UNIVERSITY OF NORTH DAKOTA

PBCS System Guide

Contents

PBCS Allocate Application - Basics

PBCS (Planning & Budgeting Cloud) is a web-based planning solution that drives collaborative, event-based planning and forecasting models. Planning is an all-in-one tool for the end-to-end and closed-loop planning process that drives continuous business improvement. Planning provides the ability for all users to communicate the appropriate course of action to take and allows the budget holders to collaborate so that the planning process is streamlined and efficient.

Components of PBCS

The following Oracle Cloud products are included in the UND PBCS Environment:

- Planning & Budgeting Cloud Workspace
- Smart View for Office

Planning & Budgeting Cloud Workspace

Workspace provides a single business performance management interface that enables you to access PBCS and Financial reports.

Smart View for Office

With SmartView, you can enter data in Microsoft Excel spreadsheets using the same data forms available in the PBCS Web Client. You can take the data forms offline for the added flexibility of working with them while disconnected from the data source. Smart View also allows you to perform Ad-hoc queries when necessary.

Dimensionality

PBCS is a multidimensional database server optimized for planning, analysis and management reporting applications. PBCS utilizes dimensional hierarchies and consolidates data. Plan data entered into the Planning application is then stored in a multidimensional database.

Overview

Dimensions are the actual descriptors of the base elements that describe and hold data. Years, Scenario, Version and Accounts are all examples of dimensions.

Within each dimension, the individual elements are called **members**. UG Tuition is a member of the Account dimension and Define is a member of the Version dimension.

Dimension Hierarchies

Members of dimensions are arranged in **hierarchies**. These hierarchies create relationships between the members that reside on the various levels of the hierarchy.

Upper-level members are called **parent** members and the members immediately below them are called their **children**. All members below a parent are called **descendants** and the bottom-level members are called **base** members (or Level 0 members).

Metadata

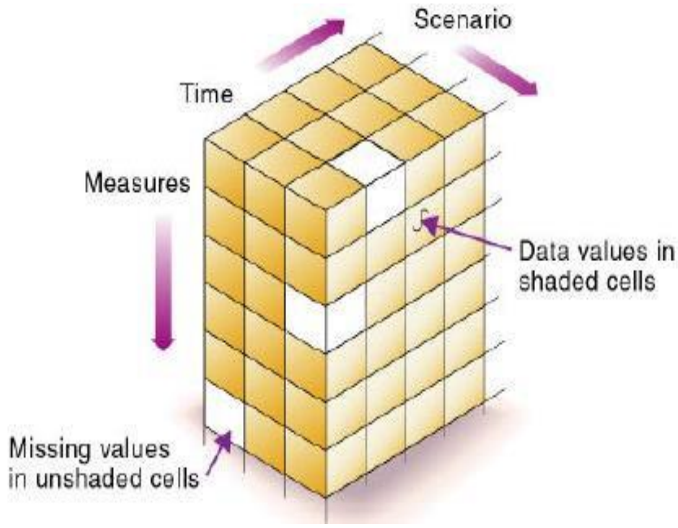
Metadata describes the data values in a database. Metadata includes dimension names, member names, properties and security.

For example, the member name **College of Arts & Sciences,** describes the data related to the College of Arts & Sciences expenses and the member name **March** describes the data related to March. Therefore, March College of Arts & Sciences identifies the Metadata for the College of Arts & Sciences expenses for the month of March.

Multidimensional View

PBCS data is stored in a cube where the faces of the cube represent dimensions. With a multidimensional cube, each face represents a dimension. For instance, a dimension might be Years, Scenario or Account.

Dimensions are the highest level and within each you may have hierarchies. For example, within the Period dimension, there are quarters and months as a hierarchy.



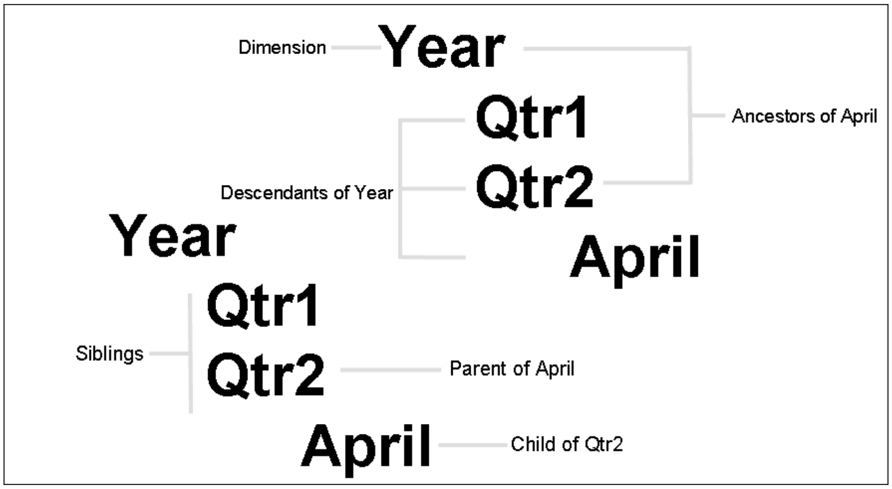
Drill Down

Drilling down is the process of retrieving progressively detailed data from a dimension by expanding a parent member to reveal its children. The expansion can reveal hierarchical relationships, such as those between a parent entity and its child entity, a parent account and a child account or a summary time period and a base time period. For example, drilling down can reveal the hierarchical relationships between a year and quarters or between a quarter and months.

Identifying Member Branches – Families

The following terms describes the common family relationship terms used in PBCS:

Dimension	**The top most member of a dimension**
Parent	A member that has at least one child below it
Child	A member that has a parent immediately above it
Sibling	A child member at the same branch level as another child member with the same parent
Ancestor	Any member in a branch above a member
Descendant	Any member below a parent



As the above depicts, Year is the dimension. Qtr1 and Qtr2 are siblings and they are also children of Year. Qtr2 is the parent of April. Qtr1, Qtr2 and April are all descendants of Year. Qtr2 and Year are ancestors of April. However, note that Qtr1 is not an ancestor of April since April and Qtr1 are on different branches of the Year hierarchy.

Identifying Member Branches – Levels

A member's location within the outline can also be referred to by levels. This is a reference to the member's location within an outline from a bottom-up perspective. The lowest level members are designated Level 0. The levels increase as you move up to the dimension name.

Understanding the PBCS Allocate Applications Dimensions

PBCS Allocate Dimensions

PBCS allows you to set up to two standard plan types in your application. For each plan type created, PBCS creates an associated database. When you create the account, entity and other dimensions of the application, you associate them with a plan type. This allows you to create databases that contain dimensions and data that are relevant to each plan type and allows for optimal application design, size and performance. Data can be shared between plan types as needed.

Within the PBCS Allocate Application, only one Plan Type is currently being utilized.

Account

The Account hierarchy is the created based on a consolidated level of GL revenue and expense accounts. Additional accounts have been added for drivers (such as Credit Hours Consumed/Instructed, Square Footage, FTEs and Headcount). There are also other accounts created for the purpose of calculations and to input percentages.

The Account dimension has added functionality such as time balancing. Time balancing relates to how a given account should aggregate its value across specified periods of time. For example, a user may take the weighted average value of an inventory account in a given period, or use the first or last month of data. The user may also tag accounts as “Revenue” or “Expense” to aid in identifying the data polarity (signage) in variance reporting.

Period

The Period dimension relates to the Months that comprise UNDs fiscal year (July - June). This dimension consists of Months, Quarters, BegBalance and YearTotal.

Years

Fiscal Years start in 2012 and continue through to 2018. More years will be added as time moves forward.

Year	Alias (Default)
FY12	FY 2012
FY13	FY 2013
FY14	FY 2014
FY15	FY 2015
FY16	FY 2016
FY17	FY 2017
FY18	FY 2018
FY19	FY 2019

Scenario

The Scenario dimension is used to describe the type of data being used. Scenarios include:

- Actual – Unallocated
- Actual – Allocated
- Manage Plan
- Plan
- Forecast
- Projected

Actual data is always loaded into Actual – Allocated Scenario, where revenue allocations will be run. From there, these post-allocated Actuals will be used to seed the Plan and Forecast for out years.

Scenario	
Actual-Unallocated	
ActPlanVar	Actual to Plan Variance
TotalScenarios	Total Scenarios
Actual-Allocated	
Plan	
Forecast	

Version

The Version dimension is used to separate different data sets for the annual Plan and all Forecasts. There are four Versions that will be utilized, based on the fiscal calendar and updated driver sets. These include:

- Define (July – December)
- Refine (January – May)
- Complete (End of June)
- What – If

Version	
DataLoad	Data Load
TotalVersions	Total Versions
Define	
Refine	
Complete	
WhatIfs	What If Versions

Fund

The Fund dimension is used to incorporate Actuals and Plan at a consolidated Fund level. All funds are mapped into the following Fund categories, via the Data Management tool and predetermined mappings that can be referenced in the UND PBCS Data Load Process guide:

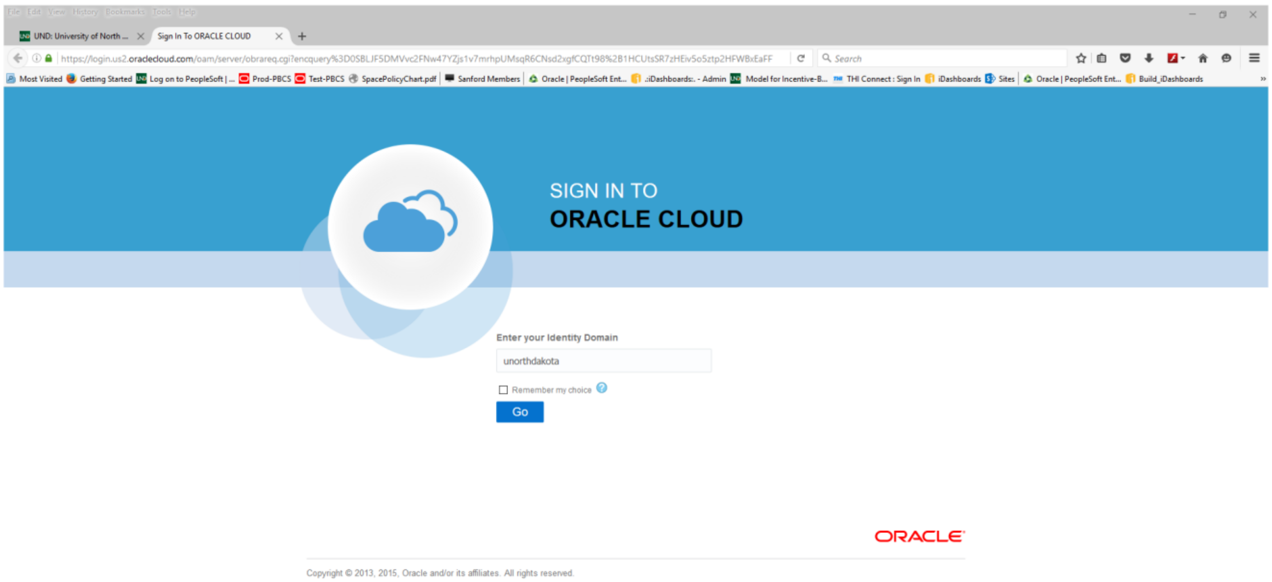
- Restricted
- Grants & Contracts
- Appropiated
- Local
- Unrestricted
- Other_Plant
- Strategic
- SUA Fund (this is solely used for the Service Unit Allocations)

Fund	
AllFund	All Fund
TotalFund	Total Fund
Restricted	
Unrestricted	
Other_Plant	
Strategic	
SUAFund	SUA Fund
NoFund	No Fund

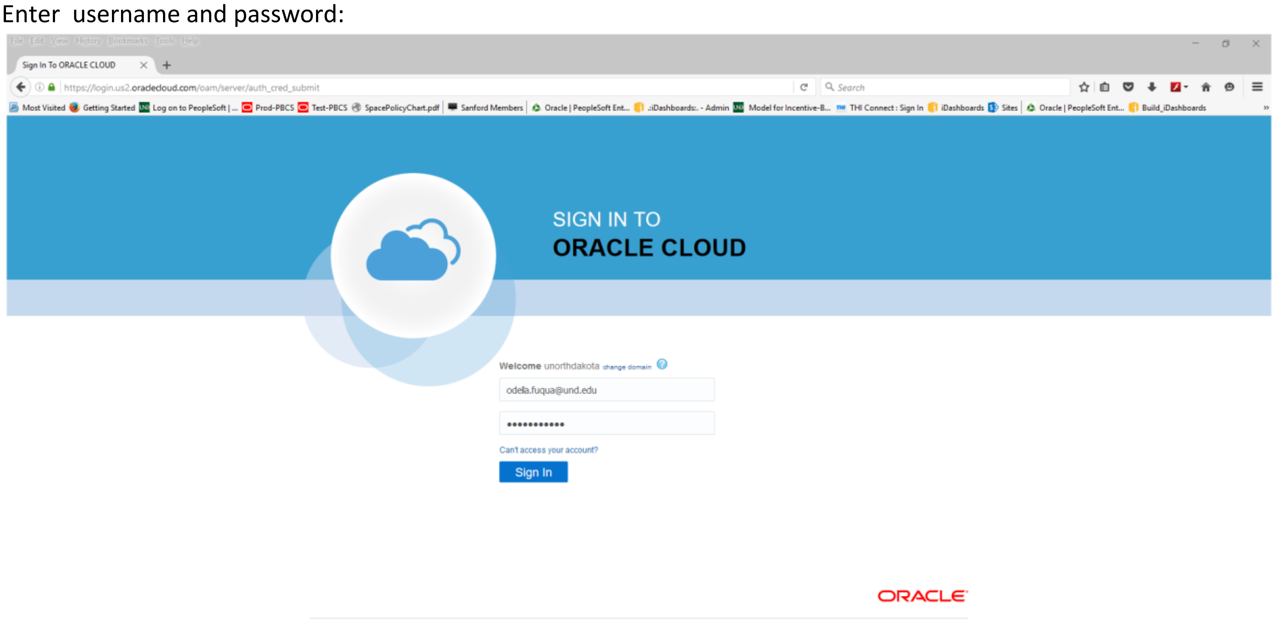
Using PBCS - UND Primary Units

Log In

Navigate to the PBCS website.
Enter your identity domain: unorthdakota



Enter username and password:



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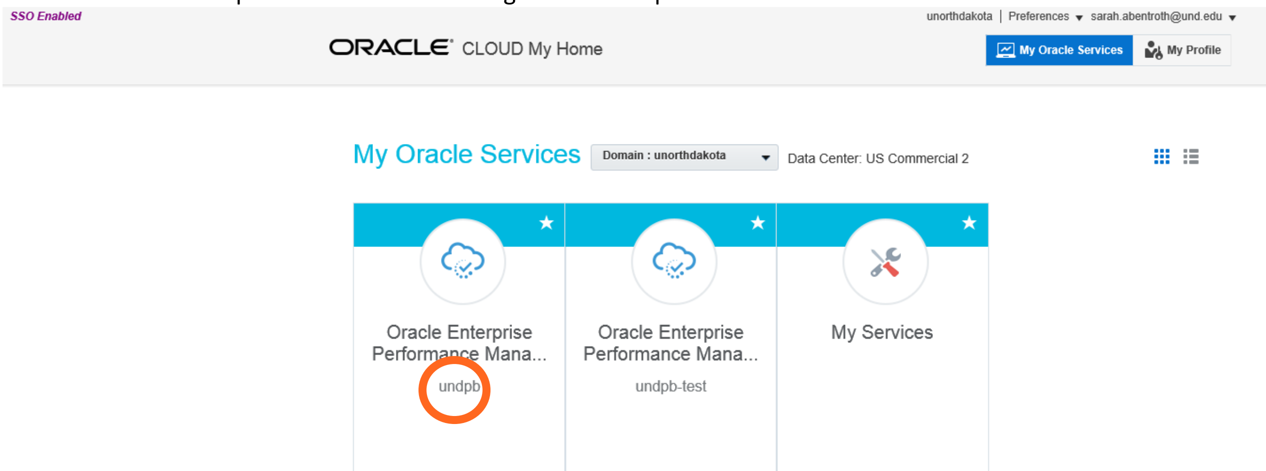
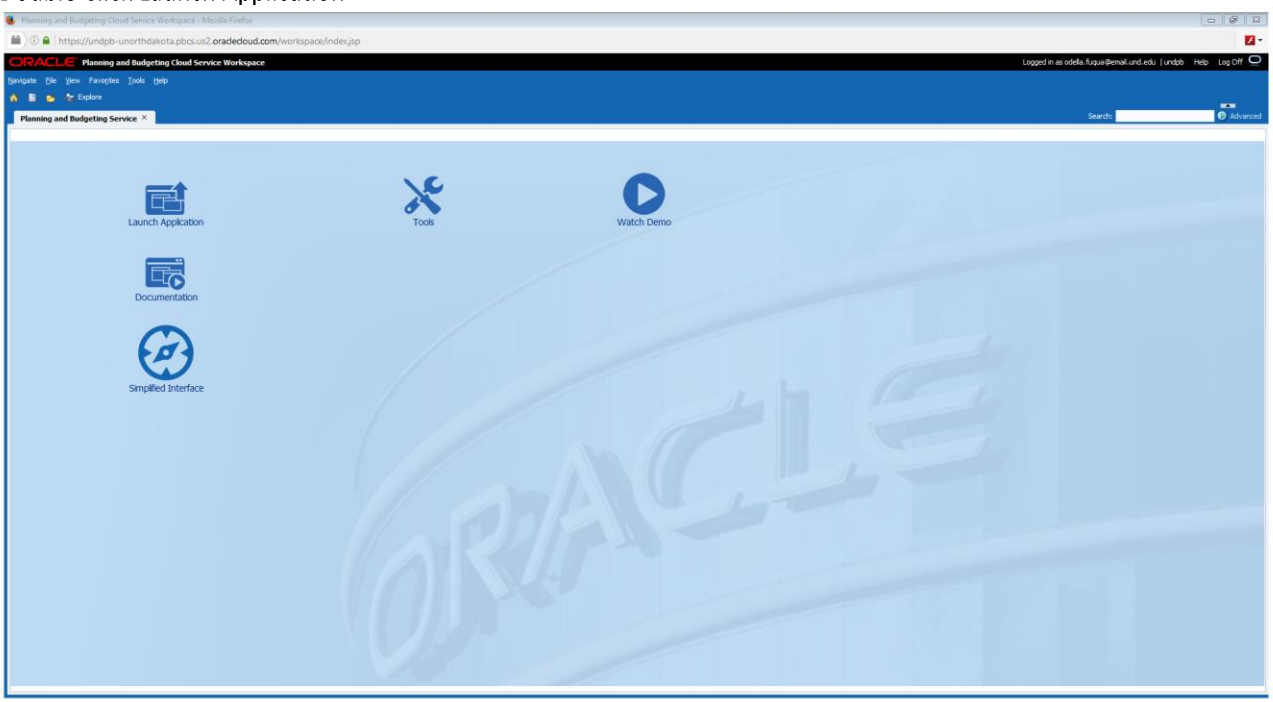
Huron CONSULTING GROUP

Click the Oracle Enterprise Performance Management – undpb environment.



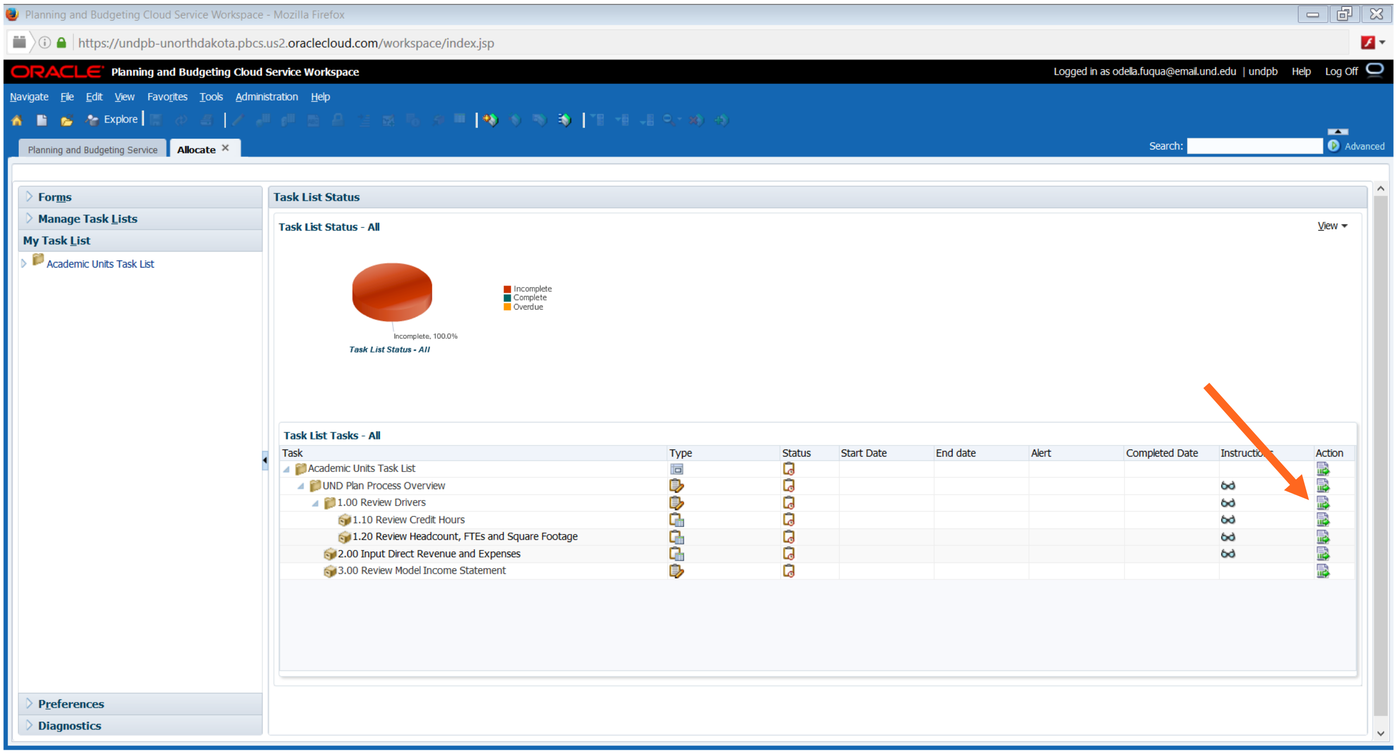
Double Click Launch Application



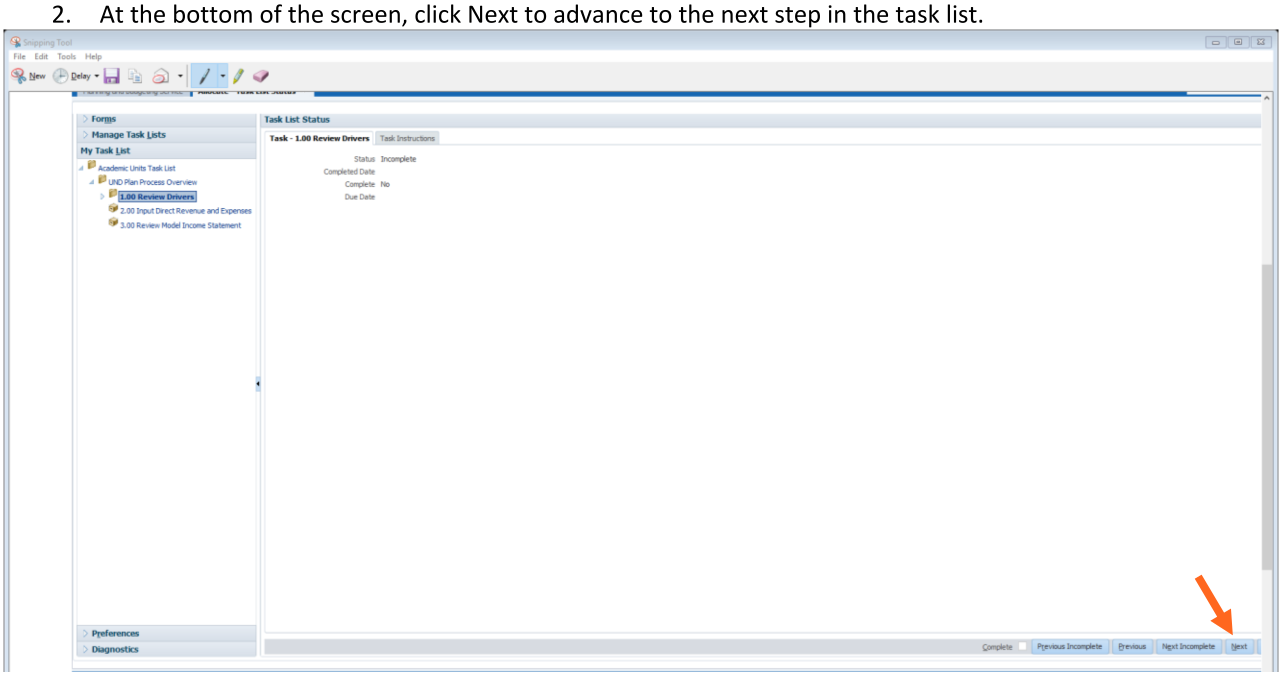
You should be at the My Task List section on the left hand navigation.

Task 1.00 - Review Drivers: Credit Hours, Headcount, FTEs, and Square Feet

1. In the center panel, click the green arrow icon under the column Action for the line labeled 1.00 Review Drivers.



2. At the bottom of the screen, click Next to advance to the next step in the task list.



a. Task 1.10 Review Credit Hours: this task will allow you to view the drivers used for the Student Credit Hour calculations. CRC stands for College of Record, and CRI stands for College of Instruction. See Appendix A for the graphic look at UND's Scenarios and Versions Process.

i. Update your point of view using the drop downs at the top of the sheet and click the arrow at the end of the line to refresh the page.

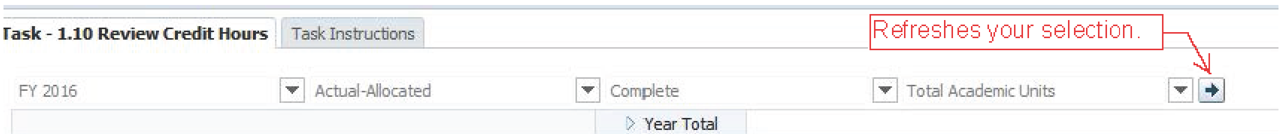
Versions:

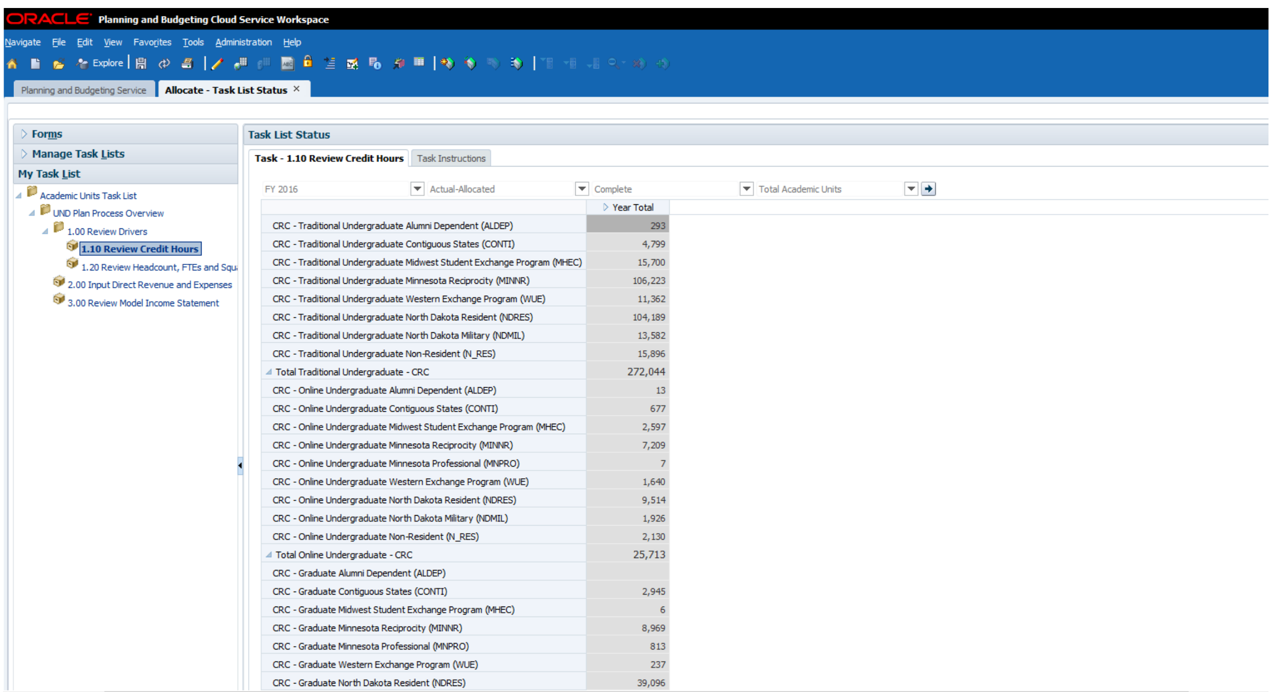
Actual-Allocated = Actuals and is only located in Complete

ManagePlan = Current fiscal year and is only located in Refine or Complete

Plan = Next fiscal year and can be Define, Refine, or Complete

Forecast = Future fiscal years and can be Define, Refine or Complete



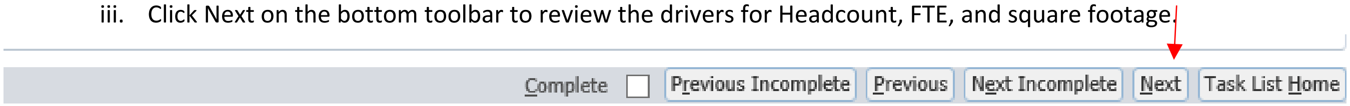


	Year Total
CRC - Traditional Undergraduate Alumni Dependent (ALDEP)	293
CRC - Traditional Undergraduate Contiguous States (CONTI)	4,799
CRC - Traditional Undergraduate Midwest Student Exchange Program (MHEC)	15,700
CRC - Traditional Undergraduate Minnesota Reciprocity (MINNR)	106,223
CRC - Traditional Undergraduate Western Exchange Program (WUE)	11,362
CRC - Traditional Undergraduate North Dakota Resident (NDRES)	104,189
CRC - Traditional Undergraduate North Dakota Military (NDMIL)	13,582
CRC - Traditional Undergraduate Non-Resident (N_RES)	15,896
Total Traditional Undergraduate - CRC	272,044
CRC - Online Undergraduate Alumni Dependent (ALDEP)	13
CRC - Online Undergraduate Contiguous States (CONTI)	677
CRC - Online Undergraduate Midwest Student Exchange Program (MHEC)	2,597
CRC - Online Undergraduate Minnesota Reciprocity (MINNR)	7,209
CRC - Online Undergraduate Minnesota Professional (MNPRO)	7
CRC - Online Undergraduate Western Exchange Program (WUE)	1,640
CRC - Online Undergraduate North Dakota Resident (NDRES)	9,514
CRC - Online Undergraduate North Dakota Military (NDMIL)	1,926
CRC - Online Undergraduate Non-Resident (N_RES)	2,130
Total Online Undergraduate - CRC	25,713
CRC - Graduate Alumni Dependent (ALDEP)	
CRC - Graduate Contiguous States (CONTI)	2,945
CRC - Graduate Midwest Student Exchange Program (MHEC)	6
CRC - Graduate Minnesota Reciprocity (MINNR)	8,969
CRC - Graduate Minnesota Professional (MNPRO)	813
CRC - Graduate Western Exchange Program (WUE)	237
CRC - Graduate North Dakota Resident (NDRES)	39,096

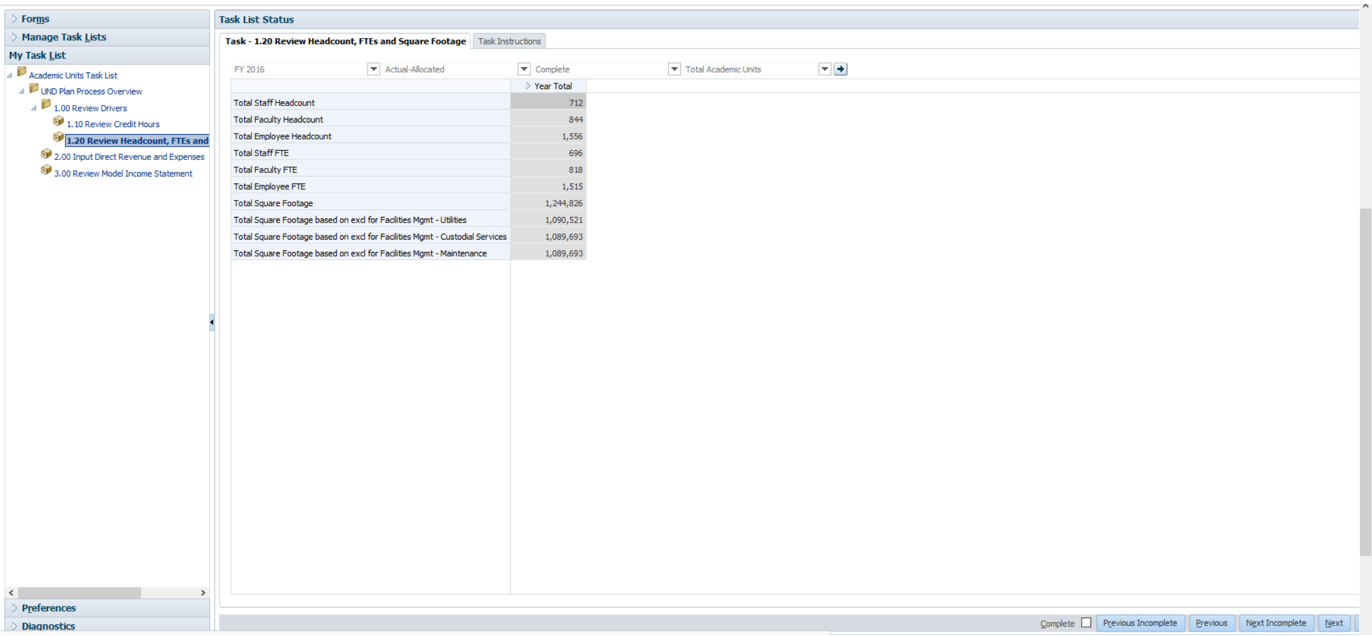
ii. Your screen will refresh with the point of view selected, as shown above.

Note: If numbers do not match what you expected, check your point of view selections.

iii. Click Next on the bottom toolbar to review the drivers for Headcount, FTE, and square footage.



b. Task 1.20 Review Headcount, FTEs, and Square Footage: this task will allow you to view the drivers used for the staff, faculty, and student headcount and FTE for each as well as square footage.



i. Click Next at the bottom of the screen.

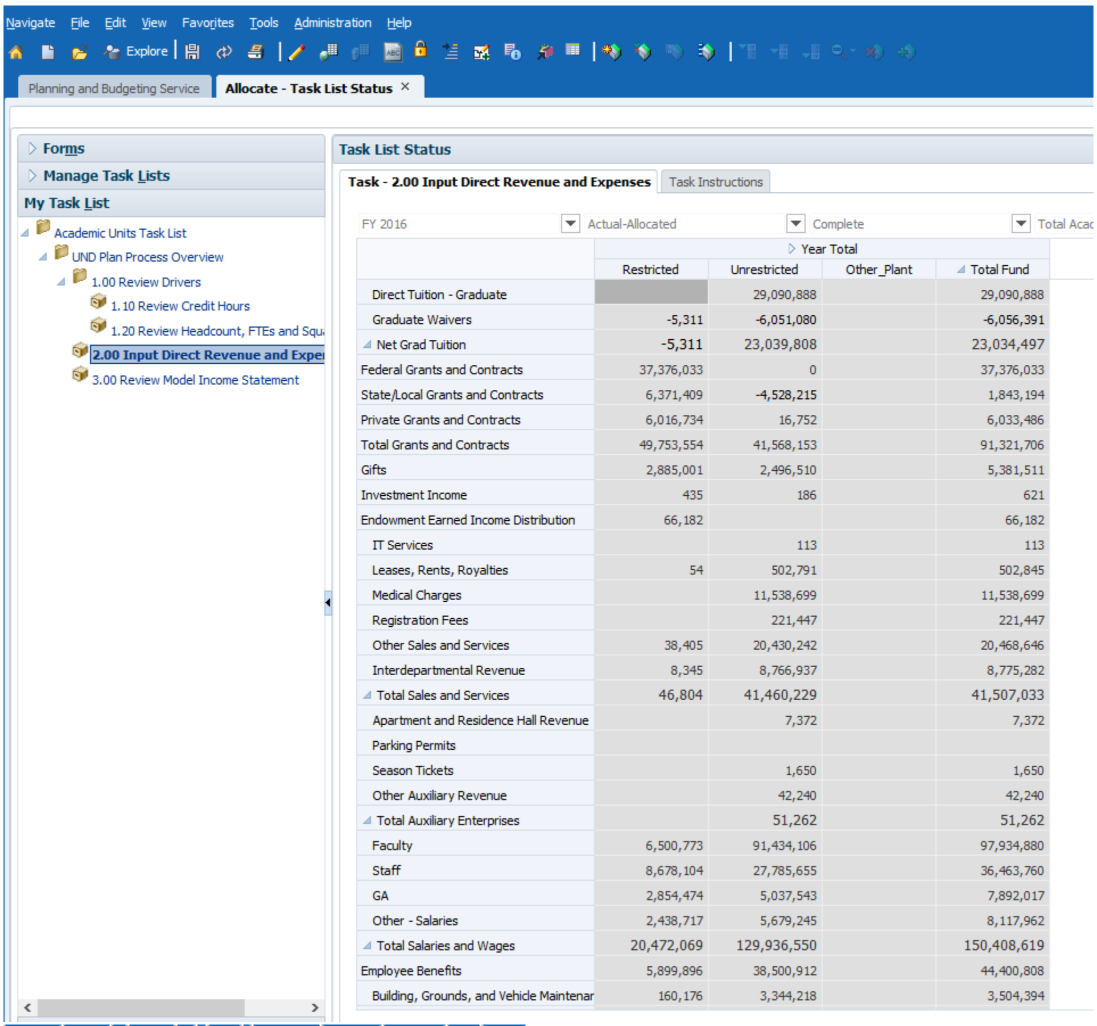
Task 2.00 – Input Direct Revenue and Expenses

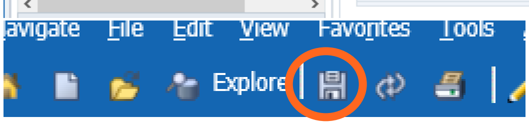
This input form is used to capture your unit's direct revenue and direct expense budgets. You will be given an Excel spreadsheet to enter the details with PeopleSoft fund, department number, and account budgets to assist in calculating figures for entry into the PBCS form.

Remember to verify your point of view to make sure you are entering into the correct year, scenario and version.

a. Enter figures in appropriate category. To see updated total, click the save icon in the toolbar.

   a. Please note that transfers to cash balance should be entered a negative amount, and transfers from cash balances should be entered as a positive amount.





STOP

Prior to running the task 3.00, you need to complete the initial report set up outlined in Appendix B. You only need to complete the report set up once; your preferences will be saved for future sessions.

Task 3.00 – Review Model Statement

This task will create the Model Income Statement with any changes inputted in tasks 1 and 2.

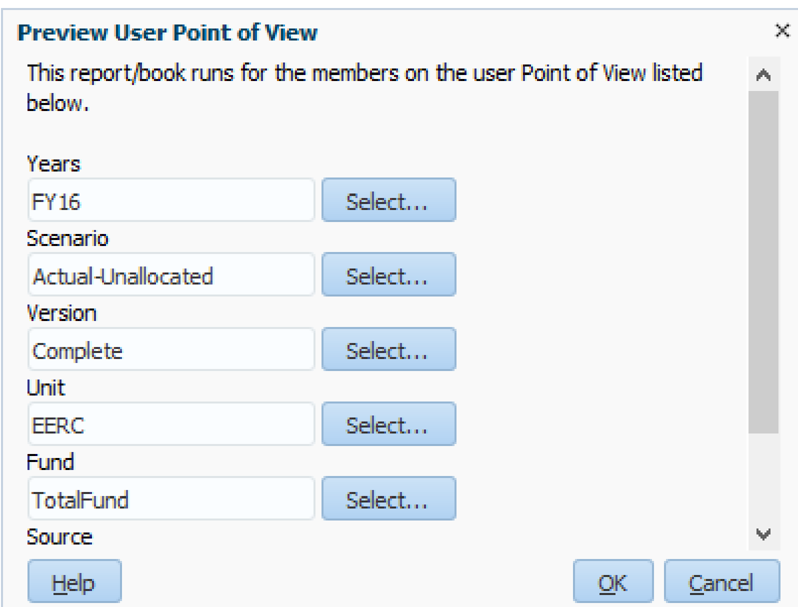
a. Select the appropriate point of view fields:

For example:

  a. Years: FY16
  b. Scenario: Actual-Allocated
  c. Version: Complete
  d. Unit: [Your Unit]
  e. Fund: TotalFund (Always select)
  f. Source: UserView (Always select)
  g. Click OK

b. PBCS will generate a model statement for the unit.

    a. If your changes don't appear in your model statement, check that you entered them in the same POV as the model statement parameters.



Planning and Budgeting Cloud Service Workspace - Mozilla Firefox

https://undpb-unorthdakota.pbcs.us2.oraclecloud.com/workspace/index.jsp

ORACLE Planning and Budgeting Cloud Service Workspace

Navigate File View Favorites Tools Help

Explore

Planning and Budgeting Service | Allocate | Explore: /Primary Unit Reports | IncomeStatement - One Year and Year Total

/Primary Unit Reports/IncomeStatement - One Year and Year Total

Years: FY17 | Scenario: Plan | Version: Complete | Unit: BPA | Fund: TotalFund | Source: UserView

Model Income Statement
For FY 2017
Plan
Complete

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	Year Total
Revenues	
Tuition	
General Tuition - Traditional Undergraduate (Instruction)	6,748,385
General Tuition - Traditional Undergraduate (Record)	5,424,032
General Tuition - Online Undergraduate (Instruction)	685,970
General Tuition - Online Undergraduate (Record)	485,654
Undergraduate Waivers	(690,800)
Net UG Tuition	12,653,242
Direct Tuition - Graduate	1,016,870
Graduate Waivers	(271,115)
Net Grad Tuition	745,755
MN Reciprocity Deposits	459,937
Total Net Tuition	**13,858,934**
Student Fees	
Course and Program Related	831,769
Total Student Fees	831,769
Appropriations	
Alloc of Gen State Approp to Research	347,915
Alloc of Gen State Approp to Instruction	8,324,955
Total Appropriations	8,672,869
Grants and Contracts	
Net Federal Grants and Contracts	(117,309)
Net State/Local Grants and Contracts	(221)
Total Grants and Contracts	(117,530)
Indirect Cost Recovery	117,530
Gifts	1,480,628
Investment Income	7,042
Sales and Services	
Other Sales and Services	912,549
Total Sales and Services	912,549
Auxiliary Enterprises	

Reports

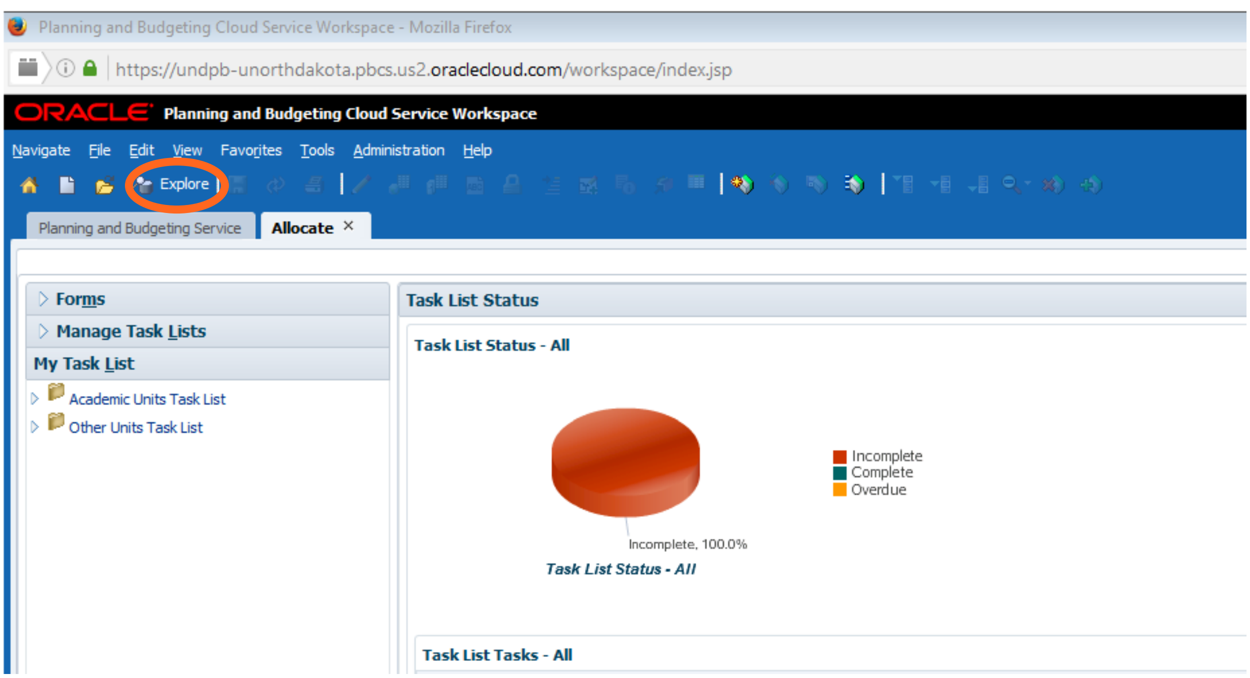
There are several standard reports in PBCS.

- Driver Comparison Report – This report compares the data drivers of a unit with the choosen POV and also gives a comparison of the university drivers with the same POV.
- Driver Comparison Report condensed version - This report compares the data drivers of a unit with the choosen POV and also gives a comparison of the university drivers with the same POV. Expand the headings to see the breakdown in each category.
- IncomeStatement – One Year and Year Total – This report displays one year model statement for a unit
- IncStmt – One Year and Year Total with Fund breakdown – This report will show the totals broken down by fund type: appropriated, local, grants and contracts, restricted. There are two other funds on the report, strategic and SUA fund; however, they can be ignored. They are used for the allocation of service unit expenses. Those expenses are then manually copied to the local or appropriated column depending on the unit. The Strategic and SUA columns net each other to zero.
- IncStmt – One Year and Year Total with Fund, Account breakdown- This report displays one year model statement of a unit with the breakdown of funds and accounts.
- IncStmt - Three Year Variance Report by Unit – This report compares the model statement for a unit for three years for the choosen point of view.
- IncStmt - Three Year Variance Report by Unit and Fund - This report compares the model statement for a unit for three years for the choosen point of view and fund.
- IncStmt - Two Year Variance Report by Unit - This report compares the model statement for a unit for two years for the choosen point of view.
- IncStmt - Two Year Variance Report by Unit and Fund - This report allows you to run a variance between two points of view for a specific fund type.

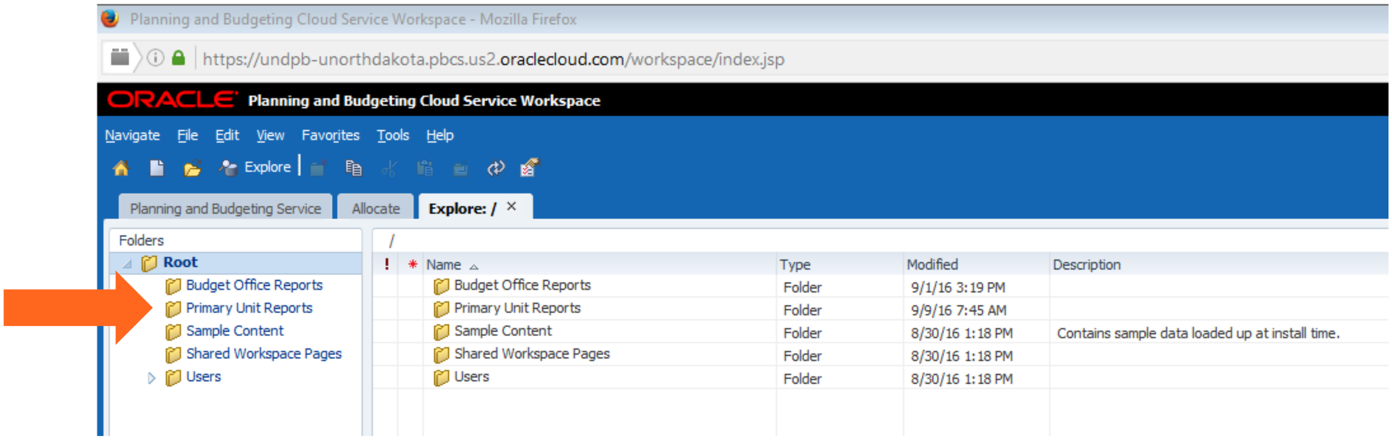
Any report can be exported to Excel by clicking on the File menu on the toolbar, Export and Excel

Running Reports

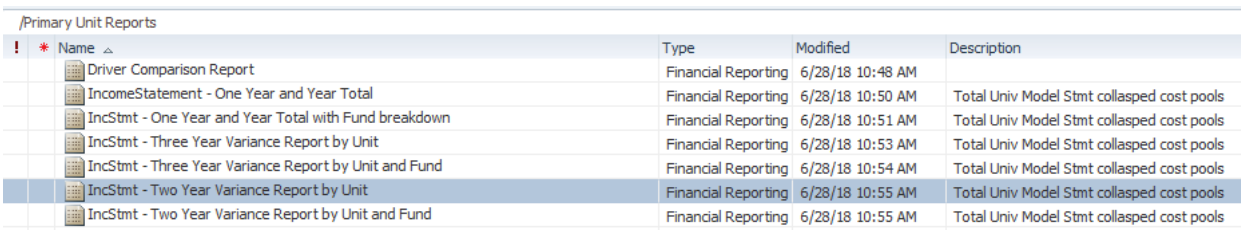
1. Select Explore on the tool bar at the top of the screen.



2. Double click the Primary Units Reports folder.

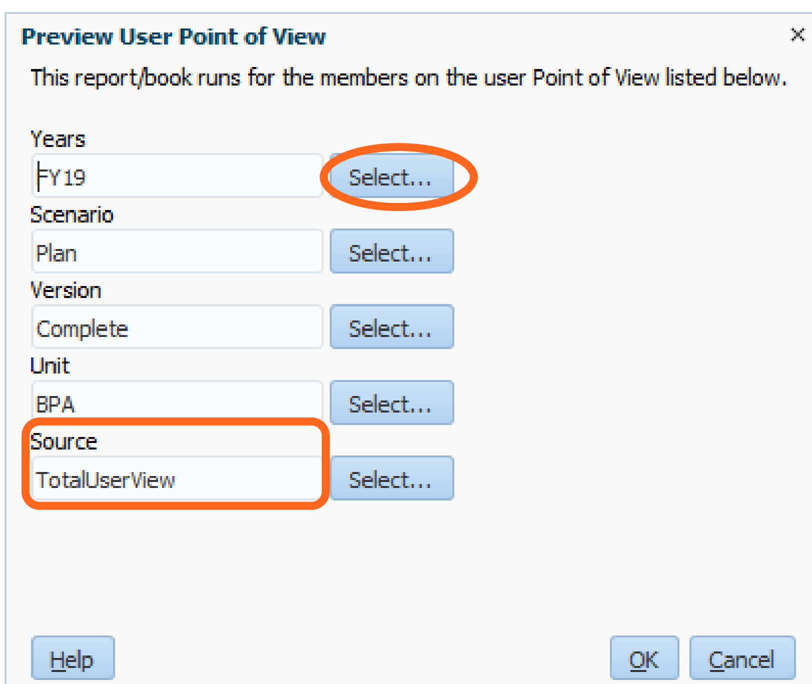


3. Double click the desired report.

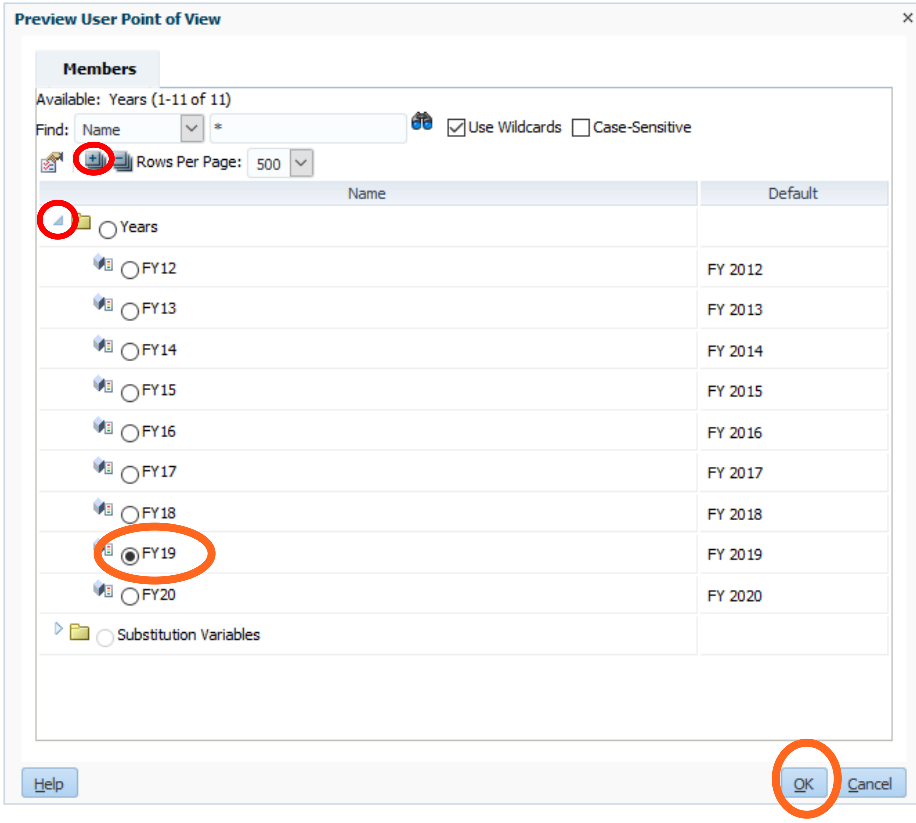


4. Choose the 'User Point of View' for all the Dimensions (Years, Scenario, Version, Unit, Fund, Source) that you want displayed by clicking on 'Select' button for each.

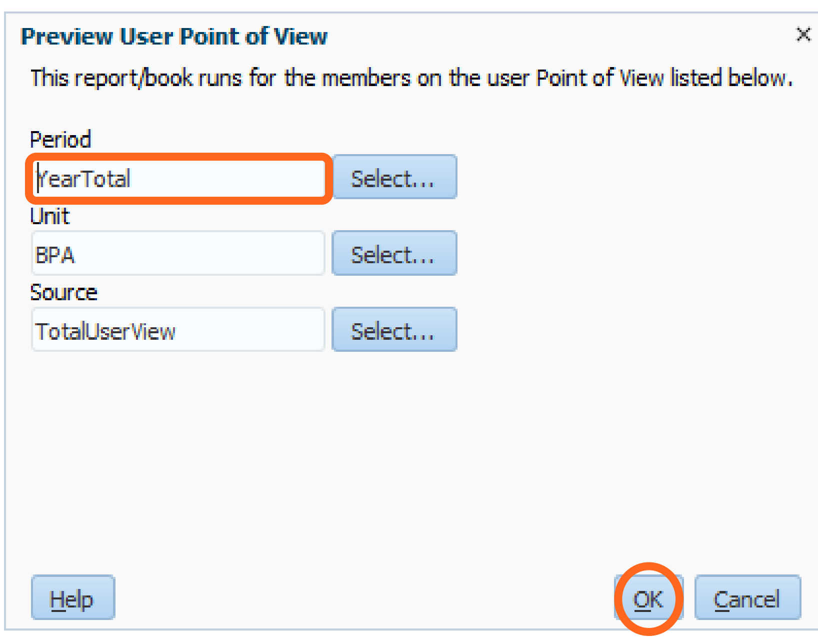
For Source choose 'TotalUserView'

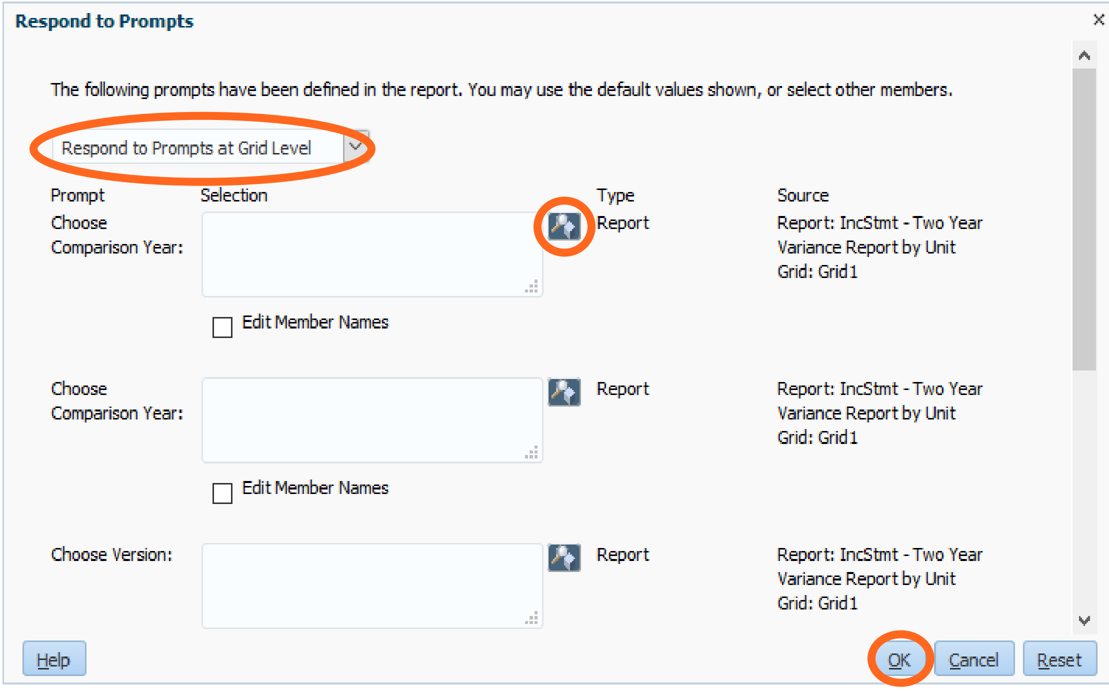


Use the sign or click on to expand on the members.

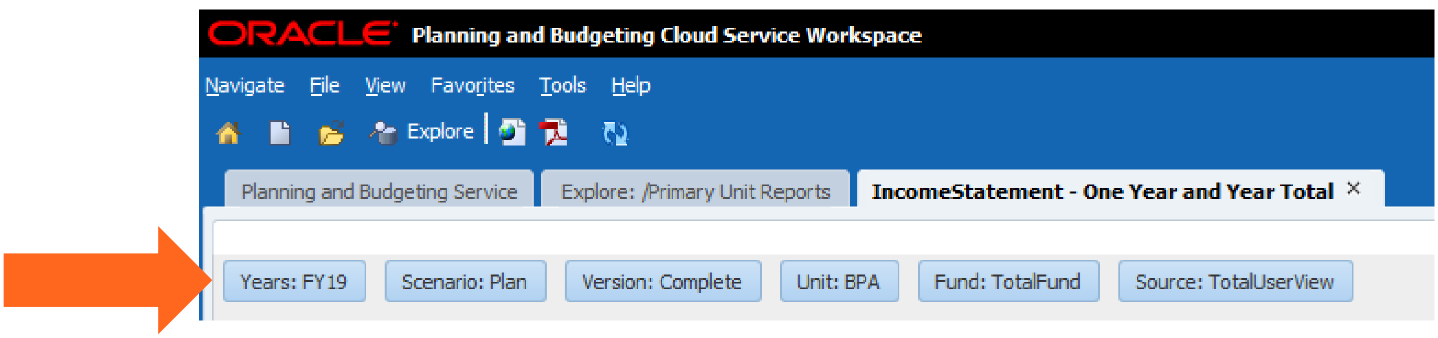


5. For Variance Reports first choose the 'User Point of View'.
   Next choose 'Respond to Prompts at Grid Level'. There will be two/three sets of parameters to choose the POVs to compare. Click the magnifying glass to choose your point of view. Use tab key to scroll down. Click OK.



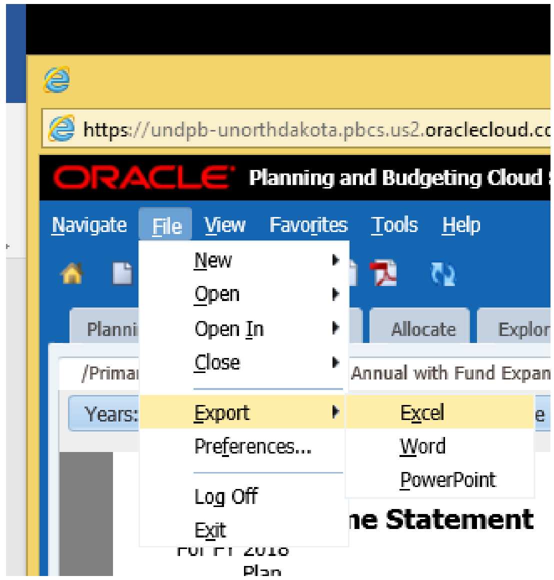


6. A new tab will open for the report.

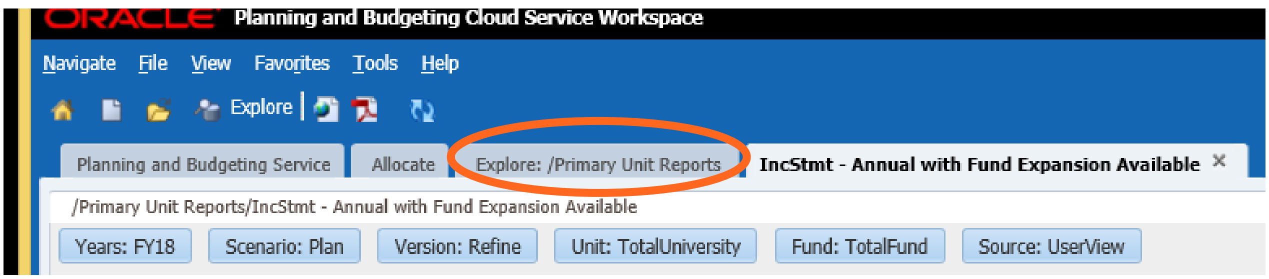


You can also change your POVs from this screen by clcking on the blue boxes.

7. To export a report to excel, click File>Export>Excel.

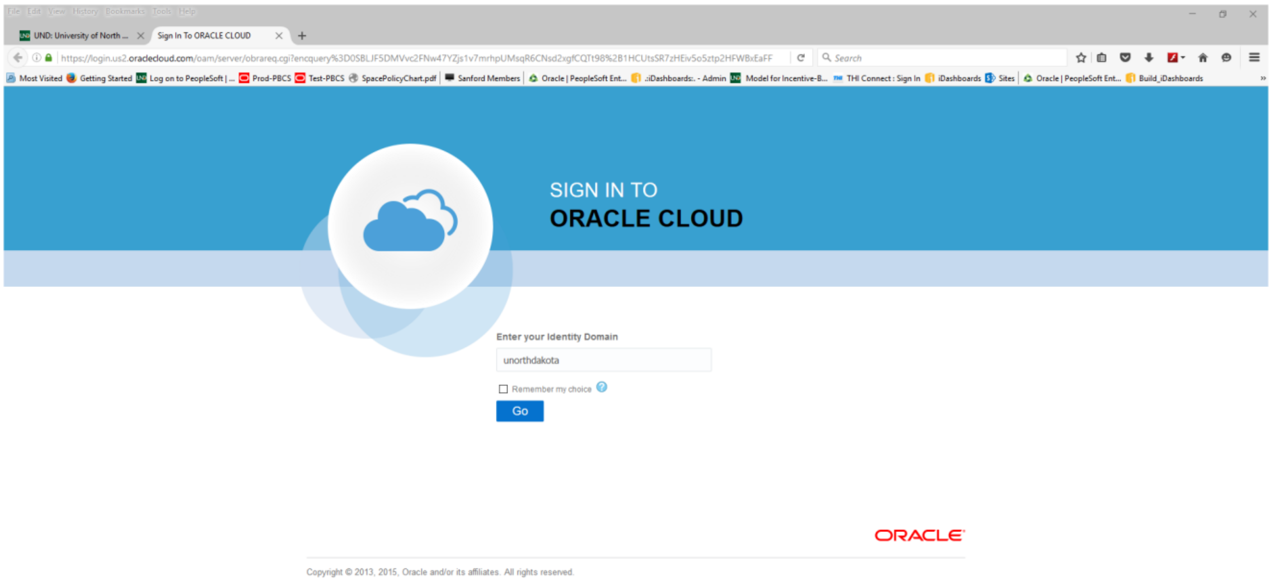


8. To navigate to the report listing, click the Explore:/Primary Unit reports tab.

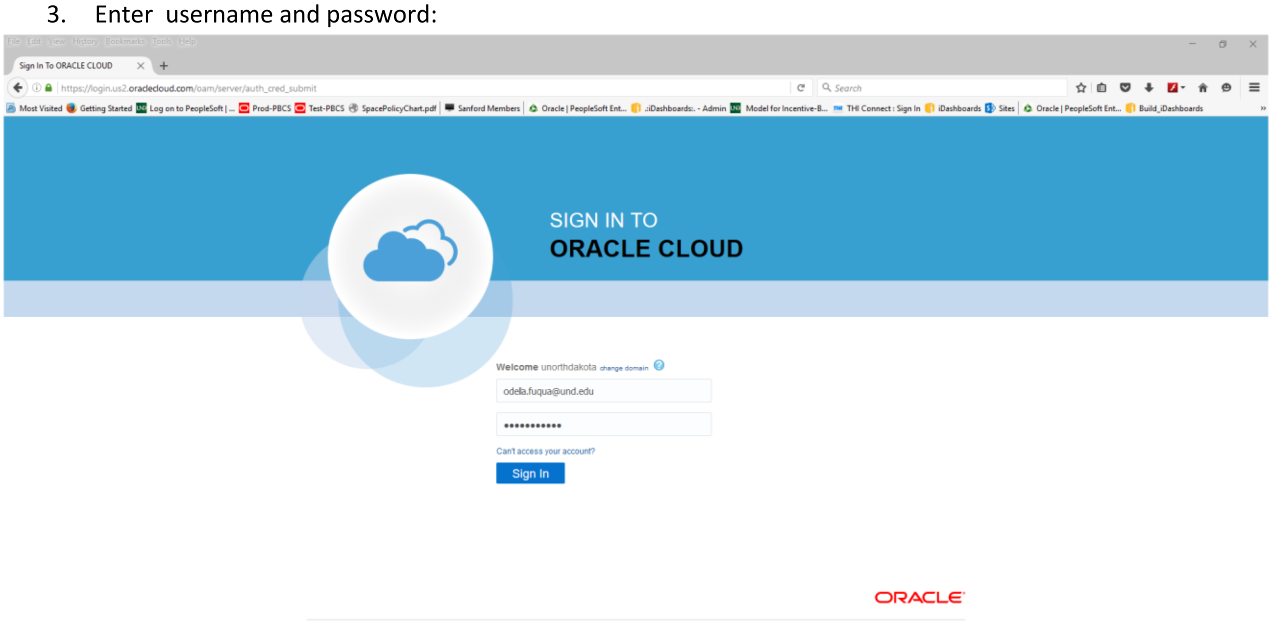


Log In

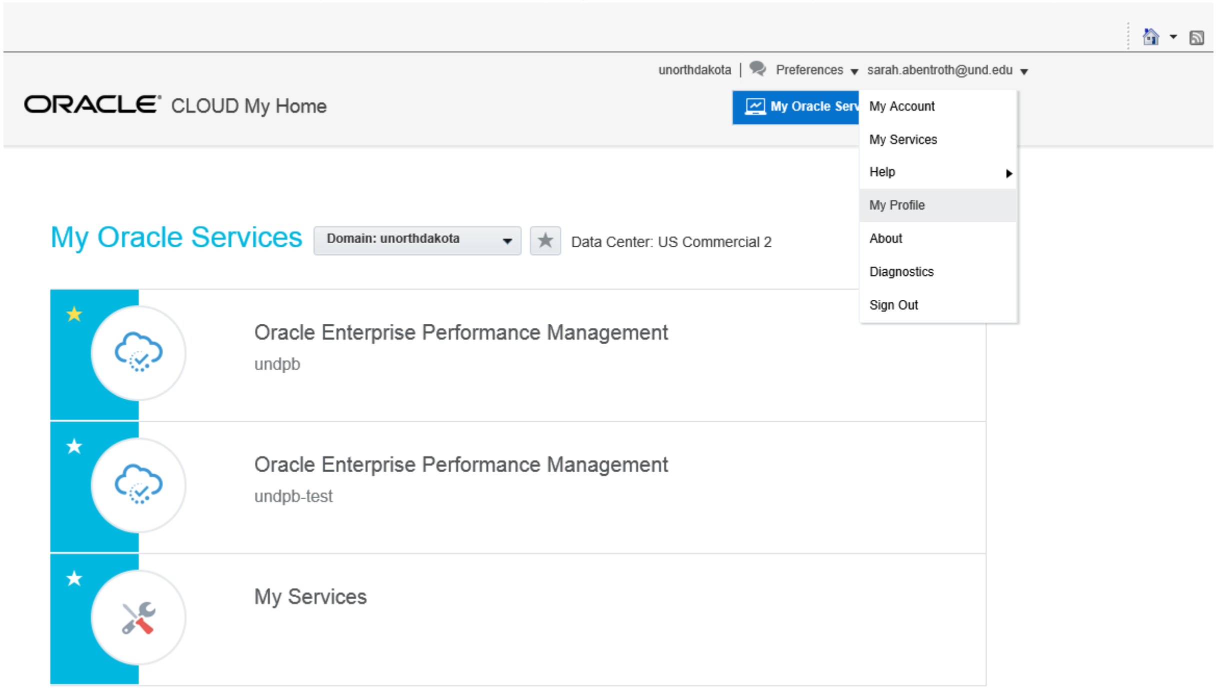
1. Navigate to the PBCS website.
2. Enter your identity domain: unorthdakota



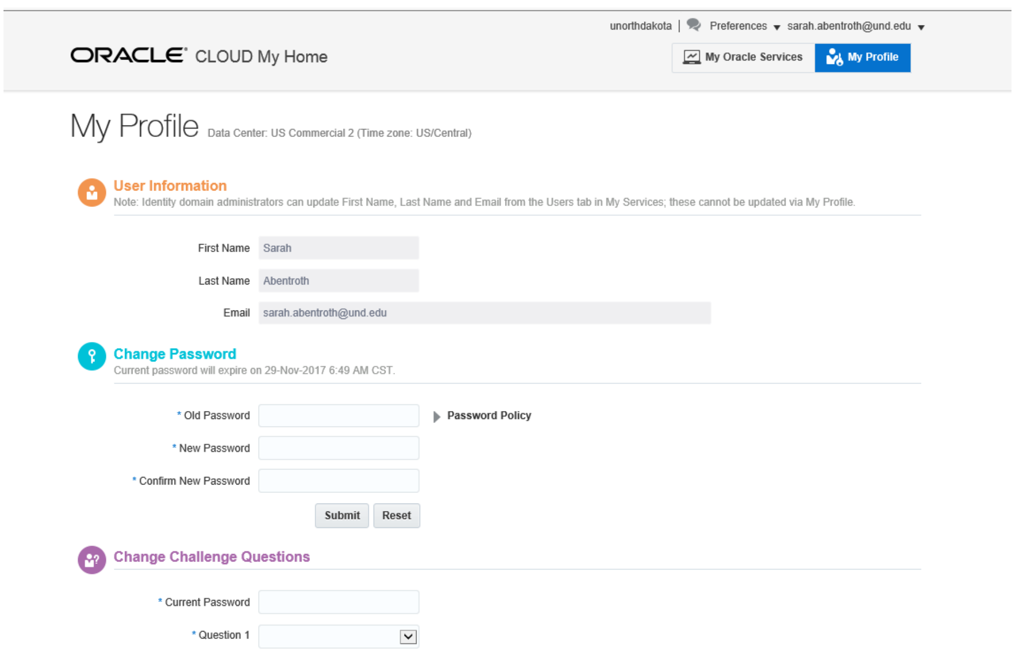
3. Enter username and password:



Click the down arrow next to your user id in the top right corner. Select "My Profile" from the drop down list.



4. Enter your current password and your new password in the change password fields. Click "Submit."

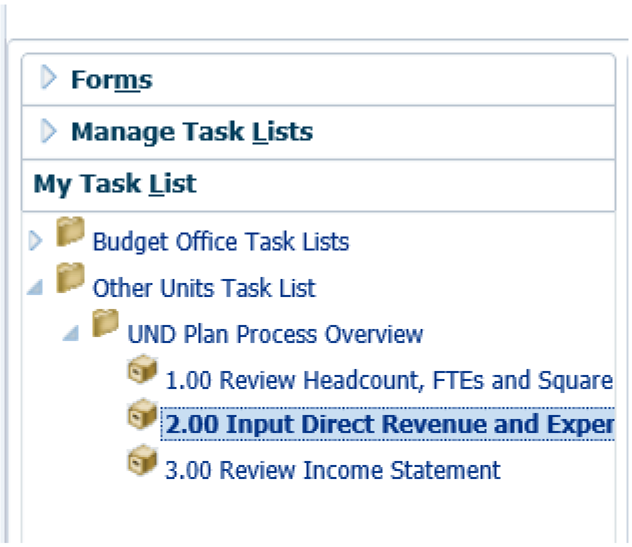


5. You have successfully changed your password!

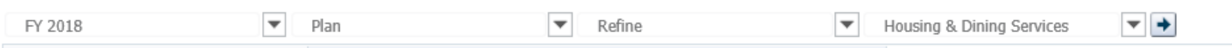
Adding a Comment in PBCS

You can add comments to each cell in the “Input Direct Revenue and Expenses” task table as outlined below.

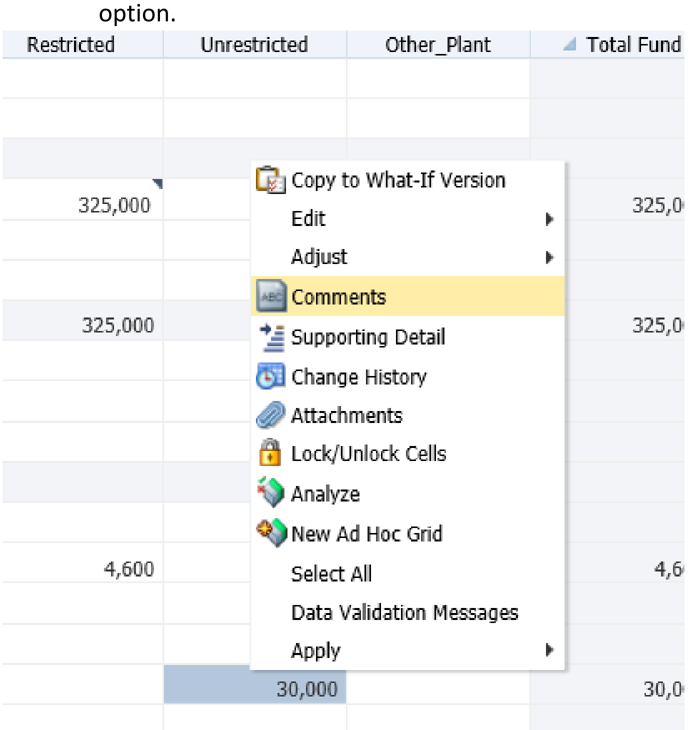
1. Select the input task in the Allocate Task List.



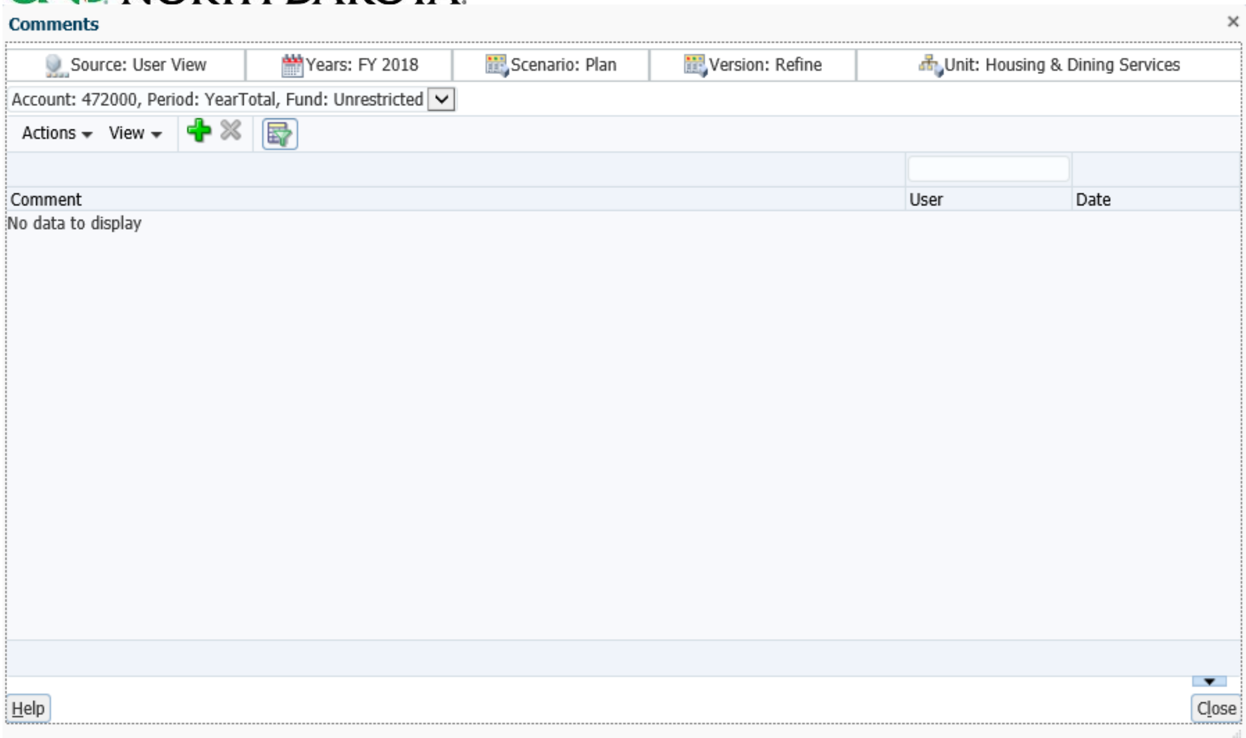
2. Select the point of view you wish to review.



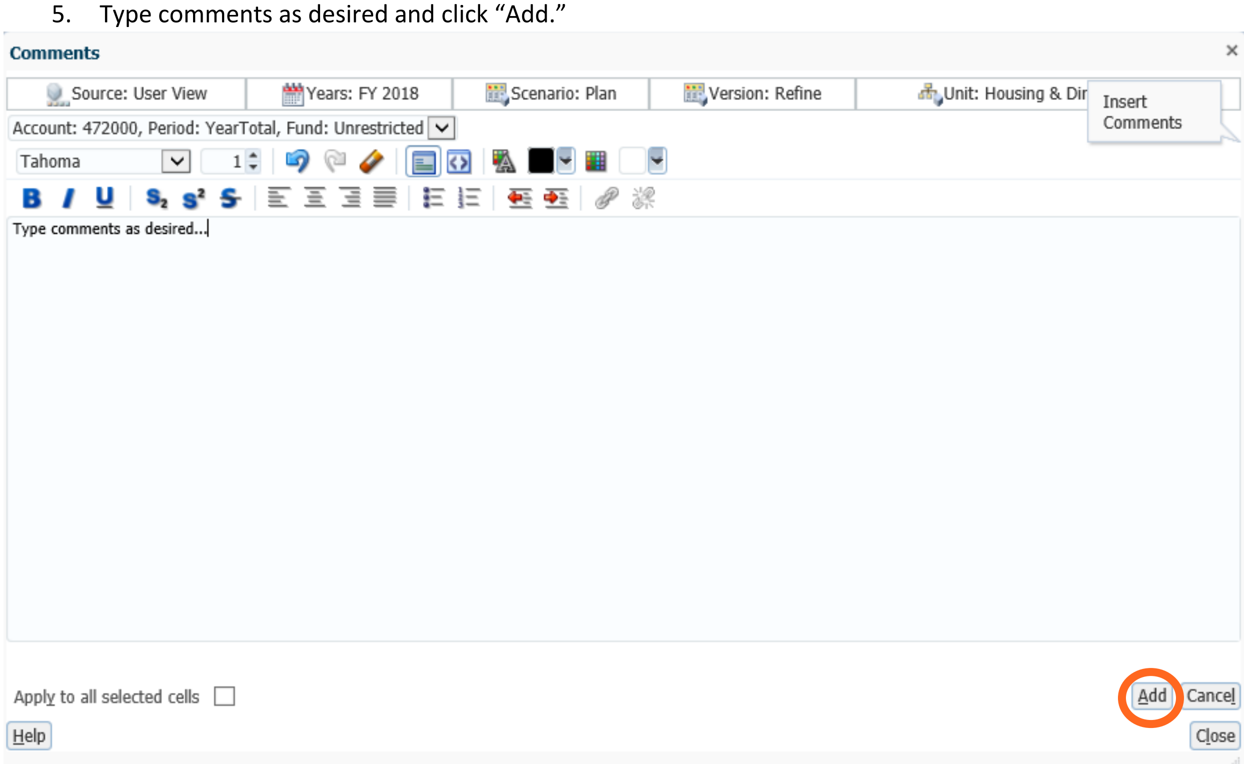
3. Right click on the cell to which you want to add a comment, and select Comments from the menu option.



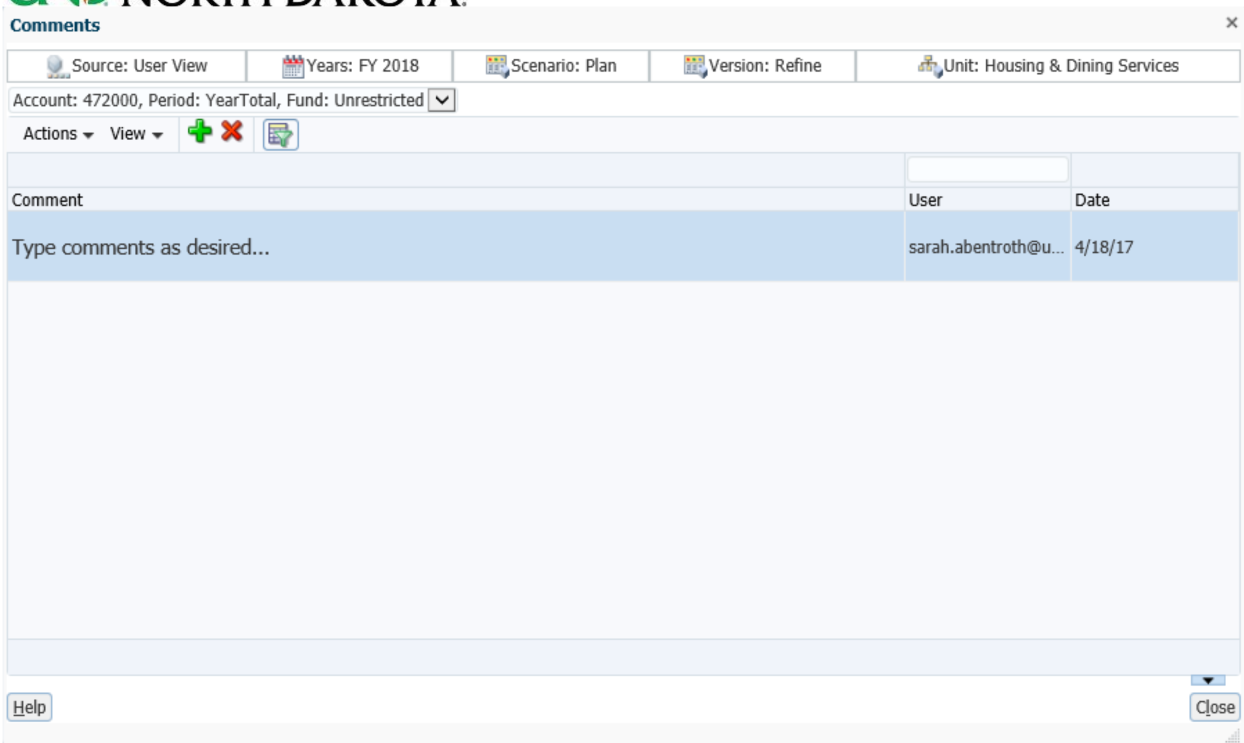
4. Select the green plus sign to open the comment dialogue box.



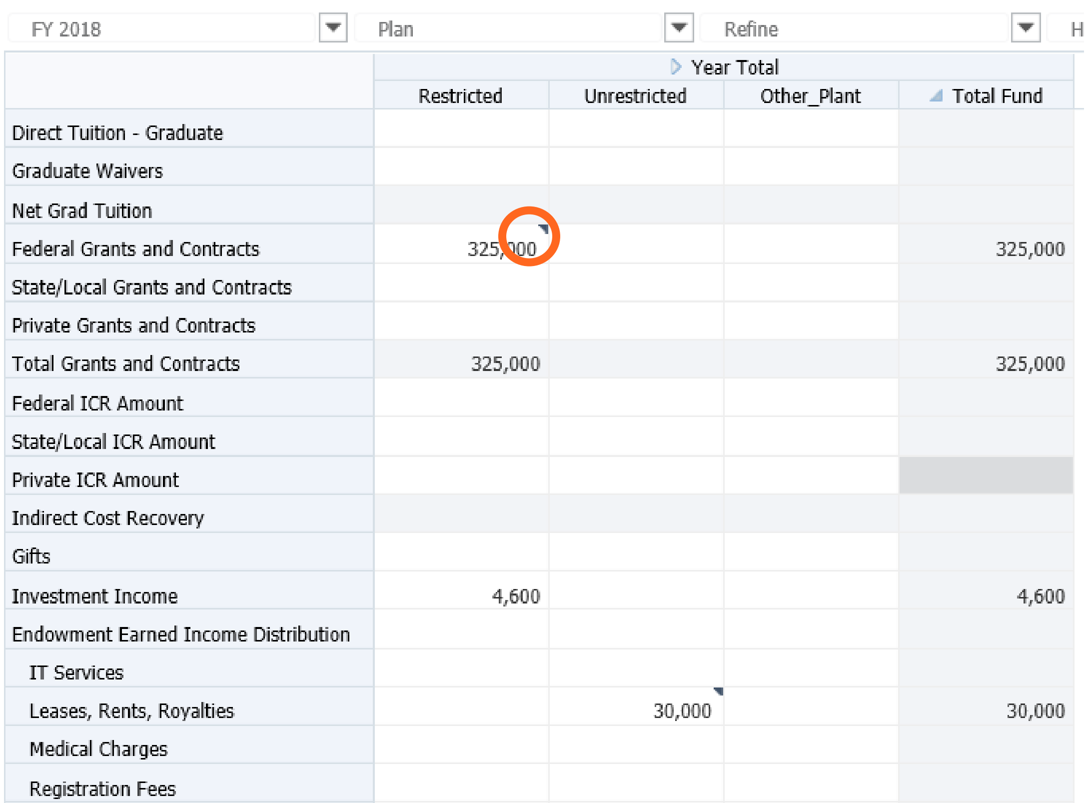
5. Type comments as desired and click “Add.”



6. The added comment will display as a listing.

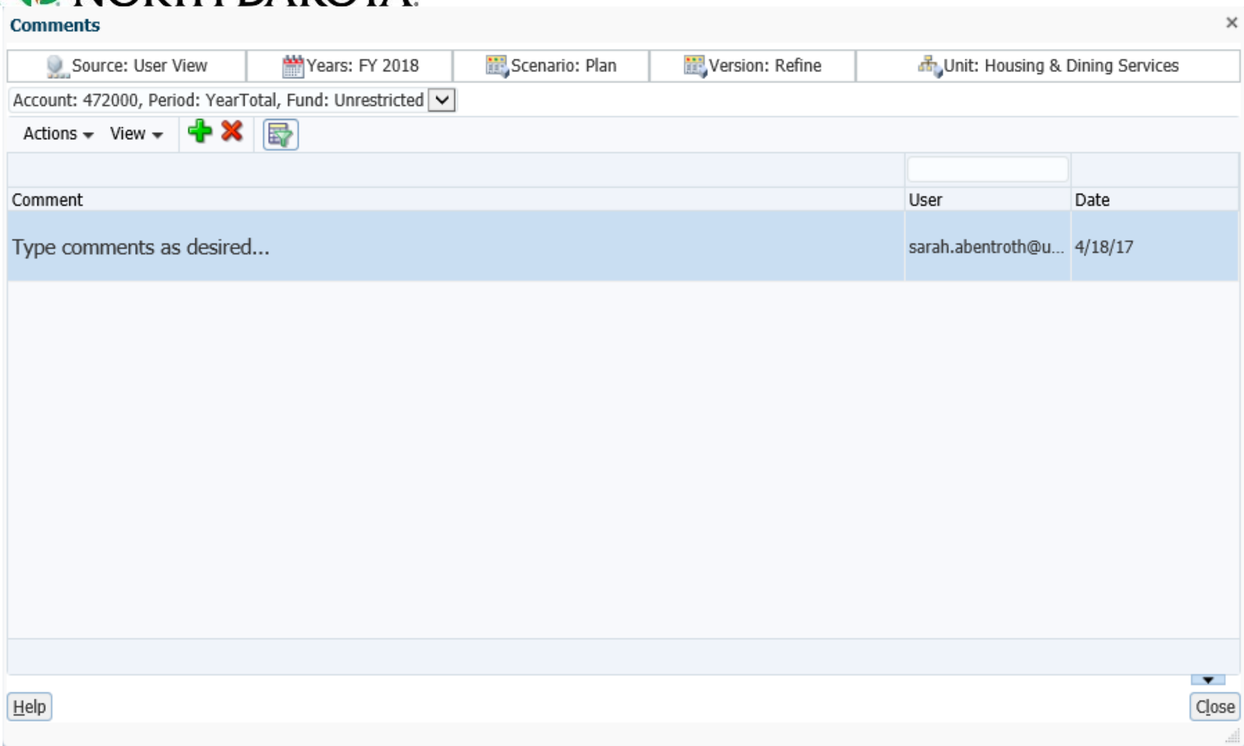


7. Additional comments can be added with the green plus sign or comments can be deleted with the red X.
8. Close the comments box when finished.
9. The input form will have a blue mark on the cells for which comments were entered.

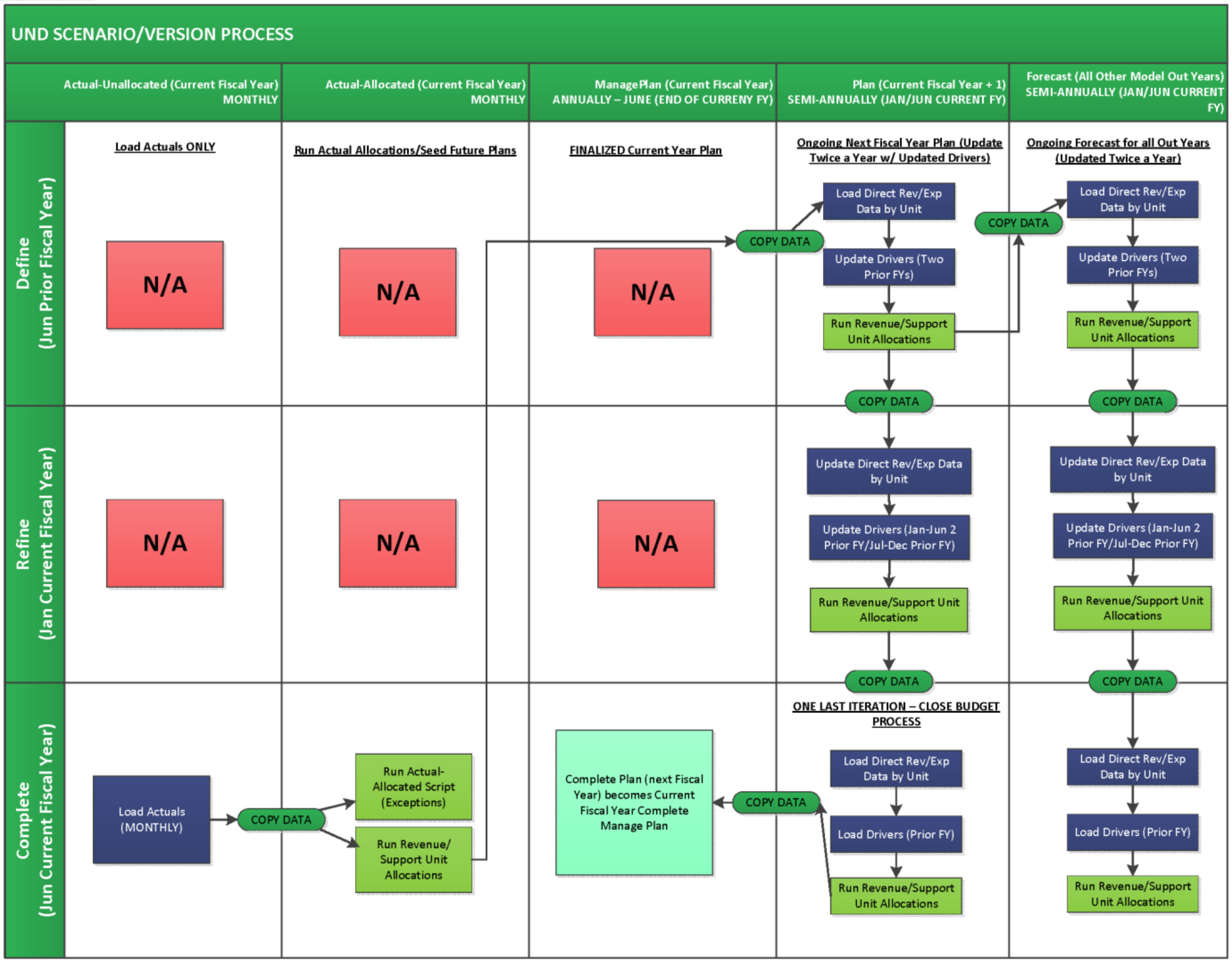


	Restricted	Unrestricted	Other_Plant	Total Fund
Direct Tuition - Graduate				
Graduate Waivers				
Net Grad Tuition				
Federal Grants and Contracts	325,000			325,000
State/Local Grants and Contracts				
Private Grants and Contracts				
Total Grants and Contracts	325,000			325,000
Federal ICR Amount				
State/Local ICR Amount				
Private ICR Amount				
Indirect Cost Recovery				
Gifts				
Investment Income	4,600			4,600
Endowment Earned Income Distribution				
IT Services				
Leases, Rents, Royalties		30,000		30,000
Medical Charges				
Registration Fees				

10. To review the comments, right click on the cell and select comments to display the comments log.


Comments
Source: User View
Years: FY 2018
Scenario: Plan
Version: Refine
Unit: Housing & Dining Services
Account: 472000, Period: YearTotal, Fund: Unrestricted
Actions
View
Comment
User
Date
Type comments as desired...
sarah.abentroth@u...
4/18/17
Help
Close

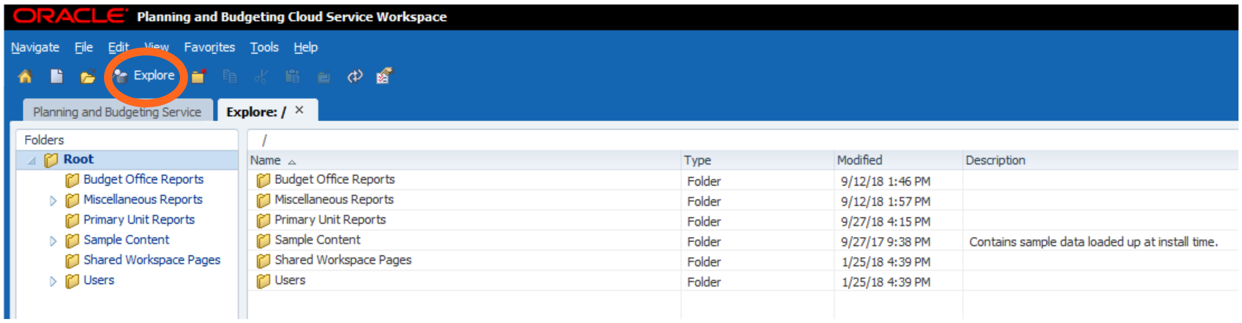
Appendix A: UND Scenario/Version Process



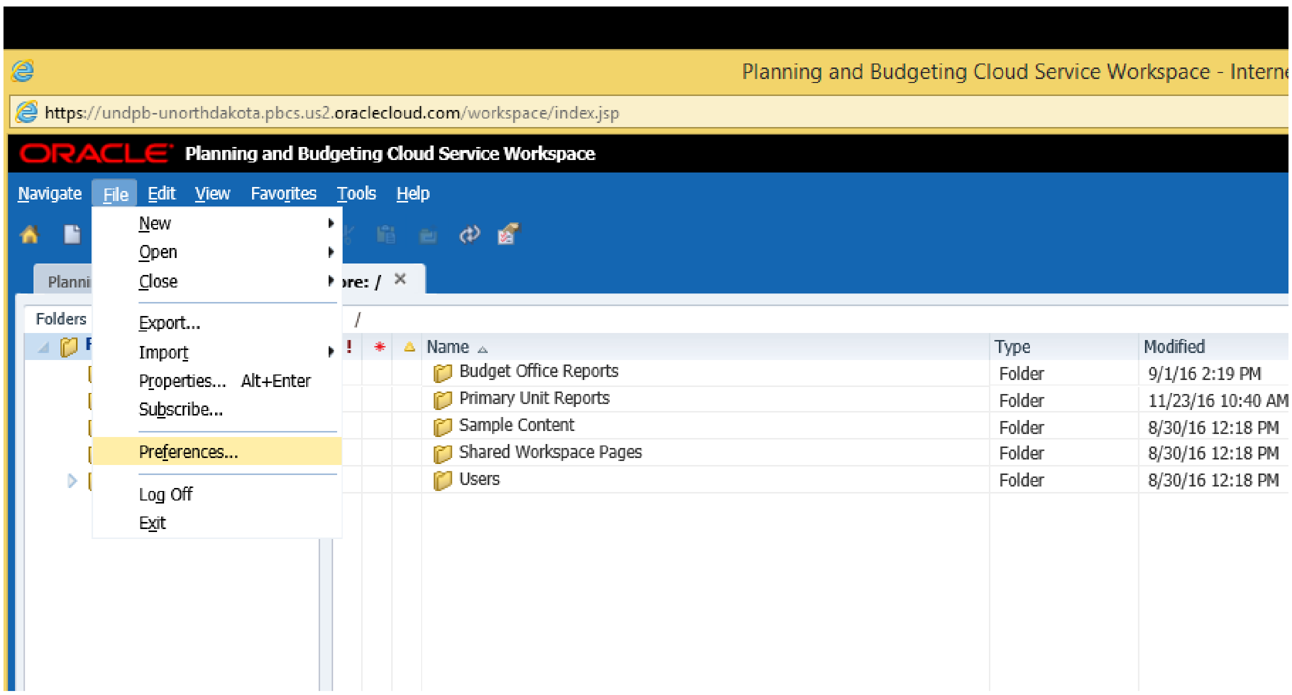
Appendix B: Initial Reports Setup

The first time you use PBCS, you will need to set up your report preferences as outlined.

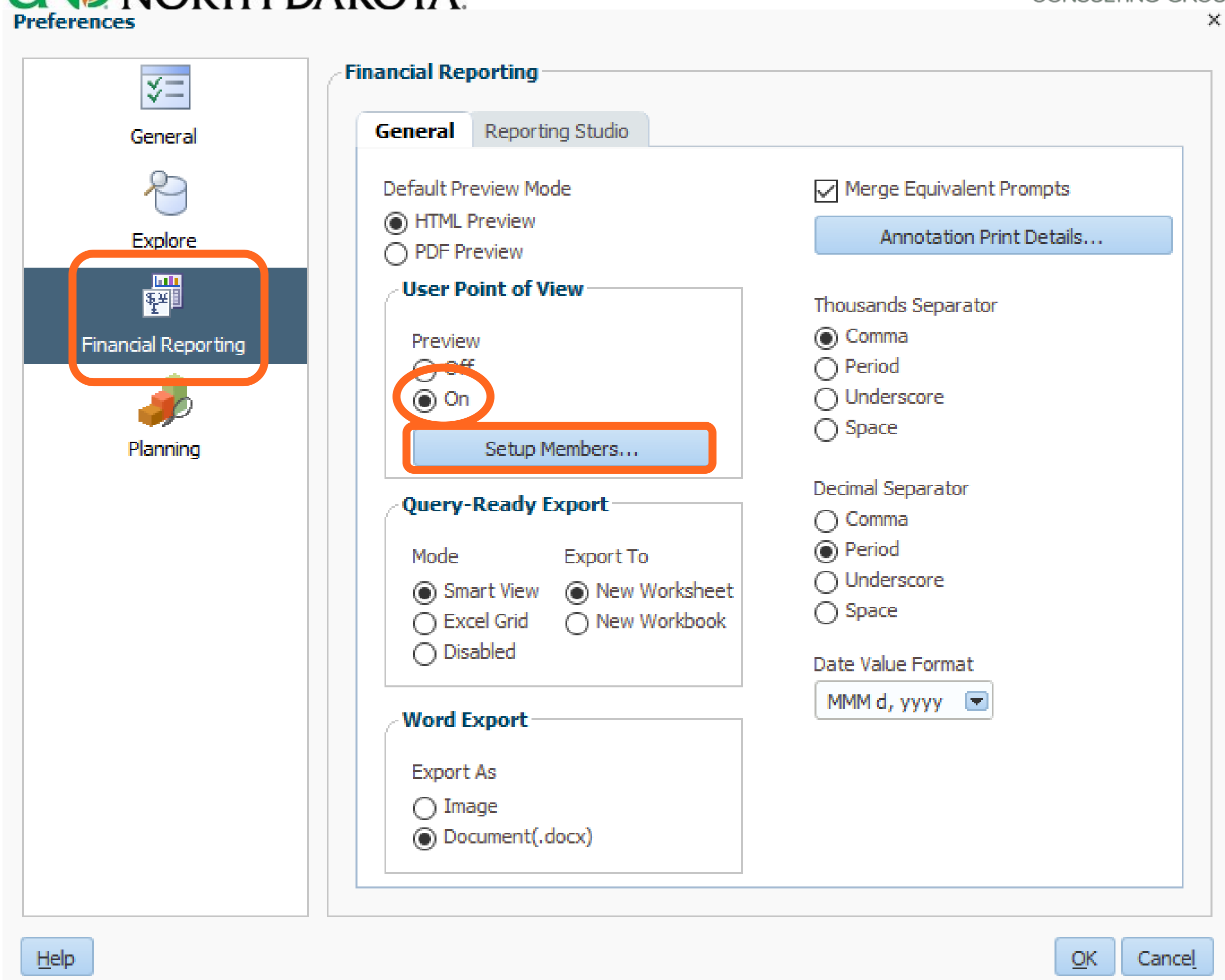
1. Click Explore.



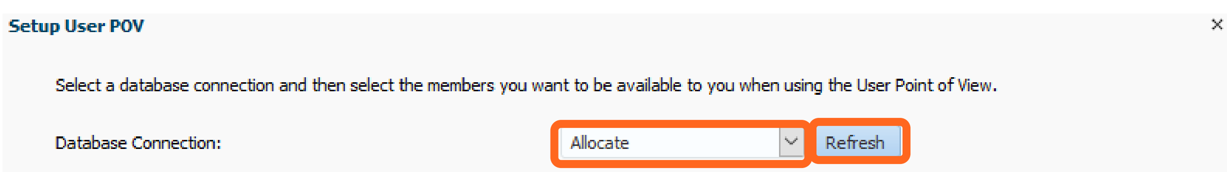
2. Select File>Preferences.



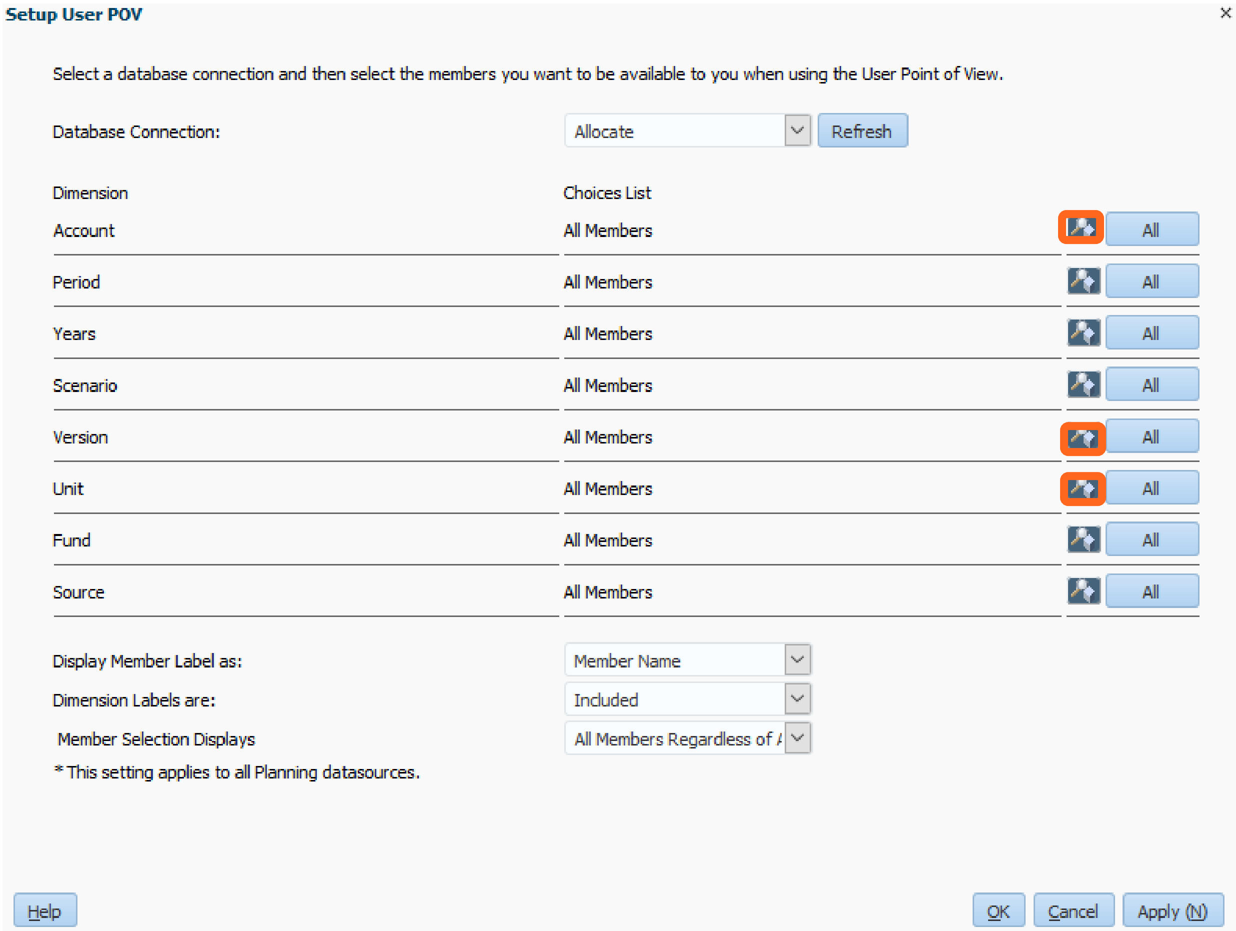
3. Select Financial Reporting. Under the User Point of View, click Preview “On.” Then click “Setup Members”.



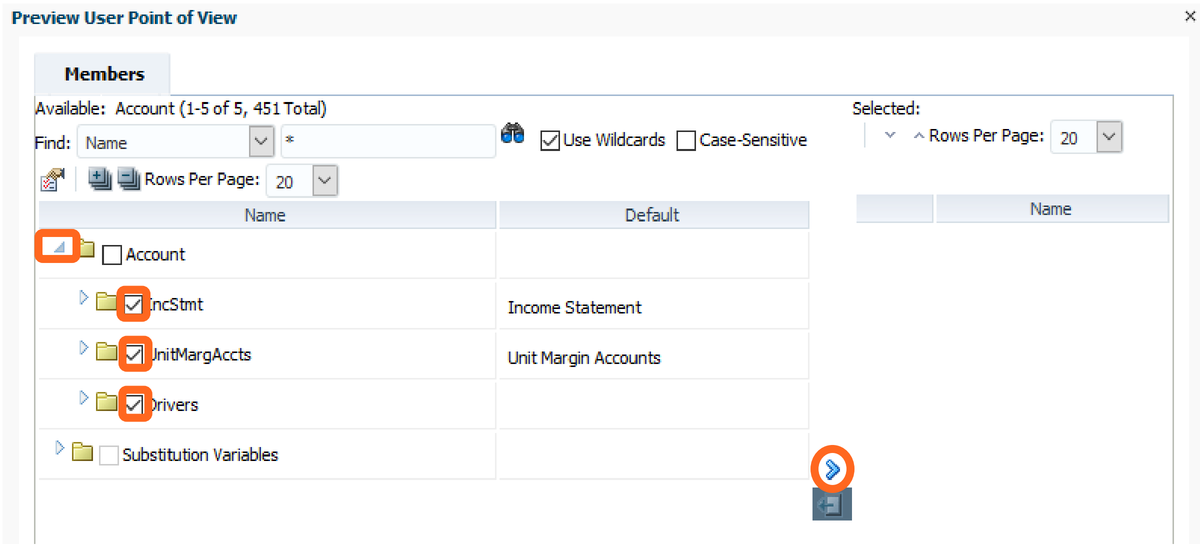
4. Make sure the Database Connection is showing Allocate in the drop down box. Click on the Refresh button to setup the User POV.

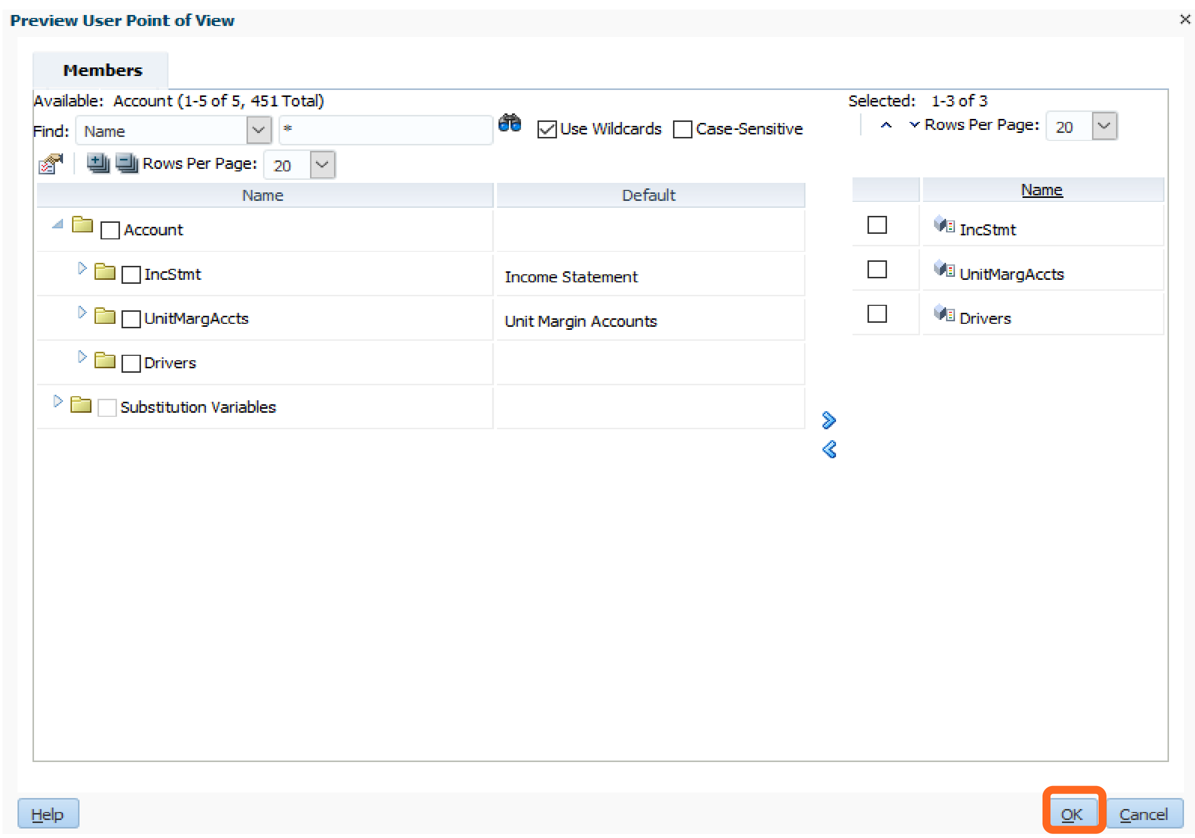


5. After clicking “Refresh”, you will see the following form with all available dimensions. Selections will need to be changed for the Account, Unit, and Version dimensions only. You will click on the button circled in screenshot below for the dimension that you want to select the POV value.

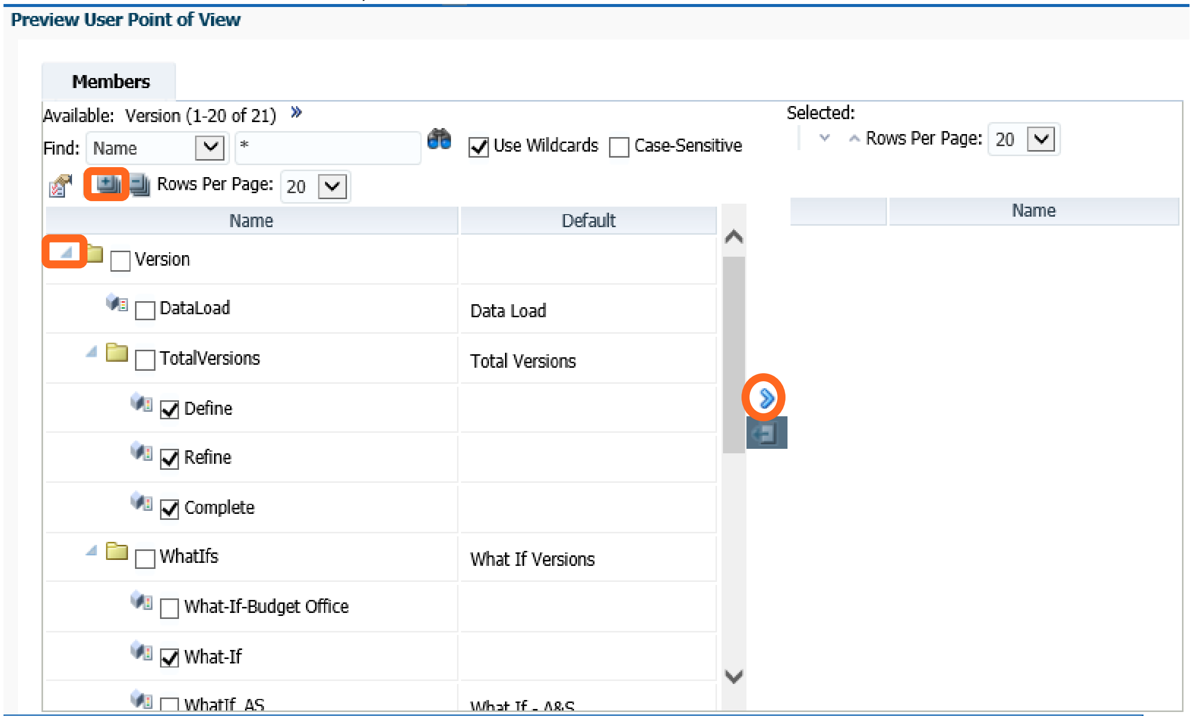


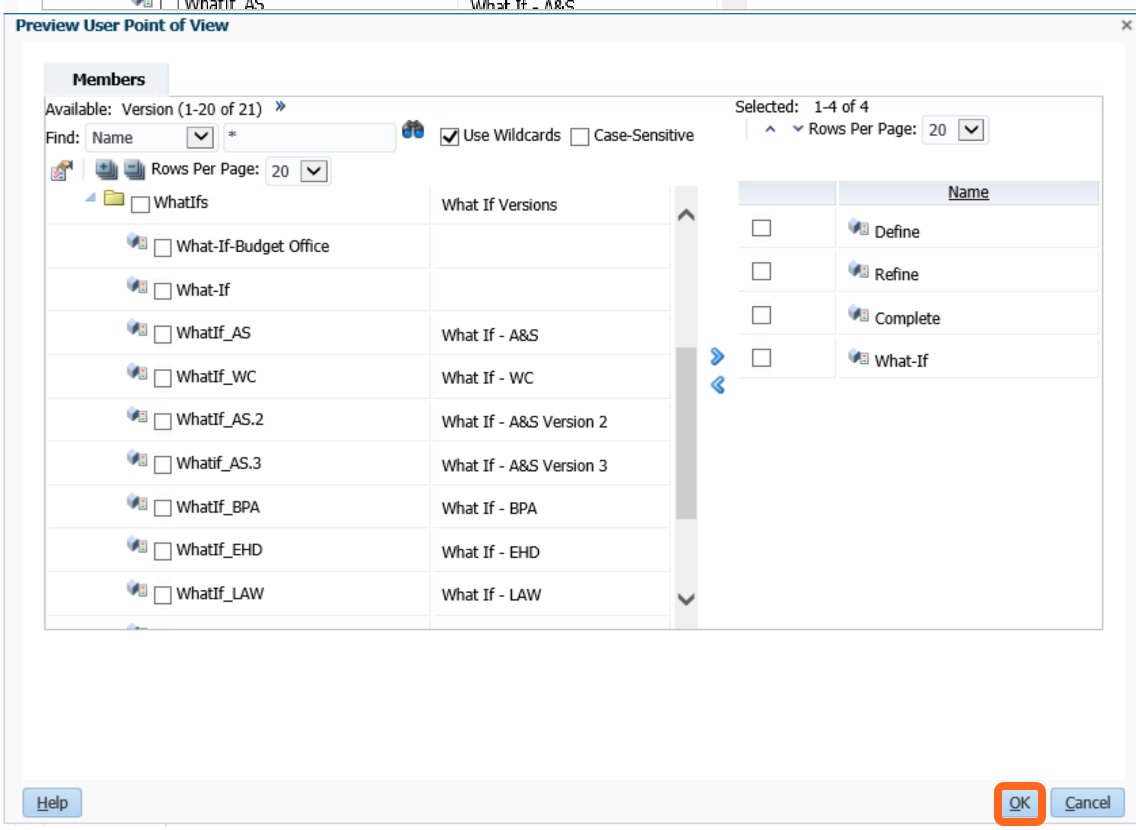
a. Account Dimension: Click the magnifying glass on the Account line. Click the blue tab next to the account folder to open its contents. Then put a check mark in the dimension members IncStmt, UnitMargAccts, and Drivers. Next Click on the right arrow circled in the screenshot below on the right side of the screen. This action will place those fields under the name column. Once they are in that column, click on the OK at the bottom of the form.



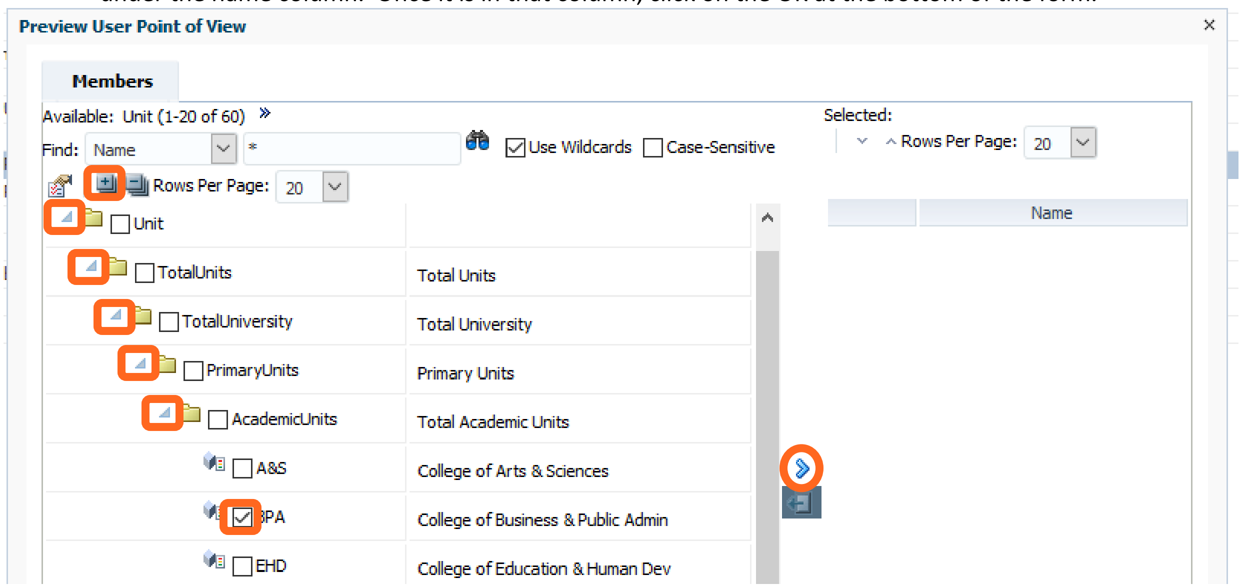


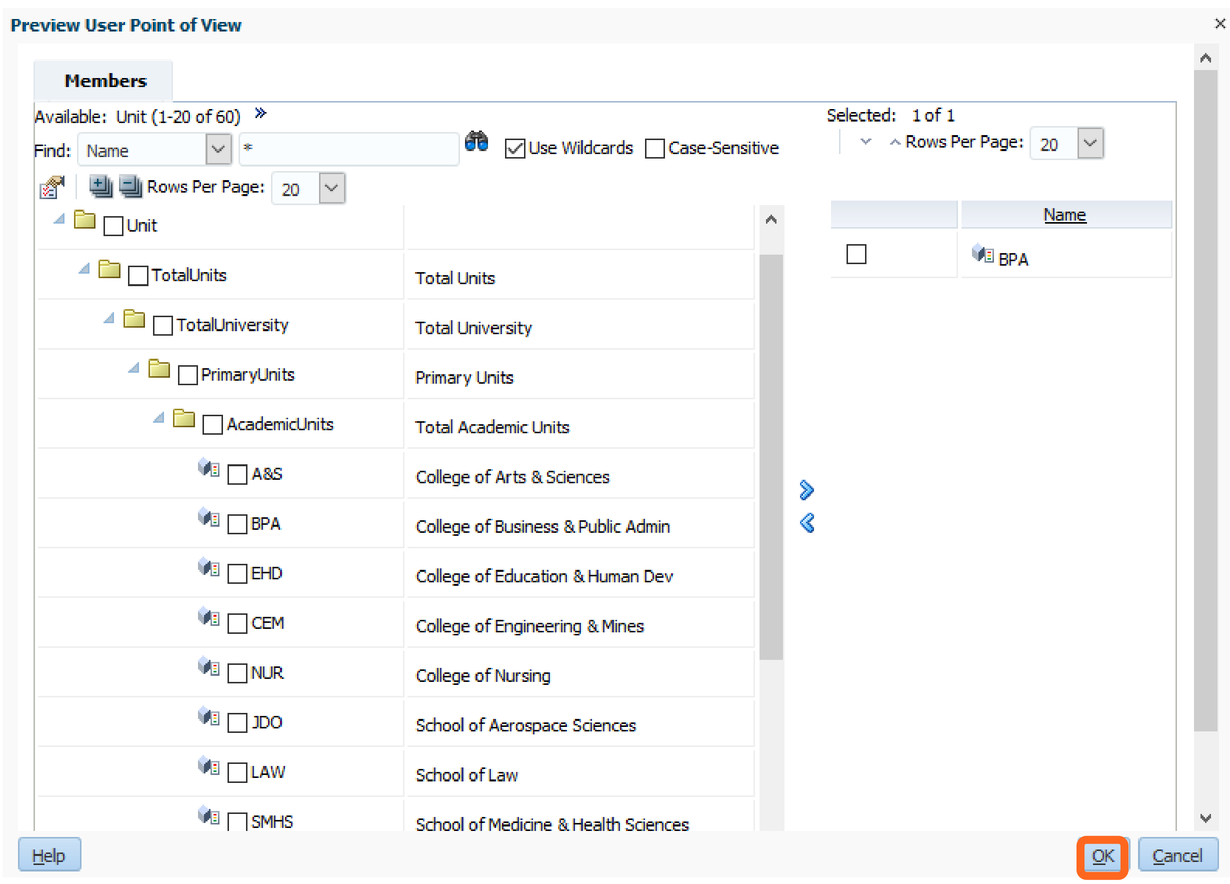
b. Version Dimension: Click the magnifying glass on the Version line. Click the blue tab next to the version folder to open its contents and again on the TotalVersions folder. Then put a check mark in the dimension members listed: Define, Refine, and Complete. Click the blue tab next to the WhatIfs folder, and check the box for any WhatIfs versions associated with your unit. Next Click on the right arrow circled in the screenshot below on the right side of the screen. This action will place that field under the name column. Once it is in that column, click on the OK at the bottom of the form.



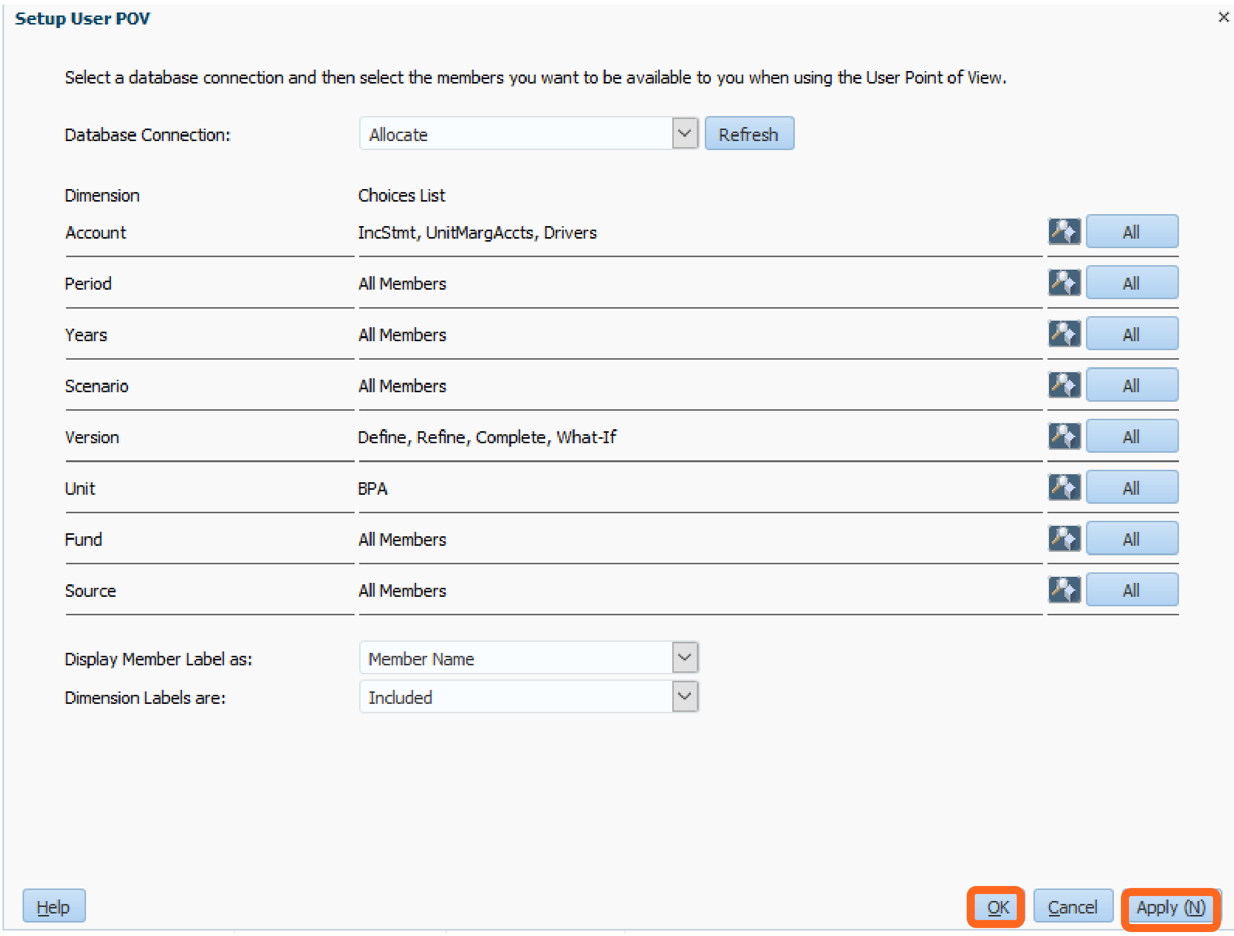


c. Unit Dimension: Click the magnifying glass on the Unit line. Click the blue tab next to the unit folder to open its contents and continue to drill into the folder>TotalUnits>TotalUniversity>PrimaryUnits>AcademicUnits. Under AcademicUnits choose your unit (as an example BPA has been selected in the screen shot below) and click on it. Next Click on the blue right arrow circled in the screenshot below on the right side of the screen. This action will place that field under the name column. Once it is in that column, click on the OK at the bottom of the form.





6. After all preferences have been set, click on the Apply button at the bottom right corner of the form. Click OK.



7. This will take you back to the preferences form. Click okay and you will be ready to run reports.

Appendix C: Technical Issues

1. Issues viewing reports or Model Statement in PBCS

   Clear the cache and cookies of the internet browser you are using. The University Information Technology website provides instruction on how to clear your browser cache.

2. Supported Browsers (Source: Oracle.com)

   Lists the supported and recommended browsers for Oracle Enterprise Performance Management Cloud.

   Table 1-1 Supported Browsers for Each Client Platform

Client Platforms	**Recommended Browser**	**Other Supported Browsers**
Windows 7, 8, 8.1, and 10	Firefox ESR 45+	Internet Explorer 11 Google Chrome 45+
Apple Mac with OS X 10.9.5 or higher	Firefox ESR 45+	Safari Version 6 through 10. At this time, EPM Cloud is not supported on Safari Version 11.
Linux (all versions)	Firefox ESR 45+	Google Chrome 45+
iOS (7.x and 8.x) devices	Safari version 9	None
Android (4.x and 5.x) devices	Google Chrome 45+	None

Note:

Oracle Account Reconciliation Cloud and Oracle Enterprise Performance Reporting Cloud can be accessed from Apple computers running Mac OS X. Use Safari version 10 or lower if you are using Mac OS X.

- Internet Explorer should be used in standard mode. Do not enable Compatibility View and Enterprise Mode.

- See Oracle Mobile Application Framework 2.1.0 Certification Matrix for a list of supported mobile devices.

3. To ensure access to the service, you must configure your browser to (Source: Oracle.com):

   - Accept cookies from oraclecloud.com and cloud.oracle.com

     By default, the browsers are set up to accept cookies from websites. If your browser is configured to not accept cookies from sites, you must allow a per session or permanent exception for these sites

   - Allow pop-up windows from oraclecloud.com and cloud.oracle.com