

# *PBCS*

## *Training Guide*

## Overview

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The University has begun the implementation of Oracle's Planning and Budgeting Cloud service (PBCS), which is a flexible planning application that supports enterprise-wide planning, budgeting, and forecasting in a cloud-based deployment model. Phase I of the implementation is standard reporting and manual encumbrance tracking forms.

Posted General Ledger data will be loaded to PBCS on a nightly basis. As a reminder, GL month end closing generally happens three business days into the following month. When running reports on the first of the month for the prior month, not all transactions will be posted for month end yet. For example, Payroll Costing is not posted until the last day of the closing cycle.

### PBCS Reporting

There are currently four reports available.

**Income Statement (excluding 05)** – This report shows current and prior YTD actuals with dollar and percent changes, YTD budget and variances in dollars and percentage. If encumbrances were created using the forms, columns for encumbrance data will appear. This report has drilldown capabilities to GL detail. User defined parameters include entity, department, purpose and period.

**Entity 05 Income Statement** – This report shows current and prior YTD actuals with dollar and percent changes, Project-to-Date (PTD) budget, PTD actuals and variances in dollars and percentage. If encumbrances were created using the forms, columns for encumbrance data will appear. This report has drilldown capabilities to GL detail. User defined parameters include period, department and project.

**Budget Rollforward Entities 02-03** – This report shows for the current FY, loaded budget, temporary BMRS, permanent BMRs, ending permanent budget and FYTD budget. This report has drilldown capabilities to BMR detail. User defined parameters include department and period.

**Entity 02 Financial Aid Accounts (07xxx)** – This report shows YTD budget and actuals. User defined parameters include department and period.

### PBCS Encumbrance Tracking

There are currently three forms available for manual entry of encumbrances: Encumbrance Entry (02 & 03), Encumbrance Entry (04 & 06) and Encumbrance Entry (05). The functionality of each form is the same however the security by entity is controlled by using different forms. The forms will allow departments to manually enter and release planned encumbrances by month for the fiscal year and provide a rollup total for reporting and budget monitoring. Along with updateable encumbrance fields, the forms include columns that display the prior year actuals, current year actuals, and current year-to-date budget. The encumbrances maintained in these forms feed to the current Income Statement reports in PBCS.

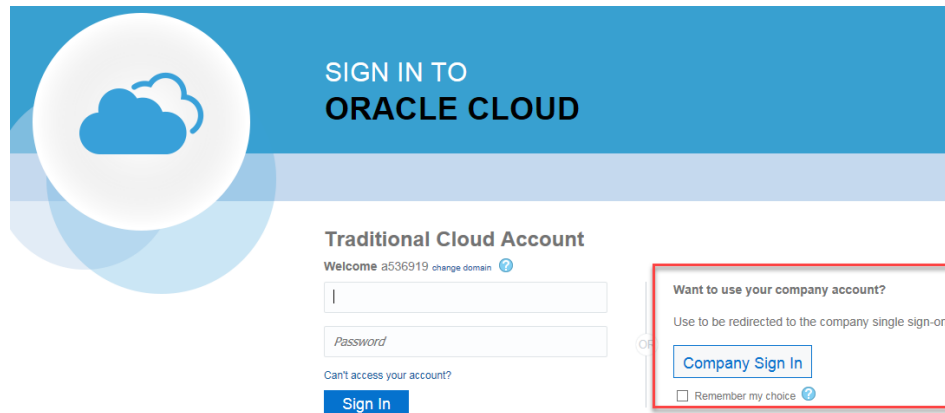
In the next phase of PBCS, encumbrances from the University's Purchasing system (PantherExpress) will be automatically loaded into the forms. A column has been created in the current form to prepare for this enhancement.

# Navigation

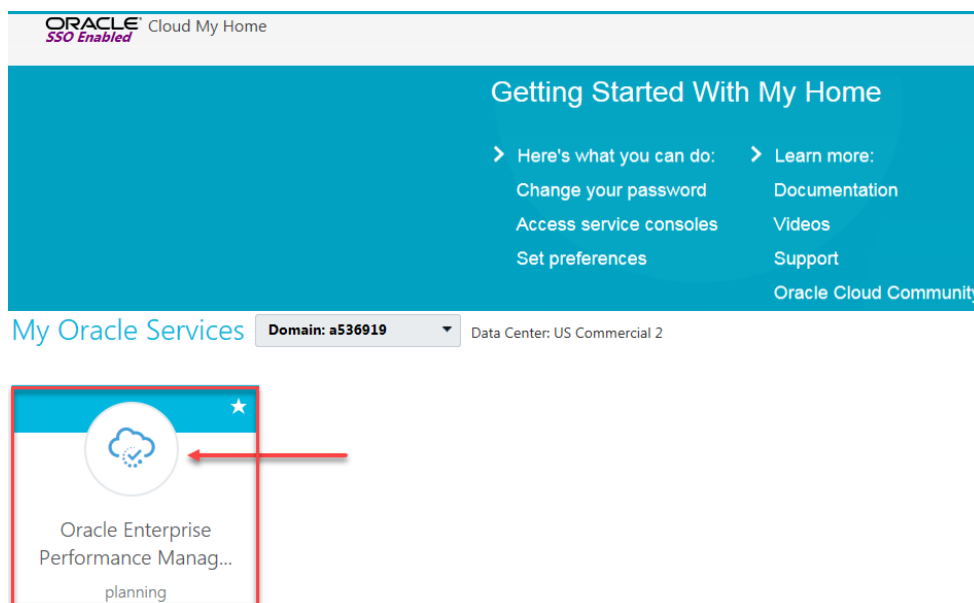
Oracle automatically sends an email from Oracle Cloud [oraclecloudadmin\\_ww@oracle.com](mailto:oraclecloudadmin_ww@oracle.com) when your user access has been established in PBCS. However security roles still need to be assigned by Budget & Financial Reporting. Please wait to log in until confirmation is received that all access setup has been completed. When that is received, within the Oracle Cloud email, click the Access your Cloud Services link.

## Logging into PBCS

Log into PBCS using your University credentials. Select the *Company Sign In* button. If you are already logged into Pitt Passport, PBCS will automatically open or you will be directed to the Pitt Passport login.



When using the link from the Oracle Cloud email, you will be directed to the My Cloud Home page. From there, click the planning service.



# Navigation

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## Adding a Favorite or Bookmark

Once you have logged in to the *Planning and Budgeting Cloud: PittPlan* home page, you can create a favorite or bookmark within your browser to save the link. By adding the favorite at this point, you will be logged into the home page directly rather than going through the My Cloud Home page. The favorite will appear with “EPM Cloud” however you can edit the name at this point.

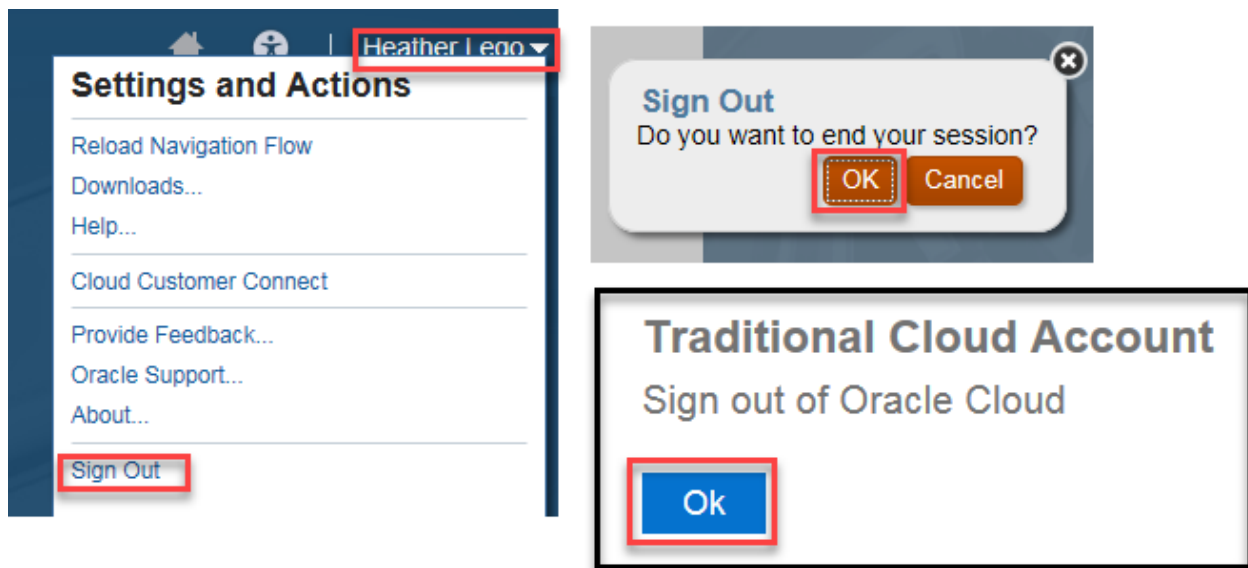
The following link can also be used to create a bookmark that will redirect to the PBCS home page.

<https://planning-a536919.pbc.us2.oraclecloud.com/HyperionPlanning>

## Logging out of PBCS

Log out of PBCS by selecting the drop down arrow next to your name in the upper right corner of the window, then select Sign Out.

A second Sign Out window will appear, click Cancel to remain logged in to PBCS. Click OK to continue logging out. You will then be returned to a Sign out of Oracle Cloud window, click Ok. You must complete this to completely log out of PBCS.



# Navigation

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## PBCS Home Page



### *Navigator*

Use the Navigator menu to access functions, applications settings and preferences. Under the Preferences link, you can manage several personal preferences such as email options, display options and printing options. For example, in display options you can change the number formatting such as negative number display and thousand separator.

### *Home*

Use the Home button to quickly return to the home screen from any window.

### *Accessibility Settings*

Use the Accessibility Settings button to apply the screen reader mode or high contrast.

### *Settings/Actions*

Use the Settings and Actions drop down link to sign out, view the Oracle provided help documentation and access the Oracle Cloud Customer community.

### *Function Icons*

Use the various function icons to access functions assigned to your role in PBCS.

### *Announcements*

Announcement regarding the overall system will be posted in the Activity/Recent/Favorites section.

# Running Reports

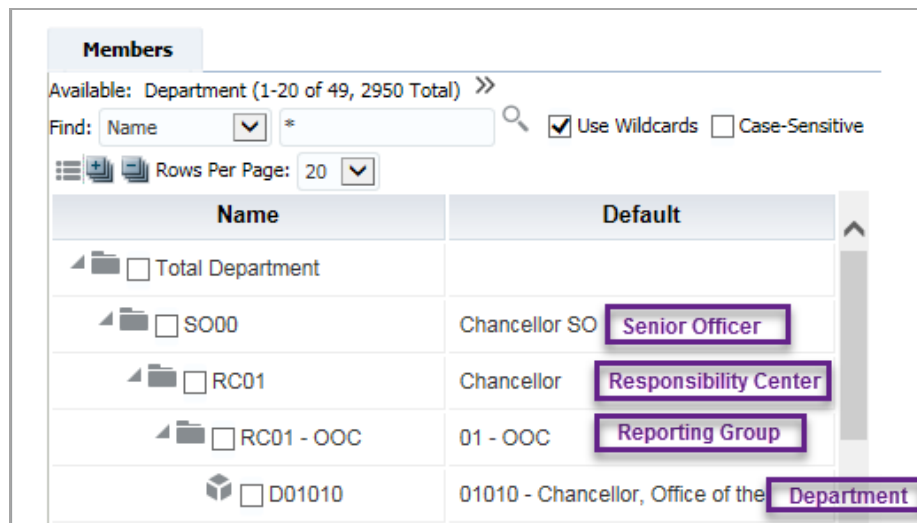
## Reporting Hierarchy

In PBCS, a reporting hierarchy has been established for department values, this is called *Total Department*. Total Department is the complete listing of all University departments with financial activity since FY16. Total Department has a hierarchy of Senior Officer (SO), Responsibility Center (RC), Reporting Group and department, department being the lowest level. Reporting Groups have been created based on feedback from each RC and may not exist for each RC.

Reporting Groups are maintained by Budget & Financial Reporting and are only in PBCS. The department, purpose and project values are automatically updated each evening in PBCS based on new or changed values in PRISM. Thus if a change is made to a department value in PRISM, when the change is loaded to PBCS in the nightly processes, the department will be dropped from the group and be added to the bottom of the hierarchical list. Budget & Financial Reporting is also monitoring the changes and will be working to update groups as required by PRISM changes.

If the department value is not in a group, it will still be moved to the bottom of the list when the PRISM update process occurs, the same will be true for Purpose and Project values. The system does not automatically sort the values in numeric or alphabetic order. This is important to keep in mind when using the hierarchy to search for values.

When using the hierarchy to select values, you will always see all departments regardless of your assigned security. If you select a value that you do not have security access to, no data will be returned for the unauthorized value and you may receive an error message if all accounts selected are outside of your security access.



If you have any issues with reporting groups, would like to request a new reporting group or request changes to an existing group in PBCS, please contact Budget & Financial Reporting via the PBCS support email, [pbcshelp@cfo.pitt.edu](mailto:pbcshelp@cfo.pitt.edu).

# Running Reports

## Selecting Reports

Click the Reports icon from the home page, then select *Pitt Reports*. All available reports will be displayed with three action icons for running the report: HTML, PDF and XLS.



HTML – This will create an on-line HTML version of the report that supports the drilldown functionality.




PDF – This will create a PDF version of the report and is best for printing reports.



XLS – This will create an Excel version of the report.


When selecting the desired report version, a message window will appear stating that the report has no POV (Point of View). This means that the report requires selection of report parameters such as Department, Purpose, Project or Period. Click *Continue* to open the selection window or *Back* to return to the report list.

**Income Statement (excluding 05)**  [Back](#) [Continue](#)

The report has no POV. Click on the Continue button to proceed

## Entering Report Parameters Directly

Each report will require selection of *Members* or segment values. Each report has default parameters associated. For example, Entity may default to 02 – Operating and Department to Total Department. In order to select values, you must check the *Edit Member Names* box below the desired parameter.

Enter Department: Total Department  Report

Edit Member Names

Once Edit Member Names has been selected, you can type the values directly in the box. When entering values directly in the box, you must have the exact value of the member. For example, each account segment member has a specified prefix as shown below. Prefix values are case sensitive.

|            |                |             |             |
|------------|----------------|-------------|-------------|
| E – Entity | D – Department | P – Purpose | G – Project |
| E02        | D01010         | P24987      | G704857     |

## Running Reports

Below is an example of selecting a specific Entity and multiple Department numbers. If you would like to run the report for more than one segment value, enter the exact values separated by a comma. For example, to run a report for departments 02025 and 02024, enter 'D02025, D02024' in the *Enter Department* box.

The following prompts have been defined in the report. You may use the default values shown, or select other members.

| Prompt            | Selection   | Type   | Source   |
|-------------------|---|--------|--|
| Enter Entity:     | E02<br><input checked="" type="checkbox"/> Edit Member Names            | Report | Report: Income Statement (excluding 05)<br>Grid: Grid1 |
| Enter Department: | D02025, D02024<br><input checked="" type="checkbox"/> Edit Member Names | Report | Report: Income Statement (excluding 05)<br>Grid: Grid1 |

For period, the value is always the three digit month in capital letters. The default for period is always current month (\$CurrMth). This is a variable maintained by Budget & Financial Reporting. The current month variable will be updated after the close of the month, thus on July 1, the current month variable will still be JUN.

Below is an example of selecting Period by the Report icon. There is a hierarchy for year, quarter and month. Always move values not selected to the left column so only the desired value is visible and checked if not using the default.

Respond to Prompts -- Webpage Dialog

https://planning-a536919.pbc.us2.oraclecloud.com/hr/modules/com/hyperion/reporting/web/common/HRDialogEncloser.jsp?fr\_id=2107436

Find: Name \*  Use Wildcards  Case-Sensitive Rows Per Page: 20

| Name                                    | Default | Name                                    |
|---|---------|---|
| Period                                  |         | <input type="checkbox"/> \$CurrMth      |
| <input type="checkbox"/> BegBalance     |         | <input checked="" type="checkbox"/> JUL |
| YearTotal                               |         |   |
| Q1                                      |         |   |
| <input checked="" type="checkbox"/> JUL |         |   |
| <input type="checkbox"/> AUG            |         |   |
| <input type="checkbox"/> SEP            |         |   |
| Q2                                      |         |   |
| Q3                                      |         |   |

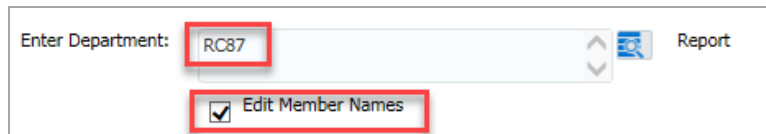
Always move values not selected to the left.

Help OK Cancel



## Running Reports

You can also run reports by SO, RC and Reporting Group by entering the value in the Department field. You must use the exact name of the SO, RC or Reporting Group as it has been defined in PBCS. Below is an example of a RC parameter (i.e. RC87).

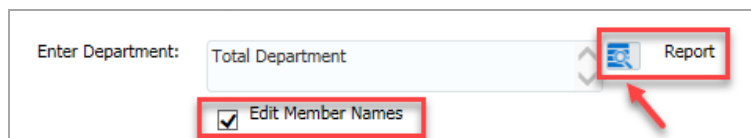


Enter Department: RC87 Report

Edit Member Names

### Selecting Report Parameters from Lists

If you are unsure of the exact name for a value, you can use the lists or hierarchies to find the value by name or number. To do this, check the *Edit Member Names* box and then click the Report icon.

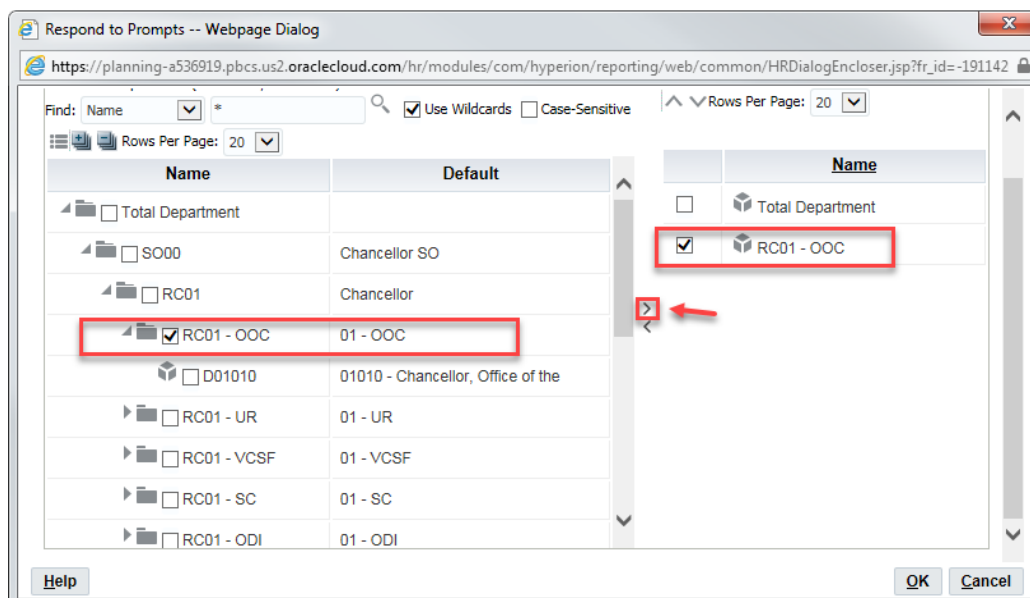


Enter Department: Total Department Report

Edit Member Names

There are multiple ways to find values using this member search. First, you can click the arrows next to the values to display the available hierarchies. The last available value in a hierarchy will appear with a cube symbol to the left denoting the lowest level. The default display is 20 rows per page, update the default to retrieve more values per page.

Once you have found the desired value, click the check box to the left of the value and then click the middle arrow to move it to the selected *Name* column. Values selected can be removed by clicking the check box in the selected *Name* column and using the middle arrow to move it back to the selection area. You must click the check box in the right-hand column to ensure the value is selected for the report. Remember that all possible values will be displayed in these fields. You will not have security access to all values.



Respond to Prompts -- Webpage Dialog

https://planning-a536919.pbc.us2.oraclecloud.com/hr/modules/com/hyperion/reporting/web/common/HRDialogEncloser.jsp?fr\_id=-191142

Find: Name \* Use Wildcards Case-Sensitive Rows Per Page: 20

| Name   | Default                           |
|--|-----------------------------------|
| Total Department                               |                                   |
| SO00   | Chancellor SO                     |
| RC01   | Chancellor                        |
| <input checked="" type="checkbox"/> RC01 - OOC | 01 - OOC                          |
| <input type="checkbox"/> D01010                | 01010 - Chancellor, Office of the |
| <input type="checkbox"/> RC01 - UR             | 01 - UR                           |
| <input type="checkbox"/> RC01 - VCSF           | 01 - VCSF                         |
| <input type="checkbox"/> RC01 - SC             | 01 - SC                           |
| <input type="checkbox"/> RC01 - ODI            | 01 - ODI                          |

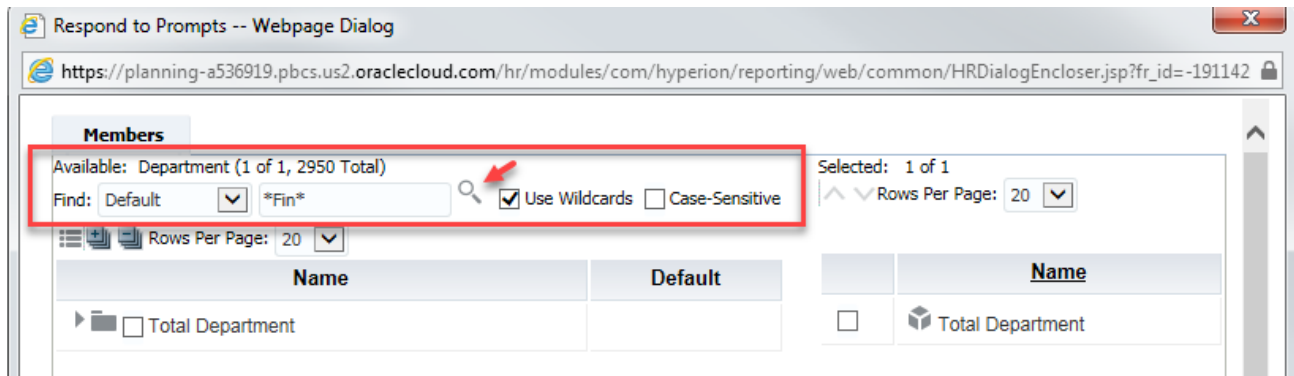
Help OK Cancel

# Running Reports

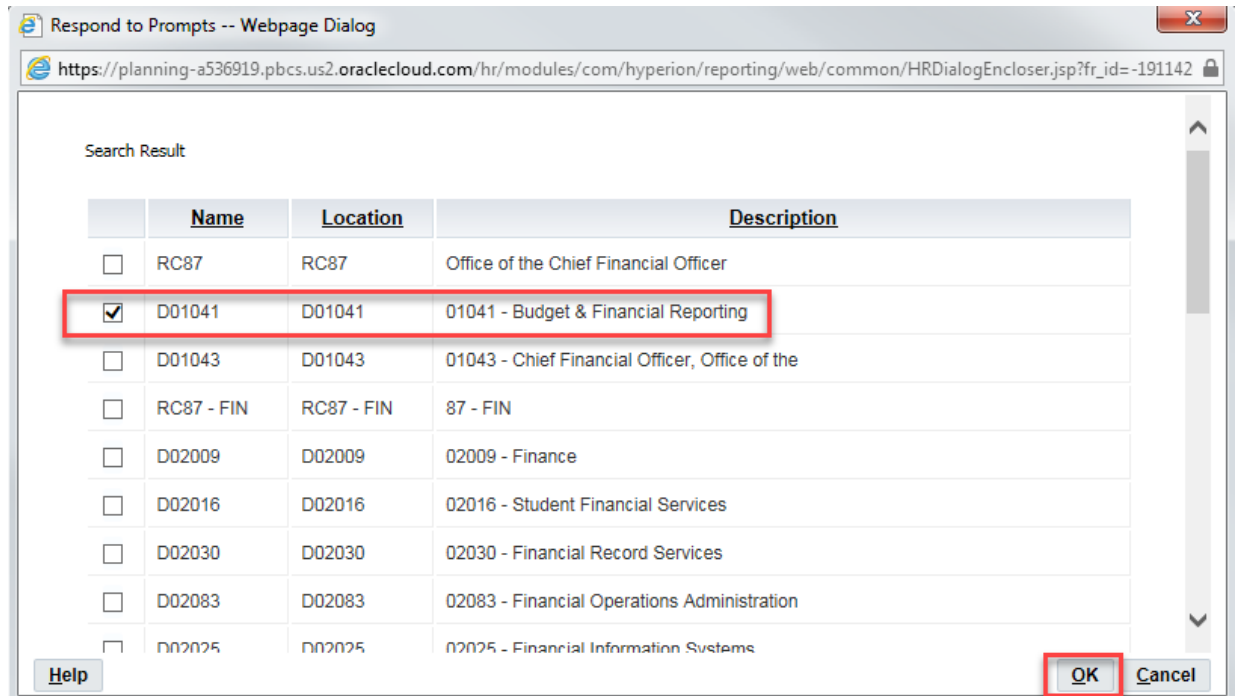
You can also search for values using the *Find* drop down box. The wildcard symbol for PBCS is \*.

To search by description, select Default in the Find drop down, enter criteria using wildcards and then click the search icon (magnifying glass). You can optionally select the *Case-Sensitive* check box to make your search case sensitive. The default is not case sensitive.

The search will return all values based on your criteria. For example, if you use 'Fin\*' to search by Default, the results will display all description values beginning with 'Fin', however if you use '\*Fin\*', the results will display all values containing 'Fin' anywhere in the description.

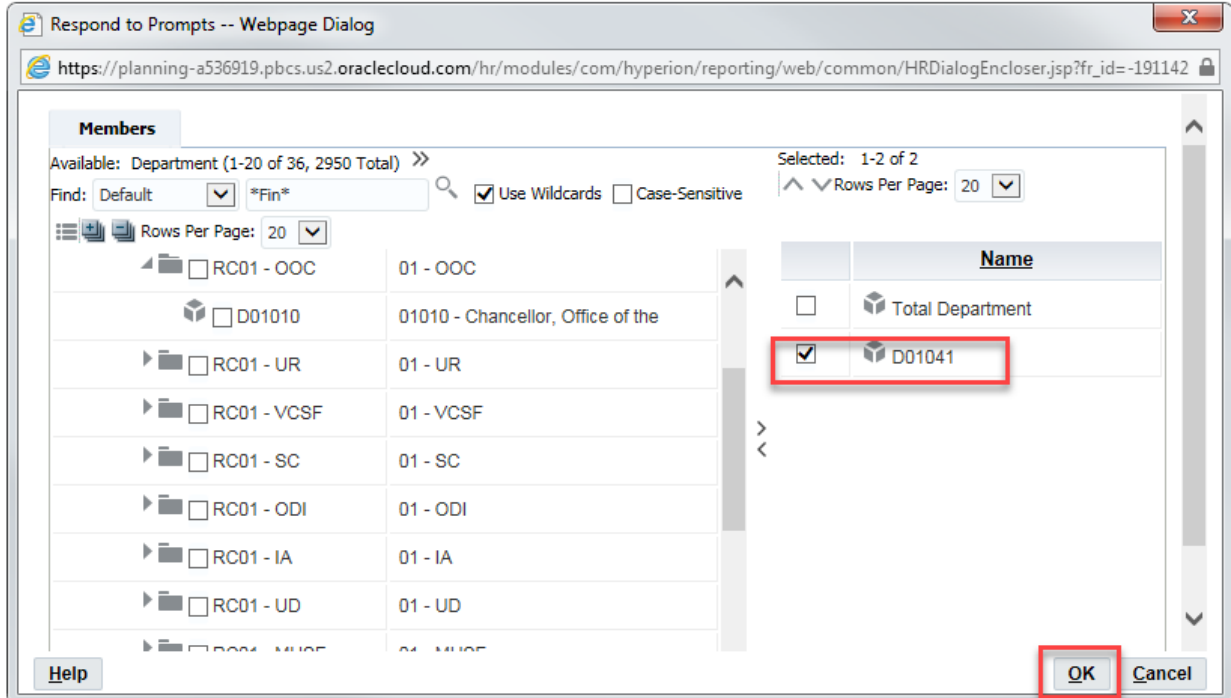


Select the desired values and click OK to return to the selection window.



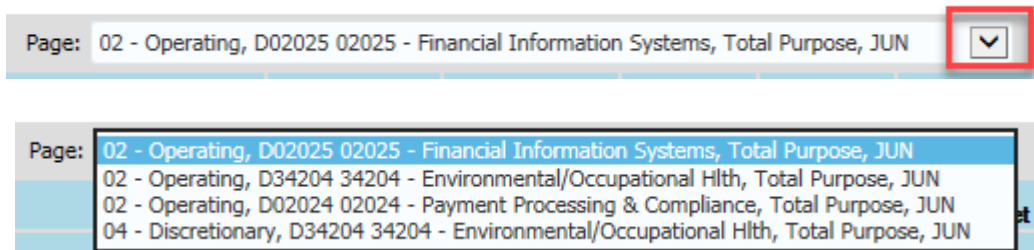
# Running Reports

You must click the check box in the right-hand column to ensure the value is selected for the report.



## Reports Submitted with Multiple Parameter Values

When submitting the Income Statement reports for one or more entities, departments or purposes, a drop down list to display each will be available at the top of the report as shown below.



The Budget Rollforward report will display drilldown rows for each value selected.

| RC/Department                             | SubCode                  |
|---|--------------------------|
| ▶ 02025 - Financial Information Systems   | ▶ 9999 - Total Expense   |
| ▶ 34204 - Environmental/Occupational Hlth | ▶ 9999 - Total Expense   |
| ▶ 02024 - Payment Processing & Compliance | ▶ 9999 - Total Expense   |
| ▶ 02025 - Financial Information Systems   | ▶ 8299 - Total Transfers |
| ▶ 34204 - Environmental/Occupational Hlth | ▶ 8299 - Total Transfers |

# Running Reports

## Using the Drilldown Feature

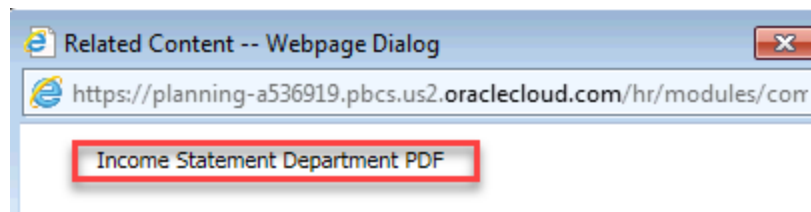
When running reports using the HTML option, drilldown functions are available. You must be at the lowest level of the report value in order to use the drilldown capabilities. The amount will appear with an underline indicating drilldown. **Remember to work from left to right when using drilldown.**

Below is an example of a report showing the lowest level and the values that are drillable. The lowest level will not have the drilldown (triangle) symbol to the left of the value. Click on the underlined value to initiate the drilldown.

Denotes there is more underlying detail and you are not at the lowest level needed for drilldown

|  | Prior YTD Actual<br>FY17 | YTD Actual<br>FY18 | \$ Change        | % Change    | YTD Budget<br>FY18 | Fav/(Unfav)<br>\$ Variance | % Variance    |
|--|--------------------------|--------------------|------------------|-------------|--------------------|----------------------------|---------------|
| <b>Revenues</b>  |                          |                    |                  |             |                    |                            |               |
| <b>Expenses</b>  |                          |                    |                  |             |                    |                            |               |
| ▶ 999 - Total Compensation                             | 4,931,635                | 4,797,971          | (133,664)        | (2.7)       | 4,561,755          | (236,216)                  | (5.2)         |
| ▼ 998 - Total Non-Compensation                         | 2,534,874                | 5,468,896          | 2,934,022        | 115.7       | 2,941,142          | (2,527,754)                | (85.9)        |
| ▼ 6099 - Total Supplies & Office Furniture             | 215,810                  | 4,261,322          | 4,045,512        | 1,874.6     | 300,000            | (3,961,322)                | (1,320.4)     |
| 6000 - Office Supplies                                 | 44,862                   | 492,585            | 447,723          | 998.0       | 300,000            | (192,585)                  | (64.2)        |
| 6001 - Office Supplies                                 | 7,023                    | 1,003              | (6,020)          | (85.7)      | 0                  | (1,003)                    | N/A           |
| 6021 - Computer Supplies                               | 35,481                   | 3,446,499          | 3,411,018        | 9,613.7     | 0                  | (3,446,499)                | N/A           |
| 6022 - Computer Supplies                               | 11,233                   | 13,812             | 2,579            | 23.0        | 0                  | (13,812)                   | N/A           |
| 6030 - Other Supplies                                  | 0                        | 75                 | 75               | N/A         | 0                  | (75)                       | N/A           |
| 6080 - Interdept Office Supplies-Non-Book Centers      | 70                       | 0                  | (70)             | (100.0)     | 0                  | N/A                        | N/A           |
| 6081 - Interdept Computer Supplies                     | 110,622                  | 300,794            | 190,172          | 171.9       | 0                  | (300,794)                  | N/A           |
| 6085 - Interdept Unallowable Office Supp-Non-Book Ctr  | 6,519                    | 6,350              | (169)            | (2.6)       | 0                  | (6,350)                    | N/A           |
| 6092 - Interdept Supplies-Book Centers only            | 0                        | 203                | 203              | N/A         | 0                  | (203)                      | N/A           |
| ▶ 6399 - Total Travel & Business                       | 26,407                   | 49,915             | 23,508           | 89.0        | 30,000             | (19,915)                   | (66.4)        |
| ▶ 6499 - Total Professional Services & Consulting      | 3,545,596                | 2,239,796          | (1,305,800)      | (36.8)      | 3,985,331          | 1,745,535                  | 43.8          |
| ▶ 7199 - Total Repairs, Maint & Other Facilities Costs | 51,277                   | 22,911             | (28,365)         | (55.3)      | 2,000              | (20,911)                   | (1,045.6)     |
| ▶ Subtotal Other Expense                               | (1,304,215)              | (1,105,048)        | 199,167          | 15.3        | (1,376,189)        | (271,141)                  | (19.7)        |
| <b>9999 - Total Expense</b>                            | <b>7,466,509</b>         | <b>10,266,867</b>  | <b>2,800,358</b> | <b>37.5</b> | <b>7,502,897</b>   | <b>(2,763,970)</b>         | <b>(36.8)</b> |

A new window will appear with a hyperlink for the report to continue the drilldown. Click on the report name. Depending on the report, you may continue the drilldown process through several windows to get to GL Detail. Verify you are at the lowest level of the report when clicking the drilldown option.



# Running Reports

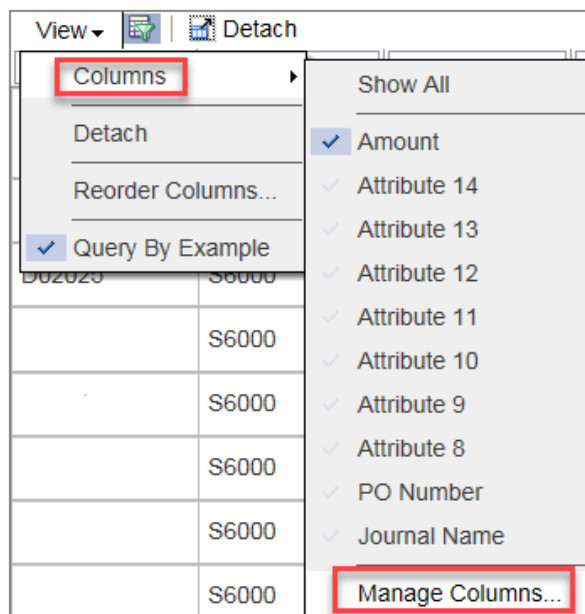
When you have drilled to the lowest level, the GL Amount Details window will be displayed. PBCS automatically formats the data as shown below. The display cannot be modified as a default however you can display additional details defined by the University by clicking the View drop down box.

| Amount Details |        |          |            |         |         |        |         |              |      | Refresh | Close |
|----------------|--------|----------|------------|---------|---------|--------|---------|--------------|------|---------|-------|
| Year           | Period | Scenario | Department | SubCode | Version | Entity | Project | Total Amount | View |         |       |
| FY18           | OCT    | Actual   |            | S6000   | Working | E02    | G000000 | 23,033.42    | REG  |         |       |

| Department -Department | SubCode -SubCode | Description | Version -Version | Entity -Entity | Project -Project | View -View | Reference -Reference | Purpose -Purpose | Amount |
|------------------------|------------------|-------------|------------------|----------------|------------------|------------|----------------------|------------------|--------|
|                        | S6000            |             | Working          | E02            | G000000          | REG        | R00000               | P00000           | 35.11  |
|                        | S6000            |             | Working          | E02            | G000000          | REG        | R00000               | P00000           | 33.24  |
|                        | S6000            |             | Working          | E02            | G000000          | REG        | R00000               | P00000           | 20.84  |
|                        | S6000            |             | Working          | E02            | G000000          | REG        | R00000               | P00000           | 16.62  |
|                        | S6000            |             | Working          | E02            | G000000          | REG        | R00000               | P00000           | 24     |
|                        | S6000            |             | Working          | E02            | G000000          | REG        | R00000               | P00000           | 12     |
|                        | S6000            |             | Working          | E02            | G000000          | REG        | R00000               | P00000           | 233.69 |

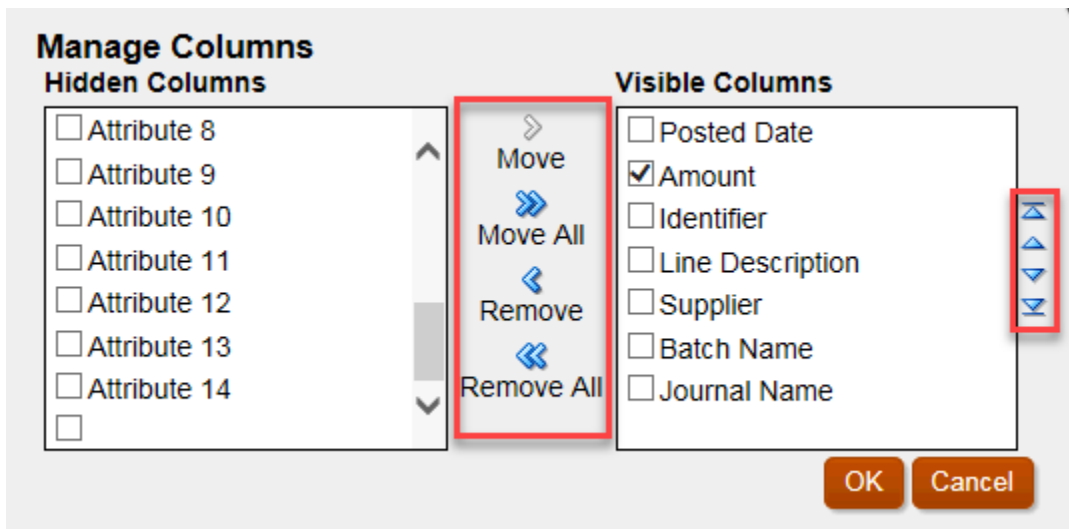
Select View – Columns – Manage Columns to select specific columns to display.



## Running Reports

When in the Manage Columns window, it is recommended to use the middle arrows and Remove All values in Visible Columns. Then use the Hidden Columns field to select the desired values by checking the box to the left for each value and clicking Move.

Once values are in Visible Columns, they can be reordered by checking the box to the left and selecting the arrow icons to the right of the column. Once all values have been selected, click OK. For BMR data, be sure to show Line Description and Batch Name.



Fields with more detail than displayed will appear with ... at the end. Hover over the field to see the full description in the field.

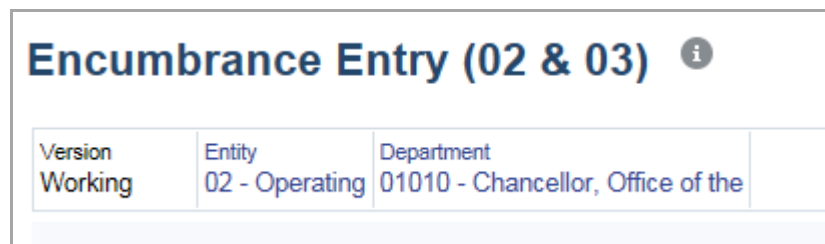
| Posted Date | Amount | Identifier       | Line Description | Supplier      | Batch Name      | Journal Name     |
|-------------|--------|------------------|------------------|---------------|-----------------|------------------|
| 10/30/2017  | 35.11  | TCard            | 54496 Diann...   |               | TCard PP 27-... | Travel Card J... |
| 10/4/2017   | 33.24  | Journal Impor... | Starbucks(R)...  | SUPRA OFFI... | Payables A 1... | OCT-17 Purc...   |
| 10/4/2017   | 20.84  | Journal Impor... | Nature Valley... | SUPRA OFFI... | Payables A 1... | OCT-17 Purc...   |
| 10/19/2017  | 16.62  | Journal Impor... | Starbucks(R)...  | SUPRA OFFI... | Payables A 1... | OCT-17 Purc...   |
| 10/19/2017  | 24     | Journal Impor... | Green Mount...   | SUPRA OFFI... | Payables A 1... | OCT-17 Purc...   |
| 10/19/2017  | 12     | Journal Impor... | Caribou Coff...  | SUPRA OFFI... | Payables A 1... | OCT-17 Purc...   |
| 10/24/2017  | 233.69 | Journal Impor... | Dell S5840cd...  | DELL MARK...  | Payables A 1... | OCT-17 Purc...   |

## Managing Encumbrance Entry Forms

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The Encumbrance Entry forms are available for users to manage planned encumbrances by month. The forms include non-updateable columns for prior year actuals, current year actuals and current year-to-date budget. The encumbrance entry fields can support various levels of detail and supporting documents. Values calculated in the total encumbrance fields feed to the Income Statement reports. If no encumbrances are created using these forms, then the encumbrance columns will not appear on the Income Statement report.

1. Select the Tasks icon from the home page.
2. Select the *Planner* drop down.
3. Select the desired encumbrance entry form. Functionality within the forms is the same, security is applied to each by entity as designated.
  - Encumbrance Entry (02 & 03) – selection is available for entities 02 and 03 and any department within your assigned security. Totals are listed by subcode, reference and purpose.
  - Encumbrance Entry (04 & 06) – selection is available for entities 04 and 06 and any purpose within your assigned department security. Totals are listed by subcode, reference and department.
  - Encumbrance Entry (05) – selection is available for entity 05 and any project within your assigned department security. Totals are listed by subcode, reference and department.
4. Once a form has been selected, the Entity and Department will be displayed in the upper left.
  - When entering for the first time, the department will default to the first department number that is within your security access. After a department is selected and encumbrances saved, the form will open the last saved department on entry.



The screenshot shows the header of the 'Encumbrance Entry (02 & 03)' form. Below the title is a table with three columns: 'Version', 'Entity', and 'Department'. The values are 'Working', '02 - Operating', and '01010 - Chancellor, Office of the' respectively. The text is in blue, indicating it is a hyperlink.

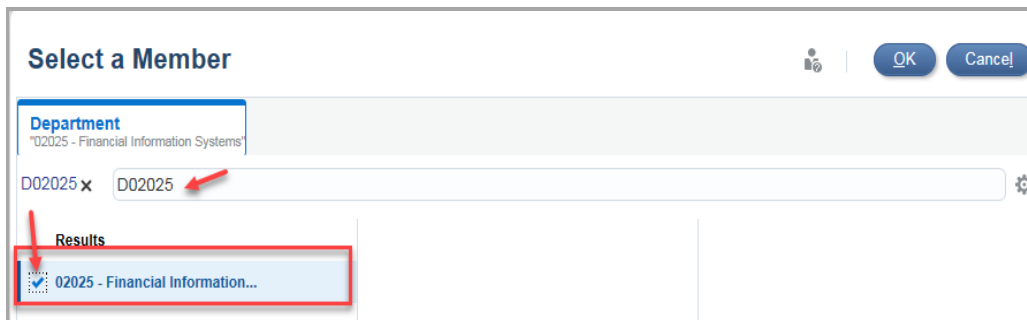
| Version | Entity         | Department                        |
|---------|----------------|-----------------------------------|
| Working | 02 - Operating | 01010 - Chancellor, Office of the |

5. To change the Department (or Entity, Purpose, Project depending on the form selected), click on the displayed account segment value. The print is in blue indicating a hyperlink.

## Managing Encumbrance Entry Forms

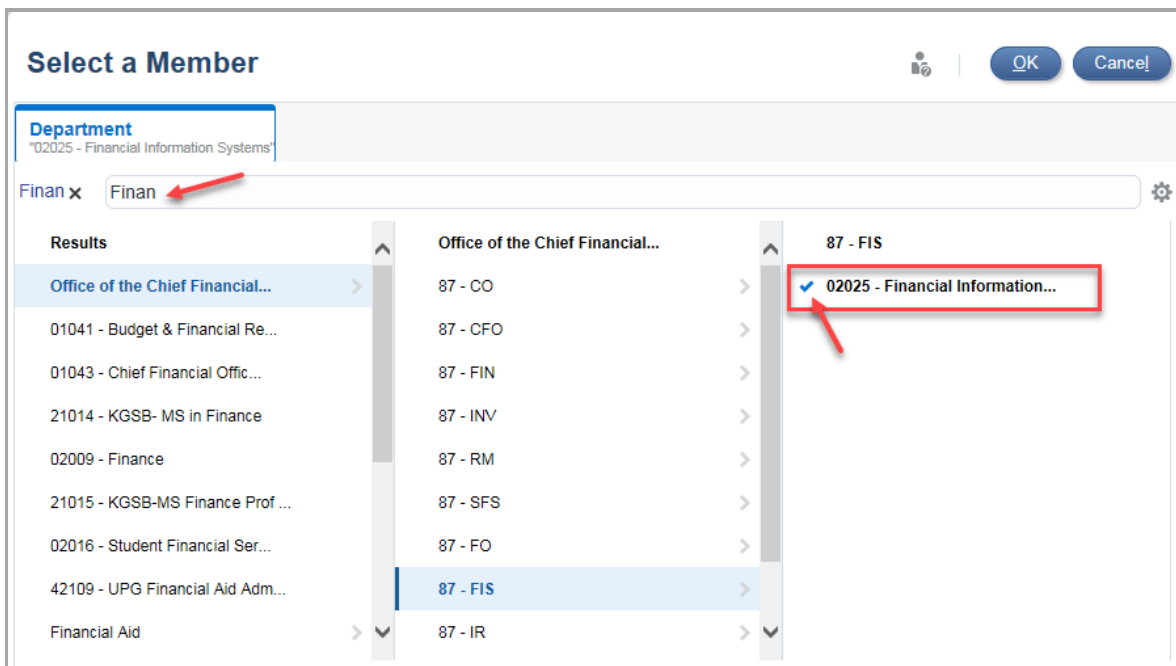
6. The Select a Member window will open. There are multiple ways to search and select the new segment value. A blue check mark must appear to the left of the value before clicking OK.

- In the *Search* field, you can enter the value directly with the defined prefix. For example, to find department number 02025, type D02025 and enter to search.
- Prefix values are as follows: E – Entity, D – Department, P – Purpose, G – Project
- Prefix values are case sensitive.



The screenshot shows the 'Select a Member' dialog box. The 'Department' field is selected, and the search input contains 'D02025'. The search results list '02025 - Financial Information...' with a blue checkmark next to it, indicating it is the selected member.

- In the Search field, you can also partially type the name or number of the segment. For example, if you type 'Finan' and enter, the Results will display all matching values. You may need to continue to drill through the account hierachies to find the desired value as shown below.
- All possible values are displayed even though you do not have security access to all values. If an account outside your security is selected, no data will be returned.

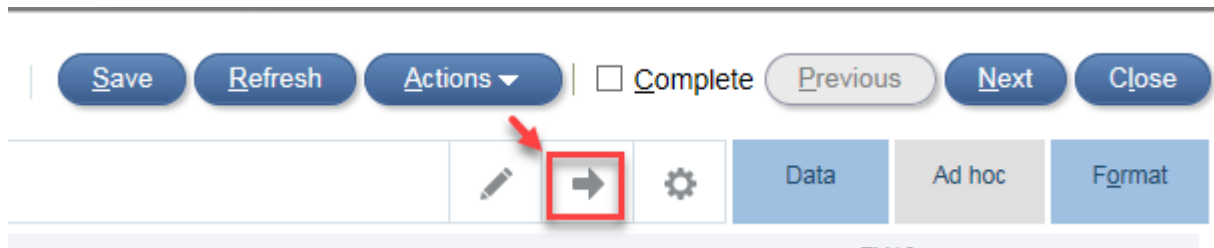


The screenshot shows the 'Select a Member' dialog box with a search for 'Finan'. The search results are displayed in a hierarchical tree structure. The '87 - FIS' category is selected, and '02025 - Financial Information...' is the selected member within that category.



## Managing Encumbrance Entry Forms

- Click OK after verifying that the blue check mark to the left of the desired account segment is displayed and the value name is displayed beneath the Select a Member title.
- Once the new value is selected, click the Go icon (arrow icon) to process the results for the select segment value. This must be selected when changing values in order to update the results and ensure data is accurate.



- Encumbrance data can be entered and maintained in the monthly Encumbrance Input columns.
- A numeric value can simply be added to a monthly column. When the encumbrance becomes an actual charge to the account, the form must be manually adjusted to remove/relieve the manually-entered encumbrance.
- Click Save and acknowledge the save message.
  - Once the input is saved, the *Encumbrances YearTotal* value will be updated. This field is the sum of all values manually entered in the monthly input columns (shown in the *YearTotal* field) and the *Encumbrance Loaded* column.
  - The Encumbrance Loaded field will be for a future phase of the PBCS implementation. This column is for the planned automated load of purchase order encumbrances from the PantherExpress system, which will be part of the next PBCS Phase.

|                               | FY17      | FY18      | FY18          | FY18         | FY18               |               |
|-------------------------------|-----------|-----------|---------------|--------------|--------------------|---------------|
|                               | Actual    | Actual    | Ending Budget | Encumbrances | Encumbrance Loaded |               |
|                               | YearTotal | YearTotal | YearTotal     | YearTotal    | YearTotal          | YearTotal     |
| 6000 - Office Supplies R00000 | 44,927.47 | 8,023.64  | 19,000.00     | 600.00       | 600.00             | JUL<br>600.00 |

- There are several additional methods to enter encumbrances. When in the desired field, right-click on the field to display the options or click the Actions button. Options include Edit, Comments, Supporting Detail, Change History and Lock/Unlock Cells.

# Managing Encumbrance Entry Forms

## Supporting Detail

- To keep a detailed log of the manual encumbrances, use the *Supporting Detail* option (right – click or Actions).
- In the Supporting Detail window, add line details with descriptions using the Actions drop down. The Operator column defaults to addition but can be changed to subtraction, multiplication and division.
  - Add Child records to roll-up to a total for one encumbrance event.
  - Add Sibling records to record multiple encumbrance events
  - When the encumbrance is relieved, the encumbrance line can either be deleted or a new line for subtracting the amount can be added.

The screenshot shows the 'Supporting Detail' window with a table of encumbrance entries. The table has columns for 'Operator', 'FY18 Encumbrance In AUG', and 'Amount'. The entries are:

|                    | Operator | FY18 Encumbrance In AUG | Amount |
|--------------------|----------|-------------------------|--------|
| Conference - Lego  | +        | 562.0                   |        |
| Lodging            | +        | 400.0                   |        |
| Per Diem           | +        | 162.0                   |        |
| Training - DeNezza | +        | 284.0                   |        |
| Lodging            | +        | 180.0                   |        |
| Per Diem           | +        | 104.0                   |        |
| Mentor Luncheon    | +        | 250.0                   |        |
| Total              |          | 1,096.0                 |        |

Annotations in the image include:

- Green arrows pointing from the 'Lodging' and 'Per Diem' rows under 'Conference - Lego' to a text box: "Lodging & Per Diem are Child Records of Conference - Lego."
- Green arrows pointing from the 'Lodging' and 'Per Diem' rows under 'Training - DeNezza' to a text box: "They are Sibling records for each other."
- Green arrows pointing from the 'Lodging', 'Per Diem', and 'Mentor Luncheon' rows to a text box: "Conference - Lego, Training - DeNezza and Mentor Luncheon are Sibling Records."
- A black box at the bottom with an arrow pointing to the '+' operator in the 'Mentor Luncheon' row, containing the text: "Operator value options are: + - \* /"
- An 'Actions' dropdown menu is open on the right, showing options: Add Child, Add Sibling, Promote, Demote, Delete, Delete All, Move Up, Move Down, Fill, and Duplicate Row.

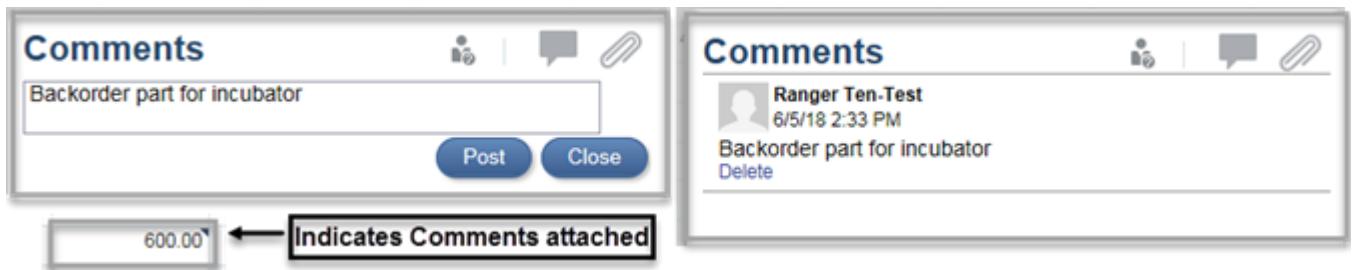
- Once all details have been added, click Save. This will close the Supporting Details window and the field will now appear highlighted, which indicates that Supporting Detail has been created. You must open the Supporting Detail window to edit the amount.

## Comments

- Comments* can be added to any field (right –click or Actions).
- In the Comments window, enter the desired text and click Post.

## Managing Encumbrance Entry Forms

- The Comments will be stamped with the name of the user entering the Comments and the time that the comments were added.
- Once all comments have been added, click Close. The field will now appear with a triangle in the upper right corner indicating Comments are attached.

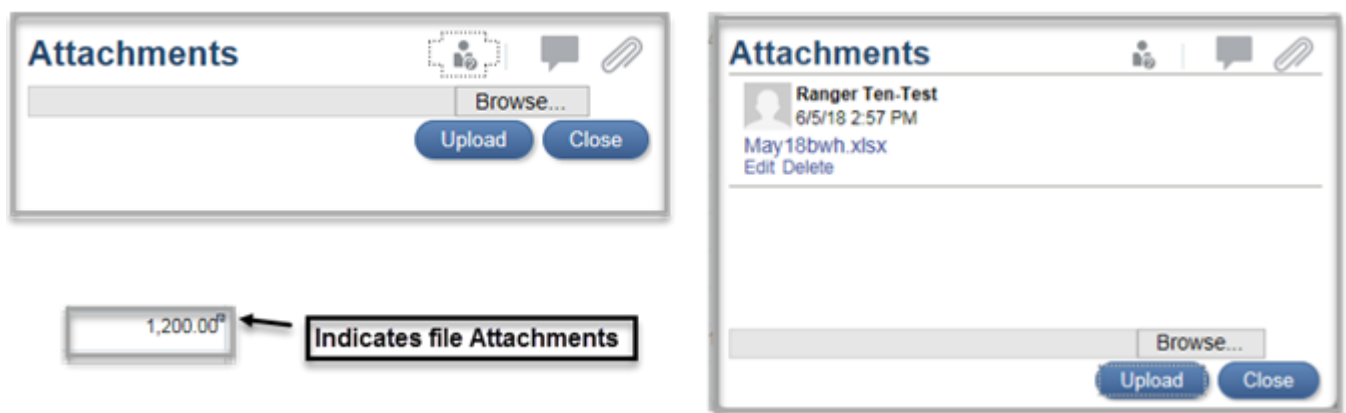


## Attachments

18. File *Attachments* can be added to any field (right-click or Actions).

19. In the Attachments window, Browse to find the desired file and click Upload.

- The Attachments screen will be stamped with the name of the user uploading the attachment and the time the attachment was created.
- Once all attachments have been added, click Close. The field will now appear with a box in the upper right corner indicating attachments are loaded.



20. Always remember to save the form when changes have been made. Save will automatically recalculate the YearTotal fields and ensure changes are not lost.

# Managing Encumbrance Entry Forms

## Automatic Calculation of Fringe Benefits

21. When entering encumbrances for salary subcodes in the **02 & 03** and **04 & 06** forms, the system will automatically calculate the corresponding fringe benefits based on the approved non-federal rates.

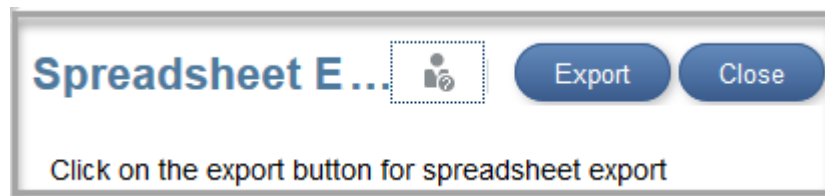
**NOTE:** The 05 form will not automatically calculate fringe, this must be done manually.

| SubCode                                  | Reference | Purpose                  | YearTotal | JUL       |
|--|-----------|--------------------------|-----------|-----------|
| 5400 - Staff RFT Regular Earnings        | R00000    | 00000 - Default-No Value | 10,000.00 | 10,000.00 |
| 5420 - Staff RFT Overtime                | R00000    | 00000 - Default-No Value |           |           |
| 5440 - Staff RFT Compensatory Time Paid  | R00000    | 00000 - Default-No Value |           |           |
| 5441 - Staff RFT Other Compensation      | R00000    | 00000 - Default-No Value |           |           |
| 5445 - Vacation Pay                      | R00000    | 00000 - Default-No Value |           |           |
| 5446 - Sick Time Paid                    | R00000    | 00000 - Default-No Value |           |           |
| 5530 - Temporary Staff TEP PT Earnings   | R00000    | 00000 - Default-No Value |           |           |
| 5540 - Temporary Staff PT Overtime       | R00000    | 00000 - Default-No Value |           |           |
| 5700 - FICA-Paying Student Employees     | R00000    | 00000 - Default-No Value |           |           |
| 5750 - Non-FICA-Paying Student Employees | R00000    | 00000 - Default-No Value |           |           |
| 5907 - Fringe Benefits-Staff             | R00000    | 00000 - Default-No Value | 3,920.00  | 3,920.00  |

## Export to Excel

22. Select Actions – Spreadsheet Export, to send the form data to Excel.

23. The Spreadsheet Export window will open, select Export.



24. This will open a dialog box to open the HspWbGrid.xls file.

- Chose the Open with Microsoft Excel option or Save File.
- Depending on your version of Excel, you may receive a warning message regarding the format and extension, select Yes to open the file.