

# **Longview Reporting Group**

November 14, 2014

Data Query: Select ACCOUNTS Symbol

Indent 25

- UNIV\_000 - Cornell University
  - P\_0001 - Ithaca Campus
    - E\_3000 - Academic Mission(DMU-DirectMissionUnits)
      - C\_0100 - Agriculture and Life Sciences
      - C\_0200 - Cooperative Extension Association
      - C\_0300 - Human Ecology
      - C\_0400 - Veterinary Medicine
      - C\_0500 - Industrial & Labor Relations
      - C\_2000 - Architecture Art and Planning
      - C\_2100 - Arts and Sciences
      - C\_2200 - Johnson
        - G\_2201 - Academic
          - D\_221A - Accelerated MBA Program
          - D\_221B - Cornell Executive MBA
          - D\_221C - Cornell Queens Executive MBA
          - D\_221G - Two Year MBA Program
          - D\_221H - NYC Programs
          - D\_221J - Cornell Tsinghua MBA
          - D\_221M - Administrative Science Quarterly (ASQ)
          - D\_221O - Center for Sustainable Global Enterprise
          - D\_221P - Emerging Markets Institute
          - D\_221Q - Entrepreneurship and Innovation Instit
          - D\_221U - Parker Center for Investment Research
          - D\_221Y - Smith Family Business Initiative
          - D\_2225 - Doctoral Program
          - D\_2240 - Executive Education
        - G\_2202 - Academic Support
        - G\_2203 - Student Services
        - G\_2204 - Academic Other

Search

For Name containing

Ancestry of Selected Symbol

- UNIV\_000 - Cornell University
- P\_0001 - Ithaca Campus
- E\_3000 - Academic Mission(DMU-DirectMissionUnits)
- C\_2200 - Johnson
- G\_2201 - Academic

Symbol Information

Type.....	STD
Children.....	14
Descendants.....	234
Levels below.....	3
Child Sort Index.....	0
Symbol index.....	49420
Partition.....	0
Created.....	04DEC2012 17:12:11
Modified.....	10NOV2014 07:11:12

Selected Symbol G\_2201 - Academic

Find Next

Search by name Search by description

Ok

**DIMENSION: ACCOUNTS**

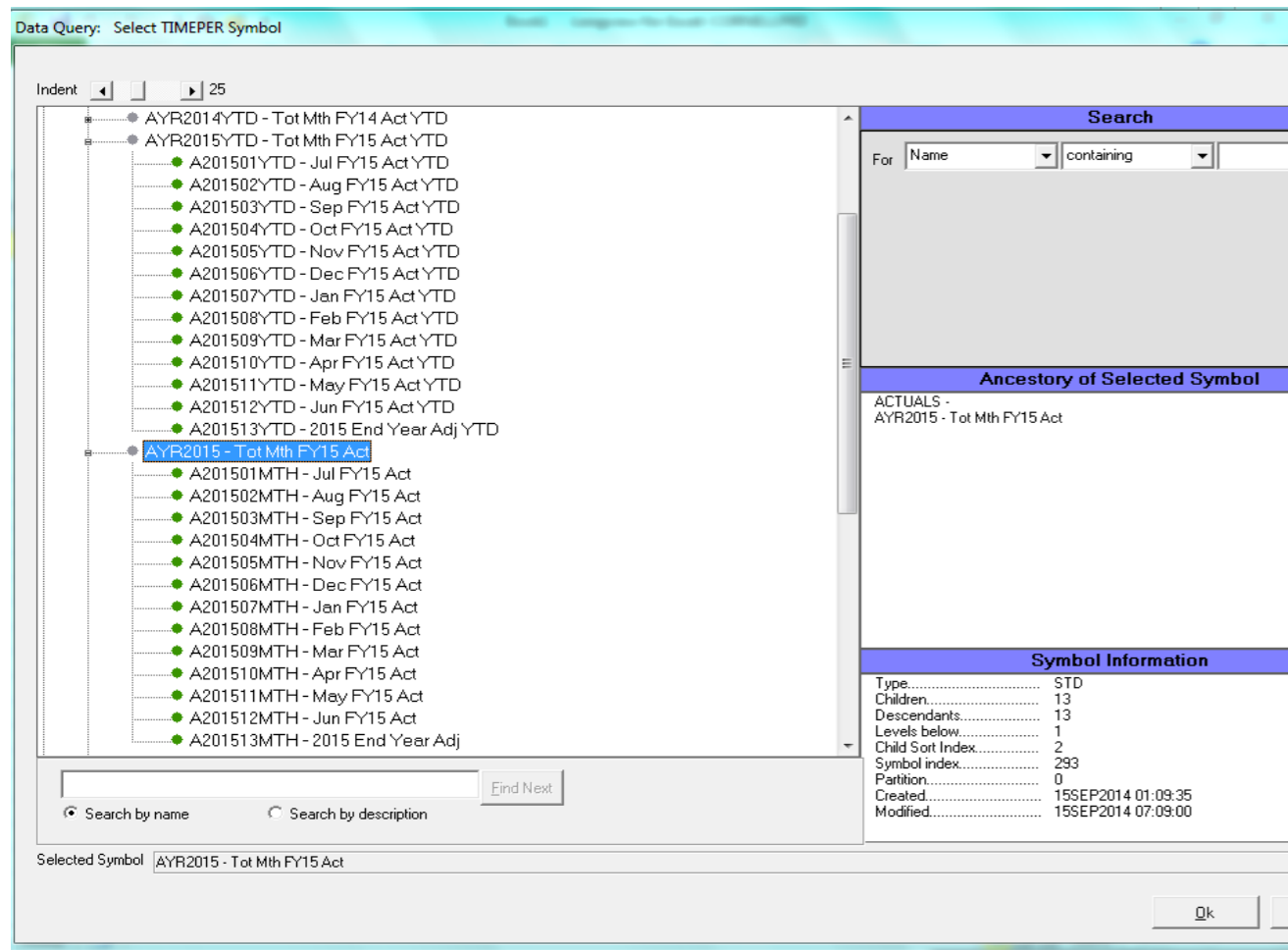
For General Revenue\_Expense Reporting, use the **UNIV\_000** hierarchy in the ACCOUNTS Dimension.

What does this mean for you?

You should use any symbol that contains your KFS Org "C\_XXXX" or "D\_XXXX" all the way down to the leaf level account/sub account within that hierarchy

For Example:

- 1 Maureen would see **C\_2100** - Arts and Sciences and whatever else she was given access to in the ACCOUNTS Dimension
- 2 A department User from the Cornell Executive MBA would only see **D\_221B** and all of the accounts within this department



**DIMENSION: TIMEPER**

Longview allows you to report Actuals aggregated or individually

To report on Year to Date Actuals for a given month, drill down on the **YEAR** ending with "YTD" and select the particular monthly Fiscal Period

For example, if you would like to produce a report on September YTD Actuals for **2015**. Drill down on Actuals, then **AYR2015YTD** and then select **A201503YTD**

Feel free to use and type in the search box directly if you are familiar with the Symbol names

Each month ending in "YTD" will give you the cumulative amounts of past or present timeperiods period (never the future)

This means that **A201505YTD** will produce the latest November Actuals for FY2015, however **A201506YTD** for the month of December or anything after will produce zeros until activity that is posted to such periods

Actual Symbols *without* the suffix "YTD" represents the Fiscal Period amounts and the total sum amount

**A201503MTH** will produce activity posted to the September Fiscal Period for FY2015 only

**A201502MTH** will produce activity posted to the August Fiscal Period for FY2015 only

**A201501MTH** will produce activity posted to the July Fiscal Period for FY2015 only

However you should see that:

$$\mathbf{A201503YTD = A201503MTH + A201502MTH + A201501MTH}$$

$$\text{But } \mathbf{A201506YTD = 0}$$

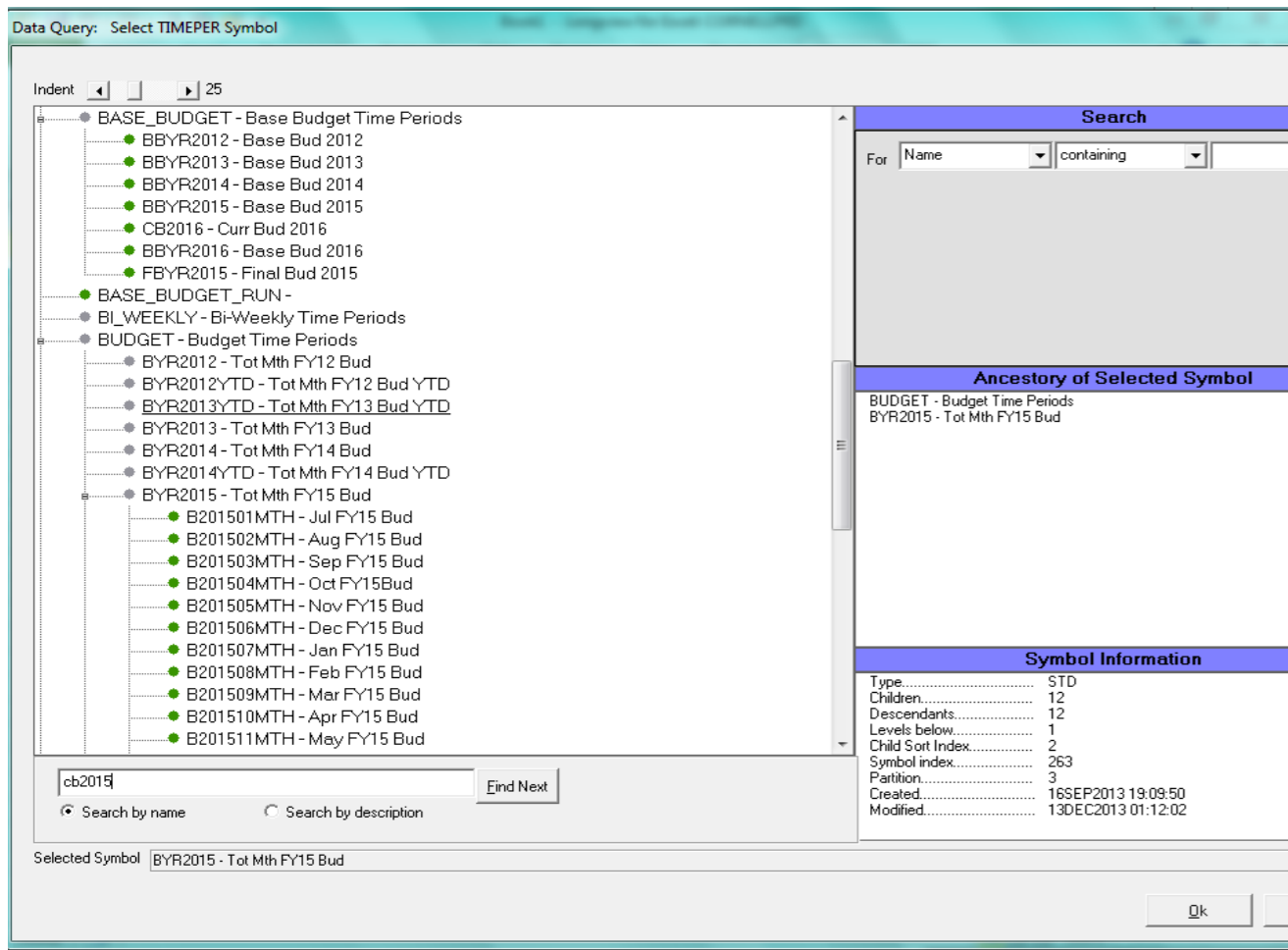
$$\text{not } = \mathbf{A201501MTH + A201502MTH + A201503MTH + 201504MTH + A201505MTH + A201506MTH (until December)}$$

$$\mathbf{AYR2015 = A201501MTH + A201502MTH + A201503MTH + A201504MTH + A201505MTH + A201506MTH +$$

$$\mathbf{A201507MTH + A201508MTH + A201509MTH + A2015010MTH + A201511MTH + A201512MTH +$$

$$\mathbf{A201513MTH}$$

Therefore, selecting **AYR2015** will produce the most recent Actuals through the last load from GL



**DIMENSION: TIMEPER** (cont.)

Base Budgets can be found within the **BASE\_BUDGET** hierarchy. Base Budget comes from the GL load (except of course the new planning year). The planning year's budget will come from the Longview database as you update your plan.

Base Budgets always begin with "**BBYR**" (*two B's*) followed by the year.  
Therefore, if you would like to report on the base budget for 2015, select **BBYR2015**

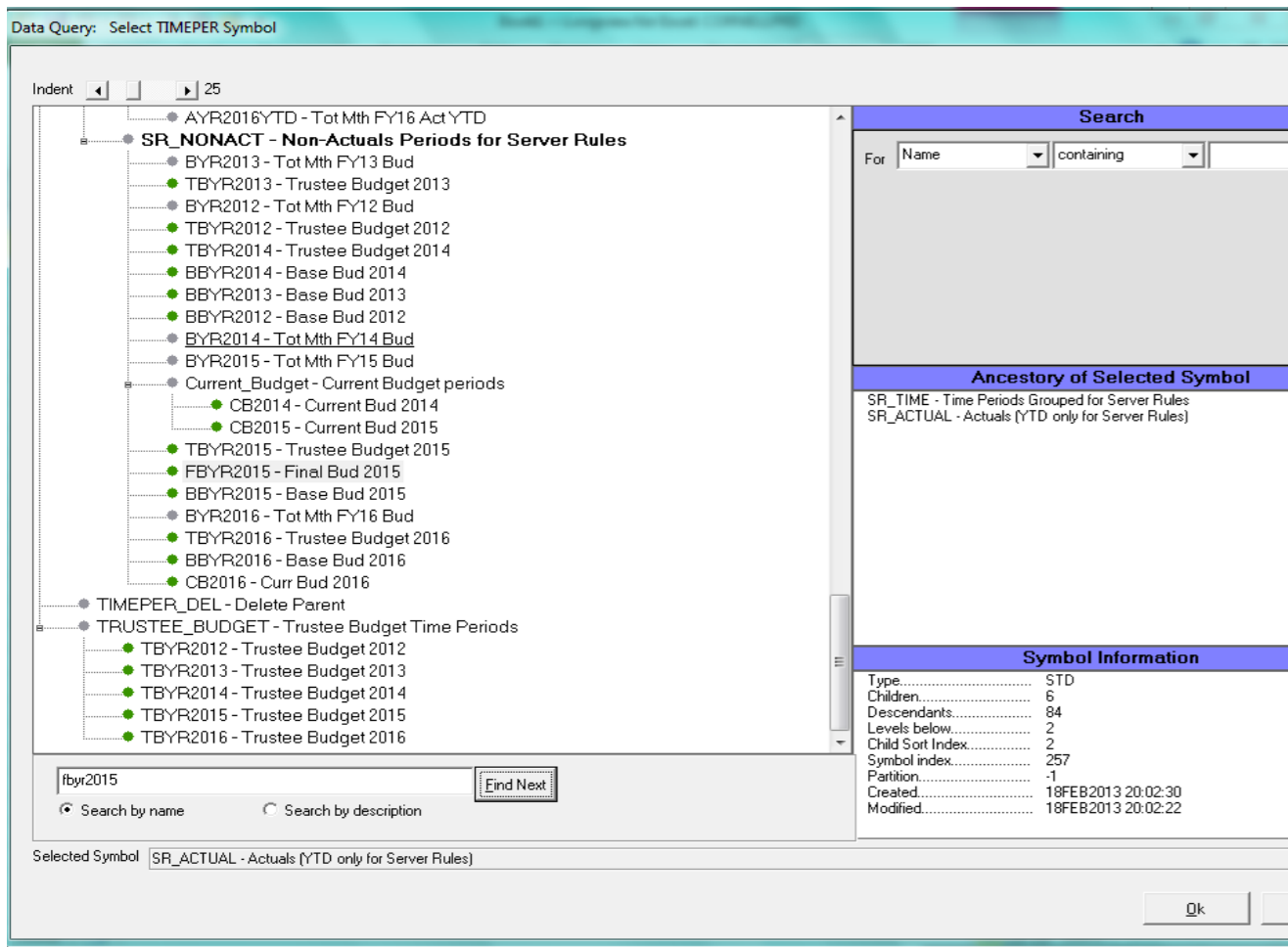
FBYR2015 can also be found within the Base\_Budget hierarchy. This represents the static final budget at budget cycle close.

Subsequent years' final budget will be preserved in the same manner, beginning with "FBYR" followed by YEAR

What are the differences between **BBYR2015** and **FBYR2015**?

	<b>BBYR2015</b>	<b>FBYR2015</b>
Snapshot as of final closeout of Budget system	Yes	Yes
Incl. CG, APFEDL and APSTAT (non State purpose) accts	No	Yes
Incl. YTD Base Budget Adjustments	Yes	No

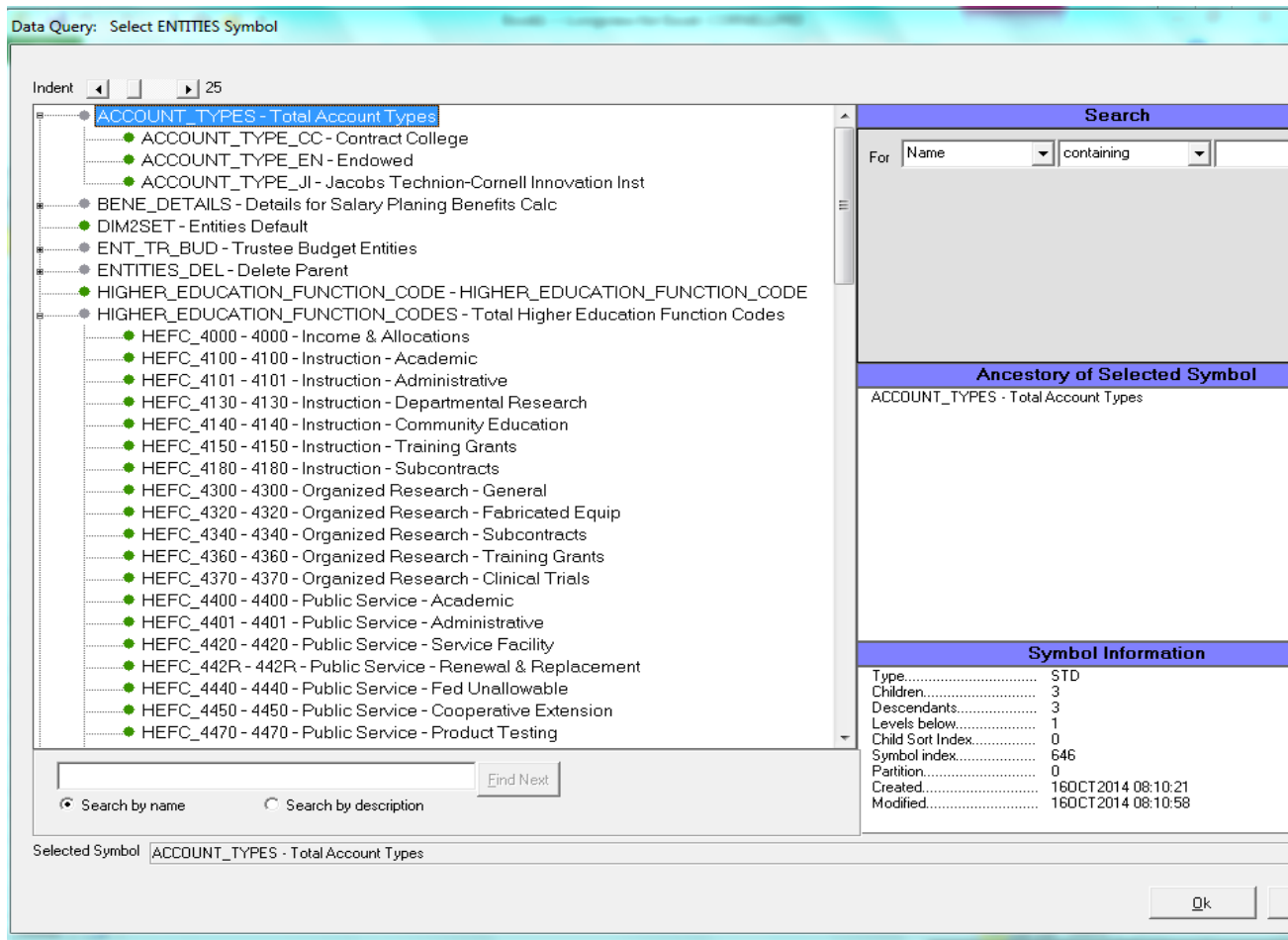
LV Planned Monthly Budgets are located within the **BUDGET** hierarchy (beginning BYR). Please note: Monthly Budgets begins with only one (**1**) "**B**" followed by YEAR. One level down will display the months. Selecting **BYR2015** and then **B201503MTH** will return data for only accounts that were budgeted for September - Fiscal Period 03 for FY2015.



**DIMENSION: TIMEPER** (cont.)

Additional Budget Types include: *Trustee Budget* (begins with "TBYR" followed by YEAR) and *Current Budget* (begins with "CBYR" followed by YEAR);

The FY2015 Trustee Budget can be found by selecting **TBYR2015** likewise, the FY2015 Current Budget can be found by using **CBYR2015**



**DIMENSION: ENTITIES**

The ENTITIES Dimension is reserved for categories that will allow us to group or slice and dice data

For most Revenue\_Expense general reporting, Users would select **DIM2SET**

We have, however begun utilizing this space to allow for additional reporting:

1 The **ACCOUNT\_TYPES** hierarchy will allow for Endowed vs. Contract College reporting

*\* Process to populate data for Account Type is being built*

2 The **HIGHER\_EDUCATION\_FUNCTION\_CODES** hierarchy will also allow for reporting HEFCs

Data Query: Select OBJECTS Symbol

Indent 25

- CAP\_OBJECTS - Sources - Uses
- DIM3SET - Dimension 3 Default
- NONOPEROBJECTS\_RUN -
- OBJECTS\_DEL - Delete Parent
- Rev\_Exp\_Non - Revenue less Expense Plus Non Operating
- **REV\_EXP\_PLAN - Revenue and Expense Objects for Planning**
- SAL\_BEN\_NON\_BUDGET - Non-Budgetable Salary and Benefit Objects
- SAL\_BEN\_ONLY -
- Sal\_Bud\_Only - Budget only salary objects
- Total\_Inactive\_Objects - Inactive Objects
- TOTAL\_OBJECTS - Total Objects
  - ASSETS\_LIABILITIES - Total Assets less Liabilities
  - REVENUE\_EXPENSE - Net from Operations
    - REVENUE - Revenue
      - TUFE - Tuition and Fees
        - FEES - Student Fees
        - TUIT - Tuition
          - 4150 - Tuition - Undergraduate
          - 4170 - Tuition - Non-Degree, Credit Received
          - 4190 - Tuition - Professional
          - 4210 - Tuition - Graduate
      - STFE - State/Fed Appropriations
      - IDCR - Indirect Cost Recovery
      - SFCA - Govt Contracts Grants
      - CTRC - Contributions Revenue
      - IVRD - Investment Return Distributed
      - SSVC - Sales and Services
      - SSIN - Internal Sales and Services
      - TRIN - Transfers In

Search

For Name containing

Ancestry of Selected Symbol

REV\_EXP\_PLAN - Revenue and Expense Objects for Planning  
EXPENSE\_PLAN - Expense Objects for Planning

Symbol Information

Type.....	STD
Children.....	490
Descendants.....	490
Levels below.....	1
Child Sort Index.....	2
Symbol index.....	1083
Partition.....	0
Created.....	15JUL2013 15:07:03
Modified.....	10NOV2014 07:11:46

Selected Symbol EXPENSE\_PLAN - Expense Objects for Planning

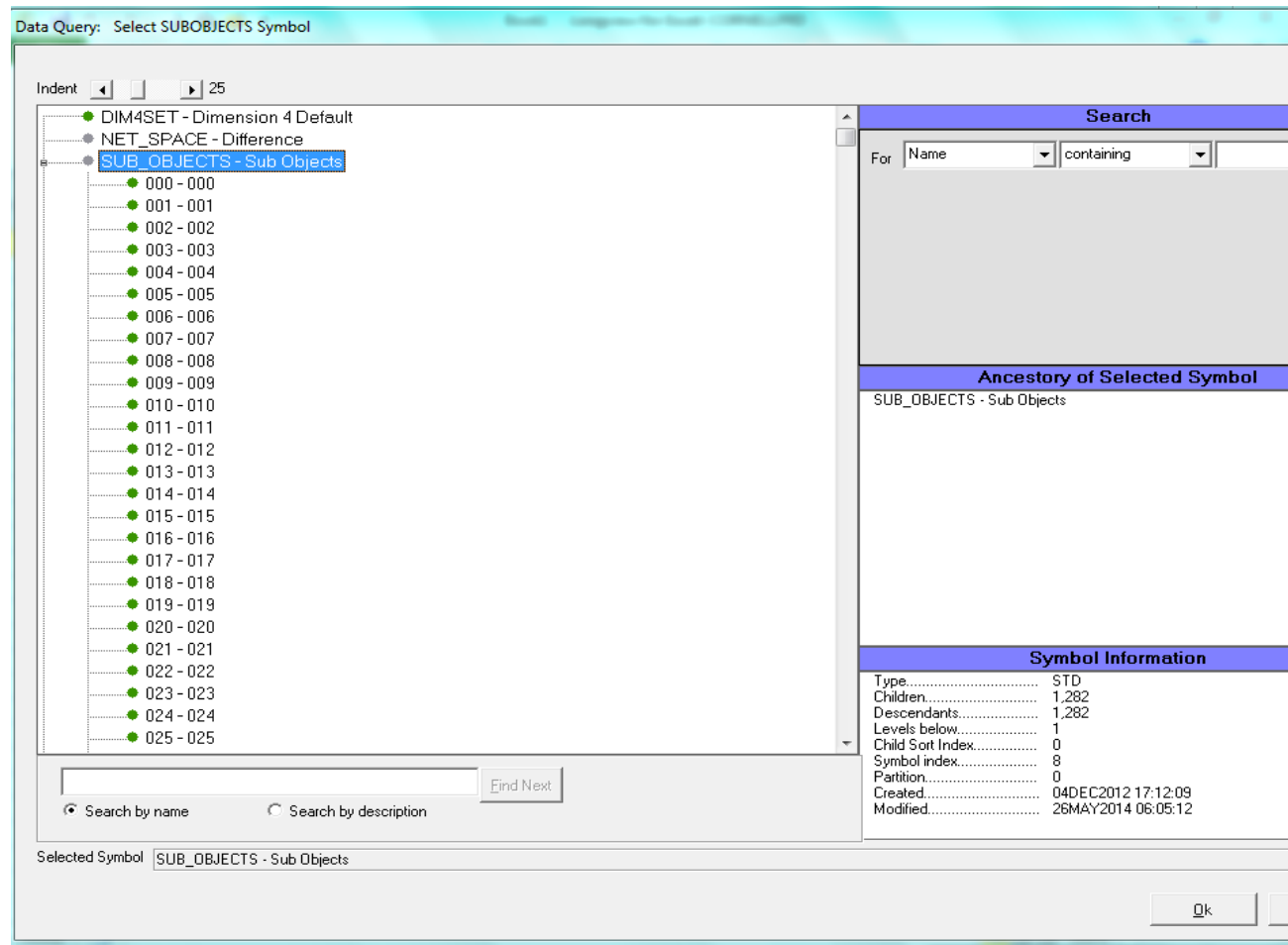
Ok

**DIMENSION: OBJECTS**

For Revenue\_Expense reporting, it would be best to use the **REVENUE\_EXPENSE** Symbol within the **TOTAL\_OBJECTS** hierarchy

This will:

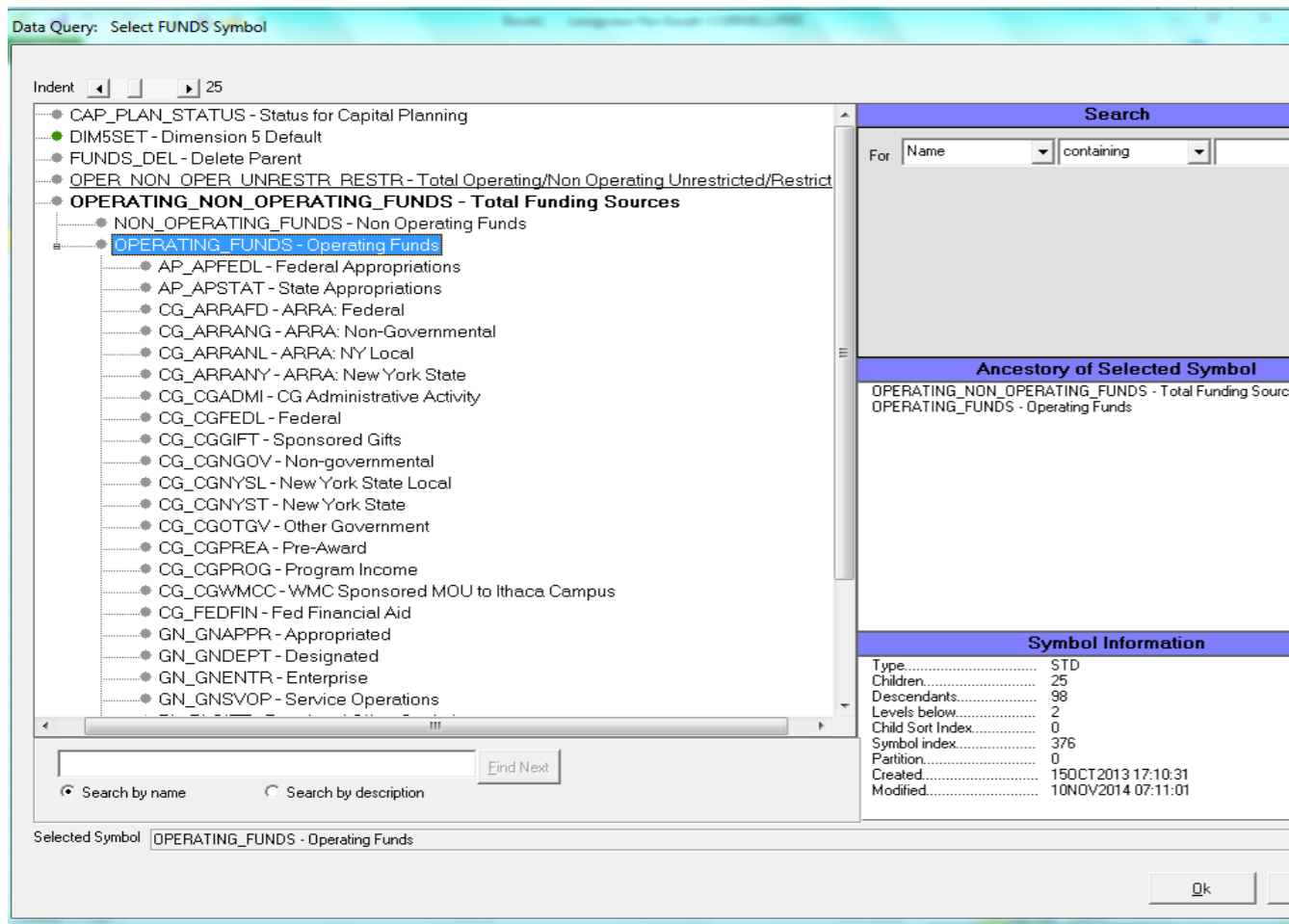
- 1 allow Users to capture all Revenue and all Objects as updates are being made in KFS
- 2 will also exclude unwanted Object Categories such as Assets and Liabilities as well as Capital



**DIMENSION: SUBOBJECTS**

For General Revenue\_Expense reporting, Users almost always would select the Symbol **SUB\_OBJECTS** (not the Default *DIM4SET*). SUB\_OBJECTS is where the data is stored and will allow for additional drilling to intersecting Sub Objects.





**DIMENSION: FUNDS**

There several options in populating the FUNDS Dimension

*Use the following Symbols if:*

**Symbol**

1 **DIM5SET**

2 **OPERATING\_NON\_OPERATING\_FUNDS**

3 **TOTAL\_FUNDS**

4 **Total\_Sub\_Funds**

5 **OPER\_NON\_OPER\_UNRESTR\_RESTR\_FUNDS**

**You Want**

to report on all Funds with no distinction between Operating, Non Operating or any specific Fund

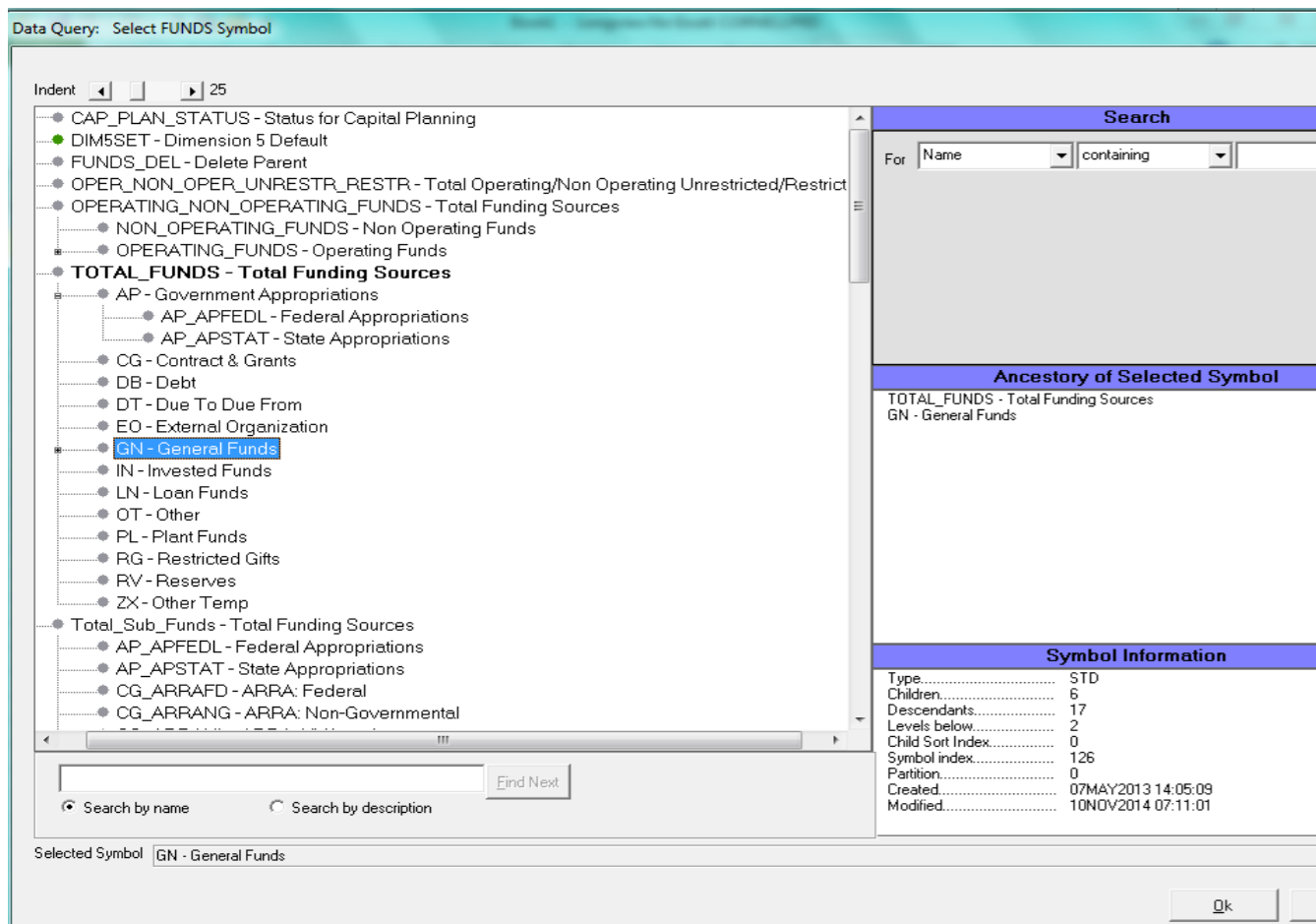
to distinguish between Operating and Non Operating or subset (by Sub Fund or lower) of either

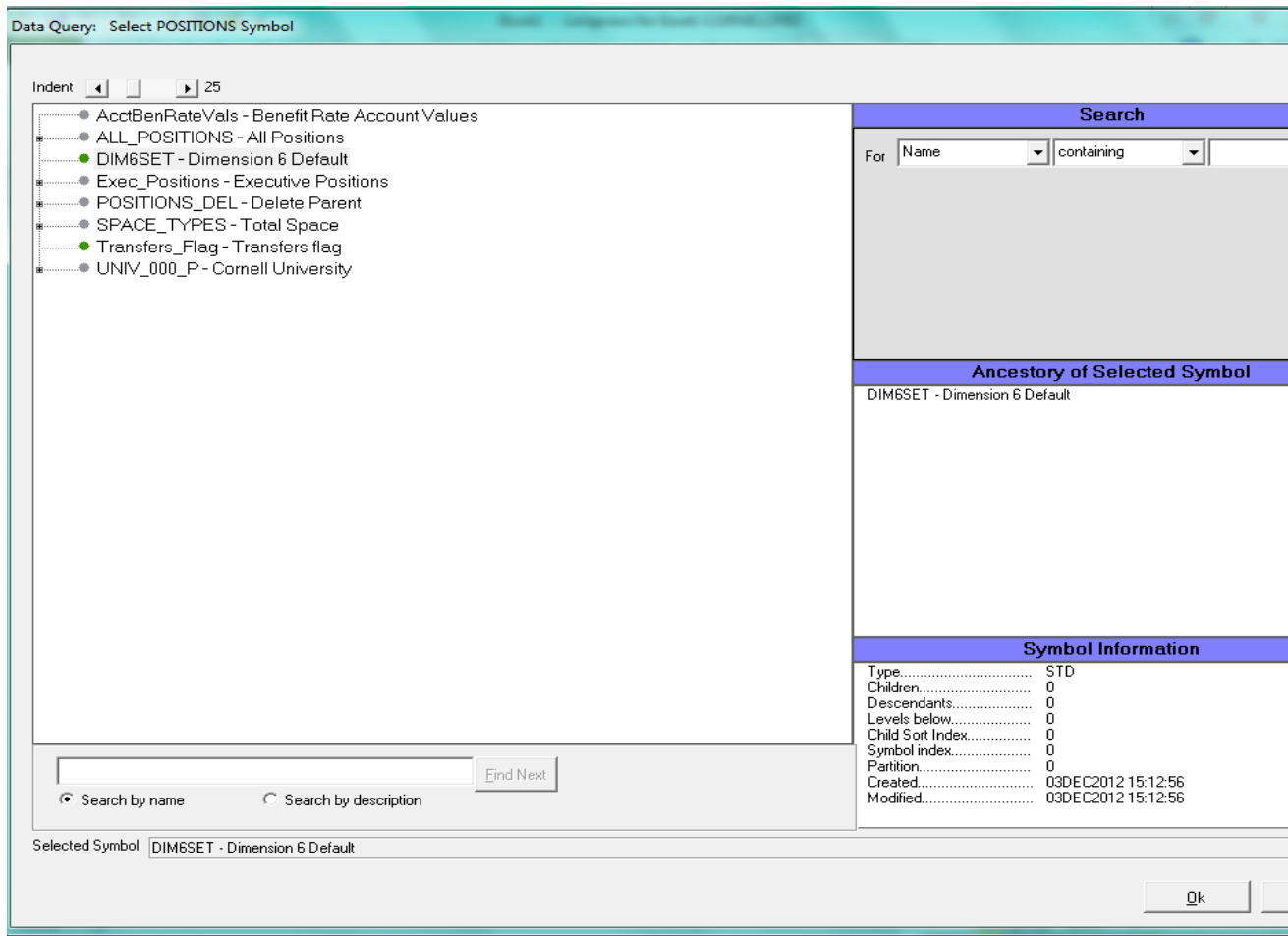
to report by any or all Fund Groups (or lower)

to report by any or all Sub Fund Groups (or lower)

to distinguish between the Restricted\_Unrestricted Sub Fund Restriction Class Code (KFS attribute) as well as Operating and Non Operating or subset (by Sub Fund or lower) of either

*\* OPER\_NON\_OPER\_UNRESTR\_RESTR\_FUNDS hierarchy is still in Progress*





**DIMENSION: POSITIONS**

For general Revenue\_Expense reporting, use Default Symbol **DIM6SET** in the POSITIONS Dimension

Data Query: Select DETAILS Symbol

Indent 25

- Allocation\_Details - Allocation\_Details
- BenObjVals - Object Code Attr Values for Benefits Calc
- CAP\_PLAN\_PROJ\_DETAILS - Project Details
- CAP\_TOTAL\_FUNDING - Total Funding
- DETAILS\_DEL - Delete Parent
- DIM7SET - Details Default**
- EMPLOYEE\_POSITION - Employee - Position Columns
- LEAVE\_AMT\_PCT - Leave amounts and percentage
- SALARY\_DETAILS - Salary Planning Details
- SIP\_Details - SIP Details
- TRANSFER\_DETAILS - Transfer Columns

Search

For Name containing

Ancestry of Selected Symbol

DIM7SET - Details Default

Symbol Information

Type.....	STD
Children.....	0
Descendants.....	0
Levels below.....	0
Child Sort Index.....	0
Symbol index.....	0
Partition.....	0
Created.....	03DEC2012 15:12:56
Modified.....	09MAY2013 02:05:15

Search by name Search by description Find Next

Selected Symbol DIM7SET - Details Default

Ok

**DIMENSION: DETAILS**

For general Revenue\_Expense reporting, use Default Symbol **DIM7SET** in the DETAILS Dimension

Data Query: Select VERSIONS Symbol

Indent 25

- DIM8SET - Dimension 8 Default
- FORECAST\_VERSIONS - Forecast Versions
- LAFF\_PROCESSES - LAFF Processes
- Scenarios - Scenarios
- SIP\_Applied - SIP Applied
- Versions\_Del - Deleted versions parent

Search

For Name containing

Ancestry of Selected Symbol

DIM8SET - Dimension 8 Default

Symbol Information

Type.....	STD
Children.....	0
Descendants.....	0
Levels below.....	0
Child Sort Index.....	0
Symbol index.....	0
Partition.....	0
Created.....	03DEC2012 15:12:56
Modified.....	03DEC2012 15:12:56

Search by name Search by description Eind Next

Selected Symbol DIM8SET - Dimension 8 Default

Ok

**DIMENSION: VERSIONS**

For general Revenue\_Expense reporting, use Default Symbol **DIM8SET** in the VERSIONS Dimension

# Steps to Share and Open A&R Reports



Cornell University

Ron Huggins | PREFERENCES | HELP | ABOUT | SIGN

Longview Portal

Welcome to Longview  
Welcome to Longview, RON HUGGINS  
KFS data is as of "11/19/2014 9:27PM". Workday data is as of "11/20/2014 6:30PM".

**Report Templates**

- Endowed & Contract Reporting
- In Year Reporting
- May Book Templates
- Position Reporting
- Revenue and Expense Reports
- Trustee Budget Format Standard Reports
- Variance Reports

**Budget Planning Applications**

- Annual Revenue and Expense Planning
- Annual Revenue and Expense Planning with History
- Monthly Revenue and Expense Planning
- Position Planning
- Update Cost Allocations

**Budget Reporting Applications**

- Report Cost Allocations
- Export Budget Data
- Report Line Item Details

**Documentation**

- About the Longview Data Model.pptx
- Longview BMT Quick Reference Guide
- Longview for Excel Guide
- Longview Analysis and Reporting Guide
- Annual Planning Import Template & Instructions
- Monthly Planning Import Template & Instructions
- Division of Budget and Planning site
- Position Data Extract Guide
- Budget Data Extract Guide
- Report Developer Training Orientation

1

2

3

Longview Launch Center



Longview Analysis and Reporting: CornellPrd

File Help

Views Templates Batches

Location: C:\Users\yh453\Documents\Longview\CornellPrd\data\Longview Analysis and Reporting

- ..
- Accessory Instruction - Variance by Obj 9030.kdv
- CALS - Variance by Object\_Educ Other.kdv
- D\_0309\_GNAPPR\_GNDEPT\_FED APFEDL\_09092014.kdv
- FY2015 Load Validation.kdv
- Sales & Services Analysis - Enterprise Objects.kdv
- Sales & Services Analysis - Enterprise.kdv
- Sales & Services Analysis.kdv
- Service Operation Detail\_BBYR2014.kdv
- SIP - New Budget Planning.kdv
- Unit Expense Comparisons.kdv
- Unit Revenue Comparisons.kdv

Longview Analysis and Reporting: CornellPrd

File Help

Views Templates Batches

Location: Y:\Ron Huggins\Budget Office\BMT\Reporting Group\11142014

- ..
- LV Reporting Group Work\_11142014.kdv

1. Launch Analysis & Reporting icon
2. Make sure that you are on the default View tab
3. Type in the path for Location of the file