



# San Francisco State University

We Make Great Things Happen

---

**San Francisco State University**

**SF\_PBCS Training**

**FY2020 – 21 Budget & Planning**

**February 2020**

# AGENDA

- Learning Objectives
- System Overview: Logging in, overview of icons
- Overview
- Budget Compensation
- Opex & Revenue
- Other Compensation (ie Pools)
- Reports

# LEARNING OBJECTIVES

This course is designed for new SF\_PBCS budget planners.

At the end of this training session you will be able to:

- Understand the process flow of navigating SF\_PBCS
- Review and edit/add/delete positions and change funding
- Input Opex and Revenue by GL account
- Input other compensation (ie pools) and edit/add/delete pool positions and change funding
- Run and access reports



# System Overview

# SYSTEM OVERVIEW

## What is SF\_PBCS?

- PBCS = Enterprise Planning and Budgeting Cloud Service
- A cloud based application to create an all funds budget and projection (future state)
- The application is also responsible for a new position approval process that will track requests through the cycle and approval status through the budget cycle.
- Financial reports are also available in the application.

# SYSTEM OVERVIEW

## Data included in SF\_PBCS:

- Actuals (PeopleSoft Financials & HR)
- Revised Budget (PeopleSoft Financials)
- Encumbrances (PeopleSoft Financials)
- HR Roster (PeopleSoft HCM)
- Budget (sourced in EPBCS)
- Forecast (future state – sourced in EPBCS)

# SYSTEM OVERVIEW

During this training session we will log into the TEST application.

<https://planning-test-a431204.pbc.us2.oraclecloud.com/HyperionPlanning>

Use supported browser, including:

- Firefox (***recommended***)
- Chrome (***recommended***)
- Microsoft Edge
- Safari



# SYSTEM OVERVIEW

- Dimension will represent either a piece of the chart of accounts (Fund, Program, etc), an HR segment (Employee, Position, etc.), or a PBCS-only dimension required for application usage (Scenario, Version, etc)
- Member is defined as a single instance of a dimension; for example, Fund NG001 is a member of the Fund dimension
- Bottom level vs Roll up level

# SYSTEM OVERVIEW

Dimension	SFSURPT	SFSUWRPT
Account	X	X*
Department	X	X
Fund	X	X
Period	X	X
Program	X	X
Scenario	X	X
Version	X	X
View	X	X
Years	X	X
Employee		X
Job Code		X
Position		X

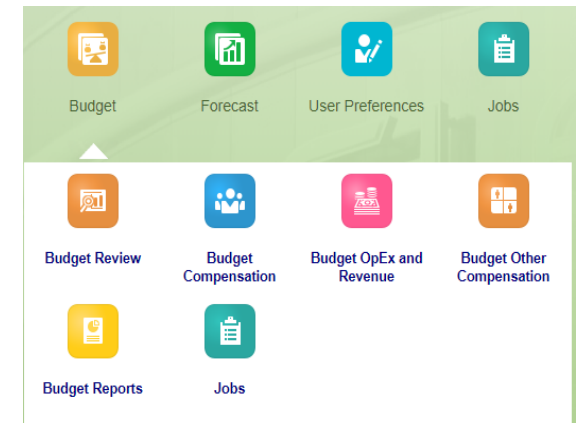
\*only includes compensation related accounts

# SYSTEM OVERVIEW

- EPBCS
  - Select a member
  - Submit data
  - Action Menu Overview
    - Action Menu Right Click
  - Set up User Variable – (In Preferences)
  - Fund Groupings

# Navigation Overview

# NAVIGATION OVERVIEW



**Budget Review**  
Review summary budgeted data and launch into other forms

**Budget Compensation**  
Review and edit budgeted compensation expenses for single incumbent positions only

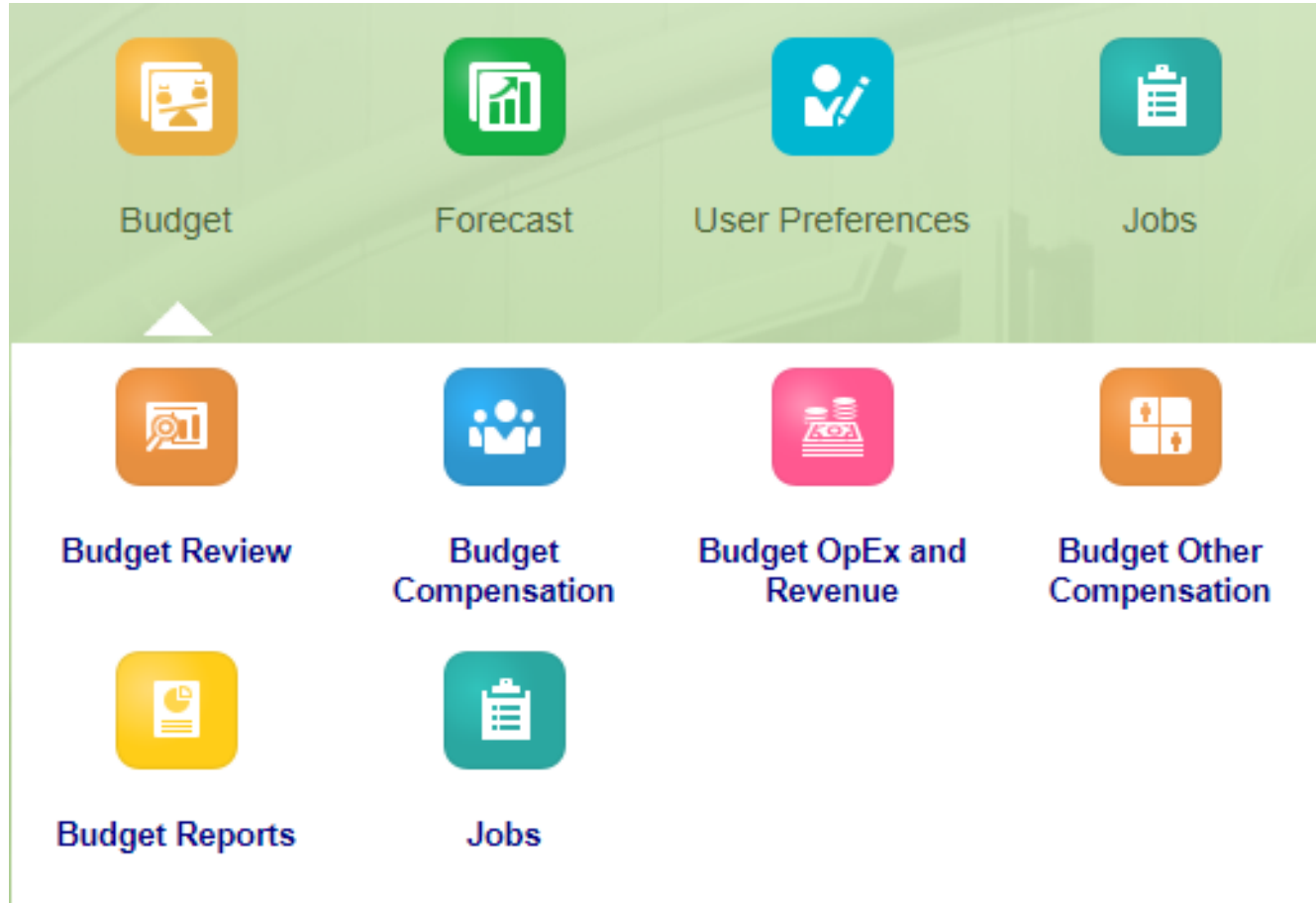
**Budget OpEx & Revenue**  
Review and edit budget for Revenue, Non-Comp Expenses, and Transfers

**Budget Other Compensation**  
Review and edit budget for remaining compensation accounts outside of single incumbents, including pools and natural accounts (ie overtime)

**Budget Reports**  
Generate and review canned financial reports

**Jobs**  
A good checkpoint to view to see calculations have been run by each individual user

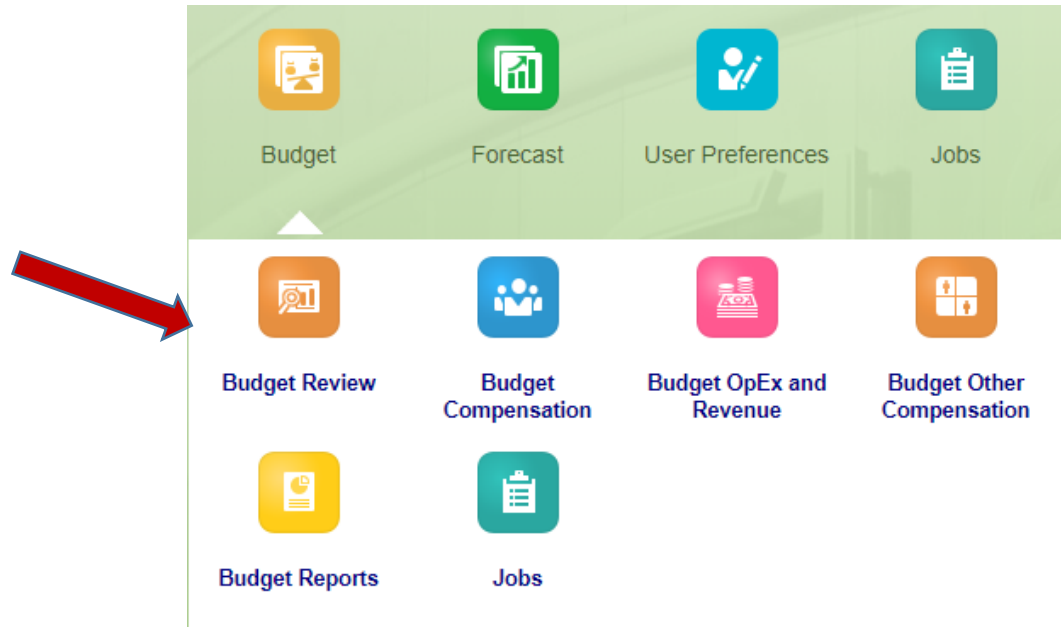
# NAVIGATION OVERVIEW





# Budget Review

# BUDGET REVIEW ICON



- **Budget Review**

- Displays read-only forms that can be used to review and/or launch into more detailed forms
- Note: “Launch forms” are summary forms that allow for right-click navigation to detailed forms for specific data entry

# BUDGET REVIEW ICON

SF STATE PRDU Planning and Budgeting Cloud: SFSU

 Budget Review
  Budget Compensation
  Budget OpEx and Revenue
  Budget Other Compensation
  Budget Reports
  Jobs

**Planner: Review Budget** ⓘ

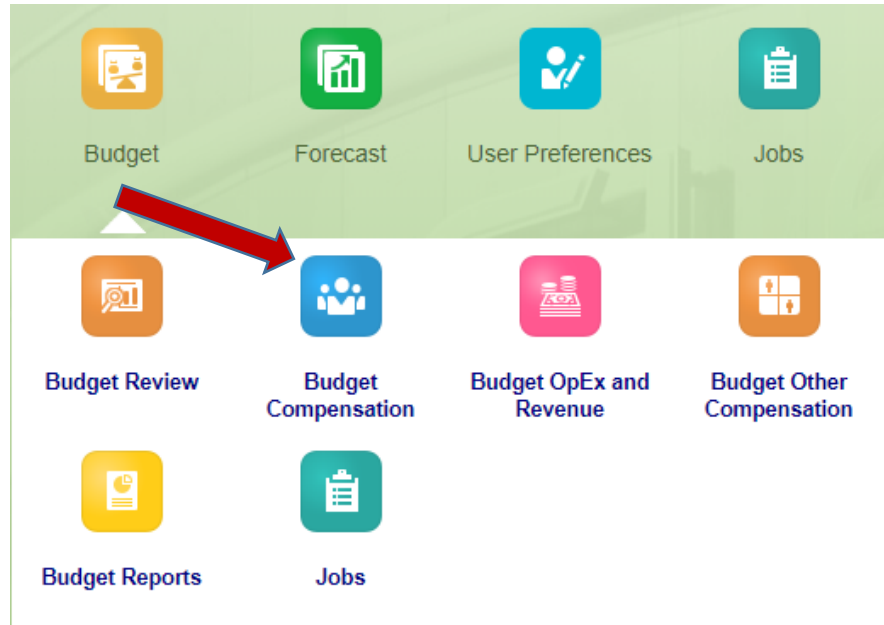
Review Fund: Operating Funds | Review Department: SFCMP

		Act	Bud	RvBud	Act	Bud	
		FY18	FY19	FY19	FY19	FY19	
		Final	Final	Final	Final	Working	
Operating Funds	SFCMP	Total Revenues / Other Sources.	384,734,624.02	401,323,201	401,415,847	266,347,276	75,000
		Salary & Wages.	201,256,719	216,403,180	219,343,744	108,138,649	218,613,151

Tabs	Description	Additional Notes
<b>Planner: Review Budget</b>	Displays the total associated with the selected Fund and Department subtotal members for Actuals, Budget, and Revised Budget. Additionally, this will display all detailed fund + department combinations that have data. By right-clicking on the DEPARTMENT of this fund, navigation to every major “by Department” form will be possible.	<ul style="list-style-type: none"> <li>The “Salaries &amp; Wages” data for the current Budget will be updated with the 30-minute scheduled process</li> <li>Right-click on specific department members to use navigation as-needed</li> <li>The “Review Fund” and “Review Department” options can be modified from this form as well to show varying levels of data</li> </ul>

# Budget Compensation

# BUDGET COMPENSATION



- **Budget Compensation**

- Contains the process for maintain Single Incumbent positions ONLY
- Also contains position request review process

Note: Entries in this process will utilize the 30-minute schedule to update data in the “Budget Review” section



# BUDGET COMPENSATION -ROSTER



Tabs	Description	Additional Notes
<b>Department Roster</b>	Allows for modification of all Employee/Position/Job Code appointments that are <u>owned</u> by the selected department. These appointments are populated either from the initial HR load or through on-demand calculations. Funding is not shown on this form.	<ul style="list-style-type: none"> <li>• These appointments are populated either from the initial HR load or through on-demand calculations</li> <li>• All position management calculations can be performed here</li> <li>• All funding forms can be accessed from here</li> </ul>
<b>Department Roster by User Variable</b>	Allows for modification of the same as Department Roster but allows for multiple departments to be modified all together.	<ul style="list-style-type: none"> <li>• Utilizes a user variable set in the initial setup screens (must be set before opening)</li> <li>• Same options as Department Roster</li> </ul>
<b>Department Roster by Job Code</b>	Allows for modification of the same as Department Roster but is ordered with Job Code as the first column to group by Job Code.	<ul style="list-style-type: none"> <li>• Same options as Department Roster</li> </ul>
<b>Salary Adjustments</b>	Overview form to show all appointments under the selected user variable that have been given a salary adjustment. This form can be used to review salary adjustments for a division.	<ul style="list-style-type: none"> <li>• Utilizes a user variable set in the initial setup screens (must be set before opening)</li> <li>• Contains navigational options to go to other forms to see more information on the displayed appointments</li> </ul>

Note: The department used in these forms represents the owner of the position. The department(s) responsible for funding are handled in the next section.

Ex. If a department pays for a position but does not own the position within HR, then the position would not show in these roster forms.



# BUDGET COMPENSATION - FUNDING



Tabs	Description	Additional Notes
<b>Department Funding</b>	Allows for modification of all requested and approved funding by Employee/Position/Job Code/Fund for a selected department.	<ul style="list-style-type: none"> <li>• These funding lines are populated either from the initial HR load or through on-demand calculations</li> <li>• All funding calculations can be performed here</li> <li>• All funding forms can be accessed from here</li> </ul>
<b>Employee Funding</b>	Allows for modification of all requested and approved funding by Position/Job Code/Department/Fund for a selected employee.	<ul style="list-style-type: none"> <li>• Same options as Department Funding</li> </ul>
<b>Position Funding</b>	Allows for modification of all requested and approved funding by Employee/Job Code/Department/Fund for a selected position.	<ul style="list-style-type: none"> <li>• Same options as Department Funding</li> </ul>

Note: The department used in these forms represents the funding of the position. The department(s) responsible for the ownership of the position are handled in the previous section.

Ex. If a department owns the position within HR but does not pay for the position, then the position will not show up in these forms.

# BUDGET COMPENSATION - REQUESTS



Tabs	Description	Additional Notes
<b>Current Requests</b>	Shows all outstanding position requests, inclusive of funding, that have not been moved to a reviewed status yet.	<ul style="list-style-type: none"> <li>Requests can additionally be managed from this area; only users with proper access can move a request to reviewed</li> </ul>
<b>Reviewed</b>	Shows all positions requests, inclusive of funding, that have been marked as reviewed but have not been fully approved yet.	<ul style="list-style-type: none"> <li>Requests can additionally be managed from this area; only users with proper access can move a request to approved</li> <li>Requests in this state can no longer be removed by the initial requestor</li> </ul>
<b>Approved</b>	Shows all position requests, inclusive of funding, that have been fully approved.	<ul style="list-style-type: none"> <li>Position requests that have been approved should additionally show up in the working budget.</li> <li>Requests in this state can no longer be removed from the budget unless the system administrator removes it</li> </ul>

Note: Requests will show up under roster and funding forms for modification, but they will not affect the budget until approved.

# BUDGET COMPENSATION

## **Modifying / Adding Roster Details**

- Budgeting for Salaries
  - Modify Existing Roster Details
  - Vacate an Existing Position
  - Fill an Existing Position
  - Add Employee to a Position
  - Remove Employee from Position and/or Modify Monthly Assignments
  - Request New Position

## **Modify Position Funding**

- Modify Existing Funding (including Removal)
- Add New Funding

# BUDGET COMPENSATION – HANDS ON ACTIVITIES

## Modifying / Adding Roster Details

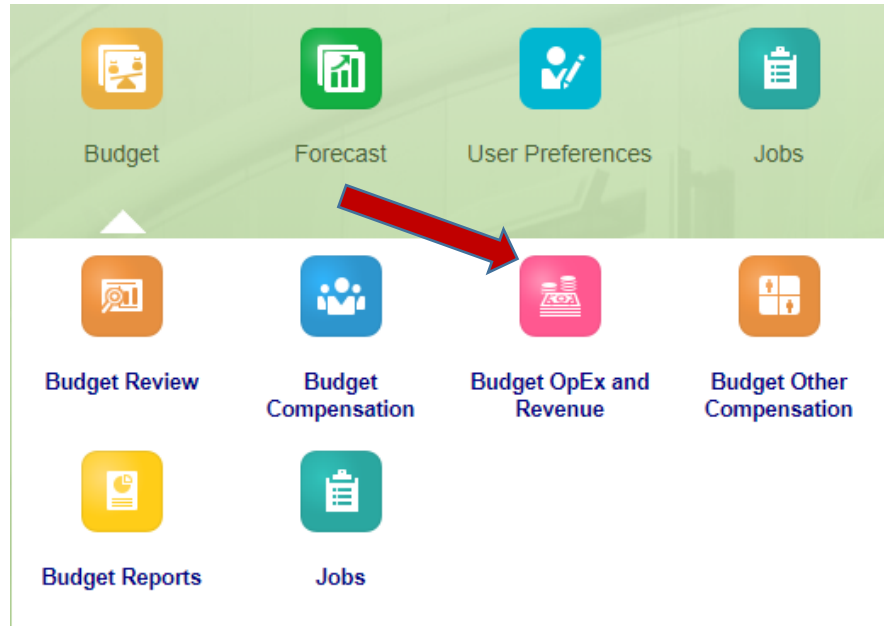
- Budgeting for Salaries
  - **Modify Existing Roster Details - Reclass**
  - Vacate an Existing Position
  - Fill an Existing Position
  - Add Employee to a Position
  - Remove Employee from Position and/or Modify Monthly Assignments
  - **Request New Position**

## Modify Position Funding

- **Modify Existing Funding (including Removal)**
- Add New Funding

# Budget OpEx and Revenue

# BUDGET OPEX AND REVENUE



- **Budget OpEx and Revenue**

- Includes standard forms for both non-compensation expenses and revenue by program

Note: Entries in this process will be updated on-save to update data in the “Budget Review” section



# BUDGET OPEX AND REVENUE

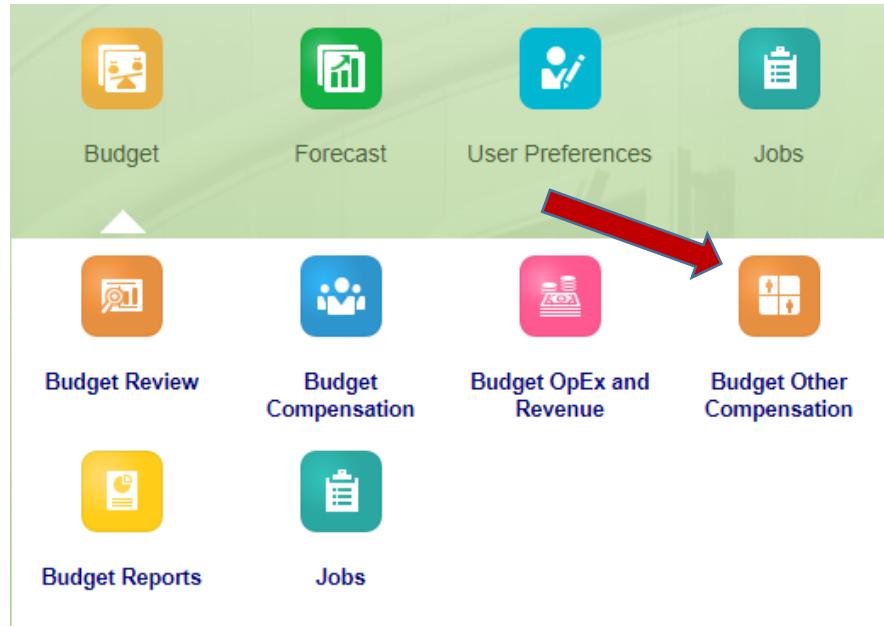
Tabs	Description	Additional Notes
<b>All Budget Expenses</b>	Allows for the modification of all non-salary and benefit expenses at a No Program level by a selected Department/Fund combination for accounts with current or past data.	<ul style="list-style-type: none"> <li>• Only shows intersections with data either in the working budget or in one of the historical data columns</li> <li>• Note: This form can additionally be accessed via the Budget Review option, which can assist in the Department/Fund selection.</li> <li>• Data updated on this form will be fully consolidated on-save.</li> </ul>
<b>All Budget Expenses (Unsuppressed)</b>	Allows for the modification of all non-salary and benefit expenses at a No Program level by a selected Department/Fund combination for ALL accounts.	<ul style="list-style-type: none"> <li>• Shows all available accounts for the selected intersection to allow for the addition of new expense lines</li> <li>• Data updated on this form will be fully consolidated on-save and available through the suppressed "All Budget Expenses" form</li> </ul>

# BUDGET OPEX AND REVENUE

Tabs	Description	Additional Notes
<b>Program Revenue</b>	Allows for the modification of all revenues by program by a selected Department/Fund combination for account/program combinations with current or past data.	<ul style="list-style-type: none"> <li>• Only shows intersections with data either in the working budget or in one of the historical data columns</li> <li>• Note: This form can additionally be accessed via the Budget Review option, which can assist in the Department/Fund selection</li> <li>• Data updated on this form will be fully consolidated on-save</li> </ul>
<b>Program Revenue (Unsuppressed)</b>	Allows for the modification of all revenues by a selected Department/Fund/Program combination for ALL accounts.	<ul style="list-style-type: none"> <li>• Shows all available accounts for the selected intersection to allow for the addition of new expense lines</li> <li>• Data updated on this form will be fully consolidated on-save and available through the suppressed "Program Revenue" form</li> </ul>

**Budget Other Compensation**

# BUDGET OTHER COMPENSATION



- **Budget Other Compensation**

- Contains the remaining compensation processes outside of single incumbents, including pools and natural accounts (i.e. overtime)

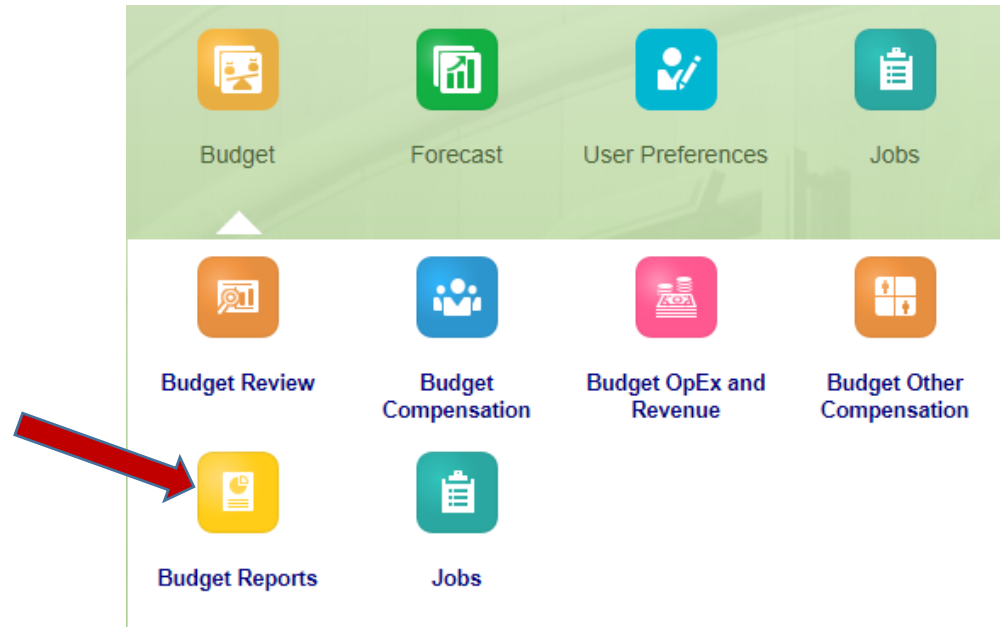
Note: Entries in this process will utilize the 30-minute schedule to update data in the “Budget Review” section

# BUDGET OTHER COMPENSATION

Tabs	Description	Additional Notes
<b>Pools</b>	Allows for the modification of all pool lines by the selected department. Unlike the other position forms, pools are only handled via a single funding form without any concern for the "owner".	<ul style="list-style-type: none"> <li>• Additional pool funding can be added through a right-click functionality</li> <li>• Data modified on this form will be fully consolidated through the 30-minute scheduled process</li> </ul>
<b>Pools by Department Variable</b>	Same as the "Pools" option but allows for the modification of pools for all departments under the selected user variable	<ul style="list-style-type: none"> <li>• Same functionality as Pools</li> <li>• Utilizes a user variable set in the initial setup screens (must be set before opening)</li> </ul>
<b>Natural Account Compensation</b>	Allows for the modification of all salary expenses that fall outside of standard positions and pools (i.e. Workstudy). This form will be used similar to the standard OpEx entry.	<ul style="list-style-type: none"> <li>• Only shows intersections with data either in the working budget or in one of the historical data columns</li> <li>• Note: This form can additionally be accessed via the Budget Review option</li> <li>• Data modified on this form will be fully consolidated through the 30-minute scheduled process</li> </ul>
<b>Natural Account Compensation (Unsuppressed)</b>	Allows for the modification of all salary expenses that fall outside of standard positions and pools (i.e. Workstudy) for ALL available accounts.	<ul style="list-style-type: none"> <li>• Shows all available accounts for the selected intersection to allow for the addition of new natural account compensation</li> <li>• Data updated on this form will be available through the suppressed "Natural Account Compensation" form once submitted</li> </ul>

# Budget Reports

# BUDGET REPORTS



- **Budget Reports**

- Contains financial reports to offer canned, formatted reports
- Note: These reports are meant to be quick, formatted reports that can be opened in PDF, HTML, or Excel; they are NOT meant to act as interactive dashboards nor as “launch forms” similar to those in “Budget Review”

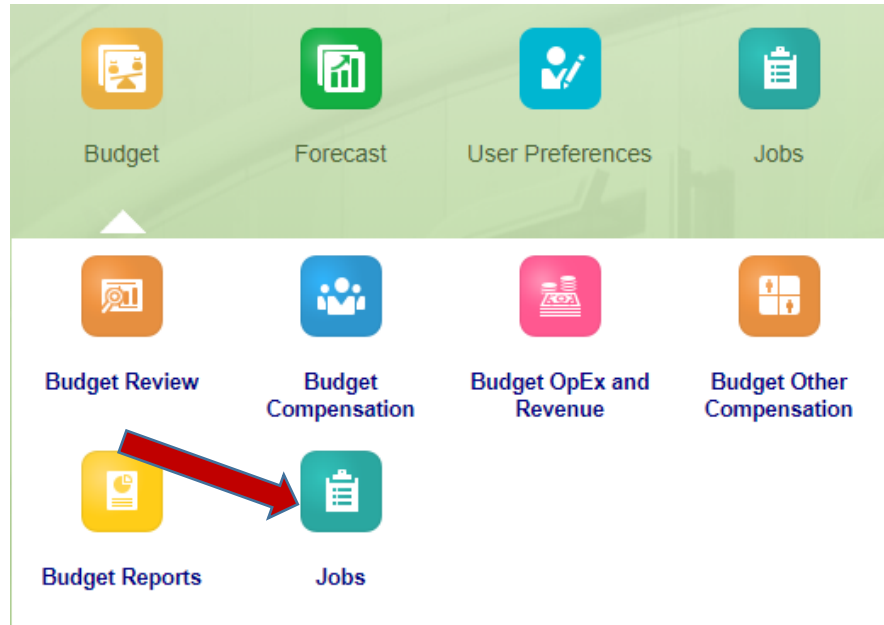


# REPORTS

Tabs	Description	Additional Notes
<b>P/L Budget Report</b>	Shows a P&L vs Actuals for the selected prompts of: Years, Version, Department, and Fund  Note: Actuals will always show the selected Year - 1	<ul style="list-style-type: none"> <li>• Version should be one of Working, Final, or a designated snapshot</li> <li>• Department can be any level of the Department dimension</li> <li>• Fund can be any level of the Fund dimension</li> </ul>
<b>P/L Budget Division Report</b>	Shows a P&L similar to P&L Budget Report but removes Actuals and shows the selection for Department plus the level underneath Department. Prompts include: Years, Version, Scenario, Department, and Fund	<ul style="list-style-type: none"> <li>• Version should be one of Working, Final, or a designated snapshot</li> <li>• Scenario can be any primary scenario, including Bud, Act, Enc, and RvBud</li> <li>• Department can be any level of the Department dimension</li> <li>• Fund can be any level of the Fund dimension</li> </ul>
<b>Department Roster Act vs Bud</b>	Shows all appointment funding under selected department and fund selections. Data includes Actuals, the initial load from HR that seeded the budget, and the working budget. Prompts include: Period, Department, and Fund	<ul style="list-style-type: none"> <li>• Department can be any level of the Department dimension</li> <li>• Fund can be any level of the Fund dimension</li> <li>• Period should be a single month; if a summarized period is selected, FTE will NOT show correctly</li> </ul>
<b>Department Roster</b>	Shows all appointments for a given scenario/version/year combination along with the build-up of salaries, benefits, and taxes into a total compensation amount.	<ul style="list-style-type: none"> <li>• Version should be one of Working, Final, or a designated snapshot</li> <li>• Scenario can be any primary scenario, including Bud and Act</li> <li>• Department can be any level of the Department dimension</li> </ul>

**Jobs**

# JOBS



- **Jobs**

- Tracks all calculations that have been run by each individual user, allowing each user to refer back to prior jobs that have been run in the case of failure or reminder

Note: Job history will be cleared after approximately a week

**Next Steps**

**Q & A**

# NEXT STEPS

- Q&A Sessions begin in March
- Budget Calendar: May 15<sup>th</sup> 5PM PST, SF\_PBCS closed for input