

UWINSITE BUDGETS

User Training & Information Session #4



Leddy Library, room G101A
Friday, July 12





WELCOME!

Welcome to the
UWinsite Budgets User Training & Information Session #4

Today's Facilitators:

Andrew Kuntz, Manager, University Budgets

Alicia Pomeroy, Procurement Manager (acting)

Today's Support:

Cathy Evanyk, Budgets Associate

Brandon Marusic, Budgets Co-op Student





ABOUT THIS SESSION

Description

This is the fourth session developed specifically for UWinsite Budgets (PBCS) users. In this session we will provide a detailed walk-thru of the labour position budgeting information available to you within the system. Using demonstrations and some hands-on training, users will develop an understanding of how salaries and benefits are budgeted and review new system enhancements for detailed labour information, including: new user forms, reports & dashboards. We will also provide purchasing tips, review the year end carryover status and answer any questions you might have pertaining to all things Finance.

Audience

All UWinsite Budgets Users

Duration

Approximately 2 hours





AGENDA

Section 1: Refresher

Accessing UWinsite Budgets
Forms, Reports & Dashboards
Account Drill Through
Making Budget Adjustments

Section 2: Detail Labour Budgets

Understanding Labour Budgeting
Locating Salary & Benefit Data
Position Details and Other Forms
Running a Salary Report
Labour Dashboards

Section 3: Purchasing Tips

Using Your PCard
Payments to Individuals (for Services)
Reviewing Open POs

Section 4: Updates

2018/19 Carryover Update
Reminder: New PO Carryover Process
Budgets Office Staff & Responsibilities

Section 5: Questions

Getting Help



Section 1: Refresher

UWINSITE BUDGETS FUNDAMENTALS



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

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

OR

Company Sign In

Remember my choice

 University of Windsor

UWinID

UWinID

Password

Password

Don't Remember Login

Login



Security Roles

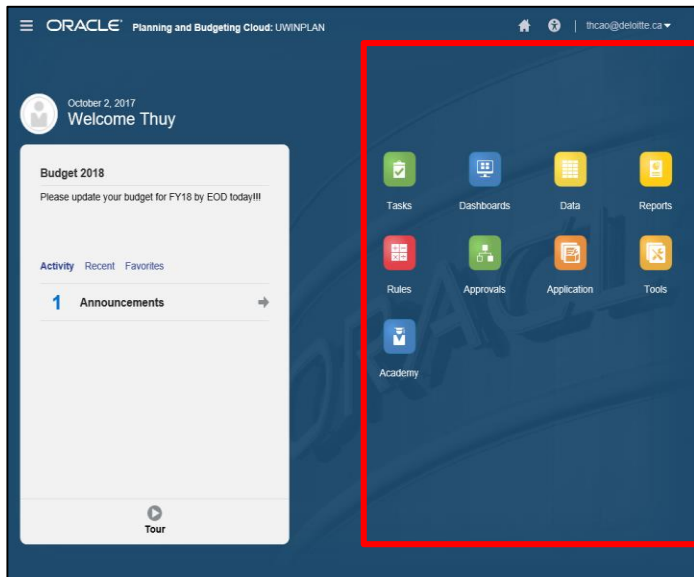
Every user is assigned security roles within UWinsite Budgets that support the tasks required in their position. Your security profile determines what you can see and what you can do.





HOME PAGE MENU OVERVIEW

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

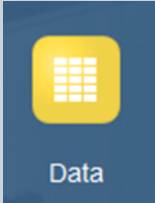
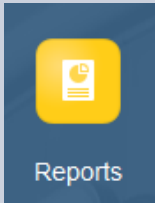
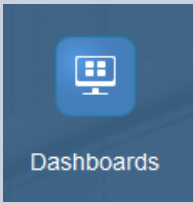


Menu	Description
Dashboards	High level views of information. Useful area where you can create some high-level graphical and grid views to change and save data
Tasks	Lists of actions that users can follow. Admins setup task lists to guide users through the planning and budgeting process.
Data	Web forms. 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

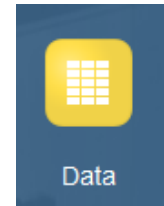




ACCESSING FORMS, REPORTS & DASHBOARDS

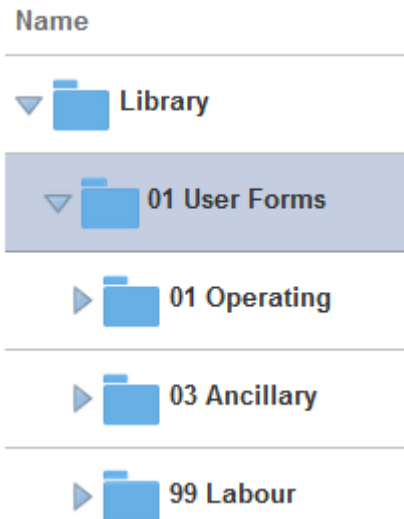
1

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.



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

OK Cancel





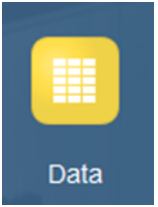
UPDATED USER MENUS

Forms	Reports	Dashboards
 Data	 Reports	 Dashboards
<p>Name</p> <ul style="list-style-type: none">Library01 User Forms<ul style="list-style-type: none">01 Operating03 Ancillary99 Labour	<p>Name</p> <ul style="list-style-type: none">HomeUser 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 – OPEX



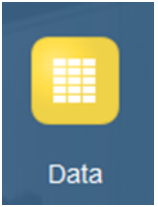
* = New Forms

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.
*Departmental Spending (by Program)	Breakdown of departmental spending by program.
*Departmental Spending (by Project)	Breakdown of departmental spending by project.
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.
*Review Commitments & Obligations	Review commitments and obligations by year.





USER FORMS – ANCILLARY



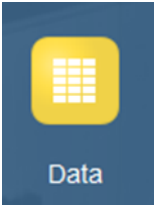
* = New Forms

Labour Form	Description
*Ancillary Departmental Spending (by Program)	Breakdown of ancillary departmental spending by program in a P&L format.
*Ancillary Fund Spending (by Department)	Breakdown of ancillary spending by department in a P&L format.
*Ancillary Fund Spending Summary (by Department)	Summary of ancillary spending by department.
*Ancillary Profit & Loss Statement (Current Month)	P&L statement with a comparison of budget and adjusted budget to actual (and encumbrances).
*Ancillary Profit & Loss Statement (Select Month)	Same as above with added ability to select the month/year of reference.





USER FORMS – LABOUR



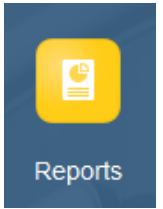
* = New Forms

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 & Remaining Budget	Compare adjusted budget to actual for individual positions and observe FTE usage.
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 REPORTS



* = Coming Soon

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	Compare on-going (base) budget changes year-over-year.
Budget Revisions	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)	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.



Another Report Coming Soon

The Income Statement (by Year) report is 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
72320:Internal Expense Maintenance and Repairs	C_000:000 NA - Default	0	0		29		29	-29
73300:Internal Expense Catering/Food	C_000:000 NA - Default	0	0		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

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.



NEW 2019/20 BUDGET ADJUSTMENT TEMPLATE

BU01 - 2019/20 BUDGET ADJUSTMENT TEMPLATE

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

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

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)
- An account string can only be used once within a single budget adjustment (Please combine duplicate account string lines)
- 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)

Version	2.2	
Last Updated	2019-01-08	
Today's Date	2019-07-11	Today's date
Budget Scenario	Adj Budget	Adjusted Budget Scenario
Budget Version	Active	Active Version
Fiscal Year	FY19 2019/20	2019/20 Fiscal Year

Header section

** 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)	*COMMENT
Lookup	Fund	Department	Program	Project	Natural Account	Classification	use drop down	\$	- \$	- Add a comment
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										

Grid section



MAKING A BUDGET ADJUSTMENT

① Access the new **2019/20 Budget Adjustment Template** online.

You can find the 2019/20 Budget Adjustment Template online in two spots:

1. On the Uwinsite forms web page:

<http://www.uwindsor.ca/finance/glossary-policies-procedures-forms>

2. Or on the Budgets office web page: <http://www.uwindsor.ca/finance/budgets>

② Enter information in the header section:

- Your UWin ID

- The adjustment Type (On-going or One-time)

*Uwin ID

Enter your UWin ID for tracking purposes

*Adjust Type

Select the type of transfer (On-going or One-time)



Updated for 2019/20

The Budget Adjustment Template has been updated for 2019/20. Please ensure you are using the new version found online rather than an old version you have saved on your computer.





MAKING A BUDGET ADJUSTMENT (CONTINUED)

3

Complete the grid section of your budget adjustment:

- Maximum of 100 lines per budget adjustment
- Account Information (Fund, Dept, Prog, Proj, Acct, Class)
- An account can only be used once within a single budget adjustment
- Accounting Period (month or average across the year)
- Add a detailed comment to describe your budget adjustment (max 200 characters)
- Amounts:
 - Send Funds To – Increase an expense budget (Decrease a revenue budget)
 - Take Funds From – Decrease an expense budget (Increase a revenue budget)



IMPORTANT regarding accounts

You can only use an account string one time within a single budget adjustment. Multiple entries will need to be combined with the amounts netted together or made on separate budget adjustments.





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 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.



BUDGETADJUSTMENTS
Presence unknown

Add ...

CONTACT | ORGANIZATION | MEMBERSHIP

Calendar
[Schedule a meeting](#)

View Source
[SharePoint](#)

Send Email
budgetadjustments@uwindsor.ca

IM
budgetadjustments@uwindsor.ca

[Link Contacts...](#)

Section 2: Detailed Labour Budgeting

LABOUR BUDGETING AT UWINDSOR



BUDGETING SALARY & BENEFIT ACCOUNTS

For budgeting purposes, labour accounts can be organized into three distinct types:

1. Position Based Budget Accounts
2. Non-position Based Budget Accounts
3. Benefit Budget Accounts

Position Based budget accounts are calculated using approved positions. Budgets fluctuate annually based on contractual increases and other required changes. Budget revisions are managed within the Budgets office using the ARAC/Form1 process.

Non-position Based budgets not automatically change from year-to-year. Departments are free to adjust these budgets as required as they are more discretionary in nature.

Benefit budgets are derived from the salary budgets and are calculated using historical ratios and other known or negotiated changes.



Understand the Labour Account Hierarchy

The labour account hierarchy (tree) is set up to easily allow users to summarize salary and benefit spending. Consult the account tree to observe how the hierarchy can be leveraged to help you report on salary and benefit spending.





SALARY ACCOUNTS

Acct	Position Based Accounts
81010	Academic Salaries-Permanent
81030	Academic Salaries-Temporary
81050	Dean
81060	Sessional Lecturer
81410	Admin Staff-Full Time
81420	Admin Staff-Part Time

Acct	Non-position Based Accounts
81070	Faculty Honorarium
81110	Overload
81120	Sessional Instruction
81210	Practice Instruction
81220	Special Instruction
81230	Other Instruction
81310	Undergrad Teaching Assistantship
81320	Graduate Teaching Assistantship
81330	Research Assistantship
81430	Admin Staff-Overtime
81510	Casual Wages
81520	Casual Wages-Student
81530	Honorarium
81540	Salary-Other
81550	Salary-Grad Student





BENEFIT ACCOUNTS

Acct	Pension Plan Costs
81611	Pension Plan-Faculty
81612	Pension Plan-Employee
81613	Pension Plan-CUPE 1001
81630	OOTP-Superannuation

Acct	Legislative Benefits
81651	EHT
81652	CPP
81653	EI
81654	EI 5/12 reduction
81655	WSIB

Acct	Negotiated/Other Benefits
81671	Employee benefits
81672	Life insurance
81673	LTD
81674	UHIP
81675	Death entitlement
81676	Eye Exam Fee
81677	Meals
81678	Uniforms
81679	Training paid by VIP
81680	Employee Tuition Waivers
81681	Other Employee Waivers
81682	Employee Assistance Program



Benefit Budget Accounts

For ease of calculation, benefit accounts are grouped together with budgets recorded against the first (**bolded**) account within each benefit account grouping.





POSITION CLASSIFICATIONS

To enable manageable calculations, salary accounts are further organized into position classifications, as follows:

Position Classification	Member Account(s)
Faculty Members	81010, 81030
Deans	81050
Sessional Lecturers	81060
Overload/Sessional	81110, 81120
Assistantships	81310, 81320, 81330
Full Time Staff	81410
Part Time Staff	81420
Casual Wages	81510, 81520
Other Salaries	81210, 81220, 81230, 81530, 81540, 81550





BENEFIT RATES

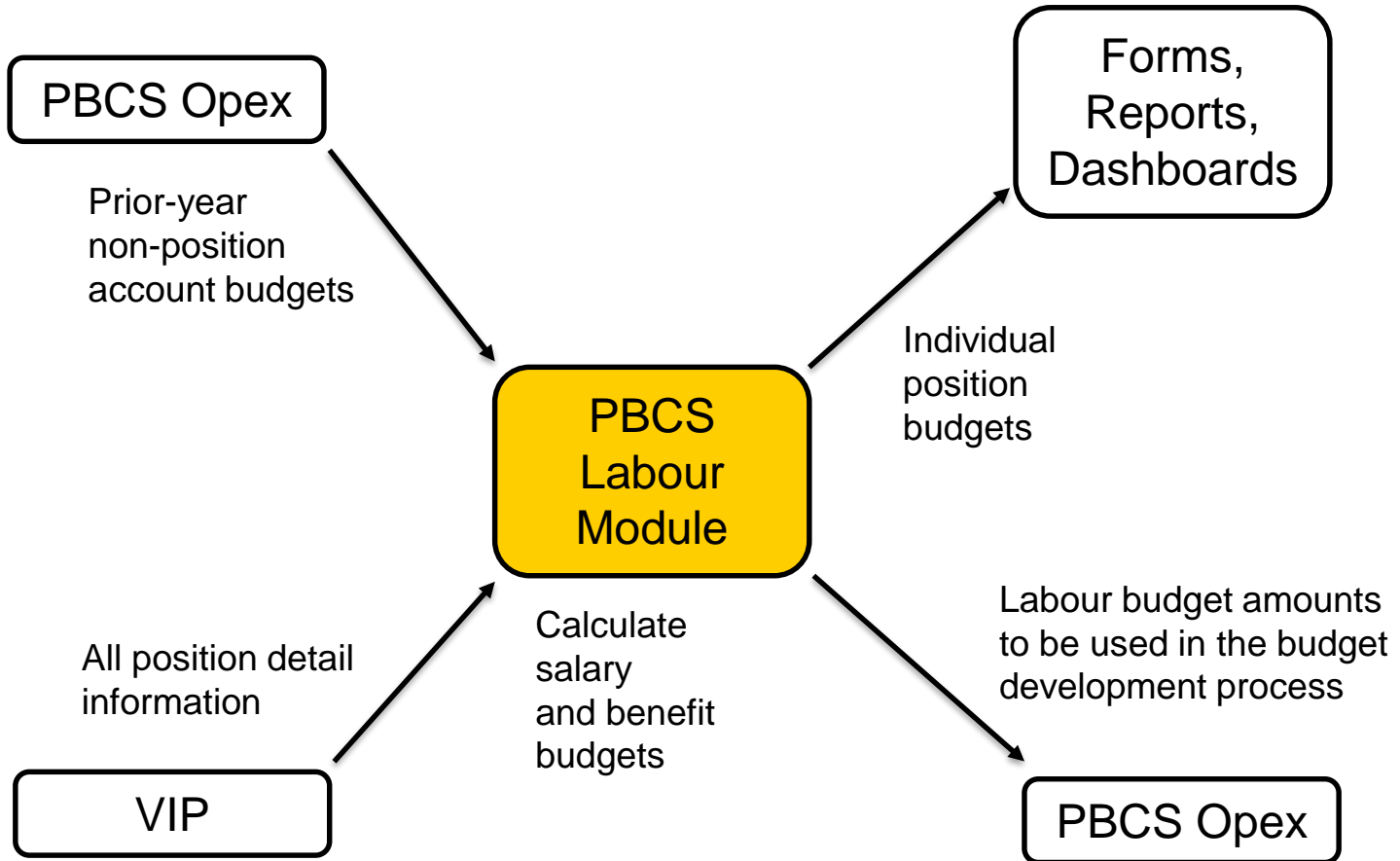
Prior year actual costs are used to estimate benefit rates (as a percentage of salaries) for each of the three benefit groups. In 2019/20 the following rates were applied for each position classification:

Position Classification	% Pension	% Legislated	% Other
Faculty Members	18.35%	5.18%	3.51%
Deans	18.14%	4.26%	4.82%
Sessional Lecturers	18.16%	8.86%	4.69%
Overload/Sessional	2.96%	6.22%	1.06%
Assistantships	0.05%	6.55%	0.00%
Full Time Staff	8.31%	7.98%	8.29%
Part Time Staff	2.60%	8.72%	2.72%
Casual Wages	2.37%	10.07%	1.49%
Other Salaries	3.08%	6.25%	1.32%



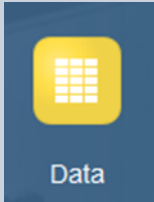
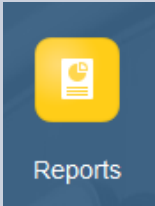
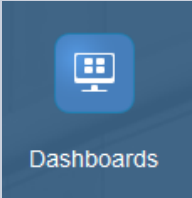


CALCULATING THE LABOUR BUDGET





WHERE TO FIND YOUR LABOUR DETAIL DATA

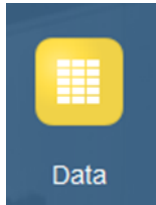
Forms	Reports	Dashboards
 <p>Data</p>	 <p>Reports</p>	 <p>Dashboards</p>
<p>Name</p> <ul style="list-style-type: none">Library<ul style="list-style-type: none">01 User Forms<ul style="list-style-type: none">01 Operating03 Ancillary99 Labour	<p>Name</p> <ul style="list-style-type: none">Home<ul style="list-style-type: 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





LABOUR POSITION DETAIL FORMS

1 Click on the Data icon to access the User Forms library



2 Select 01 User Forms and 99 Labour to access all labour related forms.

3 Select either of the Position Detail forms to review all of your position details.

Name

- Library
 - 01 User Forms
 - 01 Operating
 - 03 Ancillary
 - 99 Labour
 - Actual FTEs & Hours (by Month)
 - Average Salary Comparison (by Month)
 - FTE Ratio Comparison (by Month)
 - Position Details & Remaining Budget
 - Position Details & Salary Savings
 - Salary & Benefit Spending (by Month)



POSITION DETAILS & REMAINING BUDGET

1 Set the Point of View

Position Details & Remaining ... i

UV_YTD	Years	Fund	Department	Program
Jun YTD	FY19 : 19/20	01 Operating Fund	1700 Business Odette School of	17000 Odette School of Business

2 Observe the Column Headings

Budget	Actual		Budget			Adj Budget	Actual	
Approved	Final		Approved			Approved	Final	
On_Going	On_Going		On_Going	On_Going	One_Time	Total Type	On_Going	
BegBalance	BegBalance	Remaining	YearTotal	Budget	Budget	YearTotal	Jun YTD	Budget
FTE	FTE	FTEs	By Position Accounts	Revisions	Revisions	By Position Accounts	By Position Accounts	Remaining

FTEs

Salary Information

This report compares the Adjusted Budget against Actual salary spending for each of your individual positions to provide a Remaining Budget. This is similar to the Budget Comparison report in OPEX.



POSITION DETAILS & SALARY SAVINGS

1 Set the Point of View

Position Details & Salary Sav... ⓘ

UV_YTD	UV_Forecast_Scenario	Years	Fund	Department	Program
Jun YTD	2M Forecast	FY19 : 19/20	01 Operating Fund	1700 Business Odette School of	17000 Odette School of Business

Notice the Salary Savings report includes a Forecast selection in the POV.

2 Observe the Column Headings

Budget	2M Forecast		Budget			Adj Budget	Actual	Projected	2M Forecast	
Approved	Active		Approved			Approved	Final	Salary	Active	
On_Going	On_Going		On_Going	On_Going	One_Time	Total Type	On_Going	Spending for	On_Going	Forecasted
BegBalance	BegBalance	Remaining	YearTotal	Budget	Budget	YearTotal	Jun YTD	Remaining	YearTotal	Salary
FTE	FTE	FTEs	By Position Accounts	Revisions	Revisions	By Position Accounts	By Position Accounts	Months	By Position Accounts	Savings

FTEs

Salary Information

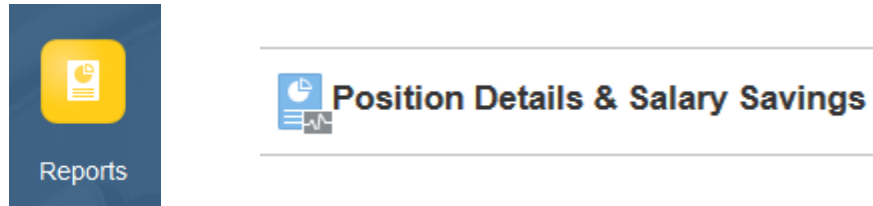
This form compares the Adjusted Budget against Forecasted salary spending for each of your individual positions to predict the Salary Savings that will be available in your budget at the end of the year.





LABOUR POSITION DETAIL BUDGET REPORT

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



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



Salary Position Variance Report



[Back](#)

[Continue](#)

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

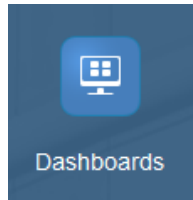
-\$1,290,130





LABOUR DASHBOARD

- 1 Click on the Dashboard icon to access the Dashboard library



- 2 Select 02 User Dashboards to access the user dashboards.

- 3 Select the Labour FTEs & Average Salaries dashboard.

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





LABOUR FTES AND AVG SALARIES DASHBOARD

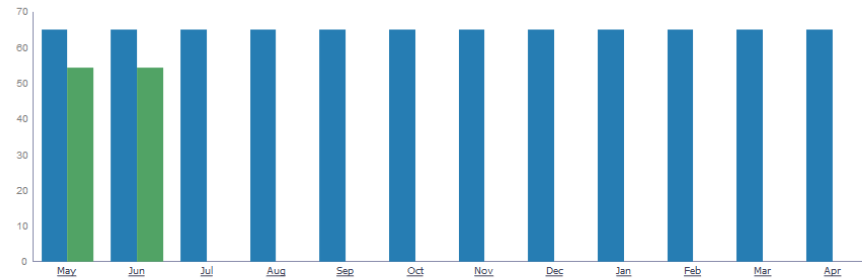
4 Be sure to set the Point-of-View appropriately

Labour FTEs and Average Salaries Dashboard

Refresh Close

Years: FY19:19/20 Fund: 01 Operating Fund Department: 1700 Business Odette School of Program: 17000 Odette School of Business

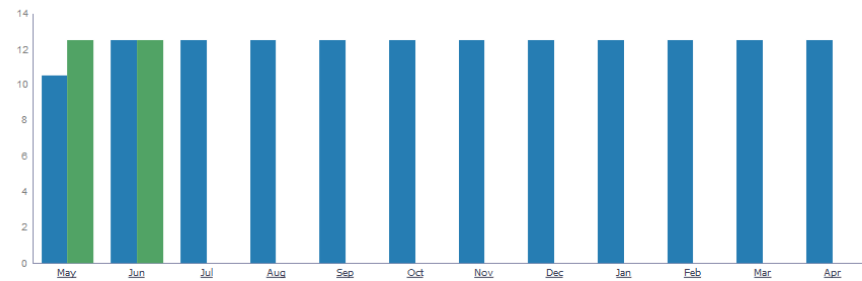
Faculty FTE - Budget vs. Actual



Faculty Avg Salaries - Budget vs. Actual



Staff FTE - Budget vs. Actual



Staff Avg Salaries - Budget vs. Actual



Budget Faculty and Staff FTE breakdown YearTotal



Actual Faculty and Staff FTE breakdown YearTotal



Section 3: Purchasing Tips

PROCUREMENT ISSUES AND UPDATES



USING YOUR PURCHASING CARD

Why pay with a PCard?

- Quickest and simplest way to pay for purchases.
- Ability to easily allocate charges to different accounts via ScotiaBank's CentreSuite website
- Can request temporary increase in single transaction and monthly limits (if necessary)

Current Limits

- Single transaction limit = \$2,825 (\$2,500 pretax plus 13% HST)
- Current monthly limit = \$10,000





REQUESTING TEMPORARY LIMIT INCREASES

When can I request a temporary limit increase?

Single Transaction Limit:

- ✓ When the transaction complies with the Purchasing Policy, Travel Policy and Entertainment Policy.
- ✓ Types of expenses not subject to Purchasing policy
 - Membership Fees
 - Booth Rentals
 - Registration Fees
- ✓ Other Examples
 - When you have gone through the procurement process and paying by credit card is the simplest form of payment.

Monthly Transaction Limit:

- ✓ For months of higher than normal spending





PURCHASING POLICY AMOUNT GUIDELINES

Single Item Purchase Amount (excl. taxes)	Method of Purchase	Competitive Bid Requirement	Purchasing Services Involvement
Up to \$2,500	PCard, Invoice or PO (only if required by supplier)	None required (end user can place order directly with supplier).	Not required
\$2,501 to \$10,000	Purchase Order	Min of 1 written competitive quote required. 2 additional quotes may be required by Purchasing to ensure best value.	Required
\$10,001 to \$100,000	Purchase Order	Min of 3 written competitive quotes. Purchasing to advise on process and obtain quotes.	Required
Over \$100,000	Purchase Order	Public competitive bid process required via Purchasing Services.	Required





REQUESTING TEMPORARY LIMIT INCREASES

How can you request an increase to your limit?

- ✓ Complete the Purchasing Card (PCard) Change Request Form
 - Available from the Finance Forms website under Purchasing section
- ✓ Attach any supporting documents
 - Invoice showing type of purchase
 - Quote from vendor for when purchases are over \$2,500 pretax
 - Details of current/expected spending in the month to support monthly increase
- ✓ Obtain approval from your Department Head/Dean
- ✓ Send Form and supporting documents electronically to Procurement office
- ✓ Once approved and limit increased, proceed with transaction





IMPROVEMENTS TO TRANSACTION HISTORY

- PCard and BTA transactions now include non-recoverable HST within the amount instead of non-recoverable HST appearing on a separate line.
- Remember the HST calculation is based on assumptions!

New format

Source	Category	GL Date	Event Class	Transaction Number	Line Description	Debit	Credit
Payables	Purchase Invoices	15-May-2019	Invoices	PCARD2019051503	Invoice Description : Apr/May 2019 , Supplier : SCOTIA_PCARD , Supplier Site : PCARD , Invoice Type : Standard -GRAND & TOY A (Card 8880)	240.08	

Old format

Source	Category	GL Date	Event Class	Transaction Number	Line Description	Debit	Credit
Payables	Purchase Invoices	25-Jan-2019	Invoices	PCARD2019012505	Invoice Description : Dec/Jan 2019 , Supplier : SCOTIA_PCARD , Supplier Site : PCARD , Invoice Type : Standard -Dec/Jan 2019	14.11	HST
Payables	Purchase Invoices	25-Jan-2019	Invoices	PCARD2019012505	Invoice Description : Dec/Jan 2019 , Supplier : SCOTIA_PCARD , Supplier Site : PCARD , Invoice Type : Standard -MONARCH BASICS-7610CH	308.72	
Payables	Purchase Invoices	25-Jan-2019	Invoices	PCARD2019012505	Invoice Description : Dec/Jan 2019 , Supplier : SCOTIA_PCARD , Supplier Site : PCARD , Invoice Type : Standard -MONARCH BASICS-8880CH	58.56	



Coming Soon...

Transaction date to be included in the description.





PAYMENTS TO INDIVIDUALS (FOR SERVICES)


- Finance has been working closely with HR to develop processes and procedures to handle payments to individuals for services
- Ensure compliance with CRA regulations and other employment legislative requirements such as CPP and EI deductions
- Current delay in processing due to increased investigation
- Services include:
 - ✓ Honorariums to guest speakers
 - ✓ Editing and translation services
 - ✓ External examiners
 - ✓ Students performing work on campus





REVIEWING OPEN PURCHASE ORDERS

- ✓ Open PO Details Report Available through Reports and Analytics
 - Run report by department number

 **UW APP RPT002 Open PO Details Report** | Last Modified 30-Oct-2018 2:49 PM | Owner Raju Penmetsa

Open PO Details Report

[Open](#) [Edit](#) [More](#) ▼

- ✓ Review report to ensure open PO's are consistent to your records
 - Contact Purchasing with any discrepancies

PO#	Requisition	PO Line Desc	Need By	PO Status	PO Line Status	Shipment Status	Ord Amt	Remaining Amt after receipt	Remaining amount after invoice	Unit Price	Fund	Charge Account
UW1007256		Additional 100 hrs of Support for Implementation of SIS	12/17/2018	OPEN	OPEN	OPEN	14000	14000	14000			1 01.2715.27150.000000.82120.000.00.000
UW1006834	REQ0017965-1-1	Payment Request for D & A Group Services	12/03/2018	CLOSED FOR RECEIVING	CLOSED FOR RECEIVING	CLOSED FOR RECEIVING	6682.42	0	768.77			1 01.2715.27150.000000.82510.000.00.000
UW1008625	REQ0021285-1-1	For consulting service related to UWinsite Finance for approx. 36 weeks.	02/18/2019	OPEN	OPEN	OPEN	20000	20000	14995			1 01.2715.27150.000000.82120.000.00.000
UW1011926	REQ0026866-1-1	UWinsite Finance consulting Services for Cashiers Office	06/27/2019	OPEN	OPEN	OPEN	16500	16500	16500	110		1 01.2715.27150.000000.82120.000.00.000
UW1007256		Additional 150 hrs of Support for Financial Aid (May)	12/17/2018	OPEN	OPEN	OPEN	21000	14689.96	15704.96			1 01.2715.27150.000000.82120.000.00.000



Section 4: Updates

THE FINANCE THINGS YOU NEED TO KNOW



2018/19 CARRYOVER UPDATE

- In process of finalizing all year-end transactions
- Draft appropriations (carryover) calculations are being made
- Budgets staff will meet with various Faculties/Departments to review forecasted carryover position
- Some adjustments may be required
- Carryover calculations finalized and presented to Board during September meeting
- If/when approved, carryover funds are returned
- Most spending against anticipated carryover funds is acceptable but you should notify your Budget Analyst in advance





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 2018/19 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 2019/20 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.





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
Dr. Jelena Magliaro	Junior Budget Analyst	2022	jelena@uwindsor.ca
Mr. Brandon Marusic	Budgets Co-op Student	2031	brandon.Marusic@uwindsor.ca
Ms. Alicia Pomeroy	Senior Budget Analyst	2082	apomeroy@uwindsor.ca
Ms. Leanna Prior	Budget Analyst	2021	leannap@uwindsor.ca



Alicia Pomeroy Absence from Budgets

Alicia Pomeroy has been seconded to the Procurement office and will be observing a maternity leave. Alicia will not return to the Budgets office until late in the 2020 calendar year. Please contact Cathy Evanyk for any issue you would have otherwise directed to Alicia during this time.





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 PBCS 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!