

Cornell University
Division of Budget and Planning

Longview Budget Planning Reference Guide

How to perform essential tasks in LBP

January 2023
Version 8.7



Table of Contents

| | |
|---|-----------|
| REFERENCE GUIDE UPDATES..... | 4 |
| LONGVIEW BUDGET PLANNING (LBP) BASICS | 5 |
| ACCESSING LBP | 5 |
| LBP PORTAL | 6 |
| REVENUE AND EXPENSE (R&E) PLANNING | 8 |
| LAUNCHING THE R&E PLANNING APPLICATION | 8 |
| <i>Organizational approach</i> | 9 |
| <i>Accounts approach</i> | 9 |
| <i>Accounts approach (using the Symbol Selector, a.k.a. "Search")</i> | 10 |
| <i>Navigate the Hierarchy Manually</i> | 10 |
| <i>Using Text Search</i> | 11 |
| REVENUE AND EXPENSE PLANNING (<i>PLANNING DETAILS</i> TAB)..... | 12 |
| <i>Add Object Code</i> | 12 |
| <i>New Accounts, Sub-accounts, and Sub-objects</i> | 13 |
| <i>Initialize Budget</i> | 13 |
| <i>Import Budget (Annual or Monthly)</i> | 13 |
| <i>Import Monthly Pattern</i> | 15 |
| <i>Calculate Benefits</i> | 15 |
| <i>Show Notes</i> | 15 |
| <i>Show/Hide</i> | 15 |
| <i>Show Sub-Funds</i> | 16 |
| <i>Export List</i> | 16 |
| <i>Line Item Detail (Transfers/Allocations)</i> | 17 |
| <i>Comments</i> | 18 |
| <i>Adding Attachments</i> | 18 |
| <i>Monthly Allocations</i> | 19 |
| REVENUE AND EXPENSE PLANNING (<i>ACTIVE ACCOUNTS</i> TAB) | 20 |
| REVENUE AND EXPENSE PLANNING (<i>SALARY DETAILS</i> TAB)..... | 21 |
| <i>Update Cost Allocation/Leaves</i> | 23 |
| <i>Position Review View</i> | 27 |
| COST ALLOCATION APPLICATION | 29 |
| SCENARIOS | 30 |



| | |
|---|-----------|
| #1. BUDGET FOR A VACANT POSITION | 30 |
| #2. BUDGET FOR A ONE SEMESTER SABBATIC LEAVE..... | 32 |
| #3. BUDGET FOR A FULL YEAR SABBATIC LEAVE | 33 |
| #4. BUDGET FOR A STUDY LEAVE | 34 |
| #5. BUDGET FOR LEAVE WITH PAY (LWP) AT 50% SALARY | 35 |
| #6. BUDGET FOR PHASED RETIREMENT (PRET)..... | 36 |
| REPORTING..... | 37 |
| LONGVIEW HOME PORTAL..... | 37 |
| 1. Operating Report Templates..... | 37 |
| REPORT ORIENTATION | 38 |
| Longview Analysis & Reporting Layout | 39 |
| Budget Standard Report Template Descriptions | 40 |
| Report: 01.Variance Analysis by Organization - Net From Operations..... | 40 |
| Report: 03.Variance Analysis by Object..... | 41 |
| Report: 03A.Variance Analysis by Sub-Object | 42 |
| Report: 04.Variance by Fund | 43 |
| Report: 02.Revenue vs. Expense - Historical Compare | 43 |
| Report: 13.Accounts Out of Balance..... | 44 |
| Report: 20. Revenue and Expense Planning History | 44 |
| Report: 14.Contract - Variance Analysis by Object..... | 44 |
| Report: 15.Endowed - Variance Analysis by Object..... | 45 |
| Report: 16.Endowed vs. Contract - Current Year Base Budget..... | 45 |
| Report: 17.Endowed vs. Contract - Current Year Trustee Budget..... | 46 |
| Report: 18.Endowed vs. Contract - New Base Budget | 46 |
| Report: 19.Endowed vs. Contract - New Trustee Budget..... | 46 |
| Report: 12.May Book - New Trustee Budget | 46 |
| Report: 12A.May Book - Current Trustee Budget | 47 |
| Report: 12B.May Book - New Base Budget | 47 |
| Report: 09.Trustee Budget Format - New Budget | 47 |
| Report: 09A.Trustee Budget Format - Current Base Budget..... | 48 |
| Report: 10.Trustee Budget Format - New Trustee Budget | 48 |
| Report: 11.Trustee Budget Format - Current Trustee Budget..... | 48 |
| Report: 03.Variance Analysis by Object In Year Reporting | 49 |
| 2. Budget Reporting Applications..... | 49 |



| | |
|--|-----------|
| <i>Report: Report Cost Allocations</i> | 49 |
| <i>Report: Export Budget Data</i> | 49 |
| <i>Report: Line Item Details</i> | 50 |
| <i>3. Longview Add-in for Office</i> | 50 |
| TIPS AND BEST PRACTICES | 51 |
| REVENUE AND EXPENSE PLANNING | 51 |
| <i>Org/Account Selector</i> | 51 |
| <i>Planning Grid</i> | 51 |
| <i>Cost Allocation Window</i> | 51 |



Reference Guide Updates

| Version # | Date | Notes |
|-----------|----------|----------------------------|
| 8.7 | Jan 2023 | New Look Inside the Portal |
| | | Updated Training URL |
| | | |
| | | |
| | | |



Longview Budget Planning (LBP) Basics

Longview Budget Planning is a web application Cornell University uses for creating department, college and administrative unit budgets, which are then used to create the annual Trustee Budget. The system requires the use of Microsoft Edge.

Accessing LBP

Launching your web browser and accessing the LBP system:

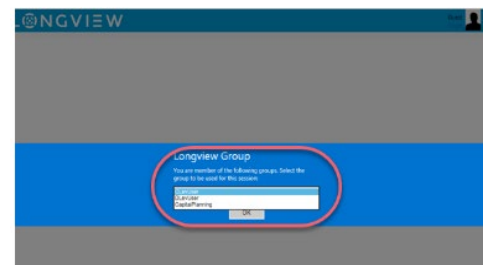
1. Open your Microsoft Edge browser and navigate to the following URL:
<https://cornell.lvcloud.com/cornellprd> (for the production environment) or
<https://cornellDev.lvcloud.com/cornelltrn> (for the training environment)

Note: You may need to make Microsoft Edge your default browser, [instructions are below](#), or you can copy and paste the link into your Microsoft Edge browser.

2. When the CUWebLogin window appears, use your NetID and password and click Login.



3. Choose the appropriate group from the drop-down menu and click ok. Typically, this will be "CLEvUser – C Level User" or "DLevUser – D Level User", depending on your access privileges.



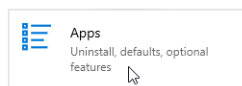
Making Microsoft Edge your default browser:

1. Click the Start button in the lower left corner of your screen.



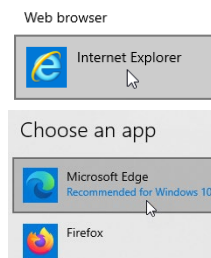
2. Select Settings.

3. Select Apps.



4. Select Default apps.

5. Under Web browser, select the current browser listed, then select Microsoft Edge.



6. Close window.

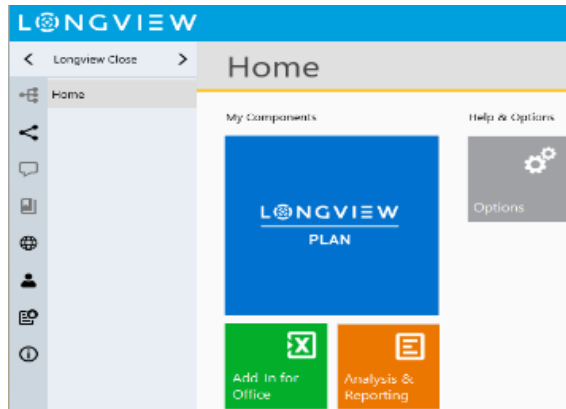


LBP Portal

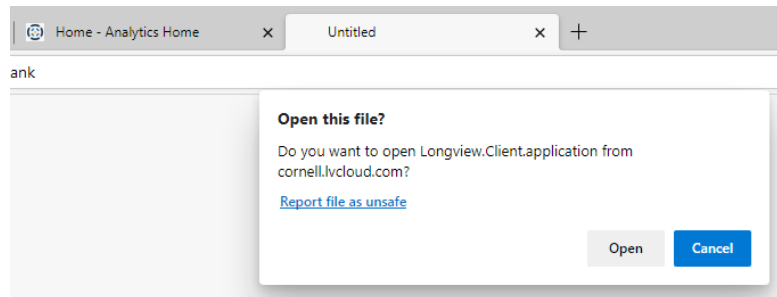
After successfully authenticating with Longview, you will be presented with the Longview Plan home page that's been customized for your level of access. This is where you will launch the LBP portal.

Launching the LBP Portal:

1. Click on the center blue tile labeled "Longview Plan".



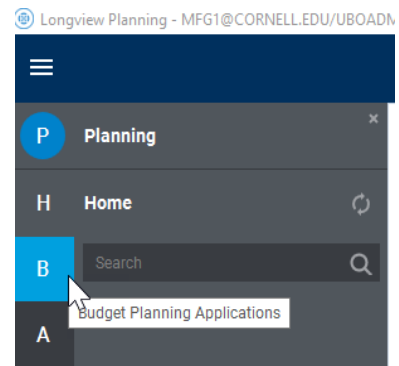
Note: You will be directed to another window, seen below.



2. Click "Open" to continue launching the application.

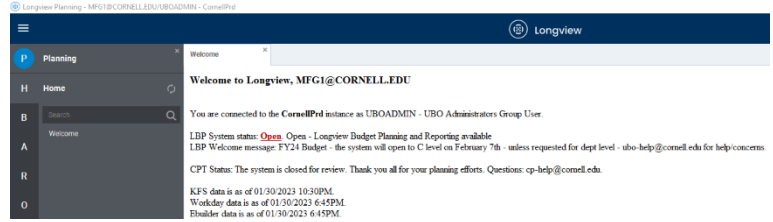
Inside the Portal:

Hover over letters to navigate menu options.
Select grouped applications by clicking corresponding letter.
Click on title to open and launch application.

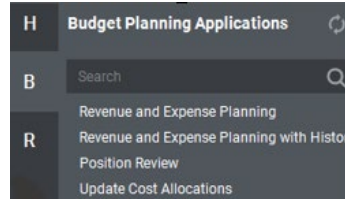




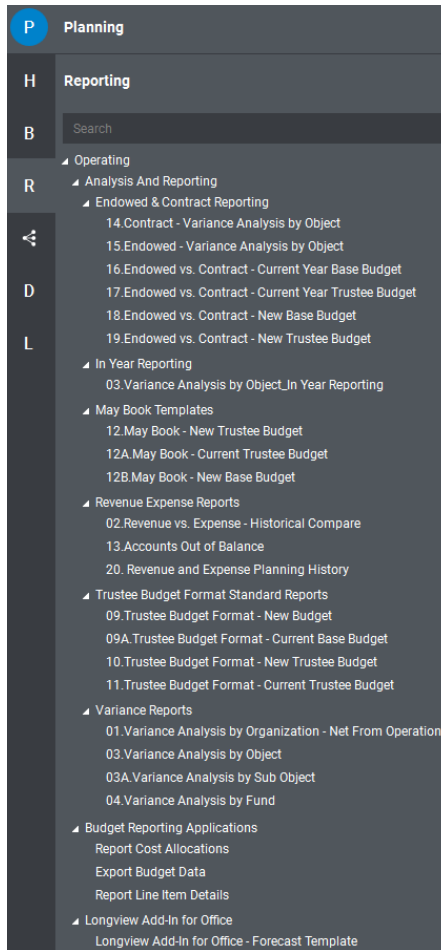
1. *Selecting Welcome displays news and announcements:*



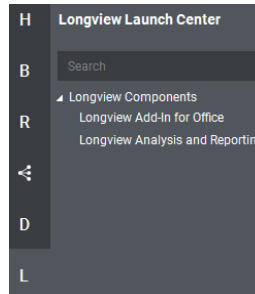
2. *Budget Planning Applications:*



3. *Reporting:*



4. *Launch Center:*



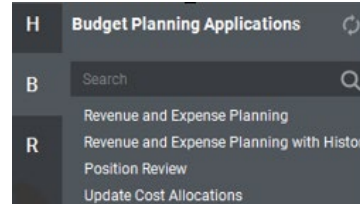


Revenue and Expense (R&E) Planning

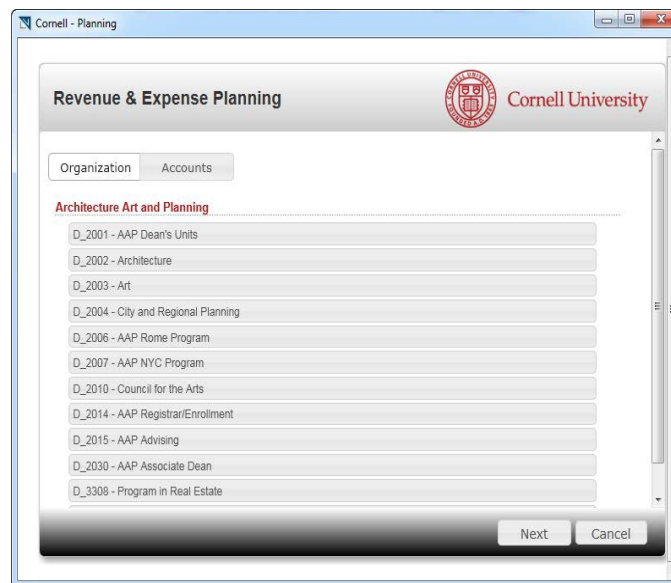
As the name implies, this application is where you go to do your revenue and expense planning. This includes salary, salary allocations, non-salary expenses, transfers, and administrative and sabbatical leaves.

Launching the R&E Planning Application

1. To begin R&E planning, single-click one of the following links to launch the Revenue and Expense Planning Organization/Accounts Selector window:



- a. *Revenue and Expense Planning* – The most streamlined way to perform annual planning, using this method will provide a planning grid that only displays columns for planning the next fiscal year.
- b. *Revenue and Expense Planning with History* – Using this link will provide a planning grid that includes additional columns showing historical actuals from previous years.
- c. *Position Review* – will show a list of all positions for your security level.
- d. *Update Cost Allocations* (see instruction details on pg. 22).



2. *Revenue & Expense Planning Organization/Accounts Selector* – a.k.a. “Org/Account Selector Screen” From this window, you have two options for choosing how you want to do your planning:
 - a. **Organization** approach. This is the default view that is displayed when you launch the R&E Org/Acct selector. Based upon your security privileges, you’ll be presented with a list of organizations you’re authorized to access. In most cases, this will be a list of the departments you have responsibility for planning/budgeting.
 - b. **Account** approach. Use this method when you want to choose a specific level in the account hierarchy. You can choose any part of the account hierarchy you have access to, from the highest access level you have been given rights to view, all the way down to the specific account/sub-account. There are two variations to this method: when you know the account/organization, and when you don’t.

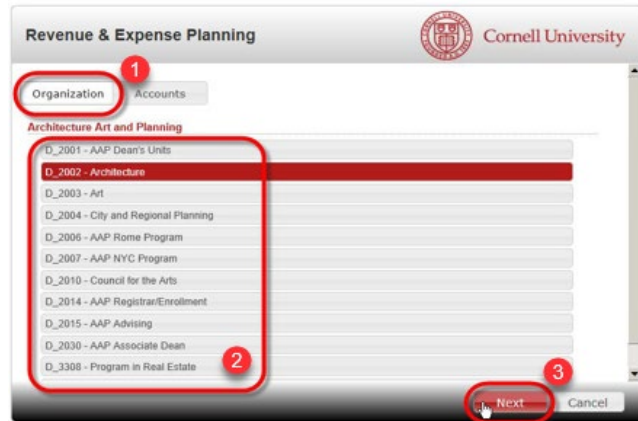


Organizational approach (The default approach)

This is the default view for the R&E Planning selector window. To select all the accounts associated with a department or college:

1. Ensure the Organization tab is selected.
2. Choose the department/college you want to view/plan.
3. Click Next.

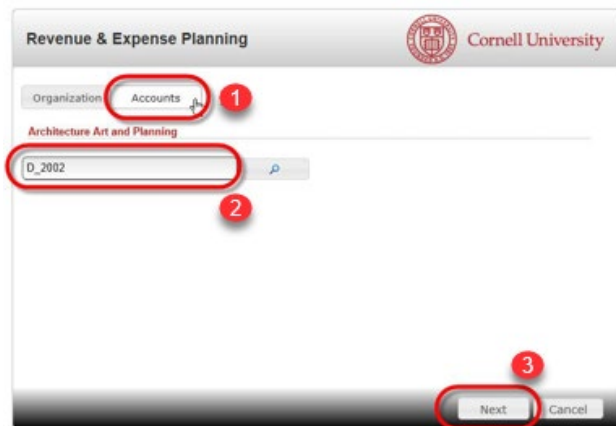
Once loaded, LBP will return the R&E planning grid. On this grid is where you will do your expense and revenue planning. You will also be able to choose any account that is associated with the selected department. Please see the section below entitled R&E Planning for more information.



Accounts approach (When you know the organization/account number)

The second way to begin to plan is called the Accounts approach. This method is useful when you want to choose a specific account number to budget.

1. Click on the Accounts tab.
2. Choose the department you want to view/plan. This defaults to the organization the UBO set for you when your account was created. You can overwrite the default value, and type in any organizational level, account number or sub-account number you have permission to access (e.g. C-Level, D-Level, S- Level, Account or Sub-Account). Note that departments start with "D_".
3. Click Next.



Once loaded, LBP will return the R&E planning grid. On this grid is where you will do your expense and revenue planning. You will be able to choose any account that is associated with the selected level. If you choose a section level, you'll only be able to see accounts associated with that section. If you choose an account, you'll only be able to see that account and any sub-accounts.

Please see the section below entitled R&E Planning for more information.

TIP: Performance of the Longview Budget Planning system is directly related to the size of the organization you decide to view. If you want to load the planning grid quickly, choose an account or sub-account. If you want greater flexibility during your planning session, and need to move between accounts quickly, choose the lowest level organization that has all the accounts you want to plan. If you intend on planning several accounts at once, it is much more efficient to load the department or section that spans across all the accounts you'll be working on, even if this means it takes a little longer to load the initial planning grid screen.



Accounts approach (using the Symbol Selector, a.k.a. “Search”) (When you don’t know the organization/account number)

When you can’t remember the organization or account number you want to plan, LBP provides you a powerful search function, called “Symbol Selector”.

1. Click on the Accounts tab.
2. Click on the magnifying glass. This will open an additional window called “Symbol Selector”.



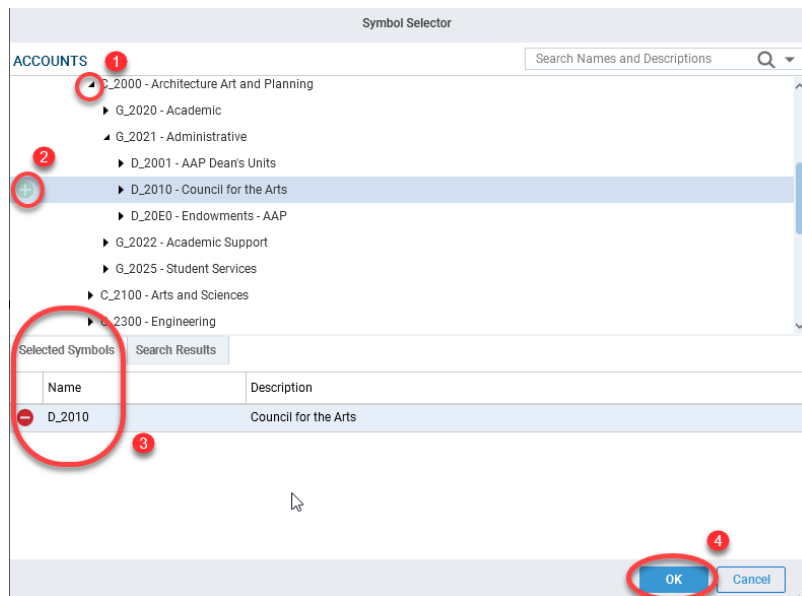
To find the organizational level or account number you want to plan, there are two ways to use the symbol selector:

1. Navigate the Hierarchy manually.
2. Using Text Search. Note: If you know the account number or name, we recommend using this method first.



Navigate the Hierarchy manually (Using “Drill Down” to find the organization or account)

1. Click on the triangle icon (▶) to the left of the organization. This will expand the hierarchy one level, tipping the triangle over (▲). Continue to click the triangle icons until you reach the org level (or account) you want.
2. Double click or click on the green “+” icon (➕) to select that symbol and it will move to the Selected Symbols tab below.
3. Ensure the department or account number you want is in the Selected Symbol tab with a red “-” icon (➖).
4. Click the OK button to proceed with that selection.

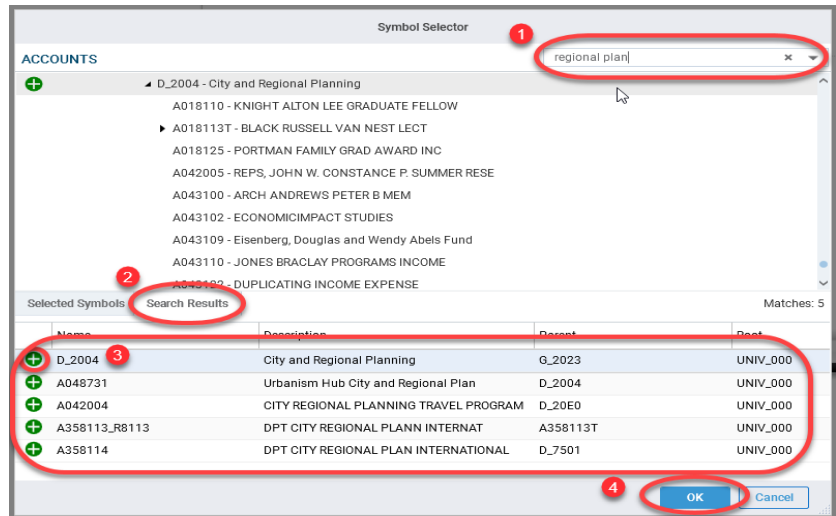




Using Text Search:

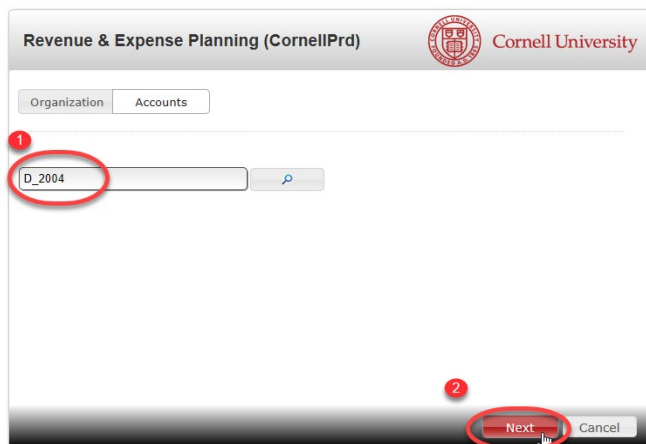
(To search for the name of an organization or account description)

1. Type the text you're searching for in the "Search Names and Descriptions" box in the upper right of the symbol selector.
2. The predictive search will start displaying all the matches in the Search Results section at the bottom of the window.
3. Once you have found the symbol you're looking for (could be a department, as in D_2004, or an account, as in A048731, click on the green "+" icon (+) to select that symbol. This will move that symbol to the Selected Symbols tab (as above).
4. Click OK to continue.



Whether you use the "Navigate the Hierarchy manually" or the "Using Text Search" approach, once you click OK in the symbol selector window, you'll be returned to the "R&E Planning selector window".

1. Note that the desired symbol is populated in the account field.
2. Click Next to load your selection.





Revenue and Expense Planning (*Planning Details Tab*)

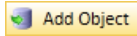
Once you click “Next” in the R&E Planning selector window, LBP will load the account data from your selection into the “Planning Details” tab of Revenue and Expense Planning. This window will be where you do the majority of your non-salary planning for your accounts. You’ll also be able to import and export data from this window.

Here are the key sections of the R&E grid:

Add Object Code

1. Toolbar:

a. Add Object:



Used to add object and sub-object codes that are not currently in the R&E Planning Grid. When you click on the Add Object button, you’ll be presented with the Add Object window.

The screenshot shows the 'Revenue and Expense...' window with the 'Planning Details' tab active. A toolbar at the top contains buttons for 'Add Object', 'Initialize Budget', 'Import Budget', 'Calculate Benefits', 'Show Notes', 'Show/Hide', 'Show SubFunds', 'Export List', 'Print Preview', 'Options', 'Save', and 'Close'. The 'ACCOUNTS' dropdown menu is highlighted with a red circle and the number 2. The main grid displays a list of accounts with columns for 'SubObject Description', 'Base Bud 2021', '(+/- %)', and 'Base Bud 2020'. Annotations include: 1. The 'Add Object' button in the toolbar; 2. The 'ACCOUNTS' dropdown; 3. The 'REVENUE_PLAN - Revenue Objects for Planning' row; 4. The '5396 - Budget - General S&W - Maximum Benefits' row; 5. The 'EXPENSE_PLAN - Expense Objects for Planning' row.

| SubObject Description | Base Bud 2021 | (+/- %) | Base Bud 2020 | Notes |
|--|---------------|---------|---------------|-------|
| 4500 - Income - Allocation Appropriated | 0 | 0.0 | 0.0 | |
| 7045 - Transfer in - from General Reserves | 0 | 0.0 | 0.0 | |
| 7070 - Transfer in - Intrafund | 0 | 0.0 | 0.0 | |
| 7080 - Transfer in - DFA ONLY-Between UR & TR | 0 | 0.0 | 0.0 | |
| *REVENUE_PLAN - Revenue Objects for Planning | 0 | 0.0 | 0.0 | |
| Total | 0 | 0.0 | 0.0 | |
| 5090 - Budget - Academic Faculty Salary | 0 | 0.0 | 0.0 | |
| 5396 - Budget - General S&W - Maximum Benefits | 0 | 0.0 | 0.0 | |
| 5600 - Employee Benefits - Endowed Full Rate | 0 | 0.0 | 0.0 | |
| *EXPENSE_PLAN - Expense Objects for Planning | 0 | 0.0 | 0.0 | |
| Total | 0 | 0.0 | 0.0 | |

i. Type in the object code if you know it. If you don’t you can use the symbol selector.

ii. This symbol selector behaves the same as the Revenue and Expense Planning window, except it searches for objects and/or their descriptions.

iii. Add sub-object, if desired, from the drop-down list. The sub-object is optional, and will only appear when there is a valid sub-object associated with the object code selected.

iv. Add the budget amount.

v. Click the next button to add the object to your planning screen.

The 'Add Object' window shows the following fields: 'Object' with the value '8040' (annotated with 'i.'), a search icon (annotated with 'ii.'), 'Sub Object' with the value 'NONE' (annotated with 'iii.'), and 'Budget Amount' with the value '20000' (annotated with 'iv.'). The 'Next' button is annotated with 'v.'.


The 'Select SubObject' window shows the 'Account' field with 'R033101', the 'Object' field with '6680', and the 'Sub Object' dropdown menu with 'NONE' selected. Other options in the dropdown include '677 - Computer Equipment - Non-Capital'.



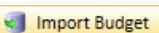
New Accounts, Sub-Accounts, and Sub-Objects

Any new accounts, sub-accounts and sub-objects need to be in final status and updated in an overnight KDW load for use in Longview.

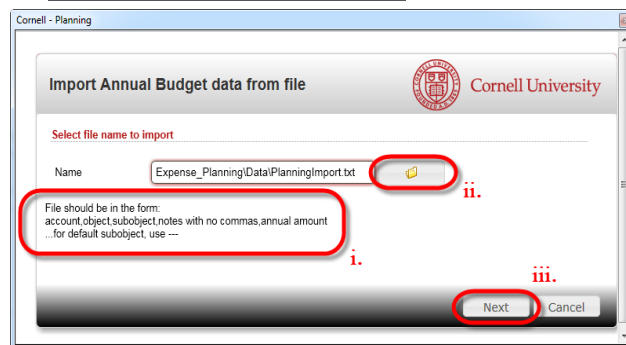
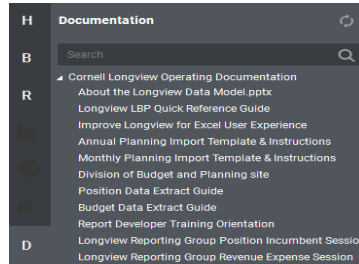
Initialize Budget

- b. **Initialize Budget:**  Pressing this button will copy every value in the current year budget to the new year's budget, (except for salary objects). Pressing this will over-write any planning you've already completed, including any new object codes that you've added. As such, if you want to use this capability, it's advisable to start your planning with this button, and then make any desired changes.

Import Budget (Annual or Monthly)

- c. **Import Budget:**  A utility for importing the annual or monthly budget data into your accounts. Here are the steps for importing data into your budget:

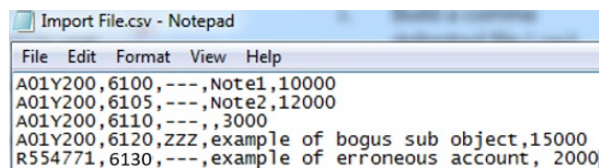
- i. Build a comma delimited file (.csv) that follows the format listed on the screen. A template for importing a budget can be found on the Longview Portal under Documentation.



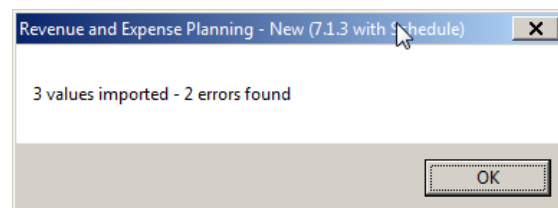
Note: Sub-accounts can be added directly after your account number by using an underscore _XXXX. If you don't want sub-objects type 3 dashes "---" in place of the sub-object. Notes cannot contain commas. Further instructions can be found on the templates if needed.

- ii. Click on the folder icon, and navigate to the import file location, and select it. Be sure that the selected file is closed on your computer, if the file is still open the import will be unsuccessful.

Here is a sample file. Errors were purposely created in this file, to demonstrate what happens when LBP encounters errors (specifically, A01Y200,6120,ZZZ is not a valid Account, Object, Sub-object combination, and the last line has an account number this user does not have access to). In this example, Notepad is used, but any .csv file can be used, such as one generated by MS Excel.





- iii. Click Next to start the import. If there were errors in your file you'll receive this window indicating how many were successfully imported and how many errors. Clicking OK will bring up the list of errors.





- iv. In the list of errors window, notice the error messages tell you what is wrong, and on which lines in the import file errors occurred.

| | Account | Object | Subobject | Annual Am... | Error Message |
|---------|---------|--------|-----------|--------------|---------------------|
| Lines 4 | A01Y200 | 6120 | ZZZ | 15000 | Subobject not found |
| Lines 5 | R554771 | 6130 | --- | 2000 | Account not found |

- v. You can either correct the errors, and click the Validate button,  or click the Exit button,  correct the file and re-run the import. Since there were only two errors, it's easier to just correct the errors here and click Validate.

| | Account | Object | Subobject | Annual Am... | Error Message |
|---------|---------|--------|-----------|--------------|---------------------|
| Lines 4 | A01Y200 | 6120 | --- | 15000 | Subobject not found |
| Lines 5 | a01y200 | 6130 | --- | 2000 | Account not found |

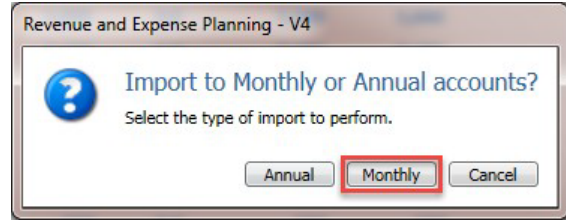
- vi. Once complete, notice the new objects and amounts have been successfully imported into the account:

| | Base Bud 2015 | (+/- %) | Base Bud 2014 | Notes |
|--|---------------|---------|---------------|------------------------------|
| 6100 - Communication - Postage | 10,000 | 0 | 0 | Note1 |
| 6105 - Communication - Shipping | 12,000 | 0 | 0 | Note2 |
| 6110 - Telecommunication - Equipment | 3,000 | 0 | 0 | |
| 6120 - Telecommunication - Usage | 15,000 | 0 | 0 | example of bogus sub object |
| 6130 - Communication - Data | 2,000 | 0 | 0 | example of erroneous account |
| 6995 - Budget - SIP Balancing | 0 | 0 | -1,658 | |
| EXPENSE_PLAN - Expense Objects for Plan... | -73,606 | 0 | -33,113 | |

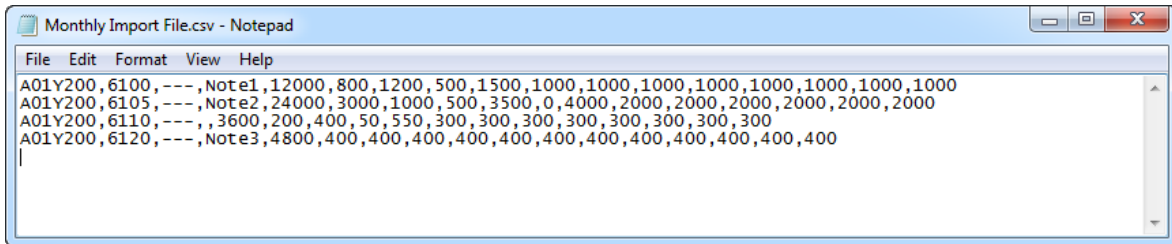


Import Monthly Pattern

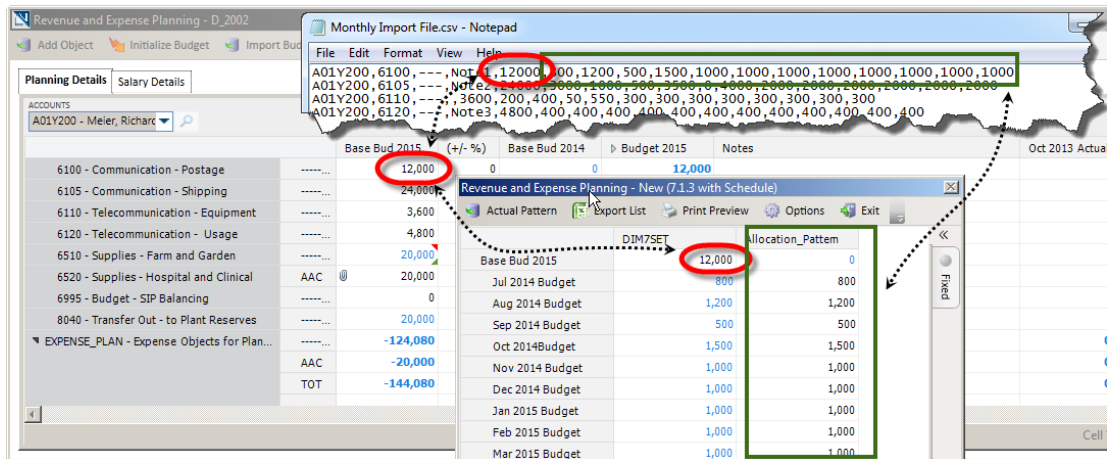
d. **Import Monthly Pattern:** (Note, this option is only available if you chose to use monthly planning and the UBO has set up the monthly planning budget for you). This is a utility for importing monthly budget data into your accounts. This is the same process as the Import Budget method for importing, described above, except that in this method, you're specifying how the annual amount is distributed across all the months in the year and so the import file is formatted differently. If you budget monthly, this is the import mechanism you should use. If you budget on just an annual basis, use the Import Budget option described above.



Note the differences in the file format. The format for this file is AccountNum, Object, Sub-object, Note, AnnualAmount, Month1, Month2....Month12. Note that Month1 is July and Month12 is June. Notes cannot have commas. Here's an example:|



Notice the results. Using the Allocate to Months option, (explained on page 18), you can see that object code 6100 has been distributed across all the months in the fiscal year.



Calculate Benefits

After adding or changing the budgeted salary amount. Select the "calculate benefits" to populate the benefit amount for the account.

Show Notes

Notes that are entered at the college or department account level are available for viewing and will be available in reports. Select show notes and export.

Show/Hide


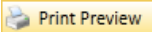
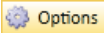
At the college or department level use this as a toggle button to display total budgeted by object/sub-object.

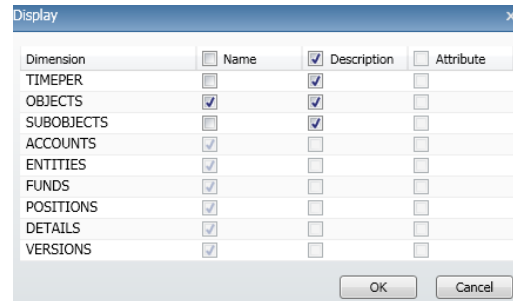




Show Sub-Funds

Displays sub-funds totals within the account.

Export List

- e. **Export List:**  Use this function to export the current grid to Excel.
- f. **Print Preview:**  Preview your print out before sending to the printer.
- g. **Options:**  Allows you to selectively choose information to display, e.g., by clicking the display feature in the options tab you can hide or display the descriptions for object and sub-object codes.

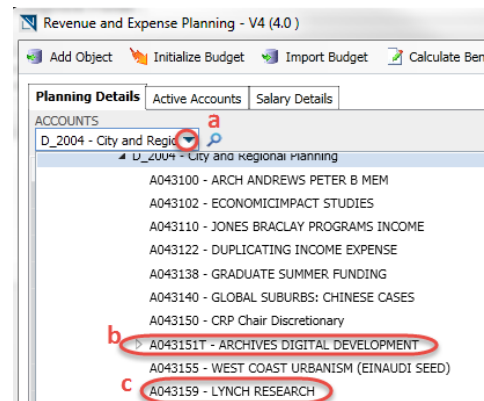


- h. **Save:**  Commits your additions, deletions, and changes to the LBP database. If you close the screen before saving, you will lose all of your work.
- i. **Close:**  This button closes the current grid and returns you to the LBP Portal. If you have not previously saved your work, you'll be prompted to do so.

Organization/Account Selector Pull-down (changing accounts).

2. Organization/Account Selector Pull-down: This is the primary way in which you choose which organization and/or accounts in the R&E Planning window you want to view/plan. The list of organizations and accounts available in this selector is directly related to the choice you made in the Revenue and Expense Planning Organization/Account Selector window. If you chose a department, you'll be able to plan on any account within the department. If you chose just a single account, the only value that will be available to you using this selector is the single account.

- a. Click the down-triangle icon (▼) to pull-down the list of available organizations/accounts. You can also click once, type "Ctrl A" to select the contents of the cell, and then just type the account number.
- b. Click on the hollow triangle icon (▷), to expand that level of the hierarchy. A black triangle icon (▲) laying on its side indicates the hierarchy has been expanded. Notice that accounts that have sub-accounts will have a T-Suffix. The "T" (as in "Total") indicates that this is the "Parent" or "Roll-up" point for the account and all its sub-accounts.
- c. Double click on the row you want to select for viewing/editing.



3. Cell and Column Behavior:

- a. Cells that have black text in them are editable. Cells that are in blue text are not.
- b. Hover your mouse over column boundary lines to change the cursor to the expand cursor (↔). For the first two columns (object and sub-object), place your cursor anywhere on the column boundary line. For the rest of the columns, you must put your cursor on the column boundary line between column titles.
- c. Notice that when you select a cell, the column title and row for that cell become highlighted.

4. Objects/Sub-objects: This section of the grid displays the objects and sub-objects for the selected organization/account.



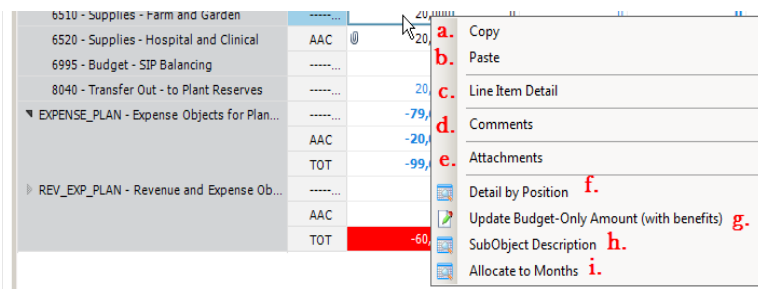
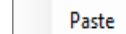
5. Grid Details: This area of the grid is where your data are entered and displayed. Remember that you can only enter data when the cell text is black in color. Cells that have comments attached have a red triangle (▼) in the upper right corner of the cell. If the cell was calculated by Line Item Detail, it has a green triangle (▲) in the lower right corner. Cells that have attachments have a paperclip icon (📎) in the left-most side of the cell. To add these items, right-mouse click the cell to access the context-sensitive menu. The following options will appear:

Note: Depending on which cell you execute your right-mouse click, you might be presented with more or fewer options in the window. Additional versions and their alternate presentations are listed below.

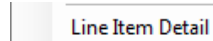
a. Copy: Copy the cell's content.



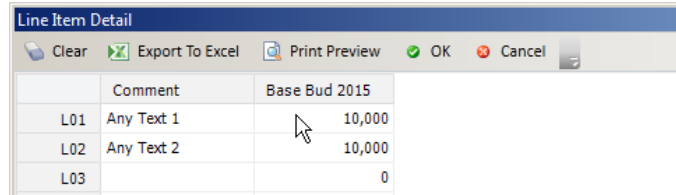
b. Paste: Paste values from the clipboard into the cell.



Line Item Detail (Transfers/Allocations)



c. Line Item Detail: Opens a new window that allows a quick calculation of up to 1000 rows. This allows a simple way to provide a detail breakdown of the calculation of a number. You'll also use this functionality for providing details about transfers and allocations.

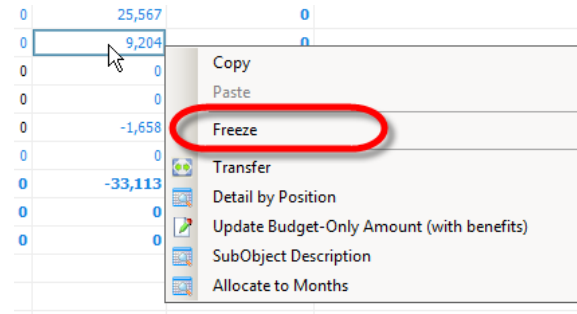
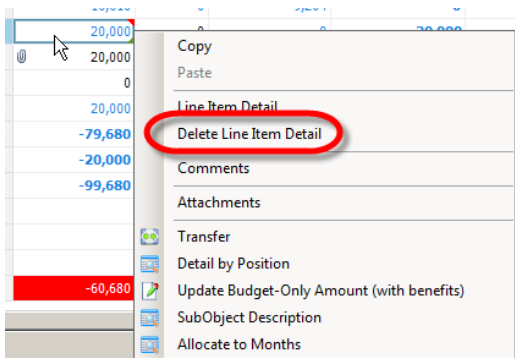


Allocation object 4500 to be used in sub-fund groups+ GNAPPR/APSTAT and 4510 to be used in sub-fund group GNDEPT. You can run the Line Item Detail Report to see the planned detailed information.

TIP: You can copy and paste information into the Line Item Detail form.

Delete Line Item Detail: When clicking on a cell that already has line item detail (as indicated by the green triangle (▲) in the bottom right corner of the cell), you'll have the additional option of Delete Line Item Detail. Selecting this will aggregate all the values into one, and insert into the parent cell.

Freeze: This feature "freezes" the columns and rows from scrolling and disappearing off the screen. The rows above and columns to the left of the cell that is highlighted, when Freeze is selected, will no longer move when scrolling. To "Unfreeze", simply right-mouse click again anywhere in the grid and choose Unfreeze.



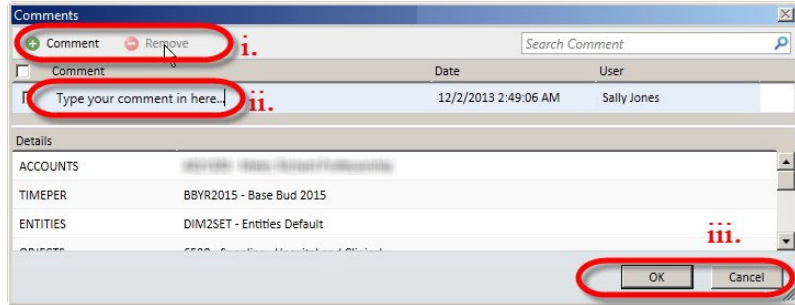


Comments

d. Comments:

Selecting **Comments** opens a new window, allowing you to add, edit or delete existing comments.

- Add or Remove existing comments. Note you can remove comments only in current session. As soon as you save the comments back to the LBP database, you'll need special security privileges to have the rights to remove comments.
- Type your comment here.
- Click OK to save, Cancel to return without saving changes.



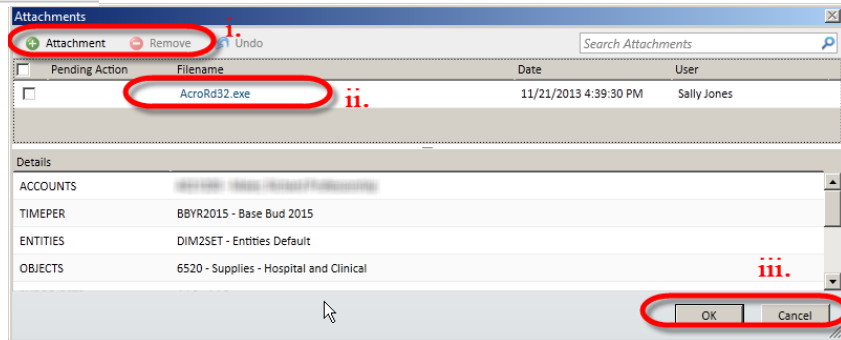
Adding Attachments

e. Attachments:

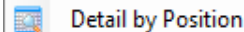
Selecting **Attachments** opens a new window, allowing you to add or remove attachments to that cell.

- Add or Remove existing attachments.
- Attachment filenames will appear here.
- Click OK to save, Cancel to return without saving changes.

Attachments



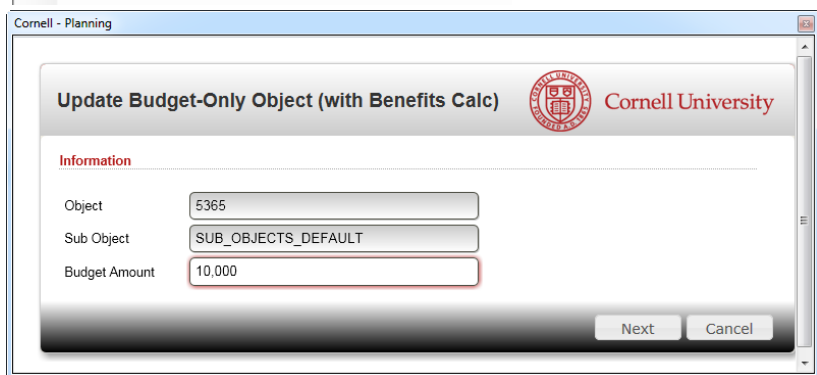
f. Detail by Position:



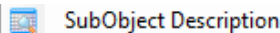
Select **Detail by Position** to bring up the cost allocation information for a salary object code. This is the same information that can be displayed in the Salary Details tab, but it is specific to the salary object selected. See *Salary Details* for more information.

- Update Budget-Only Amount (with benefits):** This process can only be used with objects 5080, 5090, 5095, 5190, 5290, 5365, 5395, 5396, 5405, 5415, 5422, 5452, 5455, 5490, 5491, 5492, 5493, and 5494. If these objects exist, or if you add them via the **Add Object** button, the only way you can update the benefits budget amount is by using this command.

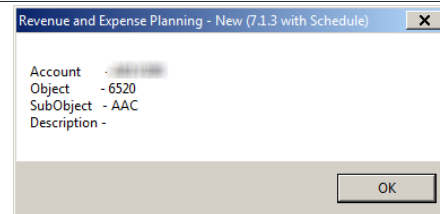
Update Budget-Only Amount (with benefits)



h. Sub-object Description:



Use this command to see more information about a sub-object. You must first choose an object that has a sub-object, otherwise this window will return a value of "None".





Monthly Allocations

Allocate to Months:

This option is available in Planning Details or Active Accounts tab.

- 1. Select the column Total Month FYXX Budget*
- 2. Enter the base budget amount in the column*
- 3. Use the (▶) arrow to expand the display to show all months*

Revenue and Expense...

Add Object Initialize Budget Import Budget Calculate Benefits Show Notes Show/Hide Show SubFunds Export List Print Preview Options Save Close

Planning Details Active Accounts Salary Details

ACCOUNTS

| | SubObject Description | Base Bud 2021 | (+/- %) | Base Bud 2020 | Tot Mth FY21 Bud | Notes |
|---|-----------------------|---------------|---------|---------------|------------------|-------|
| 4500 - Income - Allocation Appropriated | --- | 0 | 0.0 | 403,487 | 0 | |
| REVENUE_PLAN - Revenue Objects for Planning | --- | 0 | 0.0 | 403,487 | 0 | |
| | Total | 0 | 0.0 | 403,487 | 0 | |
| 5200 - Exempt - Other Professional | --- | 77,550 | 0.0 | 77,551 | 77,550 | |

Right-Click menu displays "Allocate Monthly"

Revenue and Expense...

Add Object Initialize Budget Import Budget Calculate Benefits Show Notes Show/Hide Show SubFunds Export List Print Preview Options Save Close

Planning Details Active Accounts Salary Details

ACCOUNTS

| | SubObject Description | Base Bud 2021 | (+/- %) | Base Bud 2020 | Jul FY21 Bud | Aug FY21 Bud | Sep FY21 Bud | Oct FY21 Bud | Nov FY21 Bud |
|--|-----------------------|---------------|---------|---------------|--------------|--------------|--------------|--------------|--------------|
| 4500 - Income - Allocation Appropriated | --- | 0 | 0.0 | 403,487 | | | | | |
| REVENUE_PLAN - Revenue Objects for Planning | --- | 0 | 0.0 | 403,487 | | | | | |
| | Total | 0 | 0.0 | 403,487 | | | | | |
| 5200 - Exempt - Other Professional | --- | 77,550 | 0.0 | 77,551 | | | | | |
| 5300 - Nonexempt - Administrative | --- | 121,049 | 0.0 | 151,606 | | | | | |
| 5390 - Budget - General S&W - No Benefits | --- | 0 | 0.0 | 15,000 | | | | | |
| 5600 - Employee Benefits - Endowed Full Rate | --- | 70,900 | 0.0 | 80,893 | | | | | |
| 6115 - Interdept CIT - Tele Move Add Change | --- | 0 | 0.0 | 145 | | | | | |
| 6116 - Interdept CIT - Telephone Equipment | --- | 0 | 0.0 | 5,472 | | | | | |
| 6120 - Telecommunication - Usage | --- | 0 | 0.0 | 768 | | | | | |
| 6126 - Interdept CIT - Telecom Recurring | --- | 0 | 0.0 | 1,649 | | | | | |
| 6190 - Fees and Licenses | --- | 0 | 0.0 | 1,437 | | | | | |

The buttons on the toolbar for this window perform the following actions:

Cornell - Planning (CornellTst)

Allocate Budget (CornellTst) Cornell University

Select Allocation Option

Allocation Method

- Even amount in each month
- Base Budget
- Actuals
- Custom

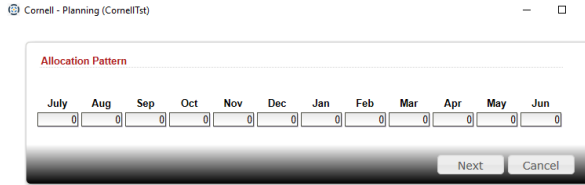
Next Cancel



Allocation Method:

1. **Monthly:** if you use monthly budgeting, and you want to distribute the annual amount across the months of the fiscal year in a pattern that is not equally distributed, this option is the way to do it.
2. **Actuals:** If your actuals from last year contain values throughout the year, clicking this button will use last year's actual spending pattern to determine the ratio for splitting up the value for the amount you provided in your planned amount.

3. **Custom:**



4. **Export List:** Use this function to export the current grid to Excel.
5. **Print Preview:** Preview your print out before sending to the printer.
6. **Options:** Allows you to selectively choose information to display.
7. **Exit:** Saves the values and returns you to the R&E Planning window.

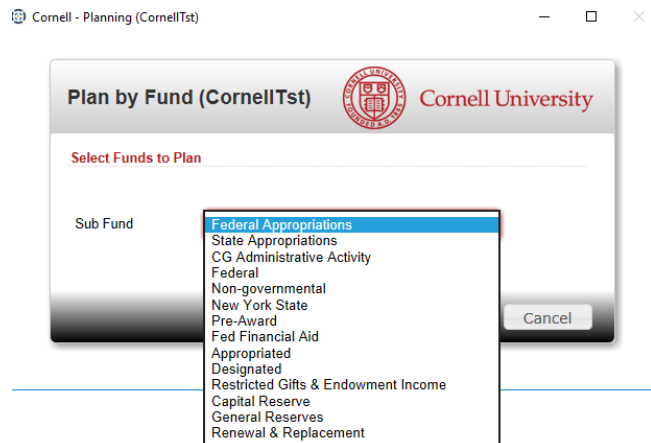
Revenue and Expense Planning (Active Accounts Tab)

The list of active operating accounts displays as information purposes in the Active Accounts tab.

| | SubObject Description | Base Bud 2021 | (+/- %) | Base Bud 2020 | Notes |
|---|-----------------------|---------------|---------|---------------|-------|
| 4500 - Income - Allocation Appropriated | --- | 0 | 0.0 | 312,598 | |
| ▼ REVENUE_PLAN - Revenue Objects for Planning | | 0 | 0.0 | 0 | |
| | --- | 0 | 0.0 | 312,598 | |
| | Total | 0 | 0.0 | 312,598 | |

Here are key sections of the *Active Accounts* tab:

1. **Filter by sub-fund:** Use this to filter your active accounts by sub-fund by selecting the sub-fund group in the list as shown in the example.
2. **Show Notes:** This will display all of the notes in the account. Notes are accessible in reports too.
3. **Show sub-funds:** Displays active accounts grouped by sub-fund.





Revenue and Expense Planning (*Salary Details* Tab)

| Position number-Position Description | Employee Name | Empl ID | % Distribution | Calculated Salary | Budgeted Salary | Total \$ Leave and Sabbatical |
|--------------------------------------|---------------|---------|----------------|-------------------|-----------------|-------------------------------|
| - Prof Assoc | | | 100.00 | 97,000 | 97,000 | 0 |
| - Administrative Asst V | | | 100.00 | 60,050 | 60,050 | 0 |
| - Program Assistant II | | | 100.00 | 52,861 | 52,861 | 0 |
| - Prof Assoc | | | 100.00 | 115,543 | 115,543 | 0 |
| - Professor | | | 100.00 | 142,047 | 142,047 | 0 |

Salary planning is conducted in the Salary Details tab. Positions are populated from Workday nightly, if a position is missing, please check that the position is marked as “Budgeted” in Workday and that the position is mapped to a College/Department level within your security access.

Here are the key sections of the Salary Details tab:

1. Toolbar:

- Export List:** Use this function to export the current grid to Excel.
- Print Preview:** Preview your print out before sending to the printer.
- Options:** Allows you to selectively choose information to display. E.g. you can hide or display the descriptions for object and sub-object codes.
- Save:** Commits your additions, deletions, and changes to the LBP database. If you close the screen before saving, you will lose all of your work.
- Close:** This button closes the current grid and returns you to the LBP Portal. If you have not previously saved your work, you’ll be prompted to do so.

2. Tabs:

- Planning Details:** To enter non-salary budget items.
- Active Accounts:** Displays all active operating accounts.
- Salary Details:** To do all salary planning and allocations.

3. Organization/Account Selector: This is the primary way in which you choose which organization and/or accounts in the Salary Details window you want to view/plan. The list of organizations and accounts available in this selector is directly related to the choice you made in the Revenue and Expense Planning Organization/Account Selector window. If you chose a department, you’ll be able to see all allocations on all the accounts within the department. If you chose just a single account, the only positions you’ll see are those positions that the selected account is funding (in whole or in part).

- Click the down-triangle icon (▼) to pull-down the list of available organizations/accounts.
- Click on the triangle icon (▲), to expand that level of the hierarchy. Double click on the row you want to select for viewing/editing.

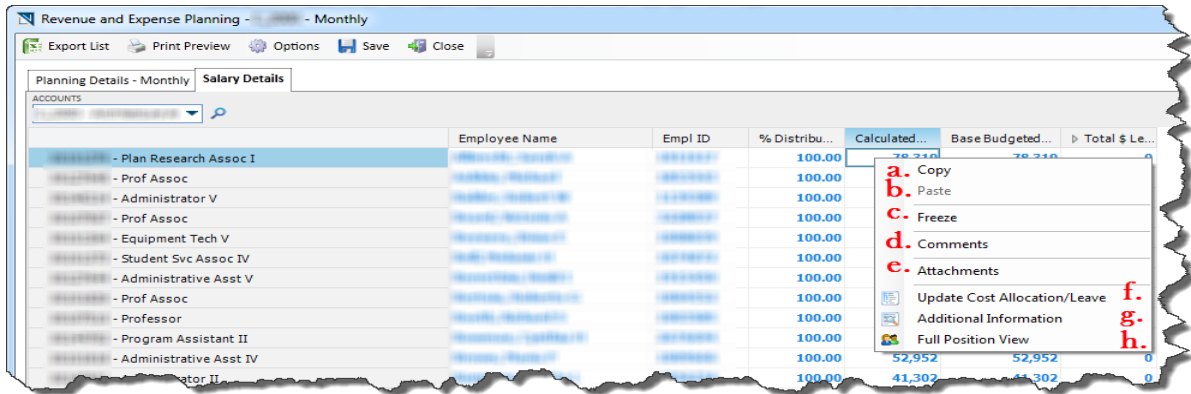
4. Position and Position Description: The first two columns of the Salary Details grid are position number and position description. The list is sorted alphabetically by last name.



5. Expandable Leave Columns: By default, the Total Leave column is collapsed. Clicking on the triangle icon (▶) will reveal two additional expandable columns: Leave Adjustments Amt and Total Sabbatical Amt. Clicking on the triangle icon (▶) again for either or both of these columns, will reveal a column for every type of leave. The Leave Adjustments Amt will expand to several columns, one for every non-sabbatical leave type, and the Total Sabbatical Amt column will expand to several columns, one for every sabbatical leave type.

Tip: Right-mouse clicking the expandable columns will give you options to expand or collapse all or part of the leave columns.

6. Grid Details: This area of the grid is where your data are displayed. In the Salary Details tab, all data is entered by right-mouse clicking anywhere in the row you want to adjust, to access the context-sensitive menu. The following options will appear:



| COLUMN # | FIELD NAME | DESCRIPTION/FUNCTION/NOTES |
|----------|----------------------|--|
| 1 | Position-Description | Position Number – Position Description |
| 2 | Employee Name | Sorted alphabetically by Last Name, First Name |
| 3 | Empl ID | Employee ID Number |
| 4 | % Distribution | Rollup of all the allocation percentages that the organization/account listed in the symbol selector is budgeting for that position. |
| 5 | Calculated Salary | A value that is calculated upon budget initialization. For exempt, this is the annual salary that comes from Workday. For non-exempt, this is the hourly rate * standard work hours per week from Workday / 5 days per week * number of work days per year, (as entered as an input value during the initialization process). |
| 6 | Base Budgeted Salary | The planned budgeted salary of all the allocations being paid by the account/value in the organization/account symbol selector pull-down. This is a roll-up of all the allocations attributed to a specific organization/account. |
| 7 | ▶ Total Leave \$ | This is a rollup of the leave amounts of all the allocations for the account/value in the account selector pull-down. It is column-expandable, so when the column is expanded by clicking on the ▶, it shows two more columns – a summary (column) of all Sabbatical leaves, and summary (column) of all other types of leaves. Both of these columns will have the ▶ symbol, indicating that more details are available. Further “drill-down” will show a column for each leave code. |



| | | |
|---------------------|--|--|
| <u>Copy:</u> | | Copy the cell's content. |
| <u>Paste:</u> | | Paste values from the clipboard into the cell. |
| <u>Freeze:</u> | | This feature "freezes" the columns and rows from scrolling and disappearing off the screen. The rows above and columns to the left of the cell that is highlighted when Freeze is selected will no longer move when scrolling. To "Unfreeze", simply right-mouse click again anywhere in the grid and choose Unfreeze. |
| <u>Comments:</u> | | See Adding Comments on page 17. |
| <u>Attachments:</u> | | See Adding Attachments on page 17. |

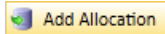
Update Cost Allocation/Leaves

Update Cost Allocation/Leave: Update Cost Allocation/Leave

Selecting this option allows detailed planning on adding, deleting and modifying allocations, as well as any adjustments to salaries, including those caused by leaves. Here is the cost allocation window and explanation of all its options.

| | % Distribution | Calculated Salary | % Adjustment | Base Budgeted Sal | Total % Le. | Total \$ Le. | Notes |
|---|----------------|-------------------|--------------|-------------------|-------------|--------------|-------|
| A014150 - ARCH DEANS OFC SALARIES WAGES | 100.00 | 55,165 | 0.00 | 55,165 | 0 | 0 | |
| All_Accounts - Total | 100.00 | 55,165 | VI. | 55,165 | VII. | 0 | |

i. Add Allocation:

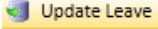


Click to add additional allocations to this position.

1. Type in the account number of the account for the additional distribution.
2. Use the Account Symbol Selector if you need to search for the account.
3. Enter the Sub-object code (optional).
4. Use the Symbol Selector if you need to search for the Sub-object code.
5. Enter the desired percentage for the account number in #1.
6. Click Next. Repeat the steps if more allocations are desired. When all the accounts have been added and the cost allocation window returns, adjust the allocations to equal 100% and then click Close and click Yes when asked if you want to save changes.

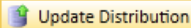
| | % Distribution | Calculated Salary | % Adjustment | Base Budgeted Sal... | Total % Le. | Total \$ Le. | Notes |
|----------------------|----------------|-------------------|--------------|----------------------|-------------|--------------|-------|
| A02 - ... GES | 100 | 51,562 | 0 | 51,562 | 0 | 0 | |
| A01 - ... ssorship | 40 | 20,625 | 0 | 20,625 | 0 | 0 | |
| All_Accounts - Total | 140 | 72,187 | 0 | 72,187 | 0 | 0 | |

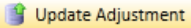



ii. Update Leave:  Clicking this button brings up the leave calculation worksheet. The different types of leaves you can plan are as follows:


| CODE | DESCRIPTION | CODE | DESCRIPTION |
|------|-------------------------------------|------|---------------------------|
| ADMN | Administrative Leave | PRET | Phased Retirement |
| DEL | Delete/Inactivate Position | RET | Retirement* |
| HIRE | New Hire | STLV | Study Leave |
| LPRT | Partial Leave(e.g. 80% time for AY) | TERM | Termination |
| LWOP | Leave Without Pay* | SABA | Sabbatic – Academic Year* |
| LWP | Leave With Pay* | SABC | Sabbatic – Calendar Year |
| NEW | New Position | SABF | Sabbatic - Fall |
| NONE | No Leave* | SABO | Sabbatic - Other |
| OTH | Other* | SABS | Sabbatic - Spring |

1. Enter the percentage you want the person on leave, in the appropriate leave type. You can select multiple leave types if you wish.

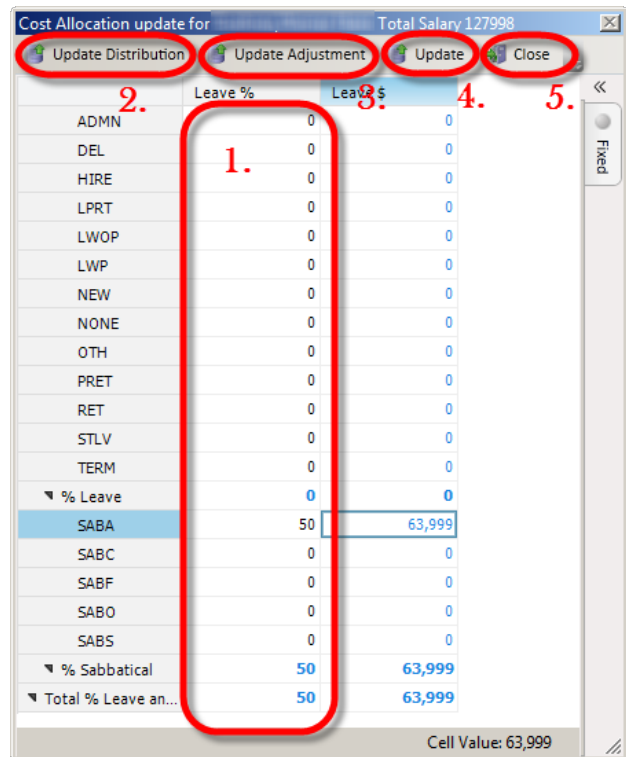
2. Click the Update Distribution  button if you want the percentage entered in the worksheet to reduce the % Distribution amount in the Cost Allocation window. You'll choose this option if part of the position's salary is funded from an account outside of your security, or if planning for an Endowed sabbatical and a portion of the salary will be covered from the Endowed benefit pool account. If planning for a Contract College sabbatical, UBO suggests using the leave codes for reporting purposes.

3. Click the Update Adjustment  button if you want the percentage entered in the worksheet to reduce the salary by using the % Adjustment method. Use this method when the allocation accounts listed are responsible for funding 100% of the reduced salary. This is the option you'll typically choose for non-sabbatical leave types.

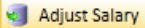
4. Click the Update  button, if you do not want the values in the work sheet to affect either the % Distribution or % Adjustment values. This will update the Leave \$ amounts in the Cost Allocation window, but will not make any adjustments to the salary. The values will be displayed in the expandable/collapsible columns for leave amounts, and you'll have to manually choose % Distribution or % Adjustment, or both, as the way to adjust the salary amount. This is the option you'll typically want to choose if you have a combination of someone going on sabbatical and taking non-sabbatical leave in the same year.

5. Click the Close  button if you want to close the worksheet and not save any changes.

Note: In the Scenarios section of this document, there are several detailed examples of using this functionality. Please refer to page 29.

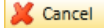


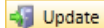


iii. Adjust Salary: 

Clicking this button will bring up the Adjust Base Budget Salary window. Use this option to make a change to the salary by either entering a percent change or the actual salary.

1. Enter % Adjustment or new salary amount.
2. Click Next to save, or Cancel to exit without saving.

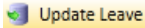
iv. Cancel:  To close window and cancel any changes, press Cancel.

v. Update:  Saves changes back to the Salary Planning grid and closes the cost allocation window.

Note: clicking **Update** does NOT save your changes back to the LBP database. It only updates the Revenue and Expense planning grid. To save changes to the database, click **Save** on the main screen. **Update** buttons apply changes and refresh the planning screens. **Save** commits changes to the database. This is a universal convention throughout the Longview System.

vi. Budgeting Related Columns:

1. % Distribution: A user-editable value that reflects the percentage the account number on this allocation (row) is responsible for the overall salary of this position.
2. Calculated Salary: The value that is brought in from Workday. See page 21 for the detailed explanation of this value.
3. % Adjustment: A user-editable value that reduces or increases the salary amount that this allocation (row) is budgeting.
4. Base Budgeted Salary: The budget amount that will be loaded back to the GL.

vii. Leave Calculation Columns. These columns are for aiding in the calculation of leave amounts and to allow reporting on leaves. They are edited by clicking on the Update Leave  button.

1. Total % Leave (Expandable/Collapsible)

| | ve | SABA | SABC |
|--|------|------|------|
| A01Y200 - Meier, Richard Professorship | 5000 | 0 | 50 |
| A024150 - ARCH SALARIES WAGES | 5000 | 0 | 50 |
| All_Accounts - Total | 5000 | 0 | 100 |

| | % Sabbati... | Total % Le.. | Total \$ Le... |
|------|--------------|--------------|----------------|
| SABS | 0 | 50 | 25,600 |
| | 0 | 50 | 38,400 |
| | 0 | 100 | 63,999 |

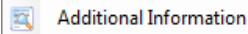
2. Total \$ Leave (Expandable/Collapsible)

| | \$ Leave | SABA | SABC |
|--|----------|------|--------|
| A01Y200 - Meier, Richard Professorship | 5000 | 0 | 25,600 |
| A024150 - ARCH SALARIES WAGES | 5000 | 0 | 38,400 |
| All_Accounts - Total | 5000 | 0 | 63,999 |

| | \$ Sabbatica | Total \$ Le... | Notes |
|---|--------------|----------------|--------|
| S | 0 | 25,600 | 25,600 |
| | 0 | 38,400 | 38,400 |
| | 0 | 63,999 | 63,999 |



Additional Information:



Provides additional, most frequently used, read-only information about a position.

Position Review

Information

| | | | |
|-----------------|---|-------------------|---|
| Name | <input type="text"/> | ID | <input type="text"/> |
| Position Status | <input type="text" value="0"/> | Position Type | <input type="text" value="Fixed Term (With Benefits)"/> |
| State Certified | <input type="text" value="State Certified Position - Yes"/> | Standard Hours | <input type="text" value="40"/> |
| Emp Work Months | <input type="text" value="9"/> | Position FTE | <input type="text" value="1"/> |
| Salary Plan | <input type="text"/> | Budgeted Position | <input type="text"/> |
| KFS Org | <input type="text"/> | | |

Full Position View:



The most complete information LBP has on a position.

Position Review

Information

| | | | |
|-----------------|--|-----------------|--|
| Name | <input type="text" value="Susan York"/> | Position Number | <input type="text"/> |
| Pos Description | <input type="text" value="Administrative Asst IV"/> | ID | <input type="text"/> |
| Position Record | <input type="text" value="0"/> | Position Type | <input type="text" value="Regular"/> |
| Pay Rate | <input type="text" value="Hourly"/> | Job Code | <input type="text" value="10016"/> |
| State Certified | <input type="text" value="State Certified Position - No"/> | Standard Hours | <input type="text" value="40"/> |
| Emp Work Months | <input type="text" value="12"/> | Scheduled Hours | <input type="text" value="40"/> |
| Job FTE | <input type="text" value="1"/> | Position FTE | <input type="text" value="1"/> |
| Hire Date | <input type="text" value="16-JAN-87"/> | Plan FTE | <input type="text" value="1"/> |
| Budgeted Sal | <input type="text" value="\$ 52610"/> | Base Salary | <input type="text" value="\$ 25.1"/> |
| Leave % | <input type="text"/> | Budget Commit | <input type="text" value="\$ 52208"/> |
| Leave Code | <input type="text"/> | Leave Amount | <input type="text"/> |
| KFS Org | <input type="text"/> | Full/Part Time | <input type="text" value="Full time"/> |



Position Review View

The Position Planning view is a separate Longview app for viewing all position data. To launch the view, from the LBP portal:

1. Click on the Position Review Link.
2. Enter the desired department. Note: you can use the magnifying glass to navigate the hierarchy manually. Details on [page 10](#).
3. Click Next

Longview Planning - MFG1@CORNELL.EDU/CLEUSER - CornellPrd

Here is the resulting Position Review, with column explanation:

| Employee Name | Flag | Empl ID | Job FTE | Calculated Sal... | Budgeted Salary@C_2000 | CU Plan FTE | Budget Plan | Notes |
|-------------------------|------|---------|---------|-------------------|------------------------|-------------|-------------|-------|
| - Administrative Asst V | C | 000000 | 0.98 | 58,017 | 58,017 | 0.98 | 57,574 | |
| - Program Assistant II | C | 000000 | 0.98 | 51,562 | 51,562 | 0.98 | 51,168 | |
| - Prof Assoc | C | 000000 | 0.50 | 56,363 | 56,363 | 0.50 | 56,363 | |
| - Professor | C | 000000 | 1.00 | 136,584 | 136,584 | 1.00 | 136,584 | |
| - Dept Chairperson | C | 000000 | 0.00 | 12,500 | 12,500 | 0.00 | 12,500 | |
| - Prof Asst | C | 000000 | 1.00 | 83,640 | 83,640 | 1.00 | 83,640 | |

| COLUMN # | FIELD NAME | DESCRIPTION/FUNCTION/NOTES |
|----------|----------------------|--|
| 1 | Position Description | Position number & Position Description |
| 2 | Department | The department that these positions belong to. |
| 3 | Employee Name | Last, First, sorted alphabetically |
| 4 | Flag | Indicator to let you know there is a change in the current Workday data, identified by the codes below. The change flags are informational and will not overwrite your planning to date. To clear the flag, click on cell with flag and clear the code, this indicates you have reviewed the flag data and incorporated any needed action into your planning. A – Allocation Change S – Salary Change N – New C – Position Data Change |
| 5 | EmplID | Employee ID Number |
| 6 | Job FTE | Displays the position FTE value from Workday |

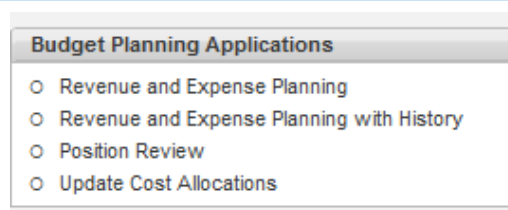


| COLUMN # | FIELD NAME | DESCRIPTION/FUNCTION/NOTES |
|----------|-----------------------|--|
| 7 | Calculated Salary | A value that is calculated upon budget initialization. For exempt, this is the annual salary that comes from Workday. For non-exempt, this is the hourly rate * standard work hours per week from Workday / 5 days per week * number of work days per year, (as entered as an input value during the initialization process). |
| 8 | Budgeted Salary@LEVEL | The organization's obligation to this position. |
| 9 | CU Plan FTE | An editable field that allows the users to put in any value they want. Not connected to any other field, and not used in any calculation, this is just a field for users to use as they see fit. |
| 10 | Budget Plan | An editable field that allows users to put any value they want. Not connected to any other field, and not used in any calculation, this is just a field for users to use as they see fit. It shall default to: For exempt, this is the annual salary that comes from Workday. For non-exempt, this is hourly rate * standard work hours per week from Workday / 5 days per week * 26 pay periods * 10 workdays per period. |
| 11 | Notes | Free form notes field. |



Cost Allocation Application

This link allows you to update cost allocation for positions that are funded across departments. The ability to update the cost allocation is based on security.



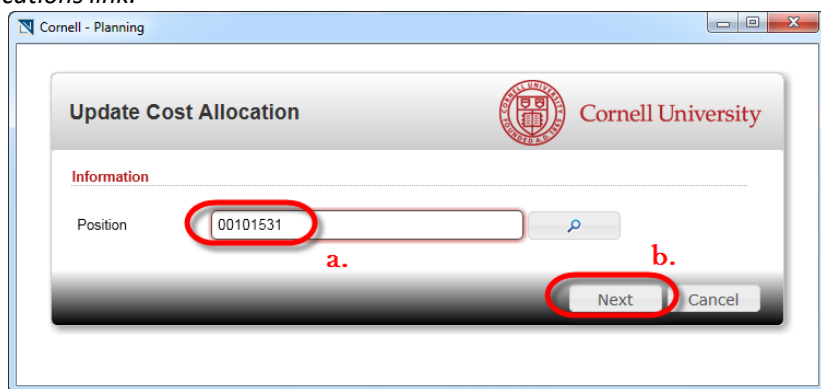
- Security to both accounts – you may update the cost allocations.
- Security to both accounts resides within your College level access – College level User may update the cost allocations.
- Security resides at the University level, as in the example of Endowed Sabbatics, an e-mail request to ubo-help@cornell.edu is required.

1. Click on the Update Cost Allocations link.

2. Fill in the Update Cost Allocation window:

- a. Type in, or use the symbol selector (search) to enter a position number. If the position has preceding zeros, they must be included.

- b. Click Next to continue.



3. The window that returns is very similar to the window that is explained on page 22, Update Cost Allocation/Leaves, with one difference: the Status column. The column displays the record lock status for each allocation for the position. In order to make changes to the position, every allocation must have a green OK.

| | % Distribution | Calculated Sal... | Status | Adjustment | Base Budgeted Sal... | Total % Leave... | Total \$ Leave... | Note |
|-------------------------|----------------|-------------------|--------|------------|----------------------|------------------|-------------------|------|
| CHAIRS INST DEPT RES | 20.00 | 9,876 | OK | 0.00 | 9,876 | 0.00 | 0 | |
| RES SUPPORT FROM DEAN | 65.00 | 32,098 | OK | 0.00 | 32,098 | 0.00 | 0 | |
| EXT OTH SUPPORT FR DEAN | 15.00 | 7,407 | OK | 0.00 | 7,407 | 0.00 | 0 | |
| All_Accounts - Total | 100.00 | 49,381 | | | 49,381 | | 0 | |

4. You may perform all the same functions that you can do from the Salary Details tab in the Revenue and Expense Planning Application.
5. This app is also used, if you accidentally delete all allocations from a position in the Salary Details tab of the Revenue and Expense Planning application. Simply choose Add Allocation and then Adjust Salary to put the allocation back on the position with the desired salary.



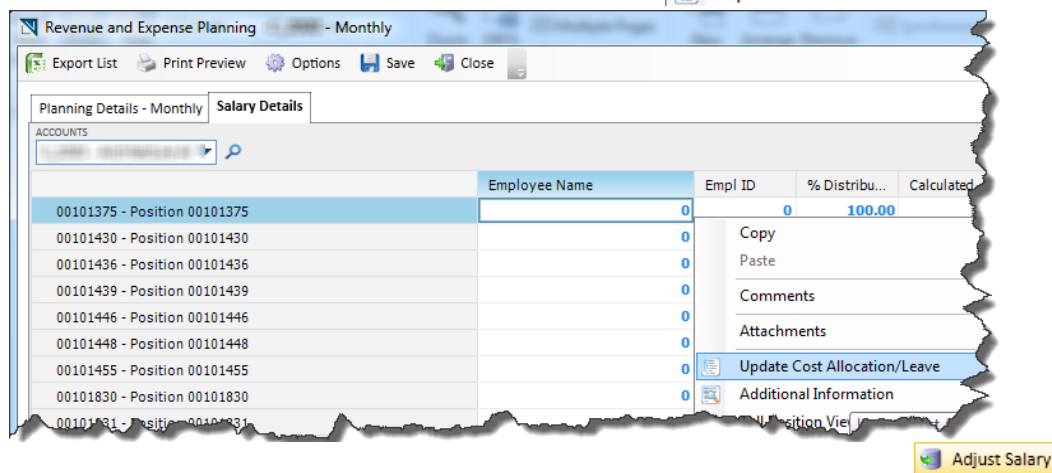
Scenarios

#1. Budget for a Vacant Position

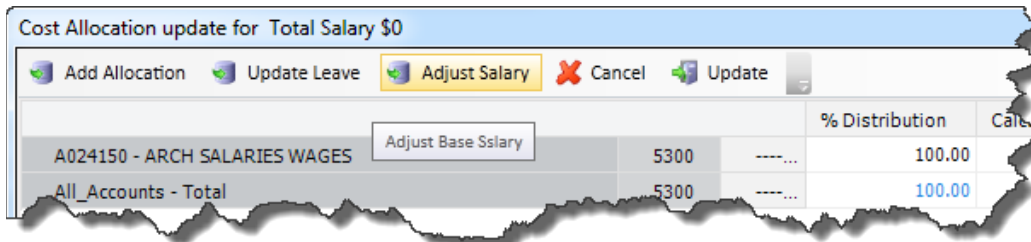
This scenario describes the steps taken to budget for a vacant position for the upcoming fiscal year. Vacant positions will appear in this system for you to budget if they are listed as vacant in Workday too. If you don't see a vacant position listed in the account Salary Details that you wish to budget, check Workday or contact your HR representative for confirmation.

In the account Salary Details you will see the Employee Name column blank.

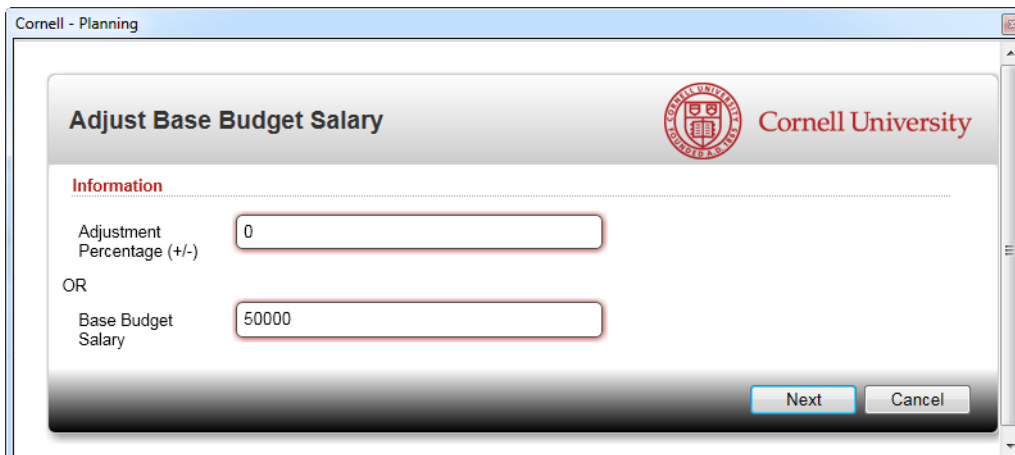
Select the **Salary Details** tab from the main Revenue and Expense Planning screen. Right mouse-click to select **Update Cost Allocation/Leave**



When the Update Cost Allocation window appears, click the Adjust Salary button



Enter the budget salary amount in the Base Budget Salary and click Next





Click the **Add Allocation** button

Cost Allocation update for Total Salary \$0

Add Allocation Update Leave Adjust Salary Cancel Update

| | | | % Distribution | Calculated Salary | % Adjustment |
|-------------------------------|------|------|----------------|-------------------|--------------|
| A024150 - ARCH SALARIES WAGES | 5300 | ---- | 100.00 | 50,000 | 0.00 |
| All_Accounts - Total | 5300 | ---- | 100.00 | 50,000 | |

Add/Adjust the necessary salary allocation information for this position. (See detailed instructions on page 22)

Click the **Update** button

Cost Allocation update for Total Salary \$0

Add Allocation Update Leave Adjust Salary Cancel Update

| | | | % Distribution | Calculated Salary | % Adjustment | Base Budgeted Sal... |
|--|------|------|----------------|-------------------|--------------|----------------------|
| A024150 - ARCH SALARIES WAGES | 5300 | ---- | 50.00 | 25,000 | 0.00 | 25,000 |
| A01Y200 - Meier, Richard Professorship | 5300 | ---- | 50.00 | 25,000 | 0.00 | 25,000 |
| All_Accounts - Total | 5300 | ---- | 100.00 | 50,000 | | 50,000 |

Optional: Add a comment (see instructions on page 17) and add the name of the person filling this vacant position.

Revenue and Expense Planning - C_2000 - Monthly

Export List Print Preview Options Save Close

Planning Details - Monthly **Salary Details**

ACCOUNTS
C_2000 - Architecture Ar

| Employee Name | Empl ID | % Distribu... | Calculated... | Base Budgeted... | Total \$ Le... |
|------------------------------|---------|---------------|---------------|------------------|----------------|
| 00101430 - Position 00101430 | 0 | 0 | 100.00 | 50,000 | 50,000 |
| 00101436 - Position 00101436 | | | | | |
| 00101439 - Position 00101439 | | | | | |
| 00101446 - Position 00101446 | | | | | |
| 00101448 - Position 00101448 | | | | | |
| 00101455 - Position 00101455 | | | | | |
| 00101830 - Position 00101830 | | | | | |

Comments

Comment Remove

| Comment | Date |
|---|----------------------|
| <input type="checkbox"/> Comment | |
| <input type="checkbox"/> Bob Wilson is coming back on 7/1 2014! | 1/27/2014 7:28:17 AM |

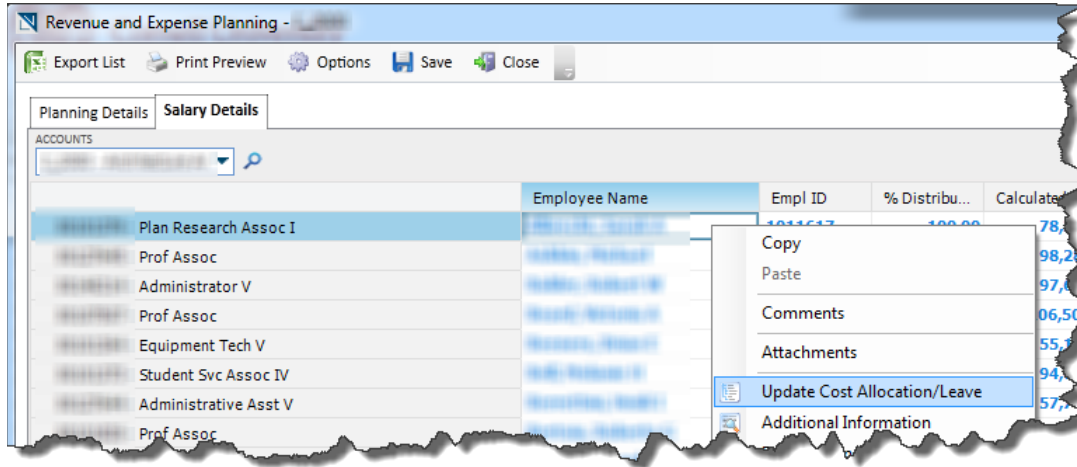


#2. Budget for a One Semester Sabbatic Leave:

Select the Salary Details tab from the main Revenue and Expense Planning screen.

Select the faculty member going on a semester sabbatic.

Right-Click on the name of the faculty member, and select Update Cost Allocation/Leave. Update Cost Allocation/Leave



Click on Update Leave Update Leave

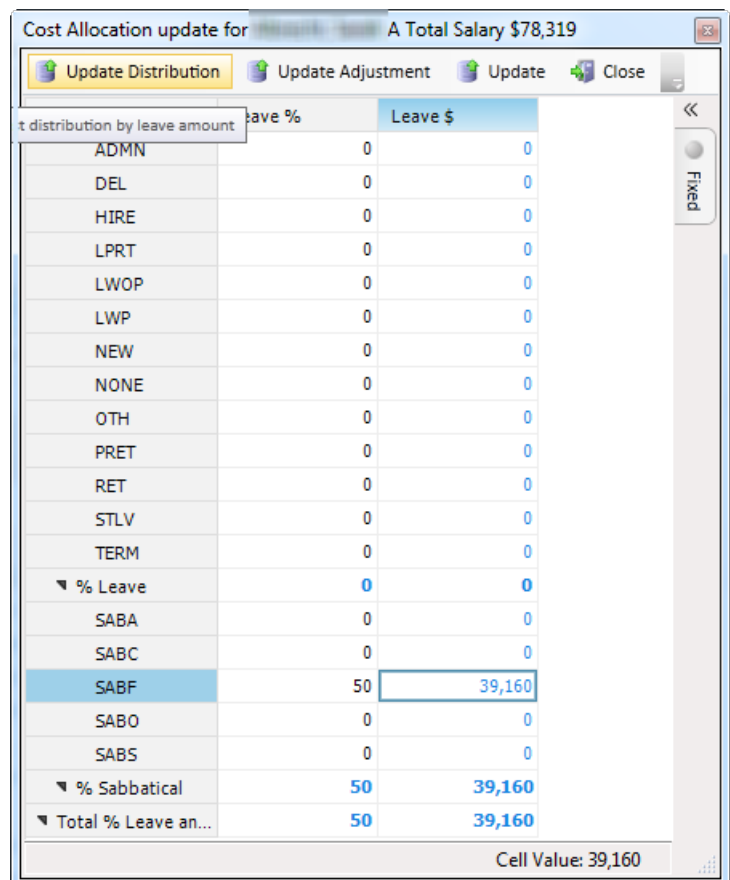
Type desired percentage (typically 50%) in the cell next to the appropriate code for sabbatic leave being planned (in this example, probably either SABF or SABS).

Choose which button to press to save your work to the salary details screen.

Click the Update Distribution Update Distribution button.

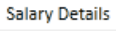
Review Base Budget Amount.

Click Update Update to update the information in the Salary Details window.






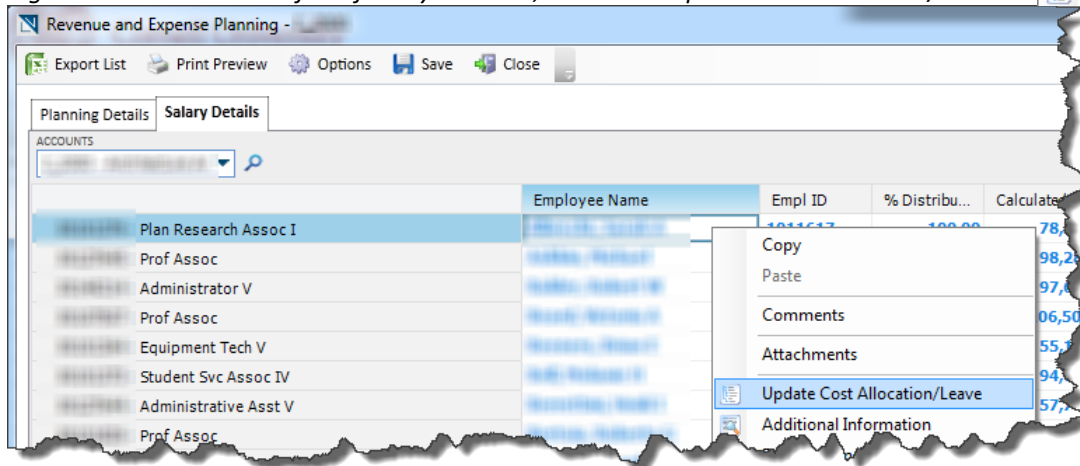
#3. Budget for a Full Year Sabbatic Leave

Select the Salary Details tab  from the main Revenue and Expense Planning screen.

Select the faculty member going on sabbatic.

Right-Click on the name of the faculty member, and select Update Cost Allocation/Leave.

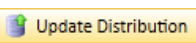
 Update Cost Allocation/Leave




Click on Update Leave. 


Type percentage (typically 100%) in the cell next to the appropriate code for sabbatic leave being planned (in this example, probably either SABA or SABC).

Choose which button to press to save your work to the salary details screen.

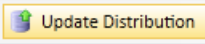
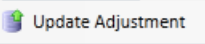


Click the Update Distribution  button.

Click Update  button to save your information back to the Cost Allocation window and close this leave worksheet window.

Review Base Budget Amount.

Click Update  to update the information in the Salary Details window.

Cost Allocation update for [Faculty Name] A Total Salary \$78,319


   

| by leave amount | Leave % | Leave \$ |
|-----------------------|---------|----------|
| ADMIN | 0 | 0 |
| DEL | 0 | 0 |
| HIRE | 0 | 0 |
| LPRT | 0 | 0 |
| LWOP | 0 | 0 |
| LWP | 0 | 0 |
| NEW | 0 | 0 |
| NONE | 0 | 0 |
| OTH | 0 | 0 |
| PRET | 0 | 0 |
| RET | 0 | 0 |
| STLV | 0 | 0 |
| TERM | 0 | 0 |
| ▼ % Leave | 0 | 0 |
| SABA | 100 | 78,319 |
| SABC | 0 | 0 |
| SABF | 0 | 0 |
| SABO | 0 | 0 |
| SABS | 0 | 0 |
| ▼ % Sabbatical | 100 | 78,319 |
| ▼ Total % Leave an... | 100 | 78,319 |

Cell Value: 78,319




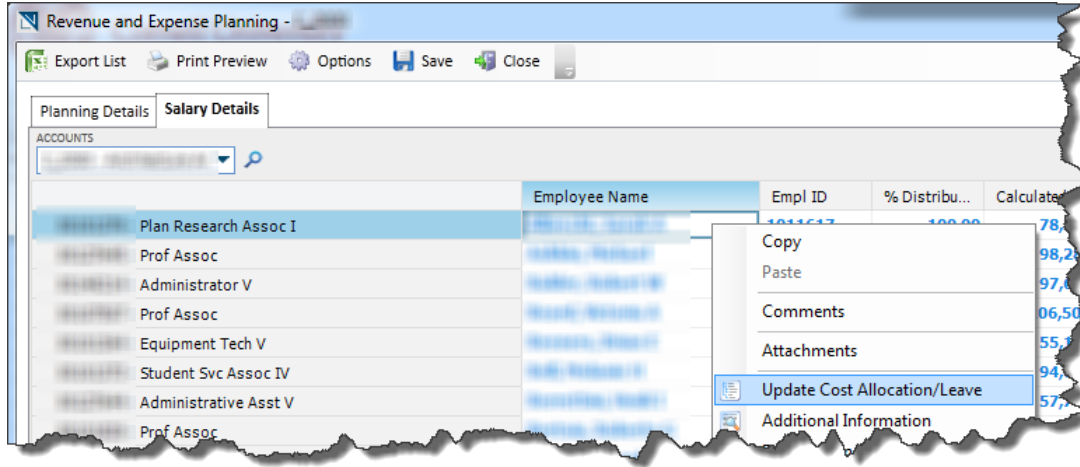
#4. Budget for a Study Leave:


Select the Salary Details tab  from the main Revenue and Expense Planning screen.

Select the faculty member taking a study leave.


Right-Click on the name of the faculty member, and select Update Cost Allocation/Leave.

 Update Cost Allocation/Leave




Click on Update Leave. 

Typing 100% for STLV reflects a Professorial receiving 100% of salary and records 100% of the salary in Leave Planning.

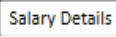
Click Update button  to save your information back to the Cost Allocation window and close this leave worksheet window.

Review Base Budget Amount.

Click Update  to update the information in the Salary Details window.



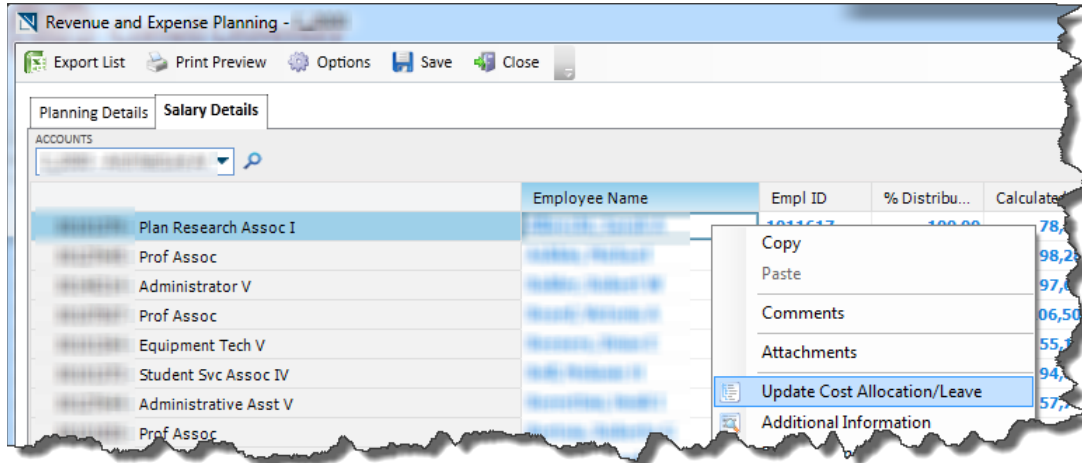
#5. Budget for Leave With Pay (LWP) at 50% salary:

Select the **Salary Details** tab  from the main **Revenue and Expense Planning** screen.

Select the faculty member taking a Leave With Pay.

Right-Click on the name of the faculty member, and select **Update Cost Allocation/Leave**.


 Update Cost Allocation/Leave




Click on **Update Leave**.

 Update Leave

Enter the desired percentage in the **LWP** field. 50% reflects the 50% savings in leave column.

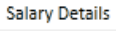
Click **Update Adjustment**  to save your information back to the **Cost Allocation** window and close this leave worksheet window.

Review **Base Budget Amount**.

Click **Update**  to update the information in the **Salary Details** window.




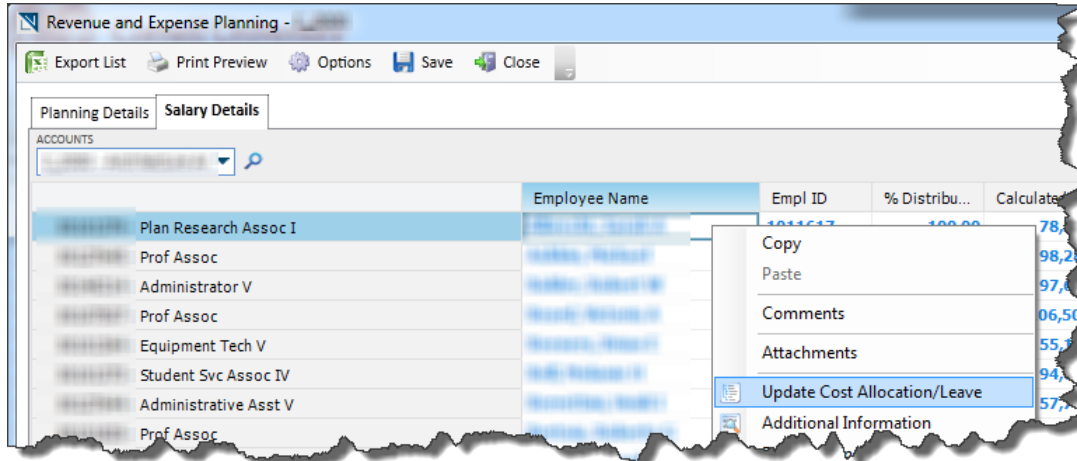
#6. Budget for Phased Retirement (PRET):


Select the **Salary Details** tab  from the main **Revenue and Expense Planning** screen.

Select the employee to plan as phased retirement at 50%.


Right-Click on the name of the employee, and select **Update Cost Allocation/Leave**.

 Update Cost Allocation/Leave




Click on **Update Leave**.  Update Leave

Enter the desired percentage in the **PRET** field. 50% reflects the 50% savings in leave column. Planning will reflect 50% of salary at 100% distribution, with 50% of salary budgeted and 50% shown in the leave planning.

Click **Update Adjustment**  to save your information back to the **Cost Allocation** window and close this leave worksheet window.

Review **Base Budget Amount**.

Click **Update**  to update the information in the **Salary Details** window.



Reporting

Longview Home Portal

From the Longview Home Portal, you have several tools at your disposal to assist with meeting reporting needs.

1. Operating Report Templates

Report Templates also known as Analysis & Reporting (A&R) templates are standard reports developed by UBO. Each section heading (e.g. Endowed & Contract Reporting) expands and collapses with a click of the mouse. To launch a report, click on the specific report you wish to view.

The screenshot shows a dark-themed navigation menu with a sidebar on the left containing letters P, H, B, R, and D. The main menu is expanded to show the following structure:

- P Planning**
- H Reporting**
- B Search**
- R Operating**
 - Analysis And Reporting
 - Endowed & Contract Reporting
 - 14.Contract - Variance Analysis by Object
 - 15.Endowed - Variance Analysis by Object
 - 16.Endowed vs. Contract - Current Year Base Budget
 - 17.Endowed vs. Contract - Current Year Trustee Budget
 - 18.Endowed vs. Contract - New Base Budget
 - 19.Endowed vs. Contract - New Trustee Budget
 - In Year Reporting
 - 03.Variance Analysis by Object_In Year Reporting
 - May Book Templates
 - 12.May Book - New Trustee Budget
 - 12A.May Book - Current Trustee Budget
 - 12B.May Book - New Base Budget
 - Revenue Expense Reports
 - 02.Revenue vs. Expense - Historical Compare
 - 13.Accounts Out of Balance
 - 20. Revenue and Expense Planning History
 - Trustee Budget Format Standard Reports
 - 09.Trustee Budget Format - New Budget
 - 09A.Trustee Budget Format - Current Base Budget
 - 10.Trustee Budget Format - New Trustee Budget
 - 11.Trustee Budget Format - Current Trustee Budget
 - Variance Reports
 - 01.Variance Analysis by Organization - Net From Operations
 - 03.Variance Analysis by Object
 - 03A.Variance Analysis by Sub Object
 - 04.Variance Analysis by Fund
 - Budget Reporting Applications
 - Report Cost Allocations
 - Export Budget Data
 - Report Line Item Details
 - Longview Add-In for Office
 - Longview Add-In for Office - Forecast Template



Report Orientation

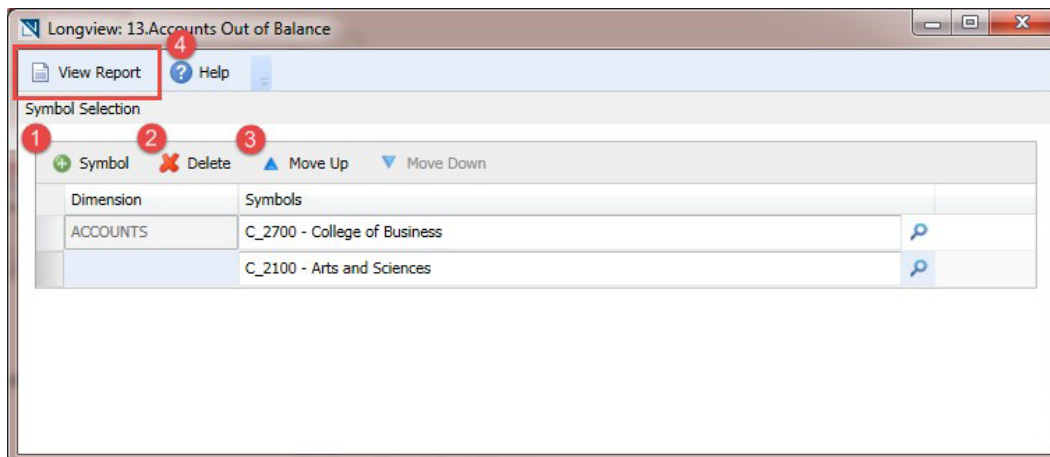
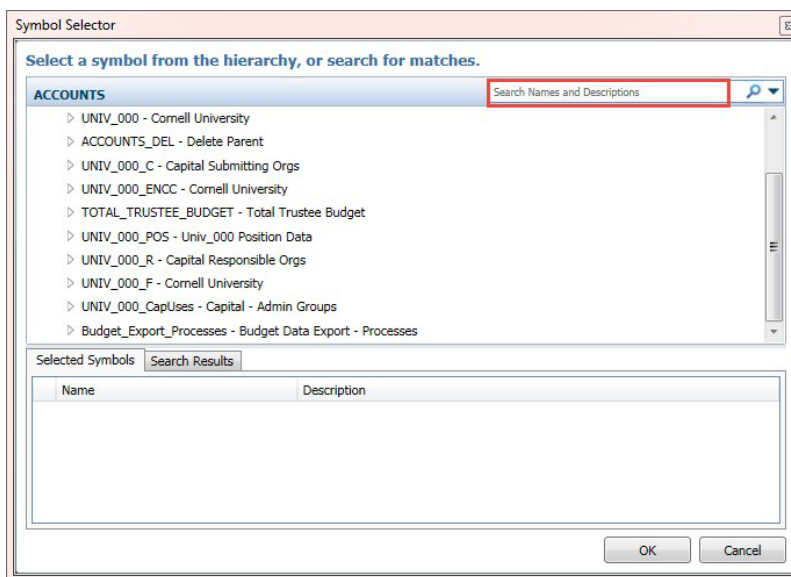
Selecting symbols for your report at the **Prompt** screen.

Prompted Reports have a Symbol Selection dialog box that appears when a report is opened. One or more Symbols must be selected. After selecting one of these reports you will see the following window.



Use the magnifying glass to open the Symbol Selector window.

In the Symbol Selector window, use the text search box to find the college or department you are looking for.



1. **Symbol** *Add a symbol to the report.*
2. **Delete** *Delete a symbol from the report.*
3. **Move Up** **Move Down** *Move an account up or down to organize the report as you desire.*
4. **View Report** *When all of your desired accounts are selected hit View Report to preview the report.*



Longview Analysis & Reporting Layout

The Symbols option allows you to edit the report to fit your needs.

Options allows you to apply conditional display.

| | UNIV_000_CC - Total Contract | UNIV_000_EN - Total Endowed | UNIV_000_ENCC - Cornell University |
|--|------------------------------|-----------------------------|------------------------------------|
| TUFE_IN - Tuition and Fees | 205,281,402 | 712,735,982 | 999,018,284 |
| FEAP_IN - Federal Appropriations | 19,049,910 | 34,950 | 19,304,960 |
| STFE_IN - State Appropriations | 126,681,191 | 1,305,244 | 131,205,435 |
| ICDR_IN - Cost Recoveries | 34,350,041 | 48,183,655 | 82,832,696 |
| SFCA_IN - Contracts & Grants | 187,091,842 | 191,608,882 | 348,807,604 |
| CTRC_IN - Contributions | 33,760,321 | 100,616,403 | 134,284,724 |
| IVRD_IN - Investment Distributions | 40,796,408 | 223,036,619 | 263,833,028 |
| BSVC_IN - Educational Activities And Other Sources | 96,816,203 | 139,332,728 | 206,147,981 |
| BSIR_IN - Interdepartmental Revenue | 17,198,204 | 158,171,372 | 172,337,898 |
| AUGL_IN - Enterprise Sales & Service | 0 | 133,346,640 | 133,346,640 |
| DBTS_IN - Debt Service | 0 | 0 | 0 |
| TRCP_IN - Transfers to/from Operations | 1,191,053 | 35,483,558 | 36,674,609 |
| TRNS_IN - Transfers | 234,719,010 | 1,000,831,020 | 1,235,550,042 |
| ADCR_IN - Admin Cost Redistribution | 10,477,243 | 44,129,854 | 24,607,197 |
| FBAL_IN - Net Assets | 0 | 0 | 0 |
| REVENUE - Revenue | 1,832,468,872 | 2,786,693,691 | 3,819,161,673 |
| TUFE_EX - Tuition and Fees | 0 | 0 | 0 |
| SFCA_EX - Contracts & Grants | 27,693,842 | 40,184,982 | 67,878,705 |
| OTRC_EX - Contributions | 1,037,548 | 376,472 | 1,417,019 |
| SWAGL_EX - Salary & Wages | 232,205,724 | 477,180,378 | 709,447,102 |
| SWFC_EX - Salary & Wages Faculty | 102,481,744 | 185,370,651 | 297,852,695 |
| BENE_EX - Benefits | 26,458,697 | 209,240,255 | 235,699,652 |
| CPTL_EX - Capital Expense | 7,669,534 | 80,638,308 | 88,337,842 |
| GENP_EX - General Expense | 111,988,950 | 239,030,183 | 351,019,133 |

Symbols will open the window shown to the right. Inside the red box shows the edits that can be made to the orientation of the report. The blue box is where the symbol display edits can be made.

Orientation

Across: **ACCOUNTS**

Down: **OBJECTS**

Fixed: **TIMEPER** **ENTITIES** **SUBOBJECTS** **FUNDS** **POSITIONS** **DETAILS** **VERSIONS**

Symbol Selection

| Dimension | Symbols | Show Name | Show Description |
|------------|--|-------------------------------------|-------------------------------------|
| ACCOUNTS | UNIV_000_ENCC - Cornell University | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| TIMEPER | TBYR2017* - Trustee Budget 2017 - [ASCurrTBudgetPer - Current Trustee Budget Period] | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| ENTITIES | DIM2SET - Entities Default | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| OBJECTS | REVENUE - Revenue | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| | EXPENSE - Expense | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| SUBOBJECTS | SUB_OBJECTS - Sub Objects | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| FUNDS | OPERATING_FUNDS - Operating Funds | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| POSITIONS | DIM6SET - Dimension 6 Default | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| DETAILS | DIM7SET - Details Default | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| VERSIONS | DIM8SET - Dimension 8 Default | <input type="checkbox"/> | <input checked="" type="checkbox"/> |



Budget Standard Report Template Descriptions

A diverse set of published standard templates are available for Users. Each report has a unique purpose and is designed to open either automatically with the User's maximum level security when launched or is prompted to enter specific criteria to view report. Below are brief descriptions of the Report Templates.

Report: 01.Variance Analysis by Organization - Net From Operations

Category Group Assigned: Variance Reports.

Opens at: Prompt.

Purpose: To display a standard view of the overall Operating Net position of an organization (drillable down to account). Report is expected to produce Account values for the following Time Period Measures (in respective order) for ease of business use comparisons: Final Budget (Budget in progress), Trustee Budget (snapshot of upcoming budget being presented to BOT for approval), Base Budget (Frozen point in time budget used to initialize the budget development), Current Year Trustee Budget (Budget snapshot that was presented to BOT for the current year), Prior Month Close Actual's Year-to-Date (Most up to date realized financial activity for current year, prior month end), Previous Year Actuals (Total realized financial activity for the prior year), Two Years' Ago Actuals (Total realized financial activity for two years ago).

Special Notes: For best use of this Report, enter one or multiple C_Level, D_Level or Accounts from the UNIV_000 Hierarchy that you are interested in.

| | | UNIV_000 - Cornell University NET FROM OPERATIONS VARIANCE ANALYSIS BY ORGANIZATION | | | | | | | | | | |
|-------------------------------|---------------|--|---------------------|---------------------|--------------|--------------|--------------|---|--|--|---|---|
| | | Net from Operations | | | | | | | | | | |
| | Base Bud 2015 | Trustee Budget 2015 | Trustee Budget 2014 | Trustee Budget 2014 | Tot Mth FY14 | Tot Mth FY13 | Tot Mth FY12 | New Budget to New Trustee Budget Variance | New Budget to Current Base Budget Variance | New Budget to Current Year Actual Variance | New Budget to Last Year Actual Variance | New Budget to Two Years Prior Actual Variance |
| P_0001 - Ithaca Campus | -615,894,650 | 0 | -45,000 | 2,808,083 | 421,564,111 | -2,940,882 | -42,921,277 | -615,894,650 | -615,849,650 | -1,037,458,761 | -612,963,768 | -672,973,373 |
| UNIV_000 - Cornell University | -615,894,650 | 0 | -45,000 | 2,808,083 | 421,564,111 | -2,940,882 | -42,921,277 | -615,894,650 | -615,849,650 | -1,037,458,761 | -612,963,768 | -672,973,373 |



Report: 03.Variance Analysis by Object

Category Group Assigned: Variance Reports.

Opens at: Prompt.

Purpose: To display a standard view of the Revenue and Expense components for an organization (drillable down to account). Report is expected to produce Account values for the following Time Period Measures (in respective order) for ease of business use comparisons: Final Budget (Budget in progress), Trustee Budget (snapshot of upcoming budget being presented to BOT for approval, Base Budget (Frozen point in time budget used to initialize the budget development), Current Year Trustee Budget (Budget snapshot that was presented to BOT for the current year), Prior Month Close Actual's Year-to-Date (Most up to date realized financial activity for current year, prior month end), Previous Year Actuals (Total realized financial activity for the prior year), Two Years' Ago Actuals (Total realized financial activity for two years ago).

Special Notes: When asked to enter account, use UNIV_000 Hierarchy to select the C_Level, D_Level or Account that you are interested in.

| | | UNIV_000 - Cornell University | | | | | | VARIANCE ANALYSIS | | | | |
|--------------------------------------|---------------------|-------------------------------|----------------|---------------------|--------------------|-------------------|--------------------|----------------------------------|--|--|---|---|
| | | BY OBJECT | | | | | | | | | | |
| UNIV_000 - Cornell University | Base Bud 2015 | Trustee Budget 2015 | Base Bud 2014 | Trustee Budget 2014 | Tot Mth FY14 Act | Tot Mth FY13 Act | Tot Mth FY12 Act | New Budget to New Trustee Budget | New Budget to Current Base Budget Variance | New Budget to Current Year Actual Variance | New Budget to Last Year Actual Variance | New Budget to Two Years Prior Actual Variance |
| TUFE - Tuition and Fees | 46,174,273 | 0 | 509,704,041 | 609,008,311 | 839,770,990 | 807,210,300 | 773,813,235 | 46,174,273 | -823,529,768 | -793,596,717 | -701,036,093 | -727,638,952 |
| SFPB - State Fed Appropriations | 80,000 | 0 | 80,082,703 | 109,271,118 | 103,368,441 | 121,343,818 | 121,704,013 | 80,000 | -80,002,703 | -103,308,441 | -121,283,818 | -121,664,013 |
| IDCR - Indirect Cost Recovery | 0 | 0 | 78,617,796 | 78,602,153 | 35,382,820 | 83,790,120 | 84,440,709 | 0 | -78,617,796 | -35,382,820 | -83,790,120 | -84,440,709 |
| SFCA - Govt Contracts Grants | 0 | 0 | 504,009 | 149,716,709 | 87,232,002 | 205,057,043 | 211,517,461 | 0 | -504,009 | -87,232,002 | -205,057,043 | -211,517,461 |
| CTRC - Contributions Revenue | 278,000 | 0 | 110,744,350 | 117,891,932 | 11,428,822 | 189,685,931 | 118,219,841 | 278,000 | -110,466,350 | -11,163,822 | -188,810,931 | -118,844,841 |
| FWRD - Investment Return Distributed | 154,437,131 | 0 | 200,020,555 | 200,954,053 | 90,214,208 | 240,395,992 | 242,530,944 | 154,437,131 | -111,588,424 | 64,222,323 | -81,995,861 | -88,050,813 |
| SSVC - Sales and Services | 18,894,900 | 0 | 127,103,134 | 131,707,429 | 64,602,419 | 127,143,194 | 129,100,210 | 18,894,900 | -108,208,134 | -45,707,453 | -103,248,223 | -110,205,244 |
| SSIN - Internal Sales and Services | 2,148,659 | 0 | 132,091,987 | 133,189,382 | 89,203,840 | 85,768,824 | 79,812,117 | 2,148,659 | -129,943,428 | -87,066,281 | -83,617,266 | -79,483,586 |
| TRIN - Transfers In | 9,694,194 | 0 | 698,992,878 | 699,440,850 | 210,812,940 | 489,001,055 | 611,668,653 | 9,694,194 | -691,428,211 | -220,261,146 | -492,439,810 | -605,122,458 |
| REVENUE - Revenue | 227,554,323 | 0 | 2,674,866,310 | 2,651,794,797 | 1,546,546,492 | 2,334,793,292 | 2,369,626,373 | 227,554,323 | -2,444,311,987 | -1,319,292,158 | -2,194,238,968 | -2,142,071,049 |
| SWAG - Salary & Wages | 602,095,940 | 0 | 580,053,094 | 639,997,829 | 283,244,019 | 625,340,818 | 603,874,800 | 602,095,940 | 82,042,201 | 379,451,420 | 37,350,127 | 58,821,089 |
| BENE - Benefits | 189,812,696 | 0 | 144,398,279 | 169,934,826 | 26,280,973 | 69,774,857 | 72,708,868 | 189,812,696 | 16,414,317 | 134,631,623 | 94,037,740 | 87,103,630 |
| CPFL - Capital | 1,657,300 | 0 | 34,399,393 | 38,930,717 | 17,242,490 | 16,665,978 | -40,824,665 | 1,657,300 | -32,912,043 | -16,086,190 | -20,099,628 | -20,267,216 |
| OECP - General Expense | 13,064,031 | 0 | 280,543,850 | 309,039,101 | 182,894,177 | 311,250,090 | 337,844,200 | 13,064,031 | -281,839,820 | -109,210,140 | -297,500,659 | -324,200,235 |
| UTRT - Utilities, Rent & Taxes | 823,995 | 0 | 87,468,474 | 87,841,908 | 22,836,272 | 49,378,811 | 43,328,404 | 823,995 | -86,634,479 | -21,712,277 | -49,581,816 | -42,802,409 |
| IDCE - Indirect Cost Expense | 0 | 0 | 395,160 | 23,100,656 | 20,410,468 | 45,378,495 | 48,327,696 | 0 | -395,160 | -20,410,468 | -45,378,495 | -48,327,696 |
| PAID - Pool Financial Aid | 0 | 0 | -11,100,999 | -11,100,999 | -11,100,999 | 0 | 0 | 0 | 11,100,999 | 11,100,999 | 0 | 0 |
| SCHO - Student Aid Expense | 2,609,488 | 0 | 319,363,616 | 328,491,810 | 168,245,125 | 338,404,993 | 322,182,331 | 2,609,488 | -316,884,058 | -163,736,666 | -336,886,656 | -319,842,875 |
| LCNH - Loan Fund Transaction | 2,305,598 | 0 | 0 | 0 | 0 | 0 | 0 | 2,305,598 | -1,248,530,329 | -410,222,390 | -803,181,934 | -841,020,340 |
| TROT - Transfers Out | 0 | 0 | 1,250,895,927 | 1,255,116,207 | 418,587,988 | 805,547,532 | 943,391,938 | 0 | 0 | 0 | 0 | 4,475 |
| EXPENSE - Expense | 843,448,973 | 0 | 2,671,911,310 | 2,659,893,714 | 1,125,282,371 | 2,334,734,173 | 2,412,646,660 | 843,448,973 | -1,828,462,337 | -281,833,397 | -1,491,286,200 | -1,669,097,676 |
| TOTAL - Net From Operations | -615,894,650 | 0 | -45,000 | 2,088,083 | 421,564,111 | -2,940,882 | -42,924,277 | -615,894,650 | -615,849,650 | -1,037,458,761 | -612,953,768 | -572,973,373 |



Report: 03A.Variance Analysis by Sub-Object

Category Group Assigned: Variance Reports.

Opens at: Prompt.

Purpose: To display a standard view of the overall Operating Net position of an organization (drillable down to account). Report is expected to produce Account values for the following Time Period Measures (in respective) for ease of business use comparisons: Final Budget (Budget in progress), Trustee Budget (snapshot of upcoming budget being presented to BOT for approval), Base Budget (Frozen point in time budget used to initialize the budget development), Current Year Trustee Budget (Budget snapshot that was presented to BOT for the current year), Prior Month Close Actual's Year-to-Date (Most up to date realized financial activity for current year, prior month end), Previous Year Actuals (Total realized financial activity for the prior year), Two Years' Ago Actuals (Total realized financial activity for two years ago).

Special Notes: For best use of this Report, enter one or multiple C_Level, D_Level or Accounts from the UNIV_000 Hierarchy that you are interested in.

| | | Net from Operations | | | | | | New Budget to | New Budget to | New Budget to | New Budget to | New Budget to |
|-------------------------------|---------------|---------------------|---------------|----------------|--------------|--------------|--------------|---------------|---------------|-----------------|-----------------|-----------------|
| | | Trustee Budget | Base Bud 2014 | Trustee Budget | Tot Mth FY14 | Tot Mth FY13 | Tot Mth FY12 | New Trustee | Current Base | New Budget to | New Budget to | New Budget to |
| | | 2015 | 2014 | 2014 | Act | Act | Act | Budget | Budget | Current Year | Last Year | Two Years Prior |
| | | | | | | | | Variance | Variance | Actual Variance | Actual Variance | Actual Variance |
| P_0001 - Ithaca Campus | Base Bud 2015 | -615,894,650 | | | | | | | | | | |
| UNIV_000 - Cornell University | | 0 | -45,000 | 2,008,083 | 421,564,111 | -2,940,882 | -42,921,277 | -615,894,650 | -615,849,650 | -1,037,456,761 | -612,953,760 | -672,973,373 |
| | | -615,894,650 | | | | | | | | | | |



[Report: 13.Accounts Out of Balance](#)

Category Group Assigned: Revenue and Expense Reports.

Opens at: Prompt.

Purpose: Quick summary of Accounts in the new budget that are not balanced. At launch a request to enter account symbol (C_Level, D_Level, or Account) will appear.

Special Notes: For best use of this Report, enter one or multiple C_Level, D_Level or Accounts from the UNIV_000 Hierarchy that you are interested in.

| | Net from Operations |
|--|---------------------|
| 5073200 - ORG ACT ILR REVIEW | -105,147.00 |
| S_05AF - 0507 Rollover Department Funds | -105,147.00 |
| D_0507 - ILR Review | -105,147.00 |
| 5323685 - SMITHERS | -49,829.00 |
| S_05AR - 0532 Regular Department Funds | -49,829.00 |
| 5328000 - SMITHERS PROG ALCOH OCCUP HLTH | 280,555.00 |
| 5328300 - SMITHERS ALCOH PREVENT WKPL PROB | -36,530.00 |
| S_05AT - 0532 Other Funds | 404,036.00 |

[Report: 20. Revenue and Expense Planning History](#)

Category Group Assigned: Revenue and Expense Reports.

Opens at: Prompt.

Purpose: To view planning history at object code level. This report is a read-only extension of the Revenue & Planning Screen application.

Special Notes: For best use of this Report, enter one or multiple C_Level, D_Level or Accounts from the UNIV_000 Hierarchy that you are interested in.

[Report: 14.Contract - Variance Analysis by Object](#)

Category Group Assigned: Endowed & Contract Reporting.

Opens at: Maximum.

Purpose: To display a standard view of Contract College (ONLY) Operating Revenue and Operating Expense separately for an organization (drillable down to account) with either Contract or Endowed attributes. Report is expected to produce Account values for the following Time Period Measures (in respective) for ease of business use comparisons: Final Budget (Budget in progress), Trustee Budget (snapshot of upcoming budget being presented to BOT for approval), Base Budget (Frozen point in time budget used to initialize the budget development), Current Year Trustee Budget (Budget snapshot that was presented to BOT for the current year), Prior Month Close Actual's Year- to-Date (Most up to date realized financial activity for current year, prior month end), Previous Year Actuals (Total realized financial activity for the prior year).

Special Notes: Automatically provides the highest C_Level, D_Level or Accounts from the UNIV_000_CC Hierarchy that you have access to.



Report: 15.Endowed - Variance Analysis by Object

Category Group Assigned: Endowed & Contract Reporting.

Opens at: User Maximum Security Level.

Purpose: To display a standard view of Endowed College (ONLY) Operating Revenue and Operating Expense separately for an organization (drillable down to account) with either Contract or Endowed attributes. Report is expected to produce Account values for the following Time Period Measures (in respective) for ease of business use comparisons: Final Budget (Budget in progress), Trustee Budget (snapshot of upcoming budget being presented to BOT for approval), Base Budget (Frozen point in time budget used to initialize the budget development), Current Year Trustee Budget (Budget snapshot that was presented to BOT for the current year), Prior Month Close Actual's Year-to-Date (Most up to date realized financial activity for current year, prior month end), Previous Year Actuals (Total realized financial activity for the prior year).

Special Notes: Automatically provides the highest C_Level, D_Level or Accounts from the UNIV_000_EN Hierarchy that you have access to.

Report: 16.Endowed vs. Contract - Current Year Base Budget

Category Group Assigned: Endowed & Contract Reporting.

Opens at: User Maximum Security Level.

Purpose: To display a standard view of Total Operating Revenue and Total Operating Expense separately for an organization. Report is expected to produce Endowed and Contract College values for the Current Year Base Budget (Frozen point in time budget used to initialize the budget development).

Special Notes: Automatically provides the highest C_Level, D_Level or Accounts from the UNIV_000_ENCC Hierarchy that you have access to.



UNIV_000_ENCC - Cornell University
Endowed vs. Contract - Current Year Base
Budget
(Base Bud 2019)

| | UNIV_000_CC - Total Contract | UNIV_000_EN - Total Endowed | UNIV_000_ENCC - Total Cornell University |
|--|------------------------------|-----------------------------|--|
| TUFE_IN - Tuition and Fees | 522,512,744 | 788,307,850 | 1,110,820,594 |
| FEAP_IN - Federal Appropriations | 0 | 0 | 0 |
| STFE_IN - State Appropriations | 125,578,700 | 1,352,373 | 126,931,073 |
| IDCR_IN - Cost Recoveries | 30,334,337 | 48,124,800 | 84,459,137 |
| SFCA_IN - Contracts & Grants | 192,000 | 488,228 | 680,228 |
| CTRC_EX - Contributions | 37,389,495 | 113,348,003 | 150,737,498 |
| IVRD_IN - Investment Distributions | 40,050,709 | 204,488,054 | 244,538,763 |
| SSVC_IN - Educational Activities And Other Sources | 72,941,720 | 186,077,010 | 258,018,730 |
| SSN_IN - Interdepartmental Revenue | 21,074,982 | 156,390,428 | 177,465,410 |
| AJLN_IN - Enterprise Sales & Service | 0 | 141,917,290 | 141,917,290 |
| DBTS_IN - Debt Service | 0 | 0 | 0 |
| TROP_IN - Transfers to/from Operations | 3,398,489 | 18,773,043 | 22,169,532 |
| TRNS_IN - Transfers | 263,566,304 | 1,121,914,605 | 1,385,480,909 |
| ADCR_IN - Admin Cost Redistribution | 9,449,834 | 49,082,743 | 58,532,577 |
| FBAL_IN - Net Assets | 0 | 0 | 0 |
| REVENUE - Revenue | 933,017,364 | 2,802,242,575 | 3,735,259,939 |
| TUFE_EX - Tuition and Fees | 0 | 0 | 0 |
| SFCA_EX - Contracts & Grants | 28,400 | 0 | 28,400 |
| CTRC_EX - Contributions | 323,091 | 485,253 | 808,344 |
| SWAG_EX - Salary & Wages | 183,064,314 | 441,728,656 | 624,792,970 |
| SWFC_EX - Salary & Wages Faculty | 103,767,372 | 156,607,207 | 260,374,579 |
| BENE_EX - Benefits | 6,503,484 | 203,175,396 | 212,678,880 |
| CPT_EX - Capital Expense | 8,708,587 | 39,442,120 | 48,150,707 |
| GENP_EX - General Expense | 73,963,591 | 159,979,289 | 233,942,880 |
| UTRT_EX - Utilities & Taxes | 19,462,433 | 67,354,833 | 86,817,266 |
| PSVC_EX - Purchased Services | 29,455,911 | 126,418,290 | 155,874,201 |
| REMN_EX - Repair & Maintenance | 11,812,971 | 50,811,290 | 62,624,261 |
| INTP_EX - Indirect Expense | 0 | 158,874 | 158,874 |
| SCHO_EX - Financial Aid | 30,507,250 | 376,481,118 | 406,988,368 |
| DBTS_EX - Debt Service | 3,814,418 | 83,878,027 | 87,692,445 |
| TROP_EX - Transfers to/from Operations | 9,487,994 | 102,690,348 | 112,178,342 |
| TRNS_EX - Transfers | 198,021,148 | 1,191,625,122 | 1,389,646,270 |
| ADCR_EX - Admin Cost Redistribution | 245,199,329 | -188,373,402 | 56,825,927 |
| FBAL_EX - Net Assets | 0 | 0 | 0 |
| EXPENSE - Expense | 933,017,364 | 2,802,242,575 | 3,735,259,939 |
| TOTAL - Net From Operations | 0 | 0 | 0 |



[Report: 17.Endowed vs. Contract - Current Year Trustee Budget](#)

Category Group Assigned: Endowed & Contract Reporting.

Opens at: Maximum.

Purpose: To display a standard view of Total Operating Revenue and Total Operating Expense separately for an organization. Report is expected to produce Endowed and Contract College values for the Current Year Trustee Budget (Budget snapshot that was presented to BOT for the current year).

Special Notes: Automatically provides the highest C_Level, D_Level or Accounts from the UNIV_000_ENCC Hierarchy that you have access to.

[Report: 18.Endowed vs. Contract - New Base Budget](#)

Category Group Assigned: Endowed & Contract Reporting.

Opens at: Maximum.

Purpose: To display a standard view of Total Operating Revenue and Total Operating Expense separately for an organization. Report is expected to produce Endowed and Contract College values for the Final Base Budget (Working budget in progress).

Special Notes: Automatically provides the highest C_Level, D_Level or Accounts from the UNIV_000_ENCC Hierarchy that you have access to.

[Report: 19.Endowed vs. Contract - New Trustee Budget](#)

Category Group Assigned: Endowed & Contract Reporting.

Opens at: Maximum.

Purpose: To display a standard view of Total Operating Revenue and Total Operating Expense separately for an organization. Report is expected to produce Endowed and Contract College values for the New Trustee Budget (Frozen point in time base budget copied over into Trustee Budget time period).

Special Notes: Automatically provides the highest C_Level, D_Level or Accounts from the UNIV_000_ENCC Hierarchy that you have access to.

[Report: 12.May Book - New Trustee Budget](#)

Category Group Assigned: May Book Templates.

Opens at: Maximum.

Purpose: To view the New Year's Trustee Operating Budget in exactly the same categorical formation and groupings that is printed and distributed to BOT.

Special Notes: Automatically provides the highest C_Level, D_Level or Accounts from the TB_TOTAL_ITHACA_CAMPUS Hierarchy that you have access to.



Report: 12A.May Book - Current Trustee Budget

Category Group Assigned: May Book Templates.

Opens at: Maximum.

Purpose: To view the Current Year's Trustee Operating Budget in exactly the same categorical formation and groupings that is printed and distributed to BOT.

Special Notes: Automatically provides the highest C_Level, D_Level or Accounts from the TB_TOTAL_ITHACA_CAMPUS Hierarchy that you have access to.

| Cornell University Division of Budget and Planning | | Total Ithaca Campus May Book Format - Next Budget Amount Trustee Budget 2019 | | | | | | Cornell University Division of Budget and Planning | |
|---|------------------------|---|-----------------------------|------------------------------|-----------------|-------------|--------------------------------|---|--|
| | Central Provost Budget | Pooled IIG Tuition & Financial Aid | Agriculture & Life Sciences | Architecture, Art & Planning | Arts & Sciences | Engineering | Computing Information Sciences | Human Ecology | |
| TUFE_IN - Tuition and Fees | 9,142,880 | 0 | 14,265,154 | 33,277,567 | 293,511,626 | 176,493,249 | 46,915,489 | 953 | |
| FEDAP_IN - Federal Appropriations | 0 | 0 | 11,772,043 | 0 | 30,300 | 0 | 0 | 0 | |
| STYFE_IN - State Appropriations | 0 | 0 | 89,069,446 | 90,000 | 900,000 | 0 | 0 | 0 | |
| EDCR_IN - Cost Resources | 616,500 | 0 | 21,948,249 | 19,500 | 9,250,000 | 18,762,271 | 4,344,708 | 0 | |
| SFICA_IN - Contributions & Grants | 0 | 2,738,040 | 63,232,846 | 0 | 27,716,288 | 77,282,354 | 12,163,789 | 180 | |
| CTRIC_IN - Contributions | 5,015,000 | 3,600,804 | 41,822,670 | 1,334,000 | 12,101,672 | 3,366,811 | 3,177,284 | 0 | |
| INRD_IN - Investment Distributions | 99,026,062 | 21,688,081 | 16,844,140 | 3,387,373 | 28,108,806 | 30,787,024 | 280,783 | 0 | |
| ESRD_IN - Educational Activities and Other Sources | 16,426,000 | 0 | 69,320,741 | 1,180,100 | 2,617,227 | 464,280 | 184,162 | 0 | |
| ESRI_IN - Interdepartmental Revenue | 0 | 0 | 5,918,122 | 185,100 | 957,348 | 156,719 | 1,101,478 | 0 | |
| ADUC_IN - Admissions Status & Services | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| TRSCP_IN - Transfers Infrom Operations | -325,310,044 | 234,289,181 | 106,169,598 | 27,861,833 | 463,243,370 | 83,890,816 | 41,253,472 | 0 | |
| ADUCR_IN - Adm. Cost Redistribution | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| REVENUE - Revenue | -236,169,326 | 262,611,236 | 504,482,639 | 67,116,123 | 956,293,177 | 376,262,528 | 112,625,262 | 1,267 | |
| SFICA_EX - Contributions & Grants | 0 | 0 | 67,442,212 | 0 | 0 | 10,760,850 | 4,204,108 | 0 | |
| CTRIC_EX - Contributions | 0 | 0 | 1,859,547 | 32,283 | 0 | 140,874 | 79,328 | 0 | |
| INRD_EX - Salary & Wages | 0 | 0 | 159,329,982 | 6,146,424 | 61,412,059 | 45,121,121 | 12,948,010 | 28 | |
| EDCR_EX - Salary & Wages Faculty | 0 | 0 | 43,917,438 | 5,737,878 | 68,926,950 | 33,869,790 | 16,106,743 | 16 | |
| RENE_EX - Benefits | 0 | 0 | 10,827,898 | 3,991,904 | 38,928,835 | 20,947,712 | 5,799,662 | 0 | |
| CPFL_EX - Capital Expenses | 0 | 0 | 3,369,766 | 0 | 4,313,709 | 0 | 160,000 | 0 | |
| DECP_EX - General Expenses | 0 | 0 | 31,727,599 | 4,686,022 | 16,842,169 | 17,238,271 | 3,283,428 | 0 | |
| UTFE_EX - Utilities & Taxes | 0 | 0 | 11,025,921 | 690,863 | 4,786,326 | 6,718,851 | 228,402 | 0 | |
| FRUC_EX - Purchased Services | 0 | 0 | 47,436,663 | 1,960,003 | 6,872,848 | 13,213,719 | 2,176,780 | 0 | |
| REPAI_EX - Repair & Maintenance | 0 | 0 | 2,840,893 | 382,181 | 986,221 | 899,022 | 45,280 | 0 | |
| INTRE_EX - Interest Expenses | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| SCHD_EX - Financial Aid | 0 | 248,808,214 | 17,540,638 | 4,449,594 | 30,278,131 | 28,437,716 | 6,606,631 | 0 | |
| EDRFE_EX - Debt Service | 0 | 0 | 1,245,000 | 1,796,830 | 6,151,968 | 5,260,871 | 0 | 0 | |
| TRSCP_EX - Transfers Infrom Operations | 0 | 0 | 6,454,604 | 0 | 2,741,719 | 18,880,006 | 8,719,000 | 0 | |
| TRDGL_IN - Transfers | 222,463,434 | 233,779,715 | 79,829,749 | 18,008,271 | 411,486,071 | 50,448,889 | 30,843,729 | 0 | |
| ADUCR_IN - Adm. Cost Redistribution | -486,982,780 | 219,995,893 | 126,178,264 | 18,038,843 | 189,595,274 | 100,679,832 | 26,882,816 | 0 | |
| EXPENSE - Expense | -236,169,326 | 262,611,236 | 504,482,639 | 67,116,123 | 956,293,177 | 376,262,528 | 112,625,262 | 1,267 | |
| TOTAL - Net From Operations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |

Report: 12B.May Book - New Base Budget

Category Group Assigned: May Book Templates.

Opens at: Maximum.

Purpose: To view the New Year's Base Operating Budget in exactly the same categorical formation and groupings that is printed and distributed to BOT.

Special Notes: Automatically provides the highest C_Level, D_Level or Accounts from the TB_TOTAL_ITHACA_CAMPUS Hierarchy that you have access to.

Report: 09.Trustee Budget Format - New Budget

Category Group Assigned: Trustee Budget Format Standard Reports.

Opens at: Prompt.

Purpose: To display a standard template of all sub-fund sources (not only operating) supporting the Organizations' (down to Account) New Year's Budget (Next Fiscal Year). Report is expected to produce Final Budget Account values. Purpose is to see summary and ensure that all Sub-Funds are being budgeted as expected.

Special Notes: For best use of this Report, enter one or multiple C_Level, D_Level or Accounts from the UNIV_000 Hierarchy that you are interested in.



Report: 09A.Trustee Budget Format - Current Base Budget

Category Group Assigned: Trustee Budget Format Standard Reports.

Opens at: Prompt.

Purpose: To display a standard template of all sub-fund sources (not only operating) supporting the Organizations' (down to Account) Current Year's Base Budget (Current Fiscal Year with adjustments). Report is expected to produce Final Budget Account values. Purpose is to see summary and ensure that all Sub-Funds are being budgeted as expected.

Special Notes: For best use of this Report, enter one or multiple C_Level, D_Level or Accounts from the UNIV_000 Hierarchy that you are interested in.

Report: 10.Trustee Budget Format - New Trustee Budget

Category Group Assigned: Trustee Budget Format Standard Reports.

Opens at: Prompt.

Purpose: To display a standard template of all sub-fund sources (not only operating) are supporting the Organizations' (down to Account) New Year's Trustee Budget (Next Fiscal Year Trustee Budget). Report is expected to produce Final Budget Account values. Purpose is to see summary and ensure that all Sub-Funds are being budgeted on as expected.

Special Notes: For best use of this Report, enter one or multiple C_Level, D_Level or Accounts from the UNIV_000 Hierarchy that you are interested in.

Report: 11.Trustee Budget Format - Current Trustee Budget

Category Group Assigned: Trustee Budget Format Standard Reports.

Opens at: Prompt.

Purpose: To display a standard template of all sub-fund sources (not only operating) supporting the Organizations' (down to Account) Current Year's Trustee Budget (Current Fiscal Year Trustee Budget). Report is expected to produce Final Budget Account values. Purpose is to see summary and ensure that all Sub-Funds are being budgeted as expected.

Special Notes: For best use of this Report, enter one or multiple C_Level, D_Level or Accounts from the UNIV_000 Hierarchy that you are interested in.

| Cornell University Division of Budget and Planning | | P_0001 - Ithaca Campus Trustee Budget Format - Current Trustee Budget Amount (Trustee Budget 2019) | | | | | | | | | | Cornell University Division of Budget and Planning | |
|---|---|---|-----------------------|-------------------------------|---------------------------------|-------------------------------------|-------------------------------|---------------------------------|---------------------------|------------------------------------|----------|---|--|
| | AP_ARPFD - Federal Appropriations | AP_APSTAT - State | CG_CGFED - Federal | CG_CGFBT - Sponsored Gifts | CG_CGNSOW - Non-governmental | CG_CGNYSL - New York State Local | CG_CGNYST - New York State | CG_CGOTGV - Other Government | CG_CGPRSA - Pre- Award | CG_CGPRPG - Pre- Program Income | | | |
| P_0001 - Ithaca Campus | | | | | | | | | | | | | |
| TURF_EX - Tuition and Fees | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| FEAP_EX - Federal Appropriations | 17,697,270 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| STAE_EX - State Appropriations | 0 | 129,803,898 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| ICOR_EX - Cost Recoveries | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| SPCA_EX - Grants & Contracts | 0 | 0 | 249,142,798 | 6,492,365 | 64,179,823 | 3,969,272 | 38,981,812 | 2,468,702 | 11,862,288 | 0 | 0 | 0 | |
| CTRC_EX - Contributions | 0 | 0 | 0 | 3,024,416 | 16,568,814 | 772,819 | 2,728,227 | 83,784 | 0 | 0 | 0 | 0 | |
| INPD_EX - Investment Operations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| SEVC_EX - Educational Activities And Other Services | 0 | 0 | 1,838,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 290,000 | |
| SEAR_EX - International Research | 0 | 0 | 1,000,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,000,000 | |
| ALUN_EX - Scholarship Stipend & Services | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| TRSP_EX - Transportation Operations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| TRNS_EX - Transfers | 244,808 | 0 | 1,043,160 | 0 | 648,626 | 0 | 1,877,328 | 0 | 0 | 0 | 0 | 0 | |
| ADCR_EX - Admin Cost Redistribution | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| SEVERISE - Revenue | 18,941,878 | 129,803,898 | 248,222,958 | 13,743,426 | 71,838,746 | 4,411,219 | 37,789,244 | 2,537,486 | 11,862,288 | 0 | 0 | 2,378,739 | |
| SPCA_EX - Grants & Contracts | 0 | 0 | 59,321,208 | 731,660 | 11,160,724 | 787,668 | 4,878,208 | 840,771 | 1,447,836 | 0 | 0 | 14,780 | |
| CTRC_EX - Contributions | 0 | 0 | 121,178 | 132,042 | 1,937,092 | 60,848 | 184,812 | 0 | 0 | 0 | 0 | 0 | |
| INPD_EX - Salary & Wages | 15,170,247 | 28,818,013 | 71,770,162 | 4,908,368 | 15,824,840 | 1,886,624 | 10,174,375 | 807,817 | 7,248,858 | 0 | 0 | 975,712 | |
| SEAR_EX - Salary & Program Faculty | 142,355 | 62,652,290 | 11,728,264 | 906,121 | 1,734,214 | 22,780 | 486,201 | 0 | 0 | 0 | 0 | 2,812 | |
| SEAR_EX - Benefits | 66,828 | 0 | 22,898,141 | 2,818,688 | 7,363,182 | 344,742 | 2,118,013 | 278,878 | 628,953 | 0 | 0 | 327,817 | |
| SEAR_EX - General Expenses | 1,620,358 | 14,876,384 | 26,181,176 | 1,028,668 | 5,288,817 | 802,072 | 3,161,218 | 367,122 | 1,280,873 | 0 | 0 | 321,418 | |
| UTWT_EX - Utilities & Taxes | 0 | 18,373,238 | 2,000,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| PRSN_EX - Purchased Services | 891,828 | 18,100 | 29,842,870 | 3,288,274 | 28,311,810 | 448 | 1,268,381 | 10,238,788 | 448,088 | 888,238 | 0 | 0 | |
| REMAN_EX - Repair & Maintenance | 20,141 | 1,244,888 | 376,443 | 20,673 | 46,887 | 23,178 | 40,818 | 18,487 | 0 | 0 | 0 | 628,427 | |
| SEVC_EX - Interest Expenses | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| SEAR_EX - Financial Aid | 80,488 | 1,210,883 | 18,348,721 | 448,348 | 838,028 | 128,712 | 824,742 | 24,820 | 0 | 0 | 0 | 0 | |
| SEAR_EX - Other Services | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| TRSP_EX - Transportation Operations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| TRNS_EX - Transfers | 0 | 0 | 735,387 | 0 | 23,750 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| ADCR_EX - Admin Cost Redistribution | 0 | 0 | 4,003,888 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| EXPENSE - Expense | 18,918,274 | 129,803,898 | 248,222,958 | 13,743,426 | 71,838,746 | 4,411,219 | 37,789,244 | 2,537,486 | 11,862,288 | 0 | 0 | 2,378,739 | |
| TOTAL - Net From Operations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |



Report: 03.Variance Analysis by Object In-Year Reporting

Category Group Assigned: Variance Reports.

Opens at: Prompt.

Purpose: To display a standard view of the Revenue and Expense components for an organization (drillable down to account). Report is expected to produce Account values for the following Time Period Measures (in respective order) for ease of In Year business use comparisons: Prior Month Close Actual's Year-to-Date (Most up to date realized financial activity for current year, prior month end), Current Year's Final Budget (Current Year's Budget without adjustments), Current Year Trustee Budget (Budget snapshot that was presented to BOT for the current year), Previous Year Actuals (Total realized financial activity for the prior year), Two Years' Ago Actuals (Total realized financial activity for two years ago).

Special Notes: When asked to enter account, use UNIV_000 Hierarchy to select the C_Level, D_Level or Account that you are interested in.

2. Budget Reporting Applications

Under the Budget Reporting Applications section are reports designed to give users a venue to pull row level details of the budget that is being planned as well as relevant time periods to assist in the planning.

Report: Report Cost Allocations

Opens at: Prompt.

Purpose: To display a standard view of Position Information within the respective Account. Report is expected to contain Position Description, Position Number, Employee Name, Employee ID, Department, as well as Current % Distribution, Next Budget % Distribution and Leave details. Data is available for the Current Year Final Budget, as well as the New Base Budget (new planning year).

Special Notes: Account section box is defaulted at maximum level of security. Feel free to Select or type in Account (C_Level, D_Level or Account) in Account's selection box. Object is defaulted at object consolidation (SWAG|SWFC), however you may alter via selection by typing in object code or level or by searching Objects pick list. All Funds are defaulted, however you may select a particular fund you are interested in. Drop-down list options are available for Higher Ed Function, Account Type (Company) and selecting for the Current Year's Final Budget or New Year's Base Budget (the budget being planned).

Report: Export Budget Data

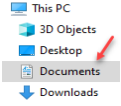
Opens at: Prompt.

Purpose: To provide a Revenue/Expense data extract output file of the New Year Base Budget (budget being planned) and associated budget notes. In addition, this report extract also provides options to pull in the following time periods as columns: Current Year's Base Budget (aligned with appropriate budget notes), New Year Monthly Budget, Current Year's Actuals, Prior Year's Actuals, Prior (-2) Actuals, New Year Trustee Budget (aligned with appropriate budget notes), Current Year's Final Budget (aligned with appropriate budget notes), Current Year Monthly.

Special Notes: Account section box is defaulted at maximum level of security. See Budget Data Extract Guide on the Longview Home Portal for additional instructions.



Finding Export Budget Data File:

- Go to Documents 
- Longview folder
- CornellPrd for production environment or CornellTrn for training environment
- Data folder
- New excel spreadsheet should be there labeled “ExportBudgetData”
 - Note: if you will be exporting more reports, make sure to save the current one as a different name or in a different folder. If not, the data will be overwritten.

Report: Report Line Item Details

Opens at: Prompt.

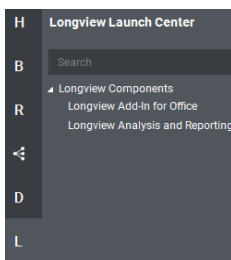
Purpose: To display a standard list of all Accounts within selection that is planned at the Line Item level. Report will contain Object, Sub-Object, Fund, Account Type and Line Item Comments.

Special Notes: Account section box is defaulted at maximum level of security. Feel free to Select or type in Account (C_Level, D_Level or Account) in Account's selection box. Object is defaulted at REVENUE_EXPENSE, however you may alter via selection by typing in object code or level or by searching Objects pick list. All Funds are defaulted, however you may select a particular fund that you are interested in. Drop-down list options are available Account Type (Company) and selecting for the New Year’s Base Budget (the budget being planned), New Year Trustee Budget (Budget snapshot presented to BOT for the New Year budget approval), Current Year’s Final Budget.

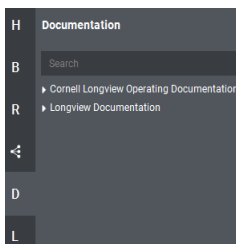
3. Longview Add-in for Office

Longview Add-in for Office offers a different type of flexibility in reporting. Users may have more control in querying the level of data needed for reporting. Reports from this tool can be formatted and customized just as you would any other report created from the MS Office toolsets (Excel, PowerPoint, Word, etc.).

Longview Add-in for Office can be accessed via the Longview Launch Center section on the LV Home Portal.



Please refer to the Documentation’s section on the Home Portal for specific instructions on using any of the Longview Reporting mechanisms.





Tips and Best Practices

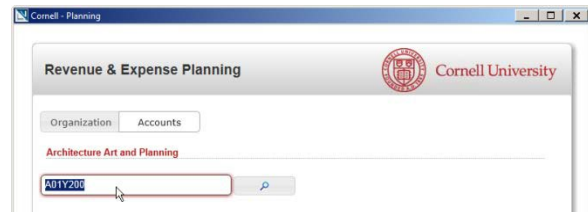
Revenue and Expense Planning

Org/Account Selector

Performance of the LBP system is directly related to the size of the organization you decide to view.

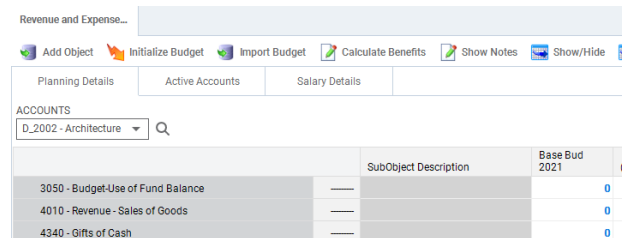
If you want to load the planning grid quickly, choose an account or sub-account. If you want greater flexibility during your planning session, and need to move between accounts quickly, choose the lowest level organization that has all the accounts you want to plan. If you intend on planning several accounts at once, it is much more efficient to load the department or section that spans across all the accounts you'll be working on, even if this means it takes a little longer to load the initial planning grid screen.

If you know the department or account number, and want to quickly load it for planning, click on the Accounts Tab, click once in the cell, type Cntrl-A to select the contents of the cell, and type your account or department number.



Planning Grid

Similarly, once you are in the planning grid, you can quickly navigate to a known account or department by clicking once in the selector box, typing Cntrl-A to select the contents of the cell, and then type the account number or department, and pressing Enter.



Cost Allocation Window

1. To delete a cost allocation, just change the % distribution to zero.
2. If you accidentally delete all the cost allocations, (and save those deletions back to the LBP database) you can use the Update Cost Allocations application to restore one or more cost allocations to a position.

