Oracle Planning and Budgeting Cloud (PBCS)

Quarterly Projections 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 in the upper right-hand corner to return to the PBCS Home page.

**Quarterly Projections Process**

The LRProj application is where the quarterly projections for each quarter are prepared and updated. There are two Quarterly Projection forms. The two options are:

- Projection: Data Entry
- Projection: Data Entry All Funding

Data forms can be accessed from:

- Task lists (Home>Tasks - Quarterly Projections Tasks)
- Data Forms (Home>Data - LRProj Forms>Primary>Quarterly Projection>Sub Forms)
Projection: Data Entry

This form is used for Quarterly Projection data entry, and is the same form provided to you at the beginning of each quarter’s process as an Excel template.

With Periods in PBCS set to monthly, each quarter’s projections, and related commentary, are entered into the first month for that quarter. The data forms are updated each quarter for quarter under projection

Q1 = Jul  Q2 = Oct  Q3 = Jan  Q4 = Apr

The example below is for Q3, therefore the input columns are set to Jan.
From PBCS:

Grey cells indicate read-only. Data may only be entered into white cells. When amounts and/or text are entered/updated in the relevant cells, they will turn yellow indicating that they are “dirty cells”. The Projection Variance column will not calculate until the data has been saved. Once saved, the cells with updated data return to white, and the variance recalculated.

When entering commentary, a text dialogue box will appear where you enter/update the text for the selected cell, and then click Save or Cancel.
From Smart View:

Click the Submit Data button to commit your changes the application database.

Projection: Data Entry All Funding

This data form will give you an overall total for each funding that has a budget, projection or actuals for the years provides. Each Year and Scenario presented will have columns for level 2 Fundings where you can enter/update the quarterly commentary, projection and projection commentary for all the Fundings utilized by the selected Entity and Org.

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When entering commentary, at text dialogue box will appear where you enter/update the text for the selected cell, and then click Save or Cancel.

From Smart View

Click the Submit Data button to commit your changes the application database.

Aggregating the Quarterly Projection

As you save each data form, your projection changes will aggregate for the selected Entity, Org and Funding. If you wish to view your projection changes at a higher level, you can run the Aggregate Projection business rule from the Quarterly Projection Task list.

Quarterly Report

Once you have aggregated your projection changes, you can then run the Quarterly Report from the Quarterly Projection Task list.
A formatted report can be exported to Excel by navigating to the File Menu and selecting Export>Excel.
Actuals Report
This report can be used to look at current year YTD Actuals for the selected period compared to prior year full year Actuals and the current full year Budget. The final column shows the % of Budget Utilized for the period selected. This report is drillable with 4 options available from the front page of report.

Setting the User Point of View
When running reports from a Task list, by default you do not have a way to set the point-of-view before running a report. For reports that define all aspects for of the point-of-view, this isn’t a problem. However, when you run a report for the first time where the report is looking for a member of a dimension that hasn’t been defined, you will receive an error about a selected member. Therefore, it is best practice to make this Financial Reporting Preference setting:

1. With the window with the error message still open, from the File menu select Preferences...

   ![Preferences Window]

   a. This setting change can be made whether or not you receive an error when running a report.

2. In the User Point of View section of the Financial Reporting Preferences dialogue box, set the Preview to On.

   a. Whether or not you receive an error when running a report from a Task List, it is best practice to have the User Point of View Preview set to On so that you are always prompted to make your Point of View selections before running a report.

   ![User Point of View Settings]

3. Click OK.
4. You will need to close the window and run the report again.
5. With this setting made, you will always be prompted to make your Point of View selections before the report is displayed.
Running the Actuals Report

1. Click the **Actuals Report** link from the Quarterly Projection Task List.
2. Make the Member selections for each dimension listed for the report’s Point of View

   a. For each Dimension you can type in the Member Name if you know it or click the **Select...** button

   i. **Periods** - This report uses YTD reporting for the selected period, which only works when select a month.
      1. For example, to see YTD balances as of the end of Q3, you need to select Mar.
      2. If you select a non-month member, you will receive an error after clicking OK.

   ii. **Entity** - select any member in any level of the Entity hierarchy

   iii. **Org** - select any member in any level of the Org hierarchy

   b. After making all your Point of View selections, click OK.
3. The first page of the Actuals Report should now be displayed.
4. From here you can:
   a. Make changes to the Point of View.
   b. Click and row label that is underlined (hyperlink) to drill down into more detail.

5. Clicking a row that has a hyperlink will open a dialogue box allowing you to drill down in one of 4 directions.

6. If you select By Org, from the resulting report you will have the ability to drill down into the By Funding report, then to the By Activity report, and then to the Full Ops Stmt.

7. From any of these reports, a formatted report can be exported to Excel by navigating to the File Menu and selecting Export>Excel.