

UWINSITE BUDGETS

User Training & Information Session #3

Leddy Library, room G101A
Tuesday, March 5, 2019





WELCOME!

Welcome to the **UWinsite Budgets User Training & Information Session #3**

Today's Facilitators:

Andrew Kuntz, Manager, University Budgets

Rachel McRae, University Controller (acting)

Today's Support:

Alicia Pomeroy, Procurement Manager (acting)

Leanna Prior, Budget Analyst

Jelena Magliaro, Junior Budget Analyst

Cathy Evanyk, Budgets Associate

Thuy Cao, System Consultant





ABOUT THIS SESSION

Description

This is the third of our regular sessions developed specifically for you, the UWinsite Budgets (formerly PBCS) user. And, we believe this is the session you have been waiting for!! In this session we will provide an overview, through demonstrations, of some important new budget system enhancements, including: account drill through, detailed labour budgeting, improved user menus, and new user forms, reports & dashboards. We will also provide updates about financial policy changes and important year-end dates and deadlines as well as tips to help you find and analyze the financial data and information you require.

Audience

All UWinsite Budgets Users

Duration

Approximately 3 hours





AGENDA

Section 1: Refresher

Accessing UWinsite Budgets
System Navigation
Setting the Point-of-View
Understanding the Data

Section 2: Enhancements

New PO Carryover Method
Updated User Menus
Forms, Reports & Dashboards
Account Drill Through
Tuition Details
Labour Position Detail Budgets

Section 3: Tips

Scheduling Reports
Internal Revenue/Expense JEs
Improvements to Expense Module

Section 4: Updates

2018/19 Fiscal Year-end Schedule
2019/20 Budget Development
Temporary Finance Staff Changes
Budgets Office Responsibilities

Section 5: Questions

Getting Help





A QUOTE TO KEEP IN MIND

“The University runs on budget.”

- Ms. Sandra Aversa, former VP, Planning & Administration



Section 1: Refresher

THE FUNDAMENTALS OF UWINSITE BUDGETS



ACCESSING UWINSITE BUDGETS

1

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...



2

Select Company Sign In
Then enter your UWinID and Password

Traditional Cloud Account

Welcome efHC change domain ?

User Name

Password

Can't access your account?


Sign In

OR

Want to use your company account?
Use to be redirected to the company single sign-on.

Company Sign In

Remember my choice

 University of Windsor

UWinID

UWinID

Password

Password

Don't Remember Login

Login



Security Roles

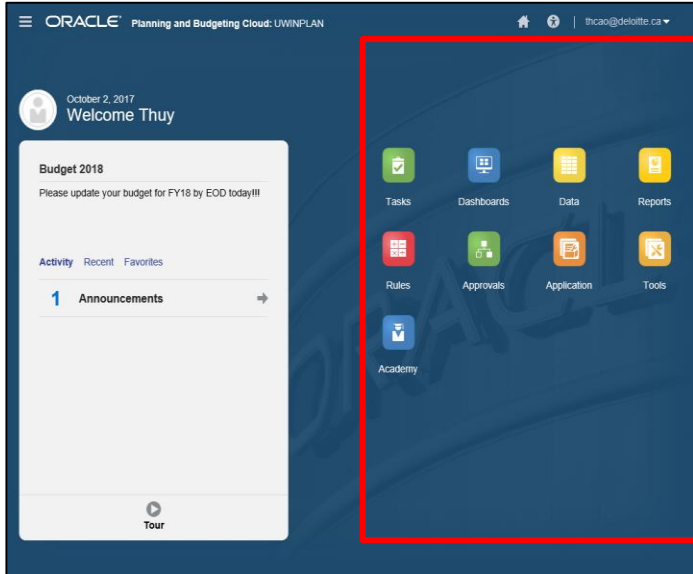
Every user is assigned security roles within UWinsite Budgets that support the tasks required in their position. Your security profile determines what you can see and what you can do.





HOME PAGE MENU OVERVIEW

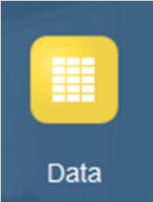
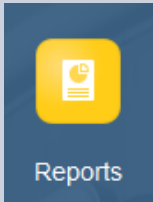
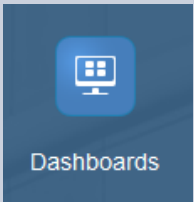
The right hand side of the Home page presents multiple menus to interact with your planning application.



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



MAIN USER APPLICATIONS

Data	Reports	Dashboards
Forms are used to access and (in some cases) edit system data.	Reports present information in an organized format for a specific audience and/or business purpose.	Dashboards provide at-a-glance views of KPIs relevant to a particular business purpose.
View or enter data on the web or in Smart View.	View or print from HTML, PDF or Excel.	View only from the web application.
 Data	 Reports	 Dashboards

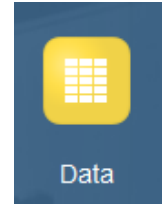




ACCESSING FORMS, REPORTS & DASHBOARDS











1

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



2

Drill down through the menu folders until you reach the form you wish to access.

Name
 Library
 01 User Forms
 Labour
 OPEX
 Budget Comparison (Current Month)
 Budget Comparison (Select Month)
 Budget History
 Budget Revisions
 Free Balance (by Natural Account)
 Free Balance (by Program-Project)

3

Once selected, the form, report or dashboard will appear in a new view.





SETTING 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. ➡

1.10 Review and Input Expense... ⓘ

Actions Save Refresh Close

Type	Fund	Department							
On_Going:On Going	F_01 : 01 Operating Fund	D_1050 : 1050 Psychology Department of	>>	✎	➡	⚙️	Data	Ad hoc	Format
			Actual	Adj Budget	Budget				
			Final	Active	Dev1				
			FY17 17/18	FY17 17/18	FY18 18/19	FY18 18/19	FY18 18/19	FY18 18/19	FY18 18/19
			YearTotal	YearTotal	Comment	May	Jun	Jul	Aug
REVENUE									
SALARIES & BENEFITS									
OTHER EXPENSES									
TOTAL									



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.

Select a Member

Years
FY18

Search Years

Years
Years
FY16 16/17
FY17 17/18
<input checked="" type="checkbox"/> FY18 18/19
FY19 19/20
FY20 20/21
FY21 21/22
FY22 22/23

Members Years > FY18





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).

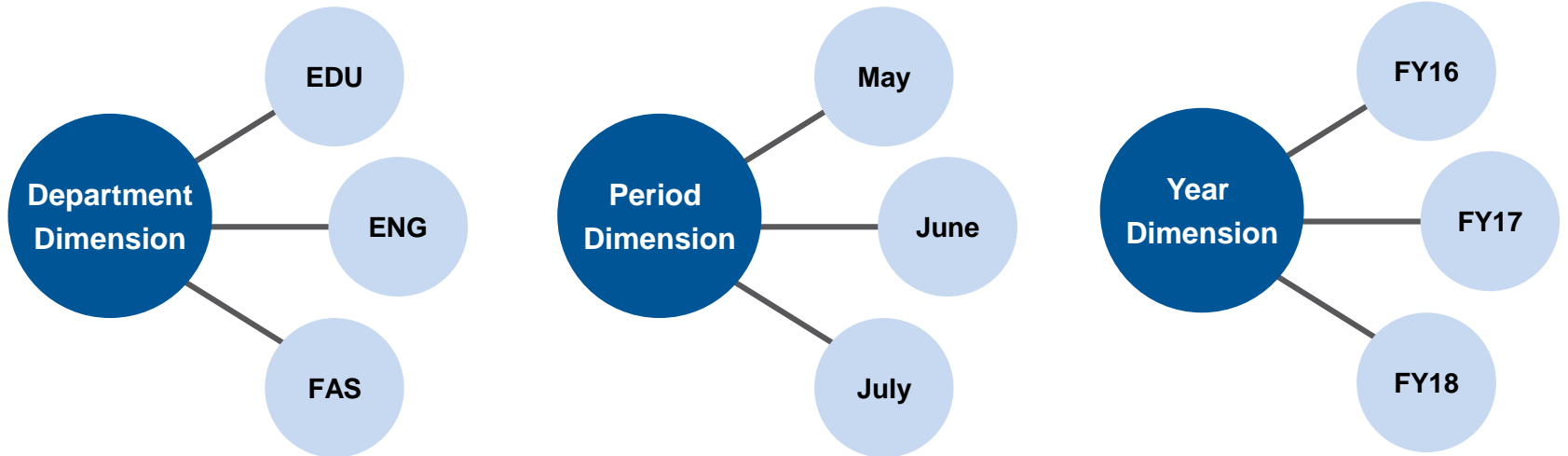




MEMBERS

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.





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
Forecast	1 to 11-month Forecast	Active, Approved



Matching the Scenario and Version

Always select the **bolded Version** to partner with the Scenario you are accessing.

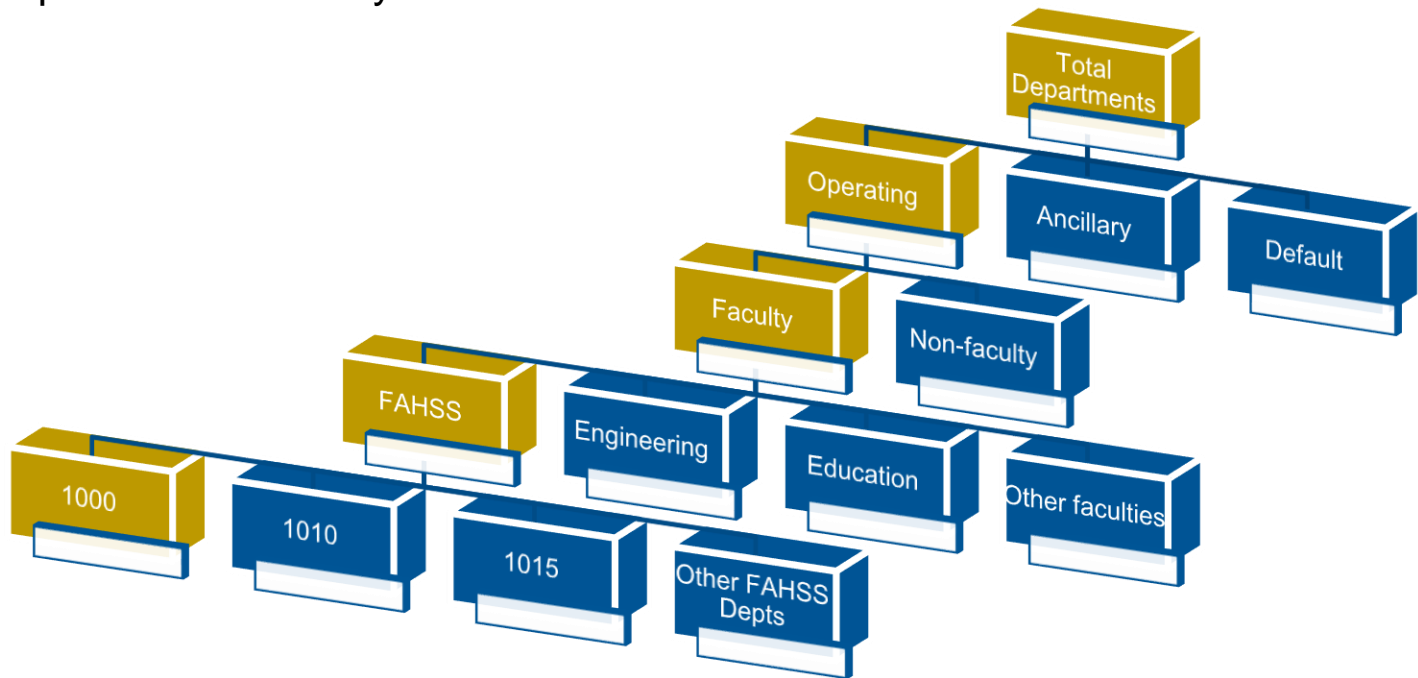




HIERARCHIES

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.



Get to know the Hierarchies!

Once you understand how the hierarchies work for each dimension you will be able to effectively and efficiently find the data you seek.



Section 2: Enhancements

THE NEW STUFF



NEW PO CARRYOVER METHOD – COMPARISON

Item	New Method	Historical Method
Principle	Consider budget is consumed <u>when a purchase order is issued.</u>	Consider budget is consumed <u>when the actual expense occurs.</u>
Action taken at Year-end	None.	Return open PO balances to the new fiscal year.
Free Balance Calculation	Budget - (Actual + Encumbrance)	Budget - Actual
Encumbrance Balances	May display as negative encumbrance balances when a PO issued in a previous fiscal year is paid for in the current fiscal year.	Should only display as positive encumbrance balances.





NEW PO CARRYOVER METHOD – EXAMPLE

Scenario: Issue a PO for \$8,000 against a budget of \$10,000 in the 2017/18 fiscal year.

2017/18 Fiscal Year	New Method	Historical Method
Original Budget	\$10,000	\$10,000
Actual Expenses	\$0	\$0
Encumbrance Amount	\$8,000	\$8,000
Free Balance	\$2,000	\$10,000
<i>calculated as follows:</i>	$\$10,000 - (\$0 + \$8,000)$	$\$10,000 - \0

During appropriations the Free Balance is separated into...

General Carryover	\$2,000	\$2,000
PO Carryover	\$0	\$8,000





NEW PO CARRYOVER METHOD – EXAMPLE CONT.

Scenario: Pay for the invoice in 2018/19 relieving the PO issued the prior year.

2018/19 Fiscal Year	New Method	Historical Method
Carryover Budget	\$2,000	\$10,000
Actual Expenses	\$8,000	\$8,000
Encumbrance Amount	-\$8,000	\$0
Free Balance	\$2,000	\$2,000
<i>calculated as follows:</i>	$\$2,000 - (\$8,000 + \text{\textcolor{red}}{-\$8,000})$	$\$10,000 - \$8,000$

During appropriations the Free Balance is separated into...

General Carryover	\$2,000	\$2,000
PO Carryover	\$0	\$0






Encumbrance Detail Report

A new report is currently under development which will provide users with details of the Encumbrance balance.





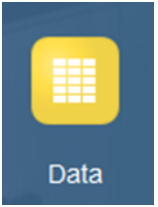
NEW USER MENUS

Forms	Reports	Dashboards
 Data	 Reports	 Dashboards
<p>Name</p> <ul style="list-style-type: none">Library<ul style="list-style-type: none">01 User FormsLabourOpex	<p>Name</p> <ul style="list-style-type: none">Home<ul style="list-style-type: none">User Reports<ul style="list-style-type: none">Budget Comparison Report (Current Month)Budget Comparison Report (Prior Month)Income Statement (by Month)Position Details & Salary Savings	<p>Name</p> <ul style="list-style-type: none">Library<ul style="list-style-type: none">01 User Forms02 User Dashboards<ul style="list-style-type: none">Labour FTEs & Average SalariesOperating Expenses (Internal and External)Operating Revenue & Expenses (Total Internal & External)Operating Revenue (Internal and External)Tuition Revenue





USER FORMS – LABOUR

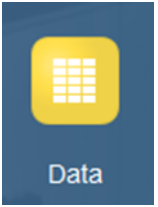


Labour Form	Description
Actual FTEs & Hours (by Month)	Track monthly FTEs and hours by position classification.
Average Salary Comparison (by Month)	Comparison of budget to actual monthly average salaries by position classification.
FTE Ratio Comparison (by Month)	Comparison of budget to actual monthly Faculty-to-Staff FTE ratios.
Position Details & Salary Savings	Compare adjusted budget to forecast for individual positions to predict salary savings and FTE usage.
Salary & Benefit Spending (by Month)	Monthly salary account spending or budget by scenario/version.





USER FORMS – OPEX

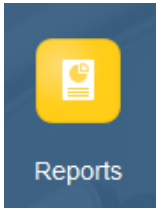


Opex Form	Description
Budget Comparison (Current Month)	Compare adjusted budget to actual to determine free balance of YTD funds.
Budget Comparison (Select Month)	Same as above with added ability to select the month/year of reference.
Budget History	Compare on-going (base) budget changes year-over-year.
Budget Revisions	Determine on-going versus one-time budget changes for a given year.
Free Balance (by Natural Account)	Determine free balance by natural account for a specific fund, department, program/project.
Free Balance (by Program-Project)	Determine free balance by program/project for a specific fund, department, natural account, classification.
Income Statement (by Month)	Monthly spending or budget by scenario/version.
Income Statement (by Year)	Compare annual spending or budget by scenario/version.
Review Budget Adjustments (On-going)	Details of all on-going budget adjustments processed within a fiscal year.
Review Budget Adjustments (One-time)	Details of all one-time budget adjustments processed within a fiscal year.





USER REPORTS



Report	Description
Budget Comparison (Current Month)	Compare adjusted budget to actual to determine free balance of YTD funds for the current month.
Budget Comparison (Prior Month)	Compare adjusted budget to actual to determine free balance of YTD funds for the prior month.
Budget History COMING SOON	Compare on-going (base) budget changes year-over-year.
Budget Revisions COMING SOON	Determine on-going versus one-time budget changes for a given year.
Income Statement (by Month)	Breakdown of monthly spending or budget by natural account.
Income Statement (by Year) COMING SOON	Compare annual spending or budget by scenario/version.
Position Details & Salary Savings	Compare adjusted budget to forecast for individual positions to predict salary savings and FTE usage.



More Reports Coming Soon

Budget History, Budget Revisions and Income Statement (by Year) reports are currently under development.





USER DASHBOARDS



Dashboards

Dashboard	Description
Labour FTEs & Average Salaries	Faculty versus staff FTEs, FTE ratios and average salaries.
Operating Revenue & Expenses (Total)	Total operating revenue and expense breakdown and monthly trend by natural account.
Operating Revenue (Internal & External)	Internal and external operating revenue breakdown and monthly trend by natural account.
Operating Expenses (Internal & External)	Internal and external operating expense breakdown and monthly trend by natural account.
Tuition Revenue	Comparison of tuition fee revenue budget versus adjusted budget versus actual with trending.



Custom Dashboards

Is there a custom dashboard that might help you stay on top of the KPIs in your respective area?





REQUESTING NEW FORMS, REPORTS AND DASHBOARDS FOR UWINSITE BUDGETS

Open a ticket in Team Dynamix

 Open Ticket

- UWinsite Budgets users are encouraged to review all of the available forms, reports and dashboards
- Identify needs or new requirements in your area
- Open a UWinsite Finance Planning & Budgeting ticket in Team Dynamix
- Briefly describe the form, report or dashboard that would assist in your area
- The Budgets office will contact you to review your needs and begin development of new forms, reports and dashboards






ACCOUNT DRILL THROUGH CAPABILITIES

You can drill through to see Actual account details for any figure where all of the dimensions are at the root (bottom) level of the account hierarchy.

① Open the Budget Comparison form

② Note the figures in the “Actual Final Mth” column have a Drill Through icon  in the top right corner.

Budget Comparison (Select Month)

UV_Month	UV_YTD	Years	Fund	Department	Program	Project		
Apr	Apr YTD	FY17 : 17/18	F_01 : 01 Operating Fund	D_2715 : 2715 Budgets & Financial Services Department of	P_27150 : 27150 Department of Budgets & Financial Services (BFS)	J_000000 : 000000 NA Default		
		Budget	Adj Budget	Actual	Actual	Encumbrance		
		Approved	Budget	Final	Final	Final	Total Actual	Free
		YearTotal	Changes	Apr	Apr YTD	Apr YTD	& Encumbrance	Balance
OTHER EXPENSES								
72120:Internal Expense IT/Other Professional Services	C_000:000 NA - Default	0	0	560 ⁺	560	560	560	-560
72320:Internal Expense Maintenance and Repairs	C_000:000 NA - Default	0	0	29 ⁺	29	29	29	-29
73300:Internal Expense Catering/Food	C_000:000 NA - Default	0	0	229 ⁺	229	229	229	-229
82110:Service Contracts	C_000:000 NA - Default			2,794 ⁺	2,794		2,794	-2,794
82120:Professional Fees	C_000:000 NA - Default	34,491	34,491	14,960 ⁺	23,004	2,776	25,779	8,712
82130:Membership Fees	C_000:000 NA - Default	5,500	-0	5,500	5,776		5,776	-276
82210:Office and Computer Supplies	C_000:000 NA - Default	42,191	-7,600	34,591	622 ⁺	7,702	7,702	26,889
82240:Print and stationery	C_000:000 NA - Default			10,473 ⁺	22,103		22,103	-22,103
82250:Gratitude and sympathy expense	C_000:000 NA - Default	272	272					272
82260:Research Expenditures (external)	C_000:000 NA - Default	0	0					0
82270:Licenses/Fees/Rentals	C_000:000 NA - Default	2,000	0	2,000				2,000
82299:Miscellaneous Charge	C_000:000 NA - Default	1,614	0	1,614	317		317	1,297
82310:Events/Workshops/Production Expenses	C_000:000 NA - Default	20,300	-20,300					0
82320:Training Expenses	C_000:000 NA - Default	3,000	-1,900	1,100	1,419 ⁺	1,511	1,511	-411
	C_PDF:PDF Faculty Professional Development Funds				-1,419 ⁺	0	0	0





ACCOUNT DRILL THROUGH CAPABILITIES CONT.

③ Right click on the cell containing the figure you want to investigate.

Actual	Actual	Encumbrance
Final		
Apr		
	2,794 ⁴	
	14,959.62 ⁴	
	622 ⁴	
	10,473 ³	
	1,419 ⁴	
	-1,419 ⁴	
	16 ⁴	
	1,968 ⁴	
	-1,252 ⁴	

④ Click on Drill Through from the drop-down menu that appears.

⑤ A “Drill Through to source” link will appear at the column header. Click this link.

Actual	Actual	Encumbrance
Final		
Apr		





ACCOUNT DRILL THROUGH CAPABILITIES CONT.

6 A new tab/window will open revealing the source data that makes up the balance you previously selected to drill into.

Amount Details

Refresh Close

Source Data		Target Data						
DEPARTMENT -Department	NATURAL ACCOUNT -Account	Description	CLASSIFICATIO -Classification	FUND -Fund	PROGRAM -Program	PROJECT -Project	Amount	
2715	82120	01.2715.27150.000000.82120.000.00.000	000	01	27150	000000	14959.61999999	



7 Click on the action button associated with the balance for which you would like account details.

Amount	
14959.61999999	
Drill Through to Source	
Open Source Document	
View Mappings	

8 Click on "Drill Through to Source" from the drop down that appears.



Try, try again

You may have to redo steps 7 & 8 above if UWinsite Finance doesn't open to the correct screen on the first try.



ACCOUNT DRILL THROUGH CAPABILITIES CONT.

9

After clicking on “Drill Through to Source” UWinsite Finance will open to the “Inquire on Detail Balances” screen in a new tab/window.

NOTE: You might have to close this tab/window and repeat step 8 again if the system does not direct you to the proper screen on the first attempt.

Inquire on Detail Balances

Search

* Ledger or Ledger Set	UW CAD	* Scenario	Actual	* NATURAL ACCOUNT	82120
* From Accounting Period	Apr-18	* FUND	01	* CLASSIFICATION	000
* To Accounting Period	Apr-18	* DEPARTMENT	2715	* INTERFUND	00
* Currency	CAD	* PROGRAM	27150	* FUTURE USE	000
* Currency Type	Total	* PROJECT	000000		

Search

Search Results

View Detach

Accounting Period	Ledger or Ledger Set	FUND	DEPARTMENT	PROGRAM	PROJECT	NATURAL_ACCO	CLASSIFICATION	INTERFUND	FUTURE_USE	Beginning Balance (CAD)	Period Activity (CAD)	Ending Balance (CAD)
Apr-18	UW CAD	01	2715	27150	000000	82120	000	00	000	8,043.88	14,959.62	23,003.50

Columns Hidden 8

10

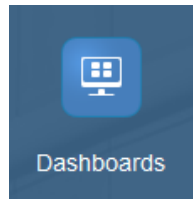
Click on the Period Activity amount to reveal all of the detailed transactions.



TUITION REVENUE DETAILS DASHBOARD

Dashboards provide at-a-glance views of key performance indicators (KPIs) relevant to a particular objective or business process. In this example we will review the **Tuition Details** dashboard.

- 1 Click on the Dashboards application.



- 2 Open the 02 User Dashboards folder and click on the Tuition Revenue to open.

Dashboards

Search | Library

Name

Library

01 User Forms

02 User Dashboards

Supporting Documents

Labour FTEs & Average Salaries

Operating Expenses (Internal and External)

Operating Revenue & Expenses (Total Internal & External)

Operating Revenue (Internal and External)

Tuition Revenue





TUITION DETAILS DASHBOARD CONT.

3

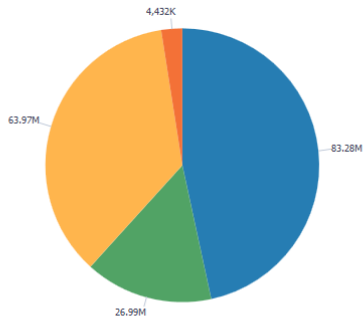
Set the point-of-view (POV) and click the Go arrow. →

Tuition Revenue Dashboard

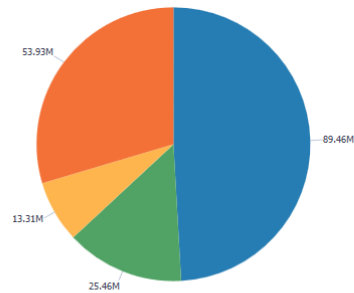


UV_YTD: YearTotal
 Years: FY18:18/19
 Classification: TCL All Classifications Total
 Program: SAF Student Academic Fees

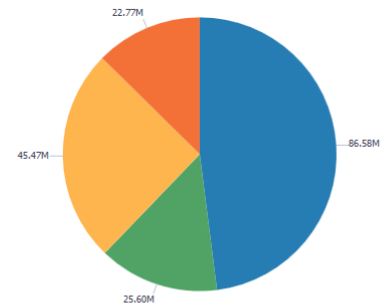
Budget tuition breakdown YTD



Adjusted Budget tuition breakdown YTD

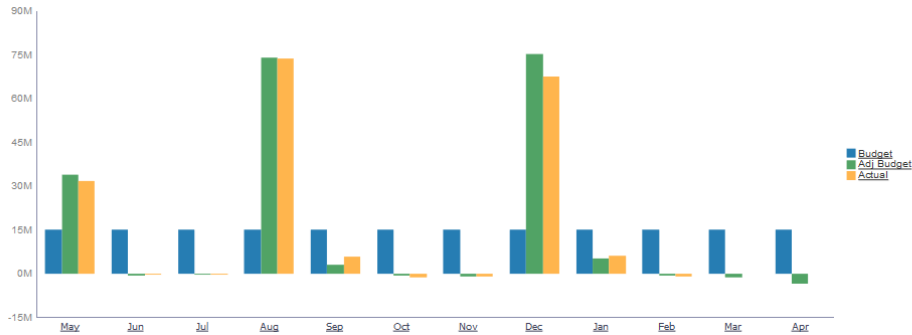


Actual tuition breakdown YTD



■ Undergraduate - Domestic
 ■ Undergraduate - International
 ■ Graduate - Domestic
 ■ Graduate - International

Tuition by scenario: 52001:Student Fees



Tuition variance YTD

	Budget Approved	Adj Budget Approved	Actual Final	Variance to Budget	Variance % to Budget	Variance to Adj Budget	Variance % to Adj Budget
52100:Domestic Tuition Undergrad - FT	75,421,999,999	81,471,473	79,928,418	4,506,418	6.0%	-1,543,055	-1.9%
52101:Domestic Tuition Grad - FT	7,197,000	12,883,709	9,623,547	2,426,547	33.7%	-3,260,162	-25.3%
52110:Domestic Tuition Undergrad - PT	7,855,000	7,988,443	6,647,489	-1,207,511	-15.4%	-1,340,954	-16.8%
52111:Domestic Tuition Grad - PT	56,772,000	431,084	35,847,858	-20,924,142	-36.9%	35,416,775	8,215.8%
52010:Domestic Tuition	147,246,000	102,774,709	132,047,313	-15,198,687	-10.3%	29,272,604	28.5%
52120:Foreign Tuition Undergrad - FT	22,115,000	21,286,547	20,881,312	-1,233,688	-5.6%	-405,235	-1.9%
52121:Foreign Tuition Grad - FT	4,421,000	53,923,446	22,766,389	18,345,389	415.0%	-31,157,057	-57.8%
52130:Foreign Tuition Undergrad - PT	4,871,000	4,171,637	4,721,658	-149,342	-3.1%	550,021	13.2%
52131:Foreign Tuition Grad - PT	11,000	7,660	0	-11,000	-100%	-7,660	-100%
52119:Foreign Tuition	31,418,000	79,389,291	48,369,359	16,951,359	54.0%	-31,019,932	-39.1%
52139:Other Student Fees			49,245	49,245		49,245	
52179:Non-Credit Tuition							



LABOUR POSITION DETAIL BUDGETS

- 1 Click on the User Reports menu and select Position Details & Salary Savings.



- 2 Select the type of output you require: HTML, PDF or XLS.



Salary Position Variance Report



Department	<input type="text" value="D_2715:2715 Budgets & Financ"/>	Classification	<input type="text" value="C_TCL:TCL All Classifications T"/>
Years	<input type="text" value="FY17:17/18"/>	Fund	<input type="text" value="F_01:01 Operating Fund"/>
Program	<input type="text" value="P_27150:27150 Department of"/>		

- 3 Select the Year, Fund, Department, Program, and Classification dimensions.





LABOUR POSITION DETAIL REPORT – OUTPUT



Salary Position Variance Report for FY18

Department: 8888 The Empire
Program: 88888 The Empire
Report Run Date: 2019-03-04

	Budgeted FTEs	Actual FTEs	Remaining FTEs	Original Salary Budget	Base Budget Revisions	One-Time Budget Revisions	Revised Salary Budget	Actual Spending Dec YTD	Projection of Remaining Months	Forecasted Salary Spending	Forecasted Salary Savings
SW01 DEAN_0001_PALPATINE_EMPEROR_000001	1.00	1.00	0.00	249,280	53	1,000	250,333	167,667	84,667	252,333	2,000
DEANS	1.00	1.00	0.00	\$249,280	\$53	\$1,000	\$250,333	\$167,667	84,667	\$252,333	-\$2,000
SW02 PROFESSOR_0002_VADER_DARTH_000214	1.00	1.00	0.00	199,424	43	500	199,967	133,833	67,733	201,567	1,600
SW03 PROFESSOR_0003_MAUL_DARTH_000094	1.00	1.00	0.00	184,467	39	0	184,507	123,333	62,653	185,987	1,480
SW04 ASSOCIATE PROFESSOR_0004_REN_KYLO_004213	0.00	1.00	1.00	0	134,640	22,500	112,140	67,500	45,720	113,220	1,080
SW05 ASSOCIATE PROFESSOR_0005_THRAWN_GRANDADMIRAL_010569	1.00	1.00	0.00	149,568	32	0	149,600	100,000	50,800	150,800	1,200
SW06 ASSOCIATE PROFESSOR_0006_TARKIN_GRANDMOFF_000189	1.00	1.00	0.00	154,554	33	0	154,587	103,333	52,493	155,827	1,240
SW07 ASSOCIATE PROFESSOR_0007_DOOKU_COUNT_000007	1.00	1.00	0.00	154,554	33	0	154,587	103,333	52,493	155,827	1,240
SW08 ASSISTANT PROFESSOR_0008_OZZELL_ADMIRAL_012824	1.00	1.00	0.00	114,669	25	0	114,693	76,667	38,947	115,613	920
SW09 ASSISTANT PROFESSOR_0009_PIETT_ADMIRAL_009118	1.00	1.00	0.00	79,665	15	0	119,680	80,000	0	80,000	39,680
FACULTY_PERMANENT	7.00	8.00	1.00	\$1,036,900	\$174,860	-\$22,000	\$1,189,760	\$788,000	370,840	\$1,158,840	\$30,920
SW10 LECTURER_0010_ERSO_GENERAL_002489	1.00	1.00	0.00	79,770	17	0	79,787	53,333	27,093	80,427	640
FACULTY_TEMPORARY	1.00	1.00	0.00	\$79,770	\$17	\$0	\$79,787	\$53,333	27,093	\$80,427	-\$640
SW11 SESSIONAL LECTURER III_0011_HUX_GENERAL_118001	1.00	1.00	0.00	109,972	0	0	73,333	36,667	55,880	92,547	19,213
SW12 SESSIONAL LECTURER II_0012_VEERS_GENERAL_012546	1.00	1.00	0.00	114,971	0	0	76,667	38,333	58,420	96,753	20,087
SESSIONAL_LECTURES	2.00	2.00	0.00	\$224,942	-\$74,942	\$0	\$150,000	\$75,000	114,300	\$189,300	-\$39,300
SW18 ASSOCIATE DEAN_0018_VADER_DARTH_000214	0.00	0.00	0.00	10,000	0	0	8,333	6,667	3,333	10,000	1,667
SW19 HEAD_0019_THRAWN_GRANDADMIRAL_001025	0.00	0.00	0.00	10,000	0	0	8,333	6,667	3,333	10,000	1,667
ACADEMIC_ADMIN Academic_Admin	0.00	0.00	0.00	20,000	3,333	0	16,667	13,333	6,667	20,000	3,333
SW13 STORM TROOPER COMMANDER_0013_CODY_000131	1.00	1.00	0.00	96,520	0	0	95,000	62,115	32,885	95,000	0
SW14 STORM TROOPER_0014_REX_000879	1.00	1.01	0.01	55,698	2	0	55,000	36,929	19,038	55,967	967
SW15 STORM TROOPER_0014_TUP_000880	1.00	1.01	0.01	55,698	2	0	55,000	36,929	19,038	55,967	967
SW16 STORM TROOPER_0014_KIX_000881	1.00	1.01	0.01	55,698	2	0	55,000	36,929	19,038	55,967	967
STAFF_FT	4.00	4.04	0.04	\$263,614	-\$3,614	\$0	\$260,000	\$172,901	90,000	\$262,901	-\$2,901
SW17 BOUNTY HUNTER_0015_FETT_BOBA_001594	0.69	0.69	0.00	20,176	0	0	20,176	19,896	0	19,896	280
STAFF_PT	0.69	0.69	0.00	\$20,176	\$0	\$0	\$20,176	\$19,896	0	\$19,896	\$280
TOTAL POSITIONS	15.69	16.73	1.04	\$1,894,682	\$93,041	-\$21,000	\$1,966,722	\$1,290,130	693,567	\$1,983,697	-\$16,974

Opex Difference

-\$1,290,130



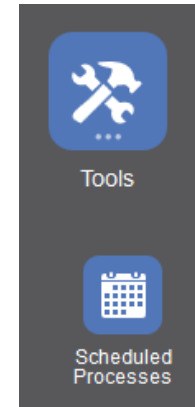
Section 3: Tips

GETTING THE MOST OUT OF UWINSITE BUDGETS & FINANCE



SCHEDULING ACCOUNT ANALYSIS REPORT

① In UWinsite Finance, select “Scheduled Processes”



② From the Overview application, select the Schedule New Process button.

Overview

► Search

Search Results

View Flat List Hierarchy

Actions ▼ View ▼ **Schedule New Process** Resubmit Put On Hold Cancel Process Release Process View Log ↻

Name

No data to display.





SCHEDULING ACCOUNT ANALYSIS REPORT CONT.

3 Search for and select "Account Analysis Report"

Search and Select: Name x

Search Basic

Name

Name	Description
Account Analysis Report	Details Oracle Fusion Ge...
Average Balance Audit Account Analysis Report	Details account activity fo...
General Ledger and Subledger Account Analysis Report	Prints account balances ...

4 Set the Process Details as follows

5 Then click the Advanced button

Process Details

i This process will be queued up for submission at position 1

LEAVE BLANK

UW CAD

MMM-YY

MMM-YY

YOUR CHOICE

LEAVE BLANK

YOUR CHOICE

Account 0 Filter Conditions Defined





SCHEDULING ACCOUNT ANALYSIS REPORT CONT.

- ⑥ Select the Schedule tab under Advanced Options

Advanced Options

Parameters **Schedule** Output Notification

Run As soon as possible
 Using a schedule

Frequency

* Start Date (UTC-05:00) New York - Eastern Time (ET)

- ⑦ Choose:
- Using a Schedule
 - Frequency: Select Preference
 - Start Date: Select Preference





SCHEDULING ACCOUNT ANALYSIS REPORT CONT.

- ⑧ Select the Output tab under Advanced Options

Advanced Options

Parameters Schedule **Output** Notification

View ▾ **+** **x**

Name	Layout	Format
DOCUMENT XYZ	Account Anal: ▾	PDF ▾

DOCUMENT XYZ Destinations

- + Add Destination ▾**
- Printer
- E-Mail**
- Fax
- Content Server

- ⑨ Click the Plus Sign **+**
Title your Document
Select a Format
Click Add Destination and select E-Mail





SCHEDULING ACCOUNT ANALYSIS REPORT CONT.

10

Under E-Mail, fill in the desired To, Cc and Bcc fields.

DOCUMENT XYZ Destinations + Add Destination ▼

E-Mail ✕

Server Name	DefaultEmail ▼	Cc	<input type="text"/>	Subject	SRS: Email Output
From	bipublisher-report@or	Bcc	<input type="text"/>	Message	<input type="text"/>
To	EMAIL@UWINDSOR.CA	Reply To	<input type="text"/>		

11

Click Submit

Submit





INTERNAL REVENUE/EXPENSE JOURNAL ENTRIES

MATCHING NATURAL ACCOUNTS TO INTERNAL CHARGES

- The Chart of Accounts uses natural accounts starting with “6” to designate internal revenue and “7” to designate internal expenses.
- When performing internal transactions, using the correct combination of “6” and “7” accounts is key to ensuring that your entries are posted quickly and greatly improves the accuracy of our financial reporting.
- The internal charges natural accounts do have ‘pairings’ and Finance has prepared a handout that shows the pairings of the internal natural accounts.
- This handout can be found on the Finance Department website under the UWinsite Finance Resources Listing



Reference Sheet Available

A reference sheet detailing all associated “6” and “7” accounts is available on the Finance website.





EXPENSE MODULE IMPROVEMENTS

TRANSPORTATION – TRAIN

BEFORE: Selection would NOT allow for *Business* or *First Class*

NOW: Able to select *Business* or *First Class*

OTHER - INCIDENTALS

BEFORE: Charge to Type Meals - Other

NOW: Charge to Type Other - Incidentals

MERCHANT NAME

BEFORE: Input of *Merchant Name* required

NOW: Input of *Merchant Name* NOT required for the following:

- All Meal Types
- Other - Incidentals
- Other - Parking
- Transportation - Taxi



Request to Oracle

We have submitted a ticket with Oracle to correct a design issue requiring users to enter the number of days when submitting Taxi expenses.



Section 4: Updates

THINGS YOU SHOULD KNOW



2018/19 FISCAL YEAR END SCHEDULE (DRAFT)

Year-end Deadline Description	Cut-off Date
Purchasing Card (PCard) Cycle Ends	April 15
AR Invoice Requests and Cash Receipts Deposited Centrally	April 23
Purchase Requisitions and Payment Requests (approved on system)	April 26
Expense Reports (Travel and Non Travel) (approved on system)	April 26
Deposit Summaries for Departments with Brinks pick up	May 1
Deadline to move PCard transactions within CentreSuite	May 1
Receiving goods/services on system that pertain to goods/services provided in 2018/19	May 8
Preliminary month end reports sent to campus by	May 10
Journal Entries submitted via PostmyJE@uwindSOR.ca	May 14
Journal Entries completed by the campus member directly on the system	May 15





REQUISITIONS, PAYMENT REQUESTS, INVOICES POST APRIL 30, 2019

Your Requisition or PR was on the system prior to May 1. You have not yet “received” it (on the system) or sent the invoice to AP (apinvoices@uwindsor.ca)

- If the goods/services were provided in 2018/19, please “receive” them with an effective date of April 30 or earlier.
- Regardless of when you send in the invoice for payment, your invoice will apply against the **2018/19 budget** and the expense will be properly reflected in our audited financial statements.

Before May 10, 2019: You have an invoice related to 2018/19 in hand. No PR was on the system before April 30 related to this invoice (i.e.: you missed the cut off date).

- Create a PR, “receive”, email the invoice to apinvoices@uwindsor.ca).
- The system will **not** allow you to “receive” the invoice with a date earlier than the date the PR was created, so the invoice will **not** be automatically applied to 2018/19.
- Until we close AP for the year (May 10), we will review all invoices sent to apinvoices@uwindsor.ca and, regardless of when they were “received”, AP will change the GL date to be 2018/19 if the goods/services relate to that fiscal year.





REQUISITIONS, PAYMENT REQUESTS, INVOICES POST APRIL 30, 2019 – CONT.

After May 10, 2019: You have an invoice related to 2018/19 in hand. No PR was on the system before April 30 related to this invoice (i.e.: you missed the cut off date).

- After May 10, invoices **cannot** be applied to 2018/19 without a manual accrual.
- If the invoice relates to a Capital or Repair project, please inform Carmen Olteanu immediately with a copy of your invoice.
- If the invoice relates to any other type of account (operating, trust, grant), please email Rachel McRae with a copy of your invoice **if it is over \$20,000**.
- All of these invoices will be reviewed for manual accrual on a case by case basis.

A requisition was submitted before April 30, but it was rejected because of errors/issues. You require the requisition to be applied to the 2018/19 budget (rare scenario).

- Please work with Procurement to get a requisition issued.
- We cannot back date requisitions, but we commit to working with the Budget office to ensure that the funds required are carried forward to 2019/20.





REQUISITIONS, PAYMENT REQUESTS, INVOICES POST APRIL 30, 2019 – CONT.

An expense report was approved May 1, 2019 or later for travel that occurred in 2018/19 (i.e.: you missed the deadline, or the trip was very late in April).

- Expense reports will be applied to your account at the point when they are fully approved within the department (i.e.: the status has moved from “In Approval” to “Pending Expense Auditor Approval”, which means the report is with AP).

**For up-to-date information about the 2019 year end,
please visit: <https://www.uwindsor.ca/finance/year-end>**





FINANCIAL ACCOUNTING AND REPORTING (FAR) STAFF

Name	Position	Ext.	E-mail
Ivona Bilbilovska	Communications and Business Process Change Coordinator	6397	ivonab@uwindsor.ca
Michelle Clement	Financial Accounting Administrator	6396	Michelle.Clement@uwindsor.ca
Tanya Dottar	Accounting Reconciliation Assistant	2115	Tanya.Dottar@uwindsor.ca
Krystyna Dziamarski	Accounting Clerk	2167	Krystyna.Dziamarski@uwindsor.ca
Karen Gorospe	Accountant	2151	kareng@uwindsor.ca
Rachel McRae	Controller (Acting)	5019	warnockr@uwindsor.ca
Jennifer Hirlehey	Finance Systems Coordinator	2143	jenn5655@uwindsor.ca
Sandy Marra	Treasury Accountant	2078	smarra@uwindsor.ca
Daphny Nguyen	Gift and Pledge Processor	3924	Daphny.Nguyen@uwindsor.ca
Carmen Olteanu	Capital Projects in Process Accountant	3253	colteanu@uwindsor.ca
Dannielle Quenneville	Receivables Clerk	2125	quennevd@uwindsor.ca
Denise Raoux	PT Capital Assets & Projects Clerk	2128	draoux@uwindsor.ca
Linda Scheer	Executive Secretary to the Controller and Executive Director FAR	2118	lscheer@uwindsor.ca
Stephanie Sciacca	Senior Gift and Pledge Processor	3255	Stephanie.Sciacca@uwindsor.ca
Denise Rodd	Treasury and Tax Assistant	2142	Denise.Rodd@uwindsor.ca





RESEARCH FINANCE STAFF

Name	Position	Ext.	E-mail
Joe Branget	Senior Research Grant Accountant	2132	jbranget@uwindsor.ca
Elaine Clark	Accounting and Taxation Manager/Research Finance Manager	2141	eclark@uwindsor.ca
Sandra Divic-Trudelle	Research Grant Accounting Clerk	2134	Sandra.Divic-Trudelle@uwindsor.ca
Miguel PeBenito	Research Grant Accountant	2129	miguelp@uwindsor.ca
Paul Scobie	Accountant	2121	pscobie@uwindsor.ca





2019/20 BUDGET DEVELOPMENT UPDATE

- Last day for on-going (base) budget transfers to inform the 2019/20 operating budget was March 1, 2019
- Executive level meetings taking place to discuss how to accommodate the 10% domestic tuition fee cut into the budget
- Budget consultation meeting with Academic leadership group scheduled to take place on March 6, 2019
- Likely that ECM budget model will remain in place
- First year for budget development in PBCS (to be supported by FIS)
- Budget to be completed by April 30, 2019
- Presentation to Resource Allocation Committee April 8, 2019





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



Alicia Pomeroy Secondment

Alicia Pomeroy has been seconded to the Procurement office until the end of the 2019 calendar year. Please contact Cathy Evanyk during this time for issues you would have otherwise directed to Alicia.





TEMPORARY BUDGETS 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

Cathy Evanyk

- FAHSS
- Engineering
- Law
- Grad Studies
- *Salary & Benefit transactions, Form 1/ ARAC approvals*



Temporary Only

Temporary responsibilities until Alicia returns to Budgets in 2020.



Section 5: Questions

GETTING HELP



HELP STRATEGIES – UWINSITE BUDGET USERS

- ✓ Contact your Budget Analyst
- ✓ Attend the 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
 - Questions and tickets will be addressed by a member of the UWinsite Budgets team

THANK YOU!