Budget Allocation
URI Planning and Budgeting
General PBCS Overview
General Application Training

Training on the PBCS Application can be found here https://web.uri.edu/budget/pbcs/ under “Resources”.

General Training Includes:
• Application Log-in
• PBCS Terminology
• Navigation Flows
• Types of Forms
• Basic Functionality
• Application settings
  – General application settings
  – User Variables (end user specific)
Logging Into Planning & Budgeting

To log into Planning and Budgeting:
https://planning-a510386.pbc.us6.oraclecloud.com/workspace
1. Enter your User Name (set as URI email address)
2. Enter your Password

Bookmark this URL
Setting Preferences

To access Preferences, click the Tools cluster, then select the User Preferences card.
In General, select the following options and click Save:

Profile:
- Time Zone: (UTC-05:00) New York - Eastern Time

Alias Setting:
- Alias Table: Default
- Display Member Label as: Alias
Setting Preferences

In Display, select the following options and click Save:

Number Formatting:
- Thousands Separator: Comma
- Decimal Separator: Dot
- Negative Sign: Parentheses
- Negative Color: Red
Setting User Variables

User Variables act as filters in forms, enabling users to only see data and information that are relevant to them.

- When you open a form, the members you set as user variables will already be set in the form.

To access Preferences, click the Tools cluster, then select the User Preferences card.
User Variables act as filters in forms, enabling users to only see data and information that are relevant to them.

- When you open a form, the members you set as user variables will already be set in the form.

User Variables generally only need to be set once, but they can be changed at any time.

A User Variable table is available on BFPO website for further guidance.
When setting **User Variables**, select members for all applicable dimensions (departments and funds) for your area. Members can be selected for each dimension by clicking **Member Selector**.

It is recommended that User Variables are set at the highest level (college/unit) so the various departments in your college/unit can be selected in the Point of View (POV) on input forms as the allocation is built.
Selecting Members

Members can be selected in two ways from the Member Selection window:
- Search Bar
- Hierarchy
Selecting Members

When selecting members through a Hierarchy, click on the member so it is highlighted blue and a blue check mark appears to the left of the member name.

To select a member, click **OK**
- Note that you are only able to select one member at a time – it is advised you select members at the highest level (i.e., Arts & Sciences, not department 2006)
Budget Allocation
Forms for Budget Allocation Completion – Unrestricted Funds

Trail:
3.0, 3.01, 3.02 Trails Review Forms (See Descriptions below under Trails Forms – not all are applicable to all areas)

Personnel:
Position Info Input (1.1a by Department or 1.1d by College)
Position Salary Input (1.2a by Department or 1.2b by College)
1.3a To Be Hired Input and 1.3b To be Hired Review Forms (if applicable)
1.4 Graduate Assistants (if applicable)
1.9a and 1.9b Position Review Forms
Forms for Budget Allocation Completion – Unrestricted Funds

All Other Expense:
3.1 Unrestricted Funds Input
3.2 Unrestricted Funds Review
3.7 Total Fund Review
3.8 Budget Completion
Forms for Budget Allocation Completion – Restricted

Revenue (Auxiliaries and Enterprises ONLY):
2.2 Auxiliaries and Enterprises Fees (excluding Dining)
2.3 Dining Fees (Dining only)

Personnel (all Restricted):
Position Info Input (1.1a by Department or 1.1d by College)
Position Salary Allocation Input (1.2a by Department or 1.2b by College)
1.3a To Be Hired Input and 1.3b To be Hired Review Forms (if applicable)
1.4 Graduate Assistants (if applicable)
1.9a and 1.9b Position Review Forms
Forms for Budget Allocation Completion – Restricted

All Other Expense:
3.5 Other Funds Input
3.6 Other Funds Review
3.7 Total Fund Review
3.8 Budget Completion
Trails
Trails Review Forms – Unrestricted Funds Only

Access Trail forms by clicking on the Non-Compensation Planning Cluster and then selecting the Trails Review Card.
Trails Review Form Descriptions

To identify which Trails form(s) may be applicable to your area:

• 3.0 Trails Review – Fund 100 units excluding fees/revenue shares that cover fringe

• 3.01 Trails Review Non-F_100 – Funds 102,103,104, 106

• 3.02 Trails Review w Fees – Fund 100 units with fees/revenue share that cover fringe
Trails Review Form Sections – *as applicable to your unit*

- PY Allocation – is the previous year’s Allocation (FY19 for FY20 Allocation)
- Transfers through Revised Base – Permanent and OTO Transfers that impact the units’ bottom line (as of date indicated in Guidelines.)
- PY Review Budget – the sum of PY Allocation + Transfers through Revised Base
- Reversals – OTO transfers reversed
- Revised Budget Base – the sum of PY Review Budget + Reversals
Trails Review Form Sections – *as applicable to your unit*

- CY Adjustments – includes the totals for Strategic Initiatives and Operating Adjustments
- RFI – Request for Information Adjustments
- CY Baseline Allocation – the Revised Bottom Line for Current Year Allocation
- Estimated Fringe Benefits
- CY Baseline with Estimated Fringe
### 3.0 Trails Review Form

**Review of all adjustments made for current year**

<table>
<thead>
<tr>
<th>PY Allocation</th>
<th>Total Expenses</th>
<th>100 - Unrestricted Funds</th>
<th>Arts &amp; Sciences</th>
<th>All Programs Less FB Exceptions</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRANSFERED BASE</td>
<td>No Account</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Journal_001 ARTSCI (Baseline)</td>
<td>No Program</td>
<td></td>
<td></td>
<td>1,000</td>
<td>OTO - Transfer of money for summer contracting for new diverse faculty member in History Dept Christian Gonzales; per Eileen Orabone.</td>
</tr>
<tr>
<td>Journal_002 ARTSCI (Baseline)</td>
<td>No Program</td>
<td></td>
<td></td>
<td>1,000</td>
<td>OTO - To designate for Michael Banus for HT Seminar; per Lisa Heddenthal.</td>
</tr>
<tr>
<td>Journal_003 ARTSCI (Baseline)</td>
<td>No Program</td>
<td></td>
<td></td>
<td>300</td>
<td>OTO - To co-sponsor performance of Ain't I a Woman to be held on March 23, 2018; per Eileen Orabone.</td>
</tr>
<tr>
<td>Journal_004 ARTSCI (Baseline)</td>
<td>No Program</td>
<td></td>
<td></td>
<td>1,500</td>
<td>OTO - Office of the Provost in support of the A&amp;S Music Departments Ain't I a Woman Chamber Music Theater in FY18; per Lou Ann Diomandis.</td>
</tr>
<tr>
<td>Journal_005 ARTSCI (Baseline)</td>
<td>No Program</td>
<td></td>
<td></td>
<td>3,445</td>
<td>OTO - Office of the Provost strategic reinvestment of the Chemistry departments SURFINGRE students in FY18; per Lou Ann Diomandis.</td>
</tr>
<tr>
<td>Journal_006 ARTSCI (Baseline)</td>
<td>No Program</td>
<td></td>
<td></td>
<td>1,000</td>
<td>OTO - To cover for participation in the HIT Seminar for Basley, Nikitas, and Golias; per Lisa Heddenthal.</td>
</tr>
<tr>
<td>Journal_007 ARTSCI (Baseline)</td>
<td>No Program</td>
<td></td>
<td></td>
<td>200</td>
<td>OTO - To help sponsor the Music departments Ain't I a Woman event in the Spring, 2018; per Linda Laurenzo.</td>
</tr>
<tr>
<td>Journal_008 ARTSCI (Baseline)</td>
<td>No Program</td>
<td></td>
<td></td>
<td>760</td>
<td>OTO - For Daniel Moncagni for Online COM 202; per Lisa Heddenthal.</td>
</tr>
<tr>
<td>Journal_009 ARTSCI (Baseline)</td>
<td>No Program</td>
<td></td>
<td></td>
<td>7,465</td>
<td>OTO - CFR award for Prof. Peter Costro.</td>
</tr>
</tbody>
</table>

**Initial Balance:** 31,513,270
### 3.02 Trails Review with Fees

#### Review of all adjustments made for current year

<table>
<thead>
<tr>
<th>PY Allocation</th>
<th>Total Expenses</th>
<th>100 - Unrestricted Funds</th>
<th>Arts &amp; Sciences</th>
<th>Program Fringe &amp; COLA Exceptions</th>
<th>BegBalance</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfers through Revised Base</td>
<td>No Account</td>
<td>Journal_048</td>
<td>ARTSO_fee_FB (Baseline)</td>
<td>No Program</td>
<td>9,018.00</td>
<td>OTO - To distribute RN to BS Online Revenue Budget 75% of FY18, 032, F1, F2, per Anna Villa.</td>
</tr>
<tr>
<td>Transfers through Revised Base</td>
<td>No Account</td>
<td>Journal_059</td>
<td>ARTSO_fee_FB (Baseline)</td>
<td>No Program</td>
<td>19,716.00</td>
<td>OTO - To distribute the RN to BS Online revenue budget for Spring 2018 Session 1, per Anna Villa.</td>
</tr>
<tr>
<td>Transfers through Revised Base</td>
<td>No Account</td>
<td>Journal_060</td>
<td>ARTSO_fee_FB (Baseline)</td>
<td>No Program</td>
<td>-22,070.00</td>
<td>OTO - To reverse budget transfer because department is not participating in the online program, per Anna Villa.</td>
</tr>
<tr>
<td>Transfers through Revised Base</td>
<td>No Account</td>
<td>Journal_069</td>
<td>ARTSO_fee_FB (Baseline)</td>
<td>No Program</td>
<td>5,216.00</td>
<td>OTO - OTO - IPERM - FY18 Post Myr Dedicated Fees Adjustments</td>
</tr>
<tr>
<td>Transfers through Revised Base</td>
<td>No Account</td>
<td>Journal_075</td>
<td>ARTSO_fee_FB (Baseline)</td>
<td>No Program</td>
<td>-14,140.00</td>
<td>OTO - To reverse Revenue RN to BS Online Revenue Budget for Spring 2018 Session #2, per Anna Villa.</td>
</tr>
<tr>
<td>Transfers through Revised Base</td>
<td>No Account</td>
<td>Journal_078</td>
<td>ARTSO_fee_FB (Baseline)</td>
<td>No Program</td>
<td>17,435.00</td>
<td>OTO - Distribute RN to BS Online Rev Budget for Spring 2018 Session 2 (GWS &amp; SCM) per Anna Villa.</td>
</tr>
<tr>
<td>Transfers through Revised Base</td>
<td>No Account</td>
<td>Journal_091</td>
<td>ARTSO_fee_FB (Baseline)</td>
<td>No Program</td>
<td>14,533.00</td>
<td>OTO - Distribute RN to BS Online budget for Summer 2018 Session 1 per A. Villa.</td>
</tr>
</tbody>
</table>

#### PY Review Budget

<table>
<thead>
<tr>
<th>PY Review Budget</th>
<th>BegBalance</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>373,320</td>
<td></td>
</tr>
</tbody>
</table>
Amounts from the Trails are summarized by account and CFS on the Unrestricted Input Form as reflected above. Click on the + on CY Baseline, CY Adjustments and PY Revised Base columns to see expanded view. See Trails section below for more information.
3.2 Unrestricted Funds Review form – Trail Components

Click the + to expand hidden cells to reveal CY Baseline components (Revised Base and Reversals as found in the Trail)

Click the + to expand hidden cells to reveal CY Adjustment components (RFI, Strategic Initiatives, Other Adjustments as found on the Trail)

Click the + to expand hidden cells to reveal PY Base components (PY Allocation and Transfers through Revised Base)
Drilling Through

**Drill Through** is a feature in a data cell which allow you to access information and data from the data source.

If a cell contains a drill through symbol located in the top right corner of the cell, you can drill through to the source for additional data.
Drilling Through

To Drill Through:
1. Select the desired cell
2. Click Actions
3. Click Drill Through
4. A Drill Through to source window will display, click the hyperlink in the window

Think Big. We Do.
# Drilling Through

The drill through details are opened in a new tab in your browser.
Position Budgeting
Position Budgeting

There are two cards for position budgeting – please chose ONE card based on the following:

• Budget by Department
  – Chose this option if you want to view and budget your positions by individual department in your college

• Budget by College
  – Chose this option if you want to view and budget all positions in your college at one time
Position Budgeting

• Salary distribution for employees charged to a college will appear on the salary distribution forms (1.2a and 1.2b)
  – Salary distribution for all funds will appear (including Funds 401 and 500)
  – These forms are sorted in fund, department, program order
  – An employee charged to multiple funds will appear multiple times

• Colleges will budget for all positions at once, regardless of funds

• Positions split with funds not previously included in the Allocation excel files, should now be budgeted in full
  – Position budgets for funds 401, 500, 900 will not be fed to PeopleSoft
Access position forms by clicking on the **Position Budgeting Cluster** and then selecting the **Positions by Department Card**.
### 1.1a Position Info

- **Make sure “Years” = FY20**
- **COLA Adjustment** will calculate based on **Salary Base** (includes PY Adj to Contract Salary)
- Remember to click the **Save** after making any changes

Enter **PY Adj to Contract Salary** to account for last FY’s salary adjustments not yet reflected in PBCS. Do not account for contractual increase here. Add comments to cells in this column if making adjustments.

Enter **Other Salary Adj** to account for non-COLA salary increases in the current Allocation FY. Add comments to cells in this column if making adjustments.

Form 1.1a contains data from PeopleSoft HR by PSHR home department
1.2a Position Salary Allocation

Remember to click the **Save** after making any changes.

To change **POV** click the **Edit** button.

**Do not** overwrite the accounts from PeopleSoft. See Split Budgeted Account later in this slide deck.

Enter **Budgeted Pay Period for CFS** and **Budgeted % of Total Salary in CFS**. Once you click **SAVE**, the data is fed to the Non-Compensation Input forms.

Click if you want to use the **Member Selection** window.

This form combines data from 1.1a (from PSHR) and salary distribution of all positions charged to your college/unit (as reflected in your **POV**.)

Budgeted PP for CFS and Budgeted % of Total Salary in CFS will be applied to Total Position Salary and Fringe from Form 1.1a.
Click on **Go** to change to selected department

Click **OK** after selecting a new department

If using the **Member Selection** window, make sure selected member has **blue** checkmark
Access positions forms by clicking on the **Position Budgeting Cluster** and then selecting the **Positions by College Card**.
1.1d Position Info by College

Enter **PY Adj to Contract Salary** to account for last FY’s salary adjustments not yet reflected in PBCS - Do not account for contractual increase here. Add comments to cells in this column if making adjustments.

Enter **Other Salary Adj** to account for non-COLA salary increases in the current Allocation FY. Add comments to cells in this column if making adjustments.

**COLA Adjustment** will calculate based on **PY Adj to Contract Salary**.

Form 1.1a contains data from PeopleSoft HR by PSHR home department.

---

**THINK BIG - WE DO**

---

THE UNIVERSITY OF RHODE ISLAND
This form combines data from 1.1d (from PSHR) and salary distribution of all positions charged to your college/unit (as reflected in your POV.)
Budgeted PP for CFS and Budgeted % of Total Salary in CFS will be applied to Total Position Salary and Fringe from Form 1.1d

Remember to click the Save button after making any changes.

Do not overwrite the accounts from PeopleSoft. See Split Budgeted Account later in this slide deck.

Enter Budgeted Pay Period for CFS and Budgeted % of Total Salary in CFS. Once you click SAVE, the data is fed to the Non-Compensation Input forms.
Show Position Info

- “Position Details” will display information for the position selected.

- “Show All Positions” will open a form containing additional position information for all positions in your current POV.

Right click on any position in the left-most column containing title and position number to show additional position info.
To get out of this form click on 1.1a Position info (or 1.1d Position Info if you are inputting in the College input form.)
Split Position CFS (Brand new splits within your College)— Forms 1.2a or 1.2b Position Salary by Department or College

- If a position was split historically, PBCS should already reflect the positions in the appropriate chartfield strings on these forms.
- Only follow directions for Splitting Salary Distribution if a brand new split needs to be included in your allocation.
- If a unit must include a brand new split with a department to which it does not have access (i.e. another college/unit) you must contact your budget analyst for assistance.
Right click on desired position, and a pop-up box will appear. Choose Split Position CFS
Split Position CFS (Brand new splits)– Forms 1.2a by or 1.2b Position Salary by Department or College

Fill out Target info to reflect the fund, department and program for the new split. Click Launch. A new line will be created for the position.

Do not change source data

If a different Target department is selected, you may need to change the POV to see the new split. Remember to change the # of pay-periods for both positions to ensure not more than 26 pp’s are budgeted.

After clicking Launch you will see the split on form 1.2a or 1.2b. Then, click Save on form 1.2a or 1.2b.

THINK BIG. WE DO.
Split Budgeted Account

- This functionality will be used when budgeting in accounts 5226, 5228 and 5229 – (ONLY Fund 100 can utilize these accounts in PBCS.)
- DO NOT simply change the account on the position form!! Data will not flow properly to the non-compensation forms.
- To split or change the budgeted account to 5226, 5228 and/or 5229, the “Fund” will be aligned with the account automatically.
- When budgeting a position in account 5226 – Reinvestment, PBCS will return Fund-100 Reinvestment on the Position Allocation forms. The same will apply to account 5228 – Holding and account 5229 – Release time.
- This will allow the data to flow through to the appropriate account on the Non-Compensation forms.
Right click on desired position, and a pop-up box will appear. Choose Split Budgeted Account.
If Reinvestment, Holding or Release budgets need to be re-allocated to other non-state-payroll accounts, you may do so on the Non-Compensation forms. See Non-Compensation Unrestricted (Form 3.1) section below for more information about how to reallocate.

After clicking Launch, you will see the split on form 1.2a or 1.2b. Then, click Save on form 1.2a or 1.2b.
1.3 To Be Hired

Access To Be Hired forms by clicking on the Position Budgeting Cluster and then selecting the To Be Hired Card.
1.3 To Be Hired – Fund 100

To be used for new positions that do not exist in PeopleSoft.

Important! Unrestricted units adding new positions will have to cover the fringe by returning an unbalanced budget.

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Union Input</th>
<th>Health Plan Input</th>
<th>Retirement Plan Input</th>
<th>Position Type Input</th>
<th>Budgeted Account</th>
<th>TBM Salary Amt</th>
<th>Total Position Salary</th>
<th>Status</th>
<th>Total Position Known</th>
</tr>
</thead>
<tbody>
<tr>
<td>To Be Hired 1</td>
<td>ASUSER</td>
<td>Vacant - Not Known</td>
<td>Not Eligible</td>
<td>Not Indicated Yet</td>
<td>5250 - Non-Class and Faculty</td>
<td>20,000</td>
<td>20,000</td>
<td>Vacant</td>
<td>4,396</td>
</tr>
<tr>
<td>To Be Hired 2</td>
<td>ASUSER</td>
<td>Vacant - Not Known</td>
<td>Not Eligible</td>
<td>No</td>
<td>5250 - Non-Class and Faculty</td>
<td>20,000</td>
<td>20,000</td>
<td>Vacant</td>
<td></td>
</tr>
<tr>
<td>To Be Hired 3</td>
<td>ASUSER</td>
<td>Vacant - Not Known</td>
<td>Not Eligible</td>
<td>No</td>
<td>5250 - Non-Class and Faculty</td>
<td>20,000</td>
<td>20,000</td>
<td>Vacant</td>
<td></td>
</tr>
<tr>
<td>To Be Hired 4</td>
<td>ASUSER</td>
<td>Vacant - Not Known</td>
<td>Not Eligible</td>
<td>No</td>
<td>5250 - Non-Class and Faculty</td>
<td>20,000</td>
<td>20,000</td>
<td>Vacant</td>
<td></td>
</tr>
<tr>
<td>To Be Hired 5</td>
<td>ASUSER</td>
<td>Vacant - Not Known</td>
<td>Not Eligible</td>
<td>No</td>
<td>5250 - Non-Class and Faculty</td>
<td>20,000</td>
<td>20,000</td>
<td>Vacant</td>
<td></td>
</tr>
<tr>
<td>To Be Hired 6</td>
<td>ASUSER</td>
<td>Vacant - Not Known</td>
<td>Not Eligible</td>
<td>No</td>
<td>5250 - Non-Class and Faculty</td>
<td>20,000</td>
<td>20,000</td>
<td>Vacant</td>
<td></td>
</tr>
<tr>
<td>To Be Hired 7</td>
<td>ASUSER</td>
<td>Vacant - Not Known</td>
<td>Not Eligible</td>
<td>No</td>
<td>5250 - Non-Class and Faculty</td>
<td>20,000</td>
<td>20,000</td>
<td>Vacant</td>
<td></td>
</tr>
<tr>
<td>To Be Hired 8</td>
<td>ASUSER</td>
<td>Vacant - Not Known</td>
<td>Not Eligible</td>
<td>No</td>
<td>5250 - Non-Class and Faculty</td>
<td>20,000</td>
<td>20,000</td>
<td>Vacant</td>
<td></td>
</tr>
<tr>
<td>To Be Hired 9</td>
<td>ASUSER</td>
<td>Vacant - Not Known</td>
<td>Not Eligible</td>
<td>No</td>
<td>5250 - Non-Class and Faculty</td>
<td>20,000</td>
<td>20,000</td>
<td>Vacant</td>
<td></td>
</tr>
</tbody>
</table>

Click **Dropdown** cells to select **Fund, Department, and Program** to change POV.

Click **Go arrow**
1.3 To Be Hired – Fund 100

Important - the fund and account must agree

See next slide for further information on inputs required.
1.3 To Be Hired – All Funds

- **Enter Position Title**
- **Click Dropdown cell to select components for the position**
- **Enter Salary Amount**

**Fund and Account must agree**

- Acct = Fund
  - 5226 = 100 Reinvestment
  - 5228 = 100 Holding
  - 5229 = 100 Release
  - 5210, 5250 = 100 Unrestricted Funds
  - 5210, 5250 = All Non Fund 100 (Fund 101, Aux, Ent, etc)

**Click Save icon or Save button above when done**

**Position Review forms to take into account To Be Hired form – these TBH’s are not reflected on Position Info and Salary distribution forms.**
1.4 Graduate Assistants

Access Graduate Assistant forms by clicking on the Position Budgeting Cluster and then selecting the Graduate Assistants Card.
1.4 Graduate Assistants

Notice GA titles on the top and GRA titles below.

Enter Position FTE

Grad Stipend Rates are at the previous year fiscal year’s level

Remember to click the Save button after making any changes

Any changes to Grad Assistant FTEs must be performed on this form. Stipends and waivers will calculate accordingly. Inputs will move to the appropriate input and review forms upon Save.
Position Related Comments

PBCS gives users the ability to add cell comments. Please use the following columns to add comments related to positions:

Position Input (Forms 1.1a, 1.1d) – “PY Adj to Contract Salary”, “Other Salary Adj”
Position Salary Allocation (Forms 1.2a, 1.2b) – “Budgeted PP for CFS”, “Budgeted % of Total Salary in CFS”
To Be Hired (Form 1.3a) – place notes in the Position Title Input section after the title
Graduate Assistants (Form 1.4) – “Position FTE”

To Add a Comment, select the cell in the appropriate column, right click and select Comments. Enter your comments in the box provided and click post.
1.9a, 1.9b Position Review Forms

To access Position Review:

- Click Position Planning Cluster
  and then select Position Review
**1.9a Review by Position**

Review form of all funds broken down by positions
Review form of all funds with programs populated with positions
Access the Position Rates Card under the Position Planning Cluster to see fringe rates, grad rates used for planning, etc.
Access the vertical menu to see additional position rates used in planning.
Positions – Read Only by 5PM June 11th

- Position budgeting will be turned off and changed to “Read Only”
- Will aid with units where positions or salary distribution are shared between different college/units
- Coordinate with college/units with which you share positions – vacation schedules
- Salaries need to be static at some point during the budgeting process so a unit can balance bottom line
Revenue and Expense (non-position) Budgeting
Revenue (Auxiliaries and Enterprises Only)

To access Auxiliary and Enterprises, and Dining Fees forms:

- Click on the Tuition and Fees Cluster and then select either the Auxiliaries and Enterprises Card, or the Dining Fees Card.
2.2 Auxiliaries and Enterprises Fees

Upon clicking save, revenue amounts will transfer to the Input and Review forms (Forms 3.5 and 3.6)

<table>
<thead>
<tr>
<th></th>
<th>FY18</th>
<th>FY19</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Working</td>
<td>Working</td>
</tr>
<tr>
<td>Allocation Budget</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall Enroll</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Spring Enroll</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Total Participation</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td>Budgeted Fee</td>
<td>3,948</td>
<td>3,948</td>
</tr>
<tr>
<td>Fee Increase/Decrease %</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Aux/Entr Fee</td>
<td>3,948</td>
<td>3,948</td>
</tr>
<tr>
<td>Total Fee</td>
<td>3,948</td>
<td>3,948</td>
</tr>
</tbody>
</table>

Enter Fall and Spring Enroll totals in the two left-most columns (white cells)

Remember to click the Save button after making any changes

Total Fee Revenue will calculate automatically

Upon clicking save, revenue amounts will transfer to the Input and Review forms (Forms 3.5 and 3.6)
2.3 Dining Fees

Enter Fall and Spring Enroll totals

Upon clicking save, revenue amounts will transfer to the Input and Review forms (Forms 3.5 and 3.6)

Remember to click the Save button after making any changes

Enter Transfer totals as a negative amount in the appropriate column
All Other Restricted Revenue

- All Revenue for Restricted Funds (excluding Aux/Ent specific fees) is budgeted using Form 3.5- Other Funds Input (see detailed slides below)

- Revenue will continue to be budgeted using numeric account codes

- A downloadable Excel revenue template is provided on BFPO website for use with Funds 101, 105, 115, 126, and 400 to attach in PBCS that will provide detailed backup for revenue projections. These funds must provide this template.

- Fund 110 can access the RFI card to find the revenue amount to budget
All Other Expense - Unrestricted

The Unrestricted Funds form will be used to input budgets for all unrestricted funds. It is suppressed and will only show alpha accounts that have historical data.

To access Unrestricted Funds:

- Click on Non-Compensation Planning Cluster and then select Unrestricted Funds Card
3.1 Unrestricted Funds Input

Enter Allocation Budget in Working column in white cells available for input (exception — do not input Student Aid Grad. on form 3.1. This is populated with inputs on form 1.4)

Enter Variance Comments in comments column

Remember to click Save after making any changes

To change POV click the Edit button

Click if you want to use the Member Selection window

Expenses will be budgeted in the new ORG/budget checking categories (actualls will continue to hit numeric account codes in PS)
3.1 Unrestricted Funds Input

1) If using the Member Selection window, make sure selected member has blue checkmark

2) Click OK after selecting a new department

3) After selecting your member, click Go arrow

* Input must be done on the department level. If the working column is grayed out check your POV and select a department.
Overall review of Unrestricted Funds from previous fiscal years to current year

Inputs from form 3.1 and Position, Grad input forms displayed
To budget in an account that is not listed, right click on the account column and select “Add Account”
3.1 Unrestricted Funds Input – Adding an account

Use Member Selector to choose the new account and click Launch.

The new account will be reflected in the chartfield indicated and a white cell will be available for input in the working column.
To reallocate reinvestment, holding or release, you must choose “Adjustment” account.
3.2 Unrestricted Funds Review form
How to Tie to Bottom Line

- On Form 3.2, in the POV, for “Department” choose your unit/college (i.e. A&S)

- If your college has fees or revenue shares that must cover fringe, in your POV choose program, “Program Fringe and COLA Exceptions” to isolate the appropriate CFS’s. The Total Expenses row for the CY Baseline column will match Form 3.02 Trails Review with Fees. Use the Current Budget vs Baseline ($) Column to track your progress against Allocation Working. This column should be zero before submitting.

- To view your budget excluding fees or revenue shares that cover fringe, in your POV choose program, “All Programs Less FB Exceptions” to isolate the appropriate CFS’s. The Total Expenses row for the CY Baseline column will match Form 3.0 Trails Review. Use the Current Budget vs Baseline ($) Column to track your progress against Allocation Working. This column should be zero before submitting. Funds 102, 103, and 104 should follow this method also.
3.2 Unrestricted Funds Review Form
How to Perform a Review by Department

- You can change the POV to view by department, program, CFS, etc.

If you want to view an entire department:

1. Click on Department
2. Select the department number
3. Click Ok
   Then click the Go arrow on the form
   Program should be set to: All Programs
3.2 Unrestricted Funds Review Form
How to Perform a Review by Program

- You can change the POV to view by department, program, CFS, etc.

If you want to view an entire program for your college:

Click on Program
Enter the program number as P xxxx and hit Enter
3.2 Unrestricted Funds Review Form
How to Perform a Review by Program, continued

Select the Program number from member selector
Click Ok
Click Go Arrow on Form

Department should be set to College
3.2 Unrestricted Funds Review Form
How to Perform a Review by CFS

• You can change the POV to view by department, program, CFS, etc.

If you want to view a specific chartfield string:

In the POV:

Click on Funds and select fund from member selector, Click Ok
Click on Department and select department from member selector, Click Ok
Click on Program and enter the Program number as P_xxxx or find the desired program number, Click Ok
Click Go Arrow on the form
All Other Funds (Restricted) Revenue and Expense

The All Other Funds form will be used to input budgets for all restricted funds. It is suppressed and will only show Revenue accounts and alpha accounts that have historical data.

To access All Other Funds:

- Click on **Non-Compensation Planning Cluster** and then select **All Other Funds Card**
3.5 Other Funds Input - Revenue

Revenue templates must be completed for funds 101, 105, 126, 115, 400 (see resources section of BFPO website for Excel Revenue template). Revenue templates must be attached to form 3.5 (see next slide).

<table>
<thead>
<tr>
<th>FY16 Actual</th>
<th>FY17 Actual</th>
<th>FY18 Actual</th>
<th>FY18 Actual</th>
<th>FY18 Actual</th>
<th>FY19 Actual</th>
<th>FY19 Actual</th>
<th>FY19 Actual</th>
<th>FY19 Actual</th>
<th>FY19 Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Remember to click Save after making any changes.

Enter Allocation Budget working column.

Request submission - high level calculation based on prior year Allocation for all funds – does not reflect user inputs.

Revenue should be entered as a positive number.

Enter Variance Comments in the comments column.

Revenue templates must be completed for funds 101, 105, 126, 115, 400 (see resources section of BFPO website for Excel Revenue template). Revenue templates must be attached to form 3.5 (see next slide).
3.5 Other Funds Input - Revenue

1) To attach the Excel revenue template, select the revenue amount in the Allocation budget column and click on Attachments.

2) Use the attachments menu to choose your file and upload.

**Fund 110** – Revenue for your college has been input in the “RFI” column, for your distribution in your college.
3.5 Other Funds Input - Expense

Remember to click **Save** after making any changes.

<table>
<thead>
<tr>
<th>Fund</th>
<th>Department</th>
<th>FY16 Actual</th>
<th>FY17 Actual</th>
<th>FY18 Actual</th>
<th>FY18 Pre-Encumbrances</th>
<th>FY18 Total Actual</th>
<th>FY18 Revised Budget</th>
<th>FY18 Request Budget</th>
<th>FY18 RFI</th>
<th>FY18 Allocation Budget</th>
<th>FY18 Current Budget v/ Revisited ($)</th>
<th>FY18 Current Budget v/ Revisited (%)</th>
<th>FY18 Current Budget v/ FY Actual ($)</th>
<th>FY18 Current Budget v/ FY Actual (%)</th>
<th>FY18 Variance Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000 - None</td>
<td>State Payroll - Nonclassified</td>
<td>20,000</td>
<td>20,000</td>
<td>20,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>20,000</td>
<td>20,000</td>
<td>20,000</td>
<td>20,000</td>
<td>Comments</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fringe</td>
<td>4,398</td>
<td>4,398</td>
<td>4,398</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4,398</td>
<td>4,398</td>
<td>4,398</td>
<td>4,398</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Expenses</td>
<td>24,398</td>
<td>24,398</td>
<td>24,398</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>24,398</td>
<td>24,398</td>
<td>24,398</td>
<td>24,398</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7101 - Planning Studios</td>
<td>Statement of Revenue &amp; Expense</td>
<td>-515</td>
<td>-1,019</td>
<td>-200</td>
<td></td>
<td></td>
<td>200</td>
<td>200</td>
<td>200</td>
<td>-200</td>
<td>-200</td>
<td>-200</td>
<td>-200</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>All Other Operating</td>
<td>515</td>
<td>1,010</td>
<td>200</td>
<td>200</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Expenses</td>
<td>515</td>
<td>1,010</td>
<td>200</td>
<td>200</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7102 - Service Learning</td>
<td>4504 - Other Income</td>
<td>6,400</td>
<td>6,400</td>
<td>1,000</td>
<td>1,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,000</td>
<td>1,000</td>
<td>1,000</td>
<td>1,000</td>
<td>Comments</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Revenues</td>
<td>6,400</td>
<td>6,400</td>
<td>1,000</td>
<td>1,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,000</td>
<td>1,000</td>
<td>1,000</td>
<td>1,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student Help</td>
<td>1,035</td>
<td>2,692</td>
<td>521</td>
<td>521</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>521</td>
<td>521</td>
<td>521</td>
<td>521</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Summer Research/Research</td>
<td>70</td>
<td>130</td>
<td>211</td>
<td>211</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>211</td>
<td>211</td>
<td>211</td>
<td>211</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fringe</td>
<td>70</td>
<td>130</td>
<td>211</td>
<td>211</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>211</td>
<td>211</td>
<td>211</td>
<td>211</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Expenses</td>
<td>745</td>
<td>5,621</td>
<td>1,500</td>
<td>1,500</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,500</td>
<td>1,500</td>
<td>1,500</td>
<td>1,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Contractual Servs.</td>
<td>745</td>
<td>779</td>
<td>-259</td>
<td>-259</td>
<td>-259</td>
<td>-259</td>
<td>-259</td>
<td>-259</td>
<td>150</td>
<td>150</td>
<td>250</td>
<td>250</td>
<td>Comments</td>
<td></td>
</tr>
<tr>
<td>All Programs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Expenses will be budgeted in the new ORG/budget checking categories (actuals will continue to hit numeric account codes in PS). Enter **Allocation Budget** working column. Enter **Variance Comments** to the comments column.
3.5 Other Funds Input

**IMPORTANT** – do not overwrite any bi-weekly salary, fringe or grad lines. Rules run continuously moving inputs from position and grad forms to this form. If you overwrite any of these account on this form, those amounts will be replaced and you will no longer be balanced.

To change **POV** click the **Edit** button

Remember to click **Save** after making any changes

Click if you want to use the **Member Selection** window

![Image of the 3.5 Other Funds Input Form](image-url)
3.5 Other Funds Input

<table>
<thead>
<tr>
<th>Department</th>
<th>2005 - Landscape Architecture</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010 - Dean Arts &amp; Sciences</td>
<td></td>
</tr>
<tr>
<td>2010 - Art</td>
<td></td>
</tr>
<tr>
<td>2013 - Chemistry</td>
<td></td>
</tr>
<tr>
<td>2014 - Fine Arts Or Galleries</td>
<td></td>
</tr>
<tr>
<td>2015 - Music</td>
<td></td>
</tr>
<tr>
<td>2015 - Communication Studies</td>
<td></td>
</tr>
<tr>
<td>2017 - English</td>
<td></td>
</tr>
<tr>
<td>2018 - Grad LibraryInform St.</td>
<td></td>
</tr>
<tr>
<td>2110 - History</td>
<td></td>
</tr>
</tbody>
</table>

1) If using the Member Selection window, make sure selected member has blue checkmark

2) Click OK after selecting a new department

3) After selecting your member, click Go arrow
3.5 Restricted Funds Input form
How to Track to Bottom Line

- On Form 3.5, select a department in the POV. Each program will have a “Statement of Revenue & Expense” total. When this total is zero, the CFS is balanced.

- Keep in mind revenue and expense must be input as a positive number. The “Statement of Revenue & Expense” calculation is: Revenue – Expense.

- You must click save for the calculation to update.

- Form 3.6 Other Funds Review also has a Statement of Revenue and Expense line. You can update the POV for your college/unit to track your progress in the same manner as Form 3.5.
To access Total Funds Review:

- Click **Non-Compensation Planning Cluster** and then select **Total Funds Review Card**
### 3.7 Total Fund Review

- Presents overall review of inputs for current fiscal year by fund
- Only funds that have been inputted will appear
- Can be viewed at College level or department level

---

#### FY19 Allocation Budget

<table>
<thead>
<tr>
<th></th>
<th>100 - Unrestricted Funds</th>
<th>2026 - Landscape Architecture</th>
<th>3rd Party Self-Supporting</th>
<th>General Fund Self-Supporting</th>
<th>100 - Unrestricted Funds</th>
<th>All Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program</td>
<td>4504 - Other Income</td>
<td>1,000</td>
<td></td>
<td></td>
<td>1,000</td>
<td>1,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1,000</td>
<td></td>
<td></td>
<td>1,000</td>
<td>1,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5,000</td>
<td>1,500</td>
<td>1,500</td>
<td>1,500</td>
<td>1,500</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6,500</td>
<td>5,000</td>
<td></td>
<td>5,000</td>
<td>5,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1,900</td>
<td>1,900</td>
<td></td>
<td>1,900</td>
<td>1,900</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8,409</td>
<td>8,409</td>
<td></td>
<td>8,409</td>
<td>8,409</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8,409</td>
<td>8,409</td>
<td></td>
<td>8,409</td>
<td>8,409</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12,000</td>
<td>12,000</td>
<td></td>
<td>12,000</td>
<td>12,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12,000</td>
<td>12,000</td>
<td></td>
<td>12,000</td>
<td>12,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12,000</td>
<td>12,000</td>
<td></td>
<td>12,000</td>
<td>12,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12,000</td>
<td>12,000</td>
<td></td>
<td>12,000</td>
<td>12,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12,000</td>
<td>12,000</td>
<td></td>
<td>12,000</td>
<td>12,000</td>
</tr>
</tbody>
</table>

To change **POV** click the **Edit** button

Click if you want to use the **Member Selection** window

---

**THINK BIG, WE DO**

---

**THE UNIVERSITY OF RHODE ISLAND**
3.7 Total Fund Review

1) If using the Member Selection window, make sure selected member has blue checkmark

2) Click OK after selecting a new department

3) After selecting your member, click Go arrow
To access Budget Completion form:

- Click **Non-Compensation Planning Cluster** and then select **Budget Completion Card**
3.8 Budget Completion

Budget Completion is to be filled out once ALL funds are completed. This is for ALL FUNDS.

<table>
<thead>
<tr>
<th>Program Area</th>
<th>Budget Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>06 - Landscape Architecture</td>
<td>Not Started</td>
</tr>
<tr>
<td>2100 - Dean Arts &amp; Sciences</td>
<td>Not Started</td>
</tr>
<tr>
<td>2101 - Art</td>
<td>Not Started</td>
</tr>
<tr>
<td>2103 - Chemistry</td>
<td>Not Started</td>
</tr>
<tr>
<td>2104 - Fine Arts Or Culinary</td>
<td>Not Started</td>
</tr>
<tr>
<td>2105 - Music</td>
<td>Not Started</td>
</tr>
<tr>
<td>2106 - Communication Studies</td>
<td>Not Started</td>
</tr>
<tr>
<td>2107 - English</td>
<td>Not Started</td>
</tr>
<tr>
<td>2108 - Grad Urology/Anatomy Studies</td>
<td>Not Started</td>
</tr>
<tr>
<td>2110 - History</td>
<td>Not Started</td>
</tr>
<tr>
<td>2111 - Journalism</td>
<td>Not Started</td>
</tr>
<tr>
<td>2112 - Languages</td>
<td>Not Started</td>
</tr>
<tr>
<td>2113 - Mathematics</td>
<td>Not Started</td>
</tr>
<tr>
<td>2114 - Military Science &amp; Leadership</td>
<td>Not Started</td>
</tr>
<tr>
<td>2115 - Film Studies</td>
<td>Not Started</td>
</tr>
<tr>
<td>2116 - Philosophy</td>
<td>Not Started</td>
</tr>
</tbody>
</table>

After selecting your member, click Save button.

Click a Dropdown cell and select a Budget Status.
Budget Completion – June 14, 2019

• All budgeting to be completed by this due date

• Users will be switched to “Read Only” immediately following this date so that no further changes are made during BFPO review
Reports in Planning and Budgeting connect directly to the database and can be downloaded in a variety of formats (Excel, PDF).

The two broad purposes of any report created in Planning and Budgeting are to:

- Assist users in the system in building their budgets and forecasts
- Help consumer users view budget and forecast development.
Accessing Reports

Reports can be opened in PDF, HTML and Excel formats.
Accessing Reports

When selecting a department, only choose College and Department names without a trailing description.

Ignore (Baseline), (Shared), No Department, and Closed Department.
Accessing Reports

When selecting a program do not choose the following from the left most column:

- No Program
- Statistical Programs
- Mandatory Fees
Accessing Reports

When selecting a fund, only select from All Funds listed in the left most column.

Do not choose the following:
No Fund
NACUBO_Funds
Stat Funds
Reports Useful at Allocation

- Four reports will assist with Allocation
  - Historical Report – includes FY 17, 18, 19 actuals and FY20 Allocation
  - Operating Revenue and Expenses by Fund – includes FY19 all funds totaled and FY20 Allocation by Fund
  - Position Report – College View – Listing of positions by department
  - Position Report – Position View – Listing of all positions
Accessing Reports

Once the Report and the format is chosen, the user can choose what POV to view the report in and press continue to run the report. At Allocation, Version is Working until Allocation becomes Final.

Choose POV at highest level (A&S), lowest level (CFS) or in-between (A&S with Fee_FB programs, etc.)
Troubleshooting
Troubleshooting

PBCS is a web application and from time to time the application will experience browser related issues that can be quickly resolved by the end user.

Clear cookies/cache often in your browser, as this will eliminate many issues.
Scrolling Through Forms

If you are having trouble viewing all contents of a form, be sure to check your scroll bars.

Depending on the browser, you might have to adjust your web browser scroll bar or the scroll bar on the form.

Browser

Form

Form
Changing Zoom – when input field disappears

If your input field disappears, change your zoom.

Hey, where'd my data go? It was just there!

Access the zoom feature on your web browser. Displayed is Firefox browser, other browsers have zoom in a different location.
Changing Zoom – when input field disappears

If your input field disappears, change your zoom.

Change the zoom for your web browser to a percentage less than what appears currently (i.e. 85%)

In PBCS click Refresh. If data does not reappear, lower zoom % and refresh again.
My Selection Did Not Save

If the instructions indicate to click save, make sure you do in fact click save. This process can take a little while. Your mouse arrow should appear as a turning circle while the application is saving.

When saving User Variables, you must receive this message after clicking save.

When using the member selector, ensure your selection is highlighted blue and the blue check mark appears. Don’t forget to click the Go Arrow after changing the POV.
If you receive the above error message, you must change your POV to be at a department level rather than at the college level.