UWINSITE BUDGETS

User Training & Information Session #1

Date: Tuesday, May 29, 2018

WELCOME!

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**

UWINSITE BUDGETS “SPECIALISTS”

Only 50 licenses for UWinsite Budgets (PBCS) available across the institution

- ✓ Faculty and departmental administrative leads
- ✓ Budgets Office
- ✓ Institutional Analysis
- ✓ Select Finance users

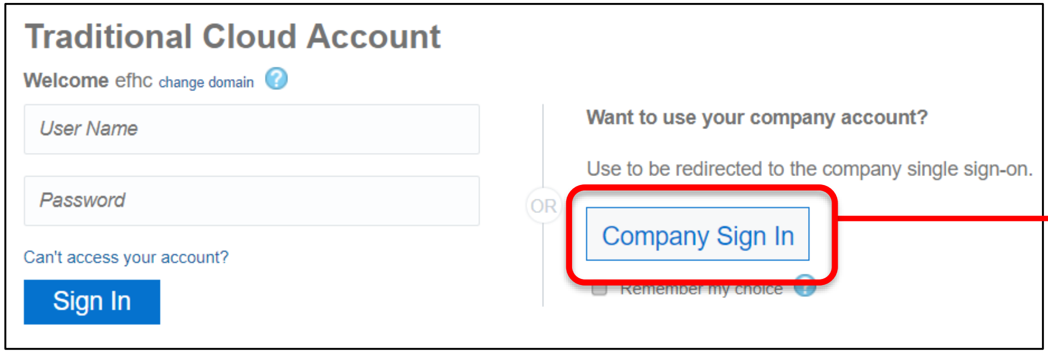
Budgeting function is now targeted to budget “specialists”

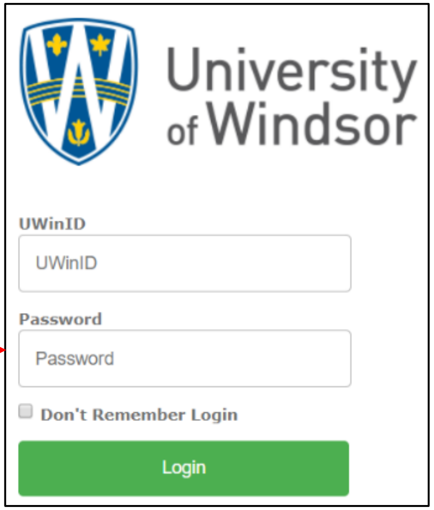
- ✓ Financial education/experience
- ✓ Decreased error checking
- ✓ Better understanding of University environment
- ✓ Budget Analysts are available to provide enhanced client services

ACCESSING UWINSITE BUDGETS

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

2 Select Company Sign In
Then enter your UWinID and Password

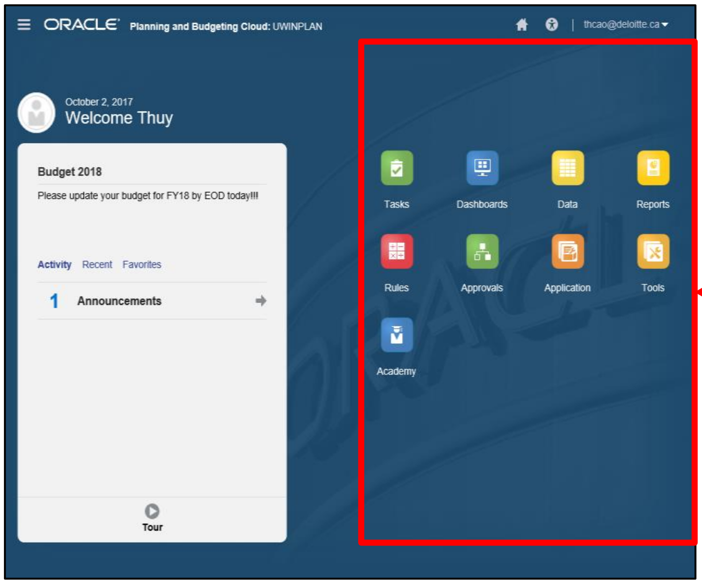




Security Roles
Every user is assigned security roles within UWinsite Budgets that support the tasks required in their position. Your security profile determines what you can see and what you can do.

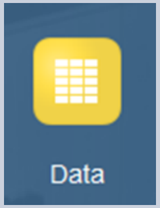
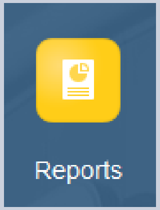
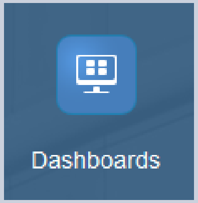
HOME PAGE – MENU OVERVIEW

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



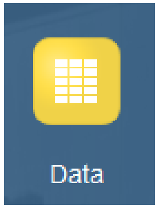
Menu	Description
Dashboards	High level views of information. Useful area where you can create some high-level graphical and grid views to change and save data
Tasks	Lists of actions that users can follow. Admins setup task lists to guide users through the planning and budgeting process.
Data	Web forms.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

PRIMARY USER APPLICATIONS

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

ACCESSING 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.

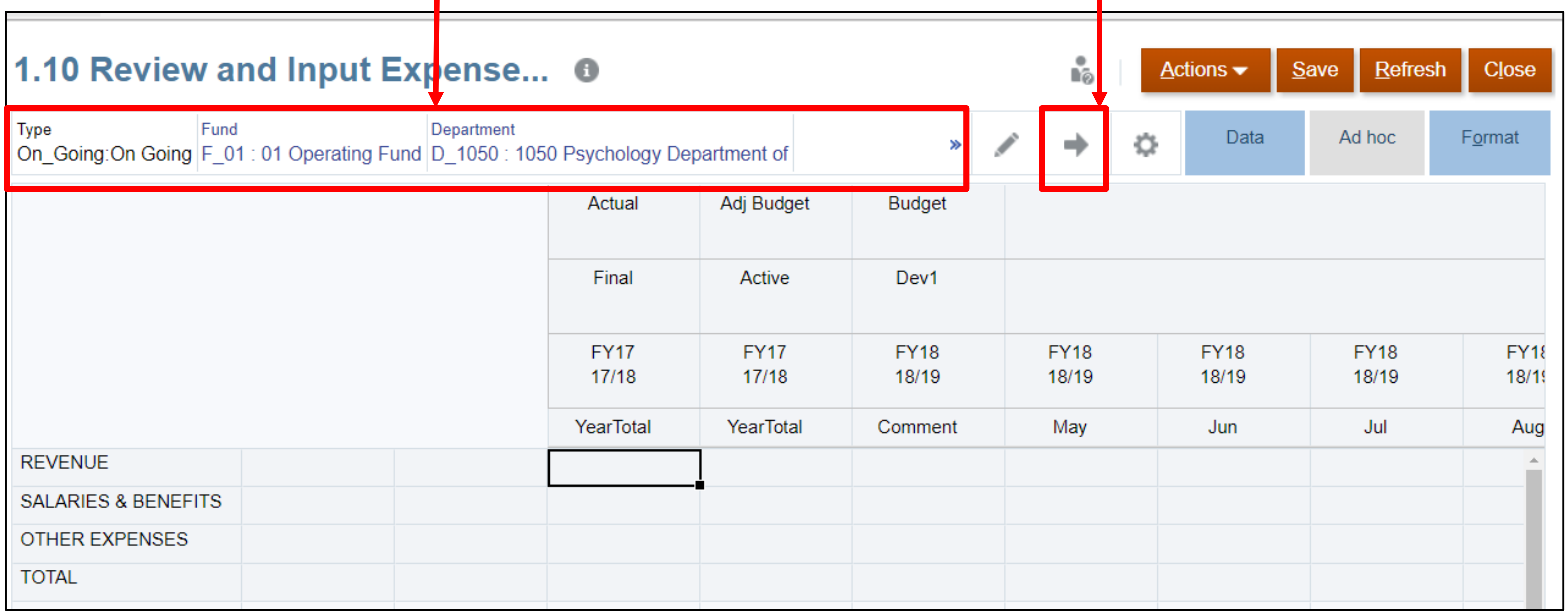
3 Once selected, the form, report or dashboard will appear in a new view.

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.

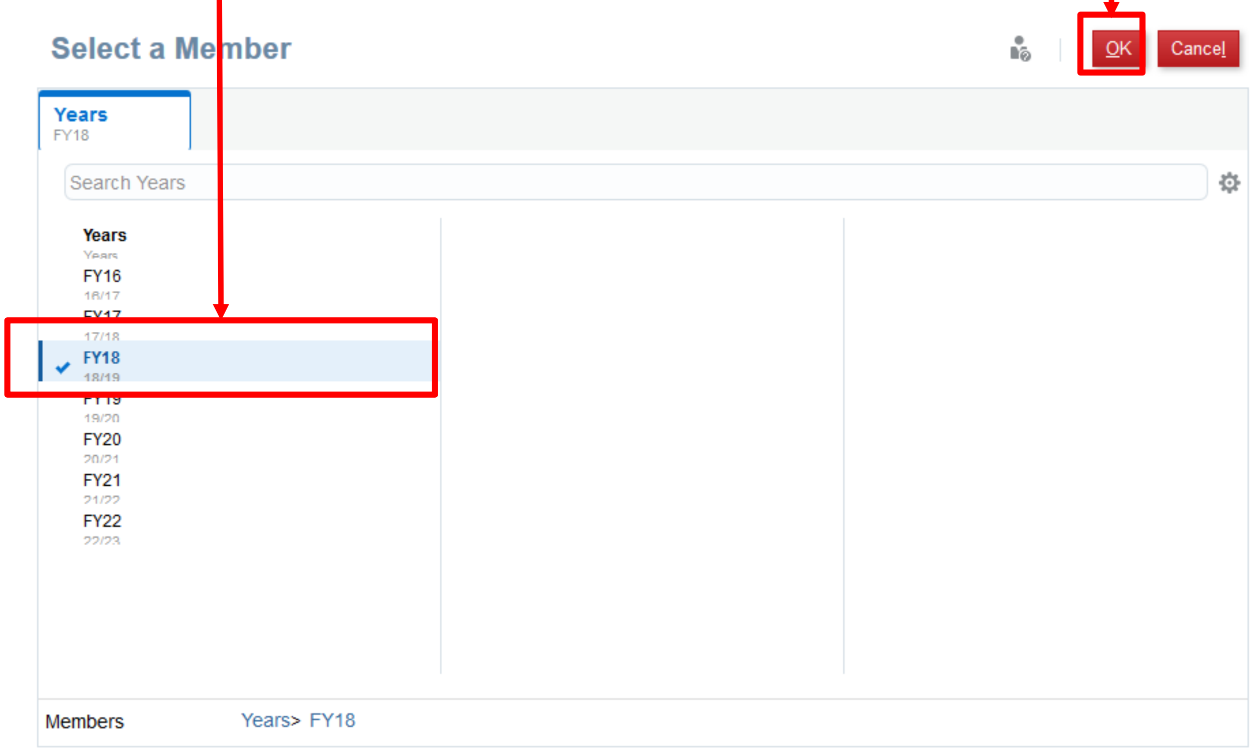
2 Complete the selection by clicking on the “Go” arrow.



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.

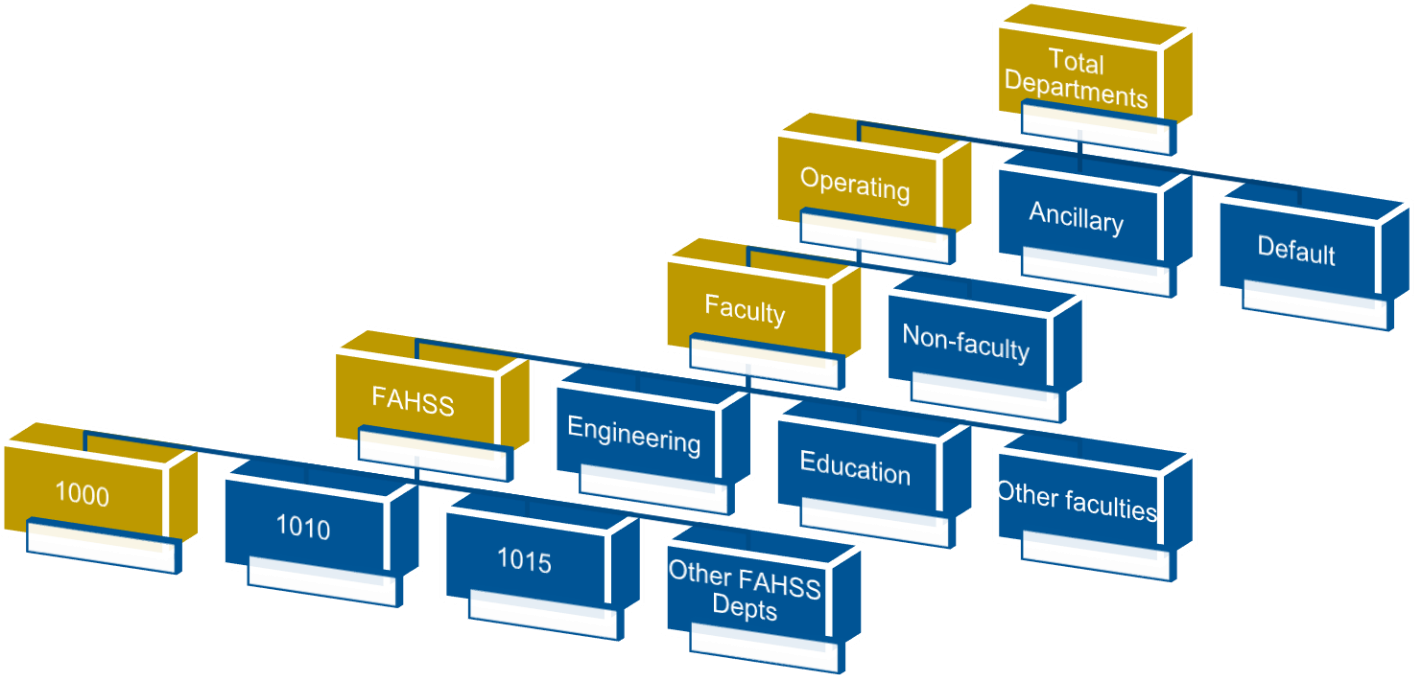
2. Complete the selection by clicking on the "OK" button.



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.



POPULAR FORMS

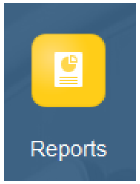
Many of the most helpful forms can be found under…

Forms > Expense Planning > 05 Reporting > 5.1 User Reports

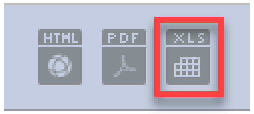
Name	Description
05 Reporting	
5.1 User Reports	
5.10 Income Statement by COA	Filter by Fund, Department, Scenario, Version, Year, and Type
5.11 Complete Profit and Loss Statement	Filter by Fund, Department, Year, and Type
5.12a Budget Comparison Report - Current Month	Compare budget to actual to determine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

RUNNING REPORTS

1. Click on the **Reports** icon

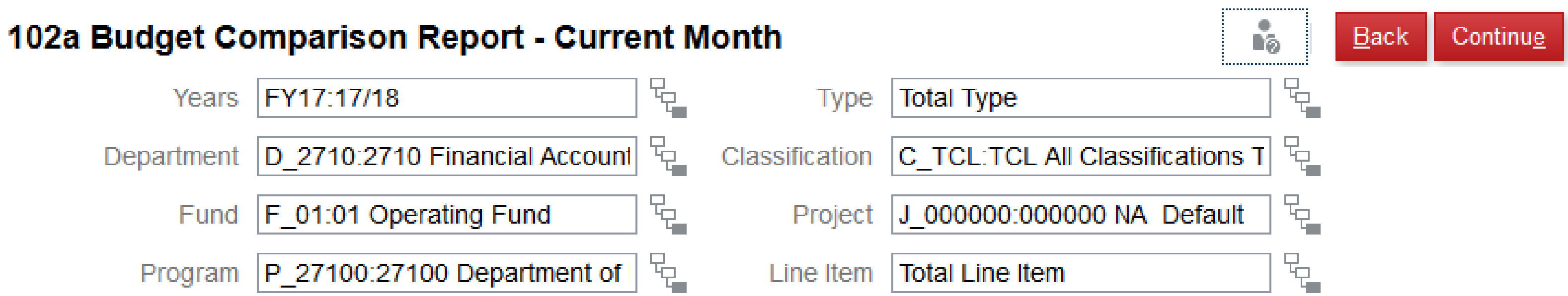


2. Expand the folders to Budget Reports and select the **102a Budget Comparison Report – Current Month** and click on the XLS icon

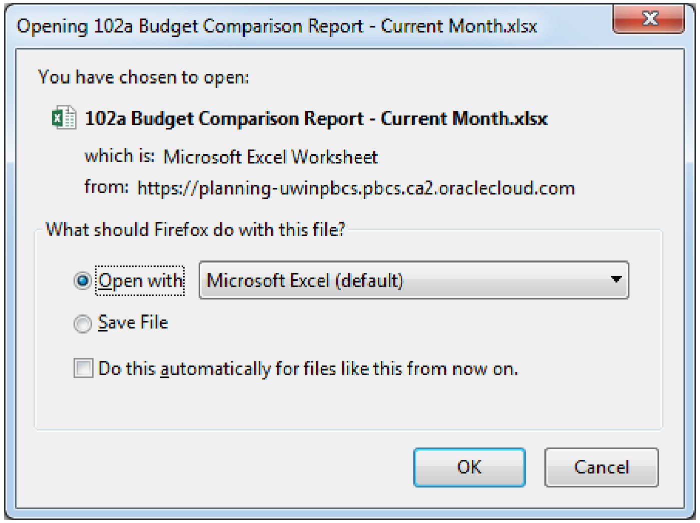


RUNNING REPORTS (CONTINUED)

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

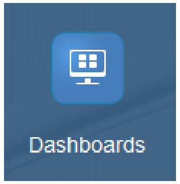


4. Select Open with Microsoft Excel and click OK to open in Excel



ACCESSING DASHBOARDS

1. Click on the **Dashboards** icon

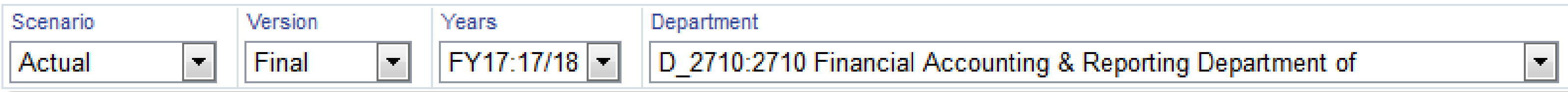


2. Click on Dashboard **1.00a Revenue and Expenses – Total Internal & External**

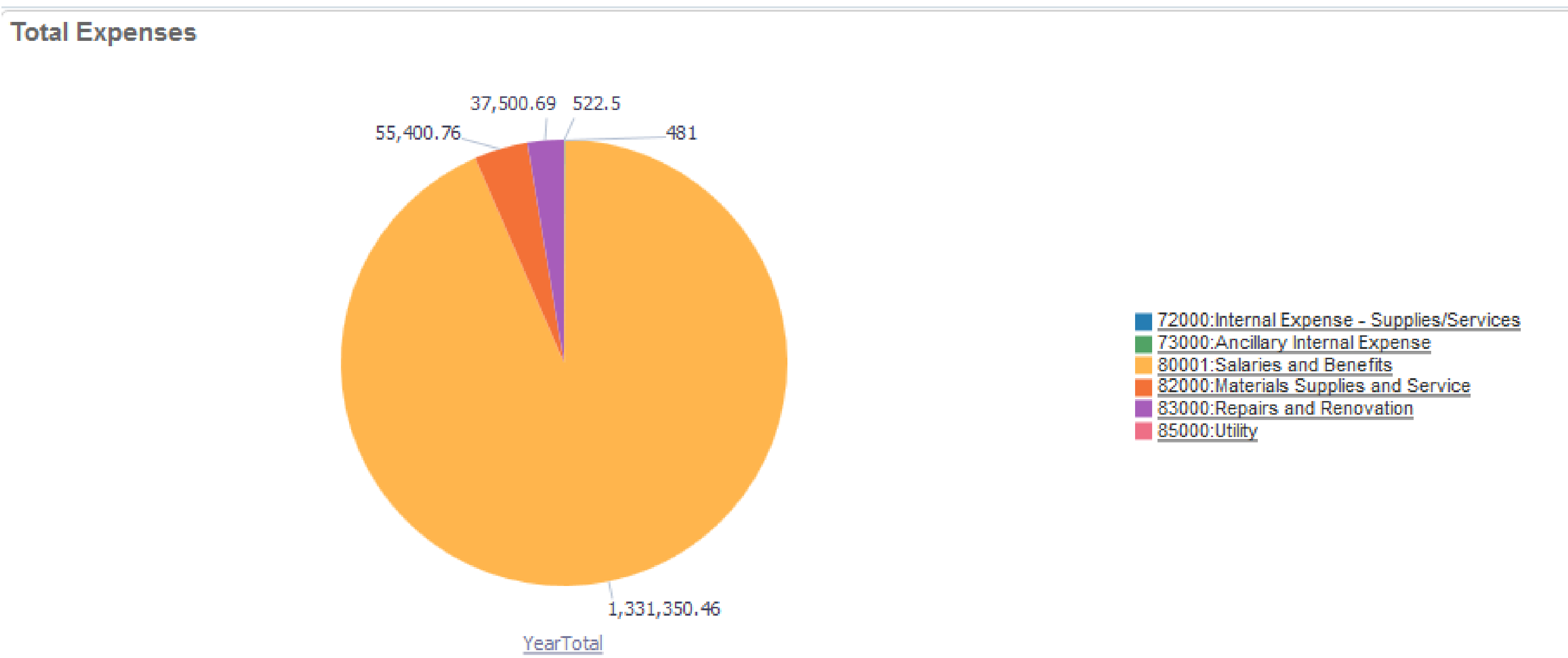
Type	Name
	1.00a Revenue and Expenses - Total Internal & External
	1.00b Revenue - Internal and External
	1.00c Expenses - Internal and External
	1.01 Budget Development Expenses by Area

ACCESSING DASHBOARDS (CONTINUED)

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

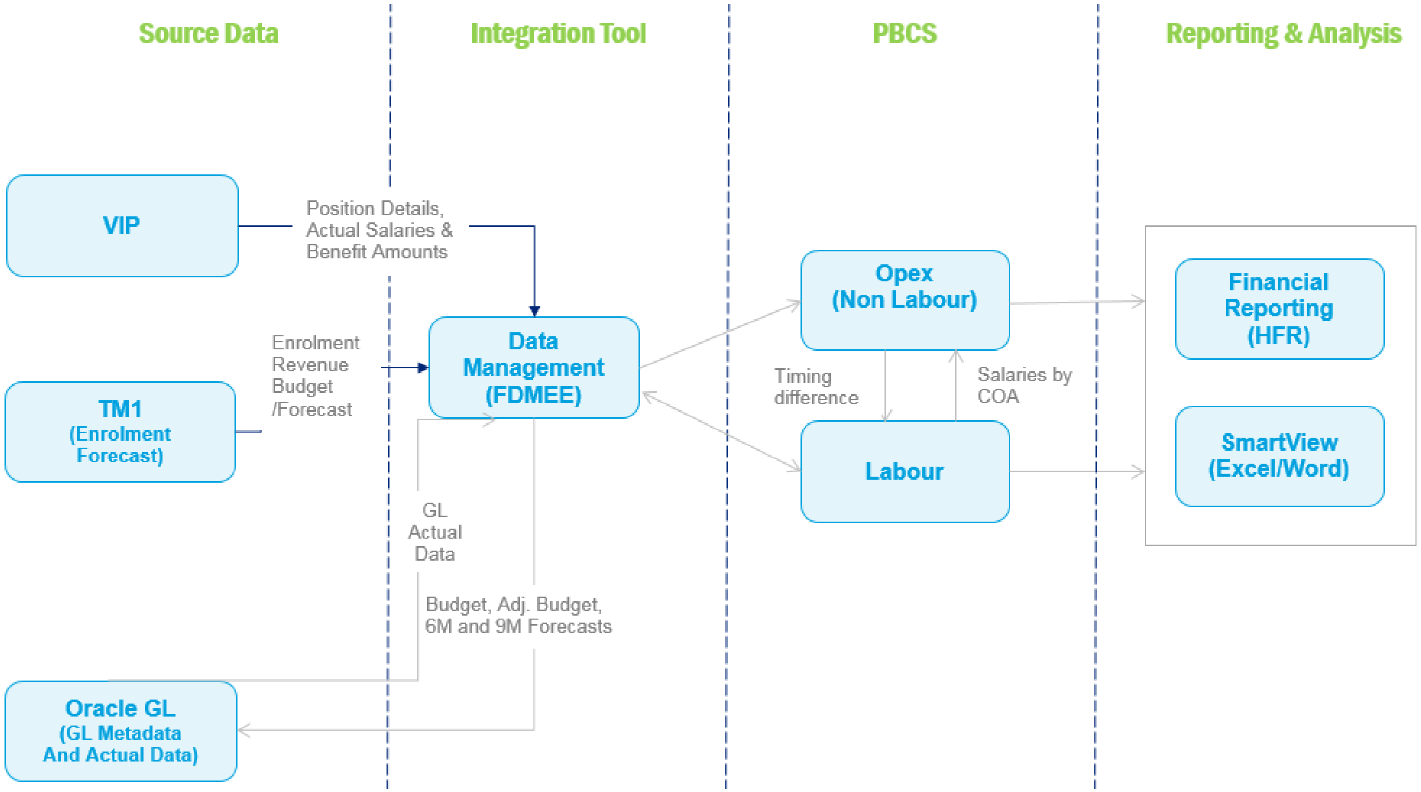


4 Click on the legend items or within the chart itself to zoom and see more granular details.



SYSTEM INTEGRATIONS AND WORKFLOW

- 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

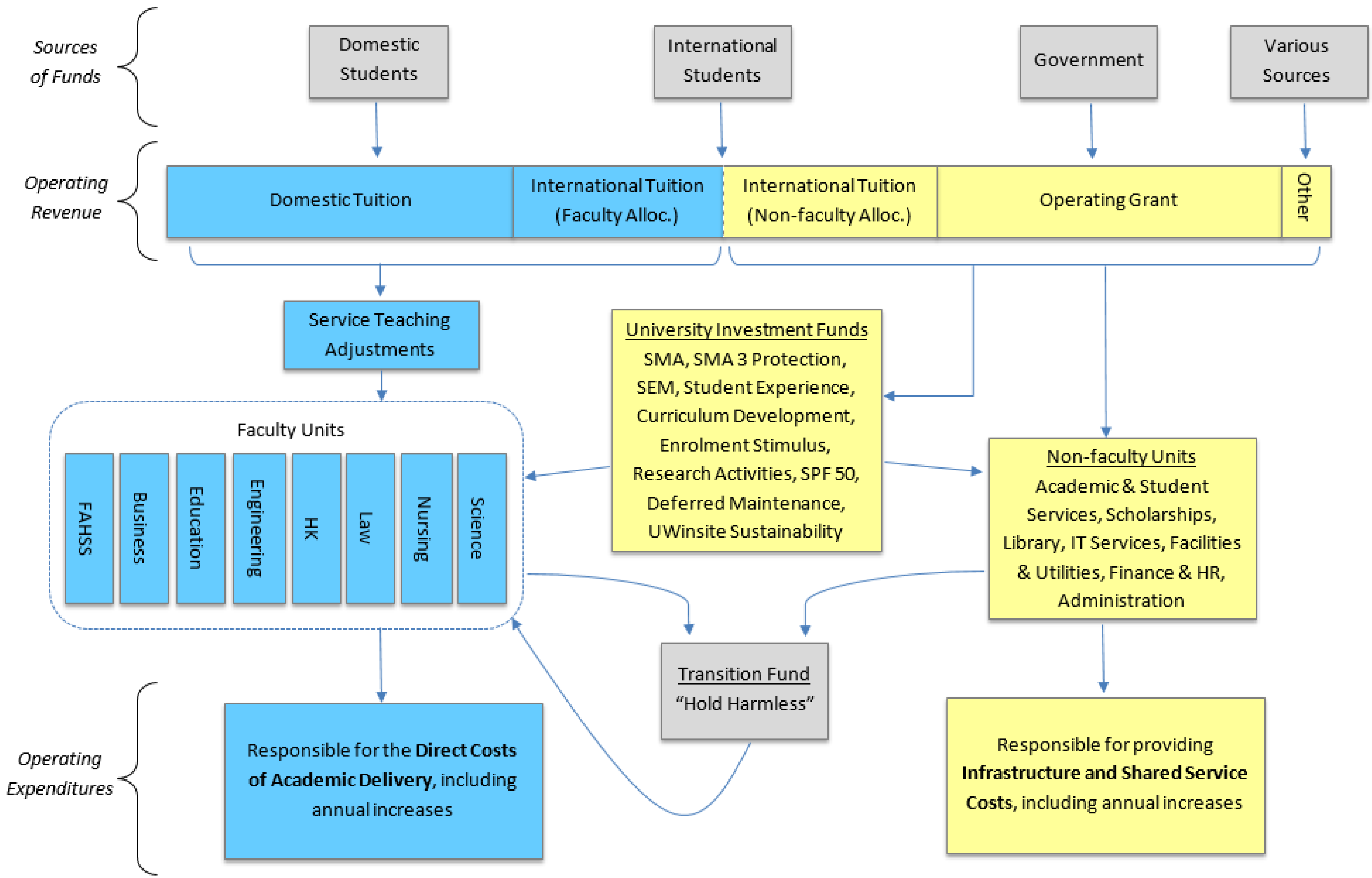
BUDGET UPDATES

2018/19 OPERATING BUDGET HIGHLIGHTS

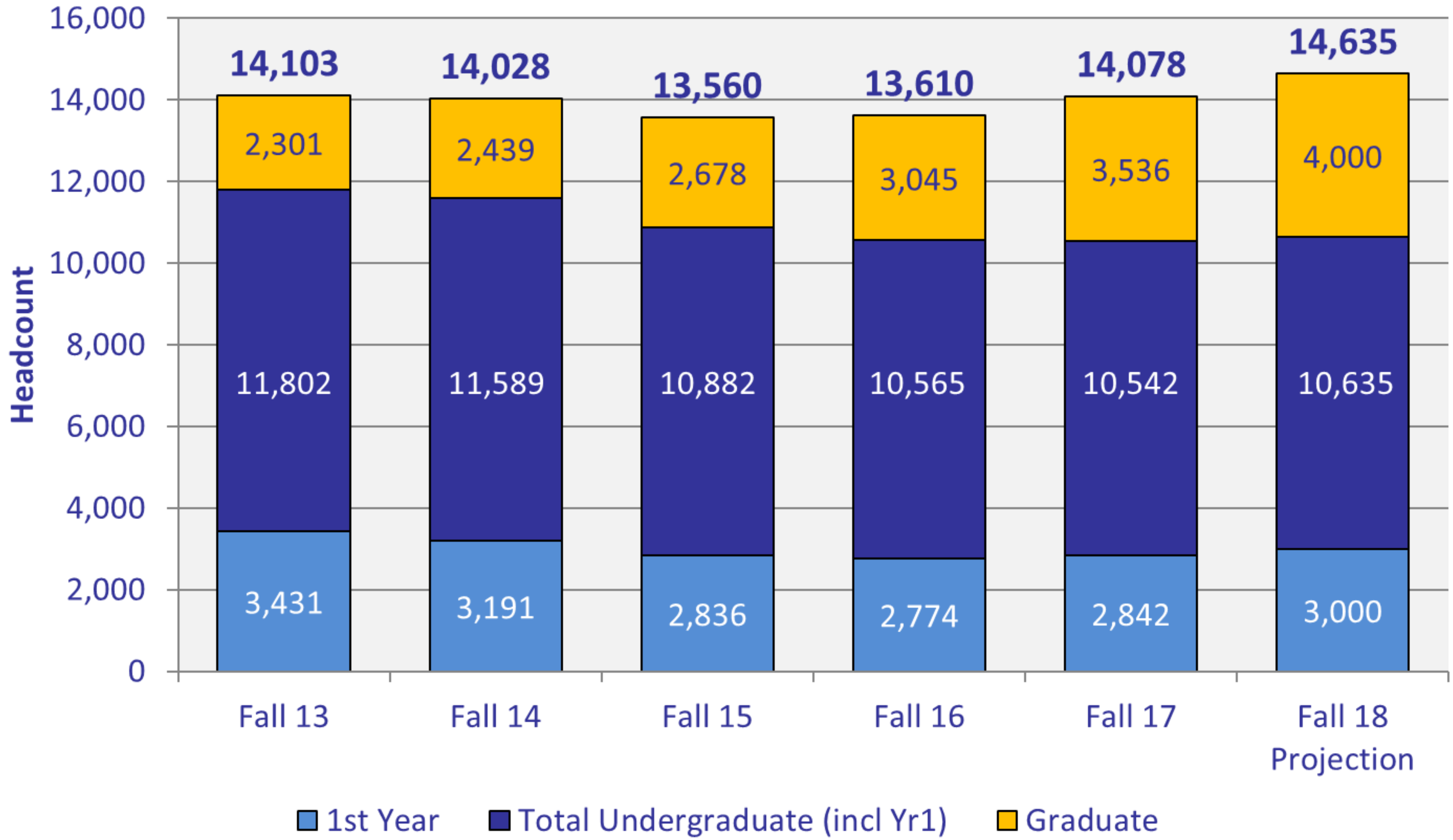
“Meeting the Mandate”

- 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

ECM BUDGET MODEL



2018/19 PROJECTED FULL-TIME ENROLMENT



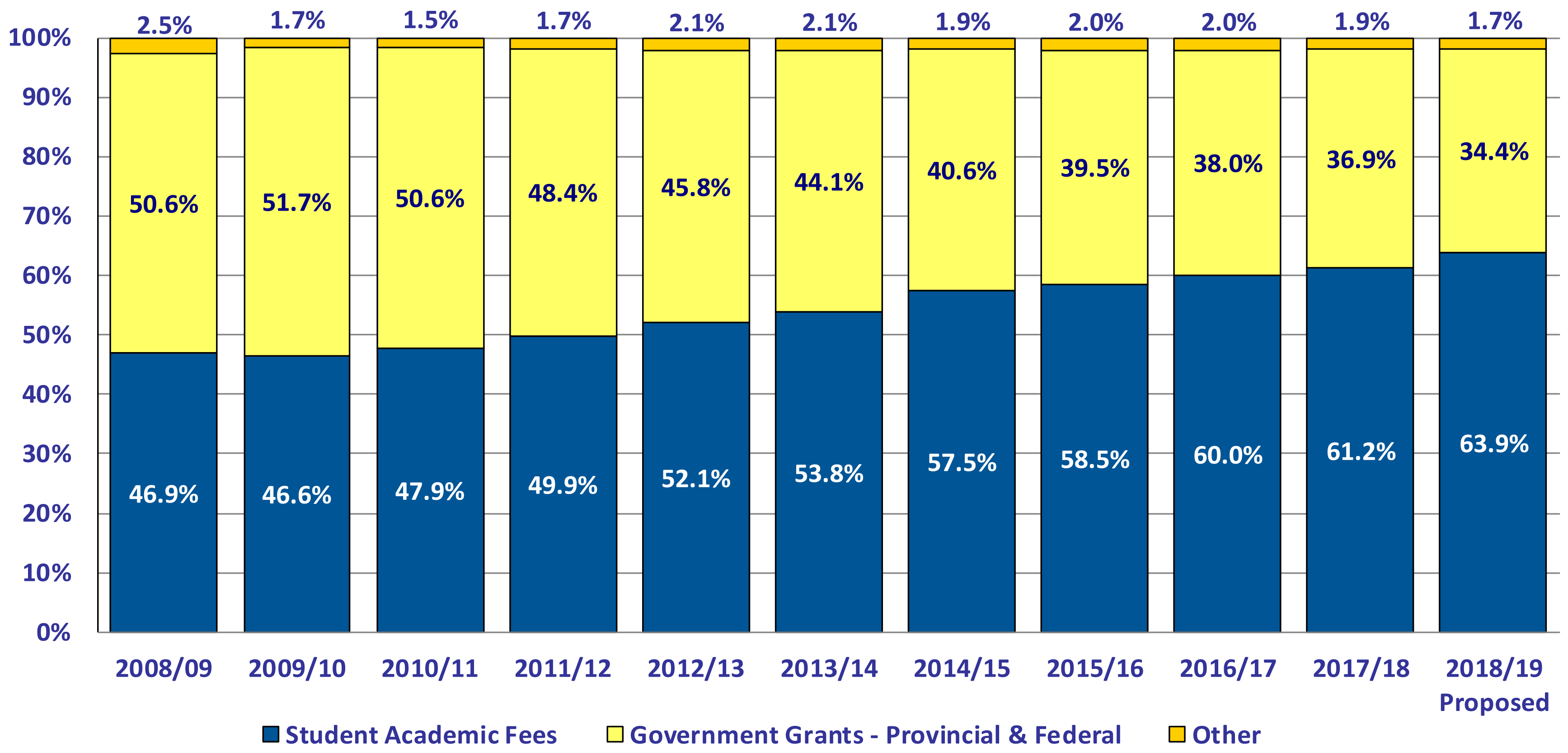
2018/19 STUDENT ACADEMIC FEES

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

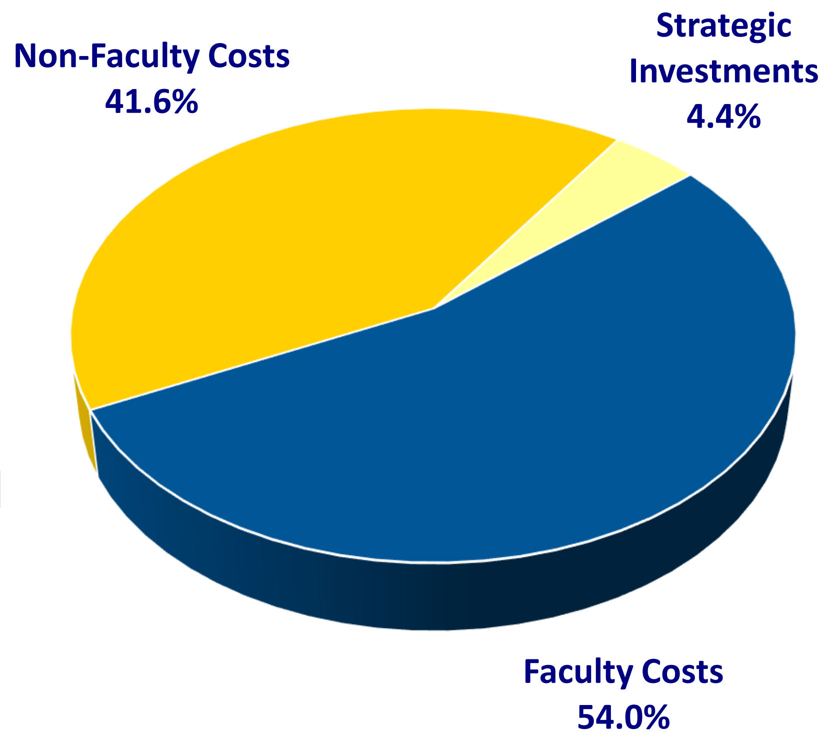
SHIFTING REVENUE PATTERN



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

	2018/19 PROPOSED BASE BUDGET ($000s)	2017/18 RECLASSIFIED BASE BUDGET ($000s)	2018/19 % OF TOTAL BUDGET	% INCREASE OVER 2017/18
STRATEGIC INVESTMENT FUNDS				
SMA3 Positioning Fund	$ 3,000	$ 0	1.0%	new
Strategic Mandate Agreement Fund	1,500	0	0.5%	new
Strategic Enrolment Management Fund	500	0	0.2%	new
Enrolment Stimulus Fund	1,300	1,000	0.4%	30.0%
Student Experience Fund	1,200	500	0.4%	140.0%
Research Activity & Stimulus Funds	1,200	1,000	0.4%	20.0%
UWinsite Fund	2,181	1,681	0.8%	29.7%
Deferred Maintenance Fund	2,000	1,500	0.7%	33.3%
Total Strategic Investment Funds	**$ 12,881**	**$ 5,681**	**4.4%**	**126.7%**

BALANCED BUDGET

		2018/19 BASE BUDGET ($000s)		2017/18 BASE BUDGET ($000s)		$ INCREASE OVER 2017/18
OPERATING REVENUE	$	289,581	$	268,051	$	21,530
BASE OPERATING EXPENDITURES	$	276,700	$	262,370	$	14,330
STRATEGIC INVESTMENT FUNDS	$	12,881	$	5,681	$	7,200
	$	0	$	0		

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

2017/18 CARRY FORWARD PROCESS

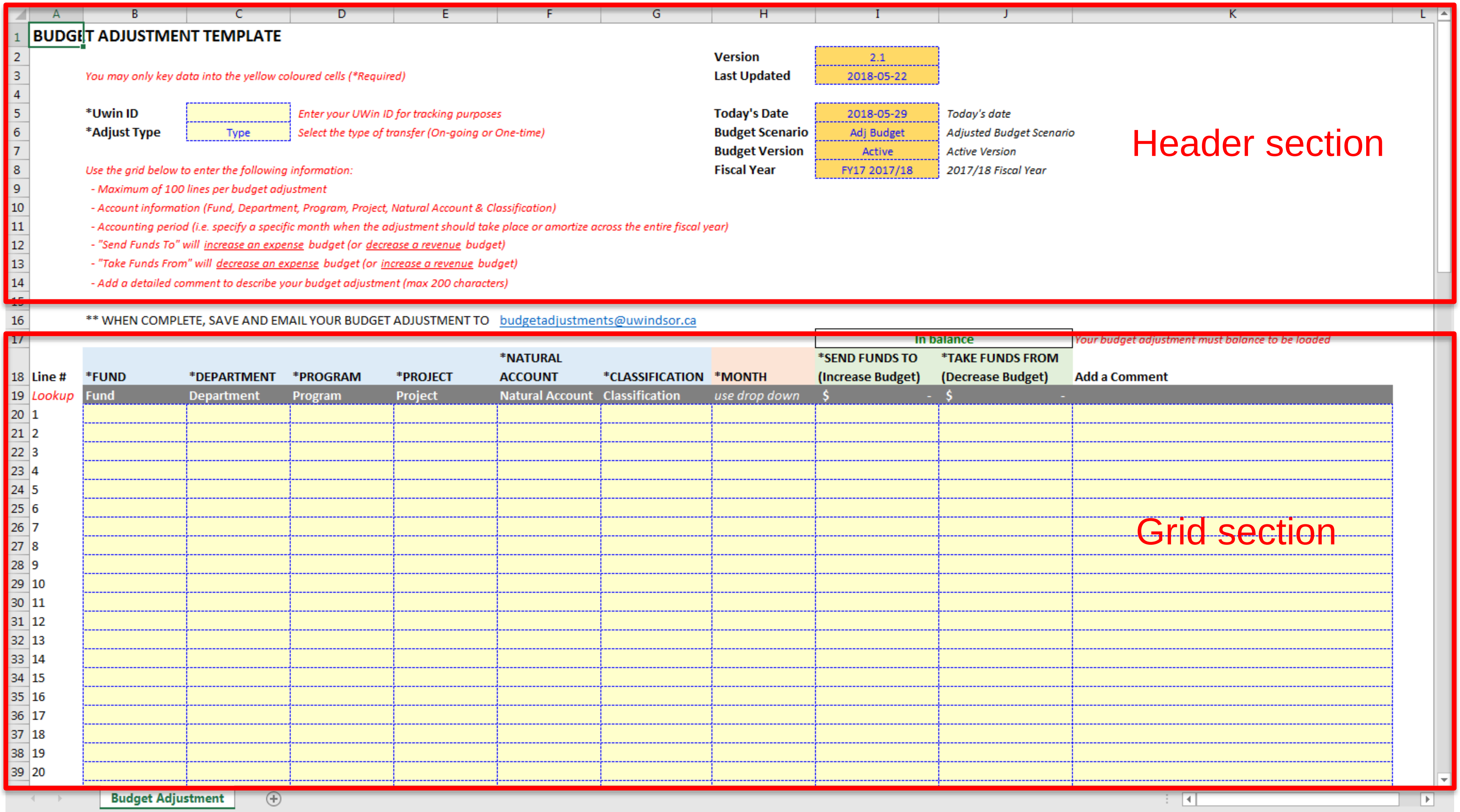
Unchanged

- 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

“NEW” BUDGET ADJUSTMENT PROCESS



BUDGET ADJUSTMENT TEMPLATE

Version: 2.1
Last Updated: 2018-05-22

*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)*

Today's Date: 2018-05-29 — *Today's date*
Budget Scenario: Adj Budget — *Adjusted Budget Scenario*
Budget Version: Active — *Active Version*
Fiscal Year: FY17 2017/18 — *2017/18 Fiscal Year*

Use the grid below to enter the following information:

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

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)	Add a Comment
Lookup	Fund	Department	Program	Project	Natural Account	Classification	*use drop down*	$ -	$ -	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
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18										
19										
20										

Grid section

Budget Adjustment

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)

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

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

MAKING A BUDGET ADJUSTMENT (CONTINUED)

4 Ensure your budget adjustment is “In Balance”.

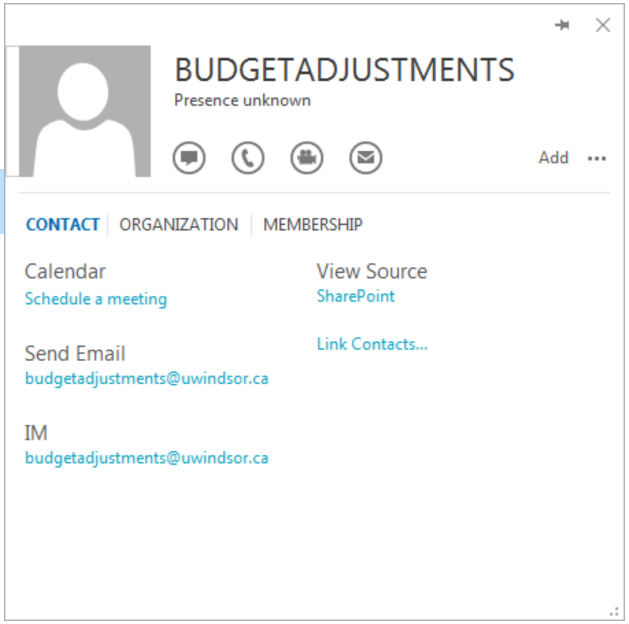
In balance	
*SEND FUNDS TO (Increase Budget)	*TAKE FUNDS FROM (Decrease Budget)
$ 1,000	$ 1,000
$ 1,000	
	$ 1,000

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

5 Save your Budget Adjustment Template.

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

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



Section 3: 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.

DETAILED LABOUR DATA AND REPORTS

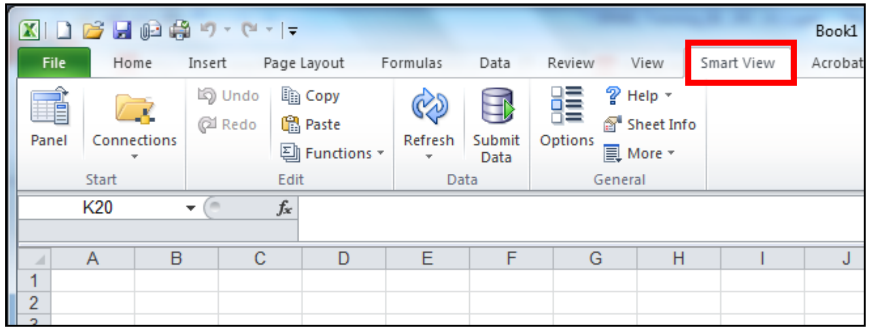
3 modules included in UWinsite Budgets…

Labour	Opex	*Future: Revenue & Enrolment*

- Currently the labour module is not in use as the issues with the interface between UWinsite Budgets and VIP are ironed out.
- A team including 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).

SMART VIEW TRAINING

Smart View is great for ad-hoc analysis!



- 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.

BUDGETS OFFICE STAFF

Congratulations Dave Smith on your retirement after 36 years at the University of Windsor!

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
Mr. David Smith	Senior Budget Analyst	2082	dssmith@uwindsor.ca
Ms. Leanna Prior	Budget Analyst	2021	leannap@uwindsor.ca
Dr. Jelena Magliaro	Junior Budget Analyst	2022	jelena@uwindsor.ca

BUDGET ANALYSTS RESPONSIBILITIES

Jelena Magliaro

- **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!

HELP STRATEGIES – UWINSITE BUDGET USERS

- Contact your Budget Analyst
- Attend user training and information sessions
- Review online resources at **uwindsor.ca/uwinsitefinance**
  - Handbook, Simulations, Videos, User Guides, Quick Reference Sheets, etc.
- Take advantage of the **UWin Self-Service Client Portal** at **uwindsor.ca/help**
  - Submit a support ticket through the **Services** section
    - NOTE: Questions and tickets will be addressed by a member of the UWinsite Budgets team