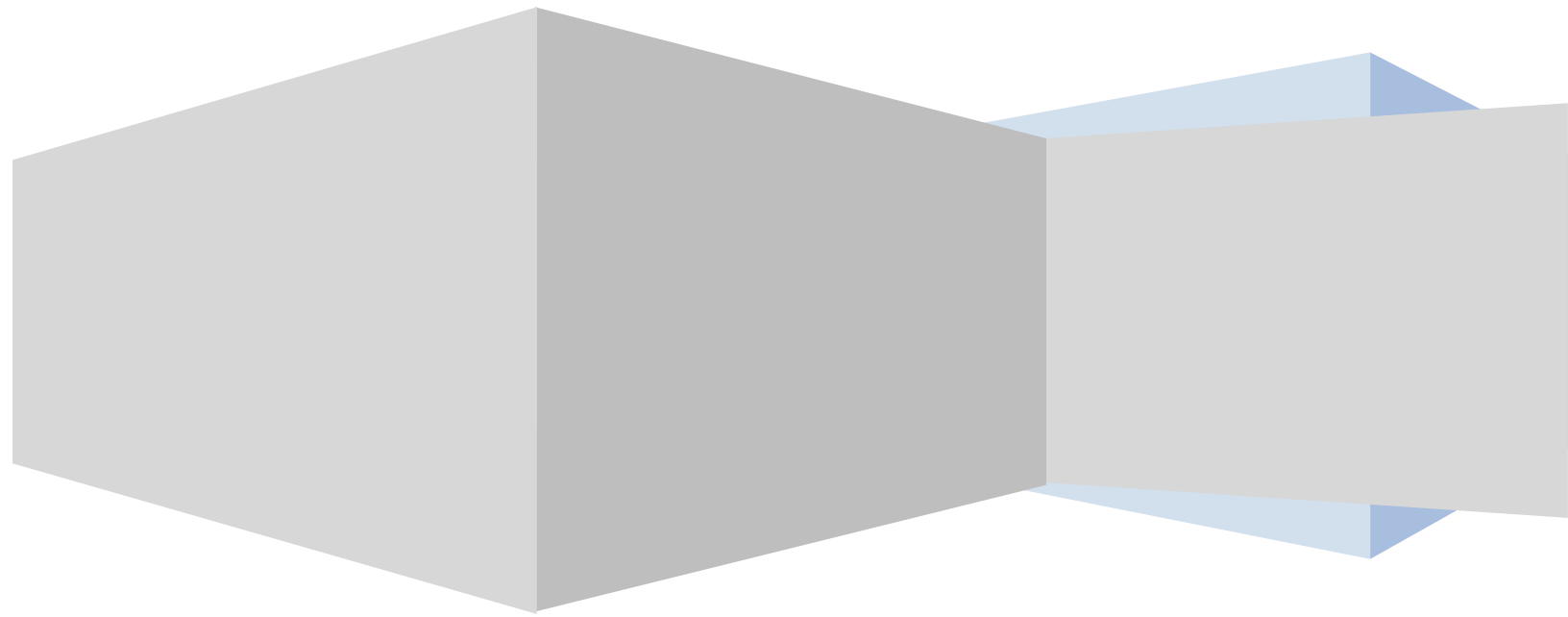




## PBCS System Guide



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# PBCS Allocate Application - Basics

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**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.

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## Dimensionality

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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

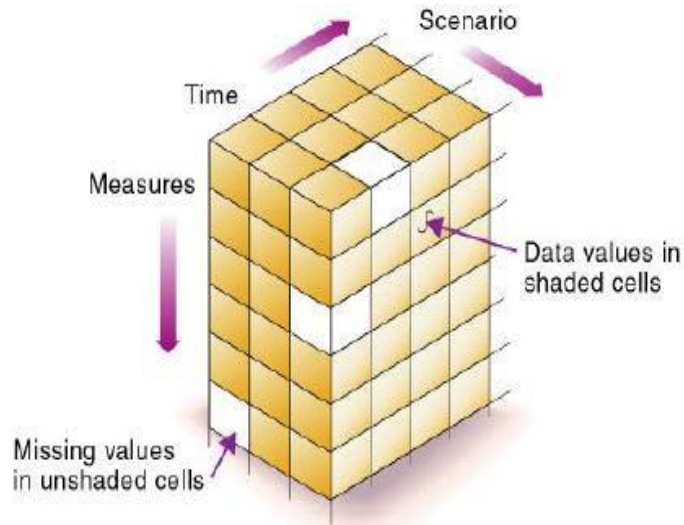
Metadata describes the data values in a database. Metadata includes dimension names, member names, properties and security.

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.



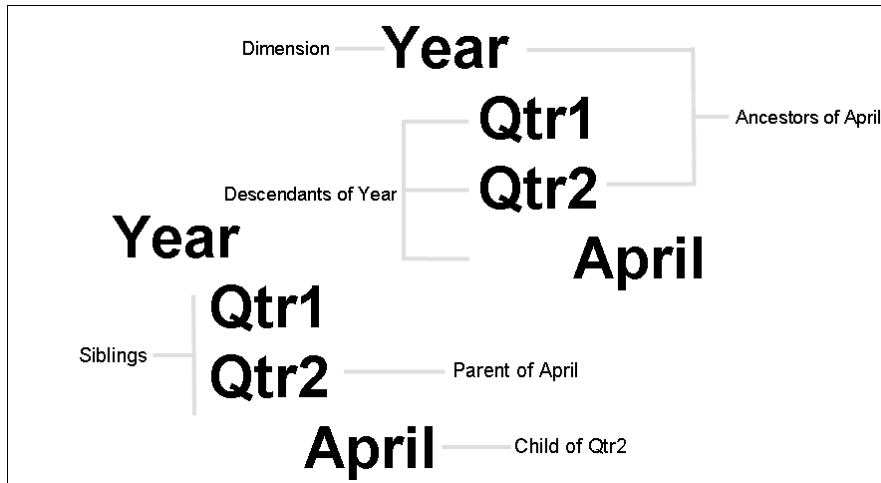
### Drill Down

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
<b>Parent</b>	A member that has at least one child below it
<b>Child</b>	A member that has a parent immediately above it
<b>Sibling</b>	A child member at the same branch level as another child member with the same parent
<b>Ancestor</b>	Any member in a branch above a member
<b>Descendant</b>	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

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### 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	



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
- Appropriated
- Local
- Unrestricted
- Other\_Plant
- Strategic
- SUA Fund (this is solely used for the Service Unit Allocations)

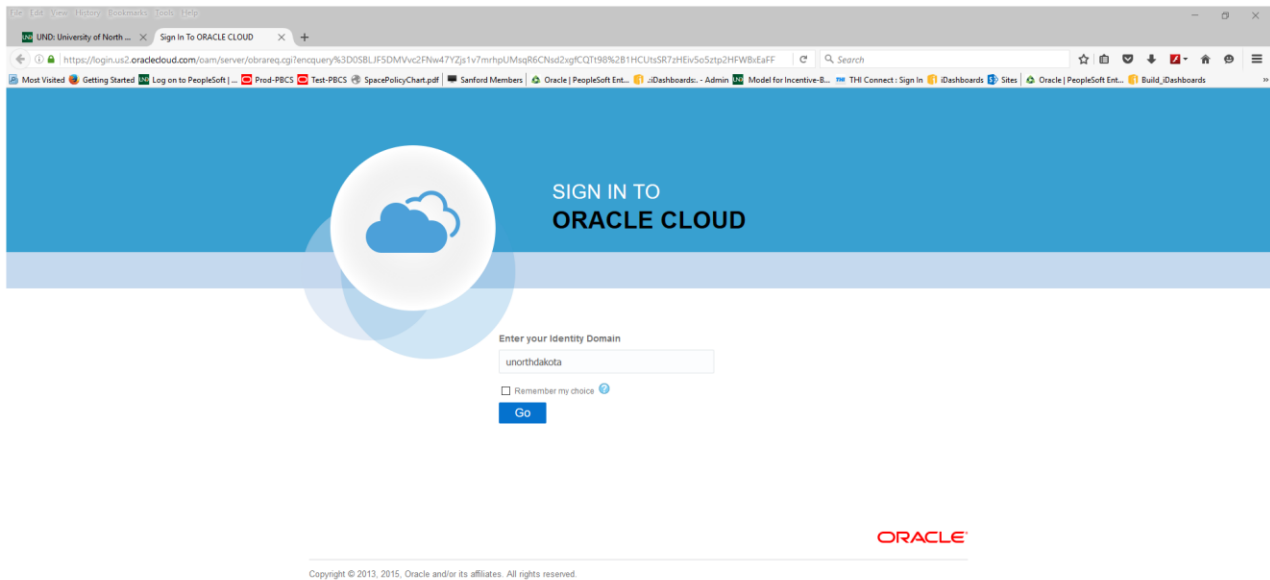
Fund	
▶ AllFund	All Fund
▶ TotalFund	Total Fund
▶ Restricted	
▶ Unrestricted	
▶ Other_Plant	
▶ Strategic	
▶ SUAFund	SUA Fund
▶ NoFund	No Fund

# Using PBCS - UND Primary Units

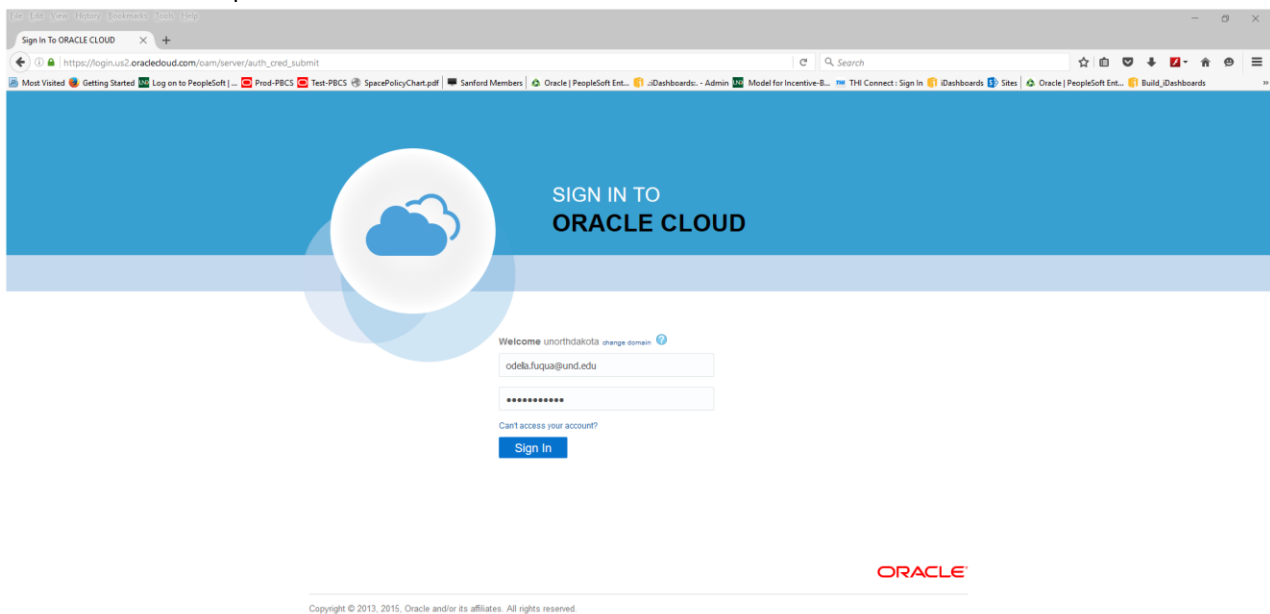
## Log In

Navigate to the [PBCS website](#).

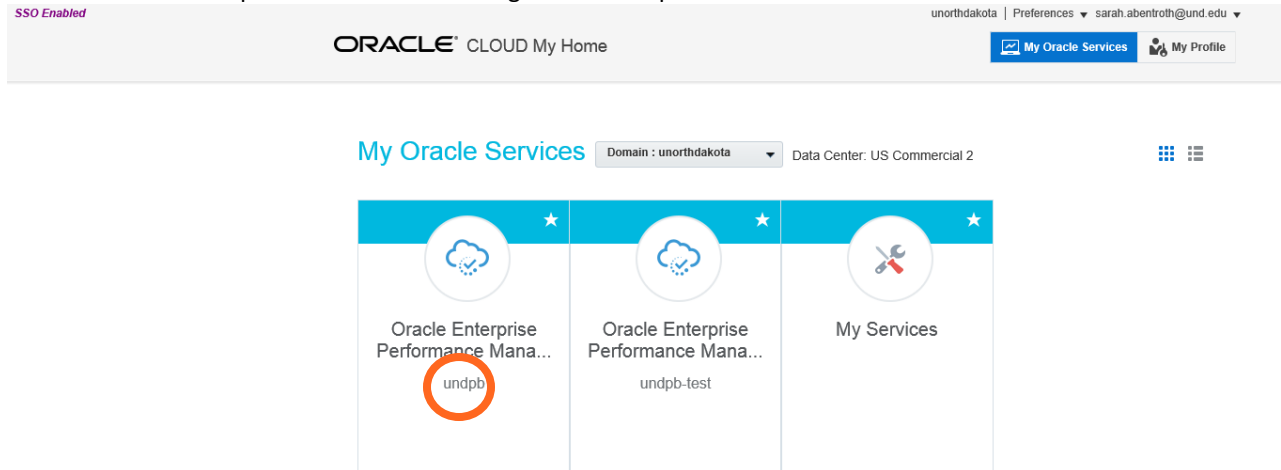
Enter your identity domain: unorthdakota



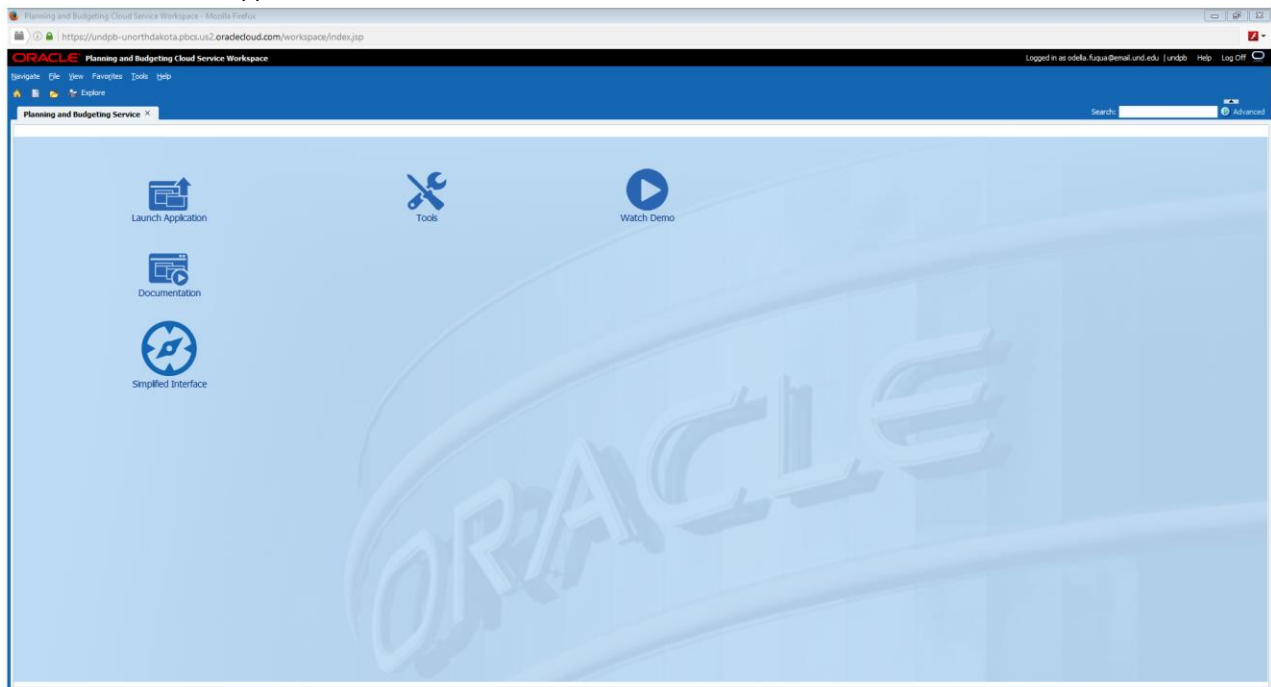
Enter username and password:



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.

The screenshot shows the Oracle Planning and Budgeting Cloud Service Workspace interface. The main content area displays the 'Task List Status' for 'Academic Units Task List'. A pie chart indicates that the task list is 100.0% incomplete. Below the chart is a table of tasks:

Task	Type	Status	Start Date	End date	Alert	Completed Date	Instructor	Action
Academic Units Task List								
UND Plan Process Overview								
1.00 Review Drivers								
1.10 Review Credit Hours								
1.20 Review Headcount, FTEs and Square Footage								
2.00 Input Direct Revenue and Expenses								
3.00 Review Model Income Statement								

A red arrow points to the green arrow icon in the 'Action' column for the '1.00 Review Drivers' task.

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

The screenshot shows the Oracle Planning and Budgeting Cloud Service Workspace interface, specifically the 'Task List Status' page for '1.00 Review Drivers'. The page displays the task's status as 'Incomplete' and provides options to 'Complete', 'Previous Incomplete', 'Previous', 'Next Incomplete', and 'Next'. A red arrow points to the 'Next' button at the bottom right of the screen.

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

Task - 1.10 Review Credit Hours Task Instructions Refreshes your selection.

FY 2016 Actual-Allocated Complete Total Academic Units

Year Total

ORACLE Planning and Budgeting Cloud Service Workspace

Allocate - Task List Status

Task - 1.10 Review Credit Hours		Task Instructions
FY 2016	Actual-Allocated	Complete
		Total Academic Units
Year Total		
CRC - Traditional Undergraduate Alumni Dependent (ALDEP)		
CRC - Traditional Undergraduate Contiguous States (CONTI)		
CRC - Traditional Undergraduate Midwest Student Exchange Program (MHEC)		
CRC - Traditional Undergraduate Minnesota Reciprocity (MINNR)		
CRC - Traditional Undergraduate Western Exchange Program (WUE)		
CRC - Traditional Undergraduate North Dakota Resident (NDRES)		
CRC - Traditional Undergraduate North Dakota Military (NDML)		
CRC - Traditional Undergraduate Non-Resident (N_RES)		
Total Traditional Undergraduate - CRC		
CRC - Online Undergraduate Alumni Dependent (ALDEP)		
CRC - Online Undergraduate Contiguous States (CONTI)		
CRC - Online Undergraduate Midwest Student Exchange Program (MHEC)		
CRC - Online Undergraduate Minnesota Reciprocity (MINNR)		
CRC - Online Undergraduate Minnesota Professional (MINPRO)		
CRC - Online Undergraduate Western Exchange Program (WUE)		
CRC - Online Undergraduate North Dakota Resident (NDRES)		
CRC - Online Undergraduate North Dakota Military (NDML)		
CRC - Online Undergraduate Non-Resident (N_RES)		
Total Online Undergraduate - CRC		
CRC - Graduate Alumni Dependent (ALDEP)		
CRC - Graduate Contiguous States (CONTI)		
CRC - Graduate Midwest Student Exchange Program (MHEC)		
CRC - Graduate Minnesota Reciprocity (MINNR)		
CRC - Graduate Minnesota Professional (MINPRO)		
CRC - Graduate Western Exchange Program (WUE)		
CRC - Graduate North Dakota Resident (NDRES)		

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!

Complete  Previous Incomplete Previous Next Incomplete Next Task List Home

- 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.

**Task List Status**

Task - 1.20 Review Headcount, FTEs and Square Footage

FY 2016 Actual-Allocated Complete Total Academic Units

	Actual-Allocated	Complete	Total Academic Units
Total Staff Headcount		712	
Total Faculty Headcount		844	
Total Employee Headcount		1,536	
Total Staff FTE		696	
Total Faculty FTE		818	
Total Employee FTE		1,515	
Total Square Footage		1,244,826	
Total Square Footage based on exd for Facilities Mgmt - Utilities		1,090,521	
Total Square Footage based on exd for Facilities Mgmt - Custodial Services		1,089,693	
Total Square Footage based on exd for Facilities Mgmt - Maintenance		1,089,693	

Complete  Previous Incomplete Previous Next Incomplete Next

- 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.

The screenshot displays the 'Task List Status' interface for 'Task - 2.00 Input Direct Revenue and Expenses' for FY 2016. The table shows budget details categorized by revenue and expense types. A red circle highlights the save icon in the bottom toolbar.

	Year Total			Total Fund
	Restricted	Unrestricted	Other_Plant	
Direct Tuition - Graduate		29,090,888		29,090,888
Graduate Waivers	-5,311	-6,051,080		-6,056,391
Net Grad Tuition	-5,311	23,039,808		23,034,497
Federal Grants and Contracts	37,376,033	0		37,376,033
State/Local Grants and Contracts	6,371,409	-4,528,215		1,843,194
Private Grants and Contracts	6,016,734	16,752		6,033,486
Total Grants and Contracts	49,753,554	41,568,153		91,321,706
Gifts	2,885,001	2,496,510		5,381,511
Investment Income	435	186		621
Endowment Earned Income Distribution	66,182			66,182
IT Services		113		113
Leases, Rents, Royalties	54	502,791		502,845
Medical Charges		11,538,699		11,538,699
Registration Fees		221,447		221,447
Other Sales and Services	38,405	20,430,242		20,468,646
Interdepartmental Revenue	8,345	8,766,937		8,775,282
Total Sales and Services	46,804	41,460,229		41,507,033
Apartment and Residence Hall Revenue		7,372		7,372
Parking Permits				
Season Tickets		1,650		1,650
Other Auxiliary Revenue		42,240		42,240
Total Auxiliary Enterprises		51,262		51,262
Faculty	6,500,773	91,434,106		97,934,880
Staff	8,678,104	27,785,655		36,463,760
GA	2,854,474	5,037,543		7,892,017
Other - Salaries	2,438,717	5,679,245		8,117,962
Total Salaries and Wages	20,472,069	129,936,550		150,408,619
Employee Benefits	5,899,896	38,500,912		44,400,808
Building, Grounds, and Vehicle Maintenan	160,176	3,344,218		3,504,394



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.

**Preview User Point of View** ×

This report/book runs for the members on the user Point of View listed below.

Years

Scenario

Version

Unit

Fund

Source



Planning and Budgeting Cloud Service Workspace - Mozilla Firefox  
 https://undpb-unorthdakota.pbc.us2.oraclecloud.com/workspace/index.jsp

**ORACLE** Planning and Budgeting Cloud Service Workspace

Navigate File View Favorites Tools Help  
 Home 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** UNIVERSITY OF NORTH DAKOTA

For FY 2017  
Plan  
Complete

	Year Total
<b>Revenues</b>	
<i>Tuition</i>	
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
<b>Total Net Tuition</b>	<b>13,858,934</b>
<i>Student Fees</i>	
Course and Program Related	831,769
Total Student Fees	831,769
<i>Appropriations</i>	
Alloc of Gen State Approp to Research	347,915
Alloc of Gen State Approp to Instruction	8,324,955
Total Appropriations	8,672,869
<i>Grants and Contracts</i>	
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
<i>Sales and Services</i>	
Other Sales and Services	912,549
Total Sales and Services	912,549
<i>Auxiliary Enterprises</i>	

# Reports

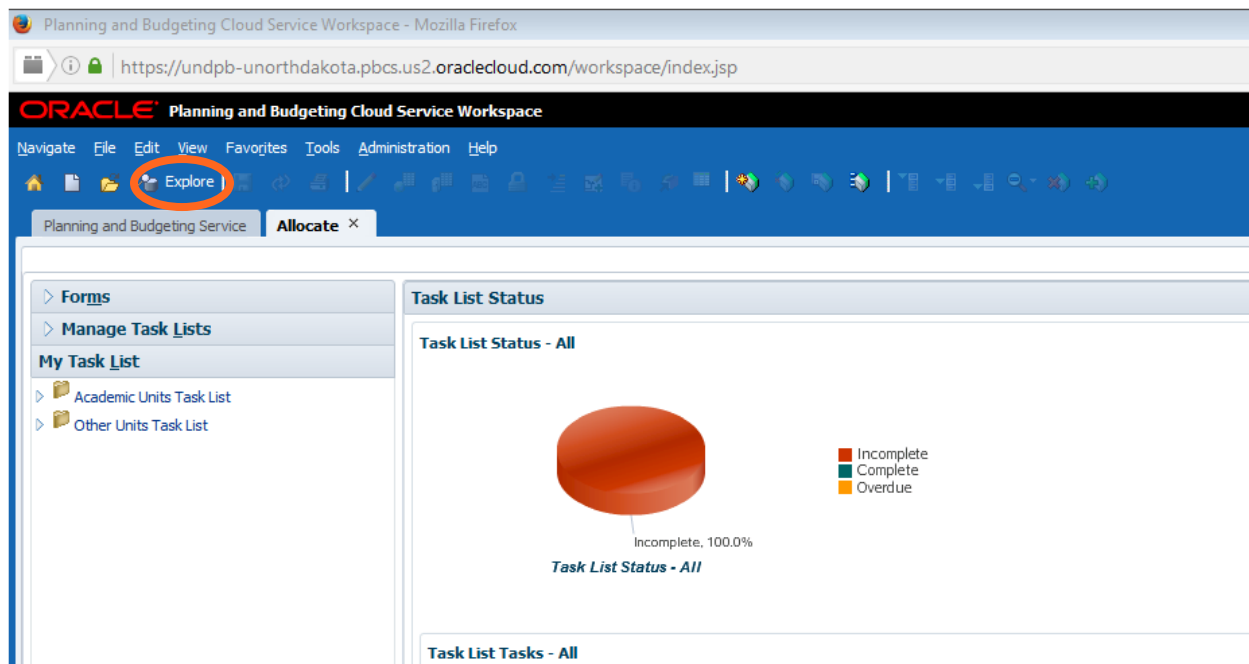
There are several standard reports in PBCS.

- Driver Comparison Report – This report compares the data drivers of a unit with the chosen 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 chosen 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
- IncStmnt – 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.
- IncStmnt – 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.
- IncStmnt - Three Year Variance Report by Unit – This report compares the model statement for a unit for three years for the chosen point of view.
- IncStmnt - Three Year Variance Report by Unit and Fund - This report compares the model statement for a unit for three years for the chosen point of view and fund.
- IncStmnt - Two Year Variance Report by Unit - This report compares the model statement for a unit for two years for the chosen point of view.
- IncStmnt - 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.

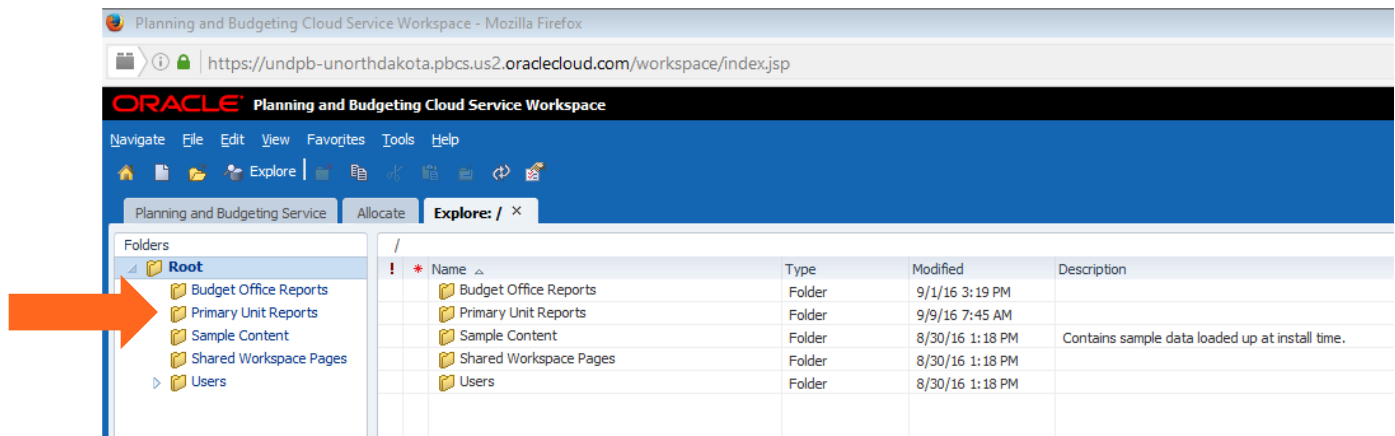
Any report can be exported to Excel by clicking on the File menu on the toolbar, Export and Excel

## 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.

Name	Type	Modified	Description
Driver Comparison Report	Financial Reporting	6/28/18 10:48 AM	
IncomeStatement - One Year and Year Total	Financial Reporting	6/28/18 10:50 AM	Total Univ Model Stmt collapsed cost pools
IncStmnt - One Year and Year Total with Fund breakdown	Financial Reporting	6/28/18 10:51 AM	Total Univ Model Stmt collapsed cost pools
IncStmnt - Three Year Variance Report by Unit	Financial Reporting	6/28/18 10:53 AM	Total Univ Model Stmt collapsed cost pools
IncStmnt - Three Year Variance Report by Unit and Fund	Financial Reporting	6/28/18 10:54 AM	Total Univ Model Stmt collapsed cost pools
IncStmnt - Two Year Variance Report by Unit	Financial Reporting	6/28/18 10:55 AM	Total Univ Model Stmt collapsed cost pools
IncStmnt - Two Year Variance Report by Unit and Fund	Financial Reporting	6/28/18 10:55 AM	Total Univ Model Stmt collapsed cost pools

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'

**Preview User Point of View** ✕

This report/book runs for the members on the user Point of View listed below.

**Years**  
 Select...

**Scenario**  
 Select...

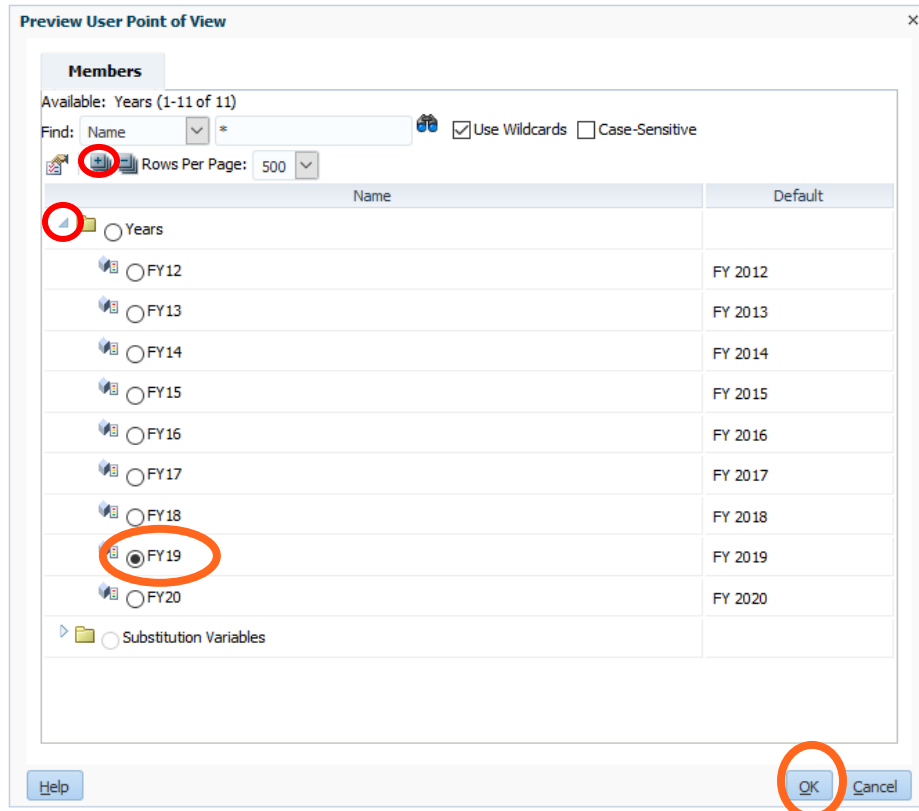
**Version**  
 Select...


**Unit**  
 Select...

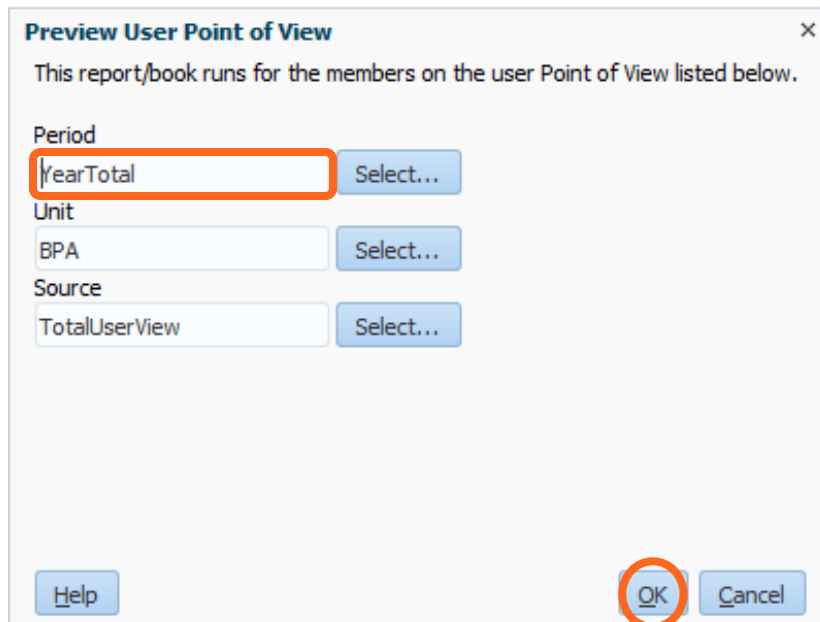
**Source**  
TotalUserView Select...

Help
OK
Cancel

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



- 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.



**Respond to Prompts**

The following prompts have been defined in the report. You may use the default values shown, or select other members.

**Respond to Prompts at Grid Level**

Prompt	Selection	Type	Source
Choose Comparison Year:	<input type="text"/>	Report	Report: IncStmt - Two Year Variance Report by Unit Grid: Grid1
	<input type="checkbox"/> Edit Member Names		
Choose Comparison Year:	<input type="text"/>	Report	Report: IncStmt - Two Year Variance Report by Unit Grid: Grid1
	<input type="checkbox"/> Edit Member Names		
Choose Version:	<input type="text"/>	Report	Report: IncStmt - Two Year Variance Report by Unit Grid: Grid1

Buttons: Help, OK, Cancel, Reset

6. A new tab will open for the report.

**ORACLE** Planning and Budgeting Cloud Service Workspace

Navigate File View Favorites Tools Help

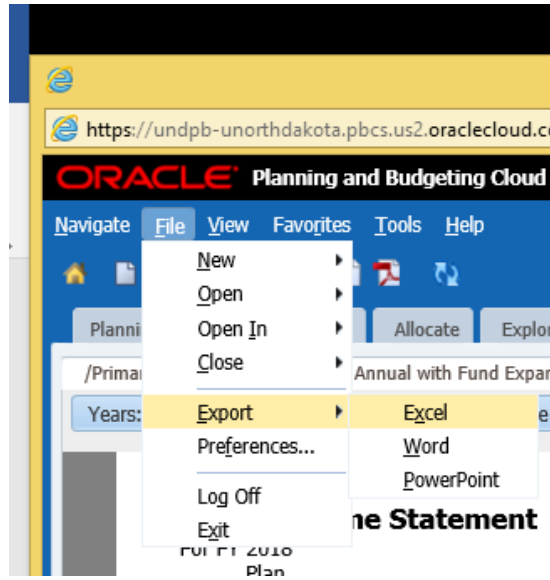
Home | Explore | Refresh | Undo

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

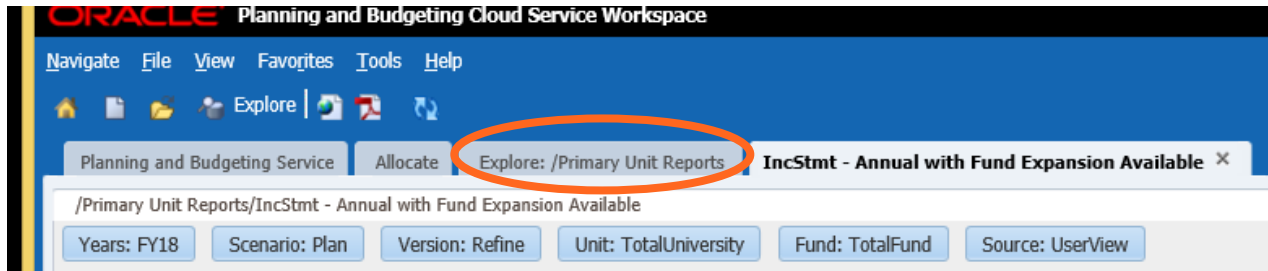
Years: FY19 | Scenario: Plan | Version: Complete | Unit: BPA | Fund: TotalFund | Source: TotalUserView

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

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



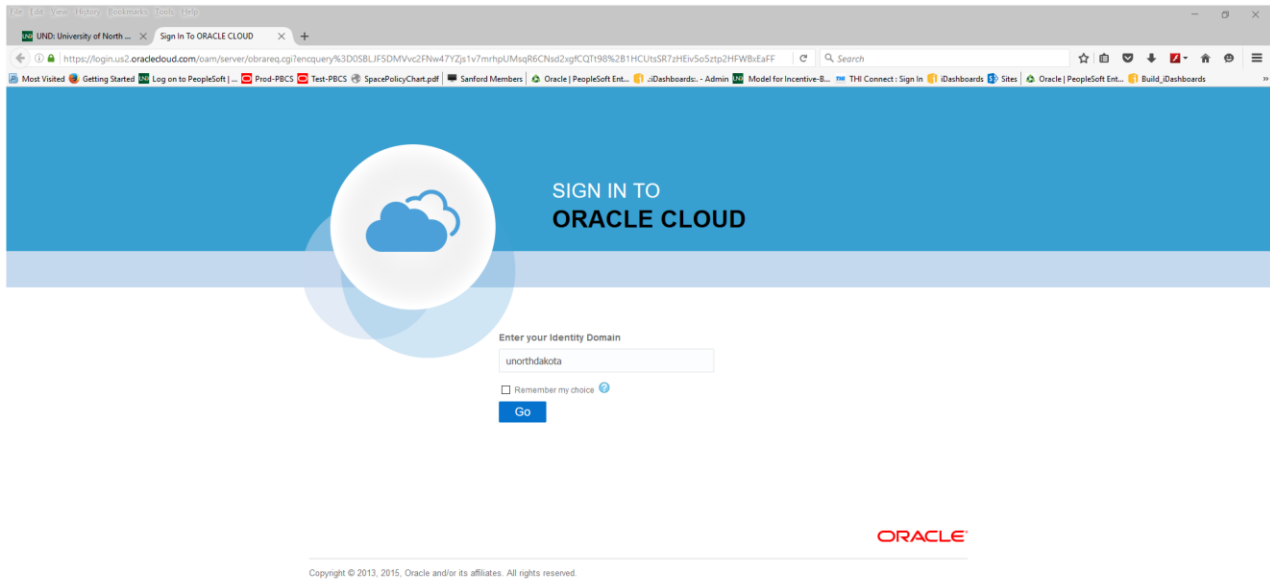
8. To navigate to the report listing, click the Explore:/Primary Unit reports tab.



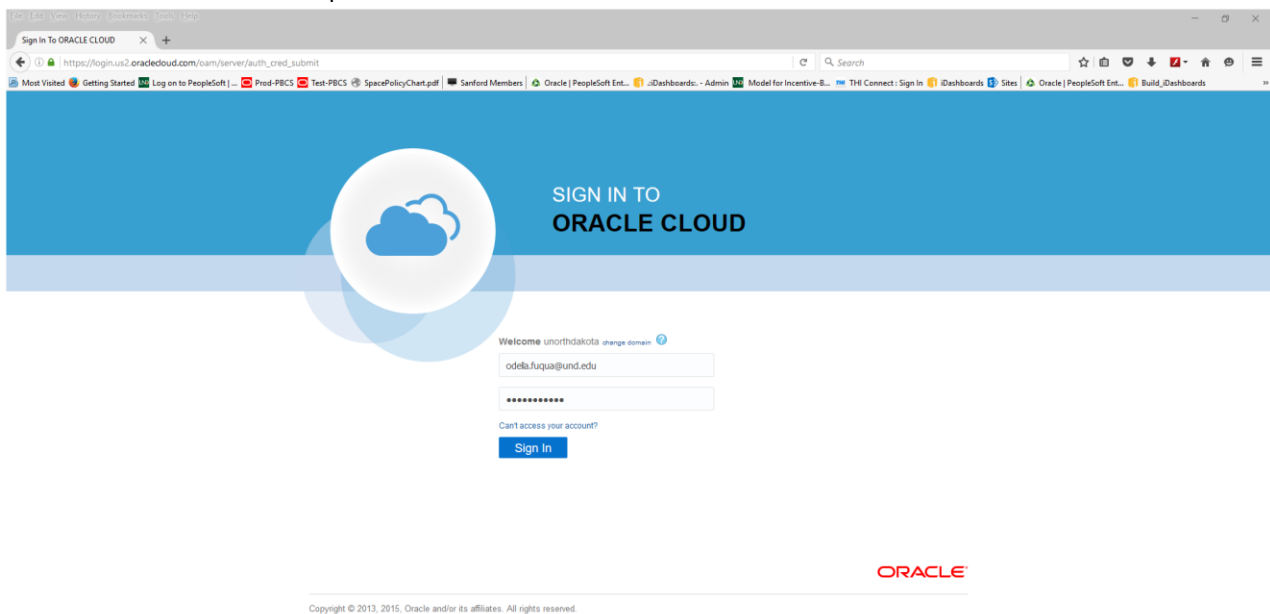
# Changing Your Password in PBCS

## 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.

The screenshot shows the Oracle Cloud My Home interface. At the top right, the user ID 'sarah.abentroth@und.edu' is displayed with a dropdown arrow. A dropdown menu is open, listing options: My Account, My Services, Help, My Profile (highlighted), About, Diagnostics, and Sign Out. Below the header, the 'My Oracle Services' section shows a domain of 'unorthdakota' and a data center of 'US Commercial 2'. Three service tiles are visible: 'Oracle Enterprise Performance Management undpb', 'Oracle Enterprise Performance Management undpb-test', and 'My Services'.

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

The screenshot shows the 'My Profile' page for user 'sarah.abentroth@und.edu'. The 'User Information' section displays fields for First Name (Sarah), Last Name (Abentroth), and Email (sarah.abentroth@und.edu). The 'Change Password' section is active, showing a note that the current password expires on 29-Nov-2017 6:49 AM CST. It contains three password input fields: 'Old Password', 'New Password', and 'Confirm New Password'. A 'Password Policy' link is next to the 'Old Password' field. 'Submit' and 'Reset' buttons are at the bottom of the form. The 'Change Challenge Questions' section is partially visible below.

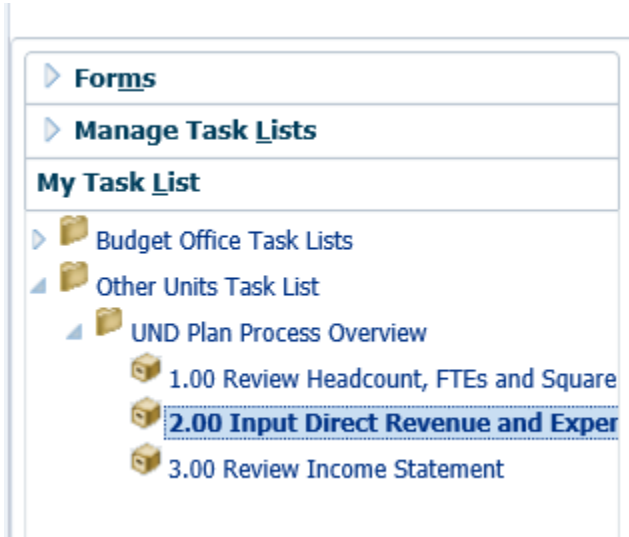
5. You have successfully changed your password!



# 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.



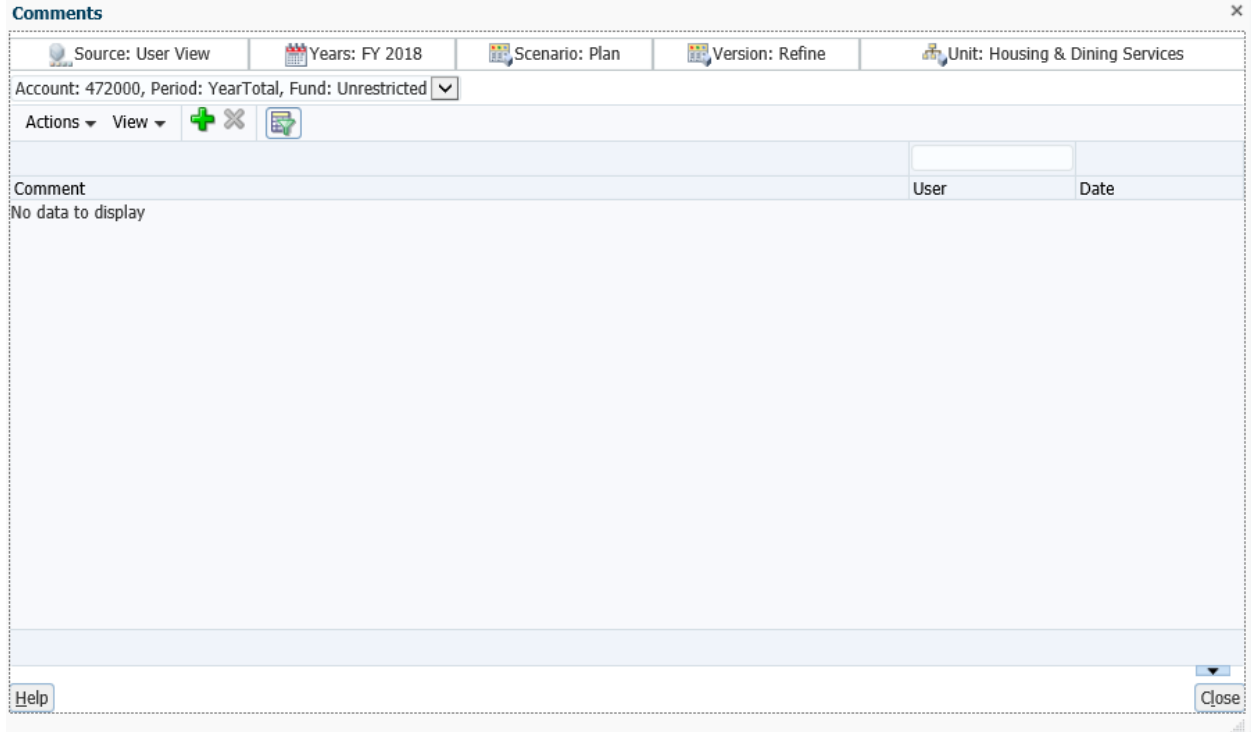
3. Right click on the cell to which you want to add a comment, and select Comments from the menu option.

Restricted	Unrestricted	Other_Plant	Total Fund
325,000			325,0
325,000			325,0
4,600			4,6
	30,000		30,0

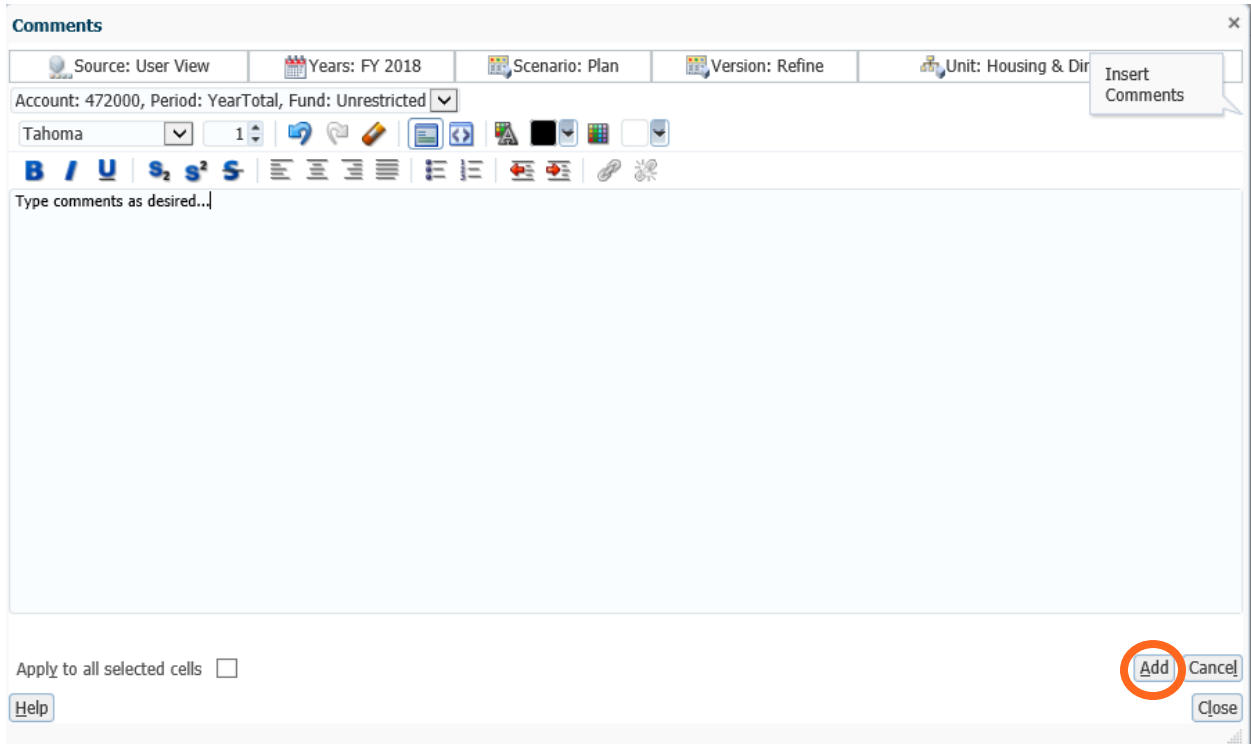
A context menu is open over the cell containing '325,000' in the 'Restricted' column. The menu items are:

- Copy to What-If Version
- Edit
- Adjust
- Comments**
- Supporting Detail
- Change History
- Attachments
- Lock/Unlock Cells
- Analyze
- New Ad Hoc Grid
- Select All
- Data Validation Messages
- Apply

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.

Source: User View    Years: FY 2018    Scenario: Plan    Version: Refine    Unit: Housing & Dining Services

Account: 472000, Period: YearTotal, Fund: Unrestricted

Actions View + X

Comment	User	Date
Type comments as desired...	sarah.abentroth@u...	4/18/17

Help Close

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.

FY 2018    Plan    Refine    H




	Year Total			Total Fund
	Restricted	Unrestricted	Other_Plant	
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

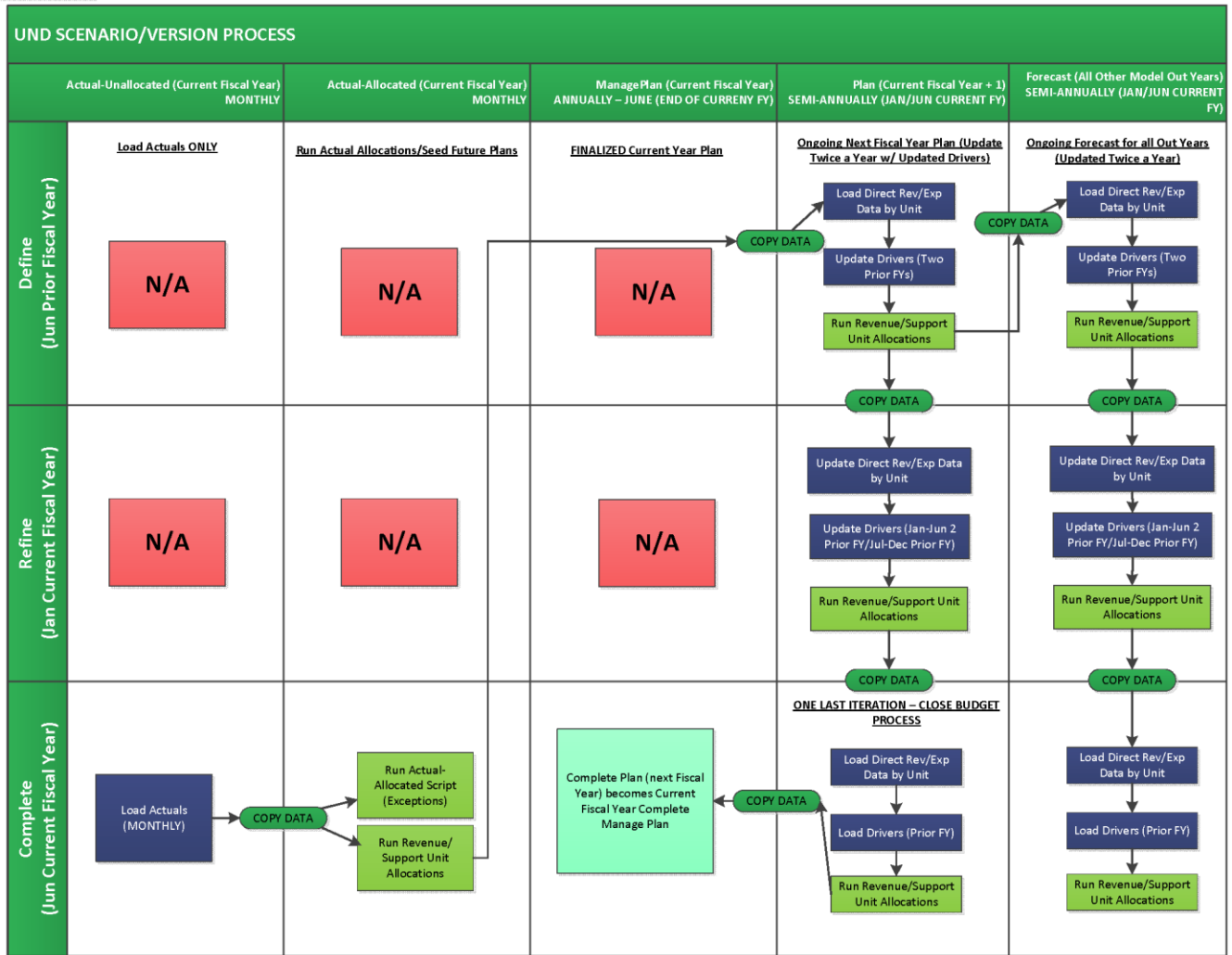
Account: 472000, Period: YearTotal, Fund: Unrestricted

Actions ▾ View ▾   

Comment	User	Date
Type comments as desired...	sarah.abentroth@u...	4/18/17

Help Close

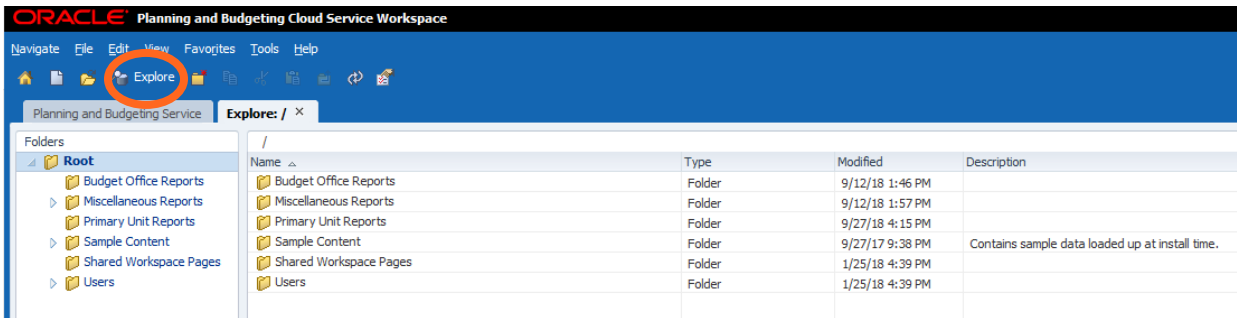
# Appendix A: UND Scenario/Version Process



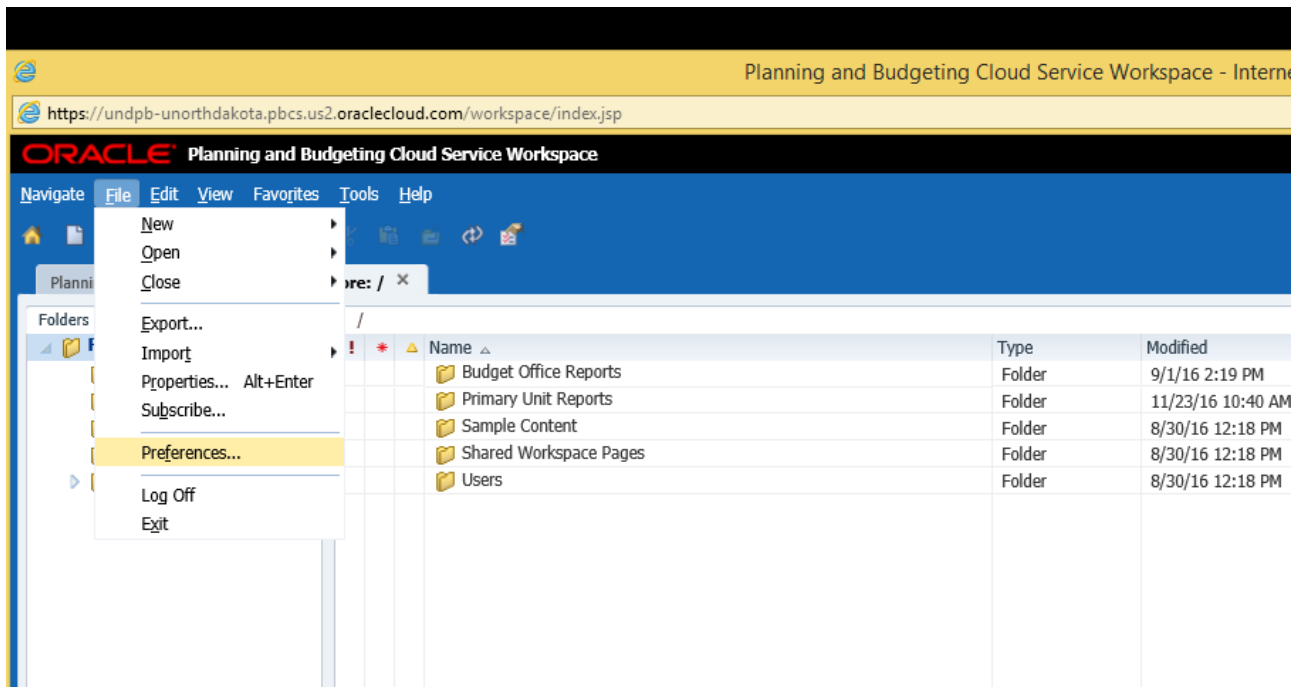
# Appendix B: Initial Reports Setup

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

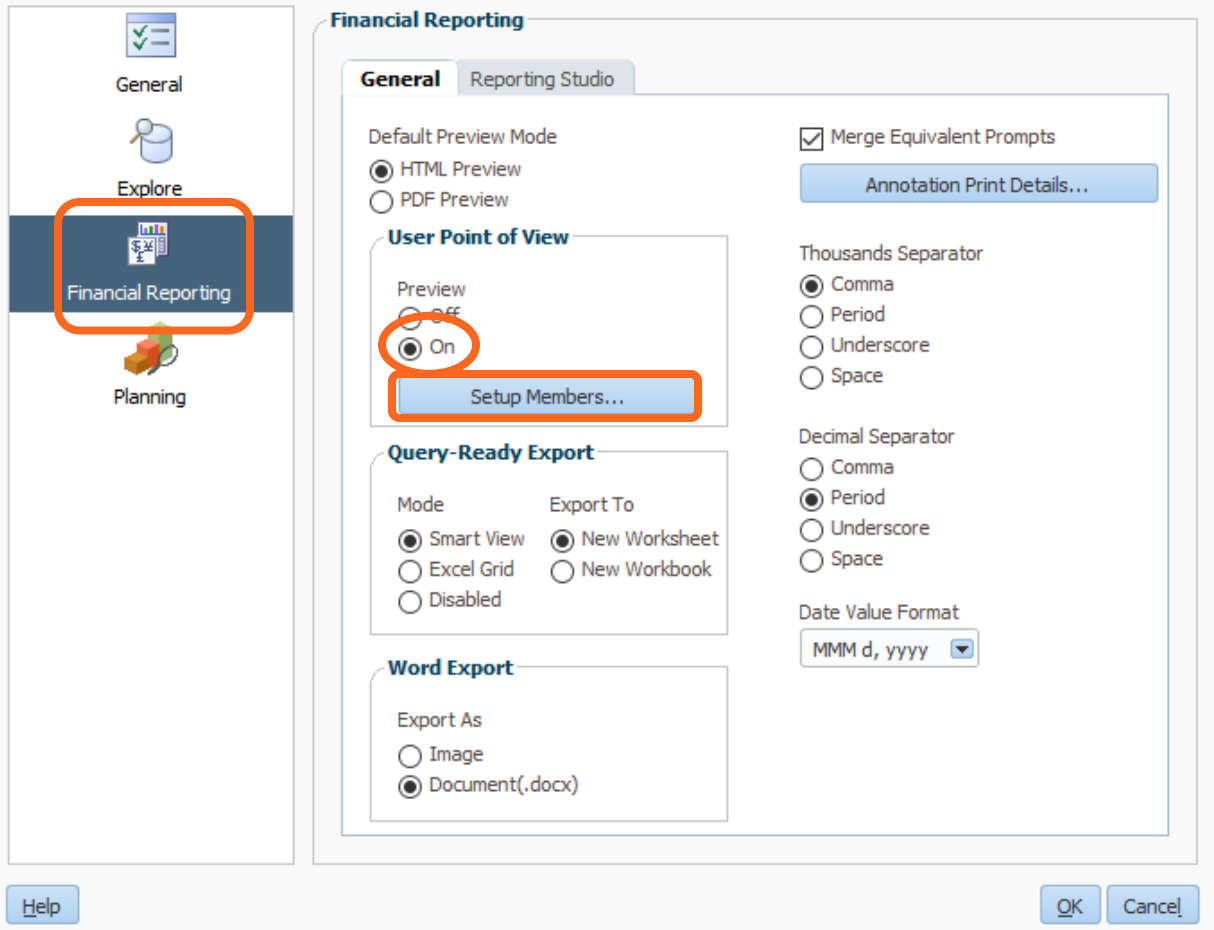
1. Click Explore.



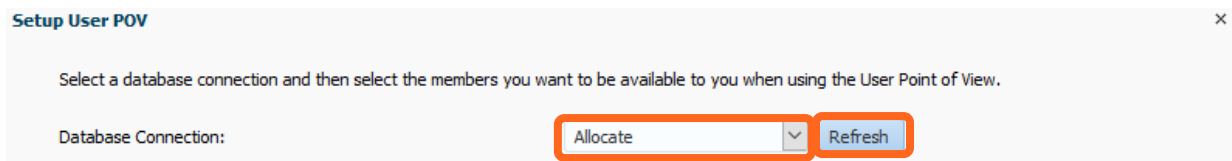
2. Select File>Preferences.



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.











- 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.

**Setup User POV** x

Select a database connection and then select the members you want to be available to you when using the User Point of View.

Database Connection:

Dimension	Choices List	
Account	All Members	 <input type="button" value="All"/>
Period	All Members	 <input type="button" value="All"/>
Years	All Members	 <input type="button" value="All"/>
Scenario	All Members	 <input type="button" value="All"/>
Version	All Members	 <input type="button" value="All"/>
Unit	All Members	 <input type="button" value="All"/>
Fund	All Members	 <input type="button" value="All"/>
Source	All Members	 <input type="button" value="All"/>

Display Member Label as:

Dimension Labels are:

Member Selection Displays:

\* This setting applies to all Planning datasources.



- 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 IncStmnt, 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.

**Preview User Point of View**

**Members**

Available: Account (1-5 of 5, 451 Total)

Find: Name \*  Use Wildcards  Case-Sensitive

Selected: Rows Per Page: 20

Rows Per Page: 20

Name	Default		Name
<input type="checkbox"/> Account			
<input checked="" type="checkbox"/> IncStmnt	Income Statement		
<input checked="" type="checkbox"/> UnitMargAccts	Unit Margin Accounts		
<input checked="" type="checkbox"/> Drivers			
<input type="checkbox"/> Substitution Variables			

OK

**Preview User Point of View**

**Members**

Available: Account (1-5 of 5, 451 Total)

Find: Name \*  Use Wildcards  Case-Sensitive

Selected: 1-3 of 3

Rows Per Page: 20

Name	Default		Name
<input type="checkbox"/> Account			
<input type="checkbox"/> IncStmnt	Income Statement	<input type="checkbox"/>	IncStmnt
<input type="checkbox"/> UnitMargAccts	Unit Margin Accounts	<input type="checkbox"/>	UnitMargAccts
<input type="checkbox"/> Drivers		<input type="checkbox"/>	Drivers
<input type="checkbox"/> Substitution Variables			

OK Cancel

- 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.

**Preview User Point of View**

**Members**

Available: Version (1-20 of 21) »

Find: Name \*  Use Wildcards  Case-Sensitive

Selected: Rows Per Page: 20

Name	Default
<input type="checkbox"/> Version	
<input type="checkbox"/> DataLoad	Data Load
<input type="checkbox"/> TotalVersions	Total Versions
<input checked="" type="checkbox"/> Define	
<input checked="" type="checkbox"/> Refine	
<input checked="" type="checkbox"/> Complete	
<input type="checkbox"/> Whatifs	What If Versions
<input type="checkbox"/> What-If-Budget Office	
<input checked="" type="checkbox"/> What-If	
<input type="checkbox"/> WhatIf_AS	What If - A&S

**Preview User Point of View**

**Members**

Available: Version (1-20 of 21) »

Find: Name \*  Use Wildcards  Case-Sensitive

Selected: 1-4 of 4 Rows Per Page: 20

Name	Default
<input type="checkbox"/> Whatifs	What If Versions
<input type="checkbox"/> What-If-Budget Office	
<input type="checkbox"/> What-If	
<input type="checkbox"/> WhatIf_AS	What If - A&S
<input type="checkbox"/> WhatIf_WC	What If - WC
<input type="checkbox"/> WhatIf_AS.2	What If - A&S Version 2
<input type="checkbox"/> WhatIf_AS.3	What If - A&S Version 3
<input type="checkbox"/> WhatIf_BPA	What If - BPA
<input type="checkbox"/> WhatIf_EHD	What If - EHD
<input type="checkbox"/> WhatIf_LAW	What If - LAW

Help  Cancel

- 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.

**Preview User Point of View**

Members

Available: Unit (1-20 of 60) >>

Find: Name \*  Use Wildcards  Case-Sensitive

Selected: Rows Per Page: 20

Unit		Name
<input type="checkbox"/>	Unit	
<input type="checkbox"/>	TotalUnits	Total Units
<input type="checkbox"/>	TotalUniversity	Total University
<input type="checkbox"/>	PrimaryUnits	Primary Units
<input type="checkbox"/>	AcademicUnits	Total Academic Units
<input type="checkbox"/>	A&S	College of Arts & Sciences
<input checked="" type="checkbox"/>	BPA	College of Business & Public Admin
<input type="checkbox"/>	EHD	College of Education & Human Dev

**Preview User Point of View**

Members

Available: Unit (1-20 of 60) >>

Find: Name \*  Use Wildcards  Case-Sensitive

Selected: 1 of 1 Rows Per Page: 20

Unit		Name
<input type="checkbox"/>	Unit	
<input type="checkbox"/>	TotalUnits	Total Units
<input type="checkbox"/>	TotalUniversity	Total University
<input type="checkbox"/>	PrimaryUnits	Primary Units
<input type="checkbox"/>	AcademicUnits	Total Academic Units
<input type="checkbox"/>	A&S	College of Arts & Sciences
<input checked="" type="checkbox"/>	BPA	College of Business & Public Admin
<input type="checkbox"/>	EHD	College of Education & Human Dev
<input type="checkbox"/>	CEM	College of Engineering & Mines
<input type="checkbox"/>	NUR	College of Nursing
<input type="checkbox"/>	JDO	School of Aerospace Sciences
<input type="checkbox"/>	LAW	School of Law
<input type="checkbox"/>	SMHS	School of Medicine & Health Sciences

Help  Cancel

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

**Setup User POV** x

Select a database connection and then select the members you want to be available to you when using the User Point of View.

Database Connection:

Dimension	Choices List	
Account	IncStmnt, UnitMargAccts, Drivers	<input type="button" value="All"/>
Period	All Members	<input type="button" value="All"/>
Years	All Members	<input type="button" value="All"/>
Scenario	All Members	<input type="button" value="All"/>
Version	Define, Refine, Complete, What-If	<input type="button" value="All"/>
Unit	BPA	<input type="button" value="All"/>
Fund	All Members	<input type="button" value="All"/>
Source	All Members	<input type="button" value="All"/>

Display Member Label as:

Dimension Labels are:

- 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