PBCS Quick Reference Guide
FY2022 Allocation
User Variables

- User variables located at [https://web.uri.edu/budget/pbcs/](https://web.uri.edu/budget/pbcs/) under Resources
- The spreadsheet indicates how the following five fields must be filled out in PBCS in order to view your data accurately.

<table>
<thead>
<tr>
<th>Dimension</th>
<th>User Variable</th>
<th>Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>BM College Trail</td>
<td></td>
</tr>
<tr>
<td>Funds</td>
<td>BM College Trail Fund</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>BM College Trail Non-Fund 100</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>BM College Trail w Fees</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>BM Department</td>
<td></td>
</tr>
</tbody>
</table>
Salary Distribution Reminders

- Salary distribution data on form 1.2 mirrors the payroll master.

- **If there are any questions regarding data on form 1.2 check the payroll master.**
  - This includes questions on a salary distribution or payroll account.

- If a position was recently filled and the position has no salary distribution history in the fiscal year, the PS HR combo code is the assigned salary distribution
To Be Hired

The To Be Hired Form is only for brand new positions not listed in PBCS. It is NOT to be used for the following:

1) Reinvestment positions – funds are allocated on the trail form and the position can be found on form 1.2x.
2) Existing positions that are moving from one unit to another - BFPO can use the split CFS functionality to create a new salary distribution row.
3) Existing vacant positions. These are budgeted on forms 1.1x and 1.2x.
Review Forms & Reports

• Review (read-only) forms update approximately every 15 minutes, so they might be out of sync with changes you’ve recently made.

• Keep in mind that reports only update twice per day.

• If you have both fee and non-fee budgets, both budgets must tie to their respective bottom lines.
Trail FAQ

Q: The information on my trail doesn’t look right?
A: Trails are driven by user variables. Check that the user variables are correct and have in fact saved.

Q: Part of the trail form is missing in my view?
A: Clear browser cache and/or change the browser zoom.

Q: Does my budget have to tie to the baseline column?
A: The budget should tie to the baseline column overall, but not necessarily by line. It’s OK to reallocate from one account to another if appropriate.
Salary Distribution FAQ

Q: Why is there a salary distribution on form 1.2 that does not belong to my area?

A: Check the payroll master - If there was a distribution at any point in the fiscal year on the payroll master, it will be brought into PBCS (even if it is an error). If the position does not need to be budgeted, no action needs to be taken on form 1.2.
Salary Payroll Account FAQ

Q: Why was Reinvestment pre-loaded as the default payroll account for a position? *This occurs very infrequently. This applies to initial data load and does not apply to split budget account!*

A: Check the payroll master. If the position was paid in both 5210 and 5250 during the fiscal year, the payroll account will show as 5226. In this situation, select 5210 or 5250 from the drop-down box to reflect the appropriate payroll account on form 1.2
Q: Why isn’t a position showing in the totals on the input/review form?

A: When budgeting in release, reinvestment or holding, the **fund** and **account** must match on form 1.2 for the input to be reflected on input/review forms.
Example: Fund and account NOT matching

*Fund must be “100 – Release” to match the account code for this input to be reflected on input/review form*
Q: Why aren’t my graduate students showing on the non-compensation forms?

Be sure you’ve selected the correct CFS at the top of the form and clicked “Go” before you budget on Form 1.4.