

SF_PBCS FREQUENTLY ASKED QUESTIONS


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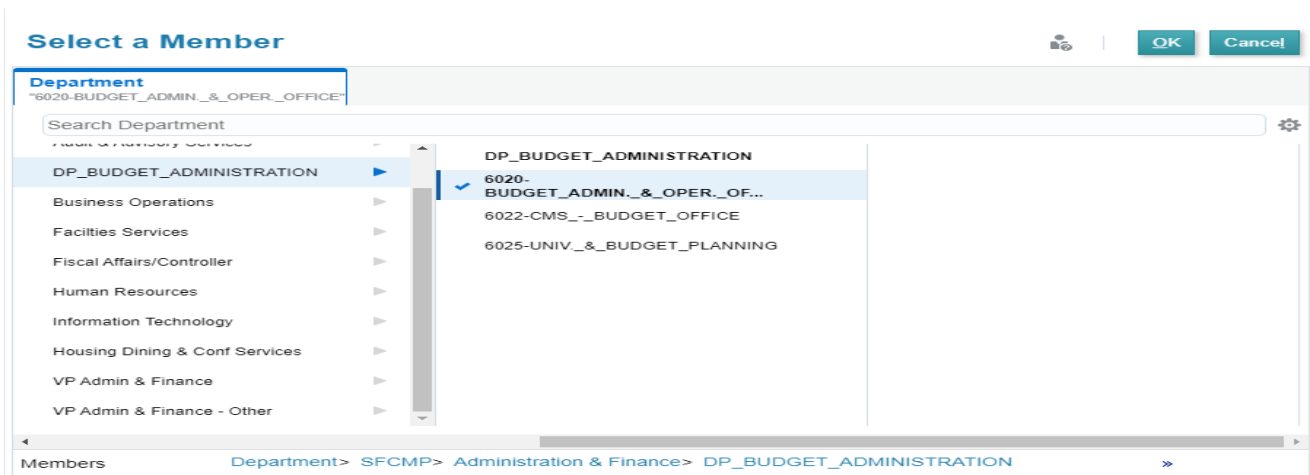
Table of Contents

- SF_PBCS FREQUENTLY ASKED QUESTIONS..... 1**
- I select an item out of the member selector but it doesn't show on my form. What am I doing wrong?
 2
- Does the position budgeting process in SF_PBCS replace ETRAC?..... 3
- Can a user budget at a division or account group level?..... 3
- What do we have to actually input into SF_PBCS for budgeting?..... 3
- How does budgeting by a position vs budgeting by a pool position differ?..... 3
- I added a new position request/position reclassification, is there an approval process?..... 4
- Can I see the detail of the pools in PBCS?..... 4
- What is the PBCS data process flow?..... 4


I select an item out of the member selector but it doesn't show on my form. What am I doing wrong?

There are a couple specific areas to focus on in getting oriented with the member selection screen below:

- The current selection is shown in two places:
 - Directly underneath the dimension header at the top of dialogue box
 - Within the member selection area WITH a **blue checkmark**
- There will be a hierarchy path at the bottom of the member selection screen (Department->SFCMP->Administration & Finance->DP_BUDGET_AND_ADMINISTRATION). Since each of these are blue hyperlinks, they can be selected. This will help to navigate back to higher levels
- Additionally, the "Search Department" field can be used to search for any part of the new member. In the example below "6022" or "BUDGET" could be used as key words to search for 6022-CMS_-_BUDGET_OFFICE
 - Note: After typing the key word in, select "Enter" to perform the search
- Lastly, the  icon can be used to modify select display/filter options. For example, the "Show Alias" option (shown in second image) can be selected to show full descriptions if only the system members are displaying



Once selected, the box will show as yellow (shown below). Whenever anything in the system shows as yellow (data or member selection), it means that a submission is needed to complete the action. In this

case, the  button must be selected to apply the new selection.

Department	
S 6022-CMS - BUDGET OFFICE	➔

For more detailed information refer to the SF_PBCS User Guide under “Member Selection.”

Does the position budgeting process in SF_PBCS replace ETRAC?

SF_PBCS position budgeting process does not replace ETRAC. SF_PBCS will enhance the budgeting process to allow the user to see what new positions or edits to positions have been approved and included in the budget, to then begin the ETRAC process.

Can a user budget at a division or account group level?

As in previous years, all budget input will be at the bottom level. In other words a user will be budgeting by department, by GL account or position, by fund.

What do we have to actually input into SF_PBCS for budgeting?

You will review/input into 3 icons.



1. **Budget Compensation** Budget Compensation icon: Where you will review/modify/input information for your single incumbent positions.



2. **Budget OpEx and Revenue** Budget Opex and Revenue icon: Where you will review/input Operating Expenses and Revenue GL Account information.



3. **Budget Other Compensation** Budget Other Compensation icon: Where you will review/input Pools and Natural Account Compensation (ie Salaries and Wages GL accounts that you will budget for by GL Account such as Overtime, Shift Differential, etc).

How does budgeting by a position vs budgeting by a pool position differ?

When budgeting for a single incumbent you will be budgeting by position. When budgeting for a pool, you will budget for the total salary for a pool by the job code. You can check to make sure you’ve budgeted for the anticipated pool dollars by navigating to the Reports Icon and check that the amount you entered is reflected in the GL account.

I added a new position request/position reclassification, is there an approval process?

Yes. There is an approval process built into SF_PBCS for new positions requests and position reclassification requests. Once the user has saved a request, that request will then be in the Requests



icon which is in the Budget Compensation icon. These two types of requests will need to first be reviewed and approved by your Cabinet Budget Officer to move through the approval process. Once it has been reviewed then the final step is the Budget Office will move the position to Approved. Your Cabinet Budget Officer will not get an email to notify them of a pending request. You will need to let the reviewer know to go into SF_PBCS to view the requests.

SF_PBCS position budgeting process does not replace ETRAC. SF_PBCS will enhance the budgeting process to allow the user to see what new positions or edits to positions have been approved and included in the budget, to then begin the ETRAC process.

Can I see the detail of the pools in PBCS?

At this time the way we have the data flow into PBCS, is the dollars that are related to pool positions are aggregated and then the data flows into PBCS by job code. So PBCS doesn't store the position level detail for pools. When we were developing the system the feedback was that we budget for pools at a higher level than job code and thus the reason why we don't push pool position data into PBCS.

You can get pool position actual detail in FDW in the LCD tab. See screenshot below.



What is the PBCS data process flow?

SF_PBCS Data Process Flow

