Dartmouth
Oracle
Planning and Budgeting Cloud (PBCS)
Budget Instructions
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System Access

The Planning and Budgeting Cloud Service (PBCS) is web based and accessible by the following link:

https://planning-a420314.pbc.us2.oraclecloud.com/workspace/index.jsp

1. **Paste** the above link into the address bar of the browser you are using. Oracle recommends Mozilla’s Firefox, but you can use whichever browser you like.
   a. If this is the first time logging into PBCS, you will need to enter the Identity Domain ID for Dartmouth College’s instance of PBCS. Otherwise, skip to Step 3.
2. **Type** in a420314, select the Remember my choice parameter, and click Go.

3. **Click** on the Company Sign In button. **Do Not** select the Remember my choice parameter for this step.

4. You will then enter your Dartmouth NetID and password as you would for other Dartmouth College applications.
With PBCS, all applications are accessible with this simplified interface. Therefore, work on the budget, quarterly projections or long range projections are all done from this PBCS Home Page.

**Initial Settings**

If you are logging into PBCS for the first time, you will need to make the following settings. From PBCS Home click on the Application button and then Settings.

From here you will setup your number formatting and the Time Zone. The number formatting will impact how data values are displayed on the Data Forms opened from PBCS.
After you have clicked the Save button, click on the home icon in the upper right-hand corner to return to the PBCS Home page.

Budget Process

The BudgetOp application is where the budget for the coming fiscal year is prepared and updated. There are four different ways to approach the Budget forms. Which way you choose depends on how you prefer to work and the complexity of your budget. The four options are:

- Plan by Activity
- Plan by Funding
- Plan by NatClass
- Plan by Org

Data forms can be access from:

- Task lists (Home>Tasks - Budget Tasks)

- Data Forms (Home>Data - BudgetOp Forms>01.1 Common Forms)
Plan by Activity:

This form will give you an overall total for each activity that has budget or actuals for the years provided for the Entity and Org selected. This form is not a data entry form, it is for purposes of viewing budget totals by activity only.

**Note:** If an activity is not listed that needs to be budgeted to, send the missing activity:subactivity code to Allen Gable for manual input. If a NatClass is missing from the form, use the Add Existing Accounts to Sheet form (available in the Budget Task list) to add it.

From PBCS:
In order to input budget data for a given activity, select the activity you would like to budget to, right-click and select "Pivot Activity to Page".

From PBCS:

From Smart View:
This will open the 01.0.1 Plan by Activity by Detail data form. When this form is accessed from the Plan by Activity form, the Entity, Org and Activity that was pivoted from will be selected in the Point of View of this form. You can choose to change the Activity from directly in this form instead of opening it from the Plan by Activity Form.

From PBCS:

From Smart View:

White cells are read/write and grey cells are read only. Once you enter new data into one of the white cells, these "dirty cells" will appear yellow. Once you click the Save button, your data will be saved to the database, and the yellow cells will revert back to white. Upon saving, all subtotals and totals will reflect your changes. In Smart View you need to click Submit Data to save the data to the database.

Once you have completed your data entry for the selected activity, you may choose to select a new activity from the activity drop down directly on this form, or you can go back to the summary data form by right-clicking and selecting "Go Back to Plan By Activity". In Smart View, the summary form is still open on the first tab of the spreadsheet.

Plan by Funding:

This data form will give you an overall total for each funding that has a budget or actuals for the years provides. This form is not a data entry form, it is a summary form for viewing budget totals by funding only.
Note: If a funding is not listed that needs to be budgeted to, send the missing funding code Allen Gable for manual input. If a NatClass is missing from the form, use the Add Existing Accounts to Sheet form (available in the Budget Task list) to add it.
In order to input budget data for a given funding, select the funding you would like to budget to, right-click and select "Pivot Funding to Page".

From PBCS:

This will open the 01.0.1 Plan by Funding by Detail data form. When this form is accessed from the Plan by Funding form, the Entity, Org and Funding that was pivoted from will be selected in the Point of View of this form. You can choose to change the Funding from directly in this form instead of opening it from the Plan by Funding Form.

From PBCS:
From Smart View:

White cells are read/write and grey cells are read only. Once you enter new data into one of the white cells, these “dirty cells” will appear yellow. Once you click the Save button, your data will be saved to the database, and the yellow cells will revert back to white. Upon saving, all subtotals and totals will reflect your changes. In Smart View, click the Submit Data button to send the changes to the database.

Once you have completed your data entry for the selected Funding, you may choose to select a new Funding from the Funding drop down directly on this form, or you can go back to the summary data form by right-clicking and selecting “Go Back to Plan By Funding”. In Smart View, the summary form is still open on the first tab of the spreadsheet.

Plan by NatClass:

This data form will give you an overall total for each NatClass that has a budget or actuals for the years provided. This form is not a data entry form, it is a summary form for viewing budget totals by NatClass only.

**Note:** If a NatClass is not listed that needs to be budgeted to, send the missing NatClass code Allen Gable for manual input. If a NatClass is missing from the form, use the Add Existing Accounts to Sheet form (available in the Budget Task list) to add it.

From PBCS:

**Plan by NatClass:**

From Smart View:
In order to input budget data for a given NatClass, select the NatClass you would like to budget to, right-click and select "Pivot NatClass to Page".

From PBCS:

This will open the 01.0.1 Plan by NatClass by Detail data form. When this form is accessed from the Plan by NatClass form, the Entity, Org and NatClass that was pivoted from will be selected in the Point of View of this form. You can choose to change the NatClass from directly in this form instead of opening it from the Plan by NatClassForm.
White cells are read/write and grey cells are read only. Once you enter new data into one of the white cells, these "dirty cells" will appear yellow. Once you click the Save button, your data will be saved to the database, and the yellow cells will revert back to white. Upon saving, all subtotals and totals will reflect your changes. In Smart View, click the Submit Data button to send the changes to the database.

Once you have completed your data entry for the selected NatClass, you may choose to select a new NatClass from the NatClass drop down directly on this form, or you can go back to the summary data form by right-clicking and selecting "Go Back to Plan By NatClass". In Smart View, the summary form is still open on the first tab of the spreadsheet.

Plan by Org:

This data form will give you an overall total for each Org that has a budget or actuals for the years provides. This form is not a data entry form, it is a summary form for viewing budget totals by Org only.

**Note:** If an Org is not listed that needs to be budgeted to, send the missing Org code Allen Gable for manual input. If a NatClass is missing from the form, use the Add Existing Accounts to Sheet form (available in the Budget Task list) to add it.

From PBCS:

From Smart View:
In order to input budget data for a given Org, select the Org you would like to budget to, right-click and select "Pivot Org to Page".

**From PBCS:**

**From Smart View:**

This will open the 01.0.1 Plan by Org by Detail data form. When this form is accessed from the Plan by Org form, the Entity and Org that was pivoted from will be selected in the Point of View of this form. You can choose to change the Org from directly in this form instead of opening it from the Plan by Org Form.
From PBCS:

White cells are read/write and grey cells are read only. Once you enter new data into one of the white cells, these "dirty cells" will appear yellow. Once you click the Save button, your data will be saved to the database, and the yellow cells will revert back to white. Upon saving, all subtotals and totals will reflect your changes. In Smart View, click the Submit Data button to send the changes to the database.

Once you have completed your data entry for the selected Org, you may choose to select a new Org from the Org drop down directly on this form, or you can go back to the summary data form by right-clicking and selecting "Go Back to Plan By Org". In Smart View, the summary form is still open on the first tab of the spreadsheet.

Add Existing Accounts to Sheets
For the sake of efficiency, each form only shows NatClasses where there has been budget or actual activity. Frequently, a user may need to budget to a NatClass that has not had any activity in the time period displayed. In this case, the user should select the form "01. 1 Add Existing Account to Sheets". This form is available in both PBCS and in Smart View in the Budget Task list. The user selects the Org, Funding, Activity and Entity where this NatClass is missing.
Then right-click on the NatClass that is missing and select “Add NatClass to Forms.

A business rule will run, and once completed, you will see a message indicating that the NatClass has been added to your forms.

After this has been done, the selected NatClass will appear on each of the detail forms.
Aggregating the FY18 Budget

As you save each data form, your budget changes will aggregate for the selected Activity, Funding or Org. If you wish to view your budget changes at a higher level, you can run the Aggregate FY18 Budget business rule from the Budget Task list.

**Aggregate FY18 Budget**

Running this business rule and the business rules attached to the data forms will calculate fringe based on what you have entered for salaries. Therefore, if you manually enter a fringe amount in a data form, it will be overwritten based on this calculation.

FY18 Budget Statement

Once you have aggregated your budget changes, you can then run the FY18 Budget Statement from the Budget Task list.

A formatted report can be exported to Excel by navigating to the File Menu and selecting Export>Excel.