Agenda

- PBCS Overview
- Using PBCS Workspace
- Reports
- Position Budget Forms
- Fringe Calculations
- Transfer Forms
- Department Budget Forms
- Reconciliation of Changes
- Contacts and Resources
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).
FY21 budget will be completed in PBCS.

- A copy of the FY20 operating budget listing revenues, expenses, and transfers will be loaded into PBCS on March 10, 2020.

- Any changes or updates made in PBCS are effective for the new budget year starting September 1, 2020.

- Budget Process Calendar posted on Budgets website
Budget Administrators are responsible for:

- Reviewing Position information to ensure all budgeted positions and employees are included in the new budget year.

- Updating Intrafund Transfers on a “Source” basis.

- Reconciling Revenues and Expenses for each Cost Center.
New for FY21, the Budget Office requests all active cost centers be budgeted in PBCS.

A RCW is required for every cost center budgeted in FY21.

Do not budget cost centers that:

• Do not generate revenue and use, or consume, existing balances to pay expenses
• Begin with a 9, which are Agency cost centers.
PBCS Overview

Steps to Completing Budget in PBCS:

- Salary Roster Report (Reports)
- Position Updates (Position Budget Forms)
- Fringe Calculations (Other Position Types and Departmental Budget Form)
- Intrafund Transfers (Transfers Forms)
- Department Budget Updates (Departmental Budget Form)
- Reconciliation of Changes (Reconciliation of Changes Worksheet)
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
- Use the Company Sign In button.
- Login with your UTA email and NetID password.

Note: The URL is case sensitive
Using PBCS Workspace

PBCS Homepage:

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

Monitoring the Announcements Box for updates regarding PBCS.
Setting User Preferences

- From the main page, select Tools

Using PBCS Workspace
Preferences – Display Preferences
- Display preferences page 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

NOTE: Click on the Save button to save updated User Preferences.
Using PBCS Workspace

Icons and tabs read left to right

Only one position form needs to be used. A change on any one of the forms updates all the forms.
Using PBCS Workspace

Navigation Icons

1. Search Page
2. Edit Members
1. **Search Page Icon**

- Click on the magnifying glass icon.
- Enter search parameter.

- Line will be highlighted.

**NOTE:** This function allows for text and/or numbers search only on the displayed form.
2. Edit Members Icon (Option 1)

- Click on the pencil icon.
- The current form Department name is displayed. Click on the arrow in the Drop Down box.
- A list of all departments will be shown. You will only see data for areas you have security rights to.
- Select the correct department and click the **Apply** button.
- The Department name will automatically refresh.
2. Edit Members Icon (Option 2)

- Click on the pencil icon.
- The current form Department name is displayed. Click on the Member Selector icon.
- A list of departments within your approved security is displayed.
Using PBCS Workspace

- Click on the needed new Department or Cost Center. Alternately, you can enter the Department or Cost Center in the field.
- Click the OK button.
- The new Department/Cost Center name is displayed highlighted yellow (changed, but NOT saved.)

- Click the GO icon.
- The new Department name appears in white which indicates the form has been updated.
Different cell colors in a data form indicate the following:

- **White** – Data can be entered or changed.
- **Yellow** – Data entered or changed, but not saved.
- **Gray** – Read-only.
- **Comments** – Triangle in the upper-right corner of a cell.
Reports
Salary Roster

Within their security access, users can view, print, and download a salary roster report in HTML, PDF, or XLS format. There are three salary roster reports.

- From the home page, click on **Reports**, then **Salary Roster**.
Salary Roster for Selected Dept – Dept Users

This report is the “working version” so changes can be viewed as they are entered.

Click on [Department 320103] to change the Department number.
• The **File Format** dropdown allows the selection of PDF, HTML, and Excel file output.

![File Format dropdown](image)

• Once selected, the report will open.

• Click on the “University of Texas Arlington” logo or home icon in upper right to return to the home page.
Salary Roster for Selected Dept – Dept Users

POST FINAL

- This report is the ‘post final’ version which displays the final New FY XX operating budget that is loaded into UTShare. Merits have been added so data on this report represents the total salary for each position/employee.

- This report is view only.

- Updated data available in Production after budget period closes.

- Use this report to create a “planning budget” for the next FY. NOTE: Ideally this will be done at the beginning of the FY to keep track of changes throughout the year to facilitate working on the next budget.
Position by Version for Selected Dept

- This report lists all changes for each position by version in PBCS. It is useful if you want to historically view what type and when changes were made to a position.

- This report is view only.
Salary Roster Prior FY

• From the home page, click on Reports, then Salary Roster Prior FY.

• This report displays a report for the prior budget year, i.e. current FY if budgeting for new FY.

• This report is view only.
Position Budget Forms (within Departmental Budget)
From the home page, click the Departmental Budget icon; then click Position Budget Forms icon.
Position Data forms are used to view and edit position data in a department.

Position data can be displayed by Department, Cost Center, or Departments by Position. *Updates to one form copies to all forms.*

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 Departments by Position data form if the departments are different.

– If 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.)
The **Positions** forms are used to manage positions. The forms provide information such as:

- Employee Name and Employee ID
- Position Name and Number
- Position Status (Filled, Vacant)
- Employee Class and FTE
- Owning Department

Note: Changes on one form updates all forms.
Position Forms

- **Employee Classes**
  - A&P - Administrative & Professional
  - CL – Classified
  - CLN – Classified Paid Hourly
  - FA1 – Faculty (Regular/Tenure/Tenure Track
  - FA2 – Faculty Non-Tenure Track

- **FTE_Load - Full-Time Equivalency**
  - Full-time or 1 FTE – 40 hours-per-week position
  - Part-time or 0.5 FTE – 20 hours-per-week position

- **Headcount - The physical number of employees in a position**
  - 1 Headcount, 1 FTE – one person in a 40 hours-per-week position
  - 5 Headcount, 0.5 FTE – five people in one 20 hours-per-week position
Existing Position by Department

- Existing positions can be edited by entering new position or employee information.

- To edit existing information, click in the appropriate cell and enter the updated information.

- Form used when filling a vacant position that is already listed, updating salary, updating distribution percentage with no change to the combo code.
Position Forms

Additional Actions to Existing Position

- Clear Empty Blocks (Rows)
- Copy Position
- Transfer Position
- Delete Position
- Vacate Position
- Transfer Employee (and Vacate Source Position)
- Positions by Department
- Positions by Cost Center
- Position Focus
- Edit
- Adjust
- Supporting Detail
- Change History
- Lock/Unlock Cells
NOTICE

Ensure the correct Department and Cost Center combo has been selected before entering any Position and Transfer amounts.
Position Funding Change

If the position changes funding from one department/cost center to another department/cost center and the user has security access to both areas, then use Transfer Position.

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.

The new department will add the Position to their budget using the “New Position” forms and add the UT Share Position ID in the comments for tracking purposes.

If the 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 unless they have access to both areas.

  • Using the Departments by Position data form 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, use Transfer Employee (and vacate source position) action. (Employee attributes follow).

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, the transfer process cannot be used. The Source department needs to vacate the position using the Vacate Position action. The Destination department needs to add to the destination position with the employee attributes.

Note: May need to adjust salary and distributions. Fringe will not follow the employee in this situation and will need to be evaluated.
The **New Position** form is used to enter a new position(s) for a department.

**CONFIRM YOU HAVE SELECTED THE CORRECT DEPARTMENT AND COST CENTER COMBO FIRST.**

- 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 (Faculty, Classified, A&P)
  - Owning Department
  - Head Count and FTE
  - Comp Rate and Distribution
  - Coverage code and benefit plan
- 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.
Other Position Types

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

- Confirm you have selected the correct Department and Cost Center combo
- Enter the amount for the specific position along with the fringe expense (calculated using a 3% average)
- The new amounts will be visible on the departmental budget forms.

Additional Fringe Adj. field is for use by those departments wishing to budget for additional fringe dollars not associated to any salary specification.

<table>
<thead>
<tr>
<th>Additional Fringe Adj.</th>
<th>100168486</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRA Positions</td>
<td>100168486</td>
</tr>
<tr>
<td>GTA Positions</td>
<td>100168486</td>
</tr>
<tr>
<td>Part-Time Faculty Positions</td>
<td>100168486</td>
</tr>
<tr>
<td>Part-Time Start Positions</td>
<td>100168486</td>
</tr>
<tr>
<td>Student Positions</td>
<td>100168486</td>
</tr>
<tr>
<td>Summer Faculty Positions</td>
<td>100168486</td>
</tr>
<tr>
<td>Work-Study Positions</td>
<td>100168486</td>
</tr>
</tbody>
</table>

The new amounts will be visible on the departmental budget forms.
### Other Position Types

<table>
<thead>
<tr>
<th>BegBalance</th>
<th>BegBalance</th>
<th>YearTotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Combo Code</td>
<td>Comp Rate</td>
<td>Part-Time and Other Positions - Fringe Input</td>
</tr>
<tr>
<td>Salary Subtotal</td>
<td>Fringe Subtotal</td>
<td>50286 - SW Non Tenure Track</td>
</tr>
<tr>
<td>50219 - SW Summer Faculty</td>
<td>50403 - SW Teaching Assistant</td>
<td></td>
</tr>
<tr>
<td>51210 - SW Classified Temp</td>
<td>53201 - SW Student</td>
<td></td>
</tr>
<tr>
<td>53301 - Workstudy</td>
<td>54284 - SW Research Assistant</td>
<td></td>
</tr>
</tbody>
</table>

**Additional fringe adjustments can be added as a whole dollar amount.**

Enter comp rate and fringe as total dollar amounts.
Class Activity
- Use the Departmental Budget > Position Budget Forms to view and update your position data
- Change Funding Source
- Add a New Position
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 UTShare 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.
Budget Transfers
To manage transfers, click on the Transfer Forms icon.

- 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 **FY21**.
Transfers appear on the Departmental Budget Form
- Transfers Out reflect on 71400 GL
- Transfers In reflect on 70400 GL

Transfer Out/In Definitions
- Transfers Out refers 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 recommended to communicate to the Destination department.**
Budget Transfers

Class Activity
• Complete Budget Transfer
Departmental Budget Forms
Departmental Budget Forms

Icons and tabs read left to right.

Changes made on position and transfer forms update Departmental Budget form in real time.
The Departmental Budget Form provides revenues and expenditures for the current and prior year budgets.
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 FY21.
- Verify the salary totals. If changes are required in salaries, return to appropriate form to make changes.
- Enter estimated income if applicable.
- Verify transfer totals. If changes are required, return to the transfer form to make changes if you are the source of the funds OR follow-up with appropriate department if you are the destination.
- Enter estimated expenses not tied to a form, e.g. travel, M & O, etc.

**NOTE:** Your total income and expense must equal zero unless you have been granted an exception.

**Adjustments to State Appropriation, Designated Tuition, or Student Service Fees can only be made by the Budget Office.**
Department Budget Forms ZS

- This form can be used to budget lump sum M&O, Travel, Scholarships and Reserve dollars at the summary “B” account level.

![Departmental Budget Form ZS](image.png)
Departmental Budget Form ZS with GL

- This form can be used to budget M&O, Travel, Scholarships and Reserve at the GL account level.

<table>
<thead>
<tr>
<th>Cost Center</th>
<th>C313255 : 313255 OIT Business Support Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY19 Budget</td>
<td>FY20 Budget</td>
</tr>
<tr>
<td>Year Total</td>
<td>Year Total</td>
</tr>
<tr>
<td>Post Final</td>
<td>Post Final</td>
</tr>
<tr>
<td>Office Total</td>
<td>Office Total</td>
</tr>
<tr>
<td>83003 - Office/Computer Supplies</td>
<td>500</td>
</tr>
<tr>
<td>83141 - Computer Software Expensed</td>
<td></td>
</tr>
<tr>
<td>83163 - Computer Equip Controlled</td>
<td></td>
</tr>
<tr>
<td>83832 - Telecomm Long Distance</td>
<td></td>
</tr>
<tr>
<td>83833 - Telecomm Monthly Charge</td>
<td></td>
</tr>
<tr>
<td>63822 - Maint Repair Software</td>
<td></td>
</tr>
<tr>
<td>67845 - Registration Fees Employee</td>
<td></td>
</tr>
</tbody>
</table>
Departmental Budget – All KK/GL Accounts

- This form is used to add a GL account that has not been used in the previous budget years.

An update on one budget form updates all forms.
Longevity is not included in the fringe benefits calculations.

- 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 for designated, service, auxiliary, and restricted cost centers.

![Departmental Budget Form ZS](image)
When the Budget information is loaded back in to UTShare, it will be rolled up to the Budget Account “A” level (e.g. A1000, A2100, A2000, A3000, A4000).
Use this data form to hardcopy the Departmental Budget form data.

- Click on the ACTIONS button.
- Scroll down through list and click on “Spreadsheet Export.”
- A Spreadsheet Export box displays. Click on the EXPORT button.
- Open and or save the file. Default format is Excel.
- The spreadsheet opens in a separate window.
- In the Spreadsheet Export box, click Close to exit the print function.
Class Activity

- Edit Departmental Budget Form
- Add new GL Account
Reconciliation of Changes
Budget Administrators must complete the “Reconciliation of Changes” worksheet. This worksheet will summarize the changes between Current FY and the New FY entered in the PBCS system to facilitate the review of your department by the Budget Resource.

### Reconciliation of Changes

**E&G TEMPLATE**

<table>
<thead>
<tr>
<th>Department/Program</th>
<th>Reconciliation of Changes</th>
<th>FY22 Budget</th>
<th>Adjustment</th>
<th>Description of Adjustment</th>
<th>Funding Source</th>
<th>FY23 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Revenue</td>
<td></td>
<td>2,300,000.00</td>
<td>-</td>
<td>$1,020,000.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NON E&G TEMPLATE**

<table>
<thead>
<tr>
<th>Department/Program</th>
<th>Reconciliation of Changes</th>
<th>FY22 Budget</th>
<th>Adjustment</th>
<th>Description of Adjustment</th>
<th>Funding Source</th>
<th>FY23 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Revenue</td>
<td></td>
<td>2,300,000.00</td>
<td>-</td>
<td>$1,020,000.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Summary
In today’s class, we covered...

- Setup and basic navigation for PBCS.
- How to run a Salary Roster Report.
- How to update Position Budget Forms.
- How to update Transfer Forms.
- How to reconcile and update Departmental Budget Forms.
- How to complete the Reconciliation of Changes worksheet.

Here’s your budget checklist...

- Review and update position data for your Cost Center using the Existing Position by Department or Cost Center forms along with the Other Position Types and New Position Forms if applicable.
- Verify the total dollar amount of salaries correctly carried forward to the Departmental Budget Forms totals. Adjust other expenses as necessary to stay within the approved baseline budget.
- Review and update the Departmental Budget form for each Cost Center and ensure the revenue minus expense equals zero.
- Complete the Reconciliation of Changes worksheet for each budgeted Cost Center.
Contacts & Resources
For budget questions or help with PBCS, contact your budget resource representative:

### Budgets, 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>
</tr>
<tr>
<td>Betty Scammell - Summers</td>
<td><a href="mailto:scamell@uta.edu">scamell@uta.edu</a></td>
<td>2-6033</td>
</tr>
<tr>
<td>Barry Harris</td>
<td><a href="mailto:barry.harris@uta.edu">barry.harris@uta.edu</a></td>
<td>2-6117</td>
</tr>
</tbody>
</table>

Note: Refer to the Budget Resource List on the Budgets, Planning & Analysis Resources document if you do not know your Department’s specific Budget Resource.
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
    - PowerPoints
    - Training Guides
    - Job Aids