

UWINSITE BUDGETS

User Fundamentals Training Package

Version 1.0

Updated: 2020-03-26





ABOUT THIS DOCUMENT

Description

This training document provides an introductory overview of the UWinsite Budgets (PBCS) system for new users. It can also be used as a quick reference guide for users who require a system refresher. Contents covered include: system navigation; understanding the data; examples of popular forms, dashboards and reports; as well as some tips and tricks to help users get the more out of the system.

Target Audience

New UWinsite Budgets users

UWinsite Budgets users seeking a refresher





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Section 1:

INTRODUCTION TO UWINSITE BUDGETS



INTRODUCING UWINSITE BUDGETS

**Previously known as Oracle PBCS
(Oracle Planning & Budgeting Cloud Service)**

UWinsite Budgets is a centralized planning, budgeting and forecasting solution that integrates the financial and operating planning processes and improves business predictability.

We use UWinsite Budgets for the following :

- Budget development process
- Labour tracking and planning
- Forecasting and projecting
- Multi-year budgeting
- Scenario planning
- Data analyzing

✓ **UWinsite Budgets**
✗ **Oracle PBCS**



ACCESSING UWINSITE BUDGETS

1

Launch a web browser (Firefox is preferred). The UWinsite Budgets direct URL is: <https://planning-uwinpbs.pbc.ca2.oraclecloud.com/HyperionPlanning> -OR- Navigate to www.uwindsor.ca/uwinsitefinance and click the link below...



2

Select Company Sign In
Then enter your UWinID and Password

Traditional Cloud Account

Welcome efHC change domain ?

User Name

Password

Can't access your account?

Sign In

Want to use your company account?
Use to be redirected to the company single sign-on.

OR

Company Sign In

Remember my choice

 University of Windsor

UWinID

UWinID

Password

Password

Don't Remember Login

Login



Security Roles

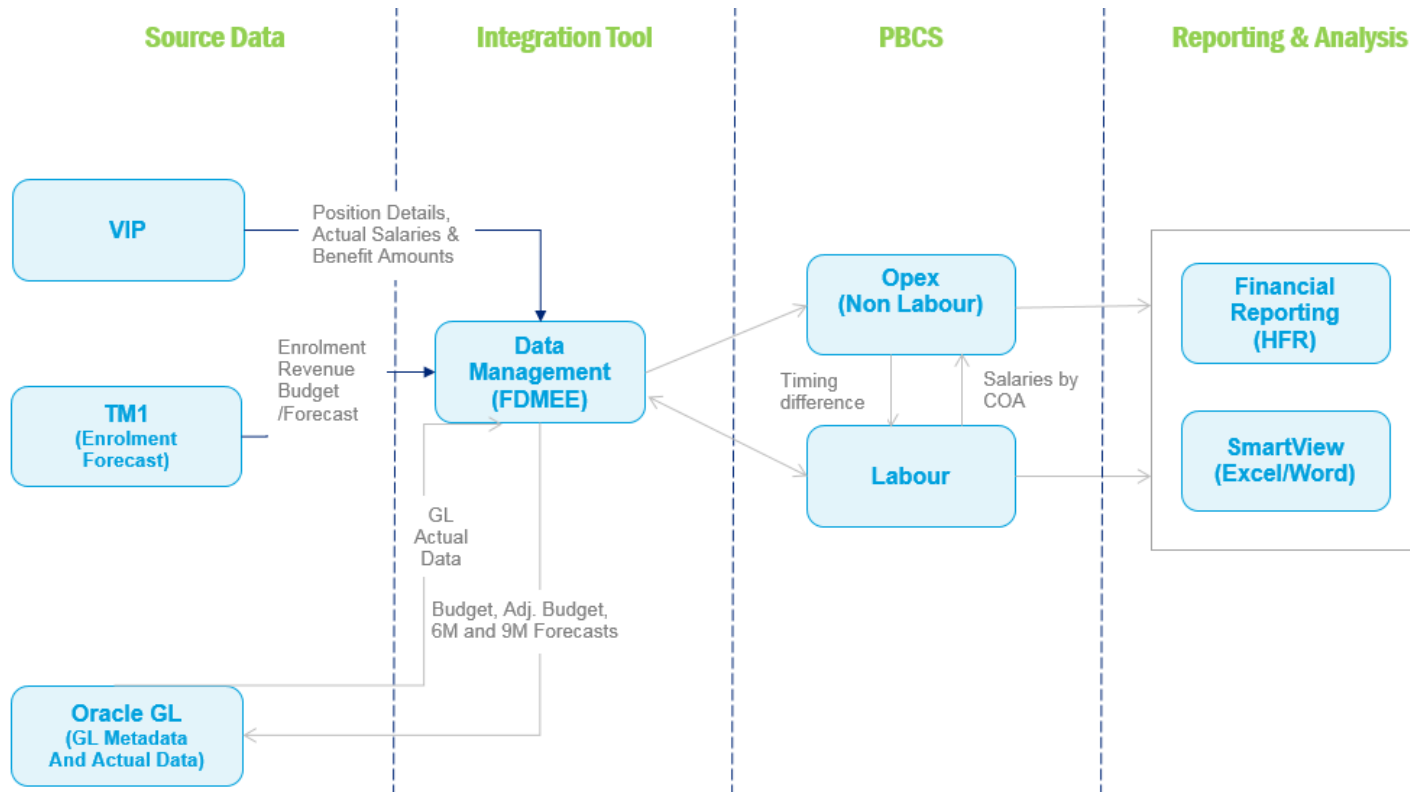
Every user is assigned security roles within UWinsite Budgets that support the tasks required in their position. Your security profile determines what you can see and what you can do.





SYSTEM INTEGRATIONS AND WORKFLOW

- The Oracle Planning and Budgeting Cloud System is a centralized system that works to streamline budget planning.
- The system integrates Workforce and Operational Planning in a real-time updated web or Microsoft Office-based environment, making it accessible and user-friendly.



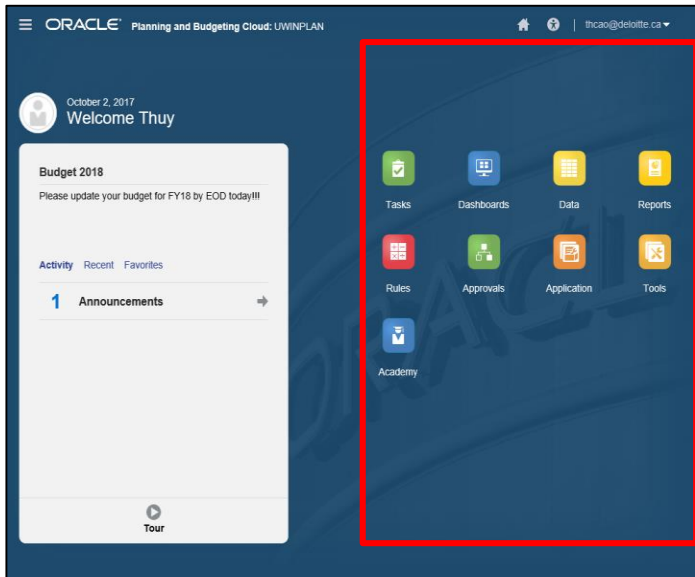
Section 2:

SYSTEM NAVIGATION



HOME PAGE MENU OVERVIEW

The Home page presents various application icons to enable you to interact with the system.

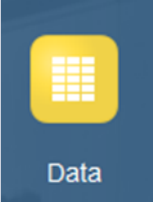
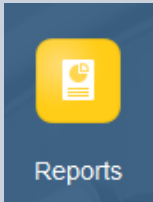
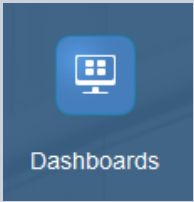


Application	Description
Dashboards	High level views of information. Useful area where you can create some high-level graphical and grid views to change and save data
Tasks	Lists of actions that users can follow. Admins setup task lists to guide users through the planning and budgeting process.
Data	Web forms. Admins design forms as containers for data collection, adjustments of drivers, or simple displays of information.
Rules	Business rules launch specific calculations that can be applied to forms and/or executed by administrators
Approvals	Admins can approve, track, and control the planning process via the approval chain
Reports	View reports which dynamically summarize data within the application
Application	View overall application statistics, load data and metadata, view back-end jobs in the job console, scheduling capabilities, sandbox and valid intersection management
Tools	Overall app settings for number formatting, approvals, notifications, data/time display and aliases.
Academy	Self-guided learning with tips, tricks, best practices, tutorial videos, and links to PBCS documentation



PRIMARY USER APPLICATIONS

UWinsite Budgets users will focus on only the following three system applications.

Data	Reports	Dashboards
Forms are used to access and (in some cases) edit system data.	Reports present information in an organized format for a specific audience and/or business purpose.	Dashboards provide at-a-glance views of KPIs relevant to a particular business purpose.
View or enter data on the web or in Smart View.	View or print from HTML, PDF or Excel.	View only from the web application.
 Data	 Reports	 Dashboards

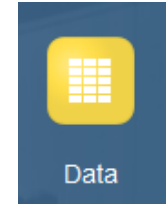




ACCESSING USER MENUS

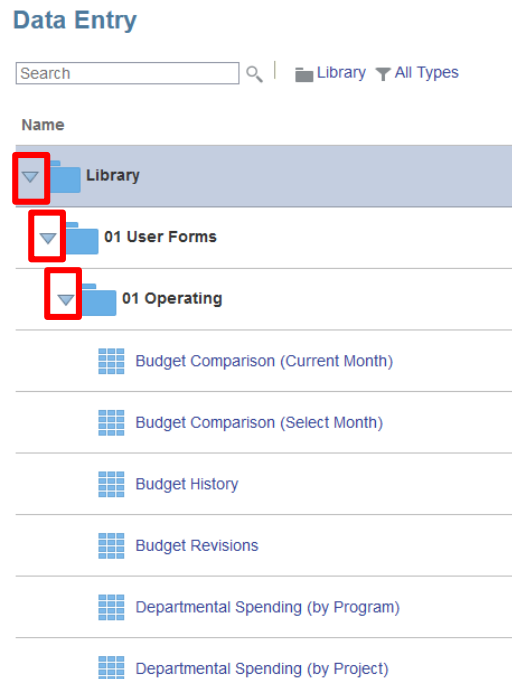
1

From the Home page or navigator, select the **Data** application icon.



2

Drill down through the menu folders until you reach the form you wish to access.



3

Once selected, the form will appear in a new view.





SETTING THE POINT-OF-VIEW

1

The Point-Of-View (POV) is at the top of each form. Click each dimension within the POV to select members. Click >> to see hidden dimensions.

2

Complete the selection by clicking on the “Go” arrow. ➡

1.10 Review and Input Expense... ⓘ

Actions Save Refresh Close

Type	Fund	Department							
On_Going:On Going	F_01 : 01 Operating Fund	D_1050 : 1050 Psychology Department of	>>	➡	⚙️	Data	Ad hoc	Format	
			Actual	Adj Budget	Budget				
			Final	Active	Dev1				
			FY17 17/18	FY17 17/18	FY18 18/19	FY18 18/19	FY18 18/19	FY18 18/19	
			YearTotal	YearTotal	Comment	May	Jun	Jul	Aug
REVENUE									
SALARIES & BENEFITS									
OTHER EXPENSES									
TOTAL									



SELECTING A MEMBER

① When Selecting the Dimension Member be sure to click on the check mark beside the Member you would like to select.

② Complete the selection by clicking on the “OK” button.

Select a Member

Years
FY18

Search Years

Years
Years
FY16 16/17
FY17 17/18
<input checked="" type="checkbox"/> FY18 18/19
FY19 19/20
FY20 20/21
FY21 21/22
FY22 22/23

Members Years > FY18



Section 3:

UNDERSTANDING THE DATA



UNDERSTANDING THE DATA

In PBCS data is stored in “cubes” and can be accessed by selecting (or *filtering*) specific **Members** of the various **Dimensions**.

The process of filtering the dimension members establishes a **Point of View**.

By changing the point of view a user can access their different **Data Points**.



User Security

Users will only have access to select members of dimensions where they have authority. For example, the Budget user in FAHSS will only be able to select the FAHSS members from the Department dimension.





DIMENSIONS

Dimensions represent categories of data in the organization and allow users to enter and slice their data to the database in a meaningful way.

Opex Dimensions: Account, Classification, Department, Fund, **Line Item**, Period, Program, Project, Scenario, Type, Version, Years

Labour Dimensions: Account, Classification, Department, Fund, Period, **Position**, Program, Scenario, Type, Version, Years



Security Locks

Security locks specific users from accessing certain members within certain dimensions (e.g. Psychology department staff are locked from editing Law Department data).





SCENARIO AND VERSION DIMENSIONS

Scenarios	Description	Eligible Versions
Budget	Budget Development/ Initial Board Approved Budget	Dev0, Dev1, Dev2, Dev3, Dev4, Reclass, Final, Approved
Adj Budget	Active/In-year Budget	Active, Approved
Actual	Actual Revenue and Expenditures	Final
Commitments	Open Commitments	Final
Obligations	Open Obligations	Final
Forecast	1 to 11-month Forecast	Active, Approved



Matching the Scenario and Version

Always select the **bolded Version** to partner with the Scenario you are accessing.

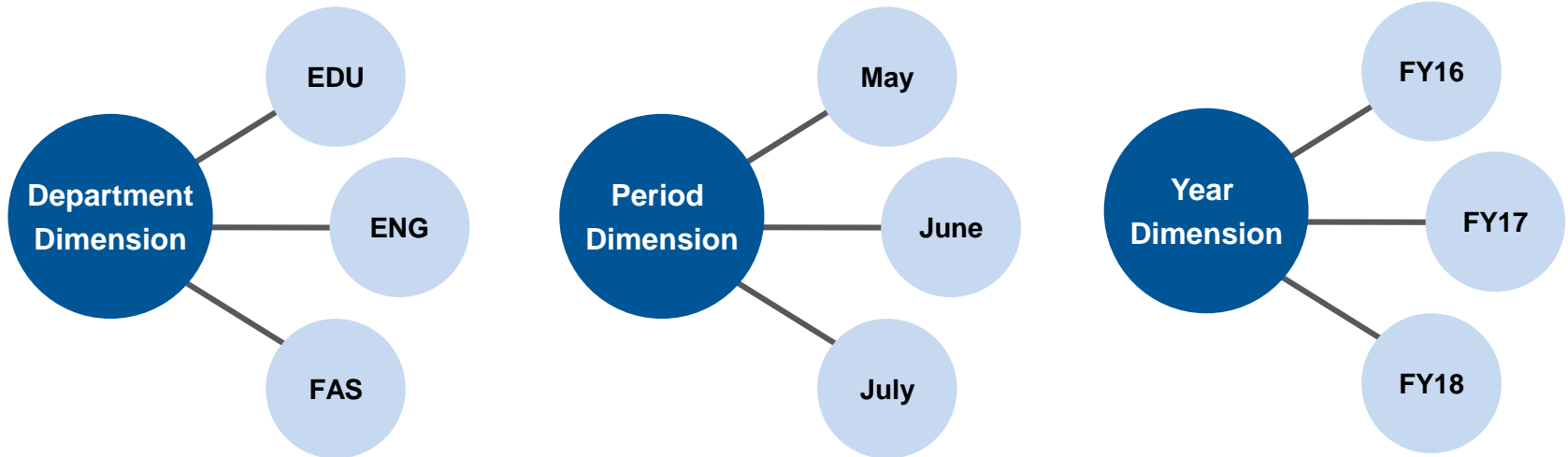




MEMBERS

Members are elements that compose a dimension. You may think of them as subcategories of information that further define how the data entered should be sliced.

For example, **FAHSS** is a member of the department dimension. **May** is a member of the period dimension. **FY18** is a member of the Year dimension.

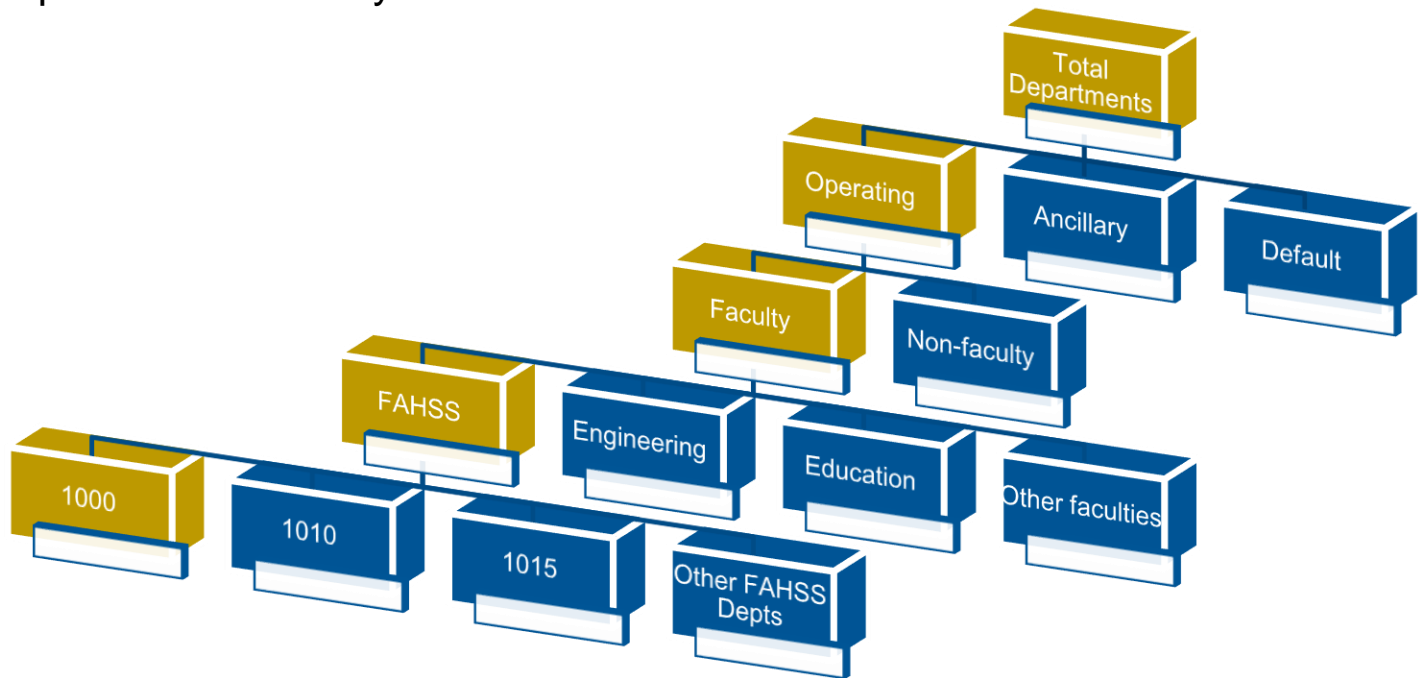




HIERARCHIES

Some Dimension Members may be organized into a **Hierarchy**.

For example, individual departments roll up to faculties which roll up into budget areas within the Department hierarchy.



Get to know the Hierarchies!

Once you understand how the hierarchies work for each dimension you will be able to effectively and efficiently find the data you seek.

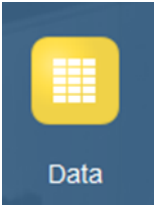


Section 4:

USING FORMS, DASHBOARDS & REPORTS



USER FORMS – OPEX

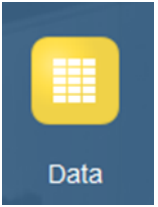


Opex Form	Description
Budget Comparison (Current Month)	Compare adjusted budget to actual to determine free balance of YTD funds.
Budget Comparison (Select Month)	Same as above with added ability to select the month/year of reference.
Budget History	Compare on-going (base) budget changes year-over-year.
Budget Revisions	Determine on-going versus one-time budget changes for a given year.
Departmental Spending (by Program)	Breakdown of departmental spending by program.
Departmental Spending (by Project)	Breakdown of departmental spending by project.
Free Balance (by Natural Account)	Determine free balance by natural account for a specific fund, department, program/project.
Free Balance (by Program-Project)	Determine free balance by program/project for a specific fund, department, natural account, classification.
Income Statement (by Month)	Monthly spending or budget by scenario/version.
Income Statement (by Year)	Compare annual spending or budget by scenario/version.
Review Budget Adjustments (On-going)	Details of all on-going budget adjustments processed within a fiscal year.
Review Budget Adjustments (One-time)	Details of all one-time budget adjustments processed within a fiscal year.
Review Commitments & Obligations	Review commitments and obligations by year.
Tuition Revenue by Faculty	Tuition fees by Faculty organized Undergrad/Grad, Domestic/Visa





USER FORMS – ANCILLARY

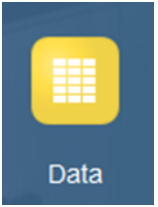


Labour Form	Description
Ancillary Departmental Spending (by Program)	Breakdown of ancillary departmental spending by program in a P&L format.
Ancillary Fund Spending (by Department)	Breakdown of ancillary spending by department in a P&L format.
Ancillary Fund Spending Summary (by Department)	Summary of ancillary spending by department.
Ancillary Profit & Loss Statement (Current Month)	P&L statement with a comparison of budget and adjusted budget to actual (and encumbrances).
Ancillary Profit & Loss Statement (Select Month)	Same as above with added ability to select the month/year of reference.





USER FORMS – LABOUR



Labour Form	Description
Actual FTEs & Hours (by Month)	Track monthly FTEs and hours by position classification.
Average Salary Comparison (by Month)	Comparison of budget to actual monthly average salaries by position classification.
FTE Ratio Comparison (by Month)	Comparison of budget to actual monthly Faculty-to-Staff FTE ratios.
Position Details & Remaining Budget	Compare adjusted budget to actual for individual positions and observe FTE usage.
Position Details & Salary Savings	Compare adjusted budget to forecast for individual positions to predict salary savings and FTE usage.
Salary & Benefit Spending (by Month)	Monthly salary account spending or budget by scenario/version.

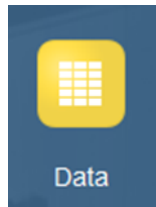




BUDGET COMPARISON FORM

Forms are the most common way to access and (in some cases) edit system data. In this example we will access data via the **Budget Comparison** form.

- 1 From the home screen click on the Data application.



- 2 Open the 01 User Forms folder and then 01 Operating and finally click on Budget Comparison (current month) to open the form.

Data Entry

Search | Library All Types

Name

Library
01 User Forms
01 Operating
Budget Comparison (Current Month)
Budget Comparison (Select Month)
Budget History
Budget Revisions
Departmental Spending (by Program)
Departmental Spending (by Project)





BUDGET COMPARISON FORM CONT.

3

Set the point-of-view (POV) and click the Go arrow.



Budget Comparison (Current Mo...)

| |
 Actions Save Refresh Close

| |
 Data Ad hoc Format

Years	Type	Line Item	Fund	Department	Program	Project								
FY19 : 19/20	Total Type	Total Line Item	01 Operating Fund - 2715 Budgets & Financial Services Department of 27150 Department of Budgets & Financial Services (BFS)				000000 NA Default							
							Budget	Adj Budget	Actual	Actual	Encumbrance			
							Approved	Budget	Approved	Final	Final	Final	Total Actual	Free
							YearTotal	Changes	YearTotal	Mar	Mar YTD	Mar YTD	& Encumbrance	Balance
SALARIES & BENEFITS														
81410:Admin Staff-Full Time			000 NA - Default				1,702,582	171,521	1,874,103	165,594	1,674,967		1,674,967	199,137
			CFD Budget Carryforward					0	0					0
			SSA Salary Savings - Admin Staff				39,979	0	39,979					39,979
81420:Admin Staff-Part Time			000 NA - Default				66,568	555	67,122	2,524	23,585		23,585	43,537
81430:Admin Staff-Overtime			000 NA - Default				5,000	0	5,000	289	24,158		24,158	-19,158
81510:Casual Wages			000 NA - Default							2,619	84,569	2,250	86,819	-86,819
81520:Casual Wages - Student			000 NA - Default					10,736	10,736	1,926	42,872		42,872	-32,136
			WKS Ignite Workstudy Program							275	552		552	-552
81611:Pension Plan-Faculty			000 NA - Default				143,369	4,780	148,149	1,606	17,662		17,662	130,487
81612:Pension Plan-Employee			000 NA - Default							9,165	110,565		110,565	-110,565
81651:EHT			000 NA - Default				141,983	4,586	146,569	3,095	34,442		34,442	112,127
			WKS Ignite Workstudy Program							4	10		10	-10
81652:CPP			000 NA - Default							7,930	65,673		65,673	-65,673
			WKS Ignite Workstudy Program							1	2		2	-2
81653:EI			000 NA - Default							3,284	26,369		26,369	-26,369
			WKS Ignite Workstudy Program							5	11		11	-11
81654:EI 5/12 reduction			000 NA - Default							128	3,421		3,421	-3,421
81655:WSIB			000 NA - Default							397	4,536		4,536	-4,536
			WKS Ignite Workstudy Program							1	1		1	-1
81671:Employee benefits			000 NA - Default				143,021	4,768	147,789	12,882	127,312		127,312	20,477
81672:Life insurance			000 NA - Default							397	4,325		4,325	-4,325
81673:LTD			000 NA - Default							1,669	17,542		17,542	-17,542
81676:Eye Exam Fee			000 NA - Default								147		147	-147
Total Salary & Benefits			TCL All Classifications Total				2,242,502	196,945	2,439,448	213,784	2,262,721	2,250	2,264,971	174,476
OTHER EXPENSES														



USER DASHBOARDS



Dashboards

Dashboard	Description
Labour FTEs & Average Salaries	Faculty versus staff FTEs, FTE ratios and average salaries.
Operating Revenue & Expenses (Total)	Total operating revenue and expense breakdown and monthly trend by natural account.
Operating Revenue (Internal & External)	Internal and external operating revenue breakdown and monthly trend by natural account.
Operating Expenses (Internal & External)	Internal and external operating expense breakdown and monthly trend by natural account.
Tuition Revenue	Comparison of tuition fee revenue budget versus adjusted budget versus actual with trending.



Custom Dashboards

Is there a custom dashboard that might help you stay on top of the KPIs in your respective area?

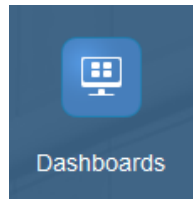




TUITION REVENUE DETAILS DASHBOARD

Dashboards provide at-a-glance views of key performance indicators (KPIs) relevant to a particular objective or business process. In this example we will review the **Tuition Details** dashboard.

- 1 From the home screen click on the Dashboards application.



- 2 Open the 02 User Dashboards folder and click on the Tuition Revenue to open.

Dashboards

Search | Library

Name

- Library
 - 01 User Forms
 - 02 User Dashboards**
 - Supporting Documents
 - Labour FTEs & Average Salaries
 - Operating Expenses (Internal and External)
 - Operating Revenue & Expenses (Total Internal & External)
 - Operating Revenue (Internal and External)
 - Tuition Revenue**





TUITION DETAILS DASHBOARD CONT.

3

Set the point-of-view (POV) and click the Go arrow. →

Tuition Revenue Dashboard

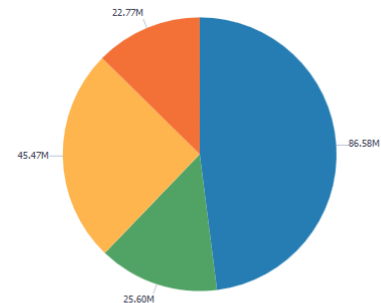
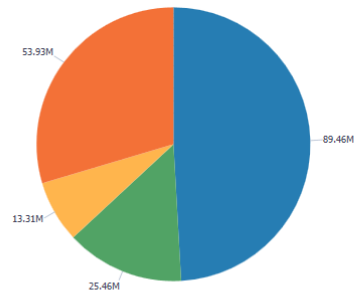
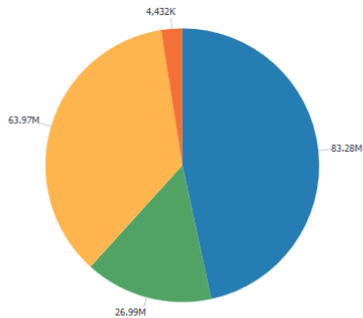
Save Close

UV_YTD: YearTotal
 Years: FY18:18/19
 Classification: TCL All Classifications Total
 Program: SAF Student Academic Fees

Budget tuition breakdown YTD

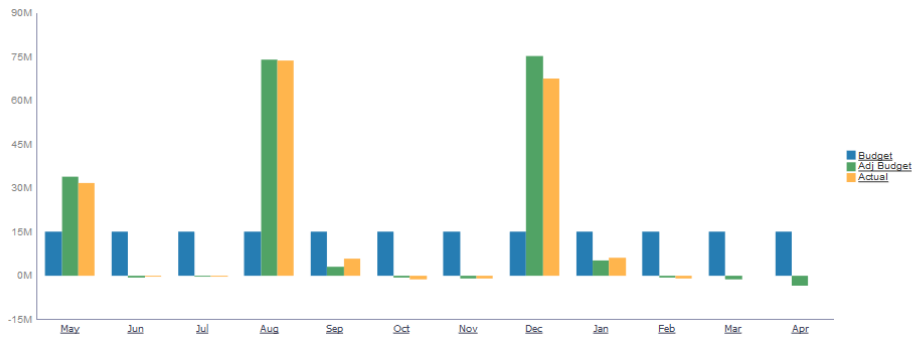
Adjusted Budget tuition breakdown YTD

Actual tuition breakdown YTD



- Undergraduate - Domestic
- Undergraduate - International
- Graduate - Domestic
- Graduate - International

Tuition by scenario: 52001:Student Fees



Tuition variance YTD

	Budget Approved	Adj Budget Approved	Actual Final	Variance to Budget	Variance % to Budget	Variance to Adj Budget	Variance % to Adj Budget
52100:Domestic Tuition Undergrad - FT	75,421,999.99999	81,471,473	79,928,418	4,506,418	6.0%	-1,543,055	-1.9%
52101:Domestic Tuition Grad - FT	7,197,000	12,883,709	9,623,547	2,426,547	33.7%	-3,260,162	-25.3%
52110:Domestic Tuition Undergrad - PT	7,855,000	7,988,443	6,647,489	-1,207,511	-15.4%	-1,340,954	-16.8%
52111:Domestic Tuition Grad - PT	56,772,000	431,084	35,847,858	-20,924,142	-36.9%	35,416,775	8,215.8%
52010:Domestic Tuition	147,246,000	102,774,709	132,047,313	-15,198,687	-10.3%	29,272,604	28.5%
52120:Foreign Tuition Undergrad - FT	22,115,000	21,286,547	20,881,312	-1,233,688	-5.6%	-405,235	-1.9%
52121:Foreign Tuition Grad - FT	4,421,000	53,923,446	22,766,389	18,345,389	415.0%	-31,157,057	-57.8%
52130:Foreign Tuition Undergrad - PT	4,871,000	4,171,637	4,721,658	-149,342	-3.1%	550,021	13.2%
52131:Foreign Tuition Grad - PT	11,000	7,660	0	-11,000	-100%	-7,660	-100%
52119:Foreign Tuition	31,418,000	79,389,291	48,369,359	16,951,359	54.0%	-31,019,932	-39.1%
52139:Other Student Fees			49,245	49,245		49,245	
52179:Non-Credit Tuition							



USER REPORTS



Reports

Report	Description
Ancillary Profit & Loss Statement (Current Month)	P&L statement with a comparison of budget and adjusted budget to actual (and encumbrances).
Ancillary Profit & Loss Statement (Select Month)	Same as above with added ability to select the month/year of reference.
Budget Comparison (Current Month)	Compare adjusted budget to actual to determine free balance of YTD funds for the current month.
Budget Comparison (Prior Month)	Compare adjusted budget to actual to determine free balance of YTD funds for the prior month.
Budget History	Compare on-going (base) budget changes year-over-year.
Budget Revisions	Determine on-going versus one-time budget changes for a given year.
Income Statement (by Month) - Actual	Breakdown of monthly spending by natural account.
Income Statement (by Month) - Adj Budget	Breakdown of monthly adjusted budget by natural account.
Income Statement (by Month) - Budget	Breakdown of monthly original budget by natural account
Position Details & Salary Savings	Compare adjusted budget to forecast for individual positions to predict salary savings and FTE usage.

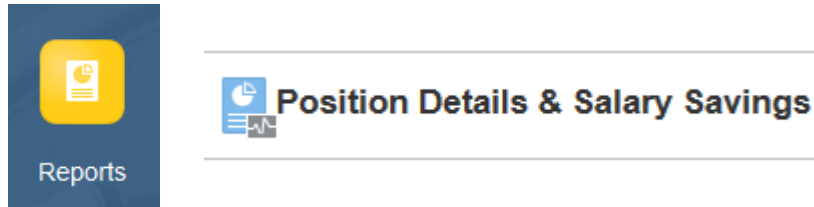




LABOUR POSITION DETAIL BUDGETS

Reports present information in an organized format for a specific audience and/or business purpose. We will run a **Labour Position Detail** report in this example.

- 1 From the home screen click on the Reports icon and find the Position Details & Salary Savings report.



- 2 Select the type of output you require: HTML, PDF or XLS.



Salary Position Variance Report

Department Classification
Years Fund
Program



- 3 Select the Year, Fund, Department, Program, and Classification dimensions.





LABOUR POSITION DETAIL REPORT – OUTPUT



Salary Position Variance Report for FY18

Department: 8888 The Empire
Program: 88888 The Empire
Report Run Date: 2019-03-04

	Budgeted FTEs	Actual FTEs	Remaining FTEs	Original Salary Budget	Base Budget Revisions	One-Time Budget Revisions	Revised Salary Budget	Actual Spending Dec YTD	Projection of Remaining Months	Forecasted Salary Spending	Forecasted Salary Savings
SW01 DEAN_0001_PALPATINE_EMPEROR_000001	1.00	1.00	0.00	249,280	53	1,000	250,333	167,667	84,667	252,333	2,000
DEANS	1.00	1.00	0.00	\$249,280	\$53	\$1,000	\$250,333	\$167,667	84,667	\$252,333	-\$2,000
SW02 PROFESSOR_0002_VADER_DARTH_000214	1.00	1.00	0.00	199,424	43	500	199,967	133,833	67,733	201,567	1,600
SW03 PROFESSOR_0003_MAUL_DARTH_000094	1.00	1.00	0.00	184,467	39	0	184,507	123,333	62,653	185,987	1,480
SW04 ASSOCIATE PROFESSOR_0004_REN_KYLO_004213	0.00	1.00	1.00	0	134,640	22,500	112,140	67,500	45,720	113,220	1,080
SW05 ASSOCIATE PROFESSOR_0005_THRAWN_GRANDADMIRAL_010569	1.00	1.00	0.00	149,568	32	0	149,600	100,000	50,800	150,800	1,200
SW06 ASSOCIATE PROFESSOR_0006_TARKIN_GRANDMOFF_000189	1.00	1.00	0.00	154,554	33	0	154,587	103,333	52,493	155,827	1,240
SW07 ASSOCIATE PROFESSOR_0007_DOOKU_COUNT_000007	1.00	1.00	0.00	154,554	33	0	154,587	103,333	52,493	155,827	1,240
SW08 ASSISTANT PROFESSOR_0008_OZZELL_ADMIRAL_012824	1.00	1.00	0.00	114,669	25	0	114,693	76,667	38,947	115,613	920
SW09 ASSISTANT PROFESSOR_0009_PIETT_ADMIRAL_009118	1.00	1.00	0.00	79,665	15	0	119,680	80,000	0	80,000	39,680
FACULTY_PERMANENT	7.00	8.00	1.00	\$1,036,900	\$174,860	-\$22,000	\$1,189,760	\$788,000	370,840	\$1,158,840	\$30,920
SW10 LECTURER_0010_ERSO_GENERAL_002489	1.00	1.00	0.00	79,770	17	0	79,787	53,333	27,093	80,427	640
FACULTY_TEMPORARY	1.00	1.00	0.00	\$79,770	\$17	\$0	\$79,787	\$53,333	27,093	\$80,427	-\$640
SW11 SESSIONAL LECTURER III_0011_HUX_GENERAL_118001	1.00	1.00	0.00	109,972	0	0	73,333	36,667	55,880	92,547	19,213
SW12 SESSIONAL LECTURER II_0012_VEERS_GENERAL_012546	1.00	1.00	0.00	114,971	0	0	76,667	38,333	58,420	96,753	20,087
SESSIONAL_LECTURES	2.00	2.00	0.00	\$224,942	-\$74,942	\$0	\$150,000	\$75,000	114,300	\$189,300	-\$39,300
SW18 ASSOCIATE DEAN_0018_VADER_DARTH_000214	0.00	0.00	0.00	10,000	0	0	8,333	6,667	3,333	10,000	1,667
SW19 HEAD_0019_THRAWN_GRANDADMIRAL_001025	0.00	0.00	0.00	10,000	0	0	8,333	6,667	3,333	10,000	1,667
ACADEMIC_ADMIN Academic_Admin	0.00	0.00	0.00	20,000	3,333	0	16,667	13,333	6,667	20,000	3,333
SW13 STORM TROOPER COMMANDER_0013_CODY_000131	1.00	1.00	0.00	96,520	0	0	95,000	62,115	32,885	95,000	0
SW14 STORM TROOPER_0014_REX_000879	1.00	1.01	0.01	55,698	2	0	55,000	36,929	19,038	55,967	967
SW15 STORM TROOPER_0014_TUP_000880	1.00	1.01	0.01	55,698	2	0	55,000	36,929	19,038	55,967	967
SW16 STORM TROOPER_0014_KIX_000881	1.00	1.01	0.01	55,698	2	0	55,000	36,929	19,038	55,967	967
STAFF_FT	4.00	4.04	0.04	\$263,614	-\$3,614	\$0	\$260,000	\$172,901	90,000	\$262,901	-\$2,901
SW17 BOUNTY HUNTER_0015_FETT_BOBA_001594	0.69	0.69	0.00	20,176	0	0	20,176	19,896	0	19,896	280
STAFF_PT	0.69	0.69	0.00	\$20,176	\$0	\$0	\$20,176	\$19,896	0	\$19,896	\$280
TOTAL POSITIONS	15.69	16.73	1.04	\$1,894,682	\$93,041	-\$21,000	\$1,966,722	\$1,290,130	693,567	\$1,983,697	-\$16,974





REQUESTING NEW FORMS, REPORTS AND DASHBOARDS FOR UWINSITE BUDGETS

Open a ticket in Team Dynamix

➔ Open Ticket

- UWinsite Budgets users are encouraged to review all of the available forms, reports and dashboards
- Identify needs or new requirements in your area
- Open a UWinsite Finance Planning & Budgeting ticket in Team Dynamix
- Briefly describe the form, report or dashboard that would assist in your area
- The Budgets office will contact you to review your needs and begin development of new forms, reports and dashboards

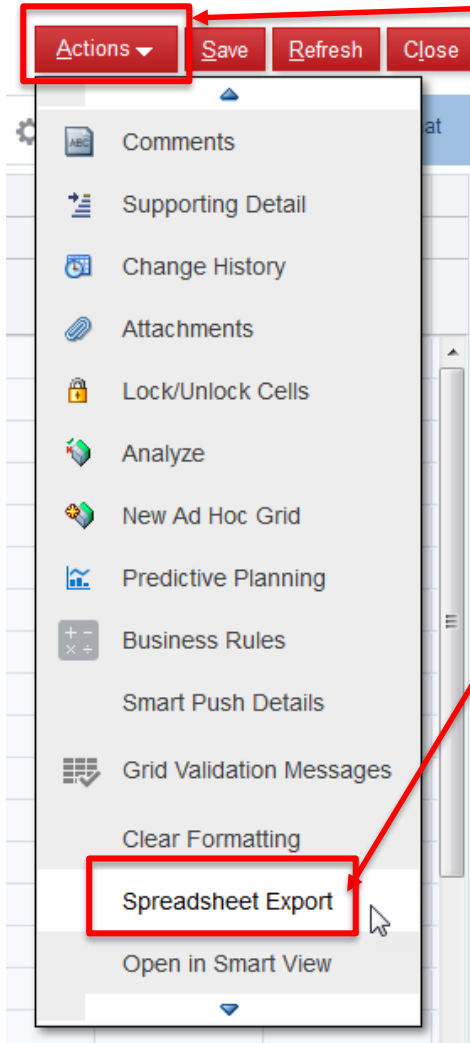


Section 5:

SYSTEM TIPS & TRICKS



EXPORTING FORMS TO EXCEL



①

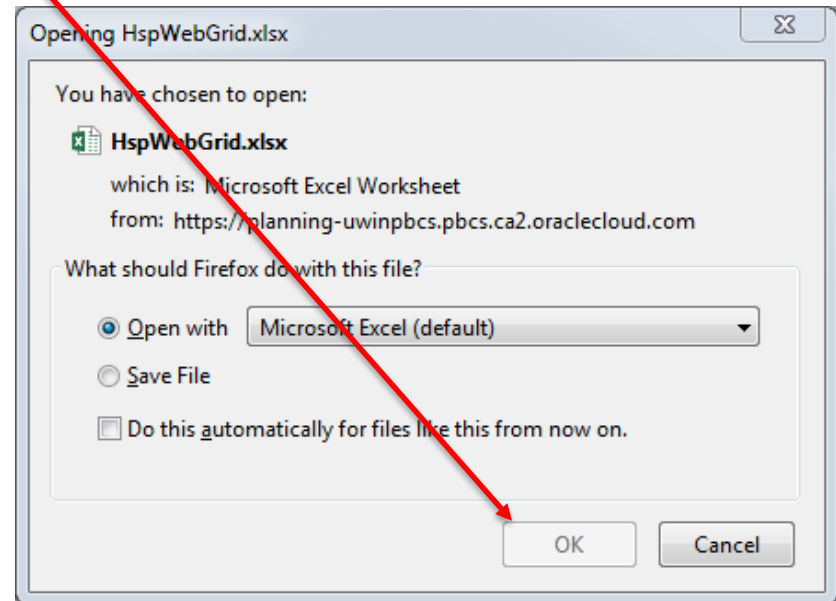
In any Form, after you have set your point of view and confirm the information in your form is correct, click on the “Actions” menu.

②

Click on “Spreadsheet Export”.

③

Ensure the pop-up window indicates Open with Microsoft Excel and click OK.






ACCOUNT DRILL THROUGH CAPABILITIES

You can drill through to see Actual account details for any figure where all of the dimensions are at the root (bottom) level of the account hierarchy.

① Open the Budget Comparison form

② Note the figures in the “Actual Final Mth” column have a Drill Through icon  in the top right corner.

Budget Comparison (Select Month)

UV_Month	UV_YTD	Years	Fund	Department	Program	Project		
Apr	Apr YTD	FY17 : 17/18	F_01 : 01 Operating Fund	D_2715 : 2715 Budgets & Financial Services Department of	P_27150 : 27150 Department of Budgets & Financial Services (BFS)	J_000000 : 000000 NA Default		
		Budget	Adj Budget	Actual	Actual	Encumbrance		
		Approved	Budget	Final	Final	Final	Total Actual	Free
		YearTotal	Changes	Apr	Apr YTD	Apr YTD	& Encumbrance	Balance
		YearTotal	Changes	Apr	Apr YTD	Apr YTD	& Encumbrance	Balance
OTHER EXPENSES								
72120:Internal Expense IT/Other Professional Services	C_000:000 NA - Default	0	0		560		560	-560
72320:Internal Expense Maintenance and Repairs	C_000:000 NA - Default	0	0		29		29	-29
73300:Internal Expense Catering/Food	C_000:000 NA - Default	0	0		229		229	-229
82110:Service Contracts	C_000:000 NA - Default			2,794	2,794		2,794	-2,794
82120:Professional Fees	C_000:000 NA - Default	34,491	34,491	14,960	23,004	2,776	25,779	8,712
82130:Membership Fees	C_000:000 NA - Default	5,500	-0	5,500	5,776		5,776	-276
82210:Office and Computer Supplies	C_000:000 NA - Default	42,191	-7,600	34,591	622	7,702	7,702	26,889
82240:Print and stationery	C_000:000 NA - Default			10,473	22,103		22,103	-22,103
82250:Gratitude and sympathy expense	C_000:000 NA - Default	272	272					272
82260:Research Expenditures (external)	C_000:000 NA - Default	0	0					0
82270:Licenses/Fees/Rentals	C_000:000 NA - Default	2,000	0	2,000				2,000
82299:Miscellaneous Charge	C_000:000 NA - Default	1,614	0	1,614	317		317	1,297
82310:Events/Workshops/Production Expenses	C_000:000 NA - Default	20,300	-20,300					0
82320:Training Expenses	C_000:000 NA - Default	3,000	-1,900	1,100	1,419	1,511	1,511	-411
	C_PDF:PDF Faculty Professional Development Funds				-1,419	0	0	0



ACCOUNT DRILL THROUGH CAPABILITIES CONT.

③ Right click on the cell containing the figure you want to investigate.

Actual	Actual	Encumbrance
Final		
Apr		
	2,794 ⁴	
	14,959.62 ⁴	
	622 ⁴	
	10,473 ³	
	1,419 ⁹	
	-1,419 ⁴	
	16 ⁴	
	1,968 ⁸	
	-1,252 ⁴	

④ Click on Drill Through from the drop-down menu that appears.

⑤ A “Drill Through to source” link will appear at the column header. Click this link.

Actual	Actual	Encumbrance
Final		
Apr		



ACCOUNT DRILL THROUGH CAPABILITIES CONT.

6 A new tab/window will open revealing the source data that makes up the balance you previously selected to drill into.

Amount Details

Refresh Close

Source Data		Target Data						
DEPARTMENT -Department	NATURAL ACCOUNT -Account	Description	CLASSIFICATIO -Classification	FUND -Fund	PROGRAM -Program	PROJECT -Project	Amount	
2715	82120	01.2715.27150.000000.82120.000.00.000	000	01	27150	000000	14959.61999999	



7 Click on the action button associated with the balance for which you would like account details.

Amount	
14959.61999999	
<ul style="list-style-type: none"> Drill Through to Source Open Source Document View Mappings 	

8 Click on "Drill Through to Source" from the drop down that appears.



Try, try again

You may have to redo steps 7 & 8 above if UWinsite Finance doesn't open to the correct screen on the first try.



ACCOUNT DRILL THROUGH CAPABILITIES CONT.

9

After clicking on “Drill Through to Source” UWinsite Finance will open to the “Inquire on Detail Balances” screen in a new tab/window.

NOTE: You might have to close this tab/window and repeat step 8 again if the system does not direct you to the proper screen on the first attempt.

Inquire on Detail Balances

Search

* Ledger or Ledger Set	UW CAD	* Scenario	Actual	* NATURAL ACCOUNT	82120
* From Accounting Period	Apr-18	* FUND	01	* CLASSIFICATION	000
* To Accounting Period	Apr-18	* DEPARTMENT	2715	* INTERFUND	00
* Currency	CAD	* PROGRAM	27150	* FUTURE USE	000
* Currency Type	Total	* PROJECT	000000		

Search

Search Results

View Detach

Accounting Period	Ledger or Ledger Set	FUND	DEPARTMENT	PROGRAM	PROJECT	NATURAL_ACCO	CLASSIFICATION	INTERFUND	FUTURE_USE	Beginning Balance (CAD)	Period Activity (CAD)	Ending Balance (CAD)
Apr-18	UW CAD	01	2715	27150	000000	82120	000	00	000	8,043.88	14,959.62	23,003.50

Columns Hidden 8

10

Click on the Period Activity amount to reveal all of the detailed transactions.




ACCESSING LINKED FORMS

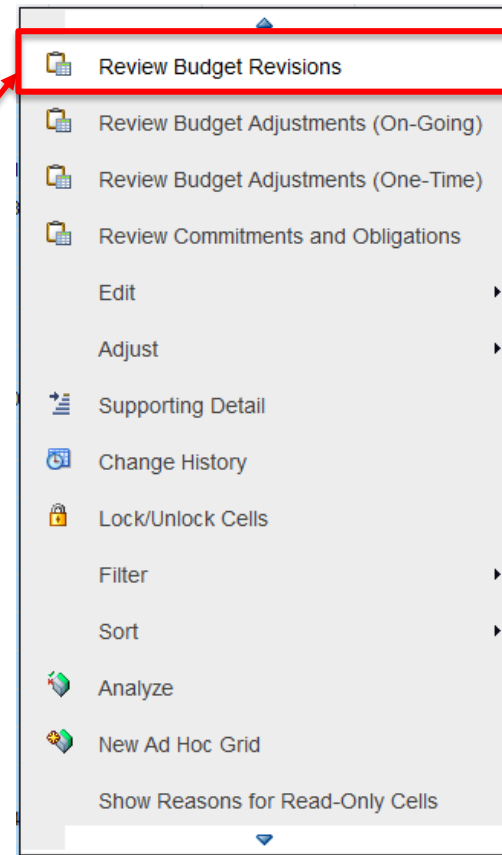
Some forms are linked for ease of access to other forms. This means you can navigate directly from a form to another form without leaving and returning to the form menu screen. Follow the steps below to access linked forms.

① Open the Budget Comparison Form and set up the POV.

② Right click anywhere in the grid to display the pop-up menu.

③ Select the linked form you would like to access. In this example, choose Budget Revisions.

The forms icon  indicates all of the forms that are linked to this form. Try this in other forms to see if there are any linked forms.



Section 6:

SYSTEM SUPPORT



HOW TO GET HELP

- ✓ Contact your Budget Analyst
- ✓ Attend the PBCS user training and information sessions
- ✓ Review online resources at **uwindsor.ca/uwinsitefinance**
 - Handbook, Simulations, Videos, User Guides, Quick Reference Sheets, etc.
- ✓ Take advantage of the **UWin Self-Service Client Portal** at **uwindsor.ca/help**
 - Submit a support ticket through the **Services** section
 - Questions and tickets will be addressed by a member of the UWinsite Budgets team

