UWINSITE BUDGETS
User Training & Information Session #1

Date: Tuesday, May 29, 2018
Welcome to the
UWinsite User Training & Information Session #1

Today’s Facilitator: Andrew Kuntz, Manager, University Budgets

Today’s Support:
David Butcher, Executive Director, Budgets and Financial Services
David Smith, Senior Budget Analyst
Leanna Prior, Budget Analyst
Jelena Magliaro, Junior Budget Analyst
Cathy Evanyk, Budget Associate
Thuy Cao, PBCS Administrator (Deloitte)
ABOUT THIS SESSION

Description
This is the first in a series of quarterly sessions developed specifically for UWinsite Budgets (formerly PBCS) users. This first session will provide a refresher overview of the UWinsite Budgets system, discuss current budget topics and describe, through demonstrations, some new and key system processes.

Audience
All UWinsite Budgets Users

Duration
Approximately 2 hours
AGENDA

Section 1: Refresher
Introducing UWinsite Budgets
Accessing UWinsite Budgets
System Navigation
Popular Forms
Running Reports & Dashboards
System Integrations

Section 2: Updates
2018/19 Operating Budget Highlights
2017/18 Carry Forward Process
New Budget Adjustment Template

Section 3: Coming Soon
Requesting new Forms, Reports & Dashboards
Labour Detail Data
Smart View Training
Departmental Reviews
Budget Office Staffing

Section 4: User Questions
Getting Help
Section 1: Refresher

USING UWINSITE BUDGETS
INTRODUCING UWINSITE BUDGETS

Formerly known as Oracle PBCS
(Oracle Planning & Budgeting Cloud Service)

Oracle PBCS is a centralized planning, budgeting and forecasting solution that integrates the financial and operating planning processes and improves business predictability.

We will use UWinsite Budgets for the following:

- Budget development process
- Labour tracking and planning
- Forecasting and projecting
- Budget adjustments
- Multi-year budgeting
- Scenario planning
- Data analyzing
- Year-end carryover processing

✔️ UWinsite Budgets
❌ Oracle PBCS
Only 50 licenses for UWinsite Budgets (PBCS) available across the institution
✓ Faculty and departmental administrative leads
✓ Budgets Office
✓ Institutional Analysis
✓ Select Finance users

Budgeting function is now targeted to budget “specialists”
✓ Financial education/experience
✓ Decreased error checking
✓ Better understanding of University environment
✓ Budget Analysts are available to provide enhanced client services
ACCESSING UWINSITE BUDGETS

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

Select Company Sign In
Then enter your UWinID and Password

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

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

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

### Icons:
- **Data**: Represents data input or collection.
- **Reports**: Represents report generation or viewing.
- **Dashboards**: Represents dashboard viewing or accessing.
ACCESSING APPLICATIONS

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.
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.
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.
Many of the most helpful forms can be found under...

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>05 Reporting</td>
<td></td>
</tr>
<tr>
<td>5.1 User Reports</td>
<td></td>
</tr>
<tr>
<td>5.10 Income Statement by COA</td>
<td>Filter by Fund, Department, Scenario, Version, Year, and Type</td>
</tr>
<tr>
<td>5.11 Complete Profit and Loss Statement</td>
<td>Filter by Fund, Department, Year, and Type</td>
</tr>
<tr>
<td>5.12a Budget Comparison Report - Current Month</td>
<td>Compare budget to actual to determine free balance of YTD funds available.</td>
</tr>
<tr>
<td>5.12b Budget Comparison Report - Select Month</td>
<td>Compare budget to actual to determine free balance of YTD funds available.</td>
</tr>
<tr>
<td>5.13 Review Budget Adjustments</td>
<td>Review Budget Adjustments</td>
</tr>
<tr>
<td>5.14 Natural Account by Program Project YTD</td>
<td>Compare budget to actual to determine free balance of YTD funds available.</td>
</tr>
<tr>
<td>5.15 Natural Accounts Program Project Monthly Balances</td>
<td>Compare budget to actual to determine free balance of YTD funds available.</td>
</tr>
<tr>
<td>5.16a Appropriations Program-Project Data - Operating Fund</td>
<td>Year end balances for use in year-end appropriations calculations.</td>
</tr>
<tr>
<td>5.16b Appropriations Program-Project Data - Ancillary Fund</td>
<td>Year end balances for use in year-end appropriations calculations.</td>
</tr>
</tbody>
</table>
RUNNING REPORTS

1. Click on the **Reports** icon

2. Expand the folders to Budget Reports and select the **102a Budget Comparison Report – Current Month** and click on the XLS icon
RUNNING REPORTS (CONTINUED)

3. Select the dimension members that you wish to view and click **Continue**

102a Budget Comparison Report - Current Month

<table>
<thead>
<tr>
<th>Years</th>
<th>FY17:17/18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>D_2710:2710 Financial Account</td>
</tr>
<tr>
<td>Fund</td>
<td>F_01:01 Operating Fund</td>
</tr>
<tr>
<td>Program</td>
<td>P_27100:27100 Department of</td>
</tr>
<tr>
<td>Type</td>
<td>Total Type</td>
</tr>
<tr>
<td>Classification</td>
<td>C_TCL,TCL All Classifications T</td>
</tr>
<tr>
<td>Project</td>
<td>J_000000:000000 NA Default</td>
</tr>
<tr>
<td>Line Item</td>
<td>Total Line Item</td>
</tr>
</tbody>
</table>

4. Select Open with Microsoft Excel and click OK to open in Excel
ACCESSING DASHBOARDS

1. Click on the **Dashboards** icon

2. Click on Dashboard **1.00a Revenue and Expenses – Total Internal & External**

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1.00a Revenue and Expenses - Total Internal &amp; External</td>
</tr>
<tr>
<td></td>
<td>1.00b Revenue - Internal and External</td>
</tr>
<tr>
<td></td>
<td>1.00c Expenses - Internal and External</td>
</tr>
<tr>
<td></td>
<td>1.01 Budget Development Expenses by Area</td>
</tr>
</tbody>
</table>
ACCESSING DASHBOARDS (CONTINUED)

3. Set the Point of View by selecting the appropriate dimension members.

4. Click on the legend items or within the chart itself to zoom and see more granular details.
• The Oracle Planning and Budgeting Cloud System is a centralized system that will streamline budget planning.
• The system integrates Workforce and Operational Planning in a real-time updated web or Microsoft Office-based environment, making it accessible and user-friendly.
Section 2: Updates

BUDGET UPDATES
2018/19 OPERATING BUDGET HIGHLIGHTS

“Meeting the Mandate”

• Enrolment centred management (ECM) budget model reaffirmed
• Enrolment growth anticipated
• Significant increase in operating revenue
• Includes all costs of collective agreements
• Strategic investments included
• Risk mitigation strategy in preparation for SMA3
• Balance budget
2018/19 PROJECTED FULL-TIME ENROLMENT

**Headcount**

- **Fall 13**: 11,802
  - 1st Year: 3,431
  - Total Undergraduate (incl Yr1): 8,371
  - Graduate: 2,301
- **Fall 14**: 11,589
  - 1st Year: 3,191
  - Total Undergraduate (incl Yr1): 8,398
  - Graduate: 2,439
- **Fall 15**: 10,882
  - 1st Year: 2,836
  - Total Undergraduate (incl Yr1): 8,046
  - Graduate: 2,678
- **Fall 16**: 10,565
  - 1st Year: 2,774
  - Total Undergraduate (incl Yr1): 7,791
  - Graduate: 2,791
- **Fall 17**: 10,542
  - 1st Year: 2,842
  - Total Undergraduate (incl Yr1): 7,690
  - Graduate: 3,536
- **Fall 18 Projection**: 10,635
  - 1st Year: 3,000
  - Total Undergraduate (incl Yr1): 7,635
  - Graduate: 4,000
2018/19 STUDENT ACADEMIC FEES

Budgeted increase of $20.7 (12.6%) over 2017/18

✓ Tuition Revenue:
  • Impact of enrolment changes - $15.9M
  • Impact of tuition fee proposal - $4.7M

✓ Incidental Fees increased by $128K
SHIFTING REVENUE PATTERN

<table>
<thead>
<tr>
<th>Year</th>
<th>Student Academic Fees</th>
<th>Government Grants - Provincial &amp; Federal</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008/09</td>
<td>2.5%</td>
<td>50.6%</td>
<td>46.9%</td>
</tr>
<tr>
<td>2009/10</td>
<td>1.7%</td>
<td>51.7%</td>
<td>46.6%</td>
</tr>
<tr>
<td>2010/11</td>
<td>1.5%</td>
<td>50.6%</td>
<td>47.9%</td>
</tr>
<tr>
<td>2011/12</td>
<td>1.7%</td>
<td>48.4%</td>
<td>49.9%</td>
</tr>
<tr>
<td>2012/13</td>
<td>2.1%</td>
<td>45.8%</td>
<td>52.1%</td>
</tr>
<tr>
<td>2013/14</td>
<td>2.1%</td>
<td>44.1%</td>
<td>53.8%</td>
</tr>
<tr>
<td>2014/15</td>
<td>1.9%</td>
<td>40.6%</td>
<td>57.5%</td>
</tr>
<tr>
<td>2015/16</td>
<td>2.0%</td>
<td>39.5%</td>
<td>58.5%</td>
</tr>
<tr>
<td>2016/17</td>
<td>2.0%</td>
<td>38.0%</td>
<td>60.0%</td>
</tr>
<tr>
<td>2017/18</td>
<td>1.9%</td>
<td>36.9%</td>
<td>61.2%</td>
</tr>
<tr>
<td>2018/19</td>
<td>1.7%</td>
<td>34.4%</td>
<td>63.9%</td>
</tr>
</tbody>
</table>

Proposed

Student Academic Fees | Government Grants - Provincial & Federal | Other
2018/19 OPERATING EXPENDITURES

✓ Operating Costs - $276.7M:
  • Faculty & Research Costs - $156.4M
  • Non-faculty Costs - $120.3M
  • 73% in Salaries, Wages & Benefits

✓ Strategic Investment Funds - $12.8M
## 2018/19 Strategic Investment Funds

<table>
<thead>
<tr>
<th>Fund</th>
<th>2018/19 Proposed Budget ($000s)</th>
<th>2017/18 Reclassified Base Budget ($000s)</th>
<th>2018/19 % of Total Budget</th>
<th>% Increase Over 2017/18</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMA3 Positioning Fund</td>
<td>3,000</td>
<td>0</td>
<td>1.0%</td>
<td>New</td>
</tr>
<tr>
<td>Strategic Mandate Agreement Fund</td>
<td>1,500</td>
<td>0</td>
<td>0.5%</td>
<td>New</td>
</tr>
<tr>
<td>Strategic Enrolment Management Fund</td>
<td>500</td>
<td>0</td>
<td>0.2%</td>
<td>New</td>
</tr>
<tr>
<td>Enrolment Stimulus Fund</td>
<td>1,300</td>
<td>1,000</td>
<td>0.4%</td>
<td>30.0%</td>
</tr>
<tr>
<td>Student Experience Fund</td>
<td>1,200</td>
<td>500</td>
<td>0.4%</td>
<td>140.0%</td>
</tr>
<tr>
<td>Research Activity &amp; Stimulus Funds</td>
<td>1,200</td>
<td>1,000</td>
<td>0.4%</td>
<td>20.0%</td>
</tr>
<tr>
<td>UWinsite Fund</td>
<td>2,181</td>
<td>1,681</td>
<td>0.8%</td>
<td>29.7%</td>
</tr>
<tr>
<td>Deferred Maintenance Fund</td>
<td>2,000</td>
<td>1,500</td>
<td>0.7%</td>
<td>33.3%</td>
</tr>
<tr>
<td><strong>Total Strategic Investment Funds</strong></td>
<td><strong>$12,881</strong></td>
<td><strong>$5,681</strong></td>
<td><strong>4.4%</strong></td>
<td><strong>126.7%</strong></td>
</tr>
</tbody>
</table>
### BALANCED BUDGET

You can find complete details about the 2018/19 Operating Budget for the University of Windsor on the Finance website at...

http://www.uwindsor.ca/finance/operating-budgets

<table>
<thead>
<tr>
<th></th>
<th>2018/19 BASE BUDGET ($000s)</th>
<th>2017/18 BASE BUDGET ($000s)</th>
<th>$ INCREASE OVER 2017/18</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OPERATING REVENUE</strong></td>
<td>$289,581</td>
<td>$268,051</td>
<td>$21,530</td>
</tr>
<tr>
<td><strong>BASE OPERATING EXPENDITURES</strong></td>
<td>$276,700</td>
<td>$262,370</td>
<td>$14,330</td>
</tr>
<tr>
<td><strong>STRATEGIC INVESTMENT FUNDS</strong></td>
<td>$12,881</td>
<td>$5,681</td>
<td>$7,200</td>
</tr>
</tbody>
</table>

$0 $0
2017/18 CARRY FORWARD PROCESS

Unchanged

• Faculties/departments responsible for all operating expenditures
• Budget for open POs carries forward from prior year
• BoG approval required before carryover can be returned

Changed

• Carryover funds will be grouped at the Faculty, Department and/or Program level
• Carryover funds cannot be returned to individual natural accounts
### Budget Adjustment Process

**NEW** BUDGET ADJUSTMENT PROCESS

#### Budget Adjustment Template

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Uwin ID</td>
</tr>
<tr>
<td>B</td>
<td>Adjust Type</td>
</tr>
<tr>
<td>C</td>
<td>Fund</td>
</tr>
<tr>
<td>D</td>
<td>Department</td>
</tr>
<tr>
<td>E</td>
<td>Program</td>
</tr>
<tr>
<td>F</td>
<td>Project</td>
</tr>
<tr>
<td>G</td>
<td>Natural Account</td>
</tr>
<tr>
<td>H</td>
<td>Classification</td>
</tr>
<tr>
<td>I</td>
<td>Month</td>
</tr>
<tr>
<td>J</td>
<td>Send Funds To</td>
</tr>
<tr>
<td>K</td>
<td>Take Funds From</td>
</tr>
<tr>
<td>L</td>
<td>Add Comment</td>
</tr>
</tbody>
</table>

- **Uwin ID**: Enter your UWin ID for tracking purposes.
- **Adjust Type**: Select the type of transfer (One-time, Ongoing).
- **Account Information**: Enter Fund, Department, Program, Project, Natural Account & Classification details.
- **Accounting Period**: Specify the month when the adjustment should take place.
- **Transfer Type**: Specify how funds are transferred (Increase or Decrease).
- **Comment**: Add a detailed comment to describe your budget adjustment.

#### Grid Section

When complete, save and email your budget adjustment to budgetadjustments@uwindsor.ca.
MAKING A BUDGET ADJUSTMENT

1. Access the new Budget Adjustment Template online. Specific link will be provided to all UWinsite Budgets users shortly.

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

3. Complete the grid section of your budget adjustment:
   - Account Information (Fund, Dept, Prog, Proj, Acct, Class)
   - Accounting Period (month or average across the year)
   - Amounts:
     - Send Funds To – Increase an expense budget (Decrease a revenue budget)
     - Take Funds From – Decrease an expense budget (Increase a revenue budget)
MAKING A BUDGET ADJUSTMENT (CONTINUED)

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

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

5. Save your Budget Adjustment Template.

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

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

FUTURE UPDATES TO UWINSITE BUDGETS
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.
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 Dave Smith (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 (Summer 2018).
Oracle PBCS (aka UWinsite Budgets) is a cube-based database.

Smart View works within Microsoft product and allows UWinsite Budgets users to view, import, manipulate, distribute and analyze data in the cube.

Similar to a pivot table in Excel.

Great for ad-hoc analysis.

Training will be offered to UWinsite Budgets users over the summer months.
DEPARTMENTAL REVIEWS

Summer meetings with your Budget Analyst

• The Budgets office will outreach to most areas of the campus community over the summer months to perform one-on-one reviews of your operating/ancillary budget and departmental set-up.

• This review will include:
  ✓ Review of how your legacy (FIS) business units were mapped to the new UWinsite COA
  ✓ Overview of your new account structure (dept, prog, proj)
  ✓ High level review of your 2018/19 operating/ancillary budget
  ✓ High level review of your labour budget – discuss benefit rates
  ✓ Identify opportunities to implement monthly budgets (enhanced forecasting)
  ✓ Opportunity to discuss UWinsite Budgets system issues and new/outstanding reporting needs.
Congratulations Dave Smith on your retirement after 36 years at the University of Windsor!

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Ext.</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. David Butcher</td>
<td>Executive Director, Budgets and Financial Services</td>
<td>2130</td>
<td><a href="mailto:butch@uwindsor.ca">butch@uwindsor.ca</a></td>
</tr>
<tr>
<td>Ms. Cathy Evanyk</td>
<td>Budget Associate</td>
<td>2130</td>
<td><a href="mailto:cevanyk@uwindsor.ca">cevanyk@uwindsor.ca</a></td>
</tr>
<tr>
<td>Mr. Andrew Kuntz</td>
<td>Manager, University Budgets</td>
<td>5008</td>
<td><a href="mailto:andrewk@uwindsor.ca">andrewk@uwindsor.ca</a></td>
</tr>
<tr>
<td>Mr. David Smith</td>
<td>Senior Budget Analyst</td>
<td>2082</td>
<td><a href="mailto:dssmith@uwindsor.ca">dssmith@uwindsor.ca</a></td>
</tr>
<tr>
<td>Ms. Leanna Prior</td>
<td>Budget Analyst</td>
<td>2021</td>
<td><a href="mailto:leannap@uwindsor.ca">leannap@uwindsor.ca</a></td>
</tr>
<tr>
<td>Dr. Jelena Magliaro</td>
<td>Junior Budget Analyst</td>
<td>2022</td>
<td><a href="mailto:jelena@uwindsor.ca">jelena@uwindsor.ca</a></td>
</tr>
</tbody>
</table>
BUDGET ANALYSTS RESPONSIBILITIES

Jelena Magliaro
- President’s area
- VP Admin & Planning area
- Student Services
- Leddy Library
- Campus Services
- 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

“The New Dave”
- FAHSS
- Engineering
- Law
- Grad Studies
- UWinsite Budgets functional support, Salary & Benefit planning, Form 1/ARAC approvals, Collective Bargaining support
Section 4: User Questions

THANK YOU!
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