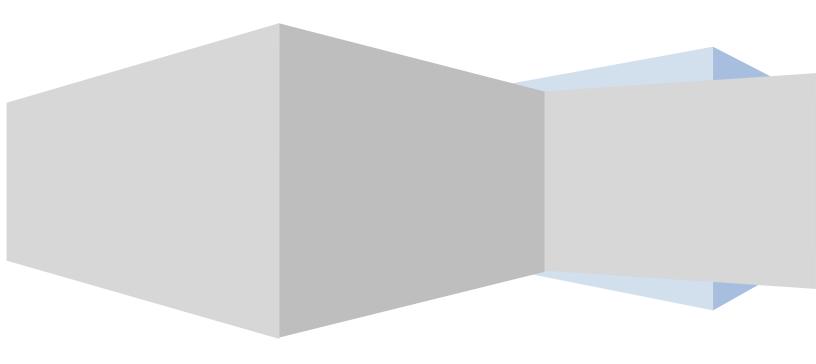
UND NORTH DAKOTA. **PBCS System Guide**





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North bakota 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.

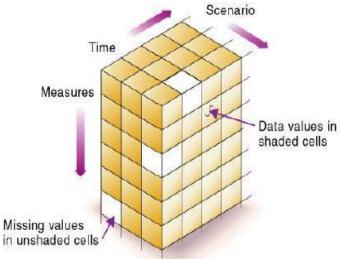
For example, the member name **College of Arts & Sciences,** describes the data related to the College of Arts & Sciences expenses and the member name **March** describes the data related to March. Therefore, March College of Arts & Sciences identifies the Metadata for the College of Arts & Sciences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

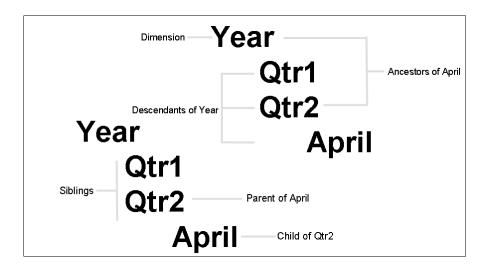
Drilling down is the process of retrieving progressively detailed data from a dimension by expanding a parent member to reveal its children. The expansion can reveal hierarchical relationships, such as those between a parent entity and its child entity, a parent account and a child account or a summary 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.



UND NORTH DAKOTA. 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	

UND NORTH DAKOTA Using PBCS - UND Primary Units



Log In

Navigate to the <u>PBCS website</u>. Enter your identity domain: unorthdakota

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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.

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

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- 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 <u>Appendix A</u> 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

ask - 1.10 Review Credit Hour	s Task Instructions				Refreshes your selection.	Ŀ,
FY 2016	 Actual-Allocated 		▼ Complete		▼ Total Academic Units	
			> Year Tota			
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Planning and Budgeting Service Allocate - Task List	Status ×					
> Forms	sk List Status					
> Manage Task Lists	Task - 1.10 Review Credit Hours Task Instructions					
My Task List						
Academic Units Task List	FY 2016 Ctual-Allocated	Com	plete	 Total Academic Units 	T	
UND Plan Process Overview		>	Year Total			
I.00 Review Drivers	CRC - Traditional Undergraduate Alumni Dependent (AL	DEP)	293			
🞯 1.10 Review Credit Hours	CRC - Traditional Undergraduate Contiguous States (CC	(ITMC	4,799			
1.20 Review Headcount, FTEs and Squi	CRC - Traditional Undergraduate Midwest Student Exch	ange Program (MHEC)	15,700			
2.00 Input Direct Revenue and Expenses	CRC - Traditional Undergraduate Minnesota Reciprocity	(MINNR)	106,223			
3.00 Review Model Income Statement	CRC - Traditional Undergraduate Western Exchange Pro	ogram (WUE)	11,362			
	CRC - Traditional Undergraduate North Dakota Resident	t (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	e Program (MHEC)	2,597			
	CRC - Online Undergraduate Minnesota Reciprocity (MI)	NNR)	7,209			
•	CRC - Online Undergraduate Minnesota Professional (M	NPRO)	7			
	CRC - Online Undergraduate Western Exchange Progra		1,640			
	CRC - Online Undergraduate North Dakota Resident (NE	ORES)	9,514			
	CRC - Online Undergraduate North Dakota Military (NDN	AIL)	1,926			
	CRC - Online Undergraduate Non-Resident (N_RES)		2,130			
	Interpretation of the second secon		25,713			
	CRC - Graduate Alumni Dependent (ALDEP)					
	CRC - Graduate Contiguous States (CONTI)		2,945			
	CRC - Graduate Midwest Student Exchange Program (M	IHEC)	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

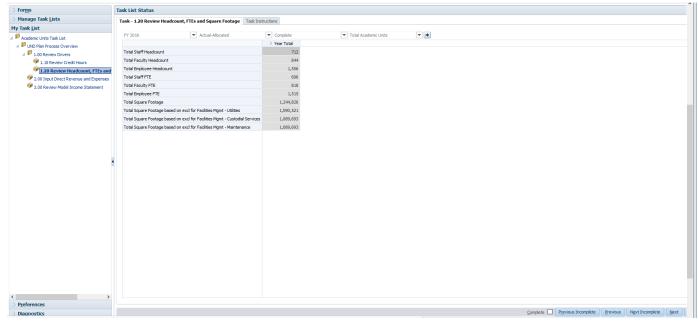






b. Task 1.20 Review Headcount, FTEs, and Square Footage: this task will allow you to view the drivers

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.



NORTH DAKOTA. **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.

r <u>m</u> s	Task List Status				
anage Task <u>L</u> ists	Task - 2.00 Input Direct Revenue and Ex	penses Task Ins	tructions		
ask <u>L</u> ist		1.00			
Academic Units Task List	FY 2016 💌 Ac	tual-Allocated	Col		▼ Tot
UND Plan Process Overview		Restricted	Vear Unrestricted	Other_Plant	✓ Total Fund
1.00 Review Drivers	Direct Tuition - Graduate		29,090,888	o tha g hant	29,090,888
1.10 Review Credit Hours	Craduata Waiyora	-5,311	-6,051,080		-6,056,391
1.20 Review Headcount, FTEs and Squit	4 Net Grad Tuition	-5,311	23,039,808		23,034,497
2.00 Input Direct Revenue and Expension	Federal Grants and Contracts	37,376,033	0		37,376,033
3.00 Review Model Income Statement	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 Maintenar	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 r below.	nembers on th	e user Point of View listed	^
Years			
FY16	Select		
Scenario			
Actual-Unallocated	Select		
Version			
Complete	Select		
Unit			
EERC	Select		
Fund			
TotalFund	Select		
Source			~
Help		<u>о</u> к <u>с</u> а	ncel





Planning and Budgeting Cloud Service Workspace - Mozilla Firefox		
0 A https://undpb-unorthdakota.pbcs.us2.oraclecloud.com/workspace/index.jsp		
ORACLE Planning and Budgeting Cloud Service Workspace		
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🔥 🗎 😸 🍲 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	
		Year Total
	Revenues	
	Tuition General Tuition - Traditional Undergraduate (Instruction)	6.748.385
	General Tuition - Traditional Undergraduate (Instruction) General Tuition - Traditional Undergraduate (Record)	5.424.032
	General Tuition - Online Undergraduate (Incord)	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 Net Grad Tuition	(271.115) 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)
		117 520
	Indirect Cost Recovery Gifts	117,530 1,480,628
	Investment Income	7,042
	Sales and Services	013 540
	Other Sales and Services Total Sales and Services	912,549 912,549
		012,040
	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.

🕘 Planning and Budgeting Cloud Service Workspace - Mozilla Firefox) () () https://undpb-unorthdakota.pbcs.us2.oraclecloud.com/workspace/index.jsp E Planning and Budgeting Cloud Service Workspace <u>N</u>avigate <u>F</u>ile <u>E</u>dit <u>Vie</u>w Favo<u>r</u>ites <u>T</u>ools <u>A</u>dministration <u>H</u>elp 🐴 📔 🧭 🎥 Explore) 🔲 🌒 🛞 🖏 🐪 TE 📲 🚚 Q - 🏫 🖧 Planning and Budgeting Service Allocate × > For<u>m</u>s Task List Status > Manage Task Lists Task List Status - All My Task List Academic Units Task List Other Units Task List Incomplete Complete Overdue Incomplete 100.0% Task List Status - All Task List Tasks - All



2. Double click the Primary Units Reports folder.

i 🌢 🗎 https://undpb-unort	thdakota.pbcs.us2. oraclecloud.com /workspa	ce/index.jsp		
DRACLE' Planning and Bu	udgeting Cloud Service Workspace			
avigate <u>Fi</u> le <u>E</u> dit <u>V</u> iew Favo <u>r</u> ites	Tools Help			
🔥 🗎 💋 🦓 Explore 📑 🖺				
	Vilocate Explore: / ×			
Planning and Budgeting Service A		Туре	Modified	Description
Planning and Budgeting Service A Folders	Wocate Explore: / ×	Type Folder	Modified 9/1/16 3:19 PM	Description
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Planning and Budgeting Service A Folders A Difference Content of the service A Planning and Budget Office Reports	Vlocate Explore: / × / / * Name Point Poi	Folder	9/1/16 3:19 PM	Description Contains sample data loaded up at install time
Planning and Budgeting Service A Folders Root Budget Office Reports Primary Unit Reports	Vilocate Explore: / × / / * Name Dig Budget Office Reports Dig Primary Unit Reports	Folder	9/1/16 3:19 PM 9/9/16 7:45 AM	

3. Double click the desired report.

/P	rima	ary Unit Reports			
1	*	Name 🛆	Туре	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 collasped cost pools
		IncStmt - One Year and Year Total with Fund breakdown	Financial Reporting	6/28/18 10:51 AM	Total Univ Model Stmt collasped cost pools
		IncStmt - Three Year Variance Report by Unit	Financial Reporting	6/28/18 10:53 AM	Total Univ Model Stmt collasped cost pools
		IncStmt - Three Year Variance Report by Unit and Fund	Financial Reporting	6/28/18 10:54 AM	Total Univ Model Stmt collasped cost pools
		IncStmt - Two Year Variance Report by Unit	Financial Reporting	6/28/18 10:55 AM	Total Univ Model Stmt collasped cost pools
		IncStmt - Two Year Variance Report by Unit and Fund	Financial Reporting	6/28/18 10:55 AM	Total Univ Model Stmt collasped 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'

This report/book runs f	or the members on the user Point of View listed be	ow.
Years		
FY 19	Select	
Scenario		
Plan	Select	
Version		
Complete	Select	
Unit		
BPA	Select	
Source		
TotalUserView	Select	
Help	OK Can	

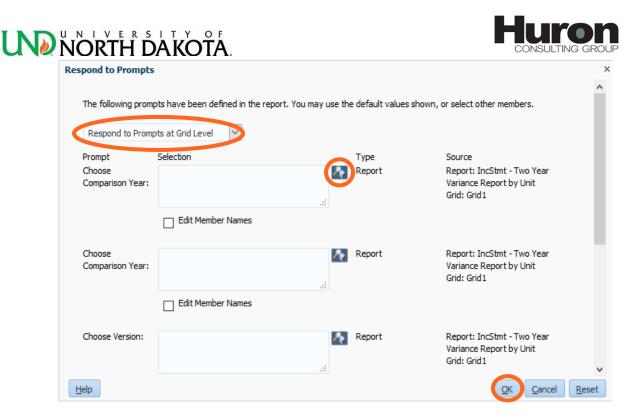


Use the sign or click on the members.

Available: Years (1-11 of 11) Find: Name 🗸 * 🗗 Use Wildcards Case-Ser	nsitive
Name	Default
Vears	
VE OFY 12	FY 2012
✓ ○ FY13	FY 2013
✓ OFY14	FY 2014
✓ ○ FY15	FY 2015
VI _ FY 16	FY 2016
✓ FY17	FY 2017
VE OFY 18	FY 2018
6 (FY 19	FY 2019
₩ _ FY20	FY 2020
Substitution Variables	
	,

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.

ORACLE Planning and Budgeting Cloud Service Workspace
Navigate File View Favorites Tools Help
Planning and Budgeting Service Explore: /Primary Unit Reports IncomeStatement - One Year and Year Total ×
Years: FY19 Scenario: Plan Version: Complete Unit: BPA Fund: TotalFund Source: TotalUserView

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.

	2							
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	OR	ACL	_ E. I	Plannin	g a	nd Bud <u>e</u>	jeting	g Cloud
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			Log Off	:		<u>P</u> ov	verPo	int
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8. To navigate to the report listing, click the Explore:/Primary Unit reports tab.

ORACLE Planning and Budgeting Cloud Service Workspace
<u>N</u> avigate <u>File View Favorites T</u> ools <u>H</u> elp
🚳 🗎 💋 🍖 Explore 🖉 🏂 🖏
Planning and Budgeting Service Allocate Explore: /Primary Unit Reports IncStmt - Annual with Fund Expansion Available ×
/Primary Unit Reports/IncStmt - Annual with Fund Expansion Available
Years: FY18 Scenario: Plan Version: Refine Unit: TotalUniversity Fund: TotalFund Source: UserView

Changing You Password in PBCS



Log In

- 1. Navigate to the <u>PBCS website</u>.
- 2. Enter your identity domain: unorthdakota

de (de Vero Hetroy Codentis Tash Hetr	Ø)	\times
IIII University of North X Spin In To ORACLE CLOUD X +			
🜾 🗈 🔒 https://ognusi.2-aradedoud.com/oam/server/obrareq.cg?lencquer/%3D058U/5DN%Vv2Phv4772fs1v7mhpUMsg86CNsd2agtCQ198%281HCUtsR7zHEv565stp2HPW8rEaFF 🥑 🔍 Search 🛱 🔯 🏓 💆 🕇	Θ	€	≡
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SIGN IN TO DRACLE CLOUD			
Coppright @ 2013, 2015, Oracle and/or its affiliates. All rights reserved.			

3. Enter username and password:

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Sign In To ORACLE CLOUD × +		
🔹 🛈 🖨 https://login.us2.oradedoud.com/oam/server/auth_cred_submit	C Q Search	☆ @ ♥ ♥ ☑・ ★ ❷
📓 Most Visited 🧶 Getting Started 🔤 Log on to PeopleSoft 💽 Prod-PBCS 🧟 Test-PBCS 🛞 SpacePolicyChart.pdf 💻 Sanford Members 🕼 Oracle PeopleSoft Ent 🁔 ::Dashboards: Admin 🔤 M	Model for Incentive-B 🎫 THI Connect : Sign In 👘 iDashboards	🚯 Sites 🔺 Oracle PeopleSoft Ent 🌍 Build_iDashboards
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Click the down arrow next to your user id in the top right corner. Select "My Profile" from the drop down list.

		🔄 👻 🔊
unorthdakota 👳 Preferences 🖥	sarah.abentroth@und.e	edu 🔻
ORACLE' CLOUD My Home	My Account	
	My Services	
	Help	•
	My Profile	
My Oracle Services Domain: unorthdakota 🔹 🖈 Data Center: US Commercial 2	About	
	Diagnostics	
*	Sign Out	
Oracle Enterprise Performance Management undpb		
Oracle Enterprise Performance Management undpb-test		
* My Services		

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

			unorthdakota 🞈 Preferences 🗸 sarah.	abentroth@und.edu 👻
	My Home		My Oracle Services	🌺 My Profile
My Profile Data Cent	er: US Commercial 2 (Time 7)	nne: IIS/Central)		
	7. 00 00mmerciar 2 (1me 20	ine. ooroennar		
User Information				
Note: Identity domain administ	ators can update First Name,	, Last Name and Email from the Users tab in	My Services; these cannot be updated via My	Profile.
First Name	Sarah			
Last Name	Abentroth			
Email	sarah.abentroth@und.edu			
Change Password Current password will expire o	n 29-Nov-2017 6:49 AM CST.			
* Old Password		Password Policy		
* New Password				
* Confirm New Password				
	Submit Re	set		
Change Challenge Q	lestions			
* Current Password				
* Question 1		•		

5. You have successfully changed your password!





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.

▶ For <u>m</u> s
Manage Task Lists
My Task <u>L</u> ist
Budget Office Task Lists
🔺 芦 Other Units Task List
UND Plan Process Overview
1.00 Review Headcount, FTEs and Square
2.00 Input Direct Revenue and Exper
🞯 3.00 Review Income Statement

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

	FY 2018	 Plan 	 Refine 	 Housing & Dining Services
--	---------	--------------------------	----------------------------	---

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

Adjust Adjust Adjust Adjust Adjust Supporting Detail Image: Comments Imag	option.				
325,000 Edit 325,00 Edit Adjust Adjust Adjust Adjust 325,00 Comments Supporting Detail 325,00 Supporting Detail Sig Change History 325,00 Attachments Analyze Analyze Analyze New Ad Hoc Grid 4,60 Apply Apply Apply	Restricted	Unrestricted	Other_Plant	🚽 T	otal Fund
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4,600 Select All 4,6 Data Validation Messages Apply		🔕 New A	d Hoc Grid		
Data Validation Messages Apply	4,600	·			4.6
Apply	1,000				170
		Data \	/alidation Messages		
30,000 30,0		Apply		•	
		30,000			30,0

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





	📥 Unit: Ua	
👷 Source: User View 🛗 Years: FY 2018 🔛 Scenario: Plan 🔛 Version: Refine		ousing & Dining Services
Account: 472000, Period: YearTotal, Fund: Unrestricted 🔽		
Actions 🗸 View 🖌 🐈 🗶 🔯		
Comment	User	Date
No data to display		
		¥
Help		Close

5. Type comments as desired and click "Add."

Comments					×
Source: User View	Wears: FY 2018	🔣 Scenario: Plan	Wersion: Refine	ሔUnit: Housing & Dir	Insert
Account: 472000, Period: Year	Total, Fund: Unrestricted 🔽				Comments
Tahoma 💙 1	🗧 🔊 🖓 📔 🚯	🐁 🔳 🖣 💷 🖉			
B/ <u>U</u> S ₂ S ² S		E 🕂 🏝 🖉 🖗			
Type comments as desired					
Apply to all selected cells					Add Cancel Close
					, ii.,

6. The added comment will display as a listing.





Comments					×
Source: User View	Years: FY 2018	🔣 Scenario: Plan	Wersion: Refine	🖧 Unit: Housing & I	Dining Services
Account: 472000, Period: Year					
Actions 🗸 View 🗸 🕂 💥					
Comment				User	Date
Type comments as desire	d			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	-
		Year	ar Total	
	Restricted	Unrestricted	Other_Plant	I 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				

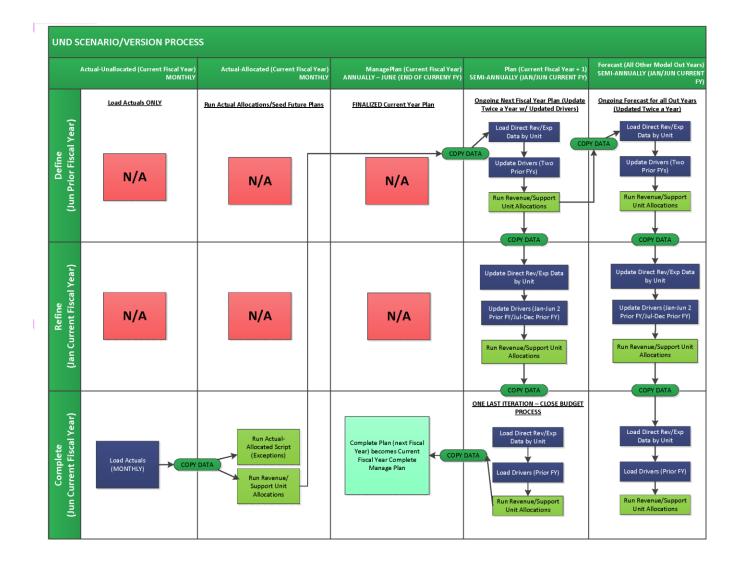
10. To review the comments, right click on the cell and select comments to display the comments log.





Comments					×
Source: User View	WYears: FY 2018	🛗 Scenario: Plan	Wersion: Refine	🖧 Unit: Housing &	Dining Services
Account: 472000, Period: Year					
Actions 🗸 View 🚽 🕂 💥					
Comment				User	Date
Type comments as desired	d			sarah.abentroth@u	4/18/17
Help					Close

North bakota. 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.

igate File Edit View Favorite: 🗈 🚰 😪 Explore 🗃 🛙	s <u>T</u> ools <u>H</u> elp a 🎸 🛍 🖮 🕫 🗭			
	ixplore: / ×			
olders		-		-
🛛 📁 Root	Name 🛆	Туре	Modified	Description
📁 Budget Office Reports	Budget Office Reports	Folder	9/12/18 1:46 PM	
Miscellaneous Reports	Miscellaneous Reports	Folder	9/12/18 1:57 PM	
🃁 Primary Unit Reports	🃁 Primary Unit Reports	Folder	9/27/18 4:15 PM	
Sample Content	Sample Content	Folder	9/27/17 9:38 PM	Contains sample data loaded up at install tim
Shared Workspace Pages	Distance Pages	Folder	1/25/18 4:39 PM	

2. Select File>Preferences.

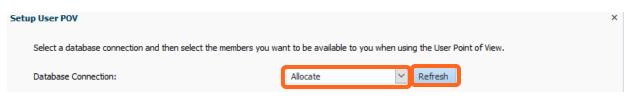
2 2								Planning and Budgeting (Cloud Service W	orkspace - Interi
🎒 https://u	ndpb-unorthdak	ota.pbcs.us2	2.ora	cleo	lou	d.co	m/workspace/index.jsp			
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🛛 🖌 🚺 F	Import		, I	*	-	Na	ame 🛆		Туре	Modified
1	Properties	Alt+Enter				1	Budget Office Reports		Folder	9/1/16 2:19 PM
Subscribe					1	Primary Unit Reports		Folder	11/23/16 10:40 4	
L	<u>oup</u> schoull		_			1	Sample Content		Folder	8/30/16 12:18 PM
L I	Preferences					1	Shared Workspace Pages		Folder	8/30/16 12:18 PM
Þ	1		-			1	📁 Users		Folder	8/30/16 12:18 PM
Log Off										
	E <u>x</u> it									

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



*=	Financial Reporting	
General	General Reporting Studio	
General Explore Financial Reporting Planning	Default Preview Mode HTML Preview PDF Preview User Point of View Preview On Setup Members Query-Ready Export Mode Export To Smart View Smart View Smart View Smart View Smart View Disabled Word Export Export As Image Document(.docx)	 Merge Equivalent Prompts Annotation Print Details Thousands Separator Ormma Period Underscore Space Decimal Separator Ormma Period Underscore Space Date Value Format IMM d, yyyy ▼
Help		OK Cancel

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





SULTING GROU





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.

y





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.

eview User Point of View			
Members			
Available: Account (1-5 of 5, 451 Total)		Selecte	d:
Find: Name 🗸 *	💼 🔽 Use Wildcards 🗌 Case-Sensitiv	ve ~	∧ Rows Per Page: 20 ∨
🖉 🗒 Rows Per Page: 20 🗸			
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DittMargAccts	Unit Margin Accounts		
Drivers			
E Substitution Variables			
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eview User Point of View			
Members			
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Name	Default		VI IncStmt
4 🛅 🗌 Account			
IncStmt	Income Statement		UnitMargAccts
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Substitution Variables		>	
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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.

Waitable: Version (1-20 of 21) * Selected: ind: Name image: image	
Rows Per Page: Name Version Data Load Image: Image: Image: I	
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iew User Point of View Members wailable: Version (1-20 of 21) * ind: Name Use Wildcards Case-Sensitive Selected: 1-4 of 4 Name Use Wildcards Case-Sensitive Selected: 1-4 of 4 Name What If Versions Mentifs What If - A&S What If - A&S Version 2 What If - A&S Version 2	
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	_
What If - A&S Version 3	
What If - BPA What If - BPA	
What If - EHD What If - EHD	
What If - LAW	



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.

P	review User Point of View					×
1	Members					
	Available: Unit (1-20 of 60) »			Selected:		
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	Find: Name 🖌 *	🛍 🔽 Use Wildcards 🗌 Case-Sensitiv	ve	KOWS P	er Page: 20	
	Rows Per Page: 20 V		^		Name	
		Total Units				-
		Total University				
	PrimaryUnits	Primary Units				
	AcademicUnits	Total Academic Units				
	💜 🕅 A&S	College of Arts & Sciences				
	M PA	College of Business & Public Admin	4			
	EHD	College of Education & Human Dev				
Pr	eview User Point of View					×
	Members					^
	Available: Unit (1-20 of 60) »			Selected: 1 of 1		
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					BPA	
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	🔺 🛅 🗌 TotalUniversity	Total University				
	🔺 🚞 🗌 PrimaryUnits	Primary Units				
	🔺 🛅 🗌 AcademicUnits	Total Academic Units				
	🔎 🗌 🗛 🛛	College of Arts & Sciences	>			
	🔎 🔲 BPA	College of Business & Public Admin	3			
	🞾 🗌 EHD	College of Education & Human Dev				
	🞾 🗌 СЕМ	College of Engineering & Mines				
		College of Nursing	۰.			
	oge 🗌 🕪	School of Aerospace Sciences				
	🞾 🗌 LAW	School of Law				
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6. After all preferences have been set, click on the Apply button at the bottom right corner of the form. Click OK.

Database Connection:	Allocate Refresh	
Database Connection.	Allocate	
Dimension	Choices List	
Account	IncStmt, UnitMargAccts, Drivers	All
Period	All Members	All 💦
Years	All Members	All
Scenario	All Members	All
Version	Define, Refine, Complete, What-If	All 💦
Unit	BPA	All
Fund	All Members	All 💦
Source	All Members	All
Display Member Label as:	Member Name	
Dimension Labels are:	Included	

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





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 Bi	rowsers for Each Cl	lient Platform
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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 <u>Oracle Mobile Application Framework 2.1.0 Certification Matrix</u> for a list of supported mobile devices.
- 3. To ensure access to the service, you must configure your browser to (Source: <u>Oracle.com</u>):
 - 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