Cornell University
Division of Budget and Planning

Longview Budget Planning Reference Guide

How to perform essential tasks in LBP

January 2024
Version 8.8

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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.

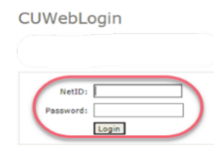
Accessing LBP

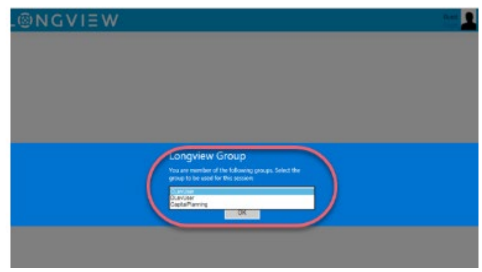
Launching your web browser and accessing the LBP system:

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.*



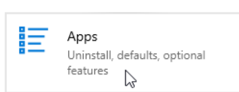


3. *Choose the appropriate group from the drop-down menu and click ok. Typically, this will be "CLevUser – C Level User" or "DLevUser – D Level User", depending on your access privileges.*

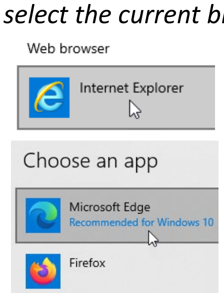
Making Microsoft Edge your default browser:

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.*



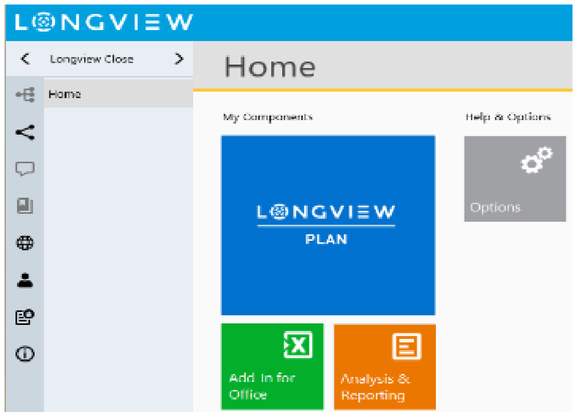
6. *Close window.*

LBP Portal

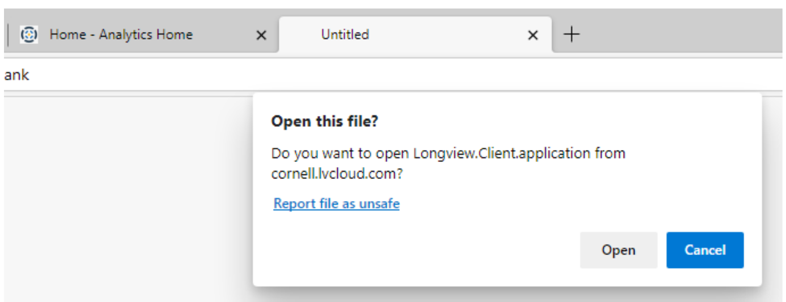
After successfully authenticating with Longview, you will be presented with the Longview Plan home page that's been customized for your level of access. This is where you will launch the LBP portal.

Launching the LBP Portal:

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



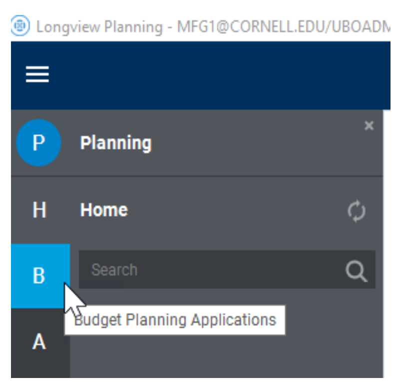
Note: *You will be directed to another window, seen below.*



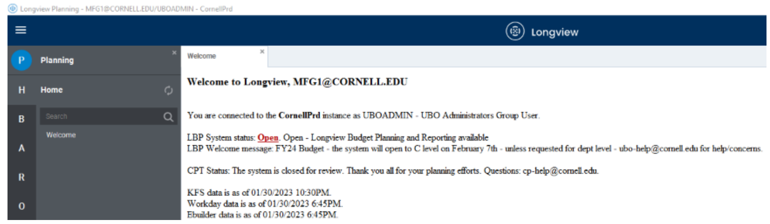
2. *Click "Open" to continue launching the application.*

Inside the Portal:

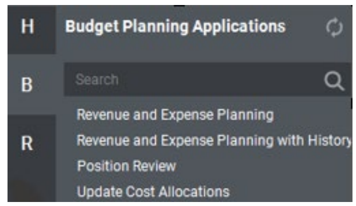
Hover over letters to navigate menu options.
Select grouped applications by clicking corresponding letter.
Click on title to open and launch application.



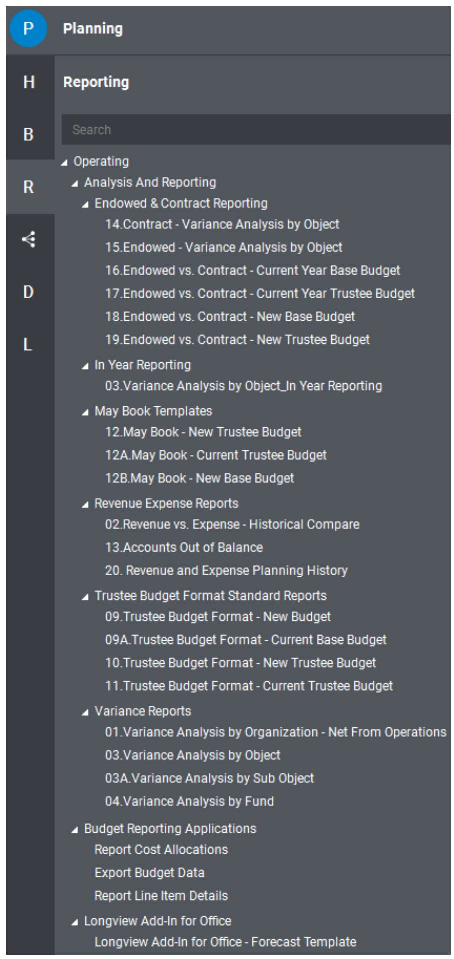
1. *Selecting Welcome displays news and announcements:*



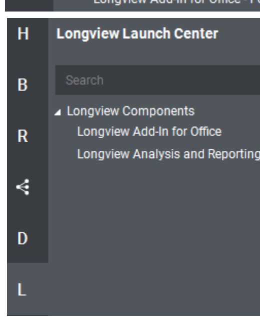
2. *Budget Planning Applications:*



3. *Reporting:*



4. *Launch Center:*

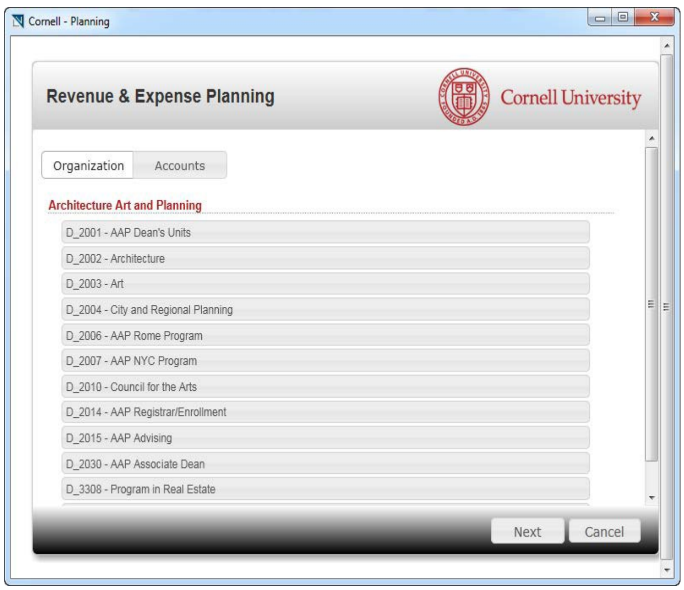


Revenue and Expense (R&E) Planning

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:

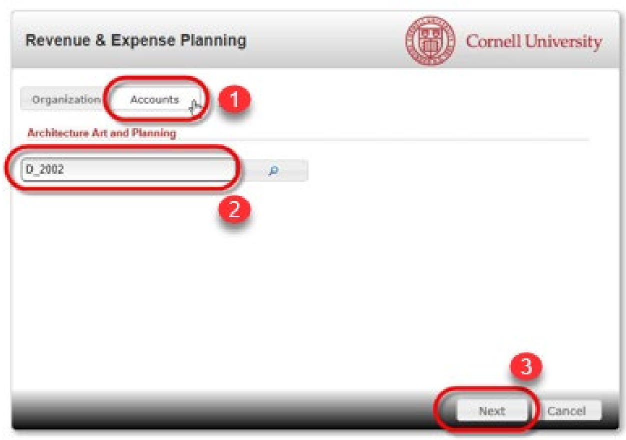
1. *Ensure the Organization tab is selected.*
2. *Choose the department/ college you want to view/plan.*
3. *Click Next.*

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".*

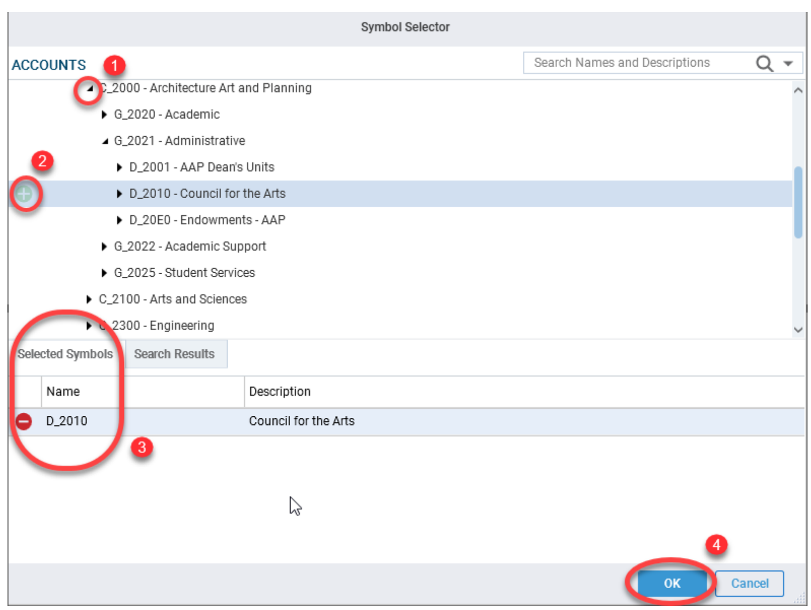
To find the organizational level or account number you want to plan, there are two ways to use the symbol selector:

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

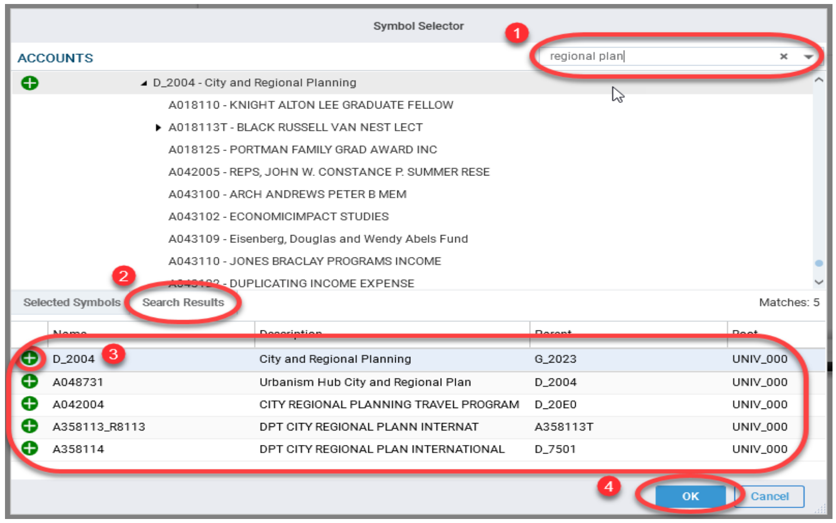
(Using "Drill Down" to find the organization or account)

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.*



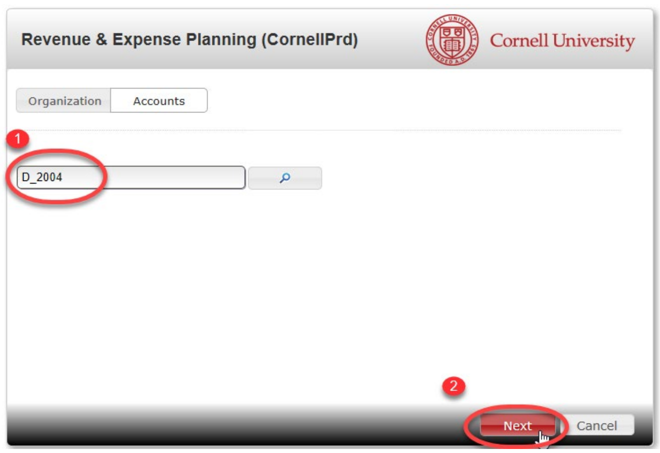
Using Text Search:

(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".

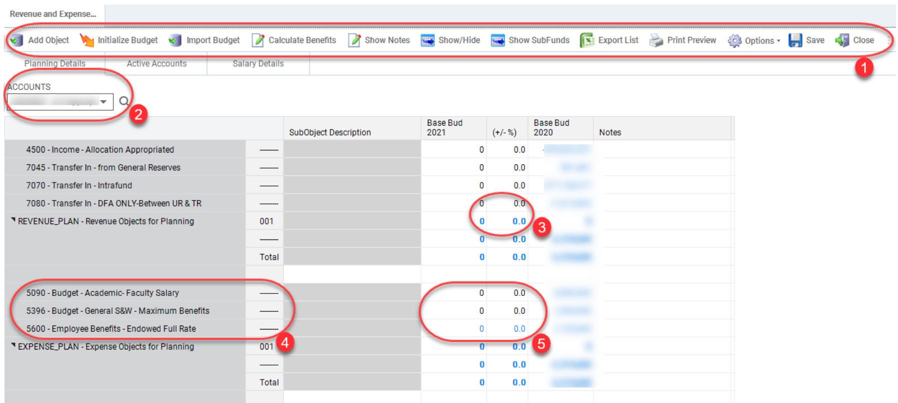


1. *Note that the desired symbol is populated in the account field.*
2. *Click Next to load your selection.*

Revenue and Expense Planning (*Planning Details* Tab)

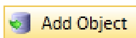
Once you click “Next” in the R&E Planning selector window, LBP will load the account data from your selection into the “Planning Details” tab of Revenue and Expense Planning. This window will be where you do the majority of your non-salary planning for your accounts. You’ll also be able to import and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

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



Add Object Code

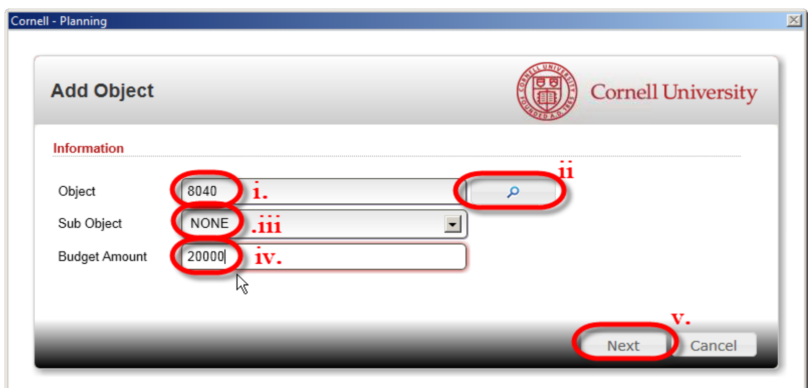
1. Toolbar:

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.

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

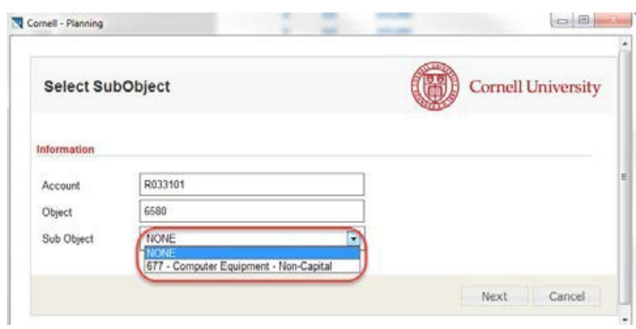
ii. *This symbol selector behaves the same as the Revenue and Expense Planning window, except it searches for objects and/or their descriptions.*



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.*

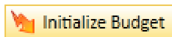
v. *Click the next button to add the object to your planning screen.*



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

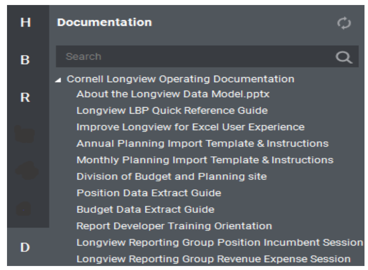
b. <u>Initialize Budget</u>: 

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.

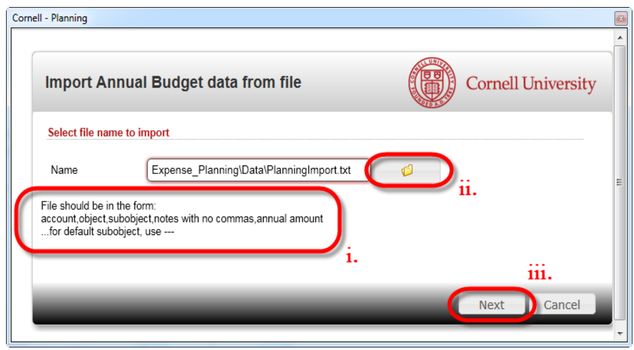
Import Budget (Annual or Monthly)

c. <u>Import Budget</u>: 

A utility for importing the annual or monthly budget data into your accounts. Here are the steps for importing data into your budget:



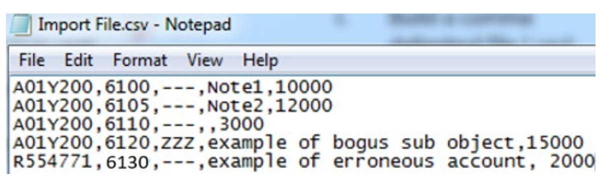
i. Build a comma delimited file (.csv) that follows the format listed on the screen. A template for importing a budget can be found on the Longview Portal under Documentation.



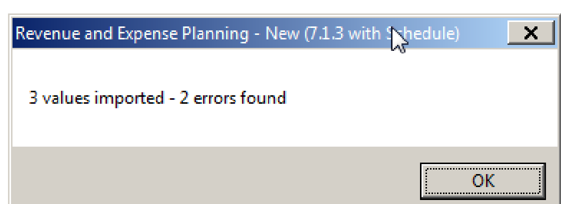
Note: Sub-accounts can be added directly after your account number by using an underscore _XXXX. If you don't want sub-objects type 3 dashes "---" in place of the sub-object. Notes cannot contain commas. Further instructions can be found on the templates if needed.

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.

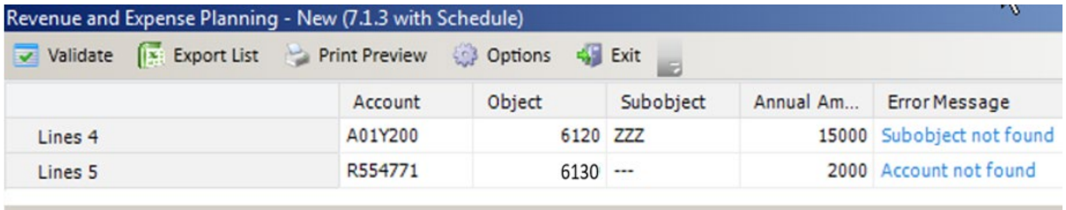
Here is a sample file. Errors were purposely created in this file, to demonstrate what happens when LBP encounters errors (specifically, A01Y200,6120,ZZZ is not a valid Account, Object, Sub-object combination, and the last line has an account number this user does not have access to). In this example,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



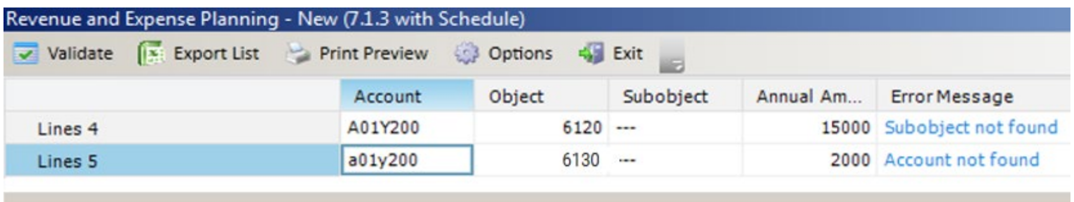
iii. Click Next to start the import. If there were errors in your file you'll receive this window indicating how many were successfully imported and how many errors. Clicking OK will bring up the list of errors.



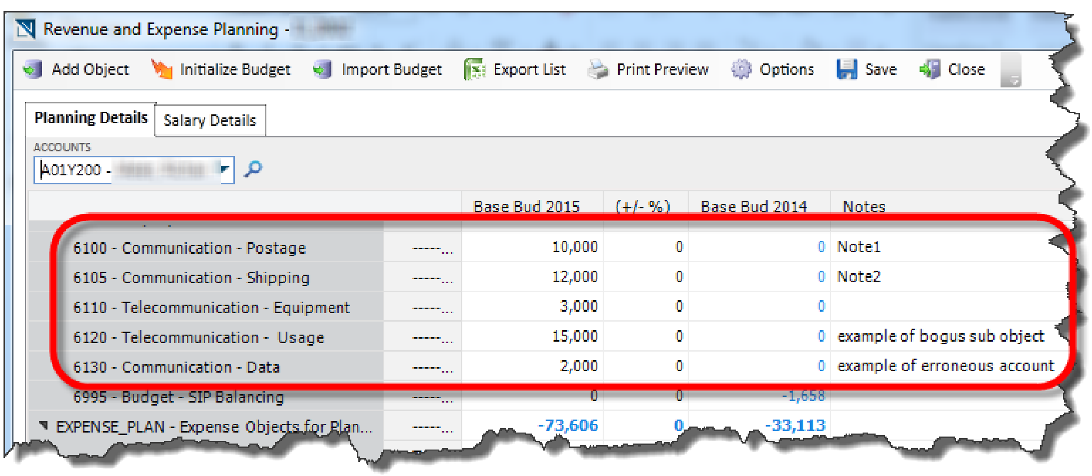
iv. *In the list of errors window, notice the error messages tell you what is wrong, and on which lines in the import file errors occurred.*



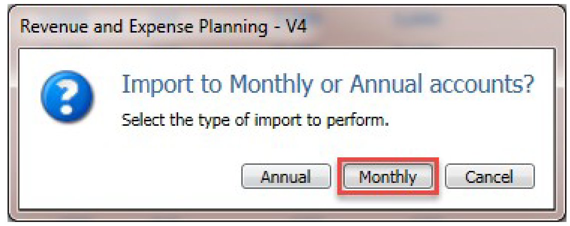
v. *You can either correct the errors, and click the Validate button,* Validate *or click the Exit button,* Exit *correct the file and re-run the import. Since there were only two errors, it's easier to just correct the errors here and click Validate.*



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

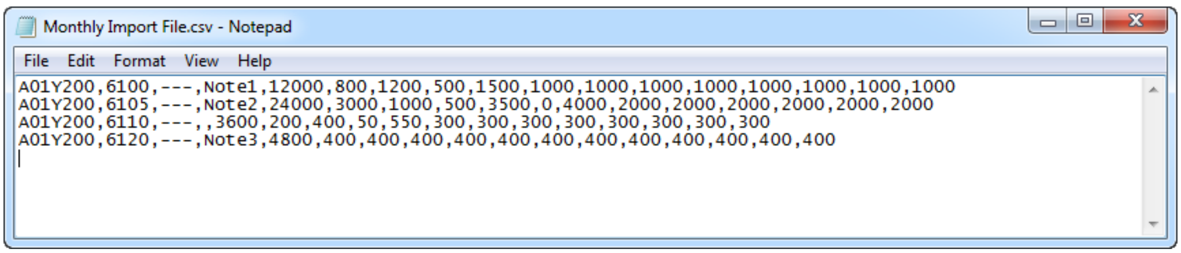


Import Monthly Pattern



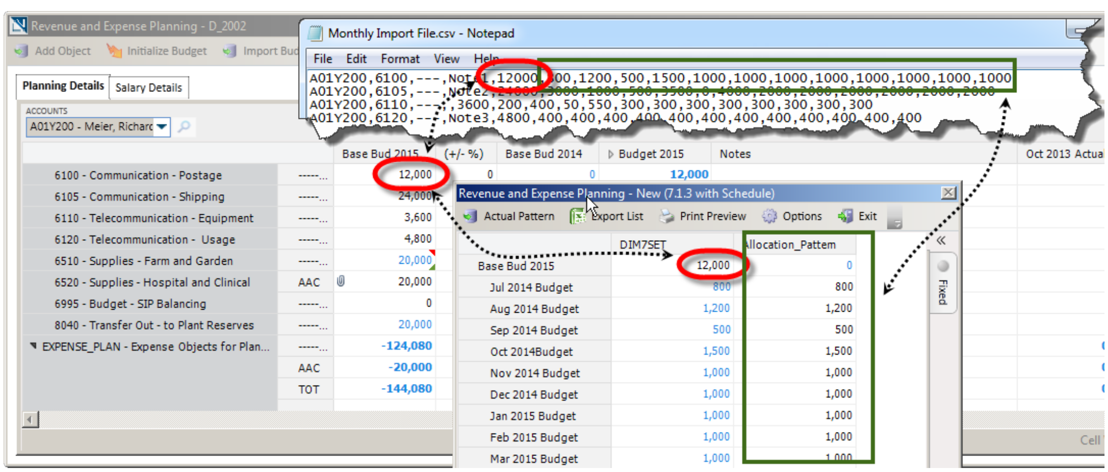
d. *Import Monthly Pattern: (Note, this option is only available if you chose to use monthly planning and the UBO has set up the monthly planning budget for you). This is a utility for importing monthly budget data into your accounts. This is the same process as the Import Budget method for importing, 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:|




```
A01Y200,6100,---,Note1,12000,800,1200,500,1500,1000,1000,1000,1000,1000,1000,1000,1000
A01Y200,6105,---,Note2,24000,3000,1000,500,3500,0,4000,2000,2000,2000,2000,2000,2000
A01Y200,6110,---,,3600,200,400,50,550,300,300,300,300,300,300,300,300
A01Y200,6120,---,Note3,4800,400,400,400,400,400,400,400,400,400,400,400,400
```

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

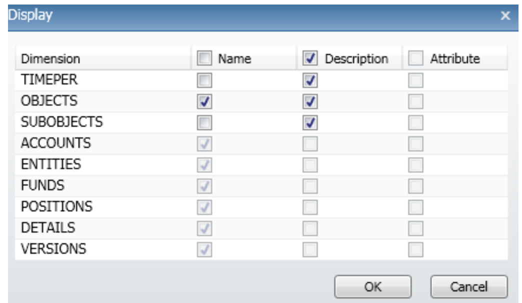
Displays sub-funds totals within the account.

Export List

e. *Export List:* Export List *Use this function to export the current grid to Excel.*

f. *Print Preview:* Print Preview *Preview your print out before sending to the printer.*

g. *Options:* 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.*

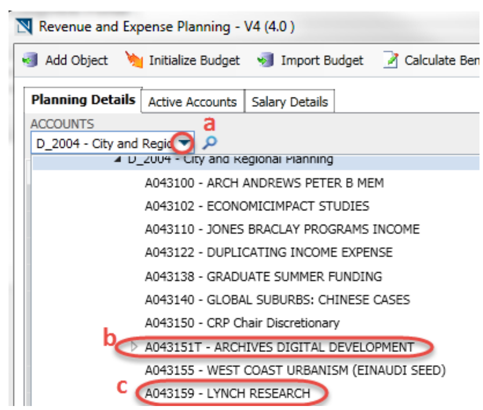


h. *Save:* Save *Commits your additions, deletions, and changes to the LBP database. If you close the screen before saving, you will lose all of your work.*

i. *Close:* 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.*

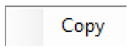
c. *Notice that when you select a cell, the column title and row for that cell become highlighted.*

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

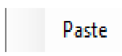
***5. Grid Details**: This area of the grid is where your data are entered and displayed. Remember that you can only enter data when the cell text is black in color. Cells that have comments attached have a red triangle (◥) in the upper right corner of the cell. If the cell was calculated by Line Item 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:*

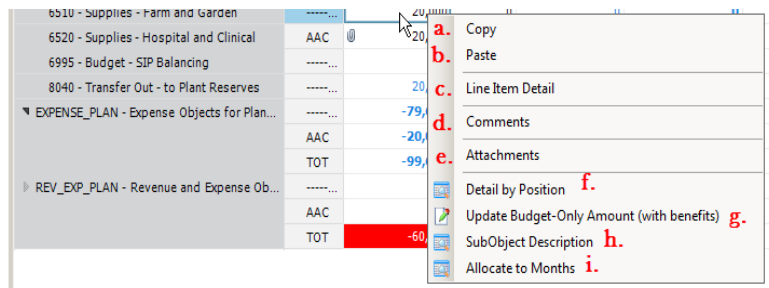
***Note**: Depending on which cell you execute your right-mouse click, you might be presented with more or fewer options in the window. Additional versions and their alternate presentations are listed below.*

a. Copy: Copy the cell's content.

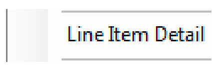


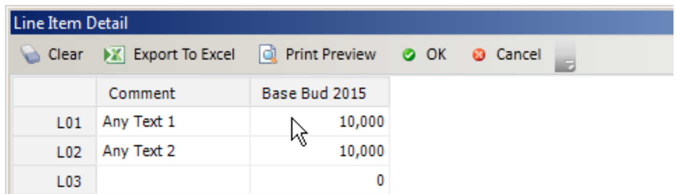
b. Paste: Paste values from the clipboard into the cell.





Line Item Detail (Transfers/Allocations)



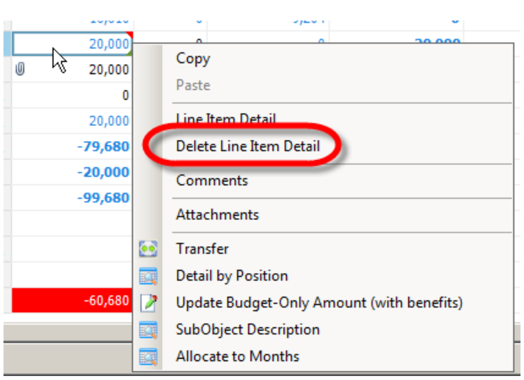


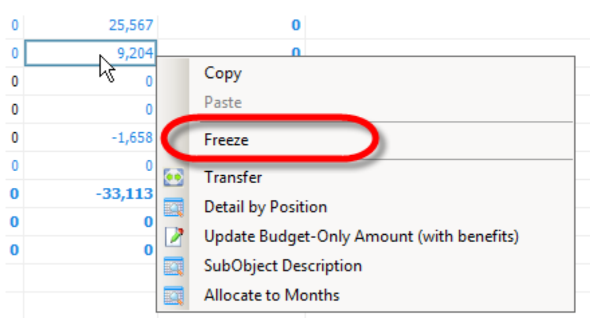
c. Line Item Detail: Opens a new window that allows a quick calculation of up to 1000 rows. This allows a simple way to provide a detail breakdown of the calculation of a number. You'll also use this functionality for providing details about transfers and allocations. Allocation object 4500 to be used 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.



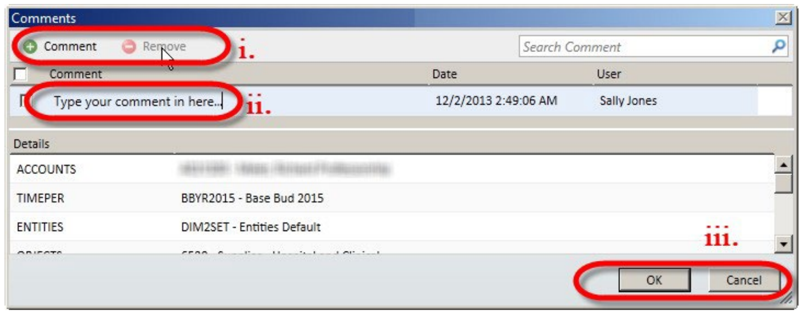


Cornell University
Division of Budget and Planning

Comments

d. Comments: Comments

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



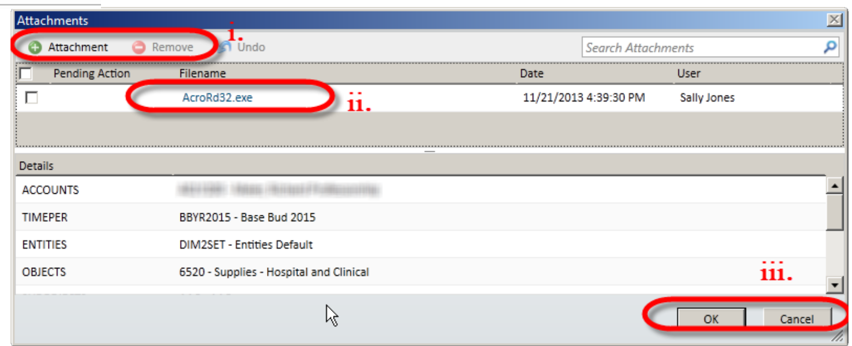
- *i. Add or Remove existing comments. Note you can remove comments only in current session. As soon as you save the comments back to the LBP database, you'll need special security privileges to have the rights to remove comments.*
- *ii. Type your comment here.*
- *iii. Click OK to save, Cancel to return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

Adding Attachments

Attachments

e. Attachments:

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



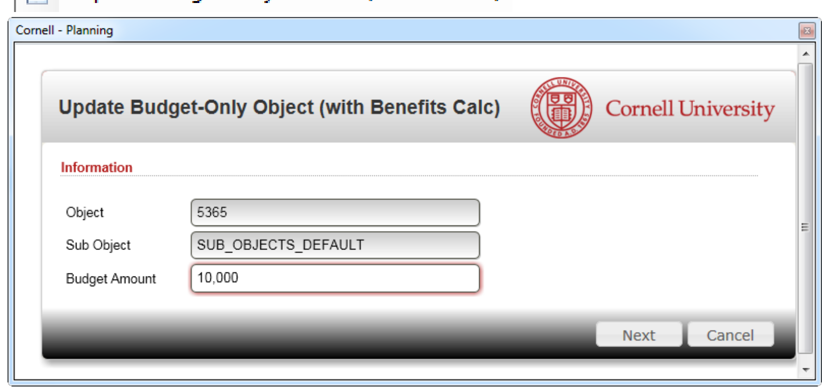
- *i. Add or Remove existing attachments.*
- *ii. Attachment filenames will appear here.*
- *iii. Click OK to save, Cancel to return without saving changes.*

f. Detail by Position: 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.

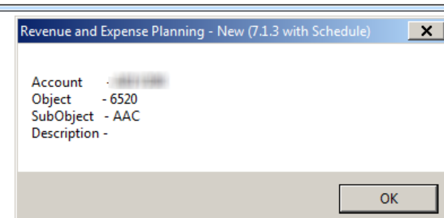
g. Update Budget-Only Amount (with benefits): This process can only be used with objects 5080, 5090, 5095, 5190, 5290, 5365, 5395, 5396, 5405, 5415, 5422, 5452, 5455, 5490, 5491, 5492, 5493, and 5494. If these objects exist, or if you add them via the Add Object button, the only way you can update the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

Update Budget-Only Amount (with benefits)



h. Sub-object Description: SubObject 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".

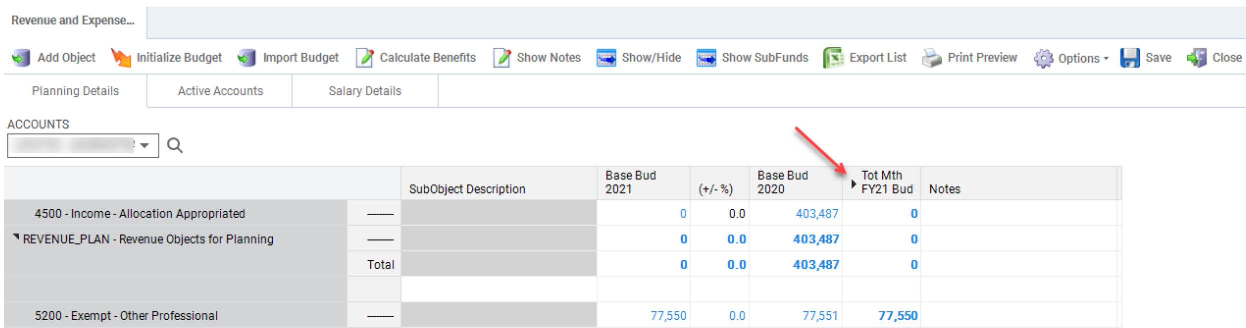


Monthly Allocations

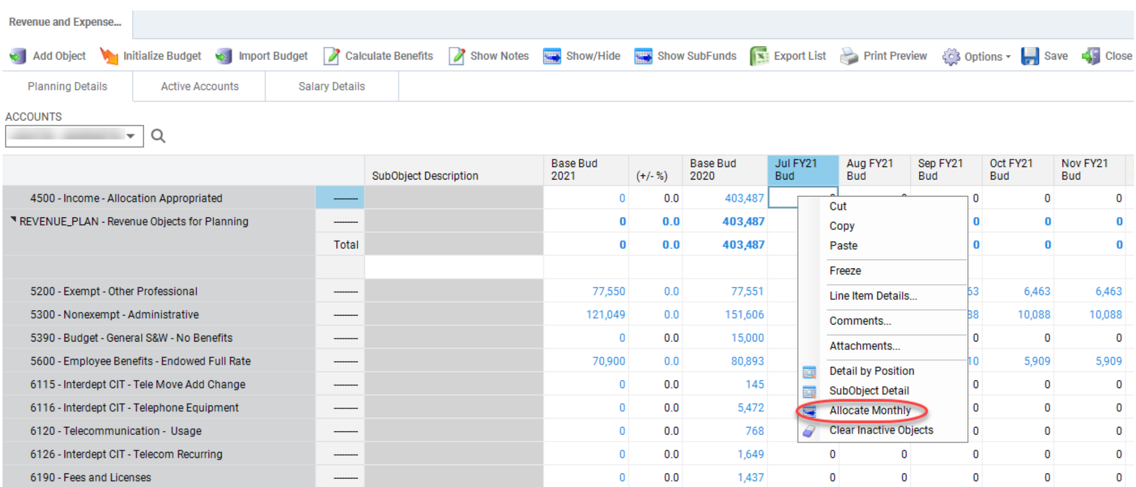
Allocate to Months:

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

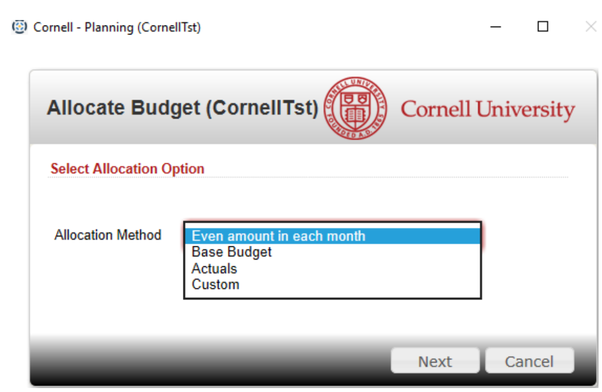
1. *Select the column Total Month FYXX Budget*
2. *Enter the base budget amount in the column*
3. *Use the (▸) arrow to expand the display to show all months*



Right-Click menu displays "Allocate Monthly"

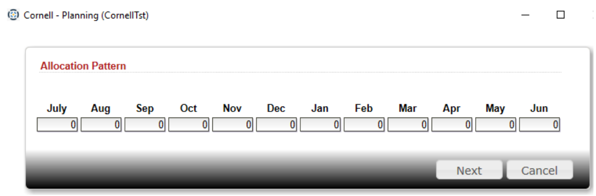


The buttons on the toolbar for this window perform the following actions:



Allocation Method:

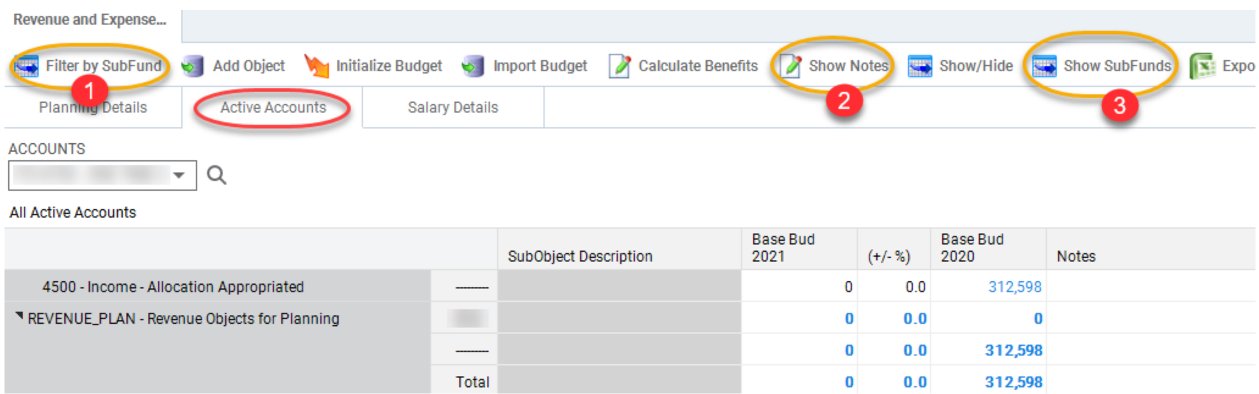
1. *Monthly: if you use monthly budgeting, and you want to distribute the annual amount across the months of the fiscal year in a pattern that is not equally distributed, this option is the way to do it.*
2. *Actuals: If your actuals from last year contain values throughout the year, clicking this button 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:* Export List *Use this function to export the current grid to Excel.*
5. *Print Preview:* Print Preview *Preview your print out before sending to the printer.*
6. *Options:* Options *Allows you to selectively choose information to display.*
7. *Exit:* Exit *Saves the values and returns you to the R&E Planning window.*

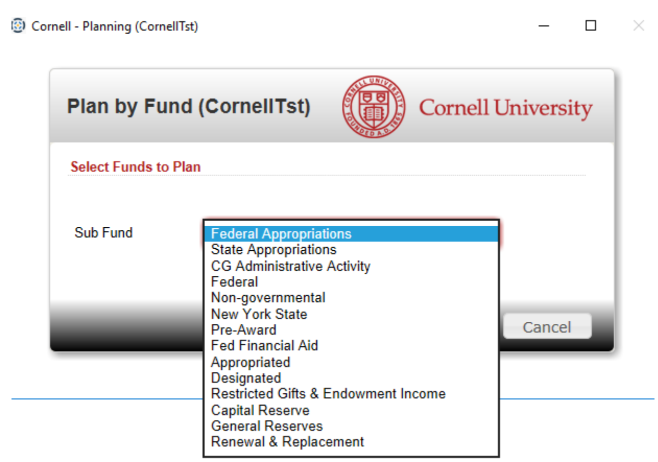
Revenue and Expense Planning (*Active Accounts* Tab)

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

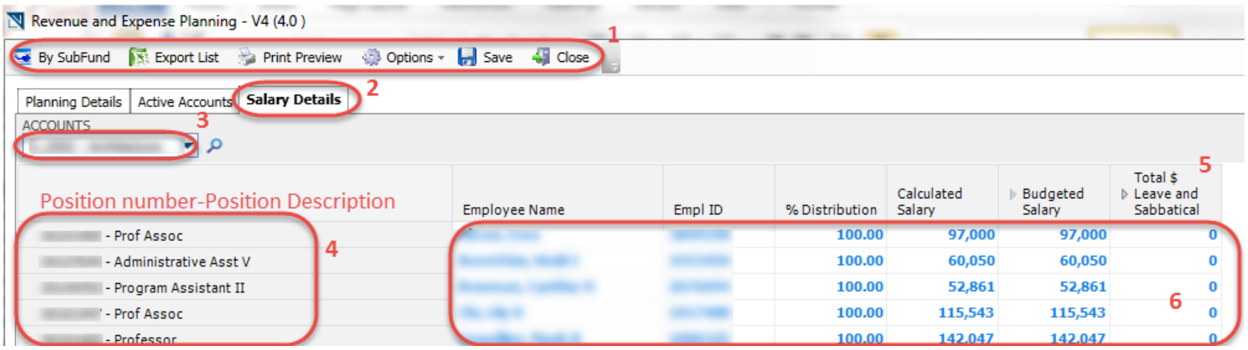


Here are key sections of the *Active Accounts* tab:

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.*



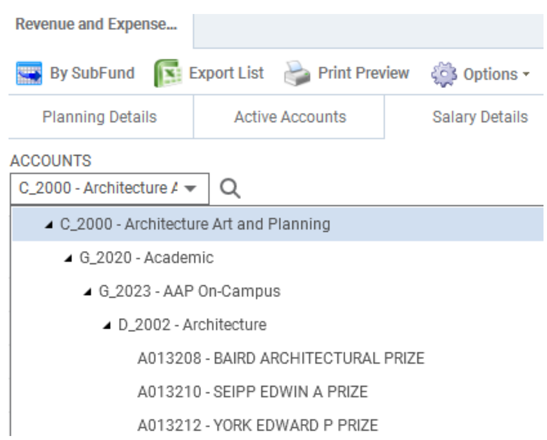
Revenue and Expense Planning (*Salary Details* Tab)



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***:
   - <u>*Export List:*</u> Export List *Use this function to export the current grid to Excel.*
   - <u>*Print Preview*</u>*:* Print Preview *Preview your print out before sending to the printer.*
   - <u>*Options*</u>*:* Options *Allows you to selectively choose information to display. E.g. you can hide or display the descriptions for object and sub-object codes.*
   - <u>*Save*</u>*:* 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.*
   - <u>*Close*</u>*:* 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***:
   - <u>*Planning Details:*</u> *To enter non-salary budget items.*
   - <u>*Active Accounts*</u>*: Displays all active operating accounts.*
   - <u>*Salary Details*</u>*: To do all salary planning and allocations.*

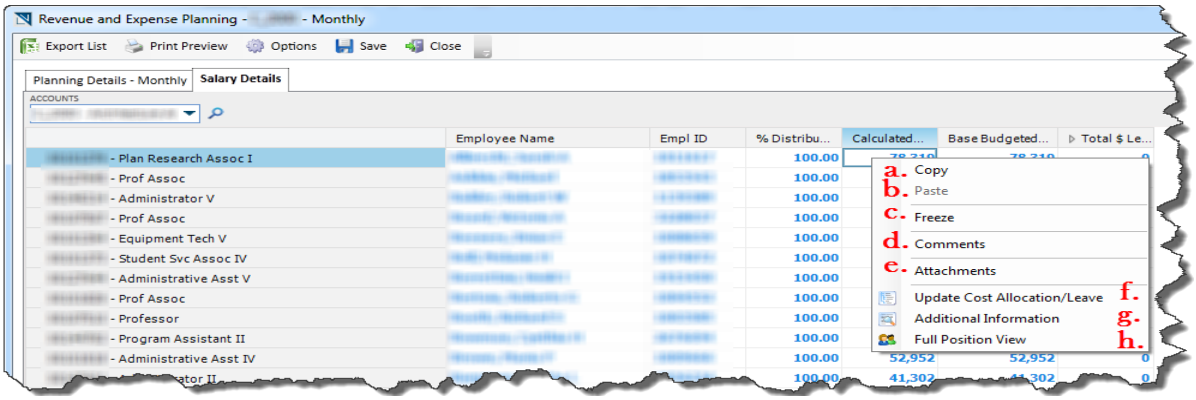


3. ***Organization/Account Selector****: This is the primary way in which you choose which organization and/or accounts in the Salary Details window you want to view/plan. The list of organizations and accounts available in this selector is directly related to the choice you made in the Revenue and Expense 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 *Copy the cell's content.*

<u>Paste</u>: Paste *Paste values from the clipboard into the cell.*

<u>Freeze</u>: 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.*

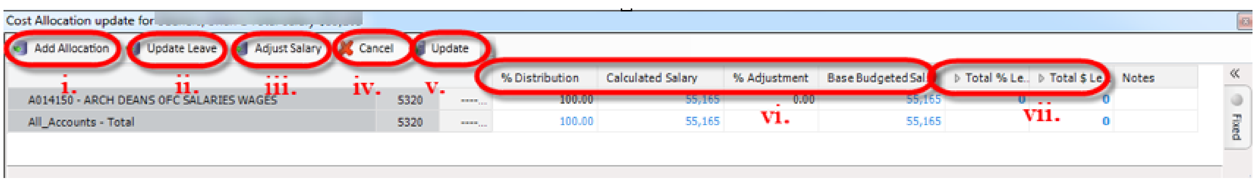
<u>Comments</u>: Comments *See Adding Comments on page 17.*

<u>Attachments</u>: Attachments *See Adding Attachments on page 17.*

Update Cost Allocation/Leaves

Update Cost Allocation/Leave: Update Cost Allocation/Leave

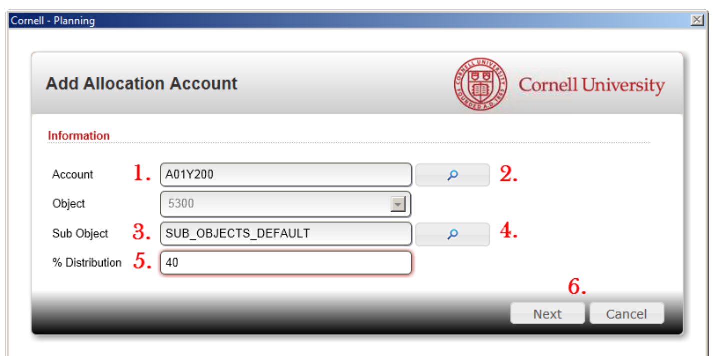
Selecting this option allows detailed planning on adding, deleting and modifying allocations, as well as any adjustments to salaries, including those caused by leaves. Here is the cost allocation window and explanation of all its options.

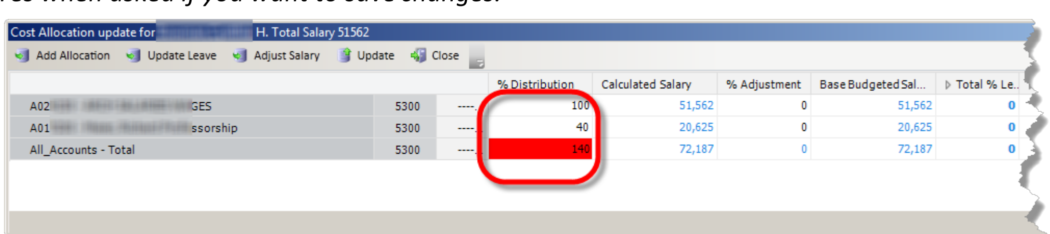


i. Add Allocation: Add Allocation

Click to add additional allocations to this position.

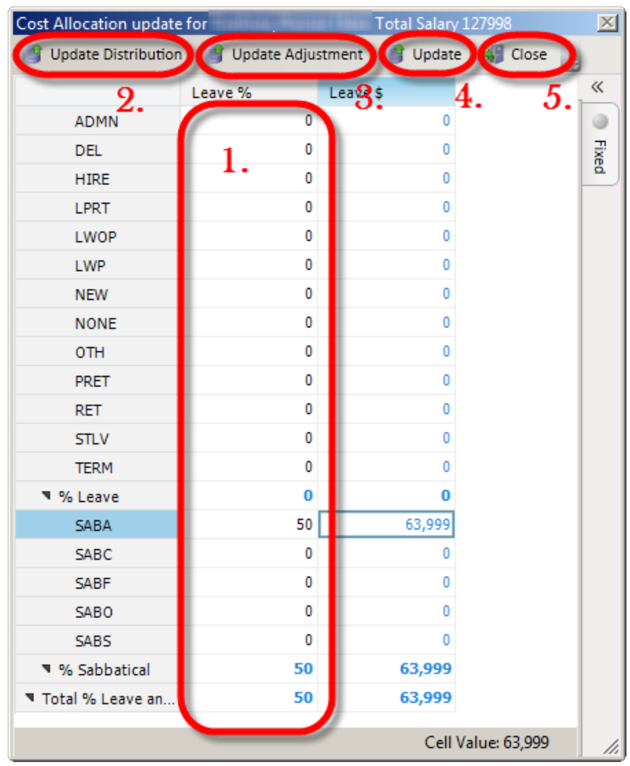
1. *Type in the account number of the account for the additional distribution.*
2. *Use the Account Symbol Selector if you need to search for the account.*
3. *Enter the Sub-object code (optional).*
4. *Use the Symbol Selector if you need to search for the Sub-object code.*
5. *Enter the desired percentage 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.*





ii. Update Leave: 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	DESECRIPTION
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



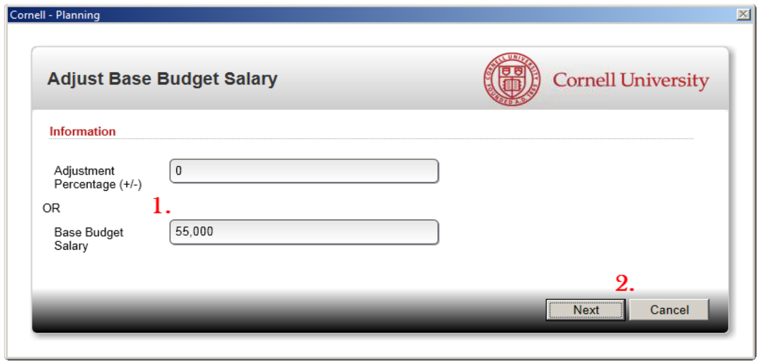
1. *Enter the percentage you want the person on leave, in the appropriate leave type. You can select multiple leave types if you wish.*
2. *Click the Update Distribution* Update Distribution *button if you want the percentage entered in the worksheet to reduce the % Distribution amount in the Cost Allocation 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* 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* 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* 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.*

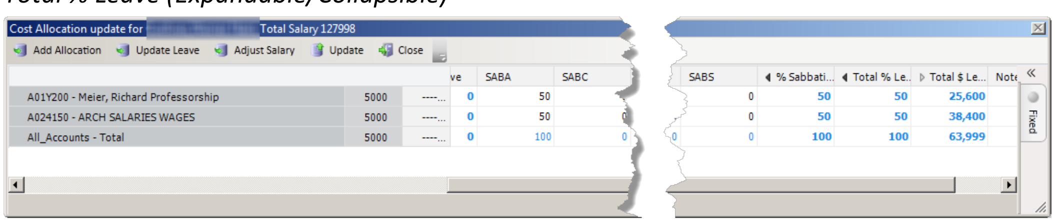
Note: *clicking **Update** does NOT save your changes back to the LBP database. It only updates the Revenue and Expense planning grid. To save changes to the database, click **Save** on the main screen. **Update** buttons apply changes and refresh the planning screens. **Save** commits changes to the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

vi. Budgeting Related Columns:

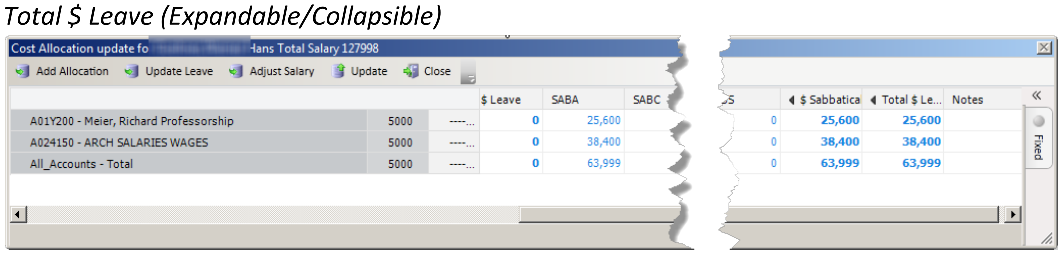
1. *% Distribution: A user-editable value that reflects the percentage the account number on this allocation (row) is responsible for the overall salary of this position.*
2. *Calculated Salary: The value that is brought in from Workday. See page 21 for the detailed explanation of this value.*
3. *% 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)*



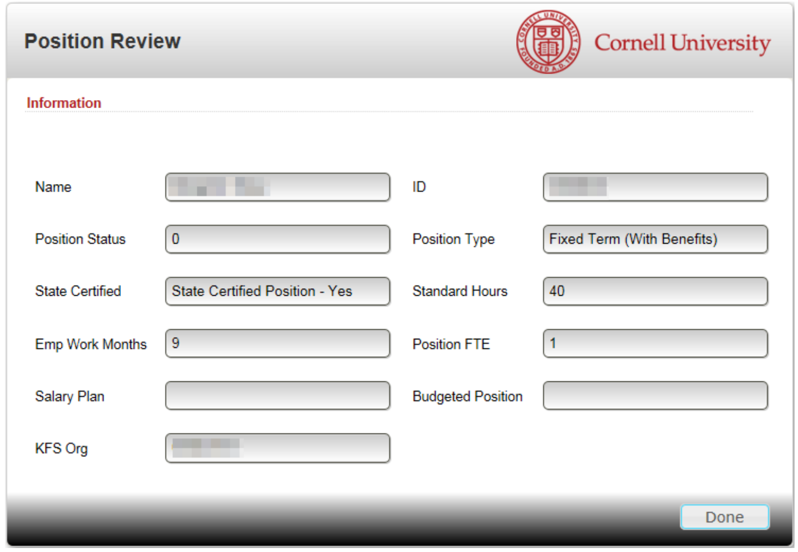
2. *Total $ Leave (Expandable/Collapsible)*



Additional Information:

Additional Information

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



Position Review — Cornell University

Information

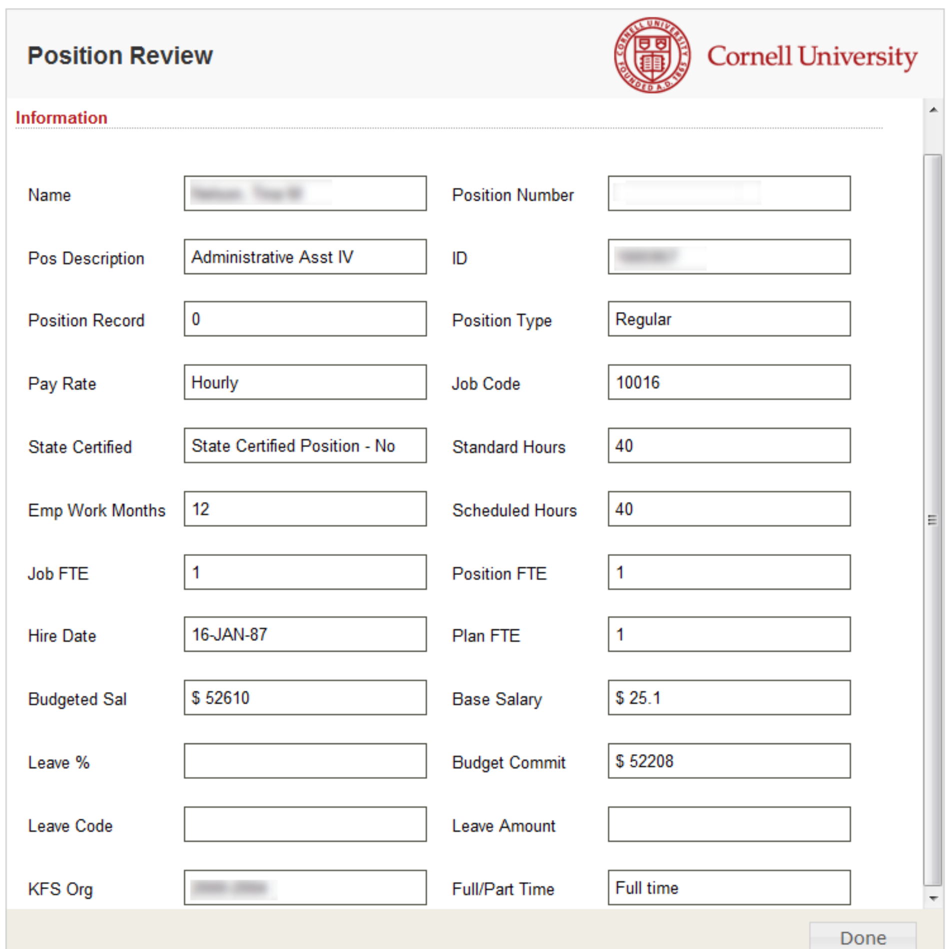
Name		ID	
Position Status	0	Position Type	Fixed Term (With Benefits)
State Certified	State Certified Position - Yes	Standard Hours	40
Emp Work Months	9	Position FTE	1
Salary Plan		Budgeted Position	
KFS Org			

Done

Full Position View:

Full Position View

The most complete information LBP has on a position.



Position Review — Cornell University

Information

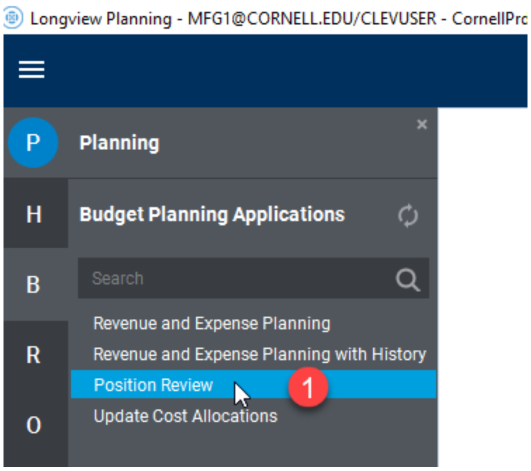
Name		Position Number	
Pos Description	Administrative Asst IV	ID	
Position Record	0	Position Type	Regular
Pay Rate	Hourly	Job Code	10016
State Certified	State Certified Position - No	Standard Hours	40
Emp Work Months	12	Scheduled Hours	40
Job FTE	1	Position FTE	1
Hire Date	16-JAN-87	Plan FTE	1
Budgeted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

Done

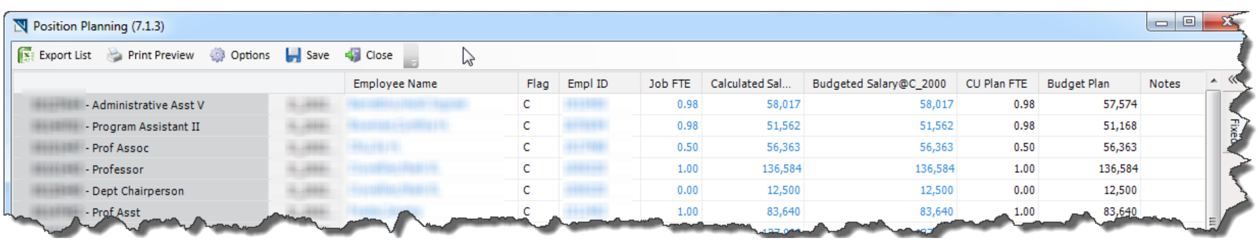
Position Review View

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*



Here is the resulting Position Review, with column explanation:

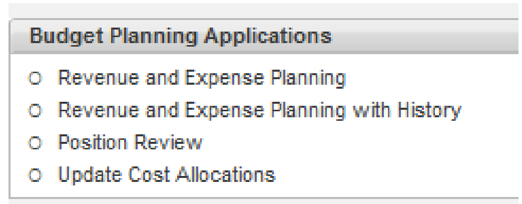


COLUMN #	FIELD NAME	DESCRIPTION/FUNCTION/NOTES
1	Position Description	Position number & Position Description
2	Department	The department that these positions belong to.
3	Employee Name	Last, First, sorted alphabetically
4	Flag	Indicator to let you know there is a change in the current Workday data, identified 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.

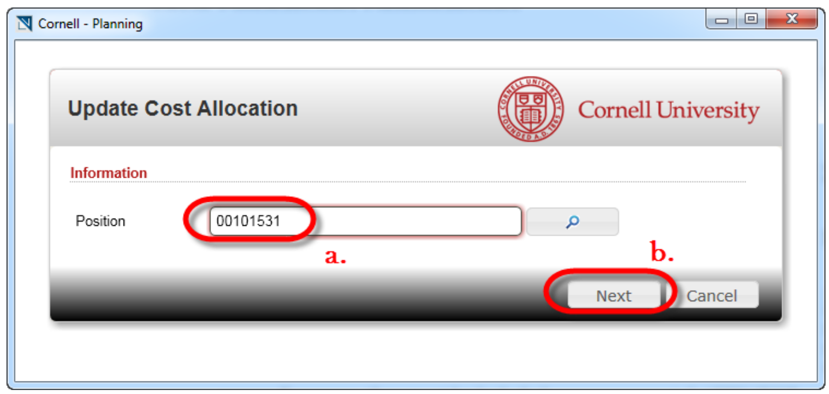
Cost Allocation Application

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.

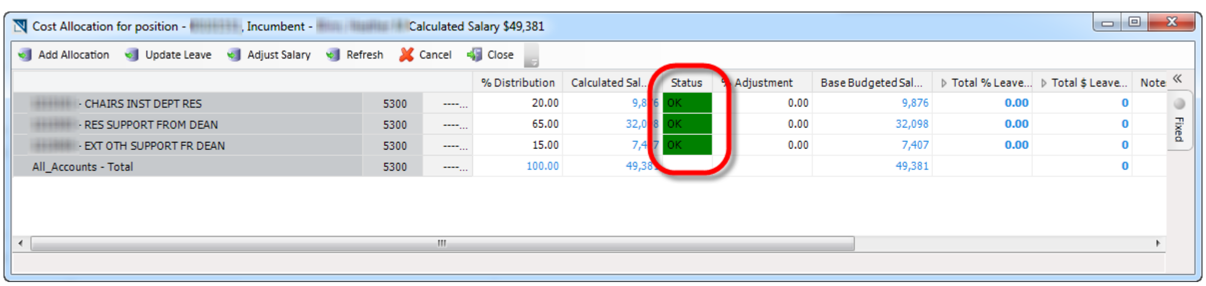


- Security to both accounts – you may update the cost allocations.
- Security to both accounts resides within your College level access – College level User may update the cost allocations.
- Security resides at the University level, as in the example of Endowed Sabbatics, an e-mail request to ubo-help@cornell.edu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



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.*

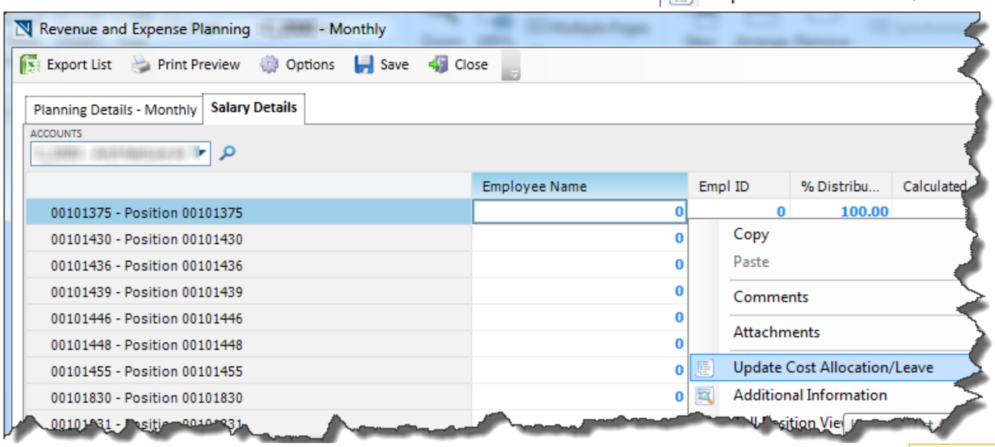
Scenarios

#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.

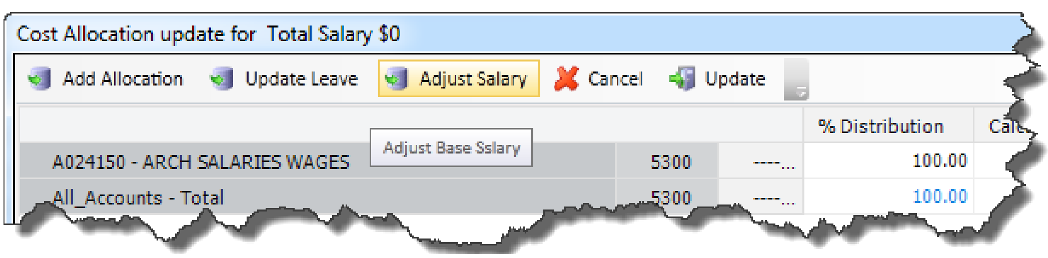
In the account Salary Details you will see the Employee Name column blank.

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

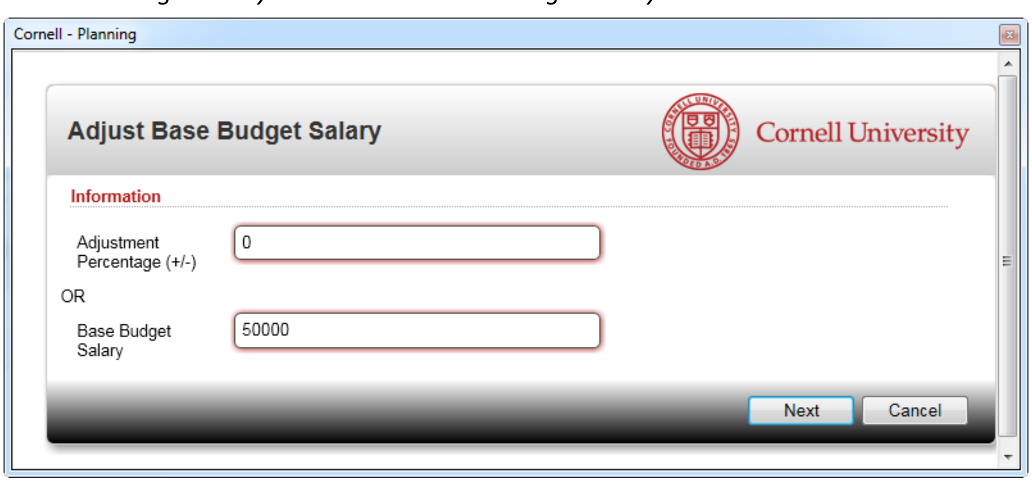


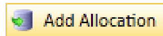
Adjust Salary

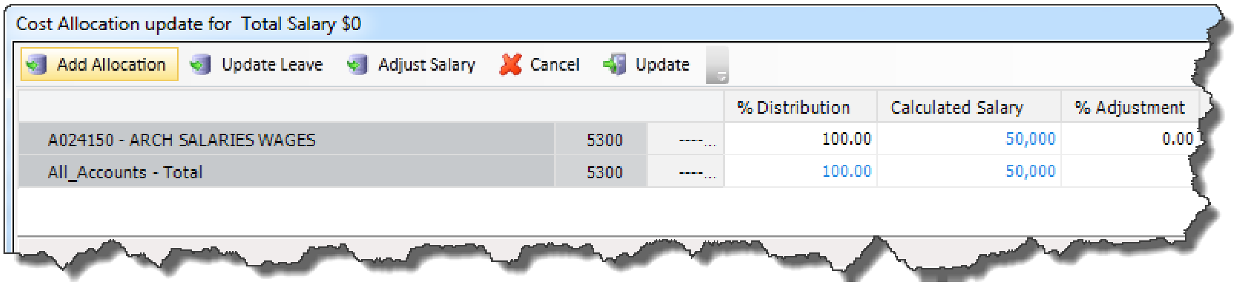
When the Update Cost Allocation window appears, click the Adjust Salary button



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

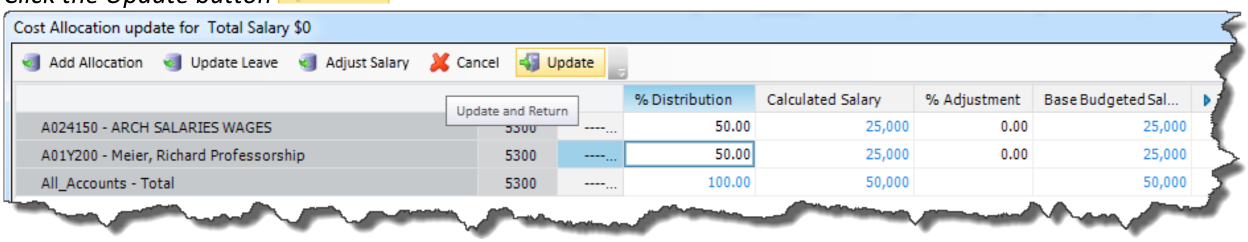


Click the Add Allocation button 

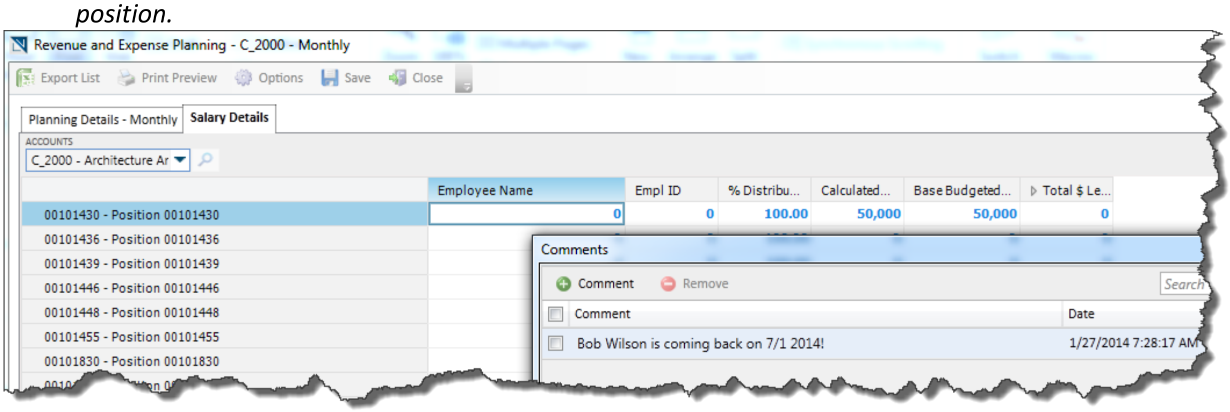


Add/Adjust the necessary salary allocation information for this position. (See detailed instructions on page 22)

Click the Update button 

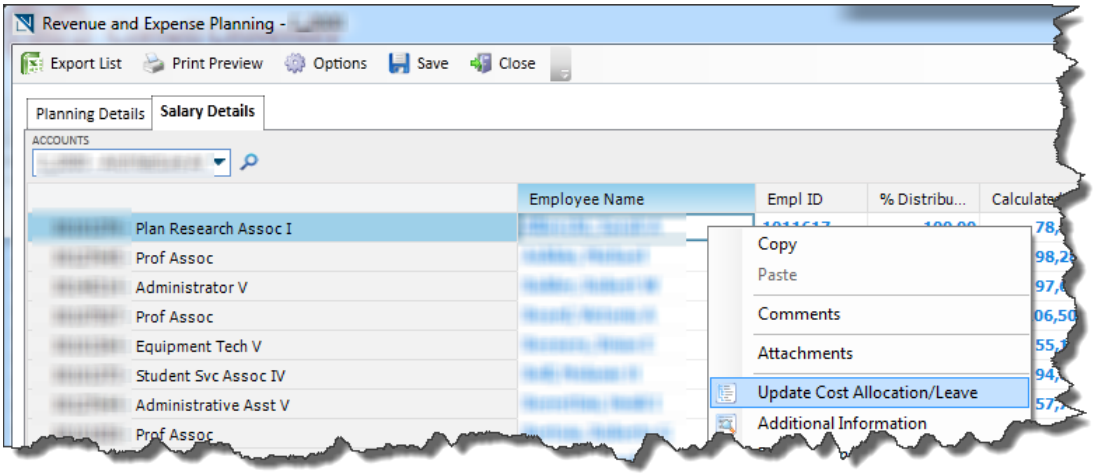


Optional: Add a comment (see instructions on page 17) and add the name of the person filling this vacant position.

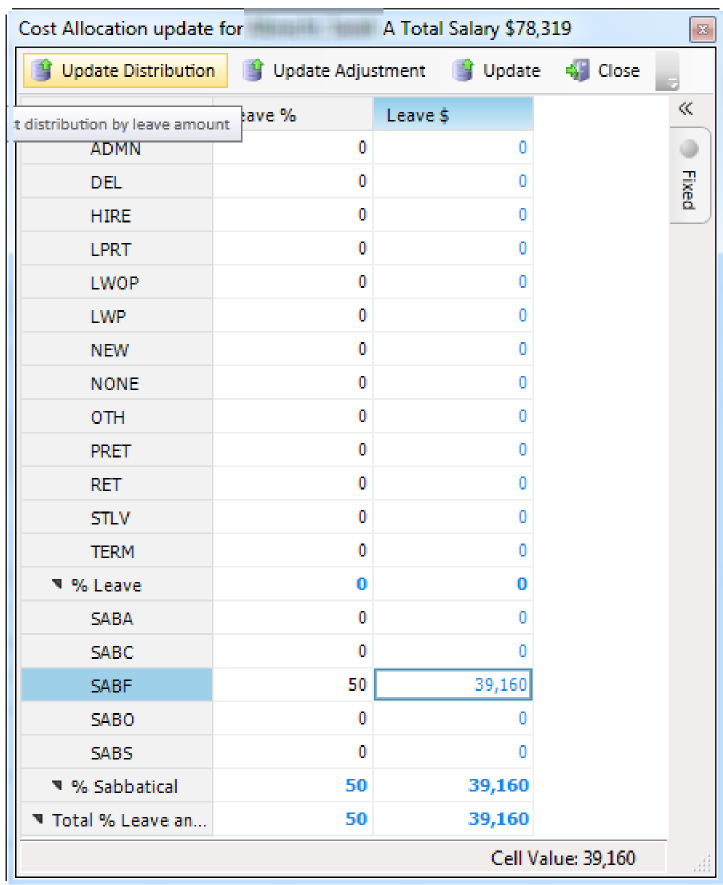


#2. Budget for a One Semester Sabbatic Leave:

Select the Salary Details 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

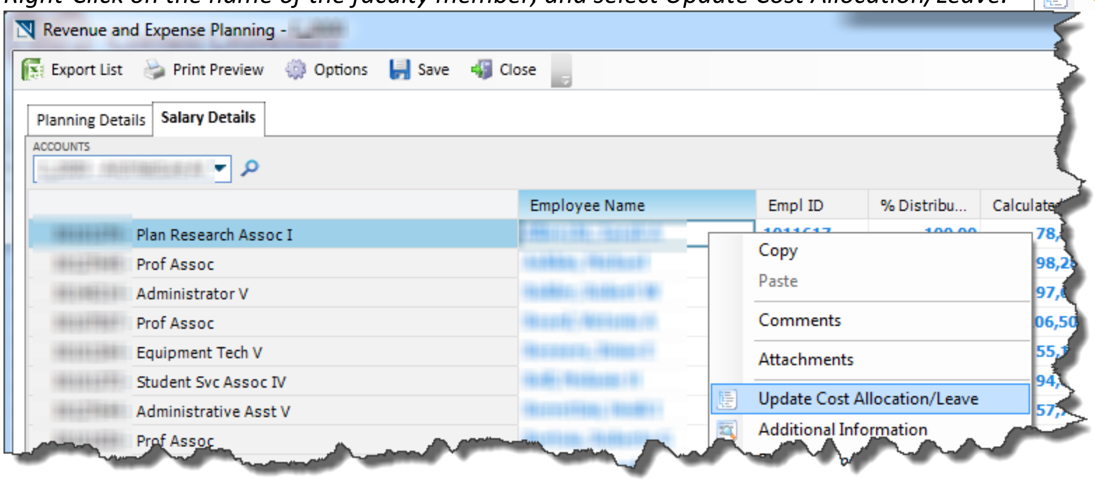


Click on Update Leave Update Leave
Type desired percentage (typically 50%) in the cell next to the appropriate code for sabbatic leave being planned (in this example, probably either SABF or SABS).
Choose which button to press to save your work to the salary details screen.
Click the Update Distribution Update Distribution *button.*
Review Base Budget Amount.
Click Update Update *to update the information in the Salary Details window.*

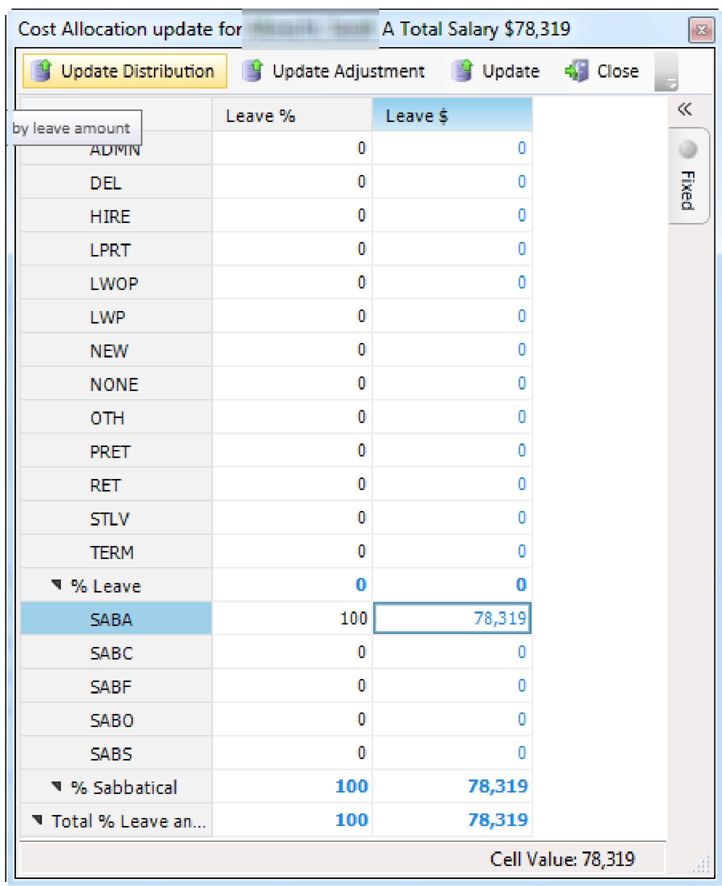


#3. Budget for a Full Year Sabbatic Leave

Select the Salary Details tab Salary Details *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

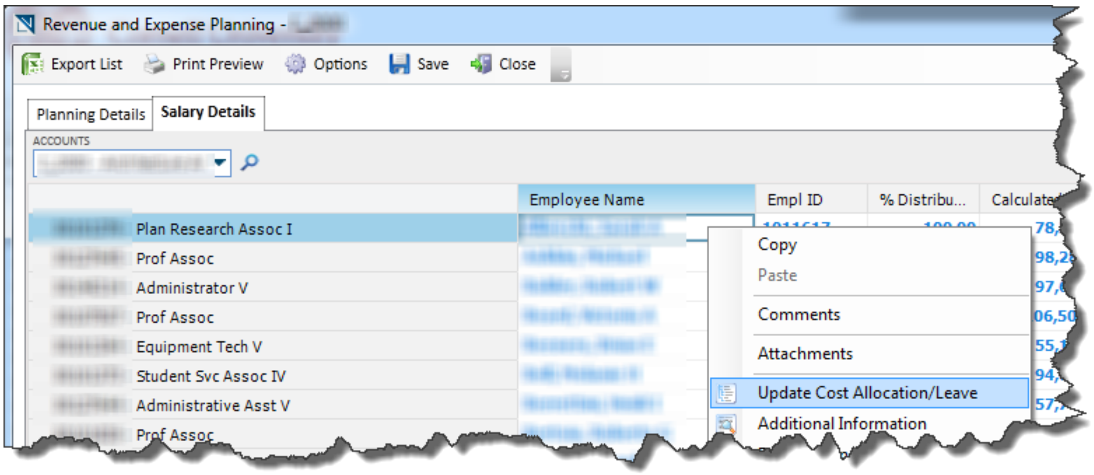


Click on Update Leave. Update Leave
Type percentage (typically 100%) in the cell next to the appropriate code for sabbatic leave being planned (in this example, probably either SABA or SABC).
Choose which button to press to save your work to the salary details screen.
Click the Update Distribution Update Distribution *button.*
Click Update Update *button to save your information back to the Cost Allocation window and close this leave worksheet window.*
Review Base Budget Amount.
Click Update Update *to update the information in the Salary Details window.*



#4. Budget for a Study Leave:

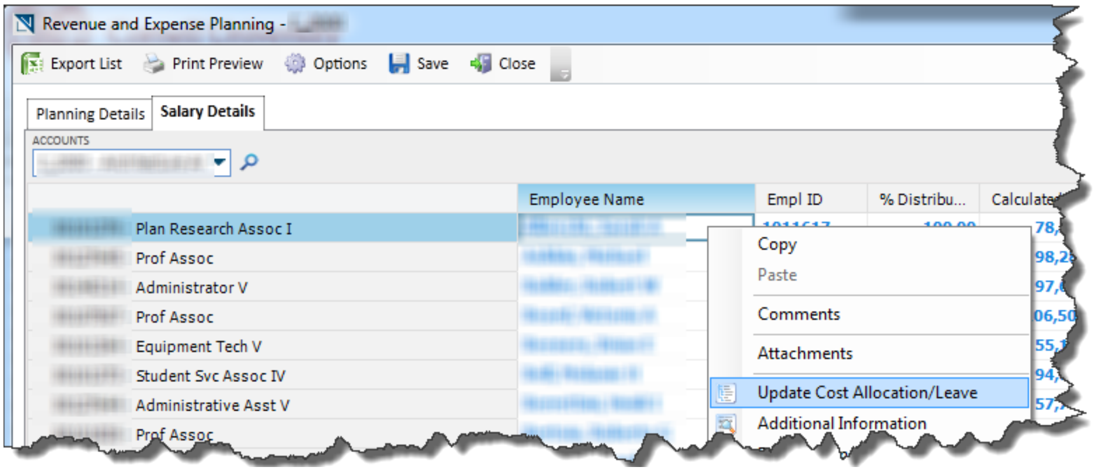
Select the Salary Details tab Salary Details *from the main Revenue and Expense Planning screen.*
Select the faculty member taking a study leave.
Right-Click on the name of the faculty member, and select Update Cost Allocation/Leave. Update Cost Allocation/Leave



Click on Update Leave. 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 Update *to save your information back to the Cost Allocation window and close this leave worksheet window.*
Review Base Budget Amount.
Click Update Update *to update the information in the Salary Details window.*

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

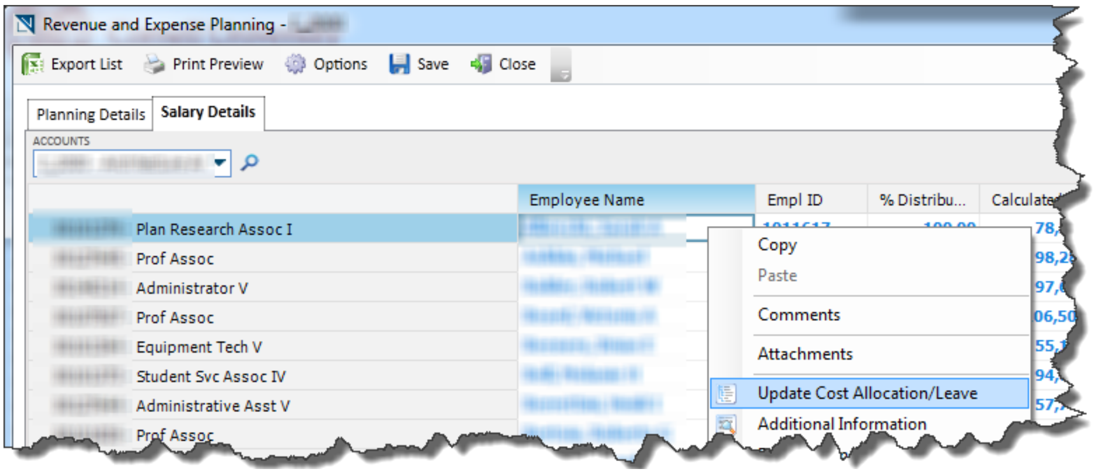
Select the Salary Details tab Salary Details *from the main Revenue and Expense Planning screen.*
Select the faculty member taking a Leave With Pay.
Right-Click on the name of the faculty member, and select Update Cost Allocation/Leave. Update Cost Allocation/Leave



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 Update Adjustment *to save your information back to the Cost Allocation window and close this leave worksheet window.*
Review Base Budget Amount.
Click Update Update *to update the information in the Salary Details window.*

#6. Budget for Phased Retirement (PRET):

Select the Salary Details tab Salary Details *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 Update Adjustment *to save your information back to the Cost Allocation window and close this leave worksheet window.*
Review Base Budget Amount.
Click Update Update *to update the information in the Salary Details window.*

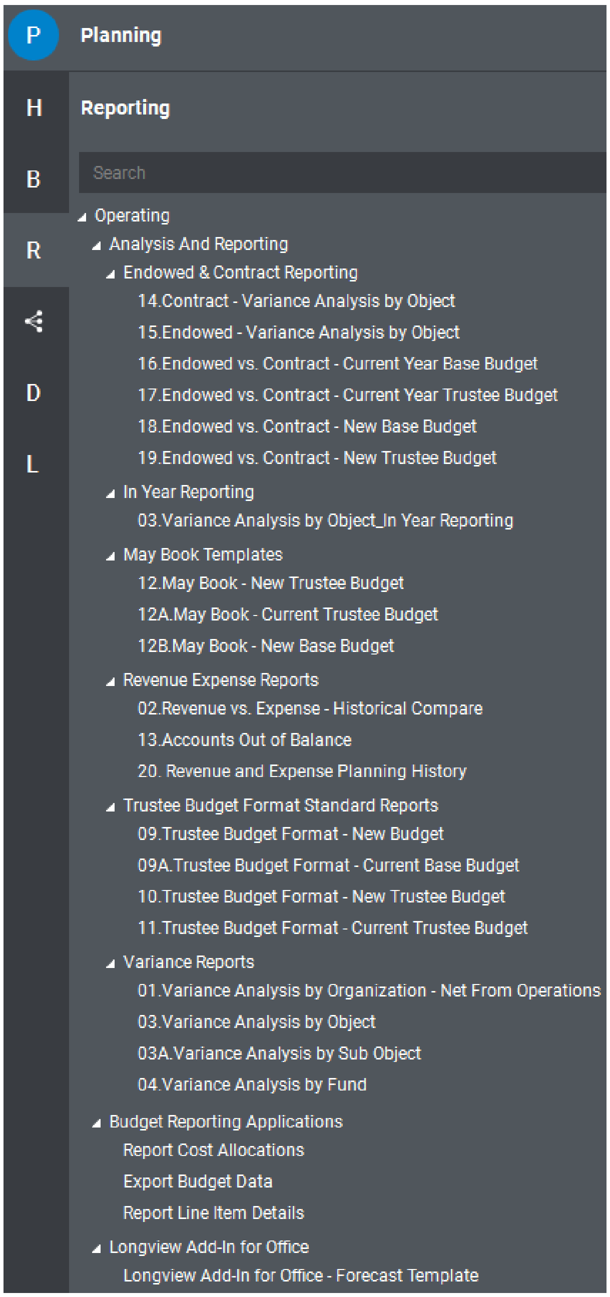
Reporting

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.



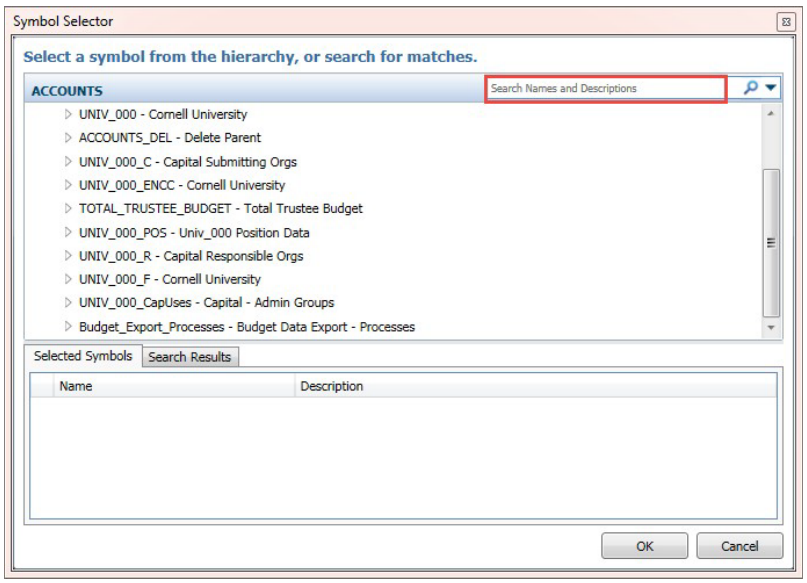
Report Orientation

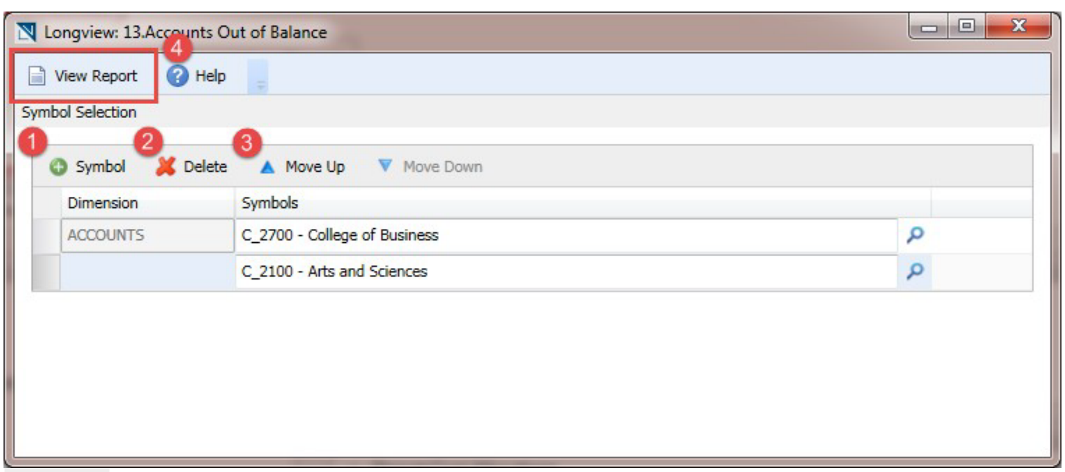
Selecting symbols for your report at the **Prompt** screen.

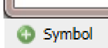
Prompted Reports have a Symbol Selection dialog box that appears when a report is opened. One or more Symbols must be selected. After selecting one of these reports you will see the following window.

Use the magnifying glass to open the Symbol Selector window.

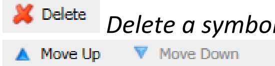
In the Symbol Selector window, use the text search box to find the college or department you are looking for.

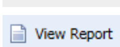




1. 

Add a symbol to the report.
2. 

Delete a symbol from the report.
3. 

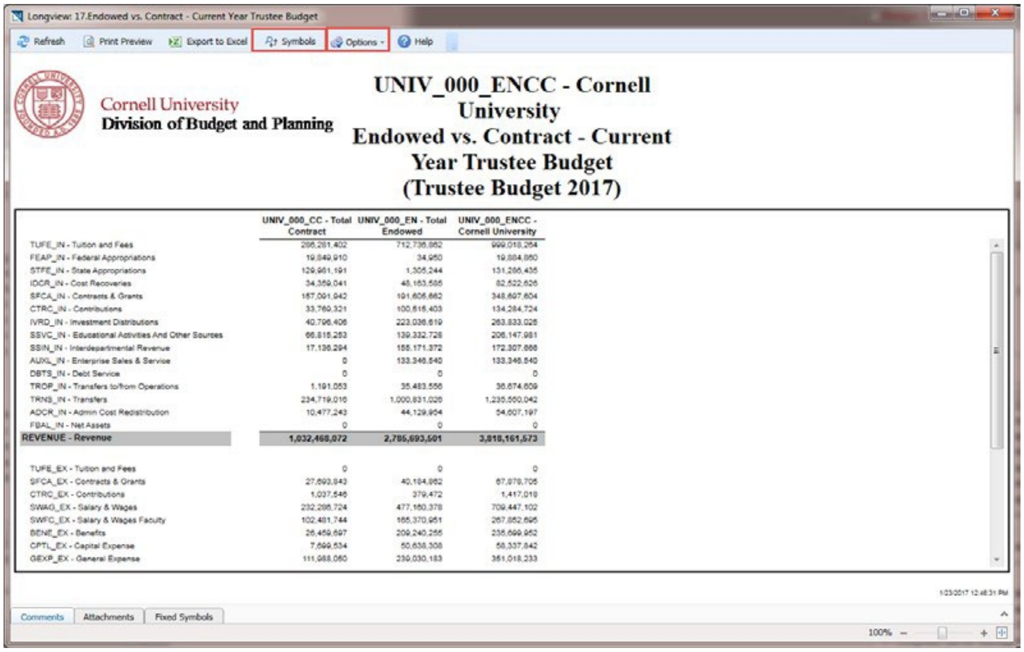
Move an account up or down to organize the report as you desire.
4. 

When all of your desired accounts are selected hit View Report to preview the report.

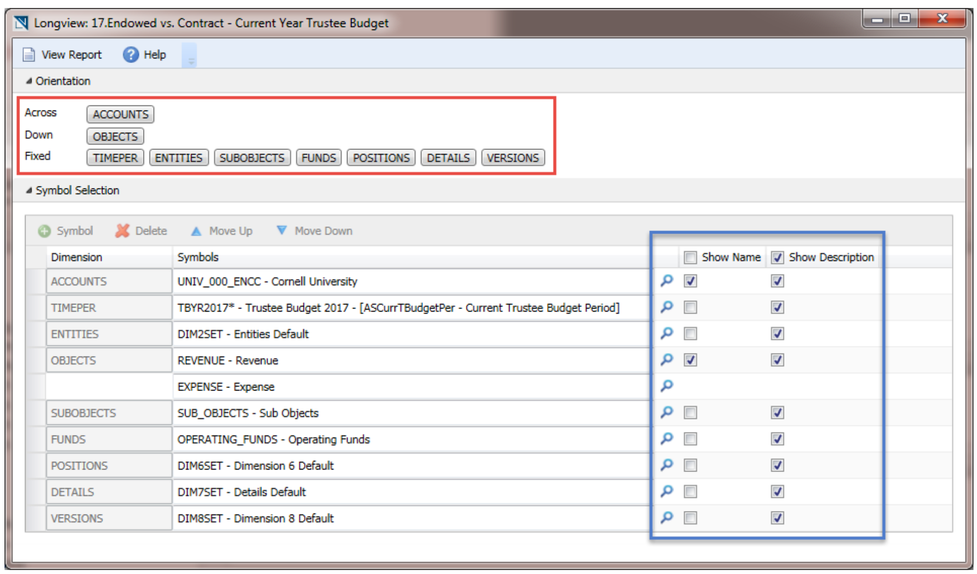
Longview Analysis & Reporting Layout

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

Options allows you to apply conditional display.



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.



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.

Cornell University
Division of Budget and Planning

UNIV_000 - Cornell University
NET FROM OPERATIONS
VARIANCE ANALYSIS
BY ORGANIZATION

Net from Operations

	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 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	-612,953,768	-572,973,373
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**	**-612,953,768**	**-572,973,373**

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.

Cornell University
Division of Budget and Planning

UNIV_000 - Cornell University
VARIANCE ANALYSIS
BY OBJECT

		Base Bud 2015	Trustee Budget 2015	Base Bud 2014	Trustee Budget 2014	Tot Mth FY14 Act	Tot Mth FY13 Act	Tot Mth FY12 Act
UNIV_000 - Cornell University	TUFE - Tuition and Fees	46,174,273	0	869,704,041	869,068,311	839,770,990	807,210,366	773,813,235
	STFE - State/Fed Appropriations	60,000	0	90,062,703	109,271,118	103,368,441	121,343,816	121,704,013
	IDCR - Indirect Cost Recovery	0	0	78,517,796	78,602,153	35,382,820	83,790,120	84,440,709
	SFCA - Govt Contracts Grants	0	0	564,069	149,716,709	87,232,002	206,067,043	211,517,461
	CTRC - Contributions Revenue	276,666	0	116,744,366	117,691,932	11,428,822	189,686,931	116,219,841
	IVRD - Investment Return Distributed	154,437,131	0	266,025,555	265,954,083	90,214,208	246,395,992	242,530,944
	SSVC - Sales and Services	18,894,966	0	127,163,134	131,767,429	64,602,419	127,143,194	129,100,210
	SSIN - Internal Sales and Services	2,148,669	0	132,691,987	133,189,382	89,263,846	86,766,824	78,612,117
	TRIN - Transfers In	5,564,394	0	996,992,675	998,440,680	225,632,940	466,001,005	611,686,853
	REVENUE - Revenue	**227,554,323**	**0**	**2,671,866,310**	**2,853,701,797**	**1,546,846,482**	**2,331,793,292**	**2,369,625,373**
	SWAG - Salary & Wages	662,696,946	0	580,653,684	639,997,829	283,244,519	626,345,818	603,874,856
	BENE - Benefits	169,812,696	0	144,398,279	169,934,826	26,280,973	66,774,867	72,708,966
	CPTL - Capital	1,567,360	0	34,369,393	38,030,717	17,242,460	36,665,978	40,824,665
	GEXP - General Expense	13,684,031	0	295,543,856	359,539,161	182,894,177	311,250,690	337,944,266
	UTRT - Utilities, Rents & Taxes	823,996	0	67,468,474	67,841,908	22,636,272	46,376,811	43,326,404
	IDCE - Indirect Cost Expense	0	0	395,180	23,108,565	20,416,468	46,378,496	48,327,698
	PAID - Pool Financial Aid	0	0	-11,166,999	-11,166,999	-11,165,599	0	0
	SCHO - Student Aid Expense	2,609,468	0	319,363,616	328,491,616	166,245,123	338,464,993	322,182,331
	LONS - Loan Fund Transaction	0	0	0	0	0	0	-4,475
	TROT - Transfers Out	2,366,598	0	1,250,895,927	1,266,116,207	418,587,988	866,547,532	943,391,938
	EXPENSE - Expense	**843,448,973**	**0**	**2,671,911,310**	**2,850,893,714**	**1,126,282,371**	**2,334,734,173**	**2,412,546,650**
	TOTAL - Net From Operations	**-615,894,650**	**0**	**-45,000**	**2,808,083**	**421,564,111**	**-2,940,882**	**-42,921,277**

		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
UNIV_000 - Cornell University	TUFE - Tuition and Fees	46,174,273	-823,529,768	-793,596,717	-761,036,093	-727,638,962
	STFE - State/Fed Appropriations	60,000	-90,002,703	-103,308,441	-121,283,816	-121,644,013
	IDCR - Indirect Cost Recovery	0	-78,517,796	-35,382,820	-83,790,120	-84,440,709
	SFCA - Govt Contracts Grants	0	-564,069	-87,232,002	-205,057,043	-211,517,461
	CTRC - Contributions Revenue	276,666	-116,469,366	-11,163,822	-188,810,931	-116,944,841
	IVRD - Investment Return Distributed	154,437,131	-111,588,424	64,222,923	-91,958,861	-88,093,813
	SSVC - Sales and Services	18,894,966	-108,268,168	-45,707,453	-108,248,228	-110,205,244
	SSIN - Internal Sales and Services	2,148,669	-129,943,428	-87,666,281	-83,617,266	-76,463,568
	TRIN - Transfers In	5,564,394	-991,428,281	-220,068,546	-460,436,610	-606,122,458
	REVENUE - Revenue	**227,554,323**	**-2,444,311,987**	**-1,319,292,158**	**-2,104,238,968**	**-2,142,071,049**
	SWAG - Salary & Wages	662,696,945	82,042,261	379,451,426	37,350,127	58,821,089
	BENE - Benefits	169,812,696	16,414,317	134,631,623	94,037,740	87,103,630
	CPTL - Capital	1,567,360	-32,812,043	-15,685,100	-35,098,628	-39,267,315
	GEXP - General Expense	13,684,031	-281,859,825	-169,210,146	-297,566,659	-324,260,235
	UTRT - Utilities, Rents & Taxes	823,996	-66,634,479	-21,712,277	-45,551,816	-42,502,409
	IDCE - Indirect Cost Expense	0	-395,180	-20,416,468	-45,378,495	-48,327,698
	PAID - Pool Financial Aid	0	11,166,999	11,165,599	0	0
	SCHO - Student Aid Expense	2,609,468	-316,854,668	-163,736,665	-335,896,635	-319,642,873
	LONS - Loan Fund Transaction	0	0	0	0	4,475
	TROT - Transfers Out	2,366,598	-1,248,530,329	-416,222,390	-863,181,934	-941,026,340
	EXPENSE - Expense	**843,448,973**	**-1,828,462,337**	**-281,833,397**	**-1,491,285,200**	**-1,569,097,676**
	TOTAL - Net From Operations	**-615,894,650**	**-615,849,650**	**-1,037,458,761**	**-612,953,768**	**-572,973,373**

Cornell University
Division of Budget and Planning

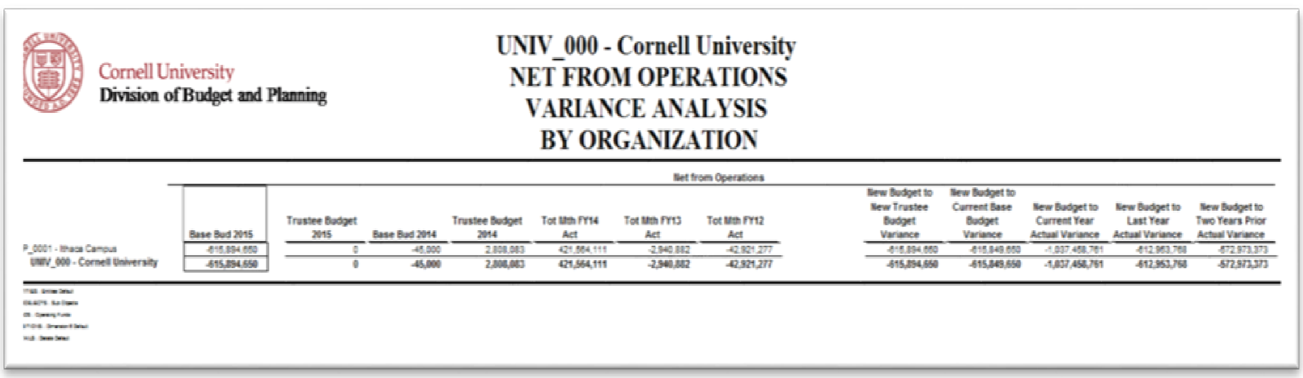
Report: 03A.Variance Analysis by Sub-Object

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.


Cornell University
Division of Budget and Planning

UNIV_000 - Cornell University
NET FROM OPERATIONS
VARIANCE ANALYSIS
BY ORGANIZATION

	Net from Operations											
	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 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	-1,837,458,761	-612,953,768	-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	-1,837,458,761	-612,953,768	-672,973,373

Cornell University
Division of Budget and Planning

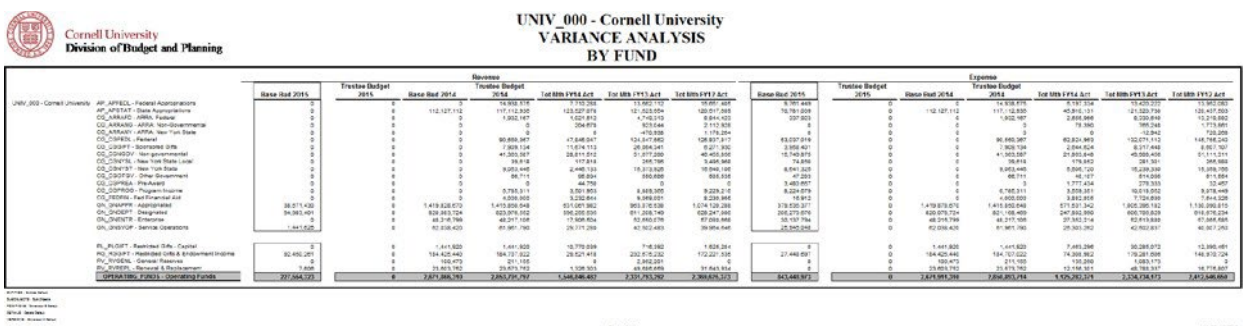
Report: 04.Variance by Fund

Category Group Assigned: Variance Reports.

Opens at: Prompt.

Purpose: To display a standard view of the Fund Sources (sub-fund level) for an organization (all the way down to a particular 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.



Report: 02.Revenue vs. Expense - Historical Compare

Category Group Assigned: Revenue and Expense Reports.

Opens at: User Maximum Security Level.

Purpose: To display a standard view of Total Operating Revenue and Total Operating Expense separately 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: Automatically provides the highest C_Level, D_Level or Accounts from the UNIV_000 Hierarchy that you have access to.

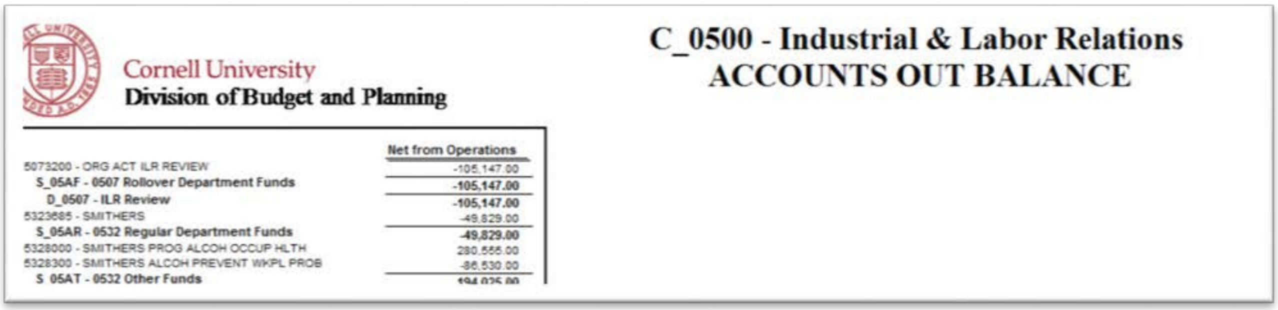
Report: 13.Accounts Out of Balance

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.



Cornell University
Division of Budget and Planning

C_0500 - Industrial & Labor Relations
ACCOUNTS OUT BALANCE

	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	-86,530.00
S_05AT - 0532 Other Funds	194,025.00

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.

Cornell University
Division of Budget and Planning

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 - Cornell University
TUFE_IN - Tuition and Fees	322,512,744	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	36,334,337	48,124,860	84,459,197
SFCA_IN - Contracts & Grants	192,000	488,226	680,226
CTRC_IN - Contributions	37,389,465	113,346,003	150,735,468
IVRD_IN - Investment Distributions	40,080,709	204,468,054	244,548,763
SSVC_IN - Educational Activities And Other Sources	72,941,720	156,077,010	229,018,730
SSIN_IN - Interdepartmental Revenue	21,074,962	158,390,428	179,465,390
AUXL_IN - Enterprise Sales & Service	0	141,917,290	141,917,290
DBTS_IN - Debt Service	0	0	0
TROP_IN - Transfers to/from Operations	3,396,489	18,773,043	22,169,532
TRNS_IN - Transfers	263,566,304	1,121,914,695	1,385,480,999
ADCR_IN - Admin Cost Redistribution	9,949,934	49,082,743	59,032,677
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	323,061	485,233	808,294
SWAG_EX - Salary & Wages	188,964,314	441,728,658	630,692,972
SWFC_EX - Salary & Wages Faculty	103,767,372	156,607,207	260,374,579
BENE_EX - Benefits	9,503,484	203,175,396	212,678,880
CPTL_EX - Capital Expense	8,708,587	39,442,120	48,150,707
GEXP_EX - General Expense	73,963,691	169,679,389	243,643,080
UTRT_EX - Utilities & Taxes	19,462,433	67,354,833	86,817,266
PSVC_EX - Purchased Services	29,455,911	126,418,296	155,874,207
REMN_EX - Repair & Maintenance	11,812,971	50,611,260	62,424,231
INTR_EX - Interest Expense	0	138,974	138,974
SCHO_EX - Financial Aid	30,507,259	376,481,116	406,988,375
DBTS_EX - Debt Service	3,814,416	63,978,027	67,792,443
TROP_EX - Transfers to/from Operations	9,487,994	102,690,346	112,178,340
TRNS_EX - Transfers	198,021,146	1,191,825,122	1,389,846,268
ADCR_EX - Admin Cost Redistribution	245,196,325	-188,373,402	56,822,923
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.

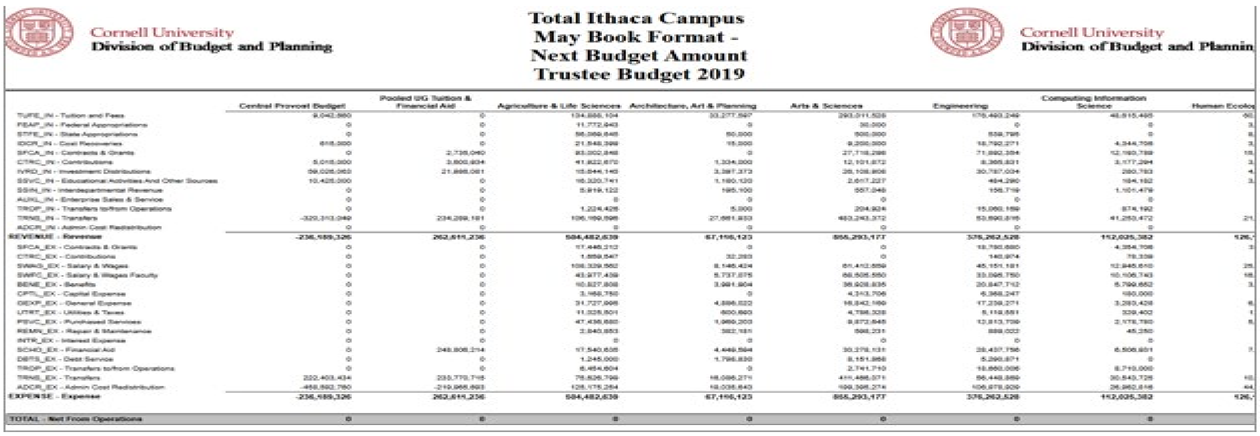
Report: 12A.May Book - Current Trustee Budget

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 Plannin

	Central Provost Budget	Pooled UG Tuition & Financial Aid	Agriculture & Life Sciences	Architecture, Art & Planning	Arts & Sciences	Engineering	Computing Information Science	Human Ecolo
TUFE_IN - Tuition and Fees	9,042,880	0	134,888,104	33,277,597	293,011,526	175,493,249	46,515,495	50,
FEAP_IN - Federal Appropriations	0	0	11,772,943	0	30,000	0	0	3,
STFE_IN - State Appropriations	0	0	56,269,848	50,000	500,000	558,798	0	8,
IDCR_IN - Cost Recoveries	615,000	0	21,548,399	15,000	9,200,000	18,792,271	4,344,708	3,
SPCA_IN - Contracts & Grants	0	2,738,040	83,202,848	0	27,718,298	71,892,394	12,190,789	15,
CTRC_IN - Contributions	5,015,000	3,800,834	41,822,670	1,334,000	12,101,872	8,395,831	3,177,294	3,
IVRD_IN - Investment Distributions	59,026,063	21,886,081	15,844,140	3,387,373	28,109,806	30,787,034	280,783	4,
SSVC_IN - Educational Activities And Other Sources	10,425,000	0	16,320,741	1,180,120	2,617,227	484,290	184,182	3,
SSIN_IN - Interdepartmental Revenue	0	0	5,819,122	195,100	557,046	156,719	1,101,479	
AUXL_IN - Enterprise Sales & Service	0	0	0	0	0	0	0	
TROP_IN - Transfers to/from Operations	0	0	1,224,425	5,000	204,924	15,060,159	874,192	
TRNS_IN - Transfers	-320,313,049	234,289,181	106,199,596	27,881,853	463,243,372	53,890,816	41,253,472	21,
ADCR_IN - Admin Cost Redistribution	0	0	0	0	0	0	0	
REVENUE - Revenue	**-236,189,326**	**262,611,236**	**584,482,639**	**67,116,123**	**856,293,177**	**376,262,528**	**112,025,382**	**126,**
SPCA_EX - Contracts & Grants	0	0	17,446,212	0	0	18,790,880	4,354,708	3,
CTRC_EX - Contributions	0	0	1,859,547	32,283	0	140,974	79,339	
SWAG_EX - Salary & Wages	0	0	108,329,562	8,146,424	81,412,889	45,151,181	12,846,610	25,
SWFC_EX - Salary & Wages Faculty	0	0	43,977,439	5,737,075	68,505,550	33,098,750	10,106,743	18,
BENE_EX - Benefits	0	0	10,827,808	3,981,804	38,928,835	20,847,712	5,799,682	3,
CPTL_EX - Capital Expense	0	0	3,168,750	0	4,313,706	6,368,247	180,000	
GEXP_EX - General Expense	0	0	31,727,098	4,886,022	16,842,169	17,239,271	3,293,428	6,
UTRT_EX - Utilities & Taxes	0	0	11,328,801	600,880	4,798,328	5,118,881	329,402	1,
PSVC_EX - Purchased Services	0	0	47,438,880	1,969,203	9,872,848	13,813,739	2,178,780	8,
REMN_EX - Repair & Maintenance	0	0	2,840,883	382,181	588,231	889,022	45,250	
INTR_EX - Interest Expense	0	0	0	0	0	0	0	
SCHO_EX - Financial Aid	0	248,808,214	17,540,635	4,449,584	30,278,131	28,437,798	6,506,801	7,
DBTS_EX - Debt Service	0	0	1,245,000	1,798,830	8,151,988	5,290,871	0	
TROP_EX - Transfers to/from Operations	0	0	6,454,604	0	2,741,710	18,880,006	8,710,000	
TRNS_EX - Transfers	222,403,434	233,770,718	78,826,799	18,098,271	411,488,071	56,448,889	30,843,728	10,
ADCR_EX - Admin Cost Redistribution	-458,592,760	-219,968,693	125,175,264	18,038,840	109,395,274	106,878,929	26,982,818	44,
EXPENSE - Expense	**-236,189,326**	**262,611,236**	**584,482,639**	**67,116,123**	**856,293,177**	**376,262,528**	**112,025,382**	**126,**
TOTAL - Net From Operations	**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.

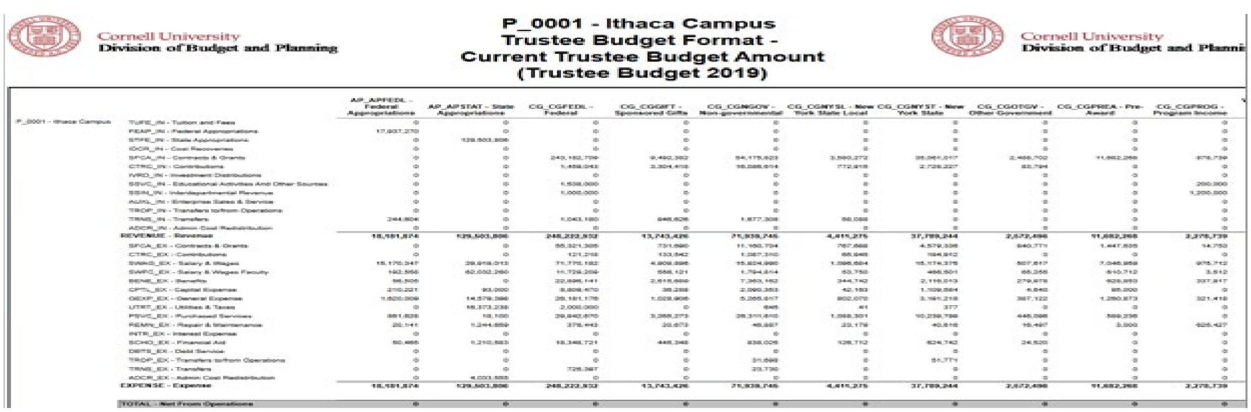
Report: 11.Trustee Budget Format - Current Trustee Budget

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.



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).

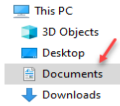
Report: Export Budget Data

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.

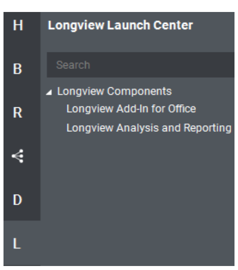
Purpose: To display a standard list of all Accounts within selection that is planned at the Line Item level. Report will contain Object, Sub-Object, Fund, Account Type and Line Item Comments.

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.

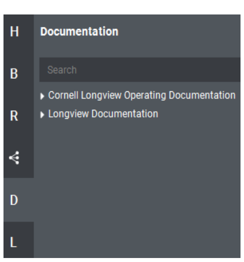
3. Longview Add-in for Office

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

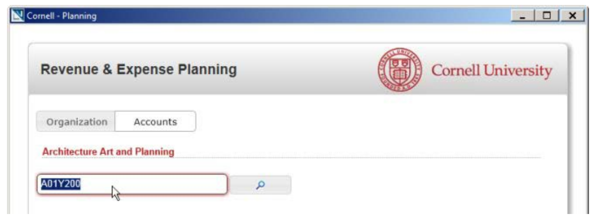
Revenue and Expense Planning

Org/Account Selector

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

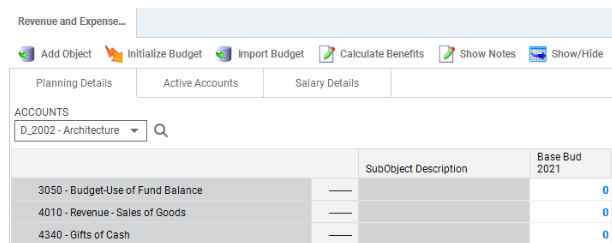
If you want to load the planning grid quickly, choose an account or sub-account. If you want greater flexibility during your planning session, and need to move between accounts quickly, choose the lowest level organization that has all the accounts you want to plan. If you intend on planning several 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.*