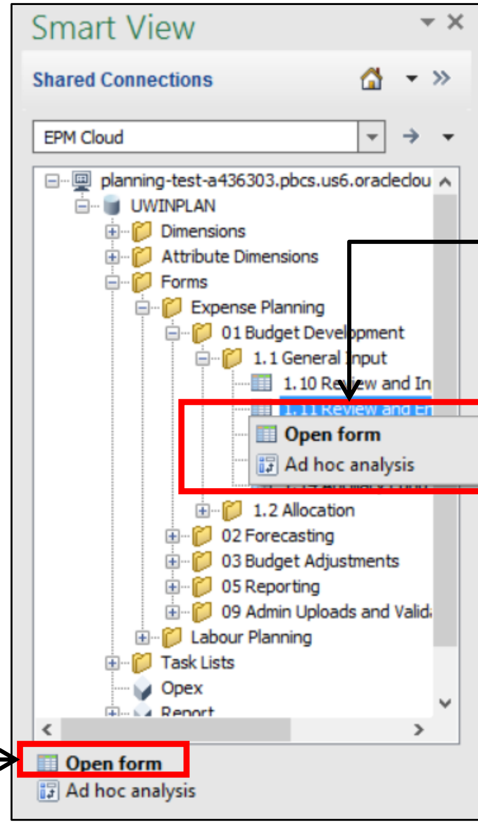
Content Area: The spreadsheet makes up the content area within Smart View where you may input and change data within forms.

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

Button	Button Name	Description
	Panel	Opens the Smart View navigation pane.
	Connections	Opens Connections Manager where you add, delete, and edit data source connections.
	Functions	Opens the Function Builder screen that allows user to build equation based get value equations.
	Refresh	Updates and refreshes data in the data fields.
	Submit Data	Saves data and updates the database.

OPENING UP FORMS



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

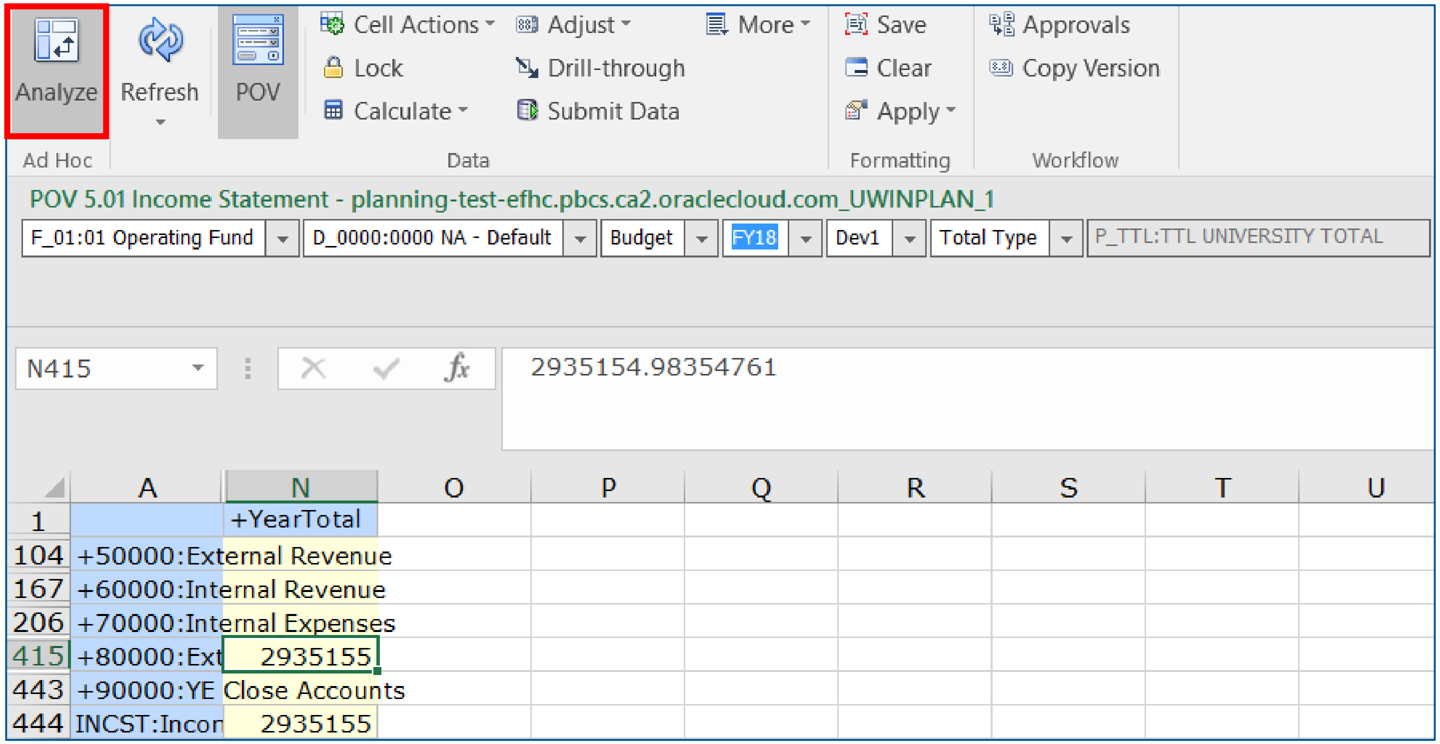
Option 1: Select the form you would like to open in the Smart View navigation pane. Hit **Open Form** at the bottom of the navigation pane.

Close Other Excel Files When Using Smart View

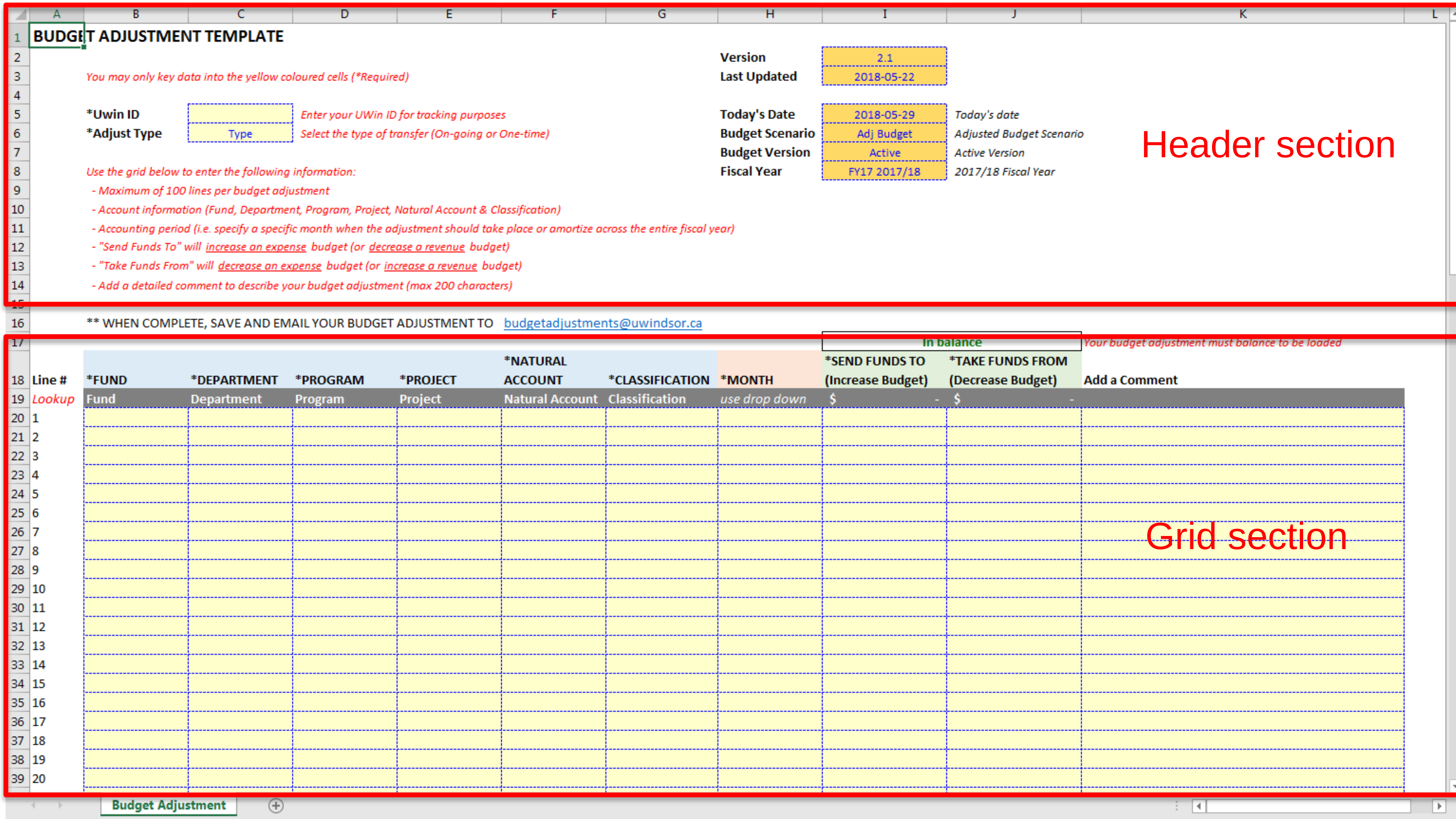
Closing other Excel files or opening a new instance of Excel to open a form in will avoid Smart View opening in an existing workbook.

SMART VIEW FOR AD-HOC ANALYSIS

8 Click on **Analyze**



“NEW” BUDGET ADJUSTMENT PROCESS



BUDGET ADJUSTMENT TEMPLATE

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

Version	2.1		
Last Updated	2018-05-22		
*Uwin ID		*Enter your UWin ID for tracking purposes*	
*Adjust Type	Type	*Select the type of transfer (On-going or One-time)*	
Today's Date	2018-05-29	*Today's date*	
Budget Scenario	Adj Budget	*Adjusted Budget Scenario*	
Budget Version	Active	*Active Version*	
Fiscal Year	FY17 2017/18	*2017/18 Fiscal Year*	

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)*

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

In balance — *Your budget adjustment must balance to be loaded*

Line #	*FUND	*DEPARTMENT	*PROGRAM	*PROJECT	*NATURAL ACCOUNT	*CLASSIFICATION	*MONTH	*SEND FUNDS TO (Increase Budget)	*TAKE FUNDS FROM (Decrease Budget)	Add a Comment
Lookup	Fund	Department	Program	Project	Natural Account	Classification	*use drop down*	$ -	$ -	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										

MAKING A BUDGET ADJUSTMENT

1. Access the new Budget Adjustment Template online.
   http://www.uwindsor.ca/finance/glossary-policies-procedures-forms
   Found under “Forms” within “Budget Services”

Budget Services (PBCS)

BU01 - 2018/2019 Budget Adjustment Template

BU02 - Budget Adjustment Instructions

BU03 - Budgets User Training & Information Sessions

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

*Uwin ID		*Enter your UWin ID for tracking purposes*
*Adjust Type	Type	*Select the type of transfer (On-going or One-time)*

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)

MAKING A BUDGET ADJUSTMENT (CONTINUED)

4. Ensure your budget adjustment is “In Balance”.

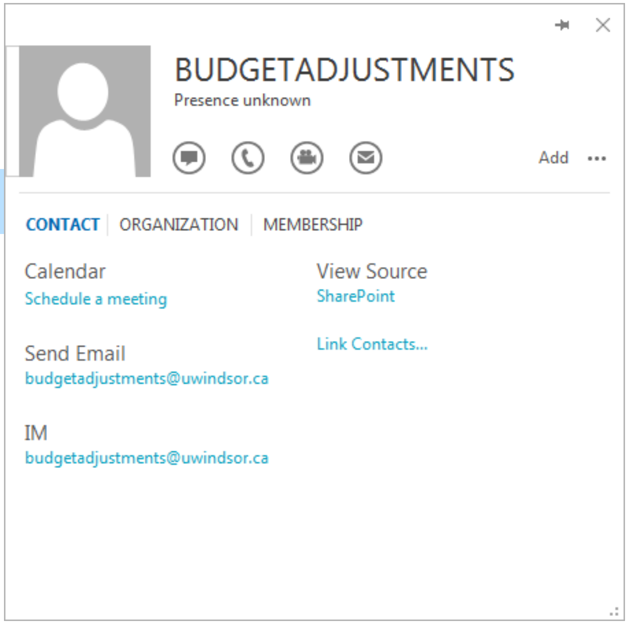
In balance	
*SEND FUNDS TO (Increase Budget)	*TAKE FUNDS FROM (Decrease Budget)
$ 1,000	$ 1,000
$ 1,000	
	$ 1,000

Out of balance	
*SEND FUNDS TO (Increase Budget)	*TAKE FUNDS FROM (Decrease Budget)
$ 1,000	$ 900
$ 1,000	
	$ 900

5. Save your Budget Adjustment Template.

6. E-mail the saved file to budgetadjustmemts@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

Open a ticket in Team Dynamix

Open Ticket

- 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.

DETAILED LABOUR DATA AND REPORTS

3 modules included in UWinsite Budgets…

Labour	Opex	*Future: Revenue & Enrolment*

- 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

BUDGETS OFFICE STAFF

Name	Position	Ext.	E-mail
Mr. David Butcher	Executive Director, Budgets and Financial Services	2130	butch@uwindsor.ca
Ms. Cathy Evanyk	Budget Associate	2130	cevanyk@uwindsor.ca
Mr. Andrew Kuntz	Manager, University Budgets	5008	andrewk@uwindsor.ca
Ms. Alicia Pomeroy	Senior Budget Analyst	2082	apomeroy@uwindsor.ca
Ms. Leanna Prior	Budget Analyst	2021	leannap@uwindsor.ca
Dr. Jelena Magliaro	Junior Budget Analyst	2022	jelena@uwindsor.ca

BUDGET ANALYSTS RESPONSIBILITIES

Jelena Magliaro	Leanna Prior	Alicia Pomeroy
• President's area • VP Admin & Planning area • Student Services • Leddy Library • Campus Services/ Ancillary areas • *Admin support for Budgets office, Data collection/reporting*	• Provost's area • VP Research's area • Odette • Education • HK/ARS • Nursing • Schulich • Science • International/CEPE/ELIP	• FAHSS • Engineering • Law • Grad Studies • *UWinsite Budgets functional support, Salary & Benefit planning, Form 1/ARAC approvals, Collective Bargaining support*