

THE
UNIVERSITY
OF RHODE ISLAND

Financial Strategy & Planning

PBCS Quick Reference Guide

PBCS Training Video

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User Variables

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

User Variables

Dimension	User Variable	Member
Department	BM College Trail	
Funds	BM College Trail Fund	
Department	BM College Trail Non-Fund 100	
Department	BM College Trail w Fees	
Department	BM Department	

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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

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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 – see previous slide. These are budgeted on forms 1.1x and 1.2x.

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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.

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Form Instructions

- Clicking on the “information” button on most forms will allow you to access more detailed instructions. Please review these important reminders:

3.1 Unrestricted Funds Input

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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.

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Salary Distribution FAQ

Q: Why is there is 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.

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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

Budgeted Account	
5210 - Class	↕
5250 - Non-Class and Faculty	↕
5226 - Reinvestment	↕

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Release, Reinvestment, Holding FAQ

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*

Period BegBalance	Scenario Allocation Budget	Version Working	Years FY21	roll Fund %	Budgeted Account
100 - Release	2100 - Dean Arts & Sciences	0000 - None	Sr Word Processing Typist (00000638)	100%	5229 - Release Time

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Release, Reinvestment, Holding FAQ, cont.

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

1.2b Position Salary Allocation by College ⓘ

Period BegBalance	Scenario Allocation Budget	Version Working	Years FY21		ne	Position Title	Payroll Fund %	Budgeted Account	PP for Position
100 - Unrestricted Funds	2006 - Landscape Architecture	0000 - None	Professor (00002964)		Professor	100%	5229 - Release Time	26	

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Graduate Assistants FAQ

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.

1.4 Graduate Assistants ?

Period	Scenario	Version	Years	Funds	Department	Program															
BegBalance	Allocation Budget	Working	FY22	101 - Unrestricted Self Supporting	2101 - Art	1100 - Start-up Funds															
							Position FTE	Graduate Assistant Stipends - 5252	Graduate Research Assistant Stipends - 5253	Total GA & GRA Stipends	FICA - Medicare	FICA - SS	FICA - 5281	SBA - 5289	Total Fringe	Graduate Tuition Waiver - 6584	Total GA Fee - 6583	Total Tuition/Fees			

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