Planning and Budgeting Cloud Services

(PBCS)
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PBCS Overview

What is PBCS?
Planning and Budgeting Cloud Service is a budgeting and planning application that allows users to:

- Identify proposed revenues and expenditures for the upcoming fiscal year.
- Compare current and prior year’s operating budgets.
- Manage position related data such as salary, distribution allocation, and position status (filled or vacant).

FY 20 budget will be completed in PBCS. A copy of the FY 19 operating budget listing revenues, expenses, and transfers will be loaded in PBCS. The budget is status quo, “the same as it was the year before”.

Any changes or updates made in PBCS are effective for the new budget year, starting September 1, 2019.

Budget Administrators are responsible for:

- Reviewing Position information to ensure all budgeted positions and employees are included in the new budget year.
- Updating Interdepartmental Transfers on a “Source” basis.
- Reconciling Revenues and Expenses for each Cost Center.

Steps to Complete Budget

- Salary Roster (Reports)
- Position updates (Position Budget Forms)
- Fringe Calculations (Other Position Types and Department Budget Form)
- Intrafund Transfers (Transfers Forms)
- Department Budget updates (Department Budget Form)
- Reconciliation of Changes (Reconciliation of Changes Worksheet)
# FY 20 Budget Calendar

<table>
<thead>
<tr>
<th>Key Dates</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 28th – Feb 22nd</td>
<td>PBCS Training dates (attendance is mandatory every year).</td>
</tr>
<tr>
<td>Feb 15th</td>
<td>Budget Calendar, Fringe Benefits and Reconciliation of Changes Worksheets available on Budgets, Planning and Analysis Web Page.</td>
</tr>
<tr>
<td>Mar 1st</td>
<td>Position data pulled from UT Share. Changes made in UT Share after this date will not be reflected in PBCS.</td>
</tr>
<tr>
<td>Mar 11th</td>
<td>Email Budget Managers/Administrators PBCS Link and web site.</td>
</tr>
<tr>
<td>Mar 11th</td>
<td>PBCS open for budget entries.</td>
</tr>
<tr>
<td>Mar 11 – 30th</td>
<td>Faculty Salary Adjustments: Retentions &amp; Gender increases, Tenure &amp; Promotion increases, etc. (Departments to enter during their budget work time).</td>
</tr>
<tr>
<td>Mar 18-29th</td>
<td>PBCS Labs (specific dates, times and location will be announced).</td>
</tr>
<tr>
<td>Mar 29th</td>
<td>Final day to make budget changes in PBCS.</td>
</tr>
<tr>
<td>Mar 29th</td>
<td>The Reconciliation of Changes Worksheets due to Budget office. Email worksheets to your Budget Resource.</td>
</tr>
<tr>
<td>April 1st</td>
<td>Department users access will be changed to “view only”.</td>
</tr>
<tr>
<td>Sept 1st</td>
<td>Budget available in UT Share.</td>
</tr>
</tbody>
</table>

## Using PBCS Workspace

### Getting Started

**Browser Requirement**

- PBCS is compatible with Mozilla Firefox and Google Chrome.
- Do not use Internet Explorer or Safari.
- You must enable popups.

**Log in to PBCS Test (Training) Site:**

- [https://planning-test-a522191.pbc.us2.oraclecloud.com/HyperionPlanning](https://planning-test-a522191.pbc.us2.oraclecloud.com/HyperionPlanning)
- Use the [Company Sign In](https://planning-test-a522191.pbc.us2.oraclecloud.com/HyperionPlanning) button.
- Login with your UTA email and NetID password.

**PBCS Homepage**

To begin, you MUST start on the PBCS Homepage.
The Homepage is where you can access position data, employee data, set user preferences, and view data forms for budgeting.

Announcements

You should monitor the Announcements box for updates regarding PBCS.

Setting User Preferences

From the main page select Tools.

Select User Preferences
Display Preferences
This section is used to set the Number Formatting for the data forms.

- Thousands Separator – Select “Comma”
- Decimal Separator – Select “Dot”
- Negative Sign – Select “Prefixed Minus”
- Negative Color – Select “Red”
- Page Options – Indent based on hierarchy
- Click Save

Form Navigation
Navigate the form sections using the Menu Icons. Navigate between forms using the Form Links.
Navigation Icons

1. Search Page
2. Edit Members
3. Options (not used because it removes the headers)

Search Page Icon

1. Click on the magnifying glass icon.

2. Enter search parameter.

3. Line will be highlighted.

NOTE: This function allows for text and/or numbers search only on the displayed form.

Edit Members Icon

1. Click on the pencil icon.
2. The current form Department name is displayed. Click on the Member Selector icon.

3. A drop-down list is displayed.

4. Select the needed member name.

5. Click the OK button.

6. The new member name is displayed highlighted in yellow (Changed, but NOT saved).

7. Click the GO icon.

8. The GO icon has disappeared, and the new member name is no longer highlighted in yellow which indicates it has been saved.
Change Department
This allows you to display information for another department, if you have the security access.

1. Click on existing Department name.

2. Click on needed Department.

3. Click OK.

Forms for Input
These are the forms where data will be input, changed, or updated.

- POSITION – Salary and fringe expense planning by Position, Cost Center, and Department.
- TRANSFER – Intrafund transfer activity between Cost Centers.
- DEPARTMENTAL BUDGET – Budget preparation by Cost Center and General Ledger (GL) Accounts.

Steps for Input
This represents the order of operations for reviewing, changing, or updating budget items.

- Position Budget Forms
- Fringe Budget
- Transfer Forms for IntraFund Transfers
- Departmental Budget Forms

**PBCS Terminology**
A cloud service modeled after an Excel worksheet is used to view, enter, and update budget data.

Different cell colors in a data form indicate the following:

- **White**: Data was entered or changed in a cell and saved.
- **Yellow**: Data was entered or changed in a cell, but not saved.
- **Gray**: Data cannot be edited or changed, read-only cells.
- **Comments**: A triangle in the upper-right corner of a cell indicates that a comment is in the cell.
Reports

Salary Roster

Departments can run the Salary Roster report for their departments in PBCS and have access to view, print, and download a report in HTML, PDF, or XLS format.

1. From the main page, select Reports.

2. Expand the folders to view the Salary Roster report.

3. Click on the icon for the desired output: HTML, PDF, Excel.

4. A box appears with the department name. If needed, change as per previous instruction. Click on the Continue button.

5. Depending on the format chosen, the Salary Roster report will be displayed or opened and saved in Excel.

6. Click on the Close button to exit the Salary Roster

7. Click on the Back button to exit out of the Salary Roster for the selected department.
8. Example of the downloaded Excel report.

![Excel report example](image)

**Position Data Comparison**

**Export Position Steps**

1. From the *Existing Positions by Department* or *Existing Positions by Cost Center* forms, click on the *ACTIONS* button to expand the menu.
2. Scroll down and click on *Spreadsheet Export*.
3. Click on the *EXPORT* button to continue.
4. NAME and SAVE.
5. Click CLOSE.

**Export Position Data**

Before any changes are made, it is suggested to export the Position data to Excel.

The export is used to review position data for the entire department. This data includes funding data, allocation percentage, compensation rate and FTE information. The Excel export spreadsheet is for viewing only.

If changes are required, return to the appropriate form in PBCS.

**Export Position Data After Changes**

After changes are made in PBCS and saved, it is recommended to EXPORT and compare the before and after revision spreadsheets.

NOTE: This process can also be used on the Departmental Budget Form ZS and ZS with GL.
Position Budget Forms (within Departmental Budget)

Navigate to the Position Budget Forms from the Home Page – Click Departmental Budget Icon

Menu Items for Departmental Budget Activity

Position Budget Forms – Area for updating and changing position data.

Transfer Forms – Area for updating Intrafund transfer data.

Departmental Budget Forms – Area where you allocate your Department data by GL Account by Cost Center, i.e. working data form for budget allocation.

Position Data

The Position Data forms are used to view and edit position data in a department. Position data can be displayed by Department, Cost Center, or Single-Position Focus. Positions are pulled into PBCS by Funding Department and Cost Center (which may not be the owner of the position).

Split funded positions will show the other funding side if department is the same or by using the Single Position focus form if the departments are different. The other funding department(s) is not within security; can only see attributes not associated with the Comp Data.

Budget Administrators must review and make the necessary changes to the position data forms, such as:

- Add new hires or transfers
- Change funding allocation
• Make salary changes
• Fill or Vacate a Position
• Budget Other Position Types (Part-time, Faculty, Wages, etc.).

**Position Data Forms**
These forms are used to manage position data such as:

• Employee Name and Employee ID
• Position Name and Number

• Position Status (Filled, Vacant)
• Employee Class (Faculty, Classified, A&P), and FTE
• Owning Department

**Form Name and Description**

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Existing Positions by Department</td>
<td>Display all Budgeted Positions for all associated Cost Centers with data at the chosen Department.</td>
</tr>
<tr>
<td>Existing Positions by Cost Center</td>
<td>Display all Budgeted Positions for a chosen Cost Center.</td>
</tr>
<tr>
<td>Single Position Focus</td>
<td>Displays all data records for a given Position.</td>
</tr>
<tr>
<td>New Positions</td>
<td>Planning form for new positions or adding a known new position to a department/cost center.</td>
</tr>
<tr>
<td>Other Position Types</td>
<td>Planning form for new student positions, part-time staff/faculty, and GTA/GRA. Budgeted at a total dollar for salary and fringe.</td>
</tr>
</tbody>
</table>
Existing Positions

Existing positions can be edited by typing new information.

To edit existing position information, click in a cell in the first column to select the row.

Used when filling a vacant position that is already listed, updating salary, updating distribution percentage with no change to the combo code.

Action Menu
Use the action menu navigation options available on right-click and the Actions menu to navigate between Position forms and to perform other actions.

<table>
<thead>
<tr>
<th>Action Menu</th>
<th>On Form</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy Position</td>
<td>All</td>
<td>Copies all data records for a selected Position/Department/Cost Center within your allowed security access. This action is used to split funding on a position.</td>
</tr>
<tr>
<td>Transfer Position</td>
<td>Existing Positions Forms</td>
<td>Copies all data records for a selected Position/Department/Cost Center within your allowed security access. The rule does not adjust the Distrb %. You must update that after the fact.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Clears all information but keeps position number, cost center combo code and changes the status to None.</td>
</tr>
<tr>
<td>Delete Position</td>
<td>All</td>
<td>DELETES all data for selected row except the position number and combo code. There is no undo for this action. To add back, edit information by typing directly into cells.</td>
</tr>
<tr>
<td>Vacate Position</td>
<td>Existing Positions Forms</td>
<td>Clears out Employee Name, Employee ID, Benefit Plan, and Coverage Code to vacate a Position row. PBCS recalculates the salary and fringe for the vacant position. Salary (Comp Rate) and Distrb % remain unless changed by you.</td>
</tr>
<tr>
<td>Navigate to Form (Positions</td>
<td>Existing Positions Forms</td>
<td>Navigation shortcuts to get to Existing Position forms. (Would be better to use the links instead of the actions.)</td>
</tr>
<tr>
<td>by Department, Positions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>by Cost Center, Single</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position Focus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer Employee (and</td>
<td></td>
<td>Use to move an employee from one position to another, retaining both positions for Budget. Fringe attributes follow employee.</td>
</tr>
<tr>
<td>vacate source position)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add Known Position</td>
<td>New Positions</td>
<td>Adds a new row with the Position number you specify in the prompt. Please ensure that this Position number is prefixed with &quot;P&quot; and represents a position number from the PeopleSoft HCM. Position must exist in UTShare but not PBCS.</td>
</tr>
<tr>
<td>Delete Known Position</td>
<td>New Positions</td>
<td>DELETES all records for an added known position added during this process. This is meant for clearing up typos only. If you are deleting a specific Cost Center/Department combination only, please use the regular Delete Position option instead.</td>
</tr>
</tbody>
</table>
Position Funding

Position Funding Change
If the position changes funding from one department/cost center to another department/cost center, and the department user has security access to make changes in both areas, the position can be transferred using the Transfer Position action.

If the department user does not have security access to make changes in both departments, the transfer process cannot be used. The Source department will need to delete the position using the Delete Position action and the Destination department will need to add the position using the “New Positions” data form and selecting the next available “New Position”. Use comments to identify the UTShare Position ID.

Note: If the transferred position is filled, the fringe attributes will follow the employee to the destination department/cost center.

Split Funded Positions
Each department that partially funds a position will take responsibility for budgeting their portion of the split position.

Each department manages only their portion and can see only their portion of the position. However, Using the Single Position Focus section will show the other funding departments, so that a department will know all the funding sources. (Does not show other departments monetary portion of the funding).

No audit is in place to know whether a position is budgeted in full (100%) or has matching comp rates.
Communication with the other department is necessary.

Employee Transfers
If the employee transfers from one position to a vacant position within the same department or within a department that the user has security access to make changes in, use Transfer Employee (and vacate source position) action. (Employee attributes follow.)

Note: May need to adjust salary and distributions if required.

If the employee transfers from one position in one department to a position in a different department that the user does not have security access to make changes in, the transfer process cannot be used. The Source department needs to vacate the position using the Vacate Position action and the Destination department needs to add to the destination position with
the employee attributes. Fringe will not follow the employee in this situation and will need to be evaluated

**New Positions**

**New Position Form**

The New Position form is used to enter a new position(s) for a department.

- Enter the first new position in the New Position 1 line.
- Provide all needed information to push position to the existing Position forms:
  - Employee Name and Employee ID
  - Employee Class (Facility, Classified, A&P)
  - Owning Department
  - Head Count and FTE
  - Comp Rate and Distribution
  - Coverage code and benefit plan if known.
- Ensure that you SAVE the updates

The new position will appear in the Existing Position by Department and Existing Positions by Cost Center.

**NOTE**: If the Combo Code does not automatically load, there is a mismatch between the department and cost center.
Fringe Calculations and Rates

Filled Budgeted Positions - Fringe rates for filled budgeted positions are automatically updated with the employee’s current elections at the time the position data is pulled from UT Share and loaded into PBCS. Users do not have access to modify the fringe rates for filled budgeted positions.

Employee Transfers - Fringe rates for filled budgeted positions will follow an employee who is transferred during the budget process.

Vacant Budgeted Positions - Fringe rates for vacant budgeted positions are calculated using TRS as the retirement option and a weighted average for health insurance. Users do not have access to modify the fringe rates for vacant budgeted positions.

Other Position Types - Other position types include part-time faculty, wages, graduate students, etc. Fringe rates will need to be manually calculated using the average of 3%. Users do have access to modify the fringe rates for other position types. Entry of fringe rates amounts is on the Other Position Types form.

Additional fringe budget - Additional fringe budget can be added on the Other Position Types form in the Additional Fringe Adj. cell if necessary.

Other Position Types

The Other Position Types data form allows for salary budgeting not specifically associated with position IDs but as a whole number along with the proposed associated fringe amounts for part-time faculty, wages, GRA/GTA’s, etc.

On the Other Position Types form, enter in the whole dollar amount for the specific position along with the corresponding fringe dollar amount (calculated using the average 3%).

Once entered, the amounts will be visible on the departmental budget forms.

Additional Fringe Adj. is for those departments wishing to budget additional fringe dollars not associated to any salary specification.
Budget Transfers

Transfer Forms
Transfer updates are input into the Intrafund Transfer Out – Add Transfer form ONLY.

The Cost Center Transfer Summary tab, Intrafund Transfer Out ZS tab, and the Intrafund Transfer In – View Transfer tab are for summary and view ONLY.

All transfer information needs to be entered in FY20.

Transfer on Departmental Budget Form
- Transfers Out reflect on 71400 GL
- Transfers In reflect on 70400 GL

Transfer Out/In Definitions
- Transfers Out refer to source Cost Center
- Transfers In refers to the destination Cost Center

Note: Review all changes on transfer forms and on departmental budget forms. **If a department is transferring funds outside of their department, it is suggested to communicate to the Destination department.**
Transfer Forms

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Center Transfer Summary</td>
<td>Displays all transfer activity for a given Cost Center.</td>
</tr>
<tr>
<td>Intrafund Transfer Out ZS</td>
<td>Displays all transfer out activity for all Cost Centers.</td>
</tr>
<tr>
<td>Intrafund Transfer Out – Add Transfer (Start Here).</td>
<td>Data form used to budget a transfer to a Cost Center. You must select your Source Cost Center and the Destination Cost Center.</td>
</tr>
<tr>
<td>Intrafund Transfers In- View Transfers</td>
<td>Read-only form that displays all Transfers In for a Cost center.</td>
</tr>
</tbody>
</table>

Departmental Budget Forms

Overview

The Departmental Budget Form is used to reconcile revenues and expenses for a specific Cost Center.

The Departmental Budget Form provides revenues and expenditures for the current and prior year budgets. You can project the budget for the new year based on this information.
This form can be used to budget M&O, Travel, Scholarships and Reserve at the summary “B” account level. The “B” level cells are open on the budget form. (Users have options for M&O budgeting.)

![Departmental Budget Form ZS](image)

**Departmental Budget Form ZS with GL**

This form can be used to budget specific expenses for M&O, Travel, Scholarships and Reserve at the GL account level. The GL account level cells are open on the budget form.

![Departmental Budget Form ZS with GL](image)
Department Budget – All KK/GL Accounts

This form is used to add a GL account so users have access to budget in that account.

Once the account is located, enter the budget dollar amount on this form. The GL account and budget amount will then appear on the other two forms.

Longevity

Fringe benefits are calculated automatically for filled and vacant budgeted positions (See Fringe Calculations).

Fringe benefits are not automatically calculated for “Other Position Types” (See Other Position Types form).

Longevity is not included in the fringe benefits calculations.

- Longevity estimations only apply to Designated, Service, Auxiliary, and Restricted cost centers. E&G cost centers should not have a longevity estimate.
- Longevity can be budgeted on either the Departmental Budget Form ZS or Departmental Budget Form ZS with GL.
- Users need to estimate the longevity expense and enter.
Departmental Budget Forms

Note: Make adjustments in the “Department Working Total” column.

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Departmental Budget Form ZS</td>
<td>Displays all budget information for a given Cost Center. Amounts are summarized. Use this form to make adjustments in the Department Working Total column.</td>
</tr>
<tr>
<td>Departmental Budget Form ZS with GL</td>
<td>Displays all budget information displayed at the General Ledger (GL) level. Amounts are broken down to corresponding GL account line.</td>
</tr>
<tr>
<td>Departmental Budget – All KK/GL Accounts</td>
<td>Displays all KK/GL accounts available. Use this form to add a new GL Account for FY 20.</td>
</tr>
</tbody>
</table>

Form Navigation

Icons and tabs read left to right

Changes made on position and transfer forms update Departmental Budget form in real time.

Click on the Cost Center Link
The Select a Member box appears, either type the Cost Center number or click the arrows to navigate to the desired Cost Center.

The change will be highlighted. Click the go button to finalize the change.

Budget Administrators must review and make the necessary changes or adjustments to the Departmental Budget Form by Cost Center, such as:

- Review Department Baseline Column.
  Provides updated total budget amount for FY 20.
- Verify the salary totals.
  If changes are required in salaries, return to appropriate form to make changes.
- Enter estimated income.
- Verify transfer totals. If changes are required, return to the transfer form to make changes.
- Enter estimated expenses not tied to a form, e.g. travel, M & O, etc.
- Make sure that your budget balances (revenues/transfers in = expenses/transfers out).

**NOTE:** Adjustments to State Appropriation, Designated Tuition, or Student Service Fees can only be made by the Budget Office.
Budget data on Departmental Budget Forms are displayed by General Ledger Account.

The GL Account is used to identify the nature of a financial transaction such as A&P Salaries (51101), Office/Computer Supplies (63003), etc.

Listed below are the different types of GL Accounts:

<table>
<thead>
<tr>
<th>GL Account</th>
<th>Description</th>
<th>GL Account Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4XXXXX</td>
<td>Revenue</td>
<td>6XXXXX</td>
</tr>
<tr>
<td>5XXXXX</td>
<td>Expense - Payroll</td>
<td>7XXXXX</td>
</tr>
</tbody>
</table>

The Budget information loaded back in to UTShare will be rolled up to the Budget Account level (e.g. A1000, A2100, A2000, A3000, A4000).

This image displays expense Budget Accounts and the associated general ledger accounts.
Reconciliation of Changes

Budget Administrators must complete the “Reconciliation of Changes” worksheet.

This worksheet will summarize the changes between FY19 and FY20 entered in the PBCS system to facilitate the review by the Budget Resource of your department.

The reconciliation of changes worksheet is to be completed for each budgeted department/cost center. The template can be downloaded from the Budgets, Planning and Analysis web page. Instructions are included in the template.

Reconciliation Worksheet Instructions:
Steps for reconciling changes to your department/cost center:

1. “Save as” a copy of the template to use for your own department/cost centers.
2. Add department name, department number and cost center number.
3. Update the amounts from PBCS FY19 Budget Post Final Departmental Budget Form as your starting point.
   a. You may need to adjust formulas on the worksheet.
4. Add adjustments to your budget in the ‘Adjustment Amount’ column.
5. Add descriptions for all adjustments.
6. Add the funding source for all adjustments.
7. Review the New FY20 Budget column for accuracy.

8. The amounts in the New FY20 Budget column should agree with the data (totals) in PBCS.

9. Totals for each FY19 and FY20 should equal zero (net revenue minus expenses, including transfers in/out).

10. Send your worksheets to your budget resource by the due date on the budget process calendar.

Note: If the totals for each fiscal year 10 and 20 do not equal zero then you have an error in your worksheet, and possibly in PBCS, that must be corrected before you can submit it to your budget resource. DO NOT submit unbalanced worksheets to your budget resource.

Contacts and Resources

Budget Office Resources
For budget questions or help with PBCS, please contact your budget resource representative.

### Budget, Planning & Analysis Resources

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone Ext</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ginnie Cary</td>
<td><a href="mailto:cary@uta.edu">cary@uta.edu</a></td>
<td>2-0929</td>
</tr>
<tr>
<td>Debbie Dennis</td>
<td><a href="mailto:dpennington@uta.edu">dpennington@uta.edu</a></td>
<td>2-3891</td>
</tr>
<tr>
<td>Crystal Garner</td>
<td><a href="mailto:cgarner@uta.edu">cgarner@uta.edu</a></td>
<td>2-7235</td>
</tr>
<tr>
<td>Adriana Martin</td>
<td><a href="mailto:adriana.martin@uta.edu">adriana.martin@uta.edu</a></td>
<td>2-7212</td>
</tr>
<tr>
<td>Patty Parrott</td>
<td><a href="mailto:pattyp@uta.edu">pattyp@uta.edu</a></td>
<td>2-9497</td>
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Budgets, Planning and Analysis:
Web page: https://www.uta.edu/business-affairs/budgeting/

- View Budget Process Calendar
- Print/download Reconciliation of Changes Worksheet
- Fringe Benefits Rates

Business Technology Services:
Web page: https://www.uta.edu/business-affairs/training/

- Register for Classes
- Join Business Affairs Listserv
- View and/or Print Training Materials
- UPK
- Training Guides
- Job Aid
- Quick References